

GUIDEBOOK FOR STUDENT ASSOCIATIONS



Innehållsförteckning

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Thank you for getting involved!

We at Linnaeus Union love our engaged students. The student associations approved by Linnaeus Union are some of the most important and meaningful collaborations that should be cherished, preserved, and developed. Student life at Linnaeus University includes a variety of association constellations. It is impossible to cover all aspects and situation that a board may encounter, but in this guide, we have written about what's it's like to be on a board and provided some useful tips on running a student association.

Association life in Sweden

In Sweden we love to get involved and come together to work collaboratively. Throughout the country there are more than 200.000 associations of all sizes and areas of interest. An association can be about almost anything – we have craft associations, integration, environment, religion (the largest association in Sweden is the Swedish church), political, student associations and trade unions, among others. Even student unions, like Linnaeus Union, are associations.



Working on a voluntary basis?

Working on a voluntary basis does not mean that one should work perfectly or for a higher purpose. Non-profit organizations are allowed to engage in commercial activities, compensate (pay) their elected representatives, and/or have salaried employees. For example, Linnaeus Union is a non-profit organization with several staff members and compensated elected representatives.

There is no specific legislation that regulates the affairs of non-profit organizations, including student associations. Instead, it is often based on established practices and ethical rules (of course, all applicable laws like any other organization. However, something to consider is that for an association to be considered as a legal entity, it requires by-laws and a board. The by-laws act as guidelines for the board in the continuous operation of the association. A legal entity means that the association can own its own assets and be responsible for its assets and debts – so that these are not tied to individual persons.

Being a student association

What distinguishes a regular association from a student association approved by Linnaeus Union, and what are the different categories of associations?

A student association approved by Linnaeus Union is a non-profit organization that has entered a partnership with Linnaeus Union (the student union). In this partnership, the student association commits to following Linnaeus Union's policy for student associations and other relevant governance documents established by Linnaeus Union.

There are two different groups of student associations, educational and interest associations, and different documents and policy documents may be relevant depending on the type of association in question.

In Linnaeus Union's policy for student associations, it is explained that a student association is a democratically structured organization of students, by students, and for students. This means that the association's activities must primarily be directed towards students, and its members and board must primarily consist of students too.

Being democratically structured means that the association holds regular meetings where members decide on matters concerning the association. The most common practice is to have annual meetings where members elect the board.

In addition to following Linnaeus Union's governing documents, student associations are also required to regularly update Linnaeus Union with their contact information, submit annual meeting minutes, participate in Linnaeus Union's members meetings, and disseminate information about Linnaeus Union's activities.

Educational associations

Educational associations are associations directly linked to programs at the university: for example, teacher education programs have a teacher education association, and so on. They have a responsibility to oversee their students' education, and assist Linnaeus Union in gaining insight into the quality of the study programs. In addition to this, they often organize social

events as well as introductions/kick-offs for newly enrolled students.

(Most educational associations, and even some interest associations, have overalls in specific colours so that they are easy to identify when they gather for their activities.)



Associations of interest

Interest associations are associations where members come together to engage in a particular interest. Examples include orchestras, political organizations, sports associations and international associations. Interest associations at Linnaeus University come in all varieties and sizes.

Nations

The nation associations at Linnaeus University in Växjö are officially interest associations and operate somewhat differently than the nations in places like Lund or Uppsala. The nations at Linnaeus University were originally closely tied to their geographic locations, but today, they try to specialize in various social aspects such as culture, sports and traditions related to holidays and food.



Student pubs

Linnaeus Union collaborates with three student pubs at Linnaeus University: Lékstugan in Kalmar, and Slottsstallarna and Sivans student pub in Växjö. The pubs are operated as student associations, which means that students are a part of the association boards, and students are responsible for keeping the establishments open in the evenings.



Linnaeus Union and its student associations

So, what distinguishes a regular non-profit organization from a student association approved by Linnaeus Union?

