



Housing Affairs Council

Policy Manual

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Article I: Housing Affairs Council

I.1. Name

- I.1.1 The name of the association is Housing Affairs Council, abbreviated as HAC.
- I.1.2. The HAC is officially registered as Huurdersvereniging University College Roosevelt Studenten under KvK 22062496 at the Kamer van Koophandel in Middelburg.
- I.1.3 The official internal name is Housing Affairs Council. It is upon the discretion of the HAC Board which name to choose for external contacts.

I.2 Mission Statement

- I.2.1. “Representing HAC member housing interests and thereby working to ensure the best living conditions on campus for a reasonable price.”

I.3 Status of the Policy Manual

- I.3.1. The Articles of Association will be the primary source of rules and regulations. All references to the Articles are to the Dutch version, which is the only legally binding version.
- I.3.2. The Policy Manual functions as the bylaws of the Articles of Association.
- I.3.3. In case of conflict between the Articles of Association and the Policy Manual, the former will prevail.
- I.3.4. All HAC members are expected to be familiar with the Policy Manual and be aware of its contents.
- I.3.5. The HAC Board has the obligation to inform all members on proposed and approved changes to the Policy Manual.
- I.3.6. The Policy Manual can be changed at any time. Any HAC member and the members of the Independent Body can propose changes. These changes must be proposed in writing to the HAC Board.
- I.3.7 Changes are to be approved or rejected by a simple majority of the General Assembly.
- I.3.8 In case the Policy Manual or Articles of Association do not cover an issue, it is upon the discretion of the HAC Board to decide.

I.4 Language Use

- I.4.1. English will be the official language of the HAC.

- I.4.2. With regard to external communication, it is at the discretion of the HAC Board to decide what language is most appropriate to use (for example English, or Dutch)
- I.4.3. All communication and documentation from the HAC Board to HAC members must be in English.
- I.4.4. The HAC Board has the right to refuse to help if problems are addressed in any language other than English.

I.5. Communication

- I.5.1. The main form of communication between the HAC Board and its members is email.
- I.5.2. The HAC Board will send out a digital newsletter to all members every week of the semester, and whenever deemed necessary. The newsletter will outline important decisions taken by the HAC Board, as well as important notices related to housing.
- I.5.3. In order for complaints to have formal value, they need to be communicated to the HAC Board in writing, per email.
- I.5.4. The HAC Board will hold weekly office hours which are designated for facilitating communication and accessibility towards its members.
- I.5.5. The HAC Board manages an official Instagram page, named 'Housingaffairscouncil.' Additionally, campus elders are to manage separate WhatsApp groups per main campus location, as defined in Article 2.1.3. Members can ask questions via these platforms, and events can be promoted on the Instagram/Whatsapp groups.

I.6 General Assemblies

- I.6.1. General Assemblies shall proceed as described in the HAC Articles of Association.
- I.6.2. In case an HAC member cannot attend a General Assembly, it is possible to authorise another HAC member to vote in their stead.
 - I.6.2.1. A proxy vote can only be cast on matters already described in the General Assembly Agenda.
 - I.6.2.2. If there is a specific motion an HAC member wants to proxy-vote on, the motion is to be added to the agenda at least 48 (forty-eight) hours prior to the General Assembly. This agenda shall then be shared with all HAC members.
 - I.6.2.3. Proxy voting on amendments is not allowed.

I.6.2.4. If an HAC member wishes to let another HAC member vote in their stead, they should inform the HAC Independent Body at least 24 (twenty-four) hours before the start of the General Assembly, in writing, per email.

I.7 Confidentiality

I.7.1. All complaints, emails and hearings will be handled with discretion, unless the member gives the HAC Board explicit permission to share this with other parties.

