# Biannual Report SamenwerkingsOverleg Faculteitsverenigingen 2022-2023



XXXIInd board of SOFv:

Chair - Rianne Zwarts

Secretary - Chris-Jan Hoekman

Treasurer - Sebastian Blom

Political Chair - Anne van Poppel



# **Preface**

It is already time to take stock after the first six months in the association year 2022-2023. In this biannual report we as the XXXIInd board look back on our board year since September, but we also look forward to what is to come. As a board, when looking back at our Policy Plan, we are positive about what has been achieved so far and we are therefore very motivated to continue this work in the next six months.

Having said that, it is of course important to remain sharp, critical and involved together and we invite you, with that in mind, to look at the biannual report 2022-2023.

Sincerely,

On behalf of the XXXIInd board of SOFv,

Rianne Zwarts





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# 1.0 General

In this chapter the board looks back on the general functioning of SOFv and its day-to-day tasks. Also recommendations will be made for the upcoming semester and/or next year.

#### 1.1 GMA's

The General Member Assembly (GMA) takes place approximately every six weeks as planned. All GMA's have taken place in the Leon Wecke hall (EOS 01.630) which offers enough space. The board aims to continue this in the future.

The board has invited Career Services (9-11-2022) and Student Life and International Mobility (14-12-2022) to the GMA's to inform and to make some room for discussion. The board has gotten some feedback that certain topics could be implemented in theme sessions. The board is looking into this.

The attendance of the assemblies has been consistently high. In most cases when a member organisation could not attend, they sent an email in advance and authorised another member organisation. The board hopes that member organisations will continue to be present and authorise others if they are not able to join.

The afterdrinks in "de Ondergang" and Molenstraat have been successful as well, as they were attended by many board members and have proven to be a comfortable place where people get together to discuss board life and get to know each other better. But there are some budgetary concerns as inflation has made the groceries more expensive. Future plans for this will be discussed in Chapter 6.3.

#### 1.2 Office visits

The XXXIInd board has visited all 44 member organisations. Each conversation took between 45 and 90 minutes depending on what subjects or problems came up. In general, two SOFv board members came to visit. One to ask questions and the other to take minutes. It is doable to do with one board member when there is no alternative.

We see this as an important moment to meet all board members, to explain what SOFv is and to tackle some early problems which member organisations are facing. A second round will take place from the end of March until the end of April to again see what issues are plaguing the members and to gather thoughts on certain subjects but also see how the process of forming successor boards is coming along.

#### 1.3 House rules

The XXXIInd board has updated the House Rules (HR) which have been voted into effect on 14 December 2022. Besides the changes in the contribution the board found it necessary to change and





add other rules as well. The board has added the gathering of funds through partnerships in the main goals of SOFv. In other boardtasks the maintaining of social media and online presence has been added as well. A new article on written and vocal motions with feedback from the GMA has been added. Lastly, an article on the Cash Audit Committee has been added.

#### 1.4 Website

The website has had a complete overhaul. Work started during the previous academic year but it took a bit more time than expected. The board is still ironing out some issues but for the most part it is fully usable now.

#### 1.5. Documents

On the website a couple of documents can be found, most of which are in English. They consist of a database on locations, a manual for Constitution Drinks, protocols on mourning and data breaches, a hand-out on mental support and an example of a non-disclosure agreement.

There is also a detailed manual on using Photoshop and InDesign available when asked. This document was purchased this year to ensure the quality of information at the InDesign and Photoshop Workshop for this year and the years to come.





# 2.0 Activities

Since the start of the year, the board has organised several activities. In this chapter the activities that have taken place will be evaluated and the future activities will briefly be mentioned.

#### 2.1 New Boards Get Together

The first activity of the year was the New Boards Get Together at Hubert. During this activity the board members of member organisations of SOFv could get to know one another better. At the event several introductory games were played and one bigger competitive game. The teams were made on a random basis which resulted in nicely mixed groups of different faculties and boards together.

The board was very pleased with the turn-out of ninety seven board members and the goal of the event, getting to know more other boards, was met.

#### 2.2 Emergency Response Courses

The second activity, the ER course, took place in two different groups; a Dutch group and an English group. Both groups had two evenings that they had to attend in order to complete the course. A total of seventy one people completed the course. The board has heard that more member organisations would like to have a second round of this course so more people could complete this. Therefore the board will organise a second round of the ER course in the second half of the year.

