

HOUSE REGULATIONS



Babylon is the study association for students of Communication and Information Studies, founded in 1989, at the Faculty of Arts at the Radboud University Nijmegen. The study association is there for every student who seeks to enrich their student lives both study-wise and socially. Furthermore, the study association maintains strong bonds with the study programme's lecturers/professors, (contributing) graduates and other interested parties.

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Article 1: General definitions

1.1 The following definitions apply in the House Regulations:

- The association: Babylon Nijmegen;
- Board: The board of the association;
- Member: A member of the association;
- Active Members: Members who are part of a committee;
- Contributing Graduates: Alumni of Communication and Information Studies that are financially supporting the association by being members;
- GMM: General Member Meeting;
- Blank vote: Vote that is neutral and automatically agrees with the option that has gotten the majority of the votes;
- Withholding: Not voting on people or a matter, because you do not have the right to do so;
- Committee: Committee of the association;
- Babel: Newsletter of the association;
- BM: Magazine of the association.

Article 2: Membership

2.1 All students and teachers of Communication and Information Studies at the Radboud University can become a member of Babylon;

2.2 Alumni of Communication and Information Studies can remain a member of Babylon by paying the contribution to the association. Alumni that are members of the association go by the name Contributing Graduates;

2.3 An Alumnus can become a Contributing Graduate if the person sends a request to the board entailing the yearly membership fee;

2.4 The membership fee can be changed by means of a proposal submitted by the board or by members during a GMM;

2.5 The rights of a regular member of the association are as follows:

- Participation in activities organised by the association;
- Active voting during the GMMs;
- Passive voting on the Board, Till Committee & Advisory Board;
- Joining the formal and informal committees of the association;
- Applying for a board year;
- Obtaining discounts when ordering books for the study;
- Obtaining discounts by means of the sticker deals of the association;
- Receiving the Babel;
- Receiving the BM.

2.6 The rights of Contributing Graduates of the association are as follows:

- Participation in all activities organised by the association;
- Speaking up during the GMMs;
- Joining the formal and informal committees of the association;
- Obtaining discounts by means of the sticker deals of the association;
- Receiving the Babel;
- Receiving the BM.

2.7 Contributing Graduates are not entitled to:

- Apply for a board year;
- Apply as a mentor during the Orientation Week;
- Vote on people during GMMs;
- Vote on matters during GMMs.

2.8 A membership of the association lasts until the cancellation on behalf of the member. The Secretary needs to be informed about the cancellation of the membership via email before the first of November;

2.9 A cancellation of the membership means the end of the rights of a member of the association (see article 2.5 and 2.6);

2.10 Members of the association can apply to the formal and informal committees by means of a motivation letter in which they can share their three preferences;

2.11 Members who are selected to participate in a committee are called Active members;

2.12 Active members are expected to participate in their committee(s) over the course of one year, except for cases where the board decides differently;

2.13 Active members are expected to participate in their committee the best they can and to act according to the association's values;

2.14 The Board is obliged to organise at least three GMM's every year:

- GMM: Change of the Board in July;
- Financial GMM in September;
- Semi-Annual GMM in February.

2.15 The necessary documents for the GMM have to be sent out by the Secretary one week before the GMM takes place;

2.16 All regular members attending the GMM have one vote, except in cases where they are authorised by one other member entitled to vote;

2.17 Authorisations have to be handed into the Secretary by means of a written statement in which a member entitled to vote mentions the name of a member who will attend the GMM and is entitled to vote on behalf of that person;

2.18 Voting concerning matters is done by the raising of hands. Voting concerning people is done in writing;

2.19 Regular members have the options to vote in favour, against, blank, or withhold from voting;

2.20 In case the voting in favour and against are tied, a second round of voting is introduced, whereby the blank vote no longer is an option. In case the votes are tied again, the board has the deciding vote;

2.21 At least the majority of the votes in favour is necessary when voting for people;

2.22 At least the majority of the votes in favour is necessary for approval of matters;

2.23 At least two-thirds of the votes in favour is necessary for a change in the statutes.

Article 3: The Board

3.1 Application

3.1.1. For the application of the board, the Application Committee is assigned;

3.1.2 Members of the association can apply for a function within the board by means of an application letter. This letter has to be sent, accompanied by their resume, to the Chair of the association;

3.1.3 The process of the application starts around February;

3.1.4 The prospective board will be announced in April;

3.1.5 The current board will guide the prospective board in getting ready for their board year. This starts from the moment of the announcement of the prospective board upon the moment of the new board taking office.

