



BABYLON

STUDY ASSOCIATION

Policy 2023-2024

Trust, Togetherness, Tact

Foreword

Dear reader,

In front of you lies the policy of the thirty-fifth board of Babylon for the academic year of 2023-2024, this policy includes the goals of the thirty-fifth board of Babylon accompanied by explanations on how they will be achieved.

For the upcoming year, the thirty-fifth board aims to revitalise Babylon as an association, since the last couple of years the member-participation has been quite low. Fortunately, the COVID-19 pandemic is over, but the board still notices some effects that this period has had on Babylon. The thirty-fifth 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-fifth board will focus on being open and inclusive to all members. The thirty-fifth board will implement new features and activities to attract members to be active within Babylon and to interest them into joining activities.

The thirty-fifth board of Babylon will continue to improve the internationalising of Babylon, as done by the previous boards 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, thirty-third and thirty-fourth boards of Babylon have made great innovations with regard to sustainability. The thirty-fifth 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-fifth board will work on maintaining this reputation and improve it where possible. The professionalism of Babylon will thereby be safeguarded.

The thirty-fifth 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.

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Tom Hetterscheid	-	Secretary
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XXXVth board of Babylon

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Foreword

This policy for the academic year 2023-2024 is meant to provide an insight into the course that the thirty-fifth 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 2023-2024, 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 450 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 five long-term goals of Babylon are as follows:

- ***Making Babylon a safer space***

It is incredibly important for each and every member of Babylon to feel like they are safe and included within the association. Within Babylon, there is no place for disrespect or harassment of any kind. Therefore, the thirty-fifth board of Babylon will make a set of Protocols (see 3.1.1 Protocols). These Protocols will set specific rules and regulations for behaviour within the association.

- ***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-fifth board of Babylon will continue to organise both formal and informal activities for its members. Not only the existing members are of importance, but also all prospective members that may sign up during the Orientation Week. The thirty-fifth board will therefore introduce Babylon in a positive way, especially during the Orientation Week and the first weeks of the academic year. For example, by introducing first years to the Member Script and Babylon Information Kit (see 3.2.2 Communication towards potential new members). 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-fifth board attaches high value to the involvement of the international and third-year students, wanting to create a higher connection through designated activities and the buddy system. Furthermore, the thirty-fifth board will maintain involvement with (pre-)master students within Babylon. The thirty-fifth 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-fifth 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 a safe space for all members. Furthermore, the thirty-fifth board has assigned two different Confidential Contact Persons, who can always be safely and anonymously reached when members experience any sort of issue and need someone to talk to. In order to make the Confidential Contact Persons as approachable to all members as possible, the thirty-fifth board aims for diversity of the persons in regard to gender and year layer.

- ***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, Babylon's thirty-fifth board will focus on maintaining good ties with these external relationships. Following, the board will also prioritise investing time in creating bonds with new external parties. Following the example of previous years, the thirty-fifth board 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, Congress, etc.). The thirty-fifth board will try their utter best to improve, strengthen and continue organising these activities. Professionalism towards both internal and external parties of Babylon is something the thirty-fifth board is committed to upholding in the upcoming academic year.

The thirty-fifth board wants to be professional and accessible. Furthermore, the thirty-fifth 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 standard layout used throughout the year and using a formal layout on the posts

3. Short-term goals

3.1 Making Babylon a safe space

The thirty-fifth board of Babylon is committed to creating a safe and inclusive environment for all members. Their primary objective is to foster a sense of belonging and ensure that Babylon is a space where individuals feel supported, respected, and free to express themselves without fear of judgment or discrimination. Through their initiatives and efforts, the thirty-fifth board aims to cultivate a community where everyone can thrive and feel secure.

3.1.1 Protocols

Every association needs to set clear boundaries regarding what behaviour is considered unacceptable; how unacceptable behaviour is prevented; where and how unacceptable behaviour can be reported; what steps can/will be taken after reporting; and what the consequences are of unacceptable behaviour. These boundaries define the standards of conduct expected from all members. The thirty-fifth board greatly values that members feel safe around each other and wants to promote a comfortable environment for all members of Babylon. With this goal in mind, the thirty-fifth board will formulate a comprehensive set of Protocols. These will cover the interaction between members, as well as between members and board members. Recognising that board members hold positions of power and influence within the association is essential for these Protocols. The Protocols will cover a range of important topics, including but not limited to discrimination and harassment, sexual misconduct, drug use, excessive intoxication, physical violence and misuse of power. By explicitly addressing these issues, the association can clearly communicate its commitment to maintaining a respectful and inclusive environment.

Furthermore, the protocols will thoroughly outline how members can report unacceptable behaviour and do this in a confidential way; how individuals are assured that their reports are taken seriously; and what steps will be undertaken to investigate the report and resolve the issue at hand, and what time frame this will happen in. Moreover, the Protocols will address the support and resources available to individuals who have experienced or witnessed unacceptable behaviour. This could include information on counselling services,

helplines, or support groups that can provide assistance to those affected, as well as contact information of Babylon's Confidential Contact Persons. Lastly, the Protocols will have to include the timeframe in which they will be periodically reviewed in order to keep them relevant and effective in an ever-changing society. The thirty-fifth board wants to emphasise that feedback and input from members is welcomed and encouraged.

To develop effective Protocols, the thirty-fifth board will examine existing protocols used by other organisations or associations. The thirty-fifth board will set up a special committee that will check the Protocols and will provide inspiration. Afterwards, the thirty-fifth board will present the finished Protocols at an extra Protocol-specific GMM. This meeting will serve as an opportunity for members to review and discuss the proposed Protocols. Ultimately, a formal vote will be taken to determine the adoption of the Protocols.

3.1.2 Confidential Contact Person

The thirty-fifth board has assigned the Commissioner of Internal Affairs of the thirty-fourth board and the Commissioner of Internal Affairs of the thirty-fifth board to be the Confidential Contact Persons for the upcoming academic year.

To promote awareness among members and foster a sense of comfort, the thirty-fifth board has devised several initiatives. Firstly, the Confidential Contact Persons will be introduced on the Babylon Instagram account, allowing members to familiarise themselves with their roles and contact information. Throughout the year, stories will be shared on Instagram periodically to remind members about the Confidential Contact Persons and highlight the methods of contacting them.

Moreover, the Confidential Contact Persons will personally introduce themselves during the initial committee meeting of each committee. This direct interaction aims to establish a personal connection with the members and encourage their trust in seeking support when needed. The Confidential Contact Persons will also, together with the coordinator of each committee, try to increase participation in the confidential rounds in the committee meetings by emphasizing their importance. Additional details about the Confidential Contact Persons can be found in section 4.4.8 of the documentation provided.

3.1.3 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-fifth board strives to maintain those longer open office hours since they have proved to be successful. Moreover, the thirty-fifth 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 bought a television and a Wii for the Babylon room. Last year, because of the Wii and the organised Mario Kart competition, a lot of members came to the Babylon Room quite often. The thirty-fifth board hopes to improve the Mario Kart competition again to incentivise Babylon members repeatedly visit the Babylon Room.

The thirty-fifth 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 and the Announcement Group chat to increase awareness among members.

The thirty-fifth board will continue the Monthly Meme in the Babylon Room. The board will display these memes on the wall in a picture frame for a month and post them in the Active Members group chat. Of course, the thirty-fifth board will ensure appropriateness of the memes, and make sure that consent is given to display the meme in the Babylon Room. 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.

Furthermore, in order to make female Babylon members feel more safe and supported, the thirty-fifth board will offer free menstruation products in the Babylon Room.

