



Dagordning HHGS Årsmöte
Tid: Klockan 12.00 den 28 maj 2021
Plats: Zoom

Kallade:

Samtliga medlemmar i HHGS

Föregående års kårledning

Nuvarande års kårledning

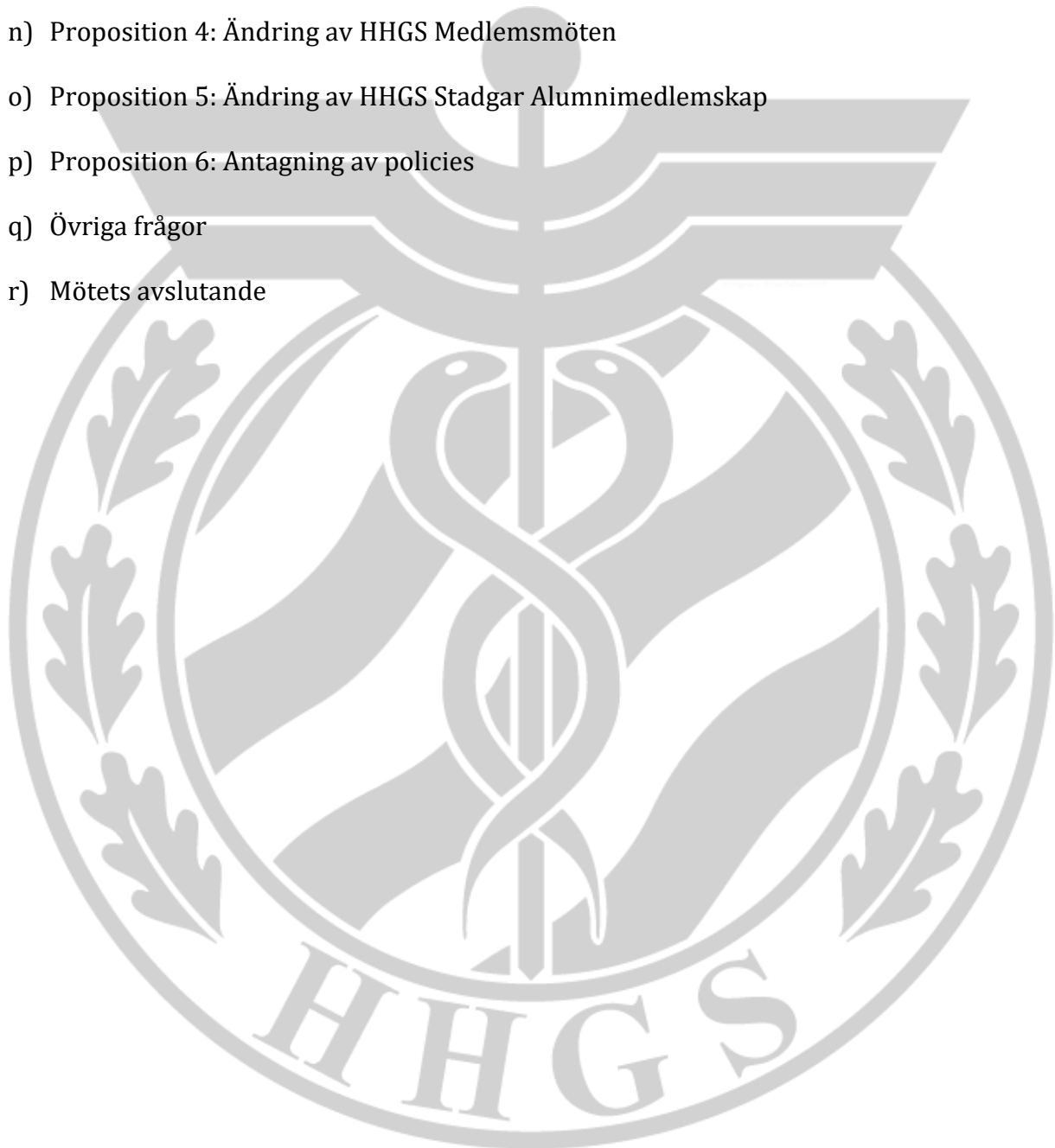
Linus Olsson	Kårordförande
Olivia Lind	Vice Kårordförande
Alfred Seljee	Ekonomiansvarig
Sofia Ekholm	Utbildningsutskottets Ordförande
Victoria Nilsson	Näringslivsutskottets Ordförande
Johanna Midhage	Förenings- och projektansvarig
Anna Mattsson	Internationella Utskottets Ordförande
Erik Florander	Förvaltningsutskottets Ordförande
Alva Löfvenberg	Evenemangsutskottets Ordförande
Sara Andersson	Marknadsföringsutskottets Ordförande

Ärende

- a) Mötets öppnande
- b) Val av mötesordförande, mötessekreterare samt justerare tillika rösträknare
- c) Fråga om mötets beslutsförmåga
- d) Fastställande av föredragningslista
- e) Granskning av föregående verksamhetsberättelse
- f) Granskning av föregående års årsbokslut
- g) Fråga om ansvarsfrihet för föregående års kårledning
- h) Val av auktoriserad revisor
- i) Val av valberedning
- j) Fastställande av medlemsavgift



- k) Proposition 1: Ändring av HHGS Stadgar Formalia
- l) Proposition 2: Titeländringar Kårledamöten
- m) Proposition 3: Ändring av HHGS Uteslutning
- n) Proposition 4: Ändring av HHGS Medlemsmöten
- o) Proposition 5: Ändring av HHGS Stadgar Alumnimedlemskap
- p) Proposition 6: Antagning av policies
- q) Övriga frågor
- r) Mötets avslutande



h) Val av auktoriserad revisor

HHGS Kårledning föreslår följande:

Att välja Ernst & Young AB till auktoriserad revisor för Handelshögskolans vid Göteborgs Studentkår för verksamhetsåret 2021/2022



j) Fastställande av medlemsavgift

HHGS Kårledning föreslår att fastställa medlemsavgifterna enligt följande:

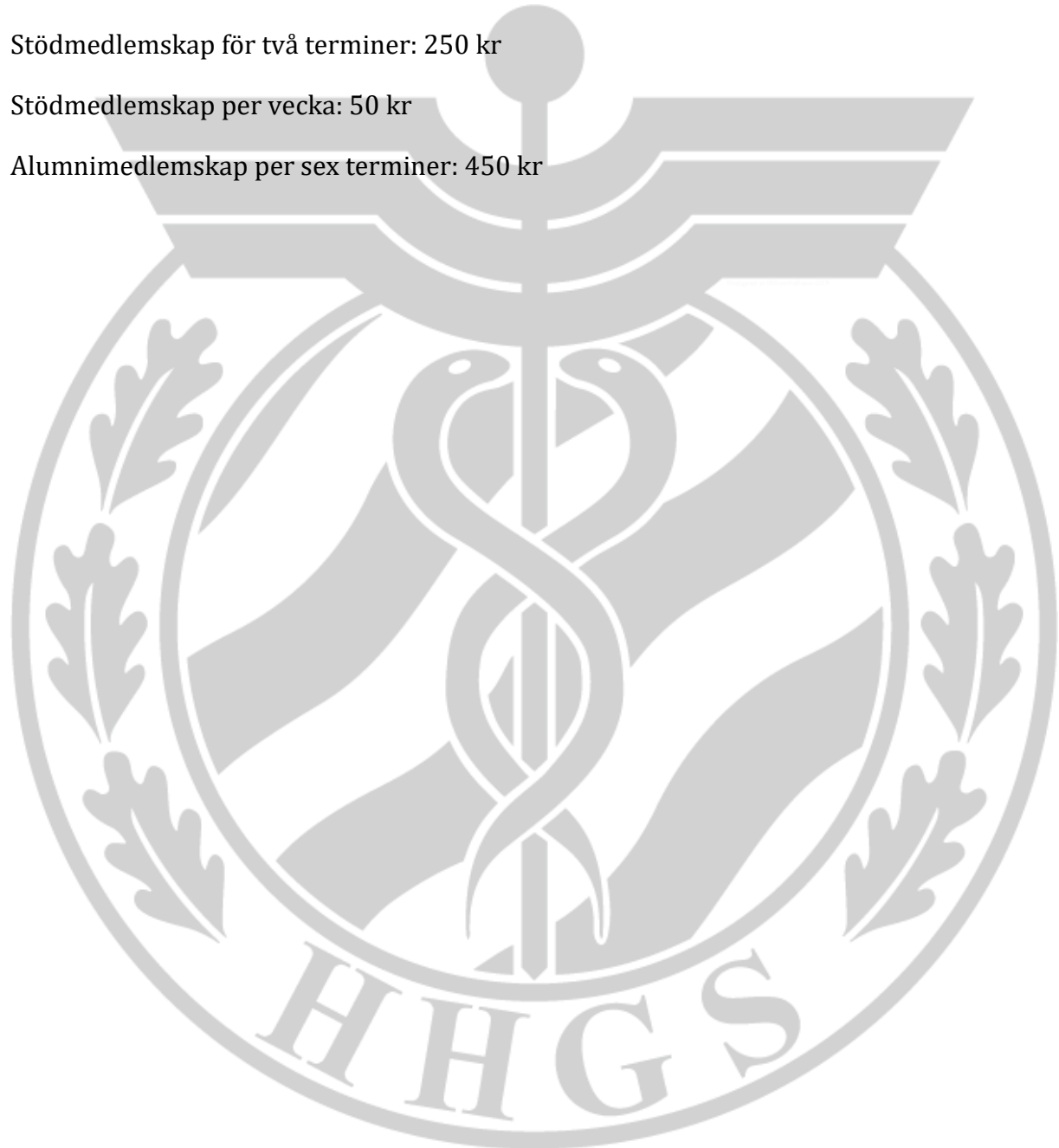
Studentmedlemskap per termin: 150 kr

Studentmedlemskap för hela studietiden: 350 kr

Stödmedlemskap för två terminer: 250 kr

Stödmedlemskap per vecka: 50 kr

Alumnimedlemskap per sex terminer: 450 kr



Proposition 1: Ändring av HHGS Stadgar Formalia

Bakgrund: Kårledningen önskar åtgärda grammatiska fel i HHGS stadgar. Kårledningen önskar även tydliggöra att samtliga personer som ställer upp i kårvalet ska vara kårmedlemmar vid kårvalets tidpunkt. Det är kårledningens åsikt att endast kårmedlemmar ska kunna bli valda till kårledningen vid kårvalets tidpunkt.

