

Agenda: Board of the Student Union

Date: 2025-05-22

Place: Konferensrum Rubin

Time: 17:29 - 18:17

1. Meetings opening

The meeting opened at 17:29

2. Vote for meeting chairman

The board chose Melissa Ferm as meeting chairman.

3. Vote for secretary

The board chose David Bengtsson as secretary.

4. Vote for adjuster

The board chose Julian Jaako Ahlberger as adjuster.

5. Attendance and voting rights.

The board confirms the attendance list with the following attendance:

Role	Name	Replacement
Chairman	Melissa Ferm	
Vice chairman	Mie Unenge	
Treasurer	David Bengtsson	
Intro general	Julian Jaako Ahlberger	
Labour market Chairman	<i>Vacant</i>	
Event Chairman	<i>Vacant</i>	
Info Chairman	<i>Vacant</i>	
Marketing Chairman	Martin Lindgren	
Chairman SköSex	Johanna Jansson	
Chairman Safir	Sandra Hellberg	
Chairman Skills	Hanna Yining Fredriksdotter	
Chairman Vitae	Noor Al-sanatee	
Chairman SköSjuk	Thea Hommel	Tova Silvhorn
Chairman Histek	Lukas Nilsson	

10 of 11 members of the board were in attendance.

Guests:

Ordf.	Sekr.	Just.
MF	DB	JJA

Voting count was set to 10.

6. Confirmation of the agenda

The agenda was confirmed with removal of point 10a, and addition of point 10a.

7. Previous meeting protocol

No previous meeting protocols are waiting to be signed.

8. Reports

8a. Chairman

- Held a presentation for student housings in all of Sweden about Skövde.
- Attended student City of the year work group meeting.
- Attended meetings with the student health.
- Had a meeting with Akademiska Hus.
- Had a meeting with Skösjuk about their Orbi members.
- Had a meeting with the staff of the library.
- Had a meeting with the Vice Chancellor, Pro vice chancellor and the university director.
- Attended the Drivhuset clean-out.

8b. Vice chairman

- Nothing to report.

8c. Treasurer

- Participated in a meeting with Akademiska Hus.
- Went over the intro budget with Julian to revise.
- Emptied Drivhuset's storage.
- Participated during the intro forum.
- Was a discussion leader at the second buddy education.

8d. Intro General

- Held a meeting for SiS-Sitting.
- Held meeting with the intro committee.
- Re-made SiS part of the buddy education step 2 presentation.
- Co-hosted buddy education step 2.
- Had a meeting with Hemslöjden Skaraborg.
- Sent an application for a police permit during the intro.
- Helped emptying Drivhuset's storage.
- Went over the intro budget with David to revise.

Ordf.	Sekr.	Just.
MF	DB	JJA

8e. Labour market Chairman

- Vacant

8f. Event Chairman

- Vacant

8g. Info Chairman

- Vacant

8h. Marketing Chairman

- Planned marketing for the intro with Julian.
- Attended the intro meeting to provide information for the intro pamphlet.

8i. Chairman SköSex

- One open night
 - 21/5 Beerpong - 72 guests, 9 695 kr

8j. Chairman Safir

- Held a Safir meeting.
- Continued planning for intro and next event.

8k. Chairman Skills

- Held a board meeting.
- Continued planning of Intro.
- Holding "Crazy hats" sittning tomorrow 23/5.

8l. Chairman Vitae

- Held a board meeting.
- Had a sip n paint event.
- Continued planning intro.
- Decided on a date to clean tent (31/5 if it is not raining) (if we don't buy a new one).

Ordf.	Sekr.	Just.
MF	DB	JJA

8m. Chairman SköSjuk

- Held a board meeting.
- Hosted a BBQ.
- Continued planning the intro.

8n. Chairman HISTEK

- Held a board meeting.
- Finished preliminary budget for the year of 25/26.
- Valued all our sales products.

9. Per Capsulam decision

No Per Capsulam decisions were taken since the last meeting.

10. Decision Points**10a. New tent for Vitae**

Background: The board of Vitae has noticed a lot of black mold on our tent. We understand that it is a SiS tent but since it is a safety hazard at this point we suggest that we throw out the old one and buy a new one for SiS with Vitae's budget. We are suggesting this because the black mold has been coming back every year and the board is worried about the mold not going away completely, no matter how much we clean it.

