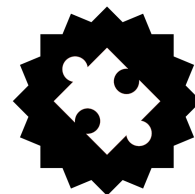


By-laws

Established by the Representative Assembly 2017-06-01

Last revised 2022-05-14



SOCIAL SCIENCES
STUDENT UNION

Content

1. Introduction	2
2. Instruction for the representative assembly	3
3. Instruction for the board	4
4. Instruction for the presidium and coordinators	6
5. Instructions for the presidial responsible for general faculty matters	9
6. Instruction for the presidial responsible for general university matters	11
7. Instruction for the presidial responsible for student welfare matters	12
8. Instruction for the event coordinator	14
9. Instruction for the labour market coordinator	15
10. Inspectors and proinspectors	16
11. Instruction for the nominating council	17
12. Instruction for the election committee	18
13. Instructions for the activity auditors	19
14. Instruction for the education committee	20
15. Instruction for the study councils	22
16. Instruction for course representatives	23
17. Instructions for student representatives in all bodies at the Faculty of Social Science	24
18. Instructions for the Social Sciences Student Union's safety representatives	26
19. Instruction for the Social Sciences Student Union's delegates to the representative assembly of the Swedish Federation of Student Unions (SFS)	27
20. Instruction for the event committee	28
21. Instruction for Career Contact Group	30
22. Instruction for the Communication Committee	31

1. Introduction

Starting point

The by-laws are a complement to the Social Sciences Student Union at Lund University's (hereafter the student union) statutes and serve to further describe and regulate the student union's different bodies and positions of trust. The by-laws also includes a list of existing delegations. In case of conflict, the statutes has precedence. The representative assembly owns the by-laws.

Language

The student union attaches great importance to a diverse participation and the principle of all student being able to represent themselves. Therefore, the working language at all meeting within the student union where there are present non-Swedish speaking students shall be English. Documents for the meeting shall, unless there is a special reason, be written in English.

2. Instruction for the Representative Assembly

The Representative Assembly is the highest decision-making body of the student union. It is the Representative Assembly that establish the statutes, by-laws and opinion programme. The Representative Assembly elects people to the internal and external positions of the student union, takes decisions about bigger issues affecting the organisation and what shall be the focus of the student union as well as how the student union's resources shall be allocated.

§1. Each member of the Representative Assembly is obligated to

- well prepared attend the meetings
- take active part in the work of the Representative Assembly
- if unable to attend a meeting, inform the presidium
- know about the statutes, by-laws and opinion program
- know about the current action plan and budget
- leave your contact information
- if resigning, inform the presidium

3. Instruction for the board

The board meets more regularly than the representative assembly and works closer to the direct activities. The board works preparatory to the representative assembly and handles questions that are closer to the regular operations, such as concretization of the action plan, by-elections of student representatives on departmental level and questions concerning the work environment of the full-timers. The board is elected on the Representative Assembly spring meeting and assume their roles the following fiscal year with a mandate period of one year. The board is elected on the Representative Assembly spring meeting and assume their roles the following fiscal year with a mandate period of one year.

§1. The board is obligated to

- be responsible for the regular operations running smoothly
- have an oversight of the regular operations and make sure activities or changes that have been decided upon are implemented
- be available to the different bodies of the student union with information about the budget, action plan and other relevant steering documents
- to half-yearly report on the action plan and budget to the Representative Assembly
- ensure good relations and transparency within the organization
- act guiding to the representative assembly
- act like a link between the different bodies of the student union
- know of the workings of the sections and program associations
- develop and maintain a good relationship between the student union and the sections and program associations
- initiate and stimulate cooperation between the student union and the sections and program associations
- be employers and take employer responsibility for the presidium, the coordinators and other employees
- be responsible for follow up on bookkeeping and economic matters
- work actively with recruitment
- to be available for the presidium and coordinators with help
- to appoint representatives to LUS highest decision making body when needed
- to write down experiences and reflections in a testament after the end of the financial year

- to by-elect positions of student representatives at the department level, and all steering groups connected to programs, as well as the election committee, outside of the Representative Assembly's ordinary election period.. The Representative Assembly shall be informed of these elections at the next possible Representative Assembly meeting.
- to nominate people to positions elected in organisations where the Social Sciences Student Union is a member, provided that the Representative Assembly's ordinary meeting is not set in such a time that the nomination could be handled there. The Representative Assembly shall be informed of these nominations at the next possible Representative Assembly meeting.
- to by-elect people to the position as delegate to SFS FUM.
- maintain regular contact with the Communications Committee.
- be responsible for deciding upon changes to the registry of student representative positions and keep it updated.

