



Purpose and responsibilities for Chalmers Student Union societies

This document is made to summarise the purpose and responsibilities Chalmers Student Union societies have. If you are interested in starting an entirely new society, you can get help from the deputy student welfare officer (vSO) in the Student Union management team. vSO can help with providing examples of bylaws, how to comply with the Student Union guidelines and how to register the organisation with the Swedish tax agency (Skatteverket).

What is the purpose of a Student Union society?

A Student Union society consists of a group of people who share a common interest. Student Union societies serve their members' interests and are not obliged to have the interest of all members of the Student Union in mind as opposed to the central parts of the Student Union.

Chalmers Student Union, hereby called the Student Union, provides the opportunity to apply for Student Union society status to make it easier for students with common interests to meet. Being a Student Union society comes with some privileges, described in the section "What tools does the Student Union societies get access to?", as well as some obligations, described in the sections "What is a Student Union society obliged to do yearly?" and "What must be met continuously in order to be a Student Union society?".

The society's board is responsible for answering to the Student Union board for ensuring that the society complies with Chalmers Student Union's regulatory documents.

The deputy student welfare officer (vSO) in the Student Union management team is the contact person for Student Union societies and the primary person to contact with questions or problems.

What tools does the Student Union societies get access to?

1. Marketing tools
 - a. Right to use the Student Union's name and brand.
 - b. Marketing on the Student Union website
 - c. Use of the Student Union's official communications channels, for example the newsletter and TV-screens in the Student Union building.
2. Resources
 - a. Access to storage rooms and meeting rooms according to the needs of the societies and availability of space.
 - b. Ability to utilise part of the Student Union facilities. For information regarding the guidelines concerning this, and marketing resources, read *Riktlinjer för bokningar och arrangemang i Chalmers studentkår*¹.
 - c. Post box in the Student Union building.
 - d. E-mail and web space in the Student Union network (contact the Student Union committee G.U.D.).

¹ <https://chalmersstudentkar.se/facilities/>



- e. Access to rent two cars and/or trailer from the Student Union.
3. Courses
 - a. Ability for the society's signatories and lay auditors to participate in a signatory course organized by the management team.

What is a Student Union society obliged to do yearly?

A Student Union society shall...

1. ...continuously keep an updated list of their members. This list should be sent to the Student Union auditors at the start of each operational year, but it can also be requested to be sent in throughout the year. The list should contain name, date of birth, and if they are members of the Student Union, CID. It should also clearly show which members who are also members of the Student Union. The Student Union auditors are reached at revisor@chs.se.
2. ...at the end of the operational year give information about the operations and activities to the Student Union auditors if requested. More information about this is sent out by email.
3. ...each year elect a lay auditor who reviews the society's activities and accounts.
4. ...each year, without reminder, hand in information about the board to vso@chalmersstudentkar.se at the **latest one week** after the start of the society's operational year. The information should be filled in the report form received from vSO.
5. ...at the start of each operational year create and send an operational plan which clearly states what the board has planned for the society the upcoming year to the Student Union lay auditors (revisor@chs.se) at the **latest 2 months** after the start of the society's operational year.
6. ...at the end of each operational year create an annual report which clearly states what the society has accomplished during the year, a few reflections regarding how events have gone and a statement on the society's financial situation. This is to be sent to the Student Union auditors (revisor@chs.se) at the **latest 2 months after** the end of the society's operational year.
7. ...at the start of each operational year the new chairperson must sign that the board have read *Purpose and responsibilities for Chalmers Student Union societies* and are aware of its content and meaning, and hand the signed version to vSO. It is up to the old and new chairperson that this yearly done at the **latest 1 month after** the start of the society's operational year.

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

1. The majority of members (> 50%) must be members of the Student Union.
2. At least one person in the board is also a member of the Student Union.
3. The society shall be in compliance with the Student Union bylaws, regulations and policies. Of special interest is chapter 17 of the bylaws and chapter 17 of the regulations. These can be found at the Student Union's website². They must also follow the document *Instruktioner för arrangörer inom Chalmers Studentkår*³ as well as by decisions taken by the Student Union.

