

Recognition and Facilities Regulations for Student Organisations 2020

Most recently adopted by the Executive Board in its decision dated September 2020, with due observance of the University Council's recommendation dated 2 July 2020. These regulations will replace the Recognition and Facilities Regulations for Student Organisations 2016, and will enter into force on 1 September 2020.

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Section I – Recognition and registration of student organisations

Article 1.1 – General stipulations

1. Recognition or registration of a student organisation is a token of appreciation expressed by Erasmus University Rotterdam's Executive Board for the organisation's positive - direct or indirect - contribution to the university community and/or the university itself.
2. In respect of the granting of facilities, there are recognised student organisations at EUR as well as registered ones. The differences between a recognised and a registered student organisation can be found in article 2.1 and article 2.2. The different conditions to be recognised or registered, can be found in article 1.2. The conditions for registration are less strict, because the facilities are also less extensive for these organisations.
3. Student organisations may be recognised or registered in one of the following categories:
 - a. Organisations of a socially unifying nature
 - b. Educationally complementary organisations
 - c. Sports organisations
 - d. Other organisations, including but not limited to the following:
 - Cultural organisations (relating to art and culture)
 - Ideological organisations
 - Student organisations engaging in administrative or socially-oriented activities that the Executive Board deems to be of importance to the institution.
4. A section of a student organisation and this student organisation in its entirety cannot both be recognised or registered.

Article 1.2 – Conditions governing recognised and registered student organisations

1. Student organisations whose objective is a commercial one and/or engaging in predominantly commercial activities are not eligible for recognition or registration.
2. The relevant organisation must be a legal entity, and must have been in existence for at least one year (for registration) or for two years (for recognition), as evidenced by the articles of association in force at the relevant foundation or association, which must be drawn up and signed by a civil-law notary practising in the Netherlands. A student organisation that is not a legal entity in itself but that forms part of a nationwide organisation may be eligible for registration if it is able to demonstrate that it holds a sufficiently established and identifiable position in this nationwide organisation.
3. As evidenced by its articles of association, the organisation's objective and activities clearly demonstrate that it mainly focuses on students enrolled at EUR;
4. The organisation must be able to demonstrate that it occupies a unique position in EUR's student community and therefore cannot engage in its activities in connection with any other student organisation at EUR;
5. In addition, the organisation is obliged to perform the following duties on an annual basis:
 - a. if the organisation is an association: maintaining an annual administrative record of the members who pay a contribution;

- b. providing and publishing a programme of activities whose purpose is to attain the organisation's own objective as laid down in the articles of association;
 - c. publishing the annual report on the organisation's own website;
 - d. compiling the annual financial report (profit & loss account and balance sheet) based on sound financial administration, which clearly demonstrates that the organisation recruits sufficient revenue to keep itself afloat.
6. The articles of association in force at the relevant foundation or association must state that the majority of committee members are enrolled as students at EUR;
 7. A number of additional conditions apply to each category in order to be eligible for recognition:

Type of organisation	Additional condition(s) for each category
Associations of a socially unifying nature (with members)	These associations must comprise at least 100 members who pay an annual contribution and are enrolled as students at EUR.
Associations affiliated with the <i>Rotterdamse Kamer van Verenigingen</i> (Rotterdam Associations Committee)	These are recognised without being obliged to take the number of members into account.
Organisations active as representatives that promote the interests of at least five recognised student organisations	These are recognised without being obliged to take the number of members into account.
Foundations of a socially unifying nature (without members)	These must be able to demonstrate that they provide services to a substantial number of students at EUR.
Educationally complementary organisations	<p>These associations must comprise at least 100 members who pay an annual contribution and are enrolled as students at EUR.</p> <p>The following organisations in this category are recognised without being obliged to take the number of members into account:</p> <ul style="list-style-type: none"> • student and faculty associations whose educationally complementary nature is recognised by the faculty; to this end, the relevant organisation must submit a written statement from - in any event - one Dean of a faculty as evidence of endorsement of the organisation's educationally complementary nature; • organisations that concentrate on utilising the knowledge that students have acquired for societal objectives and that are not recognised by a faculty; to this end, the organisation must clarify the way in which the knowledge acquired through education is utilised.

