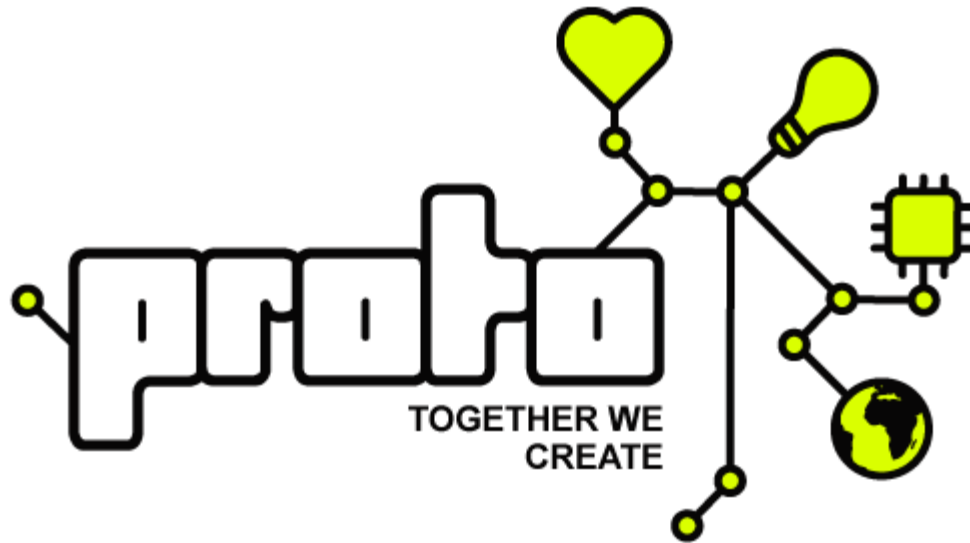# Study Association Proto

Static Policy Plan

Introduction

This is the static policy plan of Study Association Proto. In this document, the policies that have been enacted within the association for longer than 3 years are described. After every section header, the GMM number of the last GMM this section has been updated substantively is mentioned, so the current plans can be compared to those of previous years. The previous versions of the static policy plan can be found on the S.A. Proto DokuWiki. At the end of this document, a list of common abbreviations/terms and their definitions can be found.

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3. Board task division

3.1 General board tasks

The task of the entire board is to make sure that study association Proto functions properly. This entails taking care of the finances, ensuring that students have an optimal student experience both in- and outside of lecture hours, and providing an association space for all members of the association. It is the board's task to function as a bridge between students and the university as well as provide the opportunity for members to enjoy snacks, drinks, and activities. Within this board, there are several distinct tasks that are explained in the section below.

3.2 Division of functions and vice functions

Below, all functions within the board of S.A. Proto are described, along with what is expected of these functions. ~~To give an impression of what is expected from the person fulfilling one of the functions available to the board:~~

Chair~~(wo)man~~: The job of the ~~a~~ Chair~~(wo)man~~ is to lead the rest of the board. This mainly consists of tasks such as making agendas for and leading board meetings, making sure the rest of the board does their job and representing the association within the University of Twente. ~~holding presentations, keeping close connections with other associations and & attending important university activities like the graduation ceremony.~~ The Chair~~(wo)man~~ also ~~makes sure every board member does their job,~~ assist~~sing them~~ the board where needed and can tak~~eing~~ over jobs when this is necessary~~needed~~.

Secretary: The Secretary is responsible for keeping the administration of the association up to date. This means that the member administration is clear and easily accessible, but also that all the documents (both physical and digital) can be accessed quickly. Next to that, the Secretary is also responsible for writing down every decision made during Board and General Member Meetings and is responsible for most of the incoming mails.

Treasurer: The Treasurer is in charge of the financials and bookkeeping of the association. The Treasurer manages contracts, financial traffic within the association and communication with debtors and creditors.

Officer of Internal Affairs: The Officer of Internal Affairs is responsible for making sure members get the most out of their membership at Proto. They motivate members for activism, coordinate most committees and are essential in bonding new members with the association.

Officer of External Affairs: The Officer of External Affairs manages Proto's portfolio of connections with companies and presents the association to the outside world. The Officer of External Affairs also

arranges events for students and companies to come into contact with each other, to make sure students get an idea of what the corporate world has to offer for them.

