

Regulations

Committee Activity Support (CAS)

Wageningen University

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These Regulations were adopted by the Executive Board on 14 April 2020 and shall take effect on 1 September 2020. These Regulations supersede all previous schemes and regulations relating to the handling of applications by the Committee Activity Support.

Committee Activity Support REGULATIONS

1 Purpose of the committee

- 1.1 *The Committee Activity Support (CAS) has been established by Wageningen University's Executive Board.*
- 1.2 The CAS shall serve as an intermediary regarding the granting of financial support which Wageningen University provides for educational activities and/or for Wageningen University's students. Within the limits of the available budget, the CAS shall be responsible on the Executive Board's behalf for actually granting the aforementioned support, subject to the provisions under or pursuant to these Regulations.
- 1.3 The CAS shall grant financial support per activity or series of activities.
- 1.4 Without prejudice to the provisions in 1.9 of these Regulations, the CAS may grant financial support to organisations which organise activities for the Wageningen student community and/or Wageningen community. Only activities organised (at least in part) for and by Wageningen University's students shall be eligible for funding.
- 1.5 The CAS shall only grant financial support to organisations which are legal entities that are associations or foundations and which have articles/charters which have been certified by a civil-law notary.
- 1.6 The CAS shall only grant financial support for activities or series of activities which are not completely dependent on such CAS support.
- 1.7 The CAS shall not grant financial support to commercial organisations.
- 1.8 If the activity pertains to the Wageningen community, the amount of the support granted shall be related to the degree to which the activity benefits Wageningen University's students.
- 1.9 The CAS shall not grant any financial support for activities concerning:
 - a) health care;
 - b) student sports;
 - c) student housing;
 - d) activities that are part of one of Wageningen University's study programmes;
 - e) parent or family days.

2 The committee's position and composition

- 2.1 Subject to the provisions in 2.2 of these Regulations, the CAS's members shall be appointed by Wageningen University's Executive Board. The CAS shall consist of at least three members.
- 2.2 Candidates shall preferably be familiar with the array of activities undertaken by Wageningen's student groups. The goal shall be to have a committee whose composition reflects the Wageningen student community.
- 2.3 In principle, the CAS's members shall serve for two years. Retiring members may be reappointed once for a consecutive term.
- 2.4 The CAS shall select a chairperson, secretary and treasurer from among its members.

3 The committee's budget

- 3.1 With respect to the activities to be supported financially by the CAS in the next calendar year, the CAS shall submit a budget to Wageningen University's Executive Board each year before 1 December. This budget shall be accompanied by an indication of the objectives of 'new' groups which did not receive any support in the previous year.
- 3.2 The CAS's budget shall be based on the budget available for the budget year in Wageningen UR's student facilities budget.
- 3.3 The CAS shall submit a payment summary to the Executive Board within two months after the end of each quarter, that is, in the months of May, August and November of the year in question and in the month of February of the following calendar year. The Executive Board shall be responsible for having the financial support granted by the CAS paid out.
- 3.4 Before 1 April, the CAS shall furnish the Executive Board a financial summary of the prior budget year. If the Executive Board requests this, the CAS shall provide a further explanation about this. The CAS shall send a copy of the financial annual summary to the Student Council for the Council's information.

4 The committee's working procedure

- 4.1 The CAS shall distinguish between 'year-based applicants' and 'month-based applicants'. The CAS shall try to discuss in a single meeting all year-based applications received and shall provide written notice of its decision to the applicants as soon as possible after this meeting. Month-based applications shall be discussed in the next meeting.
- 4.2 The CAS may only take decisions if more than half of the members are present. The CAS shall decide by a simple majority vote, with only 'for' and 'against' votes being valid. If there is a tie vote, the application shall be deemed to have been rejected. CAS meetings shall be convened if at least two CAS members deem this necessary.
- 4.3 The amount granted by CAS on the basis of the settlement shall never exceed the deficit on the settlement of the activity (or series of activities), even if a higher amount is initially granted on the basis of the budget.
- 4.4 If the sum of the applications is greater than the budget available to the CAS, a general discount shall be applied. If, because of the general discount, there are funds which have not been spent at the end of the calendar year, the general discount shall be adjusted and the funds not spent may then be allocated to the applicants in retrospect.

