

Association Acquis Föreningens reglemente

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 the highest decision-making body between annual meetings.

1.1.2 Inspector

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

1.1.3 Auditors

The auditors annually review HHUS accounts.

1.1.4 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.

1.1.5 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

1.1.6 Committee masteries

A committee mastery is a division of the association's committees and is not connected to the management. Committee masteries continually work with a specific part of HHUS. Members of the committee masteries are appointed in accordance with the recruitment policy.

1.1.7 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 consist the following 9 members:

- President
- Vice President
- Head of Business
- Head of Education
- Head of Social
- Head of Economy
- Head of E-puben
- Head of Marketing
- 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 Education. 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 Education, represents HHUS within the U9 network. 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 situations 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 2.1.2.

1.3 Management composition and procedural rules

The committees of HHUS aim to divide the operations of the association into manageable segments. Each committee is headed by a board member. Each committee shall, through its head, 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 Business Committee works to actively promote contact between students and businesses.

The Head of Business leads the committee which consists of a Vice Head, a Company coordinator, a Project coordinator, a Sales coordinator, and a Consult coordinator.

For detailed role descriptions, see 2.2.1.

1.3.2 Education committee

The Education Committee is in charge of monitoring and improving the education at USBE.

The Head of Education leads the committee which consists of a Vice Head, an Education monitor for SM, an Education monitor for HLP, an Education monitor for IBP and an Education monitor for CEP.

For detailed role descriptions, see 2.2.2.

1.3.3 Social committee

The Social committee ensures that our members' time during their studies is enriched through social activities.

The Head of Social leads the committee which consists of a Vice Head, a Master of Sports, a Master of Ceremonies, a Master of Events, a Master of Spex and the Head general.

For detailed role descriptions, see 2.2.3.

1.3.4 Economy committee

The Economy Committee is in charge of HHUS' economy.

The Head of Economy leads the committee which consists of a Vice Head, a Controller, a Chief Accountant and a Master of Finance. For detailed role descriptions, see 2.2.4.

1.3.5 Marketing committee

The Marketing Committee works with the communication within our association.

The Head of Marketing leads the committee which consists of a Vice Head, an Editor-in-Chief for Ekbladet, a Managing Director for Ekbladet, a Director, a Webmaster and three communicators - one for the E-puben committee, one for the social committee and one for the business committee.

For detailed role descriptions, see 2.2.5.

1.3.6 E-puben committee

The main goal for the E-puben committee is to run the operations of E-puben.

The Head of E-puben leads the committee which consists of a Vice Head, a Booking Manager,

a Beverage Manager, a Food Manager, an Entertainment Manager, a Financial Manager, three (3) Event Managers, an Interior Designer, a Communicator and a FIEzta Manager. For detailed role descriptions, see 2.2.6.

1.3.7 Vice club

The vice club consists of all committee's vice heads 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 each other. The group should also feel free to make the decision process easier for the board by providing material for matters that are raised. The vice club is also responsible for sustainability in HHUS.

2. Position descriptions

2.1 Board of HHUS

President – has the overall responsibility of everything that the association does. The president makes sure that the board has a clear vision, and are working in the same direction. The president represents the association at the board of USBE, in the U9 network, and is the main representative for the association in other external contexts.

Vice President – is the president's right hand and substitute in case of their absence. The vice president is responsible for the association's flow and is also the chairman of the Vice club. The vice president represents the association in Husrådet, as a substitute at the board of USBE and is also the chairman for the Vice club.

Board Advisor – has the responsibility to be well informed about HHUS statutes and regulatory documents, and have a broad knowledge of the association as a whole. The board advisor should also seek to present different perspectives to all discussions and decisions within the board. The board advisor is encouraged to represent HHUS as kårfullmäktige for Umeå studentkår.

Head of Economy – has the ultimate responsibility for the association's economy, including external communication with economic stakeholders. The position combines strategic long-term planning and operational work. The main tasks of the Head of Economy are to lead and coordinate the economy committee's operational work, continuously reporting the economic state to the board and ending the books every year with an annual financial report.

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 Marketing 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 - In charge of the education 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, attends faculty meetings, 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.

Head of Social - Leads the work of the social committee and has the main responsibility for all of HHUS' social events.

Head of Business - 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.

Head of E-puben - Is responsible for all activities carried out at the HHUS student pub E-puben. It is the Head of E-puben 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 E-puben manages all external contact to the board of HHUS and to the parties involved in the operational activities.

