

# Rules and regulations for the allocation of Welfare Funds

Approved at Student Parliament 6, 12.11.18

## 1 The Welfare Funds

### 1.1 Purpose

The Welfare Funds are given to student groups and organisations at Campus Ås who contribute to a vibrant, diverse and including student life. The welfare funds mainly support activities at campus ÅS. All groups and organisations at Campus Ås can apply for welfare funds.

The Welfare Funds consist of basic support, activity funds and student meeting funds. 92 % of the welfare funds are given out at Student Parliament meeting 2, and the remaining 8 % are given out at Student Parliament meeting 5. The remaining 8 % are earmarked new groups and organizations and unforeseen activities.

### 1.2 Basic support

The basic support covers basic working expenses, such as office supplies, printing, Internet domain etc. Groups and organizations may only receive basic support once a year at a maximum of 1200 NOK, as well as maximum 2000 NOK in extra basic support. All groups and organizations may apply for basic support. The basic support is calculated on the basis of the number of members who are students at Campus Ås, according to the following model:

Members	Basic support
10-39	800 kr
40-99	1000 kr
100<	1200 kr

Fraternities/teams that have existed more than 10 years, are qualified to receive basic support with the minimum amount of 5 members.

If the team/fraternity does not require membership, the number of active participants at various activities arranged by the group/organization is used as the basis of calculation. A list of members/estimated amount of members must be enclosed with the application (attachment 1).

Teams/fraternities who have higher basic operating expenses than normal, such as new organizations, may apply for extra basic support.

Teams/fraternities at Adamstua cannot apply for basic support.

### 1.3 Activity funds

Activity funds stimulates an active and including student life and are assigned to activities in need of extra financial support. The activity funds are only for activities at/nearby Campus Ås. All teams and fraternities at Campus Ås can apply for activity funds.

Teams and fraternities at Campus Adamstua may apply for activity funds for activities at Campus Ås.

Activities open for many/all students will be prioritized by the Welfare Funds committee. The committee aims to conserve traditions and diversity at Campus Ås and will support this. Visible and active teams/fraternities will be rewarded for their commitment.

To receive Activity funds, the application must contain information about the activities (attachment 2). The use of the Welfare Funds must be documented for each activity in the budget. Applications without budget will not be handle by the committee.

Teams/fraternities may transfer funds from one activity to another within the same Teams/fraternities; however, the transfer must be approved by the welfare officer of the Student Board. The transmission must be specified and justified in the Annual Report and be enclosed with next year's application.

If the team/fraternity have Activity funds spare at the end of the year, they have to transfer the money to the students Welfare fund before the next application deadline. Teams/fraternities may apply to use the remaining welfare funds between the end of the year and the application deadline. This have to be approved by the Welfare Officer. If the spare funds are not repaid within the deadline, the applicant will not receive any welfare funds.

The applicants are divided into thematic groups in order to ensure equal treatment of applicants from fairly similar organizations and to simplify allocation routines. The allocation committee should strive for an even distribution between the thematic groups, in relation to the number of applicants in each thematic group, the thematic group's financial needs and the quality of the applications.

#### Academic organizations

Academic organizations organize students from one of Campus Ås' faculties, institutes of study programs. Academic organizations promote students' academic interests through business presentations and evenings with academic content, creating cohesion through social events.

#### Music and culture

Organizations promoting culture among the Campus Ås' students belong in this group; choirs, instrumental groups, and music groups, dancing groups, theatre groups, film club, the photography club and fraternities/sororities.

#### Politics, society and religion

Politics, society and religion are political organizations, organizations promoting general social commitment or specific social interest, and religious organizations.

#### Internationally focused organizations

These are organizations that focus on international student relations; either by working to achieve greater contact between the students of Campus Ås and the international society, by spreading knowledge to the students of Campus Ås concerning the international affairs, or by ensuring the flow of knowledge between the students of Campus Ås and those of other countries and cultures.

#### Other organizations

This category includes clubs and organizations whose purpose are primarily social. Teams/fraternities whose purpose does not belong in the other categories.