Officer of Educational Affairs: The Officer of Educational Affairs is responsible for the communication between the students,the program board and teachers of the Creative Technology and ~~&~~ Interaction Technology programs. The Officer of Educational Affairs is responsible for the study-related part of the association.

Vice Functions: There are also vice functions in case someone gets ill or cannot attend a meeting for whatever reason. The person who has the vice function of the missing person will be the reserve and will be responsible for the tasks of the missing board member. It is hard work to just take over someone's task, so the entire board will help this person with the tasks. Even though all the board members will help, the person with the vice-function will ~~still~~ be the end responsible.

3.3 Committee Responsible

In order to make sure that committees function correctly and to ensure efficient communication, every committee should have one board member who is responsible to report important decisions to the rest of their ~~its~~ board and vice versa. This ensures that there is a fluent interaction between committees and the rest of the association.

4. Action plan

4.1 Protopolis Policy

4.1.1 Opening hours

It is important to have the Protopolis open as often as possible, so people can rest or work and reach the board personally. This is done by having the following opening hours:

Monday	09:30 - 17:30
Tuesday	09:30 - 17:30
Wednesday	09:30 - 22:00
Thursday	09:30 - 17:30
Friday	09:30 - 16:00

What can be seen is that every working day the opening times are the same: from 09:30h until 17:30h. However, for Wednesday and Friday the closing times differ. On Wednesday, the closing hours differ because of ProtoDay. The decision to keep the Protopolis open until four on Friday is due to the fact that there is always a drink on Friday, starting at 16:00. It might happen that the board has other obligations during opening hours. An effort will be made to find a ProtOpener (see 4.3.4) in that case. There are other cases when the Protopolis is closed, such as the open days and the active member activity. If this is the case, the board will communicate this to Proto's members. In short, this means that the opening hours can differ due to activities and the availability of ProtOpeners.

4.1.2 Cleaning

It is very nice for members to have a clean Protopolis. In order to do this, the board should give a good example by regularly checking the room and reminding members in the Protopolis to clean up their own garbage and wash the dishes they used. The board should aim to clean the Protopolis at least once every quartile.

4.1.3 Keys

A key locker with a number combination lock is present in the Protopolis. The board aims to clearly communicate to the ProtOpeners what the code is, so they can access all important places. The board and the ProtOpeners are the only ones who know the combination. There is also a deposit box for

service desk keys in the Zilverling for when the service desk is closed. The board should aim to change the lock to the safe at least once every quartile.

4.1.4 Mugs

Members can bring their own mugs to use in the Protopolis. There are several shelves reserved for mugs in a closet near the kitchen. Members should label their mugs and clean their mugs themselves. If a labelled (dirty) mug is not placed back into the closet, members will be addressed on their behavior. If a mug is not labelled, the board is free to throw the mug away.

Once every module, all of the mugs will be taken from the closet and placed in crates. Members will then have a week to pick up their mug and place it back into the closet. If any mugs are left in the crate, they will be thrown away.

4.1.6 Alcohol in Protopolis

The regulations of the University set for activities will be followed for drinking alcoholic beverages within the Protopolis. This policy states that it is not allowed to serve alcohol before 15:30. To help regulate alcohol consumption, it is not possible to purchase alcoholic beverages from the OmNomCom before 15:30.

4.2 Activity Policy

4.2.1 Committee Introduction

Committees are essential for Proto as an association. To make sure they function as they are supposed to, the Chair(wo)man, Secretary, Treasurer and Promotion roles within a committee are explained introduced during introductions given by the relevant board members.The Chair Chair(wo)man should have a meeting with all committee Chairs(wo)men to explain about responsibilities, give tips and to answer questions. The Treasurer should have a meeting with all committee Treasurers about how to make a budget plan and other important tips and & tricks. The same should be done by the Secretary; they have a meeting with all Secretaries about how to write minutes and how to make use of useful tools such as Trello and Doodle. The Officer of Internal Affairs should explain how to request posters from the GraphiCie for activities and which promotion channels Proto uses and how to use them. After the meetings, a document containing a summary and a way to contact the corresponding board member with more questions will be sent to all participants. Committee members will be taught the basics of the function this way. Non-committee members are also welcome to join if they like. These meetings will be held in the beginning and halfway through the year, because these are the two times committees are formed.