#### 2.3 First Aid (Alcohol and Drugs)

The second workshop organised by SOFv the past semester was the First Aid for Alcohol and Drugs Course. During this course, the participants learned how to react and prevent abuse of these. A total of thirty-one participants joined this workshop. The workshop was concluded by a resuscitation workshop. The turn-out could have been higher but all-in-all the board is pleased with the results of this workshop and will recommend this for their successors.

#### 2.4 Workshop InDesign and Photoshop

The third course provided by SOFv was the InDesign and Photoshop Course. During this workshop, members of SOFv were invited to learn the basics of InDesign and Photoshop since these are the mostly used programs for promotional materials and organisational papers or magazines. A total of thirty-six people signed up for this course. To be able to provide this course next year and the years after, SOFv has bought an explanatory manual to make sure the level course is the same every year. The board believes it is important as SOFv to be able to offer such courses about the basics so every memberorganisation is able to make nicely looking materials for their activities.





#### 2.5 SOFv-RAG Party

SOFv organises a party together with Stichting RAGweek Nijmegen to raise money for the charities of RAGweek. This time the theme was: RAG-SOFv the Neon Show-off. A total of 152 tickets were sold. The board of RAGweek and the board of SOFv were very pleased with this number.

#### 2.6 General activities

#### 2.6.1 GMA After Drinks

This year, the board of SOFv has decided to start with After Drinks in De Molenstraat after every General Member Assembly. This is an addition to the tradition of an After Drink in de Ondergang. Since the prices of the groceries have gone up the board had to come up with something so still have a nice drink after the GMA, within budget. Besides budget, the board thought a drink every six to eight weeks for the board members of the member organisation of SOFv would be a nice initiative to keep in touch with each other. As expected, the first semester the turn-out fluctuated strongly but always a nice group of people showed up. The board will continue in the second semester with these After Drinks and the prospective is that they think the turn-out will be greater since the Constitutional Drinks have ended. Therefore, the wish to see each other will grow and SOFv can facilitate this with the After Drinks. After the second semester the board will formulate a advice about these drinks for the next board.

#### 2.6.2 Open SOFvice Hours

Besides the After Drinks, the board has added another way to be more approachable and to connect with the board members of member organisations more often: the Open SOFvice Hours. Two times a week on Monday and Wednesday between 1.00-3.00 pm the office is open for questions to the board or just for a nice place to chill or have a conversation. The board noticed that these hours were used regularly and that almost every time the office was open, some people showed up for one of the three reasons mentioned earlier. Therefore the board thinks it is a success and is planning on continuing in the second half of the year.

#### 2.6.3 Constitutional Drinks of member organisations

As briefly mentioned before, the Constitutional Drinks (CoBo's) of almost all member organisations and SOFv itself have taken place. The board of SOFv made sure to show up for all the CoBo's of all member organisations with at least two, but preferably four board members. The board believes this contributed to the image of SOFv and the relationship with the member organisations besides that it ofcourse is a festive activity for each board to attend. The board will advise their successors to do the same. The board recognised that some of the traditions and customs of Constitution Drinks have seem to have been overlooked. During the season these traditions mostly came back yet some minor incidents took place. The board has reminded the associations that there is an updated CoBo document with most rules and customs as well.





#### 2.7 Future activities

The board is currently busy planning and organising a lot of exciting activities. The biggest upcoming activities are: the After CoBo activity, the Cantus, the Gala and of course the final BBQ. The board is looking forward to these, and other activities, and they hope to welcome as many board members of the member organisations as possible.





# 3.0 Inclusivity of international students, diversity and well-being

In almost all forms of written communication English is the main language used. The board is also making a conscious effort to ensure that the English language is used during activities and meetings when a non-Dutch speaker is present. When a question is asked in Dutch a translation is provided.

Another way the board is trying to achieve a more inclusive and diverse environment is by promoting and also attending workshops on these topics. The following workshops have been attended: Social Safety, Sex Matters, How to survive my board year, Alcohol and Drugs.

The Chair of SOFv has also followed the Confidential Contact Person (CCP) training. During this training she has learned how to be a CCP. The board sees the importance of being able to offer a CCP to the boards of their member organisations since a board year can be a challenging time. A separate email address has been created (<a href="mailto:vcpsofv@qmail.com">vcpsofv@qmail.com</a>) only the CCP has access to this so the confidential character of this role is safeguarded at any time.

Lastly a hand-out on mental well-being has also been made which can be found on the site. This hand-out entails a list of organisations and persons one can turn to if they feel the need to give some extra attention to their mental well-being.





# 4.0 Improving cooperation

#### 4.1 Faculty umbrella associations

The XXXIInd board aimed to meet with the faculty umbrellas. A group chat was created at the beginning of the year and the Chair has met with the chairs of these associations. This meeting was received very well and in the second semester a second meeting will be planned. The board will look back on these meetings in the Annual Report and how to structure these next year.

#### 4.2 Cooperation between organisations

Another important function of SOFv is being the bridge between member organisations. By offering an incentive subsidy and making member associations aware of this the board aims to encourage cooperations between member organisations. If a member organisation wants to cooperate but has no idea with whom, SOFv can help to find a partner for their project. Member organisations can also do this themselves by using the WhatsApp group of SOFv with all board members.

#### 4.3 Umbrella meetings (SLIM)

At the moment of writing four umbrella meetings have taken place. In this meeting, the Chair of each umbrella association is present. SOFv represents study associations in this meeting. During these meetings topics that are concerning the university are discussed. The board thinks it is important to continue attending these meetings to remain closely in contact with the university and other umbrella associations. Outside of the meeting, SOFv is also in close contact with the board members of the fellow umbrella association which is experienced as pleasant.

#### 4.4 Municipality meetings

At the moment of writing one meeting with the municipality has taken place concerning Students and the Job market. This was an interesting gathering of important actors in Nijmegen. During this meeting there were a lot of opportunities to give input. The board will continue to join in on these meetings.

#### 4.5 Workgroups of Radboud University

The past half year SOFv has continued with the Workgroup of Career Central that was assembled the previous year. The aim of the Workgroup was to ensure a good position for study organisations on Career Central and to give a platform to ventilate certain concerns regarding this platform.

A second Workgroup that is currently being assembled is the Workgroup for the Green Office. The Radboud Green Office wants to create a document about all the green initiatives study associations are already using so others can learn from that. The goal of this workgroup is to give feedback and input for this document.





# 5.0 USC and advocacy

#### 5.1 Points of interest this year

The Political Chair is currently active within the University Student Council (USC) in three working groups: Active Student, Campus & Sustainability and Well-being & Inclusion. The points of interest for study associations that she is working on will be discussed below.

#### 5.1.1 Code of Conduct

Over the last few months, a few meetings have already taken place regarding the Declaration of Intent for the introduction as well as the Code of Conduct for study associations. The USC has emphasised the importance of clear communication about the voting rights and type of input to the Executive Board from the beginning of the year. Unfortunately, at the time of writing it is still unclear what the exact procedure regarding both documents will be. In the upcoming month however, more input sessions and discussions will take place regarding the Declaration of Intent as well as the Code of Conduct in which the political chair will actively participate.

#### 5.1.2 Active Student

Recruiting active members and board members has been a struggle for some years now and this problem was again named by multiple associations during the office visits. Together with the university, the workgroup Active Student is looking into ways to increase the awareness of associations and student participation to enlarge the group of active students at the Radboud University. A week of the active student will be organised to make students familiar with the active student life. In addition, a day of appreciation for student boards will be organised at the end of the second semester.

#### 5.1.3 Board Months

Some time ago, the USC wrote a note with the urgent request to increase the amount of money students receive for one board month. The Executive Board first declined this request but the USC is now proactively discussing this topic again and the possibilities to increase the amount with both the Executive Board and Academic Affairs. In addition, after the request from the USC the university is looking into how non-EER students are compensated for board activities at other universities to see if this can be changed at the Radboud University. If a change will come, this will also be incorporated in the discussion and review of the 'profileringsfonds' which will take place next year.

#### 5.1.4 Other points of interest

At the time of writing, the workgroup Campus & Sustainability is writing a note regarding extending the opening hours of campus facilities, specifically the Refter, the University Library and Cultuurcafé. The main aim is to also create a lively and active campus in the evening for students to study or for social contact.