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

Strengthening the bond between Babylon and its (Active) Members is the main focus of the thirty-fifth board. Without the members, and especially the Active Members, Babylon would simply not exist. A strong connection between them and the association is essential. Within this long-term goal, the thirty-fifth board distinguishes between several short-term goals that serve as a common thread to contribute to this goal. These short-term goals will be elaborated on below.

3.2.1 Bonding of members

The Orientation Week will serve as the focal point of the introduction of the first-year students to Babylon 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. For more information regarding bonding of members during the Orientation Week, see 3.2.2 (Communication towards potential new members).

Active membership will be stimulated by organising a Committee Market in the second week of the academic year. During the Committee Market, current Active Members will present their committee to members. 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. Accompanying this, the thirty-fifth board aims to further promote taking part in a committee by asking a member from each committee to film a short video where they explain what their respective committee entails. These videos will then be uploaded to Babylon's Instagram. 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-fifth board will continue to choose a Member of the Month each month. The Member of the Month will be announced on Instagram and the WhatsApp announcement chat (3.1.5.).

The thirty-fifth 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-fifth board consists of two third-year students and four second-year students. Three board members are part of the CIW track, and the remaining three members are part of IBC. The thirty-fifth board thinks this is nicely balanced.

Due to the fact that attendance at activities has still not fully recovered from the COVID-19 pandemic, it is essential that the thirty-fifth board strives to increase member participation in activities. Increased member participation is also important for this year's Lustrum year. This is why the thirty-fifth board has chosen to introduce several new ideas, which should invite members to be more active within Babylon. Examples of these ideas are: changing our local pub to Tappers (see 3.3.5 Local Pub) and creating a preliminary overview of activities throughout the entire year. This will include activities of which the data are (mostly) set in stone, e.g., the Study Trip, the Ski Trip and the Lustrum Week. This ensures that members have better awareness of the activities organised in 2023-2024 and that they can plan ahead to make sure they are free. Of course, such an overview will come with a disclaimer that the dates in the overview are subject to change.

The newly introduced Babylon Festival, which has been organised by the thirty-third board and the thirty-fourth board, has been well received. Therefore, the thirty-fifth board has decided to organise the Babylon Festival again for all the members in the upcoming academic year. The past two years the festival was organised at Strandbar Stek, but unfortunately as of this year, it is closed. The thirty-fifth board will therefore have to look for a new location and is already on top of this.

3.2.2 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. Moreover, the thirty-fifth board will introduce the association and themselves by means of a presentation during the Orientation Week. They will discuss Babylon and the added values Babylon has to offer in order to enrich the students' lives, as well as introducing themselves as a board. Additionally, at the Orientation Week Meet-up and Orientation Week Market, three QR codes will be displayed for first years to scan:

- One that links to the general sign up to become a Babylon member;
- One that links to the Announcements group chat;
- One that links to the Babylon Instagram page

The thirty-fifth board will instruct mentor parents to inform new members that they should become a member before joining the announcements group chat. Potential non-members in the announcements group chat will get a message from the secretary regarding the issue.

Furthermore, the thirty-fifth board introduces the Babylon Information Kit. This is a document containing the following information:

- Information regarding Babylon as an association (what we stand for, what activities organise, etc.);
- Information regarding what it entails to be a Babylon member;
- Information regarding what it entails to be an Active Member of Babylon;
- Information regarding the Buddy System;
- Link to the general sign up to become a Babylon member;
- Link to the Member Script, to familiarise first years with the activities Babylon organises.
- Information regarding the Confidential Contact Persons (see 4.4.8 Confidential Contact Person).

The intent of the Babylon Information Kit will be to inform first year students as adequately as possible about Babylon as a whole. The thirty-fifth board will share the Babylon Information Kit with all the head mentors so they can share it with their respective Orientation Week participants.

Lastly, the thirty-fifth board wants to emphasise to members that the Orientation Week is not the only moment during which first years can join Babylon. This will be done via a social media post about a month after the Orientation Week.

3.2.3 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-fifth board will maintain this course and will try their utter best to make international students feel as welcome in the association as Dutch-speaking students. The thirty-fifth board strives to achieve this by utilising the English language in written and spoken contexts. The thirty-fifth 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.

Furthermore, the thirty-fifth board will make sure to keep English as the main language during joint activities (e.g., last years' Congress, BaMyPo). Having English as the main language during these activities will hopefully lead to a higher involvement of international students from Babylon.

The thirty-third board introduced the Buddy System two years ago to try to reduce the still noticeable gap between Dutch students and international students. The thirty-fifth board wants to recontinue the Buddy System. Due to a lack of participation last year, the thirty-fifth board will strive to increase participation by approaching internationals privately and asking them to join the programme. There will also be an information session organised by the University 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.

3.2.4 Communication tools

The thirty-fifth 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-fifth board will continue to use and maintain this website. Given that the thirty-fifth board places

significant value on the accuracy of the website's content, the website will be checked and updated regularly to keep all members up to date with new information. The thirty-fifth board would like to improve the site in a few parts. The website is in a generally good condition, but some information is outdated and has to be updated.

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, whilst considering the General Data Protection Regulation (GDPR). Additionally, the thirty-fifth board will continue to post all vacancies on the website if the thirty-fifth board thinks they are relevant for the members of Babylon. The thirty-fifth board will also improve the page of the Babylon Committee Challenges (see 5.1.2). The intermediate positions of the competition as well as creative submissions of the Babylon Crazy 100 will be posted there to gain more attention for the website.

- *Social media*

The thirty-fifth board will use various social media platforms, such as Instagram, WhatsApp and LinkedIn. These social media will be kept up to date by the Secretary and the Commissioner of External Affairs. These social media pages are important tools to keep in contact with the members. The thirty-fifth 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 most members of Babylon follow the Instagram page, according to the Annual Survey.

- *LinkedIn:*

As for LinkedIn, the number of members using this is increasing, due to the professionalism of the application, specifically towards external parties. Therefore, LinkedIn will mostly be used for these external relationships of Babylon.

Communication with external contacts via LinkedIn will be the responsibility of the Commissioner of External Affairs. LinkedIn will be used to reach students, alumni, lecturers/professors, and companies in the field of communication. 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, 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 and what is going on within the association. 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-fifth board will continue to use this. This way, members will recognise Babylon's posts immediately and the Instagram page will maintain its professional look. Furthermore, Instagram stories will be used to promote activities and provide interactive content.

Furthermore, to remind members of the activities the board organise, a monthly post will be made on Instagram. These will be posted on the first day of the respective month. These posts will have a consistent lay-out and will be pinned. Moreover, the thirty-fifth board aims to share more pictures of our activities on Instagram in order to get members excited about Babylon activities. For example, the monthly overview of our activities of the coming month will be accompanied by a 'recap' of the activities of the previous month in the form of pictures. In addition, the thirty-fifth board aims to maintain a tight media planning to increase activity on social media and increase exposure to members.

Additionally, the thirty-fifth board would like to continue the concept started by thirty-fourth board where third years who are on exchange film a day in their life. The Prospective Board plans to continue with this idea, especially because the reels have been very well received on Instagram. The exchange students from Babylon will be more in touch with the association when they are away, and other members are given a bit of insight into the

experience of being on exchange. The videos will be edited by the Graphic Design Committee, reviewed by the board, and will be posted using Instagram Reels. In this way the members can also ask questions to the Instagram stories, for example with a question sticker on the stories.

