

**Academics Association (BHM) Vacation Fund procedures  
for reservation and allocation of vacation houses, payment of rent, housekeeping etc.**

*originally agreed at a BHM Vacation Fund Board meeting 5 April 2001, cf. Article 6, Item 5 of the Fund's Articles of Association with subsequent amendments<sup>i</sup> (first introduced at the Fund's Annual General Meeting (AGM) at Brekkuskógur 23 May 2001)*

1. Members' rights
  - a) **General.** Members' rights are governed by the Articles of Association of the BHM Vacation Fund, adopted at the Fund's AGM on 12 May 1999 and the AGM of BHM on 1 April 2000, with the following beneficial additions.
  - b) **During parental leave.** Members, men and women, enjoy full rights during parental leave, provided they pay members' fees of payments from the Childbirth Leave Fund.
  - c) **The annual fee for the unemployed, disabled or spouses of deceased members requesting continued membership** shall hereafter be ISK 3,000, cf. Article 4 Paragraph 3 of the Articles of Association adopted at the AGM of 28 April 2004. The annual fee for pensioners shall hereafter be one lifetime fee of ISK 10,000, but the fee is subject to changes in the consumer price index which was 241.5 points in April 2005.
  - d) **Pensioners' re-entry.** The main rule is that the Board treat each application individually. An exception is made if the application is following a career ending and is presented no longer than one year after employment has ceased.
  - e) **Members receiving a daily allowance from the BHM sickness or support fund.**  
Members of the vacation fund of BHM receiving a daily allowance from the sickness or support fund and with full rights in the Vacation Fund before the allowance payments started shall have full rights to the Vacation Fund while receiving allowance payments.
- 2) Allocation for Easter and in the summer (within allocation periods).
  - a) **Members' priority.** Only Fund members are allowed to reserve a house during the allocation periods, for Easter and summer, but members of the Organization of the Disabled in Iceland are offered 3 weeks in total each summer in a specially equipped house no. 23, one week in each summer month according to the decision of the employees of the Fund.
  - b) **Check-in day.** Check-in day is Friday except for the rental apartment in Vestmannaeyjar where check-in is on Thursdays.
  - c) **Check-in and check-out time.** For the BHM Vacation Fund's own houses during the summer, check-in time is at 18:00 and check-out time at 12:00. Check-in and check-out times for houses owned by others is according to their individual rules.
  - d) **Internal priority.** On the internal priority between members, the rule applies that earned points, 4 points per month as of January 2003 paid to the Fund. The initial point status is the K-points value of each member, multiplied by three unless the membership dates from 2001 and later, then the applicable rule shall be to multiply by four the fund membership age in months. The member with most points is allocated first. The Fund's Board adopted in October 2004 a retroactive revision of the points transfer where those who had not received allocation before the year 2000 but had received allocation for 2000 - 2002 and with a longer membership than since 1980 were manually granted the following:  
Allocation for the year 2000, 100 additional points, allocation for the year 2001, 200 additional points, allocation for the year 2002, 300 additional points.  
If applicants' point status is even the following criteria shall decide on the allocation with the following prioritization:
    - i) time since last allocation
    - ii) years of membership and
    - iii) age.The number of points on 31 December determines allocation for the following year.
  - e) **Waiting list.** Those who do not receive allocation are automatically put on a waiting list. Those at the top of the waiting list are the first to be called or sent an e-mail and so on. Only a few attempts are made to contact each member. If no member on the waiting list can be reached the rule applied is: first come, first served.
  - f) **Allocation from waiting list.** If a member does not pay on the day due the allocation becomes invalid and the next member on the waiting list is then offered the stay and points are subtracted for that allocation.
  - g) **Deduction for allocation**
    - i) Use of points: For every allocation of summer houses or other Vacation Fund offers in Iceland, the following rule shall apply:
      - For an allocation during the week of Easter: 150 points.