Article 2: Functioning of the Housing Affairs Council

2.1 Positions and task descriptions

- 2.1.1 The HAC Board is made up of an HAC Daily Board, consisting of a Chair, Secretary, and Treasurer, and an HAC General Board, consisting of the Campus Elders.
- 2.1.2 All campus locations, as defined in Article 2.1.3, will be represented by the HAC General Board. The main campus locations will be represented by one specific HAC Board Member in the HAC General Board, namely a Campus Elder. Responsibility for small, flexible and/or temporary locations will be divided over the members of the HAC General Board.
- 2.1.3 In case the HAC Board wishes to add a member to the HAC General Board without the conditions described in Article 2.1.3. being met, approval of the General Assembly is needed.
- 2.1.4 The HAC Daily Board legally bears final responsibility over actions and decisions taken by the HAC Board. However, the HAC Daily Board makes sure to always consult and involve the HAC General Board in decisions and discussions as much as possible, especially when related to the specific campus locations.
- 2.1.5 The tasks of the Chair are as follows:
 - 2.1.5.1 Carries overall responsibility for the HAC Board and the HAC's functioning.
 - 2.1.5.2 Is the motivating factor for the HAC.
 - 2.1.5.3 Prepares the agenda for, sets, and chairs the HAC Board meetings and General Assemblies.
 - 2.1.5.4 Works together with the Secretary to decide which course to follow in policy matters and what solutions are for possible problems. Takes the actual decisions after having been discussed with the rest of the HAC Board.
 - 2.1.5.5 Is responsible for all external contacts (amongst which UCR and Gapph), including negotiating and upholding all agreements related to these.
 - 2.1.5.6 Maintains a long-term overview of the HAC and its future.
 - 2.1.5.7 Ensures that the Articles of Association and Policy Manual are respected.
 - 2.1.5.8 Is the contact person for the Advisory Council and the Independent Body.

- 2.1.5.9 Has the responsibility to make sure that all tasks of the HAC Board are carried out properly.
- 2.1.5.10 Works closely together with the Treasurer and Secretary on the internal operations of the HAC Board.
- 2.1.5.11 Revises and if necessary, updates the Policy Manual.
- 2.1.5.12 With the Treasurer, makes sure that the financial procedure (Article 5) is adhered to and examines the Treasurer's actions.
- 2.1.6 The tasks of the Secretary are as follows:
 - 2.1.6.1 Together with the Chair, carries responsibility for the functioning of the HAC Board and the association as a whole.
 - 2.1.6.2 Works together with the Chair to decide which course to follow in policy matters and what solutions are for possible problems.
 - 2.1.6.3 Works closely together with the Treasurer and Chair on the internal operations of the HAC Board.
 - 2.1.6.4 Takes minutes of all meetings and provides them to the HAC Board for the next meeting.
 - 2.1.6.5 Is responsible for the administration and archive system of the HAC.
 - 2.1.6.6 Is responsible for facilitating communications through, and the organisation of, the email inbox.
 - 2.1.6.7 Is responsible for the organisation of the email inbox.
 - 2.1.6.8 Is responsible for all public relations and publications.
 - 2.1.6.9 Keeps track of the HAC inventory and supplies.
- 2.1.7 The tasks of the Treasurer are as follows:
 - 2.1.7.1 Works closely with the Chair and Secretary and is in charge of all financial aspects of the HAC.
 - 2.1.7.2 Discusses and negotiates funding by external parties.
 - 2.1.7.3 Prepares and presents the budget to the General Assembly.
 - 2.1.7.4 Is responsible for keeping track of all expenditures and income of all HAC-related activities and keeping a full financial administration.
 - 2.1.7.5 Ensures that funds are spent in the best interest of the members of the HAC and the HAC Board.
 - 2.1.7.6 Has contact with third parties that provide services and goods for the HAC.
 - 2.1.7.7 Sets the short and long-term financial goals.
 - 2.1.7.8 Is responsible for a clear reimbursement policy towards the other HAC Board members, the House/Hallway/Floor Elders, hereafter referred to as House Elder, and all other HAC members.