Furthermore, reels on Instagram tend to get much more exposure than regular posts or stories. For example, the reel posted for the application of the thirty-fifth board got 3.75 times more views than Babylon's Instagram account has followers. Moreover, reels are also more likely to appear on the feeds of people who do not follow Babylon. Instagram reels is an ideal medium for content that the thirty-fifth board thinks require a boost in exposure (e.g., announcements of Ski/Study Trip, application for the thirty-sixth board), as well as content that is also targeted at non-members who likely do not follow Babylon on Instagram (e.g., content regarding potential open parties, Babylon Festival). Adding a simple animation to an otherwise ordinary post (like for example the Reel regarding ticket sale for the DIESweek 2023) greatly increases the content's salience on people's feed. Therefore, the thirty-fifth board will aim to utilise the reels function more frequently.

Instagram's algorithm uses interaction to gauge whether viewers would be interested in an account's content and how frequently content will appear on people's feed. To increase interaction, a successful Instagram account needs to be publishing content consistently, be liking and responding to comments, be tagging and being tagged, be employing hashtags, and be using audios under reels. The thirty-fifth board will employ the mentioned techniques in order to increase the exposure of the Babylon Instagram account.

- *WhatsApp Announcement Chat(s):*

The thirty-fifth board will continue utilising the WhatsApp Announcement Chat to share announcements and reminders. This group will be heavily promoted during the Orientation Week (see 3.2.2. Communication towards potential new members) 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, and Active Members to connect members of Babylon even more. Moreover, there will be a WhatsApp group for all the Active Members in which the thirty-fifth board will notify them about the activities

of Babylon and the Babylon Committee Challenges. Besides this, the thirty-fifth board will strive to give the group chat an open and spontaneous atmosphere, where members can plan casual things together outside of official Babylon activities. The aim here is to foster more of a 'Babylon Community'. The thirty-fifth board will accomplish this by informing Active Members of the fact they are allowed to communicate informally in the group, encouraging this by taking initiative in informal conversations, and having a more informal group picture. The Secretary will create the group chat for the Active Members, since the Secretary is responsible for most communication with the members of Babylon. Next to the group chat for Active Members, each board member will make the group chats for the committees they coordinate. The WhatsApp groups are shared via an invitation link since the thirty-fifth board cannot add any members in WhatsApp groups without the member's permission.

- (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 attended by more members, and members will feel more involved with the association. The thirty-fifth board will continue using the format introduced by the twenty-eighth board. The thirty-fourth board has produced the *Babbel* in an English version as well as a Dutch version. The thirty-fifth board will continue this.

- *Babylon Magazine*:

Two editions of the Babylon Magazine (BM) will be published. There will be a Lustrum edition (released towards the end of February) and a summer edition. The thirty-fifth 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 has agreed with BladNL to publish two magazines annually.

The thirty-fifth board decided to continue publishing the BM in a printed paper format alongside an online format on the website. The latter option is given in order to decrease Babylon's paper use. To see this online format, members have to log into the website. According to the Semi-Annual Survey, a lot of members were not aware of the option to view the Magazine online, so the thirty-fifth board has decided to keep sending the BM to members' houses physically. All *Babbels* sent throughout the year will include the QR-code

to sign out for receiving the BM physically.

- *Lecture talks*

The thirty-fifth board will continue giving lecture talks to reach members more directly. This way, students will see the 'faces 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. The thirty-fifth board will aim to give a lecture talk at the beginning of the academic year (2023-2024) to inform students about the possibilities Babylon can offer them with a focus on the committees and the upcoming Committee Market. If activities do not get many sign-ups or when the board feels the need to inform students, the board will consider a lecture talk.

3.2.5 Pre-masters and Masters

The thirty-fifth 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-fifth 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 their experiences with Babylon. Moreover, the Chair of the thirty-fifth 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. Consequently, 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-fifth board. The thirty-fifth board will try and reach out to (pre-)master students by means of a lecture talk. They will bring an old (pre-)master student with them who is involved with Babylon to tell the (pre-)master students about the many advantages of Babylon.

3.2.6 The recruitment of the new board

The board must be changed before the summer break (July). Thus, the thirty-fifth board will start the application procedure together with the Application Committee in February 2024. Multiple Instagram posts will be released and a Board Interest Lunch will be organised. The Lunch activity will provide the interested members 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 (18 March), to make sure that the entire procedure does not get obstructed. At the beginning of the year 2024, the potential candidates will be approached by the board personally to raise interest. For internationals it is possible to become a board member. However, for the position of Chair, a Dutch level of B1 is required. For the position of Secretary, a Dutch level of C1 is required. For the position of Treasurer, a Dutch level of B1 is required.

The thirty-fifth 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-fifth 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.

3.2.7 (Contributing) Graduates and Alumni

The thirty-fifth board of Babylon wants to 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 platform, 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, and the Career Market (see 5.1.13 Career Committee), or they could give interesting workshops. In addition to this, the thirty-fifth board wants to continue organising the Alumni Roulette, where 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. The previous year it was held in the *CultuurCafé*.

3.2.8 Merchandise

The thirty-fifth 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-fifth board wants to keep some of this merchandise (the Hoodie and Sweater, for example), but the focus is on creating new merchandise to renew and enhance interest in Babylon. The merchandise that is still in stock (the Cap and Socks, for example) will continue to be sold until it is out of stock.

The merchandise that the thirty-fifth board will release will be special Lustrum merchandise. This will be arranged by the Lustrum Committee in cooperation with the board.

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. To properly promote the Lustrum merchandise, the thirty-fifth board will have a merchandise photo shoot. This photoshoot will also include existing merchandise as the current pictures on the website are quite old. The members will get the opportunity to buy new merchandise items three times a year (in October, January and May) The members can place their order on a form at the Babylon Room and pay immediately or when they receive their item(s).

3.2.9 BabyBreak

The thirty-fifth board will introduce a new activity, namely the BabyBreak. This will be a casual and accessible hangout moment, which will take place at 6 different afternoons throughout the year. It will be a casual activity, where members can all come along without having to sign up. The BabyBreaks will take place at open locations, such as in a park or at Cultuur-Café on campus. Some may have the atmosphere of a picnic - where the board will bring rugs and a few snacks to lead the members – others that of a terrace. The board will, for only a few BabyBreaks, look into purchasing drinks themselves and selling these individually via iZettle. The thirty-fifth board aims at starting the BabyBreaks at 3.30 pm, meaning that members can join directly after attending the first afternoon-lecture. The BabyBreaks would then end at 5.00 pm, but members would be encouraged to stay and potentially have dinner together. However, these times are subject to change when a

BabyBreak will be organised around exams and ultimately, the BabyBreak will start at a time conveniently timed around lecture schedules. During exam season, the BabyBreak is meant to be seen as a moment of stress relief for members where they can wind down. The thirty-fifth board hopes to help connect members through these events, since there would be more space to sit and talk in a more peaceful manner than at the *Borrels*.

3.2.10 Raising the contribution

The thirty-fifth board wants to increase the member's contribution. Inflation has affected all prices and expenses in the past years. These need to be covered by our income, and if the contribution, which is normally a third of our entire income, does not increase accordingly, it will be very difficult to be financially stable.

Previous treasurers noticed that with the same budget, it became increasingly more difficult to finance all activities. They have therefore recommended the thirty-fifth Treasurer to increase the contribution to sixteen euros.

Since the year 2003-2004 or before, the contribution has remained at fourteen euros. Using the Dutch [Central Bureau of Statistics](#), this contribution would now be equal to 20,63 euros.

The thirty-fifth board fears that a contribution increase to seventeen euros or higher, so an increase of more than two euros or fourteen per cent, would lead to members being scared off and stopping their subscription. This is especially the case for alumni who have had to pay this exact price for years. The board does not want to scare off members and will therefore not be implementing a contribution of seventeen euros or higher. Also, the total discounts on study books will still be significantly higher than the contribution and will therefore not be a concern

The thirty-fifth board poses that the differences in the budget are worth increasing the contribution. The board suggests that sixteen euros is the best because Babylon's activities will be of greater value than if the contribution would be fourteen or fifteen euros and it would not scare off too many members.

