

Association Policy



SVTN "J.D. van der Waals"

Introduction

In this document you will find the Association Policy of the Study Association for Applied Physics “Johannes Diderik van der Waals” (SVTN “J.D. van der Waals”). This document aims to give a description of the association, her committees, goals and other aspects. This information will be useful for both the members of the association as well as the board. It can be used as a source of information, as well as a guidance tool for the board and the writing of the board policy.

This document contains definitions that help aid the understanding of the association. Furthermore, most of the information contained within this document describes everything that is considered to be ‘standard’ for the association and the board. ‘Standard’ meaning that things have generally been done this way or were implemented in a year and should be executed the same way in the coming years.

The association has a multiannual plan as well. This multiannual plan describes where the association should be in the future. In this way, the association policy and multiannual plan together describe where the association currently stands as well as where she should go.

Every year the board will make a board policy. This board policy will be based on the association policy and the multiannual plan. It will contain subjects that the board intends to change or improve on the association policy, new things that they intend to try out and on what points of the multiannual plan they intend to work.

Every year the association policy will have to be revisited on the Transfer GA to apply changes according to the successes of the board and their board policy. Points from the multiannual plan that have been completed, but should be maintained, can be added to the association policy as well. During the transfer GA, the board will present the revisited version of the association policy (with the changes being marked). It is up to the GA to accept or reject these changes depending on the successes or failures achieved.

If you have any questions feel free to contact the current chairman of the association via chairman@vdwaals.nl.

Enjoy reading what our beautiful association is all about!

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SVTN “J.D. van der Waals”

Van der Waals is the study association for Applied Physics that acts to serve the interests of her members. The main goals of Van der Waals are:

- Connecting her members through providing a platform for personal contact and engagement;
- Providing a platform to work on personal development by e.g. joining committees and activities;
- Help with study progress through the sales of study books, trainings, courses and cooperation with the department;
- Work on career orientation through e.g. lunch lectures, excursions and other ways to become familiar with companies;
- Provide recreational activities for relaxation next to the studies.

All actions that the association and board undertake should be helping towards reaching these goals.

Van der Waals has a “Van der Waals mentality”. Although this will change gradually over the years, there are some characteristics that the association, her members and the board should strive for:

- Critical: all actions should be well-considered and sufficiently argued. The board does not need to provide this argumentation for all decisions they made, but should make sure that all their decisions are substantiated.
- Precise: everything should be correct and complete.
- Pro-active: always looking for ways to help or find solutions to (other’s) problems.
- Honest: what is morally wrong and right is valued highly when making decisions.
- Reasonable: don’t be afraid to admit you are wrong or ask for help.
- Open: everyone is welcome at our association and this is shown by both the board and active members.
- Safe: everyone should feel safe to be him- or herself and should be treated with respect. Furthermore, an environment should be maintained where it is okay (although unwanted) to make mistakes.

This mentality could also be considered to be the Van der Waals culture and should also be kept in mind when communicating with external parties like the FSE(-AB), Wervingsdagen, SPIN and other parties.

English is the common language within Van der Waals. Van der Waals organizes activities in English such that they are open to all members. All relevant documentation is in English and the general assemblies are in English as well. However, the internal rules and rules of association are in Dutch as we are officially a Dutch association at the KvK.

Committees

Under this header, all committees of Van der Waals are mentioned and shortly explained. These committees are divided into three groups: the 'essential' committees, the 'desirable' committees and the 'optional' committees. Every committee will have at least one board representative. This board member is responsible for the communication between the committee and the board. The board representative will monitor the committee and try to participate as actively as possible within the committee.

Essential committees

The 'essential' committees are committees that Van der Waals would not exist without. This can be due to the fact that it would simply not be allowed to exist without this committee, that the committee has an obligation to an important external party, or that the committee provides such an essential part of Van der Waals that it cannot go without this committee.

The *Borrel Committee* organizes the weekly Borrel. As well as several other activities throughout the year. Furthermore, they also organize private-Borrels.

The *Cocie (Career Orientation Committee)* helps the board with organizing career orientation activities. Besides this, they also optionally organize the scientific excursion.

The *ERT committee (Emergency Response Team Committee)* contains all EROs (emergency response officers) of Van der Waals and is responsible for having an ERO being present at the required activities.

The *Intro Committee (Introduction committee)* organizes the department specific part of the Bachelor introduction week.

The *N! (N! Editorial Committee)* publishes four *N!* magazines throughout the academic year in collaboration with VENI, STOR and the department.

The *WebCie* manages and improves the digital infrastructure of Van der Waals. Besides this, they optionally organize the Sinterwaals Exchange.

Desirable committees

Desirable committees are the committees of which it is generally agreed upon that they add significant value to the association and most members would want to see these committees active within the association.

The *AC (Activities Committee)* consists of second year Van der Waals members. They organizes four N-parties and some other activities. Therefore, a broad scala of activities will be offered to all members of the association.

The *Almanac Committee* makes the yearly Almanac. The Almanac Committee may choose to organize a small activity to promote the Almanac.

The *First-year Committee* is a first year student committee that organizes a number of activities for the other first-year students. The goal of these activities is to offer the first-year students opportunities to get to know each other.

The *First-year Weekend Committee (FYW)* is a first-year student committee that organizes a weekend for the upcoming first-year students of Applied Physics. During this weekend, the first-year students are given opportunities to get to know each other, the association, the other members of the association and the fraternities and sororities.

