

**REGULATIONS ON BOARD MEMBERSHIP GRANTS
FONTYS UNIVERSITY OF APPLIED SCIENCES**

**Please take note that you cannot derive any rights from this English version of this scheme.
In case of doubt, consult the original Dutch version.**

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Contents

- INTRODUCTION 3
- CHAPTER 1 GENERAL PROVISIONS 4
 - Article 1 – Definitions 4
 - Article 2 – Scope 5
- CHAPTER 2 BOARD MEMBERSHIP GRANTS COMMITTEE 5
 - Article 3 – Function and composition 5
 - Article 4 – Duties and competences 5
 - Article 5 – Reporting 5
 - Article 6 – Secrecy 5
- CHAPTER 3 UMBRELLA ORGANISATIONS 6
 - Article 7 – Student organisation umbrellas 6
- CHAPTER 4 ELIGIBILITY CONDITIONS TO BE MET BY STUDENT ORGANISATIONS IN RESPECT OF BOARD MEMBERSHIP GRANTS 7
 - Article 10 – Eligibility conditions to be met by student organisations in respect of board membership grants 7
- CHAPTER 5 ELIGIBILITY CONDITIONS TO BE MET BY STUDENTS IN RESPECT OF BOARD MEMBERSHIP GRANTS 7
 - Article 11 – Eligibility conditions to be met by students in respect of board membership grants 7
- CHAPTER 6 AMOUNT AVAILABLE FOR BOARD MEMBERSHIP GRANTS 8
 - Article 12 – Amount available for board membership grants 8
- CHAPTER 7 APPLYING FOR A BOARD MEMBERSHIP GRANT 8
 - Article 13 – Applying for a board membership grant 8
 - Article 14 – Decision on application for board membership grant 8
 - Article 15 – Amount and payment of support 8
- CHAPTER 8 CONCLUDING PROVISIONS 9
 - Article 16 – Hardship clause 9
 - Article 17 – Complaint – request for reconsideration 9
 - Article 18 – Adoption and amendments 9
 - Article 19 – Unforeseen cases 9
 - Article 20 – Entry into force and official title 9
 - Appendix 1 – List of umbrella organisations 10

INTRODUCTION

Vision on the facilitation of students who hold board positions or want to contribute to education or organisational policy at Fontys.

The importance of student participation in the educational organisation has increased in recent years, due in part to social developments and legislation. This participation often takes place in the form of board activities, including board positions in student organisations, membership of representative advisory bodies and involvement in committees or steering groups. Fontys also has a number of study associations, the committees of which consist of student members.

The following activities are eligible for facilitation:

1. Activities for student organisations that have been recognised by Fontys.
For example, board membership of recognised student associations, study associations or umbrella organisations with full legal authority.
The facilitation of these activities has been laid down in the Regulations on Board Membership Grants.
2. Activities in connection with the participation at Fontys.
In this case, a student will be the chair or a member of a Fontys participation council or degree programme committee.
The facilitation of these activities has been laid down in the Regulations on the Participation Councils and Degree Programme Committees.
3. Activities in connection with education or organisational policy or statutory regulations, in committees or steering groups, etc.
For example, a role as a member of the Profiling Fund Committee, the Board Membership Grants Committee, the Examination Appeals Board, Executive Board committees and Fontys-wide steering groups.
The facilitation of these activities has been laid down in the Remuneration Scheme for Committees and Steering Groups.

Students who incur a study delay because of their board activities may also request graduation support under the Profiling Fund Scheme instead of a remuneration under the schemes above if they meet the conditions set out in the Profiling Fund Scheme.

