



## Consolidated Text of the UGR Regulations on Student Societies

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- Consolidated Text of the UGR Regulations on Student Societies approved in an ordinary session of the Governing Council of the University of Granada held on 15 October 2013 (BOUGR no. 74, of 22 October 2013) and amended by agreement of the Governing Council of the University of Granada held in an ordinary session on 1 April 2019 (BOUGR no. 142, of 9 April 2019)

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## UGR REGULATIONS ON STUDENT SOCIETIES

Approved in an ordinary session of the Governing Council on 15 October 2013. Modified in an ordinary session of the Governing Council on 1 April 2019

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## PURPOSE

These University of Granada regulations have been developed in accordance with the following laws and regulations: Article 22 of the Spanish Constitution: which in general recognises the right of association; Organic Law 1/2002, of 22 March, regulating the Right of Association; Article 46.2. g) of Organic Law 6/2001, of 21 December, on Universities, which establishes the right of students to associate in the university environment; Article 53.3 f) and 53.4 f) of the Consolidated Text of the Andalusian Universities Act (LAU) approved by Legislative Decree 1/2013 of 8 January, which entrusts universities and the competent regional ministry for universities with the promotion of joint action plans that foster, among other objectives, the creation of student societies, as well as the participation and the civic and community spirit of students as an expression of their lifewide learning and of the contribution of university studies to the generation of a free, critical and democratic society; Articles 7.1 r) and 38 of the University Student Statute, approved by Royal Decree 1791/2010, of 30 December, which recognise the right of association in the university environment and the promotion of societies; and Article 140 i) of the UGR Statutes, approved by Decree 231/2011, of 12 July, which recognises, as a specific right of students, the freedom to associate in the university environment and to have the material and budgetary means to enable the effective exercise of the rights of representation, participation and assembly. These regulations aim to promote the association movement and support the initiatives of its members that complement academic training and encourage cooperation, community work, creativity, healthy leisure activities, environmental protection, culture, etc.

## **CHAPTER I STUDENT SOCIETIES**

### **Article 1. Purpose.**

The purpose of these Regulations is to safeguard the right of students to pursue, manage and defend their legitimate rights and interests in the university environment, in accordance with the principles of non-profit and democratic participation and representation, through the creation and registration of student societies at the University of Granada.

### **Article 2. Scope of application.**

Student societies that wish to be explicitly recognised by the University of Granada and to benefit from both the granting of financial support, as well as the use of spaces and other material resources intended for this purpose, will be governed by these Regulations, their own statutes and current legislation.

### **Article 3. UGR student societies.**

1. UGR student societies shall be considered to be all those which, respecting the principles of democratic and non-profit participation and representation, have been established in accordance with current legislation, conduct their activity within the University environment, meet the requirements established in these Regulations, and complete their registration in the UGR Register of Student Societies provided for herein.
2. For the purposes of the provisions of these Regulations, federations of student societies shall be considered new societies.

### **Article 4. Composition of student societies.**

1. UGR student societies must be composed of students from the University of Granada. At least eighty percent of their members must be students enrolled in studies leading to the award of an undergraduate, master's or doctoral degree, or must be enrolled on the Open Learning Outreach Programme for Over-50s (APFA). This rule applies to the president of each society, who may not simultaneously hold the position on more than one management board.
2. Any member of the university community registered as such in the UGR Register of Student Societies may also be a full member of a student society.
3. Former members who have lost their status as members of the university community, as well as persons outside the university community, may be emeritus members.
4. Full members, emeritus members and those who are not students enrolled in studies leading to the award of an undergraduate, master's or

doctoral degree at the UGR may not comprise more than 20% of the total membership of a society.

## **CHAPTER II**

### **UGR REGISTER OF STUDENT SOCIETIES. REGISTRATION PROCEDURE**

#### **Article 5. UGR Register of Student Societies.**

1. The Vice-Rectorate in charge of student affairs at the University of Granada shall manage a Register of Student Societies, in which all student societies that meet the requirements established in these regulations shall be registered. Status as a UGR student society is acquired through this registration process.
2. The UGR Register of Student Societies will be governed by the rules contained in these Regulations and by those of a higher rank that may be applicable.
3. The UGR Register of Student Societies shall be published on the website of the Vice-Rectorate in charge of student affairs and shall contain the basic details of the society, as well as its contact details.