HHGS Kårledning föreslår följande:

Att enligt ändringar i bifogad bilaga 1 uppdatera Kapitel 4 §7 till att tydliggöra var ledningsmötesprotokoll finns tillgängliga.

Att enligt ändringar i bifogad bilaga 1 uppdatera Kapitel 5 §2 till att samtliga personer som ställer upp i kårvalet ska vara kårmedlemmar vid kårvalets tidpunkt.

Att enligt ändringar i bifogad bilaga 1 ändra grammatiska fel i Kapitel 6 §9.

Att enligt ändringar i bifogad bilaga 1 ändra grammatiska fel i Kapitel 8 §6.

Proposition 1: Ändring av HHGS Stadgar Formalia – Bilaga 1

Kapitel 4 Kårledning

§ 1 HHGS kårledning väljs i kårval.

Om det uppstår vakanser i kårledningen tillsätts dessa av kårledningen om kårledning finner det nödvändigt.

§ 2 Kårledningen utgörs av

- a) Kårordförande
- b) Vice Kårordförande
- c) Ekonomiansvarig
- d) Utbildningsutskottets Ordförande
- e) Näringslivsutskottets Ordförande
- f) Förenings- och projektansvarig
- g) Internationella Utskottets Ordförande
- h) Förvaltningsutskottets Ordförande
- i) Evenemangsutskottets Ordförande
- j) Marknadsföringsutskottets Ordförande

§ 3 Varje ledningsmedlem ansvarar för sitt verksamhetsområde.

§ 4 Kårledningen ansvarar gemensamt för HHGS verksamhet och ekonomi i stort samt för att leda HHGS genom att utveckla och förvalta organisationen.

§ 5 Kårledningen sammanträder när kårordförande eller vice kårordförande kallar till möte eller när en majoritet av kårledningens medlemmar begär det.

§ 6 Närvaro-, yttrande-, förslags- och rösträtt vid kårledningens möten tillkommer kårledningens medlemmar.

§ 7 Kårledningsmöten är beslutförda när minst hälften av ledamöterna är närvarande, dessa möten skall protokollföras. Protokoll ska justeras av mötesordförande, mötessekreterare, kårordförande och av mötet vald justeringsperson samt anslås och hållas tillgängliga på organisationens hemsida och **på kårkontoret** under kontorstid senast en vecka efter mötet.

§ 8 De arvoderade ledamöterna i kårledning är kårordförande, ekonomiansvarig, näringslivsutskottets ordförande och utbildningsutskottets ordförande.

§ 9 Arvodet ska uppgå till 40% av rådande prisbasbelopp, brutto, månaden som

arvodet betalas ut.

Kapitel 5 Kårval

§ 1 Val till HHGS kårledning (kårval) ska hållas varje år i november.

§ 2 Alla personer ~~är valbara~~ **har rätt att kandidera** till samtliga poster i HHGS kårledning. **Samtliga personer som ställer upp i kårvalet ska vara kårmedlemmar vid kårvalets tidpunkt.**

§ 3 Rösträtt tillkommer samtliga studerandemedlemmar som vid rösttillfället kan uppvisa medlemskort eller kvitto på erlagd medlemsavgift samt legitimation.

§ 4 Kårvalet administreras av valberedningen i enlighet med HHGS valordning.

§ 5 HHGS valordning fastställs av årsmötet.

Kapitel 6 Årsmöte

§ 1 Ordinarie årsmöte ska hållas varje år i maj.

§ 2 Tid och plats för ordinarie årsmöte fastställs av kårledningen inom ramen för vad som anges i §1 av detta kapitel.

§ 3 Kårledning ansvarar för att kalla alla studerandemedlemmar till årsmötet. Kallelsen ska gå ut i form av mejl och anslås på HHGS hemsida samt på HHGS anslagstavlor senast fyra veckor innan årsmötet.

§ 4 Senast två veckor innan årsmötet ska kårledningen mejla preliminär föredragningslista, av föregående verksamhetsårs kårledningspresidium upprättad verksamhetsberättelse, föregående verksamhetsårs årsredovisning samt eventuella förslag till beslut från kårledningen till samtliga studerandemedlemmar.

§ 5 Senaste en vecka innan årsmötet ska förslag till årsmötesbeslut från studerandemedlemmar ha inkommit till kårledningen som ska samla ihop dessa förslag och senast sex dagar innan årsmötet mejla dem till samtliga studerandemedlemmar.

§ 6 Närvaro- yttrande-, förslags- och rösträtt tillkommer alla studerandemedlemmar. Närvaro- och yttranderätt tillkommer HHGS revisorer.

Närvarorätt tillkommer stödmedlemmar samt av HHGS anställd personal.

§ 7 Årsmötet är beslutsmässigt om kallelse gått ut på det sätt som föreskrivs i §3 detta kapitel samt om minst 30 studerandemedlemmar närvarar.

§ 8 Vid årsmötet ska åtminstone följande punkter behandlas

- a) Mötets öppnande
- b) Val av mötesordförande, mötessekreterare samt justerare tillika
- c) rösträknare
- d) Fråga om mötets beslutsmässighet
- e) Fastställande av föredragningslista
- f) Granskning av föregående års verksamhetsberättelse
- g) Granskning av föregående års årsbokslut
- h) Fråga om ansvarsfrihet för föregående års kårledning
- i) Val av auktoriserad revisor
- j) Val av valberedning
- k) Fastställande av medlemsavgift
- l) Mötets avslutande

§ 9 Årsmötet ska endast behandla frågor som inkommit på förhand på det sätt som föreskrivs i §4 och §5 detta kapitel samt de frågor som nämns i §8 detta kapitel. För att årsmötet ska kunna behandla annan fråga än de nu angivna krävs att beslut om att lyfta frågan ~~befalls~~ **bifalls** med minst två tredjedelars majoritet.

§ 10 Årsmötet ska protokollföras och justerat protokoll ska finnas tillgängligt för studerandemedlemmar senast två veckor efter årsmötet.

Kapitel 7 Extrainsatt årsmöte

§ 1 Extrainsatt årsmöte ska hållas om det begärs av en majoritet av kårledningens medlemmar eller minst trettio studerandemedlemmar.

§ 2 Begäran om extrainsatt årsmöte ska inges skriftligen till kårledningen och innehålla information om vilka frågor som önskas behandlas.

§ 3 Vid extrainsatt årsmöte behandlas, utöver mötesformalia, endast de frågor som anges i den skriftliga begäran om detsamma. För att det extrainsatta årsmötet ska kunna behandla annan fråga än de nu angivna krävs att beslut om att lyfta frågan bifalls med minst två tredjedelars majoritet.

§ 4 Extrainsatt årsmöte ska hållas tidigast två veckor och senast fyra veckor efter det

att begäran om detsamma inkom. Tid och plats fastställs av kårledningen.

§ 5 Kårledningen ansvarar för att kalla alla studerandemedlemmar till det extrainsatta årsmötet. Kallelsen ska gå ut i form av mejl och anslås på HHGS hemsida samt på HHGS anslagstavlor senast två dagar efter det att begäran inkom. Kallelsen ska innehålla den skriftliga begäran om extrainsatt årsmöte samt en av kårledningen upprättad preliminär föredragningslista.

§ 6 Vid det extrainsatta årsmötet gäller samma regler för närvaro-, yttrande-, förslags- och rösträtt som vid ordinarie årsmöte.

§ 7 Det extrainsatta årsmötet är beslutsmässigt om kallelse har gått ut på det sätt som föreskrivs i §5 detta kapitel samt om minst trettio studerandemedlemmar närvarar.

Kapitel 8 Medlemsmöte

§ 1 Medlemsmöte ska hållas minst fyra gånger per år.

§ 2 Tid och plats för medlemsmötena fastställs av kårledningen inom ramen för vad anges i §1 detta kapitel.

§ 3 Kårledningen ansvarar för att bjuda in samtliga studerandemedlemmar till medlemsmötena.

§ 4 Närvaro- och yttranderätt tillkommer alla studerandemedlemmar samt kårledningen.

§ 5 Vid verksamhetsårets första medlemsmöte ska medlemmar av kårledningen presentera sina respektive verksamhetsplaner och där tillhörande relevant ekonomisk information för det kommande verksamhetsåret och svara på medlemmarnas frågor.