§2. Every board member is obligated to

- attend the board meetings well prepared
- participate in the board working groups
- relieve the full-timers with practical tasks such as expedition times and cooking
- help fill the positions as representatives on behalf of Samhällsvetarkåren in LUS highest decision making body

4. Instruction for the presidium and coordinators

The presidium and coordinators are the ones running the regular operations at the student union and representing the student union and their members towards departments, the faculty and other external organizations.

The presidium consists of three presidials, who share three areas of responsibility: general faculty matters, general university matters and student welfare matters. Amongst the presidials, one person is appointed president by the representative assembly. The president's extra obligations and regulated in §3. Two persons are appointed vice presidents by the Representative Assembly. The presidials areas of responsibility is not affected by title of president or vice president.

The coordinators consist of one event coordinator and one labour market coordinator.

The presidium and the coordinators are elected at the Representative Assembly spring meeting and assume their roles the following fiscal year with a mandate period of one year.

Remuneration for the presidium and the coordinators shall be given for 13 months. This shall include two weeks of handover for the electis before the mandate term is over as well as two weeks following the mandate term to finilize the work .

Following a decision from the board, tasks may be transferred between the Presidium and coordinators, provided that both parties agree to transferring the task. Tasks of a political nature can only be moved between presidials. This can be done permanently for an entire operational year. Presidials and coordinators also have the opportunity to temporarily transfer tasks between them, for example in case of schedule clashes or short-term absences, provided that both parties agree.

§1. The presidium and the coordinators are obligated to

- be available for students for usual questions
- be available for active members and other full-timers for help
- to involve and engage interested students in the activities of the student union
- handle the contact with sections and program associations at the faculty within their respective areas of responsibility
- ensure regular meetings with the student union's sections and the program associations at the Faculty of Social Sciences
- ensure quality operations in both Helsingborg and Lund
- ensure that information about general educational matters, student union activities and the sections operations is supplied for students in both Helsingborg and Lund
- be available to the members with answer to questions regarding the student union's activities and operations
- execute the decisions of the board

- know of the workings of the different bodies of the student union
- prepare the meetings of the representative assembly
- inform the board about their operations, as well as report their sick-days and other days off
- take responsibility for passing on information to their successor, which includes writing down experiences and reflections in a testament after the end of the financial year
- take part in conferences that develops the personal proficiency
- strive to improve the efficiency and quality of the student union's activities
- be responsible for the ongoing provision of information and materials to the Communications Committee and provide the Communications Committee with the preconditions for a well functioning external communication
- to regularly assist the Communications Committee in updating the Social Scientists' website

§2. The presidium is especially obligated to

- cooperate with the coordinators, the board, the sections and the program associations
- advocate for questions relevant to the student union
- inform the student population about deficiencies that should be fixed
- be responsible for and carry through educations for the active members of the student unions, for example in meeting formalia, currently important educational matters, media, the student union's organization and its regulations and equipment
- be responsible for and carry through education about the student union's and Lund University's work and structure for the student union's section boards
- monitor media, the parliament, government and other relevant governmental agencies and organisation in issues relevant for the work and endeavors of the student union
- keep updated about what is written in the Swedish Higher Education Act and other relevant laws concerning the situation of the students
- report presidial decisions to the board
- take active part in the work of the student union's education council
- take active part in the work with SAMband
- handle individual student errands
- keep updated about boards and committees at the Faculty of Social Sciences and have the right to represent in these organs, in place of absent student representatives, or in the case of vacant positions

§3. The president is especially obligated to

- represent the student union at ceremonial occasions
- coordinate the presidium and the coordinators
- be the media spokesperson for the student union
- coordinate the president network

§4. The vice president is especially obligated to

- relieve the presidial who has been elected as president, in order to help them carry out the tasks assigned to them in the presidentship. What this relief shall consist of is decided by the presidials in consultation with the board.