4.2.2 Committee Size

It becomes harder to function as a committee when there are too many or too few people in that committee. Because of this, the board should strive to have committees with approximately five to seven people, including the board responsible. The reasoning behind these numbers is the simple fact that this amount of committee members in a committee seemed to work the best in the past. This maximum number ~~amount~~ of committee members does not apply to assisting committees (Protography, EmergenCie, GraphiCie etc.), but these committees need to be careful with the number ~~amount~~ of members as well. Otherwise, they might end up with members who do not contribute much to the committee.

4.2.3 Committee Communication

Helping committees can be added to an activity on the website, so when an activity is registered, all assisting committees are automatically notified that their assistance is needed. The person that is assisting can sign in for the activity. The committees that assist are currently: Protography, Videography, EmergenCie, GraphiCie, ProtOpeners, OmNomCom and Guild of Drafters. When an activity exceeds 20 people or if the organising committee expects to get an attendance of over 20 people, an ERO (Emergency Response ~~Responsive~~ Officer) should be asked if they are able to help out during the activity. If no ERO has been found yet a week beforehand, the organising committee should be warned. Some of these committees have a request form; the help of GraphiCie and TIPCie can be requested on the S.A. Proto DokuWiki.

4.2.4 Activity Distribution

It is desirable to have an even distribution of activities throughout the year. The board should aim to have an equal amount of activities per month. In this way, committees will have more chances of getting enough sign-ups and when more members attend the activity, more bonding between members will most likely happen during the activities. To get an even distribution, it helps if each committee states at the beginning of the year how many activities they want and when they would like to have the activity. The board can use this input to make a global scheme for the academic year. Of course, not all committees know exactly what they are going to do in which week of the year, but if most of the activity distribution is known, it is also easier to find room for an activity. If committees do not plan their activity distribution in advance, they risk not being able to plan all the activities they would have wanted, but this should not mean that not mentioning an event at the start should lead to expulsion of that idea for that year. The board and committee should try their best to plan these ~~kind of~~ events somewhere in the year. Next to this, all dates for activities should be discussed with the board to check the date and distribution. Previous years have shown that having a lot of activities in the beginning of the college year helps first year students to get involved with Proto.

4.2.5 ProtoDay

Every regular Wednesday, the Protopolis is open opened until 22:00h. On this day, members can relax in Protopolis or join any of the activities that are organised that evening.

4.2.6 Event Promotion

To let members know what is going on at Proto and which events they can participate in, promotion is needed. Promotion is done via posters and the social media channels of Proto. Committees are also encouraged to make promotional videos. Not only to promote their activities among members, but also to make the committee known among the members. For large events, the mail tool or the our narrowcasting system can be used in consultation with the board.

4.3 Member Policy

4.3.1 Board Accessibility

Proto members always have the possibility to approach board members with questions, problems, ideas, and other things. Approaching a board member can be done when a board member is present and as long as the board member is not in a meeting or occupied with other important business. The best chance of getting in touch with a board member is when they have he or she has Protopolis duty or by sending an email to the board member.

4.3.2 Active Members

Active members are very important to Proto, because the our study association cannot function without them. Members become active members when they join one or more of the committees described in chapter 5. When they are only a member of a supporting committee, they must have been actively participating in the committee to become an active member of Proto. If a member has joined a committee this will be shown on the Proto profile page of this member. To show appreciation towards these members, the board will organise organize an activity for all active members.

4.3.3 International Students

Proto is an international organisation organization. The association should aim to have a respectable amount of active international members. It is important that the board stimulates the members to speak English in the presence of international members.

4.3.4 ProtOpeners

ProtOpeners are vital for the functioning of Proto. As the board members will not be able to execute all their duties while sticking to the Protopolis opening hours, they seek help from active members. The board should trust a subset of members with the ability to maintain order in the Protopolis. The board

will decide who can be a ProtOpener if, and only if, the whole board agrees with it. A member can be removed from the ProtOpeners if one of the board members has solid arguments why a member should not be a ProtOpener anymore. This way, trust between the whole board and the ProtOpeners is ensured. ProtOpeners will receive temporary ProTube admin, so they can manage ProTube while the board is absent. Next to this, ProtOpeners are the only subset of Proto members, next to the board, which can receive the key to the Protopolis at the Service Desk of Hal B. To make sure a ProtOpener can be recognised at the Service Desk, they will receive an indicating key lock image on their Proto membership pass. In case that the OmNomCom system fails to function in the way that it is meant to and there are no members of the OmNomCom present in the Protopolis, the ProtOpeners are expected to keep track of purchases manually. When ProtOpeners keep the room open, they will assist guests (such as new members or other associations) and attend Protopolis business (Coffee troubles, etc.), for which the board is very grateful. The ProtOpener also picks up the phone if no board members are present. Lastly, the ProtOpeners open or close the Protopolis if no board member is available to do this.