3.2 Taking office

3.2.1 In July, the Prospective Board will become the new board after the GMM approves;

3.2.2 During the Annual General Member Meeting, the Chair of the board that will give up their tasks during the GMM will hammer in all the new board members except for the Chair. The Vice-Chair of the board taking office will hammer the new Chair in.

3.3 Resigning

3.3.1 Within the association, it is common to do one board year and after that resign;

3.3.2 After the resignation, the old board members have to apply for the Advisory Board once;

3.3.3. At least two-thirds of the votes during a GMM are necessary in order to dismiss a board member before the official Change of the Board.

3.4 Functions

3.4.1 The Board of Babylon currently consists of six functions:

- Chair;
- Secretary;
- Treasurer;
- Commissioner of Internal Affairs;
- Commissioner of External Affairs;
- Commissioner of Activities.

3.4.2 The board has to consist of at least the Chair, Secretary and Treasurer. In case the board would only have two members, they need to search for a third member as soon as possible;

3.5 The Chair leads the GMM's and the Board Meetings. They make sure that the board functions well, follows their Policy Plan and makes sure to be representative for Babylon. They are ultimately responsible for the study association;

3.6 The Secretary runs the administration of the study association. They make the minutes for the GMMs and the Board Meetings. They manage the archive and the membership database, and arrange the correspondence for the study association;

3.7 The Treasurer takes care of the financial administration of the study association. They manage the cash flow and make sure everyone pays the money they are owed to the study association. This must be registered accurately;

3.8 The Commissioner of Internal Affairs ensures close connections between the study programme, lecturers and members. They are also in charge of managing the book sales for the study programme;

3.9 The Commissioner of External Affairs is responsible for the external relations of the study association. They are responsible for recruiting sponsors and finding new stickers deals;

3.10 The Commissioner of Activities is responsible for the supply of activities. They are also responsible for correct annual planning and the creation of it;

3.11 The board has the job of governing the study association and the representation of the study association has to be put first at all times;

3.12 The board is responsible for keeping the study association financially healthy, making sure the statutes and house regulations are lived up to, and for the execution of decisions which were taken by themselves;

3.13 The board is to meet every week to discuss the current state of affairs of the study association;

3.14 Decisions are to be made through Board Meetings. The board agrees to go with the decision holding the majority of the votes.

Article 4: Advisory Board

4.1 The Advisory Board is assigned by the GMM. All candidates for the Advisory Board are voted in individually by the GMM if two-thirds of the present members vote in favour;

4.2 The purpose of the Advisory Board is to assist the board so that the quality and policy of the association will be maintained;

4.3 The Advisory Board will give feedback on the minutes of each meeting of the current board;

4.4 The Advisory Board can give solicited and unsolicited advice to the board;

4.5 The advice given by the Advisory Board is not binding; the current board has the final say in their decisions;

4.6 The Advisory Board will gather with the current board when one of the two parties finds this needed;

4.7 The Advisory Board may consist of a minimum of three people;

4.8 The Advisory Board may consist of a maximum of six people;

4.9 Members of the current board cannot be a member of the current Advisory Board;

4.10 There is room for one external member who is or has been a board member of another study association. All other members must have played an active role within Babylon;

4.11 The Advisory Board will select a chair that will make sure that communication between the Board and the Advisory Board goes smoothly;

4.12 A candidate must announce him or herself to the board and send in a motivation letter;

4.13 Former board members must apply one time for the Advisory Board after their board year;

4.14 An anonymous vote will take place during the GMM where members can vote on at least three people and a maximum of six people;

4.15 Members of the Advisory Board can resign, but there is a notice period of one month;

4.16 A member of the Advisory Board may be discharged when they do not give decent advice or no advice at all;

4.17 One can be a member of the Advisory Board for a maximum of two (consecutive) years.

Article 5: Till Committee

5.1. The Till Committee is responsible for taking care of the control and the reporting of the following:

- The bookkeeping of the book year of the current Treasurer;
- The ledger and the bank statements concerning the book year of the current Treasurer;
- The keeping of the administration of declaration forms and invoices of the current book year;
- The contents of the cash registers;
- Checking the cash register, bank account and administration four times a year.

