

# Rules of procedure for Göta studentkår's Ball committee.





**Type of Governing Document:** Rules of procedure

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# Rules of procedure for Göta studentkår's Ball committee

## Composition

The Ball Committee should consist of 5–7 members per operational year, including one Chairperson, one Treasurer, and one Marshal from Sigfridhorden. All members of the Ball Committee must be ordinary members of Göta studentkår.

The Event and Association Coordinator shall assist the committee in its work by coordinating and supporting the committee's overall operations. The Vice Union Chairperson shall act as support in the committee's work by assisting with financial and budgeting matters. The Marshal from Sigfridhorden shall contribute with traditions and historical knowledge and assist in communication between the committee and the Marshal Office.

## Operations

- › The Ball committee is responsible for arranging the annual ball/prom that celebrates Göta studentkår, its operations and members.
- › The Ball committees' primary operational mission is, in accordance with Göta studentkår's goals, to give students a venue and inclusive social affinity.
- › The Ball committees' operations should strengthen Göta studentkår's profile towards students and its members.

## Internal mission

- › The Ball committee should, in consultation with the Union board, execute the work arranging an annual ball during the spring semester. The ball should take place before the first week of April.
- › The Ball committee should strive towards a sustainable economy and follow the budget decided by the Union board.

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gotastudentkar.se  
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- › The Ball committee should follow Göta studentkår's governing documents.

### Tasks

The Ball committee shall:

- › Execute its operations in consultation with the Union board. Larger decisions regarding economy, structural changes and external collaboration must be approved by the Union board.
- › Decide the place, theme, menu, entertainment and similar based on what is viewed as appropriate to arrange and execute a ball.
- › In consultation with Gota studentkår's economist plan larger purchases.

### Meeting chairperson & quorum

- › The Ball committee's meetings should be held regularly during the operational year. The meeting notice is sent by the committee chairperson to all members of the Ball committee as well as the Union board.
- › The Ball committee's meetings should be announced on Göta studentkår's website.
- › Göta studentkår's Union board has a permanent right to attend the Ball committee's meetings.
- › The Union board has the right to summon the Ball committee to meetings.
- › Protocols should be taken during all meetings where decisions are made and should be sent to the Union board regularly. The protocols should also be made available to Göta studentkår's members through the union's website.
- › The Ball committee has the right to co-opt people to the meetings.
- › The Ball committee's meetings are open to all Göta studentkår's ordinary members unless special reasons exist.
- › Ordinary members of Göta studentkår that are not part of the Ball committee owns the right to attend and speak but not the right to vote.
- › Members of the Ball committee has the right to vote.
- › Each attending member with the right to vote has the same number of votes. The chairperson has the decisive vote.
- › Members with a conflict of interest lacks the right to vote.
- › The Ball committee is quorate when at least half it its members are present.

### Appeal

- › A decision by the Ball committee can be appealed to the Union board by ordinary members in Göta studentkår.
- › The Union board has decision-making power over the Ball committee's decision.

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## Election procedure

- › All ordinary members of Göta studentkår has the right to candidate to the Ball committee.
- › All ordinary members of Göta studentkår has the right to nominate candidates to the Ball committee.
- › The candidacy period should be posted on Göta studentkår's website.
- › All members are elected on a mandate of 1 year.
- › The incoming Union board has the right, before the constituent board meeting for the upcoming operational year, to receive a motivation about all Ball committee nominees.
- › The incoming Union board appoints the Ball committee members based on the suggestions from the current ball committee.
- › Chairperson and treasurer is appointed by the Union board.
- › The election should take place before the end of June.
- › If there are vacancies after the election, the Union board can decide upon having a by-election.

## Obligations

The chairperson's obligations:

- › To lead and before the Union board be responsible for the committee's operations.
- › To be a representative for the Ball committee towards Göta studentkår's members.
- › To, in unison with the treasurer, be economically responsible for the economy of the committee.
- › To write the operational report and operational plan as well as provide these to Göta studentkår's Union board.
- › To keep the Union board informed about the Ball committee's operations.

The treasurer's obligations:

- › To be economically responsible including budgeting and budget follow-ups in unison with the chairperson as well as Göta studentkår's economist.
- › To be responsible for the Ball committees bank account and debit card.
- › To handle expense reports and invoices.
- › To, before the Union board answer questions about the committee's economy

Member obligations:

- › To, as time permits, attend the committee's meetings.
- › To act as a contact person towards external partners.

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- › To administer the Ball committee's social media and communication channels.
- › To follow Göta studentkår's governing documents
- › To strive towards a sustainable economy and follow the budget set by the Union board.

### **Other**

The Ball committee should actively inform Göta studentkår's members about its operations and partake at events with this purpose.

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