



**HEC Paris  
Students Union**

**Change Board for an HPSU club**



# How to legalize the change of the club board

- When the Board of a club is changing (President and/or Treasurer), an email must be sent to [studentsunion@hec.fr](mailto:studentsunion@hec.fr).
- Information to be sent:
  - Full name and mobile number of President
  - Full name and mobile number of Treasurer
- HPSU will then legalize the change. The following documents will be provided on **Teams**:
  - ***Official and signed minutes of the HPSU Steering Committee meeting validating the modification of the club***
  - ***Delegation of authority (Délégation de pouvoir)***. This document is signed by the HPSU President and the club's President. It delegates power, duties and liabilities from the HPSU President to the club's President in order to maintain independent daily operations

# Warning the bank

- You have to provide the bank with the following documents as soon as possible to ease the transition:
  - *Official and signed minutes*
  - *Delegation of authority (Délégation de pouvoir)*
- To open or maintain a club's bank account, the president and/or treasurer have to be **individually** registered as costumer(s) of Société Générale.
- Ask the bank for a bank statement of the club's bank account(s) on:
  - *August 31 of the last ended academic year*
  - *The date of change of Board*

**Refer to the “HPSU and Société Générale” process to get more information**

# Warning Student Life

- You have to inform Student Life Department by sending an email to [campuslo@hec.fr](mailto:campuslo@hec.fr) as soon as possible to ease the transition.
- A list of documents will be requested by the Student Life Department to register the transition with HEC Paris:
  - ***Organization chart with photographs***
  - ***Official ID (national ID or passport) for the President and Treasurer***
  - ***Club's bank account details (Official document provided by the bank)***
  - ***A signed charter for clubs and associations on campus (template provided by the Student Life Department)***