

Most frequently asked questions - recognition and administrative budget for student organizations

(part 4 of the Student Financial Support Fund)

The board of our student organization is not yet receiving a VU administrative budget. Is our organization eligible for an administrative budget?

Administrative budgets are financed by the Profile Fund (part 4). In order to receive an administrative budget from the Student Financial Support Fund, your organization must be a recognized VU student organization (association or foundation). To become recognized, your organization must meet a number of conditions. The first step is to get your student organization recognized, before you can successfully apply for an administrative budget. However, you may not apply for an administrative budget for the year in which your organization has received official recognition. This will not be possible until the following academic year.

How can I contact the Profile Fund Committee?

You can reach the Profile Fund Committee on profileringsfonds.dsz@vu.nl.

What is a student organization?

According to VU Amsterdam, a student organization is deemed to be a legal entity with full legal capacity, managed by students, for at least those students enrolled in a programme at VU Amsterdam and who have paid tuition fees there, and which is aimed at the development of its members. In addition, the organization's activities must be clearly related to the Amsterdam student community.

What does our student organization need to do to be officially recognized?

To become recognized, your organization must meet a number of conditions:

- The organization must be a legal entity with full legal capacity, managed by students, for at least those students completing a programme at VU Amsterdam and who have paid tuition fees there, and which is aimed at the development of its members. The organization's activities must be clearly related to the Amsterdam student community.
- Only those members who paid membership fees as of 1 January of that same academic year will be taken into account. Membership fees must be collected annually and amount to at least €5.
- An association must have at least 75 paying members who are studying at VU Amsterdam and who have paid tuition fees to VU Amsterdam.
- An additional condition that applies to member associations of the Amsterdam Chamber of Associations that have an introductory period, is that they have signed and comply with the Code of Conduct for Promotion and Introductory Periods of associations in Amsterdam.
- The organization has existed for at least one year since the execution of the notarial deed.
- The organization is in principle open to all students of VU Amsterdam, or if the nature of the organization thus prescribes, to any student at VU Amsterdam who forms part of, or sympathizes with, a minority, and said organization aims to emancipate that minority. Emancipation is therefore part of the objectives of the organization, as is evidenced from its charter.
- The organization is distinctive from other organizations recognized in the previous academic year, offers a wide variety of activities, does not predominantly perform market-oriented

activities, is not a division of a recognized organization in which activities are performed for this recognized organization;

- Recognition is not possible if the charter, documents or activities show that the Dutch legal system is not respected.

Which documents does a student organization need to submit to be recognized?

1. The name and address of the organization and the contact person.
2. A description of objectives and activities, as evidenced from a charter executed before a civil-law notary.
3. A copy of an extract from the Chamber of Commerce, indicating that the organization's registered office is in Amsterdam and the identity of the board members at the time of submitting the request.
4. A plan of activities indicating at least how the organization's objective will be pursued.
5. An explanation indicating in which respect the organization distinguishes itself from possible other organizations recognized in the previous academic years.

For more information see: *Implementation Regulations of the Profile Fund (See VUweb Documents Profile Fund)*

We are the board of a foundation; can we also obtain official recognition from VU Amsterdam and receive an administrative budget?

The Executive Board may award an administrative grant to a foundation (under Dutch law). A foundation must meet the same conditions as an association, with the exception of the minimum number of members. Foundations must therefore also receive recognition from VU Amsterdam first.

When is the deadline for requesting recognition?

Requests for recognition may be submitted annually before 1 May to the Executive Board, for the attention of the Profile Fund Committee. Recognition will enter into effect as of the following 1 September.

How long will it take to receive a reply?

10 to 15 weeks

Is there an expiration date on the recognition? In other words, how many years of administrative budget will our student organization receive?

All recognized organizations will be reassessed every three years.

What if we are recognized by both the University of Amsterdam and VU Amsterdam?

No problem at all. Your organization may be recognized by multiple universities.

What is the difference between a recognized and a familiar organization?

