

Policy of compensation and reimbursements of Study Association STAR

This policy has been written to clarify the requirements for reimbursement by STAR. The rules below give a schematic overview. As a starting point the rules as described in this document are for normal situations. In case of a situation where this policy does not apply, it is the daily Board's duty to fill in the gaps and to execute an adequate ad-hoc policy, supported and agreed by the Supervisory Board (SB) and the Verification Committee (Verico). Every committee member is assumed to be aware of the implications of this policy.

General Rules

1. At all times the budget must be officially approved by the Treasurer of the STAR Board and the applicable Board Project Manager.
2. Where this document discusses the Board, the members are not always those registered at the Chamber of Commerce. It also indicates the (aspirant) Board members who execute the daily Board tasks. Provided that the General Assembly of Members did not take place and/or where the register of the Chamber of Commerce does not indicate the new Board, but where daily business is monitored by the aspirant-board, this document discusses this still officially denoted Board as *Honorary Board members* or the *former Board*.
3. Where this document speaks about the Treasurer, then this Treasurer is the member of the daily Board of STAR, taking article 2 into account.
4. Where this document mentions a committee or committees, it also includes "activity teams" and the Master Study Clubs.

Reimbursements

5. A distinction is made between two forms of remuneration:
 - a. Remunerations of project costs paid in advance
 - b. Remunerations of personal costs compensated by the project

All expenses should be indicated in the budget and agreed upon by the Treasurer and the committee's applicable Board Project Manager.

6. Costs that are paid in advance must be taken into account when making the budget and should have been agreed upon by the treasurer and the applicable Board Project Manager.
7. Compensation after changes are made in the budget must be approved by the Treasurer before the money can be paid.
8. Expenses should be handed in to the reimbursement system that is in place at the time, or sent to the applicable Board Project Manager, within 15 days after the date of purchase.

The attachment of the original receipt, with VAT specification, is obliged in order for the expense to be approved and reimbursed.

9. No tips can be given to a third party from a STAR Committee budget. This article is applicable to all STAR committees. The only exception to this article could be Study Trips going abroad, to a country where giving tips is engrained into the culture (think of USA). The Board Project Manager or Board Treasurer can give permission for such exceptions.

Relationship Management

10. Reimbursement for coffee, lunches, and/or dinners with people who have a causal relationship with the success of the project can be compensated. This requires the permission of both one Board member and the Treasurer.
11. Reimbursement can be made for the costs to visit relevant seminars, conferences, and other gatherings and requires the permission of one Board member and the Treasurer. In principle, two members can be reimbursed for the cost of attending a gathering and no more, unless agreed otherwise with the treasurer beforehand.
12. Board members are expected to represent STAR collectively, next to the STAR tie they receive from the association, they are obliged to buy identical business attire. For this the STAR Board receives a remuneration of € 450 per person at the beginning of the academic year to buy a three-piece suit.
- a. Committee members of the STAR Management Week will receive a remuneration of €450 per person to buy identical business attire.
 - b. The board of the RSM STAR Case Club will receive a remuneration of €250 per person to buy identical business attire alongside the STAR tie they will receive from the STAR board. This must be worn on all incoming-related occasions. The ledger account representation costs on the respective board/committee budget should be able to bear the costs, however these costs may never be taken into account when deciding on a Go/No-Go for that committee. In other words, the compensation given to Committee members from the respective STAR Committee budget cannot negatively influence the decision of the STAR Board when deciding on a Go/No-Go.
 - c. Committee members of the STAR Consultancy Castle committee will receive a remuneration of €175 per person to buy appropriate business attire. The ledger account representation costs on the respective board/committee budget should be able to bear the costs, however these costs may never be taken into account when deciding on a Go/No-Go for that committee. In other words, the compensation given to Committee members from the respective STAR Committee budget cannot negatively influence the decision of the STAR Board when deciding on a Go/No-Go.
 - d. The maximum compensation for the ER Board for business attire is determined by the ERB participant's agreement.
13. During a Board year, when having dinner with the Board and a committee, a reimbursement of €30 per person present can be given. This reimbursement can be paid only once per committee. This rule does not apply to the SMW committee since they are governed by 2 boards during their full-time period.

