

Rules of Procedure for the Sections of Göta studentkår.





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Rules of Procedure for the Sections of Göta studentkår

Göta studentkår represents four of the seven faculties at the University of Gothenburg. Within Göta studentkår's organisational structure, each faculty's area of operations corresponds to a section. Göta studentkår's sections consist of the Humanities Section, the Science and Technology Section, the Social Sciences Section, and the Educational Sciences Section.

The activities of the sections are regulated by Chapter 6, "Sections", of Göta studentkår's statutes and the Rules of Procedure for the Sections of Göta studentkår. Each section has a section board elected by The Representative Assembly, which is responsible for the section's operations.

Purpose

The overall purpose of the section is to represent students admitted to the faculty corresponding to the section. The primary responsibilities of the sections are to conduct educational monitoring and student social activities within the section's area.

Furthermore, the purpose of the sections' operations is to engage the students represented by Göta studentkår, ensure student influence through the appointment of student representatives, and promote the section's participation in the democratic processes of Göta studentkår.

Section Affiliation

Each ordinary member of Göta studentkår belongs to a section. An ordinary member belongs to the section in which they study the highest number of higher education credits.

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Students admitted to a degree programme belong to the section whose area of operations corresponds to the faculty board area, or equivalent body, responsible for the programme.

An ordinary member studying an equal number of higher education credits within two sections may choose which section they wish to belong to

The Section Board

The Section Board is responsible for the section's operations. The term of office for the Section Board runs from 1 July to 30 June.

Composition

The members of the Section Board must be ordinary members of Göta studentkår. The Section Board shall consist of 3–9 members, including the Section Chairperson.

Election of the Section Board

The Section Chairperson for each section is elected at the Constituent Meeting of The Representative Assembly. The remaining members of the Section Board are primarily elected at the Constituent Meeting of The Representative Assembly, after which the mandate to appoint Section Board members for the remainder of the operational year is delegated to The Union Board. The Section Board decides internally which role each member shall hold.

To be eligible for election, ordinary membership in Göta studentkår is required. In cases where a member of the Section Board pauses or terminates their studies, they retain the right to complete their term of office.

Responsibilities of the Section Board

The Section Board holds joint responsibility for the section's operations. Together, the Section Board is responsible for the section's work relating to labour market activities, work environment matters, communications, student policy, student social activities, and educational monitoring.

In accordance with the bylaws of Göta studentkår (6:6), the responsibilities of the Section Board are to:

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- › Lead the work of the section
- › Represent the section
- › Appoint student representatives within the section's area of operations
- › Appoint introduction coordinators for the section's introduction activities
- › Nominate at least one (1) candidate for the Election Committee no later than 1 October during its operational year
- › Nominate at least one (1) candidate for the Electoral Committee no later than 1 October during its operational year
- › Submit an operational report to the Union Chairperson no later than 1 September of the following operational year.

Project Groups

The Section Board may establish project groups with the purpose of advancing the section's work and involving more students in the section's operations. Project groups are responsible for specific events or projects to be carried out within the section's activities, such as career fairs, student representative gatherings, or graduation ceremonies.

Project groups may consist of members of the Section Board as well as voluntarily engaged students within the section. The members of the group and its convener shall be determined by the Section Board at a Section Board meeting.

Agreements Within the Section's Operations

All agreements with external parties shall be conducted in accordance with Göta studentkår's policy for collaborations, agreements, and external relations and, in accordance with the statutes of Göta studentkår, be signed by two (2) of the organisation's authorised signatories.

Agreements within the section's operations may, for example, concern exhibitor agreements for career fairs and agreements with external actors participating in the section's introduction activities.

Assignment descriptions for section board members

Within the Section Board, there are a number of different roles with associated role descriptions. A role description is used as a tool to clarify the purpose of the role and the responsibilities included within it. Role descriptions for members of the Section Board are decided by The Representative Assembly of Göta studentkår. Each member of the Section

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Board is assigned a role at the constituent Section Board meeting. The Section Board may, as needed, continue to assign roles to members throughout the operational year.

The Section Board includes the following roles:

- › Responsibility for Communications
- › Responsibility for Educational Monitoring
- › Responsibility for Student Politics
- › Responsibility for Student Social Activities
- › Responsibility for Work Environment
- › Responsibility for Labour Market Activities

A member of the Section Board may only hold one role within the Section Board. However, multiple members of the Section Board may hold the same role. In cases where one or more roles are not assigned to a specific member of the Section Board, the Section Board shall distribute the areas of responsibility internally.

Handover of Section Board Members

For the purpose of ensuring long-term continuity in the section's operations and preserving the work carried out between operational years, incoming members of the Section Board shall be offered a handover. Outgoing members of the Section Board shall, before 30 June, complete a written handover concerning the member's role and area of responsibility during the operational year.

Outgoing members of the Section Board are also encouraged to conduct the handover in dialogue with the incoming member of the Section Board holding the same area of responsibility.

Resignation and Vote of No Confidence

Resignation

Resignation means that an elected representative's assignment within Göta studentkår is terminated. A resignation may occur either at the individual's own request or through a decision by The Representative Assembly. A member of the Section Board who wishes to resign from their position shall notify the Union Chairperson. The Union Chairperson shall report the resignation to The Union Board and The Representative Assembly of Göta studentkår.

