

# Rules and regulations for the allocation of Welfare Funds

*Approved at Student Parliament 6, 21.11.2022*

## 1 The Welfare Funds

### 1.1 Purpose

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

The Welfare Funds consist of basic support, startup support, activity funds and funds for academic and political events. 92 % of the welfare funds are allocated at Student Parliament meeting 2 in the spring, and the remaining 8 % are allocated at Student Parliament meeting 5 in the fall. The remaining 8% that are allocated in the fall are earmarked new fraternities and organizations and unforeseen activities.

### 1.2 Basic support

The basic support is funds that all organizations/ fraternities can apply for. In order to be defined as an organization, you have to be at least 10 members. Exempted are organizations that are older than 10 years, they only need to be 5 members. The organization must reference to their mission statement

The criteria for receiving basic support is that the fraternity/organization must generate participation, culture and activities on and around campus.

The basic support is calculated based on the number of members that are students at NMBU. The basic support is supposed to cover all the necessities needed for the association to keep activities open and including to all students on campus.

Organizations/fraternities can apply for and receive basic support at the spring allocation or at the autumn allocation.

Member count	Basic support NOK
5 – 39	1000
40 – 99	1300
100 <	1500

### 1.3 Start up fund

Organizations and fraternities younger than 2 years old, can apply for startup support. This support amounts to a onetime payment of 2000 NOK payable once during the first 2 years, to make it easier for the new organizations to establish themselves. To be eligible for this support, a minimum of 10 members also needs to be students at NMBU.

## 1.4 Activity funds

Activity funds stimulates an active and including student life and are allocated to activities that are open for all students at NMBU, and that are inclusive and motivate students to show up. The activity funds are only for activities at/nearby Campus. However, the committee may exercise discretion and make exemptions. Only teams and fraternities at Campus can apply for activity funds.

Activities open for many/all students will be prioritized by the Welfare Funds committee. The committee aims to conserve traditions and diversity, as well as activities that creates a vibrant Campus and will support this–Fraternities with “open organizations certification” shall be prioritized in the allocation, ref sub chp 1.5 Open Organization.

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:

The Academic organizations organizes students at Campus Ås' faculties or studyprograms. The Academic organizations promote the students' academic interests through company presentations and academic related evenings and create unity through social events.

### Music, culture, location organizations and others

**Music and culture** include choirs, bands, music groups, dance teams, theater groups, film clubs, photography clubs and exclusive associations.

**Location** organizations are teams and associations and teams that promote a common belonging to a city, county or part of the country.

**Others** are teams/associations that promote a common interest, and teams/associations that give students a sense of social belonging and identity on the basis of conditions that do not fall under other groups of teams/associations.

### Politics, social engagement, religion and internationally oriented organizations

Politics, community involvement and religion are political organizations, organizations that promote community involvement or specific community interests, and religious organizations

Internationally oriented organizations focus their attention on the international community. The organizations spread knowledge to Campus Ås' students about international affairs, work for more contact between students at Campus Ås and

the international community, or ensure the flow of knowledge between Campus Ås' students and students from other countries.

### 1.5 Open organization

The «Open organization» certification strives to create open and motivated associations. The criteria to become an open organization are:

- No admission requirements
- Membership fees no higher than 100NOK per semester
- Must have at least one event open to all students at NMBU during the semester
- Events can be held in English if international students are attending

### 1.6 Funds for academic and political events

Funds for academic and political events are Welfare Funds aimed for community 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. 6 every year. The sum set aside should amount to 15% of the welfare funds.

All fraternities/ organizations, including the Student Society/Samfunnet Board, may apply for funds for academic and political events until the funds are empty.

Applications for funds for academic and political events should be handed in to the Officer responsible for Welfare Funds at the Student Board, least three (3) weeks before the event. Following the academic or political meeting, the organizer of the event will submit a report to the one responsible for the welfare funds on the Student Board. This must be done no later than three (3) weeks after the meeting has ended.

The Student Board processes applications for academic and political funds in meetings that are reported.

Activities/measures cannot receive both activity funds and funds for academic and political events for the same event.

If there are spare funds for academic and political events at the time of the following allocation of ordinary welfare funds, funds for academic and political events shall be transferred to the Student Welfare fund.

### 1.7 Not eligible for support

The welfare funds do not support

- Internal activities within the teams/fraternities. The exception is Academic organizations are exempt from this.
- Events not held on or in the vicinity of campus are usually not supported.
- 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.
- Fraternities or organizations that exhibit discriminatory behaviour, see chapter 1.8, loose the right to receive welfare funds.

### **1.8 Violation of the guidelines and complaints against the allocation**

If the welfare funds are used against their purpose, sanctions can be triggered into effect. The mildest sanction would be a warning, while the strictest one would be exclusion from the next two allocations. The Student Board has the authority to give warning sanctions, and demand repayment of the allocated funds. If the situation is of a more serious manner, the case will be brought up to the Student Parliament and treated as a complaint.

Teams/fraternities who do not return unused activity funds within the next welfare fund application deadline will not receive new funding until the unused funds are repaid

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 not receive Welfare Funds. Exceptions from this is when the differential treatment has a sensible purpose, such as admission to gender divided fraternities/choirs or geographical fraternities, for example in the case of gendered or regional organizations.

If a breach of the guidelines for allocation of welfare funds is discovered, one can submit a complaint. All students at NMBU can submit a complaint to the Student Board.

### **1.9. Processing of a complaint regarding the allocations**

If the team/association disagrees with the allocation of welfare funds, they need to submit a complaint. The complaint is submitted to the Student Parliament at [studenttinget@nmbu.no](mailto:studenttinget@nmbu.no). This has to be done before the next Student Parliament meeting after the allocation.

