



BABYLON

STUDY ASSOCIATION

Policy 2022-2023

Inclusive, Innovative, Involving

Foreword

Dear reader,

In front of you lies the policy of the thirty-fourth board of Babylon for the academic year of 2022-2023, this policy includes the goals of the thirty-fourth board of Babylon accompanied by explanations on how they will be achieved.

For the upcoming year, the thirty-fourth board aims to revitalise Babylon as an association since the COVID-19 pandemic has had a devastating impact on the member participation. The thirty-fourth board believes that with the energy they bring and the new ideas that they will implement, Babylon can become an even stronger community once again. In the upcoming academic year, the thirty-fourth board will focus on being open and inclusive to all members. The thirty-fourth board will implement new features and activities to attract members to be active within Babylon and to lure them into joining activities.

The thirty-fourth board of Babylon will continue to improve the internationalising of Babylon, as done by the thirty-third board so far. As Babylon does not have an international board member in the upcoming academic year, there is even more incentive to focus on the well-being of our international members.

Furthermore, the thirty-second and thirty-third boards of Babylon have made great innovations with regard to sustainability. The thirty-fourth board intends to continue to build upon these innovations to keep Babylon's carbon footprint as small as possible.

Lastly, the preceding boards of Babylon have strived to maintain a professional reputation of Babylon. The thirty-fourth board will work on maintaining this reputation and improve it where possible. The professionalism of Babylon will thereby be safeguarded.

The thirty-fourth board would like to thank the preceding boards of Babylon for their effort, knowledge and support that assisted them in writing this policy and their further guidance.

Lloyd Hooghwinkel	-	Chair
Sven Drosten	-	Secretary
Daniël Heijboer	-	Treasurer
Coen Esselink	-	Commissioner of Internal Affairs
Daan van Velzen	-	Commissioner of Activities

Table of Contents

Foreword	6
1. Babylon	7
1.1 Origin and logo	7
1.2 Mission	8
2. Long-term goals	9
3. Short-term goals	11
3.1 Strengthen the bond between Babylon and its members and attract new members	11
3.1.1 Bonding of members	11
3.1.2 Member script	13
3.1.3 Communication towards potential new members	14
3.1.4 Strengthen the bond between international members and Babylon	14
3.1.5 Communication tools	15
3.1.6 Pre-masters and Masters	19
3.1.7 The recruitment of the new board	20
3.1.8 (Contributing) Graduates and Alumni	20
3.1.9 Merchandise	21
3.2 Strengthen the bond between the association and external relations	22
3.2.1 Keeping in touch with sponsors	22
3.2.2 Recruiting new sponsors	22
3.2.3 Strengthen bonds with (sister) associations	23
3.2.4 Business gift	23
3.2.5 Local pub	23
3.3 Improving the professionalism of Babylon	24
3.3.1 Professional communication	24
3.3.2 Privacy	25
3.3.3 Babylon Room	25
3.3.4 Clothing	26
3.4 Improve and strengthen the image of Babylon	
gedefinieerd.	
3.4.1 Companies and organisations	28
3.4.2 Potential and current sponsors	28
3.4.3 Study and student associations	28
3.4.4 Members and other students	29
3.4.5 Lecturers/professors CIS	29
3.4.6 Sustainability	30
4. Policies per functionary	31
4.1 Thirty-fourth board	31
4.2 Chair	32

Fout! Bladwijzer niet

4.1.1	Tasks and responsibilities	32
4.1.2	Vice-Chair	33
4.1.3	Supervise committees	33
4.1.4	Lead the board	34
4.1.4	Image	34
4.1.5	Babylon Band	35
4.2	Secretary	36
4.2.1	Tasks and responsibilities	36
4.2.2	The member file	36
4.2.3	Minutes	37
4.2.4	(E)mail	37
4.2.5	Website and Social Media	37
4.2.6	Babylon Magazine	38
4.3	Treasurer	39
4.3.1	Tasks and responsibilities	39
4.3.2	Budget	40
4.3.3	Payment methods	41
4.3.4	Treasurer procedures	43
4.3.5	Print	44
4.3.6	Bookkeeping	45
4.3.7	Financial plans	45
4.3.8	FC Babylon	47
4.4	Commissioner of Internal Affairs	48
4.4.1	Tasks and responsibilities	48
4.4.2	Consolidate the link between Babylon and the study programme	48
4.4.3	Maintain contact with (contributing) graduates	49
4.4.4	Maintain contact with the Study Programme Committee	49
4.4.5	Maintain contact with LETO	49
4.4.6	Attend every SOFv and LETO General Member Meeting	50
4.4.7	Take care of book sales via Studystore	50
4.4.8	Confidant	50
4.5	Commissioner of External Affairs	52
4.5.1	Tasks and Responsibilities	53
4.5.2	Sponsor Members and Contact File	53
4.5.3	Vacancy policy	53
4.5.4	Membership Benefits	54
4.6	Commissioner of Activities	55
4.6.1	Tasks and Responsibilities	55
4.6.2	Annual planning	55
4.6.3	Organising the Committee Market and composing all committees	57
4.6.4	Contact with the Molenstraat	57
4.6.5	Organising activities for Stichting RAGweek	58
4.6.6	Vice-Chair	58

5. Committees	60
5.1 General information	60
5.1.1 Application Committee	61
5.1.2 Congress Committee	62
5.1.3 Lustrum Committee	62
5.1.4 International Committee	62
5.1.5 Graphic Design Committee	63
5.1.6 Study Trip Committee	63
5.1.7 Prom Committee	63
5.1.8 Education Committee	64
5.1.9 Committee of Formal Activities	64
5.1.10 Career Committee	64
5.1.11 Weekend Committee	65
5.1.12 Committee of Informal Activities	65
5.1.13 Sports Committee	66
5.1.14 Orientation Committee	66
5.1.15 Publication Committee	67
5.1.17 Almanac Committee	68
5.1.18 Babylon Crazy 100	68
6. COVID-19	69
7. Summing up	70

Foreword

This policy for the academic year 2022-2023 is meant to provide an insight into the course that the thirty-fourth board of Babylon wishes to take during the upcoming year. In this document, the policy for the upcoming year is reported and the set goals will be discussed. First, the organisation and the mission of Babylon are described. Thereupon, the long-term goals of the association are discussed and split into short-term goals. Consequently, the goals of every functionary are explained followed by an overview of all committees and their function.

Policies of the preceding years have functioned as a base for the policy of 2022-2023, which contributes to the consistency of this policy and the recognition of Babylon.

1. Babylon

Babylon is the study association for students of Communication and Information Studies at the Faculty of Arts at the Radboud University Nijmegen. Babylon was founded in 1989 and currently has around 500 members. 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.

1.1 Origin and logo

The name 'Babylon' originates from the Bible. According to Genesis 11:1-9, the descendants of Noah wanted to build a city with a tower that reached up to Heaven. They gave this city the name Babylon, but the city was also called Babel. God perceived Noah's descendants' endeavour to build a tower of such height as an act of abominable, pagan foolhardiness. Therefore, He punished them – who up until then all spoke the same language – by confounding their speech and scattering them all over the world. Consequently, spreading their different languages.

The city of Babylon is still in existence today and is located on an important tributary of the Euphrates, about 90 kilometres south of Baghdad. In the second millennium BC, Babylon was the political, cultural and religious centre of southern Mesopotamia, which was also called Babylonia.

Mesopotamia was bordered by the Euphrates and the Tigris, which gave the country a crescent moon shape. This crescent moon can also be found in the logo of Babylon. The enlarged 'Y' represents balance (in communication) and exemplifies Babylon as a well-balanced, harmonised organisation. The bar beneath the logo refers to a strong foundation. The vibrant colours of the logo give Babylon a refreshing character. Furthermore, the colour blue symbolises quality, to which the association attaches great value.

1.2 Mission

Babylon aims to enrich the student lives of all Communication and Information Studies students at Radboud University in Nijmegen. Babylon does so by organising numerous enjoyable activities and activities pertaining to academics and business. Contact with the business world plays an important role in many of these activities. Babylon offers students the opportunity to gain experience in the field in an informal, laid-back setting and aims to function as a link between the business and student world. Furthermore, Babylon emphasises the importance of amicable bonds/friendships that come into existence through organising and attending the activities organised by the study association.

2. Long-term goals

The four long-term goals of Babylon are as follows:

- Strengthen the bond between the association and its members and attract new members

Babylon as an association needs its members since the members are the foundation and the most important part of the association. Without the members, the association could not exist. Therefore, it is of great importance that the bond between the members and Babylon is monitored and improved. The thirty-fourth board of Babylon is planning on continuing to organise both formal and informal activities for its members. Not only the existing members are of importance, but also the prospective members that may sign up during the Orientation Week. The thirty-fourth board will therefore introduce Babylon in a positive way during the Orientation Week, and also during the first weeks of the academic year. In this way, most of the potential members will notice what Babylon has to offer, know of what value the association is and possibly become a member. Moreover, the thirty-fourth board attaches high value to the involvement with the international and third-year students. The thirty-fourth board wants to give an opportunity to the students who missed the chance of creating a bond with Babylon because of COVID-19 by organising the broad activities Babylon has to offer. Furthermore, the thirty-fourth board will maintain involvement with (pre-)master students within Babylon. Summarised, the thirty-fourth board will lay the ultimate focus on inclusivity and involvement of all the members within the association.

- Improve and strengthen the image of Babylon

Babylon's image is very important to the association. Previous boards have done a good job improving the image of Babylon and the thirty-fourth board will continue to increase Babylon's popularity and therefore Babylon's image. The board aims that people will think of Babylon as an association which enriches their student life, through informal activities but also with (career-related) formal activities. The board wants to be seen as trustworthy, with the Babylon Room considered as a safe space for all members. Furthermore, as the thirty-fourth board exists solely out of men, there is a contact person outside of the board who is international and a woman, which might help internationals and people who are not

comfortable talking to a man about problems. Regarding the external image, the thirty-third board has done a good job of improving the professional image with sponsors, companies and other associations. The thirty-fourth board strives to uphold this image, via clear and structured professional communication.

- Strengthen the bond between the association and external relations

Babylon has a vested interest in the well-being of the bond with its external relations (i.e., sponsors, companies and other study associations) as Babylon relies heavily on them. Therefore, the thirty-fourth board of Babylon will make sure that the bond with these external relations is maintained properly and thoroughly. As Babylon lacks an official Commissioner of External Affairs this year, the board has decided to focus on maintaining our current relations rather than forming new ones. Following the example of previous years, the thirty-fourth will focus on personal contact with external relations rather than via email, telephone or online meetings.

- Improve the professionalism of Babylon

The professionalism of Babylon is maintained by uniformity and consistency. The board will be organising study-related and career-related activities (i.e., Company Visits, Workshops, Lunches, etc.). The thirty-fourth board will try their utter best to improve, strengthen and continue organising these activities. Upholding the professionalism to both external and internal parties of the association is something the thirty-fourth board would like to keep enacting in the upcoming academic year.

The thirty-fourth board wants to be professional and accessible. Furthermore, the thirty-fourth board strives to increase participation in formal events to further prepare the members for their professional careers. The professionalism of Babylon will also be maintained on the association's social media, by using a layout used throughout the year and using a formal layout on the posts

3. Short-term goals

3.1 Strengthen the bond between Babylon and its members and attract new members

3.1.1 Bonding of members

The bonding of the members to Babylon will be the main focus of the thirty-fourth board as the COVID-19 pandemic has made this difficult in previous years. As this academic year, the pandemic has been laying still for a while and this gives the board the opportunity to look to the future. During the second half of the past academic year, the COVID-19 restrictions were loosened a little, but member participation in Babylon events steadily declined. In this coming year, the thirty-fourth board hopes to be able to organise all its events physically without any restrictions, which would be beneficial to the bonding of members within Babylon. However, there might still be another wave of COVID-19 during the summer times of the academic year, which the board will then handle in the most beneficial way for all parties of the association.

The Orientation Week will serve as the main focal point to introduce Babylon to the first-year students and to enable them to bond together, but also with members who are already active within Babylon. It is of key importance that the first-year students become excited about joining Babylon and becoming an Active Member.

Active membership will be stimulated by organising a Committee Market in the second week of the academic year. This activity will already be promoted during the Orientation Week to increase participation, and it will be further promoted through Babylon's social media to reach her current members. This year, it seems like it is possible to organise a physical Committee Market and the thirty-fourth board hopes that this will increase the number of Active Members within Babylon. Furthermore, Babylon will organise two Active Member Evenings (AME) and one Active Member Activity (AMA) as part of the regular annual programme. These are meant to thank the Active Members for their participation within Babylon. The thirty-fourth board will continue to choose a Member of the Month each month. The Member of the Month will be announced on Instagram, Facebook, the website and the WhatsApp announcement chat (3.1.5.). After the Member of the Month is revealed, this member is invited to pick up a small present at the Babylon Room.

The thirty-fourth board consists only of Dutch members, which makes the focus of upholding the relationship with international members all the more important. This means that English as the official language needs to be enforced. Furthermore, the thirty-fourth board consists of four second-year students and one third-year student. Three board members are part of the CIW track, and the remaining two members are part of IBC. The thirty-fourth board thinks this is nicely balanced and that this will provide no problems regarding communication.

As the previous years showed a lack of participation in activities, it is essential to the thirty-fourth board that member participation will increase in activities. Increased member participation is also important for the upcoming lustrum year. This is why the thirty-fourth board has chosen to introduce several new ideas, which should invite members to be more active within Babylon. Examples of these ideas are a script for the members (see 3.1.2 *Member Script*), changing our local pub to El Sombrero (see 3.2.5 *Local Pub*) and trying to achieve a higher participation with the third-year students by creating a blog (see earlier this chapter).

The newly introduced Babylon Festival, which was organised by the thirty-third board, has been well received and the thirty-fourth wants to explore the possibility of further developing this concept (i.e., involving other associations, increasing ticket capacity). Therefore, the thirty-fourth board has decided to organise the Babylon Festival again for all the members in the upcoming academic year.

Furthermore, the thirty-fourth board wishes to increase bonding by making the Babylon Room more fun and inviting. This can be done by updating the photo wall frequently, introducing a monthly meme to hang up in the Babylon Room, add a television to the room on which games can be played (with a Wii) and also to show the upcoming activities (as well as sticker-deals) on. Moreover, there is money put aside to purchase cookies and drinks for the members, this will cause a homeliness feeling.

Members missed this homeliness feeling in the Stretto. As Babylon recently switched from the Malle Babbe to the Stretto, many members have expressed their feelings regarding the ambiance of the Stretto. Many members preferred the ambiance the Malle Babbe had. This is logical and the feeling of 'local pub' still needs to be established. That is why the thirty-fourth board introduces a switch of local pub to the El Sombrero, which is a nicer pub than the Stretto, and possibly the start a point system (see 3.2.5 *Local Pub*) contest that lets different years compete with each other. This point system is meant to keep the members at the Stretto during events and to let them come back there outside of borrel evenings.

In the coming year, the thirty-fourth board hopes that the third-year students can go abroad without any difficulties. Over the years it has shown that members abroad lack interest and participation during their stay abroad. This is why the thirty-fourth board has decided to introduce a new Instagram rubric to keep them actively participating with Babylon and to let them show their experiences abroad to their fellow members. Each month the board will choose a Babylon member that is abroad and ask them to film an Instagram reel, or to film their day using the Instagram stories, showing their experiences and asking them to write a little text about it. In this way the members can also ask the members that are abroad any questions they may have about studying abroad. The thirty-fourth board aims for this idea to be well-received and that this keeps our third years active within Babylon during their stay abroad.

3.1.2 Member script

The thirty-fourth board of Babylon wants to introduce a new concept in the upcoming academic year. Recent years showed that the participation rate has dropped, which could be the cause, is that Babylon's members do not know what the activities entail. To re-establish close contact and awareness amongst the members and the association, the board will produce a script which explains every activity step-by-step. In this way, the members get a clear overview of what they can expect from the activities organised by Babylon. This script will have a structured layout with the formal and informal activities separate from each other. It will also include (where possible) pictures of the activities from the previous years to make it more attractive and less static. It will be written in a formal yet accessible way so that members find joy in reading the script. The script will be promoted during the Orientation Week by including it in the Orientation Booklet, by presenting a short lecture for the members about what the activities entail (and sending it via email afterwards) and by posting content on the social media with a link to the script

as a PDF. The thirty-fourth board thinks this is a sufficient amount of promotion material to increase the involvement of the Babylonians significantly.

3.1.3 Communication towards potential new members

The Orientation Week is a very important moment of contact with potential new members of Babylon. Every member of the board will participate in the Orientation Week, either as a committee member or as a mentor parent. This way, the board will have a great opportunity to lay first contact with the members to make them familiar with the culture of Babylon. The board will do this in an informal, friendly and accessible way. Approaching the new members as active and enthusiastic as possible is the key to getting them excited about the association as well. This is a great opportunity to also create a bond between the members, already in an early stage. Moreover, the thirty-fourth board will introduce the association and themselves by means of a presentation during the Orientation Week. They will discuss Babylon; the added values Babylon has to offer in order to enrich the students' lives and themselves. Furthermore, the possibility of becoming an Active Member in the upcoming year will be promoted and actively advised by the thirty-fourth board. Lastly, the board will ask the mentor parents during the *mentor lunch*, on the first day of the orientation week, to extensively promote the values and goals of Babylon to the Orientation Week participants. Moreover, the board will request the mentor parents to share their best, funniest, most practical and memorable moments of Babylon with their participants in order to attract more people to join Babylon throughout the year.

3.1.4 Strengthen the bond between international members and Babylon

Previous boards of Babylon took major steps toward internationalising the association. The official language for all activities and the website is English. The thirty-fourth board will maintain this course and will make sure international students feel as welcome in the association as Dutch-speaking students. The thirty-fourth board strives to achieve this by utilising the English language in written and spoken contexts. The thirty-fourth board will also try to make sure all presentations from external parties are in English, both spoken text and presentation slides. All documents will be available in English, with the exception of the statutes. The translation of the statutes is expensive, so if an international student is interested in reading the statutes, a member of the thirty-fourth will assist them.

Furthermore, the thirty-fourth board will make sure to keep English as the main language during joint activities (i.e., the Congress, BaMyPo). Having English as the main language

during these activities will hopefully lead to a higher involvement of international students from Babylon. The international committee aspires to optimise the accommodation of activities for the international members and to make them feel more welcome and involved within the association. The thirty-fourth board will also focus on the bonding between members of different years, both international and Dutch. Whenever possible, the thirty-fourth board will include members from different years and different nationalities in the committees to encourage contact and stimulate the use of English. In this way, more internationals and Dutch members will be working together to stimulate the communication process and integration of and for the internationals. Moreover, the thirty-fourth board will have more activities for internationals at the beginning of the year to help them get to know the city and the life in the Netherlands (see 5.1.3). The thirty-third board introduced the Buddy System last year to try to reduce the still noticeable gap between Dutch students and international students. The thirty-fourth board wants to continue and improve the Buddy System. There was not a lot of participation last year, so the thirty-fourth board will try to have more participation by contacting internationals privately and asking them to join the programme. The Buddy System will be promoted a lot during the Orientation Week. If there are more participants, the thirty-fourth board will organise more 'casual' hangouts during the year. There will also be an information session organised at the beginning of the year informing the internationals about subjects like bank account, BSN, help of Study Advisors, etc. During this information session the internationals will also be informed about the Buddy System and be recommended to join. Furthermore, the International Committee will organise a daytrip to a big city in the Netherlands during a weekend, since most international students stay in Nijmegen during the weekend.

3.1.5 Communication tools

The thirty-fourth board will strengthen the relations between members and the association and stimulate the recruitment of new members by using the following communication tools:

- *The website:*

The thirty-first board introduced a new website: www.babylonnijmegen.nl. The thirty-fourth board will continue to use and maintain this website. The website will be checked and updated regularly to keep all members up to date with new information easily. The thirty-fourth board would like to check the site more regularly because some things were lacking in 2021-2022, The thirty-fourth board would like to improve the sites in a few parts. Generally, the website is fine, but some details like the countdown to the next borrel or

switched committee members were forgotten. The board hopes members use the site regularly because it is the most open way to communicate with them since no form of social media is needed. The website is available in both Dutch and English.

Furthermore, the monthly schedule of activities will be updated and posted on the website regularly. The banner with photos on the main page will consist of a suitable mix of photos of activities, information and/or other representative photos, taking into account the General Data Protection Regulation (GDPR).

- *Social media*

The thirty-fourth board will use various social media platforms, such as Facebook, Instagram, WhatsApp and LinkedIn. These social media will be kept up to date by the Secretary and the Treasurer. These social media pages are important tools to keep in contact with the members. The thirty-fourth board will, as introduced by the thirtieth board, use a 'Dutch follows English' format on all social media. However, due to Instagram not being convenient with long texts, the English texts will be posted there, not the Dutch ones. All content will be reviewed by the entire board to prevent any mistakes. Instagram will be used most often since, according to the Annual Survey, most members of Babylon follow the Instagram page.

Facebook:

In addition, Facebook will also be used, because there are still a lot of Babylon members that have a Facebook account. Moreover, on Facebook there is also still the function with which the members get a notification of the activities. The Secretary will be responsible for the Facebook and Instagram pages of Babylon. Facebook will be used to provide members with information about study-related topics, vacancies and upcoming Babylon activities. The thirty-fourth board will continue to share upcoming events on the regular Facebook page of Babylon since this proved to be successful. Each month, an overview of all activities of that month will be used as a banner of the Facebook page of Babylon so that they can easily find the upcoming activities for that month.

LinkedIn:

As for LinkedIn, there are more and more members that are using this. This has to do with the professionalism of the application, also for the external parties. Therefore, LinkedIn will mostly be used for those external relationships of Babylon.

Communication with external contacts via LinkedIn will be the responsibility of the

Commissioner of Internal Affairs. LinkedIn will be used to reach alumni, lecturers/professors, companies in the field of communication and students. On this platform, information about new developments and job/internship offers within the field of communication will be posted. Moreover, the board will post short evaluations of formal activities. This way, the speakers of these events will receive more attention which could attract potential speakers to attend the activities. The board plans to post something on LinkedIn approximately once or twice a month, depending on the number of published vacancies and formal activities organised that month. To promote the page of Babylon among members, a Facebook post and an Instagram post will be dedicated to the LinkedIn page at the beginning of the academic year. Later in the year, a few announcements of new LinkedIn posts will be made on the Instagram stories to remind members of the existence of the LinkedIn page, since Babylon's Instagram account has more followers than the LinkedIn page.

Instagram:

Instagram will be used to give members information about upcoming activities, things going on within the association and behind-the-scenes moments of the committees. The thirty-second board made a stylebook-document of Babylon on how to make sure the Instagram posts look clean and coherent; this includes which colours and fonts are used. The thirty-fourth board will continue to use this. This way, members will recognise Babylon's post immediately and the Instagram page will maintain the professional look. Furthermore, Instagram stories will be used to promote activities and provide interactive content.

Furthermore, a weekly post will be made on Instagram which will tell members what will happen that week, which will make the members aware of the activities in the respective weeks.

In addition, the thirty-fourth board would like to introduce a new concept where the third years who are on exchange can film a day in their life to keep them in touch with the association and give other members a bit of an insight into the exchange student life. This will be edited by the graphic design committee, reviewed by the board and will be posted using Instagram stories. In this way the members can also ask questions to the Instagram stories, for example with a question sticker on the stories.

WhatsApp Announcement Chat(s):

A new feature which the thirty-fourth board wants to officially introduce, although the

thirty-third board already started this concept in the middle of the year, is the WhatsApp announcement group. This group will share all the announcements plus reminders. This group will be heavily promoted during the Orientation Week and within other group chats. Furthermore, the announcement chat will also be promoted throughout the entire year in order to let as many people as possible join the group chat.

In general, WhatsApp will be used to communicate interactively with members of Babylon. There will be WhatsApp groups for first-years, International students, Active Members and (pre)-master students to connect members of Babylon even more. Moreover, there will be a WhatsApp group for all the Active Members in which the thirty-fourth board will notify them about the activities of Babylon and the Babylon Crazy 100. The Secretary will create the group chat for the Active Members, since the Secretary is responsible for most communication with the members of Babylon. Besides the group chat for Active Members, all board members will also make group chats for their own committees. The WhatsApp groups are shared via an invitation link since the thirty-fourth board cannot make any WhatsApp groups without the permission of the members.

- (E)mail:

Every first day of each month, a newsletter, the *Babbel*, will be sent to all members of Babylon. If all members are informed about the activities and news, activities will hopefully be better visited, and members will feel more involved with the association. The thirty-fourth board will continue using the format introduced by the twenty-eighth board. The thirty-fourth board decided to only produce an English version of the *Babbel*. This version will be sent to all the members, internationals and Dutch members.

- *Babylon Magazine*:

Two editions of the Babylon Magazine (BM) will be published. There will be a summer and a winter edition. These editions will be longer than the editions the previous boards made, but generally, it is a reduction in paper and transport. Doing only two editions helps with the sustainability of Babylon. The thirty-fourth board will continue to use the format created by the thirty-second board. To make it accessible to all students it will be completely written in English.

The thirty-fourth board decided to continue publishing the BM in a printed paper format and in an online format on the website. To see this online format, members have to log in. According to the Semi-Annual survey, a lot of members did not know this was an option, so the board has decided to keep sending the BM to members' houses physically. The first

Babbel of the year will include the QR-code to sign out for receiving the BM physically. The thirty-third board has agreed with BladNL to come up with two magazines.

