

Part IV Administrative Grants Recognized Student Organizations

The General Section shall apply unless specifically waived in this section.

Article 1 Applicability

1. Recognized student organizations receive an Administrative Grant.
2. The Executive Board designates which organizations are recognized student organizations based on the criteria mentioned in articles 2, 3 and 4 of this part of the regulation. This designation is also referred to as "recognition".
3. For each recognized student organization, the Executive Board sets the assigned units for each board.
4. Recognized student organizations are listed in the Recognized Student Organizations Appendix.
5. The person to whom an Administrative Grant is awarded from the board budget pursuant to article 5 of this part of the regulations is presumed to have experienced study delay, as a result of their activities. The General Provision that study delay must be demonstrated in order to grant financial assistance will be abolished.

Recognition of student organizations

Article 2 Formalities for the recognition of organizations and the revision of the number of units

1. Reasoned requests for recognition or revision of the number of units granted per board shall be submitted to the Executive Board by e-mail. Retroactive recognition and modification is not possible.
2. The Executive Board determines the number of units of financial assistance in the form of a board budget for each organization in accordance with the classification in the appendix Statement of Allocation of the Student Support Regulation.
3. The granting is valid for the period the organization is recognized until the review referred to in paragraph 6 of this article.
4. A request for recognition or review of the number of units granted per board will be considered if all conditions in this article and in article 3 of this part of the regulation are met. Associations are also subject to the conditions listed in article 4.
5. A request for recognition may be submitted to the Executive Board annually before May 1. Recognition is effective the following September 1 until the date of the comprehensive review referred to in paragraph 6 of this article.
6. Each recognized student organization shall be reassessed once every three years, unless application of paragraph 8 of this article has been made. In that case, the reassessment shall take place three years after the review.
7. The Executive Board decides on a request for recognition within eight weeks after May 1.
8. The request for revision may be submitted no more than once per academic year before May 1. If a request results in a revision of the Administrative Grant to be allocated, the amendment will be effective the following September 1. Once the change is in effect, but no later than October 31 of that calendar year, an organization may submit a request for payment of the changed budget for the previous academic year.
9. The Student Organizations Recognition Committee advises the Executive Board on decisions to be taken based on this section. The Student Organization Recognition Committee consists of at least one student counsellor, one student member and one VU employee with a focus on student organizations. The student member is not a sitting member in the USR, FSR or OLC. Also, the student member is not an auditor of the FB and/or a board member in a student organization. Committee members are appointed by the director of SOZ.

Article 3 Requirements for recognition student organizations

1. The request for recognition, shall be reasoned and shall include at least the following information:
 - a. The name and address of the organization and of the contact person;

- b. Proof that the organization was established at least one year prior to the application with a notarized deed;
 - c. the notarized bylaws;
 - d. an extract from the Chamber of Commerce, showing that the organization's registered office is Amsterdam and who the board members are at the time the request is submitted;
 - e. an activity plan, showing at least how the organization's objective will be pursued;
 - f. an explanation, showing how the organization differs from other organizations recognized in the previous academic year.
2. Conditions which an organization must meet:
- a. the organization is a legal person with full legal capacity, governed by students, for the benefit of students who are studying at the VU and have paid tuition fees there, and aimed at the development of its members. The activities of the organization have a clear relationship to the Amsterdam student world;
 - b. the organization is in principle accessible to every student of the VU, or if the nature of the organization so dictates, to every student of the VU who is part of, or has sympathy for a minority and said organization is aimed at emancipation of that minority. Emancipation is then part of the objectives of the organization, as evidenced by the bylaws;
 - c. the organization does not engage in predominantly market-oriented activities;
 - d. the organization is not an offshoot of a recognized organization, within which activities are carried out for that recognized organization;
 - e. if the organization is a member association of the AKvV (Amsterdam Chamber of Associations) that has a Introductory Time (kmt), the additional condition is that it has signed and complies with the Amsterdam Chamber of Associations Code of Conduct for Promotion and Introductory Time. The board of the association will be held liable for this, even if within any disputes the Code of Conduct has been violated.
3. Recognition is not possible if bylaws, writings or activities show that the Dutch legal order is not respected. If a recognized organization appears not to respect the Dutch legal order, recognition may be withdrawn.