4.3.5 Alumni

The alumni committee organises organizes activities for alumni in order to keep the our alumni connected to the association. The alumni committee officially falls under the studies Creative Technology and Interaction Technology and not under Proto. Thus, for activities organised by the alumni committee, all alumni are invited, whether or not they are a member of Proto.

4.3.6 Evaluation

It is important to evaluate often in order to make sure things will run smoothly. Each year, (halfway through and at the end of the academic year), members will be asked to fill in an evaluation form. This will then be looked into by the board and discussed in the semi-annual half-yearly and annual yearly reports.

4.4 Educational Policy

4.4.1 Informing students

An important task of the Officer of Educational Affairs is to inform students about what they could do if they need help with educational affairs. It should be clear to everyone who the Officer of Educational Affairs is and what they can mean for them.

4.4.2 Educational Mail

The aim is to inform students about all things that are going on in their studies so that they can handle it in a smart way. The email will contain things like: the actions that are to be taken by the students (registering in OSIRIS and ordering books), study-related activities, evaluation moments and education-related information i.e. new regulations.

4.4.3 Practice Material Database

The practice material database will be updated with summaries and practice tests. The Officer of Educational Affairs will ask around if there are any new tests and summaries. Before an exam will be put on the database the teacher will be contacted whether they are ~~he or she is~~ okay with it. For summaries it is not necessary to notify the teacher first.

~~4.4.4 Book Sale~~

~~The book sale will be done by the IAPC. They have a lot of experience with selling books for CreaTe students and thus trust their expertise.~~

4.4.4 Education Panels

To have influence in the educational system the Officer of Educational Affairs will have to join various committees. They will visit the PC/OLC to be a direct link between the students and the people ~~persons~~ responsible for the organisation ~~organization~~ of education for CreaTe and I-Tech. They will join the CEO to have influence in UT-wide practices and to share experience about educational affairs with other Officers of Educational Affairs.

At least once every quartile, the Officer of Educational Affairs will have a meeting with the program coördinator as well as the Creative Technology and Interaction Technology evaluation committee to ensure the best communication possible between evaluating parties. ~~The Officer of Educational Affairs has a meeting every module with the CRITEEC, the chair(wo)man of the EducaCie and the program coordinator. This is done to have the best communication possible between all evaluating parties. The CRITEEC is responsible for evaluations of the Creative Technology and Interaction Technology programs.~~

4.4.5 Education Committee

The EducaCie will take an active evaluative and advisory role towards the study staff that should result in the improvement of the Creative Technology and Interaction Technology study programs ~~as a study~~. To keep the participation of individual members and the influence of every academic year high, there will be no more than three students ~~persons~~ from each academic year in the committee, excluding the Officer of Educational Affairs. The committee will have a meeting every week where they will discuss educational happenings. The outcome of this can be presented as an advice to, for example, the module coordinators, teachers and OLC members.

4.4.6 Study Nights

The Officer of Educational Affairs will strive to plan study nights ahead of the module and to announce them in time. This is done in order to get a good amount of participants and also to easily find student assistants and EROs. The Education Committee together with the Officer of Educational Affairs will be responsible for organising ~~organizing~~ study nights. The dates of the study nights are chosen based on what the students need.

4.5 External Policy

Within and outside of the university there are many other associations, organisations, ~~organizations~~ and external parties. Proto has an ever-growing portfolio of connections from all around the Netherlands and the rest of the world. These connections allow S.A. Proto ~~us~~ to achieve the things the association does to this very day. It is the duty of the Officer of External Affairs to manage the portfolio, maintain these connections and present Proto to the outside world.

4.5.1 External support

In order for Proto to thrive, Proto requires support from outside the association. To obtain and maintain this support, the Officer of External Affairs keeps in touch with existing partners, lays the groundwork for new partners and tries to maximise ~~maximize~~ exposure to both. In this endeavor, the Officer of External Affairs is assisted by ~~assists~~ the Acquisition Committee ~~acquisition committee~~ to maximise ~~maximize~~ sponsorship contributions ~~its contributions~~ to the association.