The *Parents day Committee* is a first year student committee that organizes a day at which the parents/legal guardians of the first-year students will be invited to get insight in a day of a student. During this day the parents/legal guardians will be informed about the study, department and Van der Waals.

The *PixCie* ensures that all activities will be captured on camera by scheduling a member on an activity to take pictures. Besides taking pictures, the *PixCie* can organize an activity for the members of the association.

The *Small Study Trip Abroad Committee* organizes the annual long weekend to a destination in Europe. During this trip universities, companies or institutes and cultural hotspots will be visited with the aim of study progress, career orientation and cultural enrichment.

The *SportCie* is a first year student committee that prepares the participation of Van der Waals to the Batavierenrace. Furthermore, the *SportCie* organizes several other activities that are related to sports. These activities are aimed at all members of the association.

The *Study Tour Abroad Committee (BuEx committee)* organizes a 3-4 week long trip taking place during the first weeks of the summer holiday, preferable outside of Europe. During this trip the science, culture and nature of the specific destinations will be visited and investigated.

The *Symposium Committee* organizes a symposium for the next academic year with an annually changing theme with, among others, speakers and an interactive part, for example a workshop.

The *Wiskie Committee* organizes the winter sports trip of Van der Waals during the carnival break.

The *WiXi* organizes a recreational weekend for the next academic year for all members of the association except for the new first year students.

Optional committees

Optional committees are committees that are up to the board to choose whether they want to do this committee during their board year.

The *BrewEx Committee* organizes a trip of several days visiting many different breweries in- and outside the Netherlands.

The *E-SportCie* organizes recreational E-sport activities. This can vary from tournaments of specific games to continuous online activities (think of online 'Weerwolven').

The *FoodCie* prepares food for before or during a Van der Waals activity. If the food is served in advance of an activity, dinner is voluntary for participants.

The *Gala Committee* organizes a gala for the members of the association.

The *HiXi (Hitchhikers Committee)* organizes a hitchhikers competition to a city in Europe.

Furthermore, they will arrange accommodation and a program in that city.

The *Mastercie* organizes activities especially for members who are fourth year or higher. These can either be recreational or more study or career orientated activities.

The *MDA committee* consists out of representatives of all fraternities and sororities. Together they organize an activity for the members of the association. This can be a dinner as well as another type of activity.

The *Multiannual plan committee* is a committee that runs triennial, during the last year of a multiannual plan (MAP) step. This committee is responsible for evaluating the past MAP and support the board in writing the new MAP.

The *PromoCie* is responsible for making the promotion material for activities and managing the professional design of Van der Waals.

The *SailCie* organizes the Van der Waals sailing trip somewhere in Europe, catering to both beginner and experienced sailors.

The *SustainabiliCie* is a committee which gives advice to other committees and the board. They mostly advise the board on how to make the association more sustainable, but committees can also ask for advice. Besides that they can also organize an activity in the theme of sustainability.

The *Yearbook Committee* makes the yearbook, containing all first year students and activities.

Lustrum committees

Every five year a lustrum is organized. Specific lustrum committees can be set up for this and examples are stated below. It should be noted that these are examples of previous lustrum committees, it is possible to vary in them.

The *General Lustrum Committee* organizes the general parts of the lustrum, such as the theme and logo, the lustrum planning, the lustrum paper and the lustrum merchandise. This committee supports the commissioner(s) of lustrum.

The *General Public Activity Committee* organizes a TU/e wide event to promote the lustrum among all students.

The *Lustrum Activities Committee* organizes several activities throughout the lustrum. These can either be activities during the break or the evening.

The *Lustrum Reunion Committee* organizes a reunion for the previous members of Van der Waals. (Part of) the program can be opened to current members as well.

The *Lustrum Stunt Committee* organizes a stunt to promote for the lustrum activities and open it in an official way. This committee can especially be set up for first year students.

Association Committees

The Financial Audit Committee (FAC or in Dutch: KCC) checks both the Borrel finances and Van der Waals finances and reports this to the GA. Furthermore, the FAC will give advice to the Borrel treasurer and treasurer of Van der Waals. It often consists of the two previous Van der Waals treasurers and the two previous Borrel treasurers.

The CAS, or Committee Advisory Sponsoring, checks the sponsoring and gives advice to the commissioners of external affairs of Van der Waals. The CAS often consists out of the commissioners of external affairs of the past board and the full time commissioner of external affairs of the year before that.

The AdCo, or Advisory Council, is an advisory organ to the board. They mostly advise about the policy and thereby are an important organ to the chairman. Ideally, the AdCo consists out of former board members, experienced members who were never in the board and younger members.

Start-up weeks committees

Below, the start-up weeks of the standard committees are stated. It is always possible to vary in this when a certain activity should be organized earlier than usual.

