

Rights and responsibilities for Student Union Malmö's associations

§1 Introduction

This document sets out to govern the rights and responsibilities of all the associations in their interaction with the Student Union Malmö, as well as with each other. The regulations contained herein are applicable to all associations with association status under the Student Union Malmö.

§2 Responsibility of the Student Union to its Associations

Through gaining an association status under the Student Union Malmö, an association receives the right to:

- An office space
- A Union email
- Assistance with booking rooms on University and Student Union's premises
- Assistance with promotion and promotional material
- Apply for financial support from the Student Union
- Participate in Student Union promotion events

§3 Responsibility of the Associations to the Student Union

- All in the board and active members are required to be members of the Student Union Malmö.
- The associations are required to ensure that all of their members are also members of the Student Union
- All associations are obliged to keep the all venues of the Student Union (Kölsvinet, Student Union kitchen and other rooms) clean and tidy. Which means;
 - If Kölsvinet is used by an association, the association is obliged to clean up and organize all the furniture and items to their default positions.
 - If an association has booked Kölsvinet for a night event, they can book cleaning service, though that does not mean that Kölsvinet should be left completely dirty for the cleaners.
 - If using any of the rooms in the Student Union for a meeting, please make sure that the office is clean and tidy after the meeting.
 - Cups, plates or any other kitchen utensils need to be put in the dishwasher.
- If the associations fail to clean and tidy up the Student Union facilities, the Student Union will impose a fine. (The value of the fine will be determined by the Student Union, depending on how dirty or messy the facilities are)

§4 Democracy and Transparency

The Student Union and its associations operates on the tenets of democracy and transparency.

- Union associations should make their constitutions publicly available, with the help of the Student Union.
- When an association revises its constitution, it is obliged to send the updated version to the Student Union.
- The associations are required to send the minutes of their annual meetings to the Student Union for safekeeping.

- All associations are to use the e-mail accounts that are provided for by the Union for their official correspondence. The association are also oblige to follow the Student union Malmö´s e-mail policy in accordance to GDPR.
- The associations are to ensure that the election processes are open and democratic.

§5 Finances

The Student Union associations have the right to apply for financial support from the Student Union.

The following regulations are to be adhered to:

- For the Student Union to approve an association's request for funding, the association needs to send in an application for financial support that union can assess.
- Applications are to be submitted to the Student Union on a biannual basis. The Board of the Student Union Malmö will assess and approve the application for each individual association.
- The application for the autumn semester, shall be submitted to the associations responsible and organizations administrator in September, for updated date see the *Routine for association that ask (äskar) for money from the Student Union.*
- The application for the spring semester, shall be submitted to the associations responsible and organizations administrator in Februari, for updated date see the *Routine for association that ask (äskar) for money from the Student Union.*
- The Student Union shall provide the associations with clear guidelines about the format and restrictions of the application for financial support.

§6 Other

- It is the mutual responsibility of both the Student Union of Malmö and the Union associations to ensure that none of their activities harm the reputation of the other party. This responsibility also extends in regard to the interactions between different associations.
- If the Student Union Council finds that an association is in conflict with the goals or values of the Student Union, the Council has the right to withdraw the association status of an association.
- The Student Union is responsible for sending all the relevant documents to all the associations at the beginning of each operational year.