3.3 Strengthen the bond between the association and external relations

Maintaining and improving relations with external relations will be of vital importance for the thirty-fifth board of Babylon. The board will also welcome sponsored speakers, lecturers, and other services. After the speech the board will also make sure to thank the (sponsored) speakers/lecturers appropriately.

3.3.1 Keeping in touch with sponsors

The twenty-sixth board of Babylon has made a document with all the former board members and contributing graduates of Babylon up until now. This document will provide a clear overview, which can be used as a starting point to attain new sponsor contacts. It will also help to find out which companies might be interested in cooperating, and which are not. The twenty-seventh board has therefore made this file known and promoted it within all committees, so that they can make optimal use of this file. The thirty-fifth board will continue this, as the previous boards did as well. During personal discussions between the Commissioner of External Affairs and sponsor members, the sponsor members will be made aware of the contact file. This contact file can be used by members within the study association but can also be used as a database for other purposes, such as an internship within a company.

To ensure that sponsors stay with us, the board wants to focus more on good communication with sponsors. To safeguard those relations, it is very important to maintain regular contact with sponsors and add a personal touch to the communication by being open, approachable and kind. In addition, the board is going to do their best to actively post on social media platforms such as Instagram and Linked-In when they have organised an activity with a sponsor or other company.

3.3.2 Recruiting new sponsors

Last year, Babylon lost her main sponsor. The thirty-fifth board will be dedicated to finding new sponsors as soon as possible, with the priority to find a new main sponsor. The Commissioner of External Affairs will focus mainly on finding a new main sponsor, as this is one of her main tasks.

Many of the committees will need to search for sponsors. To do so, in each committee that needs one, a sponsor member will be assigned. The Commissioner of External Affairs will provide sponsor training, 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 in collaboration and which are not. Last year the thirty-fourth board did not keep track of this file, because they did not have a Commissioner of External Affairs. The thirty-fifth board will pick this up again because they think that using this document will be useful for subsequent boards and committees.

3.3.3 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-fifth board will follow this example and will, upon invitation, attend as many Constitution Drinks as possible. The thirty-fifth board will therefore also invite all of the sister associations to their Constitution Drink. The thirty-fifth 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-fifth board will try to maintain and possibly strengthen those connections by organising multiple activities together. Possible activities include the Congress, BaMyPo, Inglorious and the Batavierenrace. The thirty-fifth board wants to look into connecting more with SV Ruis, the communication association from HAN Nijmegen, and to possibly organise an activity together.

3.3.4 Business gift

The thirty-third board decided to introduce a new business gift. They decided to go for a personalised piece of growpaper (recycled paper with flower seeds in it) combined with a personalised Babylon notebook. These are sustainable gifts, as well as enjoyable and

practical to most speakers. There is plenty of these gifts left, so the thirty-fifth board will not have to buy new ones. In addition to the grow paper and the notebook, the thirty-fifth board will consider giving high-profile speakers at bigger events a slightly bigger gift. This could be a bouquet of flowers or a small plant.

3.3.5 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-fifth 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-fifth 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* from 9.00pm to 9.30pm, as the thirty-fifth board thinks more people will be attracted to the *Borrel*, especially with the agreement that beer/soft drinks/wine only costs one euro for the first hour. All board members and the members of the committee organising the event will be obliged to be present at 9.15 pm so that the preparations are finished, and members can be welcomed when the *Borrel* starts.

- Tappers/Ruig

The thirty-fifth board wants to switch to a different pub. They want to move from El Sombrero to Tappers/Ruig, assigning Tappers as the new pub for the *Borrels*. The thirty-fifth board has seen that the turnout and enthusiasm at El Sombrero is not huge, and that the atmosphere in Tappers/Ruig is a much better fit to Babylon. Many members are enthusiastic about the ambiance and atmosphere in Tappers/Ruig, and the thirty-fifth board believes that this step will contribute to a *Local Pub* feeling and a higher involvement of the members. Tappers/Ruig 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-fifth board has come up with; they are mentioned below.

Tappers has a more favourable atmosphere for the beginning of the *Borrels*. The presence

of a beer pong table and the option for several games enhance a casual start of the evening. The thirty-fifth board also plans on enabling members to participate in the meter competition. At the start of the academic year, people can register in groups of six to eight people, come up with a (responsible) group name and participate in a meter competition. A group receives a point every time a metre long tray of beer is ordered. This is non-committal; meaning that it should never create any pressure or real focus on alcohol, even when members have already signed up for the competition. The points can be scored during the *Borrels* and during the rest of the week when Tappers is opened, amplifying the feeling of a real local Babylon pub where members can meet each other. This could very well be a simple way to break the ice between members. Moreover, a sign with Babylon's logo will be hung in Tappers this year.

During the past year, most of the members who visited the *Borrels* attended them late, which resulted in a well-visited *Borrel* later in the evening, but fewer attendees at the beginning. Therefore, Tappers/Ruig will provide us with beer/wine/soda for one euro in the first hour of the *Borrel* in order to stimulate members to arrive earlier. The thirty-fifth board will organise *Borrels* that start later (9.30 pm).

Since Babylon has moved away from the Malle Babbe, many members expressed their feelings about missing a real 'local pub' or *Stamkroeg*, the *Borrels* in both the Stretto and El Sombrero left a number of members expressing they wished for more. Previous activities at Tappers/RUIG were well received. The thirty-fifth board truly believes that this decision is a step forward. This is helped by the fact that the thirty-fifth board has noticed a preference from members to visit Tappers/RUIG outside of Babylon activities.

3.4 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-fifth board will handle the matters as follows.

3.4.1 Professional communication

The thirty-fifth board of Babylon strives to maintain professional communication towards both internal and external relations. This includes timely and clear communication with partners. Punctuality is also of importance within the board: meeting agreements and appointments are therefore essential. The board tries to be informal towards its members to make sure there is no hierarchical feeling all the while staying professional and formal in their communication with external relations. Babylon members, as well as external parties, should perceive the association's communication to be clear, consistent, and uniform. This is key to maintaining professionalism. Just like in previous years, British English is used in all Babylon communication; internally and externally.

Moreover, the previous boards' format will be continued, and the thirty-fifth 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 of every committee meeting will be read by the Chair to make sure they are in accordance with Babylon's corporate style. Furthermore, the thirty-fifth board will make sure every formal committee uses the same format for the PowerPoints. Informal committees can use their own creativity as long the Babylon logo has been used, seeing as these PowerPoints will not be used in formal contexts.

3.4.2 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-fifth board will continue with this modification.

3.4.3 Clothing

It is of great 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-fifth board 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 most formal activities, such as Constitution Drinks and the General Member Meeting. The thirty-first board introduced dark blue blouses with the board year, name, and position of the board member. The blouses will be worn by the thirty-fifth board during formal activities, like the Career Market, the Company Visits, the Congress, and other activities where external speakers will attend, but where members of Babylon wear their 'normal' clothes. During informal activities, previous boards wore t-shirts or vests. The thirty-fifth board however will wear t-shirts or sweaters at such activities. This decision has been made on recommendation of the thirty-fourth board. 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-fifth 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, the Advisory Board, the Almanac Committee, and the Application Committee do not need to purchase a shirt, because they do not have public appearances. The Career Committee, Committee of Formal Affairs, and the Education 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-fifth board requests the formal committees to purchase blouses in the colours of Babylon, so blue with orange letters and logo in print. 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. In previous years, some committees purchased committee shirts but hardly, if ever, wore them at activities. In the interest of sustainability, the thirty-fifth board will urge all committees to think wisely and consider if committee shirts are really necessary.

