Association organizational acquis

The Umeå School of Business, Economics and Statistics student association
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Preamble

The contents of this organizational acquis are established by the board of HHUS and is amended by a board decision. The purpose of the organizational acquis is to create a balance between dynamism and continuity within HHUS. The organizational acquis regulates how the HHUS association is structured and clarifies responsibilities and delegation arrangements. The organizational acquis shall follow the HHUS statutes.

1. Organization

1.1 Organizational units

The HHUS association consists of the following units.

1.1.1 The association´s board
The board of HHUS is highest decision-making body between annual meetings.

1.1.2 Advisory board
The advisory board is the advisory body to the association´s board, tasked with contributing with experience and continuity within the association.

1.1.3 Inspector
The inspector is HHUS´ s business auditor, that reviews the work of the board on behalf of the members and check that the statutes, organizational acquis and its purposes are always respected.

1.1.4 Auditors
The auditors annually review HHUS accounts.

1.1.5. Committee
A committee is a major branch of HHUS. The committees are directly subject to the association´ s board and are headed by a board member. All members of the committees are appointed by the board. The activities of the committees are regulated in activity guidelines regulated by the board.

1.1.6 Management
The management consists of six different committees representing different main branches of HHUS. The management and committees are directly subject to the board and each committee is headed by a board member. All members of management are appointed by the board according to HHUS recruitment policy, see section 4.2. The activities of the committees are regulated in activity guidelines regulated by the board.
1.1.7 Committee section
A committee section is a division of the association’s committees and is not connected to the management. Committee sections continually work with a specific part of HHUS. Members of the committee sections are appointed in accordance with the recruitment policy.

1.1.8 Project group
A project group is a group that works with projects with a defined start and finish. The project can be annually recurring or only occur once. Project groups are appointed by the committee responsible for the project in accordance with the recruitment policy.

1.2 Composition of, and procedural rules for the board
HHUS is headed by the board. The board consists of members elected by direct elections, see 4.1.

1.2.1 Composition of the board
The board consists of the following 9 members:
- President
- Vice president
- Head of the business committee
- Head of the education committee
- Head of the social committee
- Head of the economy committee
- Head of the pub committee
- Head of the marketing committee
- Board advisor

1.2.2 Procedural rules for the board
The board is elected through an election during the autumn semester. The term of office is one (1) year and follows the calendar year which also coincides with the financial year. The board oversees how the association should be structured, what matters the association should focus on and how many assignments that should be available. The work of the board shall be characterized by a strategic focus and members of the board shall implement this focus with their duties as head of their respective committees.

The president, vice president and board advisor form the presidium. The presidium represents HHUS and manages the association internally. The presidium guides the board in its’ responsibilities and oversees ensuring that the different segments of the association function to its fullest extent. The duties of the presidium are to have a strategic focus on future matters. The vice president represents the association in case the president is absent.

HHUS has two member seats on the board of USBE and two substitute seats for these members. The president is one of the members of the board of USBE along with the head of the education committee. The board appoints the two substitutes, preferably to be the vice president and the board advisor. Alternatively, the board chooses another member of the board to the substitute position.

The president alongside the head of the education committee represent HHUS within the U9 network.

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1 Masteri
The board advisor is part of the board in order to create continuity within HHUS. Candidates for the position as board advisor should be members who have been active within HHUS previous years, alternatively have experience from similar associations.

Minutes from board meetings shall be adjusted and available through the HHUS website within one month of a board meeting, and no later than before the next regular board meeting.

In cases where a board member is involved in activities, or similar situation which may be directly detrimental to the association or create conflict of interest situations, the situation in question shall be raised before the Inspector. The Inspector may in turn assess whether the board member is to be declared unsuitable or involved with a case of conflict of interests. The board member shall be informed of the events and the decision of the Inspector without delay.

The board is entitled to make financial decisions by a per capsulam vote regarding urgent matters. The quorum is determined according to the statutes and follows the same regulations as regular board meetings. If a decision is taken per capsulam, it shall be announced at the next board meeting in order to be properly registered.

Other duties of the members of the board are stated in the position descriptions, see 2.1.

1.2.3 Advisory board
The advisory board is elected by the board of HHUS and consists of a maximum of five (5) members. The term of office is two (2) years and the members are elected biannually. The Inspector of HHUS may be one of the members of the advisory board. The advisory board is tasked with supporting and aiding HHUS as well as adding continuity and experience from within HHUS and other associations, such as companies and external organizations. The advisory board convenes at least once a year and shall, in addition to meetings, be in regular contact with the person in charge from the board of HHUS.

1.3 Management composition and procedural rules
The committees of HHUS aims to divide the operations of the association into manageable segments. Each committee is headed by a board member. Each committee shall, through its chair, write a report on their activities once a month including what the committees have discussed and worked on in the past month. All management positions shall be clearly defined by their position descriptions, see 2.2.

1.3.1 Business committee
The head of the business committee directs the work of the committee. In addition, the committee consists of a vice chair, business coordinator, project coordinator, sales coordinator and a company host to each business partner beyond the main business partner of HHUS. The committee also has a committee section to aid in their work.

The head of the business committee - In charge of the business committee and business-related activities and has the main responsibility for contacts with companies. The assignment includes representing HHUS within the organization Uniaden. The head of the committee is also responsible for communicating what is happening on the board and in the association. The vice chair of the committee is responsible for assisting the head of the committee and represent the business committee if the head of the committee is absent.

Business coordinator along with the vice chair of the business committee - In charge of coordinating corporate events and activities, as well as directing HHUS members who are business hosts for business partners. The business coordinator is also in charge of the committee section.

Project coordinator – In charge of projects related to the business committee.
Sales coordinator – Leads and coordinates all HHUS’ s efforts to finance projects and general activities. The sales coordinator focuses its efforts on companies, institutions and organizations that are not partners.

The coordinator for business consulting – Is a part of the business committee and oversees the consultancy group. This group offers student associations and organisations a consultation within subjects studied at Umeå School of Business, Economics and Statistics.

The activities of the business committee follow guidelines set by the board of HHUS.

1.3.2 Education
The committee consists of the head of the education committee, a vice chair, programme overseer for SM, programme overseer for HLP, programme overseer for IBP and programme overseer for CEP.

The head of the education committee – In charge of the committee and has the main responsibility for work with student rights and the continuing improvement of education on the behalf of HHUS. The head of the education committee is also a member of the board for USBE and is a representative for HHUS within the U9 network. The head of the committee is also responsible for communicating what is happening on the board and within management.

Vice chair for the education committee - Assists and works alongside the head of the committee on the various responsibilities of the committee and has a special responsibility student rights within separate courses.

Programme overseers – Responsible for working with student rights and improvement of education within their respective areas of responsibility. The programme overseer for IBP also has a responsibility for international students.

The activities of the education committee follow guidelines set by the board of HHUS.

1.3.3 Social committee
The committee is headed by the head of the social committee and consists of the vice chair of the committee, the sport coordinator, club coordinator, event coordinator, spex coordinator and the head general.

Head of the social committee – Leads the work of the social committee and has a main responsibility for the organisational culture of HHUS and for communicating what is happening on the board and within management.

Vice chair of the social committee – Assists and support head of the committee in daily matters and aid in coordinating leading the committee. In addition, the vice chair maintains contact with JC economy 2 to manage economic planning for the committee.

Club coordinator 3- Is responsible for the association’s sittings and parties.

Sport coordinator 4- Is responsible for all sorts of health-related activities, such as sports events and ski trips.

Event coordinator – Is in charge of parties and sittings that are not tradition within HHUS. The goal is to create a simple social context for students to hang out.

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2 Junior controller in economy
3 Klubbmästare
4 Sportmästare
Spex coordinator \(^5\) is responsible for, among other things, helping the club coordinator with spex at sittings. In addition to this, the Spex coordinator can be an asset to the rest of the committee and the association in finding creative ways to market certain events.

Head general \(^6\) is in charge of recruiting generals (in accordance with the HHUS recruitment policy) who plan and carry out the kick-off \(^7\) for HHUS. The head general has, among other things, overall responsibility of the kick-off and should ensure that each appointed general has a specific responsibility for the planning of the kick-off.

**I.3.4 Economy committee**

The task of the economy committee is to oversee the finances for HHUS. The committee is responsible for budgeting, follow-up, bookkeeping, invoicing and all other financial administration.

