



Instructions for the Prom Committee

Is tasked with arranging the annual prom in the fourth study period.

1. Composition

- i. Chairman, elected by a general assembly.
- ii. Two to four members, elected by a general assembly.

2. Operations

- i. **to** plan and organize the annual prom at Industrial Engineering & Management.

3. Obligations

- i. The chairman is obliged
 - to** lead and before the board of the student body be responsible for the work of the Prom Committee.
 - to** represent the Prom Committee.
 - to** ensure that the Prom Committee reports its' operations to the board of the student body at least twice per term.
 - to** produce and revise a business plan for the committee together with the members of the Prom Committee.
 - to** be responsible for the committee's financial obligations together with the budget responsible of the Prom Committee.
 - to** give a written account of the committees operations and achieved results before its' dissolution.
- ii. For member with financial responsibility
 - to** make a budget for and keep track of the committees expenses and revenue together with the chairman.
 - to** manage accounting and invoicing for the Prom Committee together with the treasurer of the board of the student body.
 - to** ensure that the accounting documents and associated annexes are compiled and reported as part of the student body's accounting.
 - to** answer questions before the members of



Teknologsektionen Industriell Ekonomi regarding the Prom Committee's finances.

- iii. For other members
to take responsibility for the tasks delegated by the chairman.
ta ansvar för de uppgifter som delegeras från ordförande
to together with the other members make sure that
everything is documented.

4. Procedure of committee meetings

- i. The Prom Committee meets when needed or when so requested by members, at least twice per term.
- ii. Notes shall be taken during meetings of the Prom Committee, and all decisions shall be recorded.
**JUBILEUM?
- iii. The chairman is entitled to co-opt one or more person to the meeting.

5. Quorum

- i. All members mentioned in 1 have voting rights.
- ii. Every member present has the same number of votes. Decisions are made with simple majority. In case of undecided voting, the chairman has the casting vote.
- iii. Member with interest in proceedings or bias has no voting right.
- iv. The Prom Committee has a quorum with at least half of its' members present.

6. Appeal

- i. Decisions of the Prom Committee can be appealed to the board of the student body.
- ii. The board of the student body can overrule decisions made by the Prom Committee.

7. Recruitment



The Prom Committee is responsible for recruitment of a new Prom Committee, in consultation with the Nomination Committee, through activities for aspiring members in the second study period.

8. Miscellaneous

- i. The Prom Committee shall actively inform other members of the student body of its' operations and take part in events with this purpose.
- ii. The Prom Committee shall strive to have continuity in its' operations and perform a well-planned hand-over when the new Prom Committee has been elected.
- iii. The Prom Committee shall follow the regulations, statutes and policies of the student body.

Created:

Revised:

Translated: Martin Marklund, 2016-09-15