



## Instructions for Rustmästeriet (RustI)

Committee responsible for maintenance of student division premises

### 1. Sammansättning

- 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** be responsible for the inventories and the loaning of these.
- ii. **to** be responsible for the car and renting out of the student division's car.
- iii. **to** be responsible for selling clothes of the student division.
- iv. **to** arrange a grill during puw crawls.

### 3. Obligations

- i. The chairman is obliged  
**to** lead and organize the work of the committee  
**to** make sure the committee is represented at committee gatherings  
**to** make sure the committee is represented at meetings of the student division.  
**to** together with the treasurer be responsible for the economic work of the committee



- ii. The treasurer is obliged **to** handle and ensure the committee's finances and accounting.  
**to** make sure a budget is set and reasonably distributed over the year.
- iii. Chairman, treasurer and other members are obliged **to** work for the objectives of the committee and the operations given as member

#### 4. Procedure of committee meetings

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

#### 6. Appeal

- i. Decisions of the Rustmästeri can be appealed to the board of the student body.



- ii. The board of the student body can overrule decisions made by the Student Educational Committee.

## 7. Recruitment

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

## 8. Miscellaneous

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

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Revised: