

# Policy for reporting matters in the student union.





**Type of governing document:** Policy

**Adopted by:** The Representative Assembly, 2021-09-20

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# Policy for reporting matters in the union

## Introduction

All students have the right to become a member of a student union that represents them. This is stipulated in Chapter 4, § 12 of the Higher Education Act, which reads:

**"§ 12: All students within the operational area of a student union shall have the right to be members of the union if they meet the requirements for membership in such an association as referred to in Section 8."**

It is not possible to exclude a member from a student union. However, there is a need within an organization to contribute to a secure environment for all members, as well as to ensure safety in situations that a union member might encounter.

For this reason, the following policy has been established in order to contribute to a secure union environment in a legally sound manner. By taking arising situations seriously, Göta studentkår works preventively to create an environment in which all members should feel secure during their time in the student union.

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### Address

Götabergsgatan 17  
411 34 Göteborg

### Contact information

031-708 44 40  
info@gota.gu.se

### Online

gotastudentkar.se  
@gotastudentkar



## Definitions

Here is a description of definitions relevant to reporting matters.

### Parties Involved

In the absence of clear terminology for the different parties involved in a reporting matter, the following definitions are provided for these parties, with reference to their subsequent designations:

- › **Part A:** The individual who has experienced a situation within the student union's operations and feels unsafe as a result.
- › **Part B:** The individual who is the subject of the report.
- › **The Union Board:** The body within Göta studentkår responsible for making decisions regarding the consequences of a report. Comprised of the union's full-time remunerated members.
- › **The Representative Assembly:** The body within Göta studentkår to which the parties (or representatives) can appeal decisions made by the Union Board.
- › **Representative:** The individual who represents each party in the case. Parties have the opportunity to be represented by a representative who holds oral or written authorization.
- › **Trustee Role:** Within Göta studentkår, trustee roles include, for example, being a "fadder", kick-off coordinator, committee member, subcommittee member, student representative, or section board member.

### Trustee Roles Elected by The Representative Assembly

The Union Board does not have the authority to remove a person from a trustee role appointed by The Representative Assembly. Therefore, the resignation from these roles should be managed by The Representative Assembly. If the policy violation is deemed severe, the Presidium of Göta studentkår can forbid access to the workplace until the matter is reviewed by The Representative Assembly.

Trustee roles that are to be managed by The Representative Assembly includes:

- › Member of The Representative Assembly
- › Nomination Committee
- › Election Committee
- › Operational Auditor,
- › Speaker

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- › Deputy Speaker
- › Individuals with full-time remunerated positions

## Reporting Matters

If a student or an elected trustee role believes they have experienced a situation within the student union's operations where they have felt unsafe, they can raise a reporting matter with Götastudentkår.

In addition to Götastudentkår's statutes, there are several guiding documents in reporting matters, primarily:

- › Core Values
- › Alcohol and Drug Policy
- › Equal Treatment Policy

A member can be suspended from the union's activities if they violate any of Götastudentkår's governing documents or if the Union Board deems it necessary based on an assessment in an individual case. For instance, this could occur if the person in question behaves inappropriately in a manner that affects Götastudentkår's members or other students. In the context of student representation, another reason could be a lack of trust from Götastudentkår.

## Consequences of Policy Violations

Potential consequences are assessed and determined by the Union Board based on the nature of the situation. Examples of consequences may include:

- › Reprimand from the Union Board
- › Suspension from Götastudentkår and its associations' events for a specified period
- › Removal from current trustee roles within Götastudentkår
- › Removal from current trustee roles within Götastudentkår and the prohibition to seek trustee roles for a specified period
- › Extension of an existing penalty

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## Submission of Cases

Cases related to reports should be sent to the Student Union Chairperson at [ordf@gota.gu.se](mailto:ordf@gota.gu.se) no later than 5 business days before a Union Board meeting. If the case contains all the required information as outlined in the policy document, the case will be discussed at the next Union Board meeting. The Presidium is responsible for including the item on the agenda for the upcoming Union Board meeting.

### Reports During the Kick-off period

During periods when many events are taking place, such as during the Kick-off, it might be necessary for the Union Board to handle reports promptly. As a result, the Union Board can decide to temporarily suspend individuals from the Kick-off activities and dissolve "fadder" contracts. The case should then be processed according to the routine at the next Union Board meeting after the Kick-off is over.

### Requirements for an Approved Case by the Union Board

The Union Board requires the following for a case to be approved:

- The report must be submitted directly from Part A to the Student Union Chairperson.
- A description of the incident (association, central student union event, orientation activity, student representative duty).
- A brief description of the case and who or what it involves.
- Whether Part A wishes to participate in the Union Board meeting, have a representative, or only receive information about the Union Board's decision afterwards.
- Any potential consequences that Part A wishes for the case (based on the criteria in the policy document).

After a case is submitted, Part B should be contacted by the Presidium and informed about the case and the process. Part A always has the right to remain anonymous to Part B.

## During the Union Board Meeting

Assuming the submission has been correct, the case will be addressed in the upcoming Union Board meeting. The Union Board is responsible for ensuring that Part A and Part B do not need to be present at the meeting simultaneously or in close proximity.

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[@gotastudentkar](https://www.instagram.com/gotastudentkar)



The sequence of events during the meeting is as follows:

- › The Presidium presents the case.
- › Part A/representative has the opportunity to speak during the meeting.
- › Part B/representative has the opportunity to present their perspective.
- › The Union Board discusses and makes a decision on the case based on Göta Studentkår's governing documents.

## Documentation

The Organizational Coordinator is responsible for ensuring that documentation related to ongoing and concluded suspension cases is available and stored on the server.

## Report to the Operational Auditor

Following the handling of a reported case, the Union Board shall provide the operational auditor of Göta studentkår with a report regarding the matter. The report shall include:

- › A summary of the case
- › The approach taken by the Union Board in handling the matter
- › The governing documents considered during the handling of the matter
- › The decisions made by the Union Board regarding the matter

The operational auditor shall deliver an opinion to the Representative Assembly if they believe that the Union Board has acted incorrectly in its handling of the matter.

## Notification of Decisions

### After a Decision by the Student Union Board

It is the responsibility of the Student Union Chairperson to inform the relevant individuals involved in the case about the decided consequences. The Student Union Chairperson should also specify which governing documents form the basis for any imposed consequences. The following individuals should be notified in the following order:

- › All members of the Union Board (in case of absence)
- › Part B
- › Part A

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### **Appeal of Decisions**

Decisions can be appealed to The Representative Assembly (Kårfullmäktige) and must be submitted within 30 days from the date the applicant has been informed of the decision. The appeal will then be addressed at the next Representative Assembly meeting. During the period between the appeal and the next Representative Assembly meeting, the decision of the Union Board remains in effect.

### **For Future Events / Selection of Trustee Roles**

In the event of suspicion that a decision is not being followed, event organizers have the right to contact the Presidium to receive information about the suspension and the duration of the suspension, particularly in cases involving future events or selection of trustee roles.

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