

# Policy document for Ekonomihögskolans i Växjö Studentförening

This document contains general rules and guidelines for EHVS.

The document is primarily aimed at EHVS active members, as well as the ordinary members, who must refer to this document. All operatives who deal with the association's money, such as the board, project managers, editors-in-chief and presidents of the committees, must undertake to follow these guidelines by signing "EHVS contingent liability".

**Established 2015-11-18**

**Revised 2023-11-01**



# Table of content

<b>Financial routine .....</b>	<b>2</b>	<b>Internal arrangements.....</b>	<b>6</b>
Purchases & Orders .....	2	Amår.....	6
Receipts .....	3	Kickoff week .....	6
Request for an increased budget.....	3	The graduation banquet .....	6
Subscription right.....	3	<b>Booking of vehicles.....</b>	<b>7</b>
<b>Marketing .....</b>	<b>3</b>	<b>Booking of premises .....</b>	<b>7</b>
Printed matter.....	3	<b>Alcohol &amp; Drugs .....</b>	<b>8</b>
Communication.....	3	<b>EHVS Assets.....</b>	<b>8</b>
Social Media.....	4	<b>EHVS premises .....</b>	<b>9</b>
Language.....	4	EHVS Office.....	9
<b>Graphic profile .....</b>	<b>4</b>	The Program Committee premise.....	9
<b>Travel policy .....</b>	<b>5</b>	Office Tufvan.....	9
Background.....	5	<b>Ticket release .....</b>	<b>10</b>
Travels.....	5	Physical ticket releases .....	10
Accommodation.....	5	Digital ticket releases .....	10
<b>Representation .....</b>	<b>6</b>	<b>Themes of arrangements.....</b>	<b>10</b>
		<b>Policy regarding the management of EHVS's stock portfolio.....</b>	<b>11</b>

# Financial routine

## Purchases & Orders

Purchases or orders on behalf of EHVS must be preceded by the board's approved budget. If this budget cannot be kept, the board must approve this. However, you can:

Purchases of a hasty or urgent, unforeseen nature for amounts up to SEK 500 must be approved by the Vice Treasurer, the products or services must be sold immediately, and be indispensable for the business.

Purchases of a hasty or urgent, unforeseen nature for amounts up to SEK 2,000 must be approved by two (2) board members together. The product or service must be sold immediately and be indispensable for the business.

Purchases of a hasty or urgent, unforeseen nature for amounts up to SEK 4,000 must be approved by two (2) board members and a company signatory together. The product or service must be sold immediately and be indispensable for the business.

All purchases made outside the budget must be announced to the Treasurer within the agreed time.

The Treasurer is obliged to inform the board of any purchases made on behalf of the association and recommends that the board approve or reject these.

All purchases over SEK 4,000 must be decided on at a board meeting where decision-making prevails. If the board considers that the purchase is not justified, those who made the purchase decision will be personally liable for payment for this specific purchase.

All projects carried out on the basis of the budget must be followed up with an explanation and the board drawing up an outcome. This must take place within a reasonable time.

# Marketing

## Receipts

All receipts for purchases made on behalf of the association must be submitted to the Vice Treasurer no later than two (2) weeks after purchase, unless otherwise is agreed.

## Request for an increased budget

A request for an increased budget is made according to instructions from the Treasurer.

## Subscription right

The board has the option to issue subscription rights where required.

## Printed matter

All printed matter must be approved by the respective Committee President. Committees and projects within EHVS must use the EHVS logo along with their own on all printed matter. Note that this also applies if the committee has its own logo. For correct use of the logo, see the EHVS graphic profile.

All the association's public documents must bear the EHVS logo and be in accordance with the EHVS graphic profile. ASSAR is reviewed and approved by the editor-in-chief. Responsible for published material in ASSAR is the Head of the Media Committee. BrIEf is reviewed by the board before publication when there is no responsible publisher. The committee that prints/copies material at the EHVS Office during its opening hours does so to the extent of time and in a way that does not interfere with the regular member service.

## Communication

In all communications, EHVS must appear as a serious organization that acts in the interests of its members. No material that may seem offensive, for example of a religious or political nature, may appear. EHVS shall be spelled Ekonomihögskolans i Växjö studentförening. EHVS is always written in capital letters, except for the website address which is written in lower case letters.



# Graphic profile

## Social Media

The committees and sections are free to use their channels to promote themselves as they see fit. Exceptions are when content can be considered grossly inappropriate and can seriously harm an individual or the association, whereupon the EHVS board has the right to request the removal of affected content.

