Guidelines for Student Union Board Members

Central European University
Budapest, Hungary
2014
# List of Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF</td>
<td>Academic Forum</td>
</tr>
<tr>
<td>AY</td>
<td>Academic Year</td>
</tr>
<tr>
<td>ARCS</td>
<td>Alumni Relations and Career Services</td>
</tr>
<tr>
<td>BFO</td>
<td>Budget and Finance Office</td>
</tr>
<tr>
<td>COO</td>
<td>Chief Operating Officer</td>
</tr>
<tr>
<td>ICF</td>
<td>International Cultural Festival</td>
</tr>
<tr>
<td>SLO</td>
<td>Student Life Office</td>
</tr>
<tr>
<td>SU</td>
<td>Student Union</td>
</tr>
<tr>
<td>SUA</td>
<td>Student Union Assembly</td>
</tr>
<tr>
<td>SUB</td>
<td>Student Union Board</td>
</tr>
</tbody>
</table>
# Table of Contents

List of Abbreviations............................................................................................................. ii

Section 1: The CEU Student Union ....................................................................................... 1

Section 2: Timeline for the Year............................................................................................ 2

Section 3: Election and Tasks of SUB Members.................................................................... 3

  3.1 Tasks of the SU President ............................................................................................ 4
  3.2 Tasks of the SU Vice-President .................................................................................. 4
  3.3 Tasks of the SU Secretary ......................................................................................... 4
  3.4 Tasks of the SU Treasurer ......................................................................................... 4
  3.5 Tasks of the 5 SU General Board Members ............................................................... 5

Section 4: Student Union Office Operational Guidelines ....................................................... 5

Section 5: Student Union Budget Guidelines........................................................................ 7

Section 6: Student Clubs and Groups (Registration Process) ................................................. 9

  6.1. Student Clubs and Group Registration Application In-House Procedure ..................... 9

Section 7: SU Funding ........................................................................................................ 10

  7.1 SU Funding Application In-House Procedure ............................................................ 11

Annex I: SU Clubs and Groups Registration Packet .......................................................... 142

Annex II: SU Funding Packet............................................................................................ 164
Section 1: The CEU Student Union

The CEU Student Union (SU) is the self-government of all students enrolled at CEU. Every year the students of various programs elect their representatives to the SU Assembly (SUA). The Assembly is the highest decision-making body of the SU and it provides representation in matters of academic, administrative and/or disciplinary nature. Nine members of the Assembly are elected to be the SU Board (SUB). The Board is the main decision-making body between Assembly meetings and is the key executive body of the Union.

The function of the SU is twofold. On the one hand, it represents a respected partner of the CEU Administration in the decision-making and policy-shaping process. This is achieved through students’ representation in the University structures, including the Senate and other Committees. At the same time, the SU prepares policy and position papers on pertinent issues, which are then sent to, and discussed with, the leadership of the University. These issues range from student stipends, to dorm regulations, to research and travel grants and opening a new student bar on the main campus.

On the other hand, the SU actively works towards making the student experience at CEU memorable through organizing numerous activities and supporting students’ initiatives. The SU operates a budget that is largely invested in enriching the social and academic life at CEU. With the help of Student Life Office and other administrative units, the SU helps organize the International Cultural Festival, the Spring Ball, and numerous parties and sport events. SU also provides support for the many student clubs and groups at CEU.
### Section 2: Timeline for the Year