- 2.1.7.9 Ensures that it is clear for the Campus Elders and House Elders how much money they can get reimbursed from the HAC and for what purposes.
- 2.1.7.10 With the Chair, makes sure that the financial procedures ([Article 5](#)) are adhered to.
- 2.1.8 The tasks of a Campus Elder are as follows:
 - 2.1.8.1 Works closely together with the HAC Daily Board and other Campus Elders and is in charge of pursuing and representing the interests of the members living at their campus location.
 - 2.1.8.2 Is the main contact person for all external contacts related to their campus location and should initiate contact with such external parties if deemed necessary by the Campus Elder. Such external parties may include neighbours, municipality, neighbourhood police officers, and 'wijkteam'.
 - 2.1.8.3 Is the contact person for the members living at their campus location, and responsible for all communication to and from those members.
 - 2.1.8.4 Is responsible for the House Elders of their location as laid out in Article 3.1.
 - 2.1.8.5 Is the contact person towards Gapph for matters specifically related to their campus location(s).
 - 2.1.8.6 Deals with and is the first point of contact for complaints, events and event procedures related to their campus location, see Appendix B.
 - 2.1.8.7 Makes sure Gapph maintains an emergency protocol for their campus location and communicates this to its members.
- 2.1.9 All members in positions of responsibility (Daily Board, Campus Elders, and HAC Volunteers) are expected to comply with the HAC's Code of Ethics outlined below:
 - 2.1.9.1 To provide oversight of the operation and delivery of the HAC's activities in a manner that merits the trust, support, and confidence of the public and HAC members.
 - 2.1.9.2 To comply with all applicable laws and regulations.
 - 2.1.9.3 To be a responsible steward of the HAC's financial resources.
 - 2.1.9.4 To not act in a manner which directly or indirectly furthers their own personal (financial) interest over the interest of the HAC as a whole.
 - 2.1.9.5 To avoid (the appearance of) conflict of interest between their own personal (financial) interests and those of the HAC

2.1.9.6 To consider the public perception of personal and professional actions and their potential impact on the HAC and its reputation, and act in a manner most beneficial to the HAC and its reputation.

2.2 Campus locations

2.2.1 A campus location is a place of residence where any number of UCR students reside during a semester, excluding places of residence where any number of UCR students live who are granted exemption from living on campus. To be considered a 'main' campus location, the location must meet the following requirements:

2.2.1.1 Consistently, during a semester, more than 45 (forty-five) UCR students must be living at the location.

2.2.1.2 The campus location is intended to be a long-term addition to the UCR Campus (more than 3 years).

2.2.1.3 The campus location is distinct from the other existing main campus locations.

2.2.2. If the above requirements are met, it is up to the discretion of the HAC board to make it an official main campus location.

2.3 Members

2.3.1 All students of University College Roosevelt are requested to become a member of the HAC by signing up for membership A.

2.3.2 All the other tenants on main campus locations can become a member of the HAC by signing up for membership B.

2.3.3 Both memberships include the same rights and privileges, except that members of membership B cannot run for board positions within the HAC.

2.4 HAC Board Elections

2.4.1 Elections shall be held annually at the end of the Spring semester or when a position is not fulfilled.

2.4.2 Elections for the HAC Daily Board are open to all members of the HAC with membership A.

2.4.3 Elections for the Campus Elders are open to all HAC members with membership A, living in one of the main campus locations (as defined in section 2.1.3) and running for the Campus Elder position representing the campus they reside in.

