



Instructions for the Reception Committee (INollK)

The committee shall promote the reception of the student body.

1. Composition

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

2. Operations

- i. **to** organize the reception for the freshmen at the student body in accordance to the intentions of the Student Union and the student body (IEM)

3. Obligation

- i. The chairman is obliged **to** run and organize the Reception Committee's operations. **to** represent the student body before the Student Union's Reception Committee.
- ii. The treasurer is obliged **to** handle and ensure the committee's finances and accounting.
- iii. 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 Reception Committee meets when needed or when so requested by members, at least four times 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 Reception Committee has a quorum with at least half of its' members present.

6. Appeal

- i. Decisions of the Reception Committee 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 Reception Committee the Reception Committee, in consultation with the Nomination Committee, shall distribute information regarding the election in the second study period.
- ii. The Reception Committee shall, in consultation with the Nomination Committee, plan and carry out activities for aspiring members.

8. Miscellaneous

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

Created:

Revised:

Translation:

Mattias Eriksson 2016-09-20