## Language

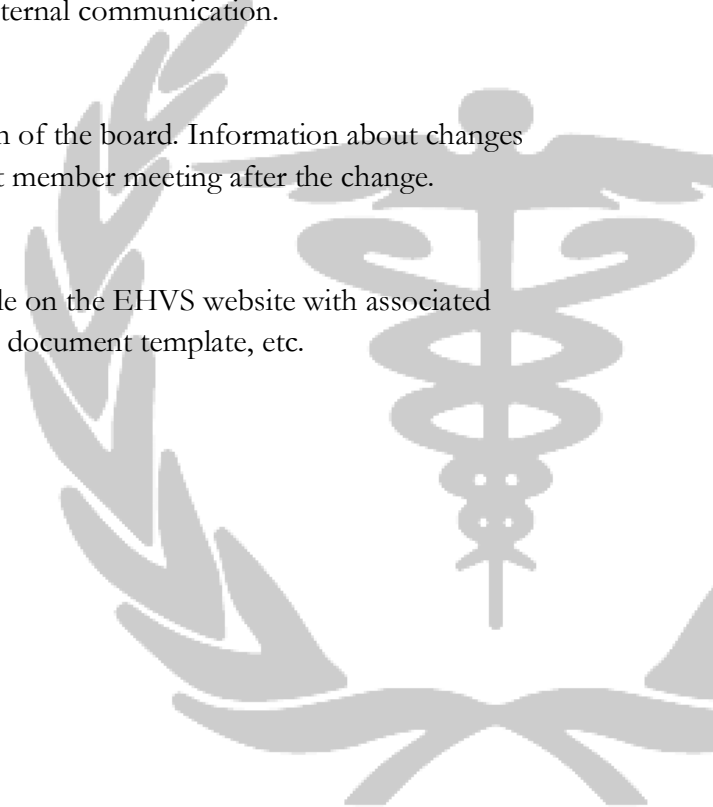
EHVS events and information must be marketed in Swedish and English. In cases where a significant part of the arrangement is carried out in the Swedish language, this must be clearly stated in the marketing.

All of EHVS's public documents must meet the requirements of the most recent updated graphic profile.

This describes the use of our font, our logos and more aspects that are important to follow in our external communication.

Changes are made by decision of the board. Information about changes must be presented at the next member meeting after the change.

The graphic profile is available on the EHVS website with associated files, such as the EHVS logo, document template, etc.



# Travel policy

## Background

EHVS shall, by reimbursing travel costs, facilitate and encourage members to participate in events that can be considered part of the duties, or alternatively that benefit EHVS.

The travel policy applies to the board unless there are special reasons why others should also be covered. In such cases, this is decided by the board.

## Travels

EHVS reimburses such travel expenses that can be classified as business trips for EHVS. The condition is that the trip is of substantial benefit to the association.

In order to keep travel costs down, the traveler must choose the travel option that is most cost-effective in relation to time and convenience. Furthermore, in the case of trips that are of a more expensive nature or where the number of travelers is significant, the board can determine an amount that is distributed over the total cost of the trip.

When using your own vehicle, compensation for petrol costs is paid out. To receive compensation, you must submit receipts from the gas station, together with a completed "own expense template". Travel invoices are submitted to the Vice Treasurer no later than two (2) weeks after the end of the trip.

## Accommodation

EHVS must pay for accommodation and subsistence that is considered directly linked to the work that benefits EHVS. The cost must be kept down as much as possible, regarding time, convenience, and the nature of the assignment.

## Representation

EHVS covers half of the costs for representation. Representation refers to when an external party formally invites or is invited to a gathering that benefits EHVS as a whole, for example a labor market day in another location. If there are special reasons, a higher percentage of the amount can be paid. This must be decided by the board and documentation is required. The board has the authority to approve and issue compensation for representation costs in individual cases.

A written evaluation can be requested to be submitted to the board by the person who participated in a conference trip, exchange of experience, etc. or when the board deems it necessary.

Costs of alcohol is never representation.

All representation must be approved by the board before the cost of this arises. Documentation is required.

## Internal arrangements

This policy is designed to clarify who pays what in terms of parties organized by EHVS. The policy only applies to sitting and entry.

### Amår

Amår shall be considered representation for the board. The previous year's Amår project group is considered guests of honor and must be invited free of charge.

