



UMEÅ STUDENTKÅR
~ Studentfackligt arbete sedan 1959 ~

**FÖREDRAGNINGSLISTA EXTRAINSATT KÅRSTYRELSE-
SAMMANTRÄDE**

DATUM: 2021-12-20

Tid: 12.00 – 13.00

Plats: Viljan och Teams

Formalia

Punkt	Ärende	Bilaga	Föredragande & förslag till beslut:
F1	Mötets öppnande		Kårordförande Gustav Svensson förklarar mötet öppnat.
F2	Mötets behöriga utlysande		Kallelse gick ut 15/12 och handlingar 15/12. Kallelse kom ut något senare på grund av att detta är ett extrainsatt möte. Om alla känner att de fått möjlighet att delta och ta del av handlingar ändå trots den sena kallelsen så kan vi anse att mötet trots detta är behörigt utlyst. <i>Att anse mötet behörigt utlyst.</i>
F3	Adjungeringar		<i>Att adjungera närvarande tjänstemän samt övriga med närvaro- och yttranderätt.</i>
F4	Val av sekreterare och justeringsperson		<i>Att välja en sekreterare.</i> <i>Att välja en justeringsperson.</i>
F5	Fastställande av föredragningslista		<i>Att fastställa föredragningslistan.</i>

Diskussionspunkt

Punkt	Ärende	Bilaga	Föredragande:
D1	Disciplinära ärenden	D1	Matilda Good Diskussion gällande policys för disciplinära ärenden, i relation till det pågående arbetet i Referensgrupp för medlemsincidenter.

Beslutspunkter

Punkt	Ärende	Bilaga	Föredragande och förslag till beslut:
B1	Anställning Studentlivssamordnare	B1	Matilda Good & Stefan Brattlöf Rekryteringsgruppen har kommit till beslut gällande anställningen av Studentlivssamordnare och har tagit fram ett förslag, se bilaga. Förslag till beslut: <i>Att anställa Linnea Forsell, 931103-4780, som studentlivssamordnare med en tjänstgöringsgrad på 100% för perioden 10 januari 2022 – 20 december 2023.</i> <i>Att sätta ingångslön för tjänsten till 25 000kr/månad brutto och i övrigt med likvärdiga villkor som för övrig personal med motsvarande tjänstgöringsgrad vid Umeå studentkårs kansli.</i> <i>Att lön samt till tjänsten tillhörande kostnader som direkt härrör till tjänstens innehåll belastar konto 6135: Projekt extraanslag</i>
F6	Mötets avslutande		Kårordförande Gustav Svensson förklarar mötet avslutat.

Chapter 1 Introduction

§ 1.1 The purpose of this document

This disciplinary policy regulates disciplinary measures and matters that can be taken against an individual, or group of people, who are or has been members of HHUS Student Association according to §2. Anonymity for all individuals within disciplinary measures will be kept.

The purpose of the Disciplinary Statute is not to make HHUS Student Association a judgmental and convicting organisation. Therefore, it is up to the investigating authority to decide upon if a reported suspicion of violation specified in §4 should be investigated in accordance to this document, or if the matter should be dealt with in other ways.

The Board has the highest decisive power when deciding on this. This applies to all cases except if the person accused of violation(s) is a member of the Board. The Board are obligated to present all reported suspicions of violation of this statute to Umeå Studentkår.

Chapter 2 Definitions

§ 2.1 Member

A member of HHUS Student Association are either:

- a) regular members,
- b) honorary members,

The definition of each type of member is stated in the Association Statute in chapter 2 under §2.1 and §2.2.

§ 2.2 Individual Concerned

The person accused of such violations stated in §4 and is therefore subject of an investigation. In order for the investigation to fall under HHUS, the person must be a member of HHUS Student Association according to §2.

§ 2.3 Investigating Authority

The group conducting the investigation of a suspected violation stated in §4. The group should consist of the Presidium (President, Vice President and Board Advisor) of the Student Association. However, if anyone in the Board is subject to an investigation, or if the Board is otherwise found unfit to handle the situation, Umeå Studentkår should handle the matter from the start.

§ 2.4 Convener

The convener of the investigating authority is the President of the Student Association, followed by the Vice President and Board Advisor. If anyone in the Board is subject to an investigation, or if the Board otherwise is found unfit to handle the situation, the convener of the investigating authority is the board of Umeå Studentkår.

Chapter 3 Disciplinary Measures

§ 3.1 Measures

The possible disciplinary measures are:

- a) notification in the protocol,
- b) warning,
- c) suspension from activities and events over a limited amount of time,
- d) active engagement repealed, or
- e) permanent suspension from all Association related activities and events.

§ 3.1.1 Notification in the protocol

A decision for a notification in the protocol entails that a violation as such specified in §4 is written down and archived. If the individual concerned is subject to an additional disciplinary errand in future time, that investigating authority shall take the notification in the protocol into consideration when deciding on suitable disciplinary measures for that errand. The protocol will only be available for the President and all documentation in these documents will be removed within three years after an incident.

§ 3.1.2 Warning

A decision of a warning entails that the individual concerned has been warned about a possible suspension. If the individual concerned is subject to an additional disciplinary errand, that investigation authority shall take the first warning into consideration, and the individual should face suspension. Depending on how serious the violation is, the authority should consider either a time-limited suspension. In addition, found subject to

more than one warning, the individual concerned should also be relieved from all active engagement within the Association.