3.4.4 Business cards

The thirty-fifth board of Babylon will not order any physical business cards. It was decided to not do this through the advice of the previous board as the business cards were rarely used. Even though the thirty-fifth board will focus on creating new bonds with external parties, exchanging contact information can be done business cards and printing these will not be in line with the sustainability goals (see 3.5.6).

3.5 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-fifth board will keep striving to do so. The board aims for a positive connotation of Babylon

3.5.1 Companies and organisations

During formal activities, such as the Career 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 as well as the image of Babylon. Furthermore, a positive and professional image of the association contributes to the career prospective of students, because it will increase their chances of getting an internship, building a business network or finding a job.

3.5.2 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 Career Market. Sponsors should know what Babylon is and what the association has to offer.

The thirty-fifth board of Babylon aspires to maintain and strengthen its current relationships with sponsors. 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 3.3.4) when entering into a new collaboration. It is of great importance that Babylon leaves a good first impression towards potential sponsors.

3.5.3 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. Keeping a good relationship with other associations will help maintain a good

image. These collaborations 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. For this reason, the thirty-fifth board want make close connections with SV Ruis and set up a joint activity together. Previous boards made close connections with Mycelium, the thirty-fifth board will try to maintain and strengthen this bond and, if possible, set up a joint activity together.

3.5.4 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 Commissioner of Internal Affairs will focus on this with her big goal (see 4.4.9). Furthermore, Babylon should stand for calmness and unity, as well as creativity and innovation. The thirty-fifth 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.

3.5.5 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-fifth board will carry on with organising this event.

Moreover, the lecturers/professors will be invited to activities, such as guest lectures, and the Congress, to let them experience the professional, friendly and competent environment Babylon operates in. The thirty-fifth board will continue doing this by email.

The thirty-fifth 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.

3.5.6 Sustainability

Previous boards of Babylon have set up a firm base for a more environmentally friendly study association and the thirty-fifth board strives to keep the carbon footprint of Babylon at a low level throughout 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-fifth 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 two years ago, all the sign-ups have been online through the Babylon website. Additionally, the amount of printed Babylon Magazines has been reduced to avoid paper usage. The thirty-third and thirty-fourth boards have come up with various ideas to continue improving sustainability within the association. The thirty-fifth board will continue to do so. The board will acquire sustainable, generic decorations for the *Borrels*, since previous decorations were often wasted and rebought for next *Borrels*. This does not include theme-related decorations.

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 make sure sustainability is highlighted during the Company Visits.

4. Policies per functionary

4.1 Thirty-fifth board

The current structure of Babylon is characterised by six board positions: Chair, Secretary, Treasurer, Commissioner of Internal Affairs, Commissioner of External 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-fifth board of Babylon will be fulfilled by Zoë Spoorenberg. She will strive to execute her tasks adequately and in a professional way.

The Chair aims to make the thirty-fifth 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, she 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;
- Be the 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-fifth board of Babylon);
- Coordinate the Application Committee (see 5.1.1);
- Coordinate the Lustrum Committee (see 5.1.2);
- Coordinate the Sports 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-sixth board of Babylon.

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 her 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 her tasks, the Vice-Chair is meant to take over her responsibilities. This year, the Commissioner of External Affairs will be the Vice-Chair of the thirty-fifth board of Babylon (see 4.5.7).

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 trust, togetherness, and tact, which should be reflected in 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 she will always have access to them. To make sure the minutes will be checked, the thirty-fifth 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 herself 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 she is working towards a desirable outcome accompanied by her five 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 her 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.

4.1.5 Image

The Chair will ensure and maintain a professional working climate between Babylon and all its external relations. She 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, she

will support other board members during meetings with external relations, such as the meetings of the Commissioner of Activities with Tappers/Ruig and Molenstraat.

Zoë Spoorenberg

Chair of Babylon 2023-2024

4.2 Secretary

During the year 2023-2024, Tom Hetterscheid will be the Secretary of the thirty-fifth board of Babylon. 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, and reply to the mail received by Babylon;
- Daily read, process and forward mail and email;
- 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 (possibly in collaboration with the Commissioner of External Affairs);
- 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;
- Create and maintain the Committee Handbook and Active Members Booklet in cooperation with the Treasurer;
- Coordinate the Graphic Design Committee (see 5.1.4);
- Coordinate the Publication Committee (see 5.1.5);
- Coordinate the Almanac Committee (see 5.1.6);
- Update the various social media (Instagram, and LinkedIn);
- Update Babylon's website (www.babylonnijmegen.nl);
- Provide a secretary training to the secretaries of all committees;
- Provide a promotion training to the promotion members of all committees;
- Create a script for the Secretary of the thirty-sixth board of Babylon.

By fulfilling these tasks and expressing the policy of the thirty-fifth 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 a member would like to discontinue 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-fifth board will pay special attention to the enrolment of new members at the beginning of the academic year and will emphasise the benefits of Active Membership during the Orientation Week.

Furthermore, a confirmation email will be sent to new members after their sign up to make it clear that the registration was successful.

4.2.3 Minutes

It is the responsibility of the Secretary to write the minutes of 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 uniformity and professionalism.

4.2.4 (E)mail

One of the main responsibilities of the Secretary is taking care of the contact between the association and the external relations. It is the responsibility of the Secretary to read and answer all emails sent to Babylon 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. For example, communication to members can be more informal and open, while communication to external relations, like companies, should be more professional and formal. Just like previous years, the thirty-fifth 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, 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 section 3.1.4.: Communication tools. 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 perceived as spam and would lower the effectiveness.

4.2.6 Babylon Magazine

The Babylon Magazine is put together twice a year by the Publication Committee and the Graphic Design Committee. The former committee is concerned with writing the articles and the latter with the lay-out and aesthetic of the Magazine. In the year 2023-2024 the Publication Committee will be coordinated by the Secretary.

The committee members are the writers of the majority of the articles that will appear in the Babylon Magazine. They will write both formal and informal articles, of which the formal articles can be communication-related, career-related, and/or scientific. It is of great importance that the Publication Committee members check each other's articles with great care. Furthermore, the thirty-fifth board will also check all articles to ensure all articles are appropriate, representative, and grammatically correct. The Publication Committee will continue to use the format and design introduced by the thirty-second board.

The Secretary will be the final editor for the Babylon Magazine, published twice a year, and will ensure the content's quality, both visual and textual. The quality of the magazine is of great importance for the image and professionalism of Babylon since it will not only be read by students but could also be read by lecturers/professors, alumni, sponsors, and possibly other interested parties.

Tom Hetterscheid

Secretary of Babylon 2023-2024

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 Pascal Jansen with much energy, enthusiasm and ambition in the year 2023-2024.

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;
- 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 5.1.7);
- Coordinate the Prom Committee (see 5.1.8);
- Provide treasurer training to the treasurers of all committees;
- Create a script for the Treasurer of the thirty-sixth board of Babylon.

4.3.2 Budget

One of the most important tasks of the Treasurer is to make the annual budget. The Treasurer will start making a budget for the upcoming year in May. It will be updated accordingly, in the months leading up to the next academic year. This budget is based on the Financial Annual Report of the Treasurer of the previous board of Babylon and the policy and goals of the thirty-fifth board. 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 based on the policy that the thirty-fifth board has planned for the year 2023-2024. 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-fifth board has an extra 5000 euros available which the last five boards have saved for the seventh lustrum.