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1, 2014</td>
<td>Academic Year Begins</td>
</tr>
<tr>
<td>September 15-26, 2014</td>
<td>Student Union departmental elections</td>
</tr>
<tr>
<td>October 2, 2014</td>
<td><strong>First SUA meeting</strong> and nomination of the SUB, the SU Representatives to CEU Bodies, and SU Supervisory Committee</td>
</tr>
<tr>
<td>October 8, 2014</td>
<td><strong>SU elections</strong>: (N9 Octagon, at noon)</td>
</tr>
<tr>
<td>October 10, 2014</td>
<td><strong>SUB meeting</strong>: Decide on the Annual Plan of Events and draft a budget to be presented to the SUA</td>
</tr>
<tr>
<td></td>
<td>By Friday, October 10, 2014 SUB must inform the Rector’s Office and the SLO of the names of the SU Representatives to the CEU Bodies</td>
</tr>
<tr>
<td>November 5, 2014</td>
<td><strong>Second SUA meeting</strong>: Adoption of the Annual Plan of Events and the SU budget; vote to adopt all SU Ad-Hoc Committees; delegation of Committees</td>
</tr>
<tr>
<td>November, 2014</td>
<td><strong>ICF planning should begin</strong></td>
</tr>
</tbody>
</table>
| December 2014         | Inform students about the International Cultural Festival (participants can bring clothes, beverages, etc. from their home country)  
                        | Start planning Candigram for Valentine’s Day                                          |
| January 19-24, 2015   | **ICF**                                                                           |
| January, 2015         | Start planning the Spring Ball                                                    |
| February 13, 2015     | Candigram & Ice Skating                                                           |
| May 9, 2015           | Spring Ball                                                                       |
| May 23, 2015          | Sports Day                                                                        |
| June 21, 2015         | Graduation                                                                        |
| July 31, 2015         | Academic Year Ends                                                                |
|                       | The fiscal year ends also (the SU Budget for 2014-2015 is closed)                 |
Section 3: Election and Tasks of SUB Members

The election of the SU Board and Committee representatives takes place at the first SU Assembly meeting (near the end of September). The election of the Board is done by secret ballot. The ballots are already designed and are on the SU P-drive. The person with the majority of votes wins.

The positions that should be voted on at the first Assembly meeting are: SU President, SU Vice-President, SU Secretary, SU Treasurer, and 5 General Board Members. Additionally, the Assembly must vote for representatives for the following CEU Committees:

<table>
<thead>
<tr>
<th>Elections for the CEU Bodies for Academic Year 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senate representatives</td>
</tr>
<tr>
<td>MA 1:</td>
</tr>
<tr>
<td>MA 2:</td>
</tr>
<tr>
<td>PhD:</td>
</tr>
<tr>
<td>Academic Forum</td>
</tr>
<tr>
<td>1 representative</td>
</tr>
<tr>
<td>Quality Assurance Committee</td>
</tr>
<tr>
<td>1 representative</td>
</tr>
<tr>
<td>Grievance Committee¹</td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>+ 3 Ad-hoc members:</td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>Disciplinary Committee</td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>+ 3 Ad-hoc members:</td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>Library Committee</td>
</tr>
<tr>
<td>1 representative</td>
</tr>
<tr>
<td>Computer Committee</td>
</tr>
<tr>
<td>1 representative</td>
</tr>
<tr>
<td>Sustainability Advisory Committee</td>
</tr>
<tr>
<td>1 representative</td>
</tr>
<tr>
<td>Committee on Strategic Development</td>
</tr>
<tr>
<td>1 representative</td>
</tr>
<tr>
<td>University Doctoral Committee</td>
</tr>
<tr>
<td>1 representative</td>
</tr>
<tr>
<td>Senate representatives</td>
</tr>
<tr>
<td>MA 1:</td>
</tr>
<tr>
<td>MA 2:</td>
</tr>
<tr>
<td>PhD:</td>
</tr>
<tr>
<td>Academic Forum</td>
</tr>
<tr>
<td>1 representative</td>
</tr>
<tr>
<td>“HOOK” contact (HOOK, roughly translated, is like a national association of Student Unions in Hungary; this representative must be a student who speaks Hungarian; s/he reads emails or post that is sent from HOOK)</td>
</tr>
<tr>
<td>PhD “HOOK” rep (representative to the National Organization of PhD students in Hungary; this representative should be a student who speaks and reads Hungarian)</td>
</tr>
</tbody>
</table>

¹ For the Grievance and Disciplinary Committees please see the Code of Ethics Article 19-22
http://documents.ceu.hu/documents/p-1009-1v1402-0
The tasks of those elected to represent the SU in CEU Bodies are described in the Handbook for SU Assembly Members (available on the SU website). Some of the tasks of the SU Board are listed below.

**Useful Tip:**
- We had one instance of a tie for one of the positions listed above. We solved this by having the Assembly vote again, but just for the two candidates who tied. We did the voting through email (through GW only!) so we did not have to call an entire Assembly meeting again.

### 3.1 Tasks of the SU President

The SU President, in general, is in charge of overseeing the day-to-day activities of the SU. Besides chairing meetings and creating SUA/SUB agendas, the President officially represents the SU. This may include, among others, representing the student body to the Administration of CEU, to other universities, and in any public forum. Additionally, the President is responsible for carrying out the decisions of the SUA, making decisions between SUB meetings, and overseeing the SU budget.

More competencies of the SU President can be found in Article 5(4) of the SU Constitution.

### 3.2 Tasks of the SU Vice-President

The SU Vice-President replaces the SU President when s/he is not able to fulfill his/her tasks.

More competencies of the SU Vice-President can be found in Article 5(5) of the SU Constitution.

### 3.3 Tasks of the SU Secretary

The SU Secretary is in charge of the inter-communication of the SU. Two of the main tasks of the Secretary are preparing documents for SUA/SUB meetings and taking minutes at these meetings.

More competencies of the SU Secretary can be found in Article 5(6) of the SU Constitution.

### 3.4 Tasks of the SU Treasurer

1. The SU Treasurer is responsible, along with the SU President, for the financial matters of the SU. The SU Treasurer prepares monthly financial reports (updates the SU budget plan) for the SUB and SLO and quarterly reports for the SUA. Additionally, the Treasurer is expected to meet with the SLO bi-weekly. The Treasurer must understand the SU Budget Guidelines (available on the SU website). More competencies of the SU Treasurer can be found in Article 5(7) of the SU Constitution.
2. All collected invoices have to be turned to the SLO.
3. The BFO keeps the books of the SU and provides official budget report.

Useful Tip:
- The Treasurer must meet with the SLO every two weeks on the main campus. Those interested in being the Treasurer should keep this travel time in mind.

3.5 Tasks of the 5 SU General Board Members
The tasks of the five General Board Members are decided upon by the SUB, which include event and media related tasks.

More competencies of the SU General Board Members can be found in Article 5(8) of the SU Constitution.

3.6 Tasks of the SU Assembly and SU Board Members
Among the above mentioned tasks SUA and SUB members are expected to contribute at least 5 hours assistance to the SLO around large scale events during the Academic Year.

SU members who contributed at least 5 hours assistance to the SLO, will receive a reference letter issued by the SLO.

Useful Tips:
- It is the task of the entire SUB to update the SU Handbooks at the last SUB meeting of the year. The updated Handbooks should be placed on the SU website and emailed to the SLO.
- The SU does have a print card and a quota of 1000 pages. The print card can only be used for SU purposes. If the quota runs out, a new quota can be bought from the SU Budget.
Section 4: Student Union Operational Guidelines

4.1 SU Office
The Student Union Office is located in …tba. The keys to the Student Union Office are placed at the Zrinyi 12 entrance reception. SUB members have access to the SU Office keys. Each entry is registered in a book by the receptionist (CEU ID card needed). After each entry students should return the key to the Zrinyi 12 entrance reception.

4.2 Printing Card
The Student Union ID card is necessary for printing. The Secretary is responsible for taking care of it. A 1000 pages printing quota is set for the Student Union account. Printing can be done from any computer to the multifunctional printers in the corridors. If the quota runs out, a new quota can be bought from the SU Budget. Printing with the Student Union card is available only for printing SU materials and not for individual/departmental purposes.
With further questions regarding printing, please contact the Help Desk near the computer labs, ext. 4545.

4.3 Phone and IT
There is a phone in the SU Office that can be used for internal calls within CEU, including Business School and the CEU Residence Center as well. SU Office can be also called on the ext.: 2196. If called from landline or mobile network the central 327-3000 number should be called first, followed by the extension.
The SU email address is studentunion@ceu.hu which is usually administered by the SU Secretary and/or the SU President. At the beginning of the AY SLO together with the IT provides the necessary proxy access to the SU email account.
Once the IT granted access to the SU account, SUB members can also access the SU P-drive on which SU materials can be found from previous years.

4.4 Project Planning
Planning of events must begin well in time, in case of large scale events at least two months prior to the event’s date. SLO must be informed about the approved projects -regardless if it was initiated by a student club or the SU- and organizer of the approved projects must consult with SLO before starting project implementation. The form from the Funding Packet should be used for such reporting, see Annex II (SU Funding Application Form).
The SUB or the SUA should approve project proposals on a rolling basis, and project must be described in details, e.g. date, time, place, estimated number of participants, expenditures per item, etc. In case a club is planning more than one activity during an AY, separate proposals must be filled for each project.
The BFO will reimburse only those invoices, payments that are in line with Hungarian laws and CEU existing policies, e.g. expenditures containing alcohol will NOT be reimbursed.
Exemption is the ICF where national products are introduced including a limited amount of drinks.

4.5 Room Booking

Neither students nor the SU can make any classroom or equipment booking. With such requests please contact the Student Life Office. Please note that bookings can be done one day prior to the event the latest. In order to make sure there are available spaces and equipment please plan your bookings in advance and contact the SLO at least 2-3 days prior to the planned event.
Section 5: SU Budget Guidelines

5.1 Budgeting Issues
The Student Union Assembly is asked to prepare a Budget Plan of the intended spending, the breakdown of the approved projects as detailed as possible for the Academic Year. The Budget must include budget lines for operational costs, activities, club activities, etc. There are recurring events e.g. ICF and Spring Ball, and there are new events every year.

This plan must be submitted to the Student Life Office and the Head of Budget and Finance Office for approval to ensure that the activities in the budget are in accordance with the applicable laws and the CEU Founding Charter and CEU internal regulations. The detailed plan should be finalized as soon as possible, preferably by the middle of October.

In AY 2014/2015 there is a total of EUR 20,000 available in the Budget of the Student Union. This amount covers all expenses that incur during the academic year including the 51% tax on benefits in kind. This means that the amount that can actually be spent on activities, purchases, etc. is around 13,000 EUR. The Budget Administrator is the Head of SLO, Janka József.

In addition, when planning for the year’s events, the SU Board should consider that some of the most important community events at CEU are organized under the auspices of the Student Life Office with important SU financial contribution. To continue organizing these events, which are also events that the majority of the student body participates, the SU should allocate funds for their organization. Last year, the amount of funds contributed by the SU for these events was 2800 EUR.

5.2 Financial Issues
All financial rules currently in force at CEU can be found in the Financial Guidelines – please find it on the http://documents.ceu.hu/ page for your convenience. Please note that CEU community members should login with their Novell ID and password at http://documents.ceu.hu/user to view all permissible documents.

Please find below a short summary of the general rules for your convenience – you are kindly asked to pay special attention to the following:

**Expenses**
- Only those expenses can be covered which are connected to an activity listed and approved in the Annual Budget Plan in advance, or approved by the SUA/SUB.
- In line with the Hungarian regulations, only original VAT invoices (‘áfás számla’) are accepted. The invoice should always be issued for the name and address of the university. Please use the following abbreviation for the Hungarian name of CEU (Közép-európai Egyetem):

  **KEE**
  1051 Budapest
  Nádor u. 9.
• The SLO will give instructions in case the invoice should be issued for another name and address. Please note that no simplified receipts (such as ‘blokk’ or ‘nyugta’) are accepted.

• All invoices should be submitted to the Budget Administrator within 5 working days of the issue date of the invoice but no later than May 27. The Budget Administrator checks and signs all relevant finance related forms and submits them to the Budget and Finance Office.

• In case the price of a service is exceeding the amount of net HUF 200,000, a contract/agreement between the service provider and the Central European University is needed. The Procurement Office is at your kind disposal in all these cases, SLO will make the necessary steps.

• Please consider that the preparation of a contract needs time from both parties involved so you are kindly asked to inform the Budget Administrator and the Procurement Office well in advance.

• The SUB or the SUA should only approve complete project proposals which are described in full details, e.g. date, time, place, estimated number of participants, expenditures per item, etc.

• Expenses related to the consumption of alcoholic beverages will not be reimbursed.

**Fundraising**

The SU is not a separate legal body but is the part of Central European University. The SU is kindly asked to consult with both the Staff of the SLO and the BFO before you plan to collect any entrance fee/registration fee/grant/any other income. The SU may organize fundraising campaigns for its activities and may receive donations/sponsorships in accordance with the applicable laws and the CEU Founding Charter, CEU internal regulations, and Hungarian law. The SU shall discuss with the Student Life Office and other CEU units the best ways to fundraise.

5.3 Tasks of the SU Treasurer

The tasks of the SU Treasurer include, but are not limited to:

• One contact person/organizer has to be selected for each activity/event of the SU. This person should report directly to the Treasurer who keeps track of the incurred costs in that certain activity.
• The Treasurer has full responsibility for the budget so it is very important that s/he records every transaction and activity (spending, donations, fundraising, etc.) of the Student Union very accurately during the academic year.

• Treasurer and the organizer of an activity/event have to consult with the Staff of the SLO in advance. This is necessary in order to discuss all the issues (possible funding, methods of payment, etc.) and to find the most appropriate solution from all aspects (legal, tax, administration, etc)

• The Treasurer and/or the organizers of an event collect all invoices and submit them to the SLO.

• For large scale events, the Treasurer should be available to assist the SLO in organizing invoices.
Section 6:

Registration Process for Student Clubs and Groups

There are two types of clubs and groups; those that are ‘official’ and those that are ‘unofficial’. Each club and group (official or unofficial) is highly encouraged to have a faculty or staff member as one of the main contacts of the club/group. At the beginning of each academic year, no clubs or groups have official status. Official status must be applied for yearly.

The official SU student clubs and groups are registered with the SU, the SLO, and the Rector’s Office. The registration procedure begins with the SU. To register with the SU, the club/group must apply for official status from the SUB by filling out a Student Clubs and Group Registration Packet. The SUB will vote on the Application. If the club/group is approved, the Application is given first to the SLO for approval and then to the Rector for approval.

The advantage of being registered with the SU is that only official clubs/groups can apply for funding. Additionally, the SU traditionally supports official clubs/groups via event advertisement through Facebook, Website or GroupWise.

Unofficial clubs/groups do exists also. They carry out their function but without support of the SU.

See Annex I for an example of the Student Clubs and Groups Registration Packet.

6.1. Student Clubs and Group Registration Application In-House Procedure

1. Application goes to the SU Secretary (if the application is given to the SLO, the SLO should forward it to the SU)
2. The SU Secretary informs the President of the application
3. The President places the application on next SUB meeting agenda
4. The SUB votes on application
5. The SU Secretary emails the decision to the applicant and the SLO
6. The SU Secretary forwards an electronic copy of the application to the SLO for approval (the SLO will forward it to the Rector’s Office after approval)
7. The SU Secretary files a copy of the application in the SU files
Section 7: SU Funding

Each academic year, the SU allocates a portion of its budget for projects and/or events organized by clubs, groups, or other members of the CEU Community. Clubs, groups, and other organizers may apply to the SU for funding until the allocated budget is depleted. Since properly planning events takes ample time, we highly encourage all who apply for funding to have at least one faculty and/or staff member as one of the main contacts for the project/event.

There are two ways to apply for funding; either as a club/group, or as a member of the CEU Community (who is not doing the project on behalf of a student club/group). To request funding from the SU:

1) As a student club/group:
   a) Student clubs and groups must first register with the SU by filling out a SU Student Club and Group Registration Packet.
   b) Visit the Student Life Office for a consultation about your event/project.
   c) Read the SU Funding Guidelines.
   d) Fill out the SU Funding Application Form. The Form is included in this Funding Packet.
   e) Email the SU Funding Application Form to the SU (studentunion@ceu.hu).

2) As a member of the CEU Community:
   a) One-time projects do not have to register as a SU Student Club or Group.
   b) Visit the Student Life Office for a consultation about your event/project.
   c) Read the SU Funding Guidelines.
   d) Fill out the SU Funding Application Form. The Form is included in this Funding Packet.
   e) Email the SU Funding Application Form to the SU (studentunion@ceu.hu).

For projects requesting 500 EUR or less, the application will be decided upon at the next SU Board meeting. For projects requesting more than 500 EUR, the application will be voted on at the next SU Assembly meeting. Please note that applications for up to 500 EUR must be received at least 5 weeks before the starting date of the event, and applications over 500 EUR must be received at least 9 weeks before the starting date of the event. These deadlines are to ensure that projects are properly planned and organized.

See Annex II for an example of the SU Funding Packet, which includes the Funding Guidelines.
7.1 SU Funding Application In-House Procedure

1. Electronic copy of application is sent to the studentunion@ceu.hu.
2. The SU Treasurer contacts the SLO and asks if the applicant had the mandatory consultation with the SLO
3. The SU Treasurer forwards a copy of the application to:
   a. SU Secretary: file the electronic copy on P-drive and file a print copy in the SU files
   b. SU President: place the funding application on the appropriate agenda (SUA or SUB)
4. SUB or SUA votes on it at next SUB/SUA meeting (or via email in exceptional circumstances)
5. The SU Treasurer emails the decision to the applicant and the SLO
   a. in the email provide the receipt information, another copy of the SU Funding Guidelines, and tell the applicant that the receipts must be given to the SLO for reimbursement
6. The SLO collects the receipts from the event organizer and scans the receipts. The SLO will save all electronic copies of the scanned receipts to a shared folder. SU Treasurer has access to the shared folder.
7. The SU Treasurer records the spending and sets up a quarterly actualized budget. The SU Secretary files a copy in the SU office.
8. If an official reimbursement letter is needed, the SLO should inform the SU Treasurer. The SU Treasurer forwards the reimbursement information to the SU President (including the amount, the purpose of the funding, the name of the person being reimbursed, etc). The SU President will email the official reimbursement letter to the SLO, copying the SU Secretary and Treasurer. The Secretary will file an electronic copy of the letter in the SU files.

Useful Tip:
- Remind the funding recipients that all invoices should be submitted to the SLO within 5 working days of the issue date of the invoice.
- Please note that students cannot make any classroom or equipment booking. With such requests please contact the Student Life Office.
Annex I: SU Clubs and Groups Registration Packet

The advantage of being registered with the SU is that only official clubs/groups can apply for funding. Additionally, the SU traditionally supports official clubs/groups via event advertisement through Facebook or GroupWise. Also, officially registered clubs/groups can have a webpage linked to the Student Activities page on CEU website.

To become a SU registered Student Club or Group please fill out the following forms and email them to the SU (studentunion@ceu.hu):
1) SU Student Club/Group Registration Form
2) SU Student Club/Group Statute

Please allow up to one month for the registration procedure.

Student Club and Group Application

<table>
<thead>
<tr>
<th>To be filled in by the Student Club/Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Club/Group Name</td>
</tr>
<tr>
<td>Abbreviation</td>
</tr>
<tr>
<td>Mission or Goal of the Club/Group</td>
</tr>
<tr>
<td>Student(s) Holding Responsibility of the Club/Group (include department and contact email)</td>
</tr>
<tr>
<td>Faculty and/or Staff Member Support (include department and contact email)</td>
</tr>
<tr>
<td>Club/Group Email (if applicable)</td>
</tr>
<tr>
<td>Club/Group Website (if applicable)</td>
</tr>
<tr>
<td>May we post information about the Club/Group on the SU/CEU website?</td>
</tr>
<tr>
<td>Attachment(s)</td>
</tr>
<tr>
<td>Student Club/Group Statute</td>
</tr>
</tbody>
</table>

To be filled in by the Student Union

| SU Approval and Date |

To be filled in by the SLO and Rector’s Office

<table>
<thead>
<tr>
<th>SLO Approval and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rector Approval and Date</td>
</tr>
<tr>
<td>Permission to use “CEU” in the name (if applicable)</td>
</tr>
</tbody>
</table>
Student Club and Group Statute

Statute for [ENTER your club/group name here]

Article 1: Name
The name of the association is [ENTER the name of your club/group here]. The following abbreviation is to be used also for official purposes [ENTER club/group abbreviation here] hereafter referred to as the Association.

