Governing Document for the International Committee of the Student Union of Skövde

Approved by the Student Union Board 2026-10-15

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Chapter 1: General

§1 Definition

The International Committee (hereinafter abbreviated to IC) of the Student Union in Skövde/Studentkåren i Skövde (hereinafter abbreviated to SiS). IC is a democratic association of students at the University of Skövde.

§2 Purpose

IC will support all international students from the University of Skövde with integration into life in Sweden, through information about Swedish culture, laws and traditions and events and trips to explore Sweden's culture and nature. IC will aim to be a source of information for the rest of SiS about international students. IC will also aim to assimilate international students and Swedish students together, by planning and hosting events catered towards both parties.

§3 Cooperation

IC, as part of SiS, can only enter or leave other organisations by approval of the Kårstyrelsen (hereinafter abbreviated to KS) board.

§4 Independence

IC is not exclusively associated with any religions, political parties, or trade unions, and is open to people from any background.

§5 Membership

Any student has the right to become a member of the IC, whether they are a member of SiS or not.

§5.1 Rights

Members have the right to:

- Vote in IC annual and supplementary annual meetings, if they are also members of SiS
- Bring motions and/or propositions to IC board meetings, annual and supplementary annual meetings, if they are also members of SiS.
- Get exclusive discounts in IC's activities
- Be elected onto the board of IC, if they are also members of SiS

§5.2 Duties

Members are required to comply with SiS governing documents, as well as the governing document and decisions made by the IC board regarding the IC.

§6 Operational Year

IC's operational year covers the period 1st of January to 31st of December and the fiscal year runs from 1st of July to 30th of June. Both run for twelve (12) months.

§7 Body

The IC is firstly obliged to follow the SiS bylaws and SiS policy documents. The sub-assocation is also obliged by the following in order:

1. SiS bylaws and SiS policy documents
2. The decision of the KS board
3. The bylaws of the IC
4. The budget of the IC
5. The IC annual meeting
6. The IC board

The IC's executive body is the IC board.

Chapter 2: Annual Meetings

§8 Meetings

During annual and supplementary annual meetings (hereinafter called members meetings), a member of the IC is entitled to the right to be present, speak and file a motion as well as have the right to vote. Members of SiS have the right to be present and speak at these meetings. The member's meetings constitute a quorum when at least five (5) members with voting rights are present in addition to the IC board. The meeting protocol must be published at least three (3) working days before the meeting. The chairman of the IC board is responsible for assembling all meetings. Minutes are taken at all meetings and shall be adjusted and made available to members of SiS within fourteen (14) working days of the meeting.

§8.1 Annual Meeting

Each operation year must include an annual meeting held between September and December. The meeting must be announced at least ten (10) working days in advance.

§8.2 Supplementary Annual Meeting

A supplementary annual meeting may be summoned by the decision of the IC board, by demand of least ten (10) IC members, the KS board, and the SiS auditors. A period of at least three (3) weeks must exist between annual meetings. The meeting must be announced at least ten (10) working days in advance.

§8.3 Board Meeting

IC board meeting constitutes a quorum when at least half (½) of the members of the IC board are present. Exceptions apply if the board consists of only three (3) members where it it is required that all IC board members are present in order to reach a quorum. The IC chairman should call for board meetings regularly. Extra board meetings are announced when at least two (2) members of the IC board, auditors or KS board so request.

§9 Publicity

IC's documents and meeting protocols shall be made available to the members of SiS.

§10 Bias

A member may not participate in decisions regarding their own person. A person who considers themselves biassed in a vote of confidence is required to notify the chairman as soon as the case is brought up for discussion.

Chapter 3: The Board

§11 The Board of IC

The IC board must consist of at least four (4) members, a Chairman, a Treasurer and two (2) board members, and the maximum total of twelve (12) members.

§11.1 Board positions and expectations

The following positions are the ones up for election in any member's meeting. Other positions may be elected through any members meeting or may be decided by the board and be allocated accordingly to the elected board members.

§11.1.1 Chairman

Obligations:

- Convene the IC board when necessary
- Attend meetings of the IC board
- Stay informed about the work of the other board members
- Maintain contact with the sections and other associations
- Be the face of the association
- Handover to the new board
- Keep the KS board informed on the matters of the IC

Powers:

- Has the right to certify purchases on behalf of the IC
- Have the right to enter into cooperation and sponsorship agreements on behalf of the IC
- Have the right to make decisions on matters regarding the budget.

§11.1.2 Treasurer

Obligations:

- Be well-versed in the section in the IC's finances
- Prepare a general budget for the current and next financial year
- Be able to provide advice on financial decisions at meetings
- Report the budget bi-annualy to KS

Powers:

- Has the right to certify purchases on behalf of the IC

§11.1.3 Board member

Obligations:

- Attend and be prepared for IC board meetings
- Be well-informed before making any decisions
- Actively participate in IC board meetings
- Support the IC board in its work

§11.2 Accountability

The IC board is held accountable by the member's meetings and the KS board.

§12 Election of IC board members

IC's chairman is appointed by the IC annual meeting and is valid after approval by the KS board. The IC board members shall be appointed by the IC annual meeting.

§12.1 By-election

Available vacancies on the IC board may be filled by a supplementary annual meeting, through a by-election held by the IC board. Members appointed through a by-election must be approved by the KS board or a member's meeting.

§13 Right of purchase

A single IC board member has the right to make single purchases up to 500 sek without approval. Purchases in excess of 500 sek up to a value of 2000 sek must be approved by the IC board through a decision point. Above 2000 sek, purchases should be approved by the KS board.

§14 Auditors

SiS auditors are entitled to the right to examine IC's accounts, records and other documents at any given time.

§15 Freedom of Liability

Freedom of liability must include an operational plan, balance sheet and income statement and have to be finished not later than one (1) year after the board mandate ends. This is to be presented to the KS board.

§16 Amendment of Governing Document

A proposal to amend the IC's governing document should be submitted in writing to the IC board at least two (2) weeks before the annual meeting.

§16.1 Amendment Decision

To change the governing documents requires that the annual meeting decides by a two-thirds (⅔) majority. Thereafter the approval of the KS board is required.

§17 Dissolution

IC can be dissolved when IC members on two (2) consecutive annual meetings so decide. This decision requires a two-thirds (⅔) majority. Thereafter, the approval of the KS board is required. If the requirements for a valid board are unable to be met, the association is handed over to KS for dissolution.