



## Instructions for the PR Committee (QQ7)

The committee shall manage and promote the pub operations and activities of the student body.

### 1. Composition

- i. Chairman, elected by a general assembly.
- ii. Treasurer, elected by a general assembly.
- iii. Five members, elected by a general assembly.

### 2. Operations

- i. **to** run and manage the pub operations of the student body.
- ii. **to** be the public image of the student body, in regard to other student bodies.

### 3. Obligations

- i. The chairman is obliged **to** run and organize the operations of the PR committee.  
**to** have overall responsibility for the pub operations of the student body.
- ii. The treasurer is obliged **to** handle and ensure the committee's finances and accounting.
- iii. Chairman, treasurer and other members are obliged **to** safeguard the patron saint of the IEM-student body, James Bond.  
**to** ensure that the mark of the student body by Olga's stairs ("Olgas trappor") is maintained.  
**to** ensure that the student body's painting in Gasquen is maintained.



**to** be responsible for the pub operations and thereto belonging facilities.

**to** function as a public image for the student body both towards other student bodies at Chalmers and other Universities

**to** arrange a minimum of 5 pubs each study period, preferentially held on Thursdays

#### 4. Procedure of committee meetings

- i. The PR committee meets when needed or when so requested by members, at least twice per term.
- ii. Notes shall be taken during meetings of the PR committee, and all decisions shall be recorded.
- 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 PR committee has a quorum with at least half of its' members present.

#### 6. Appeal

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



## 7. Recruitment

- i. For recruitment of a new PR committee the PR committee, in consultation with the Nomination Committee, shall distribute information regarding the election in the second study period.
- ii. The PR committee shall, in consultation with the Nomination Committee, plan and carry out activities for aspiring members.

## 8. Miscellaneous

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

Created:

Revised:

Translated: Martin Marklund, 2016-09-15