

**Rules of Procedure for the
Marshal Office of Göta
studentkår.**





Type of governing document: Rules of Procedure

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Name

The name of the Marshal's Office is Sigfridhorden.

Composition

The board of Sigfridhorden consists of at least three and up to seven members.

Membership

Those entitled to become members of Sigfridhorden are ordinary members or former ordinary members of Göta studentkår and its predecessors. Further provisions regarding membership are regulated in the statutes of Sigfridhorden. The board of Sigfridhorden has the authority to decide on membership. Sigfridhorden is responsible for recruiting new members.

Purpose

The purpose of Sigfridhorden is to preserve the traditions of Göta studentkår and its predecessors and to pass them on.

Activities

The mission and activities of Sigfridhorden within Göta studentkår include awarding personal merit insignia to engaged members of Göta studentkår who have contributed to a study experience to remember in some way. Furthermore, Sigfridhorden represents Göta

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studentkår and attends ceremonies and festivities within the student union and at the University of Gothenburg.

Examples of Activities

- › Graduation ceremonies for students.
- › Standard bearers for Göta studentkår in the student procession on Valborg.
- › Participation and distribution of medals at association annual meetings, anniversaries, and events.
- › Participation and distribution of medals at Göta studentkår's "Bytsits".

Internal Activities

- › Keeping track of when medals need to be ordered and ensuring that this is done promptly as needed.
- › Ordering medals and engraving personal medals for distribution to students.
- › Maintaining good contact with associations within Göta studentkår and agreeing on when medal distributions will take place.

Responsibilities

Sigfridhorden is responsible for:

- › Carefully and effectively representing Göta studentkår and its values to members, students, student unions, the University of Gothenburg, and other educational institutions.
- › Representing Sigfridhorden to members and students of Göta studentkår.
- › Preserving and perpetuating the traditions of Göta studentkår to the best of their ability.
- › Attending and representing Göta studentkår at ceremonies and events at the University of Gothenburg and the student union.
- › Attending and representing Göta studentkår and Sigfridhorden at ceremonies and events of Göta studentkår's associations.
- › Adhering to Göta studentkår's statutes, values, and other governing documents through their activities.
- › Striving for the majority of Sigfridhorden members to be members of Göta studentkår.

Responsibilities of the Chairperson of Sigfridhorden:

- › Leading the work of Sigfridhorden.

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- › Representing and being responsible for Sigfridhorden's activities to the Union Board.
- › Keeping The Union Board informed about Sigfridhorden's activities.
- › Ensuring, as far as possible, that Sigfridhorden, its members, and guests behave in a respectful manner, and taking well-balanced measures if this is not followed.
- › Being financially responsible for Sigfridhorden's finances together with Sigfridhorden's treasurer.
- › Writing an activity report and a general activity plan and providing them to the Union Board.
- › Ensuring that minutes from Sigfridhorden's annual meeting are provided to the Union Board before the end of May each calendar year.

Responsibilities of the Treasurer of Sigfridhorden:

- › Being financially responsible for Sigfridhorden's finances together with the Sigfridhorden chairperson and Göta studentkår's signatory and accountant.
- › Being able to answer questions about Sigfridhorden's finances to The Union Board.
- › Involving Göta studentkår's signatory and accountant in any contract negotiations if necessary.

Shortcomings in Responsibilities

If Sigfridhorden fails to fulfil its responsibilities, proportional measures may be taken. In case of suspected shortcomings in responsibilities, the incident shall be promptly investigated by the Göta Student Union's board together with representatives from Sigfridhorden. Examples of measures may include limitations on the provision of premises and financial resources. In extreme cases, cessation of activities may be considered.

Shortcomings in responsibilities may include, for example:

- › Sigfridhorden misrepresents Göta studentkår by portraying it negatively.
- › Sigfridhorden and its members behave in a manner that may harm the activities and reputation of Göta studentkår.
- › Sigfridhorden fails to fulfil its duties in representing Göta studentkår adequately before members, students, student unions, the University of Gothenburg, and other educational institutions.

Rights

- › Sigfridhorden has the right to book premises at Studenternas Hus subject to availability.

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- › Sigfridhorden has the right to request funds to purchase items such as medals and pins.
- › Sigfridhorden has the right to request funds from Göta studentkår for other activities that Sigfridhorden wishes to carry out.
- › Sigfridhorden has the right to use Göta studentkår's website and social media to disseminate information about Sigfridhorden's purpose and activities.
- › Sigfridhorden has the right to appoint one representative to Göta studentkår's Ball Committee, whose purpose is to contribute continuity and historical knowledge, as well as to assist in communication between the committee and the Marshal Office.

Appeal

- › Decisions of Sigfridhorden can be appealed to the Union Board.
- › The Union Board has the authority to make final decisions on Sigfridhorden's decisions.

Meeting Procedure & Decision-Making

- › Sigfridhorden shall hold an annual meeting in February each calendar year. The chairman shall send out invitations to all members of the marshal's office and to kallelse@gota.gu.se.
- › Election of members may also take place at a meeting during the autumn of each calendar year.
- › The Union Board has the right to attend Sigfridhorden's meetings.
- › The board has the right to convene meetings with representatives of Sigfridhorden.
- › Meeting minutes should be kept, and protocols should be maintained when decisions are made and should be provided to the Union Board upon request.
- › Sigfridhorden has the right to co-opt one or more persons to its meetings.
- › Voting rights belong to members of Sigfridhorden.
- › Each attending voting member has equal voting power. The chairman has the casting vote.
- › A conflicted member does not have voting rights.
- › Sigfridhorden is quorate when at least half of the board is present.

Election Procedure

- › All members of Göta studentkår have the right to run for Sigfridhorden.

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- › All members of Göta studentkår have the right to nominate candidates for Sigfridhorden.
- › All elections for Sigfridhorden shall be prepared within Sigfridhorden.
- › The election of members is conducted by Sigfridhorden and shall be communicated to the Union Board before the end of May each calendar year.
- › The incoming Union Board has the right, before the inaugural Union Board meeting for the upcoming operational year, to receive a justification for the selection of all new members of Sigfridhorden.
- › The election is ratified by the incoming Union Board at the inaugural Union Board meeting, before the end of June each calendar year.
- › The chairperson of Sigfridhorden is elected for a term of 1 year.
- › The treasurer and secretary are elected for a term of 2 years.
- › The vice-chairperson, vice-treasurer, and vice-secretary are elected for a term of 1 year.
- › Contact information for the newly elected board shall be provided to the Union Board after each annual meeting.

Miscellaneous

Sigfridhorden shall actively inform members of Göta Göta studentkår about its activities and participate in events for this purpose.

Proposed amendments to these Rules of Procedure shall be made in consultation with Sigfridhorden.

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