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 15:4)

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.