Collaboration agreement

Linnaeus Union writes a collaboration agreement with all its student associations. These agreements regulate what the association commits to by being a student association and what Linnaeus Union commits to regarding its student associations.

Support

Linnaeus Union undertakes to support its associations if they need assistance or have questions. If we don't have the answers, we hope to be able to refer you elsewhere.

Funding requests

All student associations may request (apply for) funding from Linnaeus Union for their projects. How to make a funding request is regulated by Linnaeus Union's funding request policy. The policy, along with other governing documents, is found [here](#).

Trainings

Linnaeus Union organizes training sessions every year for mentors (faddrar), treasurers, boards, on student pub operations, and on local and safety matters. We can also assist

with procedural matters and meeting formalities. If you have a need for a training, whether related to these topics, or any other, please contact us!



Conflicts

Issues that may arise within or between associations or within the board may sometimes need to be discussed or mediated by an external party. We can provide support, tips and advice.

By-laws

The perhaps most important association document is difficult to write and sometimes even more difficult to interpret. If a student association is working on its bylaws document, they can always turn to us for advice and support. We will assist you to the best of our ability!

Annual meeting

All associations have annual meetings, and their meeting chair should be someone external to the association. We are happy to assist as our time permits. Sometimes, it can also be challenging to plan everything needed for an annual meeting. In such cases, the association can always reach out to us, and we will collaborate to help.

Contact with other associations

Linnaeus Union organizes presidents' meetings once a month where all the presidents and vice-presidents of the student associations are welcome to attend.

Facebook

Linnaeus Union is the admin for the Facebook groups "Student Associations in Växjö - Presidents" and the equivalent in Kalmar, "Presidents for Student Associations in Kalmar." Additionally, associations in Växjö are welcome to join and use the group "Växjö Campus," while associations in Kalmar are directed to "LNU-Student Kalmar."

Posters and Linnaeus Union' website

Student associations have the possibility to post flyers on their own notice boards. Student associations should have the opportunity to be featured on Linnaeus Union's website.

Welcome fairs & Orientation

Once per semester in Växjö and once per year in Kalmar, Linnaeus Union organizes the large welcome fairs. Exhibiting at the fair incurs costs for external exhibitors, but all student associations may exhibit for free.



During Orientation, which is the introduction days for international students, Linnaeus Union holds a presentation about student life and associations at each respective location, and student associations may provide additional information.

Mailbox

Linnaeus Union offers to handle the mail that arrives for the association. You'll have a mailbox where your mail is delivered, and you'll use our postal address, including the association's name, c/o Linnaeus Union, etc.

Facilities/office

All educational associations are guaranteed facilities by the university. Some interest associations also have their own facilities and storage.

Booking facilities

All student associations can book university facilities free of charge. However, specific rooms or larger bookings require someone from the association to have completed a so-called facility and security training, and the association is responsible for cleaning costs. The training is offered free of charge to all student associations through Linnaeus Union.

Copy center

Student associations have the option to open an account with the university's copy centre and purchase all materials via invoice.

Bylaws

The association's bylaws are its constitution. These should be adhered to in all situations and should be difficult to change. If they are too easy for a board to amend, it is also easy to misuse the association's financial resources and gain too much power over the association. If you need it, Linnaeus Union has more information on how bylaws should be written and interpreted - and of course, you are always welcome to reach out to us with your questions!

Some points that are good to include in the bylaws are:

- The name and registered address/location of the association.
- The start and end dates of the association's operational/fiscal year.
- The purpose and mission of the association.
- Who is considered a member of the association and how membership is obtained. This may also include membership fees (or how they are determined).
- The composition of the board of directors and auditors: the number of board members and alternates on the board, or at least the maximum and minimum numbers. It is also common to include the typical duties/responsibilities of the positions.
- When annual meetings (and other association meetings) should be held, what the meetings should address, and how the practical processes should proceed (notification, submission of motions, documents, voting rights, etc.).
- How the bylaws can be amended (often at two consecutive association meetings, with one being the regular annual meeting).
- Rules for the dissolution of the association and how any remaining funds should be distributed, if such a situation arises.