2.1.1 The Presidium

The Presidium consists of the President, Vice President and Board Advisor. 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.

2.2 HHUS Management

2.2.1 Business committee

Vice Head of Business - Has the responsibility of assisting the Head of Business as well as the rest of the committee with their various tasks.

Company coordinator - In charge of coordinating corporate events and activities, as well as directing HHUS members who are business hosts for business partners.

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 - 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.

Consult coordinator - The consult coordinator's primary objective lies in connecting student members to an association or company through the 1step website. The consult coordinator is also in charge of a focus group responsible in delivering feedback to Orbi, and remarking any flaws with the website or distribution that may impact its members.

Business communicator: Responsible for marketing all of the business committees activities. The communicators are jointly responsible for maintaining good communication between the association and its members. The communicators administer the association's different social medias, such as Instagram, Facebook and LinkedIn. The business communicator is also part of the marketing committee.

2.2.2 Education committee

Vice Head of Education - Assists and works alongside the Head of Education on the various responsibilities of the committee and has a special responsibility for student rights within separate courses. The vice head is also SAMO (Student environment agent) who focuses on work related issues within HHUS and is also part of the vice club.

Education monitor (x4) - One for each programme (CEP, HLP, SM and IBP). Responsible for monitoring the quality of education at USBE within their respective areas of responsibility. The education monitor for IBP also has a responsibility for international students.

2.2.3 Social Committee

Vice Head of Social - The Vice Head works alongside the Head of Social, with a focus on the operative work within the committee. This includes leading the committee to organize different social events and as well as attending meetings of a more operative type. Head and Vice helps out to share as much of the workload as they can.

Head general - has the ultimate responsibility for HHUS biggest event - Insparken. The head general recruits generals (in accordance with the HHUS recruitment policy) who plan and carry out the inspark for HHUS. The head general should ensure that each appointed general has a specific responsibility for the planning of the inspark.

Master of Ceremonies - 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.

Master of Spex - Is responsible for, among other things, helping the Master of Ceremonies with spex at sittings. In addition to this, the Master of Spex can be an asset to the rest of the committee and the association in finding creative ways to market certain events.

Master of Sports - Is responsible for sports events that the association arranges. The aim is to promote a social platform through healthy activities. The Master of Sports, is responsible for, among other things Korpen, sports activities during Insparken, UWC (Umeå World Cup) and an annual ski trip.

Master of Events - Plans and conducts 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. Some examples are troubadours, bike-parties and pre-party marathons.

Social communicator: Responsible for marketing all of the social committees activities. The communicators are jointly responsible for maintaining good communication between the association and its members. The communicators administer the association's different social medias, such as Instagram, Facebook and LinkedIn. The social communicator is also part of the marketing committee.

2.2.4 Economy committee

Vice Head of Economy - The Vice Head of Economy is the right hand to the Head of Economy and supports the committee internally. The Vice Head of Economy also handles all the invoicing of the association.

Chief Accountant - The Chief Accountant is responsible for keeping track of all the association's accounts, and works close to the Vice Head of Economy. The primary task is to bookkeep everything that goes on within the association.

Controller - The Controller is responsible for budgeting for the entire association. This includes creating the budgets for all committees, assisting with the budget processes, and doing follow-ups on the budgets.

Master of Finance - The Master of Finance is the chairman of HHUS Finansmästeriet and has the operative responsibility for the group. The Master of Finance is responsible for leading the work of managing HHUS portfolio in accordance with applied rules, as well as promoting the finance sector in order to create an interest and knowledge among HHUS members.

2.2.5 Marketing committee

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

Editor-in-chief Ekbladet - Leads Ekbladet's editorial team. The Editor-in-chief is responsible for advertising, contact with companies and the development of the magazine.

Managing director Ekbladet - Shares the responsibility together with the editor in chief, the two ensure that the magazines are 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 good contact with editors and writers.

Director - Is ultimately responsible for all graphic material that the association produces. In other words, it can be said that the director is behind the graphic work that the association is showing. The 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.

Webmaster - Is responsible for the operation, development and maintenance of HHUS website. 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.

E-puben communicator: Responsible for marketing all of E-pubens activities. The communicators are jointly responsible for maintaining good communication between the association and its members. The communicators administer the association's different social medias, such as Instagram, Facebook and LinkedIn. The E-puben communicator is also part of the E-puben committee.