14. When the new Board is contacted about their positions within the STAR Board, an announcement dinner will be organized by the current Board. A reimbursement with a maximum of €35,- per (candidate) board member present can be granted for the announcement dinner.
15. The SMW Committee receives a remuneration of €35 per person maximum for an introduction activity with the RvA. The members of the RvA also receive a remuneration of €35 per person maximum when participating in the introduction activity. The maximum compensation for the ER Board and their RvA is determined by the ERB participant's agreement.

Events

16. Courses that are highly relevant to lift the association to a higher level can be taken, by permission of the treasurer and another Board member. As an extra regulation it can be said that it is highly appreciated when at least one Board member has taken a First Emergency course. When this is not the case, two Board members are entitled to take a course at the expense of STAR.
17. The STAR Management Week Committee and the STAR Board get a compensation of €15,-per day for food expenses during STAR Management Week. The compensation is paid out once, during or after the event, per person or in total.
18. When a party is organized by STAR, the Board Project Manager will have to determine upfront with the Board Treasurer how many hours the Board is required to be at the party to help out. The amount of coins received per Board member is equivalent to the amount of hours this person is needed at the event. When a party is organized by STAR, the organizing committee will receive a maximum of three consumption coupons per person. The Preceding and Current Board and those who helped a great deal will receive a minimum of 5 consumption coupons at the STAR Management Week Closing party.
19. During a party or conference as organized by STAR, free entry tickets can be offered to other Boards of associations, personnel of RSM Erasmus University, and business relations. The Board decides in this matter who will be invited.
20. Honorary Board members and STAR Management Week Committee alumni who have served their terms are entitled to lifelong rights to visit the STAR Management Week Closing Party free of charge. They cannot, however, send anybody else in their place.
21. During special celebrations, such as Lustrum activities as indicated by the Supervisory Board and the Board, Honorary Board members and other alumni who have served their terms are allowed to enter these celebrations free of charge. This is, however, by personal title and invitation.
22. The organizing committee and the Board do not have to pay for their stay during an Introduction Day / Weekend. They also get 10 coupons per day to buy food and drinks. The overnight stay for a former Board member is free; he or she also gets 5 consumption coupons per person per day during Introduction Days. This is also applicable to Business Administration

for International Business Administration Introduction Days and vice versa.

23. During a Big 5 (EFR, Sefa, Aureus, EBF and STAR) event or SEBO event, a participating Board member gets a compensation of €32.5 per event when taking part in the program (including constitution drinks when and only if outside of the Randstad). This compensation is meant for the dinner and 3 drinks, however, is always subject to a maximum of €32.5 per person per event.
24. All sorts of apparel can be compensated from the budget in the following cases:
- a. For promotional expressions of sponsors;
 - b. For promotion of a certain event or activity;
 - c. To display committee membership.
- In every situation it is obligatory to have a STAR logo printed on the item of clothing. No other form of sponsoring of apparel will be accepted and costs will be allocated to the persons involved.
25. It is possible for a committee to organize one reunion. An amount of €6.50 per person who is present and can be regarded as being directly involved in the project can be used for the reunion. The money provided by STAR cannot be spent on gifts.
26. Committees that organize an event or activity that they do not participate in, and where the costs are not directly linked to the number of people participating, do not have to pay a participation fee. Examples: Events Committee organizing an IBA Graduation Party, where costs are not directly linked to participants. While for a MSC Beer Tasting event there is a contribution per participant, and the organising committee is participating. *special case to this rule is the Activity Team when organizing AMW: They need to pay half of the participation fee, as they have one night sober shift, and therefore participate in only one night, and also costs for food, transportation and tourist tax can be linked to a specific person.*

Travel costs

27. As a rule, commuting between home and work will not be compensated by STAR
28. Where travel by car is needed for the success of the project, compensation is possible, if advance consent is given by the Board Treasurer in case of committees and the Treasurer or Chairman in case of the Board. The minimum criteria to travel by car are, pending approval by the Treasurer:
- a. The minimum time to reach the destination by public transport is greater than 30 minutes, and
 - b. The journey by public transportation takes twice as long than by car, or
 - c. A large number of goods have to be taken along, so the use of public transportation is unrealistic.
- 29.
- a. Compensation will be made per driven kilometer by car, as determined by the tax-free amount set by the Dutch government. In principle it is expected that the place of departure and place of return is the Woudestein campus in Rotterdam.
 - b. When an appeal for declaration of driven kilometers is requested, it is expected that both the

declaration form and a printout of the Web site of a route planner are handed in. The route planner should indicate the place of departure and destination, including the distance in kilometers.

