



# Regulations

Adopted: 2015-11-21 Changed: 2018-09-27

## 1. Purpose

## 2. Membership

- 2.1. A member may be suspended from participation in the activities of the Student Body if the member has acted against the policies of the Student Body or Swedish law.
- 2.2. The suspension will be temporary.
- 2.3. The act of suspension is taken by the Board of Student Body.

## 3. Finances and authorized signatory

- 3.1. Withdrawal or rearranging of the funds must be approved by the general assembly.
- 3.2. If the Student Body wants to make a planned deviation from the budget of the year which leads to increasing costs of 10 000 SEK or more, an approval from the general assembly is needed.
- 3.3. Presidiet has the mandate to accept deviations from budget and fundings of a maximum 3 000 sek.

## 4. Identity of the Student Body

## 5. Organization

- 5.1. If elected office wishes to resign the Board of the Student Body shall be notified.
- 5.2. If a chairman or treasurer of a committee, or a member of the Board resigns the Board of the Student Body is incumbent to summon the General Assembly where a new election can be held.



- 5.3. If a member of a committee resigns the Board of the Student Body is incumbent to carry out a by-election.

## 6. General Assembly

- 6.1. The Board of the Student Body has the responsibility to inform as many members as possible regarding the General Assembly. The summon is to be announced on the website of the student body and sent to the mail list.
- 6.2. Motions for the meeting shall be submitted to the Board of the Student Body in writing at least three school days before the General Assembly and potential amendment, propositions and motions shall be posted no later than two days before the General Assembly.
- 6.3. Each chairman of the committees is responsible to have at least one member from the committee present at the General Assembly.
- 6.4. The following bullet points are to be covered during the ordinary General Assemblies:

*Study period 1 (Fall meeting 1):*

- Election of members for the Student Educational Committee from year-one students.
- Election of the Prom Committee.

*Study period 2 (Fall meeting 2):*

- Election of the Board of the Student Body.
- Election of the committees.  
(Exception is the Berkley committée, Prom Committee, Nomination Committee and members from year one in the Student Educational Committee).
- Election of auditors.
- Granted discharge to remaining elected office who has not yet received discharge.

*Study Period 3 (Spring meeting 1):*

- Establishment of the financial budget for current fiscal year.

*Läsperiod 4 (Vårmöte 2):*

- Election of the Nomination Committee.



- Financial statements regarding last fiscal year.
- Granted discharge to last year's elected office.
- Granted discharge to remaining elected office who has not yet received discharge.

## 7. Inspector

7.1. If a deputy inspector is to be elected as well, this is decided by the general assembly.

7.2. Inspectors are elected for a 2-year mandate with a possibility of re-election.

### 7.3. *Rights*

7.3.1. The Inspector has a right to read all protocols and documents of the Student Body.

7.3.2. The Inspector shall be kept informed by the work and activities of the Student Body.

7.3.3. The Inspector has the right to participate in events related to the Student Body such as Vårbalen and Sektionens Dag etc.

### 7.4. *Duties*

7.4.1. The Inspector shall devote attention to, and support the work and activities of the Student Body.

7.4.2. The Inspector shall devote attention to, and support the work and activities of the Student Body.

7.4.3. The Inspector shall as far as possible attend the meetings of the general assembly.



## 8. Auditing

## 9. Nomination Committee

## 10. Board of the Student Body

### 10.1. The Board of the Student Body is composed of:

- 10.1.1. Chairman.
- 10.1.2. Vice chairman.
- 10.1.3. Treasurer.
- 10.1.4. Manager of communication.
- 10.1.5. Manager of Alumni and integration.
- 10.1.6. Manager of IT.
- 10.1.7. Student Safety and Welfare Representative.
- 10.1.8. Student Welfare Coordinator.
- 10.1.9. Chairman of the Student Educational Committee.
- 10.1.10. Chairman of Corporate Relations Committee.