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Vote of No Confidence

In accordance with § 3:19 of the bylaws of Göta studentkår, The Representative Assembly may, through a vote of no confidence, decide that a person elected by The Representative Assembly no longer holds its confidence. Upon a decision of no confidence, the member of the Section Board shall be removed from their assignment.

Constituent Section Board Meeting

The incoming Section Board shall convene at a constituent Section Board meeting after the Constituent Meeting of The Representative Assembly for the new operational year has been conducted. As a rule, the constituent Section Board meeting is held in June. If the constituent Section Board meeting is held before 1 July, decisions made at the meeting shall enter into force on 1 July.

The following matters shall be addressed at the meeting:

- › Election of areas of responsibility within the Section Board
- › Election of student representatives
- › Decision regarding the mandate to appoint student representatives
- › Adoption of the section's budget
- › Financial decision-making authority within the adopted section budget
- › Adoption of the section's introduction budget
- › Financial decision-making authority within the adopted introduction budget
- › Date of Section Board Meeting 1

Election of Student Representatives

Certain role descriptions for members of the Section Board include the assignment of serving as a student representative in a specific body. As the Section Board is responsible for appointing student representatives, such elections shall take place after the board has assigned areas of responsibility within the Section Board.

Section Board Meetings

The Section Board makes decisions regarding the section's operations at Section Board meetings. The Section Board shall hold at least three (3) Section Board meetings per semester. Section Board meetings follow formal meeting procedures and shall always be recorded in minutes.

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Prior to Section Board Meetings

The Section Chairperson is responsible for ensuring that notices of meetings and meeting documents are sent to the Section Board and to kallelse@gota.gu.se. The notice of meeting shall be distributed no later than ten (10) days before the Board meeting. Meeting documents shall be distributed no later than three (3) days before the Board meeting. Matters to be included on the agenda shall be submitted in writing to the Section Chairperson no later than five (5) days before the Section Board meeting. The Section Chairperson is encouraged to invite the section's associations to Section Board meetings.

Members of the Section Board shall come well prepared to the Section Board meeting and be familiar with the matters to be addressed during the meeting. Members of the Section Board shall notify the Section Chairperson of any absence as soon as possible.

During Section Board Meetings

Section Board meetings are generally open, with the right of attendance and the right to speak granted to all ordinary members of Götastudentkår. The rights of attendance, speaking, submitting proposals, and voting are granted to the members of the Section Board.

The Section Board has the right to close all or parts of a meeting if special circumstances apply. Members of the section, members of The Union Board, and Götastudentkår's operational auditor have a permanent right of attendance and the right to speak at Section Board meetings.

The Chair of the meeting manages the speakers' list and allocates the floor. Voting is primarily conducted by acclamation, though members of the Section Board have the right to request a counted vote or a secret ballot if so desired.

Any reservations or notes to the minutes shall be announced directly in connection with the decision to which the reservation or note relates. These shall subsequently be submitted in writing to the Secretary of the meeting before the close of the meeting.

A member of the Section Board may enter a reservation against a decision for which they do not wish to assume responsibility. A reservation is entered into the minutes and demonstrates that the individual opposed the decision strongly enough to formally reserve themselves against it and is therefore not responsible for any positive or negative consequences arising from the decision.

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A note to the minutes may clarify something that would otherwise not be included in the minutes, for example that a member held a different opinion from the one adopted, but is nevertheless willing to assume the collective responsibility entailed by being a member of the Section Board.

Decision-Making

The Section Board shall make decisions by at least half of the valid votes cast. In the event of a tie, the matter shall be reconsidered. If postponement is not possible, the Section Chairperson shall have the casting vote.

In order to make a decision on a matter that has not been distributed in accordance with the bylaws, unanimous support from the Board is required for the matter to be considered.

Elections of Individuals

Elections of individuals are regulated by Götastudentkår's policy for elections of individuals.

Conflict of Interest

In situations involving a conflict of interest, a member of the Section Board shall recuse themselves from the voting list during the relevant item. A member of the Section Board may raise a point of order in which a conflict of interest is directed toward another member of the Section Board. If the member against whom the conflict of interest is directed does not wish to recuse themselves, the Section Board shall determine whether a conflict of interest exists and whether the member shall be removed from the voting list during the decision item.

A conflict of interest refers to situations where a decision may result in significant benefit to a member or where the member's impartiality may reasonably be questioned.

After Section Board Meetings

The minutes of the meeting shall be approved by the Chair of the meeting, the Secretary of the meeting, and one to two adjusters. The Chair of the meeting is responsible for sending the minutes to the Organisational Coordinator, who in turn distributes the minutes for signing. The Chair of the meeting shall inform the Organisational Coordinator of who is to sign the minutes and whether any parts of the minutes are to be redacted. The Chair of the meeting, the Secretary of the meeting, and the adjusters are responsible for signing the

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minutes once they have been distributed. Decisions made at Section Board meetings are valid only once the minutes have been approved.