Committee	Start-up week
Activities Committee	Q4 week 8 (previous year)
Almanac Committee	Q2 week 7
BrewEx Committee	Q3 week 4
Borrel Committee	Continuous
Career Orientation Committee	Continuous
ERT Committee	Continuous
E-SportCie	Q1 week 4
First-year Committee	Q2 week 2
First-year weekend Committee	Q3 week 2
FoodCie	Continuous
GalaXie	Board decision
HiXi	Q2 week 1
Intro Committee	Q3 week 2
MDA Committee	Board decision
MasterCie	Q1 week 4
N! Editorial Committee	Continuous
Parents Day Committee	Q2 week 2
PixCie	Continuous
PromoCie	Continuous
Small Study Trip Abroad Committee	Q4 week 7 (previous year)
SportCie	Q2 week 2
Study Tour Abroad Committee	Q4 week 7 (previous year)
SustainabiliCie	Continuous
Symposium Committee	Q2 week 7
WebCie	Continuous
WiXi	Q3 week 2
Wiskie	Q4 week 7 (previous year)

Yearbook
Multiannual plan

Q2 week 7 Q2
week 1

Physstor, Wiki and the website

The Physstor consists out of four different folders. vdw_archive, vdw_association, vdw_board and vdw_committees.

Every committee can store relevant documents and info on the vdw_committees (\\physstor). The board will encourage committees to use this, but a committee can decide to use another medium.

Besides this, vdw_archive is used for association documents, vdw_board is used by the board for their personal storage and vdw_association is used by association committees. GA documents can be found in vdw_archive

Furthermore, every committee can find a white paper on how to organize different activities on the Van der Waals-Wiki. The board responsible is responsible for making sure that the committee updates the Wiki regularly. This Wiki also contains a general description of the board and external parties.

On the website, the lists with all committees, fraternities, sororities and board members is stated. This consists of all previous years and not just the current year. The documents of the coming GA are stated there as well.

Members

In this section the different types of members will be defined as well as what the association can offer these members and what part the board plays in fulfilling their needs. It is good to point out that one is considered an active member, when this member is either part of a committee or a sorority or fraternity.

First-year students

First-year bachelor students are new to the university. The primary goal of the association is to offer the new students opportunities to meet fellow students and show them what it is like on a university. This is done through the introduction week, the calculus dinner, the first-year weekend and the weekly Borrel. On top of that, the association should provide an opportunity for relaxation and personal development. Therefore, it is of great importance to get first-year students involved, familiar and enthusiastic about our association. Most students decide in their first year whether and which role they want to play in our study association. It is thus important to show them all the aspects of the association, by which they can choose themselves if and how they want to participate within the association. Therefore, special attention will be paid to first-year students. This can for example be done by handing out Borrelvouchers, create extra promotion for approachable activities, organize a First-Year Committee Interest Borrel, host an Introduction GA and other first year activities can be organized by the board, committees, fraternities, sororities and the Borrel Committee .

Second- and third year students

The group of active second and third year students consists mostly of students that were active within their first year. These students join committees and regularly come to activities. They come to Van der Waals to make and meet friends, have fun and develop themselves. There is also a group of 'familiar' members that regularly come to the activities, the Borrel, read the newsletter, visit the site, but will not visit the Van der Waals room (regularly). These members will be treated the same as the group of active second and third year students.

The rest are either members that only come to Van der Waals for the Borrel or for activities, or don't come to Van der Waals at all. Nevertheless, these members can still decide to become active after their first year. Therefore, committees and the Committee-Interest-Borrel should always be promoted towards all second- and third year students through the newsletter and face-to-face promotion, such that these members are still reached. For these members it is important that a good mixture of recreational, study-related and career-related activities are organized, as well as enough opportunities to contribute in committees.

Experienced members

Experienced members are either bachelor students that have been active or 'familiar' for a long time, or active or 'familiar' master students. This group of members has already decided that and in which way they want to be active in the association. Experienced members know the association and likewise the association knows them and their interests. This will be kept in mind during organizing and promoting activities. These experienced members will be treated the same as active and familiar second- and third year students. In this way the bonds between Van der Waals and the experienced members will be maintained.

Other bachelor students and master students

This group is the group of students that does not belong to the previously mentioned groups. This means students that have chosen to not become active within the association. This group will very occasionally come to a lunch lecture or the weekly Borrel. Therefore, career orientation is still promoted actively to these students with face-to-face promotion and the Master-mailing. Furthermore, this group might be open for a low-threshold (reunion) activity, albeit still in relatively small numbers. Master students following the Nuclear Fusion program are allowed to join the

association as well. This master organizes a lot of career activities themselves however, and therefore career activities catered towards them is not necessary. Bonding activities are possible however.

Extraordinary members

On top of her 'normal' members, Van der Waals has a number of extraordinary members. The names of those members are displayed on the window between the Van der Waals room and de 'Salon'.

Honorary members

Honorary members are individuals who are appointed by the association for their special merits outside of membership of Van der Waals.

Members of merit

Members of merit are those who, as ordinary members, have made themselves particularly meritorious, with respect to the expectations connected to their role, towards the association, and have been appointed as such by the association. Members of merit can also be ordinary members or contributors of the association, provided they meet the requirements set in the articles of association and the internal rules.

Examples of expectations from the different 'roles' are:

- Active member: Participating in committees, being visible within the association.
- Board member: Dedicate a full year to the association, perform your board task(s), participate in committees and working groups, being visible within the association, represent the association.
- Former board member: Give advice to your successor, participate in the association committees connected to your former board task, prepare for GAs.

Activities

Van der Waals has four types of activities as described below: recreational activities, study related activities, career-orientation activities and well-being activities.

Recreational activities

Recreational activities act as primary way to bond the members, provide relaxation and personal development. These activities are most frequent. A distinction can be made between the different recreational activities depending on who organizes them, their goal and their priority. There are recreational activities organized by the board, committees and fraternities and sororities. Each of these activities has their own priority and goal. There is also room for creative ideas by members. There should be space in the planning such that new initiatives can rise as well.

Board activities

These are activities organized directly by the board for (a subset of) the members of the association.

The essential activities include:

- A Constitution Drink
- A Constitution Lunch
- An Introduction General Assembly
- An active members unit (which could be split in a separate day and dinner)
- A First-Year board activity
- A SinterWaals celebration
- The Dies celebration
- The Christmas Dinner
- Committee-interest Borrel
- General Assemblies (not a recreational activity)
- (Borrel) contributors drink

Optional activities include:

- One or more other board activities
- An Easter Brunch
- A New Year's Reception
- Calculus dinner/lunch for first year students
- Break activities
- Introduction to Applied Physics study lunches
- Activities with other FSE associations, like the Thor picknick or Japie pubquiz.

Committees

The committees organize activities as described in the 'Committees' section with most of the priorities of their activities directly linked to the priority of their committee.

With some exceptions, a committee is free to think of their own activities, as long as they serve the goals of the association and speak toward the needs of the members. [Fraternities and sororities](#)

Just like committees, fraternities and sororities organize activities. These activities follow the same guidelines as described in the previous paragraphs and the section “Fraternities and sororities.”

Study related activities

Since almost all of the members study Applied Physics, it is desirable that Van der Waals organizes activities that will aid her members move forward in their studies. These activities can be directly related to the study like exam preparation courses, teach skills that might be useful during and after their studies, like a LaTeX course, or can teach new physics outside the scope of the study of Applied Physics at the TU/e, like the Study Trip Abroad. The different study related activities that the association organizes are listed below:

Exam preparation courses

During an exam preparation course, an old exam is made and explained by two to three tutors, who are student who passed the course with a sufficiently high grade. Which exam preparation courses are given should be decided together with the department of Applied Physics, since they are willing to pay for trainings for courses with relatively low pass rates. Exam preparation courses for other courses are paid by the association. Therefore, the general assembly and board decide whether these will take place. These trainings are organized by the commissioner of study affairs.

Other courses and workshops

Next to exam preparation courses, other courses and workshops should be organized that learn the participants new skills or work with new programs, like LaTeX or MatLab. These new skills should be useful both during and after their studies. At least two courses should be organized per year, but it is strived for four. They are organized by the commissioner of study affairs as well.

(Small) Study Trip Abroad & Scientific Excursion

Study trips have as primary goal to teach about other fields of Physics and show what is possible once you get further into your study or what is possible at other places, companies and universities. At least one third of these trips should be dedicated towards physics or career orientation. The same counts for the scientific excursion.

Symposium

The Symposium is a day dedicated to one special theme in Physics. During this day multiple speakers will talk about their expertise. Furthermore, it is good to have an interactive part, such as the Young speaker’s contest or a workshop.

Career orientation activities

This type of activities concerns the orientation of career possibilities. These activities will be organized by the commissioners of External Affairs and the Cocie. The goal of these activities is to inform members about career options after they graduate or when looking for a part-time occupation. Furthermore, it should give students some ideas what fields (of physics) they like.

Excursions

During an excursion, students will visit an institute or company, where they follow a program to get the best possible feeling of what you can do at that institute or company as a physicist, what the company does and what it is like to work there. Typically, an excursion is organized every lecture-free week of the quartile.

Lunch- and Borrel lectures

During lunch- and Borrel lectures a person from a company or institute will come by to talk about what their company does and what they do within their company. This should give students a

general idea of the company or institute and whether this is something for them, while enjoying a free lunch or drink and snack. Generally around ten lunch lectures and six Borrel lectures are held in a year.

The Recruiters Borrel

The Recruiters Borrel takes place at the start of the academic year and is an opportunity for students to talk to and exchange contact information with recruiters of several companies and an opportunity for the Commissioners of External Affairs to get to know some of the recruiters of different companies. The RecruitersBorrel is organized by the Candidate Board and executed at the start of Q1.

Workshop

During a workshop multiple groups of students will work on a problem that a company or institute might face to show what projects a physicist might work on in their company or institute.

Career day

The career day is a special career orientation activity focused on but not limited to first years students. During this activity, the students are introduced to MyFuture and career orientation in general. The career day consists of different programs for groups of students, varying from excursions to on campus lunch lectures or workshops.

Well-being activities

Well-being activities focus on the personal development of the members of Van der Waals. Those activities will be organized by the board and sometimes in collaboration with the department. The goal of those activities is to help students who are struggling with a certain well-being subject and create openness in the association to talk about those matters.

Training, workshop and masterclass

During a training, workshop or masterclass, one specific well-being topic is discussed. Students work on exercises which give them insight in their situation and share experiences, tips and tricks. Wellbeing trainings could be organized in collaboration with an external party like TINT or Skillslab.

Promotion and Planning

Planning

Since a lot of activities will be organized throughout the year, it is of great importance to have a good planning. For this purpose the upcoming commissioner of internal affairs makes an activity planning ahead of the academic year. This planning is not final, but should act as a guideline for the Van der Waals planning throughout the year. Furthermore, the commissioner of internal affairs of the previous year will already plan large activities like the constitution drink, study trips and some activities in Q1. The Commissioners of external affairs will do the same for career-orientation activities for both Q1 and Q2.