CHAPTER 1 GENERAL PROVISIONS

Article 1 – Definitions

Application	Request for a board membership grant which the students submits to the .
Applicant	The student requesting a board membership grant pursuant to this scheme.
CfP Advisor	Advisor to the Centre for Participation.
Graduation support	The financial support which students may receive if they have fallen behind or are expected to fall behind with their studies due to special circumstances during the performance-related grant period. The graduation support is intended to enable the student within reason to complete or continue his studies as soon as possible. See the Profiling Fund Scheme.
Board activities	The board activities performed by a student as a member of a Fontys body (CPC, IPC or DPC), student organisations recognised by the Board Membership Grants Committee or Fontys-wide committees and steering groups.
Board membership grant	The financial support that students may receive from Fontys for their board activities, as laid down in these regulations.
Board Membership Grants Committee	Committee set up by the Executive Board, and charged with the implementation of Regulations on Board Membership Grants.
CfP	Centre for Participation. The CfP is the (internal) partner of Fontys of the participation councils and their partners in improving the functioning of these councils. The CfP also offers support and guidance to students involved in board activities for student associations and study associations.
CPC	Central Participation Council.
Executive Board	The administrative body of Fontys University of Applied Sciences, as described in the articles of association and the WHW.
Service department	Support service department of Fontys.
Fontys	Stichting Fontys.
He/him	He/him is taken here to refer to men, women and individuals who do not identify as either of these options.
IPC	Institute Participation Council.
Institute	The operational unit of organisation for Fontys' core competencies which is responsible for the execution of the primary process.
DPC	Degree programme committee as referred to in Section 10.3c of the WHW.
Student	A person who is enrolled at the institution as a full-time student or a student following a dual degree programme as referred to in Sections 7.32 to 7.34 inclusive of the WHW, unless it appears explicitly from the scheme that this term refers to a person enrolled as a part-time student. The term 'student' refers to persons of either sex.
Student organisations	Student associations and study associations with full legal capacity that meet the conditions of this scheme.
WHW	Higher Education and Research Act (<i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i>), Bulletin of Acts and Decrees 593, 1992, and subsequent additions and amendments.
WSF 2000	Student Finance Act 2000 (<i>Wet studiefinanciering 2000</i>), Bulletin of Acts and Decrees 571, 2000, and subsequent additions and amendments.

Article 2 – Scope

1. This scheme relates y to students enrolled in a Fontys full-time, dual of part-time degree programme.
2. Students who have requested and been awarded an allowance for board activities pursuant to this scheme thereby renounce a claim to graduation support as mentioned in chapter 3 of the Profiling Fund Scheme.

CHAPTER 2 BOARD MEMBERSHIP GRANTS COMMITTEE

Article 3 – Function and composition

1. The Board Membership Grants Committee was set up by the director of the Student Facilities Department, mandated by the Executive Board, and is charged with the implementation of the Regulations on Board Membership Grants.
2. The Board Membership Grants Committee consists of a number of maximum five members, among which a number of maximum four Fontys staff members and one Fontys student. The Board Membership Grants Committee is assisted by a secretary. The committee members are appointed by the director of the Student Facilities Department.
3. The Board Membership Grants Committee can be contacted at the following address:
Fontys University of Applied Sciences
The Secretary to the Board Membership Grants Committee
PO Box 347
5600 AH Eindhoven
e-mail commissiebestuursbeurzen@fontys.nl

Article 4 – Duties and competences

1. It is the task of the Board Membership Grants Committee to take decisions with regard to the applications and requests described in these regulations.
2. In the performance of its duties, the Board Membership Grants Committee is authorised to:
 - a. draw up further guidelines with which an application/request must comply;
 - b. seek further information in relation to an application/request from the umbrella organisation, the CfP Advisor or the institute;
 - c. perform all necessary verification procedures to ensure a correct assessment of the application.

Article 5 – Reporting

Each year, the Board Membership Grants Committee keeps an anonymous register of the nature and extent of the applications handled by the committee for the benefit of the director of the Student Facilities Department and the Executive Board.

Article 6 – Secrecy

To ensure that the privacy of the student submitting an application or request is protected, the secretary and members of the Board Membership Grants Committee are obliged to observe secrecy in respect of all matters which came to their attention in their capacity of secretary or committee member.

CHAPTER 3 UMBRELLA ORGANISATIONS

Article 7 – Student organisation umbrellas

1. Fontys works with umbrella organisations of student organisations that are active at one or more Fontys teaching locations. Student organisations, that are not study associations, not pertaining to one of these umbrellas can be included in the Fontys umbrella organisation (see article 9).
2. The umbrella organisations recognised by Fontys are listed in Appendix I.
3. A board membership grant may only be awarded to a student who is involved in board activities for an organisation that falls under an umbrella organisation.

