

Rules of Procedure for Göta studentkår's Pub Committee.





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Composition

The Pub Committee should consist of 5-7 members per operational year, including one chairperson and one treasurer. All members must be members of Göta Studentkår and have passed the SUS test or its equivalent.

Activities

The Pub Committee is responsible for managing the service during Göta Studentkår's internal pub activities and assisting with alcohol service at Studenternas Hus.

The primary mission of the Pub Committee, in line with Göta Studentkår's goals, is to provide students with meeting places and inclusive social companionship.

The activities should enhance Göta Studentkår's profile among students and its members.

The Pub Committee should 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 policy documents.
- › The Pub Committee should be responsible for submitting and maintaining necessary permits in collaboration with the Union Board.

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Götabergsgatan 17
411 34 Göteborg

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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 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

- › The Pub Committee's meetings should be held regularly during the operational year. The chairperson sends out invitations to all members of the Pub Committee, Göta Studentkår's associations, and the Union Board.
- › The Pub Committee's meetings should be posted on Göta Studentkår's website.
- › Göta Studentkår's Union Board has a standing right to attend Pub Committee meetings.
- › The t Union Board has the right to convene the Pub Committee for meetings.
- › Minutes should be kept for all meetings and should be sent to the Union Board on an ongoing basis. The minutes should also be made available to Göta Studentkår's members through Göta Studentkår's website.
- › The Pub Committee has the right to invite individuals as adjuncts to the meetings.
- › The committee's meetings are open to Göta Studentkår's members unless specific reasons exist.
- › Members of Göta Studentkår who are not members of the Pub Committee have the right to speak and attend committee meetings but do not have voting rights.
- › Voting rights belong to members of the Pub Committee.
- › Each present voting-eligible member has equal voting power. The chairperson has the casting vote.
- › Biased members lack voting rights.
- › The Pub Committee is quorate when at least half of the members are present.

Appeals

- › Decisions of the Pub Committee can be appealed to the Union Board by individual members of Göta Studentkår.
- › The Union Board has ultimate decision-making authority over the Pub Committee's decisions.

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Service Responsibility

- › All members of Göta Studentkår have the right to try out being in charge of the service (Serveringsansvarig), provided time is available.
- › Those who want to try being in charge of the service (Serveringsansvarig) should receive information about what will be required if they become responsible.
- › The Pub Committee is responsible for routines regarding training and ensuring that the ongoing work as the service in charge (Serveringsansvarig) is 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.
- › All members are elected for a term of 1 year.
- › 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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