It is not allowed by the department to organize activities during lecture hours, with the exception of career activities and workshops. They do need to be approved by the department. Besides that it is possible to ask for exceptions. This has to be done through the head of ESA of Applied Physics and the Program Director of Applied Physics.

While planning activities, the calendar of Thor needs to be kept in mind, for availability of the colloquium room. This is done with a shared agenda for the availability of the colloquium and a meeting at the beginning of the year about standard days.

Promotion

Proper promotion of the organized activities is key, such that an adequate amount of members joins these activities. Promotion of these activities will start at maximum three weeks in advance, with an exception of the activities that require early subscription. For these activities, promotion will start earlier. Promotion of an activity is only allowed once the board has approved the budget for the activity. It is important that all members have a fair chance at attending the activities. Therefore, the general guideline for subscriptions is that they should be open for a certain time, which is set beforehand. During this time, all members are able to subscribe digitally. When the activity is full after this deadline, lots will be drawn on who is allowed to attend the activity. When the activity is not full, the subscriptions will stay open and a first come, first serve policy will act. A backup list is made with the people who were drawn out. An extended explanation and elaboration on the exceptions can be found in the [‘subscription policy’](#).

All subscriptions to activities will solely be done digitally according to the digital subscription system. An exception to this rule is the first-year weekend.

Various promotional media are used. When promoting, the effectiveness of the media should be taken into account, to avoid unnecessary promotion. Promotion platforms that are used are:

- the website
- newsletter
- WhatsApp groups
- social media
- the screen in de ‘Salon’
- the narrowcasting-screen at the doors towards the study associations
- print-outs of the activity agenda on the door of the Van der Waals Room, the Vergaderhok, the clickframes and Borrelmenu's
- the Cocie banner with career activities per quartile • the outside digital banners on the campus
- meeting request list for career activities • meeting requests to all for general assemblies
- verbal promotion.

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Promotion for activities such as the symposium and first-year weekend can also use analogous

The board

The board is responsible for running and representing the association. Furthermore, the board is responsible for achieving the goals of the association. The board transfers every year in September. The functions of the board members and their task description can be found below:

Board Functions

All Board members

- Represent the association in formal and informal settings
- Day-by-day running of the association
- Act according to the goals and values of the association
- Act as point of contact for the members and external parties
- Maintenance of the Van der Waals room
- Contribute to the atmosphere of Van der Waals

Chairman

- Keep an overview of the association and the board
- Conflict prevention and management
- Act as point of contact for the department
- Implement the Board Policy and investigating new strategies
- Make the annual report
- Chair the board meetings and GAs

Secretary

- Organize and manage digital and physical archive including the members archive and contributors archive
- Write the minutes of board meetings and GAs
- Manage outgoing and incoming mail
- Send postal cards to members
- Keep the internal rules, rules of association and the decision list up-to-date

Treasurer

- Manage the Van der Waals finances
- Guide and instruct committee treasurers
- Manage the association's belongings

Commissioner of external affairs

- Facilitate sponsorships and sponsordeals
- Organize career orientation together with external parties
- Organize career orientated activities with the Cocie
- Manage the corporate/professional relationships of Van der Waals

Commissioner of internal affairs

- Manage the Van der Waals Agenda
- Manage promotion
- Manage the photo archive and the website
- Write and send the weekly newsletter

- Point of contact for fraternities and sororities

Commissioner of Education

- Being Chair of STOOR
- Manage the booksale
- Manage the exam preparation courses
- Organize the study-related courses and workshops

Borrel treasurer

- Manage the Borrel Finances
- Manage the beer stock
- Manage the Borrel contributors archive
- Organize private Borrels
- Member of the Borrel board and committee

Editor-in-chief N!

- Manage the work of the Van-der-Waals editors of the N!
- Make sure the magazine is spread among all members, contributors and company relations
- Write the news and editorial of the N!

Commissioner of the Study Tour Abroad

- Chairman of the Study Tour Abroad Committee

Optional board functions

Commissioner of wellbeing

- Organize wellbeing sessions
- Attend university wellbeing meetings
- Be a central contact person for wellbeing

Commissioner of lustrum

- Manage the organization of the Lustrum

General assemblies (GAs)

The board aims to organize at least four general assemblies per year. During these GAs they present the finances, sponsorship and other progress they have made. Furthermore, committees are invited present their current state of affairs and all members can ask questions to the board and the committees, fraternities and sororities. The board has the task to organize the GA to the best of their abilities by promoting it under the members, preparing proper documents, creating explanatory documents and preemptively discuss possible controversial points. They can either take place at the TU/e or at an external locations. During GAs free coffee and tea is preferably present for the attendees.

The Board, associations committees and a group of members can request additional GAs to decide on large expenses, decisions or problems.

Next to official GAs, briefings about a certain subject can be hosted as well. The goal of these briefings is to have open discussions with different members, before a real proposal is presented to a GA. This can for example be done about finances or policies.

