

# **Rules of Procedure for Göta studentkår's Pub Committee.**





**Type of governing document:** Rules of Procedure

**Adopted by:** The Union Board, 2010-10-20

**Last revised:** 2025-08-20

# Rules of Procedure for Göta Studentkår's Pub Committee

## Composition

The Pub Committee should consist of 5–7 members per operational year, including one Chairperson and one Treasurer. All members shall be ordinary members of Göta studentkår and must have completed the SUS or RUS training, or equivalent.

## Activities

- › The Pub Committee is responsible for the service at Göta studentkår's internal pub activities, as well as for assisting with alcohol service in Studenternas hus.
- › The primary mission of the Pub Committee is, in accordance with Göta studentkår's objectives, to provide students with meeting places and an inclusive social community.
- › The activities shall strengthen Göta studentkår's profile towards students and its members.
- › The Pub Committee shall encourage membership in Göta studentkår.

## Internal Tasks

- › The Pub Committee should inform all associations within Göta Studentkår about the possibility of using Kårkällar'n at Studenternas Hus and be responsible for teaching them how to use it.
- › The Pub Committee should strive for a sustainable economy and adhere to the budget set by the Union Board.
- › The Pub Committee should ensure that those responsible and engaged in the pub are trained in responsible alcohol management.
- › The Pub Committee should follow Göta Studentkår's governing documents.
- › The Pub Committee should be responsible for submitting and maintaining necessary permits in collaboration with the Union Board.

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gotastudentkar.se  
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## 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:

- › Being jointly responsible for the finances, including budgeting, budget monitoring, and financial statements, along with the chairperson and Göta Studentkår's financial responsible.
- › Being able to answer questions about the Pub Committee's finances in front of Göta Studentkår's Union Board.
- › Involving Göta Studentkår's chairperson, Event and associations coordinator and financial responsible in contract negotiations.

### Pub Committee is responsible for:

- › Ensuring that the activities are conducted within the specified budget limits.
- › Proposing, within the committee, individual members' authorization rights to the Union Board.
- › Responding as promptly as possible, within the framework of the Pub Committee's duties, to booking requests and other inquiries.

## 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.

## Authority

- › Decide on the assortment.
- › Ongoing purchases for the student pub.

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- › Plan significant purchases in consultation with Göta Studentkår's financial responsible.
- › Decide on the suspension of a member from the activities. The Pub Committee is obligated to report this to Göta Studentkår's Presidium.
- › Apply for temporary alcohol permits.
- › Use the premises before, during, and after the events, as well as within the framework of the Pub Committee's duties. 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.
- › 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.

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## 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.
- › 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 internally elected by the Pub Committee.
- › The election should take place no later than the end of June.

## 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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