- 2.4.4 If a candidate runs for a position within the HAC Board, this candidate can no longer run for any other Big Board positions (Academic Affairs Council (AAC), Commonhouse Elliott (Elliott), and Roosevelt's All Students' Association (RASA)) at the same time.
- 2.4.5 Elections will be announced at least two weeks before they are to take place, including the day of announcement and excluding the day of the General Assembly. Candidates must make their desire to participate in the elections known, in writing, to the HAC Board at least 48 hours before the elections.
- 2.4.6 Candidates must write an election statement, which will be made public to all members prior to the elections. In the election statement, the candidates must clearly specify the function they apply for.
- 2.4.7 Candidates must introduce themselves briefly at the General Assembly by means of a short speech. Candidates that are unable to be present must provide the HAC Board with an official statement (i.e. letter, video, voice message), which will be shared during the General Assembly.
- 2.4.8 All HAC members have the right to cast an anonymous vote. The official voting ballot format is to be found in Appendix D
- 2.4.9 Representatives from the Independent Body, who are neither running nor members of the current HAC Board, will count the votes. After they approve the results, the winners per position will be announced.
- 2.4.10 In case no candidates signed up for a position in the HAC Board before the day of the elections, or when all running candidates for a position are disapproved during the elections, another Election GA will be held.

2.5 Transition

- 2.5.1 The transition period will run from the election of the new HAC Board to the end of the book year as described in the Articles of Association, when the newly elected HAC Board will officially take office. During the summer the newly elected HAC Board will be taking up the tasks of the old HAC Board. The former HAC Board, however, will remain responsible during this period, and will have to provide assistance and advice whenever requested by the new HAC Board.
- 2.5.2 It is the responsibility of the former HAC Board to compile a transition document containing all relevant information.

Article 3: HAC Volunteers

3.1 House Elders, see also Appendix A

- 3.1.1 All houses, floors, and hallways, as defined by the HAC Board, are required to have a House, Floor or Hallway Elder. In this Policy Manual, Floor and Hallway Elders are being referred to as House Elders. Floor, Hallway, and House Elders have equal status.
- 3.1.2 The HAC Board will strive to have a House Elder be responsible for a maximum of 45 (forty-five) people. A House Elder must be a member of the HAC.
- 3.1.3 The tasks, responsibilities and rights of the House Elder are specified in the House/Floor/Hallway Elder Contract.
- 3.1.4 The Campus Elder is responsible for organising new House Elder elections prior to the current House Elder stepping down.
- 3.1.5 House Elders are elected for a period of one year. Preferably, House Elders are elected at the start of the Spring semester and will remain in office during the Summer break and the Fall semester after.
- 3.1.6 Unless there are no other candidates, members in their last semester cannot run for House Elder.
- 3.1.7 The elections will be organised by the Campus Elder through means left to their own discretion. The House Elder will be elected with a simple majority vote.
- 3.1.8 In case of only one candidate applying for House Elder, the inhabitants of the floor/hallway/house, hereafter referred to as house, will have the opportunity to approve or disapprove of their election. If a simple majority disapproves, new elections will be held.
- 3.1.9 In case no candidates sign up for the position of House Elder, the Campus Elder, in collaboration with the resigning House Elder, has the right to appoint an HAC member as House Elder.
- 3.1.10 The HAC Board will allocate a certain amount of money per room in the yearly HAC budget to be used for activities or objects that the whole house, floor or hallway benefits from. The House Elder, after discussing it with their house, floor or hallway, decides what it is to be spent on (with approval of the HAC Board's Treasurer) and is the only one who can ask for the reimbursement with their personal bank account(s). If a house, floor, or hallway has more than one House Elder, only one of them can be in charge of spending money and requesting reimbursements.

- 3.1.11 In case a House Elder is elected to be Campus Elder, they will step down as House Elder and the normal procedure will be followed to find a replacement.