Approved minutes from the Board meeting shall be published on Göta studentkår's website no later than four (4) weeks after each Section Board meeting. The original minutes shall be archived on Göta studentkår's internal server.

Informal Meetings

The Section Board may also, where appropriate, hold informal meetings. Informal meetings are not required to follow formal meeting procedures and therefore do not require an official notice or the distribution of meeting documents. All members of the Section Board shall be invited to informal meetings, and meeting notes shall be taken instead of formal minutes. Meeting notes do not require approval or archiving.

Decisions by the Section Chairperson

The Section Board may, if it so decides, delegate decision-making authority to the Section Chairperson. All decisions made by the Section Chairperson shall be reported at the next Section Board meeting.

Per Capsulam Decisions

Per capsulam decisions may be made in urgent matters that cannot await a Section Board meeting. A per capsulam decision is only valid if all members of the Board have been reached. A decision may be implemented if at least half of the Section Board members approve the proposal.

The Section Chairperson shall circulate decision documentation, after which Section Board members have 72 hours to respond. Responses shall be sent to the Section Chairperson as well as to a pre-appointed vote counter. If a response is not received, or is received too late, the member's vote shall be counted as blank. In order for a vote to be considered valid, members may only respond "APPROVE", "REJECT", or "ABSTAIN".

The outcome of the per capsulam decision shall be communicated by the Section Chairperson to the members of the Section Board via email and shall be confirmed and recorded in the minutes at the next Section Board meeting.

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Election of Student Representatives

The Section Board elects student representatives to bodies at the faculty and departmental level. For the election of student representatives at the departmental level, the Section Board may delegate the nomination of candidates to the section association corresponding to the relevant department or programme. To be eligible for a student representative assignment at the faculty or departmental level, ordinary membership in Göta studentkår is required.

Elections to bodies at the faculty and departmental level shall normally be prepared in accordance with the Policy for Elections of Individuals. Elections may also be conducted through open nominations at the meeting at which the election is considered.

As a general rule, the Section Board delegates the appointment of student representatives to the Section Chairperson and the Coordinator for Educational Monitoring in order to enable the continuous appointment of student representatives throughout the operational year. In cases of contested elections, however, the election shall be conducted at a Section Board meeting.

Resignation of Student Representatives

The Section Board has the authority to resign a student representative who no longer enjoys the confidence of the Board, for example due to breaches of bylaws or other governing documents. In cases where a student representative discontinues their studies, the Section Board has the right to resign them from their assignment.

Resignation of a student representative shall be addressed at a Section Board meeting, and such a decision requires approval by more than half of the total number of Section Board members.

A student representative also has the right to resign from their assignment by notifying the Section Chairperson. In cases where a student representative resigns, this shall be reported as a resignation at the next Section Board meeting.

Section Associations

Section associations are associations that are aimed at the members of a section and report to the Section Board of the section in which they are active. A section association

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may work with both educational monitoring and student social activities. The work of section associations shall be carried out in close dialogue with the Section Board. Section associations are regulated by “Rules for Göta studentkår’s Associations”.

Section associations have the right to apply for funding primarily from the section in which they are active and, secondarily, from The Union Board. Applications for funding are regulated by the “Rules for Funding Applications”.

Section-Specific Additions

Section Boards do not have the right to deviate from the “Rules of Procedure for the Sections of Göta studentkår”, but may make section-specific additions to the Rules of Procedure if the Section Board deems such a need to exist.

Delegation

Below is the Section Board’s system of delegations and decision-making described by subject area. For each delegation, there shall be one or more delegating authority(ies), a specification of which decisions are delegated, and any additional conditions that apply to the delegation.

Financial Decision-Making Authority Within the Section Budget

Delegating authority: Section Chairperson

Delegation: The Section Board delegates to the Section Chairperson the authority to make financial decisions within the section budget adopted by the Section Board, up to SEK 5,000 per decision.

Financial Decision-Making Authority Within the Introduction Budget

Delegating authority: Introduction Coordinators and Section Chairperson

Delegation: The Section Board delegates to the Introduction Coordinators and the Section Chairperson the authority to make financial decisions within the introduction budget adopted by the Section Board.

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Financial Decision-Making Authority for Project Groups

Delegating authority: Project Group

Delegation: The Section Board delegates to a specific project group the authority to make financial decisions within the budget for the project adopted by the Section Board.

Funding Applications to the Section Board

Delegating authority: Section Chairperson

Delegation: The Section Board delegates to the Section Chairperson the authority to decide on received funding applications up to the level corresponding to the Section Chairperson's financial decision-making authority (as above). In the case of larger funding applications, the decision shall be made by the Section Board.

Additional conditions: The Section Chairperson's preparation and decisions shall follow the established governing documents. Decisions regarding funding applications shall be reported at the next Section Board meeting.

Appointment of Student Representatives

Delegating authority: Section Chairperson and Coordinator for Educational Monitoring

Delegation: The Section Board delegates to the Section Chairperson and the Coordinator for Educational Monitoring the authority to appoint student representatives to student representative assignments where no competition for the position exists.

Additional conditions: Appointed student representatives shall be reported at the next Section Board meeting.

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