Discussion: No one is against Vitae buying a new tent, and no one thinks it's a good idea to keep the old tent.

Motion: To approve that the Vitae Board buys a new tent within their budget that belongs to the Student Union

The board decided to **approve** the motion

Motion: To approve that the Vitae Board throws out the old tent

The board decided to **approve** the motion

11. Discussion Points**11a. Rules of the kansli**

Background: Here are the rules that we discussed for our kansli. No other rules has been brought to Mie och Melissa since the discussion. Do we want these as the final or do we need to change something?

Ordf.	Sekr.	Just.
MF	DB	JJA

Attachment: Guidelines för Kansliet

Discussion: The board looks through the document and leaves some feedback. The document will be brought up again after revision.

11b. Project Leader FUM 2026

Background: It is time to elect another person as the Project Leader. The work group has said that they want to interview the remaining candidates to see how will be a good match together with Kalle.

The remaining candidates are Shilan Rakh and Alfred Carlsson (nominated by the University).

If there is anything you would like me to bring to the meeting, let me know.

Are these in our opinion good candidates or is there someone else we would like to see?

Discussion: The board agrees that both candidates are good choices, and doesn't have anything in particular that they would like Melissa to bring to the meeting.

12. Other points/Information**12a. Resignation Election Committee**

Background: Caroline Wibjörk has resigned from the Election Committee

Discussion: No discussion.

12b. Ceremony for a gift

Background: As a "great job!" to the University and the Student Union for winning "Student city of the year 2025", Akademiska Hus will put up a friend bench on Campus. The ceremony will take place on the 28th of May at 2 pm outside of Götasalen in the park. There will be some speeches and fika. Come and show your support and gratitude!

Discussion: Melissa describes the concept of the bench. Spread the word about it, and notify your boards! As it is right after the ovve wednesday, please bring your ovve!

13. Summary of assignments

- Tell your boards about the friend bench on 28th of May at 2 pm, bring your ovve, there will be fika and luxury coffee
- Check through the rules of Kansliet

14. Next meeting

2025-05-29 at 17:00

Ordf.	Sekr.	Just.
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15. Closing of meeting

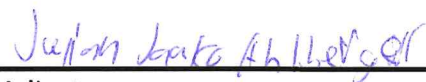
Meeting closes at 18:17



Meeting chairman -
Melissa Ferm



Secretary
David Bengtsson



Adjuster
Julian Jaako Ahlberger

Ordf.	Sekr.	Just.
MF	DB	JJA

Öppettider och tillgång

- **Öppettider för studenter:** 08:00–17:00 måndag-fredag
 - **Efter 17:00:** Endast tillgängligt för kårengagerade.
 - **Endast aktiva styrelsemedlemmar** får vistas i kontorsutrymmena efter stängning.
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Bra bemötande och inkluderande miljö

1. Bra bemötande

Bemöt andra som du själv vill bli bemött. Skapa en positiv och inkluderande atmosfär för alla.

2. Lika villkor

Kansliet följer SiS policy för lika villkor:

- Alla ska kunna vara delaktiga på lika villkor i SiS lokaler, möten och evenemang.
 - Engagerade och anställda ska bidra till en god arbetsmiljö och anmäla missförhållanden till kanslist eller presidial.
 - **Nolltolerans gäller mot diskriminering, trakasserier, sexuella trakasserier och kränkande särbehandling.**
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Städning och ansvar

3. Gemensamt ansvar för lokalerna

Alla som använder kansliet delar ansvaret för ordning och trivsel:

- Håll rent och snyggt genom att plocka undan efter dig.
 - Ta hand om inredning, porslin och andra tillhörigheter.
 - Starta diskmaskinen när den är full.
 - Töm diskmaskinen när den är ren.
 - Pussel och spel får vara framme i max **1 vecka**.
 - Fönster ska alltid stängas om du är **sist att lämna lokalen**.
 - Bestick, glas och köksartiklar **får inte lämna kansliets utrymmen**.
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Aktiviteter och spel

4. Tillåtna med hänsyn

Spel och aktiviteter är välkomna, men:

- Alla som vill ska känna att de får delta.
- Tänk på att kansliet är en **gemensam yta för alla studenter** – visa hänsyn och skapa en öppen stämning.
- Dessa aktiviteter får inte påverka den dagliga verksamheten negativt.

