

The Student Parliament of the University of St. Gallen decides:

Regulations on the Social and Cultural Fund of 05 May, 2011

From Student Parliament approved on 05 May 2011, in force on 01 June 2011 and updated on 01 June 2015

The University of St. Gallen student parliament approved based on Art. 16 para. 2 lit. a of the statutes of the student union of the University of St. Gallen of 03 March 2011 the Regulations on the Social and Cultural Fund.

General provisions

Art. 1 Fund

The Student Union of the University of St. Gallen performs under the name "Social and Cultural Fund of the University of St. Gallen" a dedicated fund with its own administration and its own accounts.

Art. 2 Purpose

¹ The Fund has the purpose of supporting and improving the social situation of HSG students with a valid student ID and their children, and supporting activities that all students are in principle open to participate in.

² By:

a Financial support of student activities within the purpose of the Fund;

[b] ...

c Support of the loan and scholarship fund of the University;

[3] ...

Art. 2bis Contact Point

¹ The Social and Cultural Fund and the Fund Supporting Student Involvement together have a contact point that receives the incoming requests. After consultation, the requests get forwarded to the president of the competent fund.

² The contact point comprises the Chairman for Culture and the Chairman for Finance of the Student Union.

I. Resources

Art. 3 Income

¹ The account of the Fund is made up of:

a Individual voluntary semester fees of students;

b Investment income;

c Dividends from activities within the meaning of Art. 2 lit. a;

d Extraordinary contributions.

² Any account surpluses are assigned to the assets.

Art. 4 Specific Donations

Specific donations are reported separately in the accounts. Such funds may only be spent on other purposes with consent of the donor.

II. Individual Semester Fee

Art. 5 Amount

The voluntary semester contribution to the social and cultural fund are CHF 12

Art. 6 Encashment

The individual semester fee will be charged together with the remaining tuition fees, but are shown separately.

III. Social Commission

Art. 7 Tasks

The Social Commission manages the funds of the Fund.

Art. 8 Composition and Quorum

¹ The Social Commission shall be composed of:

- a The Student Union Culture Board Member responsible for associations as President;
- b The Student Union Finance Board Member as accounting officer
- c Two to four members of the Student Parliament

² The term of office of the Social Commission corresponds to the fiscal year of the Student Union.

³ The quorum requires the presence of the President, the accounting officer, at least two selected members of the Student Union, as well as one member of the control committee of the Student Union (GPK)

Art. 9 Presidency

The President of the Commission prepares the meetings and carries out the decisions. He represents the Commission to the outside. He ensures the fulfilment of accountability and information obligations by the Commission pursuant to Art. 11 and Art. 12.

Art. 9bis Accounts

Accounting is the responsibility of the Student Union Finance Board Member. He assures the balance of revenue and expenditure of funds, and complete all tasks associated with accounting, that per this regulation, have not been assigned to others.

Art. 10 Meetings

¹ Meetings will be held:

- a In a presidential order;
- b At the request of at least two members of the Commission;
- c By decision of the Commission;
- d At the request of the Student Parliament or of the Executive Board.

² The President invites by writing (letter or email). The invitation must be sent no later than seven calendar days before the meeting is to be carried out.

Art. 11 Accountability Report

¹ The President of the Commission must provide an annual accountability report at the end of each fiscal year, at the last regular meeting of the Student Parliament.

² The annual report provides information on the contributions and donations and their uses, on measures adopted, as well as other decisions or events relating to the Fund.

³ The Student Parliament may require extraordinary financial reports during the semester.

⁴ The President of the Commission must maintain a list of all contributions and awarded funds of the past five years.

⁵ The Student Union Finance Board Member keeps statistics on the development of the assigned student contributions.

Art. 12 Communication

¹ Decisions, extracts of the ordinary business report and statistics will be published on the communication channels of the Student Union.

² The President shall ensure that transparency is promoted by more communication and the use of new communication channels.

³ To promote communication within the Committee, the Student Parliament and to potential applicants, a practical guideline will be established and maintained.

[4] ...

Art. 12bis Dispositions

- ¹ The President is responsible for the editing/writing and communication of the dispositions.
- ² Dispositions are to be marked as such, to be in written form and to be provided with an explanation of rights of appeal. Moreover, it has to be indicated that potential gains have to be refunded and that the decision is to be published.
- ³ The explanation of rights of appeal has to name the lawful ordinary appeal, the appellate court and the period for appeal.

[Art. 13] ...