Furthermore, from March onward the process will start regarding the new Spinoza building and the relocation of the Faculty of Arts and Faculty of Philosophy, Theology and Religious Studies. The





Political Chair will be actively involved in this process and make sure the interest of study associations is being looked after.

Lastly, in the upcoming months the discussion will start whether or not the university is going to follow, or partly follow, the 'Wet op het Hoger onderwijs en Wetenschappelijk onderzoek' (WHW). The main point that might change which would influence both SOFv and study associations is that Political Chairs will no longer be part of the University Student Council (USC). The umbrella associations are at the time of writing having conversations with different parties and laying out different options in order to still have the wishes and opinions of student and study associations represented within the USC. The plan is that these options together with an advice will be presented to member associations within the upcoming months after which a conclusion can be drawn and a plan can be made on how to proceed this and next year.





# 6.0 Financial report

Post	Budgeted Income	Realised Income	Budgeted Expenses	Realised Expenses	Budgeted Result	Realised Result
Contribution	Income	income	Lxpenses	Lxperises	Resutt	Resutt
Member	€282.00	€0.00	€0.00	€0.00	€282.00	€0.00
associations	6262.00	60.00	60.00	60.00	6262.00	60.00
<150						
members						
(€23.50)						
Member	€532.50	€0.00	€0.00	€0.00	€532.50	€0.00
associations						
150-500						
members						
(€35.50)						
Member	€727.50	€0.00	€0.00	€0.00	€727.50	€0.00
associations						
>500						
members						
(€48.50)						
Umbrella	€48.00	€0.00	€0.00	€0.00	€48.00	€0.00
associations						
(€16.00)						
Subtotal	€1,590.00	€0.00	€0.00	€0.00	€1,590.00	€0.00
Board and	Budgeted	Realised	Budgeted	Realised	Budgeted	Realised
member costs	Income	Income	Expenses	Expenses	Result	Result
Administration	€0.00	€0.00	€25.00	€0.00	-€25.00	€0.00
costs						
Website	€0.00	€0.00	€600.00	€600.00	-€600.00	-€600.00
VVCDSICC	00.00	20.00	2000.00	2000.00	0000.00	2000.00
GMA's and	€0.00	€0.00	€300.00	€299.48	-€300.00	-€299.48
drinks						
Danasantatia	60.00	CO 00	6350.00	6250.00	6250.00	6350.00
Representatio	€0.00	€0.00	€250.00	€250.00	-€250.00	-€250.00
n						
Constitution	€0.00	€0.00	€500.00	€450.20	-€500.00	-€450.20
drink						
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Subtotal	€0.00	€0.00	€1,675.00	€1,599.68	-€1,675.00	-€1,599.68
Fixed	Budgeted	Realised	Budgeted	Realised	Budgeted	Realised
income/expen ses	Income	Income	Expenses	Expenses	Result	Result
Bank costs	€0.00	€0.00	€119.40	€39.80	-€119.40	-€39.80
Conscribo	€0.00	€0.00	€101.13	€111.29	-€101.13	-€111.29
Hosting	€0.00	€0.00	€12.00	€14.52	-€12.00	-€14.52
Subtotal	€0.00	€0.00	€232.53	€165.61	-€232.53	-€165.61
Informal activities	Budgeted Income	Realised Income	Budgeted Expenses	Realised Expenses	Budgeted Result	Realised Result
New Boards Get Together	€500.00	€1,185.00	€500.00	€806.70	€0.00	€378.30
After CoBo-activity	€200.00	€0.00	€200.00	€0.00	€0.00	€0.00
Cantus	€550.00	€0.00	€550.00	€0.00	€0.00	€0.00
Gala	€7,500.00	€0.00	€7,500.00	€0.00	€0.00	€0.00
Barbecue	€2,750.00	€0.00	€2,750.00	€0.00	€0.00	€0.00
Subtotal	€11,500.00	€1,185.00	€11,500.00	€806.70	€0.00	€378.30
Miscellaneous	Budgeted Income	Realised Income	Budgeted Expenses	Realised Expenses	Budgeted Result	Realised Result
Office supplies	€0.00	€0.00	€50.00	€0.00	-€50.00	€0.00
Unforeseen costs	€0.00	€0.00	€200.00	€45.20	-€200.00	-€45.20
Gifts	€0.00	€0.00	€100.00	€19.83	-€100.00	-€19.83
Subtotal	€0.00	€0.00	€350.00	€65.03	-€350.00	-€65.03
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Formal	Budgeted	Realised	Budgeted	Realised	Budgeted	Realised
activities	Income	Income	Expenses	Expenses	Result	Result
InDesign & Photoshop Course	€0.00	€0.00	€160.00	€160.00	-€160.00	-€160.00
EHBDD-cours e	€0.00	€320.00	€425.00	€321.00	-€425.00	-€1.00
Subtotal	€0.00	€320.00	€585.00	€481.00	-€585.00	-€161.00
Sponsoring	Budgeted Income	Realised Income	Budgeted Expenses	Realised Expenses	Budgeted Result	Realised Result
Contract Molenstraat	€750.00	€0.00	€0.00	€0.00	€750.00	€0.00
Subtotal	€750.00	€0.00	€0.00	€0.00	€750.00	€0.00
Subsidisation	Budgeted Income	Realised Income	Budgeted Expenses	Realised Expenses	Budgeted Result	Realised Result
Group travel subsidy	€90,000.00	€20,000.00	€90,000.00	€0.00	€0.00	€20,000.00
Incentive subsidy	€2,500.00	€0.00	€2,500.00	€0.00	€0.00	€0.00
Well-being subsidy	€17,500.00	€0.00	€17,500.00	€975.84	€0.00	-€975.84
Subtotal	€110,000.00	€20,000.00	€110,000.00	€975.84	€0.00	€19,024.16
Subsidy application	Budgeted Income	Realised Income	Budgeted Expenses	Realised Expenses	Budgeted Result	Realised Result
Warranty subsidy	€502.53	€251,27	€0.00	€0.00	€502.53	€251,27
Total	Budgeted Income	Realised Income	Budgeted Expenses	Realised Expenses	Budgeted Result	Realised Result