- For a hotel ticket during summer: 5 points per ticket.
  - For a week starting in the period from the second Thursday or Friday in June for 10 weeks, 150 points.
  - Weekend rent in winter outside the periods indicated above: 0 points.
  - The week before and after the summer allocation period shall be rented as a whole week without deduction of points.
- ii) Deduction of points abroad
  - iii) For the apartment in Copenhagen, 150 points are deducted in the allocation period from the first Friday in May for 20 weeks. For other weeks, 35 points per week.
  - iv) For other apartments abroad, there will generally be a deduction of 150 points per week.
  - v) If a week or a hotel ticket allocation is cancelled, no points are lost but the rule of a 80% refunding is in force, cf. Article 4, Item c).
  - vi) Deduction of points will be reviewed annually.
- h) **Passive members.** Members are considered passive while no payment is made for them to the Fund.
  - i) **Previous membership of the Fund.** If a previous membership is notified of, this shall be taken into account.
  - j) **Applications.** Applications must be sent electronically from the Fund's booking
  - k) **Deadline for application.**
    - i) Deadline for staying in: vacation apartments *abroad*: 14 February each year,
    - ii) vacation houses in Iceland during Easter: 1 March each year.
    - iii) vacation houses in Iceland in summer: 1 April each year, (33 March 2017).
  - l) **Deadline for application.** Only members of the Fund who hand in applications at the right time.
  - m) **Payment proviso.** Payment for an allocation of stay during periods of allocation shall be paid no later than 2 weeks after the application deadline, except Easter, last day of payment is 7 days.
  - n) **Priority for impaired mobility.** Members who are in a wheelchair or have spouses or children in a wheelchair and notify thereof on the application form, have a priority to house number 23 in Brekkuskógur, provided they meet conditions for allocation and have been allocated a stay. House number 23 is allocated separately before other allocations take place.
  - o) **Allocation to others.** Individuals who are not members can only order vacant houses during an allocation period when members can have houses allocated, less than 24 hours before the stay, i.e. from 9:00 on Friday for a stay beginning that Friday.
  - p) **Minimum time allocated.** Rent is not available for less than 7 nights during allocation periods in competitive allocations, cf. however Item o). Regarding the apartment in Copenhagen the rule applies that the apartment is generally not rented for a shorter time than one week. A member can, however, get a shorter allocation if the apartment has not been rented for a week, four weeks before the period requested.
  - q) **Maximum time allocated.** Each member only gets one week in a competition period for each period of allocation. After the competition allocation from the waiting list is over, a member can get more weeks.
  - r) **Rent.** The rent is as follows for each week allocated from Easter rent for 2017:
    - i) ISK 23,500 for A houses in Brekkuskógur,
    - ii) ISK 29,200 for medium big houses and renewed A houses
    - iii) ISK 32,700 for bigger houses (Blönduós)
    - iv) ISK 36,700 for big houses
    - v) ISK 40,700 for E and F houses in Brekkuskógur
    - vi) ISK 47,000 for D houses, Apavatn, Grímsnes, Hlíðarfjall and Las Mimosas
    - vii) ISK 74,500 for Ordrup, Denmark
    - viii) ISK 58,000 for Ailingen, Germany
    - ix) ISK 114,000 Övej Ringsted, Denmark
    - x) ISK 135,000 for big houses abroad
- 3) Allocations outside allocation periods
    - a) **No points.** Outside of allocation periods the rule for members is, first come first served.
    - b) **Proviso on reservation.** As of 15 June each year, members can order a house from the end of the summer allocation period that year, three months in advance; however, if a month ends on a weekend then the end of the month shall be the Friday before the end of the month. Then a new month is added on the 15<sup>th</sup> of every month thereafter. The same shall apply to reservation of the apartment in Copenhagen, where reservations begin on 15 July every year.
    - c) **Departure and arrival.** In Brekkuskógur during winter, the time for arrival is at 17:00 and departure at 16:00.

