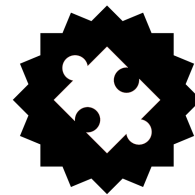


# By-laws

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SOCIAL SCIENCES  
STUDENT UNION

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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 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 Assembly

### 2.1 Role of the Assembly

The Assembly is the highest decision-making body of the student union. The Assembly consists of 21 Assembly members, who are appointed to represent the members of the Social Sciences Student Union through the Assembly election and by the sections of the student union. The tasks of the Assembly can be summarised in five main areas:

#### **§1. The Assembly is obligated to**

##### *Organisation and rules*

- decide on the organisational forms of the student union, by establishing its Statutes and By-laws,
- decide on rules of conduct for the student union's operations, by establishing Policy documents,

##### *Direction for operations and finances*

- decide on a direction for the operations of the student union, through an Action Plan and a Strategic Plan,
- decide how to allocate the financial resources of the student union, through a Budget for the operational year,

##### *Voice of the students*

- establish the opinions of the student union in an Opinion Programme,
- decide on a direction for the political operations of the student union, through a Political Action Plan,

##### *Elections*

- hold elections to the student union's positions of trust,
- follow up on the work of the student union's trustees by receiving reports,
- decide on discharge of liability for the Board, after processing Annual and Economic reports,

##### *Initiatives and errands*

- process motions, propositions, interpellations, and other errands that are submitted to the Assembly.

### 2.2 Tools of the Assembly

The Assembly is aided by several preparatory bodies (the Board, Education Committee, Nominating Council, Auditors) that prepare errands for Assembly meetings. If the Assembly at any point wishes to prepare errands on its own, it may use the following tools:

### **§1. The Assembly is obligated to, if necessary**

- form or appoint working groups, directly under the Assembly,
- appoint investigators to prepare errands on behalf of the Assembly.

### 2.3 Members of the Assembly

Assembly members fulfil the trust instilled in them by the members of the student union by:

#### **§1. Each member of the Assembly is obligated to**

- attend and participate actively in the meetings of the Assembly, and any preparatory meetings,
- familiarise themselves with errands that are brought before the Assembly, as they are presented in the meeting documents.
- keep themselves well informed about matters that are treated by the Assembly,
- if unable to attend a meeting, notify the Assembly Presiding Committee well in advance,
- if resigning, notify the Presiding Committee of the Social Sciences Student Union.

#### **§2. Alternate members of the Assembly are obligated to**

- carry out the obligations of an Assembly member in their stead, should an ordinary member be unable to attend a meeting,
- step in as an ordinary member of the Assembly, should an ordinary member resign from their position.

### 2.4 Presiding Committee of the Assembly

The Speaker, Vice Speaker, Secretary and Vice Secretary of the Assembly are responsible for leading the negotiations of the Assembly and for coordinating its meetings.

#### **§1. The Speaker of the Assembly is obligated to**

- lead the meetings of the Assembly,
- in accordance with the Statutes, call for Assembly meetings,
- on time, send out documents for Assembly meetings,
- in accordance with received errands, create the agenda for Assembly meetings,
- when necessary, call on an alternate member to serve as replacement for an ordinary member that is unable to attend a meeting.

**§2. The Secretary of the Assembly is obligated to**

- record Assembly meetings in a protocol,
- following an Assembly decision to revise a steering document, execute the updates and keep a log of made changes.

**§3. The Vice Speaker of the Assembly is obligated to**

- be of help to the Speaker of the Assembly,
- carry out the obligations of the Speaker of the Assembly in their stead, should the Speaker be unable to attend to them.

**§4. The Vice Secretary of the Assembly is obligated to**

- be of help to the Secretary of the Assembly,
- carry out the obligations of the Secretary of the Assembly in their stead, should the Secretary be unable to attend to them.

**§5. The Presiding Committee of the Assembly are jointly obligated to**

- be responsible for the practical coordination of Assembly meetings, such as the booking of meeting facilities and food arrangements,
- promote a strong sense of community within the Assembly,
- contribute to the codification of functioning praxis in appropriate steering documents.

# 3. Instruction for the Board

## 3.1 Role of the Board

The Board is the highest executive body of the student union. The Board consists of the presiding committee, Secretary General, Project Leader and 8 other Board members. They are elected by the Assembly to lead the student union's operations for an operational year. Beyond its executive role, the Board is a preparatory body for the Assembly, mainly on organisational matters, and may act on behalf of the Assembly in urgent errands.

### **§1. The Board is obligated to**

#### *Executive*

- execute the decisions of the Assembly
- lead the development of the student union's operations, with the Action Plan as its point of departure, and be responsible for the completion of the Action Plan,
- sign the firm of the Social Sciences Student Union, and be responsible for the student union's continuous economy,
- report to the Assembly on its work, and submit Annual and Economic reports at the end of the year,
- be responsible for the work environment of the student union's full-time remunerated trustees and employees,
- act as a link to and be of help to the different bodies and sections of the student union,
- carry out any decided operations that do not fall within the scope of any other body in the student union,
- in general, act to ensure that the operations of the student union run smoothly.

#### *Preparatory body for the Assembly*

- when necessary, propose revisions of Statutes, By-laws and Policy documents,
- propose an Action Plan, Strategic Plan, and Budget,
- respond to motions that are submitted to the Assembly, on organisational as well as political matters. The Board may turn to other bodies within the student union for help in treating received motions.
- otherwise, be of help to the Assembly.

#### *Act on behalf of the Assembly in urgent errands*

- act on behalf of the Assembly in urgent errands. This includes organisational as well as political errands. Decisions shall be recorded in a written protocol, and be established by the Assembly.

### 3.2 Tools of the Board

In order to execute on the ambitions established by the Assembly, the Board is equipped with the right to make certain decisions:

#### **§1. The Board is obligated to**

- decide on Guidelines for the student union's operations,
- decide on project plans for projects that dispose of more than 10 000 SEK,
- decide on distribution of the Social Sciences Student Union's project grant, after treating received applications,
- decide on nominations to positions of trust in organisations that the Social Sciences Student Union is a member of,
- if necessary, form or appoint working groups to be responsible for a part of the operations.

### 3.3 Operations of the Board

The Board also works hands-on with certain recurring operations:

#### **§1. The Board is obligated to**

- be responsible for expedition hours at Samvetet,
- work actively with recruitment,
- represent the Social Sciences Student Union at LUS' Election Meeting (valting),
- contribute to the external communication of the student union, and bidra till Samhällsvetarkårens externa kommunikation, och maintain regular contact with the Communications Committee,
- network with programme associations at the Faculty of Social Sciences, on behalf of the student union, and stimulate cooperation.

### 3.3 Members of the Board

#### **§1. Every Board member is obligated to**

- attend and participate actively in Board meetings, preparatory meetings and working groups,
- familiarise themselves with errands that are brought before the Board, as they are presented in the meeting documents.
- keep themselves well informed about matters that are treated by the Board,
- be of help to the full-timers.

## 4. Instruction for the Student Union's fulltimers

The presidium, Secretary General and Project Leader are the ones running the regular operations at the student union and representing the student union and their members towards the University, partner associations and other external organisations.

The presidium, Secretary General and Project Leader are elected at the Assembly spring meeting and assume their roles the following fiscal year with a mandate period of one year. Remuneration for the fulltimers shall be given for 13 months. This shall include two weeks of handover for the elected before the mandate term is over as well as two weeks following the mandate term to finalise the work.

Following a decision from the board, tasks may be transferred between the fulltimers, provided that both parties agree to transferring the task. This can be done permanently for an entire operational year. Fulltimers also have the opportunity to temporarily transfer tasks between them, for example in case of schedule clashes or short-term absences, provided that both parties agree, or at the President's request.

### **§1. The fulltimers are obligated**

- to be available for students for common questions
- to be available for active members and other full-timers for help
- to continuously recruit and engage interested students in the activities of the student union
- to handle the contact and cooperate with sections and program associations at the faculty within their respective areas of responsibility
- to ensure regular meetings with the student union's sections and the program associations at the Faculty of Social Sciences
- to ensure well-functioning and equal student union operations in Lund, Helsingborg and Malmö, and to ensure that relevant and accessible information about general educational matters, student union activities and the work of the sections reaches students across all campuses of the faculty
- to be available to the members with answers to questions regarding the student union's activities and operations
- to execute the decisions of the board
- to stay informed of the work of the different bodies of the student union

- to inform the board about their operations, as well as report their sick-days and other days off
- to take responsibility for passing on information to their successor, which includes writing down experiences and reflections in a testament after the end of the financial year
- to utilize opportunities for professional development in the role
- to strive to improve the efficiency and quality of the student union's activities

## 5. Instructions for the President

The President is ultimately responsible for the operations of the Social Sciences Student Union. The President leads the Union's Board meetings and is accountable to the Board for the priorities set by the full-timer group in its daily work. The President must be proficient in Swedish as a working language.

### **§1. The President is obligated**

- to lead the work of the Board as well as its meetings
- to lead the full-timer group and be accountable to the board for the priorities set in the day-to-day work,
- to lead the the student union's education political operations, together with the Vice President
- to represent the Social Sciences Union in LUS (for example, in Ordförandekollegiet and LUS Ting)
- to represent the student union at ceremonial occasions
- to be the media spokesperson for the student union
- to coordinate the president network
- to report the President's decision(s) to the board at the first possible meeting.

## 6. Instructions for the Vice President

The Vice President is responsible for stepping in for the President if the latter is unable to perform their duties or is absent from their work. The Vice President is responsible for the union's external collaborations. The Vice President must be proficient in Swedish as a working language.

### §1. The Vice President is obligated

- to lead the the student union's education political work together with the President
- to step into the place of president, if the president is unable to fulfill their duties or is absent from their work
- to be the representative of the Social Sciences Student Union in Studentlund
- to be the representative of the Social Sciences Student Union the AF's Överstyrelse and scholarship committee,
- to be the representative of the Social Sciences Student Union in Terminsräkningsföreningen

## 7. Instructions for the shared responsibilities of the presidium

The President and Vice President together form the presidium and have a number of shared responsibilities related to the student union's education political operations.

### §1. The presidium is obligated

- to lead the union's education political operations by:
  - actively participating in the education committee and supporting the education committee's presidium in coordinating the education committee's activities;
  - coordinating the study councils;
  - coordinating the student representatives;
  - providing further training for the student representatives (e.g. in influencing strategies and relevant regulations);
  - and being the union's foremost representative in education political matters.
- to conduct political advocacy that promotes the student union's political goals:
  - through and towards SFS (Swedish National Union of Students)
  - through contact with the faculty management, heads of department, and through representation in the faculty's most important bodies (see chapter 8)
  - through advocacy work towards actors who have the opportunity to influence the situation for students in the social sciences, such as through consultation responses, debate articles, and discussions.
- to handle individual student errands,
- to monitor the higher education political debate and development concerning national and local issues, and keep up to date with legislation relevant to the operation's activities,
- to have the right to represent absent student representatives in faculty bodies, or in the event of vacant positions,
- to report at the first board meeting of the fiscal year on how the division of responsibilities (see chapter 8) are divided and to report back on any changes in the event of changes or at

the request of the board.

## 8. Instructions for the presidium's responsibilities for internal division

The President and Vice President together form the presidium and have a number of tasks that they should divide between themselves each year. Depending on the workload, interests, and aptitudes of the respective presidium members, the division of tasks may vary from year to year.

### §1. The presidium is obligated to between themselves divide the responsibility

- to represent the students of the Faculty of Social Sciences on the Faculty Board,
- to represent the students of the Faculty of Social Sciences on the Heads of Department Council,
- to represent the students of the Faculty of Social Sciences on the Education Council,
- to represent the students of the Faculty of Social Sciences in other central bodies at faculty level that the presidium deems particularly relevant during the year,
- to act as the main student welfare officer (huvudstuderandeskyddsombud) and coordinating the faculty's student welfare officers (studerandeskyddsombud),
- to lead the work on and participating in the university's quality assurance system on behalf of the student union,
- to act as delegation leader for SFS-FUM.

## 9. Instructions for the Secretary General

The Secretary General is responsible for managing the internal organisation and resources of the Social Sciences Student Union. The Secretary General is responsible for the organisation's finances, administration, and support for various internal bodies and the sections. The Secretary General is also responsible for the association's external communications and management of digital platforms. The Secretary General must be proficient in Swedish as a working language.

### §1. The Secretary General is obligated

#### *Manage the union's internal organisation and resources*

- to manage the internal organisation and resources of the Social Sciences Student Union,
- to convene and write protocols of board meetings and be responsible for archiving the protocols of the board,
- to be responsible for accounting, financial follow-up, and financial reports within the board,
- to support and assist the Social Sciences Student Union's internal bodies (e.g. the Election Committee, the Nomination Committee and the Assembly),
- to provide support to the student union's sections,
- to handle administrative matters relating to the Social Sciences Student Union's premises (such as bookings and security),
- be responsible for the Social Sciences Student Union's IT services and manage the operation of the Social Sciences Student Union's alarm, access control system, and computer systems,
- to be the Social Sciences Student Union's chief safety representative (huvudskyddsombud),
- handling any issues relating to the association's membership and membership register,
- being primarily responsible for internal communication with members,
- keeping an up-to-date register of the Social Sciences Student Union's elected members.

#### *Main responsible for external communication*

- To be main responsible for the Social Sciences Student Union's external communications, including its website and social media,

- and to lead the communications committee in order to increase the visibility of the union.

## 10. Instructions for the Project Leader

The Project Leader is responsible for leading, coordinating and developing the Social Sciences Student Union's projects, labour market activities and events. The role involves overall strategic responsibility for the student union's projects and events and associated committees, based on the Action Plan. The Project Leader works to ensure quality, continuity and responsibility in the implementation of the student union's activities and to strengthen the connection between students and between students and the labour market. In their work, the Project Leader encounters certain tasks that require Swedish.

### **§1. The Project Leader is obligated**

- to coordinate and lead the Social Sciences Student Union's project operations,
- to lead the committee chairs elected by the Assembly and to assist them,
- to have overall responsibility for the implementation of other projects assigned to the board through the activity plan (e.g. conferences, lunch lectures and recruitment campaigns),
- to work to strengthen members' links to the labour market by creating meeting places between students and the labour market, for example through projects, events and targeted collaborations with external actors,
- to plan for SAMarbete together with relevant parties and committees,
- to plan for the Novice Period together with relevant parties and committees,
- to be responsible for the responsible serving of alcohol at events where alcohol is present, in accordance with applicable legislation and internal guidelines,
- to prepare documentation for the board for follow-up and evaluation of completed projects and events.
- to be operatively responsible for the project budget

# 11. Inspectors and proinspectors

## §1 Instructions for inspectors and proinspectors

The function of the inspector and the proinspector is to advise 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.

## 12. Instruction for the nominating council

The nominating council is elected at the Assembly spring meeting and assume their roles the following fiscal year with a mandate period of one year.

### §1. **The nominating council is obligated to**

- prepare the elections that are made by the 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 be of relevance to the positions they are candidating to
- orally submit a presentation of the reasons for the the nominating council's nomination of a single candidate
- submit a written report to the 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
- be well familiar with the steering documents which regulate the positions of trust of the Social Sciences Student Union
- in case of resignation, write to the presidium

## 13. Instruction for the election committee

The Election Committee consists of a chairperson, four committee members and two alternate members, and are elected by the Assembly to, during one year, be responsible for conducting elections to the Assembly. In spring, the Election Committee organises the ordinary Assembly election. In the fall, the Election Committee initiates their election preparations, and are available to conduct any snap elections or by-elections to the Assembly.