Article 2: Legal Personality
The Club/Group is an informal, intra-CEU entity, bound by the applicable laws and CEU regulations. The Club/Group is established for one academic year.

Article 3: Public Transparency of the Activity
All members of the Club/Group, the SU, and CEU administrators have permanent access into the Club’s/Group’s activities.

Article 4: Foundation
The statute was adopted by the [ENTER your club/group name here], on [ENTER date here] at the Central European University, Budapest, Hungary.

Name of Main Contact(s) of Student Club/ Group:

[ENTER name of main contact person(s) here]
## Annex II: SU Funding Packet

### SU Funding Application Form

Please convert all prices to either EUR or HUF and provide the total amount in both currencies.

**General Guidelines**
1. Project title (one sentence)
2. Project implementer
   - Who is implementing the activities?
3. It is a requirement to consult with the SLO before submitting a funding application
4. Project details
   - What are the objectives of the project?
   - What are the project activities?
   - Expected number of beneficiaries
5. Justification
   - What are the detected needs?
   - How does the project address those needs?
   - Previous experience with similar projects
6. Project management
   - Activities / time
7. Budget estimate
   - Activities / number of items / cost
   - Sources of funding
   - Have you applied or planning to apply for funding from other sources (HRSI, Student Activity Fund, Rectorate, etc.)?

### Table: SU Funding Application Form

<table>
<thead>
<tr>
<th>1. Project title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Project implementer</td>
<td></td>
</tr>
<tr>
<td>3. Have you consulted with the Student Life Office</td>
<td>Yes</td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>4. Project details</td>
<td>Objectives</td>
</tr>
<tr>
<td>5. Justification</td>
<td>Needs</td>
</tr>
<tr>
<td>6. Project management</td>
<td>Time</td>
</tr>
<tr>
<td>Activities</td>
<td></td>
</tr>
<tr>
<td>7. Budget estimate</td>
<td>Items</td>
</tr>
<tr>
<td>Activities</td>
<td></td>
</tr>
<tr>
<td>Other funding</td>
<td></td>
</tr>
<tr>
<td>Total amount (HUF/EUR)</td>
<td></td>
</tr>
</tbody>
</table>

(Please add rows or columns as needed)

Date of Application:  
Submitted By:  
Please type your name to acknowledge that you have read the SU Funding Guidelines:  
Contact Person(s) and Email(s):
SU FUNDING GUIDELINES

Article 1 (General Provisions)

1.1. These Guidelines regulate the rules and procedures according to which registered CEU student clubs and groups, and other eligible applicants apply for funding from the SU budget.

1.2. Each year the SU Assembly allocates part of the SU budget for the purposes described in the previous paragraph.

1.3. The SU Board is authorized to decide on funding requests in between SU Assembly meetings, in accordance with SU Constitution, By-Laws, these Guidelines, and all financial rules currently in force at CEU.

Article 2 (Eligibility)

2.1. SU provides funding only for projects that:

2.1.1. Are in accordance with the SU Constitution

2.1.2. Contribute to the greater good of the CEU student body; and

2.1.3. Are targeted to a larger number of students, rather than an individual.

2.2. Applications for funding from the SU budget will be considered from:

2.2.1. CEU Student Clubs (officially registered with the SU, the Student Life Office, and the Rector’s Office);

2.2.2. CEU Groups (officially registered with the SU, the Student Life Office, and the Rector’s Office).

2.3. Applications will also be considered from members of the CEU Community which do not fall under the preceding paragraph.
2.4. Direct donations of any kind by eligible applicants to third parties are not considered as projects in the meaning of this Article.

**Article 3 (Submission Deadlines)**

In order for the funding request to be considered by the SU Assembly/Board, it must be submitted at least:

- Five (5) weeks before the start of the planned activity, for requests of five hundred (500) EUR or less;
- Nine (9) weeks before the start of the planned activity, for requests exceeding five hundred (500) EUR.

**Article 4 (Decisions on Funding Requests)**

4.1. The SU Assembly/Board evaluates funding applications on a rolling basis, until funds allocated for that purpose in the SU budget are exhausted.

4.2. The decision on funding requests of five hundred (500) EUR or less is made by the SU Board (at the next SUB meeting).

4.3. If the funding request exceeds five hundred (500) EUR, it is in all cases decided upon by the SU Assembly (at the next SUA meeting).

4.4. The SU Board/SU Assembly has the right to request an in-person consultation with the event organizer(s).

4.5. Activities to be funded should not promote personal hobbies or benefit single individual interests, but Contribute to the greater good of the CEU student body.

4.6. In case of Club/Group activities catering expenditures should not exceed 30% of the total cost of the project.

4.7. Catering cannot include drinks containing alcohol.
Article 5 (Application Procedure)

5.1. In order to ensure that decisions on funding from the SU budget are made in an efficient and transparent manner, the application for SU funding shall be conducted in accordance with these Guidelines, and all financial rules currently in force at CEU.

5.2. The funding application procedure shall consist of the following steps:

5.2.1. The applicant registers the club/group if the funding application is being submitted on behalf of a student club/group. Those who are requesting funding not on behalf of a student club/group do not have to register as a club/group.

5.2.2. The applicant meets with the Student Life Office for consultation on their project/event.

5.2.3. The applicant reads the SU Funding Guidelines.

5.2.4. The applicant fills out the SU Funding Application Form, available at SU website (http://studentunion.ceu.hu/).

5.2.5. The applicant sends the form to the SU email address (studentunion@ceu.hu), as specified in Article 5.

5.2.6. The application is considered and decided upon, as specified in Article 6.

5.2.7. A member of the SU Board informs the SU Treasurer, the Student Life Office (SLO), and the applicant about the outcome of the funding request.

5.2.8. If the funding request has been approved, a SU Board member informs the applicant (cc-ing the SLO) of the reimbursement procedure and other related information. A SUB member also informs the applicant about the SU visibility requirements and the reporting procedure.

5.2.9. The SLO and the SU Treasurer shall consult on all relevant issues (methods of payment, etc.) and find the most appropriate solution for implementing the
project from all aspects (legal, tax, administration), and in the end, the SLO will arrange the actual payment for the applicant.

5.2.10. Financial transactions started by the applicant before the approval and announcement of funding will not be reimbursed or covered by the SU.

Article 6 (SU Visibility)
6.1. Recipients of SU funds shall provide visibility of the SU related to the funded projects.
6.2. The obligation from the preceding paragraph encompasses the following duties:
   6.2.1. All posters and other materials related to the funded activity shall have the SU logo visible.
   6.2.2. SU support shall also be noted in any other written and/or oral promotion of the projects.
6.3. SU banners are available to be displayed during the funded projects.

Article 7 (Reimbursement)
7.1. The reimbursement procedure is as follows:
   1) The Applicant gives all appropriate receipts to the SLO along with a report (maximum 300 words) on the event/project.
   2) The SLO forwards copies of all receipts to the SU Treasurer.
   3) The SLO requests the formal approval of funding from the SU President (when applicable).
   4) The reimbursement is made through the best decided channel.
7.2. Failure by the applicant to comply with any of the provisions of these Guidelines may result in a delay or stoppage of the reimbursement process.

7.3. All invoices should be submitted to the Budget Administrator within 5 working days of the issue date of the invoice but no later than May 27. Any reimbursements sought after this period will not be provided.

7.4. The purchases above to €20 per/item, of Student Clubs funded by the SU are property of CEU and they shall be returned to the SU Office at the end of the Academic Year. The SUB keeps track of the inventory.

Article 8 (Miscellaneous Provisions)

8.1. The SU is not liable for the implementation of the funded project or for its outcomes.

8.2. By adoption of these Guidelines, the Guidelines contained in the SU Assembly Position Paper 4-2007/2008 cease to have effect.

8.3. These Guidelines will be recorded in the SU archives and published on the SU website.

8.4. These Guidelines were adopted by the SU President, in accordance with the SU Constitution, on 8 November 2013.