



Contingent liability agreement and guidelines for collaboration with associations

1. Starting points for Jönköping Student Union's collaboration with associations

1.1 This document

This document regulates Jönköping Student Union's relationship towards associations. It provides information regarding the obligations the associations have towards Jönköping Student Union, and the possible benefits they may receive from it. The guidelines are intended to ensure the quality of collaborations between Jönköping Student Union and any association that is interested in being part of the Directory of Associations. The goal is to maintain good continuity and facilitate and increase the flow of information and collaboration between the associations, students, and Jönköping Student Union. This document is to be revised annually.

It is important for Jönköping Student Union to assist associations, both new and old, in their work in enriching our campus and promoting student engagement.

This document is no longer valid if

- the Student Union's by-laws have been changed so as to contradict this document.
- the Student Union's guidelines and policies have been changed so as to contradict this document.

2. Directory of Associations

2.1 Terms to be met by the associations

For an association to be entered into the Jönköping Student Union Directory of Associations, the association must be:

- Organised so that the association's members and participants are required to be members of Jönköping Student Union.
- A non-profit association and base its activities on democratic principles.
- Open to and run with the intention of serving all students at Jönköping University who are interested in the activities of the association.
- Organised so that the association's by-laws and operations do not violate Jönköping Student Union's by-laws or act counter to the operations of the Student Union.
- Organised so that the association is religiously and politically independent, and has no ties to any trade union.

The Student Union's Presidium is entitled to make exceptions to the requirements stated above.

2.2 Categories of associations

The categories of associations that are eligible to apply for entry into the Student Union's Directory of Associations are:

1) Special interest associations:

Associations whose activities and purpose benefit and uphold student traditions and/or promote student engagement, integration, or solidarity. Examples include a theatre group, a victim support association, or a choir.

2) Sports associations

Associations whose activities and purpose support involvement and development, as well as groups of people participating in a physical activity that is a sport or an activity which can be classified as a sport, automatically become a sports section that work in collaboration with JUSA (Jönköping University Sport Association). Examples include an ice hockey, running, or paintball team.

Dormant associations

An association that for any reason is unable to continue its operations can be marked as dormant in our Directory of Associations. This is to facilitate the start-up process if an association is reactivated at a later stage.

These associations retain their dormant status for two years, after which they are automatically terminated and their assets transferred to Jönköping Student Union.

2.4 Application to be entered into the Directory of Associations

Any association applying for entry to the Jönköping Student Union Directory of Associations must submit a Statement of Purpose to Jönköping Student Union's Association Coordinator, who will approve or deny the application.

The association will then undergo a period of probation of three (3) months from the date on which the Statement of Purpose was approved by, the Association Coordinator. During this period, representatives of the association shall draw up its by-laws in consultation with the Association Coordinator, and begin its existence as an association in order to fulfil its purpose. At the end of the period of probation, the association will hold an inaugural meeting, after which it will be approved as an association and entered into the Student Union Directory of Associations following the submission of its by-laws and minutes.

Jönköping Student Union recommends that the management of the association consist of the following posts:

- President
- Vice President
- Secretary
- Treasurer
- Other board members

2.5 Expulsion from the Directory of Associations

Jönköping Student Union is entitled to exclude an association from the Directory of Associations if the association no longer fulfils the terms stated in *Section 2.1* and the obligations stated in *Section 3.1* that are applicable to associations. Expulsion may also come to pass if the association acts counter to Jönköping Student Union or its purpose, violates its own by-laws, or if its actions are otherwise inappropriate. Expulsion may also come to pass if the association remains inactive for a long period of time. Decisions in these matters are made by the Student Union's Presidium.

In the event that an association is expelled, all financial means granted by Jönköping Student Union shall be repaid.

3. Obligations and opportunities

3.1 Obligations and commitments

An association that has been entered into the Directory of Associations is under obligation to:

- Report all major events involving the association to the Association Coordinator.
Examples may include:
 - The holding of a membership meeting.
 - The replacing of the board.
 - The organisation of large-scale events or activities.
 - The association applying to declare itself inactive.
 - The occurrence of large conflicts, internal or external.
- Take responsibility for:
 - The e-mail address administered by the University and the Student Union.
 - The access to Studenternas Hus and the Student Union offices and associated facilities when these are used after regular opening hours.
 - Adherence to Jönköping Student Union's guidelines and principles regarding, for example, marketing or social conduct.
- Participate in association meetings which Jönköping Student Union convenes.

- Facilitate and maintain active communication between interested parties.
- **Report amendments to the association's by-laws to the Association Coordinator.**
- **Submit the association's annual report to the Association Coordinator no later than May 1 every year.** The annual report shall primarily contain observations on how the association has worked in relation to the core issues that it exists to promote.
- **Assume legal responsibility for the activities performed within and by the association.** However, the association is entitled to use the Student Union's name after consultation with the Association Coordinator.
- **Report the budget and annual closing of the books to the Association Coordinator.**
- Sign the *Contingent liability agreement and guidelines for collaboration with associations* document prior to the end of the term of office of the board or in the event of a change of president.
- **Submit a copy of the membership register each semester.**
- During a hand-over period, the outgoing president must facilitate for their successor. See the *Checklist for the hand-over period* document.

3.2 Opportunities open to all associations

Jönköping Student Union can assist special interest associations with the following:

- A post box.
- A shared, bookable common room/storage area in Studenternas Hus.
- A dedicated e-mail address (@js.ju.se) if required.
- 500 print-outs per year. If additional print-outs are required, a fee will be charged.
- A conference room, bookable via the Association Coordinator.
- Use of the Student Union's noticeboards following approval by the Student Union's Communications Coordinator.
- The ability to apply for grants (see the *Guidelines for applications for grants* document).
- Assistance with the declaration of taxes and fees.
- Marketing and exposure through the Student Union's website (See the *Handbook for associations operating in collaboration with Jönköping Student Union* document).
- Sale of membership cards, tickets, printed material, and badges via Student Service (terms apply).
- Rental of the Student Union car for association-related matters via the Association Coordinator (50km per month max usage).
- Training and organisational development.
- Contact with and support from the Student Union are facilitated by the Association Coordinator (associations@js.ju.se alt. +46(0)763-49 87 70).

3.4 Other facilities on campus

At the University there are assembly halls, lecture halls, and conference rooms of various sizes. If an association wishes to book any of these facilities, they should contact the Association Coordinator (associations@js.ju.se) to check availability, stating the association, start and end time of the booking, date, and for what purpose the facility will be used.

Special rules apply regarding booking the health and wellness facility Campus Arena (see *Guidelines for booking the Campus Arena*).

4. Contact information

Questions regarding this document or the work and activities of associations in general may be directed to associations@js.ju.se alt. phone +46(0)763-49 87 70.

Date:

Association Coordinator, Jönköping Student Union

Association

President

Printed name