Head of the economy committee - Leads the work of the economy committee and has a main responsibility for financial matters within the HHUS, and for communicating what is happening on the board and within management.

Vice chair – The main task is to be responsible for budgeting and monitoring of the association on top of the E-pub. The vice chair also manages invoicing towards partners and customers. The vice chair also supports the head of the committee as far much possible and helps to coordinate the committee.

Accounting officer – Manages the bookkeeping and assists head of the committee on other financial matters. The accounting officer also works as part of the economy committee.

Chief financial officer – The financial group manages parts of HHUS' funds in order to generate interest and knowledge among members about the financial sector. The chief financial officer has the main responsibility within the group and works as part of the economy committee.

**I.3.5 Marketing committee**

The marketing committee is chaired by the head and vice chair of the marketing committee. In addition to this, the committee consists of an editor in chief and editorial director of the magazine Ekbladet, an art director responsible for all graphic marketing material, a webmaster responsible for the website and three communicators with different responsibilities. The various areas of responsibility are the social committee, the business committee and the E-pub.

The head of the marketing committee – In charge of the committee and is responsible for communicating what is happening on the board and in the association, as well as the main responsibility for the association working in accordance with the graphic profile.

Vice chair - Has the main responsibility for the newsletter and the delegation of assignments to the communicators. The vice chair also has a certain responsibility for the website and other marketing through relevant channels.

Editor in chief of Ekbladet – Leads Ekbladet’s editorial team. The board also appoints a managing editor and can decide on the number of editors that the paper should have.

Webmaster - Responsible for the operation, development and maintenance of the website.

Art director - Is responsible for the development and design of the association’s marketing material.

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\(^5\) Spexmästare  
\(^6\) Huvudgeneral  
\(^7\) Inspark
Communicator – In charge of marketing one of the responsibilities assigned to the communicator.

1.3.6 Pub committee
The activities and management of the E-pub requires a separate structure, see Chapter 7.

1.3.7 Vice club
The vice club consists of all committee vice chairs and is headed by the association’s vice president. The group’s task is to discuss activities that HHUS arranges and that span the responsibilities of several committees, act as mentors and support for each other and work with recruitment in accordance with the recruitment policy. The group should also feel free to make the decisions process easier for the board by providing material for matters that are raised.

2. Position descriptions

2.1 Board of HHUS

2.1.1 The presidium
The duties of the presidium are aimed at working on strategic issues, matters that are raised should aim to promote HHUS in the long term and be aligned with the purpose of the association according to the statutes. The tasks also include representing the association in various bodies and organizations specified below.

The presidium is part of the board and is therefore also bound by the duties of the board in accordance to the statutes for HHUS. The presidium is also responsible for internal communication and relations, management meetings, as well as follow-up and personal development for the members of the board.

President – Represents the association at the board of USBE, U9, regarding Umeå student union and other external representation.

Vice president – Represents the association in Husrådet, in the Student house foundation, the alumni board of USBE and as a substitute at the board of USBE.

Board advisor – Represents the association in USBE’s sustainability council and as a substitute at the board of USBE.

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Husrådet is in charge of discussing matters regarding study and work environment at the university.
2.1.2 The board of HHUS

Head of economy – Responsible for the economic tasks that the economy committee will implement. It is also the task of the head of economy to carry out payments related to the association. The head of economy is responsible for all economic matters relating to the association. The head of economy is one of the association’s three signatories. It is the role of the head of economy to coordinate the committee to ensure that the various tasks are carried out and to support members of the committee when assistance is needed. One of the main responsibilities of the head of the economy committee is to present the financial accounts at the annual meeting. In addition to these tasks, the head of the economy committee is also a part of the board and will therefore conduct a strategic work and provide the board with reports and forecasts.

Head of marketing – The person is tasked with ensuring that marketing is as professional as possible and that it follows the association’s marketing policy as well as the association’s graphic profile. Another area of responsibility is to ensure that the association’s marketing channels work and are up-to-date. The main responsibility therefore is to ensure that the information shared via HHUS channels reaches our members, partners and other student associations and companies. The head of the committee also has the task of presenting statistics to the board linked to the association’s marketing channels. The head of the marketing committee is also the publisher for the magazine Ekbladet.

