

## Steering Document for Student Groups

### §1 Introduction

To facilitate more student engagement, the Student Union Malmö decided to start up the project Student Groups. It is intended for students who want to get more involved in student life but on a more informal level than through an association.

It is also seen as a trial to see if the particular student group is of interest for the broader student population as there is a possibility to apply for association status after one semester of being an active student group.

### §2 Rights of the Union's Student Groups

- Student Groups have the possibility to book rooms at the University and on the Union's premises.
- Student Groups have the right to use the association's computer and to print. The Student Union will help print campaign materials such as flyers and posters through the Union's Communicator if needed. However the Communicator does not prioritize developing materials.
- Student Groups shall receive one (1) access card to the Union building.
- When it comes to the dissemination and visibility, the Student Union will prioritize its own as well as its associations' events. However there is still opportunity for a student group to appear through the Student Union channels subject to availability.
- Student Groups can not apply for financial support through the Union; they are entitled up to 300 SEK per semester for fika and/or digital advertisement instead. They will be reimbursed for those costs once they submit a receipt to the Union's organisation administrator before the end of the semester.
- Student groups have the opportunity to be part of all Student Union events. It is the Union's responsibility to ensure that invitations to those events are sent out in due time.
- Student Groups have the right to get invited to every association meeting and shall receive all important information that associations receive, therefore their email addresses shall be added to the association mailing list.

### §3 Responsibilities of the Union's Student Groups

- In order to become a student group under the Student Union, the founder needs to sign a contract with the Union
- The founder must be a member of the Student Union Malmö; the participants in the student group don't need to be members. This way it will be easier for the student group to start up and gain new members.
- The student group should be party-politically, trade union and religiously unattached.
- The student group should be open to all students and follow the Student Union Malmö's goals and values.
- All student groups are obliged to keep the venues of the Student Union (Kölsvinet, Student Union kitchen and other rooms on the 3rd and 4th floor) clean and tidy. Which means;

- If Kölsvinet is used by a student group, they are obliged to clean up and organize all the furniture and items to their default positions.
- If a student group has booked Kölsvinet for a night event, they can book a cleaning service, though that does not mean that Kölsvinet should be left completely dirty for the cleaners.
- If using any of the rooms within the Student Union building for a meeting, make sure that the office is clean and tidy afterwards.
- Cups, plates or any other kitchen utensils need to be put in the dishwasher or cleaned by hand if the dishwasher is not available.

#### **§4 How to change status from a Student group to an Association**

A Student Group has to be active for a whole semester before starting the process of becoming an association. Once this semester has been completed, the following steps will lead to an association status under the Student Union Malmö:

- Contact the Student Union Malmö's Association Responsible and book a meeting:  
[foreningsansvarig@malmostudenter.se](mailto:foreningsansvarig@malmostudenter.se)
- Decide who should be the chairman and treasurer of the association.
- Write the statutes, budget and operational plan and ask the Student Union's Association Responsible to check them.
- The student group is welcomed to a board meeting where the board decides whether your association proposal should go to the Student Union's Council (FUM).
- If FUM says "YES" then the association status is arranged!