§ 6 Vid följande medlemsmöten ska medlemmarna av kårledningen redogöra för eventuella ändringar i verksamhetsplaner och där tillhörande ~~relevant~~ **relevant** ekonomisk information som beslutats om sedan det senaste medlemsmötet, redogöra för vilken verksamhet som har bedrivits under samma period, redogöra för planerad verksamhet för perioden fram till nästa medlemsmöte samt svara på medlemmarnas frågor.

§ 7 Medlemsmötena är aldrig beslutsmässiga.

Proposition 2: Titeländringar Kårledamöten

Bakgrund: Med avsikt att tydligare spegla kårledamötens operativa arbete föreslår Kårledningen att ändra titlarna för nedan kårledamöten. För många av kårledamöterna är arbetet som ordförande för deras utskott en central arbetsuppgift, men arbetet sträcker sig utöver endast utskotten. Genom att ändra titlar för samtliga kårledamöten nedan är det Kårledningens mening att tydliggöra kårledamöternas arbetsuppgifter.

HHGS Kårledning föreslår följande:

Att i Kapitel 4 §2 d) i stadgarna ändra Utbildningsutskottets Ordförande till Utbildningsansvarig

Att i Kapitel 4 §2 e) i stadgarna ändra Näringslivsutskottets Ordförande till Näringslivsansvarig

Att i Kapitel 4 §2 g) i stadgarna ändra Internationella Utskottets Ordförande till Internationellt ansvarig

Att i Kapitel 4 §2 h) i stadgarna ändra Förvaltningsutskottets Ordförande till Förvaltningsansvarig

Att i Kapitel 4 §2 i) i stadgarna ändra Evenemangsutskottets Ordförande till Evenemangsansvarig

Att i Kapitel 4 §2 j) i stadgarna ändra Marknadsföringsutskottets Ordförande till Marknadsföringsansvarig

Att i samtliga dokument ändra titlarna på kårledamöterna till ovan.

Proposition 2: Titeländringar Kårledamöten – Bilaga 1

Kapitel 4 Kårledning

§ 1 HHGS kårledning väljs i kårval. Om det uppstår vakanser i kårledningen tillsätts dessa av kårledningen om kårledning finner det nödvändigt.

§ 2 Kårledningen utgörs av

- a) Kårordförande
- b) Vice Kårordförande
- c) Ekonomiansvarig
- d) ~~Utbildningsutskottets Ordförande~~ **Utbildningsansvarig**
- e) ~~Näringslivsutskottets Ordförande~~ **Näringslivsansvarig**
- f) Förenings- och projektansvarig
- g) ~~Internationella Utskottets Ordförande~~ **Internationellt ansvarig**
- h) ~~Förvaltningsutskottets Ordförande~~ **Förvaltningsansvarig**
- i) ~~Evenemangsutskottets Ordförande~~ **Evenemangsansvarig**
- j) ~~Marknadsföringsutskottets Ordförande~~ **Marknadsföringsansvarig**

§ 3 Varje ledningsmedlem ansvarar för sitt verksamhetsområde.

§ 4 Kårledningen ansvarar gemensamt för HHGS verksamhet och ekonomi i stort samt för att leda HHGS genom att utveckla och förvalta organisationen.

§ 5 Kårledningen sammanträder när kårordförande eller vice kårordförande kallar till möte eller när en majoritet av kårledningens medlemmar begär det.

§ 6 Närvaro-, yttrande-, förslags- och rösträtt vid kårledningens möten tillkommer kårledningens medlemmar.

§ 7 Kårledningsmöten är beslutförda när minst hälften av ledamöterna är närvarande, dessa möten skall protokollföras. Protokoll ska justeras av mötesordförande, mötessekreterare, kårordförande och av mötet vald justeringsperson samt anslås och hållas tillgängliga på organisationens hemsida och under kontorstid senast en vecka efter mötet.

§ 8 De arvoderade ledamöterna i kårledning är kårordförande, ekonomiansvarig, ~~näringslivsutskottets ordförande~~ **näringslivsansvarig** och ~~utbildningsutskottets ordförande~~ **utbildningsansvarig**.

§ 9 Arvodet ska uppgå till 40% av rådande prisbasbelopp, brutto, månaden som arvodet betalas ut.

Proposition 3: Ändring av HHGS Uteslutning

Bakgrund: Kårledningen önskar specificera att beslut om uteslutning av medlem av kårledningen eller valberedningen endast kan fattas av ordinarie eller extrainsatt årsmöte med minst två tredjedelars majoritet. Detta för att ett sådant beslut har stor påverkan på den dagliga verksamheten, vilket bör speglas andelen av majoriteten som krävs för uteslutning. Enligt kårledningen finns det dessutom goda grunder för att uteslutning av studerande- och stödmedlem ska vara möjlig om medlemmen i fråga på ett allvarligt sätt stör eller hindrar HHGS verksamhet eller utsätter annan student vid HGU eller anställd inom HHGS eller HGU för trakasserier. Idag krävs båda förutsättningarna, och kårledningen anser att en av förutsättningarna ska räcka för att lyfta frågan om uteslutning.

HHGS Kårledning föreslår följande:

Att enligt ändringar i Bilaga 1 uppdatera Kapitel 11 §1.

Att enligt ändringar i Bilaga 1 uppdatera Kapitel 11 §3 till att tydliggöra en röstandel på minst två tredjedelars majoritet för att utesluta medlem av kårledningen eller valberedningen.

Proposition 3: Ändring av HHGS Uteslutning – Bilaga 1

Kapitel 11 Uteslutning

§ 1 Studerande- och stödmedlem som på ett allvarligt sätt stör eller hindrar HHGS verksamhet ~~eller~~ ~~och~~ utsätter annan student vid HGU eller anställd inom HHGS eller HGU för trakasserier kan uteslutas ur HHGS.

§ 2 Beslut om uteslutning fattas av ordinarie eller extrainsatt årsmöte eller av kårledningen.

§ 3 Beslut om uteslutning av medlem av kårledningen eller valberedningen kan endast fattas av ordinarie eller extrainsatt årsmöte **med minst två tredjedelars majoritet.**

§ 4 För beslut om uteslutning som fattas av ordinarie eller extrainsatt årsmöte gäller samma regler för frågans anhängiggörande som för övriga frågor vid ordinarie eller extrainsatt årsmöte.

§ 5 Kårledningen får inte fatta beslut om uteslutning utan att först ha underrättat medlemmen om skälen till det eventuella beslutet samt gett medlemmen möjlighet att yttra sig inför kårledningen.

§ 6 Medlem som enligt §5 detta kapitel ska ges möjlighet att yttra sig inför kårledningen har rätt att inkomma med ett skriftligt yttrande eller att yttra sig i person inför kårledningen.

§ 7 Beslut om uteslutning kräver bifall från samtliga kårledningsmedlemmar som avlägger röst i frågan.

§ 8 Beslut om uteslutning träder i kraft när protokollet från det kårledningsmötet vid vilket beslutet fattades är justerat och gäller tills vidare.

§ 9 Person som uteslutits har rätt att begära att nästkommande ordinarie årsmöte ska behandla frågan om uteslutning och besluta om den ska fortsätta gälla.

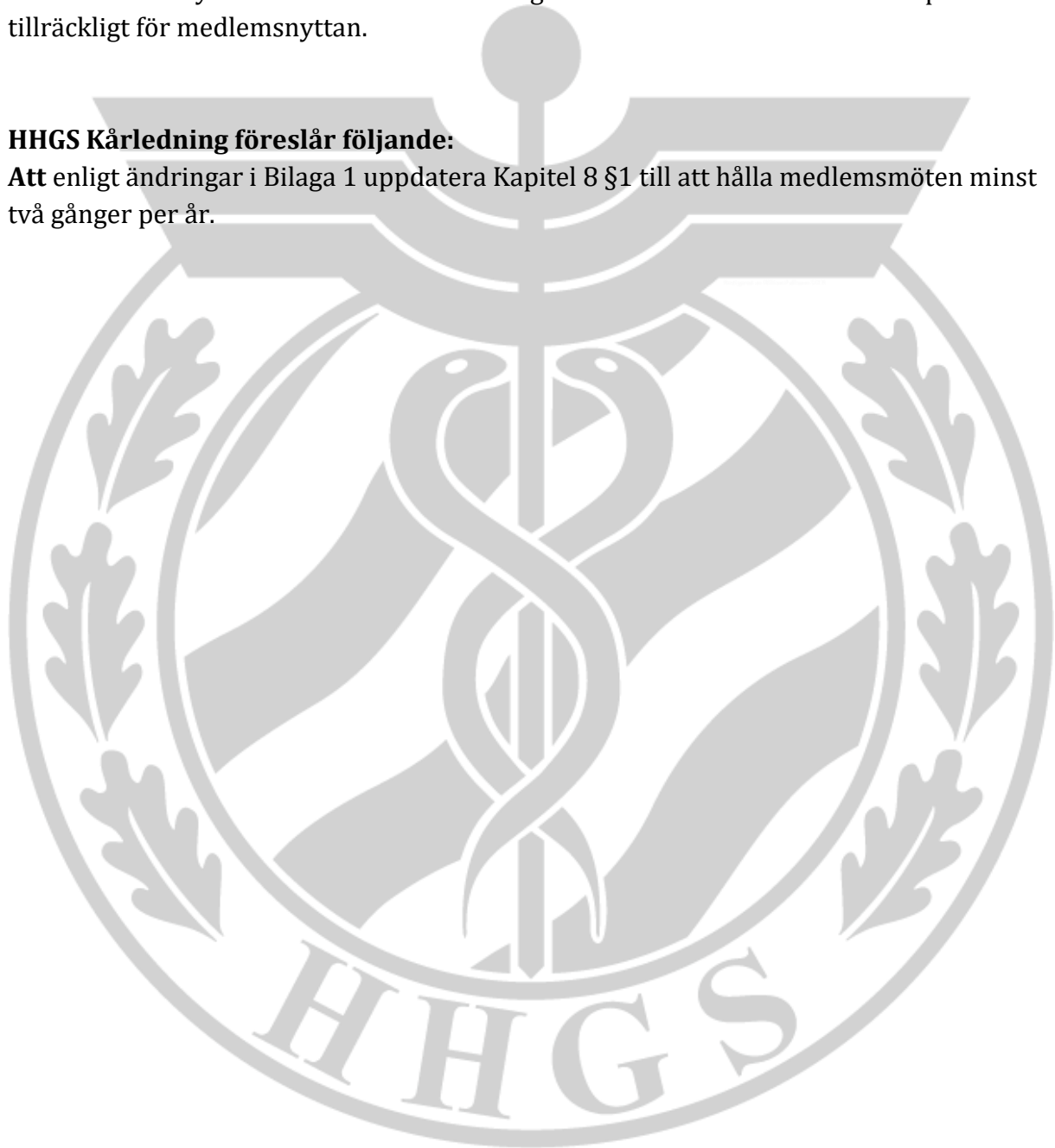
§ 10 Person som uteslutits har närvaro- och yttranderätt vid det ordinarie eller extrainsatta årsmöte som ska besluta om uteslutningen ska fortsätta gälla.