Head of education – Has the primary task of working strategically with the education committee and the board. This is done, among other things, by attending meetings at the faculty and the department, where HHUS has been invited. The head of education is also a substitute at the board of USBE and is part of the US network. With the tools provided and a good collaboration with Umeå student union, the head of education works strategically to guarantee the quality of the education provided at the Umeå School of Business, Economics and Statistics offers.

Head of social - Sits on the board of HHUS and should have a management role of the social committee and the day-to-day work of the members within the committee. The head of social should work towards maintaining student benefits and a healthy student culture in a study social environment. The head of social should try to find ways for students in different classes and at different stages in their studies to interact and provide a balance of alcoholic and non-alcohol related events. The person should also have oversight of budgets for the various sections and inform the committee about what is happening within the board and vice versa.

Head of business - Leads the business committee and business-related activities and has the main responsibility for contacts with companies. This assignment includes representing HHUS in the organization Uniaden.

Head of pub - Is responsible for all activities carried out at the HHUS student pub E-puben. It is the head of the pub committee who is in possession of the serving license and is ultimately responsible for services being handled within the framework of the law. The head of the pub committee manages all external contact to the board of HHUS and to the parties involved in the operational activities.

2.2 HHUS Management

2.2.1 Economy committee

Vice chair – The main task is to be responsible for budgeting and monitoring of the association apart from the activities of the E-pub. The vice chair also manages invoicing to the association’s partners and customers on behalf of the HHUS. In addition to this, the position is responsible for internal communication within the committee and is part of the vice club. The vice chair of the economy committee is expected to participate in meetings held by the committee and meetings organized by the vice club. The vice chair shall act as the right hand to the head of economy and be able to make it easier for the head of economy in its work.
Accounting officer – The main task is to carry out all bookkeeping relating to HHUS and to assist the head of economy on other financial matters. The accounting officer works closely with both the head of the committee and the vice chair to ensure that the association’s economy complies with the interests of the board and its members.

Chief financial officer - Recruits and leads the financial group. The chief financial officer and its group work to promote economic interest among members of HHUS and to manage part of HHUS’ funds at the financial markets. The chief financial officer is a part of the economy committee and is expected to attend meetings and to carry out information from the financial group to the committee. The chief financial officer oversees the financial group and is expected to have the main responsibility of the funds that the group manages.

2.2.2 Marketing committee
The vice chair, alongside the head of the committee, have the overall responsibility for the information published through the association’s channels. In addition, the vice chair is responsible for the internal management of the committee and to delegate duties to the communicators. The vice chair of the committee serves as a supporting function mainly for the communicators but also for other parts within the committee. The vice chair is ultimately responsible for the newsletter that is issued every other week as well as the snapchat account for HHUS.

Communicator Social – The communicator assignments are divided into three different positions; communicator for the social committee, communicator for the business committee and communicator for the E-pub. As a communicator for the social committee, we are looking to promote the events organized by the social committee. The communicators are jointly responsible for maintaining good communication between the association and its members. The communicators administer the association’s website hhus.se, Facebook pages, Instagram accounts and plasma screens. The communicators make sure that the association’s channels are used effectively, and they also ensure that the association’s marketing policy is implemented.

Communicator business - Makes sure to market the events that the business committee and the association’s partners arrange. The communicators are jointly responsible for maintaining good communication between the association and its members. The communicators administer the association’s website hhus.se, Facebook pages, Instagram accounts and plasma screens. The communicators make sure that the association’s channels are used effectively, and they also ensure that the association’s marketing policy is implemented.

Communicator E-Pub - Makes sure to promote the brand E-pub as well as all the events that are arranged there. The communicators are jointly responsible for maintaining good communication between the association and its members. The communicators administer the association’s website hhus.se, Facebook pages, Instagram accounts and plasma screens. The communicators make sure that the association’s channels are used effectively, and they also ensure that the association’s marketing policy is implemented.

Art director - Is ultimately responsible for all graphic material that the association produces. In other words, it can be said that the art director is behind the graphic work that the association is showing. The art director is working to showcase the association’s three brands in the best possible visual way. This is done by making layout and designing the association’s posters and banners.

Editor in chief of Ekbladet - Is responsible for advertising, contact with companies and the development of the newspaper. The editor in chief and the editorial staff work closely together to achieve this. The editor integrates with external partners and gathers the essential information that is then communicated to the managing editor. The two share the work behind the newspaper and divide the workload between them. It is the editor in chief who has the ultimate responsibility to produce the magazine, contact with the printing company and the delivery of the magazine.