5.2 The Till Committee can give solicited or unsolicited advice to the Treasurer and the board regarding financial statements as well as the exploitation of financial funds, but said advice is not binding;

5.3 The Till Committee must consist of two members who have been put up for candidacy and have been deemed to be suitable by the sitting Till Committee;

5.4 If the budget is not approved (see article 2.22), three new people will be appointed to look into the financials;

5.5 The Treasurer must fulfil two years of service in the Till Committee after their board year;

5.6 The members of the Till committee can be re-elected with a maximum of two consecutive years;

5.7 The Till Committee will be voted on during the Change GMM of the new board of the association. A majority of the votes is necessary to be officially appointed to the committee (see article 2.21);

5.8 The Till Committee will bring out a report with their findings four times per association year regarding the performance of the Treasurer and the financial health of the association. Two reports will be presented at GMMs;

5.9 The Till Committee will at all times be able to request insight into the financial administration, bank account and cash register;

5.10 The Till Committee is authorised to necessitate the board to call for a GMM if, in the opinion of the Till Committee, there are serious shortcomings in the financial management of the association.

Article 6: Committees

6.1 If a member of Babylon is a member of a committee, the member can be called an Active Member;

6.2 Members of the board coordinate the committees of the association. Every board can decide the division of the committees themselves;

6.3 Most of the activities of the association are organised by the committees, eventually in cooperation with the board;

6.4 The committees function independently, but the board always carries the main responsibility of the association;

6.5 The committee needs to meet regularly in order to fulfil its tasks. The coordinator of the committee together with the committee chair will evaluate how often meetings should take place;

6.6 Decisions taken by the committee need a majority of votes to be accepted;

6.7 Every committee needs to have a chair and a secretary appointed. The selection will be done within the committee itself;

6.8 If needed, the committee can appoint a treasurer, sponsor members and promotion members;

6.9 The chair, secretary, treasurer, sponsor members and promotion members need to attend training provided by their corresponding board member;

6.10 The chair of the committee must attend all GMM's;

6.11 The chair of the committee leads all the meetings and is responsible for sending the agenda to his fellow committee members on time;

6.12 The secretary of the committee must write minutes of each committee meeting and they need to be sent to the committee no later than 48 hours after the meeting;

6.13 The secretary of the committee needs to send the minutes of every committee meeting to the Chair of the association.

Article 7: Babylon Magazine

7.1 During a study year, two editions of the BM will be published. The editions will be published in the winter and the summer;

7.2 Every magazine has to include articles about Babylon, communication, career possibilities and student life;

7.3 The BM is made for all members of Babylon, including students of Communication and Information Studies, teachers & Contributing Graduates;

7.4 The content of the BM is created by the Publication Committee;

7.5 The content of the BM always includes a foreword and an overview of the social media. The rest of the content is free to be decided by the members of the Publication Committee;

7.6 The lay-out of the BM is designed by the Graphic Design Committee;

7.7 InDesign is used to design the BM;

7.8 The house style of Babylon is used for the BM (see article 8.1);

7.9 The Secretary of Babylon is the editor in chief of the BM.

Article 8: General

8.1 Babylon uses the following house style:

- Verdana 10 for all digital communication;
- British-English for all communication;
- English style for the indication of times (am and pm);
- First the day and then the month for dates;
- Colour codes:
 - Dark blue: 1C457A;
 - Orange: FF914D;
- The Babylon logo on every digital post;
- The logo of collaborating companies on promotional material.

8.2 The Babylon Room is open from Monday till Thursday from 10.30 am until 4.00 pm and on Fridays from 12.00 pm till 2.00 pm. It is a prerequisite that the Babylon Room is always attended by at least one of the board members during the opening times;

8.3 A written request for a change to the House Regulations needs to be sent to the Secretary at least seven days before the GMM;

8.4 At least two-thirds of the votes during a GMM are necessary for a change to be made in the House Regulations;

8.5 The board is responsible for keeping the House Regulations up to date. The document has to be checked at least once every two years to see if any changes are necessary.

Nijmegen, 06-07-2022

On behalf of the 33rd board 2021-2022,

Anna Bos

Chair

A handwritten signature in black ink, appearing to be 'Anna Bos', with a long horizontal stroke extending to the right.

Imke Janssen

Secretary

A handwritten signature in black ink, appearing to be 'Imke Janssen', with a circular flourish.