Operational and fiscal year

An association's operational year and fiscal year are two different ways of calculating a year for the association. The timing is usually specified in the bylaws.

The operational year is the period from one annual meeting to the next and covers the year during which the board works.

Sometimes, there is an operational plan that outlines what will happen during the operational year.

The association's fiscal year is the period used for financial accounting. It is often the calendar year, but some associations may have what is called a "broken fiscal year." For example, Linnaeus Union has both operational and fiscal years from July to June. The association's annual budget is always planned based on the fiscal year.

Democratic Governance

A student association must be democratically governed. This means that the members have the most power in the association.



Members make decisions on significant broad matters at association meetings. These meetings often include annual meetings and extraordinary annual meetings (sometimes called member meetings, spring meetings, and fall meetings).

It is the members who then elect the board. The board holds executive power, which means that, based on the decisions made

by the members, the board can determine in more detail what should happen within the association.

The board can have various committees and subcommittees to assist them. These are often chosen by the board and report to the board.

The board

The primary task of the board is to represent the members of the association and carry out the work that the members have elected them to do. The board is responsible for ensuring that the operations run smoothly, tasks are completed, and that there are procedures in place within the association. Please note that this does not mean the board should always do all the work themselves, but it is the board's responsibility to ensure that someone does it. The board is also ultimately responsible for the financial aspect, ensuring that the funds are used sensibly.

Composition of the Board

The board is elected at a so-called association meeting or an association assembly (often the annual meeting of the association or an extraordinary annual meeting). The board should operate according to the regulations and mandates described in the association's bylaws and any decisions made during association meetings.

Linnaeus Union requires that a student association has a minimum of three board members. A board should never have fewer than three members to be able to take responsibility and carry out the necessary work to run an association. The most

common basic setup is president, treasurer, and secretary, but every association is different. It is also important not to have too many members, so the division of tasks does not become too confusing. It is also advisable to have an odd number of members on the board to make voting easier when the board makes decisions.

Typically, the association requires that those who apply for and are elected as board members must be members of the association and meet the rules outlined in the bylaws regarding who has voting rights.

Working Methods

Many tasks in a board are recurring. One tip is to have a checklist to create continuity more easily. Another tip for planning is to create a schedule for the year/semester's board and association meetings early on. Perhaps such a schedule can be created at the first board meeting. During this initial constitutive meeting, it's also a good idea to discuss, plan, and establish work procedures and preparations. A clear plan from the beginning ensures that everyone on the board knows what is expected of them during the upcoming year.

The board can also establish an operational plan (a plan detailing what the board will concretely do during the year) and responsibilities distribution. These plans can be somewhat ambitious, but in some associations, they facilitate planning and collaborative work.

President and vice president

The president leads the board's work and is the face of the association externally. A president is responsible for ensuring that the bylaws are followed and that other board members have sufficient information to carry out their duties.

The President often has responsibilities including:

- Calling board meetings
- Chairing board meetings
- Having the casting vote in case of a tie
- Ensuring that minutes are taken at meetings
- Calling in alternate members if regular members are unable to attend
- Bearing ultimate responsibility for implementing board decisions
- Approving all bills
- Planning for the annual meeting

Desirable qualities may include good judgment, respect from peers, strong organizational skills, clarity, attentiveness, decisiveness, and a focus on the association's operations.

Vice president

The Vice President shares the President's responsibilities and must be familiar with the President's work so that they can take over when necessary. Often, the President and Vice President divide responsibilities between themselves and have different areas of focus in their work.

Treasurer

The Treasurer shares the ultimate financial responsibility with the Chairperson and is often a signatory alongside the Chairperson. The Treasurer performs the practical financial tasks and informs the board about the financial situation. The role of Treasurer is often demanding and involves a higher level of responsibility because it involves overseeing the association's finances.

