



Instructions for the ESTIEM-board

The committee shall strive for international exchange, both professional and academic, as well as marketing the student body to other students of Industrial Engineering & Management in Europé.

1. Composition

- i. Chairman, elected by a general assembly.
- ii. Treasurer, elected by a general assembly.
- iii. Local Responsible, elected by a general assembly.
- iv. Four members, elected by a general assembly.

2. Operations

- i. **to** inform the student body of their experiences from visited and hosted events.
- ii. **to** actively take part in ESTIEM, the network for Industrial Engineering & Management -students in Europe.
- iii. **to** inform members of the student body of ESTIEM's operations and current events and activities.

3. Obligations

- i. The chairman is obliged **to** run and organize the operations of the ESTIEM-board.
- ii. The treasurer is obliged **to** handle and ensure the committee's finances and accounting.
- iii. The Local Responsible is obliged **to** represent the members of the student body towards central ESTIEM.
- iv. Chairman, treasurer and other members are obliged



to work according to the aims of the operations and the role they've been given within the committee.

4. Procedure of committee meetings

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

6. Appeal

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

7. Recruitment

- i. For recruitment of a new ESTIEM-board the ESTIEM-board, in consultation with the Nomination Committee, shall distribute information regarding the election in the second study period.



- ii. The ESTIEM-board shall, in consultation with the Nomination Committee, plan and carry out activities for aspiring members.

8. Miscellaneous

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

Created:

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Translated: Martin Marklund, 2016-09-15