



**HEC Paris
Students Union**

BECOMING AN HPSU CLUB - TRANSFER



Becoming an HPSU Club for existing associations

I. Create a Club

II. Dissolve the existing Association

III. Bank, Insurance & Contracts

- 1. Inform the Campus Life Office** about your planned transfer to HPSU
 - Directly: Office is located in building M, ground floor
 - By email: campuslo@hec.fr
- 2. Send an official request** to create a club to studentsunion@hec.fr. Content of the email:
 - Subject: "Creation of a club"
 - Official name of the club
 - Names of President and Treasurer of the club including their current mobile number
 - Logo of the club (For approval by the HEC Paris Communication Department)
- 3. The HPSU Bureau validates** the creation of the club in 1-2 weeks.

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Documents you will be provided with after the creation of the club:

- (1) *Official and signed minutes* of the HPSU Steering Committee meeting validating the creation of your club
- (2) *Delegation of power (Délégation de pouvoir)*: This document is signed by the HPSU President and the club President. It delegates power and duties from the HPSU President to the club President in order to maintain independent daily operations

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1. Organize an Extraordinary General Meeting
2. Vote on the dissolution of the association
3. Write and sign the **PV AGE** minutes of the meeting:
 - *PV AGE = Procès-Verbal - Assemblée Générale Extraordinaire*
 - *PV AGE* must be in French for legal purposes, a template is provided by HPSU
 - “*PV AGE: How to use it guide*” in English is provided by HPSU
4. Upload the *PV AGE* to the *Prefecture* website (online account is necessary) or personally hand in a hard copy to *Prefecture de Versailles*
→ You will receive a *récepissé* validating the dissolution of the association
5. Send the signed *PV AGE* and the *récepissé* to campuslo@hec.fr & studentsunion@hec.fr

Becoming an HPSU Club for existing associations

I. Create a Club

- Regarding your association's bank account, there are 3 options:
 1. If the bank account is with Société Générale, just inform the bank of the change [versailles.hec@socgen.com].
 2. If the bank account is with a different bank, change the name of the account to [\[the club's name - HPSU\]](#).
 3. If your association did not have a bank account, please refer to the process "[Opening a bank account](#)".

For all three options, you have to provide the following two documents to the bank:

- The official and signed minutes of the HPSU Committee meeting validating the creation of your club
- The *Délégation de pouvoir*

→ [Both documents are stored on a joint Teams folder](#)

II. Dissolve the existing Association

- Cancel the old insurance contract by sending the following document to the insurance company (HPSU provides free insurance coverage):
 - *PV AGE* declaring the dissolution of the association
 - *Récepissé de Préfecture de Versailles (Refer to slide 4)*
- If your association has a **SIREN / SIRET number**, send the *PV AGE* + *Récepissé* to either URSSAF, CFE or INSEE (Counseling will be provided by the HPSU Treasurer)

III. Bank, Insurance & Contracts

- If your association has **contracts** inform the contracting parties of the name change: [\[the club's name - HPSU \] + new Répertoire National des Associations \(RNA\) number \(W784009592\)](#).

Key Advantages of HPSU

Functional

- United Voice of the Student Body
- Opportunity for greater collaboration across the different programs
- Simplified administrative procedures (creation, modification)
- Potential additional subsidies from corporate partners

Risk Management

- **Free insurance coverage** for all club activities
- **Transfer** of the club president's and treasurer's personal **liability** to HPSU
- Financial and legal compliance
 - ✓ **Accounting tool** (Assoconnect)
 - ✓ **Accounting advice** for the treasurer and/or president
 - ✓ **Legal advice** to write contracts with external partners
 - ✓ **Taxation advice** regarding VAT and income taxes

Other

- Possibility for each club to enter contracts with external partners with a duration of up to 3 years
- An official HEC Paris e-mail address (automatically created)
- An independent website for your association via Assoconnect
- Access to Microsoft Teams (Microsoft® Office 365™) to store official documents and ease the transition to a new club leadership
- Communication via the HPSU page on the student portal

Modification and closure of a club

- A modification of a club occurs when the Board changes (*case 1*) or the name of the club changes (*case 2*). In one of the two cases, send an email with the full name of the new club president and treasurer (*case 1*) or with the new name of the club (*case 2*) to:
 - campuslo@hec.fr
 - studentsunion@hec.fr
 - Subject: "Modification of a club XY"

- On the request of the club board a club can be closed*. In this case, send an email to:
 - campuslo@hec.fr
 - studentsunion@hec.fr
 - Subject: "Closure of a club XY"

* In General HPSU can only close a club on request of the club board, in case of a non-renewal of the club management team and due to illegal activities.