

This document is a translation of the official document “*Financieel Protocol der Studievereniging Machiavelli*”. This translation is created for the benefit of the members of the Association and the General Assembly thereof. The official (Dutch) document is leading. No rights can be derived from this translation.

Financial Protocol of Study Association Machiavelli

Article 1: Application of this Protocol

- 1.1 The Rules of Procedure and the Statutes of the Study Association must be consulted during the financial management of the association.
- 1.2 A provision in this Protocol that conflicts with one or more provisions of the Rules of Procedure or the Statutes of the association loses its operation when the relevant provisions in the Rules of Procedure or the Statutes enter into force.
- 1.3 The Treasurer must at all times strive to comply with this Protocol.

Article 2: Declaration Options

- 2.1 An expense claim is only processed by the Treasurer if a completed claim form has been handed in.
- 2.2 The claim form is always supplemented with receipts and invoices or bank withdrawals. Copies are allowed.
- 2.3 The claim form must be signed and approved by the Treasurer.
- 2.4 Receipts, invoices or statements must be submitted within 60 days of the date on said receipt, invoice or statement to the Treasurer, otherwise the declaration will not be accepted.
- 2.5 Invoices are paid through the bank account of the association.
- 2.6 Invoices must be approved or rejected within three weeks including payment of the amount due. If the claim has been rejected, the submitter will be notified within four weeks notified after submission.
- 2.7 The Treasurer has the right to deviate off articles 2.1, 2.2, 2.3, 2.4, 2.5 and 2.6. In the event of a deviation, the association board must be notified in advance of the deviation.

Article 3: The Board

3.1 The Board can declare costs to the association as long as these costs are incurred in the performance of their duties.

3.2 The Treasurer determines in all cases whether the costs incurred are reasonable. If, in their opinion this is not the case, the Treasurer can deviate from Article 3.1. In the event of a deviation the board of the association must be notified in advance of this deviation.

3.3 The Board is entitled to declare entrance fees under eleven euros to Machiavelli events. This is funded through a dedicated section in the annual budget which is voted on at the GA.

3.4 Non-Dutch Chairs can declare incurred domestic travel costs to official meetings of the Landelijk Overlegorgaan Bestuurskundeverenigingen in full. The Board must budget for this in the annual budget. Travel costs incurred for Cobo's are not reimbursed.

3.5 The Treasurer can revoke the privileges granted by Article 3.3 if the entrance fee includes an alcoholic beverage. If there are no longer funds for the declarations, Articles 3.3 and 3.4 can also be revoked by the Treasurer.

3.6 Motion Tobias allows for the trip itself to fund 25% of the International Coordinator's ticket

3.7 Seeing as financial transactions are only to be carried out by the Treasurer, financial promises, which are not within the communication range of the Treasurer, must be at all times discussed with the Treasurer before they are made.

3.8 If the aforementioned communication is sent by electronic mail, the Treasurer must always be included in the cc.

3.9 If there is a deviation from Articles 3.7 and 3.8, the responsible board member accountable must explain during a board meeting why this course of action has been selected. Deviation from Article 3.7 is only permitted if there is confidential information between the board member and the data subject.

Article 4: Members

4.1 Members may, if they have incurred costs in the interest of the association, declare it to the Treasurer. 4.2 Costs incurred for personal gain, not that of the association, cannot be declared.

4.3 Since declarations can only be paid out by the Treasurer, declaration options, which are not within the communication range of the Treasurer, must be discussed with the Treasurer at all times.

4.4 The Treasurer determines in all cases whether the costs incurred be reasonable. If, in their opinion this is not the case, the Treasurer deviate from Articles 4.1 and 4.2. In case of a deviation the Board will be notified.

Article 5: Organs of the Association

5.1 The Education Committee, the Political Activities Committee, the various committees of the International Coordinator, the Social Activities Committee and the Derde Dinsdag committee can only declare costs incurred in exercising their duties.

5.2 Each of the aforementioned commissions is entitled to two times a declaration of maximum €10 per person for use of an event of their choice to promote social cohesion within the committee. Only persons who are members of the former said committees are entitled to this, a list of these persons must be submitted in advance to the Treasurer.

5.3 If new committees are installed, the Treasurer decides which costs can and cannot be declared by these committees.

5.4 The Treasurer determines in all cases whether the costs incurred are reasonable. If, in their opinion, this is not the case, the Treasurer deviate from article 5.1, 5.2 and/or 5.3. In case of a deviation the Board will be notified.

5.5 The Mascot Committee operates under a zero-budget framework unless the Treasurer explicitly approves dedicated event expenses in advance.

Article 6: Financial Management

6.1 Only the Treasurer has access to the bank account and can make payments.

6.2 If it is impossible to comply with article 6.1 due to necessity, there is the possibility of access to the bank account and authority to transfer payment to the previously notified board member, who has a deeper acquaintance in the treasurer's duties. Only the Treasurer has the possibility to transfer their powers and is obliged to inform the Audit Committee and the Board.

6.3 For obligations that are entered into for more than one year the members are informed at a General Assembly before the decision is final.

6.4 The association's bank statements must be digital or hardcopy to be tracked.

6.5 The Treasurer must be able to provide information at all times provide to the Audit Committee, if this committee asks for this.

6.6 The Treasurer strives to prevent cash withdrawals. If cash is withdrawn from the bank a cash book must be kept.

6.7 In case of a cash withdrawal of more than €450, the Audit Committee must be notified. The Treasurer does not deviate of this duty to inform.

6.8 The Treasurer is not authorized to deviate from what is stipulated in this article. The Audit Committee serves to carefully verify that the guidelines set out in this article are fulfilled.

Article 7: The Audit Committee

7.1 The Audit Committee has the right at any time of the year to request information from the Treasurer for the benefit of the performance of its duties.

7.2 The Audit Committee reports in writing and personally to the General Assembly of its findings during the cash check.

Article 8: Final Provisions

8.1 This Protocol shall enter into force if it is accepted by the members at the next General Assembly.

8.2 This Protocol may be amended by a majority of the General Assembly, as stipulated in the Rules of Procedures and Statutes.

8.3 This Protocol is referred to as: Financial Protocol.

This Financial Protocol was revised by:

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