The Treasurer often has responsibilities including:

- Handling incoming and outgoing payments
- Managing the association's bookkeeping
- Preparing financial statements
- Handling tax returns
- Maintaining a list of current members
- Providing budget information to the board
- Keeping the board informed about the association's finances
- Liaising with the association's auditor(s)
- Presenting the financial report at the annual meeting

Desirable qualities may include financial acumen, organizational skills, knowledge of accounting, honesty, and responsibility.

Secretary

Not all boards have a specific secretary position, but there is a benefit in having someone who works to document the board's work and decisions. This facilitates transparency in the association for both members and new board members.

The Secretary often has responsibilities including:

- Preparing board meetings
- Keeping minutes of board meetings
- Managing the association's archives
- Ensuring that the board's decisions are properly implemented
- Preparing a proposal for the annual report to be presented at the annual meeting
- Handling the association's mail

Desirable qualities may include the ability to communicate effectively both in speech and writing, organizational skills, and attention to detail.

Webb/info/PR

Most student associations have someone who is specifically responsible for the association's information, website, social media, and marketing. Sometimes it's the secretary, but it's not uncommon to have a dedicated board position for this role.

A Web/Info/PR responsible often has responsibilities including:

- Updating the association's website
- Responding to messages on the association's Instagram/Facebook and/or info email
- Updating the association's social media accounts (e.g., Facebook and Instagram)
- Posting events on Facebook and Hitract
- Newsletters
- Posters and marketing

Desirable qualities may include strong skills in social media and website management, effective communication both in speech and writing, and creative thinking to reach out to students.



Social Responsibility (Sextmästare)

Most boards have someone responsible for the association's social activities. These activities can range from gatherings to movie nights. It's not uncommon for a social chair to work together with a committee to organize various activities.

Desirable qualities may include being skilled at coordinating and planning activities as well as managing a budget. Additionally, the ability to lead a working group and listen to members' preferences is important.



Education Officer

Education associations often have a person on the board who is responsible for education-related matters. All education associations have a mission to monitor education, which means monitoring the quality of their study programs and assisting their members when they are dissatisfied with their education situation.

Desirable qualities may include being trustworthy so that students feel comfortable seeking support in their education. Additionally, being knowledgeable about program and study-related matters and having an interest in students' rights and responsibilities is important.

Committees

Several student associations use committees to support their work. Committees can be related to sports, social activities, education, media, and much more, depending on the association.

Most commonly, each committee is led by a board member responsible for that area - the social committee is led by the social chair on the board, and so on. It is important for the board and the committees to have good cooperation, and communication between the groups should work well.

Signing Authority and Responsibility

A student association's signatories usually consist of two individuals. These are often specified in the bylaws and typically designated as the president and treasurer. The decision regarding who the individuals are that have signing authority for the association should always be documented in minutes from a board or general meeting. In the minutes, names and personal identification numbers should be clearly stated to avoid issues with the bank. For the same reason, the signatories in the association should have Swedish personal identification numbers.

Having signing authority means having the right to sign agreements and documents, which, in turn, allows, for example, the treasurer to withdraw money from the association's account. Being a signatory is a significant responsibility, which is why it is not uncommon for two individuals to have this authority together.

NOTE: Even if the association has two individuals/positions with extra responsibilities, the entire board is collectively responsible for the work, such as administration and contract signing. To ensure that the board manages this responsibility correctly, associations often have auditors who review and check the board's activities and then recommend to the members at the general meeting whether to grant or deny the board discharge from liability.

Auditor

The auditor is responsible for reviewing the association's finances, activities, and correspondence.

An auditor can be a member or a non-member, depending on the type of association. However, they are always elected by the members, usually at the annual general meeting, and represent the association's members. The most concrete task of the auditor is to write an audit report for the annual general meeting. This report describes how the board has performed its work, whether there are any remarks, and it provides recommendations regarding the possible discharge of the board's liability.