3.2 Other HAC Volunteers

3.2.1 Members of a Team

- 3.2.1.1 Membership of a Team is open to all HAC members.
- 3.2.1.2 Teams can have non-HAC members. In these cases the HAC Board will make an assessment, and decisions are made at their discretion.
- 3.2.1.3 To apply for team membership an application should be sent to the HAC board by email.
- 3.2.1.4 The HAC Board will select the team members out of all applicants.
- 3.2.1.5 Each Team should have Board positions that fulfil the responsibilities of a Chairperson and Treasurer/Admin. All other members have the position of general Board members unless specified otherwise.
- 3.2.1.6 Board positions are held for the period in which the Team is active.
- 3.2.1.7 At least two weeks prior to the activation of the Team, a call for Team members shall be announced to all HAC members.
- 3.2.1.8 At the activation of the Team, the team positions will be decided on.
- 3.2.1.9 The selection will take place through discussion within the Team. In case of no agreement, an election within the Team will be held.
- 3.2.1.10 Selection and election will take place under the supervision of a HAC Board member.
- 3.2.1.11 To ensure good cooperation with the HAC Board and an optimal knowledge transfer, at least one HAC Board member will be a member of the Team.
- 3.2.1.12 In case a member leaves the Team, the vacant tasks will be redistributed amongst Team members.
- 3.2.1.13 If a team member wants to leave their Team, the HAC Board should be notified by email.

- 3.2.2 Damages to materials used while a member is in their function of HAC Volunteer will be either partially or completely be paid for by the HAC. The HAC Board can also decide to not pay any part. This decision is up to the discretion of the HAC Board, and this will be presented to the members in the HAC newsletter. In the case that any member disagrees, they can request the Independent Body to mediate.

Article 4: External Contacts

4.1 Relation HAC-Gapph

- 4.1.1 The HAC Board is to represent and act in the best interest of its members during meetings with Gapph.
- 4.1.2 In case an individual HAC member is not able to solve an individual complaint or problem with Gapph after reasonable effort, the HAC Board should help this member in finding an appropriate solution. The HAC Board can, in this case, address individual problems of members to Gapph, and should, when addressing this problem, carefully consider the interests of the member it is acting for.
- 4.1.3 During the semester the HAC Board should have contact with Gapph at least once every two weeks.

4.2 Relation HAC-University College Roosevelt (UCR)

- 4.2.1 The HAC Board is to represent, and act in the best interest of, its members during meetings with UCR's staff and faculty.
- 4.2.2 In case an individual HAC member is not able to solve an individual complaint or problem with UCR after reasonable effort, the HAC Board should help this member in finding an appropriate solution. The HAC Board can in this case address individual problems of members to UCR, and should, when addressing this problem, carefully consider the interests of the member it is acting for.
- 4.2.3 The HAC Board should have contact with UCR as much as is deemed necessary.

4.3 Huurdersvereniging Middelburg (HVM)

- 4.3.1 The HAC is a member of the Huurdersvereniging Middelburg for support on difficult issues that the HAC Board itself does not have full knowledge on.
- 4.3.2 The HAC Board should have contact with HVM at least twice per academic year.

4.4 Woongoed

- 4.4.1 Woongoed is the owner of the campus locations Bagijnhof, Koestraat, and Roggeveen Hof. They are in close contact with Gapph as well.
- 4.4.2 The HAC Board should have contact with Woongoed at least twice per academic year.

4.5 Crisis Situations

4.5.1 In case of crisis situations, the HAC Board will be in close contact with involved parties such as Gapph and UCR. National and regional guidelines will be adhered to when necessary.

Article 5: Financial Procedures

5.1 Allocation of the HAC Budget

- 5.1.1 The HAC budget should be allocated in a manner which best reflects the HAC's mission statement. All funds should be spent with the interest of the total body of members and the continuation of the HAC in mind.
- 5.1.2 At the start of the Fall semester, the HAC Board prepares a budget for the coming year, which shall be presented at the Budget General Assembly.
- 5.1.3 The budget proposal has to be approved by the General Assembly by a simple majority.
- 5.1.4 For expenditures that exceed €150,00 (one-hundred-fifty) and are not covered in the budget, the HAC Treasurer has to inform the members. In this case, the members have the right to appeal to the Independent Body.
- 5.1.5 If the HAC Board decides to organise a Furniture Fund, it will be decided at the first General Assembly of the Fall semester how the profits will be spent by the respective HAC Board.
- 5.1.6 The HAC Treasurer will present the members of the Independent Body with a financial report of the previous year at least three weeks before the Budget General Assembly.
- 5.1.7 The Independent Body will audit the financial report ([Article 5.1.6](#)) and present its findings at the first General Assembly of the Fall semester.