4.5.1.1 Financial Sponsorship

A vital part of the financial plan is built upon financial support from S.A. Proto's ~~our~~ partners. They support S.A. Proto ~~us~~, from coffee deals and drinks, all the way to Proto's merchandise and dedicated events. In order to support Proto, the yearly policy plan will state a required amount of financial sponsorship.

4.5.1.2 Creative Sponsorship

Creative sponsorships are any sponsorships that do not aid Proto in a monetary matter, but rather provide the association with something else which is considered equally or more valuable than monetary sponsorships. These sponsorships differ from coffee cups and electronic components all the way to special member discounts or sponsored activities. These deals are a lot more attractive to most companies than plain donations.

4.5.1.3 Lunch lectures

Proto offers ~~has~~ a combination of Creative and Financial Sponsorship. These are ~~our~~ lunch lectures, in which a partner visits Proto with lunch to tell all interested Proto members ~~us~~ about what makes them special. Part of the proceeds goes directly to Proto while the rest suffices for the lunch (as Proto will arrange the lunch). Some lunch lectures are organised with partners who do not pay sponsorship money for their lecture. The Officer of External Affairs decides these exceptions on a case-to-case basis. Other exceptions can be made by the Officer of External Affairs.

4.5.2 Member discount

Proto has special Member Cards. With these cards, the Acquisition Committee or the Officer of External Affairs tries to get special discount deals for members for companies and stores in and around Enschede ~~enschede~~.

4.5.3 Acquisition Committee

The Acquisition Committee maintains and establishes contact with external partners. The Officer of External Affairs supports and guides the Acquisition Committee. ~~In their his or her routine~~ The Officer of External Affairs ~~he or she~~ supports, meets, and accompanies them to external events.

4.5.4 External promotion policy

As Proto charges ~~some~~ external partners money for exposure within the Protopolis, the association cannot accept external promotion free of charge. Proto manages all exposure boards around the Protopolis, which are free of charge for other associations and ~~partners~~ organisations under the Student Union. Other parties must pay for the exposure boards.

4.6 Financial Policy

4.6.1 The Direct Withdrawal Limit

The limit of the total direct withdrawal stands at €250,- per member and €10.000,- in total. There will be at least one withdrawal a month to ensure Proto's cash flow.

4.6.2 Saving for Lustrum Year

Every ~~5~~ five years, Proto will celebrate her ~~its~~ L~~l~~ustrum. In order to do so, a budget for this is ~~will be~~ saved annually. The amount is ~~will be~~ specified in the yearly financial policy plans written outside of Lustrum years.

4.6.3 Usage of surplus Sponsorship

If the amount of Financial Sponsorship surpasses the amount described in the budget plan, this amount will be divided over financial accounts to be decided in the budget plan of the new board. ~~further divided between by over the committees, the Lustrum savings and the Good Idea Budget.~~

4.6.4 Bookkeeping

Proto keeps track of her ~~its financials~~ finances via the bookkeeping software Unit4 Multivers. This is to ensure the correctness of the ~~financials~~ finances and to keep track of S.A. Proto's ~~our~~ tax status. Proto does not need to keep a BTW (VAT) bookkeeping.

4.7 Other Things

4.7.1 Merchandise

Proto will look into getting new batches of merchandise each year. The stock for existing Proto merchandise like the Proto ties and suspenders will be restocked when requested, if there is enough liquidity.

4.7.2 Foundation ICE

The ICE foundation ~~is used~~ organises the study trip for Creative Technology and Interaction Technology. This foundation is organisationally separate from Proto, but ~~aims to separate itself financially and organizationally from Proto. In the meantime,~~ Proto acts as a financial security for the foundation by taking out a loan at the University of Twente for Foundation ICE. This loan is paid back after the study trip payments have been completed. To take out this loan, the budget plan for the trip needs to be approved during a Proto GMM.

4.7.3 Document language unification

The official document language of S.A. Proto is British English. This choice is made to ensure that no official documents, such as this static policy plan, go through major edits every year. All items on the Proto website should adhere to this rule as well.

