

*This document is a translation of the original document in Swedish "Instruktioner för kårföreningar". If the information in English is different from the Swedish version, it is the Swedish version that applies.*

## **Instruction for union associations**

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### **Definition**

A union association is a non-profit association and a separate legal entity, which has been affiliated with Medicinska Föreningen i Stockholm by the Union Council. A union association may organize activities within certain parts of Medicinska Föreningen's operations according to the Association's purposes.

The union association receives certain benefits and has certain obligations according to this instruction or a regulation specifically issued for the union association.

A union association may not speak for Medicinska Föreningen or act in its name, other than prescribed in the regulation for the union association or in a special decision from the Union Council.

### **Application**

A non-profit association operating within Karolinska Institutet has the right to make a written application for union association status to the Union Council. The application must include the association's bylaws, which the Union Council will review upon treating the application.

The Board must, before the application is submitted to the Union Council, have treated the application. While doing this, they can decide that the application must be supplemented with documents confirming that the requirements for a union association are fulfilled.

In order for the application to be approved by the Union Council, the following requirements must be fulfilled.

### **Admission requirements**

All members of the union association must also be members (supporting memberships are accepted) of Medicinska Föreningen i Stockholm.

The union association must be open to all MF members. However, the union association may, if the operations call for it, demand certain skills.

The union association must be democratically built and party-politically independent. They must have written bylaws, a board, their own finances and accounting and their own audit.

The union association must, when applying, commit to following this instruction and possibly a regulation specifically issued for the union association.

**Regulation**

The Union Council may issue a specific regulation for the union association, which regulates the union association's relationship with Medicinska Föreningen. The Board submits a proposal for regulation after coming to an agreement with the applying association.

**Dissolution**

The union association may at any time notify the Board that their status as a union association shall be discontinued. The union association's rights immediately expire, and loans granted by Medicinska Föreningen must be repaid/given back at once. Dissolution of a union association must be reported to the Union Council.

If the union association doesn't fulfil its obligations according to below, the Union Council may decide that the union association's status as a union association will be discontinued. The Union Council may also decide that the status as a union association will be discontinued if the demands stated at the time of the application are no longer met. The union association's rights expire from the time decided by the Union Council and loans granted by Medicinska Föreningen must be repaid/given back promptly, if the Union Council doesn't decide otherwise.

**Rights**

The union association shall be allowed to rent Solvik without any charges once a year, granted that the union association has come through with the amount of labor work decided by the Board. If the union association wishes to rent without charges more times, they can apply to the Board.

The union association may make copies at Medicinska Föreningen at cost price, use the computers for approved purposes without any charges and receive mail in a special post box at Medicinska Föreningen's address. Terms and conditions are decided by the Administration Committee.

The union association may, without any charges, use the meeting rooms and public spaces for meetings and smaller gatherings and socialization, as long as this doesn't disturb Medicinska Föreningen's remaining operations in a notable way.

The union association has right to be granted a yearly operating grant from the Union Council. The grant is given after the Board has controlled that the union association has fulfilled all its obligations. The application for the operating grant is to be submitted to the Board or to a specially appointed budget group.

The union association can apply to the Board for special funding of operations for its operations.

The union association has the right to, without charges and to a reasonable extent, inform about their activities through Medicinska Föreningen's magazines and other appropriate information channels. Terms and conditions are decided by the Communication Committee.

**Obligations**

The union association must carry out operations in accordance with its bylaws, to the benefit and joy of the union association's members and Medicinska Föreningen's members.

The union association must follow this instruction and a possible special regulation set for the union association. If this doesn't happen, the union association can be dissolved according to the above mentioned.

The union association must, when renting the Association's premises, sign a rental agreement and pay a deposit.

When using Medicinska Föreningen's premises and equipment, proper precautions must be taken. The union association is obliged to follow possible provisions and regulations issued by Medicinska Föreningen concerning its premises and equipment.

Amendments to the union association's bylaws must be reported to the Union Council promptly after the amendments have been done.

At the end of each operational year the union association must submit the following to Medicinska Föreningen, after it has been settled:

- adjusted meeting minutes for the annual meeting
- contact information to the contact person appointed by the union association
- account of operations for the operational year
- financial account for the operational year (including balance sheet and profit and loss statement)
- audit report for the operational year
- written member list for student union member checks.