

# Erasmus Pride Policy

## 2023/2024

This policy contains the goals of the Erasmus Pride Board for the fifth official year of the association and goals for future years. We strive to build a strong community for LGBTQIA+ students at the Erasmus University Rotterdam and set the foundation of a long-lasting association.

# Table of contents

<b>Introduction</b>	<b>3</b>
<b>Goals</b>	<b>4</b>
Short-term	4
Long-term	4
Vision for the future	4
<b>Structure</b>	<b>5</b>
Organisation	5
Finances	5
<b>Board</b>	<b>6</b>
President	6
Vice President	6
Treasurer	6
Secretary	6
Head of External Affairs	6
<b>Board committees</b>	<b>7</b>
Activities Committee (AC)	7
Marketing Committee (MC)	7
Introduction Committee (IC)	7
Yearbook Committee (YBC)	7
<b>General Assembly Committees</b>	<b>8</b>
Board Advisory Committee (BAC)	8
Financial Audit Committee (FAC)	8
Archive Committee (ArC)	8
<b>Diversity and Inclusion</b>	<b>9</b>
<b>Sustainability</b>	<b>10</b>
<b>Organisational Chart</b>	<b>11</b>

### **Introduction**

Erasmus Pride as a network was founded in 2011, became an official student organisation in 2019, and got recognized by the university in 2020. We provide a safe space for LGBTQIA+ students in Rotterdam where everyone is welcome. We strive to be a support network for our community as well as a place to socialise, party, and learn soft skills.

Together with our members, we are building the foundation of the association that provides structure and continuity for the coming years. In this policy we will set short-term and long-term goals for Erasmus Pride and thus discuss our vision for the future of the association. We describe our organisational structure for the year 2023-2024, including: positions in the Erasmus Pride Board and their responsibilities, board committees, and general assembly committees. Finally, we outline our ideals on diversity, inclusion, and sustainability, and how we as a board will work towards achieving them. This policy serves as an indication of where we are as an association and what we hope to achieve in the upcoming year.

## Goals

### Short-term

- Maintain a list of all committee members
- Finalise and implement undesirable behaviour policy
- Make a list of all the decorations we already have and keep it up to date
- Pilot the houses system during the 2023-2024 academic year
- Improve inter-member contact
- Improve accessibility where possible
- Change the internal communication to members back to WhatsApp

### Long-term

- Maintain a members list
- Maintain a trusted, efficient, and clear financial system
- Maintain a clear and safe administration system
- Expand the network of Erasmus Pride
- Strive for a diverse and inclusive association
- Build and maintain the structure of the association
- Have continuity in plans and goals throughout the years
- Maintain strong ties with the EUR while making sure Erasmus Pride is strong on its own
- Professionalise Erasmus Pride and create and maintain strong ties with other associations

### Vision for the future

We have been an official association for three years now, which has boosted visibility and allowed us to attract around 200 members. We would now like to turn our focus on improving inter-member contact by working to ensure all our members feel comfortable and interested in participating in our activities. An association is made by its members, and one way to keep the association thriving as well as improving inter-member contact is to recruit more members to join our committees. In the future we hope to have many more active members, since they can help continuity of our goals and make them their own.

We also aim to continue building a name for ourselves. This shall be achieved in a two-fold manner: by keeping in touch with our network of LGBTQIA+ organisations and student associations at the EUR, and by collaborating with companies for sponsorship and career opportunities for our members. Finally, we aim to ensure that Erasmus Pride remains an association that welcomes both Dutch and international students.

## Structure

### Organisation

The association has laid down a hierarchy to create structure and optimise the processes that run the association. This is laid down in the organisational chart at the end of this policy. The Board is in charge of running the association and is able to make decisions about procedures, events, rules etc. The General Assembly Meeting (GAM) is the place where members can voice their opinions on important topics within the association and approve proposals from the Board. This is a great way to have checks and balances in place within the association. The association is made by the members, so they have the final say in the direction Erasmus Pride is heading by voting during the GAM and directing the General Assembly Committees. The yearly changing Board will be in charge of running the association for the period of an academic year. The Board also heads the Board Committees. Every Board Committee will have a board member for supervision and to make sure that the work of the committees is in line with the policy of Erasmus Pride. Each committee has its own board with a president, treasurer and secretary as well to add structure to their work.