Managing director Ekbladet - Shares the responsibility together with the editor in chief, the two ensure that the paper is filled with material and that it is produced. The managing director’s main tasks are to focus on the internal process
by delegating the workload within the editorial team. The managing director is responsible for maintaining a good contact with editors and writers.

Webmasters - Has the main task of maintaining and developing the association’s website, care for the brand and act as the association’s IT expert. The webmaster updates recurring pages on the association’s website and manages contact with Rodeopark, the association’s IT supplier. The webmaster also works together with the board and committees to update the website structure and present a good product to the members of the association.

2.2.3 Education committee
Vice chair - Works together with the head of the committee with a focus on operations. The vice chair is tasked with leading and coordinating the committee, organizing events and lectures and attending meetings. The vice chair works operatively to ensure that the quality of education offered at the university is maintained and function as a support to the overseers. The vice chair of the committee is also SAMO (Student environment agent) who focuses on work related issues within HHUS and is also part of the vice club.

Programme overseers (4) – Responsible for monitoring the quality of education at USBE within their respective areas of responsibility. The programme overseer for IBP also has a responsibility for international students at HHUS. Programme overseers must be present at two meetings, twice per semester. During these meetings, they represent the students. Overseers are also tasked with attending:

- The programme committee, that oversees courses with class representatives and programme coordinators.
- The programme council, that oversees programmes with directors of studies from the faculty.
- Overseers should also attend meetings where student representatives ask for support.

All the workload will be shared internally and evenly between the four overseers, including events and various lectures that the overseers are responsible for. They are assisted by at least two class representatives in each class who express opinions and views which can then be taken to the meetings mentioned above. It is also part of the tasks to communicate with the rest of the committees in within HHUS.

2.2.4 Social Committee
Vice chair - Is included in internal tasks to the committee and will act as a support and a way of enable further development within the committee. The vice chair shall also convey internal information from the remaining committees and act as a channel to the rest of the association via the vice club, management meetings, etc. the vice chair will support, assist with planning and structure of planning and execution of events. The person should also have good contact with USBE regarding the planning of the exams event.

Event coordinator - Plans and conduct events that create a platform for students to meet, socialize and integrate regardless of level of studies. This is done through both recurring events as well as new, innovative events. Unlike sittings, they should be less focus on people having to attend and as far as possible, there should be less focus on alcohol. It is recommended to recruit a club master according to the recruitment policy and aim to create one event each month.

Head general - Will recruit a project group according to the recruitment policy and together with the appointed group plan the kick-off. The kick-off is currently one of HHUS’ s biggest events and thus high demands is placed on the head general. The group will, under the leadership of the head general, make a budget, find sponsors and have a clear plan and strategy for marketing.

Club coordinator - Is responsible for sittings, both traditional but also new ones with the aim to develop the association’s traditions in a modern way. The position should promote cooperation with other student associations on
campus and provide a social space for creating a stronger bond between classes and different levels of studies. It is strongly recommended that the coordinator is required according to the recruitment policy.

Spex coordinator - Means that you help with all the Spex that takes place during the events that the remaining parts of the committee is responsible for. Spex coordinators should serve as an extra hand since the word Spex includes everything from performances to movies. This position is also responsible for taking pictures during the social committee’s events.

Sport coordinator - Is responsible for sports events that the association arranges. The aim is to promote a social platform through healthy activities. The sport coordinator is responsible for, among other things Karpen, arrangements of Umeå’s largest collaborations between different student unions and associations, UWC (Umeå World Cup), and an annual ski trip. It is highly recommended to recruit a section according to the recruitment policy and treat it as a committee. The sporting section should be a section completely disconnected from alcohol related events.

### 2.2.5 Business committee

Vice chair - Has the task of assisting the head of the business committee and acting as deputy to the head of the committee.

Business coordinator, also vice chair of the business committee – Responsible for the coordination of corporate events and activities, as well as overseeing the HHUS members who are business hosts for partner companies. The business coordinator has the overall responsibility for the business committee’s section.

Project coordinator – Responsible for projects related to the businesses of HHUS as well as being responsible for Unbreakable and the recruitment of project managers for the event.

