

Steering document 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 Rights of the Union's Associations

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

- A Union email address
- At least two (2) access cards for the Union building, depending on the size of the association.
- An office space with room for storage as well as an individual space in the Union's safe box located in the kitchen
- Assistance with booking rooms on University and Student Union's premises
- Assistance with promotion and promotional material, including printing
- Apply for financial support from the Student Union
- Participate in Student Union promotion events

Once a new association receives its association status, the Association Responsible will provide all necessary information, including but not limited to relevant documents for associations.

§3 Responsibilities of the Associations to the Student Union

Through gaining an association status under the Student Union Malmö, an association has the responsibility to make sure of the following:

- All in the board and active members are required to be members of the Student Union Malmö, it is the responsibility of the board member signing up a new member joining the association to ensure that the student is an ordinary member of the Student Union Malmö
- All associations 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 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 a cleaning service though that does not mean that Kölsvinet should be left completely dirty for the cleaners. The cleaners will take care of floor and washrooms
 - 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. The Association fridge/soup lunch fridge should be cleaned out maximum a few days after the event/on a regular basis, food should always be labeled.
 - 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, it will be equivalent to the hourly rate of the Union's cleaners.

Once a new association receives its association status, it is up to them to contact the Union's Organisation Administrator to receive their access cards and email addresses.

§4 Democracy and Transparency

The Student Union and its associations operate on the tenets of democracy and transparency, therefore the following should be followed by all associations.

- All Union associations should make their constitutions publicly available, with the help of the Association Responsible.
- When an association revises its constitution, they are obliged to send the updated version to the Association Responsible.
- The associations are required to send the minutes of their annual meetings to the Association Responsible.
- It is strongly recommended that all associations should use the e-mail accounts that are provided for them by the Union for their official correspondence (for safety reasons). The associations are also obliged 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's 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 the Union will then assess.
- Applications can be submitted to the Student Union on a biannual basis. The Board of the Student Union Malmö will assess the application for each individual association.
- The Student Union shall provide the associations with clear guidelines about the format and restrictions of the application for financial support. For more information, see the document "Routines for the Student Union Malmö's financial support (äskning) for Associations".

§6 Other

- It is the mutual responsibility of both the Student Union Malmö and the Union's associations to ensure that none of their activities harm the reputation of the other party. This responsibility also extends in regards 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 Association Responsible is responsible for sending all the relevant documents to all the associations at the beginning of each operational year as well as setting up at least one association meeting per semester.