Recognition is necessary to receive an administrative budget from the Student Financial Support Fund.

If your organization is a start-up or if your organization does not comply with the recognition conditions for other reasons, then your organization can become a VU 'familiar' organization. Just like recognized organizations, familiar organizations get discounts on room hire at VU Amsterdam, and they are permitted to submit requests for the use of StudentenDOK, the flexible workstations for student associations (additional condition applies see below).

The same conditions apply to familiar organizations and recognized organizations, with the exception that familiar organizations do not need to have 75 paying VU students as members. You will not need to submit a list of members. In order to make use of the StudentD0k you will be expected to have your charter executed before a civil-law notary or you are in the process of establishing a legal entity.

To become a familiar organization and for questions about the StudentenD0k, please send an email to 4students.soz@vu.nl.

Note: the above information applies only to general student organizations or foundations. Study- or faculty organizations may contact the board of their faculty.

Where do I find a list of VU Amsterdam's recognized student organizations?

The list of VU Amsterdam's recognized student organizations can be found on VUweb. If we have wrongly not included your organization on this list, then you can contact the Profile Fund Committee.

What is the amount of our administrative budget based on?

The amount consists of various units. The number of units your organization receives depends on the number of paying VU Amsterdam student members. All associations must have at least 75 paying student members and the membership fee should be at least €5 per member per year. The membership fee must be collected at least once a year. The association's board will receive the amount of €2500. The amounts can be found in the document Grants Awarded from the Profile Fund (see VUweb Documents Profile Fund).

How is the administrative budget paid?

The amount is transferred in full to the bank account included on the student association's request form. The board is then free to distribute the budget amongst its members. The Profile Fund Committee may ask for a breakdown of this distribution. The money is divided among the board members who:

- during their year in office, were enrolled as a full-time student in a programme at VU Amsterdam.
- by way of derogation from the above, a board member of an organization recognized by both VU Amsterdam and the University of Amsterdam is eligible for a grant from the administrative budget if he is registered as a full-time student for a programme at the University of Amsterdam and was also registered as a full-time student at the University of Amsterdam in the academic year prior to the year in office.

Our organization has more members now than at the time of recognition. May we request a recount?

An interim review of the assessment is only possible if the association's board demonstrates that the number of members has increased to 10% above the minimum required in order to be eligible for a larger administrative budget, as is shown from the appendix Grants Awarded from the Profile Fund (see VUweb Documents Profile Fund). The request for a review may be submitted no more than once every academic year and must be submitted before 1 May.

Which deadlines are important for student organizations?

Requests for the recognition of associations must be submitted before 1 May. In the event that a request is approved, the recognition will enter into effect in the following academic year. Administrative budgets will not be awarded for the year in which an organization is recognized.

A recognized student organization must submit a request for payment of the administrative budget between **1 September and 31 October** following the academic year in which the board was active, regardless of the start and end of the administrative term customary for that organization.

I want to set up a student organization; am I entitled to receive financial assistance from VU Amsterdam for this purpose?

It is possible for organizations not yet officially recognized to receive a one-off contribution of no more than €1500 towards costs associated with civil-law notaries for the foundation of your student organization (charter). For more information, please contact the Profile Fund Committee.

What if we disagree with a decision made by the Profile Fund Committee?

You may lodge an objection in the event that you disagree with the decision. The Profile Fund Committee informs you of their decision in a letter. The letter will also describe the procedure for lodging a notice of objection. Student organizations must lodge an objection within 6 weeks of the date the decision was sent to the student organization. The notice of objection will then be submitted to the arbitration committee appointed by the Executive Board. This committee will begin by reviewing whether a settlement is possible. If this is not the case, a hearing will follow.

Does VU Amsterdam offer the option of joining a board without paying tuition fees?

No, VU Amsterdam does not offer this option. However, it is possible to request an additional contribution for a number of boards that require full-time work. More information regarding this Provision for Additional Support (*Voorziening Aanvullende Ondersteuning*) can be found on VUweb.