This year the focus lies on building a stronger community, which will be done by piloting a program called Houses. New and old members can join the houses, a house has two house parents and consists of fifteen members maximum. A house can organise events for themselves, and there will also be events for the houses altogether.

### Finances

In order to run the association, there must be money. The Treasurer will maintain an independent financing system. Yearly budgets will be made and membership fees will be collected on the Erasmus Pride bank account. The General Assembly will approve of the budget. Next to the financing system and membership fees, Erasmus Pride can get funds from different sources. For example, partners that would like to sponsor us or pay for promotion to our members and via our social media. We also accept donations from people that want to support Erasmus Pride. With the funds, Erasmus Pride will be able to organise better events and provide better services towards the members. We also work with partners to organise professional events, such as skills training, job fairs, and in-house days.

## **Board**

### **President**

The President of the Board has a leading position in the association. Together with the other members of the Board, the President is the face of Erasmus Pride. They will be in charge of the Board and have to make sure the Board works as a team to fulfil the goals of Erasmus Pride. Their primary role is to maintain the external relations with the EUR and other partners (such as different study/student associations and other LGBTQIA+ associations) next to assisting the other Board members with their tasks. They prepare and lead the meetings of the Board and General Assembly. The president will oversee the Introduction Committee.

### **Vice President**

The Vice President is the right hand of the President of Erasmus Pride. They will assist them with maintaining and making new external relations. They lead whenever the President isn't able to or has given the Vice President control over a certain project. The Vice President will also be supervising the Activities Committee and will make sure that the activities and events are in line with the policy of Erasmus Pride.

### **Treasurer**

The Treasurer of the Board handles the finances and budgets of the association. The Treasurer is in charge of the bank account of Erasmus Pride and makes sure the members pay their membership fees. Every expense that is made will be registered by the Treasurer and they have to give permission for big expenses (>€150). At the beginning of each academic year the Treasurer will make a budget for the association and the committees. They will make sure that the association has financial stability and the committees are correctly keeping track of their budgets and expenses. The Treasurer will supervise the Yearbook Committee.

### **Secretary**

The Secretary keeps track of the members and collects/updates all their relevant information. They are the contact person of Erasmus Pride and they'll keep track of all incoming emails. They will manage the Erasmus Pride Google Drive and archive. The Secretary is in charge of maintaining connections with the EUR Pride alumni network. Within the Board, the Secretary makes notes of the meetings and prepares the General Assembly Meetings with the President.

### **Public Relations Manager**

The Public Relations Manager is in charge of the website, social media, and relations with other third parties such as sponsors. They will send out monthly newsletters to the members and make sure that socials are up-to-date and running smoothly. They will be the point of contact for external parties wishing to contact Erasmus Pride, they will actively search for opportunities to improve Erasmus Pride's external impact. The Public Relations Manager will supervise the Marketing Committee, since this committee will be most active on Erasmus Pride's socials.

## Board committees

### **Activities Committee (AC)**

The AC is the most important committee of Erasmus Pride. They will be in charge of organising all the events and activities for our members and students at the EUR. The AC will be supervised by the Vice President of the Erasmus Pride Board and will consist of around ten members with the duration of one academic year. The AC has to organise our social drinks, movie nights, game nights, special lectures, workshops, picnics/BBQ's, dinners, parties, pub crawls and all other events that fit our policy, while keeping in mind that Erasmus Pride finds great importance in diversity and inclusion.

### **Marketing Committee (MC)**

The MC will be supervised by the Public Relations Manager and will exist during the duration of one academic year. Together they will write a marketing plan for the association and promote the events and activities to the members and interested students of the EUR. They will expand the reach of the association and create more visibility for Erasmus Pride. The MC will help the other committees and the Board with designing the promotional material and will look for original and creative ways to promote Erasmus Pride.

### **Introduction Committee (IC)**

The IC will be supervised by the President and consist of around eight members. The IC will be constituted from March until September of every year and will therefore last around six months. During these six months, the IC will be responsible for organising the programme for Erasmus Pride during the introduction week for new students at the EUR. They will have to contact the Eureka week (EW) board and put together a contract. It is important for the IC to attract a lot of new members for the association during the Eureka week so they will have to think of activities and marketing strategies. They are also in charge of the introduction period that follows the Eureka week and spans the entire month of September. The IC is free to form their own programme during the EW, but they have to keep this policy and diversity and inclusion in mind.

### **Yearbook Committee (YBC)**

The YBC will handle the assembly and creative direction of EP's planned yearbook. The YBC will be supervised by the Treasurer. It will consist of around 5 members. Its main tasks are collecting memories and pictures from the Erasmus Pride events. It is advised it collaborates with the MC. At the end of the year the physical version of the yearbook will be completed.

### **Gala Committee (GC)**

The GC will organise a gala at the end of the academic year. It is up to the board to decide who will oversee this committee. It will ideally consist of around 5 members and will span from January until after the gala has taken place.

# General Assembly Committees

### **Board Advisory Committee (BAC)**

This committee will consist of old Board members of Erasmus Pride and will be an assisting committee for the new Board. The old Board members can use their experience to help the new Board and grant them knowledge. They will also make sure that the new Board follows the policy and, in that way, make sure that Erasmus Pride reaches its long-term goals. This committee will consist of three to five members for an undetermined period of time.

### **Financial Audit Committee (FAC)**

We are obliged by law to appoint a committee consisting of at least two people that check the books of the association to make sure no mistakes were made and there is no suspicious behaviour in our finances. The General Assembly will appoint those people when the final financial report is drafted to be presented at a GAM. The FAC will make a statement on their opinion of the financials.

### **Archive Committee (ArC)**

~~The Archive Committee (ArC), responsible for keeping the archives of EP up to date, including photos, contacts, notes, budgets and other documents. The archives of EP exist both online and offline and therefore the ArC will stay in contact with the City Archive of Rotterdam to update its archives both physically and digitally. When archiving relevant documents the ArC has to keep in mind that all has to be protected in accordance with the AVG under Dutch National Law. The ArC is also responsible for the timely archiving of material that is provided by the Board after their tenure. The findings of this material has to be presented to the GAM in a timely fashion, but no later than the first GAM meeting of the following Educational year.~~

