

Handbook for associations operating in collaboration with Jönköping Student Union

This document provides associations operating in collaboration with Jönköping Student Union with the general information required to operate on the campus and within the greater Jönköping Student Union.

General information

About the work and activities of associations

Jönköping Student Union has a vision of a vibrant campus which contains a rich choice of activities for all students. There are to be meeting places for all students, regardless of personal interests. Thus, Jönköping Student Union collaborates with a number of associations. The goal is for Jönköping Student Union to help these associations in the best way possible in their work, in order to create a richer student life, both within the classroom and with regard to extracurricular activities and the social environment, for the members of Jönköping Student Union.

Guidelines for associations

An association that wishes to collaborate with Jönköping Student Union is required to adhere to Jönköping Student Union's *Contingent liability agreement and guidelines for collaboration with associations* document, which defines Jönköping Student Union's relationship with collaborating associations. The document contains, among other things, information on how associations can enter into a collaboration with Jönköping Student Union, and the rights and obligations of associations once they have done so. The document can be found at the Jönköping Student Union website: www.jonkopingsstudentkar.se.

Grants

The right of associations to apply for grants from the Student Union is regulated in the documents *Contingent liability agreement and guidelines for collaboration with associations* and *Guidelines for applications for grants*.

Internationalisation

The Student Union's work involves ensuring that internationality in all of its forms permeates all activities, and this includes the work and activities of associations. Many international students experience difficulties in coming into contact with Swedish people and the Swedish culture. By integrating international exchange and programme students in the operation of the special interest associations, we can increase the degree of interaction between cultures, and ensure a more rewarding stay for international students in Sweden, Jönköping, and at the University. Internationalisation within the Student Union and the associations can be aided by, for example, consistently striving to give information regarding activities and associations in English.

Practical information

Association common rooms

Jönköping Student Union strives to be able to offer as many associations as possible a common room, although no guarantee can be made. Most associations have access to rooms at the various Schools.

Jönköping Student Union can offer an association a common room/storage on Floor 0 of Studenternas Hus. There, associations may securely store material related to the running of their organisation. To apply for access to an association common room, the Association Coordinator must be informed of the association's requirements, and a booking will then be made at a later stage. The Student Union encourages all associations to submit their requirements regarding furnishings and so on that may increase the comfort and usage of the association's common room.

The large conference room on Floor 2 of Studenternas Hus can be booked by any association. To book the conference room, contact the Association Coordinator or, if he/she is unavailable, someone at the offices. This is to avoid double-bookings. The associations are themselves responsible for making sure that the association common rooms remain in good condition, so as to ensure a pleasant environment and to increase the usage of the rooms. Ensuring an acceptable level of cleanliness and tidiness after meetings and other activities is mandatory.

Post box

All associations that use Jönköping Student Union's postal address will have their post delivered to their own post box, which is located in the Association Coordinator's office on Floor 2 of Studenternas Hus.

Membership

In order to become a member of an association, you must be a member of Jönköping Student Union. Each association is required to submit a copy of their membership register to Jönköping Student Union every semester, including the name and personal identity number of each member.

Pass card and printing

An association's president can be authorised to access the Jönköping Student Union offices (Floor 2 of Studenternas Hus). The association is also given a printing and e-mail account, which entitles it to 500 free print-outs per year. If the 500 print-outs per year are not sufficient, the association must either print their documents elsewhere or pay 500 SEK to receive another 500 print-outs.

The account shall, at the end of the term of office, be transferred to the new president, and the Association Coordinator will be notified of the transfer.

Transportation

Jönköping Student Union owns a car, which all associations are entitled to use. To book this car, you must contact the Association Coordinator well in advance. The car may only be used for matters related to the association's operations and for a maximum distance of 50km per month. The Association Coordinator is entitled to grant additional kilometres.

Support and contact

In a group of volunteer students, it is common for disagreements to arise. The Association Coordinator is available to be contacted and to offer support in all situations. When in doubt, it is always better to have asked one time too many than one too few.

In addition to the above, Jönköping Student Union's vision and goal is to be able to provide the president of each association with training in leadership and organisational development, as well as with information about the work and activities of Jönköping Student Union's other collaborating associations.

A completed term of office as president of an association is (after a request has been submitted) recognised with a certificate, signed by the Association Coordinator.

Information channels

The goal of the Student Union is to assist the associations in advertising their work and activities. Special interest associations are allowed to post information on the Jönköping Student Union's website and, with the approval of the Communications Coordinator (information@js.ju.se), on the Student Union's noticeboard on Floor 0 of Studenternas Hus.

The Student Union's name and logo

Jönköping Student Union does not automatically support or condone the actions of an association, despite the existence of a collaboration agreement between Jönköping Student Union and the association. The default policy of the Union is that all associations act independently, as long as no other decision has been made. This concerns contact with the media, use of the Student Union logo, in connection with information dissemination, etc.

The Student Union logo may be used on informational material such as posters, but the material must be approved by the Communications Coordinator prior to printing. The logo used should be of a high resolution and good quality, and can be downloaded from the image archive at www.jonkopingsstudentkar.se or obtained from the Communications Coordinator.

The Student Union website

Jönköping Student Union encourages associations to utilise its website as an information channel. If an association wishes to use this medium to disseminate information, it is required to be in both Swedish and English. Submit texts to information@js.ju.se.

On the website, there is an event calendar, which may be used by the associations. Submit a short text with a name and time for the activity, together with contact information.

In the event that the website is overhauled, new guidelines may be added. The associations will be informed if such a change is about to occur.

Advertisements

Following approval by the Communications Coordinator, associations may use Jönköping Student Union's noticeboards to post information; please note that it is important that the Student Union's logo is included on the poster. Posters shall be fastened with pins, and may not overlap other posters. All posters shall be taken down once the event has occurred and/or the poster is no longer relevant. For advertisements in Studenternas Hus, it is once again to be noted that it is mandatory to include the Student Union's logo, and that posters be approved by the Communications Coordinator prior to printing. Other areas of campus are covered by the regulations of the student associations, which are available through the respective Student Union General for each School. Please see the Student Union website for contact information. The Student Union's logo shall be visible on each poster although it should be remembered that posters/usage of the Union logo must be approved by the Communications Coordinator. The largest allowed poster format is A3.

Miscellaneous

All other information that is not included here can be found in the documents *Contingent liability agreement and guidelines for collaboration with associations* and *Guidelines for applications for grants*.

Inquiries are answered by:

The Student Union Association Coordinator:

associations@js.ju.se

+46(0)763-49 87 70

or

The Student Union Communications Coordinator:

information@js.ju.se

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