



# 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 Europe.

## 1. Composition

- 1.1. Chairman, elected by a general assembly.
- 1.2. Treasurer, elected by a general assembly.
- 1.3. Local Responsible, elected by a general assembly.
- 1.4. Four members, elected by a general assembly.

## 2. Operations

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



### 3. Obligations

- 3.1. The **chairman** is obliged
  - 3.1.1. **to** lead and organize the work of the committee.
  - 3.1.2. **to** make sure the committee is represented at committee gatherings.
  - 3.1.3. **to** together with the treasurer be responsible for the economic work of the committee.
  - 3.1.4. **to** make sure the committee is represented at meetings of the student division.
- 3.2. The **treasurer** is obliged
  - 3.2.1. **to** handle and ensure the committee's finances and accounting.
  - 3.2.2. **to** make sure a budget is set and reasonably distributed over the year.
- 3.3. The **Local Responsible** is obliged
  - 3.3.1. **to** represent the members of the student body towards central ESTIEM.
- 3.4. **Chairman, treasurer and other members** are obliged
  - 3.4.1. **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 ESTIEM-board meets when needed or when so requested by members, at least twice per term.
- 4.2. Notes shall be taken during meetings of the ESTIEM-board, 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 ESTIEM-board has a quorum with at least half of its' members present.

## 6. Appeal

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

## 7. Recruitment

- 7.1. 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.
- 7.2. The ESTIEM-board shall, in consultation with the Nomination Committee, plan and carry out activities for aspiring members.

## 8. Miscellaneous

- 8.1. The ESTIEM-board shall actively inform other members of the student body of its' operations and take part in events with this purpose.
- 8.2. 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.
- 8.3. The ESTIEM-board shall follow the regulations, statutes and policies of the student body.

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

*Revised: 2018-08-29 by Anton Norlander and Oscar Wiss.*