5. Committees

5.1 Forming Committees

In September, a couple of activities will be organised ~~organized~~ to give an example of what committees can do. At the end of September the committee market is organised ~~organized in the SmartXp~~. It is very important that this market is organised ~~will be organized~~ in such a way that the attendance is high, so that as many members as possible can come in contact with and hopefully join committees Proto governs. The committee market will be promoted by the board during lectures and of course there will be free lunch. For the committees which start halfway throughout the year or committees that are still looking for members, there will be an extra committee market. Potential committee members can also be approached individually.
To speed up the forming of committees, they will have to be formed 3 weeks after the committee market and the board will assist the committees with that in all ways possible. Forming the committees in time will be the responsibility of the committee responsible. The Officer of Internal Affairs will make sure this happens before the deadline. Optionally, two committee drinks can be held in the beginning of the academic year and halfway through the year respectively to make new committee members feel appreciated and to let committee members get to know each other.

5.2 Acquisition Committee

See 4.5.3 ~~4.5.4~~ Acquisition Committee.

5.3 Activity Committee Extraordinaire

The ACE is a ~~the~~ committee that organises ~~organizes~~ larger activities. Members are preferably higher years' students who have some previous committee experience. The committee will not be on the committee market~~,~~ because of this ~~it aims to have higher year members~~. These members will be approached ~~asked~~ individually by the current committee members ~~or will be taken out of the First Year Committee from the previous year~~.

5.4 Camp Committee

The Camp Committee organises ~~organizes~~ a camp in the beginning of the academic year. This camp is organised for first year Creative Technology students to get them to familiarise ~~familiarize~~ with the association and some of the older Proto members, since the faculty Kick-In is usually organised ~~organized~~ on university grounds instead of going on a camp like most other study associations.

5.5 Culture Committee

The Culture Committee is responsible for different cultural activities which allow people to show and tell about their culture.This includes activities about holidays, art and music from all over the world.

5.6 Dies

The Dies Committee organises ~~organizes~~ birthday activities to make sure the weeks around Proto's birthday will be unforgettable. The committee organises ~~organizes~~ at least a dinner, a party, and a cantus. During Lustrum years, a Lustrum Committee will be formed instead.

5.7 EducaCie

See 4.4.5 ~~4.4.6~~ Education Committee.

5.8 EEMCS Trip

Together with the other EEMCS study associations, the EEMCS-Trip is organised ~~organized~~ every year. In this committee are preferably one board responsible and one member of each association. The EEMCS Trip takes place during Ascension weekend.

5.9 EmergenCie

The EmergenCie consists of people who are licensed EROs (Emergency Response Officer). Every year, the board should try to get at least two members from the board added to the committee. All committees will be notified about the importance of the EmergenCie and will use the Proto site to ask EROs for their activities. The EROs can sign themselves up for the event as an ERO. In this way, the appointment of EROs can be done ~~committee will keep working~~ more efficiently and there are more people helping.

5.10 ENTROPcY

The ENTROPcY can be asked to help out for activities or committees that need extra help. The board responsible for each committee is in charge of making sure that the ENTROPcY gets notified in time.

5.11 First Year Committee

The First Year Committee is meant for first year students. This committee will organise ~~organize~~ smaller activities with which the first year members can gain experience in organising ~~organizing~~ activities and other committee-related responsibilities. There is always a second-year responsible aiding the board responsible in managing this committee. This second-year responsible is someone who was part of the

committee the previous year. The first-years in the committee will switch roles after each major event in order to gain experience with different functions.

5.12 FishCie

The FishCie is responsible for taking care of the fish and keeping the aquarium inside the Protopolis clean. The FishCie also organises ~~organizes~~ a HABHAK (Have A Break, Have A Kibbeling) every month to generate enough money to feed the fish.

5.13 Gala Committee

Every Dies year, except for Lustrum years, the association organises ~~organizes~~ a gala together with other associations.~~Astatine and Atlantis.~~ In Lustrum years, the gala is usually organised ~~only~~ for Proto members only.The committee generally consists of two people and a board responsible because there are two other associations helping. In Lustrum years, this number differs as there are no other helping associations.

5.14 GraphiCie

The GraphiCie's task is to make and design posters and logos for different events and activities that have something to do with Proto. Every committee can send in requests for posters and those requests will be distributed to different committee members by the Chair ~~chair(wo)man~~ of the committee. Another task of the GraphiCie is to ensure the visual identity rules of Proto by, for instance, checking all the posters made by other committees~~,~~ which is done by the poster control person. When a poster has not been approved by the GraphiCie, the posters will be removed and costs made will not be paid by Proto.