- Lecture talks

The thirty-fourth board will continue giving lecture talks to reach members more directly. This way, students will see the 'face behind Babylon' and will be more involved in the association. Furthermore, it is an opportunity to draw attention and get members excited about activities Babylon organises. In case of an activity, the lecture talk will be provided by the responsible committee. In case of informational purposes, members of the thirty-fourth board will be responsible for the lecture talk. The thirty-fourth board will aim to give a lecture talk at the beginning of the academic year (2022-2023) to inform students about the possibilities Babylon can offer them with a focus on the committees and the upcoming Committee Market. Furthermore, a lecture talk will be given about the Babylon Festival, since this activity is relatively new and thus requires extra attention. If other activities do not get many sign-ups, the thirty-fourth board will opt for a lecture talk to promote these activities.

3.1.6 Pre-masters and Masters

The thirty-fourth board of Babylon will strive to maintain good contact with (pre-)master students. Because pre-master students are not allowed to join the Orientation Week, the thirty-fourth board will put the effort in reaching out and trying to bond with these students. A separate Master Welcome Day is being organised by the university. During this day, a current (pre-)master student will talk about his/her experiences with Babylon. Moreover, the Chair of the thirty-fourth board will tell something about Babylon and the study advisors will tell something about the study. In addition, Babylon will organise one (pre-) master activity for all the master and pre-master students. In consequence, pre-master students can already get to know each other better. This way, the pre-master students will also already be in contact with members of the thirty-fourth board.

3.1.7 The recruitment of the new board

The board must be changed before the summer break (July). Thus, the thirty-fourth board will start the application procedure together with the Application Committee in February 2023 with a Board Interest Lunch. This Lunch will provide the interested members with a sufficient amount of information in order to be properly informed. The candidates must send their application letter a week before the third exam period (20 March), to make sure that the entire procedure does not get obstructed. At the beginning of the year 2023, the potential candidates will be approached by the board personally to raise interest. For internationals it is possible to become a board member. However, internationals will not be able to apply for the position of Secretary or Commissioner of External Affairs. Internationals will be able to apply for only the position of Chair, Treasurer, Commissioner of Internal Affairs and Commissioner of Activities.

The thirty-fourth board of Babylon wants to give everyone a possibility to apply for a board year. However, some third-year students might be abroad during the application period, which is inconvenient. Overall, the board advises not to go abroad during the second semester when someone is interested in a board year. Although, if someone decides to go abroad either way, the thirty-fourth board will look for possibilities to help them. These possibilities are dependent on the return of the applicants and the possible position(s) they are interested in.

3.1.8 (Contributing) Graduates and Alumni

The thirty-fourth board of Babylon will maintain close contact with (Contributing) Graduates and alumni to make sure they remain involved in the association and to increase their willingness to support Babylon. The contributing graduates are the so-called supporting members of Babylon, and they will also get a personalised birthday email to maintain the relationship with them and to show gratitude and appreciation towards their efforts.

The easiest way to communicate with the alumni is via LinkedIn. Via this page, the Commissioner of Internal Affairs will stay connected with the alumni. The alumni and contributing graduates could participate as speakers during the CIS in the Field, the Job Market (see 5.1.10 Career Committee), or they could give interesting workshops. In addition to this, the thirty-fourth board wants to continue performing the Speed-Dating Activity but under a different name. The Speed-Dating Activity entails that the members can interact with different Alumni of the studies. There will be multiple rounds so that means that every Alumni speaks to a different group each round. Previous year it was held

in the *Cultuur Café*. The thirty-third board and the committee found out that people found it a bit confusing what the speed-dating event actually meant. Therefore, the thirty-fourth board will rename it in agreement with the respective committee.

3.1.9 Merchandise

The thirty-fourth board wants to add a couple of new ideas to the merchandise. Last year there were multiple merchandise items, such as T-shirts, Cap, Socks, Hoodie, Sweater, Blanket and a Mug. The thirty-fourth board wants to keep some of this merchandise (the hoodie, sweater for example) but the focus lays on creating new merchandise in order to renew and enforce the interest in Babylon).

The thirty-fourth board wants to start a T-shirt design contest in which the members can create a design of a T-shirt and participate in the competition. The designs will be posted on the social media of Babylon so all the members can vote on the design they think is the best. The designs have to be realistic and creatable by our producer of the merchandise, the board will decide on which items are eligible. The thirty-fourth board wants to implement this idea in the first few weeks of the academic year. By letting the members have a say in the new merchandise, the thirty-fourth board hopes that there will be more awareness of Babylon and its activities.

Moreover, the thirty-fourth board wants to introduce the Babylon Dice, a dice imprinted with the logo of Babylon on it. They will be sold in packages of six die.

The promotion of the merchandise will be done through the website, social media, by wearing the merchandise as the board itself and via word-of-mouth communication. The board will ask actively whether the members are interested in buying certain merchandise and order the items every two months. The members can place their order on a form at the Babylon Room and pay immediately or when they receive their item(s).

3.2 Strengthen the bond between the association and external relations

Maintaining and improving relations with external relations will be of vital importance for the thirty-fourth board of Babylon. The board will also welcome sponsored speakers, lecturers and other services before they start their lecture/speech/talk by introducing them. After the speech the board will also make sure to thank the (sponsored) speakers/lecturers appropriately.

3.2.1 Keeping in touch with sponsors

Because COVID-19 has been laying low for a while, the board expects the contact with the sponsors should be more accessible (without online meetings and difficult measures). The board will make sure these relationships will be maintained through personal contact, such as visits and phone calls. As people have gotten used to online meetings they are probably going to be used, but not frequently. The board will try their best to have these meetings physically. The board will also visit the sponsoring pubs to show respect to them.

3.2.2 Recruiting new sponsors

As the thirty-fourth board does not have an official Commissioner of External Affairs, the focus will lie on maintaining the current sponsors rather than actively looking for new sponsors. Naturally, the thirty-fourth will not pass up on any good opportunity to gain a sponsor or to establish relationships with an external party.

As many committees will need to search for sponsors, there will be a sponsor member assigned to each committee. The Chair from the thirty-fourth board will provide the training for the successor as there is no Commissioner of External Affairs on the thirty-fourth board. This training is provided to assure that the first contact between companies and the sponsor members will be professional and effective. This will contribute to the professional image of Babylon.

The thirty-third board has started using a document to keep track of the companies that have been approached by either the board or the committees. This list is used to keep track of which organisations are interested and which are not. The thirty-fourth board thinks that continuing the use of this document will be useful for both the next boards and the committees. Therefore, the board will continue keeping track of the approached companies and thus keep the document.

3.2.3 Strengthen bonds with (sister) associations

Previous boards of Babylon have strengthened the ties with the sister associations significantly. This has been done by participating in the Constitution Drinks of the associations in Amsterdam, Groningen, Tilburg, Utrecht, Wageningen, Enschede, Rotterdam and Nijmegen. The thirty-fourth board will follow this example and will, upon invitation, attend as many Constitution Drinks as possible. The thirty-fourth board will also attend the Sister's days which will be organised next year. Previous boards have also created close connections with other associations in Nijmegen and the thirty-fourth board will try to maintain and possibly strengthen those connections by organising multiple activities together. For instance, the Congress, BaMyPo, Inglorious and possibly the Batavierenrace. Moreover, the thirty-second board has worked on setting up a blog together with most sister associations. The Secretary of the thirty-fourth board will be in charge of the articles that Babylon will post on the website.

3.2.4 Business gift

The gifts are still the personalised Babylon notebooks with grow paper added to the gift. When there is a high-profile speaker at (bigger) events, they will receive - next to the personalised notebook and grow paper - a bouquet of flowers. The thirty-fourth board will thus not differ from the gifts given the previous year.

3.2.5 Local pub

Every month, a *borrel* (informal drink) is organised for all Babylon members in Babylon's local pub. Through different kinds of promotion, such as social media and word-of-mouth, efforts will be made to make members excited for these *borrels*. The thirty-fourth board will focus on sharing images of the *borrels* on Instagram stories to increase the attendance of members. A successful monthly *borrel* contributes to the commitment and involvement of members, which is why the board will be proactive and enthusiastic to all members at these *borrels*. The thirty-fourth board strives to be accessible and would like for members to feel comfortable approaching them in an informal setting. Furthermore, the board will change the starting time of the *borrel* to 9.00 pm. This differs from the previous years. All board members and the members of the committee organising the event will be obliged to be present at 8:30 pm so that the *borrel* already starts well-visited.

- El Sombrero

This year there is going to be a big change in the local pubs. Babylon will move from the Stretto to El Sombrero. The thirty-fourth board has seen the renovation of El Sombrero and is very enthusiastic about the ambiance and atmosphere there. This is a very big improvement regarding Stretto, which is also why the thirty-fourth board believes this movement will contribute to creating a local pub and therefore a higher involvement of the members. The Molenstraat has offered Babylon to organise the monthly *borrels* there on the Tuesdays that are planned. To further elaborate on Babylon's goal of creating more involvement, there are some ideas that the thirty-fourth has come up with, they are mentioned below.

The thirty-fourth board wants to renew the image of the *borrels* by hanging a shield of the association and starting a point system. This point system entails that every year layer gets its own points. These points can be scored by ordering five drinks in one order; every five drinks ordered is worth one point. During the year this score will be updated on a board in the local pub, so every member can see the updates on the board. The points can be scored during the *borrels*, but also during the rest of the week when the El Sombrero is normally opened. This means that the El Sombrero will become more of a *Stamkroeg* where members can meet each other, not only during the *Borrels*. This is also in correlation with the goals of this year (see chapter 2). The prize for winning this contest will be that the year layer that will win, will be on a high-score list of which the coming boards can keep track of. This year will be the first year. The thirty-fourth board expects the members to be enthusiastic about this, especially since members want to win the first edition.

3.3 Improving the professionalism of Babylon

The professionalism of the association shows through the association's communication and behaviour. It is important to come across as professional as possible because this will make the association more appealing to both internal and external partners, as well as to potential members. To achieve this, the thirty-fourth board will handle the matters as follows.

3.3.1 Professional communication

The thirty-fourth board of Babylon strives to maintain professional communication towards both internal and external relations. This includes timely and clear communication with

partners. Meeting agreements and appointments is essential to the board. The board tries to be informal towards its members to make sure there is no hierarchical feeling while staying professional and formal in their communication with external relations. Babylon should feel a unity in the communication towards the members and towards external relations which will help with professionalism. Just like in previous years, British English is used within Babylon and in (most) communication with external parties.

Moreover, the previous boards' format will be continued, and the thirty-fourth board will make sure to inform all committees about the corporate identity through a committee script. This script will be actively used by the board and Babylon's committees to contribute to the uniformity of Babylon and to improve the association's professionalism. The minutes will be read by the Chair to make sure everything is in Babylon's overall style. Furthermore, the thirty-fourth board will make sure every formal committee uses the same format for the PowerPoints. Informal committees can use their own creativity as these PowerPoints will be used informally, as long the Babylon logo has been used.

3.3.2 Privacy

On 25 May 2018, the privacy policy changed. The Secretary will be the main person responsible for being up to date on this matter.

Currently, Babylon has a safe, an external hard drive and a shredder to store and destroy confidential documents. Moreover, the board and committees cannot upload any personal information, such as birth dates or email addresses, onto the drive. In addition to this, the minutes and agendas of board meetings and committee meetings will be shared via Word and WhatsApp.

The thirty-first board adjusted the privacy policy on the Babylon website. When registering as a member, the members must permit the processing of their data. The thirty-first board decided to create personal accounts for members so that they could view personal pages, photos and view and buy the merchandise. The thirty-fourth board will continue with this modification.

3.3.3 Babylon Room

The Babylon Room is located in the Erasmus building, in room E12.09. Babylon members can come to the Babylon Room during the open office hours every working day.

The board will try to make these open office hours as attractive as possible and make sure that students can find their way to the Babylon Room and that they feel comfortable going there. The thirtieth board introduced longer open office hours (from 10.30 am until 4.00 pm from Monday to Thursday, Friday 12.30 pm to 2.30 pm). The thirty-fourth board strives to maintain those longer open office hours since they have proved to be successful. The thirty-fourth board of Babylon would like the Babylon Room to be a welcoming and accessible place for all members. Moreover, the thirty-fourth board will put great effort into getting to know all the members and bonding with them during the open office hours.

By cleaning the room regularly and keeping it organised, the room can be used optimally. All board members will carry out this task.

Furthermore, the thirty-fourth board has decided to buy a television for the Babylon room. This television will be used to show the sticker deals, monthly schedule and to play games on since there is also going to be a Wii in the Babylon room. With the television there are a lot of possibilities to organise little tournaments (e.g., Mario Kart competition).

The thirty-fourth board also strives to attract more members to the Babylon Room by continuing to organise the monthly lunches. The board made a budget available for the lunches to keep them free. The Lunches will be promoted via Instagram Stories, Facebook and the Announcement Group chat to increase awareness among members. The board will make sure board and card games will be present in the Babylon Room.

The thirty-fourth board wants to implement the monthly meme in the Babylon Room. The board will display these memes on the television for a month and then save them in an album to make a yearly meme album. Moreover, the board wants to change and add new pictures on the wall once in a while. This makes it more attractive to come to the Babylon Room, which also improves the involvement and inclusivity.

