



Date: 9 June 2022

Bylaws for the VIA Student Council's Fund

Passed on the fourth meeting of the VIA Student Council on 9 June 2022

Objective

- 1.1 The VIA Student Council has a fund that can grant funds for Study Programme DSR or local students' councils (DSR) at VIA UC. The Fund is managed by the functioning student board.
- 1.2 The Fund consists of the chairman of the VIA Student Council, who automatically becomes the secretary of the Fund and therefore has no voting rights at fund meetings.
- 1.3 The Fund works independently and holds meetings separately from the ordinary meetings of the VIA Student Council.
- 1.4 The fund meetings are generally open to all students at VIA UC but an ordinary majority of the Fund's board can choose to consider one or more items behind closed doors.
- 1.5 The funds are distributed twice a year and are applied for by means of an application form, which can be found on VIA's website under 'Råd og udvalg'.
 - 1.5.1 The secretary makes an outline of the application form.
- 1.6 After the minutes of the fund meeting have been approved, each applicant will be contacted with a decision on their application. When all applicants have been informed, the minutes will be published on via.dk.
- 1.7 The chairmanship is responsible for presenting the Fund's account, who has applied, and how the money has been spent to the Executive Board and the VIA Student Council's collaboration forum on the first meeting after a distribution. Members of the collaboration forum can ask for an update at other meetings.
- 1.8 The Fund does not grant funds for purchase of alcohol, cigarettes, ash trays, and the like which might encourage or support the use of these.

Procedure

- 1.9 The Fund's application deadline is 15 March and 15 October each year. Please submit applications via email to studenterraadet@via.dk.
- 2.1 Applications received after the deadline are not included in the total funds. Rather, applicants are encouraged to apply by the next deadline.
- 2.2 Applicants will receive an answer on 1 April and 1 November each year at the latest.

2.3 The Fund's board is responsible for distributing the funds as they find fit. This decision is made by voting on each application.

2.4 Voting is by an ordinary majority.

2.4.1 The vote may be anonymous on request by one or more members of the board.

2.5 The grants are either the full amount, part of the amount, or no amount.

2.6 In extraordinary cases, the board may vote on granting an application extra funding. This is granted at the Council's own discretion.

2.7 If the Fund's board assesses an application from a Study Programme DSR or local students' council (DSR) of which one or more board members are members, this or these members are disqualified in connection with the assessment of the application.

2.7.1 If the grant is up for voting, this or these members have no voting rights.

2.8 In case of a tied vote, no funds are granted.

Disbursement of funds

3.1 When funds are granted, there are generally two ways of managing the disbursement of the funds:

3.1.1 The funds are transferred to the bank account given by submission of the application or afterwards. The funds can be transferred to a Danish CVR number (Company Registration Number) or CPR number (Personal Identification Number).

3.1.2 The funds can be transferred directly to the programme, which will defray expenses as agreed with the applicant.

3.2 If no bank account details are given within 30 days after the applicant has received the decision on their application, the grant is withdrawn.

3.3 It is a clear requirement for the grant that the grant recipient is able to document that the funds have been spent in agreement with the original application. In connection with audit at VIA, documentation of use of the funds must be presented on request for up to two years after disbursement of the funds.