5.2 Financial Procedures

- 5.2.1 The HAC Treasurer is the only HAC Board Member who can transfer money for the HAC.
- 5.2.2 With regard to [Article 5.2.1](#) the HAC Board can ascribe the Chair with the responsibility to make transactions by a simple majority vote. The type of transactions and which transactions also have to be voted upon by a simple majority vote by the HAC Board.
- 5.2.3 The HAC Treasurer needs the approval of the Chair for all transactions higher than €100,00 (one hundred euros).
- 5.2.4 All transactions should be in line with HAC's official Articles of Association. All transactions should also be in line with [Article 5.1.4](#).
- 5.2.5 Money spent by members can be reimbursed through the official HAC reimbursement website, provided that the conditions mentioned on the form are met.

- 5.2.6 The reimbursement needs to be made within two weeks. Else, the Treasurer must provide a valid reason for the delay.
- 5.2.7 Reimbursement forms are to be handed in to the Treasurer within four weeks after the expense was made. It is up to the discretion of the HAC Board to approve of late reimbursements.

Article 6: Independent Body & Advisory Council

6.1 Independent Body (IB)

- 6.1.1 The Independent Body's tasks are fourfold:
 - 6.1.1.1 Acting as an appeal court to settle disputes between the HAC Board and another party that cannot be settled internally.
 - 6.1.1.2 Auditing the accounts of the HAC Board once every semester.
 - 6.1.1.2.1 Auditing is hereby defined as an inspection of the HAC financial overview of the previous year in order to ensure that all financials are in order. The audit entails the IB compiling a list of clarifying questions about the financial overview of the previous year and will present these questions to the relevant HAC Treasurer to be answered before the Budget General Assembly. Both the questions and the answers should preferably be in writing.
 - 6.1.1.2.2 While the IB will audit once every semester, they may gain insight into the financial overview twice a semester.
 - 6.1.1.3 Counting votes at HAC General Assemblies.
 - 6.1.1.3.1 As the IB will be distributing ballots and counting votes, they are not allowed to vote during any HAC General Assembly under any circumstances in order to avoid a conflict of interest. This includes voting by proxy.
 - 6.1.1.3.2 The IB cannot propose changes during the Policy Manual General Assembly so that they may remain a neutral body. If they chose to propose a change, they must step down temporarily as an IB member until the end of the General Assembly. They may still propose changes at any other time.
 - 6.1.1.3.2.1 A minimum of three IB members must be present at HAC General Assemblies at all times.
 - 6.1.1.4 Acting as a mediation committee to settle disputes internally within the HAC board and between the HAC Board and another party.
- 6.1.2 The Independent Body shall meet at least once a semester, and it is the responsibility of the Chair of the IB to make sure that this takes place.
- 6.1.3 The Independent Body should always act in total accordance with the HAC Policy Manual and Articles of Association.

6.2 Independent Body Membership

- 6.2.1 Members of the Independent Body are appointed for an undetermined period of time by the General Assembly. When a member wishes to resign, the member should inform the Chair of the Independent Body and the HAC Board three weeks in advance in writing. The General Assembly can also dismiss members.
- 6.2.2 Two weeks before the last General Assembly of the Spring semester, the Chair of the Independent Body should evaluate who will stay a member of the Independent Body in the next year.
- 6.2.3 This evaluation should result in a proposal for Independent Body membership for the next year by the Chair of the Independent Body, including a list of newly proposed members.
- 6.2.4 The newly proposed delegates shall be presented at the General Assembly upon which the General Assembly votes on the whole group.
- 6.2.5 All HAC members, except for current HAC Board members and other Big Board members (AAC, ELLIOTT, RASA), are eligible for IB Membership.
- 6.2.6 Membership to the Independent Body has several restrictions:
 - 6.2.6.1 The Independent Body will ideally consist of five people, but at least three.
 - 6.2.6.2 The IB should aim to reflect and represent the international character of UCR.
- 6.2.7 At the start of every academic year, the Independent Body chooses a Chair and a Secretary from its members.
 - 6.2.7.1 Once the IB has been established and all roles have been assigned, they are to introduce themselves and their roles to the HAC Board in writing.
 - 6.2.7.2 The Chair and Secretary preferably have been studying at UCR for at least three semesters at the time of their candidacy.