§5. The coordinators are especially obligated to

- cooperate with presidium, board, sections and programme associations to fulfill their mission
- cooperate with relevant external parties to fulfill their mission
- cooperate with the presidium and the board

5. Instructions for the presidial responsible for general faculty matters

The presidial responsible for general faculty matters is responsible for the coordination and registering of student representatives and study councils, the work with study- and learning environments and contact with the faculty management. The presidial responsible for general faculty matters has Swedish and English as working language.

§1. The presidial responsible for general faculty matters is obligated to

- be one of the student representatives in the board of the Faculty of Social Science as well as be the student representative in the faculty board's executive committee
- be responsible for the main contact with the dean and prefects of the Faculty of Social Science
- report the student union's representatives to organs and organisations to which they have been elected
- hold a register updated with information about the student union's elected members
- be especially responsible for the coordination and contact with the student union's elected members
- be the main student safety representative for the Faculty for Social Sciences
- be especially responsible for the coordination and contact with the student safety representatives at the Faculty of Social Science
- be responsible for the coordination of and contact with the study councils at the faculty of Social Science
- be of help to the presidium of the student union's education council with the coordination of the council
- be responsible for the student union's work with study- and learning environments
- be the student representative in the faculty's local committee for safety
- in accordance with the statutes make the calls for the representative assembly's meetings
- write documents for the representatives assembly as well as be responsible for the archiving of the representative assembly's meeting protocols
- be responsible for the updating and archiving of the student union's internal documents
- be a supportive and helping part in the sections' and programme associations' work with educational matters
- be the student representative in the steering group for the reconstruction in the Paradise area
- be responsible for suggesting changes to the registry of student representative positions, in order to keep it updated.

6. Instruction for the presidial responsible for general university matters

The presidial responsible for general university matters is responsible for the contact with LUS and other student organisations at Lund University and for the strategic education-political work. The presidial responsible for general university matters has Swedish and English as working language.

§1. The presidial responsible for general university matters is obligated to

- continuously handle the student unions contact with other student union at Lund University
- represent the student union in Lund University Student Unions Association (LUS) and as such be the ordinary member of LUS ting and LUS president college.
- to monitor general university political matters and participate at pre-meetings for the Education Board and the University Board.
- to be one of the student representatives in EQ-s and be responsible for the quality assurance work within the Faculty of Social Science
- be one of the student representatives in the Faculty of Social Science's education council and take active part in the council's working groups and long term work
- be responsible for the student union's work with course syllabi
- call and write documents for the board's meetings as well as be responsible for the archiving of the board's meeting protocols
- be the Social Sciences Student Union's representative in Karnevalsorganet
- be the Social Sciences Student Union's representative in the Electoral college
- be the alternate member in Studentlunds stormöten and AFÖS

7. Instruction for the presidial responsible for student welfare matters

The presidial responsible for student welfare matters is responsible for the handling of the student union's economy, the work with gender equality and equal treatment, the work with student welfare matters as well as the contact with national student education-political organisations. The presidial responsible for student welfare matters has Swedish and English as working language.

§1. The presidial responsible for student welfare matters is obligated to

- be the contact person for the economic auditor and the economic assistant
- within the board hold the responsibility for bookkeeping, economic follow-up and economic reports
- represent the student union within the Swedish National Union of Students and in the Lund University Alliance
- be one of the Social Sciences Student Union's delegates at SFSFUM
- be especially responsible for answering on remittance where the student union is a referral body
- be especially responsible for initiating and carrying through relevant surveys and reports that can be useful for the student union's advocacy work
- be responsible for the advocacy work and information regarding gender equality and equal treatment
- be one of the student representatives in the faculty's steering group for gender equality and equal treatment
- be responsible for the advocacy work regarding pedagogical support
- continuously handle the student union's contacts with external organisations who's activities and operations concerns the student union and our members, such as the Swedish higher Education Authority (UKÄ) and Swedish Council for Higher Education (UHR)
- be responsible for the advocacy work and information regarding the social security system, student accommodation, infrastructure and student finances
- be responsible for the contact with existing and potential external financiers
- work actively with Studentlund and be the student union's representative at Studentlund's stormöten
- be responsible for the handling of membership fee and membership card within the student union

- be the student union's representative in Lund Student Billing Association's (TRF) semester meeting
- be a supportive and helping part in the sections' and programme associations' work with economy
- be the Social Sciences Student Union's representative in AF's internal bodies and thus be the ordinary member of AFÖS and scholarship board
- be responsible for the student union's insurances

8. Instruction for the event coordinator

The event coordinator is responsible for incentives for involvement in the student union as well as coordinating, plan and carry through events for the student union. The event coordinator has English as working language, but can also work in Swedish.

