



## HHGS Policy for Associations and Projects

HHGS policy for associations and projects is adopted by HHGS annual meeting in accordance with the HHGS statute chapter 9 § 7.

### Operations and purpose

An association or project within the Student Union is a sub-organisation of HHGS which has a delegated responsibility to organize study-social activities for the members of the Student Union. The associations and projects purpose must be in accordance with the purpose of HHGS, namely to see to and promote the common interests of its members. Furthermore, the associations and projects must adopt and follow the values of the Student Union.

The association can be affiliated with a political party. The operations of an association or project must be carried out by members of the Student Union of the School of Business, Economics and Law.

Events that are of a study-social character and require pre-registration must follow a “HHGS-member first” principle.

### General requirements for associations and projects within HHGS

To attain status as an association or project the following requirements must be met and approved by the HHGS Board:

- The association's or project's activities are for HHGS members
- The activities or projects are in line with HHGS purpose and values
- The association has a statute
- The association or project has an activity plan and a budget
- The association or project has a board
- All members of the association or project must be members of HHGS

HHGS will provide a budget template which must be used upon constituting a new association or project within HHGS. HHGS will provide initial funding of 1500 SEK.

When a new board is elected for the association or project it is the responsibility of the old president and CFO to get access to rooms, postboxes, login details etc for their successors, as well as making sure that their successors have all necessary information to run the association project.

Keys and card access are granted by filling out the appropriate forms in the union offices and contacting the union's Head of the Administration Committee, providing details of requirements as well as names and social security numbers of the people in question. The president and CFO can, after getting their budget approved by the HHGS board, become signatories of the association or project, meaning that they can sign off on expenditures covered in the budget up to a maximum of 3000 SEK.



Exceptions to this rule are made for associations and projects that, because of the nature of their operations, require a higher limit. The form for becoming a signatory must be signed by the president of HHGS.

An application to start an association or project can be sent in at any time during the year to [association@hhgs.se](mailto:association@hhgs.se) and will be processed as fast as possible. There are no formal requirements on how an application should be written, but bear in mind that the rules in this policy must be followed.

### **Statute**

The association must decide upon a statute for the association and it must include the following

- The purpose of the association
- The highest deciding body of the association
- How the board of the association is elected
- How changes to the statutes can be made
- That the association is open to all members of HHGS to apply to

HHGS will provide a statute template if needed.

### **Maintaining status as an association or project of HHGS**

To keep status as an association or project of HHGS the board must report the following things on an annual basis

- Contact details to the entire board.
- A written activity report covering the past year.
- The protocol of the last annual meeting of the association showing the boards proper election.
- The statute, in case it has been changed since the last annual meeting.

These documents should be provided as soon as possible after the year of operation has ended. Associations and projects that do not comply may have their association or project status revoked by the HHGS board.

### ***HHGS associations and projects with political ties***

- All board members must be members of HHGS
- All association members must be members of HHGS
- Associations and projects with political ties may not use HHGS channels to spread political messages
- Associations and projects with political ties may not recruit members to the party they pertain to at the campus of the School of Business, Economics and Law
- When arranging events in public spaces at the school, the Head of Associations must be consulted and approve of the event.



- When marketing its events, or the association or project itself, party symbols may not be used.

### **Programme sections**

A programme section is an association under HHGS which has been delegated a special mandate to monitor and take part in the development the education for the group of students at the School of Business, Economics and Law who pertain to the programme which the programme section represents (HHGS statute chapter 9 § 3).

A programme section which meets the following requirements shall, after getting their application approved by the HHGS board, be given mandate to monitor the education for their programme:

- The programme section is believed to have the capacity to monitor and take part in the development of the education and the preconditions for studies for the student body that falls within the programme sections desired operations.
- The programme section must take it upon itself to work in line with the general education-related work which HHGS engages in and must cooperate with HHGS Head of Education.
- The programme section must have at least one board member who is in charge of educational coverage.
- The programme section must appoint course representatives as well as student work environment representatives.

### **Responsibility**

The Head of Associations of the HHGS Board is responsible for updating and following-up this policy. If you have any questions about this policy, contact the Head of Associations of the HHGS Board.