6.3 Auditing

- 6.3.1 In the fall semester, at least three weeks before the Budget General Assembly, the HAC Treasurer of the previous year will present the members of the Independent Body with a financial report and any other relevant documents of the previous year. If the IB requires any other documents that the HAC Treasurer did not provide, they must ask for them during the auditing period. If an IB has not yet been formed at this time, the HAC Treasurer will send the financial report and any other relevant documents

- once the IB has been formed and has been introduced as stated in Article 6.2.7.1.
- 6.3.2 The spring semester auditing period will be determined in collaboration by the IB and the HAC Board, to be finished before the midterm break. The HAC Treasurer will present the members of the Independent Body with a financial report and any other relevant documents of the previous semester. If the IB requires any other documents that the HAC Treasurer did not provide, they must ask for them during the auditing period. If an IB has not yet been formed at this time, the HAC Treasurer will send the financial report and any other relevant documents once the IB has been formed and has been introduced as stated in Article 6.2.7.1.
 - 6.3.3 The IB will test this budget proposal against the HAC Policy Manual and the HAC Articles of Association and give a positive or negative advice at the Budget General Assembly regarding its compliance. At least one week before the Budget General Assembly, the current Treasurer will present the members of the Independent Body with the budget proposal and any other relevant documents for the coming year. If the IB requires any other documents that the HAC Treasurer did not provide, they must ask for them during the advisory period. If an IB has not yet been formed at this time, the HAC Treasurer will send the budget proposal and any other relevant documents once the IB has been formed and has been introduced as stated in Article 6.2.7.1.
 - 6.3.4 During the auditing period, the HAC Board shall be available to answer any questions or further inquiries from the Independent Body. If the IB so wishes, they will meet with the HAC Treasurer of the previous year in order to discuss questions raised by the audit, otherwise it will be done via email. The audit must be completed during the auditing period. If the audit is not completed by the Budget General Assembly, the Budget General Assembly must be postponed.
 - 6.3.5 The audit shall be executed by the Chair of the Independent Body and two other members of the Independent Body, chosen from among the Independent Body members twice per year.
 - 6.3.6 The auditing committee shall present its findings which entails a brief summary of the questions raised by the IB and the answers of the respective HAC Treasurer, at the first upcoming General Assembly.
 - 6.3.7 The audit results in an advice given to the General Assembly to approve or disapprove of the budget proposal and financial report. The audit of the financial report may result in binding advice to the HAC Board.

6.4 Appeals

- 6.4.1 In the case that a member wishes to appeal to an HAC Board decision, the member must contact the Independent Body in writing within two weeks of being informed of the sanction or decision by the HAC Board.
- 6.4.2 After receiving such writing, the Independent Body must confirm receiving the complaint and set a date for a hearing. This hearing must take place within two weeks upon receiving the writing.
- 6.4.3 The Independent Body will review the complaint, using the Articles of Association and the Policy Manual.
- 6.4.4 When an appeal is accepted, the Independent Body shall review whether there are any personal relationships between Independent Body members and the relevant actor that might influence the objectivity of the appeal. If there is any such relationship, the relevant member shall remove themselves from involvement in any IB activities relating to this appeal.
- 6.4.5 All transcripts made by the HAC Board during the investigation process shall be made available to the Independent Body for review.
- 6.4.6 If it is deemed necessary, the Independent Body can instigate further hearings of any of the parties involved, including the HAC Board itself.
- 6.4.7 The Independent Body will present binding advice to the HAC Board and relevant actors.