Business communicator: Responsible for marketing all of the business committees activities. The communicators are jointly responsible for maintaining good communication between the association and its members. The communicators administer the association's different social medias, such as Instagram, Facebook and LinkedIn. The business communicator is also part of the business committee.

Social communicator: Responsible for marketing all of the social committees activities. The communicators are jointly responsible for maintaining good communication between the association and its members. The communicators administer the association's different social medias, such as Instagram, Facebook and LinkedIn. The social communicator is also part of the social committee.

2.2.6 E-puben committee

All positions within the E-puben 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 Head of E-puben - handles the internal operations of E-puben and assists the Head of E-puben in their tasks. The Vice Head of E-puben also administers the “skip-the-queue”-points in line with current policies.

Booking Manager - Is responsible for the E-puben business calendar and all bookings for events and sittings, both internal and external. The booking manager takes care of all contact with those who book E-puben.

Financial manager - The financial manager is responsible for E-puben’s economy and handles matters concerning invoicing and billing, monetary transactions, and price setting. The financial manager sends out invoices for sittings and helps out with financial inquiries. The financial manager is also responsible for making sure the card terminals and checkout system are working at E-puben.

Beverage Manager - As the beverage manager at E-Puben, the task is to order alcohol every week to make sure there is enough of beverages for the events and to make

sure there are glasses, bar equipment, working refrigerators, dispensing systems and everything else that has to do with the serving of beverage. The beverage manager also keeps in contact with the beverage suppliers, Carlsberg and Martin & Servera, via their salesmen.

Food Manager - As the food manager at E-Puben, the task is to make sure that there always is enough food for E-puben's events. It is also up to the food manager to make sure there is as little waste as possible, adjust the food menu and that each portion looks the same. Additionally, the food manager is in contact with the supplier Martin & Servera via their salesman.

Entertainment Manager - The responsibility of the entertainment manager is to book DJs for all of our nightclubs and is also in charge of all our game material. This includes for instance making sure that each card deck has enough cards, and that the jenga set is complete. The entertainment manager is also in charge of the music that plays on EPP's.

Interior Designer - The responsibility of the interior designer is to make sure the interior of E-puben always looks and works its best before the doors open. Additionally, the interior designer is responsible for purchasing miscellaneous consumables to E-puben and making sure those are always in stock.

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

E-puben communicator: Responsible for marketing all of E-pubens activities. The communicators are jointly responsible for maintaining good communication between the association and its members. The communicators administer the association's different social medias, such as Instagram, Facebook and LinkedIn. The E-puben communicator is also part of the marketing committee.

FIEzta Manager - Representative from the Industrial economist's club FIEzta. Is the evening manager for events arranged by this organization and scheduled for E-pubens events.

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. The board

of HHUS is encouraged to nominate candidates for honorary membership when people meet the criteria for this, see HHUS statutes.

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 to 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 in order 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's decision without delay.

Applicants for the board shall show proof that the person is not registered in the offense 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 offenses 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 offense, the inspector shall be consulted and determine whether the person is suitable as a candidate or not. 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 Economy shall have read Business Administration B, alternatively have equivalent qualifications, in order to have a basic knowledge of financial work.

A candidate for the Head of E-puben must have reached the age of twenty and must not have any remark in the offense registry.

A candidate for board advisor shall 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 a 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 HHUS 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, except for special circumstances where it can be allowed by the board. 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.

A candidate for Financial Manager of E-puben shall 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 offense registry. An excerpt "arbete som försäkringsförmedlare" shall be requested from the police, where all types of financial offenses 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 offense, 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.

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 one or several position(s) are vacant after the first two weeks of publicity advertisement, a new application can be announced or the current application period can be extended until the position(s) are filled. This without the requirements of a deadline and recruitment can be continuous.

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-puben 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-puben.

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.

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

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 partially 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 Economy and the Head of E-puben. 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-puben

E-puben aims to continuously provide a modern night club environment for the students.

7.1 The purpose of E-puben

E-puben 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-puben management

The Head and Vice Head of E-puben are responsible for the work of E-puben in relation to the board of HHUS. In addition to this, they also have the assistance of the E-puben committee, see 2.2.6.

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 Ekbladets 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 a managing director. It is the editor-in-chief who is ultimately responsible for the magazine to the board of HHUS and its publisher.

8.3 Publisher

The publisher of Ekbladet is the Head of Marketing.