



Instructions for the Student Union Societies

This document is made to facilitate the formation of new Student Union Societies and the division of responsibilities between the Student Union and the Student Union Societies.

If someone wants to start an entirely new society they can get help from the Student Union Management Officers, primarily vSO, with examples of statutes, how they should look to meet the Student Union demands for a Student Union Society and how it works to get a corporate number etc.

Why be a Student Union Society?

A Society is a group of people that gathers around a mutual interest. As a Student Union Society it can be easier for students with mutual interest to meet and below you can read about all the benefits that a Student Union Society has.

What you get if you are a Student Union Society?

1. Advertising opportunities
 - a. Rights to use the Student Union name and trademark
 - b. Publish on the Student Union website
 - c. Rights to use official communication channels like newsletter, calendar on the website and screens in the Student Union building. Contact info@chalmersstudentkar.se for more information.
2. Resources
 - a. Cabinet to store things in and meeting rooms, if the resources are available at the moment.
 - b. Possibility to use part of the Student Unions facilities. For more information, read *Riktlinjer för bokningar och arrangemang i Chalmers Studentkår*¹.
 - c. A postbox in the Student Union building at Johanneberg.
 - d. E-mail and website within the Student Union network
 - e. Access to project room with computers and workspace
 - f. Possibility to rent one of the Student Union cars and trailer.
3. Educations
 - a. Possibility to take part of an education for the treasurer arranged by the Student Union Board (in Swedish)

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http://www.chs.chalmers.se/sites/default/files/uploads/Riktlinjer%20f%C3%B6r%20bokningar%20och%20arrangemang%20i%20Chalmers%20Studentk%C3%A5r_140415.pdf



What must be met in order to be a Student Union Society?

One time requirements

1. A Student Union Society is required to obtain a corporate number.

Yearly requirements

2. Each year, without reminders, information on the society's board (name and address) submitted to vSO by **June 1st**. If the board is changed at a time other than June / July, the names and addresses of the directors should be submitted to the Student Union Board **no later than one week** after the change. These will be filled in in the reporting template, which is available on the website and then sent to vso@chalmersstudentkar.se.
3. The Student Union Society shall keep records of membership over its members. This must be sent to the auditors at every change of the board, but can also be requested and shall then be submitted. Roster should make clear which of the members who are members of the Chalmers Student Union.
4. The elect chairman should read "Instructions for the Student Union's student associations", understand and sign the same and submit it to the VSO. It is up to both the outgoing and the new president that this is done annually.
5. The Student Union Society shall annually elect a lay auditor who reviews the Association's activities and accounts.
6. The society must make an operational plan and annual report every time the board changes. The operational plan should include plans for the year and the annual report should include thoughts on the arrangements previously arranged and on the financial outcome, this should be sent to vso@chalmersstudentkar.se.

Continuous requirements

7. The majority of members (> 50%) must be members of the Chalmers Student Union.
8. A Student Union Society needs to comply with the Student Union bylaws and policies.
9. The Student Union Society should through its operations behave as a good representative of the Student Union.
10. A Student Union Society is responsible to contact the Student Union Board within a month when a change in the Statue has been made. Contact vso@chalmersstudentkar.se.
11. Continuous activities shall be provided with such an orientation that it can be considered to comply with the Student Union's purposes and policies. The Society shall have a democratic structure and not be governed by any organization whose activities are not consistent with the Student Union's bylaws or policies.
12. The Student Union does not accept any liability for damage made to a person or property in connection with the business of the Student Union Society. The Union also disclaim financial responsibility for the association.
13. The Student Union Society shall actively inform the Student Union's other members on their activities and participate in the arrangements with this purpose.
14. The Society's board report directly to the Student Union Board.
15. The Student Union Society shall actively inform the union's other members on their activities and participate in the arrangements with this purpose.



16. The association shall comply with § 17 of the Student Union's bylaws (See Appendix 2 - Instructions for the Student Union's student associations)
17. If the Student Union Society does not follow the "Instructions for the Student Union's student associations", the student union own the right to deprive the Student Union Society of its affiliation with the student union with immediate effect.
18. Authorized signatory / signatories is financially responsible for the association and are required to generally accepted accounting followed.
19. Society for information on the union's website should be updated.
20. If The Student Union Society have a website so it shall be given at least English or Swedish.
21. Contact details and a brief description of the compound should always be in English on The Student Union Society website.

The Student Union Society hereby undertake to comply with these rules.

..... Gothenburg. / 20

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Chairman

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Clarification

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Telephone numbers and e-mail address