Article 8 – Inclusion on the list of recognised umbrella organisations

1. An umbrella organisation wishing to be added to the list of recognised umbrella organisations must submit a request to this end to the Board Membership Grants Committee. In the request, the umbrella organisation must provide:
 - information on the umbrella organisation's objects and mode of operation,
 - information on the student associations pertaining to the umbrella organisation,
 - proof of registration with the chamber of commerce as an association with full legal authority, and
 - a code of conduct signed by the full board of the umbrella organisation.
2. The Board Membership Grants Committee will decide to add an umbrella organisation to the list if the umbrella organisation
 - is active at one or more locations at which Fontys is active and
 - the student associations pertaining to the umbrella organisation focus on a target group that is broader than students at one or several Fontys degree programmes, or study associations that focus on one specific study programme or a few specific study programmes, and which are only open to students of this study programme or these study programmes.

Article 9 – Incorporation of student organisations into the Fontys umbrella organisation

1. Student organisations, which are not study associations and do not belong to any of the umbrella organisations listed in Appendix 1, can submit a request to the Profiling Fund Committee to be included in the Fontys umbrella organisation up to and including the month of September in any year.
2. Student organisations must satisfy the following requirements:
 - a. the student organisation is an association with full legal capacity or a foundation that has been registered with the Dutch chamber of commerce;
 - b. according to its articles, the association or foundation focuses on the student community in the regions where Fontys is based;
 - c. the association's or foundation's purpose stated in its articles and actual activities are compatible with Fontys' objectives and are aimed at a target group more extensive than just the students of one or a few study programmes;
 - d. the student association is open to any student enrolled in one of the Fontys study programmes. A substantial number of members are enrolled in various Fontys study programmes.
3. The request to be eligible to be included in the Fontys umbrella organisation must be substantiated and must include the following details:
 - a. the address details of the organisation and of the contact person;
 - b. a description of the purpose and activities;
 - c. for a student association a specification of the number of fee-paying members as at 15 October of the academic year in which the request is submitted;
 - d. a copy of the articles and the most recent extract from the Chamber of Commerce.
4. If the student organisation meets the requirements set out in paragraph 2 the Board Membership Grants Committee will decide that the student organisation can be included into the Fontys umbrella organisation.

CHAPTER 4 ELIGIBILITY CONDITIONS TO BE MET BY STUDENT ORGANISATIONS IN RESPECT OF BOARD MEMBERSHIP GRANTS

Article 10 – Eligibility conditions to be met by student organisations in respect of board membership grants

1. A student organisation will be eligible for board membership grants if it meets the following conditions:
 - a. The student organisation falls under an umbrella organisation that has been recognised by Fontys. A study association must be a member of the Federation of Purple Study Associations (FPSA);
 - b. The student organisation is registered with the chamber of commerce as an association with full legal authority and current board members are registered at all times;
 - c. The student organisation has a code of conduct that is signed by each full board;
2. Study associations are required to meet the following additional conditions:
 - a. The study association must draw up an annual plan and an annual report that show which activities the study association has planned and organised;
 - b. The board of the study association must participate in the coaching activities organised by the Centre for Participation (*Centrum voor medezeggenschap*);
 - c. Changes to the board must take place at the beginning of the academic year, being September of the academic year in question at the very latest.
3. The following additional conditions apply for student organisations that fall under the Fontys umbrella organisation, as referred to in Article 9:
 - a. The student organisation must draw up an annual plan and an annual report that show which activities the student organisation has planned and organised;
 - b. If the student organisation is an association, it will provide a specification of the number of fee-paying members as at 15 October and a specification of the number of members that are enrolled as students at Fontys;
 - c. Changes to the board must take place at the beginning of the academic year, being September of the academic year in question at the very latest.
4. The student organisation will be expected to meet the requirements set out in these regulations and also the requirements elaborated on in the board membership grants procedure.

CHAPTER 5 ELIGIBILITY CONDITIONS TO BE MET BY STUDENTS IN RESPECT OF BOARD MEMBERSHIP GRANTS

Article 11 – Eligibility conditions to be met by students in respect of board membership grants

1. A student will be eligible for a board membership grant if he is enrolled at Fontys during the period in which he has a board position.
2. A student will waive his claims to graduation support as elaborated on in Chapter 3 of the Profiling Fund Scheme for the special circumstances on the grounds of which he was awarded a board membership grant.
3. A student will not receive a remuneration for his board membership, whether from the umbrella organisation in question or in any other manner.
4. A student must be registered with the chamber of commerce as a board member of the student organisation in question on 15 October of the academic year for which a board membership grant is being requested.
5. A student will be expected to meet the requirements set out in these regulations and also the requirements elaborated on in the board membership grants procedure.

