

By-laws

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1. Introduction

Starting point

The by-laws are a complement to the Social Sciences Student Union at Lund University's (hereafter the student union) statutes and serve to further describe and regulate the student union's different bodies and positions of trust. The by-laws also includes a list of existing delegations. In case of conflict, the statutes has precedence. The representative assembly owns the by-laws.

Language

The student union attaches great importance to a diverse participation and the principle of all student being able to represent themselves. Therefore, the working language at all meeting within the student union where there are present non-Swedish speaking students shall be English. Documents for the meeting shall, unless there is a special reason, be written in English.

2. Instruction for the representative assembly

The representative assembly is the highest decision-making body of the student union. It is the representative assembly that establish the statutes, by-laws and opinion programme. The representative assembly elects people to the internal and external positions of the student union, takes decisions about bigger issues affecting the organisation and what shall be the focus of the student union as well as how the student union's resources shall be allocated.

§1. Each member of the representative assembly is obligated to

- well prepared attend the meetings
- take active part in the work of the representative assembly
- if unable to attend a meeting, inform the presidium
- know about the statutes, by-laws and opinion program
- know about the current action plan and budget
- leave your contact information
- if resigning, inform the presidium

3. Instruction for the board

The board meets more regularly than the representative assembly and works closer to the direct activities. The board works preparatory to the representative assembly and handles questions that are closer to the regular operations, such as concretization of the action plan, by-elections of student representatives on departmental level and questions concerning the work environment of the full-timers. The board is also responsible for establishing, revising and terminating the student union's policy documents and other documents under the statutes and by-laws.

§1. The board is obligated to

- be responsible for the regular operations running smoothly
- have an oversight of the regular operations and make sure activities or changes that have been decided upon are implemented
- be available to the different bodies of the student union with information about the budget, action plan and other relevant steering documents
- ensure good relations and transparency within the organization
- att tillse att en god relation och öppenhet inom organisationen finns
- act guiding to the representative assembly
- act like a link between the different bodies of the student union
- know of the workings of the program associations
- develop and maintain a good relationship between the student union and the program associations
- initiate and stimulate cooperation between the student union and the program associations
- be employers and take employer responsibility for the praesidium, the coordinators and other employees
- be responsible for follow up on bookkeeping and economic matters
- work actively with recruitment
- to be available for the presidium and coordinators with help

4. Instruction for the presidium and coordinators

The presidium and coordinators are the ones running the regular operations at the student union and representing the student union and their members towards departments, the faculty and other external organizations.

The presidium consists of three presidials, who share three areas of responsibility: general faculty matters, general university matters and student welfare matters. Amongst the presidials, one person is appointed president by the representative assembly. The president's extra obligations and regulated in §3. Two persons are appointed vice presidents by the representative assembly. The presidials areas of responsibility is not affected by title of president or vice president.

The coordinators consist of one event coordinator and one labour market coordinator.

The mandate term for the presidium and the coordinators corresponds to the fiscal year.

Remuneration for the presidium and the coordinators shall be given for 13 months. This shall include two weeks of handover for the electis before the mandat term is over as well as two weeks following the mandate term for writing the annual report.

§1. The presidium and the coordinators are obligated to

- be available for students for usual questions
- be available for active members and other full-timers for help
- to involve and engage interested students in the activities of the student union
- handle the contact with sections and program associations at the faculty within their respective areas of responsibility
- ensure continuous meetings with the student union's sections and the program associations at the Faculty of Social Sciences
- ensure quality operations in both Helsingborg and Lund
- ensure that information about general educational matters, student union activities and the sections operations is supplied for students in both Helsingborg and Lund
- be available to the members with answer to questions regarding the student union's activities and operations
- execute the decisions of the board
- know of the workings of the different bodies of the student union
- prepare the meetings of the representative assembly
- inform the board about their operations, as well as report their sick- and vacation days

- take responsibility for passing on information to their successor
- continuously take part in conferences that develops the personal proficiency
- strive for improving the efficiency and quality of the student union's activities
- be responsible for the making and distribution of the student union's newsletter
- be responsible for the student union's web page
- be responsible for the student union's marketing and profiling
- be responsible for the information material of the student union