- d) **Maximum number of houses.** Outside of allocation periods each member can book at the most 2 houses per weekend, or the nights from Friday to Sunday, unless a house has not been rented within 48 hours before the stay, that is at 9:00 on the Thursday for a stay beginning on Friday.
- e) **Payment proviso.** Reservations on the reservation web site must be paid online with a credit card, but if reservation is made at the Fund's office payment must be with a home bank transfer or cash payment the same day.
- f) **House number 23 for those who have reduced mobility.** Members in wheelchairs or with spouses or children in wheelchairs can reserve house number 23, however, the rule of first come first served applies.
- g) **Allocation to others.** Non-members can reserve free houses outside of allocation periods less than 24 hours before the stay. The same applies to members who have already exercised their right according to item d). In addition, members of the Organization of the Disabled are allocated 4 weekends outside of allocation periods, 2 weekends before the New Year and 2 weekends after the New Year as determined by the Fund's employees. The Chairman and/or Executive Manager may rent houses to others under special circumstances.
- h) **Institutions and groups.** It is permitted to rent houses to institutions and groups, such as choirs and other amateur groups, for up to 4 nights from noon on Monday until noon on Friday.
- i) **Renting of hall.** The Service Centre hall in Brekkuskógur may be rented for ISK 14,050 for two nights. This shall then be registered.
- j) **Board and employees.** Representatives on the BHM Vacation Fund Board reserve in the same manner and pay the same fee as other members for staying in the Fund's vacation houses. However, the Board and employees are expected to undertake inspection for one weekend per year.
- k) **Minimum time allocated.** It is not possible to rent for less than 2 nights outside the allocation periods unless there happens to be a single night free. The price is half of the price for the first two nights. As for the apartment in Copenhagen the rule applies that the apartment is generally not rented for a shorter time than a week. A member can, however, get a shorter allocation if the apartment has not been rented for a week, four weeks before the period requested.
- l) **Maximum time allocated.** Outside of the allocation time the maximum rent is for 2 weeks.
- m) **Rent.** The rent is as follows, as of Easter rent for 2017:
  - i) Rent for A houses in Brekkuskógur ISK 11,750 for the first two nights and rent for nights 3 to 7 is 20% of that amount (ISK 2,350) per night.
  - ii) Rent for medium big houses ISK 14,600 for the first two nights and rent for nights 3 to 7 is 20% of that amount (ISK 2,920) per night.
  - iii) Rent for bigger houses ISK 16,350 for the first two nights and rent for nights 3 to 7 is 20% of that amount (ISK 3,270) per night.
  - iv) Rent for for big houses ISK 17,350 for the first two nights and rent for nights 3 to 7 is 20% of that amount (ISK 3,670) per night.
  - v) for E and F houses in Brekkuskógur 20,350 for the first two nights and rent for nights 3 to 7 is 20% of that amount (ISK 4,070) per night.
  - vi) for for D houses, Apavatn, Grimsnes and Hlíðarfjall 23,500 for the first two nights and rent for nights 3 to 7 is 20% of that amount (ISK 4,700) per night.
  - vii) for Barcelona, 90 square meters 41,000 for the first two nights and rent for nights 3 to 7 is Fund obligations
- a) **Faults.** If vacation facilities are found to be faulty, members are asked to notify the supervisor as soon as possible if he can be reached, or the Fund's office as soon as the stay is over. If the fault has diminished the quality of the vacation, the Fund refunds half of the rent if no discount has been granted beforehand on that account.
- b) **Considerable faults.** If the vacation facilities are wholly unacceptable and a member cancels his stay for this reason, the Fund repays 100% of the rent.
- c) **Cancellations and alterations.** If a member cancels a stay in Iceland during the summer allocation period with at least a 14 days notice the Fund repays 80% of the rent. But during other times of the year with a 7 days notice. If a member cancels his stay with a shorter notice the Fund only repays 80% unless a new allocation is successful. The same applies in cases where there is not a cancellation but a change of allocation week and a different period or different house is rented instead of a previous allocation, but such a change is only permitted once for each allocation. The same applies also in case of a cancellation or change of period for an apartment abroad, but the 14 days notice is 28 days for renting an apartment abroad. If a hotel ticket is not used and a refund is requested within its validity only 80% of the price is repaid.
- d) **Weather and snow removal.** The BHM Vacation Fund guarantees snow removal on Fridays and Sundays in vacation areas but not on other days and is not responsible for weather or road conditions. Snow is not removed from paths for pedestrians in the vacation area or to the

houses. Therefore the rent is not refunded if a member cannot stay (in full) due to weather. Nevertheless, in case of rent outside of weekends, a 100% refund is allowed if this is requested before the time of stay.