### 1.4 Student meeting funds

Student meeting funds are Welfare Funds aimed for Student meetings, academically and political events at Samfunnet, such as debates and presentations. It is required that the supported event is open to all Campus Ås students. The allocated amount is determined by the Student Parliament at the Student Parliament meeting no. 2. All Teams/fraternities, including the Student Society/samfunnet Board, may apply for student meeting funds until the funds are empty.

Applications for student meeting funds should be handed in to the Student Board Welfare Officer at least one month before the event. The applicant have to give a report from the event to the Welfare Officer two weeks after the event took place. Activities receiving support from student meeting funds will not be supported by activity funds. If there are spare student meeting funds at the time of the following allocation of ordinary welfare funds, the student meeting funds shall be transferred to the Student Welfare fund.

### 1.5 Not eligible

The welfare funds do not support

- Internal activities within the teams/fraternities. The exception is the academic student associations.
- Activities outside Ås. Except for groups with a focus on outdoor activities.
- Shows or activities supported by Studentsamfunnet I Ås /UKA
- Travelling expenses
- Teams/fraternities or activities who belongs to a mother organization who receives welfare funds
- Teams/fraternities that are supported by the semester fee, such as NMBUI-teams.
- Alcohol, nicotine, narcotics and other drugs.
- Activities aimed to make money for the group/organization, such as cake sale.
- Support to other organisations
- Associations that fall under corporate law
- Group/organization outfit.

### 1.6 Lose the right to receive welfare funds

Teams/fraternities with incomplete applications do not receive welfare funds for the allocation applied for. Teams/fraternities who abuse the welfare funds will not be supported at the next allocation. Teams/fraternities who do not return unused activity funds within the next welfare fund application deadline will not be supported by the next allocation of welfare funds.

Teams and fraternities that express differential treatment or discrimination regarding gender, ethnicity, religion, spirituality, impairments, sexual orientation, gender identity or gender expression in their actions or statements, will after an approved complaint not receive any funds by next year's allocation.

Exceptions from this is when the differential treatment has a sensible purpose, such as admission to gender divided fraternities/choirs or geographical fraternities.

### 1.7 Complaint treatment

If a party should wish to form a complaint, this shall be done in writing to the Student Board (AU). AU will then review the case and inform the fraternity that has received the complaint. This will at latest happen one day before the case papers for the upcoming Student Parliament are due.

When the case is up for treatment at the Student Parliament it will be presented in a neutral fashion by AU. Impartibility for the parliament representatives will be treated according to the impartibility clause in the Student Parliament's statutes. Individuals, teams or fraternities that have either formed or received a complaint will be allowed to express their side of the story either in writing or orally at Student Parliament.

The Student Parliament will decide whether the team's/fraternity's behavior is in violation of the rules. If the complaint is approved, the team/fraternity will lose the opportunity to receive welfare funds at the two next allocations.

## 2 The Students Welfare Fund

The Student Welfare Fund is used for bigger welfare initiatives. All Welfare funds that are unused shall be transferred to The Students Welfare Fund. There is money left over from the welfare funds because the amount applied for is smaller than the Welfare fund, if the activities applied for does not correspond with the Welfare funds purpose, or because applications are incomplete. The president of the Student Board, SiÅs Board and Student Society/Samfunnet Board may give suggestions to the use of The Student Welfare Fund to the Student Parliament. The Student Parliament decides whether they support the proposal or not.

Student Parliament can, if they deem it necessary, allocate 20 000 NOK from Studentenes Velferdsfond to the Welfare fund, but only if the original size of the Welfare Fund is too small to fully fund all events which Committee for allocation of Welfare Funds deem worthy. This kind of exemption can be forwarded by the committee, in cases deemed absolutely necessary, and will demand a 2/3 majority vote to pass.

## 3 Applications

All Teams/fraternities who apply for welfare funds have to use the stated application form. Appendices can be written on a template determined by the Welfare Officer.

Those Teams/fraternities who only apply for basic support (appendix 1) encloses a list of members with the application (appendix 2). Teams/fraternities who apply for activity funds have to, in addition of attachment 1, enclose information and budget for the activities applied for (appendix 3). Teams/fraternities that received activity funds and/or received basic support for the first time at the last allocation of welfare funds have to enclose an annual report including accounting (appendix 4). New groups/organizations and Teams/fraternities who only received basic support at last allocation of welfare funds do not have to enclose an annual report.

