

Financial regulations for the Assistants' Association of the University of Basel (avuba)

In accordance with Article 8 of the Bylaws dated 27 November 2020, the Executive Board of avuba passes the following regulations via circular resolution on 1 October 2021:

I. General information

1. Scope of application

These financial regulations govern the acceptance, administration and use of all of avuba's financial resources.

2. Duties and responsibilities

The Executive Board is responsible for all of avuba's financial affairs, particularly:

- Procuring financial resources
- Using financial resources
- Budgeting and controlling
- Accounting and financial reporting

The Executive Board transfers to the Presidium responsibility for the preparation, operational implementation and performance of said financial affairs. In turn, the Presidium may arrange for this work to be conducted by the General Management.

3. Liability

Persons lawfully entrusted with administering and controlling avuba's finances are liable for damages arising from these activities only in cases of gross negligence or willful intent.

II. Financial resources

4. Permitted financial resources

avuba may finance itself using the following sources:

- Funds from the University's global budget in accordance with the latest version of the performance agreement between the University and avuba
- Membership fees in accordance with resolutions passed at the General Meeting
- Short-term outside capital in the form of advance services by suppliers and service providers
- Other forms of income not excluded below

5. Prohibited financial resources

avuba is not permitted to use the following forms of financing:

- Outside capital such as private loans or bank loans with/without standard bank collaterals, with the exception of loans from the University of Basel
- Forms of financing that could negatively impact avuba's independence, credibility or reputation; this does not include University funds

III. Acceptance of financial resources

6. Fundamentals

Extraordinary financial resources may only be accepted by two avuba entities authorized to sign. Extraordinary financial resources are, in particular, those mentioned in clauses 7 and 8.

Should there be any doubt as to the legitimacy of financial resources or who is responsible for accepting financial resources, an Executive Board resolution must first be sought.

7. Donations, gifts, sponsoring, legacies and other voluntary donations

Donations, gifts, sponsoring, legacies and other voluntary donations that are dependent on specific requirements and conditions may only be accepted upon the prior resolution of the Executive Board.

8. Inheritances

An Executive Board resolution is required in order to accept inheritances and must be passed before the inheritance rejection deadline.

Inheritances may only be accepted if they are not indebted.

When resolving whether to accept or reject an inheritance, the Executive Board must carefully consider all circumstances. In particular, it must examine whether any duties of the decedent transferred to avuba by means of universal succession, and any associated conditions and requirements, are compatible with avuba's purpose and long-term management.

IV. Administration of financial resources

9. Accounts

Apart from its accounts held via the University of Basel, avuba has no bank or post office accounts or any accounts with other Swiss or non-Swiss financial service providers.

10. Delegation of account management

avuba's financial resources are administered in trust by the University of Basel, Financial Management, Controlling/Reporting/Accounting using a dedicated internal account and/or cost center allocated to avuba.

The avuba Presidium and avuba General Management regulate the release of payments within the budget together with the University of Basel, Financial Management, using the signature and visa register. The four-eyes principle applies; this means that all invoices are signed off twice and checked and approved by the Controlling/Reporting/Accounting.

V. Use of financial resources

11. Fundamentals

Financial resources may only be used to fulfil avuba's purpose. In particular, this includes conducting events and supporting academic and non-academic projects as well as other tasks listed in the Bylaws and the performance agreement. It also encompasses necessary personnel and operational expenses and other expenses required to run the business.

The use of financial resources is based on the budget.

In accordance with Article 8 of the Bylaws, this budget rule does not apply to the use of funds for unexpected, urgent or non-deferrable expenses up to an individual amount of CHF 10,000. This expenditure competency may be exercised provided all the following conditions are met:

- Prior resolution by the Executive Board
- Report at the next ordinary General Meeting on the exercising of the authority to pay expenses, including the amounts spent and their specific purpose

12. Special requirements and conditions

When financial resources are used, steps must be taken to ensure that all special requirements and conditions are fulfilled.

VI. Budget and controlling

13. Budget

The Executive Board provides the General Meeting with a budget for approval. The budget includes information on:

- Personnel and operational expenses

- Income and revenue

A report is provided at the next ordinary General Meeting on the use of expenses, including the amounts spent and their specific purpose.