An association can have different types of auditors. A performance auditor reviews the association's activities, while an accounting auditor reviews the association's financial activities. Both provide their own audit reports to the annual general meeting. If the association has only one auditor, that auditor reviews both the board's activities and the finances.

Sometimes, student associations have difficulty finding individuals interested in being auditors. Linnaeus Union can try to use its communication channels to help spread information that the association is looking for an auditor but may not be able to act as auditors themselves. It is often recommended that associations form partnerships with each other, with treasurers or finance managers from one association acting as auditors for others.

Board Meetings and Meeting Atmosphere

Board meetings can easily become too long. Try to keep them as short and effective as possible. Socializing can take place after or during breaks but ensure that the meeting starts on time and maintains a good pace throughout to avoid a slow ending. Setting time limits for topics and a meeting end time are some possible approaches. Be well-prepared for the meeting. Have supporting documents for the topics to be discussed and read the materials in advance. This facilitates time management, discussions, and decision-making.

Most associations have a rule that the board can make decisions if more than half of the board members are present at the board meeting. This is usually regulated by the bylaws.

A good group spirit within the association and the board is important. Otherwise, it's easy for the most socially outgoing individuals to dominate and enjoy themselves the most. Organizing various social activities and different kinds of group rewards is one way to foster participation.



Everyone is different

In boards, there will always be different people with different circumstances. This also applies to students because not all students live the same way. Due to the significant variation, there is an idea to try to vary the meeting and social interaction formats. Not all meetings can suit everyone, but it's essential to be attentive and vary your approach so that it's not always the same people missing meetings or activities.

Seating arrangement

The seating arrangement is more critical than one might think for dialogue and accessibility. In some places, participants may become silent. Try to sit so that everyone can see and hear each other. Have rotating seats so that it's not always the same individuals who are obscured. Always sitting in the same places can create a sense of security but also hierarchy. The chairperson often sits where they can easily be seen and, as a result, often gets the floor first. Sitting in a circle may seem silly but it creates an opportunity for eye contact, which is important. Be careful not to have several empty chairs between certain participants.

Internal Language Use

Dialogue is of great importance. It's useful to reflect on the language used within the board, committees, and among engaged members. Abbreviations of common terms can be impossible for some groups to understand and can create exclusion. Even the most straightforward terms can be challenging for someone entirely new to the association. It's

important to consider the words and concepts that exist and explain them when used for the first time.

This also applies to internal references, such as using "Linnaeus Union" instead of "LÉK" and "Linnaeus University" instead of "LNU," etc.

Minutes

Every association meeting where decisions are made, whether by the board or the members, should have accompanying minutes. The minutes are usually written by the board's secretary but can be written by anyone present.

The minutes should be approved, meaning they should be signed by the meeting chairperson, the meeting secretary, and the meeting's adjuster. All individuals who need to sign review the minutes once they are completed and certify that the discussions and decisions align with what occurred during the meeting. The meeting chairperson leads the meeting, the meeting secretary writes the minutes, and the approver is a regular participant in the meeting. The approver also counts votes if there are any during the meeting.

The minutes do not need to be public, but it is not uncommon among student associations to make them available to their members in various ways. Sometimes, the handling of minutes is regulated in the bylaws. The only individuals who can request minutes are the auditors, and this is to gain insight into the organization's activities and the board's work.



Board Meeting Minutes

A board meeting minutes should include:

- Date and time of the meeting.
- List of attendees and absent members, specifying the secretary and chairperson, any presenters, and other participants.
- Agenda items (to help locate specific content in the minutes without reading the entire text).
- All motions (proposals) that resulted in a vote and decisions.
- Decisions or other actions taken on agenda items, and possibly how other board members voted on each issue.
- Notes or any reservations against decisions made during the meeting.

Annual General Meeting Minutes

Annual general meeting minutes are similar to board meeting minutes but are more regulated by the bylaws regarding the agenda items to be covered.