Proposition 4: HHGS Medlemsmöten

Bakgrund: Kårledningen anser att det endast behövs medlemsmöten minst två gånger per år. Förslaget grundas i diskussion med både sittande kårledning samt tidigare års kårledningar, som upplevt att ett krav på fyra medlemsmöten per år inte innebär en ökad medlemsnytta. Det är därför Kårledningens åsikt att två medlemsmöten per år är tillräckligt för medlemsnyttan.

HHGS Kårledning föreslår följande:

Att enligt ändringar i Bilaga 1 uppdatera Kapitel 8 §1 till att hålla medlemsmöten minst två gånger per år.



Proposition 4: HHGS Medlemsmöten – Bilaga 1

Kapitel 8 Medlemsmöte

§ 1 Medlemsmöte ska hållas minst ~~fyra~~ **två** gånger per år.

§ 2 Tid och plats för medlemsmötena fastställs av kårledningen inom ramen för vad anges i §1 detta kapitel.

§ 3 Kårledningen ansvarar för att bjuda in samtliga studerandemedlemmar till medlemsmötena.

§ 4 Närvaro- och yttranderätt tillkommer alla studerandemedlemmar samt kårledningen.

§ 5 Vid verksamhetsårets första medlemsmöte ska medlemmar av kårledningen presentera sina respektive verksamhetsplaner och där tillhörande relevant ekonomisk information för det kommande verksamhetsåret och svara på medlemmarnas frågor.

§ 6 Vid följande medlemsmöten ska medlemmarna av kårledningen redogöra för eventuella ändringar i verksamhetsplaner och där tillhörande relevant ekonomisk information som beslutats om sedan det senaste medlemsmötet, redogöra för vilken verksamhet som har bedrivits under samma period, redogöra för planerad verksamhet för perioden fram till nästa medlemsmöte samt svara på medlemmarnas frågor.

§ 7 Medlemsmötena är aldrig beslutsmässiga.

Proposition 5: Ändring av HHGS Stadgar Alumnimedlemskap

Bakgrund: Under senare år har det upptäckts att allt fler nyexaminerade medlemmar önskar fortsätta delta i föreningsaktiviteter. I dag krävs det av alumner att de årligen köper ett stödmedlemskap för att de ska ha möjlighet att vara delaktiga inom HHGS föreningar. Detta har inneburit ett högre administrativt arbete då majoriteten av alumni medlemmarna tidigare har varit medlemmar under ett så kallat "Hela Din Tid på Handels" medlemskap. För att minska mängden administrativt arbete som krävs för att säkerställa föreningsmedlemmars aktiva medlemskap i HHGS föreslår HHGS Kårledning 2021 att Årsmötet antar ytterligare en medlemskapsform speciellt ämnad för alumner från Handelshögskolan Göteborg.

HHGS Kårledning 2021 föreslår följande:

Att ändra Kapitel 3 §1 till "*HHGS består av studerandemedlemmar, stödmedlemmar, och alumnimedlemmar.*"

Att justera Kapitel 3 §8 till en Kapitel 3 §8a att lyda: "*Stödmedlem samt alumnimedlem har inte rösträtt vid årsmöte eller i kårval. Stödmedlemmar får tillåtas delta på aktiviteter i pub- och festverksamhet samt vara medlem i HHGS föreningar. Alumnimedlemmar får tillåtas delta i festverksamhet samt vara medlem i HHGS föreningar.*"

Samt en Kapitel 3 §8b att lyda: "*I övrigt tillfaller inga rättigheter vare sig stödmedlemmar eller alumnimedlemmar och dessa medlemmar ska betraktas som ickemedlemmar.*"

Att justera Kapitel 3 §8a och §8b till Kapitel 3 §10a och Kapitel 3 §10b.

Att tillföra Kapitel 3 §8 att lyda "*Rätt att bli alumnimedlem tillfaller alla som tidigare under sin studietid har varit studerandemedlemmar i HHGS.*"

Att justera tredje raden i Kapitel 3 §9 till "*Stödmedlemskap samt alumnimedlemskap upphör att gälla när den period för vilken man tecknat medlemskap löper ut.*"

Att justera Kapitel 3 §9 till Kapitel 3 §11.

Att tillföra Kapitel 3 §9 att lyda "*Alumnimedlemskap tecknas för sex (6) terminer.*"

Att Justera kapitel 11 §1 till "*Studerande, stödmedlem och alumnimedlem som på ett allvarligt sätt stör eller hindrar HHGS verksamhet eller utsätter annan student vid HGU eller anställd inom HHGS eller HGU för trakasserier kan uteslutas ur HHGS.*"

Att i enlighet med ovannämnda ändringar anta Kapitel 3 av HHGS Stadgar så som de är presenterade i Bilaga 1.

Proposition 5: Ändring av HHGS Stadgar Alumnimedlemskap – Bilaga 1

Kapitel 3 Medlemskap

§ 1 HHGS består av studerandemedlemmar, stödmedlemmar, och alumnimedlemmar.

§ 2 Rätt att vara studerandemedlem tillfaller samtliga inskrivna studenter vid HGU samt personer som ingår i kårledningen.

§ 3 Studerandemedlemskap tecknas antingen för hela studietiden eller för en (1) termin åt gången.

§ 4 Studerandemedlem har rösträtt vid årsmöte samt i kårval.

§ 5 Studerandemedlem har rätt att ta del av samtliga styrdokument och policies, årsmötesprotokoll samt protokoll från kårledningens möten.

§ 6 Rätt att bli stödmedlem tillfaller alla som inte studerar på Handelshögskolan vid Göteborgs Universitet.

§ 7 Stödmedlemskap tecknas för två (2) terminer eller en (1) vecka.

§ 8 Rätt att bli alumnimedlem tillfaller alla som tidigare under sin studietid har varit studerandemedlemmar i HHGS.

§ 9 Alumnimedlemskap tecknas för sex (6) terminer.

§ 10a Stödmedlem samt alumnimedlem har inte rösträtt vid årsmöte eller i kårval. Stödmedlemmar får tillåtas delta på aktiviteter i pub- och festverksamhet samt vara medlem i HHGS föreningar. Alumnimedlemmar får tillåtas delta i festverksamhet samt vara medlem i HHGS föreningar.

§ 10b I övrigt tillfaller inga rättigheter vare sig stödmedlemmar eller alumnimedlemmar och dessa medlemmar ska betraktas som ickemedlemmar.

§ 11 Studerandemedlemskap upphör att gälla när den period för vilken man tecknat medlemskap löper ut, alternativt när studierna vid HGU avslutas. Stödmedlemskap samt alumnimedlemskap upphör att gälla när den period för vilken man tecknat medlemskap löper ut. Medlem äger rätt att säga upp sitt medlemskap i HHGS. Medlemskapet upphör att gälla den första vardagen efter att kårledningen mottagit underrättelsen om uppsägning. Medlemsavgift som inbetalats i förskott ska inte återbetalas vid eventuell uppsägning av medlemskap utan ska anses vara förverkad.

Proposition 6: Antagning av policies

Bakgrund: Kårledningen önskar att samtliga policies som reviderats och skapats inför årsmötet också antas av årsmötet. Kårledningen önskar även kassera HHGS Policy for Equal Treatment då den slagits samman med HHGS Sustainability Policy.

HHGS Kårledning föreslår följande:

Att fastställa följande policies enligt bifogade bilagor.