Article 4 Supplementary conditions for an association

1. In addition to the conditions listed in articles 1, 2 and 3, the following additional conditions apply to the recognition of associations:
- a. A substantiated statement of the number of members enrolled at the VU as of January 1 of the academic year in which the association submitted the request for recognition. Only those members count who have paid their membership fee as of January 1 of that same academic year are taken into account. The statement of the number of members that an association has on January 1 is checked by the student administration. This check is leading.
 - b. an association has at least 75 paying members who study at VU and have paid tuition at VU;
 - c. the association has a minimum membership fee of €5 per academic year;
 - d. an interim review of the number of units allocated is possible only if the association's board demonstrates that the number of members has grown to 10% above the minimum number of members required to receive a larger Administrative Grant, as shown in the appendix Statement of Allocation of the Student Support Regulation.

Administrative Grant

Article 5 Eligibility, conditions Administrative Grant

From the allocated board budget, the organization's board will award an Administrative Grant to the person who meets the following conditions:

- a. who holds a board position within the student organization;

- b. that board member is enrolled in the administrative year as a full-time student in a program at VU;
- c. notwithstanding subsection b, a board member of an organization recognized by both the VU and the UvA is eligible for allocation from the Administrative Grant if the student meets the requirements under A and is enrolled as a full-time student in a program at the UvA;
- d. notwithstanding what is mentioned in subparagraphs a, b and c, an Administrative Grant of nine units shall be paid to the AKvV board.

Article 6 Request for disbursement of Administrative Grant

1. The board of a recognized student organization must submit a request for disbursement of the Administrative Grant between September 1 and October 31, regardless of the beginning and end of the board term customary within the organization.
2. The board of a recognized student organization shall submit the following documents when requesting payment of the board grant:
 - a. name and bank account number of the organization,
 - b. an extract from the Chamber of Commerce, showing the composition of the board,
 - c. annual report and financial statements: this provides at least information on the use of the budget, the number of members and the membership fees,
 - d. in the case of a mixed association (VU-UvA) proof that a board member studying at the UvA has paid tuition at the UvA in the relevant academic year.
3. If the request for payment is incomplete, the board of the recognized student organization will be given a reasonable period of time to complete the request. If the request is not completed within this time, it will not be considered. The applicant will be notified of this fact. As long as the deadline for submitting a request has not expired, the board may submit a new request.

Article 7 Improper use of the Administrative Grant

1. If funds have been spent by the board of the recognized student organization in violation of these regulations, the Executive Board shall decide to reduce the budget of the student organization in question for the following academic year by at least the amount not properly spent.
2. Funds from the Administrative Grant may not be held as reserves. Funds not used in the academic year will be deducted from the next allocation.
3. If the provisions of the Code of Conduct for Promotional and Introductory Periods, as referred to in Article 3, paragraph 2(e), are not complied with, the Executive Board may decide not to pay out the Administrative Grant, or part of it, or, if it has already been paid out, to reclaim it. After such a measure has been taken, payment of the Administrative Grant will in any case be suspended until the instructions from the institutions on the basis of the Code of Conduct for Promotion and Introduction Time have been complied with.

Procedure

Article 8 Process and decision

1. The director of SOZ will, on behalf of the Executive Board, decide on the request for financial assistance within eight weeks of receipt.
2. The decision shall be communicated to the applicant in writing, with a (brief) statement. The decision includes:
 - a. The granting of the facility, or;
 - b. the rejection of the application.
3. Against a decision, or the failure to make a decision within eight weeks after submitting a complete request for financial assistance, the student may submit an objection to the Executive Board in

accordance with the objection procedure established by the Executive Board. The objection period is six weeks.

4. Against decisions of the Executive Board on the objection, the student may appeal to the Council of State, upon payment of court fees. The appeal period is six weeks.