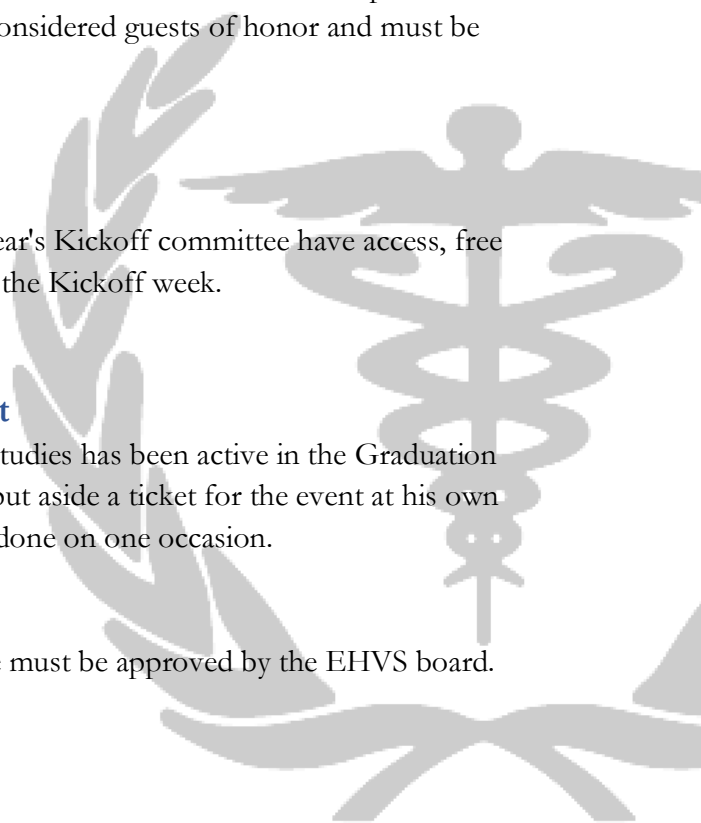
### Kickoff week

The board and the previous year's Kickoff committee have access, free of charge, to all events during the Kickoff week.

### The graduation banquet

The member who during his studies has been active in the Graduation Banquet's project group may put aside a ticket for the event at his own graduation. This may only be done on one occasion.

All exceptions from the above must be approved by the EHVS board.



## Booking of vehicles

All vehicle bookings are made through a person appointed by the board. The person who received the vehicle from the rental company is fully responsible for the vehicle/vehicles and the costs that may arise, regardless of who is driving the vehicle/vehicles, during the rental period.

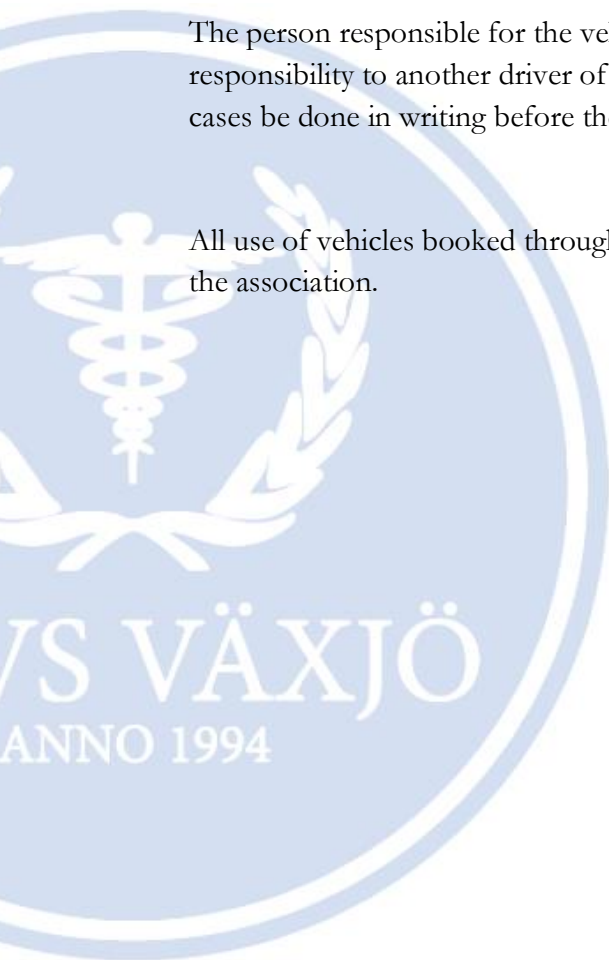
The person responsible for the vehicle/vehicles can waive this responsibility to another driver of the vehicle/vehicles, this must in all cases be done in writing before the vehicle is handed over.

All use of vehicles booked through EHVS must be for the purpose of the association.

## Booking of premises

All bookings for larger premises, for example a student pub, mall or equivalent, are made through a person appointed by the board. The person who made the order is responsible for the booking of the premise and that the activities therein do not contravene other rules, during the time the venue is leased to EHVS.

Other premise bookings take place in accordance with the premise booking manager's guidelines. Location or open space is to be equated with premises.



## Alcohol & Drugs

EHVS strives to support a responsible alcohol culture within the association where all members should be able to drink on their own terms, regardless of whether individuals want to drink a lot or nothing at all.

We want to organize events where it becomes an active choice to drink and not an active choice to have to say no to alcohol.

During all events that EHVS arranges, it is forbidden to use illegal substances or otherwise violate Swedish legislation (for example, the alcohol law).