#### **Article 6. Functions of the UGR Register of Student Societies.**

The Register of Student Societies shall be responsible for:

1. Identifying, classifying and registering student societies at the University of Granada.
2. Certifying and reporting on all the facts contained therein.
3. Serving as a conduit in the awarding of financial support and material resources to the student societies for the fulfilment of their aims.
4. Verifying the veracity of the registered data.

#### **Article 7. Registration requirements.**

1. To register a student society, its founders shall submit the following documentation to the University General Register Office or any of its auxiliary register offices:
  - a) Standard application form (*solicitud normalizada de inscripción*) for registration in the UGR Register of Student Societies, available on the website of the secretariat responsible for student societies.
  - b) A copy of the certificate of legal recognition issued by the state or regional register of associations.
  - c) A copy of the founding charter and statutes of the student society, which will include the appropriate certifications issued by the state or regional administration stating that these documents have been approved.
  - d) A copy of the National Identity Document of the president of the student society, as well as an official document accrediting that this person is a student at the University of Granada.
  - e) A copy of the tax identification code (CIF) assigned to the student society.

- f) A document signed by the president and the secretary of the student society stating the number of members, as well as their names, and indicating their affiliation with the University of Granada as students.
- 2. The name and acronym of the student society shall be specific enough to prevent confusion with other previously registered organisations or with University of Granada bodies.

#### **Article 8. Registration.**

- 1. The Vice-Rectorate responsible for student affairs, through the secretariat responsible for student societies, shall verify compliance with registration requirements. However, in the event of missing documentation or inadequate fulfilment of the requirements, the president will be called on to correct or complete the documentation within 10 working days of the corresponding notification. Should they fail to do so, it will be understood that the application for registration has been withdrawn and the procedure will be archived.
- 2. Within one month of the submission of the registration documents, or of the correction of any possible errors, the head of the secretariat responsible for student societies shall decide to either accept the applications of those student societies that comply with current legislation and these Regulations or, alternatively, to reject them, in which case they shall provide due justification.

#### **Article 9. Modification of statutes.**

Amendments to student society statutes must be communicated to the secretariat responsible for student societies within a maximum period of one month, by means of the same procedure used for their registration.

#### **Article 10. Dissolution and cancellation of registration.**

- 1. In accordance with the general regulations on student societies, a society governed by these Regulations may be dissolved, and its registration therefore cancelled, for the following reasons:
  - a) By the will of its members, in accordance with the provisions of its statutes.
  - b) On the grounds established in article 39 of the Spanish Civil Code.
  - c) By means of a court ruling.
- 2. Similarly, and only for the purposes of the Register governed by these Regulations, the following shall constitute grounds for the cancellation of registrations:
  - a) A change in the basic purpose of the student society that entails the university environment ceases to be the focus of its activities.
  - b) Failure to comply with the requirements established in article 4 of these Regulations.
  - c) No actual activity recorded in a calendar year.
  - d) Undermining the image of the University.

- e) Abusive or fraudulent use by the student society or its members of the resources made available to it by the University of Granada, without prejudice to any legal liability that may arise.
- 3. If any of the grounds for cancellation contemplated in sub-sections b) and c) of article 10.2 of these Regulations occur, the student society in question shall be notified so that, prior to the cancellation of registration, it may be provisionally suspended for a period of three months, after which, if the grounds persist, its registration shall be definitively cancelled. If the grounds for cancellation are resolved within the three-month suspension period, the student society shall duly notify the secretariat so that, following verification, the suspension may be lifted.

### **CHAPTER III**

#### **RETAINING UGR STUDENT SOCIETY STATUS**

##### **Article 11. Annual submission of documentation.**

In order to retain status as a UGR student society, the registration requirements in the UGR Register of Student Societies must be maintained. In this sense, all registered student societies must submit the following documentation on the established dates within the first term of each academic year to the secretariat responsible for student societies (at the Vice-Rectorate responsible for student affairs):

- a) Certificate indicating the appointment of the management board.
- b) Accreditation from the president of the student society indicating their status as a student at the University of Granada.
- c) Photocopy of the ID card of the student society president.
- d) Updated list of members, indicating their name, surname and affiliation with the University of Granada.
- e) Updated details of the student society in the form provided by the secretariat responsible for societies.
- f) Annual report on the activities of the student society.

##### **Article 12. Failure to comply with registration requirements.**

In the event of non-compliance with any of these conditions, a warning will be issued to the student society, giving it a period of one month to remedy the issues identified. If, after this period of time, the issues are not remedied, the student society will be temporarily suspended from the UGR Register of Student Societies.

If the required documentation is not presented within three months, the society will be permanently removed from the UGR Register of Student Societies.



## **CHAPTER IV**

### **FINANCIAL SUPPORT FOR STUDENT SOCIETY PROJECTS**

#### **Article 13. Financial support.**

Student societies registered at the University of Granada will be entitled, under the terms determined in the corresponding call for applications, to apply for grants to finance their projects and activities, such as:

- a) Organisation and/or participation in university meetings.
- b) Support for university activities.
- c) Socio-cultural activities in the university sphere.
- d) Projects aimed at promoting accessibility for students with disabilities.
- e) Promotion of solidarity and environmental actions.
- f) Social action projects for groups experiencing difficulties with their integration.
- g) Projects with an impact on entrepreneurship culture and the development of innovative initiatives.
- h) Dynamic university projects that generate synergies between students and other groups in their social environment.
- i) Projects that generate new resources or facilitate the exploitation of idle and/or underutilised resources.
- j) Other typical activities of university student societies.

#### **Article 14. Applying for financial support.**

1. To access this financial support, student societies must submit the following documentation:
  - a) Official application form (attached to the corresponding call for applications).
  - b) Detailed plan of the activity for which the support is being requested, justifying its need and application.
  - c) Budget presenting an itemised and detailed outline, where appropriate, of the income and expenses required for the activity for which the support is requested.
  - d) Express certification from the secretaryship of the student society, approved by the president, indicating the support, grants and income foreseen and requested from other administrations or public and private institutions for the development of said activity.
2. The aforementioned documentation must be presented within the period established in the call for applications at the University General Register Office or any of its Auxiliary Register Offices.
3. Two ordinary calls for grant applications shall be published annually, provided that budget availability allows, within the deadlines expressly indicated in the call for applications.

#### **Article 15. Activities.**

The activities for which the financial support is requested must take place — unless otherwise specified in the call — during the academic year in which the call is published. They must be open to all members of the university community and must be well publicised in advance so that they can be known by the university community and, in particular, by the student body. The collaboration of the University of Granada will be stated in the publicity for the activities.

#### **Article 16. Eligible costs.**

1. The financial support shall be used exclusively to finance expenses incurred in the organisation of the activities. Under no circumstances shall expenses not directly related to the object of the project presented be subsidised.
2. The amount subsidised may not exceed the real cost of the activity, taking into account for these purposes any other income or grant that may have been received by the student society for the same activity or project.

#### **Article 17. Evaluation of applications and awarding of grants.**

The evaluation of projects and the granting of financial support will be carried out by the Evaluation Committee for Student Society Projects, described in Chapter V of these Regulations.

#### **Article 18. Decisions on applications.**

The decisions on applications shall be made public, at the latest 50 days after the closing date of the call for applications, on the noticeboard of the vice-rectorate responsible for student affairs and on its website, detailing the requirements that need to be fulfilled to receive the grant.

#### **Article 19. Justification of grants.**

Student societies must justify expenses by submitting duly completed original invoices or any other legally valid document that proves compliance with the purpose of the grant. Among other information, the invoices must include the name, address, date, Tax Identification Code (CIF) and invoice number of the issuer (corresponding with the details of the student society). This justification must be submitted within the period established for this purpose in the resolution of the call for applications, together with a report on the activities carried out, and the settlement of the budget applied to the activity that includes the income and expenditure incurred in said project, expressly indicating who has made the payments and the source of the corresponding expense.

#### **Article 20. Recovery and repayment of grants.**

The sums received shall be returned in the following cases:

- a) Obtaining the grant without meeting the necessary requirements.
- b) Failure to comply with the purpose for which the grant was awarded.
- c) Failure to provide justification or to comply with any other obligation assumed by the beneficiary student society.
- d) In the event that it is established and verified that, in conjunction with all the other subsidies, grants and income received for the activity, funding has exceeded the real cost of the activity, the Vice-Rectorate shall issue a reasoned decision ordering the total or partial repayment of the grant.

## **CHAPTER V**

### **EVALUATION COMMITTEE FOR STUDENT SOCIETY PROJECTS**

#### **Article 21. Evaluation Committee for Student Society Projects.**

The Evaluation Committee for Student Society Projects will be responsible for examining and issuing reasoned reports on the proposals for the allocation of grants and subsidies for student society projects.

#### **Article 22. Composition of the Committee.**

The Committee will be chaired by the head of the vice-rectorate responsible for student affairs and will be composed of the director of the secretariat for student societies, who will act as committee secretary, as well as the following members:

- a) Two members of the UGR teaching staff.
- b) Two representatives of the General Student Council (DGE).
- c) One member of the UGR administrative and support staff (PAS).

