

**REGULATIONS ON THE OPERATION, FINANCING AND DISSOLUTION OF
UNIVERSITY STUDENT ORGANISATIONS AND ASSOCIATIONS OPERATING
AT THE WROCLAW MEDICAL UNIVERSITY**

I. General provisions

§ 1

The following terms used herein shall be interpreted as follows:

- 1) organisation – a university student organisation consisting of students or students, postgraduate students and employees, which has a goal, tasks and a common activity programme,
- 2) association – an association, or a branch of an association, consisting of students or students, postgraduate students and employees, which operates at the WMU based on the act of 7 April 1989 – The Association Act (i.e. Journal of Laws of 2019, item 713),
- 3) WMU – Wrocław Medical University
- 4) SAO – WMU's Student Affairs Office with its seat at ul. Wojciecha z Brudzewa 12.

§ 2

1. WMU students have the right to join organisations based on art. 111 of the act of 20 July 2018 – The Law on Higher Education and Science (i.e. Journal of Laws of 2020, item 256, as amended).
2. Organisations spend the funding provided by the WMU academic bodies based on the act of 29 January 2004 – Public Procurement Law (i.e. Journal of Laws of 2019, item 1843), the act of 27 August 2009 on public finances (i.e. Journal of Laws of 2019, item 869 as amended), as well as the act of 29 September 1994 on accounting (i.e. Journal of Laws of 2020, item 568, as amended).
3. An organisation's activities must be compliant with the generally applicable law, the WMU Charter, the Study Regulations and the hereby Regulations, as well as its internal regulations.

II. Reporting the establishment of an organisation

§ 3

1. A body of the organisation shall immediately inform the Rector about the organisation's establishment by submitting the following documents to the SAO:
 - 1) notification (template – Annex No 1 to the hereby Regulations), including the address of the organisation's seat, as well as the signature of the head of the appropriate organisational unit:
 - a) in instances where the seat is located outside of the WMU, the head of the organisational unit that provides the premises for the organisation, as well as a person empowered to sign an agreement between the WMU and a given unit (e.g. hospital

- director), must sign a permit allowing the organisation to operate
- 2) member list (template – Annex No 2 to the hereby Regulations);
 - 3) data protection statements by the organisation members (template – Annex No 3 to the hereby Regulations);
 - 4) member statements on involvement in an organisation operating at the WMU (template – Annex No 10 to the hereby Regulations),
 - 5) organisation's regulations, subject to sec. 2, which may determine, in particular:
 - a) organisation's name,
 - b) goals and tasks of the organisation,
 - c) rights and obligations of the members,
 - d) organisation's authorities – the scope of their competencies, the method of their appointment and dismissal, as well as the length of their terms,
 - e) mode and conditions of the organisation's suspension and dissolution,
 - f) mode of adopting and amending the regulations.
2. If an organisation does not have its regulations ready by the day the Rector is informed about its establishment, such regulations can be submitted at a different time, however, no later than 30 days from the day on which the organisation was registered.

§ 4

The SAO may transfer the documents submitted by organisation authorities, as mentioned in § 3, to a legal adviser to verify their compliance with the legal provisions described in § 2 sec. 3.

§ 5

Organisations are obliged to immediately inform the WMU Rector (via the Head of the Student Affairs Office) about any changes concerning their operation (templates – Annexes No 4a-4d to the hereby Regulations). Should there be any doubts regarding the documents submitted by an organisation, the Head of the Student Affairs Department may request the opinion of a legal adviser.

§ 6

The SAO maintains a University Student Organisation Registry, which is available on the WMU website.

III. Organisation supervisors

§ 7

1. All organisations must appoint supervisors.
2. If necessary, a request to appoint a secondary supervisor may be submitted.
3. An organisation can also submit a request to appoint a temporary supervisor in cases where the principal supervisor is unable to perform their duties; a temporary supervisor will

perform these duties in the period when the principal supervisor is unable to do so.

4. If a supervisor is unable to perform their duties, but the organisation also has a secondary supervisor, the latter will oversee the organisation's activities.
5. Only a WMU employee can be appointed a supervisor/secondary supervisor/temporary supervisor, however, they must consent to such appointment in writing.
6. Organisation supervisor/secondary supervisor/temporary supervisor appointment requests must be submitted to the SAO (template – Annex No 5 to the hereby Regulations). Based on such requests, the Vice-Rector for Educational Affairs shall appoint a supervisor/secondary supervisor/temporary supervisor using a separate document.
7. Organisations can also submit supervisor/secondary supervisor/temporary supervisor dismissal requests to the SAO (template – Annex No 6 to the hereby Regulations). Based on such requests, the Vice-Rector for Educational Affairs shall dismiss a supervisor/secondary supervisor/temporary supervisor using a separate document.
8. In cases where such dismissal is requested by the supervisor, the supervisor's written resignation must be attached to the request form.
9. A supervisor/secondary supervisor function shall expire when the employment relationship between the WMU and the supervisor/secondary supervisor is terminated.
10. A temporary supervisor function shall expire once the principal supervisor can once again perform their duties or when the employment relationship between the WMU and the temporary supervisor is terminated.
11. A supervisor/secondary supervisor/temporary supervisor function shall also expire if the organisation is suspended/dissolved.