² <https://chalmersstudentkar.se/documents/>

³ <https://chalmersstudentkar.se/important-documents/>



4. The Student Union society should through its operations behave as a good representative of the Student Union.
5. The society's board shall report any changes of the society bylaws to the board of the Student Union **within one month** of the changes being approved. The changes then must be approved by the board of the Student Union before going into effect (read appendix 2, send to vso@chalmersstudentkar.se)
6. Continuous activities shall be provided with such an orientation that it can be considered to comply with the union's purposes and policies. The society shall have a democratic structure and not be governed by any organisation whose activities are not consistent with the union's bylaws or policies.
7. The society is required to register with the Swedish Tax agency (Skatteverket).
8. The union does not accept any liability for damage the Student Union society cause a person or property in connection with their business. The union also waives any financial responsibility for the society.
9. The Student Union society shall actively inform the union's other members of their activities and participate in other events with this purpose.
10. Authorised signatory / signatories are financially responsible for the society and are required to make sure the accounting is performed in a responsible way that also complies with Swedish law.
11. The Society should provide the Student Union with updated information about itself to promote it on the Student Union website.
12. If the Student Union society has a website, it should be available in at least Swedish or English.
13. Contact details and a brief description of the society should always be available in English on the Student Union society's website.
14. The Student Union society shall continuously make sure that the Management team have updated contact information to the society.

Consequences

If the Student Union society does not comply with this document, there can be consequences. There are routines for consequences (see Routines for consequences) but at major infringements the board of the Student Union reserves the right to take away the society's status as a Student Union society with immediate effect.

Routines for consequences

After deadline for the society's obligations have passed and the requirements are not met, a reminder is sent to the society's reported contact email. In case of missing contact email can, if time allows, other contact ways be explored but it is not guaranteed.

In the case of lack of answer after the reminder has been sent, the process below is initiated, where an answer is expected. On answer, a time frame is given for the society to implement an alternation based on the scope of the problem.

If warnings have had to be given recurring times or years can the society be required to create a plan for solutions for the problem going forward and implement it.



After	Action	Details
2 weeks	The society is given a warning on the reported contact email.	The warning is noted and saved going forward.
2 weeks more	The society loses some of the privileges that come with being a Student Union society.	<ul style="list-style-type: none">- Resources<ul style="list-style-type: none">o Access to facilitieso Ability to book the Student Union's facilitieso Access to rent two cars and/or trailer from the Student Union.- Marketing tools<ul style="list-style-type: none">o Use of the Student Unions official communications channels, for example the newsletter and TV-screens.
2 weeks more	The process to remove the society's status as a Student Union society is started.	

Taking away the society's status as a Student Union society

The process to present the proposal to the Student Union board to deprive the society of their Student Union society status with immediate effect follow the following way. vSO prepares documentation and presents the proposal to the next Student Union board meeting. The society in question gets the information by the reported contact email and have the chance to express their opinion regarding the proposal up to 5 working days before the Student Union board meeting (vso@chalmersstudentkar.se or vo@chalmersstudentkar.se). Information about the decision is given through the reported contact email.

After the status as a Student Union society has been taken away

If the society status as a Student Union society is taken away, all rights in this document are taken away as well, which includes the right to facilities, accesses, and the right to use the name and brand. If the society has Chalmers in their name, the name must officially be changed, and the society can no longer connect themselves with Chalmers.

Retrieve status as a Student Union society

If the society has lost their status as a Student Union society, it has the possibility to apply to get status as a Student Union society again. A requirement is that the society must explain how they will assure that problems will be avoided in the future.



The Student Union society hereby undertakes to comply with these rules.

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City and date

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Chairperson

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Name clarification

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Telephone number and email address