6.5 Advisory Council

- 6.6.1 The Advisory Council provides the HAC Board with advice to ensure that the HAC Board has a reference to earlier experience and policy advice, when either party considers this helpful or necessary. The reason for this is to ensure HAC's long-term goals for the benefit of its members.
- 6.6.2 The HAC Board can request non-binding advice from the Advisory Council, after which it is obliged to answer within three weeks.
- 6.6.3 The Advisory Council consists of a minimum of 3 and a maximum of 7 former HAC Board Members, and is appointed yearly by the HAC Board.
 - 6.6.3.1 The members of the Advisory Council shall be notified of their membership at the start of the academic year.
 - 6.6.3.2 When a member wishes to resign, the member should inform the HAC Board three weeks in advance in writing.
- 6.6.4 The HAC will give a minimum of two updates per semester to the Advisory

Council. The two updates exclude sending the Advisory Council the new policy manual after any changes have been made to it. The Board is suggested to send the policy manual including proposed changes before the Policy Manual General Assembly to the advisory council.

- 6.6.5 All information the Advisory Council receives, should be handled with appropriate levels of confidentiality.

Article 7: Code of Conduct and Warnings

7.1 Code of Conduct

7.1.1 All HAC members are expected to treat each other with respect and not to discriminate against each other on any grounds. All HAC members are expected to abide by the rules and regulations as set out in their Tenancy Agreement, General Terms and Conditions of the Tenancy Agreement and House Rules. The House Rules can be found in Appendix C.

7.2 Warning Procedure

7.2.1 The HAC Board shall consider complaints made by any person against any HAC member with respect to:

7.2.1.1 Misconduct on or around the campus locations or at events organised by the HAC.

7.2.1.2 Causing nuisance of any kind towards others living on campus.

7.2.1.3 Theft or damage to the HAC or personal property.

7.2.1.4 Actions contrary to the statutes or this Policy Manual.

7.2.2 After careful consideration of the situation, the HAC Board will start the warning procedure. In most cases, the following steps are followed, however it is up to the discretion of the HAC Board to which extent this procedure is followed:

7.2.2.1 The Campus Elder sets a meeting with the members in question and will ask them to change their ways. Along with an email detailing the complaint, this is considered the first official warning.

7.2.2.2 If the member continues to cause nuisance and/or misbehave in other ways, the HAC Chair will set a meeting with the member to talk about their behaviour. After this meeting, the Chair can choose to give a second official warning in writing.

7.2.2.3 If the member with membership A does not show willingness to cooperate or continues their misbehaviour, the HAC Board will hand over the case to UCR Management. Depending on the situation, the HAC may advise UCR Management to place the member on social probation.

7.2.2.4 Official warnings are issued when the misconduct, behaviour, or actions are serious, but not considered grave enough for further action. This is up to the discretion of the HAC Board.

7.2.2.5 If a member is to receive repeated warnings, and the steps as described in [Article 7.2.2](#) have not caused improvement, a suspension as described in the Articles of Association will be considered.

7.2.2.6 For the Bagijnhof Campus, there is a separate procedure in place when it comes to noise complaints from both student neighbours as well as non-UCR neighbours. When the HAC Board receives an official complaint about a specific house in Bagijnhof, the residents of that house (if these are members of HAC) will meet with the Daily Board and Bagijnhof Campus Elder. This way, the HAC Board can hear both sides of the story in order to better represent students.

1. Appendix A: House/Floor/Hallway Elder Contract

(Updated version can be found on the RASA Website)

2. Appendix B: Event Guidelines and Application Form

(Updated version can be found on the RASA Website)

3. Appendix C: House Rules

(Updated version can be found on the RASA Website)

4. Appendix D: Voting Ballot Form

4.1 Election General Assembly Voting Ballot

[Position] - Please tick one

- [Person 1]
- [Person 2]
- [Person (...)]
- Abstain
- Disapprove

4.2 General Assembly Voting Ballot

[General Assembly name] - Please tick one

- Approve
- Abstain
- Disapprove