

Rules of Procedure for the Presidium.





Type of governing document: Rules of procedure

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Rules of Procedure for the Presidium

Introduction

The presidium of Göta studentkår is ultimately responsible for the organization's overall operations. The rules of procedure for the presidium clarify the responsibilities and mandate of the presidium.

The presidium is responsible for preparing and implementing decisions made by the board and the representative assembly. The presidium shall coordinate the overall operations of the sections, the board, the representative assembly, and the staff. The presidium is also responsible for managing issues related to organization, occupational health, finances, governing documents, and representation.

The rules of procedure for the presidium are subordinate to the union board's and representative assembly's delegation and rules of procedure.

Composition

The presidium of Göta studentkår consists of the Chairperson and the Vice Chairperson. The presidium members are full-time, remunerated elected officials whose term lasts for one operational year. The presidium members are also members of the union board of Göta studentkår. The presidium's duties are carried out from Göta studentkår's office at Studenternas Hus.

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Götabergsgatan 17
411 34 Göteborg

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gotastudentkar.se
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Areas of Responsibility

The presidium performs its duties according to each role's respective assignment description. However, the presidium has the flexibility to distribute several tasks among themselves based on interest and expertise. These tasks are:

Work environment

- › Document sick leave notifications and leave requests
- › Follow up on absenteeism
- › Handle leave applications
- › Responsibility for the occupational health group

Economy

- › Manage funding requests
- › Financial responsibility

Communication

- › Content for member emails
- › Content for news on the website

Collaborative Bodies

- › Sveriges Förenade Studentkårer (SFS), including the U6 network
- › Göteborgs Förenade Studentkårer (GFS), including the Student Forum

The division of tasks must be documented and presented at the first board meeting and during a staff meeting.

Signing Authority

The presidium of Göta studentkår holds signing authority for the organization. In addition to the presidium, the organization should have one additional authorized signatory. The third authorized signatory is preferably the event and association coordinator, but other arrangements can be made based on the needs of the organization. Göta studentkår's signing authority requires two persons jointly.

Decisions on authorized signatories are made annually at Göta studentkår's constitutive union board meeting.

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Economy

Economic matters typically involve three key components: decision-making authority, attestation authority, and disbursement authority. The economic decision-making authority refers to the right to make decisions with financial implications for the organization, in line with the approved budget framework.

The decision on financial mandate is made annually at Göta studentkår's constitutive union board meeting.

Bank Matters

The presidium shall represent Göta studentkår in matters related to the bank. This includes entering into agreements as well as making transfers and payments. In addition to the presidium, one additional person from the union board shall be appointed to handle bank matters. Preferably, this person should also be the designated signatory.

Decision-Making Authority

Each member of the presidium has individual economic decision-making authority for amounts up to 10,000 SEK. The presidium jointly holds economic decision-making authority for amounts up to 40,000 SEK.

Attestation

The presidium is responsible for attesting invoices, salaries, and remunerations. Invoices related to the organization's central operations, as well as salaries and remunerations, must be attested by both members of the presidium. Invoices related to the pub committee are attested by the treasurer of the pub committee and one member of the presidium.

Funding Requests

A pre-designated member of the presidium is responsible for handling funding requests related to the central budget. Additionally, the presidium shall handle funding requests related to sections when the amount exceeds 2,000 SEK.

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Presidium Decisions

The presidium has the right to make decisions when urgent matters arise. Presidium decisions should generally only be made if it is not possible for the board to convene and if the time frame for a per capsulam decision is too long. Presidium decisions should be used sparingly and must be ratified at the next union board meeting.

The Chairperson has the right to make chairperson decisions under the same conditions as presidium decisions. If the Chairperson is absent or is the subject of the matter, the Vice Chairperson is authorized to make the decision in their capacity as the Chairperson's deputy.

Representation

The presidium is responsible for representing Göta studentkår in public student union and university contexts. The presidium is expected to attend academic ceremonies and other events where Göta studentkår should be represented.

The presidium is also tasked with representing Göta studentkår in the media, which may include making statements on student-related issues and writing opinion pieces.

Governing Documents

The presidium, in collaboration with the organization coordinator, is responsible for revising and drafting governing documents. This work is conducted continuously throughout the operational year, and all changes are decided by the union board or the representative assembly, depending on the type of document.

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