§ 8

1. The duties of a supervisor/secondary supervisor/temporary supervisor primarily consist in directly overseeing an organisation's activities, particularly in regard to their compliance with its goals, tasks and internal regulations, as well as the provisions of the generally applicable law, WMU Charter and the provisions of these Regulations.
2. While overseeing an organisation's activities, its supervisor/secondary supervisor/temporary supervisor shall approve the documents required for its operation.

IV. Organisation activities

§ 9

1. Organisations can use proprietary logos, stamps and headed paper, provided that they obtain written approval of the Vice-Rector for Educational Affairs.
2. Organisations may only use the WMU logo if they obtain permission from the Marketing

Department.

3. Organisations can request the reservation of a room on the WMU premises to hold their events.
4. Organisations are not legal entities and must not conduct any business and for-profit activities to acquire funding to support their operations.
5. In case of any legal uncertainties, an organisation may submit a request to the Vice-Rector for Educational Affairs (via the SAO) for the approval of the issue of a legal opinion by the legal advisers employed at the University.
6. Decisions on whether legal opinion requests are passed to the Legal Adviser Team are made by the Vice-Rector for Educational Affairs; requestors will be informed about such decisions via the SAO.
7. The Vice-Rector for Educational Affairs may withdraw their consent to the issue of a legal opinion mentioned in sec. 5 at any time.

§ 10

Organisations included in the University Student Organisation Registry are obliged to submit an activity update request for the new academic year to the SAO by 30 September of each calendar year (Annex No 7 to the hereby Regulations). This request must be submitted along with a substantive report on the activity in the given academic year (Annex No 8 to these Regulations), as well as an event plan for the next academic year (Annex No 8 to these Regulations) if the organisation will not be submitting an activity funding request, mentioned in §12 sec. 2, in the given year.

§ 11

1. WMU students and postgraduate students who belong to student organisations operating at the WMU are obliged to sign the following documents:
 - 1) member statements on personal data protection (template – Annex No 3 to the hereby Regulations),
 - 2) member statements on involvement in an organisation (template – Annex No 10 to the hereby Regulations). The latter statement requires organisation members to comply with these Regulations and have valid accident insurance.
2. Signing these statements enables the member to fully participate in all events, projects and practical classes held by the organisation.
3. Organisation authorities are obliged to immediately submit the statements mentioned in sec. 1 to the SAO.
4. Organisation authorities are obliged to immediately inform the SAO about any membership

changes using the member list update form (template – Annex No 2 to the hereby Regulations):

- 1) in instances where a member of an organisation resigns, is removed from the member list or finishes their studies, the organisation's authorities must immediately submit a list of members who no longer belong to the organisation to the SAO,
- 2) should any new members join the organisation, a list of such members along with the relevant member statements must be submitted to the SAO immediately (templates – Annexes No 3 and 10 to these Regulations).
5. WMU students, postgraduate students and employees who belong to an organisation may only contact the SAO using an e-mail address registered in the umed.wroc.pl domain.
6. Statements on involvement in an organisation shall be issued by the organisation's authorities.

V. Organisation funding and the distribution of financial resources by the Student Government

§ 12

1. The WMU can only provide funding for activities undertaken by organisations and associations which consist of WMU students, or WMU students, postgraduate students and employees, and which were established based on the provisions described in § 3 and § 19.
2. Organisations that wish to obtain funding for activities in a given academic year are obliged to submit to the SAO an activity funding request (template – Annex No 11 to the hereby Regulations) by 15 December; the request must contain the amount of funding that the organisation wishes to receive, as well as the goals for which it is to be spent.
3. Based on such requests, the WMU shall provide a general envelope to finance organisation activities.
4. The funding to support organisation activities shall be divided by the Student Government.
5. The SAO will inform all organisations about the amount of funding they will receive based on the Student Government's decisions; additionally, an employee will include this information in the WMU Public Information Bulletin.
6. Once the Student Government divides the funding, organisations are obliged to prepare the following documents and submit them to the SAO by the date specified in the funding division information:
 - 1) budget (template – Annex No 12 to the hereby Regulations),
 - 2) organisation's event plan, which must be filled if an event is cost-free and therefore is not included in the budget (template – Annexes No 12a and 12b to these Regulations).
7. Once submitted to the SAO, budget forms shall be passed on to the Vice-Rector for Educational Affairs and the WMU Bursar to receive their approval. The funding received may only be used to finance the organisation's activities once their approval has been granted.