§2. The presidium is especially obligated to

- cooperate with the coordinators, the board and the sections
- advocate for questions relevant to the student union
- inform the student population about deficiencies that should be fixed
- be responsible for and carry through educations for the active members of the student unions, for example in meeting formalia, currently important educational matters, media, the student union's organization and its regulations and equipment
- be responsible for and carry through education about the student union's and Lund University's work and structure for the student union's section boards
- continuously monitor media, the parliament, government and other relevant governmental agencies and organisation in issues relevant for the work and endeavors of the student union
- continuously be updated about what is written in the Swedish Higher Education Act and other relevant laws concerning the situation of the students
- report presidial decisions to the board
- handle individual student errands
- take active part in the work of the student union's education council
- take active part in the work with SAMband

§3. The president is especially obligated to

- represent the student union at ceremonial occasions
- coordinate the presidium and the coordinators
- be the media spokesperson for the student union

§4. The coordinators are especially obligated to

- cooperate with sections and programme associations to fulfill their mission
- cooperate with relevant external parties to fulfill their mission
- cooperate with the presidium and the board

5. Instructions for the presidial responsible for general faculty matters

The presidial responsible for general faculty matters is responsible for the coordination and registering of student representatives and study councils, the work with study- and learning environments and contact with the faculty management.

§1. The presidial responsible for general faculty matters is obligated to

- be one of the student representatives in the board of the Faculty of Social Science as well as be the student representative in the faculty board's executive committee
- be responsible for the main contact with the dean and prefects of the Faculty of Social Science
- report the student union's representatives to organs and organisations to which they have been elected
- hold a register updated with information about the student union's elected members
- be especially responsible for the coordination and contact with the student union's elected members
- be especially responsible for the coordination and contact with the student safety representatives at the Faculty of Social Science
- be responsible for the coordination of and contact with the study councils at the faculty of Social Science
- be of of help to the presidium of the student union's education council with the coordination of the council
- be responsible for the student union's work with study- and learning environments
- be the student representative in the faculty's committee for health, environment and safety
- in accordance with the statutes make the calls for the representative assembly's meetings
- write documents for the representatives assembly as well as be responsible for the archiving of the representative assembly's meeting protocols

- be responsible for the updating and archiving of the student union's internal documents

6. Instruction for the presidial responsible for general university matters

The presidial responsible for general university matters is responsible for the contact with other student organisations at Lund University, for the strategic education-political work and the handling of the student union's membership register.

§1. The presidial responsible for general university matters is obligated to

- continuously handle the student unions contact with other student union at Lund University, nations, the Academic Society (AF) and other student organisations at Lund University
- be the student union's representative in AF:s internal bodies, and as such be the ordinary member of AFÖS as well as the scholarship board of AF
- represent the student union in Lund University Student Unions Association (LUS) and as such be the ordinary member of LUS ting
- be one of the student representatives in the Faculty of Social Science's education council and take active part in the council's working groups and long term work
- be responsible for the student union's work with course syllabi
- call and write documents for the board's meetings as well as be responsible for the archiving of the board's meeting protocols
- be the alternate member in Studentlunds stormöte

7. Instruction for the presidial responsible for student welfare matters

The presidial responsible for student welfare matters is responsible for the handling of the student union's economy, the work with gender equality and equal treatment, the work with student welfare matters as well as the contact with national student education-political organisations.

§1. The presidial responsible for student welfare matters is obligated to

- be the contact person for the economic auditor and the economic assistant
- within the board hold the responsibility for bookkeeping, economic follow-up and economic reports
- represent the student union within the Swedish National Union of Students and in the Lun University Alliance
- be especially responsible for answering on remittance where the student union is a referral body
- be especially responsible for initiating and carrying through relevant surveys and reports that can be useful for the student union's advocacy work
- be responsible for the advocacy work and information regarding gender equality and equal treatment
- be one of the student representatives in the faculty's steering group for gender equality and equal treatment
- be responsible for the advocacy work regarding pedagogical support
- continuously handle the student union's contacts with external organisations who's activities and operations concerns the student union and our members, such as the Swedish higher Education Authority (UKÄ) and Swedish Council for Higher Education (UHR)
- be responsible for the advocacy work and information regarding the social security system, student accommodation, infrastructure and student finances
- be responsible for the contact with existing and potential external financiers
- work actively with Studentlund and be the student union's representative at Studentlund's stormöten

- be responsible for the handling of membership fee and membership card within the student union
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- be the student union's representative in Lund Student Billing Association's (TRF) semester meeting
- be the alternate member of AFÖS and the scholarship board of AF

8. Instruction for the event coordinator

The event coordinator is responsible for incentives for involvement in the student union as well as coordinating, plan and carry through events for the student union.