#### Balance

Debit		Credit	
Cash	€115.05	Equity	€6,013.05
Bank account	€23,065.52	Creditors	€0.00
Savings account	€1,254.98	Reservation Group Travel Subsidy	€20,000.00
Debtors	€1,577.50		
Total	€26,013.05	Total	€26,013.05

#### 6.1 Notes on the financial biannual report

This report was made on Monday 9 January 2023 and represents the actual financial position of the association on that day; any changes past this date have not been taken into consideration in this report, but will be reflected in the final financial report at the end of the association's year.

#### 6.2 Contribution

As of writing this biannual report, the invoices for membership fees have been sent to all current member associations of SOFv. After the addition of three associations this academic year, the total number of member organisations has increased to forty four, accumulating to a total amount of contribution of  $\\mathbb{e}1,577.50$ . According to the size in members of member organisations, this number can be categorised in nine (9) associations in category A, eighteen (18) in category B, fourteen (14) in category C and three (3) umbrella associations in category D. The budgeted sum of money for this post was  $\\mathbb{e}1,590.$ -, which is  $\\mathbb{e}12.50$  more than realised if all associations pay their contribution. This can be explained due to the fact that it was the board's expectation to add one more association this year, yet no other study organisation was interested this year. The board will encourage their successors to reach out to them again next year. For now this means that the association has  $\\mathbb{e}1,577.50$  worth of debtors on their balance.





#### 6.3 Board and member costs

No administration costs have been made thus far this year and the costs in representation have been fully used up. The board spent €49.80 less than estimated on their Constitution Drink this year. However, the board has come to the realisation that the budget of GMA's has already been reached. This can be partially explained due to the higher costs in groceries, needed for the GMA's and subsequent after drinks in the Ondergang. Furthermore, the attendance of board members for these GMA's and after drinks has exceeded the board's expectation and therefore the underestimation in costs of GMA's. The board is currently working on a plan to not further enlarge the spendings on this post, by implementing new guidelines regarding the after drinks.