Please contact the Welfare Officer of the Student board by phone or email in advance if there is any questions ([velferd.au@nmbu.no](mailto:velferd.au@nmbu.no)). Incomplete applications will not be handled by the committee!

Application for welfare funds may be delivered to The Student Parliaments post box 1202.

## 4 Committee of allocation of the welfare funds

### 4.1 Mandate

The allocation committee of Welfare Funds evaluates all the applications received, and give the Student Parliament a proposal of a fair allocation of the Welfare funds. The committee considers the content of the application against the purpose of the welfare funds. The committee evaluates the allocation process and suggests necessary changes in the rules and regulations for allocation of the Welfare funds and application form see paragraph 7, Revision.

### 4.2 Composition

The committee of allocating of welfare funds consists of:

- Welfare Officer of the Student board (chair).
- International Officer of the Student board.
- Finance manager of the Samfunnsst Board.
- One student representative from the SiÅs board.
- One person who has previously been a part of the committee.
- Two representatives elected by the Student Parliament. The representatives are elected at the Student Parliament meeting 4 in the spring and will participate in the committee the following academic year.

### 4.3 Quorum

The committee has a quorum for allocation of Welfare funds when at least four of the representatives are present and voting. A member of the committee is not allowed to vote and not be present when the committee discuss teams/fraternities he/she is or has been a member of. Whether this applies to the Welfare officer, she/he presents the application and leaves the room. The welfare representative may only be retrieved for direct clarifying questions regarding the application.

#### 4.4 Working method

The Welfare officer reads through all applications and set up a list of applications and a preliminary proposal of allocation. The allocation committee meets 1-2 times before Student Parliament meeting 2, and 1-2 times prior Student Parliament meeting 5. The committee goes through all the applications and adjust the proposal given by the welfare officer. The welfare officer presents the committees setting at the Student Parliament meeting. Teams/fraternities may have a meeting with the welfare representative to discuss the assignment and any unclear part.

Questions and comments should be addressed to the welfare officer and not to any of the committee's members.

### 5 Allocations

The Student Parliament approves the allocation of welfare funds. The Student Parliament may make changes to the allocation committees' proposal. The Welfare funds are allocated at Student Parliament meeting 2 in the spring and Student Parliament meeting 5 in the autumn.

### 6 Deadlines

#### 6.1 Announcement deadlines

The allocation rules and regulations, and the application form, should be made available for all students in the beginning January during the spring semester and in the beginning of August during the fall semester of each year. The allocation rules and regulations, and the application form are available at [studentstyret.umb.no](http://studentstyret.umb.no) and in paper form at the entrance to the Student Board office. The application form, and the rules and regulations for allocation of Welfare funds are available online throughout the year. The marketing officer of the Student Board has the main responsibility of announcing the upcoming allocation of Welfare funds and application deadline in due time before the application deadline.

#### 6.2 Application deadline

The application deadline is set by the welfare officer. In spring, the application deadline is in the middle of February, application deadline in the autumn is around middle of September. Applications for student meeting funds are to be delivered to the Student Society Board, PO box 1210, at least 14 days prior to the event. Late applications will not be considered.

#### 6.3 Deadline for treatment of applications

The allocation of welfare funds is announced at [studentstyret.umb.no](http://studentstyret.umb.no) and in the minutes from the Student Parliament meeting. The final results of the allocation will be delivered to all applicants by mail no longer than two weeks after the approval.

#### 6.4 Deadline of complaints

Complaints on the treatment of applications must be put forward to the Student Board no more than 7 days after the letter of reply is received. All groups/organizations have the right to have their complaint thoroughly treated and to receive a written answer within a week.

## 7 Revision

The application form and the rules and regulation of the allocation of Welfare funds shall be revised by the Student Parliament each even numbered year. Revision of the application form and the rules and regulation of Welfare funds are a matter for discussion at Student Parliament meeting 4 and a statutory matter at Student Parliament meeting 6. Revised version is valid when passed by the Student Parliament. Suggested percentage rates for allocation to the various categories are determined on the last Student Parliament meeting each year on request from the allocation committee.