

KOMBO

RESIDENTS' CLUB GUIDE

Guide for the Residents' Clubs connected to the
student housing areas for students at Linköping
University

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WHAT IS A RESIDENTS' CLUB?

The members of the Residents' Clubs board are ordinary students living in the area, engaged in housing questions and willing to support their neighbours. The Residents' Club is a link between the students living in the area and KOMBO, the umbrella organization for all Residents' Clubs.

KOMBO also negotiates rent with Studentbostäder, ByggVesta and StudentBo. When it's time for rent negotiations KOMBO invites the Residents' Clubs to comment and leave their view of what is reasonable and expected, during the rest of the year KOMBO supports the Clubs with legal advice and other things.

The Residents' Clubs vary widely in size, both how many members are in the Club and the number of members of the board, everything from two to twelve people in the board is common to see and the total number of members depends on the number of residents in the area or house. The board themselves decides what activities they will engage in during the year so there is also a very big variation, the most important thing is that the Residents' Club exists and is actively working for a better living environment for all the residents.

WHAT DO A RESIDENTS' CLUB DO?

Some examples of what a Residents' Club can or should do;

- Hold regular board meetings
- Rent sewing machines, beds, bikes, and tools
- Rent transportations for students to use for bulk shopping, e.g. a car or a bike trailer
- Have a bike repair shop where students can go to repair their bikes
- Market themselves at KALAS, SOF and kravalls
- Report problems to the landlord, for instance if the sauna is in disorder
- Manage ball fields in the area
- Manage billiard rooms and other common rooms
- Hold member meetings where all members are invited
- Contact the Geographic Committee for the area or otherwise have contact with local politicians
- Arrange parties for the residents, such as barbecues
- Have a pub for students
- Maintain the areas gym, if there is one
- Maintain common rooms or work with landlords to open them if they are closed
- Get a common mail address for the board to make it easier for the board members to contact each other
- Develop a web site
- Set up a Facebook group

- Make a leaflet about the Residents' Club and post it in all corridors and entrances in the area
- Become a LUST approved club and paint your badge in märkesbacken

If residents get problems connected to their housing the club can help with support, either by contacting the landlord to discuss the problem (often the club is a stronger party in the discussion than a lone student) or by contacting KOMBO and inform about the problem. The residents are not limited to contact the Residents' Club regarding problems, it can also be to convey ideas and tips for the housing area.

WHAT SHOULD WE DO TO START A RESIDENTS' CLUB?

The Residents' Clubs are important sources of information both for KOMBO and for the landlords, this means that both KOMBO and the landlords, if they have the possibility, helps and supports a new Residents' Club. If there is an active club in your area you turn to them if you want to contribute to the clubs work. In most cases the club are happy to get new members in the board, no matter if it's at the start of the semester or in the middle. Some of the clubs have their own website where you can take a look and see what they do.

However, there are some areas in both Norrköping and Linköping, who don't have a Residents' Club. If you live in one of these areas and feel that you want to have more influence on your housing situation while helping your neighbours to a pleasant living environment, please do not hesitate to start a new Residents' Club! If you want to do this there are some things to do:

- Contact KOMBO
- Arrange a house meeting
- Apply for an organization number
- Open a bank account
- Decide goals for the club

Contact KOMBO

You should contact us at KOMBO to get advice and support. For example, we can help with information, both on KOMBO and on Residents' Clubs, on the house meeting, or give you funds for refreshments at the meeting. We can also help you to connect with active Residents' Clubs who can tell you about what they do.

Arrange a house meeting

Arrange a house meeting where you decide that the club shall begin to exist and what rules you will have. The resulting document is called Statutes and below you can read two standard examples, both with and without a board. However, you

should read through them carefully and adopt the statutes to fit your club. However, nothing is written in stone, you can change the statutes later if you find that something more is needed.

Apply for an organization number

After this it's time for someone, usually the president, to contact the Tax Agency, register the club as a non-profit organization and receive an organization number. Remember that registration entails the obligation to [declare for income tax](#), in most cases the club may apply for [exemption](#) from this obligation, the relief is granted for five years before a new application must be submitted.