3.3.4 Clothing

It is of big importance to maintain the professional and recognisable image Babylon has developed over the past years. The clothing of the board, committees and members of Babylon plays an important role in this. The thirty-fourth aims to be accessible while also keeping their professional image. The board will adapt their clothing to the activity attended. The board suit will be worn during the most formal activities, such as Constitution Drinks, the General Member Meeting, the Company Visits and the Congress. The thirty-first board introduced dark blue blouses with the board year, name and position

of the board member. The blouses have also been purchased by the thirty-fourth board. The blouses will be worn during formal activities, like workshops, the Job Market and other activities where external speakers will attend, but where members of Babylon wear their 'normal' clothes. The board T-shirts and vests will be worn during informal activities. The informal clothing will have the board year, name and function printed on the front and the logo of Babylon printed on the back.

Regarding the committees, the thirty-fourth board will request committees to purchase a committee T-shirt. This will contribute to the unity within and the recognisability of Babylon. In previous years, it has not been a problem getting the committees enthusiastic about purchasing a T-shirt. Therefore, the board expects that most committees will do so. However, the Graphic Design Committee, the Publication Committee, Advisory Board and the Application Committee do not need to purchase a shirt, because they do not have a public appearance. The Career Committee will not purchase a shirt either, since they will order a blue blouse. For the Prom Committee, they will not have to order anything because they will wear a suit or a dress during their only appearance. For the Congress Committee there will also be no need to purchase any Babylon clothes; everything is handled within the committee itself. The thirty-fourth board demands the formal committees to purchase blouses in the colours of Babylon, so blue with orange. The informal committees can design their own shirts. However, it is obligatory to print at least the name and committee on the t-shirt. Besides that, the Babylon logo will be printed on the back of the shirt.

3.3.5 Business cards

The thirty-fourth board of Babylon will not order business cards to hand out to external parties. It was decided not to do this through advice of the previous board as the business cards were not used much. This year, as there is no official External it was also decided not to focus on acquiring new external relations and instead focusing on maintaining the current relationships. Business cards are not needed for that.

3.4 Improve and strengthen the image of Babylon

Over the past years, a lot of effort has been put into strengthening the positive image that external parties and members of Babylon have of the association. The thirty-fourth board will hold on to this. The board aims for a positive connotation of Babylon.

3.4.1 Companies and organisations

During formal activities such as the Job Market, the Congress and Company Visits, organisations and individual speakers will be spoken to in a neat and friendly, yet professional way. This will mainly be the responsibility of the Chair. This will improve the bond Babylon has built with different companies and it will improve the image of Babylon. Furthermore, a positive and professional image of the association contributes to the future of the students, because it will increase their chances of getting an internship, building a business network or finding a job.

3.4.2 Potential and current sponsors

Potential and current sponsors need to have a positive and professional image of Babylon. This will be realised by having personal contact with them, keeping them up to date about the developments within Babylon, and by inviting them to various formal activities such as the Job Market. Sponsors must know what Babylon is and what the association has to offer.

The thirty-fourth board of Babylon aspires to maintain and strengthen its current relationships with sponsors. As the thirty-third board has already found a new formal sponsor, it is up to the thirty-fourth board to maintain a good relationship with this sponsor. The goal is to communicate as personally as possible, by visiting their offices instead of calling or emailing. Babylon should be aware of the company profile and will grant a business gift (see 3.2.4) when a new collaboration arises. It is of great importance that Babylon leaves a good first impression towards potential sponsors.

3.4.3 Study and student associations

Other study and student associations are meaningful to Babylon because of collaborations in which associations can learn from each other through sharing experiences, ideas and visions. These contacts will be maintained by the Chair and by the Commissioner of Internal Affairs. Keeping a good relationship with other associations will help with a good image. These partnerships will entail informal and formal events where members can get to know new people from other associations. Looking for connections outside of Radboud is also beneficial for Babylon. When a strong connection is made between Babylon and a relevant association from the University of Applied Sciences (HAN), potential pre-master students are less hard to

reach. The thirty-third board made close connections with GSV Excalibur, the thirty-fourth board will try to maintain and strengthen this bond and, if possible, set up a joint activity together.

3.4.4 Members and other students

With bonding in mind, it is of high importance that all members and other students feel welcome to contact Babylon for questions and troubles. Babylon should be considered an association that can offer help when necessary. The thirty-fourth board will implement new lunch workshops to further improve the professional image of Babylon. These lunches will replace some of the already existing lunches. There will be a workshop during the lunches of Babylon. The exact amount will depend on the number of speakers the Career Committee can appoint to a lunch. Furthermore, the association must emit calmness and unity, as well as creativity and innovation. The thirty-fourth board will achieve this by working in an organised manner and being open to feedback and renovation by the association's members. The Career Committee, the Congress Committee, the Committee of Formal Activities and the Education Committee are the pre-eminent committees to excel professionally to maintain this image.

3.4.5 Lecturers/professors CIS

It is of high importance that Babylon has a positive image among all lecturers/professors of Communication and Information Studies. They are very important to the association both professionally and financially as some of them are members of Babylon. The more mature and professional Babylon behaves, the more support they may expect. Focusing on study-related activities will improve the bond between Babylon and the lecturers/professors.

Furthermore, frequent personal contact and activities with and for lecturers/professors can be of great importance as well. The previous boards decided to organise the yearly Pub Quiz in which lecturers/professors participated together with students. Through the years, this event was well-received by them and the thirty-fourth board will carry on with organising this event in October 2022.

Moreover, the lecturers/professors will be invited to activities, such as guest lectures, the National Day of Communication and the Congress, to let them experience the professional, friendly and competent environment Babylon operates in. The thirty-fourth board will

continue doing this by word-of-mouth communication, in which the current lecturers/professors who are already members of Babylon will be asked to convince other lecturers/professors to participate in Babylon activities.

The thirty-fourth board will strive to strengthen the connection between the association and the lecturers/professors by visiting them in person at the beginning of the academic year. These visits will be conducted by the Chair and the Commissioner of Internal Affairs. Additionally, they will be put in the spotlight during the Day of the Teacher and receive chocolate and a thank you card from Babylon. All lecturers/professors will receive Christmas cards and a thank you card once retiring, which will be delivered to them personally whenever possible.

3.4.6 Sustainability

The thirty-second and thirty-third boards of Babylon have set up a firm base for a more environmentally friendly study association and the thirty-fourth board strives to keep the carbon footprint of Babylon as low as possible throughout the entire year. Radboud University has already been focusing on sustainability for several years now, and Babylon would like to follow the university's developments regarding this topic. Therefore, the thirty-fourth board will invest time and effort in looking for sustainable alternatives throughout the entire year. Paper usage, in general, has been cut by previous boards and since last year, all the sign-ups have been filled up online through the Babylon website. Additionally, the amount of printed Babylon Magazines has been reduced to avoid paper usage. The thirty-third board has come up with various ideas to continue improving sustainability within the association. The thirty-fourth board will also continue to do so. The lunches after the *Borrels* will remain vegetarian as the thirty-third board had implemented in their Policy Plan. Moreover, the board will encourage the Committee of Formal Activities to organise at least one Company Visit at a company that is actively involved in being sustainable. To elaborate on sustainability, the board will encourage, and strongly recommend, the Study Trip Committee to travel by train since that is more environmentally friendly. By doing that, there are also possibilities to apply for subsidies from the university through which the university aims to financially support associations.

- Cantus Codex

The thirty-third board has implemented the Cantus Codices, which are sustainable. The thirty-fourth board is using these Codices for the upcoming year as well. The Codices will be used for the Orientation Week; no extra Codices need to be purchased.

4. Policies per functionary

4.1 Thirty-fourth board

The current structure of Babylon is characterised by five board positions: Chair, Secretary, Treasurer, Commissioner of Internal Affairs and Commissioner of Activities.

Every functionary shares the following tasks and responsibilities:

- Write a policy;
- Write a Semi-Annual Report;
- Write an Annual Report;
- Run Babylon:
 - in compliance with the policy on both the long-term and short-term goals;
 - in compliance with statutes and house regulations;
- Maintain contacts with:
 - the students of Communication and Information Studies (members and non-members);
 - other study and student associations;
- Attend board and general meetings;
- Take care of open office hours at the Babylon Room (E12.09);
- Attend, coordinate and promote activities of Babylon;
- Manage the website (www.babylonnijmegen.nl);

Have general knowledge about the financial status of the association.

4.2 Chair

The position of Chair of the thirty-fourth board of Babylon will be fulfilled by Lloyd Hooghwinkel. He will strive to execute his tasks adequately and in a professional way. The Chair aims to make the thirty-fourth board as well-functioning as possible by communicating clearly, being accessible to every member and making sure the atmosphere within the board is positive. Furthermore, he strives to maintain and strengthen Babylon's reputation. The Chair aims to increase the bonding with members by presenting a welcoming and energetic attitude.

One of the main tasks of the Chair is to carry ultimate responsibility for everything that is executed and published under the name of Babylon. This includes all formal and informal activities that are organised by Babylon, all communication with both internal and external parties, and guarding the identity and image of the association.

4.1.1 Tasks and responsibilities

An overview of all tasks and responsibilities that require to be executed decently can be found below:

- Bear the ultimate responsibility for Babylon;
- Lead and coordinate the board and Babylon in general;
- Supervise and check all Babylon's committees;
- Lead:
 - Board meetings;
 - Optional daily board meetings;
 - General Member Meetings;
 - Possible other Babylon meetings.
- Create and spread agendas for the meetings above amongst the concerned parties;
- External representative of Babylon (in cooperation with all fellow board members);
- Attend the General Member Meetings of SOFv and LETO together with the Commissioner of Internal Affairs;
- Approve and monitor the budget estimates and the Till (in cooperation with the Treasurer);
- Provide speeches/written pieces at certain activities and publications;
- Represent Babylon correctly and professionally;
- Coordinate the Active Member Evenings and the Active Member Activity (in cooperation with the entire thirty-fourth board of Babylon);
- Coordinate the Application Committee (see 5.1.1);

- Coordinate the Congress Committee (see 5.1.2);
- Coordinate the Lustrum Committee (see 5.1.3);
- Provide chair training to the chairs of all committees;
- Maintain contact with the sister associations;
- Create a script for the Chair of the thirty-fifth board of Babylon.

As the thirty-fourth board does not have a Commissioner of External Affairs the members of the board have divided the tasks belonging to the Commissioner of External Affairs among them. The Chair will perform the following tasks:

- Day-to-day personal contact with the external parties
- Manage the contact file
- Be the main spokesperson for external relations
- Manage membership benefits

The Chair must always continue to coordinate and monitor all of Babylon's activities. Besides that, it is required that the Chair will function as a management body for his fellow board members while supporting their committees. The Chair will attend all activities and will help out if necessary. Plus, the Chair should always audit the fact that set targets are strived towards and that everyone who is an active member of the association executes their tasks by the policy.

4.1.2 Vice-Chair

Should the Chair unexpectedly be unable to execute his tasks, the Vice-Chair is meant to take over his responsibilities. This year, the Commissioner of Activities will be the Vice-Chair of the thirty-fourth board of Babylon (see 4.6.6).

4.1.3 Supervise committees

It is the Chair's task to maintain the reputation of Babylon and to improve it wherever possible. Babylon stands for inclusivity, involvement, and innovation, which should return to the activities that are organised. This task will be carried out in cooperation with the coordinators and the members of the various committees. For this to work, the Chair must have general knowledge about what is going on in each committee. By keeping an eye on fellow board members and checking them regularly, a strong grip on the maintenance of quality will be established. In addition, the committees will be checked regularly. To do

so, the secretary of every committee will email the minutes of all the committee meetings to the Chair, so he will always have access to them. To make sure the minutes will be checked, the thirty-fourth board decided to implement this in the secretary training. Consequently, the secretaries know early on what the procedures are regarding the minutes. This way, the Chair can check these minutes and can adequately monitor and support the committees. The Chair is thereby well-able to find solutions, should there be any complications within a committee. An objective overview will assist the Chair to keep an unbiased view of the course of events, which implies that everyone is treated equally. Also, the Chair will introduce himself at meetings of every committee, so Active Members know both their coordinator and someone else from the board. As a result, the committee members know they can also go to the Chair if there were to arise any problems within the committee they would rather not discuss with the committee's coordinator.

4.1.4 Lead the board

The Chair will always realise that he is working towards a desirable outcome accompanied by his four board members. With the help of weekly board meetings, the Chair will ensure that every board member is involved in the decisions that are made. Every board member has equal rights to provide input and decisions are made jointly. In addition, the Chair will work on establishing a good and open atmosphere, which will make the board a team that functions on the highest level. The Chair strives to make his fellow board members feel confident and motivated to perform their tasks to their best ability. Problems that arise within the board of the association will be communicated to the board members so that they are aware of the situation and can offer support in finding a solution. If necessary, the Chair can intervene and give orders to the fellow board members.