The thirty-third board made an extra slot in the budget for sustainability. This budget has been reduced by the thirty-fourth board because of the subsidies the board can get via SOFv or the university. The thirty-fifth board will follow this lead. Every year the committees get a certain budget for the year which will be based on the spending of previous years. The committees will get the freedom to spend this budget to benefit the members of Babylon in the best way. The treasurer will update this budget throughout the year. The treasurer will help the committee's treasurer through training and will assist and supervise 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 kept it this way and so will the thirty-fifth. 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-sixth board can base the next budget on the financial annual report of 2023-2024.

4.3.3 Payment methods

The thirty-fifth board will proceed with previous payment policies. Payments below 10 euros will be paid 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-fifth board will continue using Rabobank payment requests and cash payments.

The thirty-fifth board will follow the thirty-third and thirty-fourth boards in using Rabobank payment requests instead of Tikkie. 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 accounts.

Furthermore, Babylon will make use of direct debits for certain payments, such as the contribution, payment for the Ski Trip, the Study Trip, and Lustrum Week participation. The thirty-fifth board will continue using iDeal for the purchase of Babylon merchandise.

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

4.3.4 Treasurer procedures

The treasurer of each committee will be well-informed about the treasurer's 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-fifth board will continue with this policy.

The treasurers of all committees will be provided with a handbook, in which all procedures will be explained. After receiving this, the treasurers will be personally trained by the Treasurer. 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 issues, 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 certain 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, thirty-third and thirty-fourth boards found Rabobank payment requests to be a very helpful and easy payment method. Therefore, the thirty-fifth will continue to use Rabobank payment requests for both small and large payments. iDeal will be used for payments on the website. This 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

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 great 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. 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 to digitise the bookkeeping.

The financial year of Babylon runs from September through September, which means the

Treasurer of the thirty-fifth board will continue to work in the financial year of the previous Treasurer. The thirty-fifth board has chosen not to 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 are still being organised by the 2022-2023 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-fourth board of Babylon has rounded up their board year financially stable. With Babylon being financially stable, the thirty-fifth 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 the year 2023-2024, Babylon will celebrate its seventh lustrum. To celebrate 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-fifth board plans to save 1000 euros for the eighth lustrum which will take place in 2028-2029, the same amount 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 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
- Sports Committee
- Weekend Committee
- Prom Committee
- Career Committee
- Orientation Week Committee
- International Committee
- Education Committee
- Congress Committee
- Lustrum Committee

The exact contributions will be presented in the budget for 2023-2024 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, next to the thirty-fifth board's policy and annual planning. 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-fifth board of Babylon will offer board members from other associations one free drink at the Constitution drink.

4.3.8 FC Balbylon

This year, the same as the previous years, the Treasurer will be responsible for the football team FC Balbylon, formerly, FC Babylon. FC Balbylon is a great asset for the study association. It will be heavily promoted mostly word-to-mouth in the Orientation Week, as well as at 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. Firstly, by assigning an experienced team member as social media captain at the beginning of the year. And secondly, by making sure there are enough players every game, arranging the application of the team and contacting the opponents. The social media captain will promote the games and keep the social media pages of FC Balbylon up to date.

Pascal Jansen

Treasurer of Babylon 2023-2024

4.4 Commissioner of Internal Affairs

The position of Commissioner of Internal Affairs of the thirty-fifth board of Babylon will be fulfilled by Marit Brummel. She will ensure close connections between the study programme, lecturers/professors and members with dedication and enthusiasm. She will also be responsible for the book sales, the Education Committee, the Committee of Formal Activities and the International Committee. Furthermore, she will take part in the Study Programme Committee, and she will be the only confidant within the thirty-fifth 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 SmartBooks;
- Coordinate the International Committee (see 5.1.9);
- Coordinate the Education Committee (see 5.1.10);
- Coordinate the Committee of Formal Activities (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 the 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. Therefore, she will attend the Monthly Faculty Meetings. 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 3.5.5.

The most important link between the study association and study programme is the study advisors. The relationship with the study advisors has improved in previous years and the thirty-fifth board will continue to build on this contact. The study advisors are in touch with lecturers/professors, new students, current students and alumni and they know exactly what is going on in the study programme. Because of this, they are of great importance to Babylon and that is why the Commissioner of Internal Affairs will meet frequently with the study advisors.

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. The Commissioner of Internal Affairs will join the LinkedIn graduates group. For more information about contact with the (contributing) graduates, see 3.2.7. Besides this, the Commissioner of Internal Affairs will maintain the list with contact information from former boards. 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 five 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 2023-2024.

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-fifth 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. That is the reason why the Commissioner of Internal

Affairs will sit in the Study Programme Committee as a student and not as a Babylon board member. Therefore, the Commissioner of Internal Affairs sits in the Study Programme Committee with no mixed interests.

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 Career Market.

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-fifth board will be attending every SOFv and LETO General Member Meeting.

4.4.7 Take care of book sales via Smartbooks

This year, the book sales will go through Smartbooks. The distribution of books can be customised in various ways, such as implementing a centralised pick-up system. In addition, Smartbooks offers a selection of second-hand books and allows our members to sell their own used study books. The thirty-fifth board decided to use this option and allow our members to sell their own used books, at the end of the study year there will be a central point where the members can bring their used study books. Furthermore, the thirty-fifth board decided to implement a pick-up system, here the members can pick up their ordered books at the university, in the first semester of the study year. This way the thirty-fifth board can immediately introduce themselves to new members. The Commissioner of Internal Affairs will work closely together with STIP and the contact person at Smartbooks during the construction of the book list and the sale of the books.

4.4.8 Confidential Contact Person

The thirty-fifth board assigned the Commissioner of Internal Affairs of the thirty-fourth board to be one of the Confidential Contact Persons. Furthermore, the thirty-fourth Commissioner of Internal Affairs will be the other confidant within the board of the association. Members can approach them for a confidential conversation. And to make sure all members know who the confidants are of the association, the Confidential Contact Persons will be introduced on the Babylon Instagram account.

The thirty-fifth board values keeping Confidential Contact Persons for multiple years since they will build up experience and members can get familiar with them. Moreover, the thirty-fifth board values having a male and a female contact person and one contact person outside of the thirty-fifth board. Having a Confidential Contact Person outside of the thirty-fifth board is important for when members do not feel comfortable sharing a problem or question with someone within the thirty-fifth board. This is the reason the thirty-fifth board assigned the Commissioner of Internal Affairs of the thirty-fourth board to be a Confidential Contact Person.

4.4.9 Big goal of the Commissioner of Internal Affairs: No Taboo

The big goal of the Commissioner of Internal Affairs will be addressing crucial issues in our society by launching a series of insightful lunches. These gatherings aim to raise awareness and understanding on topics such as mental health, digital citizenship, body image, and consent. Recognising the significance of these subjects, the Commissioner of Internal Affairs is planning to organise these events four times a year, during each academic period.

The lunches will feature diverse professional speakers who possess expertise and knowledge in these areas. The lunches will serve as a platform for open dialogue by creating a safe and inclusive environment.

Marit Brummel

Commissioner of Internal Affairs of Babylon 2023-2024

4.5 Commissioner of External Affairs

The position of Commissioner of External Affairs of the thirty-fifth board of Babylon will be fulfilled by Lize Waeijen. She aims to conduct all her proceedings professionally and accordingly. The Commissioner of External Affairs is approachable for external relations, as well as all CIS students. She will try to initiate new, favourable relationships for Babylon, as well as safeguard existing relationships with much dedication. This year, the Commissioner of External Affairs will coordinate the Career Committee, as well as the Congress Committee and Weekend Committee.

4.5.1 Tasks and Responsibilities

Besides the general board duties within Babylon, the Commissioner of External Affairs will also perform her specific tasks and responsibilities connected to her function. These tasks will contain:

- Guarantee the corporate identity of the association is properly used and maintained; - Appropriately welcome speakers and companies, and providing them with a comfortable stay during formal activities;
- Maintain contact with all external relationships in person, by telephone or by email;
- Manage the social media page on LinkedIn;
- Keep the business file and manage contracts;
- Coordinate the Congress Committee (see 5.1.12);
- Coordinate the Career Committee (see 5.1.13);
- Coordinate the Weekend Committee (see 5.1.14);
- Give sponsor training to (new) sponsor members;
- Ensure and transmit the professional identity of Babylon to all external relations;
- Look for potential new relations and/or sticker deals;
- Create a script for the Commissioner of External Affairs of the thirty-sixth board of Babylon.

4.5.2 Image

The Commissioner of External Affairs will be the main contact for all external relations of the association, and she will ensure to maintain a professional working climate between Babylon and all its external relations. She will ensure a professional appearance by transmitting Babylon's corporate identity on all occasions. In addition, the Commissioner of External Affairs 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, she will support other board members during meetings with external relations, such as the meetings of the Commissioner of Activities.

4.5.3 Contact with external affairs

To ensure smooth collaboration between Babylon and its external relations, it is crucial to maintain frequent contact. In addition to physical meetings, communication with external relations will be done through phone and email. The Commissioner of External Affairs will manage the account for LinkedIn as another way of staying in contact with external relations. One way to do this would be by sharing a post after every formal event, in which the speakers that were present are mentioned. With this, she hopes to maintain positive contact between the associations and the speakers, as well as with the rest of Babylon's online network.

4.5.4 Sponsor Members and Contact File

The Commissioner of External Affairs will be training, guiding, and supporting the sponsor members within the committees for the academic year 2022-2023. When the functions within the committees are delegated, each sponsor member will have a meeting with the Commissioner of External Affairs in which they will receive sponsor training. During this training, they will gain the necessary skills to appropriately approach a possible sponsor. In addition, all sponsor members will have consultation sessions with the Commissioner of

External Affairs, these will function as a check-up to talk through their progress, activities and goals within their committee. Additionally, the Commissioner of External Affairs will create a group chat on WhatsApp with all the sponsor members so she can contact them easily and they can help each other out.

To support the sponsor members as adequately as possible, the Commissioner of External Affairs 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 Commissioner of External Affairs remains responsible for the file, all sponsor members will be allowed to use and edit this file. In addition, she will keep a contract file that consists of important contacts that have an ongoing contract with Babylon. Only the Commissioner of External Affairs and other board members may access this file.

4.5.5 Vacancy policy

All requests for posting a vacancy fitting the study which 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. Therefore, the thirty-fifth board expects to make more use of it. This policy exists of the two packages stated below:

- **Package A. €30,-:** Posting the vacancy on the website* and LinkedIn (450 connections). The company may post a second vacancy on LinkedIn and the website at a later time.
- **Package B. €45,-:** Posting the vacancy on the website*, LinkedIn (450 connections), and Instagram stories (900 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 at a later time.

4.5.6 Membership Benefits

Every year, Babylon has a new Babylon sticker for members to receive 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 of the thirty-fifth board will put effort into maintaining and expanding the benefits members receive from these stickers. The Commissioner of External Affairs will actively search for new deals, preferably ones that can be useful in the life of a student. The 2022-2023 Annual Survey revealed that our members would like a sticker deal at a coffee shop. This is therefore where the Commissioner of External Affairs will prioritize the search for new sticker deals.

4.5.7 Vice-Chair

Should the Chair unexpectedly be unable to execute her tasks, the Vice-Chair is meant to take over her responsibilities. Within the thirty-fifth board, Lize Waeijen will take on this position. The tasks of the Vice-Chair are as follows:

- The Vice-Chair is supposed to be informed at all times 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 two 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.

Lize Waeijen

Commissioner of External Affairs of Babylon 2023-2024

4.6 Commissioner of Activities

The position of Commissioner of Activities of the thirty-fifth board of Babylon will be fulfilled by Pien van der Heijden. She aims to conduct all her proceedings professionally and accordingly. The Commissioner of Activities is responsible for organizing the monthly *Borrel*, the Orientation Week and other informal activities within Babylon. She will make sure to give Babylonians a wonderful academic year, strives to get the attendance up and strive to make everybody feel included.

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 5.1.15)
- Coordinate the Orientation Week Committee (see 5.1.16)
- Coordinate the Lustrum Committee (see 5.1.2)
- Maintain contact with Tappers/Ruig;
- Maintain contact with the Molenstraat;
- Organise Babylon's activities for "Stichting RAGweek";
- Create a script for the Commissioner of Activities of the thirty-sixth 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. She will try to find a balance and plan the right number of activities. Because this year is the 7th Lustrum year, it will be harder to find this balance since there are going to be more activities in comparison to other years. The thirty-fifth Board of Babylon wants to carry out a professional image in which the formal activities are equally important to the informal activities. Also, 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 Commissioner of Activities strives to plan at least one formal (or semi-formal) activity every month. This could, for example, be in the form of a Workshop or a Company Visit. The thirty-fifth board believes that the attendance to all the activities might improve. This is because of the neat equilibrium that is formed.

The thirty-second board decided to let the CIA only organise one free activity during the academic year. The thirty-fifth board is to uphold that concept. The thirty-fifth board hopes to reach a higher involvement and participation rate over the course of the activities during the academic year.

The Weekend will be organised in mid-April, and the Study Trip in late April/early May (during Spring Break). So the two activities will take place quite soon after each other, but putting the weekend earlier would not be pleasant because nice weather is desirable, and during Spring Break Radboud students have a week off (so here the Study Trip can be perfect).

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-fifth 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 of each committee of 2022-2023 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.

Just like the previous boards, the thirty-fifth 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, further information about the committees can be found on the Babylon website. As a result, the thirty-fifth 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.

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. She will also try to divide the international students equally over the committees.

4.6.4 Contact with Tappers/Ruig

The Commissioner of Activities is the contact person of Babylon with Tappers/Ruig. The committee members are not allowed to contact the Tappers/Ruig to avoid miscommunication or confusion. The contracts with the Tappers/Ruig will be drafted by the Commissioner of Activities in collaboration with the Commissioner of External Affairs. The Commissioner of Activities will try to schedule meetings with the managers of Tappers/Ruig together with the Chair of the thirty-fifth board.

Furthermore, in previous years, members of Babylon received an email on their birthdays that granted them a free cocktail during the next *Borrel*. The thirty-fifth board will keep this same concept. The idea is that members feel appreciated by Babylon on their birthdays.

4.6.5 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 Commissioner of External Affairs. The Commissioner of Activities will try to schedule meetings with the managers of the Molenstraat together with

the Chair.

4.6.6 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 the past few years, the board wants to take a 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.

Pien van der Heijden

Commissioner of Activities of Babylon 2023-2024

5. Committees

5.1 General information

In 2023-2024, there will be seventeen committees that operate within Babylon. The coordination of these committees is divided among the six board members. Two committees operate without coordinators. A list of the committees can be found below:

- Chair:

- Application Committee
- Lustrum Committee (co-coordinated)

- Secretary:

- Graphic Design Committee
- Publication Committee
- Almanac Committee
- Study Trip Committee (co-coordinated)

- Treasurer:

- Study Trip Committee
- Prom Committee

- Commissioner of Internal Affairs:

- Education Committee
- Committee of Formal Activities
- International Committee

- Commissioner of External Affairs

- Congress committee
- Career committee
- Weekend committee

- Commissioner of Activities:

- Committee of Informal Activities
- Sports Committee
- Orientation Week Committee
- Lustrum Committee (co-coordinated)

- 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 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.
- Committee of Formal Activities; they will contact speakers online, so they can fulfil their job from abroad.
- Almanac Committee; meetings can take place online and the articles are written in one's own time.