Sales coordinator – Oversees and coordinates all HHUS efforts to finance projects and activities. The sales coordinator focuses its efforts on companies, departments and organizations that are not partners.

The coordinator for business consulting - Recruits and leads the consulting group in business consulting. The consultancy group conducts consultancy activities in relation to other associations and small businesses and works to provide students with work experience. The coordinator for business consulting leads the consultant group and is expected to have the main responsibility for the group and its assignments. The coordinator for business consulting is part of the business committee and is expected to attend meetings and to carry out important information from the consultant group to the business committee.
2.2.6 Pub committee

All management positions within the pub committee are assigned responsibility as service managers or evening managers. This means that they are assigned the responsibility around service at the E-pub. Each evening manager is responsible for informing their staff about the regulations regarding serving alcohol.

Vice chair - Is responsible for the internal communication with all evening managers. The Vice chair is also responsible for assisting the head of the pub committee and act as deputy to the head of the committee.

Booking manager – Is responsible for the E-pub business calendar and all bookings for events and sittings, both internal and external. Takes care of all contact with those who book the E-pub.

Finance manager - Responsible for the internal economy such as pricing, cash and POS terminals and invoicing. The finance manager also works to create and follow the budget of the E-pub.

Purchasing manager, alcoholics - Handles all purchases that include alcohol. Has the main contact with suppliers Carlsberg and Martin & Servera. The purchasing manager for alcohol is responsible for the E-pub’s inventory when it comes to alcohol and should accommodate the storage capacity that is requested. All materials used in serving alcohol are purchased via this position.

Purchasing manager, food - Handles all purchases that include food. Has the main contact with the supplier Martin & Servera. The purchasing manager for food is responsible for the E-pub’s inventory when it comes to alcohol and should accommodate the storage capacity that is requested. All materials used in serving alcohol are purchased via this position.

Purchase manager, miscellaneous - Handles all purchases that include consumable equipment and consumables. Has the main contact with the supplier PacsOn.

Event Managers (x3) - Conducts all planning of the E-pub's own events and everything related to them. The event managers will liaise with the communicator for the marketing of all E-pub events.

JF representatives (x2) - Representative of the Legal Association at Umeå university. Is the evening manager for all events arranged by this association.

FIEzta representative - Representative from the Industrial economist’s club FIEzta. Is the evening manager for all events arranged by this organization and scheduled for the E-pub’s events.

Interior design - Is responsible for limited maintenance of the pub. Should also have contact with Akademiska hus when more extensive maintenance is to be carried out.

DJ manager - Manages all contact and booking with DJs to the E-pub events. Also has the responsibility that the Epub light and sound system works.

3. Membership

3.1 Honorary membership

Honorary members of HHUS are the former dean of USBE, Professor Anders Söderholm, Agneta Marell, professor at USBE and Carl Weidenstolpe, former member of the HHUS board, all because of their efforts for the association.
3.2 Membership

A member is a student who paid a membership in Umeå student union with HHUS as a section affiliation.

4. Elections

In HHUS, elections are prepared at different levels. The board is elected by a decision-making vote among its members. The procedure for the election of members to the management is described below in 4.1.

4.1 Election to the board of HHUS

Rules governing the election of the board are laid down in the statutes. In addition to this, what is laid down in this section is for candidates for positions within the board.

4.1.1 Eligibility Requirements

Membership in HHUS is a prerequisite for being elected in the HHUS board. As a candidate, the intention must be to serve for the entirety of the term.

Studies abroad and internships other than in Umeå during the term of office make the candidate non-elective. The candidate for board posts should have begun studies at Umeå school of business, economics and statistics as to have a student perspective and knowledge of HHUS.

In cases where a candidate for the election is involved in activities, or for any other reason, which may be directly detrimental to the association or create conflict of interest situations, the situation in question shall be raised before the association’s inspector. The inspector can in turn assess whether the candidate should be declared electable or not. The candidate shall be informed of the sequence of events and of the inspector decision without delay.

