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

Adopted by the Council of the UNOG Staff Union on 6 September 2016

Constitution and recognition of UN clubs

1. The UNOG Staff Union (henceforth "the Union"), 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 Union, 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 Union, subject to its own rights and obligations. The commitments of a club are the responsibility of its members, and under no circumstance shall the Union 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 Union's secretariat by sending an email to: unogstaffunion@un.org or by telephone at extension 73614.

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 Union 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 Union.
10. In case the grant is destined to the purchasing of special clothing, the logo of the Union 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 Union.
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 Union 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 Union 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 of the Union 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 is required – under the corresponding budgetary allocation.
18. To submit a request for financial support, clubs must submit the required online form and supporting documents.
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 Union any assets purchased with financial resources provided by the latter, prior to discharging its obligations.

Reporting

21. Clubs which have received grants from the Union must provide, within the first three months of the following calendar year, a brief report on how the funds received from the Union were used, including any relevant invoices. Failure to do so shall render the club ineligible to apply for further financial support.

Click below for the
[online application for financial support to a UN staff club](#)