CHAPTER 6 AMOUNT AVAILABLE FOR BOARD MEMBERSHIP GRANTS

Article 12 – Amount available for board membership grants

1. A student organisation will be categorised as small, medium or large, depending on the number of fee-paying members it has (see the board membership grants procedure). The category determines the amount of the board membership grant available per board member. Board members of a student organisation that falls under the Fontys umbrella organisation will only be eligible for a board membership grant if the student organisation in question has organised a sufficient number of different activities (see the board membership grants procedure).
2. A maximum amount of € 8,000 will be available for board membership grants per student organisation. A maximum of € 2,000 may be awarded to each board member.
3. The amount available to a study association for board membership grants per academic year will be based on the number and types of activities the study association organises (see the board membership grants procedure).
4. The amount for which board members are eligible will be based on the annual report of the study association and the actual activities performed.
5. The amount available will be divided equally among the board members of the study association, unless the board of the study association determines that the amount available is to be divided otherwise. In this situation, the division envisaged will be communicated in writing, signed by the full board, in accordance with the provisions of Paragraph 3 of this article.¹
6. An amount of € 1,200 will be available for the board of a recognised umbrella organisation, as listed in Appendix 1.

CHAPTER 7 APPLYING FOR A BOARD MEMBERSHIP GRANT

Article 13 – Applying for a board membership grant

1. A student will submit his application for a board membership grant in line with the schedule and method described in the board membership grants procedure.
2. If the code of conduct referred to in Article 10(1) is found to have been violated, the Board Membership Grants Committee may impose sanctions, including the suspension or revocation of board membership grants.

Article 14 – Decision on application for board membership grant

1. The Board Membership Grants Committee will decide on the application for board membership grant.
2. The decision will be one of the following:
 - a. an acknowledgement that the board activity is eligible for an allowance in the form of a board membership grant;
 - b. a rejection of the application;
 - c. a declaration of inadmissibility, because an incomplete application was not or insufficiently supplemented within the specified period, or the application was submitted after the deadline.
3. The decision will be substantiated and communicated in writing to the student, which communication will mention the option to file a complaint and the period for doing so.

Article 15 – Amount and payment of support

1. The amount of the board membership grant per academic year will be a maximum of the amount stated in Article 12.

¹ In academic year 2021-2022, board membership grants must be divided equally among board members.

CHAPTER 8 CONCLUDING PROVISIONS

Article 16 – Hardship clause

In highly exceptional circumstances - this being at the Board Membership Grants Committee's discretion - in which the application of this scheme were to result in extreme unfairness, the Board Membership Grants Committee may derogate from these regulations in the student's favour.

Article 17 – Complaint – request for reconsideration

1. If the student concerned does not agree to decisions made by the Board Membership Grants Committee pursuant to this scheme, he can lodge a complaint with the Executive Board, Legal Affairs Department, PO Box 347, 5600 AH Eindhoven or by e-mail to Studentenloket-beroep-bezwaar-klacht@fontys.nl. This must be done within six calendar weeks of the decision being communicated.
2. If a study association disagrees with the amount available to it based on its unique activities, it can make this known to the Board Membership Grants Committee, providing reasons for its disagreement and requesting the committee to reconsider its decision. The Board Membership Grants Committee will decide whether it is possible to review the amount awarded based on the reasons provided.

Article 18 – Adoption and amendments

These regulations were adopted by the Executive Board on 8 June 2021. The student component of the CPC gave its consent on 24 June 2021.

These regulations may be amended by the Executive Board. A decision to amend the regulations will require the prior consent of the student component of the CPC.

Article 19 – Unforeseen cases

In all cases not provided for by these regulations, and in the event of a difference in interpretation of one or more provisions of these regulations, the Board Membership Grants Committee will decide.

Article 20 – Entry into force and official title

These regulations were adopted in 2021 and will enter into force on 1 September 2021.

This scheme may be cited as Regulations on Board Membership Grants.

Fontys University of Applied Sciences
Education & Research Department
Legal Affairs
PO Box 347
5600 AH Eindhoven

Appendix 1 – List of umbrella organisations

Eindhoven:

Compositum

ESSF Eindhoven Student Sport Federation

Fontys umbrella organisation

SCALA

Tilburg:

FOSST

SOTS