

**Rules of Procedure
for the Union
Presidium of Göta
studentkår.**





Type of governing document: Rules of procedure

Adopted by: The Union Board, 2023-05-31

Last revised: 2026-05-27

Rules of Procedure for the Union Presidium of Göta studentkår

Introduction

The Union Presidium of Göta studentkår bears the ultimate responsibility for the organisation's operations. The Rules of Procedure for the Union Presidium of Göta studentkår regulate the Union Presidium's shared responsibilities and duties.

The Union Presidium is responsible for preparing and implementing decisions made by The Union Board and The Representative Assembly. The Union Presidium shall coordinate the overall activities of the sections, The Union Board, The Representative Assembly, and the staff. The Union Presidium is also responsible for matters concerning organisational management, the work environment, finances, governing documents, and representation.

The Rules of Procedure for the Union Presidium of Göta studentkår are subordinate to Göta studentkår's Delegation of Authority Policy, the Rules of Procedure for The Representative Assembly, and the Rules of Procedure for The Union Board.

Composition

The Union Presidium of Göta studentkår consists of the Union Chairperson and the Vice Union Chairperson. The Union Presidium are full-time elected representatives whose term of office is one operational year. The Union Presidium are members of The Union Board. The Union Presidium are based at Göta studentkår's office in Studenternas hus.

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Götabergsgatan 17
411 34 Göteborg

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Distributable Responsibilities

The Union Presidium carries out its duties in accordance with the respective role descriptions. The Union Presidium shall allocate certain responsibilities among themselves based on interest and expertise. These responsibilities are:

Communications

- › Content for member emails.
- › Content for news published on the website.

Union Elections

- › Handover to the Election Committee.
- › Primary contact person for the Election Committee.
- › Overall responsibility for the union elections.

Nomination Committee

- › Handover to the Nomination Committee.
- › Primary contact person for the Nomination Committee.

The allocation of responsibilities shall be documented and presented at The Union Board Meeting 1 and at a staff meeting.

Shared Areas of Responsibility

The Union Presidium carries out the majority of its duties in consultation with one another. The Union Presidium share responsibility for several areas. These areas are:

Work Environment

- › Schedule and conduct full-time representative appraisal meetings.
- › Prepare documentation for full-time representative appraisal meetings.

Finance

- › Approval of invoices.
- › Approval of salaries and timesheets.
- › Approval of payment files.

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- › Provide comments on Göta studentkår's annual report following review by the authorised financial auditor.
- › Prepare a proposal for the framework budget for the following operational year in consultation with Göta studentkår's financial officer.
- › Prepare a proposal for the detailed budget in consultation with Göta studentkår's financial officer.
- › Prepare a proposal for an authorised financial auditor for the following operational year in consultation with Göta studentkår's financial officer.

Representation

- › Represent Göta studentkår in public student union and university contexts.
- › Attend academic ceremonies and other occasions where Göta studentkår is to be represented.
- › Represent Göta studentkår in legal matters where applicable.

Governing Documents

- › Responsible for revising governing documents together with the Organisational Coordinator.
- › Responsible for drafting governing documents together with the Organisational Coordinator.

Authorised Signatories

The Union Presidium of Göta studentkår shall serve as authorised signatories for the organisation. In addition to the Union Presidium, the organisation shall have one additional authorised signatory. The third authorised signatory should preferably be the Events and Associations Coordinator, although alternative arrangements may be made based on operational needs. The firm of Göta studentkår shall be signed jointly by two authorised signatories.

A decision regarding authorised signatories shall be made annually at Göta studentkår's constitutive meeting of The Union Board.

Finance

Financial matters generally consist of three components: decision-making authority, approval authority, and disbursement authority. Financial decision-making authority

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entails the right to make decisions with financial consequences for the organisation within the limits of the approved budget.

The decision regarding financial mandates shall be made annually at Göta studentkår's constitutive meeting of The Union Board.

Banking Matters

The Union Presidium shall serve as Göta studentkår's financial representatives in banking matters. This includes entering into agreements and carrying out transfers and payments. In addition to the Union Presidium, one additional member of The Union Board shall be appointed as a representative for banking matters. Preferably, this shall be the same individual appointed as an authorised signatory.

Decision-Making Authority

Each member of the Union Presidium has individual financial decision-making authority up to SEK 10,000. The Union Presidium jointly holds financial decision-making authority up to SEK 40,000.

Approval of Transactions

The Union Presidium is responsible for approving invoices, salaries, and honoraria. Invoices relating to the organisation's central operations, as well as salaries and honoraria, shall be approved by both members of the Union Presidium. Invoices relating to the Pub Committee shall be approved by the Treasurer of the Pub Committee and one member of the Union Presidium.

Funding Requests

The Union Presidium is responsible for handling funding requests relating to the central budget. In addition, the Union Presidium shall handle funding requests relating to a section where the requested amount exceeds SEK 2,000.

Presidium Decisions

The Union Presidium has the authority to make Presidium Decisions when a matter requires urgent action. Presidium Decisions should generally only be made when it is not possible for The Union Board to convene and the timeframe for a per capsulam decision is too long.

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Presidium Decisions shall be used sparingly and must be ratified at the next meeting of The Union Board.

The Union Chairperson has the authority to make Chairperson Decisions under the same conditions as Presidium Decisions. If the Union Chairperson is absent or is the subject of the matter in question, the Vice Union Chairperson has the authority to make Chairperson Decisions in their capacity as deputy to the Union Chairperson.

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