

JSU Contract for Interest Associations

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

1.1 This document

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

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

The contract will remain valid for the duration of the mandate period of the authorised signatory of the constituting board, meaning that the document must be renewed when a new president (or authorised signatory) is elected, and it remains the responsibility of the association's authorised signatory to ensure that the terms of the association's policy are adhered to by the association in question.

This document is no longer valid if

- the Student Union's by-laws, guidelines or policies have been changed and therefore contradicts this document.

2. JSU Interest Associations

2.1 Terms to be met by the interest associations

For a group of involved students to become a JSU Interest Association, the group must be:

- Organised so that the members and participants are required to be members of Jönköping Student Union. Exceptions can be made for non-daily operations and events.
- Constituted so the board members with voting rights must be active students and members of JSU when entering the board.
- Non-profit and base its activities on democratic principles.
- Open to and run with the intention of serving all students at Jönköping University who are interested.

- Organised so that it's official documents and operations of the association do not violate Jönköping Student Union's by-laws or act counter to the operations of the Student Union.
- Not having a purpose similar to an already existing JSU interest association.
- Not having frequent activities that compete against other JSU interest associations' activities.
- Organised so it is religiously and politically independent and has no ties to any trade union. Also not base its interest on ideologies.

The Student Union does not accept an association that is created based on interest from a third party nor an association that relies its existence based on another organisation's operations and vice versa.

The following points essence must exist in the associations bylaws or clubs steering framework:

§ **Membership:** Membership in the association can be granted to students at Jönköping University who is also a member of Jönköping Student Union.

§ **Member's rights and obligations:** Members have the right to attend, speak, submit claims, and vote at the annual meeting.

§ **Mandate Period:** The mandate period for the associations board members is one (1) year (or six (6) months for associations with biannual meetings).

§ **Representation:** The association is represented by the annual meeting, its board and its members.

§ **Agenda:** Point for Freedom of liability must be in the agenda for the annual meeting.

§ **Dissolution:** It takes 2/3 majority vote on two consecutive annual meetings, where one needs to be an ordinary annual meeting, to dissolve the association. After dissolution, the association's assets shall be transferred to and managed by Jönköping Student Union.

§ **Amendments of bylaws:** The bylaws can be changed after a majority vote on one (bi)annual meeting and only if the notice about changes of the bylaws has been announced in time according to the bylaws.

§ **Withdrawal (Leaving the association):** To leave the association the member needs to write to the board stating so. The member has no right of any reimbursement from the association. The withdrawal will take effect immediately.

The official address of the association is

[Associations name]

Gjuterigatan 3C

55318 Jönköping

Org. nr: 826000-9041

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

2.2 Categories of associations

The Student Union has different categories of involved groups that has different preferences and requirements. How the purpose, involvement and the setup of the presumptive JSU association is the foundation in what category it ends up in.

These are:

1) Associations:

Has a board, by-laws and an annual meeting. Full democratic principles.

Based on interest and has a broad purpose.

Has activities for members.

Associations whose activities and purpose benefit and uphold student traditions and/or promote student engagement, integration, or solidarity.

2) Clubs

Starting phase of newly started associations for one year.

Has a board. Light Democratic processes.

Steering framework that determines elections, meetings and working processes.

Based on interest but can have a narrow purpose.

Has activities for members.

3) Project Group / Workshop – based on a specific project

May be short or long term – shall be stated in their mission statements

Created to achieve a specific mission – this mission may be long-term. May be for all students or have a target group depending on the specific mission.

Limited number of group members.

4) Committees

Related to the student questions.

Employee or remunerated or delegated to a person via the JSU Board as responsible for the group

Shall have a mission and instructions.

Exists for the better of all students.

Dormant associations

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

These interest 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

Any group of students applying to become a JSU interest association must submit a Statement of Purpose to Jönköping Student Union's Association Coordinator, who will approve or deny the application.

The presumptive association will then undergo a period of probation of one year from the date on which the Statement of Purpose was approved by the Association Coordinator. If it is not considered a Project Group or Committee, it will always start as a club.

If it has a sports related purpose, the application will be done in collaboration with JUSA.

During this one year period, representatives of the interest association shall draw up its steering frameworks in consultation with the Association Coordinator, and begin its existence as a club 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 interest association

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

- President
- Vice President
- Treasurer

2.5 Expulsion

Jönköping Student Union is entitled to exclude an involvement from its connection to Jönköping Student Union if the involvement 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 own purpose, violates its own by-laws, or if its actions are otherwise inappropriate like using your associations power and status for a personal cause or interfere with Jönköping Student Unions relations with other parties. 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.

If an association is expelled, all financial means granted by Jönköping Student Union shall be repaid to Jönköping Student Union.

3. Obligations and opportunities

3.1 Obligations and commitments

An interest association that has been approved is under obligation to:

- Report all major events involving the interest association to the Association Coordinator. Examples:
 - The holding of a (bi)annual 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 Students' House and the Student Union offices and associated facilities when these are used after regular opening hours.
 - Adherence to Jönköping Student Union's and JU's guidelines and principles regarding, for example, marketing, mass emailing and social conduct.

- Participate in association meetings which Jönköping Student Union convenes.
- Report full financial- and bank statements upon request.
- Facilitate and maintain active communication between interested parties.
- Report amendments to the interest association's by-laws to the Association Coordinator.
- Submit the association's annual report to the Association Coordinator when requested
- Assume legal responsibility for the activities performed within and by the interest association.
- Submit a copy of the membership register upon request.
- During a hand-over period, the outgoing president must facilitate for their successor.

3.2 Opportunities open to all associations

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

- A post box.
- A shared storage area in Students' House.
- A dedicated e-mail address (@js.ju.se) if required.
- Free print-outs for association related posters and info.
- Conference rooms, bookable via the Association Coordinator.
- Use of the Student Union's noticeboards following approval by the JSU.
- The ability to apply for grants.
- Assistance with the declaration of taxes and fees.
- Marketing and exposure through the Student Union's website and app.
- Sale of membership cards, tickets, printed material, and badges via Student Service
- Rental of the Student Union car in alignment to the associations purpose via the Association Coordinator
- Training and organisational development.
- Contact with and support from the Student Union which will be 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 at 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