#### **Article 23. Functions of the Committee.**

The Evaluation Committee for Student Society Projects will be responsible for:

- a) Evaluating the applications for grants and subsidies submitted in each call.
- b) Conducting hearing procedures, if necessary.
- c) Drawing up justified decisions on grant proposals.

#### **Article 24. Evaluation criteria.**

The president of the Committee will issue the decision, giving priority to the following criteria:

- a) The social and cultural importance of the activity and its objectives.
- b) The impact of the project presented.
- c) How long the activity has been running for and how consolidated it is.
- d) Level of consolidation of the student society.
- e) Participation of the beneficiaries in the activity.
- f) The availability or possibility of obtaining additional external funding, either public or private, for carrying out the project presented.
- g) Innovation of the project and capacity to create synergies.
- h) The impact on student dynamics.
- i) The capacity to generate new resources or exploit idle and/or underutilised resources.

#### **Article 25. Appointment of Committee members and duration of roles.**

The appointment of members of the Committee shall lie with the Governing Council of the University of Granada, based on the recommendation of the Rector, except for the representatives of the General Student Council (DGE), who shall be proposed by the DGE itself.

Committee members will be elected for two academic years and may be re-elected for a maximum of four academic years, provided that they maintain their status as members of the university community.

## **CHAPTER VI**

### **RIGHTS AND OBLIGATIONS OF STUDENT SOCIETIES**

#### **Article 26. Benefits of student societies.**

1. Societies registered in the UGR Register of Student Societies will have the right to:
  - a) Participate in the cultural, academic and intellectual life of the University of Granada.
  - b) Obtain, subject to their availability at the University of Granada, the material, personal and financial support required to carry out their activities.
  - c) Make use, within the limits established in these Regulations and in accordance with the applicable regulations and the University's resources, of its facilities and equipment.
  - d) Organise as many activities as necessary for the fulfilment of their statutory purposes.
2. To be assigned spaces, auxiliary resources, financial support or any type of support managed by the different faculties, schools or centres of the University of Granada, student societies must submit a certificate, issued for this purpose by the secretariat for student societies, accrediting their registration in the UGR Register of Student Societies and confirming that they have no previously granted financial support pending justification. Those responsible for cost centres will not authorise payments to a student society that is not up to date with the justification of previously awarded support.

#### **Article 27. Obligations of student societies.**

University of Granada student societies will be obliged to:

- a) Respect the rights of their members and to comply faithfully with the regulations of the University of Granada and with the legal system as a whole.
- b) Continue to meet the requirements for their registration in the UGR Register of Student Societies, and to keep their details up to date.
- c) Keep an updated register of members containing their details and status as emeritus or full members.
- d) Prepare an annual report of the activities carried out.
- e) Keep an accounting ledger that provides a true and accurate representation of the assets and financial situation of the student society, detailing expenses for specific items and their descriptions.
- f) Keep the minutes of governing body meetings.

## **Article 28. Responsibilities.**

Without prejudice to other responsibilities that may apply, student members, founders, and those representing the student society may incur disciplinary liability in the following cases:

- a) Failure to repay the financial support when the activities for which it was awarded are not carried out.
- b) Abnormal and unjustified damage, not due to fortuitous causes or force majeure, to the premises or spaces made available to the student society.
- c) Organisation or promotion of activities or statements that encourage violence, vandalism, hate, discrimination or any other illegal activity according to the legal system.

## **Single additional provision. References used in this document.**

All references in these Regulations to individuals or single-member governing and representative bodies are used indistinctly in the masculine and feminine gender, irrespective of the sex of the person to whom they refer or of the person who holds the relevant post.

## **Transitory provision. Previously registered student societies.**

1. Student societies that are already registered in the UGR Register of Student Societies on the date these Regulations enter into force will maintain this status, without prejudice to the provisions of the following sections.
2. The director of the secretariat for student societies will inform previously registered student societies of the adoption of these new Regulations within one month of their entry into force.

## **Repealing provision. Repeal of regulations.**

Upon the entry into force of these Regulations, any previous regulations of the University of Granada that refer to the same subject are hereby repealed.

## **First final provision. Authorisation for regulatory development.**

The head of the vice-rectorate responsible for student affairs is hereby empowered to issue the resolutions necessary for the fulfilment or development of the provisions of these Regulations.

## **Second final provision. Entry into force.**

These Regulations shall come into force on the day following their publication in the UGR Official Gazette (BOUGR).