5 Objection and appeal

- 5.1 If an applicant disagrees with the assessment of the application, they may file an objection with the CAS within six weeks of the date of the assessment. The notice of objection must be filed both by e-mail and in writing. The CAS shall confirm that the notice of objection has been received.
- 5.2 The CAS shall hear the party filing the objection and shall, with due regard for the objections raised, take a final decision.
- 5.3 The applicant may lodge an appeal with the Executive Board against the decision by the CAS pertaining to the objection.

6 Final provisions

In all cases not provided for by these Regulations, the Executive Board shall decide on the matter.

ANNEX to the Committee Activity Support Regulations

1 Introduction

This Annex describes the specific implementation of the 'Committee Activity Support Regulations'.

2 General criteria 'activities'

- 2.1 The activities for which financial support is requested are public and accessible to all students and PhD students of Wageningen University, regardless of the form of enrolment.
- 2.2 The activities have a formative character and cultural and/or social added value.
- 2.3 If the activity is particularly costly, the participants shall pay a contribution for participation in the activity. CAS shall assess the reasonableness of the amount of the personal contribution and, if necessary, adjust the submitted budget accordingly.
- 2.4 If applicable, the financial support shall be adjusted, for both the number of non-students in the organisation and the number of non-students participating in the activities organised by the organisation.
- 2.5 The applicant shall not also seek other funding (from, for instance: the Wageningen University Fund, municipal subsidies or third parties) for the same expenses.
- 2.6 The amount requested from CAS will be at least €25 per application.

3 Application and grant procedure (including for additional applications)

- 3.1 A support year shall coincide with a calendar year.
- 3.2 The CAS shall distinguish between 'year-based applicants' and 'month-based applicants'. In consultation between the CAS and the organisation, the category to which the applicant belongs shall be determined.
- 3.3 Month-based applicants shall submit the budget at least one month before the activity and the settlement (listing the costs) within two months after the activity.
- 3.4 Year-based applicants must submit the application, including annual budget, to the CAS before 1 October of the calendar year preceding the support year. The (annual) financial settlement with the actual costs incurred shall be submitted to the CAS before 1 February of the calendar year following the CAS year.
- 3.5 Based on the application and budget, the CAS shall provisionally determine the amount of financial support; the CAS shall definitively determine the amount based on the financial settlement. The amount paid out shall never exceed the amount which was granted based on the budget.
- 3.6 The application (including budget) and the settlement shall be submitted with forms which can be obtained by e-mail through CAS@wur.nl and through the website <https://www.wur.nl/en/Education-Programmes/Current-Students/Committee-Activities-Support-CAS-1.htm>

An application must be submitted in writing to the address indicated on the form.

- 3.7 In the application and the financial settlement, the costs must be specified using the article numbers from the CAS Regulations. If this is not the case or if items are unclear or insufficiently specified, the costs will not be eligible for reimbursement.
- 3.8 A quote or invoice must be included for portions of the application where the costs exceed EUR 500.
- 3.9 The CAS shall not process unclear, illegible, incomplete or late applications or financial settlements.

4 Miscellaneous procedural provisions

- 4.1 If, between the time of the application or award, respectively, and the time when the activity or activities in question take place, the objective and/or rationale and/or budget of the application has changed, the application must be resubmitted to the CAS for assessment, in accordance with the provisions of these Regulations, at least before the start date of the activity to be organised.
- 4.2 If the allotted amount is not spent consistent with the reason and/or description given in the application, the CAS need not honour its commitments. The CAS may also, based on the aforementioned grounds, reclaim in whole or in part funds already paid out.
- 4.3 The CAS may look at the entire accounting records and relevant supporting documents for each organisation to be supported by it, insofar as these pertain, in the CAS's judgment, to the activities to be supported. The organisation must always allow the relevant documents to be freely inspected for purposes of a random check or, if necessary, to furnish an oral or written explanation at the CAS's request.
- 4.4 The CAS may exclude activities from financial support if it can demonstrate that the applicant deliberately withheld relevant information or furnished incorrect information.