### **At all arrangements shall**

- At least two (2) persons responsible always be sober.
- At least one "kicker" in each group during Kickoff week be sober.
- Non-alcoholic drinks of a similar nature are available where alcohol is served.
- Everyone who deals with the association's financial assets, for example payment terminals, must be sober.

## EHVS Assets

EHVS assets are managed, maintained and are responsible for by the board or person/persons appointed by it.

All EHVS equipment and inventory must be used for the association's purposes or used by the association. Lending is done by the board and decisions on lending are made by a simple majority. The board has the authority to rent out equipment and inventories to other student organizations on campus in order to promote relationships. All equipment is signed out by a person appointed by the board and returned in the same condition as issued. For a list of the association's equipment and inventory, please contact the person appointed by the board.

Private use of tents, PA systems, copiers, computers, or the association's funds must be considered unauthorized and must therefore not occur. Such use or misuse of the association's assets can lead to liability for compensation and a police report. Exceptions can be approved by the board in extremely unusual cases.

# EHVS premises

Access to EHVS premises must be checked by the board twice (2) per semester.

## EHVS Office

The Head of EHVS Office is responsible for the daily operation of the premise.

Office workers on duty are responsible for the EHVS Office and everything that happens in it during the hours the EHVS Office is open.

The safe must always be locked, especially during EHVS Office opening hours.

## The Program Committee premise

The Head of the Program Committee is responsible for the daily operation of the premise and any lending.

## Office Tufvan

The President of EHVS is responsible for the ongoing operation and maintenance of the premises, as well as the contact between the association and the landlord.

Access to Office Tufvan is authorized for the EHVS board and visitors.

When transferring to a new board, authorized signatories must update the information with the landlord. If the lease expires, the EHVS board must evaluate the association's possibilities for continuing to rent the premise.

## Ticket release

### Physical ticket releases

In order to attend EHVS events, valid membership in EHVS or another valid ticket is required. In the case of physical ticket sales for EHVS events where alcohol is served, valid photo identification must be presented.

### Digital ticket releases

When ticket releases take place digitally regarding events where alcohol is served, the age limit must be checked. The organizing section is then responsible for checking valid photo ID and ticket upon entry.

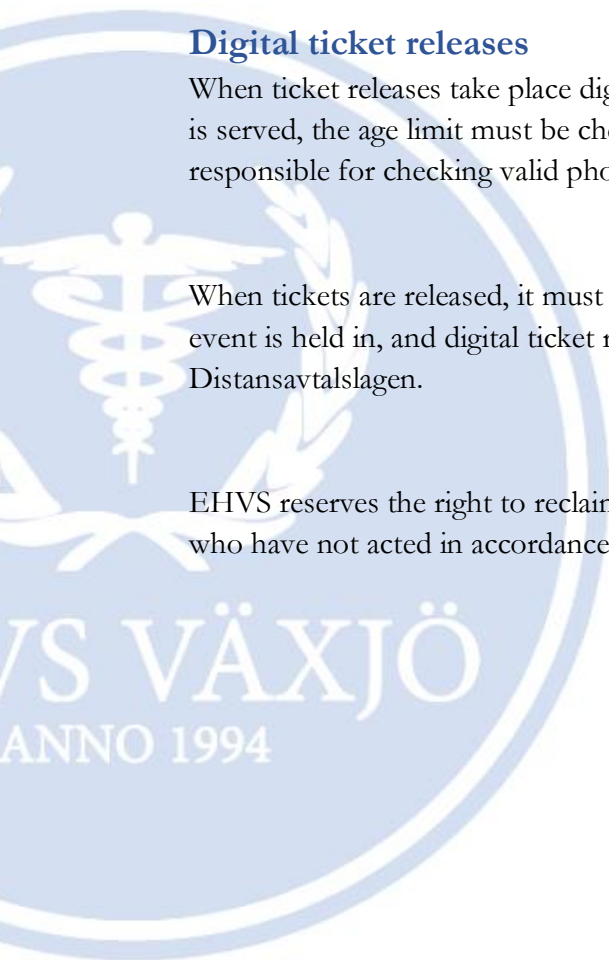
When tickets are released, it must be clearly stated which language the event is held in, and digital ticket releases follows the Swedish law Distansavtalslagen.

EHVS reserves the right to reclaim or deny compensation to those who have not acted in accordance with this document.

## Themes of arrangements

At events within EHVS where one or more themes are present as a prominent part of the event, these themes must be reviewed and approved by a person appointed by the board.

However, EHVS disclaims responsibility for the interpretation of individuals.



## Policy regarding the management of EHVS's stock portfolio

EHVS' stock portfolio is managed by Börsguppen according to a separate policy.