Candidate board

The board will start looking for their successors around Christmas among the third year students. This process starts with a (kandi)⁵-info lunch before the Christmas break and a (kandi)⁴-Borrel after the Christmas break. After this Borrel, the (kandi)⁴s can start with their plans for the group formation. The group can namely decide themselves how they want to form. They either present their plans during the third GA, which is usually in February or March, such that the GA can deliver input on the amount of people or special plans for next year or, if they want to form earlier, they can discuss their formation plans with the current and previous boards. After this, the actual group formation takes place in quartile three and the candidate board presents their focal points during the election GA, which is usually in May. A guideline document has been written-which describes the candidate board formation process. This can be found in the policy folder at the vdw_archive.

Fraternities and sororities

Fraternities and sororities are an important part of Van der Waals. Therefore, they need space to present themselves to the members of our association. To provide in this, a budget for the fraternity and sorority activities will be provided as well as space in the planning. In general, they organize one open evening activity and activities especially for first-year students. Furthermore, it is possible to organize activities during the breaks or Borrels. As always, new, original activities will be stimulated with possibly extra budget.

To make sure this goes smooth and fair, there will be at least one meeting per quartile with representatives of all the fraternities and sororities and the commissioner of internal affairs. Other matters can also be discussed during these meetings, like potential new members. To guarantee continuity, fraternities and sororities can ask new members. However, first-year students can only be recruited after the first quartile. Van der Waals encourages the fraternities and sororities for continuity.

Furthermore, Van der Waals can provide fraternities or sororities extra budget for special ideas or a lustrum, if a proper plan is in place. Lastly, fraternities and sororities are invited to join at the first-year weekend and the introduction week to present themselves.

The Borrel

Every week in de 'Salon', a weekly drink called the Borrel takes place. Apart from that, activities held in de 'Salon' and the neighbouring colloquium room make use of the bar. The sale of consumptions is regulated by tenders, as well as the restocking. To regulate this, there exists a Borrel committee including their own board.

Opening hours

Every week on Thursdays from 16.25h until 19.25h (16.00h until 19.00h B.T.), the regular Borrel takes place. There are exceptions, for example during holidays. In the case of a holiday, the Borrel is moved to a Wednesday if possible. Also, there are Borrels that last until 20.00h. This happens only for special occasions and will always be decided on in an agreement between the Borrel committee and the Van der Waals board. Borrels until 20:00 are allowed by the department as long as they are not frequent. Borrels after 20:00 should be communicated at least 2 weeks in advance by the chairman of Van der Waals with the building director Corine Spoor. Every now and then, there are open Borrels together with Thor.

Guests

The weekly Borrel is a closed Borrel. This means that only Van der Waals members and staff from the department of Applied Physics are. Every welcome guest can invite one person who would not be allowed in otherwise.

Responsibilities and privileges of the Borrel committee

The responsibilities of the committees consist of several aspects. First of all, the committee is responsible to regulate the sale of consumptions during weekly Borrels and other activities where drinks are served. The committee makes sure the consumptions are adequately restocked in de 'Salon' before every activity or Borrel. Apart from that, the committee organizes several activities for members of Van der Waals. Examples are excursions to a brewery and beer tastings. During activities and Borrels, the Borrel committee is responsible for retaining the safety in de 'Salon' (during activities, this responsibility is shared with the organisational party). Furthermore, they are responsible for the maintenance of de 'Salon' in consultation with the Van der Waals board. This includes cleaning up after a Borrel or activity and making sure de 'Salon' remains intact.

In return for their responsibilities, the Borrel committee has some privileges. Those rights are that the Borrel committee has the right to choose their own members, they have the possibility to open the bar within de 'Salon' during the week (known as biertje drinken, see the Borrel Witboek), they have the possibility to organise internal activities within de 'Salon', the secretary of the Borrel committee has the right to give people who misbehave themselves a Borrel prohibition (as does the secretary of the Van der Waals board) and finally, they have a lot of freedom within their task.

Responsibilities of the Borrel board

The responsibilities of the Borrel board are divided amongst the Borrel chairman, the Borrel secretary and the Borrel treasurer. The most apparent responsibilities are mentioned here. The Borrel chairman makes the planning of the Borrels in close contact with the commissioner internal affairs and the Borrel treasurer and arranges the tender schedule. Also, the Borrel chairman has to chair the board and committee meetings, and make agendas beforehand. The Borrel secretary is responsible for the communication towards (ex-) Borreltenders about internal activities like BorrelBorrels which are internal Borrels and the Borrel weekend. Furthermore, he makes the minutes of the committee meetings. The responsibilities of the Borrel Treasurer are already described in the section 'The board'.

Promotion of the Borrel committee

As the Borrel is an important part of Van der Waals, continuity of the Borrel committee must be guaranteed. The Van der Waals board and the Borrel committee have a shared responsibility to preserve the continuity of the Borrel committee. Therefore, the Van der Waals board, in collaboration

with the Borrel committee, should make a decision every year about the moments at which the Borrel committee will be invited to present themselves, depending on the urgency in the need for new members. Optional moments could be, the introduction week, the first years weekend, the introduction GA, etc.

Committee and board meetings

Approximately every six weeks, a Borrel meeting with all the tenders takes place. This meeting is also attended by an extra Van der Waals board member, besides the Borrel treasurer. In this meeting among others, action points are discussed, Borrels are evaluated and extra activities are planned. The Borrel chairman chairs this meeting and is accompanied by the Borrel secretary. The board of the Borrel has a meetings by itself, and the frequency and timing of these meetings depend on the preferences of the board of the Borrel.