An annual general meeting minutes should include:

- Date and time of the meeting.
- List of attendees eligible to vote, board members, specifying the secretary and chairperson, any presenters, and other participants.
- Agenda items (to help locate specific content in the minutes without reading the entire text).
- All motions (proposals) that resulted in a vote and decisions.
- Decisions or other actions taken on agenda items, and possibly how other members voted on each issue.
- Notes or any reservations against decisions made during the meeting.

Annual General Meetings

Since it's the members who should decide all major matters in the association, there are times when the association needs to call meetings where members can gather and discuss together.

All nonprofit organizations and student associations have an annual general meeting once a year. The annual general meeting is often mentioned in the bylaws as the highest decision-making body, which means that during the annual general meeting, all

major overarching decisions in the association should be made, and it is the members who should decide on these matters.

It is not uncommon for student associations to have two annual general meetings per year – one regular and one extraordinary. Sometimes, associations refer to them as autumn and spring meetings instead.

The most common agenda items at an annual general meeting are (not always in this order):

- **The meeting is called to order**

The association's president welcomes everyone and officially begins the meeting.

- **Election of the meeting's chairperson**

A person who is not part of the board is chosen to preside over the meeting. Linnaeus Union is willing to assist when time allows.

- **Election of the meeting's secretary**

A person is chosen to record the minutes of the meeting. This can be "anyone," including members of the board.

- **Election of 2 adjusters (also vote counters)**

Two individuals who are not part of the board and will not be elected to the board during the meeting are chosen. Adjusters count votes during voting and sign the completed minutes.

- **Proper announcement of the meeting**

The board explains what the bylaws specify regarding when notices should be sent to the members. Members decide whether the meeting can proceed.

- **Determination of the voter list**

Determines how many individuals in the room are eligible to vote. This is regulated by the bylaws. Sometimes the board is allowed to vote, and sometimes not.

- **Approval of the agenda**

Any amendments or missed items on the agenda can be addressed at this point.

- **Board's activity report**

The board presents its accomplishments and activities over the past year. Members may ask questions and approve the report.

- **Board's financial report**

The board provides an overview of the financial situation during the year, both past and current. Members have the possibility to ask questions and approve the report.

- **Auditor's report**

The auditor reviews the organization's finances and major board decisions. They produce an auditor's report, which is read aloud, and make recommendations to the members regarding whether to grant the board discharge from responsibility or not. Members may ask questions and approve the report.

- **Board's discharge from responsibility**

If the activity report, financial report, and auditor's report are approved, the members can grant the outgoing board discharge from responsibility. This means that the board is no longer held accountable for the organization, and the members are satisfied with their work.

- **Propositions**

Proposed changes in the organization, often initiated by the board. This may include changes to the bylaws.

- **Motions**

Proposed changes in the organization submitted by members. The bylaws often specify deadlines for submitting motions.

- **Presentation of the nominating committee's proposal for the new board**

Usually accompanied by justifications.

- **Election of the board**

There is often room for nominations from the floor during the meeting. The bylaws usually regulate the election process.

- **Election of authorized signatories (firmatecknare)**

Those elected as president and treasurer are designated as authorized signatories.

- **Election of auditor**

If the organization doesn't have an auditor, the annual meeting may give the board the task of filling this position at a later date.

- **Appointment of honorary members**

If the organization has such members, it's often regulated in the bylaws.

- **Other matters**

Members can raise any additional questions or topics before concluding the meeting.

- **Closing of the meeting**

Mötesordföranden avslutar mötet.



Meeting formalities 101

There are various formalities involved in association meetings. The extent of formality used can vary depending on each board, but it's good to be familiar with the basics.

Acclamation

A method of voting in which meeting participants verbally say "yes." This is the most common method of voting when there is only one proposal for a decision. The proposal that the meeting chairperson perceives as having the most support wins. If any participant believes that the chairperson has misunderstood the support, they can request a vote (voting, for example, by raising hands or using ballots) before the "gavel" falls.

