

# Purpose and responsibilities for Chalmers Student Union societies

The document is there to summarise the purpose and responsibilities of the Student Union societies. The document is decided by the Student Union Board and must be signed and sent to the Management Team annually by the Chairperson of the Student Union society.

## LIST OF CONTACT DETAILS AND LINKS

- **Want to start up a union society:** Vice President (VO), [vo@chalmersstudentkar.se](mailto:vo@chalmersstudentkar.se)
- **Operational support:** Contact person in the Management Team
- **Changing the statutes:** Student Union Board, [karstyrelsen@chalmersstudentkar.se](mailto:karstyrelsen@chalmersstudentkar.se)
- **Reporting and accesses:** Information desk, [desk@chalmersstudentkar.se](mailto:desk@chalmersstudentkar.se)
- **Membership register and audit:** Student Union's lay auditors, [revisor@chs.se](mailto:revisor@chs.se)
- **E-mail and web space:** The Student Union Committee G.U.D, [gud@chs.se](mailto:gud@chs.se)
- **Chalmers Student Union's documents:** <https://chalmersstudentkar.se/documents/>

## What is the purpose of a Student Union society?

A society means that a group of people gather around a common interest. Student Union societies work for the interests of their members and therefore do not have to look after the interests of all Chalmers Student Union members, unlike Student Union committees that must do this.

Chalmers Student Union, hereafter referred to as the SU, provides the opportunity to apply for SU society status to facilitate technologists with common interests to meet. Being a SU society has many advantages, which can be read about in the section *What tools does a society have at its disposal?* but also obligations are described in the sections *What are the annual responsibilities of a society?* and *What should a society fulfil on an ongoing basis?*

## What tools does a society have at its disposal?

1. Marketing opportunities
  - a. Use the Chalmers Student Union name and brand.
  - b. Publishing on the SU's website.
  - c. Publish your activities and events in the SU app.
  - d. Using the official communication channels of the SU, such as the newsletter and the Panorama screen in the SU building.
2. Resources

- a. A contact person in the Management Team for support in activities and questions. If the organisation does not have a contact person, the Vice President should be contacted.
  - b. Access to storage space and meeting rooms as needed and subject to availability.
  - c. Possibility to use parts of the SU's premises.
  - d. Post box in the SU building.
  - e. E-mail and web space within the SU network provided by G.U.D.
  - f. Possibility of hiring some of the vehicles in the SU's fleet.
  - g. Possibility to apply for Special Organisational Support for financial support to implement initiatives.
3. Training programmes
- a. Opportunity for the society's signatories and lay auditors to participate in the signatory training organised by the Management Team.
  - b. Car training in order to hire the union's vehicles.

## What are the annual responsibilities of a society?

A SU society shall...

1. ... keep a continuous register of its members. The membership register must contain the name, date of birth and, in the case of student union membership, the CID. This shall be sent to the SU's lay auditors **no later than one (1) week** after the start of the association's financial year, but may also be requested at another time and shall then be sent **within one (1) week**.
2. ... elect at least one lay auditor each year to examine the society's activities and accounts.
3. ... each year submit information about the society's board to the SU information desk **no later than one (1) week** after the start of the society's financial year. These must be completed in the reporting template that is received from the contact person each financial year. If access to rooms/storage facilities is required for members other than the board, these must also be included in the reporting template.
4. ... at the beginning of each financial year, send an operational plan clearly explaining the new board's plans for the organisation during the year to the SU's lay auditors **no later than two (2) months** after the start of the society's financial year.
5. ... at the end of each financial year, send a report clearly showing what has been achieved during the year and some brief reflections on how the activities have gone and the financial outcome to the SU's lay **no later than two (2) months** after the end of the society's financial year.
6. ... at the beginning of each financial year, the incoming chairperson shall sign that the board has read the *Purpose and Responsibilities of Chalmers Student Union Societies*, agrees with the same and sends the signed copy to the contact person in

the Management Team. It is up to both the outgoing and incoming chairperson to do this annually **no later than one (1) month** after the start of the society's financial year.

7. ... in the event of a decision to amend the statutes, submit this to the Union Board **within one (1) month**, which must then also approve it.
8. ... understand that Chalmers Student Union does not take any responsibility for damages caused to persons or property by the SU in connection with its activities. The SU also disclaims all financial responsibility for the association.

## What should a society continuously fulfil?

1. The majority of the members (>50%) must be members of Chalmers Student Union.
2. At least one member of the board is a member of Chalmers Student Union.
3. The society must comply with the SU's governing documents as well as decisions made by the SU. Chapter 17 of the SU's statutes and regulations is particularly useful to be aware of.
4. The society shall, through its activities, act as a good representative of the SU.
5. Continuous activities shall be carried out in such a way that they can be considered to be in accordance with the purposes and policies of the Union. The society shall be democratically structured and shall not be affiliated to any other organisation whose activities are not in accordance with the statutes or policies of the union.
6. The union is required to have an organisation number.
7. The union shall actively inform the other members of the union about its activities and participate in events with this purpose.
8. The signatory/s are financially responsible for the organisation and are responsible for ensuring that good accounting practice is followed.
9. The society's information on the union's website must be updated.
10. If the society has a website, it must be available in at least Swedish or English. Contact details and a short description of the society shall always be available in English on the society's website.
11. The society shall actively ensure that the SU Management Team has updated contact information for the society.

## Consequences

If the society does not follow the *Purpose and Responsibilities of Chalmers Student Union's societies*, there may be consequences. In the case of minor violations, the Routines for consequences are applied as below, but in the case of major violations, the Student Union Board can deprive the society of its SU society status with immediate effect.

## Routines for consequences

After the deadline for the society's obligations has passed and the requirements have not been met, a reminder is sent out to the society's reported contact email. In case of missing contact email, if time permits, other contact channels can be explored but this is not guaranteed.

If there is no response after a reminder, the following process is started where a response is requested. If a response is received, a timeframe is given for the society to implement a change based on the extent of the problem.

If warnings need to be given repeatedly or annually, the society may be required to create a plan for solutions to the problem going forward and to implement it.

After	Action	Details
2 weeks	The society gets a warning to their reported contact email.	The warning is noted in a document and saved for the future
Further 2 weeks	The society loses some of its privileges earned as being a society.	<ul style="list-style-type: none"><li>- Resources</li><li>- Marketing opportunities</li></ul>
Further 2 weeks	The process to deprive the society status begins.	

## Depriving the society of its SU society status

The process for making the proposal to the SU Board to deprive the union of its SU society status with immediate effect is as follows. The contact person from the Management Team prepares the documentation and presents the proposal to the next SU Board meeting. The society in question receives information about it via reported contact email and has the opportunity to comment on the proposal to the SU Board up to five (5) working days before the SU Board meeting. The decision is communicated via reported contact email.

## After the SU society status is withdrawn

If the SU society status is withdrawn, all rights in this document are also withdrawn. If the association has Chalmers in its name, the name must be officially changed and the association can no longer associate itself with Chalmers.

## Regain SU society status

If an association has lost its SU society status, the association has the opportunity to apply to regain union status, but must then justify how they will avoid problems arising in the future.

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

.....  
City and date

.....  
Chairperson

.....  
Name clarification

.....  
Telephone number and email address