### **Diversity and Inclusion**

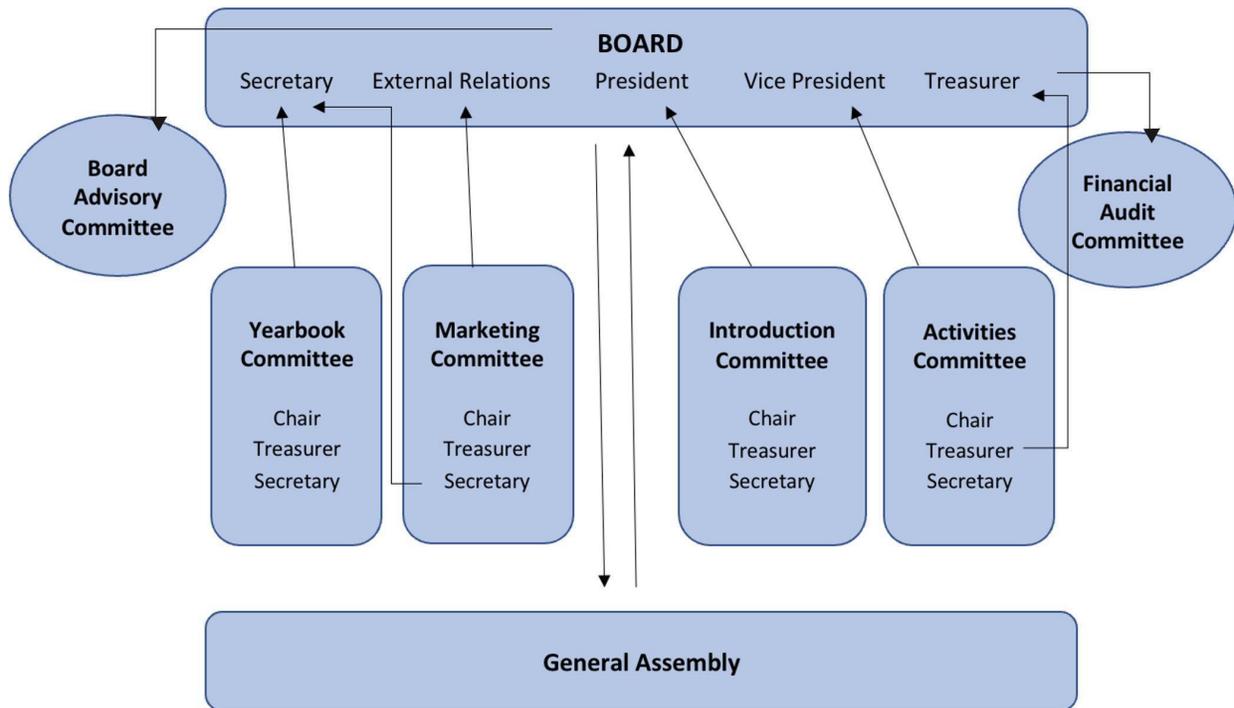
Erasmus Pride was founded as a network and has since been under the supervision of the IDEA Center of the EUR. As an organisation, we strive to be as open to diversity, inclusivity and accessibility as possible. For that reason, we have to make sure everyone feels welcome at Erasmus Pride. Within our administration, we have to enable our members to freely express their gender identity and the use of pronouns. We also have to make sure that we handle everyone's personal information with care and respect their privacy especially when it comes to sensitive information, such as sexuality and gender identity. That's why we only take/publish photos/videos when we have voiced consent of the people in the pictures and videos.

Erasmus Pride will offer a wide range of activities and events that will be suitable for different types of people. With informational events, we strive to give a broad perspective of different cultures, races, religions, genders, sexualities, etc. We will also make sure to organise events that aren't related to alcohol. It is of great importance that everybody feels safe, welcome and able to express themselves at Erasmus Pride and therefore we will tolerate no discrimination of any kind. The Erasmus Pride Board is always receptive to feedback regarding diversity, inclusion and accessibility issues and encourages their members to inform the Board in case of discrimination, so that it can take action against the regarded person. The Internal Rules and Regulations (IRR) of Erasmus Pride has clear rules about the consequences of discriminatory and other forms of unwanted behaviour by its members. Whenever a member of Erasmus Pride is facing discrimination at the EUR with regards to their sexuality or gender identity, the Board can be of assistance with the help of the IDEA Center.

### **Sustainability**

Erasmus Pride cares about the environment. That is why we try to make our events and activities more sustainable. Since the EUR is already putting a lot of work into sustainability, we can make use of their progress and policy. By keeping our promotion as digital as possible, we can keep our paper waste to a minimum. We will also minimise the use of disposable plastic and make sure that our events serve vegetarian and/or vegan food and minimise food waste, whenever that's possible. We will be conscious of only buying new things that are essential and can be used again, and take care to store all decorations and equipment purchased by AC in the office to be reused. The Board of Erasmus Pride encourages its members to share their ideas to become more sustainable as an association and hopes to lead by example.

## Organisational Chart



### Notes:

- Committees have a board and regular members. The Treasurer of the Erasmus Pride Board checks the treasurers of the committees. The Financial Audit Committee checks the Treasurer at the end of the year.
- Every Board Committee has a regular Board member. The Vice President checks the Activities Committee, and the Public Relations Manager the Marketing Committee.
- The Board is allowed to instate new committees when it is deemed necessary.
- The Board Advisory Committee is made up of old Board members that advise the current Board and check them.