- e) **Force Majeure.** If the weather or other unavoidable external circumstances prevent a stay, and the Road Department, Weather Office, Police or other public parties recommend strongly that people do not travel in areas with vacation houses, 80% of the rent is refunded. If illness prevents a vacation stay and the office is notified of this as soon as may be or at the latest at 12.00 o'clock on the first day of rent, a refund of 80% of the rent is permitted upon presentation of a medical certificate.
  - f) **Delivery of keys.** Keys to Reykjavik, Akureyri, Hreðavatn and Brekkuskógur vacation houses are delivered there and left in the locked houses after the stay. In other places keys shall be returned as appropriate in each place. Delivery of keys for apartments abroad is subject to
- 4) Vacation guest obligations
- a) **Cleaning fee.** There is a standard cleaning fee of ISK 15,000 in case cleaning is inadequate as determined by the supervisor, or higher as determined by the Chief Financial Officer if lack of cleaning is extraordinary and requires more cost for the Fund. A setoff against a security deposit is permitted.
  - b) **Security deposit.** A security deposit of ISK 5,000 is paid to secure return of key. No security deposit is required for cleaning fee or damages unless a reprimand has been issued for a similar violation before, or due to the respective member's previous housekeeping.
  - c) **Responsibility of housekeeping.** Members are responsible for housekeeping at the vacation houses, vacation areas and other property of the BHM Vacation Fund according to the general rules of damage liability law and lease right, that is damages shall generally cover expenses incurred by the Fund from a damage that is caused by intention or negligence by a member or his guests. Normal housekeeping rules shall be observed.
  - d) **Transfer prohibited.** A member may not transfer to others a renting right or allow unauthorised persons to rent in their name.
  - e) **Pets.** It is prohibited to have dogs, cats or other pets in houses owned by the BHM Vacation Fund or in its name unless specifically stated in the rental agreement that it is permitted. However, it is permitted to have dogs in houses number 13, 14, 15, 16, and 17 in Brekkuskógur and in house number 10 and 22 at Hreðavatn, provided all general rules for keeping dogs are observed. It is strictly prohibited to let dogs go free in the area.
  - f) **Violation of rules.** A reprimand is issued for intentional violation of rules or normal housekeeping rules and a member shall be given an opportunity to speak for himself before a decision on a reprimand is taken. If a comparable violation is perpetrated within 2 years of the violation for which a reprimand was issued the member is deprived of his right of allocation for 2 years.
- 5) Other provisions
- a) **Entry into force.** These rules were originally accepted by the Fund's Board on 5 April 2001 and took effect for the first time on 7 April 2001.
  - b) **Nullification.** Upon taking effect older allocation rules are nullified.
  - c) **Publication.** The rules shall be published on the web of the Fund and BHM.
  - d) **Presentation.** The rules were presented at the annual meeting of Fund's representatives on 23 May 2001 and they are presented regularly in other venues as needed and changes are agreed by the Board each time (see footnote) and the rules are updated on the website.
  - e) **New vacation options.** When new vacation options are added the employees of the Vacation Fund decide on their price categorisation, without intervention by the Fund's Board.

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i) Alterations accepted at board meetings 7 May 2001, 5 September 2001, 9 January 2002, 30 January 2002, 8 May 2002, 5 June 2002, 17 July 2002, 9 October 2002, 6 November 2002, 8 January 2003, 5 February 2003, 5 March 2003 and 2 April 2003, 4 February 2004, 18 August 2004, 1 September 2004, 6 October 2004, 3 November 2004, 1 February 2005, 12 April 2005, 27 September 2006, 28 November 2006, 11 December 2007, 9 December 2008, 13 January 2009.