



Instructions for Chalmers International Reception Committee

[Please note in case of a dispute or inconsistencies between the versions, the instruction in Swedish prevails the English version.]

Chalmers International Receptions Committee (CIRC)

Is tasked with:

- Arranging activities, especially the reception, for guest students at Chalmers.
- Promoting integration between regular students and guest students at Chalmers.

(Chalmers Student Union's bylaws 15:4l)

1. Composition

- 1.1 Chairperson, elected by the Union Board for each operational year.
- 1.2 Other members, up to 11 people, elected by the Union Board for each operational year.

2. Operation

- 2.1 CIRC is responsible for the development and implementation of reception activities for international students.
- 2.2 CIRC is responsible for arranging social activities for international students during the reception.
- 2.3 CIRC is responsible for continuously informing the international students about activities at Chalmers and in Gothenburg during the ongoing reception.
- 2.4 CIRC must continuously keep in contact with relevant persons at the university and in the Union Board regarding the reception.

3. Duties

3.1 The chairperson's duties are:

- to lead and, accountable to the Union Board, be responsible for CIRC's operation.
- to be financially responsible, which among other things includes following set financial routines and policies, budgeting, and budget follow-up.
- to be responsible for and ensure that documentation for bookkeeping, expenses and invoicing is being submitted to the finance department according to set schedule.
- to answer questions from the central Union regarding CIRC's finances.
- to represent CIRC.
- to ensure that CIRC and its members as well as guests are acting in an impeccable manner.
- to write the operational plan and annual operational report using to the provided templates.
- to ensure a safety approach och mindset in CIRC's operations.

3.2 Other members' duties are:



- to lead and, accountable to the chairperson, be responsible for activities within the members' area of operation.
- to assist the chairperson.

4. Cooperation bodies

[Not relevant for Chalmers International Reception Committee]

5. Meeting procedure

- 5.1 Committee meetings are held at least four times per academic study period.
- 5.2 Meeting notes shall be conducted at meetings, minutes must be conducted when decisions are made.
- 5.3 The chairperson has the right to co-opt one or more people to the meeting.

6. Quorum

- 6.1 Members mentioned under point 1.1-1.2 have voting rights.
- 6.2 Every voter present has an equal number of votes. The chairperson has the deciding vote.
- 6.3 A biased member has no voting rights.
- 6.4 CIRC is quorate when at least half of the members, as well as the chairperson, are present.

7. Appeals

- 7.1 CIRC's decision can be appealed to the Union Board.
- 7.2 The Union Board has the rights to override CIRC's decisions.

8. Recruitment

- 8.1 CIRC is responsible for recruiting new committee members.
- 8.2 Applicants to the position of chairman must be interviewed by the Nomination Committee.
- 8.3 When nominating new members, CIRC must submit written motivations according to the provided template to the Union Board before the meeting where the members are to be elected.
- 8.4 Applicants must be given a fair picture of tasks and the workload in CIRC.
- 8.5 The applicants shall, upon request, receive a written motivation for nomination or non-nomination. If the aspirant has specific objections to the nomination or non-nomination, the applicant is referred to the Union Board.

9. Other

- 9.1 CIRC must actively inform Chalmers Student Union's members about CIRC's activities and shall participate in events with this aim.