



# Instructions for the Berkeley committee

The committee shall plan and organize the exchange the years which the exchange takes place.

## 1. Composition

- 1.1. Chairman, elected by the institution.
- 1.2. Treasurer, elected by the institution.
- 1.3. Two members, elected by the institution.

## 2. Operations

- 2.1. **to** strive for an exchange with the University of California Berkeley.
- 2.2. **to** inform the members of the student body about the admission to the committee and ensure that the educational counsellors of the IEM-programme designate the committee's members of the student body in a relevant and fair way.
- 2.3. **to** coordinate the application of company projects in case such are part of the exchange to assure that the committee's, the student body's and the IEM-programme's good reputation among companies and organisations is upheld.

## 3. Obligations

- 3.1. The **chairman** is obliged
  - 3.1.1. **to** delegate work tasks within the committee.
  - 3.1.2. **to** be responsible for continuous communication with the institution.
  - 3.1.3. **to** be responsible for the economic operations of the committee together with the treasurer.
- 3.2. The **treasurer** is obliged
  - 3.2.1. **to** handle and ensure the committees finances and accounting.
  - 3.2.2. **to** be responsible for the establishment of a budget which in a reasonable way distributes the committee's resources over the year.



3.2.3. **to** be responsible for keeping money paid by members in the bank account of the student body.

3.3. **Chairman, treasurer** and **other members** are obliged

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

## 4. Procedure of committee meetings

4.1. The Berkeley committee meets when needed or when so requested by members, at least twice per term.

4.2. Notes shall be taken during meetings of the Berkeley committee and all decisions shall be recorded.

4.3. The chairman is entitled to co-opt one or more person to the meeting.

## 5. Quorum

5.1. All members mentioned in 1 have voting rights.

5.2. 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.

5.3. Member with interest in proceedings or bias has no voting right.

5.4. The Berkeley committee has a quorum with at least half of its' members present.

## 6. Appeal

6.1. Decisions made by the Berkeley committee can be appealed to the responsible person at the institution.

## 7. Recruitment

7.1. The Berkeley committee should, in consultation with the institution, deliver information about recruitment the year before the exchange.



7.2.

## 8. Miscellaneous

- 8.1. The Berkeley committee shall actively inform other members of the student body of its' operations and take part in events with this purpose.
- 8.2. The Berkeley committee shall strive to have continuity in its' operations and perform a well-planned hand-over when the new Berkeley committee has been elected.
- 8.3. The Berkeley committee shall follow the regulations, statutes and policies of the student body.
- 8.4. The Berkeley committee shall use the bank account of the student body to store money safely before and during the exchange.

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*Translated: 2016-09-15 by Martin Marklund.*

*Revised: 2018-08-27 by Oscar Wiss.*