§1. The event coordinator is obligated to

- be the chairperson of the event committee
- work with incentives to recruit active members and raise the involvement
- actively recruit new members and active members to the student union's event committee
- together with the event committee, plan the welcome activities such as open house, Hälsningsgillet, Student Association's Fair and course introductions
- together with the event committee, be responsible for planning and carrying through for example kick-offs, retreats, parties and social events with the aim of letting members and active members get to know each other better
- be responsible for and handle maintenance and development of the student union's facilities and inventories
- get members to apply to start and initiate projects
- be of help to the sections when it comes to planning events
- be responsible for, arrange, and carry through the student union's recurring social activities: *Slaget om Samvetet*, *the Christmas Party*, *Carpe Conscientiam*, *the spring party*, *Tandem*
- be responsible for the student union's insurances
- be the head safety representative of the student union
- manage the operations of the student union's alarm, entry system and computer system

9. Instruction for the labour market coordinator

The labour market coordinator is responsible for planning and carrying through the student union's operations and activities directed at preparing students for the labour market.

§1. The labour market coordinator is obligated to

- strengthen the connections to the labour market through for example seminars, study visits, mentorship and case activities
- actively inform the members about current labour market preparatory possibilities and create forum for the spread of this information
- be a supportive and helping part in the sections' and programme associations' work with labour market coordination
- actively work to develop the labour market day together with representatives from the different parts of the faculty
- coordinate the labour market kommitté and foster active participation from programme associations and sections
- work with alumni operations
- conduct regular surveys to create an understanding for what the members labour market connections the members want
- be responsible for the arrangement of the yearly *Crayfish and Crocket*

10. Inspectors and proinspectors

§1 Instructions for inspectors and proinspectors

The function of the inspector and the proinspector is to advice and support the management of the student union's work. The inspector and the proinspectors shall through their networks, both inside and outside of the Faculty of Social Science, be strongly contributing factors to the constant development of the student union in order to fulfill the purpose of the organisation.

As inspector and proinspector it is important to be present at the recurring social activities of the student union. The inspector is expected to hold a speech at these events. If the inspector is unable to attend, the responsibility to hold a speech falls to the proinspector.

As inspector it is important to have good knowledge about the student collective at the Faculty of Social Science. It is of the uttermost importance to actively work to maintain a good contact with the student union's full timers and board.

§2 Installation of inspectors and proinspectors

The inspector and proinspectors are honorably installed by the student union's president. Installed inspector and proinspector shall not be re-installed in case of being re-elected for new mandate terms.

11. Instruction for the nominating council

§1. The nominating council is obligated to

- prepare the elections that are made by the representative assembly
- inform the members about the student union's positions of trust and how members shall proceed in order to candidate or nominate someone
- collect the necessary information about the candidates, their qualifications and experiences that can of relevance to the positions they are candidating to
- orally submit a presentation of the reasons that has formed the basis of the nominating council's nomination of a single candidate
- submit a written report to the representative assembly's documents about the motivation for the recommendation of the nominated candidates
- take protocols from the nominating council's meetings

§2. The chairperson of the nominating council is obligated to

- summon the nominating council

§3. The chairperson and member of the nominating council is obligated to

- collect the necessary information about the student union's positions of trust
- in case of resignation, write to the presidium

12. Instruction for the election committee

§1. Beyond what is regulated in the statutes, the election committee is obligated to

- in good time encourage nominations of candidates as well as work for a high and diverse election participation amongst the student union's members
- in an appropriate way present the candidates to the student union's members
- well inform the members about the election
- if necessary take decisions about voting stations and times when these shall be open
- when using voting stations, ensure that these are staffed during the opening times
- be of help during the election for administrative duties
- lead and carry through the counting of the votes
- take protocols during the meetings of the election committee
- amongst the candidates, strive for representation from all departments where the student union has members

§2. Chairperson and member of the election committee is obligated to

- be well informed about what's stated in statutes about the election to the representative assembly of the student union
- in case of resignation, write to the presidium

13. Instructions for the activity auditors

§1. The auditors are obligated to

- continuously review the student union's management and operations
- submit a report including auditing of the student union's decisions and operations as well as the annual report
- submit a suggestion regarding the decision of discharge for the student union's board
- continuously suggest required changes in the statutes, by-laws and agreements to the representative assembly and the board
- be well informed about the student union's statutes, by-laws and current practice
- in case of resignation, write to the presidium

14. Instruction for the education committee

The education committee acts preparatory for the board and is the student union's direct link to the study councils at the departments. The committee is lead by a chairperson and a vice chairperson who are supported by the student union's presidium who are constantly adjunct. Each member is the chairperson of the study council at their own department.