4.1.4 Image

The Chair will ensure and maintain a professional working climate between Babylon and all its external relations. He will ensure a professional appearance by transmitting Babylon's corporate identity on all occasions. In addition, the Chair will see to it that external relations such as speakers or contacts from companies are welcomed accordingly during formal events organised by Babylon (in collaboration with partnering associations). By establishing smooth and professional contact at all times, being present at physical meetings in a professional and approachable manner and being reasonable and precise during contract matters. This increases the chance that current sponsors maintain existing relations with Babylon and that possible sponsors enter new agreements. In addition, he will support other board members during meetings with

external relations, such as the meetings of the Commissioner of Activities with the Molenstraat.

4.1.5 Babylon Band

The Babylon Band has fallen apart throughout the previous year; this year it has come to the low point where there is not a Babylon Band anymore. The thirty-fourth board has decided to not put any more effort into reincarnating this Band.

Lloyd Hoogwinkel

Chair of Babylon 2022-2023

4.2 Secretary

The position of the Secretary of the thirty-fourth board of Babylon will be fulfilled by Sven Drosten. The position of Secretary includes a variety of tasks, for which the values of carefulness, precision and professionalism are important. Furthermore, enthusiasm and involvement with the association and its members are important parts of the Secretary's duties.

4.2.1 Tasks and responsibilities

The Secretary is responsible for the following tasks:

- Manage the member administration for all members of Babylon;
- Write the minutes of the board meetings;
- Process, spread and archive the minutes of the General Member Meetings;
- Read, distribute, process and reply to the mail received by Babylon;
- Inform the board members of the dates for Constitution Drinks and other related activities in the form of a Google Calendar;
- Create and send official messages to members and external relations;
- Send birthday cards in the form of an email to members, lecturers/professors, contributing graduates and other study associations;
- Send Christmas cards to members, lecturers/professors, Contributing Graduates and other study associations;
- Maintain the Committee handbook and Active Members Booklet in cooperation with the Treasurer;
- Coordinate the International Committee (see 5.1.4.);
- Coordinate the Graphic Design Committee (see 5.1.5);
- Coordinate the Almanac Committee (see 5.1.17);
- Update the various social media (Facebook, Instagram and LinkedIn);
- Update Babylon's website (www.babylonnijmegen.nl);
- Provide secretary training to the secretaries of all committees;
- Provide promotion training to the promotion members of all committees;
- Create a script for the Secretary of the thirty-fifth board of Babylon.

By fulfilling these tasks and expressing the policy of the thirty-fourth board of Babylon, the Secretary will ensure that the goals of Babylon will be achieved in the upcoming year. The most important tasks of the Secretary will be further explained below.

4.2.2 The member file

The Secretary will ensure that all new members are included in Babylon's member file in

Conscribo as soon as possible. Members should also be informed in advance whether they would like to stay a member of Babylon for another year. They will receive an email at the beginning of the year as a reminder. If people would not like to continue their membership, they should also be unsubscribed. The Secretary attempts to keep the member file fully organised so that there will not be any misunderstandings about memberships and contributions. In addition, the Secretary is responsible for checking which members are Contributing Graduates (in cooperation with the Commissioner of Internal Affairs).

Students can become a member of Babylon throughout the whole year. However, the thirty-fourth board will pay special attention to the enrolment of new members at the beginning of the academic year and will emphasise the benefits of the membership during the Orientation Week.

4.2.3 Minutes

It is the responsibility of the Secretary to write the minutes at the board meetings and the General Member Meetings. The Secretary must write, archive and spread the minutes as soon as possible after each meeting (officially within 48 hours after board meetings). When it comes to writing the minutes, Babylon's corporate style must be maintained to ensure unity and professionalism.

4.2.4 (E)mail

One of the main responsibilities of the Secretary is taking care of the Secretary mail contact between the association and the external relations. It is the responsibility of the Secretary to read and answer all emails sent to Babylon in general as soon as possible.

It is important to make sure that the communication of Babylon is as professional and efficient as possible. Also, the distinction between communication to members and communication to external relations should be made clear. Just like in previous years, the thirty-fourth board will continue to use Mailchimp as the provider for emails that have to be sent to many members at once. Also, the Secretary will be consistent with the expression of courtesy forms (via email and/or letters) and unity in all forms of contact with members, lecturers/professors, Contributing Graduates, Alumni, and other (study) associations, sister associations and external affairs.

4.2.5 Website and Social Media

The Secretary of Babylon is responsible for updating and maintaining the website. The

professional and appealing look and content of the website are of high importance. This professionalism will be safeguarded by checking all written texts from last year on the website and by updating all posts on the website when necessary. In addition, the Secretary will also make sure all references and links on the website work properly. The Secretary will be responsible for the member accounts of the website. He will ensure to check and accept the new member accounts and will remove the member account immediately when people end their Babylon membership. Since the academic year of 2016-2017, the website of Babylon has been available in both English and Dutch, which will be maintained this year. The primary language of the website will be English. However, there is a possibility to switch the language to Dutch.

The social media channels that are the responsibility of the Secretary can be found in 3.1.5. The Secretary will make sure that these social media pages will be maintained consistently and that they are useful for students. However, those channels should not be updated too often, because that could be conceived as spam and would lower the effectiveness. Moreover, the Secretary will have to be connected on Facebook with as many Babylon members as possible, to be able to invite them for Babylon activities. The Secretary will make an effort to invite as many members as possible to events on Facebook.

4.2.6 *Babylon Magazine*

The Commissioner of Activities of the board will be the coordinator of the Publication Committee. The Secretary will be the final editor of the Babylon Magazine, just as in previous years. The Publication Committee and the Graphic Design Committee create the Babylon Magazine together. Given the fact that the Secretary does not coordinate both committees anymore, clear communication between the Secretary and the Commissioner of Activities about the production of the Babylon Magazine will be necessary. Both board members will ensure that the Babylon Magazine will be published two times a year in a perfect state, both visual and textual. This perfection is of great importance for the image and professionalism of Babylon since the magazine will not only be read by students but could also be read by lecturers/professors, alumni, sponsors, and possibly other people that are interested. To achieve that perfection, the two committees will have to work closely together to feel the shared responsibility.

Sven Drosten

Secretary of Babylon 2022-2023

4.3 Treasurer

The Treasurer, along with the Chair, is responsible for the financial affairs within Babylon. He will make sure that the expenditure does not exceed the revenue and that the association's money is spent in a way that is beneficial to its members. The function of Treasurer will be occupied by Daniël Heijboer with much energy, enthusiasm and ambition in the year 2022-2023.

4.3.1 Tasks and responsibilities

The tasks mentioned below belong to the Treasurer's responsibilities:

- Manage the association's financials;
- Make the budgets for the whole academic year;
- Maintain the budgets during the academic year;
- Manage the cash registers;
- Create cash registers for activities;
- Archive cash forms;
- Manage the declaration forms;
- Manage the advance payments forms;
- Manage the debtor's ledger management;
- Manage the Vacancy Policy payments;
- Pay invoices;
- Collect the members' contribution and money for activities;
- Make the Financial Annual Report;
- Check the committee's budgets and when necessary, support a committee's treasurer;
- Check the finances of the committees and maintain contact with the committee's treasurers;
- Create and maintain the Committee handbook and Active Members Booklet in cooperation with the Secretary;
- Coordinate the Study Trip Committee (see 5.1.6);
- Coordinate the Prom Committee (see 5.1.7);
- Provide treasurer training to the treasurers of all committees;
- Create a script for the Treasurer of the thirty-fifth board of Babylon.

4.3.2 Budget

One of the most important tasks of the Treasurer is to make the Annual Budget. The Treasurer has started making a budget for the upcoming year in May. It will be updated with every change in the months leading up to the next academic year. The budget will be finished in September so that the contribution of the Department of Language and Communication can be requested in time for the upcoming year.

The budget is important for the association in multiple ways. Firstly, the budget is based on the policy that the thirty-fourth board has planned for the year 2022-2023. The budget is adjusted to the (financial) long- and short-term goals the thirty-fourth board will try to achieve in the coming year. The thirty-second and thirty-third boards made more money available for the formal committees. After looking at how much the formal committees spent last year, the board would like to maintain these budgets. The thirty-third board made an extra slot in the budget for sustainability. This budget can be removed because of the subsidies the board can get via SOFv or the university. The thirty-fourth board would like some extra budget on improving the Babylon Room with a WII and a TV for example. The TV will also be used for promotional purposes, such as presenting the sticker deals, or the upcoming activities in the month. Also, the Active Member Activities will get some more funding. This will attract more members and would look nicer. Every year the committees get a certain budget for the year which will be based on the spendings of previous years. The committee will get the freedom to spend this budget to benefit the members of Babylon in the best way. The committee treasurer will update this budget throughout the year. The Treasurer will help the committee's treasurer through treasurer training and will supervise and assist them with their budgets whenever necessary.

The thirty-third board changed the semi-annual check-up by the Till committee to a quarterly check-up. The thirty-fourth board would like to keep it that way. The revised budgets will be made in advance of these check-ups. This will help to keep financial stability and serves the purpose of having a keen eye on the financial situation throughout the whole year. In addition to this, the Treasurer will give a monthly update to the Till Committee about the finances in the form of a text message so that they know what is going on and can interfere if necessary.

Apart from the budgets, the Treasurer will also compile a Financial Annual Report. This annual report will include all revenue and expenditure of the past year. The Treasurer of the thirty-fourth board can base the next budget on the Financial Annual Report of 2021-2022.

4.3.3 Payment methods

The thirty-fourth board will proceed with the thirty-third board's payment policy. Payments below 10 euros will be paid through preferably by Rabobank payment requests, but, if necessary, by cash. These requests will also be used by payments above 10 euros (signing up for activities etc.) next to iDeal payments. Large transactions can be made through iZettle. With this device members can pay with their debit cards. This is safer because there is less cash in the cash registers at the Babylon Room. However, for each payment, 1.95% of the paid amount is held by iZettle. This supplement will be added to the price and will be paid by members. iZettle will only be used for the down payments for large activities such as the Ski and Study Trip. For smaller activities, the thirty-fourth board will continue using Rabobank payment requests and cash payments.

The thirty-third board implemented using Rabobank payment requests instead of Tikkie. The thirty-fourth board will continue using Rabobank payment requests because the board did not hear any complaints about using this way of payment. Internationals will have to pay via transferring the money over to the Babylon account, due to the fact the Rabobank-payment requests do not work for international bank account.

Furthermore, Babylon will make use of direct debits for certain payments, such as the contribution, payment for the Ski Trip, the Study Trip, and DIESweek participation. With the launch of the new website by the thirty-first board, they implemented the payment method of iDeal to the website. Currently, it is being used for the purchase of Babylon merchandise. The thirty-fourth board will continue using it for this purpose.

As introduced by the thirty-second board, another alternative method of payment is Ticketkantoor. Through this method, a maximum number of tickets can be set (i.e., max participants for an activity). Once all tickets are sold it is no longer possible to sign up. This solves the problem of having double sign-ups for popular activities and saves the board time spent on going over the sign-up list repeatedly. The most noticeable feature it has for Babylon is that the payment for the activity can be done in advance. This would save time having to send other payment requests and checking if the members have actually paid. Ticketkantoor charges a fee of 0.80 euros for every ticket sold. This fee can be included in the price of the event and will thus cost nothing extra for Babylon. Below, you can find a summary of which payment methods apply for which transactions.

Cash/Rabobank payment request	Activities below 10 euros
-------------------------------	---------------------------

<p>Online payment methods (iDeal/Rabobank payment request)</p>	<p>Signing up for activities, above 10 euros Study Trip, Ski Trip, Merchandise, Family Day, etc.</p>
<p>Direct debit</p>	<p>Contribution, Ski Trip, Study Trip, participation in Diesweek, Weekend, etc.</p>
<p>Direct debit (iZettle)</p>	<p>Signing up for activities, Study Trip, Ski Trip, Merchandise, etc.</p>
<p>Ticketkantoor</p>	<p>Congress/Prom/Festival, and other activities that require a ticket or advance payment</p>

4.3.4 Treasurer procedures

The treasurer of each committee will be well-informed about the treasurer procedures. These procedures concern the following matters: budgets, declaration forms, payment methods and advance payment forms.

As the Treasurer of Babylon, it is important to stay in good contact with the committees and their treasurers. The treasurers must know what is expected from them and with which revenue and expenditure they will be faced throughout the year. They will get clear instructions on how to make a budget for their committee from the Treasurer.

In previous years, the Treasurers made general budgets for all committees. The specification of these budgets is the Treasurer's responsibility. By doing this, the Treasurer can check the finances of all committees, while giving the committees the freedom to spend their money in their own way. The thirty-fourth board will continue with this policy.

The treasurers of all committees will be provided with a starting kit, consisting of a handbook in which all procedures will be explained. After receiving this starting kit, the treasurers will be personally trained by the Treasurer. During this training, during this training, all procedures and tasks for the coming year will be explained in detail. It will be made clear that in the case of financial problems, the treasurers should contact the Treasurer.