Sports associations	If these associations comply with the criteria for recognition by Erasmus Sport, as evidenced by a written statement of recognition from Erasmus Sport.
Other student organisations	<p>These associations must comprise at least 50 members who pay an annual contribution and are enrolled as students at EUR.</p> <p>The following organisations in this category are recognised without being obliged to take the number of members into account:</p> <ul style="list-style-type: none"> • ideological student organisations affiliated with a local or national umbrella organisation; • foundations engaging in administrative or socially-oriented activities that the Executive Board deems to be of importance to the institution.

8. Organisations are not (yet) obliged to comply with all the relevant conditions to be eligible for registration. They must comprise at least 80% of the number of members specified in paragraph 7.

Article 1.3 – Procedure for applying for recognition or registration

1. The relevant student organisation must submit its request for recognition or registration to the Executive Board in writing, for the attention of the Head of Student Facilities at the Education & Student Affairs Department (E&S) at office.es@eur.nl. When submitting its request, the relevant organisation must specify the student organisation category in which it classifies itself, as referred to in Article 1.1.3.
2. Requests for recognition or registration must be accompanied by the following documents at the very least:
 - a. the articles of association in force at the relevant foundation or association, drawn up and signed by a civil-law notary practising in the Netherlands;
 - b. a list (in digital form) of members paying contributions who are enrolled as students at EUR, which must in any event include their names and student numbers. Foundations must provide information to demonstrate the number of students at EUR to whom the organisation provides services;
 - c. proof of the organisation's registration in the Commercial Register of the Chamber of Commerce, thereby stating the current composition of its committee;
 - d. its most recent annual activities programme;
 - e. its most recent annual report;
 - f. its most recent annual financial report (profit & loss account and balance sheet);
 - g. depending on the category: all remaining documents that demonstrate that the relevant organisation complies with the conditions specified in Article 1.2 paragraph 7.

- h. A copy of the General Code of Conduct for Student Organisations at Erasmus University Rotterdam, signed by the board of the organisation.
3. If a student organisation submits a request for recognition or registration, this automatically constitutes a declaration that it adheres to the General Code of Conduct for Student Organisations at Erasmus University Rotterdam.
4. The Executive Board must arrive at its decision - thereby stating the reasons - no later than 6 weeks subsequent to the date on which the request was submitted, and it may depart from the status and category requested by the relevant student organisation in the aforesaid decision. The Executive Board must notify the relevant student organisation of its decision in writing.

Article 1.4 – Procedure for amending or discontinuing recognition or registration

1. The relevant student organisation must notify the Executive Board - for the attention of the Head of Student Facilities at the Education & Student Affairs Department (E&S), at office.es@eur.nl, and in any event in writing - of any changes in the nature of the student organisation or in its name, or if it renounces its recognition or registration status.
2. If a student organisation no longer complies with the criteria specified in Article 1.2 of these regulations, the Executive Board will resolve to revoke its recognition or registration status, with due observance of the procedure specified in Article 1.5 paragraph 3. The Executive Board must notify the relevant student organisation of its decision in writing.
3. If the Executive Board resolves to revoke the recognition status, use of all rights and facilities obtained pursuant to this status must terminate no later than two months subsequent to receipt of notification of the Executive Board's decision.
4. The Executive Board may also resolve to (temporarily) revoke the recognition or registration status if, in the Executive Board's opinion, a student organisation fails to adhere to the General Code of Conduct for Student Organisations at Erasmus University Rotterdam, or if it is guilty of socially unacceptable conduct or otherwise damages the university's good name. In its decision to revoke the recognition or registration status, the Executive Board must determine the period of time in which use of all rights and facilities obtained pursuant to this status will be terminated. The Executive Board must notify the relevant student organisation of its decision in writing, and must send a copy of this decision to the University Council for informative purposes.