8. Organisations can also request that the Vice-Rector for Educational Affairs or the Student Government grant them activity funding from funds which are not directly intended to support their operations. Such requests must be submitted via the SAO.
9. Organisations which receive activity funding must prepare a financial report on the funding spent in the given academic year and submit it to the SAO by 30 September of each calendar year (template – Annex No 14 to the hereby Regulations).
10. The Student Government shall prepare a report on the division of the funding, as well as an account of this funding at least once per academic year. An employee of the SAO shall include the Student Government's financial report in the WMU Public Information Bulletin (template – Annex No 15 to the hereby Regulations).

§ 13

1. In addition to the University Student Organisation Registry mentioned in § 6, the SAO maintains the following records:
 - 1) Records of financial means to support student organisation and association activity managed by the Vice-Rector for Educational Affairs;
 - 2) Records of financial means managed by the Student Government;
 - 3) Records of financial means managed by organisations and associations (including funds provided by the Student Government, as well as funds from donors and sponsors, which were transferred to the WMU bank account as part of agreements implemented via the SAO).
2. By the end of each month from which a new quarter begins, the SAO submits all records mentioned in sec. 1 to the Deputy Bursar for Planning and Economic Affairs to confirm the expenditures and funding balance for the previous quarter.

§ 14

1. Organisations may acquire assets and funding from sponsors and donors.
2. To commence the activities described in sec. 1, the donor/sponsor must sign a sponsoring or monetary donation agreement with the WMU.
3. The draft of the agreement mentioned in sec. 2 must be submitted to the SAO to be verified by a legal adviser and signed by the WMU authorities.
4. All funding from sponsors and donors shall be paid to the WMU account by bank transfer with a note containing the name of the organisation it is meant for. Funding acquired from sponsors and donors based on the relevant agreements shall be managed by the Vice-Rector for Educational Affairs.
5. Funding transferred to the WMU account by sponsors and donors becomes a public financial resource and shall be spent according to § 2 sec. 2.

VI. Organisation expenditures

§ 15

1. All funding provided by the WMU to support organisation activities must be spent in the given calendar year.
2. Organisations shall implement their expenditures in accordance with their budget.
3. Organisations can only implement payments for events/purchases via the SAO.
4. The reimbursement of national travel costs for using such carriers as PKP, PKS and municipal transport, which must be confirmed with the purchased tickets, is implemented based on a ticket reimbursement request (Annex No 16 to the hereby Regulations). In the case of rail transport, only class 2 tickets are subject to reimbursement. Such a request must be submitted no later than 60 days from the date of travel, failing which reimbursement may be denied.
5. Events/purchases included in the budget may only be implemented once the organisation has submitted to the SAO valid documentation, which complies with the Public Finance Act, Public Procurement Law, and the WMU internal procedures, particularly the Regulations on orders with a value below EUR 30,000.
6. Based on the value and character of the event/purchase, the following documents must be submitted:
 - 1) Events – a detailed plan, schedule, cost estimate, event logo (the logo should be approved by the Marketing Department and the Vice-Rector for Educational Affairs), as well as event regulations (if required by the WMU), an event organisation request – if the event is not included in the budget/organisation's event plan or is a conference, even if such a conference is included in the budget/organisation's event plan (template – Annex No 13 to the hereby Regulation),
 - 2) service or purchase (regardless if standalone or part of an event) – an order for the company or a complete set of documents to conduct a request for quotation,
 - 3) an order for the Procurement and Logistics Department, which must be submitted to the SAO by 25 November of the given calendar year at the latest.
7. In case of donations for students/postgraduate students which constitute income in the light of the applicable tax regulations, the WMU shall issue a PIT-8c tax form and send it by mail to the student's/postgraduate student's mailing address currently available in the WMU IT systems.

VII. Purchase of materials and fixed assets

§16

1. Organisations may purchase fixed assets (to be included in their inventories) based on the provisions of the WMU internal regulations, but only via the SAO and with the approval of the Head of the Student Affairs Department.