The thirty-fifth 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 and their activities. This can be found in the Member Script and can be found at the Committee Market.

5.1.1 Application Committee

The Application Committee carries out the application procedure of the prospective board of Babylon. The thirty-fifth board will proceed with the use of the committee and continue its duties. The Application Committee will consist of at least 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 Lustrum Committee

This year, the committee will be co-coordinated by the Chair and Commissioner of Activities. The Lustrum Committee organises events to make Babylon's upcoming seventh Lustrum a special celebration for members. The culmination of the Lustrum year will be in the Lustrum week. This week, which will take place in the beginning of March, when the DIESweek would normally take place, will be filled with activities to celebrate Babylon's thirty-fifth anniversary. These activities are also organised by the Lustrum Committee. In the academic year 2022-2023, the committee has started preparation for the Lustrum. Since the previous Lustrum, each year 1000 euros has been saved, meaning that the thirty-fifth board will have 5000 euros additionally to spend throughout the entire year. The committee makes sure there is a coherent Lustrum theme, logo and song. The events organised by the Lustrum Committee will mostly correlate with the theme.

5.1.3 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 request 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.

5.1.4 Publication Committee

In the year 2023-2024 the Publication Committee will be coordinated by the Secretary. The committee members are the writers of the majority of the articles that will appear in the Babylon Magazine. They will write both formal and informal articles, of which the formal articles can be communication-related, career-related, and/or scientific. The thirty-fifth board will also check all articles to ensure all articles are appropriate, representative, and grammatically correct.

The Secretary will lead the Publication Committee to ensure the content's quality. The Graphic Design Committee, which is also overseen by the Secretary, and the Publication Committee are responsible for creating the Babylon Magazine together.

5.1.5 Almanac Committee

In the year 2023-2024, the Almanac Committee will be coordinated by the Secretary. The Almanac Committee will take care of this year's Almanac. The Almanac is a recap of everything that happened between the previous Lustrum and the upcoming Lustrum. It is a book filled with pictures and stories. The committee will take care of what the Almanac entails, but also practical matters such as printing and costs. The Almanac Committee of 2022-2023 has already made progress brainstorming, but the actual Almanac will be realised and finalised by the Committee of 2023-2024.

5.1.6 Study Trip Committee

Like in previous years, the Treasurer will coordinate the Study Trip committee in 2023-2024. However, in order to celebrate the Lustrum year, the thirty-fifth board plans to make the Study Trip in the year 2024 a bigger trip than usual. This means that there is a present

chance that the trip will be by plane instead of by train. Organising and being responsible for a Study Trip for around 40 people is stressful enough on an individual as it is but seeing as the trip will be bigger than previous one, the Treasurer expects this to be even more taxing on him. Therefore, the thirty-fifth board appoints the Secretary a flexible position within the Study Trip committee. This choice is supported by the fact that the Secretary already has experience in organising the Study Trip, having been the secretary of the committee. The Study Trip will take place during the Spring break. During this trip, IBC and CIW students are provided with a variety of both formal and informal activities.

Babylon gets a contribution of 25 euros from the Department of Language and Communication per attending student 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-fifth board decided that it is practical to make the Treasurer the coordinator of the Prom Committee. Previous Proms were in collaboration with Postelein. However, seeing as the year 2023-2024 is a Lustrum year, the thirty-fifth board will explore the option of organising a Prom for Babylon alone. If this turns out not to be possible, the thirty-fifth board will consider organising a Prom together with Mycelium, as they also celebrate their seventh Lustrum in 2023-2024.

5.1.8 International Committee

The Commissioner of Internal Affairs will coordinate the committee. The main goal of this committee is to help international students integrate into the Netherlands. On top of that, the committee strives to increase the number of (active) international members in Babylon. The committee will do this by organising activities like a day trip to a city in the Netherlands, or by going to a theme park. 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-fifth board will ask members from the previous committee to join again this year, as they will already have some experience and know what to do.

5.1.9 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 those taking part in the study programme of Communication and Information Studies. This committee ideally has an equal division of IBC and CIW students, so that both tracks are represented. The Education Committee organises activities like the Open Days, the Family Day, the Study-Choice-Check, and CIS in the Field.

5.1.10 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 focus only on organising Company Visits since this takes a lot of preparation work and should be done in a timely manner.

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.

5.1.11 Congress Committee

The Commissioner of External Affairs 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 committee will organise the Congress in February. Last year the Congress was in collaboration with Mycelium, the board is planning on discussing with Mycelium at the beginning of the academic year concerning another collaboration. During the Congress, lectures, presentations, and workshops will be given by experts in the working field, scientists or acknowledged companies.

5.1.12 Career Committee

The Career Committee is under the responsibility of the Commissioner of External Affairs. This committee is responsible for organising the Career. The Career Event will be turned into a Career 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.

5.1.13 Weekend Committee

The Weekend Committee will be under the responsibility of the Commissioner of External Affairs. The thirty-fifth board has made this decision because the Commissioner of External Affairs has the most experience with the Babylon Weekend, having attended most often and also being a member of the committee last year. This choice is also the most sensible concerning the total division of committees. The Weekend Committee will be responsible for organising a Weekend away in April 2024 (26-28 April). This weekend will consist of various informal activities such as a Cantus and sports games.

5.1.14 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 normally responsible for organising the DIESweek. This year we have a Lustrum Week instead of a DIESweek, and the Lustrum Committee is responsible for organising that. As a result, the CIA will not have to organise anything during that week.

Ideally, this committee will consist of a minimum 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 three 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 two 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 her committee members. As a result, the committee members will spread their enthusiasm to the members who will attend their activities.

5.1.15 Orientation Week Committee

In the year 2023-2024, the Commissioner of Activities will coordinate 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 20st to the 27th of August. 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-fifth board. Therefore, she has already joined the Orientation Week Committee since it was clear that she 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.

5.1.16 Sports Committee

In the year 2023-2024, the Sports Committee will be coordinated by the Commissioner of Activities. The biggest event of the Sports Committee is the Ski Trip, which will take place from 27 January until 3 February 2024. The location will be kept secret until the reveal before the sign-up.

Furthermore, Babylon has participated in the Batavierenrace. However, the last couple of boards did not participate. The thirty-fifth board is aiming to join the Batavierenrace again. This could be done in cooperation with other Study Associations if there are not enough participants from Babylon. The Sports Committee will ideally consist of seven or eight members.

The thirty-fifth 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. 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-fifth 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).

5.2 Babylon Committee Challenges

Every month, committees compete in a competition by doing challenges. The thirty-fifth board wants to continue this format. These challenges will be organised in such a way that the thirty-fifth 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 on social media to stimulate the committees to compete

6. 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, and the committees are described in detail. The thirty-fifth 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-fifth board has great expectations and is looking forward to the academic year of 2023-2024 with a lot of excitement, energy, and enthusiasm. The thirty-fifth board strives to stand for **Trust, Togetherness** and **Tact** throughout the entire year. In addition, the board aims to be clear and transparent to all its members. The thirty-fifth 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-fifth board of Babylon will do everything in its power to make the year 2023-2024 an unforgettable year for every member of Babylon.