5 Provisions regarding weekends and field trips

- 5.1 A distinction is made between first-year weekends of study associations recognised by Wageningen University, rehearsal weekends, multi-day domestic excursions and multi-day foreign excursions. Single-day field trips shall be treated as a normal activity.
- 5.2 For *first-year weekends*, the following points must be observed:
- at most one weekend per calendar year shall be reimbursed for each organisation;
 - at least all first-year students of the programme are invited to participate,
 - the minimum contribution by the participants must be EUR 15;
 - the maximum financial support for each participant shall be EUR 15.

See Article 7 of these Regulations for the various reimbursable costs.

- 5.3 *Rehearsal weekends* are weekends to prepare for shows/presentations supported by the CAS (such as concerts and plays). The points (a) through (c) mentioned in Article 5.2 shall likewise apply to these.
- 5.4 *Multi-day field trips* include programmes concentrating on educational activities. The following shall apply to multi-day field trips:
- at most one multi-day field trip per calendar year shall be reimbursed for each organisation;
 - the minimum contribution by the participants must be EUR 30;
 - for overnight stays, at most EUR 5 per person per night shall be reimbursable, for at most three overnight stays;

- d) the maximum financial support for a multi-day field trip shall be EUR 35 for each participant;
- e) the applicant must specify, per half-day, the educational components which the programme shall include.

See Article 7 of these Regulations for the various reimbursable costs.

- 5.5 The CAS shall decide on travel expenses from, to and in foreign countries in connection with multi-day foreign field trips on a case-by-case basis.

6 Non-reimbursable costs

- 6.1 Costs relating to refreshments in connection with such activities as parties, galas, discos and get-togethers (for example, breakfast, lunch, dinner and drink costs).
- 6.2 Costs for producing and/or disseminating periodicals (association leaflets) and almanacs.
- 6.3 Costs for photographs and photo material to record the activities, unless absolutely necessary for the activities.
- 6.4 Civil-law notary and other legal costs.
- 6.5 Costs for programme booklets for the activities.
- 6.6 Costs for the large-scale distribution of personal invitations.
- 6.7 Costs related to general overhead (by definition, costs incurred by an association/foundation), e.g. costs related to its own premises (rent, user costs, insurance, etc.), telephone costs, office supplies, website, courses (in-house emergency response team, social hygiene, etc.) and documentation material.

7 Reimbursable costs

- 7.1 Only costs strictly necessary for the activity or series of activities shall be reimbursed. This must be apparent from the description of the activity. Such an activity or series of activities shall be carried out at minimum expense.
- 7.2 General reimbursable costs:
 - a) costs for renting space from third parties where the activities will be held: at most 50%. Relatively high gross rental expenses shall be examined critically. The application must include an explicit explanation in this regard;
 - b) costs for purchasing books and other documentary material: at most 50%;
 - c) costs for board or committee members to attend symposiums, conferences or training: at most 50%, and at most once per year per board member or committee member; A maximum of one per board member or committee member per year.
 - d) instrument hiring and tuning costs and musical score (whether hired or not) costs: at most 50%;
 - e) costs for hiring equipment to present material on visual media (film, video, DVD, projector and so forth): at most 50%;
 - f) costs for hiring and transporting light and sound equipment: at most 50%.
- 7.3 For travel expenses, a distinction shall be made between students and third parties who are indispensable for the activity (say, a conductor, guest speaker or artist).
 - a) Costs for transporting third parties: at most 100%. For transport by car, the reimbursement shall be in conformity with Wageningen University's kilometre allowance.

- b) Travel expenses incurred by students for public transport if the student travel card could not be used: at most 50%. For transport by car, the reimbursement shall be 50% of the kilometre allowance applicable to Wageningen University's employees. For transport within the Netherlands, by coach or minibus, a compensation of 50% applies.
 - c) For transport costs, the maximum total reimbursement per activity shall be EUR 500.
- 7.4 Costs associated with third parties (speakers, conductors or course instructors):
- (a) fees, if contractually agreed and provided that the necessary work cannot be reasonably carried out by students (director, speakers, course instructors), up to a maximum of 50% can be compensated; or
 - (b) fees in kind: gifts or refreshments of your choice. Gifts are compensated up to a maximum of €10 per beneficiary, refreshments up to a maximum of €5 per beneficiary.
 - c) fees for Wageningen UR employees, provided the work is performed outside working hours: at most 50%.
- 7.5 The CAS shall decide on a case-by-case basis on costs related to other materials, equipment and the like not mentioned above but deemed necessary by the organisation for the activity.