Applicants for the board shall show proof that the person is not registered in the offence registry to any member of the seat of the presidium. An excerpt "arbete som försäkringsförmedlare" shall be requested from the police, where all types of financial offences are included. The document shall be presented in a sealed, unbroken envelope no later than two (2) weeks after the person has been elected to the position of trust. In case of any registered offence, the inspector be consulted and determine whether the person is suitable as a candidate. The documents shall be processed and kept confidential, and then destroyed when the term of office expires.
4.1.2 Eligibility requirements for certain positions
A candidate for head of the economy committee should have read business Administration B, alternatively have equivalent qualifications, in order to have a basic knowledge of financial work. The candidate for the head of the E-pub must have reached the age of twenty and must not have any remark in the offence registry. The candidate for board advisor should have been previously active on a position within HHUS or have experience of other similar associations.

4.1.3 Election for the board
The choice should follow what is stated below and what is indicated in the HHUS statutes.

- The election committee shall present and advertise the required qualifications for each position, preferably in consultation with the current board.
- All candidates should receive the same amount of marketing space. The election committee shall have the respective candidate’s approval in the marketing of the position for that person.
- In addition, marketing will clarify what consequences and accountability that follows with being a board member.
- In addition to this, the election committee will work to enable members to form an opinion on the candidates in the election.
- The election committee shall promote the possibility of allowing individual members to nominate candidates for board positions. If such nomination is made, the proposed candidate should be asked whether he/she wants to run for election.

4.1.4 Vacancies
If a board entry is vacant when the application period has passed, the successor of the seated board is elected by the current board after the position has been announced for at least 2 weeks, in accordance with the HHUS statutes.

4.2 Election of committees
Elections to committees are prepared by the board in accordance with the provisions below and in accordance with the recruitment policy.

4.2.1 Election procedure
Management positions in committees shall be publicly advertised for at least two weeks on the association’s website. The advertisement must clearly indicate what the advertised assignment entails, what an application should contain, and how the application should be submitted. The board shall take great consideration to the candidates’ personal integrity and the outcome of any votes shall not be recorded in the minutes.

4.2.2 Eligibility
Any member of a student union at Umeå university is electable to a committee. As a candidate, the intention is to complete the term of office. Studies abroad and internships other than in Umeå during the term of office make the candidate non-elective. In cases where a candidate is involved in activities that may be directly detrimental to the association, the board shall consider this candidate to be non-elective.

The candidate to be finance manager must have studied business Administration B or have equivalent qualifications in order to possess a basic understanding for financial work.
Persons in the finance section shall demonstrate to the board evidence that they are not registered in the offence registry. An excerpt "arbete som försäkringsförmedlare" shall be requested from the police, where all types of financial offences are included. The document shall be presented in a sealed, unbroken envelope no later than two (2) weeks after the person has been elected to the position of trust. In case of any registered offence, the board of HHUS shall determine whether the person is considered appropriate or not for his assignment. The documents shall be processed and kept confidential and destroyed when the person leaves the position.

The candidate for the evening manager at the E-Pub shall be at least twenty years old and considered suitable to serve alcohol in accordance with Swedish law.

4.2.3 Requirements on committee members
As a candidate for a committee, the intention is to pursue the position for the term of office.

Anyone that has fulfilled their assignment within the HHUS shall qualify for a certificate. In order to be eligible for a certificate, the person must have stayed on his/her position for 12 months, unless there are special circumstances. The board decides whether the person who resigns before the end of the term under special circumstances is entitled to a certificate. A term of office is a minimum of 12 months and maximum of 18 months. After that, the position must be applied for again. However, the person that previously held the position can apply for it again. In order to be eligible for a certificate, a process of handing over the position to a successor must have been completed.

The handing over of a position should be carried out via:

- A testament, where the holder of a position described what the person has done during the year, as well as problems that exist and possible solutions to them.
- Individual meetings where the new person to a position have the chance to ask questions and to know more about how to go about completing the duties.
- A handing over period when the new position holder can attend meetings and so on, alongside the former holder of the position.
- The handing over of important contacts and assignments.

4.2.4 Appealing the elections
The appeal of the board’s decision on electoral matters can be submitted to the inspector. The inspector shall examine the election and the board’s motivation for decisions made. If the inspector finds that the board’s decision has been incorrect, the inspector may request the board to re-examine the matter.

4.2.5 Removal of an elected person
The board may remove elected representatives of committees and subgroups within HHUS if there are special circumstances for this. Such a decision may be appealed to the inspector.