§1. The education committee is responsible for and handles educational matters and student welfare matters within the student union, as well as coordinates the student union's study councils. The education committee acts preparatory for the representative assembly in educational and student welfare matters.

§2. The education committee consists of a chairperson, a vice chairperson, ten members and the student union's presidium. The presidium does not have the right to vote at the committee's meetings. The chairperson and vice chairperson for the committee as well as the ten members are elected by the representative assembly.

§3. The chairperson and vice chairperson are obligated to

- lead the committee's work and meetings
- call for the committees meetings
- be of help for the board in errands regarding the education monitoring and educational matters
- in case of resignation, write to the presidium

§5. The constellation and obligations of the members of the education committee

- Each member is elected by the representative assembly to represent one of the following areas or sections within the student union:
 - The Social Sciences Student Union's Interdisciplinary Section Pluto
 - Socionomsektionen
 - Department of Gender Studies
 - Department of Media and Communications
 - Department of Human Geography
 - Department of Psychology

- Department of Strategic Communication
- Department of Service management
- Department of Sociology of Law
- Department of Sociology
- Department of Political Science
- be chairperson for and handled the contact with and coordination of the study council of their respective areas of responsibility

§6. The education committee is obligated to

- defend and actively work for the students interests in educational and student welfare matters
- anchor and push for educational and student welfare matters through the course representatives
- coordinate and be a link between the study councils and the student union centrally
- act preparatory to the board and representative assembly in educational and student welfare matter
- be very familiar with the student union's action plan and opinion program
- follow important discussions within relevant departments, the faculty, the university and at national level, and together with the student union's student representatives and promote the student union's opinions
- follow important discussions within LUS and SFS that concerns educational and student welfare matters
- depending on the need and demand from the active students, and within the frames of the student union's resources, form working groups with clear missions and/or focus
- spread information about the work with educational and student welfare matters to the members of the student union

15. Instruction for the study councils

§1. Each department or section should have a study council. This council is lead by the responsible member in the education committee and gathers the student representatives and course representatives at the department and is tasked with handling educational and student welfare matters that are relevant for the area that the study councils acts within.

§2. The study councils are obligated to

- treat department specific educational and student welfare matter that are raised by the students
- give and pass on essential information to the course representatives
- prepare information errands that are to be handled at the department
- prepare important errands that are to be handled in the faculty's decision making bodies if they concern the students at the department
- strive to have all students at the department represented through two course representatives per course
- within themselves choose a student safety representative for the department
- take minutes during their meetings and report to the education committee through the council's chairperson

16. Instruction for course representatives

§1. Each course representative is obligated to

- ensure that the students at the course know who the course representatives are
- ensure that the students opinions about the course in continuously gathered and brought forward to the study council
- report to the study council at the department and be present at the study council's meetings
- in case of resignation, tell the study council's chairperson
- be present at the student union's education for course representatives

17. Instructions for student representatives in all bodies at the Faculty of Social Science

§1. The student union's student representatives in bodies at the Faculty of Social Science (faculty board, faculty wide bodies, department bodies) are elected by the representative assembly.

§2. All student representatives are obligated to

- well prepared attend the meetings of their respective body
- within this body representant the student union and students at the faculty of social science, speak for them and defend their interests
- keep contact with the student union's presidium
- if unable to attend, contact the alternate member
- know of the student union's opinion program and possible relevant parts of the action plan
- in case of resignation, tell the presidium

§3. Student representatives in the Faculty of Social Sciences board as well as its executive committee are beyond §2 obligated to

- follow important discussions within the student union concerning relevant questions
- be present at pre-meetings for the bodies meetings

§4. Student representatives in the Faculty of Social Sciences board as well as its executive committee are beyond §2 obligated to

- follow important discussions within the student union concerning relevant questions
- be present at pre-meetings for the bodies meetings