Research Trips

30. Article 32 through 34 are applicable in the event the Board sees the following description of the activity in question and can thus regard it as a research trip: “a group of students that carries out (market) research in a foreign country. By selling research hours, conform to an agreed upon and written research proposal; students have to be out in the field for a certain amount of time to acquire the information needed to successfully accomplish the research.”
31. In order to compensate Board members for trips they are obliged to go on, a 100% compensation of the trip price per trip is given. A minimum of one Board member has to go on an obliged trip. In case another Board member is willing to share the responsibilities a Board member has on that trip, the respective Board members can divide the 100% compensation per trip equally. When two Board members go on an obliged trip and both take on responsibilities, they each receive a maximum compensation of 50% of the trip price. The Board Chairman is responsible for assigning Board members to obliged trips at the beginning of the STAR Board year. The following guidelines can be used to decide whether a trip can be categorized as an obliged trip:
- a. This Article only applies to trips that go abroad.
 - b. One STAR Board member is obliged to go on all trips that are not organised under supervision of a professional organisation. Per case (thus per year) the Supervisory Board needs to judge whether the organisation is professional enough to let the trip depart without obliging a Board member to join and take on responsibility.
 - c. One STAR Board member is obliged to go on a trip when more than 50 participants join the trip, even if guideline 2 is applicable.
 - d. This Article does not apply to trips that are organised by more senior students that have a larger responsibility within STAR than the average committees. This rule excludes the MSC Trips and the SMW trip from this Article, any additional trips that the board defines as being organised by more senior students will need to be approved by the Supervisory Board first.

In case it cannot be decided whether a Board member is obliged to go on a trip based on the before mentioned guidelines, the Project Manager of that particular trip needs to consult the Supervisory Board and together come to a decision.

32. Group excursions during research trips are permitted. A decision on the maximum for expenses for excursions will be made in conjunction with the Board Project Manager and the treasurer.
33. Costs for participants' visas to enter the country of destination are to be allocated to the budget of the research trip in question, *or otherwise if* communicated differently by the Board.

34. Costs of vaccinations necessary for a safe stay in the country of destination are not reimbursed by STAR and will have to be paid by the participants themselves.

Memorabilia

36. The Board can allocate its representation budget to buy a gift for committee members who have done their tasks exceptionally well. In principle, the Board can spend a maximum of €16 per committee member.
37. The Board can allocate its representation budget to buy a gift for constitution drinks, General Assembly of Members, or a dies celebration of another student/study association. In principle a maximum of €12.50 can be spent per association.
38. People of great importance, for example (keynote) speakers at STAR seminars and conferences, can be presented with a gift with – in principle – a maximum value of €25. This will be allocated to the representation budget of the committee or the Board that gives the gift. This requires the permission of the Treasurer or the Chairman of the Board.
39. All committees can allocate its representation budget to buy a gift for a recruiter/speaker/host worth a maximum of €12.50
40. If deemed necessary or appropriate by the applicable Board Project Manager, committees that organize an event or activity that they do not participate in, and have an official thank you moment with external parties, can be given a thank you present of a maximum amount of €25 per person. Examples are SMW, ERD, Case Competition, or Consultancy Castle.
41. Board members, SMW committee members and the ER Board are expected to have professional board photos in order to represent STAR collectively in their marketing and communication towards external parties. For this the Board and the SMW committee are allowed to do one photoshoot. The maximum amount spent by the board is €950 per photoshoot per year, which will be allocated to the board budget. The maximum amount spend is €650 per photoshoot per year for the SMW committee. This amount will be allocated to their own budget. The maximum compensation for the photoshoot of the ER Board is determined by the ERB participant's agreement.