Private Borrels

Staff from the department of Applied Physics, graduated Borrel tenders and previous Van der Waals board members can ask for a private Borrel. The organisation is the responsibility of the Borrel Treasurer. The policy is to only accept requests from people associated to the department of Applied Physics. Exceptions can be made in consultation with the FAC and/or board. Standard prices have been decided for these Private Borrels, but are low compared to other accommodations. The prices are low to support the staff of the department of Applied Physics in finding an easy and cheap option for their private drink. Still, the Private Borrels let the Borrel get a higher revenue due to the extra incomes.

Other

The Borrel does not make profit; when the incomes are higher than the expenses, the additional money is used for maintenance of de 'Salon'. Money from Borrel contributors is used to additions to the Borrel or the 'Borrel experience'.

Van der Waals and the department

The relation with Van der Waals and the department has traditionally been good. The two respect each other and gladly help each other where possible. In general, meetings are not very frequent, but this is mainly due to the fact that there are rarely any incidents, and if there are problems they are handled in an open and honest manner.

The Van der Waals board (or part of) is invited to a lunch meeting with (part of) the departmental board five times a year. During these meetings, general progress and possible difficulties may be discussed. Next to this, there is a meeting twice per quartile to meet with the ESA-AP and STOOR to discuss more AP related subjects, such as study related matters, the symposium, career orientation or the organization of a reunion.

Introduction week

Van der Waals organizes the department-specific part of the introduction week for both the bachelor- and the master students together with the department.

Study books

Van der Waals arranges the book sale for the students of Applied Physics.

Study Trip Abroad

Every year there is close collaboration with the department and the Study Tour Abroad and Small Study Trip Abroad for sponsoring, the scientific supervisor and contacts for the trip.

Symposium

Every year a professor is asked to host the symposium. Furthermore, a collaboration with Physics in Perspective is held such that the students following this course will join the afternoon program of the Symposium.

MyFuture activities

Van der Waals helps the department by organizing career activities for which MyFuture points can be granted. In return, the department pays for the catering during those activities.

Furthermore, Van der Waals, in collaboration with the department, organizes an annual 'Career day' during which the first years students are introduced to MyFuture and career orientation in general.

Van der Waals and external parties

Stichting JD-BuEx

The foundation is a separate legal entity from the study association. Therefore, the foundation should be financially independent from Van der Waals. However, since both committee and participants are members of Van der Waals, there needs to be proper contact between Stichting JD-BuEx and the association. Therefore, two board members will become part of the foundation. One of them will be the secretary and one will be the chairman. The commissioners of External Affairs of Van der Waals and the committee will sit down regularly and exchange information to prevent conflict when contacting companies from both sides. Besides that there is a shared document with the company list of both parties. The commissioners of External Affairs of Stichting JD-BuEx are also invited to join the CoCie outreach team meeting.

FSE

Van der Waals is member of the FSE. FSE acts as the link between Van der Waals and other study associations and the university. They manage things like the committee officer grants, het bestuursreglement Borrelruimte, ERT-courses and many other things. As described in the chapter “SVTN “J.D. van der Waals””, Van der Waals is a critical and precise association. This also reflects in how Van der Waals acts towards other associations and on FSE-AB meetings; ideas should be well thought out and motivated. Furthermore, Van der Waals has always been active within working groups and committees of the FSE-AB, as well as delivering board members to the FSE-DB. Also, the board will send two board members to every FSE-AB meeting.

Thor

Thor and Van der Waals work together on different aspects like space in Flux, activities, weekly drinks, planning, the rooftop terrace and more other things. To make sure this goes as smooth as possible the board will maintain a good relationship with Thor and will sit together with Thor regularly to discuss the relevant aspects.

Wervingsdagen

Wervingsdagen organizes the Skill Sessions, Career Expo and Interviewing Days. Van der Waals will help Wervingsdagen where possible and needed. Traditionally, Van der Waals has been active within the supervisory council by taking on a role within the board of the supervisory council. Furthermore, Van der Waals strives to deliver Wervingsdagen board members. Again, Van der Waals has a critical and precise attitude.

STOOR

STOOR and Van der Waals work together by exchanging information regularly on relevant matters and helping each other where possible. Van der Waals attends the OSO and the SAO. The OSO is a meeting with the departmental council, the program committee, the student assessor and STOOR. The SAO is a meeting during which education technical advice is given to the Rector Magnificus by all commissioners of education and STOOR. Van der Waals attends those meetings in order to stay up to date about the educational tasks of FSE associations. Furthermore, they help each other with promotion regarding educational matters. STOOR facilitates promotion regarding the BEP, master track and external internship.

VENI

VENI, the Alumni association for Applied Physics, closely works together with Van der Waals. Together they write and publish the *N!*. Furthermore, VENI organizes some activities with the help of Van der Waals. It is important for Van der Waals to be engaged with these activities, since it is important that Van der Waals members get to know VENI better. The organized

activities are both for VENI members and Van der Waals members, like the VENI BBQ, the VENI pubquiz (for graduates) and the VENI lecture night. VENI joins and is involved in the organization of the scientific excursion every other year.

SPIN

SPIN is the association for all physics study associations in the Netherlands. The board will be present at the SPIN meetings whenever possible, to represent the association. In this way they make sure that there is a good relationship with sister associations and that the needs of Van der Waals are looked after. Van der Waals has a critical and precise attitude during these meetings. Van der Waals strives to regularly organize one of the SPIN activities or host a SPIN meeting.

