

Rules of Procedure for Göta studentkår's Pub Committee.





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Composition

The Pub Committee should consist of 5–7 members per operational year, including one Chairperson and one Treasurer. All members must be ordinary members of Göta studentkår, be at least 20 years old at the start of the operational year (1 July), and have completed the SUS or RUS training, or equivalent.

Activities

- › The Pub Committee is responsible for the serving operations within Göta studentkår's internal pub activities and for assisting with alcohol service at Studenternas hus.
- › The Pub Committee's primary responsibility is, in accordance with Göta studentkår's vision and goals, to promote meeting places for students and foster an inclusive social community.
- › The activities shall strengthen Göta studentkår's profile towards students and its members.
- › The Pub Committee shall encourage students to become members of Göta studentkår.

Internal Responsibilities

- › The Pub Committee shall inform all associations within Göta studentkår about the possibility of using Kårkällar'n at Studenternas hus and shall be responsible for providing the necessary training.
- › The Pub Committee shall strive to maintain sustainable finances and follow the budget adopted by The Union Board.
- › The Pub Committee shall ensure that those responsible for the pub and those engaged in the activities are trained in responsible alcohol service.

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- › The Pub Committee shall follow the governing documents of Göta studentkår.
- › The Pub Committee is responsible for ensuring that applications for the necessary permits, and the maintenance of such permits, are handled together with The Union Board.
- › The Pub Committee is responsible for conducting inventory of the stock in Kårkällar'n.
- › The Pub Committee is responsible for documenting any stock losses in Kårkällar'n

Agreements & Remuneration

The Pub Committee is responsible for preparing proposals for agreements that will govern the pub activities during the operational year. All agreements shall be approved by The Union Board. Once approved, the agreement shall be sent to the working association and signed by both the association's responsible representative and a member of the Pub Committee. The agreements regulate, among other things, the remuneration for the working service manager within the Pub Committee.

Responsibilities

Chairperson is responsible for:

- › Leading and overseeing the work of the Pub Committee in front of the Union Board.
- › Acting as a representative of the Pub Committee to Göta Studentkår's members.
- › Being jointly responsible for the pub's finances along with the treasurer.
- › Writing annual report and a general operational plan and providing them to Göta Studentkår's Union Board.
- › Keeping the Union Board informed about the Pub Committee's activities.
- › Ensuring that minutes from Pub Committee meetings are submitted to the Union Board.

Treasurer is responsible for:

- › Together with the Chairperson of the Pub Committee and Göta studentkår's financial officer, the Treasurer shall be financially responsible, including budgeting, budget follow-up, and preparation of the annual accounts.
- › The Treasurer shall approve invoices related to pub activities in accordance with the signing authority granted by The Union Board.

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- › The Treasurer shall be able to answer questions regarding the Pub Committee's finances before Göta studentkår's Union Board.
- › During contract negotiations, the Treasurer shall involve Göta studentkår's Union Chairperson, the Event and Association Coordinator, and the employed financial officer.

Responsibilities of the Pub Committee

- › To ensure that the activities are conducted within the allocated budget.
- › To sign agreements for pub activities on behalf of the Pub Committee between Göta studentkår and the renting association.
- › To respond as quickly as possible, within the scope of their role as a member of the Pub Committee, to booking requests and other inquiries.
- › To conduct handover to the incoming Pub Committee.

Failures in Responsibilities

If the Pub Committee does not fully comply with its responsibilities, proportional measures will be taken. Examples of measures include restricted access to premises and, in extreme cases, cessation of activities.

Authorities

- › To decide on the product range.
- › To conduct ongoing purchases for the activities.
- › In consultation with Göta studentkår's Union Presidium, to plan larger purchases.
- › To decide on the suspension of a member from the activities. The Pub Committee is obliged to report such decisions to Göta studentkår's Union Presidium.
- › To apply for temporary permits.
- › To use the premises before, during, and after events, and within the scope of the Pub Committee's responsibilities. The premises may not be used for private purposes.

Meeting Procedures & Quorum

- › Meetings of the Pub Committee should be held regularly during the operational year. The notice of meeting shall be sent out by the Chairperson to all members of the Pub Committee, Göta studentkår's associations, and The Union Board.
- › The notice shall be distributed no later than ten (10) weekdays prior to the meeting.
- › Documents shall be distributed no later than three (3) weekdays prior to the meeting.

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- › A meeting chairperson, meeting secretary, and adjuster shall be elected at the meeting.
- › Meetings of the Pub Committee shall be announced on Göta studentkår's website.
- › The Union Board of Göta studentkår has a standing right of attendance at meetings of the Pub Committee.
- › The Union Board has the right to convene the Pub Committee to meetings.
- › Minutes shall be recorded at all decision-making meetings and shall be continuously sent to The Union Board. The minutes shall also be made available to the members of Göta studentkår through the Göta studentkår website.
- › The Pub Committee has the right to co-opt persons to its meetings.
- › Meetings of the committee are open to regular members of Göta studentkår unless special circumstances apply.
- › Regular members of Göta studentkår who are not members of the Pub Committee have the right to attend and speak at committee meetings, but not the right to vote.
- › The right to vote is reserved for members of the Pub Committee.
- › Each voting member present shall have one (1) vote. The Chairperson holds the casting vote.
- › A member with a conflict of interest shall not have the right to vote.
- › The Pub Committee has a quorum when at least half of its members are present.

Appeals

- › Decisions of the Pub Committee can be appealed to the Union Board by individual ordinary members of Göta Studentkår.
- › The Union Board has ultimate decision-making authority over the Pub Committee's decisions.

Service Responsibility

- › Only elected members of the Pub Committee have the ability to serve as a serving manager.
- › All members of Göta studentkår have the right to try out being a serving manager alongside one of the committee's designated serving managers, provided time permits.
- › The Pub Committee is responsible for establishing training routines and ensuring that the ongoing tasks of the serving manager are documented.

Election Procedures

- › All members of Göta Studentkår have the right to run for the Pub Committee.

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- › All members of Göta Studentkår have the right to nominate candidates for the Pub Committee.
- › The candidacy period should be posted on Göta Studentkår's website.
- › The term of office extends from no earlier than 1 July to no later than 30 June.
- › The incoming Union Board has the right to be provided with justifications for all nominees to the Pub Committee before the constituent Student Union Board meeting for the upcoming operational year.
- › The upcoming Union Board appoints the Pub Committee members based on recommendations from the current Pub Committee.
- › The Chairperson and Treasurer are elected by The Union Board at the constitutive Union Board meeting
- › The election shall take place no later than the end of June.
- › If there are vacant positions after the election, The Union Board may open for by-elections.

Other

The Pub Committee should actively inform Göta Studentkår's members about its activities and participate in events with this purpose.

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