

Rules of Procedure for Göta International Committee.





Type of governing document: Rules of Procedure

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Rules of Procedure for Göta International Committee

Composition

The Göta International Committee (GIC) should consist of 5–10 persons, including one Chairperson and one Treasurer. All members shall be regular members of Göta studentkår.

Activities

GIC is a committee within Göta studentkår, whose primary purpose is to welcome and support international students at the four faculties that Göta studentkår represents at the University of Gothenburg. Furthermore, the mission of GIC, in accordance with Göta studentkår's objectives, is to provide international students with meeting places and an inclusive social community. The members of the committee shall encourage membership in Göta studentkår.

The GIC arranges activities for international students each semester. Examples of activities may include:

- › Welcome events for international students
- › Study social events
- › Networking meetings
- › Information sessions providing practical information for new students

Responsibilities

Chairperson is responsible for:

- › To lead and, before The Union Board, be responsible for the activities of the committee
- › To act as the representative of GIC towards the members of Göta studentkår

Address

Götabergsgatan 17
411 34 Göteborg

Contact information

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

Online

gotastudentkar.se
@gotastudentkar



- › To be financially responsible for the committee's finances together with the Treasurer
- › To prepare an annual report and a general operational plan, and provide these to The Union Board of Göta studentkår
- › To keep The Union Board informed about the activities of GIC

Vice Chairperson is responsible for:

- › To support the Chairperson of the committee
- › To act as deputy for the Chairperson of the committee when needed
- › To support the members of the committee in their respective areas of responsibility

The Treasurer is responsible for:

- › Together with the Chairperson of the committee and Göta studentkår's financial Officer, being financially responsible, which includes budgeting and budget follow-up
- › Managing GIC's bank account and bank card
- › Handling reimbursement claims and invoices
- › Being able to answer questions regarding the committee's finances before The Union Board of Göta studentkår

The Buddy Group Manager is responsible for:

- › Coordinating the buddy groups
- › Assigning students to a buddy group
- › Organizing events for the buddy groups

The Members of GIC are responsible for:

- › Participating in the committee's meetings as time allows
- › Organizing at least one event per semester
- › Acting as a contact person towards external parties
- › Administering the GIC's social media and communication channels
- › Following Göta studentkår's governing documents
- › Striving for a sustainable economy and adhering to the budget set by The Union Board

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Failures in Responsibilities

If GIC does not fulfil its obligations, proportional measures will be taken by The Union Board of Göta studentkår. Examples of such measures may include restriction of access to premises, limitation of financial resources, and, in extreme cases, suspension of activities.

Authority

The Göta International Committee carries out its activities in consultation with Göta studentkår. Major decisions regarding finances, structural changes, and external collaborations must be approved by The Union Board.

Meeting Procedures & Quorum

- › The committee's meetings should be held regularly during the operational year. The Chairperson of the committee shall send the notice of meeting to all members of the committee as well as to The Union Board of Göta studentkår.
- › The Union Board of Göta studentkår has a standing right of attendance at GIC's meetings.
- › The Union Board has the right to convene GIC to meetings.
- › The committee's meetings are open to regular members of Göta studentkår unless special circumstances apply.
- › Ordinary members of Göta studentkår who are not part of GIC have the right to attend and speak at the committee's meetings, but not the right to vote.
- › The right to vote is reserved for members of GIC.
- › 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.
- › GIC has a quorum when at least half of the committee's members are present.

Appeals

- › Decisions of GIC may be appealed to The Union Board by an individual regular member of Göta studentkår.
- › The Union Board has the right of final decision over the committee's decisions.
- › Members who wish to appeal a decision must submit a written request to the Chairperson of the committee, who shall forward the matter to the committee's members for discussion and decision.

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Election Procedures

- › All ordinary members of Göta studentkår have the right to stand as candidates for GIC.
- › All ordinary members of Göta studentkår have the right to nominate candidates for GIC
- › The candidacy period shall be published on Göta studentkår's website.
- › The mandate period extends from no earlier than July 1 to no later than June 30.
- › The incoming Union Board appoints the committee's members based on proposals from the current committee.
- › The committee's Chairperson and Treasurer are elected internally by GIC.
- › Positions may be filled continuously during the year if needed.

Other

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

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