

**OFFICE DES NATIONS UNIES
A GENEVE**

**Conseil de coordination
du personnel**



**UNITED NATIONS OFFICE
AT GENEVA**

**Staff Coordinating
Council**

Palais des Nations, 1211 Geneva 10, Switzerland
Email: coord_council@unog.ch - Tel. +41 22 917 3614

Guidelines on the recognition of, and granting of support to UN staff clubs by the UNOG Staff Coordinating Council

Constitution and recognition of UN clubs

1. The UNOG Staff Coordinating Council (henceforth “the Council”), in order to contribute to the wellbeing of UN staff, makes available its logistical and financial support to recognized clubs of the UN, as per the conditions outlined in the present guidelines.
2. To the effects of these guidelines, a “club” is considered to be a group of UN staff who share a common artistic, recreational, intellectual, sportive, musical or otherwise cultural passion and practice it on a regular basis, in accordance with the ideals of the United Nations. The definition of “UN staff” shall be the same as provided by the UN Staff Rules and Regulations.
3. A club shall be recognized as such once its members have adopted the statutes of their club at their general assembly and submitted them to the Council, which must include the following:
 - a. Definition of the club’s common interests;
 - b. Description of the club’s non-profit activity;
 - c. Description of the club’s sources of funding, indicating, if any, the subscription and periodic fees charged to its members;
 - d. Indication that the club’s seat is at the Palais des Nations;
 - e. Indication that its accounts are auditable and how and/or when they shall be audited.
4. Clubs in their own right may expand their membership amongst UN staff and external participants, but to be recognised as an official UN club at least 51% of its membership must be active UN staff.
5. Clubs are a separate legal entity from the Council, subject to its own rights and obligations. The commitments of a club are the responsibility of its members, and under no circumstance shall the Council be held liable for their actions.

Logistical support to clubs

6. Logistical support to clubs may include:
 - a. Booking of dedicated rooms and spaces;
 - b. Facilitate the issuance of ground passes for club instructors and external participants;
 - c. Liaise with the Administration on their behalf to convey their concerns or requests;
 - d. Broadcast communications;
 - e. Other logistical or operational matters.

7. To request logistical support, the clubs may reach out to the Council's secretariat by sending an email to: *coord_council@unog.ch* or by telephone at extension 73090.

Financial support to clubs

8. Financial support can be provided to clubs to encourage participation of and broader interest amongst staff and wellbeing, which consists in grants awarded for the purposes set herein, once per calendar year, if the club meets the requirements set out in these guidelines.
9. The Council may grant financial support to clubs for the following purposes:
 - a. Purchase of equipment required for the practice of the club's activity;
 - b. Purchase of special clothing which will enable clubs to participate in competitions;
 - c. Conducting training sessions in the Canton of Geneva and its surroundings;
 - d. Other purposes, following the review and approval of the Council.
10. In case the grant is destined to the purchasing of special clothing, the logo of the Council must be printed on said clothing.
11. To be eligible for financial support, a club must have at least 15 of its members registered as dues-paying members of the Council.
12. To apply for financial support, clubs must fill in the request form provided and submit it along with the supporting documents indicated therein.
13. In the analysis of a request for financial support, the Council shall take into consideration the other sources of income available to the club, its current funds, assets and estimated revenue, the practical need of the object of the request, and any other fact or circumstance that will allow it to ascertain the real needs of the club. Clubs are encouraged to base their requests on their real needs.
14. Depending on the circumstances of each case and its adherence to the present guidelines, the decision of the Council on a request for financial support from a club may be:
 - a. To approve the grant for the requested amount;
 - b. To approve the grant for a lower amount than requested;
 - c. To refuse the grant.
15. Following a refusal decision, the club may make the required changes to its request and resubmit it.
16. No grant will be provided to cover expenses originated before the date of submission of the request.
17. The Council delegates the Executive Bureau the power to review and approve individual funding requests up to CHF 3,000.00 – above which review by the Council plenary is required – under the corresponding budgetary allocation.
18. To submit a request of financial support, clubs must send the required form and supporting documents by email to: *coord_council@unog.ch* or on paper through internal mail (office C.527).
19. Clubs are advised to bear in mind that the review of requests for financial support may take from 2 to 6 weeks depending on the time of the year.

20. In the event of dissolution of a club, it must submit to the Council any assets purchased with financial resources provided by the latter, prior to discharging its obligations.

Reporting

21. Clubs which have received grants from the Council must provide, within the first three months of the following calendar year, a brief report on how the funds received from the Council were used, including any relevant invoices. Failure to do so shall render the club ineligible to apply for further financial support.
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Please do not hesitate to contact the Council should you have any inquiries.

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Form to request financial support by a UN club

Name of the club: _____

Person representing the club

Name: _____

Capacity: _____

Organisation: _____

Amount requested: CHF _____

Please explain in detail what the funds will be used for (write a separate document if needed):

Please check that you have attached the following supporting documents:

- If the request is aimed at purchasing assets, the corresponding quote(s).
- Copy of the statutes of the club.
- Copy of the minutes of the latest assembly of the club.
- List of members of the club, indicating the organization for which they are employed.
- Copy of the club's bank account statement covering at least the three months preceding the date of the request, indicating the IBAN.
- If the club keeps assets, copy of the club's assets inventory as of the date of the request.
- Copy of the most recent audit of accounts, or justified reasons in writing of why the clubs accounts have not been audited.

By signing this form the undersigned acknowledges the following on behalf of the club he/she represents that:

- ✓ I have read, understood, and accepted the Guidelines on the recognition of, and granting of support to UN staff clubs by the UNOG Staff Coordinating Council
- ✓ I accept that in the event of dissolution, the club must submit to the Council any assets purchased with financial resources provided by the latter, prior to discharging its obligations.

Date:

Signature: