

# Standing Orders of Erasmus Student Network Lund

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## Contents

§ 1 Board	2
§ 2 Activity Committee	5
§ 3 Communication Committee	5
§ 4 Sports Committee	6
§ 5 Trips Committee	6
§ 6 Party Committee	6
§ 7 Council	7
§ 8 Auditor	9
§ 9 Main Responsibles for Events	10
§ 10 Timetravels Group Leaders	10

## **§ 1 Board**

### **§ 1.1 President**

The President is an authorised signatory and has the right to sign agreements. During a temporary lack of a president, the Vice-President/Local Representative is appointed to this position. The President shall:

- a) Hold the ultimate responsibility for the Section;
- b) Call and lead meetings;
- c) Act for stability and continuity;
- d) Be responsible for organisation and planning;
- e) Be responsible for the communication between the Section and ESN Sweden;
- f) Be responsible for the communication between the Section and other ESN sections;
- g) Be responsible to share opportunities from the ESN network to the members if the Vice-President is not able to do so;
- h) In combination with the Vice-President, represent the Section in national and international ESN meetings;
- i) Manage the Section's bank account together with the Treasurer; The Treasurer can temporarily revoke the President's access to the bank account in case of misuse;
- j) Manage one (or more) Council Ambassador group (up to the discretion of the Board) and communicate between this Council position and the Board;
- k) Be responsible for the knowledge transfer to the next board;
- l) Ensure that latest revised statutes are accessible to all members;
- m) Be responsible for continued use and documentation of the knowledge transfer handbook;
- n) In the absence of the Chair of Activity, the President shall assume the responsibilities of the Chair of Activity and be responsible for approving events. If the Chair of Activity position remains unfilled, the President shall be responsible for duties of the Chair of activity until the position is filled;

### **§ 1.2 Treasurer**

The Treasurer is an authorised signatory and has the right to sign agreements. The Treasurer shall:

- a) Manage the Section's bank account together with the President; The Treasurer can temporarily revoke the President's access to the bank account in case of misuse;
- b) Manage the current book-keeping;
- c) Present the Section's finances at the General Assembly and other meetings;

- d) Manage the Section's payment systems;
- e) Manage one (or more) Council Ambassador group (up to the discretion of the Board) and communicate between this Council position and the Board;
- f) Set the budget for the next fiscal year;

### **§ 1.3 Vice-President/Local Representative**

The Vice-President/Local Representative shall:

- a) Substitute the President if the President cannot fulfil their obligations;
- b) Be responsible for the communication between the Section and other ESN sections;
- c) Be responsible for the communication between the Section and ESN Sweden;
- d) Be responsible for the contact with national agencies, Lund university, Nations and other student organisations;
- e) In combination with the President, represent the Section in national and international ESN meetings;
- f) Be responsible for implementation of the national and international projects of ESN together with the Chair of Activity;
- g) Participate actively in the Board's work;
- h) Manage one (or more) Council Ambassador group (up to the discretion of the Board) and communicate between this Council position and the Board;
- i) Be responsible for communication with Timetravels;

### **§ 1.4 Communication Manager**

The Communication Manager shall:

- a) Promote and keep track of ESN events;
- b) Lead the work of the Communication Committee;
- c) Be responsible for all social media;
- d) Answer emails that come through the website;
- e) Manage one (or more) Council Ambassador group (up to the discretion of the Board) and communicate between this Council position and the Board;

### **§ 1.5 Chair of Activity**

The Chair of Activity shall:

- a) Coordinate the Activity Committee;
- b) Call and lead activity committee meetings;
- c) Give advice regarding the organisation and planning of events;
- d) Be responsible for the contact between the ambassadors, Activity Committee and the Board;

- e) Be responsible for the assets of the Activity Committee;
- f) Manage one (or more) Council Ambassador group (up to the discretion of the Board) and communicate between this Council position and the Board;

#### **§ 1.6 Digital Manager**

The Digital Manager shall:

- a) Be responsible for the Section's website;
- b) Be responsible for solutions for the Section's internal and external communication;
- c) Be responsible for solutions for the Section's electronic documents and the storage of electronic material;
- d) Be responsible for solutions for the Section's databases, including the members register and ESNcard database;
- e) Be responsible for other web- and electronic solutions that could be required;
- f) Manage one (or more) Council Ambassador group (up to the discretion of the Board) and communicate between this Council position and the Board;
- g) Assign board emails to the board member who is concerned with the matter, in case the Secretary is not elected;

#### **§ 1.7 Secretary**

The Secretary shall:

- a) Be responsible for taking minutes during council and board meetings;
- b) Be responsible to assign board emails to the board member who is concerned with the matter;
- c) Be responsible to organise the Election Meetings, including an overview of the applicants and sending out information about the applicants to Active Members;
- d) Book/organise venue for council meetings and communicate the details to board and council;
- e) Communicate with council members before meetings about adding topics to the meeting agenda;
- f) Create council meeting agenda;
- g) Organise internal social events both for council and board members;
- h) Share opportunities from the ESN network to the members;
- i) Schedule office hour responsibilities and communicate these to the individuals concerned at least two days in advance.

## § 2 Activity Committee

The Activity Committee consists of the Chair of Activity and additional volunteers. The chair of the Activity Committee leads the work of the committee. The Chair of Activity decides who the additional members of the Activity Committee are. Therefore, Activity Committee members don't have to be elected during an official Elections Meeting.

The Activity Committee is responsible for the organisation of events and projects. The board has the ultimate responsibility for the Section. The committee shall be responsible for the practical aspects of all student events.

## § 3 Communication Committee

The Communication Committee is responsible for managing the Section's external communication, marketing channels and promoting events. The committee's work is led by the Communication Manager, who is supported by 2 Media Managers, 2 PR Managers and 1 Video Editor.

### § 3.1 Media Managers

The Media Managers shall:

- a) Design flyers, posters and Facebook covers;

### § 3.2 PR Managers

The PR Managers shall:

- a) Coordinate the Section's social media channels with the help of the Communication Manager;
- b) Help with recruitment of new volunteers;

### § 3.3 Video Editor

The Video Editor shall:

- a) Make promotional videos; i.e. creation of Reels, and similar;
- b) Video content should at least comprise latest events, the current team and its work, Timetravels trips;

## § 4 Sports Committee

The Sports Committee is responsible for organising sports events. The committee consists of a Sports Ambassador and additional members elected by the ambassador.

The Sports Committee shall:

- a) Organise sports activities, events or competitions;
- b) Promote health and exercise.

### § 4.1 Sports Ambassador

The Sports Ambassador shall:

- a) Lead the work of the Sports Committee;

## **§ 5 Trips Committee**

The Trips Committee is responsible for organising trips. The committee consists of a Trips Ambassador and additional members elected by the ambassador.

The Trips Committee shall:

- a) Organise and plan local trips;
- b) Monitor ticket sales of local trips;
- c) Assist with the promotion of the local trips.

### **§ 5.1 Trips Ambassador**

The Trips Ambassador shall:

- a) Lead the work of the Trips Committee;

## **§ 6 Party Committee**

The Party Committee is responsible for organising parties. The committee consists of a Party Ambassador and additional members elected by the ambassador.

The Party Committee shall:

- a) Plan and organise parties;
- b) Try to implement the Responsible Party project during events.

### **§ 6.1 Party Ambassador**

The Party Ambassador shall:

- a) Lead the work of the Party Committee;

## **§ 7 Council**

The Council consists of:

- a) 2 Social Erasmus Coordinators
- b) 2 Partnership Managers
- c) 2 Education Officers
- d) 2 ExchangeAbility Coordinators
- e) 2 Environmental coordinators
- f) 2 Team Building and Well-Being Coordinators

The ambassador/manager has an overview of their committee and collaborates with the Chair of the Activity Committee actively in motivating, leading and holding events. The ambassadors/managers are elected during the General Assembly with an absolute majority. The ambassadors/managers can choose to stay in their position either one or two semesters.

Resignation from the ambassador/manager position can be done at one's own chosen time by the member's written announcement to the current board.

An ambassador that has broken the Swedish law during an activity, or has seriously damaged the Section's purpose and reputation, can be expelled by the Board. A board member has the right to temporarily refuse the member in question access to activities of the Section until the final decision is made. The Board has to give the member in question the possibility to defend themselves in front of the Board before the decision.

#### **§ 7.1 Social Erasmus Coordinators**

The Social Erasmus Coordinators shall:

- a) Promote and organise events in line with the Social Erasmus project;
- b) Organise events that benefit the community;
- c) Expand the Section's reach through charitable endeavour;
- d) Cooperate with Lund Municipality, NGOs and other local organisations;
- e) Collaborate with ESN Sweden's Projects Coordinator;

#### **§ 7.2 Partnership Managers**

The Partnership Managers shall:

- a) Make sure the Section is benefiting from the national and international partners of ESN;
- b) Create networking opportunities and attract future partners;
- c) Collaborate closely with our current partners;
- d) Keep partners' contact information updated;

#### **§ 7.3 Education Officers**

The Education Officers shall:

- a) Supervise and organise ESN Study Nights;
- b) Organise educational and cultural events;
- c) Organise career related events;
- d) Collaborate with ESN Sweden's National Education Officer;

#### **§ 7.4 ExchangeAbility Coordinators**

The ExchangeAbility Coordinators shall:

- a) Organise events within the realm of the ExchangeAbility project;

- b) Raise awareness regarding mobility challenges for students with disabilities;
- c) Be the “accessibility watch”; make sure that our events are accessible;
- d) Collaborate with ESN Sweden’s Project Coordinator;

#### **§ 7.5 Environmental Coordinators**

The Environmental Coordinators shall:

- a) Raise awareness regarding climate change and environmental issues through events, workshops and PR strategies;
- b) Collaborate with Council and Board to make the Section a more environmentally friendly organisation;
- c) Help other Lund organisations, businesses and other entities to become more environmentally friendly;
- d) Establish partnerships with other environmental organisations to create a strong “green network” in Lund;

#### **§ 7.6 Team Building and Well-Being Coordinators**

Description of tasks: The new position of “Team Building and Well-Being Coordinator” will be part of the Council. In this position, the person will be responsible to focus on building a team spirit within the groups of both council and Board by organising activities, doing check-ups and workshops related to mental health and well-being and similar. As Team Building and Well-Being Coordinator, the person takes over the task of organising one cottage weekend per semester, with the help of other members of the team that volunteer. The coordinator will have to decide on a certain budget per semester in collaboration with the Treasurer and the rest of the Board, to be able to plan team building activities and strategies throughout one term.

The Team Building and Well-Being Coordinators shall:

- a) Organise team building activities, at least once per month;
- b) Agree on Team Building activity budget with Treasurer for half a year;
- c) Main organisers for the Cottage Weekend once per semester;
- d) Do mental health and well-being check up throughout the semester;
- e) Organise health/well-being workshops or similar;

### **§ 8 Auditor**

The role of the Auditor is to conduct the internal audit of the Section, and to support the Section by providing recommendations for its continuous improvement. Once a year, before the General Assembly, the Auditor writes a final report on the Board’s performance and compliance with the procedures. As Auditor you can choose to attend the meetings and the General Assembly or just go through their minutes.

The task of the Auditor may be divided into two main areas:

### **§ 8.1 Internal Audit**

The Auditor is responsible for ensuring that the Board acts responsibly and in compliance with the Statutes and Standing Orders of the Section and ESN Sweden, as well as to national rules and regulations. At least once a year, the Auditor shall provide an audit report before the General Assembly.

### **§ 8.2 Advisory role**

Advise the Board, the Council or any other body by issuing opinions; when solicited by the Board, or other bodies or members, provide advice on current issues, particularly when it comes to the interpretation of the official documents of the Section and other ESN documents.

### **§ 8.3 Rights and Limitations**

The Auditor has the right to:

- a) Attend all board meetings;
- b) Access all financial records, contracts, minutes and other relevant documents at any time.

The Auditor shall not:

- a) Be a member of the Board;
- b) Participate in decision-making regarding financial matters.

## **§ 9 Main Responsibles for Events**

The people included as “main responsibles” in the event application shall not pay for participation in the event and shall receive compensation for transport costs.

The main responsibles shall:

- a) Be aware of the trip itinerary and be able to answer possible inquiries;
- b) Inform the Board about any problems that occur during the event;
- c) Keep track of the participants during the event;
- d) Promote the Section during the event;
- e) Be involved in all planned activities during the event;

## **§ 10 Timetravels Group Leaders**

Group Leader elections for Timetravels trips follow the points system in “GL Voting Template”, available on the shared drive.