IV. Allocation of funds

Art. 14 Requests

- ¹ Applications for grant funds from the Social and Cultural Fund can be made by individual students, accredited associations and commissions, initiatives, the board of the Student Union and university-related legal entities.
- ^{1bis} Applications for university courses and activities, where the students bear a portion of the costs themselves are precluded.
- [2] ...
- [3] ...
- ⁴ The applications are to be submitted in writing to the Contact Point and must include the purpose of the grant as well as the exact amount required.
- ^{4bis} Past or current financial, ideational, personal or organizational relations to an accredited student association must be declared. Members of the commission can demand further information from the applicants or third parties.
- ⁵ All confidential information of requests are to be treated confidentially by the members of the social commission.

Art. 15 Purpose of Utilization

- ¹ The grants from the Social and Cultural Fund can be used for non-repayable support, loans or deficit guarantees. Continuing obligations are excluded.
- [2] ...
- ³ Loans bear interest usually at the fixed interest rate of the commission.
- ⁴ Assistance to individual projects or teams may be granted only to the extent necessary to balance the budget. If at closing, the bill results in a surplus, the Fund must be reimbursed up to the amount of the grant.
- ⁵ The application for a deficit guarantee can only occur during one's own budgeting phase, due to the principle that balanced budgets are provided. One must discuss the risks of realization of a deficit. The Culture and Social Fund is generally to be included with 40% participation in potential surpluses.
- ⁶ Applicants have to provide the Social Commission any required documents and records available, but at least they must provide a budget and an organizational chart.

Art. 16 Decisions

- ¹ The decision on a grant up to CHF 5'000 is responsibility of the Social Commission. For approval, one must attain a majority of those present. If there is none, the Chairman has the casting vote.
- ^{1bis} All those members who could have a personal interest in the decision or are in connection to the applicant must recuse themselves. For the determination of the quorum they are considered absent.
- ^{1a} Excluded are nursery requests according to Art. 17 of the Regulations. The Social Commissions takes the decision about those requests, regardless of the amount of the grant.
- ² For larger grants or in case of no quorum, the Student Parliament shall make the decision. The Commission shall present this request for approval or rejection of the application and will inform about recusal reasons.
- [3] ...
- ⁴ Applicants will be invited to the relevant meetings and consulted.
- ⁵ The Social Commission shall maintain a public guide explaining their practice.

Art. 17 Day-care Amounts

In justified cases, the Social and Cultural Fund pays half of the contributions per child in a day-care centre.

Art. 17bis Study Support

¹ No scholarships or study loans are granted from the Fund. In exceptional cases only, a one-time emergency financial aid of up to 5,000 CHF can be granted.

² In order to be eligible for a one-time emergency financial aid, the applicant has to fulfil the following criteria:

- a The applicant must meet the same criteria for a request for financial support of the Fund for Scholarships and Grants (DSR), where the applicant must have had submitted a request that was denied or was not fully financed at an earlier point in time.
- b When it comes to a request, the Social Commission is permitted to demand an evaluation by the Fund for Scholarships and Grants (DSR) or the Specialist Unit for Study Financing; and
- c The request contains at least the identical documents that had been submitted to the Fund for Scholarships and Grants (DSR).

Art. 18 Control

¹ The Social Commission and the Control Committee may request at any time insight into the relevant documents and data.

^{1bis} Provided a grant is linked to conditions or requirements, it must be proved to the Social Commission, that prior to payment, all conditions are met at the time. In deficit guarantees, the payment is made only after the Social Commission has approved the final accounting

² If there are indications that funding was used contrary to the agreed upon terms or conditions, or counter to the purpose of the Fund, the Social Commission may issue additional terms and conditions.³ Repeated violations of terms and conditions, or if it becomes apparent that the funds were granted due to the presentation of untrue statements, may result in the Commission deciding to reclaim the funds. These become due immediately.

⁴ The decisions of the Social Commission in the sense of this article are made with a simple majority. The walkout grounds of Art. 16 para. 1bis apply equivalently.

V. Supervisory Authority and an Accounting Audit**Art. 19 Supervisory Authority**

¹ The primary supervision of the Commission's activities shall be undertaken by the GPK.

² Invitations to meetings of the Social Commission shall also be sent to the GPK.

³ The GPK, represented by at least one member, takes part in the meetings of the Social Commission in a consultant function and ensures adherence to the Regulations on the Social and Cultural Fund.

Art. 20 Financial Audit

¹ The audit of the accounts for Social and Cultural Fund is subject to the provisions of the Financial Regulations of the Student Union.

[²] ...

³ If funding for a project or a club, loans or guarantee deficits are open, the applicant's balance sheet must be controlled by the GPK. Its report must be enclosed with the accounts.

Paul Sailer

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Actuary of the Student Parliament

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