### **1.10. Processing of a complaint regarding a guideline breach**

If the Student Board receive a complaint about a guideline breach, the Student Board must review the complaint in a minuted/recorded meeting. The association with the complaint against it must be informed and given an opportunity to explain the situation. The Student Board must then decide which sanction should be introduced. See subsection 1.6. Violation of the guidelines and complaints against the allocation.

If the Student Board considers the case to be of the most serious degree, it must be brought before the Student Parliament.

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.

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.

The Student Parliament will decide whether the team's/fraternity's behavior is in violation of the rules. If the complaint is approved, in the Student Parliament, the decision will come into effect in that Student Parliament meeting.

### 1.11 Transferring funds

Fraternities and organizations may apply to transfer funds from one activity to another. They have to apply to the welfare responsible in the Student Board, and the application must include a short reason for the transfer and how much money they wish to transfer. It must be stated clearly in the report that the transfer has been done.

The funds must be used within the same calendar year. The ~~transfer~~ 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 Officer responsible for Welfare Funds. If the spare funds are not repaid within the deadline, the applicant will not receive any welfare funds, until the money has been paid.

## 2 The Students Welfare Fund

Unused welfare funds, or funds that have been repaid, are placed in the Student's Welfare Fund. Any profits from the Student Parliament's operations can also be deposited here. The Fund is used for larger investments that over time will benefit everyone. The Student Parliament decide whether to spend from the Students' Welfare Fund, following a joint proposal from the president of the Student Board, the president of the SiÅs board and the president Student society/Samfunnet board.

## 3 Applications

All teams and associations that apply for welfare funds must make use of the prescribed application form.

Teams/fraternities must attach a list of members with their student share to the application form. Teams/fraternities applying for activity funds must attach information about the activities for which funds are sought and a budget for all activities. **Applications without a budget will not receive funds.**

Teams/fraternities that received activity funds in the previous allocation must attach an annual report for the activities and accounts. New teams / associations that only received basic support at the previous award do not need to attach an annual report.

Teams/fraternities that submit an incomplete application will, if it is submitted before the deadline, get **one** second chance to improve the application, with the deadline set by the welfare officer.

Questions about the application form or the guidelines can be sent to the Student Board's Welfare Officer at [studenttinget@nmbu.no](mailto:studenttinget@nmbu.no).

**Incomplete applications will not be handled by the committee! Late applications will not be handled by the committee.**

## 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:

- The officer responsible for the welfare funds at the Student board (chair).
- The officer who is the leader of the inclusion funds committee at the Student board. (if the is the same person as the one responsible for the welfare funds, another representative of the Student Board steps in)
- Finance manager of the Samfunnet 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 three 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 the person concerning is or has been a member of. Whether this applies to the officer responsible for the welfare funds at the Student Board, the person concerning presents the application and leaves the room. The officer responsible for welfare funds may only be retrieved for direct clarifying questions regarding the application.

### 4.4 Working method

The officer responsible for the Welfare Funds 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 to Student Parliament

meeting 5. The committee goes through all the applications and adjust the proposal given by the officer responsible for the welfare funds.

If there should arise a case where there is doubt about if an applicant is entitled to Welfare funds, it will be up to the committee for allocation of welfare funds to make an informed decision to whether they will receive an allocation or not, based on an conversation/discussion with the contact person from the organization.

The officer responsible for the welfare funds presents the committees setting at the Student Parliament meeting. Prior to the student Parliament meeting, teams/associations can teams/fraternities have a meeting with the officer responsible for the welfare funds to discuss the assignment and any unclear part.

Questions and comments should be addressed to the officer responsible for the welfare funds 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 have the main allocation at Student Parliament meeting 2 in the spring and a smaller allocation on Student Parliament meeting 5 in the autumn.

## 6 Deadlines

### 6.1 Notification of the application form and regulations

The allocation rules and regulations are available at <https://www.studentdemokratiet.no/welfarefunds> throughout the whole year. The application form is made available on the beginning of January for the spring-allocation, and in the beginning of august for the autumn-allocation. The application form is available at least 1 month before the application deadline.

The officer responsible for the welfare funds at 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 on the 10<sup>th</sup> of February, application deadline in the autumn is 10<sup>th</sup> of September. Should the set deadline fall on a holiday or weekend, the deadline will be the first upcoming weekday. Late applications will not be considered.

### 6.3 Deadline for treatment of applications

The allocation of welfare funds is announced at [mbu.no/studenttinget](http://mbu.no/studenttinget), <https://www.studentdemokratiet.no/welfarefunds> and in the minutes from the Student Parliament meeting at <https://www.studentdemokratiet.no/ressurser-dokumenter>. The final results of the allocation will be delivered to all applicants by mail no longer than two weeks after the approval, with attached allocation. All applicants who receive support have

to familiarize themselves with what they received funding for. Welfare Funds are allocated no later than two weeks after the allocation is decided at SP2.

#### **6.4 Deadline of complaints**

Complaints on the treatment of applications must be put forward to the Student Board no more than 5 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.

#### **6.5 Processing complaints**

Complaints shall be processed by the Student Board. Written replies shall be sent from the president of the student Board to the person sent in the complaint within 5 working days. If the complaint is approved will the funds be paid at the next allocation of Welfare Funds.

### **7 Revision**

the rules and regulation of the allocation of Welfare funds shall be revised by the Student Parliament each even numbered year. Revision of 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 Student Parliament 6 every even numbered years.

The Student Board's responsible for the Welfare funds will, together with rest of the allocation committee, review the application form prior to each main allocation, and apply changes if need be.