MyFuture

Van der Waals participates in the MyFuture collective. This entails promoting our career activities at the MyFuture site, taking part in the organization of MyFuture stunts and attending the collective meetings. Van der Waals has a critical and precise attitude during these meetings.

The Van der Waals room, de 'Salon', opening times and others

The Van der Waals room is open from Monday till Friday from 9:00 till 17:00 during the board year. Exceptions to this rule are:

- One day in the week from 9:00 till 12:30 or 13:30 till 17:00 for the weekly board meeting. This will be notified in advance by the weekly newsletter and the office hours planning outside the Van der Waals room.
- Thursdays, then the Van der Waals room will be open till 16:00 due to the weekly Borrel.
- During holidays, a special holiday schedule with different opening hours will be made. This will be announced at least one week in advance on the website and/or in the newsletter.
- During study- or board related activities that ask for the presence of the entire board. This will be announced at least one week in advance in the newsletter.

During opening hours, at least one board member will be present in the Van der Waals room. If there is no board member available, the board member will try their best to find a replacement among a previous board member. Otherwise the Van der Waals room will be closed.

The Van der Waals room should be as attractive as possible for the members. Therefore, the room itself and desks need to be clean and tidy, the members will be asked to not make a mess in the room, a positive and open environment needs to be created in the room and free coffee and tea will be present for all the members.

De 'Salon' is available on weekdays for recreational purposes from 9:00 till 17:00. Exceptions will be made when the recreational activities in de 'Salon' will cause nuisance, when there is nobody around to keep an eye out or when de 'Salon' is used for the Borrel. In general it can be used as a break room and the board is responsible for cleaning up before an activity takes place in de 'Salon'.

Lastly, the vergaderhok/meeting room next to the Van der Waals room is used as a committee meeting room. Board responsables can book this meeting in advance, such that committees have a place to meet. When the room isn't used for meetings, members can use it as a place to relax or to work.

Finances

The finances of Van der Waals are split in two separate financial administrations: the Borrel finances and the association finances.

The association as well as the Borrel are striving to have a digital financial administration. In this way, all relevant documents (such as invoices, cashbox forms and declarations) are stored in a structured way. These documents should be preserved for at least seven years.

The association finances are done with a digital bookkeeping program. There are three main documents which are used: cashbox forms, declaration forms and PIN forms. Cashbox forms are forms with information about every single change within the main cashbox of Van der Waals. Digital declaration forms can be used by members to declare expenses they did for the association. These forms can be filled in via the Van der Waals website. Finally, PIN forms are used for transactions done by the debit card of Van der Waals. Receipts should always be attached to all these forms.

The treasurer and the Borrel treasurer are monitored by de Financial Auditing Committee (FAC or KCC in Dutch). There are usually five moments when the FAC will check the financial administration which can be found in table 1.

Period	Date of check
Q1	1 st of November
Q2	1 st of February
Q3	1 st of May
Q4	1 st of August
Summer break	Weekend before Board transfer in September

The financial year starts the 2nd of August and ends at the 1st of August the next year. The moments in Table 1 are there to check that everything is done correctly and to make sure that the possessions and stock of Van der Waals and the Borrel are matching the financial administration.

Before the start of the board year, the candidate board and the current board should together make a estimate of the financial support from the department for the upcoming board year. This estimate should include all the sponsor income Van der Waals expects to receive on the different ledgers. This estimate should be discussed with and approved by the managing director of the department before the start of the new academic year. This way, it will be easier for the managing director to approve sponsor requests of Van der Waals during the year, without discussion. Requests for sponsoring from the department that were not part of this estimate should be discussed separately throughout the year.

At the beginning of a board year, the new board should present a budget for upcoming board year. The sponsor income is determined by a calculation based on the contracts that are signed over the previous three years. This sponsor income is used to budget the expenses. Overall, Van der Waals wants to break-even on the long term. A budget should always be approved during the first GA of the academic year.

During a board year, the board could propose a new budget. This rebudget should be presented during a GA and should be approved or disapproved during this general assembly. At the end of a board year, the board should present the final realization of their board year.

Lustrum

Every five years, the association celebrates her Lustrum. The Lustrum is a celebration that takes multiple days with multiple activities. It usually takes place in October, around the Dies of Van der Waals. Since the Lustrum is at the start of the academic year, the Lustrum is organized by the board prior to the Lustrum year and is carried out by the board in the Lustrum year.

There are some activities that have become standard for a Lustrum, like a Lustrum Symposium, a Lustrum WiXi and a Lustrum Opening. The contents of these activities are free for interpretation by the organizing committees, but usually there is more space for original and bigger ideas. The agenda of the rest of the Lustrum is free for interpretation of the organizing board, her committees and the members. Therefore, one or multiple brainstormings can be organized such that ideas from the members themselves can be implemented in the Lustrum. Each lustrum has its own name and theme and usually, there is specific merchandise.

Since celebrating a Lustrum is a costly business, it is aspired to put aside some fixed amount of money every year for the upcoming Lustrum. This guarantees that this celebration can take place. Besides this, the lustrum board should look actively for sponsoring, as this is of high importance for having enough money to organize the lustrum.

Usually a separate Lustrum GA is organized halfway through the year, to go over the planning, ideas and finances of the Lustrum.