♥ Alkohol- och drogpolicy

5. Absolut nolltolerans

- Det är **förbjudet att konsumera alkohol och droger** i kansliets lokaler.
- Alkohol i **oöppnade flaskor** får inte förvaras synligt. Om du måste ha den med dig, ska den hållas nedpackad i en väska.
- Den som påträffas med alkohol kommer att ombes lämna lokalen.

Djur på kansliet

- Djur är **inte tillåtna** på kansliet.
- Undantag kan göras om ägaren absolut måste närvara och inte har möjlighet att lämna djuret någon annanstans. Detta ska **godkännas av presidiet i förväg**.
- Om det gäller presidiets djur, ska frågan ställas till **sittande KS-styrelse**.
- ~~Regeln träder i kraft 1 juli 2025.~~

📁 Förvaring och tillgång

- Förvaring på kansliet är endast för **sittande styrelsemedlemmar**.
- ~~Endast aktiva styrelsemedlemmar får vistas i kontorsutrymmena efter stängning.~~

🍌 Teambuilding och arrangemang

- Styrelser inom studentkåren får använda kansliet för **teambuildingaktiviteter efter kontorstid**, men ska **alltid först kontrollera med presidiet** att utrymmet är tillgängligt.
- Efter avslutad aktivitet ansvarar arrangören för att **städa och återställa lokalen**.

Genom att följa dessa riktlinjer bidrar vi tillsammans till en trygg, trivsamt och professionell arbets- och mötesplats för både studenter och kårengagerade.



Guidelines for Conduct and Use of the SiS Office

To ensure that the SiS office is a safe, welcoming, and inclusive space for everyone—students, volunteers, and staff—the following guidelines must be followed. These rules promote respect for each other, the facilities, and the organization.

Office Hours and Access

- **Office hours for students:** 08:00–17:00
 - **After 17:00:** Only accessible to active student union members.
 - **Only active board members** are allowed in the office areas after closing hours.
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Respectful Conduct and Inclusive Environment

1. Respectful Behavior

Treat others the way you want to be treated. Foster a positive and inclusive atmosphere for everyone.

2. Equal Opportunity Policy

The office follows SiS's equal opportunity policy:

- Everyone should be able to participate on equal terms in SiS premises, meetings, and events.
 - All engaged members and employees are responsible for creating a healthy work environment and reporting any misconduct to a staff member or the presidium.
 - **Zero tolerance applies to discrimination, harassment, sexual harassment, and abusive behavior.**
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🌸 Cleanliness and Shared Responsibility

3. Shared Responsibility for the Space

Everyone using the office shares responsibility for keeping it clean and organized:

- Always clean up after yourself.
 - Take care of the furniture, kitchenware, and office supplies.
 - Run the dishwasher when it is full.
 - Puzzles and games may only remain out for a **maximum of one week**.
 - Close windows if you are the **last person to leave**.
 - Cutlery, glasses, and kitchen items **must not be taken outside the office areas**.
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🌿 Games and Activities

4. Allowed with Consideration

Games and recreational activities are welcome in the office, but:

- Make sure everyone who wants to join feels included.
 - Keep in mind that this is a **shared space for all students** – be considerate and maintain an open atmosphere.
 - Activities should not interfere with regular operations.
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🍷 Alcohol and Substance Policy

5. Strict Prohibition

- Alcohol and drugs are **strictly prohibited** in the office at all times.
- Unopened bottles of alcohol may not be visible. If you must carry one, it should remain **concealed in your bag**.



- Anyone found with alcohol in the office will be asked to leave and take it home.
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Pets in the Office

- Pets are **not allowed** in the office.
 - Exceptions may be made if the owner must attend and cannot make other arrangements. This must be **approved by the presidium** in advance.
 - If it concerns a member of the presidium, the request must be directed to the **sitting KS board**.
 - **This rule takes effect on July 1, 2025.**
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Storage and Access Rights

- Storage space at the office is only available for **currently serving board members**.
 - Only active board members may be in office areas outside of regular office hours.
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Team-Building and Events

- Student union boards may organize team-building events in the office **after hours**, but must **always ask the presidium in advance** to confirm availability.
 - Organizers are responsible for **cleaning up and restoring the space** afterward.
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By following these guidelines, we all contribute to a safe, respectful, and enjoyable environment for both staff and students.