### **§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 Assembly of the student union
- in case of resignation, write to the presidium

## 14. Instructions for the activity auditors

The activity auditors are elected at the Assembly spring meeting and assume their roles the following fiscal year with a mandate period of one year. After finished mandate period, the activity auditors are expected to review the annual report and the board's decisions and send an audit report to the Assembly.

### §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, but not the Political Action Plan
- 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 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

# 15. Instruction for the Education Committee

## 15.1 Role of the Education Committee

The Education Committee is responsible for and handles education matters and student welfare matters within the student union. The Education Committee consists of a Chairperson and Vice Chairperson for the committee, and 12 committee members (Chairpersons for the Social Sciences Student Union's Study Councils). The Presiding Committee of the student union and student representatives at faculty level are constantly co-opted, and participate in the committee's work. The Education Committee is a preparatory body for the Assembly on political errands, with the exception for motions on political matters, which are treated by the student union Board.

### **§1. The Education Committee is obligated to**

#### *Education monitoring and politics*

- coordinate, together with the Presiding Committee of the student union, the education monitoring of the Social Sciences Student Union, to promote cohesive advocacy,
- be a link between the Study Councils at our departments and the student union centrally,
- follow important discussions and cooperate to anchor current errands at faculty level, university level and national level,
- provide support for the Study Councils in their handling of current errands at department level,
- pick up on and promote the students at the Faculty of Social Sciences' interests in and opinions on education and student welfare matters
- together with the student union's representatives, promote the student union's opinions
- lead the student union's work with opinion development.

#### *Preparatory for the Assembly on education matters and student welfare matters*

- when necessary, propose revisions of the student union's Opinion Programme,
- propose a Political Action Plan,
- otherwise, be of help to the Assembly.

## 15.2 Tools of the Education Committee

In order to fulfil its role, the Education Committee is equipped with certain tools:

### **§1. The Education Committee is obligated to, if necessary**

- form working groups with clear missions and/or focus, according to the needs and demands of the active students, and within the bounds of the student union's resources

## 15.3 Members of the Education Committee

The members of the Education Committee are elected by the Assembly to represent the students at

a certain department in the Education Committee, and to chair the Study Council of that department. The members of the Education Committee have the right to vote during committee meetings. The Education Committee consists of members representing the following departments or equivalent:

- Graduate School
- Department of Communications
- Department of Human Geography (appointed after nomination from Pluto)
- Department of Psychology
- Department of Service Studies (appointed after nomination from Agora)
- Lund University Centre for Sustainability Studies (LUCSUS)
- Department of Sociology of Law
- School of Social Work (appointed after nomination from Socionomsektionen)
- Department of Sociology
- Department of Political Science

**§1. The members of the Education Committee are obligated to**

- be chairperson for and handle the contact with and coordination of the Study Council of their respective areas of responsibility,
- report to the Education Committee on the Study Council's work, and on the current affairs of their respective departments.

15.4 Presiding Committee of the Education Committee

The Presiding Committee of the Education Committee consists of a Chairperson and Vice Chairperson who are elected by the Assembly to lead the work of the committee. The Chairperson and Vice Chairperson have the right to vote during committee meetings.

**§1. The Chairperson and Vice Chairperson of the Education Committee are obligated to**

- lead the committee's work and meetings,
- call for the committees meetings,
- be of help for the board in errands regarding education monitoring and education political matters,
- in case of resignation, write to the Presiding Committee of the Social Sciences Student Union.

15.5 Constantly co-opted to the Education Committee

The Presiding Committee of the Social Sciences Student Union and student representatives at faculty level are constantly co-opted to the Education Committee, and participate in the committee's work.

**§1. The constantly co-opted to the Education Committee are obligated to**

- report to the Education Committee on their work within their roles as representatives of the student union, and on current affairs within their area(s).

**§2. The Presiding Committee of the Social Sciences Student Union is especially obligated to**

- be of help to the Presiding Committee of the Education Committee.