Others

42. Every active member is entitled to receive an active member sweater and active member tie.
43. Every Board member is entitled to receive an active member sweater and Board tie.
44. Every Honorary Board member is entitled to receive an Honorary Board member tie or buy a personalized gift worth a maximum of €37.50.
45. A board member is entitled to give a personalized gift for the STAR Management Week Committee and the Erasmus Recruitment Board worth a maximum of €25.
46. All active members are able to receive a remuneration of €25 per committee member to

spend on a team bonding activity, such as an escape room or game hall visit. Any excess costs are to be paid for by the committee members themselves. Food, beverages, and gifts do not fall under the specification 'team bonding activity'. The activity should be approved by the committee supervisor prior to the activity itself. These expenses must be deducted from the budget of the Board.

47. After the functional kick-off session, €3 per member can be spent on an activity, such as a beer on campus. This applies to board members as well as to new active members. In addition, for people whose recruitment falls outside of the official recruitment periods, an amount of €3 can be spent on a similar activity. These expenses must be deducted from the budget of the Board.
48. €7.50 per committee member can be spent on a closing activity, such as a beer on campus. In order to receive this amount, the white book and the budget need to be approved by the committee supervisor. Moreover, the activity must take place before the end of the book year on the 31st of July. These expenses must be deducted from the budget of the Board.
49. To organize the Active Members Weekend, as organized twice per board year, a maximum of €150,- from the board's budget can be spent per active member or alumnus who is present, provided that the budget is approved by both the Treasurer of the board and the VeriCo. However, there is a cap of €10.000 allocation. All expenses must be relevant and value-adding to the accommodation, the food, and an activity during the weekend.
50. To organize the Honorary Board Weekend, as organized once per board year, €90 from the board's budget can be spent per Board member or Honorary Board member who is present.
51. The Board can join all activities free of charge; an exception is made for trips.
52. The ActiveMembers Weekend, and the Active Members BBQ are free of charge for those (aspirant) active members or alumni who are invited by the Board, unless the Board asks for a small fee to join. The fee cannot be more than €30,-.
53. Every year, the Board goes on a policy week in order to establish a new policy for the upcoming year. In principle, the preference is given to free accommodation of friends or family. If necessary, the location costs, meeting room costs, food and drinks on Saturday and Sunday, costs for a social activity, and traveling costs that are made for the Board policy week can be reimbursed with a maximum total of €1750. The SMW committee also establishes a policy for their projects, for which they go on a three-day policy week. Also here the preference is given to a free accommodation of friends or family. If necessary, the location costs, meeting room costs, food and drinks on Saturday and Sunday, costs for a social activity, and traveling costs that are made for the SMW policy week can be reimbursed with a maximum total of €1000. The maximum compensation for the policy week of the ER Board is determined by the ERB participant's agreement.

Corporate Governance

54. During a Supervisory Board, Verico, Task Force, or Raad van Advies meeting or a

meeting/interview that can only happen in the evening after 7pm, an amount of €15,- per person can be allocated to buy dinner and a drink. This will be ascribed to the board's budget and should be approved by the Board Treasurer. For Full-Time committees and Case Club those expenses must be charged from their own budget.

- 55. The maximum amount spent per buddy couple between the Board and the SB is €140, - per year.
- 56. The Board may organize up to two corporate governance activities per year. For Board members, the maximum declarable amount is €75 per person per activity. For participants from the SB, Verico and SIAF, the maximum declarable amount is €75 per person per year in total. Individuals involved in multiple bodies receive compensation only once.
- 57. For Supervisory Board and Verico members commuting between home and the STAR office (or any other location designated by the treasurer of the board) will be compensated as well to the extent actually incurred and then based on the tax-free amount set by the Dutch government. (in case of travelling by car) or a 2nd class train ticket (in case of travelling by public transportation). This only applies to scheduled Supervisory Board and/or Verico meetings and taskforce meetings. When using the Intercity Direct, the premium that has to be paid to take this train will be compensated as well.

Alterations

- 58. Alterations to the policy are possible after the Board, the Supervisory Board of STAR and the Verification Committee of STAR have agreed to the alteration, independently and in majority.
- 59. The General Assembly of Members, in case of majority decision, is in the position to alter this policy. Although the Board and the Supervisory Board can give advice to the General Assembly of Members, they are forced to consent with the ratified alterations. Voting should follow the regulations of STAR.
- 60. Alterations that are agreed upon, as described in articles 59 and 60, must be formally changed and are valid at the moment of the official final decision.