



Bylaws for the VIA Student Council's Pool

Adopted at the 9th meeting of the VIA Student Council on 16 December 2022

Objective

- 1.1 The VIA Student Council has a pool, which can grant funds for Study Programme DSR's and local students' councils at VIA University College. The Pool is managed by the VIA Student Council serving at the time in question.
- 1.2 The chairperson of the VIA Student Council, who automatically becomes secretary of the Pool and therefore has no voting rights at pool meetings, is authorised to sign for the pool.
- 1.3 The Pool works independently and holds separate meetings from the ordinary meetings of the VIA Student Council.
- 1.4 The pool meetings are generally open to all students at VIA University College, but a simple majority of the Pool's board may decide to consider one or more items behind closed doors.
- 1.5 The funds of the Pool are distributed twice a year and are applied for by means of an application form, which can be found at via.dk.
 - 1.5.1 The secretary makes an outline of the application form.
- 1.6 After the minutes of the pool meeting have been approved, each applicant will be approached with a decision on their application. When all applicants have been informed, the minutes will be published at via.dk.
- 1.7 The chairpersonship is responsible for presenting the Pool's accounts, who has applied, and how the money has been spent to the Collaboration Forum of the Executive Board and the VIA Student Council at the first meeting after a distribution.
- 1.8 The Pool 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 Pool's application deadlines are 15 March and 15 October each year.
 - 2.1 Applications received after the deadline are not included in the total funds. 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 Pool's board are responsible for distributing the funds as they find fit. This decision is made by voting on each application.

2.4 Votes are simple majority votes.

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

2.5 The grants are either the full amount, a partial amount, or no amount.

2.6 In extraordinary cases, the board may vote on granting extra funds to an applicant. These are granted at the VIA Student Council's own discretion.

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

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

2.8 In case of a parity of votes, another round of discussion and another vote will take place. In case of yet another parity of votes, no funds are granted.

2.8.1 If a partial grant is agreed, but there is a parity of votes regarding the amount, another round of discussions will take place until a compromise regarding a given amount is agreed.

Disbursement of funds

3.1 When funds are granted, there are generally two ways of disbursing 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).

3.1.2 The funds can be transferred directly to the study programme or the campus management, which will pay costs 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 can 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.