# 16. Instruction for the study councils

**§1. Each department should have a study council. This council is led by a president who is also the council's representative in the education committee. The council gathers the student 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
- appoint an alternate study council president in the Social Sciences Student Union's education committee
- establish and appoint functionaries and other positions within the study council that are needed to carry out the tasks
- to appoint temporary alternates to positions within their department

**§3. The Study Council is responsible for**

- coordinating all course representatives at the department, regardless of whether there are student representatives in program steering groups/program representatives

# 17. Instruction for course representatives

**§1. In each course offered at the Faculty of Social Sciences, the participants should amongst themselves elect two regular course representatives. The representatives act as a link between the course participants and the department's Study Council.**

**§2. 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 are 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, notify the study council's chairperson and their course
- to report to their fellow course participants when there is relevant information from the Study Council
- to assist in reminding their fellow course participants to fill out course evaluations when they are distributed
- to assist in informing and reminding their fellow course participants when course evaluations are completed and compiled
- to attend Study Council meetings when necessary
- to collaborate with the program's student representatives if the course is part of a program

# 18. Instructions for student representatives in all bodies at the Faculty of Social Sciences

**§1. The Social Sciences Student Union's student representatives in bodies at the Faculty of Social Sciences (faculty board, faculty-wide bodies, departmental bodies) are elected by the Social Sciences Student Union's Assembly. Student representatives for programmes that lack steering groups are referred to as programme representatives.**

**§2. All student representatives of the Social Sciences Student Union are obligated**

- to participate in training for the assignment organised by the Social Sciences Student Union
- to attend meetings of the respective bodies well prepared,
- to represent the Social Sciences Student Union and the students at the Faculty of Social Sciences in the body in question, to speak on their behalf and to safeguard their interests,
- to maintain contact with the Social Sciences Student Union's presidium,
- to notify their deputy if they are unable to attend the body's meetings,
- to be familiar with the Social Sciences Student Union's opinion programme and any relevant parts of the action plan,
- to notify the Social Sciences Student Union's presidium in writing in the event of resignation.

**§3. Student representatives in cross-faculty bodies at the Faculty of Social Sciences are also obligated**

- to follow important discussions within the Social Sciences Student Union concerning relevant issues,
- to attend pre meetings prior to the body's meetings.

**§4. Student representatives in bodies at departmental level are also obligated**

- to report to and attend study council meetings,
- to assist in informing courses that they should elect course representatives.

**§5. Student representatives in cross-departmental programme management groups are obligated**

- to among themselves distribute the responsibility for participating in study councils at the departments where the programme offers education.

**§6. Each program representative is obligated:**

- to attend the program meeting at the end of each term
- to coordinate the course representatives for the program

**§7. Each student representative in program steering groups/program representatives is obligated**

- to assist specifically in going out and informing courses in their program about selecting course representatives,
- to coordinate the course representatives in their program

## 19. Instruction for the Social Sciences Student Union's safety representatives

### §1. 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
- to act equality representative and thereby
  - be available for students when they have questions about harassment and discrimination and the university's responsibility in this
  - be responsible with approval of the concerned student to report on the occurrences of harassment or discrimination to the presidial responsible for student welfare matters for further handling in accordance to the Social Sciences Student Union's equality plan

## 20. Instruction for the Social Sciences Student Union's delegates to the representative assembly of the Swedish National Union of Students (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
- defend the student union's interest in the representative assembly of SFS
- in case of resignation, write to the presidium

## 21. Instructions for the Ball Committee

The Ball Committee organises Samhällsvetarbalen. The committee is led by the Ball General with support from the project manager and a Head Marshal.

**§1. The Ball Committee is responsible for Samhällsvetarbalen.**

**§2. The Ball Committee consists of the Ball General, the Head Marshal and members. The members are appointed by the Project Leader and the Ball General. The Ball General and the Head Marshal are elected by the Assembly.**

**§3. The Ball Committee is obligated**

- to organise Samhällsvetarbalen,
- to be responsible for obtaining the permits required for the event.

**§4. The project leader and the ball general are obligated**

- to convene the Ball Committee,
- to chair the Ball Committee's meetings,
- to present a project plan and evaluation to the board.

## 22. Instructions for Vieriet

Vieriet creates a social context within the Social Sciences Student Union. The committee is led by the Vieri General. Vieriet organises many of the Social Sciences Student Union's various events and activities.

**§1. Vieriet executes the Social Sciences Student Union's events for both active members and members of the Social Sciences Student Union.**

**§2. Vieriet consists of the Vieri General and members. Members are appointed by the Project Leader and the Vieri General. The Vieri General is elected by the Assembly.**

**§3. Vieriet is obligated**

- to plan and execute the student union's events for members and active members,
- to plan and execute the Social Sciences Student Union's recurring social activities, for example, Kräftkrocketen, the Christmas Party, the Spring Party and Tandem,
- to be responsible for obtaining the permits required for the activities.

**§4. The Project Leader and the Vieri General are obligated**

- to convene Vieriet,
- to chair Vieriet's meetings.

## 23. Instructions for the Labour Market Committee

The Labour Market Committee organises the Social Sciences Student Union's annual labour market fair and other events with the aim of strengthening links with the labour market. The committee is led by the Fair General. The leading positions in the group are the Fair General, lecture coordinator and alumni coordinator.

**§1. The Labour Market Committee organises the Social Sciences Student Union's annual labour market fair.**

**§2. The Labour Market Committee consists of the Fair General, Lecture Coordinator, Alumni Coordinator, and members. The members are appointed by the Project Leader and the Fair General. The Fair General is elected by the Assembly.**

**§3. The Labour Market Committee is obligated**

- to plan and implement the student union's annual labour market fair,
- to plan and implement events created by the Social Sciences Student Union to strengthen the position of social scientists in the labour market,
- to be responsible for obtaining the permits required for the activities.

**§4. The Project Leader and the Fair General are obligated**

- to convene the fair committee,
- to chair the fair committee's meetings,
- to present a project plan to the board.

**§5. Other working groups**

- The Lecture Group, led by the Lecture Coordinator, who is elected by the council.
- The Alumni Group, led by the Alumni Coordinator, who is elected by the council.

## 24. Instructions for Novischeriet

Novischeriet plans and leads the Social Sciences Student Union's orientation period for new students at the Faculty of Social Sciences. Novischeriet is led by the Novisch General.

**§1. Novischeriet leads the Social Sciences Student Union's novice period for new students at the Faculty of Social Sciences.**

**§2. Novischeriet consists of the Novisch General and members. Members are appointed by the Project Leader and the Novisch General. The Novisch General is elected by the Assembly.**

**§3. Novischeriet is obligated**

- to plan and implement the student union's novisch period,
- to recruit mentors for the novice period,
- to plan and implement Slaget om Samvetet
- to be responsible for obtaining the permits required for the activities.

**§4. The Project Leader and the Novisch General are obligated**

- to convene the Novischeri,
- to chair the Novischeri's meetings.
- to present a project plan to the board.

## 25. Instructions for the Communications Committee

The Communications Committee exists to create graphic material and coordinate the Social Sciences Student Union's external communications to increase the visibility of the student union. The committee is led by the Secretary General.

**§1. The Communications Committee works with the Social Sciences Student Union's communications**

**§2. The Communications Committee consists of the Secretary General and members**

**§3. The Secretary General is obligated**

- to convene the Communications Committee,
- to chair the Communications Committee's meetings.

**§4. The Communications Committee is obligated**

- to plan and implement the student union's internal and external communications,
- to support the Secretary General in the work with the Social Sciences Student Union's social media and other communication channels.

**§5. The working groups appointed within the Communication Committee are obligated**

- to appoint a convener within the group with the task of convening meetings and reporting back to the Communication Committee,
- to carry out their work or focus based on the instructions received from the Communications Committee.

**§6. Crisis communication**

- In the event of a crisis, communication shall take place in accordance with the division of responsibilities described in the Crisis Management Plan.