§5. Student representatives in bodies at department level are obligated to

- report to and be present at their respective study council's meetings

§6. Each student safety representative is obligated to

- well prepared take part in the safety inspections that are run by the department
- take part in the continuous work with the working environment at the department
- be present at the meeting organized for student safety representatives by the student union's head student safety representative
- take part in the university general education for student safety representatives

18. Instruction for the Social Sciences Student Union's delegates to the representative assembly of the Swedish Federation of Student Unions (SFS)

§1. The student union's delegates to the representative assembly of SFS are obligated to

- well prepared be present at the pre-meetings before the representative assembly of SFS
- well prepared be present at the representative assembly of SFS
- actively keep themselves informed about SFS' general operations
- be very familiar with the student union's opinion program and action plan
- amongst themselves appoint a group leader
- defend the student union's interest in the representative assembly of SFS
- in case of resignation, write to the presidium

19. Instruction for the event committee

The event committee exist to create a social context at the student union. The committee is lead by the event coordinator. All the events and activities of the student union are organized by the event committee.

§1. The event committee is responsible for the events of the student union for active members and for the members of the student union.

§2. The event committee consists of members, the event coordinator and the vice event coordinator. The members are appointed by the event coordinator. The vice event coordinator is elected by the representative assembly.

§3. The event committee is obligated to

- support other parts of the organization in the creating of and during events
- every year arrange seminars and other events
- take part in the planning and carrying through of the student union's presence at the Hälsingssgillen
- take part in the planning and carrying through of the student unions recurring social activities: *Slaget om Samvetet*, *Carpe Conscientiam*, *the christmas party*, *the spring party*, *Tandem*
- be responsible for the gathering of the permits that the operations need

§4. The event coordinator and vice coordinator are obligated to

- summon the event committee
- lead the meeting of the event committee
- be responsible for the action plan of the event committee
- maintain the house, suggest and implement improvements to the extent it is under the responsibility of the student union, in agreement with the vice president with study social responsibility
- establish and maintain the inventory of the student union

§5. The vice event coordinator is obligated to

- act as team leader at party arrangements

- be especially responsible for the welcome activities
- be day time responsible for Slaget om Samvetet

§6. The working groups established by the event committee are obligated to

- amongst themselves appoint a person with the responsibility to call for meetings and report back to the event committee
- take minutes at the meetings and report these to the event coordinator
- do the work with their mission or within their focus according to the instructions they've been given by the event committee
- in case of dissolution of the group, either because of lack of active members or because of having finished their mission, give a report on the operations to the event coordinator

20. Instruction for the labour market committee

The labour market committee is a forum where the student union, program associations and sections can discuss labour market questions. The committee shall also strengthen the cooperation between the student union, the program associations and the sections as well as between the student union and social science students.

§1. The labour market committee are responsible for the supplying of contacts and arrange events to strengthen the labour market connection for the students. The labour market committee coordinates working group that can carry through parts of the work.

§2 Each section and program association are offered a place in the labour market committee. These representatives together with the labour market coordinator and vice labour markets coordinator constitutes the labour market committee. The vice labour market coordinator is elected by the representative assembly.

§3. The labour market committee is obligated to

- plan and carry through events created by the student union to strengthen the social sciences students position on the labour market
- be of help to the sections and program associations in their work

§4. The labour market coordinator and vice labour market coordinator are obligated to

- summon the labour market committee
- lead the labour markets committees meetings
- be responsible for the labour market committees annual report

§4. The vice labour market coordinator is especially obligated to

- be of help to the labour market coordinator in the carrying through of labour market events
- be responsible for and develop the student union's alumni network
- be responsible for and develop the student union's mentorship programmes

21. Current delegations

§1 Board of the Union

Delegation of elections to the board

Delegate elections of positions of student representatives at the department level, and all steering groups connected to programs, to the board of the Social Sciences Student Union. The Representative Assembly shall be informed of these elections on the next possible Representative Assembly meeting. This delegation order only applies outside of the Representative Assembly's ordinary election period.

§2 Presiding committee

Presidial representation

Give the presiding committee the right to represent in boards and committees at the faculty of social sciences in place of absent student representatives, or in the case of vacant positions.

SFS delegates

Give the presidium the right to by-elect people to the position as SFS FUM delegate.

§3 Study council

Temporary representation

Give the study councils the right to appoint temporary alternates to positions within their department.