1. Recreation Fund Policy (senast reviderad 210514)
2. Privacy Policy (senast reviderad 210514)
3. Student Union Car Policy (senast reviderad 210514)
4. Business Relations Policy (senast reviderad 210514)
5. Business Relations Stipend Policy (senast reviderad 210514)
6. Policy for Associations and Projects (senast reviderad 210514)
7. Alcohol and Drug Policy (senast reviderad 210514)
8. Sustainability Policy (senast reviderad 210514)
9. Marketing Policy (senast reviderad 210514)



HHGS Recreation Fund Policy

Introduction

The HHGS Recreation Fund Policy states the guidelines for application of funds from the foundation *Förutvarande*. The statutes of said foundation states that the purpose of the foundation is to, among other things, support scientific research within the field of economics, provide opportunity for recreation in the form of sports and outdoor activities, annually hand out a stipend to such a student who made themselves known as a good friend and finally support social activities for members of what was former "Handelshögskolans i Göteborg Studentkår".

Chapter 1 General

§1 Only HHGS associations, sections, projects and committees can apply for subsidy requests from the Recreation Fund, and not individual students.

§2 The maximum subsidy from the fund is half the cost per person, up to a maximum amount of 750 SEK per person and event.

§3 Recreation requires event, travel or accommodation.

§4 Minimum number of participants is four persons.

§5 The foundation only subsidizes costs for HHGS student members. It is the association, section, project, or committees' responsibility to make sure the students benefiting from the Recreation Fund are members in the Student Union.

§6 If the activity receives external funding (not participation fee), there may be a reduction of the subsidy.

§7 All payments must go through HHGS.

§8 Subsidies from the recreation fund accrue to the association and not to private bank accounts.

§9 The reason for the subsidy request may not be something that is part of the associations daily operations.

§10 The fund strives to be cost-conscious.

§11 The fund is not responsible for costs arising from lack of responsibility i.e. fines.

§12 The fund does not subsidize alcohol, tobacco or drugs.

§13 Unforeseen costs may be covered if it's reasonable and there are economic resources available.



§14 Retroactive claims may be granted if there are economic resources available.

§15 No later than 14 days after completed event, an economic report should be provided to the Union Board unless otherwise stated in connection with the granted request. The money will be transferred to the association's account after providing the above-mentioned report as well as receipts to back up the costs.

§16 Overdue reports may result in the payment being withheld.

§17 Claims can only be granted within the same year of operations as the activity was conducted.

§18 HHGS reserves the right to change the Policy at any time. If changes are made, members will be duly notified in advance and given the opportunity to object.

Responsibility

The President of the HHGS Board is responsible for updating and following-up this policy. If you have any questions about this policy, contact the President of the HHGS Board.



HHGS Privacy Policy

Introduction

The purpose of this policy is to ensure that all HHGS members personal data are collected and processed in a responsible way.

Chapter 1 Definitions

§1 The Student Union of the School of Business, Economics and Law is further referred to as “HHGS”.

§2 “Personal Data” is any information that is related to or can be used to identify a living person, directly or indirectly. E.g. name, address, phone number, email, social security number or IP address. Photographs and videos through which an individual can be identified are also Personal Data.

§3 The subject of processing, i.e. person whose Personal Data is collected, processed or saved is further referred to as “You”.

§4 The Controller is the natural or legal person who decides for which purposes and how Personal Data will be processed and saved. HHGS is the controller.

§5 The Data Protection Officer, further referred to as the “DPO”, is responsible for meeting requests from individuals or third parties, report incidents and act as a contact person.

§6 “Supervisory Authority” is the Swedish Data Protection Authority.

§7 “The Data Regulation” is the legislation, including the Supervisory Authority’s binding decisions and regulations, that are to be applied to the processing of Personal Data. Also including local adaptations and regulations with regard to the data protection.

Chapter 2 General Information

§1 HHGS will only process Personal Data in accordance with applicable Swedish and European legislation. HHGS strives to protect Your privacy and Your rights in the best possible way. This document describes how HHGS gathers and processes Your Personal Data.

Chapter 3 What Personal Data is collected?

§1 HHGS will only gather, process and save Personal Data that is necessary, essential and compatible with the purpose of the service-



§2 HHGS might gather the following Personal Data from You:

1. Name, social security number, address, phone number, email, financial information, username, relevant registration-information, IP-addresses, pictures, information about Your use of HHGS website and digital platforms, e.g. Ladok, as well as other information that You submit to HHGS.

§3 When you sign up to any event hosted by HHGS or its sub-organizations, HHGS might gather name, social security number, email and relevant information about Your education, e.g. educational program and semester. Personal Data is also collected for accounting purposes and to enable HHGS to contact You, HHGS official partners or other authorized persons related to the event.

Chapter 2 Purpose and legal basis for process of Your Personal Data

§1 HHGS gather, process and save registered Personal Data in order to conduct their business, to offer You various services and to ensure that this is performed in a secure, lawful and correct way.

§2 With your consent

1. HHGS will gather, process and save Your Personal Data based on Your consent. This is the case if You want to exercise Your right to use any of the services provided by HHGS or participate in organized events hosted by HHGS or any of its sub-organizations.
2. HHGS might also send out regular newsletters and relevant information about the University and Your studies by email, text and on the website based on Your consent.
3. HHGS will gather, process and save Your Personal Data to enable continued communication and support.
4. HHGS might share pictures or videos of You on their social media for marketing purposes, based on Your explicit consent.
5. Your consent to the processing is only valid for the one or more specific purposes it was given. If necessary, HHGS will request Your consent for further processing.
6. A valid consent shall be voluntary, specific and unambiguous expression of will. Through which You accept the processing of Your Personal Data in accordance with the given information.

§3 Based on assessment of legitimate interests

1. HHGS will process Your Personal Data based on an assessment of legitimate interests. E.g. HHGS might publish pictures from events hosted by HHGS or its sub-organizations on HHGS social media, website or for direct marketing purposes. You are entitled to object against this at any time by contacting the HHGS and request that pictures of You are either anonymized or erased.
2. HHGS will process Your Personal Data for direct marketing purposes based on an assessment of legitimate interests. This is the case if You are or have been registered as a member of HHGS or use any of the services provided by HHGS.
3. Data revealing sensitive information about You, e.g. racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership,



genetic Data, Data concerning health or Data concerning sex life or sexual orientation will never be processed based on assessment of interests.

§4 Based on legal contract

1. HHGS will gather, process and save Your Personal Data based on the agreement of membership when You register as a member of HHGS or any of its sub-organizations.

§5 To fulfil our legal obligations

1. HHGS will gather, process and save Your Personal Data to fulfill our legal obligations under national and European law. E.g. Data necessary for accounting purposes of declaration of taxes.
2. Processing of sensitive Personal Data is necessary for the purposes of carrying out the obligations and exercising specific rights for HHGS or You in the field of employment and social security and social protection law.

§6 Automated decision making

1. HHGS might use an automated process for direct marketing permitted by law or by Your consent.

Chapter 3 Your rights

§1 You are entitled to request information about what Personal Data HHGS is processing about You, and how, at any time. HHGS will respond to your request as soon as possible and without unnecessary delay.

§2 You are responsible for the accuracy of any Personal Data that You provide HHGS with. HHGS are not responsible for any errors due to inaccurate Personal Data provided by You. If Your Personal Data is inaccurate or insufficient You should send notice to HHGS as soon as possible. HHGS will change or update Your Personal Data when requested without unnecessary delay. Your Personal Data needs to be up-to-date at all times in order for HHGS to fulfill its commitment to You and third parties.

§3 You are entitled to request that HHGS correct incorrect, incomplete, or misleading Personal Data concerning You at any time.

§4 You are entitled to question the gathering and processing of Your Personal Data when the legal basis for the process is an assessment of legitimate interests.

§5 You are entitled to request that HHGS cease to process your Personal Data and deletes all existing Data concerning You. This right does not apply if there is another legal basis or otherwise a legal obligation for HHGS to continue processing Your Personal Data.

§6 You are entitled to request that the processing of Your Personal Data is restricted. However, this may affect Your future possibility to make use of the services provided by HHGS.



§7 You are entitled to request a copy of all Your Personal Data in a structured, widely used and digital format. By Your request, HHGS will also transfer all Your Personal Data to another Controller or a third party.

§8 You are entitled to withdraw Your prior consent at any time. In case of a withdrawal, HHGS will cease to further gather and process Your Personal Data and previously collected Data will be permanently deleted unless there is another legal basis for continued processing, e.g. to fulfill HHGS legal obligations. Withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.

§9 You are entitled to lodge a complaint to the Swedish Data Protection Authority (Datainspektionen) if you consider HHGS to be processing Your Personal Data incorrectly or without legal basis. Such complaint should be made directly to Datainspektionen.

Chapter 4 Who has access to Personal Data?

§1 HHGS reserves the right to share Your Personal Data with third parties when necessary to fulfill HHGS legal obligations, e.g. towards Supervisory Authority. HHGS may also share Your Personal Data with third parties providing services to the organization, such as IT services. In such cases, HHGS may also share Your Personal Data with a third party outside of the EU/ESS, but only if the country has a documented, adequate level of security level according to the current standards set up by the Commission or with Your given consent to such treatment. If Your consent is required, You are entitled to relevant information regarding possible risks of the process.

§2 HHGS will notify any third party who has access to Your Personal Data if any changes are necessary or requested to ensure the protection of Your rights under The Regulation and HHGS policy. Notification will be made without unnecessary delay.

§3 HHGS reserves the right to share Your Personal Data with third parties such as; HHGS sub-organizations, HHGS partners and other actors with whom HHGS has legal obligations and the disclosure of certain Personal Data is necessary to fulfill such obligations.

§4 HHGS may share Your Personal Data if it is necessary to comply with applicable national or international legislation, or to comply with HHGS legitimate interests or to detect and prevent unauthorised access or use of Your Personal Data.

Chapter 5 For how long is Personal Data stored?

§1 HHGS saves Your Personal Data as long as they are necessary for the purpose for which they have been collected and processed, or as long as required by law.



§2 HHGS may save Personal Data longer if it is required by national law or necessary to guard HHGS legitimate legal interests, e.g. if there is an ongoing legal process.

§3 Your Personal Data will be kept in a form which permits identification of You for no longer than is necessary for the purposes for which Your Personal Data are processed. HHGS will examine the continued need for Your Personal Data on a regular basis to ensure that there is still a legitimate legal basis for continued processing. If or when there is no longer a legal basis for processing, all of Your Personal Data will be permanently erased.

§4 Examination and erasing, will occur at least once a year or in accordance with 3.5.

Chapter 6 Security of processing

§1 Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms, HHGS will implement appropriate technical and organisational measures to ensure a high level of security, e.g. through firewalls, pseudonymisation and encryption.

§2 HHGS employees or other persons acting under the authority of HHGS shall have limited access to Personal Data to minimize unauthorized access as well as inappropriate use of your Personal Data.

§3 The measures are carried out regularly in accordance with HHGS internal routines for processing of Personal Data.

Chapter 7 Changes to the Privacy Policy

§1 HHGS reserve the right to change the Policy at any time. If changes are made, You will be notified in advance and given the opportunity to object. If You object HHGS will cease to gather further Personal Data from You.

Chapter 8 Contact information

Student Union at the School of Business, Economics and Law at Gothenburg University (HHGS);

E-mail: info@hhgs.se

Address: Vasagatan 1, Box 680, 405 30, Gothenburg

Data Protection Officer (DPO);

E-mail: GDPR@hhgs.se

Address/Office: Vasagatan 1, Box 680, 405 30, Gothenburg



Responsibility

The President of the HHGS Board is responsible for making sure this policy is updated. If you have any questions about this policy, contact the President of the HHGS Board.





HHGS Student Union Car Policy

Introduction

The HHGS Student Union Car Policy states the rules for the use of the Student Union Car.

Chapter 1 Contract and driving log

§1 The car is booked through HHGS website. The car can only be used for HHGS activities and cannot be used for private activities.

§2 In the booking request you should state the purpose and the time you want to book the car.

§3 The booking request will be handled by the Head of the Administration, and if granted you are to sign a contract for use of the car.

§4 At the website you can also find a calendar where all current approved bookings can be found.

§5 The car is primarily borrowed weekdays during regular working hours, see the HHGS website for current regular working hours.

§6 Booking requests outside of regular working hours will only be approved restrictively. In addition, HHGS will compare the driving distance with the stated destination.

§6 Upon returning the car to Vasagatan 1, the driver must send an email to the Head of Administration (administration@hhgs.se).

Chapter 2 Personal responsibility

§1 The person that has received the car key is responsible to make sure that the car is returned in the same condition as it was picked up in.

§2 To borrow the car the driver has to leave a copy of his or her driver's license.

§3 If any damage to the car occurs, the driver together with the other members of the association are personally responsible for any payments to Volvo which is limited to 7000 SEK, which is the deductible on our insurance.

1. If the driver isn't a member of the Student Union the driver is responsible for a higher amount, which can reach the cost of buying a new car.



2. This is because only student union members are insured by the Student Union. Associations may be allowed to cover up to 60%(4200 SEK) of the deductible, the rest has to be paid by the driver.

§4 The driver is also responsible for any tickets and/or fines received and if you receive them you need to pay them at once. If the driver considers these tickets to be wrong they still need to be paid at once and dispute it after.

Chapter 3 Contact list

§1 If you have an urgent matter or a problem, contact the following persons in this order:

1. The Head of Administration of the HHGS Board, administration@hhgs.se
2. The Head of Logistics of GADDEN, logistik@gadden.com

Chapter 4 Before use

§1 The driver should inspect the car for any damages and report these through the contact list above. Otherwise the responsibility will go to the new association using the car.

Chapter 5 During use

§1 Drinking alcohol, smoking or having animals in the car is strictly forbidden. Food is also forbidden to be eaten in the car.

1. If you break these rules the association might lose its right to use the car.

§2 When you drive the car you represent Volvo and HHGS and therefore the driver should drive in such a way that the reputation of both organisations is not negatively affected. The driver must drive in a careful and responsible way.

§3 The car is equipped with a GPS tracker and the location of the car is tracked.

§4 Transport of grills, outdoor furniture and other equipment that might hurt the interior of the car must be transported in a trailer.

§5 The association using the car is responsible for their parking costs.

§6 The use of the car costs 15 SEK/10 km which is paid through internal invoices.

§7 If the current level of diesel is below 50% you need to fill up the tank and leave the receipt to the Head of Administration. You also need to fill in the driver's journal with the distance driven, otherwise an approximate amount will be invoiced.



Chapter 6 After use

§1 You need to make sure the car is cleaned after every use. If this is not done future bookings will be more restrictive. The car needs to be parked in the garage beneath Handels at Vasagatan 1.

§2 Please note that you are responsible for the car until the car key is left to a member of the Board of the Student Union.

Responsibility

The Head of Administration of the HHGS Board is responsible for updating and following-up this policy. If you have any questions about this policy, contact the Head of Administration of the HHGS Board.



HHGS Business Relations Policy

Introduction

The purpose of the Business Relations Policy is to ensure that all companies that are associated with HHGS hold a high quality. The policy deals with companies that receive exposure through their partnership with HHGS and in effect, is of special significance when considering larger partnerships. In case of any unclarities and questions, contact the Head of Business Relations in the Student Union board.

The Head of Business Relations for HHGS and all Heads of Business Relations' within HHGS must always conduct extensive research on companies before entering into an agreement with them. When researching companies, the Head of Business Relations must ensure that the company fits the following profile:

Chapter 1 General Regulations

- §1 In accordance with the HHGS marketing policy, HHGS is not permitted to enter into any agreements where marketing of any kind of drugs, sex, party-political events is included.
- §2 HHGS is not permitted to enter into an agreement where there is an apparent risk of damaging HHGS brand. Examples of apparent risks of damaging HHGS brand can include, but is not limited to, companies that: break national laws, deceive their customers, or sell products that are a hazard for its users.
- §3 The company must provide fair conditions to its employees if they wish to promote job opportunities to HHGS members.
- §4 The company must be of relevance to HHGS members and must be able to provide some form of value.

Chapter 2 Responsibility

- §1 The Head of Business Relations of the HHGS Board is responsible for updating and following-up this policy. If you have any questions about this policy, contact the Head of Business Relations of HHGS Board.



HHGS Business Relations Stipend Policy

Introduction

The purpose of the Business Relations Stipend policy is to give associations, projects, and committees within HHGS the opportunity to get financial support and in return give exposure to HHGS, without encouraging consumption. Subsidy requests from the Business Relations Stipend are primarily for profile materials that are going to be used in longer periods of time, not for single use products.

Furthermore, the Business Relations Stipend is one of the ways that HHGS aims to take responsibility for the environment by financing products that are sustainable and can be used over several years. In case of any unclarities and questions, contact the Head of Business Relations in the Student Union Board.

Chapter 1 Purpose and regulation of subsidy requests

- §1 HHGS associations, sections, projects, and committees can apply for subsidy requests from the Business Relations Stipend.
- §2 The stipend subsidizes purchases that gives HHGS exposure. The Head of Business Relations should always be open for new ways of exposing the Student Union.
- §3 HHGS logotype must be visible on the subsidized product.
- §4 All payments must go through HHGS.
- §5 Subsidies from the Business Relations Stipend accrue to the association and not to private bank accounts.
- §6 The stipend strives to be cost and environmental-conscious.
- §7 Associations, sections, projects, and committees applying from the Business Relations Stipend must have contacted HHGS communicated profile-product partner first if you are ordering profile material. HHGS associations, sections, projects, and committees can talk to other suppliers if the general offer from communicated partner is not competitive.
- §8 Subsidy request can only be made for the same kind of product every second year. The Head of Business Relations is responsible for documenting HHGS associations, sections, projects, and committees' purchases. Exceptions can be made for, but is not limited to, wear and tear, missing sizes, and continuous occurring operation costs.



- §9 No later than 30 days after purchase is made, an economic report should be provided to the Head of Business Relations of the Student Union board unless otherwise stated in connection with the granted request. The money will be transferred to the association's account after providing the above-mentioned report as well as receipts to back up the costs, as well as proof of visible HHGS logo on the product.
- §10 Overdue reports may result in the payment being withheld.
- §11 Both a pre-request and final report need to be accepted by the HHGS Head of Business Relations before money is transferred.
- §12 Sustainable and environmentally friendly products will be prioritized when evaluating requests by the Student Unions' Head of Business Relations. Profile material with prints that aggravates reuse over several years will not be prioritized.
- §13 The Student Unions' Head of Business Relations aims to approve or deny a subsidy request within a reasonable time of receiving the final request.

Responsibility

- §1 The Head of Business Relations of the HHGS Board is responsible for updating and following-up this policy. If you have any questions about this policy, contact the Head of Business Relations of HHGS Board.



HHGS Policy for Associations and Projects

Introduction

HHGS Policy for Associations and Projects is adopted by HHGS Annual Meeting in accordance with the HHGS statute chapter 9 § 7.

An association or project within the Student Union is a sub-organisation of HHGS which has a delegated responsibility to organize study-social activities for the members of the Student Union. The associations and projects purpose must be in accordance with the purpose of HHGS, namely to see to and promote the common interests of its members. Furthermore, the associations and projects must adopt and follow the values of the Student Union.

The association can be affiliated with a political party. The operations of an association or project must be carried out by members of the Student Union of the School of Business, Economics and Law.

Events that are of a study-social character and require pre-registration must follow a “HHGS-member first” principle.

Chapter 1 General requirements for associations and projects within HHGS

§1 To attain status as an association or project the following requirements must be met and approved by the HHGS Board:

1. The association's or project's activities are for HHGS members
2. The activities or project's are in line with HHGS purpose and values
3. The association or project has a statute
4. The association or project has an activity plan and a budget
5. The association or project has a board
6. All members of the association or project have to be members of HHGS

§2 HHGS will provide a budget template which must be used upon constituting a new association or project within HHGS. HHGS will provide initial funding of 1500 SEK.

§3 When a new board is elected for the association or project it is the responsibility of the old president and CFO to get access to rooms, postboxes, login details etc for their successors, as well as making sure that their successors have all necessary information to run the association project.

§4 Keys and card access are granted by filling out the appropriate forms in the union offices and contacting the union's Head of the Administration Committee, providing details of requirements as well as names and social security numbers of the people in question. The president and CFO can, after getting their budget approved by the HHGS board, become signatories of the association or project, meaning that they can sign off on expenditures covered in the budget up to a maximum of 3000 SEK.



1. Exceptions to this rule are made for associations and projects that, because of the nature of their operations, require a higher limit. The form for becoming a signatory must be signed by the president of HHGS.

§5 An application to start an association or project can be sent in at any time during the year to association@hhgs.se and will be processed as fast as possible. There are no formal requirements on how an application should be written, but bear in mind that the rules in this policy must be followed.

Chapter 2 Statute

§1 The association must decide upon a statute for the association and it must include the following

1. The purpose of the association
2. The highest deciding body of the association
3. How the board of the association is elected
4. How changes to the statutes can be made
5. That the association is open to all members of HHGS to apply to

§2 HHGS will provide a statute template if needed.

Chapter 3 Maintaining status as an association or project of HHGS

§1 To keep status as an association or project of HHGS the board must report the following things on an annual basis

1. Contact details to the entire board.
2. A written activity report covering the past year.
3. The protocol of the last annual meeting of the association showing the boards proper election.
4. The statute, in case it has been changed since the last annual meeting.

§2 These documents should be provided as soon as possible after the year of operation has ended. Associations and projects that do not comply may have their association or project status revoked by the HHGS board.

Chapter 4 HHGS associations and projects with political ties

§1 All board members must be members of HHGS

§2 All association members must be members of HHGS

§3 Associations and projects with political ties may not use HHGS channels to spread political messages



§4 Associations and projects with political ties may not recruit members to the party they pertain to at the campus of the School of Business, Economics and Law

§5 When arranging events in public spaces at the school, the Head of Associations and Projects must be consulted and approve of the event.

§6 When marketing its events, or the association or project itself, political party symbols may not be used.

Chapter 5 Programme sections

§1 A programme section is an association under HHGS which has been delegated a special mandate to monitor and take part in the development the education for the group of students at the School of Business, Economics and Law who pertain to the programme which the programme section represents (HHGS statute chapter 9 § 3).

§2 A programme section which meets the following requirements shall, after getting their application approved by the HHGS board, be given mandate to monitor the education for their programme:

1. The programme section is believed to have the capacity to monitor and take part in the development of the education and the preconditions for studies for the student body that falls within the programme sections desired operations.
2. The programme section must take it upon itself to work in line with the general education-related work which HHGS engages in and must cooperate with HHGS Head of Education.
3. The programme section must have at least one board member who is in charge of educational coverage.
4. The programme section must appoint course representatives as well as student work environment representatives.

Responsibility

The Head of Associations and Projects of the HHGS Board is responsible for updating and following-up this policy. If you have any questions about this policy, contact the Head of Associations and Projects of the HHGS Board.



HHGS Alcohol and Drug Policy

Introduction

The HHGS Alcohol and Drug Policy states the HHGS regulations on alcohol and drugs. Within all HHGS areas of operation this Alcohol and Drug policy should be followed.

Chapter 1 View on alcohol and drugs

§1 HHGS should encourage healthy approach to alcohol and zero tolerance to drugs to reduce the risk of social and medical damages.

§2 It should always be easy to choose non-alcoholic beverages and no one should ever feel forced to drink alcohol during activities within HHGS.

§3 Intoxication level should always be kept at a reasonable level for everyone participating at the events.

§4 The Swedish alcohol law must always be applied and HHGS should always strive to set a good example among student unions in Sweden.

Chapter 2 Events within HHGS serving alcohol

§1 According to the Swedish alcohol law, the person serving alcohol is also responsible for the subsequent events. At every event at least one person has to be sober and also responsible for the serving of alcohol.

§2 When arranging an event where alcohol is served, the price for a non-alcoholic option should always be lower than an alcoholic option. Any ticket including a non-alcoholic beverage should be marketed in the same manner as the alcoholic option. The word alcohol is not allowed when the event is being marketed; the word "beverage" is suggested instead.

§3 If the event is offering alcoholic beverages to the participators, the maximum amount included in each individual ticket may be 3 units. Additional to the 3 units you may offer liquor at the maximum amount of 4 cl per person. During formal banquets and proms the allowed amount is extended with a welcome drink of one unit of wine.

§4 During the event, there should always be non-alcohol beverages offered to everyone. At least one type of non-alcoholic beverage should be served for free.

§5 All beverages must always be opened by the event staff and cannot be brought outside the area where the event is being held.

§6 In representational context alcohol is allowed as a part of the meal. If the event is offering alcoholic beverages to the participators, the maximum amount may be 3 units. Additional to the 3 units you may offer liquor at the maximum amount of 4 cl per person.



During formal banquets and proms the allowed amount is extended with a welcome drink of one unit of wine. Furthermore, when representing HHGS, alcohol should be consumed with moderation.

§7 When the guests do not have to buy a ticket for the event, alcoholic beverages are allowed to be served. The maximum amount is two units per person in this case.

§8 When alcoholic beverages are provided or served at an event substantial food for the event should be provided. The food to alcohol ratio should always be considered.

Chapter 3 Events within HHGS purchasing alcohol

1. Cost awareness should always pervade the choice of beverage and the student benefits should always be taken in consideration. The intake of alcoholic beverages (up to the specified maximum amount) must always be suitable for the occasion.
2. Alcohol is not allowed to be given away as a gift.

Chapter 4 HHGS student pub Handelspuben

§1 Handelspuben is managed by the association Sexmästeriet.

§2 Handelspuben has an alcohol permit for a closed group. The President of HHGS, the Head of Events at HHGS and the President of Sexmästeriet are personally responsible for the permit.

§3 All the events within HHGS have to abide by the Swedish alcohol law.

§4 All members of Sexmästeriet must undergo an education of responsible handling of alcohol.

§5 The permit holders must take a test in the Swedish alcohol law.

Chapter 5 Bookings at Handelspuben

§1 All the above rules about serving alcohol as a part of an event applies in Handelspuben as well.

§2 When booking Handelspuben a legally binding contract will be signed by the responsible person of the event. This contract is handled by Sexmästeriet and a copy of the contract must be sent to the Head of Events.

§3 Alcoholic beverages from Handelspuben can only be consumed inside the pub-(i.e. where the permit applies).



§4 Beverages bought outside Handelspuben cannot be brought inside. This applies for all beverages, alcoholic and non-alcoholic.

§5 The maximum amount of people in Handelspuben is 150 persons.

§6 Smoking is not allowed at Handelspuben or in the area around Handelspuben.

Chapter 6 Regulations for “Sexmästeriet”

§1 Before opening Handelspuben the Head of Events of HHGS must to be notified about who the person responsible for serving from Sexmästeriet is. This person is responsible for the whole business during opening hours according to the Rules of Handelspuben.

§2 All the members of Sexmästeriet must be educated in responsible handling of alcoholic beverages and conflict handling. The person responsible for the food serving must be educated in food hygiene.

§3 After every opening occasion a report must be sent to the Head of Events at HHGS.

§4 After every opening occasion a cleaning report must be sent to the Head of Events at HHGS and the responsible person at the School of Business, Economics and Law.

Responsibility

The Head of Events of the HHGS Board is responsible for updating and following-up this policy. If you have any questions about this policy, contact the Head of Events of the HHGS Board.



HHGS Sustainability Policy

Introduction

The HHGS Sustainability Policy applies to all organisations within HHGS and states HHGS position and regulations in regards to all dimensions of sustainability, including social, economic and environmental sustainability. By 'organisations' the policy refers to the Student Union Board, associations, programme sections, projects, committees, companies and equivalent operating within the Student Union of the School of Business Economics and Law.

The policy is developed with the Sustainable Development Goals adopted by the UN General Assembly in Agenda 2030 in mind, and the relevant SDGs are pictured next to each paragraph. The sustainability work of HHGS is headed by Handels Council for Sustainability, for which the Vice President of HHGS is in charge of. When referring to Handels Council for Sustainability, the abbreviation HCS will be used henceforth. When referring to the School of Business, Economics and Law, the abbreviation HGU will be used henceforth.

Chapter 1 General



§1 The HHGS Board is responsible for supporting the organisations to make sure their activities are as sustainable as possible, and that their sustainability work is consistently evolving.

1. A part of supporting the organisations the HHGS Board should invite all organisations to at least one HCS meeting per year to discuss sustainability matters that affect the organisations.



§2 The HHGS Board shall aim to keep a high quality of up-to-date competence in the area of running a sustainable organisation.

1. Each year the HHGS board shall strive to complete a course in sustainability, with the purpose of expanding the boards knowledge in how to run a sustainable organisation.
2. As part of this all organisations are encouraged to maintain a continuous dialogue with HCS.



§3 All active HHGS members should be well versed in the HHGS Sustainability policy.



§4 All organisations are required by HHGS to maintain a sustainable perspective and encouraged to submit a sustainability report regarding the organisation's sustainable actions annually.

1. The HHGS Board is required to annually present a sustainability report. The sustainability report should in some way measure qualitative and quantitative performance in terms of sustainability.



2. The HHGS Board is required to provide each organisation with a template for sustainability reporting.
3. The organisations should submit their sustainability report by the end of their mandate, if not otherwise requested by the HHGS Board.
4. The sustainability report should detail actions taken during the relevant mandate period to enhance sustainability within the organisation as well as areas in need of improvement.



§5 HHGS shall strive to make information about sustainability within HHGS easily accessible and transparent.



§6 HHGS shall work to ensure HGU and the education provided by HGU aims at becoming more sustainable in all dimensions of sustainability.

Chapter 2 Social Sustainability



§1 All organisations shall strive to make all events affordable in order to make sure every HHGS member is able to attend.



§2 At all HHGS events at least one person of the organisers must be sober from the effects of both alcohol and drugs. All organisations shall strive to have a healthy approach to alcohol consumption during events organised by organisations.



§3 All organisations must operate in a way to combat nepotism and limit conflicts of interest. For this purpose, all organisations must be transparent, inclusive, and held accountable in their recruitment and admission. All organisations should be able to motivate their decisions when such information is requested.



§4 All HHGS activities shall be guided by the principle that everyone shall be treated equally regardless of religion, social background, disability, sexual orientation, language abilities, age or any of the previously mentioned in an intersectional perspective.

1. The HHGS board must be open to criticism and suggestions for improvement. These suggestions and criticisms shall always be taken seriously and worked with appropriately.
2. HHGS members shall be able to report criticism or suggestions anonymously, through the whistleblowing service regulated by Chapter 2 §16.



§5 All organisations should strive for a diverse representation, with the purpose of including all HHGS members regardless of gender, gender identity or expression, ethnicity, religion, social background, disability, sexual orientation, language abilities or age.



§6 All HHGS members, regardless of health conditions or disabilities, shall have equal access and opportunity when attending events organised by any

organisation within HHGS. In the marketing of the event it shall be clear who to turn to in regards to the accessibility of the event.

§7 HHGS shall work to ensure that all student, regardless of health conditions or disabilities, shall have access to a good learning environment.

§8 HHGS shall through Göteborgs Förenade Studentkårer, GFS, work for there to be a sufficient number of functionally adapted student accommodations in Gothenburg.

§9 HHGS shall actively participate in HGU's work on equality issues and operate to make the work visible among students and staff.

§10 No shape or form of violence, harassment or agitation is tolerated within HHGS. The HHGS Board is responsible for working proactively to prevent this as well as take action if an event of the type mentioned above should arise.

§11 All organisations shall strive to proactively combat stress within their organisation and examine possibilities to reduce high workloads when necessary.

§12 HHGS shall strive to provide a safe and sustainable working environment for all organisations.

§13 HHGS shall strive to promote physical and mental well-being among HHGS members.

§14 HHGS shall have a sustainability diploma available for larger events within HHGS.

§15 All organisations shall have a clear crisis management plan.

1. If an organisation does not have a crisis management plan, the general crisis management plan provided by the HHGS Board applies.

§16 The HHGS Board shall have a whistleblowing service, clearly accessible by all HHGS members.

1. All members shall have the right to anonymity while utilizing the whistleblowing service.
2. All matters reported through the whistleblowing service should be handled directly by a representative of the HHGS Board.

§17 HHGS guarantees that the member system is used with discretion to ensure the members' anonymity.

1. HHGS members anonymity shall be complete when voting in HHGS Board elections.



Chapter 3 Economic Sustainability



§1 HHGS shall strive to encourage sustainable partnerships and collaborations within all organisations.

1. When promoting partnerships and collaborations, HHGS and its organisations shall consider the external party's sustainability practices.
2. HHGS shall encourage and promote sustainable practices with any external parties with which partnerships are entered.
3. HHGS shall strive to promote sustainable companies during the student fairs.
4. HHGS shall strive to promote youth employment.



§2 All organisations shall strive to achieve a high level of economic productivity and innovation.



§3 All organisations shall strive to have cost-efficient budgets and financial plans.



§4 All organisations shall strive for a safe and secure working environment for all active HHGS members.



§5 HHGS shall strive to promote accessible and transparent communication in all organisations.

1. HHGS shall strive to make sure digital communication and technology within HHGS is relevant.

Chapter 4 Environmental Sustainability



§1 When purchasing food, office supplies and other goods, consideration must be given to the environment. Environmentally sound and fair-labeled products should be chosen when it is economically feasible.



§2 HHGS shall strive to minimise waste within all organisations and ensure sustainable waste management.

1. Waste management must be planned at every event.
2. Trash and waste must be recycled in the appropriate way.



§3 HHGS shall strive to minimise the use of disposable materials within all organisations and at all organised events.



§4 HHGS shall strive to minimise the use of plastic.



§5 HHGS shall encourage HGU to provide complete recycling stations throughout the school grounds.



§6 Digital advertisement and communication shall be encouraged in all organisations, and minimise unnecessary use of materials.



§7 At least once a year the HHGS Board aims to take part in at least one community-serving activity to promote sustainability. All organisations within HHGS shall be invited to participate.



§8 HHGS shall strive to consistently work to promote implementing climate change measures at HGU.



§9 When traveling representing HHGS the trip should be made in an environmentally sound and cost-effective manner.

1. Flights shorter than 500 km are not acceptable.
2. Exceptions can be made under medical or other unavoidable circumstance which causes short flights to be necessary.

Responsibility

The Vice President of the HHGS Board is responsible for updating and following-up this policy. The HHGS Sustainability Policy is developed by the Vice President of the HHGS Board together with Handels Council for Sustainability. If you have any questions about this policy, contact the Vice President of the HHGS Board.



HHGS Marketing Policy

Introduction

HHGS Marketing Policy is adopted by HHGS Annual Meeting in accordance with the HHGS statute chapter 9 § 7.

The purpose of this marketing policy is to have a united and correct marketing strategy for all the associations, projects, programme sections and everyone within HHGS. Exceptions are made for the companies within the HHGS Group. This policy applies to all communication within the organisation but also for all external communication and marketing.

Chapter 1 General guidelines for marketing of HHGS

§ 1 All marketing and communication should follow national laws. It is not allowed to market any kind of drugs, sex, party-political events (except when all parliament parties are invited) or alcohol within HHGS. HHGS should always strive for all marketing to be open, available for every member of HHGS and not exclude anyone. All marketing should be available in English.

§ 2 To market through HHGS social media and marketing channels, the material should follow the regulations found on HHGS webpage (hhgs.se/marketing), this includes i.e., that HHGS logotype always must be used in proportion to the material being marketed. To hang up posters as an association or project, Senior Partners' logos must be included. This is to be enforced by the Head of Business Relations. All associations, programme sections and projects can use HHGS marketing channels free of charge. For information of available marketing channels, contact the Head of Marketing in HHGS Board.

Chapter 2 HHGS official name

§ 1 In Swedish: Handelshögskolans i Göteborg Studentkår

§ 2 In English: The Student Union of the School of Business, Economics and Law.

Chapter 3 HHGS logo

§ 1 The logo can be found on HHGS website under marketing. The logo is separate from its partners. The only case where HHGS partners' logos are included in HHGS logo is for posters. However, HHGS, its associations and projects can and should provide exposure to partners by having their logos in connection with the logo separately.



Chapter 4 HHGS official colours

§ 1 The Official colours for HHGS are:

1. Dark blue:
 - #043882
 - C100 M90 Y10 K0
 - R0 G56 B130
2. Gold:
 - #D4B054
 - C21 M30 Y75 K0
 - R212G176 B84
3. White:
 - #FFFFFF
 - C0 M0 Y0 K0
 - R255 G255 B255
4. Light blue:
 - #7A9DC7
 - C30 M16 Y0 K22
 - R122 G157 B199
5. Black:
 - #000000
 - C0 M0 Y0 K100
 - R0 G0 B0

Chapter 5 HHGS Graphic Guidelines

§ 1 For further information of the graphic guidelines for HHGS, see “HHGS Graphic Guidelines” found on HHGS webpage (hhgs.se/marketing) or contact the Head of Marketing of HHGS Board.

Responsibility

The Head of Marketing of the HHGS Board is responsible for updating and following-up this policy. If you have any questions about this policy, contact the Head of Marketing of HHGS Board.