### 10.2. *Obligations of the Chairman of the Student Body:*

- 10.2.1. **to** ensure that the decisions made by the Student Body are executed.
- 10.2.2. **to** represent the Student Body and plead their cause when no other decision has been made.
- 10.2.3. **to** ensure that the statutes and the regulations are followed.
- 10.2.4. **to** lead the negotiations at the meetings of The Board of the Student Body.
- 10.2.5. **to** nominate a chairman at the General Assembly.
- 10.2.6. **to** be the representative of the Student Body at the Presidential Advisory Committee.
- 10.2.7. **to** be the chairman of the Conference of Industrial Engineering and Management in Sweden (I-konferensen) when Chalmers is hosting the conference.

### 10.3. *Obligations of the vice chairman:*

- 10.3.1. **to** assist the chairman.



- 10.3.2. **to** be the representative of the Student Body at the Recreational Advisory Committee.
  - 10.3.3. **to** host a kick-off for all active members of the Student Body during study period 3.
  - 10.3.4. **to** summon meetings where all committees of the Student Body are represented.
  - 10.3.5. **to** summon for a visionary meeting once per study period.
  - 10.3.6. **to** summon all committees to an appraisal meeting once per term.
  - 10.3.7. **to** be responsible for a general English interpretation of the Student Body meeting to occur in the presence of a non-Swedish speaker.
  - 10.3.8. **to** be responsible to make an English summary of the Student Body meeting agenda and of the decisions taken available to the members of the Student Body before and after the Student Body meeting respectively.
- 10.4. *Obligations of the treasurer:*
- 10.4.1. **to** be responsible of and administer the finances of the Student Body of Industrial Engineering and Management together with the chairman.
  - 10.4.2. **to** oversee the accounts and accounting of the committees.
  - 10.4.3. **to** through the Student Union collect the member fee.
  - 10.4.4. **to** in consultation with the Board of the Student Body. prepare drafts for the financial budget to the General Assembly.
  - 10.4.5. **to** be able to present the financial state of the Student Body at every General Assembly.
  - 10.4.6. **to** inform every new treasurer at the Student Body of the systems used to account the finances of the committees.
  - 10.4.7. **to** be responsible for the accounting of the car of the Student Body.
  - 10.4.8. **to** ensure that the mail is transferred to Bondgatan and sorted in respective postbox.
- 10.5. *Obligations of the Manager of alumni and integration.*
- 10.5.1. **to** be responsible for the integration between Swedish and international students
  - 10.5.2. **to** be responsible for the contact with the Master students at the Student Body.



- 10.5.3. **to** be the representative of the Student Body at the Master Student Reception Council.
- 10.5.4. **to** maintain the contact with the alumni of the Student Body.
- 10.5.5. **to** maintain the contact with Chalmers Central Alumni Office.
- 10.5.6. **to** be responsible for the external mentorship program.
- 10.5.7. **to** be responsible for the internal mentorship program.
  
- 10.6. *Obligations of the Manager of Communication:*
  - 10.6.1. **to** strive for the possibility for members to present opinions and ideas.
  - 10.6.2. **to** record the minutes at meetings of the Board of the Student Body and the General Assembly.
  - 10.6.3. **to** manage the documents of the Student Body.
  - 10.6.4. **to** ensure that the statutes and regulations of the Student Body are up to date.
  - 10.6.5. **to** publish a weekly email each Wednesday.
  - 10.6.6. **to** coordinate the PR work for the Student Body.
  - 10.6.7. **to** administer the content in the Student Body's channels of communication.
  
- 10.7. *Obligations of the Manager of IT*
  - 10.7.1. **to** administer the Student Body's webpage and other channels of communication.
  - 10.7.2. **to** manage the Student Body's IT –committee
  - 10.7.3. **to** every second week back up all important data and document of the –board to an external hard drive as well as give the opportunity to other committees to do the same for their data.
  - 10.7.4. **to** be the Student Body's data protection officer and ensure that current data protection regulations are met.
  
- 10.8. *Obligations of the Chairman of the Student Educational Committee:*
  - 10.8.1. **to** administer and develop the Student Body's educational committee.
  - 10.8.2. **to** be the representative of the Student Body in questions concerning the education.
  - 10.8.3. **to** be the representative of the Student Body in the programme advisory team.