The following four procedures will be maintained:

1. Budgets

Budgets will be made by the committees' treasurers, in collaboration with the Treasurer if needed. For bigger activities, such as the Ski Trip and Study Trip, a revised budget will be made during the academic year to get a better overview of all costs and incomes. It will be emphasised that the budget must be maintained as precisely as possible.

2. Declaration forms

Committees and members can declare some expenses for their activities. Only declaration forms that are filled in and provided with a receipt are considered for either a cash return or a refund through an online payment request. Committee members can hand in their declaration forms within two weeks after the expense was made. When a declaration form is handed in correctly, the Treasurer will transfer the amount of money to the respective committee member within a week.

3. Payment methods

Each committee can use iZettle for debit card payments, provided they have communicated this to the Treasurer in advance. The treasurer of the respective committee is expected to do this three days prior at the latest. The committee must provide an application form in the Babylon Room. The members who participate in the activity must pay immediately when they sign up for the activity, which has to be noted on the application form. This way, it is easy to trace who has already paid for the activity. For smaller activities, it is also possible to book a cash register. The thirty-second and thirty-third board found Rabobank payment requests to be a very helpful and easy payment method. Therefore, the thirty-fourth will continue to use Rabobank payment requests for both small and large payments. For payments on the website, the thirty-first board implemented iDeal on the website. This payment method has many benefits, such as both parties having a clear overview of the made payment, as well as the speed of the payment.

4. Advance payment forms

It can occur that a committee must make a large expense for an activity. To do this, committee members can request an advance payment. The committee members must request this one week prior at the latest. When applying for an advance payment, it will be emphasised that an invoice or receipt should be handed to the Treasurer immediately after purchase. In some cases, it is easier when the Treasurer pays for this large expense directly. The reason for this is that the payment can be paid with the Babylon bank card/credit card directly. Also, this way the Treasurer can check whether the payment is made correctly.

4.3.5 Print

The thirty-third board renewed the contract with BladNL. BladNL will provide Babylon with

their printing services twice a year for the Babylon Magazine

4.3.6 Bookkeeping

In the previous years, increasingly more aspects of bookkeeping have been carried out by using Conscribo, a bookkeeping application. With this application, direct debits can be fulfilled (such as the Study Trip, Ski Trip, contribution, etc.). These direct debits can then be imported into Rabobank Internet Banking, whereupon direct debits can be fulfilled quite easily. The application is simple to use. In addition to the digital administration, an accounts book and a paper administration will be managed, due to the upgrade that the thirty-second board made in Conscribo i.e., the feature of scanning receipts helps digitising the bookkeeping. The Treasurer of the thirty-third board and the Till Committee cleaned up Conscribo which helped with the new administration.

The financial year of Babylon runs from September through September, which means the Treasurer of the thirty-fourth board will continue to work in the financial year of the previous Treasurer. The thirty-fourth board has chosen to not alter the financial year, because of the volatility of the study programme, whereby the moment of the board change could change over the coming years. The activities that take place after the board change, but which are still being organised by the 2021-2022 committees, fall under the financial year of the Treasurer of the thirty-fourth board. This includes the Orientation Week and CIS in the field. In September, a Financial General Member Meeting will be organised, in which the Financial Annual Report will be presented and (dis)approved.

4.3.7 Financial plans

The thirty-third board of Babylon has rounded up their board year financially stable. With Babylon being financially stable, the thirty-fourth board can start their board year without any financial hindrances. For the upcoming year, the Treasurer will make the annual budget as usual in previous years.

- *Lustrum savings*

In 2018-2019, Babylon celebrated its sixth lustrum. To celebrate these lustra, each board plans to save a certain amount of money that will be used for organising special activities for members during a lustrum year and during the Lustrum Week. If there will not be major financial setbacks during the year, the thirty-fourth board plans to save 1000 euros for the seventh lustrum which will take place in 2023-2024, just as previous boards have done before.

- *Revenue*

Babylon gets its revenue from contribution from the members, sponsoring and a contribution from the Department of Language and Communication. The board will keep good relationships with the sponsors to get the best deals for Babylon.

- *Expenditure*

The expenditure of Babylon concerns the long- and short-term goals of the association. Babylon contributes to some of its committees to ensure that these goals are achieved. The following committees will get a contribution from Babylon:

- Committee of Formal Activities
- Study Trip Committee
- Prom Committee
- Career Committee
- Orientation Week Committee
- International Committee
- Education Committee
- Congress Committee

These committees will get a contribution because of the importance of that specific committee to the association as a whole.

The Career Committee is aimed at organising (semi-)formal activities and providing career opportunities for students. The exact contributions will be presented in the budget for 2022-2023 during the Financial General Member Meeting. The amount of money the

committees receive is based on the budgets and Annual Reports of the previous boards. It is important to note that the contributions are dependent on whether the money is necessary; if a committee can contrive with less money, the contribution will be lowered.

As previously done in preceding years, the thirty-fourth board of Babylon will offer board members from other associations one free drink at the Constitution drink.

4.3.8 FC Babylon

This year, the same as the previous year, the Treasurer will be responsible for the continued existence of the football team FC Babylon. The Treasurer is going to be in the team for next year, so it was a logical choice to let the Treasurer run the team. FC Babylon is a great asset for Babylon. FC Babylon will be heavily promoted mostly word-to-mouth in the Introduction Week and in the beginning of the year. The team gives new members of Babylon (both players and supporters) an easy opportunity to get to know members from different tracks and different years. The Treasurer will keep an eye on this, by making sure there is a team captain and a social media captain at the beginning of the year. These captains will be chosen from the existing members of FC Babylon to ensure they already have some experience with FC Babylon. The team captain will try to make sure there are enough players every game, arrange the application of the team and contact the opponents. The social media captain will promote the games and keep the social media pages of FC Babylon up to date.

Daniël Heijboer

Treasurer of Babylon 2022-2023

4.4 Commissioner of Internal Affairs

The position of Commissioner of Internal Affairs of the thirty-fourth board of Babylon will be fulfilled by Coen Esselink. He will ensure close connections between the study programme, lecturers/professors and members with dedication and enthusiasm. He will also be responsible for the book sales, the Education Committee, the Committee of Formal Activities, the Career Committee, and the Weekend Committee. Furthermore, he will take part in the Study Programme Committee, and he will be the only confidant on the thirty-fourth board.

4.4.1 Tasks and responsibilities

Aside from the general board tasks, the Commissioner of Internal Affairs will focus on the following position-related tasks:

- Consolidate the link between Babylon and the study programme;
- Maintain good relations with (Contributing) Graduates;
- Take care of book sales via StudyStore;
- Coordinate the Education Committee (see 5.1.8);
- Coordinate the Committee of Formal Activities (see 5.1.9);
- Coordinate the Career Committee (see 5.1.10);
- Coordinate the Weekend Committee (see 5.1.11);
- Maintain contact with the Study Programme Committee;
- Maintain contact with LETO;
- Attend every SOFv and LETO General Member Meeting together with the Chair;
- Create a script for the Commissioner of Internal Affairs of the thirty-fifth board of Babylon.

4.4.2 Consolidate the link between Babylon and the study programme

The relationship between Babylon and its lecturers/professors needs to be positive to achieve a good collaboration between the study programme and study association. This relation must lead to more synchronisation between Babylon and the CIS study programme. The thirty-third board started strengthening the bond between the association and the CIS study programme again after the COVID-19 pandemic. The Commissioner of Internal Affairs will maintain this bond and possibly strengthen it further. The lecturers/professors will be visited in person by the Chair and the Commissioner of

Internal Affairs. For more information about the visits and the relationship between lecturers/professors and Babylon, see 3.4.5.

The most important link between the study association and study programme is the study advisor. The relationship with the study advisor has improved in previous years and the thirty-fourth board will continue to build on this contact. The study advisor is in touch with lecturers/professors, new students, current students and alumni and she knows exactly what is going on in the study programme. Because of this, she is of great importance to Babylon.

4.4.3 Maintain contact with (contributing) graduates

Contributing Graduates are Babylon members who have already graduated but still pay their contribution to support the association financially. For more information about contact with the (contributing) graduates, see 3.1.8. Besides this, the Commissioner of Internal Affairs will fill in the thirty-fourth board's contact information to the list with contact information from former boards, created by the Commissioner of Internal Affairs of the thirtieth board. This list can be used when, for example, searching speakers for events such as CIS in the Field.

4.4.4 Maintain contact with the Study Programme Committee

The Study Programme Committees consist of several student members and five teacher members who try to ensure and improve the quality of the study programme CIS. The Commissioner of Internal Affairs will sit in the Study Programme Committee during the academic year 2022-2023.

There are two Study Programme Committees: one for the Bachelor's programme and one for the Master's programme. Contact between Babylon and the Study Programme has improved much during the last years and the Commissioner of Internal Affairs of the thirty-fourth board will try to continue this and, where possible, improve this relation. It is of great importance that Babylon, and especially the Commissioner of Internal Affairs, is up to date on all study-related issues to be able to improve the synchronisation between the study programme and study association.

4.4.5 Maintain contact with LETO

The Commissioner of Internal Affairs will try to improve the contact with LETO. Being more

active in LETO will create goodwill from other associations, which strengthens the image of and relations with Babylon. Improving contact with LETO will be done by being actively involved during LETO General Member Meetings and inviting them to the Job Market. The thirty-third board made close connections with GSV Excalibur, the thirty-fourth board will try to maintain and strengthen this bond and, if possible, set up a joint activity together.

4.4.6 Attend every SOFv and LETO General Member Meeting

In addition to improving contact with LETO, the thirty-first board decided that it was useful for the Commissioner of Internal Affairs to be present at every SOFv and LETO General Member Meeting because useful information about the studies and other study associations is given. The Chair and the Commissioner of Internal Affairs of the thirty-fourth board will be attending every SOFv and LETO General Member Meeting.

4.4.7 Take care of book sales via Studystore

This year, Babylon will, again, collaborate with StudyStore for its book sales. This way, CIS students can also sign up as a member in exchange for a discount on books. Three years ago, the thirty-first board modified this system because it was possible for students to receive the discount on books without being registered and contributing members of Babylon. Now you need to be a member of Babylon to receive the discount on the books. StudyStore will abide by the contract agreed on together with Boekenservice.nl. The Commissioner of Internal Affairs will work closely together with Frank van Meurs and the contact person at StudyStore during the construction of the book list and the sale of the books. Since last year, GAG, InTenS, USA and OSK have joined the contract Babylon has with StudyStore. This is a result of the fact that Babylon had a more profitable contract than they did. However, this did not change anything for Babylon.

4.4.8 Confidant

As the thirty-fourth board exists solely out of men, there is a contact person outside of the board who is international and a woman, which might help internationals and people who are not comfortable talking to a man about problems. This year, the Commissioner of Internal Affairs will be the confidant within the board of the association. Besides him as a confidant, the board has also asked Sanni Granqvist (Commissioner of Internal Affairs of the thirty-third board) to be a confidant. Members can approach them for a confidential conversation. At the beginning of the year, the Commissioner of Internal Affairs of the thirty-fourth will introduce himself to the committees and let the Active Members know that they can always reach out to him or Sanni Granqvist in case of a problem or question

that cannot be dealt with by their coordinator. It was decided to ask Sanni Granqvist to be a confidant as well so that internationals also have the option to approach a Babylon member that has been in their shoes concerning living abroad. Moreover, committee members that have Coen Esselink as head of their committee will have someone to talk to besides their coordinator.

Coen Esselink

Commissioner of Internal Affairs of Babylon 2022-2023

4.5 Commissioner of External Affairs

Unfortunately, the thirty-fourth board of Babylon does not have an official Commissioner of External Affairs. Therefore, this function will be performed collectively by the whole thirty-fourth board, with the Chair carrying the final responsibility for the function of Commissioner of External Affairs. The full board will aim to perform these proceedings professionally and accordingly. The whole board will be approachable for external relations, as well as CIS students.

- Focus:

As the thirty-fourth board does not have an official Commissioner of External Affairs, the focus will be on maintaining current relations with organisations rather than actively forming new relations. Moreover, there is not one board member that has the focus on all the committees that are related to the Commissioner of External Affairs, which is why the committees have been divided with the workload and personal interests of each board member in mind, to run the committees either way.

- Division of labour:

All board members will be responsible for the image Babylon presents to external parties, but the Chair will carry out the day-to-day personal contact with the external parties. The Chair will also take over the responsibility of the contact file. The Treasurer will be responsible for the vacancy policy as he would already oversee collecting the money that the purchased vacancy policies will provide. The Chair will be the main spokesperson for external relations in collaboration with the Commissioner of Activities for informal activity-related external relations. The social media page on LinkedIn will be managed by the Secretary because he already has the responsibility for the other social media pages. The membership benefits, specifically in the form of the sticker deals, will be managed by the Chair in discussion with the rest of the board.

4.5.1 Tasks and Responsibilities

The tasks and responsibilities of the function of Commissioner of External Affairs will all be divided amongst the other board members the thirty-fourth board counts. All tasks and responsibilities can be found under the other functions in this board.

4.5.2 Sponsor Members and Contact File

The Chair will guide and support the sponsor members within the committees for the academic year 2022-2023 as he has received the Commissioner of External Affairs training. At the beginning of the year, the sponsor members will have a meeting with the Chair of Babylon, in which they will receive sponsor training. During this training, they will gain the necessary skills to appropriately approach a possible sponsor. Additionally, the Chair will create a group chat on WhatsApp with all the sponsor members so he can contact them easily and they can help each other out.

All members of the Orientation Week Committee will receive this sponsor training in February or March 2022, since all members of this committee will be searching for sponsors. During this meeting, the Chair and the sponsor members will share their experiences. In addition, each sponsor member will have a consultation session with the Chair, in which their experiences are shared to reflect on how the contact with sponsors is going. After this session, members will be provided with a handout that includes a case to which members can refer later.

To support the sponsor members as adequately as possible, the Chair intends to keep a file indicating which sponsors have already been approached, and which of them have shown interest in certain activities or would like to engage in a sponsor agreement in the

(near) future. This aims to help sponsor members to find the right company for the right situation more quickly. Although the Chair remains responsible for the file, all sponsor members will be allowed to use and adjust this file. In addition, he will keep a contract file that consists of important contacts that have an ongoing contract with Babylon. Only the Chair and other board members may use this file.

4.5.3 Vacancy policy

Because there was a large increase of companies that sent requests to share job openings on the Babylon website and social media channels. The thirty-fourth board will use the same vacancy policy as the thirty-third board since this appeared to be successful. All requests fitting the study that are sent to the board will be posted on the website. The

following packages serve as an option for extra promotion for the vacancy or company. The thirty-fourth board will use this way of vacancies because it proved very successful in 2021-2022. This policy exists of the two packages stated below:

- **Package A. €30.-:** Posting the vacancy on the website (1279 followers) and LinkedIn (350 connections). The company may post a second vacancy on LinkedIn and the website later.
- **Package B. €45.-:** Posting the vacancy on the website (1279 followers), LinkedIn (350 connections), Facebook (900 likes) and Instagram stories (840 followers). The vacancy will be saved in the story highlights on Babylon's Instagram page. The company may post a second vacancy on the social media channels of Babylon later.

4.5.4 Membership Benefits

Every year, Babylon has a new Babylon sticker that can be put on the members' university cards. These stickers may provide a discount in several places or guarantee a lower entrance price at events such as BaMyPo and Inglorious parties. Members can pick up the Babylon sticker at the Babylon Room. The Commissioner of External Affairs from the older boards have worked hard on adding many stickers deals to the list of deals that can be provided to our members. The thirty-fourth board has decided to maintain most of the sticker deals that are in place. A few deals will not be renewed after their contract period expires as the board thinks these are not valued enough by the members, which enables the board to promote the sticker deals that are kept in a better manner as there are fewer promotions. The thirty-fourth board aims to maintain a positive relationship with the external parties that it has sticker deal agreements with by adequately promoting the sticker deals on social media and visiting the organisations personally. The focus will be on maintaining the sticker deals, but if it is possible the board will look into expanding this list with organisations that Babylon members will benefit from

4.6 Commissioner of Activities

The position of Commissioner of Activities of the thirty-fourth board of Babylon will be fulfilled by Daan van Velzen. He aims to conduct all his proceedings professionally and accordingly. The Commissioner of Activities is responsible for organising the monthly *borrels*, the Ski Trip, the Orientation Week, and other informal activities within Babylon. He will make sure to give Babylonians a wonderful academic year and strives to get the attendance up.

4.6.1 Tasks and Responsibilities

The Commissioner of Activities has the following specific tasks and responsibilities:

- Create the annual planning;
- Organise the Committee Market and compose the committees;
- Coordinate the Committee of Informal Activities (see 5.1.12)
- Coordinate the Sports Committee (see 5.1.13)
- Coordinate the Orientation Week Committee (see 5.1.14)
- Coordinate the Publication Committee (see 5.1.15)
- Maintain contact with the Molenstraat;
- Organise Babylon's activities for "Stichting RAGweek";
- Create a script for the Commissioner of Activities of the thirty-fifth board of Babylon.

4.6.2 Annual planning

The Commissioner of Activities is responsible for the annual planning of all the activities organised by Babylon. Since the thirty-fourth board expects COVID-19 to be more or less gone by the start of the academic year, the board plans on organising every activity as it was before the COVID-19 period started. This means that the *borrels* can take place normally and physically for example.

To make sure the planning throughout the year will not be too dense, the thirty-fourth board of Babylon will keep the total number of activities more or less the same as the previous year. Moreover, the Commissioner of Activities will take the schedules of all the students into account to make sure that the attendance of all the activities will be as high as possible.

The thirty-fourth board noticed that the months of May and April are very packed with activities, this was not to be avoided in the annual planning for the upcoming academic year. That is why the thirty-fourth board decided to rearrange the activities so that it would feel less busy yet keep the months of April and May rich with activities.

The thirty-third board noticed that the attendance dropped in the course of the year, which is why the thirty-fourth board decided to reorganise the planning, a balance between formal and informal activities during the month is being monitored. This means not too many *borrels* that follow each other in a short period of time. Consequently, the board hopes that the attendance rate might climb back up again, and the members will experience a higher rate of involvement in the association.

The Commissioner of Activities strives to organise (at least) one formal activity every month. This could, for example, be in the form of a workshop or a Company Visit. The thirty-second board decided to let the CIA only organise one free activity during the academic year. The thirty-fourth board is to uphold that concept. The thirty-fourth board hopes to reach a higher involvement and participation rate over the course of the activities during the academic year. Furthermore, by balancing the formal- and informal activities during a month, the thirty-fourth board believes that the attendance to all the activities might improve. This is because of the neat equilibrium that is formed.

In addition to this, the thirty-fourth board would like the Sports Committee to only focus on the Ski Trip during the first semester and therefore gave them only one free activity to organise at the end of the academic year. This enables the committee to organise one large(r) free activity and the Batavierenrace in the second semester. The Batavierenrace is a running race throughout the Netherlands to which Babylon will sign up. This sign-up will open around November, a team must be formed before then. To be able to sign up Babylon must come up with a team of around 20 people. In order to reach that number of participants the thirty-fourth board will promote the sign-ups on the social media and ask members personally if they would like to participate. If there would not be enough animo for the Batavierenrace from Babylon itself, it is always possible to try and form a team together with a sister association such as Mycelium.

Lastly, the Commissioner of Activities of 2021-2022 made space in the annual planning for the International Committee to organise three activities instead of the two activities that the thirty-third board planned for the committee. This way, the thirty-fourth hopes to give the International Committee a significant relevance.

4.6.3 Organising the Committee Market and composing all committees

In the first week of the academic year, the Commissioner of Activities is going to organise and coordinate the Committee Market. At least two enthusiastic members, among which preferably the chair, of each committee of 2021-2022 will represent their former committee and they will try to make members excited to join a committee. The International Committee will especially be important since this committee can enthuse international students about joining a committee. Furthermore, the Commissioner of Activities will try to at least provide each committee with an international committee member.

Just like the thirty-second and thirty-third board, the thirty-fourth board would like to promote the committees before the Committee Market, using posts on Instagram. Two committees will be introduced per post. The posts will contain a video about the committees, filmed by one of the committee members, and a short overview of the relevant activities. Moreover, the information about the committees will be further explained on the Babylon website (PowerPoints of each committee for example).

As a result, the thirty-fourth board strives to already make students enthusiastic about the committees before the Committee Market takes place. Therefore, the Committee Market will mostly function for final questions about the committees. The Committee Market will take place physically. In order to get participants for the committee market the Commissioner of Activities will provide the Secretary of introduction videos of each committee to post on the social media, and also address a lot of first year students to come by the committee market during the introduction week.

Furthermore, the Commissioner of Activities will be responsible for composing the committees. This responsibility starts right after the Committee Market. The committees will be composed based on the preferences and experiences of the applicants. Next to that, the Commissioner of Activities will try to add students of different years to each committee, to stimulate the contact between different years. He will also try to divide the international students equally over the committees.

4.6.4 Contact with the Molenstraat

The Commissioner of Activities is the contact person of Babylon with the Molenstraat. The committee members are not allowed to contact the Molenstraat to avoid miscommunication or confusion. The contracts with the Molenstraat will be drafted by the Commissioner of Activities in collaboration with the Treasurer and the Commissioner of External Affairs from

the thirty-third board. The Commissioner of Activities will try to schedule meetings with the managers of the Molenstraat together with the Chair of the thirty-fourth board. Just like the thirty-second and the thirty-third board, the thirty-fourth board will organise borrels that start later (10.00 pm instead of 9.30 pm).

During the year 2019-2020, many members attended the monthly *borrels*. However, it appeared that many members visited the borrel late, which resulted in a well-visited *borrel* later in the evening, but fewer attendees at the beginning. The thirty-fourth board strives for more members to visit the *borrel* earlier. Therefore, the board will provide members with a free keg of beer at the beginning of a certain number of borrels. The exact number of borrels with a free keg of beer is yet to be determined, depending on the contract with the Molenstraat. This is also dependent on the type of *borrel*, the free kegs must be used wisely in order to get members most enthusiastic.

Furthermore, during previous years, members of Babylon received an email that granted a free cocktail during the next *borrel*. The thirty-fourth board will keep the same system.

4.6.5 Organising activities for Stichting RAGweek

The Commissioner of Activities is also responsible for organising activities to collect money for Stichting RAGweek. This year, just like two years ago, the thirty-fourth board would like to participate in the hallway lunch of the Faculty of Arts and take a board photo for the 'Sexy met Stijl Bestuurskalender'. The Commissioner of Activities will think of at least one other way to support the RAGweek in the upcoming year.

4.6.6 Vice-Chair

Should the Chair unexpectedly be unable to execute his tasks, the Vice-Chair is meant to take over his responsibilities. Within the thirty-fourth board, Daan van Velzen will take on this position. The tasks of the Vice-Chair are as follows:

- The Vice-Chair is supposed to be always informed about the things the Chair is busy with. There will be a moment during which the Chair briefly informs the Vice-Chair about this once every three weeks so that a dropout is anticipated at all times;
- Lead board meetings whenever the Chair cannot attend;
- Take over speeches if the Chair is not able to do this;
- Carry out the board evaluation talk with the Chair;
- Perform the application procedures for the consecutive board in cooperation with the Application Committee.

Daan van Velzen

Commissioner of Activities of Babylon 2022-2023

5. Committees

5.1 General information

In 2022-2023, there will be seventeen committees that operate within Babylon. The coordination of these committees is divided among the five board members. Two committees operate without coordinators. A list of the committees can be found below:

- Chair:

- Application Committee
- Congress Committee
- Lustrum Committee

- Secretary:

- Graphic Design Committee
- International Committee
- Almanac Committee

- Treasurer:

- Study Trip Committee
- Prom Committee

- Commissioner of Internal Affairs:

- Education Committee
- Committee of Formal Activities
- Career Committee
- Weekend Committee

- Commissioner of Activities:

- Committee of Informal Activities
- Sports Committee
- Orientation Week Committee
- Publication Committee

- Others:
 - Till Committee
 - Advisory Board

Within most committees, a chair, secretary, treasurer, sponsor member and a promotion member are assigned. In some committees, there will be other roles that relate to that specific committee.

People that are going to study abroad in the second semester may want to join a committee next year. They can then apply for the following committees: - Graphic Design Committee; has fewer meetings and all the work (Babylon Magazine, banners and Instagram posts) is done remotely in one's own time.

- Publication Committee; meetings can take place online and the articles are written in one's own time.
- Sports Committee; they can be involved in planning the Ski Trip and might be back in time to organise the second activity of the Sports Committee. However, they might miss the Batavierenrace.
- Committee of Formal Activities - they will contact speakers online, so they can fulfil their job from abroad.

The thirty-fourth board strives to provide students with the right information regarding the responsibilities that come with a committee. Therefore, the board would like to provide members interested in joining a committee with a clear overview of information about the committees. A document providing this overview will be presented in the member script and on the website of Babylon. This will also be mentioned during the committee market.

5.1.1 Application Committee

The Application Committee was introduced by the thirty-first board of Babylon and first used in the academic year of 2019-2020. The Application Committee carries out the application procedure of the prospective board of Babylon. The thirty-fourth board will proceed with the use of the committee and continue its duties. The Application Committee will consist of 5 people: the Chair, the Vice-Chair, a former board member, one member of the Advisory Board and one external (ex-)board member. The committee is responsible for the entire application procedure. This includes reading the motivation letters, resumés

and conducting the interviews. After the whole procedure, the committee will give their advice on candidates of the prospective board to the current board. The current board still has the final say about the prospective board.

5.1.2 Congress Committee

The Chair will be coordinating the Congress Committee during the upcoming academic year. The goal of this committee is to organise a Congress with a specific topic within our study field. This year the Congress Committee will organise the congress in February in collaboration with Mycelium. During the Congress, lectures, presentations, and workshops will be given by experts in the working field, scientists or acknowledged companies.