2. All organisations with seats located at the Student Dormitories at ul. Wojciecha z Brudzewa 10-12 in Wrocław are obliged to read the "Regulations on the use of student dormitory rooms by the student government, as well as organisations and associations operating at the Wrocław Medical University" (introduced by a separate order of the WMU Rector), in particular, they are obliged to:
 - a) sign a user statement (template regulated by a separate order of the Rector),
 - b) sign a hand-over report concerning the room to be used by an organisation (template regulated by a separate order of the Rector),
 - c) sign a rental form (template – Annex No 17 to the hereby Regulations) – if a fixed asset is to be used outside of the organisation's seat. All fixed assets utilised by any organisation with its seat at the Student Dormitories are part of SAO's inventory, therefore, if the above-mentioned rental form is not signed, such assets may only be used at the organisation's seat.
3. Fixed assets utilised by organisations with their seats outside of the Student Dormitories may be included in:
 - a) SAO inventory – using such fixed assets is only possible if a rental form is signed by a person empowered to represent the given organisation (template – Annex No 17 to the hereby Regulations),
 - b) inventories of other WMU organisational units; such assets may be used once the written consent of the person substantively liable for them is obtained and a rental form is filled (template – Annex No 17 to the hereby Regulations).

VIII. Accounting for organisations' events/purchases

§17

1. All invoices should always be issued to: Uniwersytet Medyczny im. Piastów Śląskich we Wrocławiu, Wybrzeże L. Pasteura 1, 50-367 Wrocław, NIP 896-000-57-79; organisations must deliver invoices to the SAO no later than 7 working days before the required payment due date.
2. Events not included in the budget cannot be implemented using WMU funding.
3. All invoice settlements are handled by the WMU Liquidation Section based on documents annotated and submitted by the SAO.
4. If the funding allocated was used to purchase prizes, a protocol from an award ceremony must be included along with the invoice (template – Annex No 18 to these Regulations).

IX. Suspension and dissolution of organisations

§18

1. Through an administrative decision, the WMU Rector can dissolve any organisation or

suspend the activity of any association operating at the WMU in instances where such organisations or associations flagrantly or persistently violate the provisions of the generally applicable law, WMU Charter, study regulations or their internal regulations.

2. Organisations which elect to cease their activity on their own are obliged to immediately inform the Rector about this fact (template – Annex No 19 to the hereby Regulations).
3. Any organisations that remain inactive for one academic year or fail to provide the documents mentioned in § 10 shall be marked in the University Student Organisation Registry as "inactive from 30 September of the given year", and all documentation pertaining them shall be archived per the WMU regulations.

X. WMU associations

§19

1. Associations operating based on the association act of 7 April 1989, and which consist of students, postgraduate students or employees, shall inform the WMU Rector about their activity and submit the following documents to the SAO:
 - 1) notification about an association operating at the WMU (template – Annex No 20 to the hereby Regulations), which includes the address of the association's seat, as well as the signature of the head of the appropriate organisational unit:
 - in instances where the seat is located outside of the WMU, the head of the organisational unit that provides the premises for the organisation, as well as a person empowered to sign an agreement between the WMU and a given unit (e.g. hospital director), must sign a permit to allow the organisation to operate,
 - 2) data protection statements by the association members (template – Annex No 3 to the hereby Regulations),
 - 3) member statements on involvement in an association operating at the WMU (template – Annex No 10 to the hereby Regulations),
 - 4) association's charter
 - 5) copies of the parent association's charter – if the association operating at the WMU is a branch,
 - 6) member list,
 - 7) a copy of a document proving the composition of the association's board (first and last name of the board member, function, major and year of study, as well as phone and e-mail),
 - 8) an up-to-date KRS extract or a certificate from the ordinary association registry,
 - 9) in the case of association branches – a document proving the establishment of a branch, as well as an up-to-date KRS extract from the parent association.

2. The SAO may transfer the documents submitted by association authorities, as mentioned in par. 1, to a legal adviser to verify their compliance with the legal provisions described in § 2 sec. 3.
3. Associations are obliged to immediately inform the WMU Rector (via the Head of the Student Affairs Department) about any changes concerning their operation (templates – Annexes No 4a-4d to the hereby Regulations). Should there be any doubts regarding the documents submitted by an association, the Head of the Student Affairs Department may request the opinion of a legal adviser.
4. Associations entered into the Association Registry by the SAO are obliged to comply with the provisions of the hereby Regulations; in the case of associations, the provisions of sections IV, V, VI, VII, VIII and IX are applied accordingly.
5. Associations must not conduct for-profit activities using WMU property.

XI. Final provisions

§20

In matters not regulated by the hereby Regulations, the provisions of the generally applicable law shall apply.

§21

The person responsible for supervising the implementation of these Regulations is the Vice-Rector for Educational Affairs.