Open a bank account

The new club will then need to open a bank account to receive the first grants. To do this, you have to bring minutes from a board meeting to the bank where you state the name of the club, who the members of the board are and who are allowed to sign for the organization. Sometimes the bank also requests to see the organizations statutes and sometimes you have to have the organization number, please contact the bank before and find out what you need to bring. From January 2011 KOMBO requires all Residents' Clubs to have a bank account in order to receive the grants and requested money from the funds, this is both because we don't want to handle cash and to reduce the risk that individuals confuse the club's assets and their personal finances. SEB, Swedbank and Länsförsäkringar Bank are examples of banks who provide accounts to organizations, remember that the conditions can vary and some services may have fees.

Decide goals for the club

When the paperwork have been completed, the board needs to sit down and think about what this new club should have as a goal. You will find a bulleted list of what a Residents' Club may do at "What is a Residents' Club?" on the left. Do not try to do everything at once, start with one or two things and see how it works.

There are several active Residents' Clubs who are very happy to help new clubs with tips and ideas on what to consider when you are active in the board. The most important thing is to create routines and of course having fun on the road. It's a merit to have created a Residents' Club, a nice project besides the studies and a good way to find new friends for life.

Statutes

In order to work properly and watch out for the members best interest the club needs to have working rules. To achieve this, the statutes are important. The statutes express the rules and principles that the members have agreed will regulate the clubs work.

The statutes are also often required by the bank in order to open an account, and the account is required to get grants and other financing from KOMBO.

To make it easier for you who want to start a new club, KOMBO provides two templates for statutes. These are not ment to be implemented as is, but to be seen as a basis to set up your own statutes. The templates are designed to cover most requirements and conditions for clubs. Right now the templates are only available in Swedish, but we will work on an english reference version.

[Stadgar med styrelse](#)

[Stadgar utan styrelse](#)

[Konstituerande stämman](#)

HOW AND WHY DO THE RESIDENTS' CLUB GET MONEY?

The Residents' Clubs receives economic support from KOMBO. The clubs can get two different kinds of support, club grant and requested money, the clubs connected to Studentbo's properties in Norrköping can also request money from the furniture fund.

Club grants

Club grant is a fixed sum that we pay to all active Residents' Clubs, the yearly amount is divided into two payments a year, one per semester. How much the club receive in club grants depend on how many members it has, from January 2011, the grant is 1000 SEK plus 35 SEK per apartment per year. The money is paid when the club meets the conditions set by KOMBO, listed below. If an club has no activity in one semester, the grant will be transferred to the request fund. A newly formed club won't receive any particular start-up funding, but are welcome to submit a request for some fun startup project. Club grant can be used for various activities, e.g. the clubs administration and management, buy games for common rooms, organize movie nights, barbecue or other activities for all members.

KOMBO impose some conditions for the club grant to be paid:

1. A brief report of the semester's activities shall be sent to BOMB (student tenant representative at KOMBO) together with a protocol from the Annual Meeting or

equivalent, to show that the club during the past year had at least one meeting where they were a quorum.

2. The club will participate each semester with at least one representative at a meeting organized by KOMBO. If you are unable to attend the meeting you should contact us and discuss an alternative, e.g. a separate meeting or that we instead accept fuller report of activities sent to BOMB.
3. From January 2011 the Residents' Clubs must have a bank account to receive grant money and requested money. This is both because we want to reduce our cash management and to reduce the risk for individuals to confuse their personal finances and the Residents' Club's assets. SEB, Swedbank and Länsförsäkringar Bank are examples of banks who provide free accounts to organizations, remember that the included services can be different and fees may apply for specific services. To open an account, it is usually sufficient with minutes from a board meeting where you state the name of the club, who the board members are and who are allowed to sign for the organization, but the banks may have different requirements, please contact the bank before you apply.
4. We want the club to register as a non-profit organization with the [Tax Agency](#) and receive an organization number. Remember that registration entails the obligation to [declare income tax](#), in most cases the club may apply for [exemption](#) from this obligation, the relief is granted for five years before a new application must be submitted.