§1. The event coordinator is obligated to

- be the chairperson of the event committee
- work with incentives to recruit active members and raise the involvement
- actively recruit new members and active members to the student union's event committee
- together with the event committee, plan the welcome activities such as open house, Hälsningsgillet, Student Association's Fair
- together with the event committee, be responsible for planning and carrying through for example kick-offs, retreats, parties and social events with the aim of letting members and active members get to know each other better
- be responsible for and handle maintenance and development of the student union's facilities and inventories
- get members to apply to start and initiate projects
- be of help to the sections when it comes to planning events
- be responsible for, arrange, and carry through the student union's recurring social activities: Slaget om Samvetet, the Christmas Party, Samhällsvetarbalen, the spring party, Tandem
- be the head safety representative of the student union
- manage the operations of the student union's alarm, entry system and computer system
- be a supportive and helping part in the sections' and programme associations' work with social events
- be familiar with applicable national and local rules for serving alcohol
- assess the interest in Tandem and decide with the sitting board if the event should be prioritised on a year-by-year basis

9. Instruction for the labour market coordinator

The labour market coordinator is responsible for planning and carrying through the student union's operations and activities directed at preparing students for the labour market. The labour market coordinator has Swedish and English as working language.

§1. The labour market coordinator is obligated to

- strengthen the connections to the labour market through for example seminars, study visits, mentorship and case activities
- actively inform the members about current labour market preparatory possibilities and create forum for the spread of this information
- be a supportive and helping part in the sections' and programme associations' work with labour market coordination
- actively work to develop the labour market day together with representatives from the different parts of the faculty
- coordinate Career Contact Group work with alumni operations
- conduct regular surveys to create an understanding for what the members labour market connections the members want
- be responsible for the arrangement of the yearly Crayfish and Croquet

10. Inspectors and proinspectors

§1 Instructions for inspectors and proinspectors

The function of the inspector and the proinspector is to advise and support the management of the student union's work. The inspector and the proinspectors shall through their networks, both inside and outside of the Faculty of Social Science, be strongly contributing factors to the constant development of the student union in order to fulfill the purpose of the organisation.

As inspector and proinspector it is important to be present at the recurring social activities of the student union. The inspector is expected to hold a speech at these events. If the inspector is unable to attend, the responsibility to hold a speech falls to the proinspector.

As inspector it is important to have good knowledge about the student collective at the Faculty of Social Science. It is of the uttermost importance to actively work to maintain a good contact with the student union's full timers and board.

§2 Installation of inspectors and proinspectors

The inspector and proinspectors are honorably installed by the student union's president.

Installed inspector and proinspector shall not be re-installed in case of being re-elected for new mandate terms.

11. Instruction for the nominating council

The nominating council is elected at the Representative Assembly spring and autumn meeting and assume their roles the following semester for a mandate period of one semester.

§1. The nominating council is obligated to

- prepare the elections that are made by the representative assembly
- inform the members about the student union's positions of trust and how members shall proceed in order to candidate or nominate someone
- collect the necessary information about the candidates, their qualifications and experiences that can be of relevance to the positions they are candidating to
- orally submit a presentation of the reasons for the the nominating council's nomination of a single candidate
- submit a written report to the representative assembly's documents about the motivation for the recommendation of the nominated candidates
- take protocols from the nominating council's meetings

§2. The chairperson of the nominating council is obligated to

- summon the nominating council

§3. The chairperson and member of the nominating council is obligated to

- collect the necessary information about the student union's positions of trust
- be well familiar with the steering documents which regulate the positions of trust of the Social Sciences Student Union
- in case of resignation, write to the presidium

12. Instruction for the election committee

The election committee is elected at the Representative Assembly spring and autumn meeting and is assuming their roles the following semester for a mandate period of one semester.

§1. Beyond what is regulated in the statutes, the election committee is obligated to

- in good time encourage nominations of candidates as well as work for a high and diverse election participation amongst the student union's members
- in an appropriate way present the candidates to the student union's members
- well inform the members about the election
- if necessary take decisions about voting stations and times when these shall be open
- when using voting stations, ensure that these are staffed during the opening times
- be of help during the election for administrative duties
- lead and carry through the counting of the votes
- take protocols during the meetings of the election committee
- amongst the candidates, strive for representation from all departments where the student union has members

§2. Chairperson and member of the election committee is obligated to

- be well informed about what's stated in statutes about the election to the representative assembly of the student union
- in case of resignation, write to the presidium

13. Instructions for the activity auditors

The activity auditors are elected at the Representative Assembly spring meeting and assume their roles the following fiscal year with a mandate period of one year. After finished mandate period, the activity auditors are expected to review the annual report and the board's decisions and send an audit report to the Representative Assembly.

§1. The auditors are obligated to

- continuously review the student union's management and operations
- submit a report including auditing of the student union's decisions and operations as well as the annual report, but not the Political Action Plan
- submit a suggestion regarding the decision of discharge for the student union's board
- continuously suggest required changes in the statutes, by-laws and agreements to the representative assembly and the board
- be well informed about the student union's statutes, by-laws and current practice
- in case of resignation, write to the presidium

14. Instruction for the education committee

The education committee acts preparatory for the board and the Representative Assembly, and is the student union's direct link to the study councils at the departments. The committee is lead by a chairperson and a vice chairperson who are supported by the student union's presidium who are constantly adjunct. Each member is the chairperson of the study council at their own department. Student representatives at faculty level are constantly adjunct.

§1. The education committee is responsible for and handles educational matters and student welfare matters within the student union, as well as coordinates the student union's study councils. The education committee acts preparatory for the representative assembly in educational and student welfare matters.

§2. The education committee consists of a chairperson, a vice chairperson, twelve members, the student union's presidium and student representatives at faculty level. The presidium and the student representatives at faculty level does not have the right to vote at the committee's meetings. The chairperson and vice chairperson for the committee as well as the twelve members are elected by the representative assembly.

§3. The chairperson and vice chairperson are obligated to

- lead the committee's work and meetings
- call for the committees meetings
- be of help for the board in errands regarding the education monitoring and educational matters
- in case of resignation, write to the presidium

§4. The constellation and obligations of the members of the education committee

- Each member is elected by the representative assembly to represent one of the following areas within the student union:
 - Department of Gender Studies
 - Department of Media and Communications
 - Department of Human Geography (appointed after nomination from Pluto)
 - Department of Psychology

- Department of Strategic Communication (appointed after nomination from Agora)
- Department of Service management (appointed after nomination from Agora)
- Department of Sociology of Law
- School of Social Work (appointed after nomination from Socionomsektionen)
- Department of Sociology
- Department of Political Science
- Graduate School
- Lund University Centre for Sustainability Studies (LUCSUS)
- be chairperson for and handled the contact with and coordination of the study council of their respective areas of responsibility
- to by-elect student representatives at a faculty level

§5. The education committee is obligated to

- defend and actively work for the students interests in educational and student welfare matters
- anchor and push for educational and student welfare matters through the course representatives
- coordinate and be a link between the study councils and the student union centrally
- act preparatory to the board and representative assembly in educational and student welfare matter
- be very familiar with the student union's action plan and opinion program
- follow important discussions within relevant departments, the faculty, the university and at national level, and together with the student union's student representatives and promote the student union's opinions
- follow important discussions within LUS and SFS that concerns educational and student welfare matters
- depending on the need and demand from the active students, and within the frames of the student union's resources, form working groups with clear missions and/or focus
- spread information about the work with educational and student welfare matters to the members of the student union

15. Instruction for the study councils

§1. Each department should have a study council. This council is led by a president who is also the council's representative in the education committee. The council gathers the student representatives at the department and is tasked with handling educational and student welfare matters that are relevant for the area that the study councils acts within.

§2. The study councils are obligated to

- treat department specific educational and student welfare matter that are raised by the students
- give and pass on essential information to the course representatives
- prepare information errands that are to be handled at the department
- prepare important errands that are to be handled in the faculty's decision making bodies if they concern the students at the department
- strive to have all students at the department represented through two course representatives per course
- within themselves choose a student safety representative for the department
- take minutes during their meetings and report to the education committee through the council's chairperson
- appoint an alternate study council president in the Social Sciences Student Union's education committee
- establish and appoint functionaries and other positions within the study council that are needed to carry out the tasks
- to appoint temporary alternates to positions within their department.

16. Instruction for course representatives

§1. Each course representative is obligated to

- ensure that the students at the course know who the course representatives are
- ensure that the students opinions about the course in continuously gathered and brought forward to the study council
- report to the study council at the department and be present at the study council's meetings
- in case of resignation, tell the study council's chairperson
- be present at the student union's education for course representatives

17. Instructions for student representatives in all bodies at the Faculty of Social Science

§1. The student union's student representatives in bodies at the Faculty of Social Science (faculty board, faculty wide bodies, department bodies) are elected by the representative assembly.

§2. All student representatives are obligated to

- participate on educations for the position arranged by the Social Sciences Student Union
- well prepared attend the meetings of their respective body
- within this body representant the student union and students at the faculty of social science, speak for them and defend their interests
- keep contact with the student union's presidium
- if unable to attend, contact the alternate member
- know of the student union's opinion program and possible relevant parts of the action plan
- in case of resignation, tell the presidium

§3. Student representatives in the Faculty of Social Sciences board as well as its executive committee are beyond §2 obligated to

- follow important discussions within the student union concerning relevant questions
- be present at pre-meetings for the bodies meetings

§4. Student representatives in bodies at department level are specifically obligated to

- report to and be present at their respective study council's meetings

§5. Student representatives in programme leading groups across institutions are obligated to

- between themselves distribute responsibility to participate in study councils at the programme's department

18. Instruction for the Social Sciences Student Union's safety representatives

§1. Each student safety representative is obligated to

- well prepared take part in the safety inspections that are run by the department
- take part in the continuous work with the working environment at the department
- be present at the meeting organized for student safety representatives by the student union's head student safety representative
- take part in the university general education for student safety representatives
- to act equality representative and thereby
 - be available for students when they have questions about harassment and discrimination and the university's responsibility in this
 - be responsible with approval of the concerned student to report on the occurrences of harassment or discrimination to the presidial responsible for student welfare matters for further handling in accordance to the Social Sciences Student Union's equality plan

19. Instruction for the Social Sciences Student Union's delegates to the representative assembly of the Swedish Federation of Student Unions (SFS)

§1. The student union's delegates to the representative assembly of SFS are obligated to

- well prepared be present at the pre-meetings before the representative assembly of SFS
- well prepared be present at the representative assembly of SFS
- actively keep themselves informed about SFS' general operations
- be very familiar with the student union's opinion program and action plan
- amongst themselves appoint a group leader
- defend the student union's interest in the representative assembly of SFS
- in case of resignation, write to the presidium

20 Instruction for the event committee

The event committee exists to create a social context at the student union. The committee is led by the event coordinator. All the events and activities of the student union are organized by the event committee.

§1. The event committee is responsible for the events of the student union for active members and for the members of the student union.

§2. The event committee consists of members, the event coordinator and the vice event coordinator. The members are appointed by the event coordinator. The vice event coordinator is elected by the representative assembly.

§3. The event committee is obligated to

- support other parts of the organization in the creating of and during events
- every year arrange seminars and other events
- to plan and be responsible for the welcome activities take part in the planning and carrying through of the student unions recurring social activities: Slaget om Samvetet, Samhällsvetarbalen, the christmas party, the spring party and Tandem be responsible for the gathering of the permits that the operations need

§4. The event coordinator and vice coordinator are obligated to

- summon the event committee
- lead the meeting of the event committee
- be responsible for the action plan of the event committee
- maintain the house, suggest and implement improvements to the extent it is under the responsibility of the student union, in agreement with the vice president with study social responsibility
- establish and maintain the inventory of the student union

§5. The vice event coordinator is obligated to

- act as team leader at party arrangements
- be especially responsible for the welcome activities
- be day time responsible for Slaget om Samvetet

§6. The working groups established by the event committee are obligated to

- amongst themselves appoint a person with the responsibility to call for meetings and report back to the event committee
- take minutes at the meetings and report these to the event coordinator
- do the work with their mission or within their focus according to the instructions they've been given by the event committee
- in case of dissolution of the group, either because of lack of active members or because of having finished their mission, give a report on the operations to the event coordinator

21. Instruction for Career Contact Group

Career Contact Group arranges labour market events for students at the Faculty of Social Science. The group is led by the labour market coordinator. Career Contact Group shall also strengthen the collaboration between the Social Sciences Student union, program associations and sections, but also between the Social Sciences Student Union and the social science students.

§1. Career Contact Group is responsible for the supplying of contacts and arrange events to strengthen the labour market connection for the students. Career Contact Group coordinates working groups that can carry through parts of the work.

§2 Career Contact Group consists of members, labour market coordinator and vice labour market coordinator. Members are appointed by the labour market coordinator. The vice labour market coordinator is elected by the representative assembly.

§3. Career Contact Group is obligated to

- plan and carry through events created by the student union to strengthen the social sciences students position on the labour market
- be of help to the sections and program associations in their work

§4. The labour market coordinator and vice labour market coordinator are obligated to

- summon Career Contact Group
- lead Career Contact Group's meetings
- be responsible for Career Contact Group's annual report

§4. The vice labour market coordinator is especially obligated to

- be of help to the labour market coordinator in the carrying through of labour market events
- be responsible for and develop the student union's alumni network
- be responsible for and develop the student union's mentorship programmes

22. Instruction for the Communications Committee

The Communications Committee exists to create graphic material and coordinate the Social Sciences' external communication. The work includes, among other things, structuring of social media, production of graphic material that is distributed both physically, in the form of posters, as well as digitally and to photograph the Social Scientist Student Union's events. The committee is chaired by a project leader and a vice project leader.

§1. The Communications Committee is responsible for and handles the Social Sciences Student Union's external communication.

§2. The communication committee consists of the project leader, vice project leader and active members of the subgroups: photography, graphic design, social media and IT. The project leader and vice project leader of the communication committee are elected by the board. The committee's active members are appointed by the project leader and the vice project leader.

§3. The Communications Committee is obligated to

- support the different organizational parts in the creation of external communication
- be responsible for the production and distribution of the Social Sciences Student Union's newsletter
- be responsible for the Social Sciences Student Union's main website
- be responsible for the Social Sciences Student Union's marketing and profiling
- be responsible for the Social Sciences Student Union's information material
- produce the Social Sciences Student Union's graphic material
- follow the Social Sciences Student Union's graphic profile in their work and ensure that the graphic profile is updated
- produce posters and flyers
- be responsible for photographing the entire organization's activities and to preserve the material in an image bank
- be responsible for editing photos
- be mainly responsible for the Social Sciences Student Union's social media and other communication channels being used correctly and updated regularly

§4. The Project leader of the Communications Committee is especially obligated to

- to summon the Communications Committee
- to chair the meetings of the Communications Committee
- to be responsible for the Communications Committee's annual report
- to keep in constant contact with the Social Sciences Student Union's full-timers, board and other groups of active members who need access to the communication channels
- to assist the vice project leader in coordinating the subgroups: photography, graphic design, social media and IT.

§5. The Vice project leader of the Communications Committee is especially obligated to

- to take the place of the project manager when they are absent
- to mainly coordinate the subgroups: photography, graphic design, social media and IT
- to assist the project manager in the work with the communication committee's annual report

§6. The working groups established by the communications committee are obligated to

- appoint a convener with the task of summoning meetings and reporting back to the Communications Committee
- carry out the work with its assignment or within its focus based on the instructions received by the communication committee

§7. Crisis Communication

The board and fulltimers hold the right to post on social media and through any other channel deemed necessary in the event of the crisis. The Board and fulltimers have the right to decide what constitutes a crisis, and the communication should be conducted inline with the Distribution of Responsibilities outlined in the Crisis Plan