- 10.8.4. **to** be the representative of the Student Body in the Chalmers student unions Educational Affairs Advisory Committee.
- 10.9. *Obligations of the Chairman of the Corporate Relations Committee:*
- 10.9.1. **to** administer and develop the Student Body's corporate relations committee.
- 10.9.2. **to** be the representative of the Student Body in the Chalmers student unions Career and Business Relations
- 10.10. *Obligations of the Student Safety and Welfare Representative:*
- 10.10.1. **to** be responsible for the social and organisational environment.
- 10.10.2. **to** arrange at least one lecture from Akademihälsan, the Academy of Health, each year.
- 10.10.3. **to** be the representative of the Student Body in the Welfare Advisory Committee.
- 10.10.4. **to** be the equality agent of the Student Body and be responsible for physical, social and organisational questions matters.
- 10.10.5. **to** be the representative of the Student Body in the Chalmers student unions Educational Affairs Advisory Committee.
- 10.10.6. **to** be the Student Safety and Welfare Representative of the Student Body.
- 10.11. *Obligations of the Student Welfare Coordinator:*
- 10.11.1. **to** be responsible for the Student Body's festivities.
- 10.11.2. **to** be responsible for the contact between committees and the board.
- 10.11.3. **to** be responsible for the facilities and access cards of the Student Body
- 10.11.4. **to** participate and assist the vice chairman in committee meeting.
- 10.12. **Obligations of the Board of the Student Body**
- 10.12.1. **to** take decisions in cases presented by the committees of the Student Body.
- 10.12.2. **to** plan the future orientation and operations of the Student Body.
- 10.12.3. **to** meet at a minimum of three times each study period.
- 10.12.4. **to** prepare drafts of the Student Body's financial budget.
- 10.12.5. **to** co-opt officials for questions regarding their operations.
- 10.12.6. **to** lead the work of the Student Body



- 10.12.7. **to** execute and oversee the implementation of the decisions made by the General Assembly.
- 10.12.8. **to** manage the Student Body's contact with the university, Student Union and other organs that may affect the members' situation.
- 10.12.9. **to** strive towards unity between members and protect their common interests.

### 10.13. Quorum

- 10.13.1. All members mentioned in 10.1. have voting rights.
- 10.13.2. 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.
- 10.13.3. Biased member of the board has no vote.
- 10.13.4. The Board of the Student Body has quorum if either the chairman or vice chairman and seven members are present.
- 10.13.5. Decisions of the Board of the Student Body can be appealed to the board of the Student Body.

### 10.14. Presidiet

- 10.14.1. Presidiet contains of the following members of the Board of the Student Body:
  - Chairman
  - Vice Chairman
  - Treasurer
- 10.14.2. *Obligations of Presidiet:*
  - 10.14.2.1. **to** prepare the Student Body Board meetings by raising a agenda and by summoning to the meeting
  - 10.14.2.2. **to** make decisions about fundings that fall under the Student Body's economical policy with consideration to bullet point 3 in the Student Body Regulations.





## 11. Committees

### 11.1. Obligations

#### 11.2. *Obligations of the committees:*

- 11.2.1. **to** strive to promote and forward the Student Body.
- 11.2.2. **to** provide, within their area of operations, service to the members of the Student Body.
- 11.2.3. **to** document their operations as support for their successors.
- 11.2.4. **to** participate in cleaning days and at the committee meetings of the Student Body organized by the board.
- 11.2.5. **to** provide assistance to all other committees and members of the Student Body.

#### 11.3. *Obligations of the committee's chairmen:*

- 11.3.1. **to** lead and coordinate the work of the committee
- 11.3.2. **to** inform the board about what happens in the committee's area of operation.
- 11.3.3. **to** inform the members of the committee about decisions taken by the Board of the Student Body
- 11.3.4. **to** ensure that at least one member of the committee is present at meetings summoned by Presidiet
- 11.3.5. **to** ensure that a plan of operations is established at the beginning of the year of operations as well as ensuring that an annual report is presented at the end of the year.