Request money

The other way to finance the Residents' Clubs activities is to request money for a specific project, investments or special occasions. Examples are to apply for funds to buy bikes or sewing machines to lend to the residents, buying games to the common rooms, advertising campaigns for the Residents' Club, education and other administrative expenses for the board members, purchase a movie projector to the common rooms or organize a house party. The areas in Norrköping who do not have access to the furniture fund may also request money for furniture, decorations and other equipment to the common areas, e.g. to replace gym equipment. KOMBO do not accept requests for alcoholic beverages, but you are welcome to send us a request for the cost of food and non-alcoholic drinks to a house or area party. Residents' Clubs, whose members have Studentbostäder or ByggVesta as landlord sends requests related to furniture and other equipment directly to the housing company.

To request money the club always send a project description and the total sum requested either to [BOMB](#) on KOMBO or to the housing company's areamanager for the area the Residents' Club operates in. To get the requested money you need to show receipts that the club spent the requested sum on the project.

Furniture Fund

The Furniture Fund is available for tenants in the areas owned by Studentbo; Assessorn, Bryggeriet, Dalkarlen, Gripen, Klockan, Konstantinopel and Täppan. The Residents' Clubs can request money for furniture and other equipment to the common rooms and other public areas. Read more [here](#). Residents' Clubs in other areas in Norrköping are welcome to submit a regular request to KOMBO if they want to buy new furniture for common rooms and other common areas.

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REFERENCE GROUP FOR THE RENT NEGOTIATIONS

The reference group

When the date to initialize the rent negotiations has been set, we invite the Residents' Clubs affected by the negotiation to participate in the reference group. KOMBO have meetings with the reference group after each negotiation meeting with the property owner, at this meeting we present the offers and demands given at the hearing. The reference group will provide feedback at the negotiating bids and also on whether the residents have any particular priority or wish to be highlighted during the negotiations.

To participate in the reference group, you do not need to know anything about the rent law. We simply want to get the views on the proposals put forward in negotiations from those who will ultimately be affected by them, the tenants. You, as a tenant, know best what will work in your area, what is not working today and how it is to live there. We can do a much better job in the negotiations if we get your help with what's important for residents today.

Each participant in the reference group must sign a self-imposed obligation to observe silence where they promise not to reveal anything about the parties' bids, or the content of the negotiations to anyone outside the reference group before the results become public.

FURNITURE FUND

KOMBO cares about the living environment! Together with Studentbo, we have created a furniture fund for the tenants in Studentbo's properties. We encourage you to use the fund as much as possible to create cosier and better housing.

Rules

Tenants living in Assessorn, Bryggeriet, Gripen, Dalkarlen, Klockan, Tappan and Konstantinopel can request money for:

- Furniture in existing common rooms or kitchens
- Fitness equipment or other exercise and sports equipment to be used in existing facilities.
- Recreational equipment, such as pool tables, to be used in communal areas.

Two conditions are that purchases can be used by the majority of residents in the area and that the Boråd (residents' club) that manages the request and receives the money. If the housing area doesn't have a Boråd, you have to create one before being able to take advantage of the furniture fund.

Requests should be emailed to KOMBO (bomb@karservice.se), which discusses the purchase with the Boråd and then pays out money. All receipts must be presented to KOMBO no more than one week after purchase.

A guideline for a reasonable request is about 88kr per apartment per year (2011-2012). However, KOMBO looks at all Boråds' overall needs when granting requests and greater amounts can be paid.

We are working with all property owners in Norrköping to get them to join the furniture fund system.

In addition, all Boråds still have the possibility to request money for other projects from KOMBO's general fund.

COURSES FOR NON-PROFIT ORGANIZATIONS

Whether you are in an established organization or to start a new residents' club so these courses can be beneficial to you. The videos come from Sverok (Sweden's role and Wargaming covenant), and copyright belongs to them. The videos will be updated in the coming fiscal year, so it may turn up new videos, so stay tuned!