5.15 Guild of Drafters

The Guild of Drafters is the committee that drafts drinks for Proto. The logistics of who drafts when is managed by the TIPCie. The drafters are also responsible for setting up drinks and cleaning up afterwards.

5.16 Handyman Committee

The mission of the Handyman Committee is to use the passion of the committee members for building to improve Protopolis and things around Proto. The Handyman Committee should have regular meetings (at least once per month) in which they discuss ideas for projects ~~and projects~~ themselves. Every project has a project leader who will be responsible for this project. Proto members can give suggestions to the Handyman Committee through the Good Idea Board in the Protopolis.

5.17 Have You Tried Turning It Off And On Again committee

The Have You Tried Turning It Off And On Again committee is responsible for maintaining all the software related tools running in the Protopolis, including the proto.utwente.nl site and the DokuWiki. It is also possible for non-committee members to work on the site, by downloading the source code and uploading their changes to GitHub. A member of the Have You Tried Turning It Off And On Again committee will judge the changes and informs the uploader what will be done with the changes. Next to the site, the committee also works on the electronical (non-handyman related) maintenance, like the narrowcasting and the OmNomCom.

5.18 Kick-In Committee CreaTe

CreaTe organises organizes her Faculty Kick-In on the campus and this has always been a big success. Unlike other study associations, Proto does not organise organize a camp during the Kick-In. This committee The Kick-In committee is formed each year in February. The following procedure will be followed to select which non-fact do-groups will represent CreaTe during the Kick-In: All interested do-groups can send in their motivation and a mandatory list of at least 5 so-called uncles and/or aunts who study CreaTe and will be there during the Kick-In as well. The Kick-In committee will then select the final list of do-groups representing CreaTe based on motivation, for which the board responsible will be responsible for assuring this process is as objective as possible.

5.19 Lustrum Committee

Every five years, Proto celebrates her special birthday: Her Lustrum! During the Lustrum, a lot of extraordinary activities will be organised organized. The Lustrum committee will at least organise a dinner, party and cantus during the Dies week. The committee is formed after the second first committee market during the year before a Lustrum year and will consist primarily of older year's students.

5.20 OmNomCom

The OmNomCom ensures that pleasantries and edible necessities are available all year round.

5.21 pLAN

Proto LAN, or the pLAN,m is a committee that organises organizes LAN parties and other game related activities.

5.22 Protography

The Protography takes care of the photos taken during all kinds of activities Proto organises organizes. Just like the EmergenCie, the Protography can be asked for assistance through the Proto website the activity form. The committee consists of many people and the their aim of the committee responsible is to let all committee members everyone actively participate.

5.23 ProtOpeners

See 4.3.4 ProtOpeners. 4.3.6

5.24 ProtoTrip

The ProtoTrip committee organises a yearly trip over several days for all interested Proto members. This trip usually takes place around the spring break.

5.25 SportCie

The SportCie organises organizes all kinds of sports related activities. Its two main activities are the Batavierenrace and the StAf (Studie-Afdelingen in Dutch) tournament. For these two events, designated committee members will be assigned the role 'Batavierenrace responsible' and the role 'StAf responsible'.

5.26 Symposium Committee

The Symposium Committee organises organizes an entire day filled with inspirational talks that will have a close connection with CreaTe and I-Tech. The committee aims to make this day memorable and to do their best to find the finest speakers for this day. This committee is formed in September.

5.27 TIPCie

The TIPCie is responsible for drink-related activities. They will assist other committees if they need refreshments in their activities. This committee can also help with serving drinks when their help is needed for University-related activities where Proto helps with organising organizing the event.

6. Abbreviations and Terms

Below, a list of common abbreviations/terms and their definition.

CEO: Convention of Educational Officers, a meeting panel consisting of all Officers of Educational Affairs and other educational parties from within the University of Twente.

EEMCS: Electrical Engineering Mathematics Computer Science, which is the name of the faculty that Creative Technology, Interaction Technology, and Proto are a part of. In Dutch this faculty is called EWI (Elektrotechniek Wiskunde Informatica).

GMM: General Member Meeting, a meeting held by the board for all members to discuss and vote on matters regarding the association.

PC/OLC: Opleidingscommissie (programme committee), a committee consisting of teachers and students who meet monthly to discuss the Creative Technology and Interaction Technology programs.

Protopolis: The association room of S.A. Proto.

ProTube: The shared music playing system in the Protopolis.