Co-opting

To temporarily assign certain meeting rights to someone. During the meeting, participants can give individuals the right to attend, speak, and/or proposing rights (allowing them to be in the room, comment, express opinions, and vote). If there is uncertainty, the organization's bylaws should be checked.

Proper notice

If the meeting's notice was sent out in accordance with the bylaws (see notice).

Table (postpone)

If a document or item is tabled, the meeting postpones it to a later meeting.

Agenda/order of Business

The agenda is determined by the meeting and is a list of the items to be discussed during the meeting.

By-election(s)

Elections for a board/committee/etc. outside the regular election period. Occurs in cases such as board members resigning or if a position has not been filled. Sometimes regulated by the bylaws.

Adjustment

The meeting minutes shall be adjusted by adjusters, meeting chairman, and meeting secretary. Adjusters at meetings are often also vote counters during voting. The number to be appointed depends on the meeting format.

Adjusters review the minutes and certify that the text aligns with what was decided during the meeting. It is not until the minutes are signed by all adjusters that they become officially valid.

Notice/Calling

Information about when and where a meeting will be held, often including the agenda items. This is typically regulated by the bylaws or rules of the organization.

Motions

Motion from a member before the meeting. The board is obliged to comment on all received motions, and the meeting shall raise the issue for a vote.

Proposition

The board's proposals for changes to be presented to the members. These are usually changes to the bylaws or policy documents.

Reservation

"Reservation: If a meeting participant (at association meetings) or board member (at board meetings) is dissatisfied with a decision, they can express this by making a reservation on the matter. A reservation can be a general dissatisfaction with the outcome or an alternative decision. It is optional to state the reason for the reservation in the minutes or to simply state, for example: 'First name last name reserves against the decision'.

List of voters

The list of all participants who have the right to vote during the meeting. Voting rights are often regulated in the bylaws. The voting list can be adjusted several times during the meeting. The minimum required size of the voting list is often specified in the bylaws (e.g., that an annual meeting must have a certain number of members present or that a board meeting must have a certain number of board members present)

Other Matters

This agenda item typically allows meeting participants to raise any issues or questions that have arisen during the meeting. It is generally not intended for making decisions, and it is advisable to avoid making decisions during this agenda item.

interested in starting a new student association?

First, check which associations already exist and any requirements for becoming a member. If there isn't already an association with the purpose you have in mind, follow the checklist below:

1. Students who want to start an association should meet and discuss what the association will do and in which interest areas. Also, consider how communication will be maintained with the

members and whether the association will charge a membership fee. However, it's the annual meeting/member meeting that decides on the membership fee.

2. Draft proposed bylaws.

3. Contact a bank to open an association account.

4. Register the association with the Swedish Tax Agency (Skatteverket) to obtain an organization number. Having an organization number is only required if the association wants to open a bank account, rent premises outside the university, or apply for external grants.

5. Call for a member meeting where a board is appointed. Everyone attending the meeting is registered as members of the association and has the right to vote.

6. Annual/general meeting and membership meeting minutes. After the meeting, the minutes and bylaws should be shared with the association's bank. Subsequently, designated individuals gain access to the bank account and services. The association should also provide a copy of the annual/general meeting minutes to Linnaeus Union (Linnékåren).

7. It's Linnaeus Union's board that decides whether to approve a new student association. This is typically done at the monthly board meetings.

Contact Us

Linnaeus Union's official contact persons for student associations are Linnaeus Union's board representatives responsible for Social Matters. In Kalmar, the student union is in Stella, pass the Info Centre and turn left. In Växjö, the student union office is in the F-building with entrance opposite the entrance to the University Library (UB).

Contact details Kalmar

Visiting address:

Hus Stella
Norra Kajplan 2
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Phone:

010-330 30 09
Mon – Fri
9.00–11.30

Reception office hours

Wednesday 12-14
Thursday 10-12

Contact details Växjö

Visiting address:

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Postal address:

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Phone:

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Mon – Fri
9.00–11.30

Reception office hours

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Together we
create
possibilities and
change!