5.1.3 Lustrum Committee

Halfway through the year the Lustrum Committee will start preparing for the seventh Lustrum in the academic year 2023-2024. This entails organising events to make the Lustrum extra special for members. For the Lustrum, 1000 euros per year will be saved since the last lustrum. There will be an extra 5000 euros to spend this year since the last lustrum. An idea for the Lustrum Committee is making a Babylon song.

5.1.4 International Committee

The thirty-first board introduced the International Committee. This year, the Secretary will coordinate the committee.

The main goal of this committee is to help international students to integrate into the Netherlands. On top of that, the committee strives to increase the number of (active) international members in Babylon. However, previous years have shown a low interest in learning the Dutch language (by members). Which is why the thirty-fourth board of Babylon will no longer organise Dutch classes anymore.

This year, the committee will ideally consist of five or six members, at least half of whom will be international students. One or two first-year students can join the committee after the information session, as this will take place at the beginning of the academic year 2022-2023. The board strives to have one or two members before the start of the academic year, so they can help the new international students from the beginning. The thirty-fourth board most likely will decide to ask one member from the previous committee to join again this year, as they will already have some experience and know what to do.

5.1.5 Graphic Design Committee

The Secretary will be responsible for the Graphic Design Committee. One of the main tasks of this committee is the design of the Babylon Magazine. In addition, the committee is responsible for the main part of the communication material of Babylon. After the committees are formed, the Secretary will organise a workshop for all Graphic Design Committee members to get acquainted with the software Babylon uses for the BM. This way, members will be able to design more professional communication material, which contributes to the professional image Babylon aims to project. Via digital order forms, other committees can ask for help with promotional material. This digital form will be placed on the website, under the tab 'Members'. This order form needs to be sent to the Graphic Design Committee at least two weeks before it needs to be finished. The software and all other forms that are being used are already in English. This will ensure the successful integration of international students.

5.1.6 Study Trip Committee

Like previous years, the Treasurer will coordinate the Study Trip Committee this year. The Study Trip will take place during the Spring break (29 April until 7 May 2022). During this trip, CIS students are provided with a variety of both formal and informal activities. Apart from entertaining and cultural activities, Babylon must pay a visit to universities and/or companies during this trip. These organisations should be approached by the Study Trip Committee next year. The professionalism of Babylon must be passed on when approaching these organisations.

Babylon gets a contribution of 25 euros from the Department of Language and Communication per attending student once every two years if the destination is an English-, German-, French- or Spanish-speaking country. However, this is not yet certain as it will still have to become clear from further contact with the Department Board.

5.1.7 Prom Committee

The Treasurer will also be responsible for the Prom Committee this year. Since the Prom Committee involves a serious number of financial transactions, the thirty-fourth board decided that it is practical to make the Treasurer the coordinator of the Prom Committee.

Babylon used to organise the Prom in collaboration with Postelein and Mundus. Therefore, the thirty-fourth board aims to collaborate with Postelein and Mundus for the year 2022-2023. Three associations organising the prom was expensive but doable, so the thirty-fourth board would like to do this in the same way as the thirty-third board did.

5.1.8 Education Committee

The Education Committee will be coordinated by the Commissioner of Internal Affairs. The tasks of the Education Committee consist of organising informative activities for Babylon members and the study programme of Communication and Information Studies. This committee should have an equal division of IBC and C&O students so that both tracks are represented. This committee works closely with the study advisor since she will be in contact with new students. Contact with the study advisor also makes it easier to organise Orientation Days on a small scale, which ensures the quality of these days for scholars as well as for involved students and lecturers/professors.

Activities that are organised by this committee are the following: Open Days, the Family Day, the Study-Choice-Check and CIS in the field. The thirtieth board started organising five so-called 'Study Afternoons'. However, last year these were not well-visited by students, so the thirty-fourth board decided not to organise these Study Afternoons.

5.1.9 Committee of Formal Activities

The Commissioner of Internal Affairs is responsible for the Committee of Formal Activities (CFA). By organising formal activities, members will get the opportunity to experience different aspects of business life. The CFA will only organise Company Visits since organising company visits takes a lot of preparation work and should be done timely.

The Commissioner of Internal Affairs will keep an extra eye on the active counselling of the CFA to make them think outside the box, and to organise well-visited and outstanding activities. The expectations are that formal activities will have higher member participation when members feel a connection with the association, which the board will aim to achieve by promoting these activities in an enthusiastic manner. This is why the committee will try to reach interesting and relatable companies for CIS students.

5.1.10 Career Committee

The Career Committee is under the responsibility of the Commissioner of Internal Affairs.

This committee is responsible for organising the Career Event, as well as monthly lunch-workshops to increase interactivity. The next Career Event will be organised in April 2023. The Career Event will be turned into a Job Market, during which the market companies have the opportunity to have a stand and tell members about their company and jobs. Through personal conversations with employers and the aforementioned workshops, students will be able to paint a better picture of the companies and concretise where their interests reside within the job market. On the other hand, companies can take the opportunity to present themselves to students and (almost) graduates. Besides the Career Event, the Career Committee will also organise at least one guest lecture and several workshops (e.g., a workshop on sustainability).

5.1.11 Weekend Committee

The Weekend Committee will be under the responsibility of the Commissioner of Internal Affairs. The Weekend Committee will be responsible for organising a Weekend away in April 2023 (21-23 April). This weekend will consist of various informal activities such as a Cantus and sports games. The committee will start organising the Weekend in September to make sure that it will be a well-organised and great weekend for the lowest cost possible.

5.1.12 Committee of Informal Activities

The Committee of Informal Activities (CIA) is responsible for organising all informal activities, such as the monthly themed *borrels* and several other informal activities throughout the year. The CIA is free to organise one of these activities again or to come up with another idea for informal activity. They will also organise the Pub Quiz. The CIA is also responsible for organising the DIESweek. DIESweek will be held during the second week of March. During DIESweek, the CIA will organise an activity every evening from Monday until Thursday. The CIA can use some of the ideas from past years for the DIESweek, but the committee is also free to think of other activities itself. The *borrel* will be organised on the Monday of the DIESweek, and preferably another party will be organised on Thursday evening. Like that, the week starts and ends with a party. The Cantus is a standard activity during DIESweek.

Ideally, this committee will consist of six members. The Committee of Informal Activities has two subcommittees as well:

- BaMyPo Committee: two members of the CIA will also be members of the BaMyPo

Committee. In collaboration with committee members of the study associations Mycelium and Postelein, they will organise four BaMyPo theme parties;

- Inglorious Committee: one committee member will be chosen to be a part of the Inglorious Committee as well. This subcommittee is responsible for organising three Inglorious theme parties, in collaboration with study associations ESV, GSV, SVN, Mycelium and Postelein.

The Commissioner of Activities will be part of the subcommittees as well. In previous years, it was often the case that these parties took place shortly before the exam weeks, which possibly led to the lower attendance of the parties. To enhance the attendance of both the BaMyPo and the Inglorious parties, the dates on which these parties are held will be more favourable for members to attend. The Commissioner of Activities will aim for a pleasant atmosphere and especially much enthusiasm among his committee members. As a result, the committee members will spread their enthusiasm to the members who will attend their activities.

5.1.13 Sports Committee

The biggest event of the Sports Committee is the Ski Trip, which is supposed to take place from 7 January until 15 January 2023. The location will be kept secret until the reveal before the sign-up. Because the Ski Trip is a large undertaking, and the committee is mostly responsible for the programme of the week, the Sports Committee will only focus on arranging everything for the Ski Trip during the first half of the academic year.

Furthermore, Babylon usually participates in the Batavierenrace. Last year, this was not the case due to not signing up on time. The thirty-fourth board is going to sign up on time so that the association can take part in the Batavierenrace. The idea for the Batavierenrace this year is to constitute a team with just Babylon members, instead of mixing with Mycelium like in past years. If there are not enough members of just Babylon, then the board might consider teaming up with associations such as Mycelium or Postelein. The Sports Committee will ideally consist of seven or eight members. Moreover, The Commissioner of Activities will maintain existing relationships with locations where the Sports Committee organised its activities over the past years, such as the Beach Factory. Furthermore, he will establish new relationships to ensure that the activities of the Sports Committee will be fun, unique and accessible to all members.

5.1.14 Orientation Committee

The Orientation Week Committee is responsible for organising the Orientation Week for

the soon-to-be Communication and Information Studies students. The Orientation Week takes place from the 21st to the 27th of August. At the moment of writing, the Orientation Week can be organised physically with no problems. That means that there are no special regulations due to COVID-19 anymore. The goal of the Orientation Week is for the participants to create a bond with their future fellow students. Since the board will change in July, the upcoming Orientation Week will already be the responsibility of the Commissioner of Activities of the thirty-third fourth board. Therefore, he has already joined the Orientation Week Committee since it was clear that he was a prospective board member.

The Orientation Week Committee of the next academic year will be composed directly after the Committee Market but will not become active until the second semester of the academic year. The organisation of the Orientation Week takes a lot of effort and, therefore, experienced members of Babylon must join this committee. However, first-year students, and especially the international students, are of great value as well, due to the experiences they gained during their Orientation Week. The committee will consist of at least eight members.

5.1.15 Publication Committee

In contrast to last year, when the Chair was responsible for this committee, the thirty-fourth board decided to pass the Publication Committee on to the Commissioner of Activities. This way, the Chair can focus on his committees.

Moreover, the Commissioner of Activities already has experience with writing texts and also enjoys doing so. The Commissioner of Activities has not been a member of the Publication Committee in previous years but knows that with cautious and enthusiastic energy it is very much possible to coordinate this committee.

The committee members are the writers of the articles that will appear in Babylon Magazine. They will write both formal and informal articles, of which the formal articles can be scientific. This makes the magazine worth reading for all target groups. Moreover, this guarantees the professionalism that the association tends to achieve. It is of great importance that the Publication Committee members check each other's articles with great care to be able to publish every single article as correct as possible. Moreover, after all articles are checked by the committee itself, the thirty-fourth will critically check all articles to make sure they are appropriate and grammatically correct. The checking of the articles

will be done through a shared Google Drive.

The Commissioner of Activities will lead the Publication Committee to ensure the content's quality. The Publication Committee will continue to use the format and design introduced by the thirty-second board. The Secretary and the Commissioner of Activities will work closely together since the Graphic Design Committee and the Publication Committee are responsible for creating the Babylon Magazine together.

5.1.17 Almanac Committee

The Almanac Committee will take care of next years' Almanac. An Almanac is a recap about everything that happened between last Lustrum and next Lustrum. It is a book filled with pictures and stories about what happened in the past 5 years in Babylon. The committee will take care of what the Almanac entails, but also things like taking care of the printing and the costs. At the end of this year, we have started with the content of the book, and this will be continued in the next year where the Almanac will be finished and published.

5.1.18 Babylon Crazy 100

The thirty-third board introduced the monthly Crazy 100. Every month, committees have to complete ten challenges. The thirty-fourth board wants to keep this format. These challenges will be organised in such a way that the thirty-fourth board can attract people to several activities (e.g., show up with X members to the *borrel*, come to have a drink at the Babylon Room, etc.). The board wants to give an update on the scores halfway through the year to stimulate the committees to compete.

6. COVID-19

This year most of the COVID-19 restrictions have been lifted, and the chance of new restrictions is relatively small. It is because of that, the board plans their activities the old-fashioned way. The board will however keep in mind that some regulations might reappear since the new variants of the virus will reappear. But the board is very flexible when it does come back. If that happens, the thirty-fourth board will try their utter best on handling the situation and hopes to count on good feedback from the thirty-third and thirty-second board since they have more experience with COVID-19.

Because of COVID-19 not as big of a threat anymore, the bonding of members could be made easier and more accessible.

If COVID-19 resurges, the thirty-fourth has to be flexible. The board needs to think of short-term solutions and not think of problems. When there are new regulations, the board will make sure everyone follows them, and the safety of the members is the priority. The board will always have the final say if activities can go through or not, in close co-operation with the University.

7. Summing up

In this Policy Plan, the origins and the mission of Babylon, the long-term goals, the short-term goals, the policies per functionary, the committees and COVID-19 are described in detail. The thirty-fourth board of Babylon hopes that all readers have a clear overview of this board's goals and vision after reading the Policy Plan.

Every member of the thirty-fourth board has great expectations and is looking forward to the academic year of 2022-2023 with a lot of excitement, energy, and enthusiasm. The thirty-fourth board strives to stand for Babylon being **Inclusive**, be **Innovative** and **Involving** throughout the entire year. In addition, the board aims to be clear and transparent to all its members. The thirty-fourth board of Babylon consists of fresh, young, creative, and most importantly enthusiastic members. Therefore, all gained knowledge, excitement and experience will come in handy and will be used wisely. The thirty-fourth board of Babylon will do everything in its power to make the year 2022-2023 an unforgettable year for every member of Babylon.