



Instructions for the Reception Committee (INollK)

The committee shall promote the reception of the student body.

1. Composition

- 1.1. Chairman, elected by a general assembly.
- 1.2. Treasurer, elected by a general assembly.
- 1.3. Six members, elected by a general assembly.

2. Operations

- 2.1. **to** organize the reception for the freshmen at the student body in year one in accordance with the intentions of the Student Union and the student division.
- 2.2. **to** in consultation with the student board hold a “phadder”- education in study period four.
- 2.3. **to** arrange a student dinner party for the committees of the student division in the beginning of the year.

3. Obligation

- 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** make sure the committee is represented at meetings of the student division.
 - 3.1.4. **to** represent the student body before the Student Union’s Reception Committee.
 - 3.1.5. **to** together with the treasurer be responsible for the economic work of the committee.
- 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. **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. Meeting procedure

4.1. The Reception Committee meets when needed or when so requested by members, at least four times per term.

4.2. Notes shall be taken during meetings of the Reception 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 Reception Committee has a quorum with at least half of its' members present.

6. Appeal

6.1. Decisions of the Reception Committee can be appealed to the board of the student body.

6.2. The board of the student body can overrule decisions made by the Reception Committee.

7. Recruitment

7.1. For recruitment of a new Reception Committee, the committee shall, in consultation with the Nomination Committee, distribute information regarding the election in the second study period.



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

8. Miscellaneous

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

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Created: 2015-09-15 by Vincent Brigel and Johan Andersson.

Instruktioner Reception committee

Senast reviderad: 2018-11-07

Kontakt: i-nollk@itek.chalmers.se



Teknologsektionen
Industriell Ekonomi

Translated: Mattias Eriksson 2016-09-20

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