#### 11.4. Obligations of the committee's treasurers

- 11.4.1. **to** submit drafts on a financial budget for the committee to the Board of the Student Body.
- 11.4.2. **to** administer the finances and accounting of the committee.
- 11.4.3. **to** ensure that accounting is established at the end of the year as well as halfway.
- 11.4.4. **to** ensure that money beyond the float only is stored in exceptional cases at the facilities of the Student Body.



## 11.5. Finances

- 11.5.1. The finances of a committee without a treasurer is handled by the treasurer of the Board of the Student Body.
- 11.5.2. Economic surplus falls to the Board of the Student Body.

## 11.6. Student Educational Committee (SNI)

- 11.6.1. The committee shall oversee, evaluate and further improve the education of the members of the Student Body.
- 11.6.2. The Student Educational Committee consists of a chairman, vice chairman and other members, preferably two persons from each grade and at least one master student responsible.
- 11.6.3. The vice chairman is responsible for the budget as well of the committees economy.

## 11.7. PR committee (QQ7)

- 11.7.1. The committee shall manage and promote the pub operations of the Student Body.
- 11.7.2. The PR Committee consists of a chairman, treasurer and preferably five other members.

## 11.8. Corporate Relations Committee (I-Armar)

- 11.8.1. The committee shall give the members of the Student Body opportunities to interact with companies on the labor market.
- 11.8.2. The Corporate Relations Committee consists of a chairman, treasurer, project leader of I-dagen, case officer and preferably five other members.

## 11.9. ESTIEM-Board (ESTIEM)

- 11.9.1. 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 Europe.
- 11.9.2. The ESTIEM-Board consists of a chairman, treasurer, local responsible and preferably four other members.



## 11.10. Sexmästeriet (isex)

- 11.10.1. The committee shall strive to encourage the festivities of the Student Body.
- 11.10.2. Sexmästeriet consists of a chairman, treasurer and preferably seven other members.

## 11.11. Reception Committee (INollK)

- 11.11.1. The committee shall plan and organize the reception of the Student Body.
- 11.11.2. The Reception Committee consists of a chairman, treasurer and preferably six other members.

## 11.12. Paper of the Student Body (iQriren)

- 11.12.1. The committee shall in writing entertain and inform the members of the Student Body.
- 11.12.2. The Paper of the Student Body consists of a chairman, vice chairman and other members.
- 11.12.3. The vice chairman is responsible for the budget as well of the committees economy.

## 11.13. Sports Committee (IF)

- 11.13.1. The committee shall involve the members in sports activity.
- 11.13.2. The Sports Committee consists of a chairman, treasurer and preferably five other members.

## 11.14. Culture Committee (DrIkk)

- 11.14.1. The committee shall involve the members of the Student Body in cultural events.
- 11.14.2. The Culture Committee consists of a chairman, treasurer and preferably five other members.



## 11.15. Photography Committee (I-Bild)

- 11.15.1. The committee shall promote photography culture at the Student Body.
- 11.15.2. The Photography Committee consists of a chairman, vice chairman and other members.
- 11.15.3. The vice chairman is responsible for the budget as well of the committees economy.

## 11.16. Berkeley Committee

- 11.16.1. The committee shall work for a exchange with University of California the years which this is possible.
- 11.16.2. The Berkeley Committee consists of a chairman, treasure and preferably two other members.

## 11.17. Prom Committee

- 11.17.1. Has the responsibly to plan and organize the annual prom of The Student Body of Industrial Engineering and Management.
- 11.17.2. Consists of a chairman and preferably four other members.

## 11.18. Rustmästeri (RustI)

- 11.18.1. Has the responsibly to handle the inventories of the Student Body.
- 11.18.2. Has the responsibility over the car of the Student Body and the renting of it.
- 11.18.3. Consists of a chairman, treasurer and preferably five other members.

## 12. Dissolution

Regulations

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Teknologsektionen  
Industriell Ekonomi