14. Controlling

Once per quarter, a member of the avuba Executive Board who is not a co-president is to check that the budget is being adhered to and that financial resources are being used for permitted purposes. They shall inform the Executive Board immediately if they detect that

- the budget has been exceeded
- a liquidity shortage is imminent
- avuba is at risk of excessive indebtedness
- other unplanned events have occurred that will affect avuba's finances

Outside of these periodic controls, the General Management is responsible for ensuring adherence to the budget and monitoring avuba's finances. It shall inform the Executive Board immediately if it detects that

- the budget has been exceeded
- a liquidity shortage is imminent
- avuba is at risk of excessive indebtedness
- other unplanned events have occurred that will affect avuba's finances

VII. Accounting and financial reporting

15. Financial year

The financial year is the same as the calendar year.

16. Simplified accounting

As an association not required to be entered in the commercial register, avuba exercises its right in accordance with Article 957 (2) of the Swiss Code of Obligations (*Obligationenrecht*, OR) to account only for its income and expenditure and its asset position.

17. Accounting

Accounting is performed in accordance with the generally recognized business principles and in corresponding compliance with the mandatory specifications of the Swiss Code of Obligations for correct accounting (Art. 957 (3) in conjunction with Art. 957a of the Swiss Code of Obligations).

In particular, steps must be taken to ensure systematic, complete and truthful recording for all accounts including the time, origin, use and recipient of all incoming and outgoing funds and that documentary proof is available for all individual accounting procedures.

Documents relating to avuba business transactions are sent to the University of Basel, Financial Management, Controlling/Reporting/Accounting for electronic registration. Accounting as described above is delegated to the University of Basel.

18. Storage of account books

Account books are to be kept in paper form and retained for at least 10 years to protect integrity. The avuba General Management keeps copies of business transactions (invoices, documents, journals, etc.) in paper form. The originals are submitted to the University of Basel's central accounting office for processing. The University of Basel keeps documents in electronic form for 10 years.

19. Income, expenses and asset situation

A suitable and transparent method of displaying income and expenses must be chosen that meets avuba's particular needs.

The method used to depict avuba's asset situation must be based on the Swiss Code of Obligations, taking into account avuba's particular needs.

VIII. Remuneration, compensation and expense reimbursement

20. Remuneration

The co-presidents are remunerated according to the DOC2 tariff of the University of Basel.

The General Management is remunerated based on the prevailing market conditions, taking into account the work performed. Comparable positions within the University are to be taken into account as well as remuneration levels for the general management at other German/Swiss assistants' associations and the differences in living costs. Remuneration is reviewed yearly by the avuba co-presidents based on the increase in pay grade and compensation for inflation in accordance with the University's salary regulations and, where appropriate, adjusted with the approval of the Executive Board.

21. Compensation for extraordinary work

With the prior approval of the Executive Board, members of the Executive Board, the Presidium, the General Management and other persons may be compensated for extraordinary additional work.

The Executive Board and Presidium are compensated based on the hourly rate of the DOC2 tariff 4th year. Other persons contracted by avuba to work on behalf of avuba receive CHF 35 gross per hour.

The General Management is compensated based on the relevant hourly rate, calculated by dividing the annual remuneration by the annual working hours and taking into account the relevant workload.

This article does not apply to under social security law independent external service providers or legal entities that work for avuba under commissioned work, work contracts or similar service contracts.

22. Expense reimbursement

Members of the Executive Board, the Presidium, the General Management and other persons are entitled to reimbursement of all expenses incurred (documentation required) while fulfilling their official duties or working on behalf of avuba in accordance with the applicable version of the University of Basel's expense regulations (incurring expenses).

23. Administration

Payroll accounting, social security registration, obtaining work permits, and paying salaries and expenses are delegated to the University of Basel, Human Resources Office.

IX. Final provisions

24. Entry into force

These avuba financial regulations were enacted by the Executive Board via circular resolution on 1 October 2021 and enter into force with immediate effect.

Basel, 8 November 2021

In cases of doubt, the German version of this document is the applicable version.