4.2.6 Vacancies among the management
If a management post is vacant, a new recruitment process will begin in accordance with the recruitment policy if the board considers that the position needs to be filled.
5. HHUS Marketing

5.1 HHUS Graphic Profile

During 2002, a new graphic profile for HHUS was established. This profile includes HHUS, Ekbladet and E-pub logos, and regulates how materials that HHUS produce should be designed. The design and guidelines of the graphic profile are described more clearly in HHUS marketing policy.

5.1.1 Purpose of a graphic profile

The purpose of a uniform graphic profile for HHUS is that the association should always be experienced as a unit internally and externally. HHUS should be an association with a clear internal and external communication, and the graphic profile helps to facilitate this.

5.1.2 Provisions concerning HHUS graphic profile

HHUS marketing in print and in electronic form should always follow guidelines specified for HHUS graphic profile. Within HHUS committees and activity groups, there may be no marketing that violates HHUS marketing policy, unless the board has decided to allow exceptions.

5.2 HHUS Brands

HHUS uses three brands in the businesses. These are: HHUS, Ekbladet and E-pub.

HHUS is used as the name of the entire association and the activities carried out in the various committees. It is important that the members of the association experience a clarity in what HHUS does, therefore the name of the association should be used in marketing and communication, instead of using the name for a specific committee or section.

Ekbladet is HHUS Magazine and works with its own brand and logo. This is done by tradition and therefore Ekbladet is a highly established brand at Umeå university.

The E-pub is HHUS pub. The pub’s activities are addressed not only to HHUS members but to all Umeå students, therefore it is valuable for HHUS to work with the brand E-pub.

5.3 Language

All marketing is done in English. Marketing in Swedish should only occur in exceptional cases when it comes upon request from our partners, for example if their material may require that it is printed in Swedish. Exceptions for the language are also made in Ekbladet written in Swedish. Guidelines on language are clarified further in the marketing policy.
6. The economy

6.1 Signatories
The company is represented, except by the board in its entirety, separately by HHUS president, the head of the economy committee and the head of the pub committee. Should any of these three not be able to complete their duties during some period, the board shall name a replacement promptly. Preferably another board member should enter as the replacement signatory since they are elected by the members.

6.2 Financial Practices
The economic guidelines provided HHUS economic organizational regulations shall be followed by all active members within the association. The board is responsible for the publication and compliance of the economic guidelines.

7. E-Pub
The E-Pub aims to continuously provide a modern night club environment for the students.

7.1 The purpose of the E-pub
The E-Pub will offer daytime and evening experiences marked by creativity, openness and the highest possible quality for Umeå students.

7.2 In charge of the liquor license
In charge of the liquor license at the E-pub is the head of the pub committee. The person in charge of the license should be a member of the board of HHUS, cannot be registered in the offence registry and be entitled to be a separate signatory for HHUS.

7.3 E-Pub management
The head of the pub committee and vice chair of the pub committee are responsible for the work of the E-pub in relation to the board of HHUS. In addition to this, they also have the assistance of the pub committee.

7.4 Pub committee
The E-Pub is chaired by the head of the pub committee, alongside a vice chair for the committee. In addition, the pub committee consists of evening managers and music manager at the E-pub.

The vice chair of the pub committee and other positions within the pub committee are appointed by the board of HHUS. The board of HHUS appoints a person to be finance manager for the E-pub within the committee, this person is included both in the pub committee and the economy committee. This position is also responsible for budgeting and oversight of the activities at the E-pub. In addition, the pub committees’ responsibilities are shared between the members of the committee. The pub committee oversees ongoing activities at the E-pub.

The pub committee convenes one (1) time/week during the semesters, and the head of the committee oversees informing the board about ongoing activities.
8. Ekbladet

8.1 Ekbladets purposes
Ekbladets purpose is to enable creative members who want to create interest and inspire other members through their texts in the magazine, and to offer the opportunity to test their skills in practice.

8.2 Ekbladet’s editorial team
Ekbladets Editorial Team consists of all those who contribute to the material on a continuous basis that eventually Ekbladets publication.

Ekbladets editor in chief leads the work of the editorial team together with an editorial director and one or more editors. It is the editor in chief who is ultimately responsible for the membership magazine to the board of HHUS and its publisher.

8.3 Publisher
The publisher of Ekbladet is the head marketing committee.