#### 6.4 Fixed income/expenses

The bank costs are monthly payments of €9.95 for the usage of the bank account of SOFv and services of Rabobank. As of writing, the first four months of the academic year have been paid. The costs of the usage of online bookkeeping program Conscribo have increased this year by €10.16 more than budgeted, which explains the difference. The costs for the renewal of the association's website have been paid fully to the builder; this was an expense of €600.- and this new website will help member organisations navigate through the application process of subsidies with more ease. The hosting of the website has increased by €2.52, compared to previous years, which explains the difference.

#### **6.5 Informal activities**

The New Boards Get Together has proved to be a success, financially speaking as well, as the board has made a total profit of €378.30, which can be largely explained thanks to the well-being subsidy granted by SLIM, which has helped pay for most of the larger expenses of this event, such as the location and technical equipment. The profit of this event will benefit the losses made during the previous year. Preparations for the After-CoBo Activity, the Cantus and the Gala are in full swing, but no expenses are made in advance of these events as of writing this financial report. The expectation is to break even on these events or to make a slight profit.

#### 6.6 Miscellaneous

There have been no office supplies purchased as of writing this report, the current board room was well equipped, but the board has plans to invest in some furniture for this room, as SOFvice hours continue to become more popular. Some expenses have been made concerning presents for lecturers and professionals who were willing to provide SOFv with the necessary expertise for our formal activities. This has accumulated to a total amount of €19.83. As for the unforeseen costs; it became apparent in advance of the association's Constitution Drink that the 'pedelstaf' was in dire need of replacement, which explains the unforeseen costs of €45.20 for materials to recreate this association's staple item.





#### 6.7 Formal activities

The board of SOFv has organised a number of formal workshops and courses over the course of the first semester. Members of SOFv enjoyed free access to these activities and the income generated for these events came from subsidies by SLIM and some money had been reserved in the budget. The costs for these events were slightly less expensive than that which was budgeted and, thanks to the subsidies of SLIM, the board was able to minimise the budgeted negative result to €161.-, instead of €585.-. There are other formal activities planned for the second semester, but it is the board's intention to break even on these events, as the subsidies of SLIM provide coverage of all these costs.

#### 6.8 Sponsoring

The board of SOFv has made it one of their aims of this year to attempt engaging in sponsor deals in order to increase the financial vitality of the organisation. As of writing this report, one sponsor deal has been established and several others are being negotiated.

#### 6.9 Subsidisation

As of writing this financial report, there have been no invoices for group travel, nor for incentive subsidies paid by the board of SOFv. This can be explained due to the fact that most study trips and collaborations between study associations will be organised later during the second semester of the academic year. There has however been a deposit by SLIM to the bank account of SOFv as a 'lump sum' to ensure that SOFv has enough financial means to disperse the subsidies, when they are sent to us. This amount was €20,000.- and the following deposit will be made in the upcoming months. There have been, however, some well-being subsidies granted to member organisations of SOFv by the board. These initiatives to promote and ameliorate student well-being have accumulated to a total amount of €975.84 thus far.

#### 6.10 Subsidy application

The board has applied for a warranty subsidy at SLIM to bridge the gap between income and expenses within the budget plan. The board is pleased to announce that the total amount of money has been granted. The first half of the subsidy has been dispersed, the final half will be granted after the realisation of the full budget at the end of the academic year. The total amount of money granted will be €502.53.

#### 6.11 Other notes on the financial biannual report

Thanks to the initiatives proposed by the board of SOFv, such as the introduction of sponsoring and the application of subsidies to combat unnecessary costs, the financial stability of the association is slowly but steadily improving and the equity has become a greater part of the association's balance in comparison to previous years. The board aspires to keep up this momentum in order to minimise the losses of the previous year as much as possible and would encourage their successors to keep this in mind while proposing a policy plan themselves.





# **Epilogue**

Dear reader.

We hope that this biannual report will have presented a clear picture of the policy we have pursued during the first half of our board year. If there are still ambiguities, new questions have arisen or you have new ideas for us or SOFv, you can always contact us via the email address info@sofv.nl.

Finally, we would like to thank the boards of member organisations for their critical and often very active attitude during GMA's and the sociability during activities. We are looking forward to the possibilities in the second half of the year.

Sincerely,

The XXXIInd board of SOFv,

Rianne Zwarts Chair

Chris-Jan Hoekman Secretary Sebastian Blom Treasurer

Anne van Poppel Political Chair