Article 1.5 – Evaluation of student organisations' status

1. Recognised and Registered student organisations must submit a written request for renewal of their recognition or registration status to the Executive Board once every five years. To this end, they must in any event submit the most recent version of their articles of association, signed by a civil-law notary, and the list of members or the information specified in Article 1.3 paragraph 2.
2. The Head of Student Facilities at E&S must notify the relevant student organisations in respect of renewal of their recognition or registration status no later than two months prior to the month in which such renewal must be requested.
3. If it emerges from this evaluation that a student organisation no longer complies with the criteria for recognition or registration, this organisation will be granted one year to rectify the matter by complying with the aforesaid criteria. If the organisation still fails to comply with the criteria after one year, the Executive Board will revoke the relevant

student organisation's recognition or registration status. The Executive Board must notify the relevant student organisation of its definitive decision in writing.

4. On behalf of the Executive Board, the Head of Student Facilities at the Education & Student Affairs Department (E&S) may also conduct an interim evaluation to ascertain whether a student organisation designated as a recognised or registered student organisation at Erasmus University Rotterdam still complies with the criteria specified in Article 1.2 of these regulations. The relevant student organisation to be evaluated is obliged to provide the information requested within 6 weeks. If the student organisation fails to provide the aforesaid information within the period of time specified, the Executive Board will revoke the relevant student organisation's recognition or registration status. The Executive Board must notify the relevant student organisation of its definitive decision in writing.
5. If a registered student organisation wish to change their status to recognised, they need to fulfil the requirements for recognised organisations as stated in article 1.7. They can submit a written request to change their status to the Head of Student Facilities at the Education & Student Affairs Department (E&S).

Section II – Facilities available to student organisations

Article 2.1 – General facilities available to recognised and registered student organisations

1. All recognised and registered student organisations may take advantage of facilities services and publicity-related support.
2. The facilities services available to the aforesaid organisations comprise the following:
 - a. making occasional use of lecture rooms or meeting rooms (free of charge) in accordance with EUR's internal rules and the 'Voorwaarden evenementen en zaalreserveringen' (Conditions governing events and room reservations), insofar as such rooms are available. If use of such rooms entails any additional charges, e.g. for cleaning or additional facilities, these charges are payable by the relevant organisation.
 - b. internal postal facilities (free of charge) and external postal facilities (to be paid for)
3. The publicity-related support available to the aforesaid organisations comprises the following:
 - a. a booth during Open Days and other informative events for prospective students (free of charge);
 - b. an invitation to attend the opening of the academic year; and
 - c. an invitation to attend the Dies Natalis.
4. In respect of utilising facilities services in the shape of occasional use of rooms on Campus Woudestein, the relevant student organisation must submit a brief request - in writing and stating the reasons - to the Executive Board, for the attention of the Real Estate Planning Manager at the Real Estate & Facilities Department. In respect of obtaining facilities services in the shape of postal facilities on Campus Woudestein, the relevant student organisation must submit a brief request - in writing and stating the reasons - to the Executive Board, for the attention of the Documentary Information Manager at the Real Estate & Facilities Department. In respect of utilising the facilities

services as specified in paragraph 2 at Erasmus MC, the relevant student organisation must submit a brief request - in writing and stating the reasons - to the Education Services Centre Manager at Erasmus MC.

5. In respect of utilising the publicity-related services, the relevant student organisation must submit a brief request - in writing and stating the reasons - to the Executive Board, for the attention of:
 - a. the director of the Marketing & Communication Department, for use of a booth as specified sub a. in paragraph 3 of this Article;
 - b. The Beadle's Office for the invitations specified sub b. and c. in paragraph 3 of this Article.
6. The Executive Board must arrive at its decision - thereby stating the reasons - no later than 6 weeks subsequent to the date on which the relevant request was submitted. The Executive Board must notify the relevant student organisation of its decision in writing. The previous sentence also applies if the decision must be taken by the Education Services Centre Manager at Erasmus MC.
7. Recognised student organisations may include the following (Dutch) text in their communications: 'xxx is een erkende studentenorganisatie van de <EUR Logo>'. The English version of this text runs as follows: 'xxx is a recognised student organisation at <EUR Logo>'.
8. Registered student organisations may include the following (Dutch) text in their communications: 'xxx is een geregistreerde studentenorganisatie van de <EUR Logo>'. The English version of this text runs as follows: 'xxx is a registered student organisation at <EUR Logo>'.
9. Recognition or registration as a student organisation at EUR does not entitle any such organisations to use the EUR logo or EUR's official house style.

