



**HEC Paris  
Students Union**

**BECOMING AN HPSU CLUB - CREATION**



# Creating a completely new HPSU Club

## I. Create a Club

## II. Bank, Insurance & Contracts

- 1. Inform the Campus Life Office** about the creation of a new HPSU club
  - Directly: Office is located in building M, ground floor
  - By email: [campuslo@hec.fr](mailto:campuslo@hec.fr)
- 2. Send an official request** to create a club to [studentsunion@hec.fr](mailto: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.

# Becoming an HPSU Club for completely new clubs

## I. Create a Club

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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

# Becoming an HPSU Club for completely new clubs

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- You can open a **Bank Account with Société Générale**. Amongst other documents you will need to provide:
  - The official and signed minutes of the HPSU Steering Committee meeting validating the creation of your club
  - The *Délégation de pouvoir*.

*HPSU decided to join Société Générale as they offer the best conditions. Your bank account will be an autonomous branch account (independent access etc.). We can also support you with the transferal of the bank account to a new club leadership team every year → More information in the “Opening a bank account” process*

- **Insurance Coverage** is provided by HPSU.
- Your club can enter into any kind of **Contract** with the *Délégation de pouvoir*.

# 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 no limitation of duration
- 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](mailto:campuslo@hec.fr)
  - [studentsunion@hec.fr](mailto: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](mailto:campuslo@hec.fr)
  - [studentsunion@hec.fr](mailto: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.