Below you can find links to the various videos:

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Below you can find links to the various videos:

Meeting Knowledge

Here you can get tips and advice on everything from good meeting techniques, to how to write a motion and what it means to hold an annual meeting. The videos were originally published at Sverok (<http://www.sverok.se/forening/kurser/>).

Meeting techniques: https://youtu.be/fpUGqDrD_X8

Writing a motion: <https://youtu.be/9uAjuaNk0Zc>

The annual meeting: <https://youtu.be/WaKoZEEYoO0g>

Reporting at annual meeting: <https://youtu.be/UDr8etlVj04>

Economy

Here you can find courses for the the basis of the economy of clubs, accounting and the tax rules that apply to your club. The videos were originally published at Sverok (<http://www.sverok.se/forening/kurser/>).

Basic course in economics (part 1): <https://youtu.be/rpMV7BNLIQQ>

Accounting (part 1): https://youtu.be/LI4p_GLBzao

Financing: <https://youtu.be/PRUkHSpkl9c>

Organisations and tax rules: <https://youtu.be/VobOJDxHGwQ>

Organization

A good organization is important to have in a working club. Here you can get tips on how you handle the handover in an effective manner, how a board is designed and which rolls which are usually included in it. The videos were originally published at Sverok (<http://www.sverok.se/forening/kurser/>).

Knowledge regarding board work: <https://youtu.be/1XWdbTevWqs>

The handover: <https://youtu.be/Xav-k1Yse-c>

Regarding the privacy act: <https://youtu.be/dpMHTF75b2Q>

Online clubs: <https://youtu.be/tHDEazkCMuU>

Marketing

Here you can receive useful advice on how you can make your organisation more visible to the public. The videos were originally published at Sverok (<http://www.sverok.se/forening/kurser/>).

Marketing: <https://youtu.be/FjC4ENo3d60>

REVIVING A RESIDENT'S CLUB

In non-profit clubs, occasionally there will be a generation change, especially in residents clubs for student housing. Members finish their studies, drop out, move to another area and some periods the residents are not as involved anymore. How do you if you want to start up an old residents club or have taken over a residents club but have not received a proper handover? This text will guide you to resume operations in an club that has died off. The focus of the text is what to do to get access to bank accounts and important documents of the club.

Bank accounts

To restart the club again, it is necessary to have control over the club's bank accounts. If the subscription rights belong to an old chairman and / or treasurer, they need to be moved from previous maintainers to the new.

How to do this depends on the procedures of the bank, so the first thing you should do is contact your club's bank. Two most common options are that you either need to have a document in which the former signatories certifies that the subscription rights are transferred to new people. The other alternative is that you need a protocol from an club meeting where the decision on the new signatories is minuted.

KOMBO are now looking at the possibility to cooperate with a bank so that residents' clubs can open a bank account through us instead. With such a solution it will be easier to transfer the subscription rights between old and new members since KOMBO has overall responsibility for all connected accounts.

Bylaws

If the bylaws have not been transferred to the new board first check around among the residents if anyone has contact details for the old board so that they can hand over the documents. We at KOMBO often have the names of the latest board members, so, contact us to and you should try find them from this basis. This also applies when attempting to start up bank accounts again.

You can also get in with KOMBO and see if the bylaws have been sent to us. If the bylaws cannot be found at KOMBO and you cannot get hold of anyone from the old board, it is usually easier to start a new club under a new club registration number. How to do this can be found here ([link](#)).

Future handovers

What do you do to avoid future boards to get similar problems? Above all, it is important to have a proper handover. Make sure that the bylaws and other important documents move on to the new board, such as login to email adress and information regarding important contacts (such as

KOMBO). It is also important that the new board members have contact details to you if they need help with something.

If you, as a resigning board, knows that it is not clear who will take over the board, it is good if you let KOMBO know this. You can then leave account information, bylaws and other important documents and your contact details to us about the new members to start up the residents club again in the future.