Article 2.2 – Exceptional facilities exclusively for recognised student organisations

1. A recognised student organisation may submit a request to the Executive Board, for the attention of the director of the Marketing & Communication Department - in writing and stating the reasons - for advice relating to press and media contacts.
2. A recognised, faculty-related and educationally complementary student organisation may submit a request to the Executive Board, for the attention of the Dean of the relevant faculty - in writing and stating the reasons - for office space to be paid for by the faculty. The granting of such request depends on the relevant faculty's options for accommodation. Charges for the means of communication required for the working space are payable by the relevant student organisation.
3. The other recognised student organisations without any accommodation of their own outside Campus Woudestein, Campus EUC, Campus ISS or Erasmus MC may submit a request to the Executive Board, for the attention of the Campus Services Manager at the Real Estate & Facilities Department - in writing and stating the reasons - for (shared) office space (free of charge) on Campus Woudestein for use in accordance with EUR's internal regulations and the rules for use. The granting of such request depends on EUR's options for accommodation for general use. The (shared) office space will be placed at the relevant student organisation's disposal for as long as this organisation is able to demonstrate its need for such space. Charges for the means of communication required for the working space are payable by the relevant student organisation. Each

student organisation utilising (shared) office space at EUR is obliged to adopt measures relating to internal company emergency response services, and in this connection, it must collaborate effectively and efficiently with EUR. In respect of use of office space at Erasmus MC in accordance with the internal regulations in force at Erasmus MC, such recognised, non-faculty-related student organisations without any accommodation of their own outside Campus Woudestein or Erasmus MC must address their request to the Dean at Erasmus MC.

4. Recognised student organisations may submit an application for an administrative grant and administration exempt from tuition fees based on the Regulation Financial Support Fund – Board membership grants for student organisations and the Regulation Financial Support Fund – Tuition fee exemption.

Section III - Final stipulations and transitional provisions

Article 3.1 – Authorisation

1. The Executive Board authorises the Head of Student Facilities at the E&S Department to grant Recognised and Registered Student Association status and to sign the letters of recognition.
2. The Executive Board authorises the officers specified in Articles 3.2 and 3.3 to implement Section 3 of the Recognition and Facilities Regulations for Student Organisations.

Article 3.2 - Interpretation and discretionary powers of the Executive Board

1. In cases relating to matters dealt with in these regulations that are not actually provided for in these regulations, or in the event that these regulations may be interpreted in several ways, the decision shall rest with the Executive Board.
2. The Executive Board may grant a student organisation the status of 'Recognised or Registered Student Organisation at Erasmus University Rotterdam' on grounds other than its compliance with the conditions specified in Article 2.2.

Article 3.3 - Management of the regulations and the register

1. These regulations are under the management of the Education & Student Affairs Department.
2. The Head of Student Facilities at E&S must maintain a register of the recognised student organisations as well as a register of the registered student organisations. These registers must be posted on the EUR website. Officers authorised to make decisions on the granting of facilities may rely on these registers.

Article 3.4 - Translation

1. If these regulations have been translated into English, and if this English translation conflicts with the original Dutch text, the Dutch version shall prevail.

Article 3.5 - Publication

1. The Executive Board must post these regulations on the university website.

Article 3.6 - Entry into force

1. These regulations will enter into force on 1 September 2020.

Article 3.7 - Official title

1. The official title of these regulations is: Recognition and Facilities Regulations for Student Organisations 2020.
2. The title of these regulations is abbreviated as: Recognition Regulations 2020.

Article 3.8 - Applicable law

1. These regulations are exclusively governed by Dutch law.