Instructions for Chalmers Student Union’s IAESTE-committee

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

Chalmers Student Union’s IAESTE-committee (IAESTE)

Is tasked with:

- Giving students at Chalmers the opportunity to study abroad.
- Taking care of the international students doing their internship here.
- Promoting international understanding and cultural exchange between students in different countries.

(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 23 people, elected by the Union Board for each operational year.

2. Operation

2.1 IAESTE shall take care of the international interns who resides in the Gothenburg region through the IAESTE exchange.
2.2 IAESTE is responsible for organising activities such as parties, city tours and the like for the visiting interns.
2.3 IAESTE shall organise visits to the other local IAESTE-committees in Sweden and Europe.
2.4 IAESTE is responsible for their members participating in training and follow-up weekends organised by IAESTE Sweden twice per academic term.

3. Duties

3.1 The chairperson’s duties are:

- to lead and, accountable to the Union Board, be responsible for IAESTE’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 IAESTE’s finances.
- to represent IAESTE.
- to ensure that IAESTE 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 IAESTE’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 Student Union’s IAESTE-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 IAESTE is quorate when at least half of the members, as well as the chairperson, are present.

7. Appeals
7.1 IAESTE’s decision can be appealed to the Union Board.
7.2 The Union Board has the rights to override IAESTE’s decisions.

8. Recruitment
8.1 IAESTE 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, IAESTE 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 IAESTE.
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 IAESTE’s activities and shall participate in events with this aim.