

# Independent Committee and Confidants Guidelines

Extra Muros wants to ensure the democratic and financial legitimacy of the association. Furthermore, it wants members to have great experiences in a safe environment. The Independent Committee ensures these goals. It must act according to the provisions stated below.

## *General*

### **Article 1**

These Independent Committee and Confidants Guidelines are based on the Regulations. The Regulations can be found in Extra Muros's founding document, which was made up on February 16, 2009, with the official document no. 2009.000146.01/HS (The Dutch original and the English translation are available from the Extra Muros website). The Independent Committee and Confidants Guidelines are an addition to the Regulations and are subordinate to the Regulations.

### **Article 2**

1. Changes to these Independent Committee and Confidants Guidelines can only be made by a decision of the General Assembly.
2. The Independent Committee and Confidants Guidelines may be altered by the General Assembly with a simple majority vote (Articles 11.5, 15.1, 15.2, 15.5 and 17 of the Regulations).

### **Article 3**

1. The Independent Committee, as described in article 13.2, 13.3, 13.4 and 13.5 of the Regulations (Statutes), is tasked with maintaining both democratic and financial legitimacy of the association.
2. Members of the Independent Committee act as confidants to ensure a safe environment for all members of the association.
3. The Independent Committee consists of at least two, but no more than three members of Extra Muros.
4. Committee Heads and Board members cannot be members of the Independent Committee.

## *Appointment*

### **Article 4**

The selection of members of the Independent Committee is carried out by a consecutive procedure with the following elements:

1. An open vacancy issued and received by the Board;
2. All applicants will be introduced by the Board at the General Assembly;
3. 3. A regular voting procedure in the General Assembly from which the appointment of applicants as members of the Independent Committee will follow.

### **Article 5**

1. Members of the Independent Committee may resign.
2. Members of the Independent Committee can be suspended or dismissed by the General Assembly by a simple majority.

## *Tasks*

### **Article 6**

The members of the Independent Committee have at least the following tasks and/or responsibilities. They:

1. Have the right of initiative to propose financial recommendations to the Board;
2. Conduct one audit, including a review of finances, per semester. This report is published before and presented at the General Assembly at the end of the semester, or directly after the semester;
3. Make financial recommendations, which are proposed and voted upon during the General Assembly at the end of the semester, or directly after the semester;
4. Checks voting procedures during General Assemblies, except for when the vote pertains to one of their audits.

### **Article 7**

1. The primary objective of the confidants is to strive for social safety in and around the association.
2. Any member may approach the confidants at all times for matters concerning the association or its members. This can happen verbally, through text messages, using the official email address ([independent@extramuros.nl](mailto:independent@extramuros.nl)) or by letter addressed to the respective confidant.
3. When a formal complaint is filed, one confidant is solely responsible for handling the case. If the complaint is submitted to a specific confidant, said confidant will handle the case.
4. Confidants are obligated to investigate formal complaints with care, precision and to the best of their abilities. Confidants are required to review each case as objectively as possible.
5. Confidants must strive to engage with all involved parties, without bias, while keeping as much information anonymous as possible.
6. Confidants are obliged to respond to the formal complaints within two weeks by letter or email.
7. Any formal complaint must be registered in a log maintained by the confidants.
8. Confidants do not have the power to give members official warnings or punishments; warnings and punishments are given in cooperation with the current board.

## **Article 8**

1. Members are able to schedule 1 on 1 meetings with one of the confidants.
2. At request of the member in question, other members may be asked to be present during the meeting.
3. At the discretion of the confidant, but always with the explicit agreement of all parties, a meeting can be held with all parties involved.

## *Privacy and Data Storage*

### **Article 9**

1. The Privacy Statement of Extra Muros applies to this document.
2. Contact with the confidants is as confidential as possible. The confidants must take all precautions possible to ensure the anonymity of members reporting to them.
3. Information about a complaint is only shared with other confidants or the board after explicit agreement of the member who filed the complaint.
4. To ensure continuity, confidants are able to access a general log created by former confidants. These logs must contain as little information as possible, namely the name of the member in question, dates of meetings, and possible warnings and agreements. These logs are encrypted and stored safely for three years, after which they will be permanently deleted.
5. After a formal complaint has been settled, the confidants need to ensure that all sensitive information is deleted, excluding the logs.
6. Members have the right to request all their information known about to the association. However, confidential logs are not accessible by any board since this information is only known with the current confidants. A separate request should be filed with the current confidants.
  - a. Requested information which also includes sensitive data on other (former) members, must be redacted.
  - b. The expected retrieval time of these documents is a month.

**Established by the General Assembly of the Association dated 4-10-2022**