§ 3.1.3 Suspension from activities and events over a limited amount of time

A decision for a suspension from activities and events over a limited amount of time entails that the individual concerned cannot attend any events or activities arranged by the Association over a limited amount of time. Depending on how serious the violation is, the authority should determine a time period over which the individual concerned should be suspended and from what activities and events. The individual concerned should also be suspended from all active engagement within the Association during the period. If found unsuitable for active engagement after the time period, the investigating authority shall announce this at the same time as other measures are being taken.

§ 3.1.4 Active engagement repealed

A decision for an active engagement repealed entails that the individual concerned has committed such a violation stated in §4 that he or she is found not suitable representing HHUS. The individual concerned can, if the authority finds this a suitable option, be given the opportunity to renounce all active engagement by free will. If so, the individual concerned shall renounce the engagement in writing to the investigating authority.

§ 3.1.5 Permanent suspension from all Association related activities and events

A decision for a permanent suspension from all Association related activities and events entails that the individual concerned has committed such a violation stated in §4 that he or she is found permanently separated from everything that the association does and is related to. This includes all active engagement and involvement in any Association related activities and events. A decision for suspension be handled at the annual meeting according to §2.5 in HHUS Statues.

§ 3.2 Multiple measures

More than one disciplinary measure can be taken against an individual found guilty of such a violation stated in §4.

§3.3 Liability to compensate

In some cases, such as for example stolen or damaged property, the Association can charge the individual concerned to compensate or replace the item(s). A decision for liability to compensate entails that the individual concerned has by obvious intent, for example stolen or damaged items or property, or otherwise acted in a way that has

resulted in economic loss for the Association. It is up to the investigating authority to decide upon if compensation should be of the full amount or parts of it. The compensation or replacement shall only be restricted to items and property not covered by insurance.

§ 3.4 Take Effect

A decision for suspension shall immediately become effective, unless otherwise specified in the decision.

A decision for an active engagement repealed shall become effective immediately after the decision has been made and reported to the concerned individual(s), unless otherwise specified in the decision.

If considered needed (e.g. if there is a considerable risk of a §4 violation being repeated) the investigating authority may with immediate effect suspend an individual suspected for violations from involvement within the Association before an investigation has been conducted. Such a decision shall apply until the investigating authority has examined the matter in accordance with §5, although no longer than a month.

§ 3.5 Trial period

The investigating authority can give the individual a trial period after the time-limit measure has been taking place. The trial period must be time-limited and can't be longer than 6 month.

If the individual is found guilty of an action according to §4 during the period of trial the investigating authority can take measurements according to §3.1.5 at the next annual meeting.

Chapter 4 Disciplinary Violations

§ 4.1 Disciplinary Violations

Disciplinary measures according to §3 may be taken against an individual according to §2 that

- a) Disrupts operations at HHUS to the extent that it harms the organisation profoundly,
- b) Damages or seizes property that belongs to or are associated with HHUS, is used in its operations or is located in premises or areas where HHUS activities take place,

- c) Subjects any other HHUS a functionary, member or employee to unequal treatment, discrimination, bullying, offensive and/or unwelcome treatment, violence or harassment of any kind.
- d) Acts dishonestly or improperly towards another member, employee and/or other functionary at HHUS,
- e) Is guilty of an act, related to HHUS or a person linked to the organisation, which may reasonably be assumed to constitute a violation of Swedish law
- f) Acts in a way that is likely to damage the reputation of, or relationships to HHUS,
- g) Otherwise violates HHUS's statutes, values, policies, or other official regulations or guidelines,
- h) Behaves improperly during a HHUS event or activity, or towards anyone connected to the organisation,
- i) Has been subject to disciplinary action after an investigation has been carried out by USBE.

§ 4.2 Time-limit

Disciplinary measures may not be taken later than 6 months after the reported violation.

Chapter 5 Appeals

§5.1 Appeal

An appeal on the decision of taken disciplinary measures is made in written format and sent to the investigating authority convener.

§5.2 Information

The concerned individual shall be informed about the right to appeal when receiving in the final decision.

§5.3 Appeal examination

On appeal, the errand will be examined by the annual meeting according to §2.5 in HHUS statutes.

§5.4 Deadline

The appeal must be handed to the investigating authority within three weeks after the concerned individual has received the decision. Appeals can only be made once.

2021-12-13
Umeå



Disciplinary Policy

FÖRSLAG TILL ANSTÄLLNING SOM STUDENTLIVSSAMORDNARE

Rekryteringsgruppen tillsattes av kårstyrelsen 2021-10-14 i syfte att genomföra intervjuer med, och lämna förslag till, visstidstjänsten som studentlivssamordnare på 100%

Tjänsten var sökbar under perioden 2021-10-25 – 2021-11-22. Bland de sökande valdes sedan ett antal kandidater ut för vidare intervju. Totalt inkom 11 ansökningar där flertalet var av hög kvalitet men där 3 ansökningar stack ut då de sökande hade såväl relevant och aktuell utbildning i grunden samt praktisk erfarenhet av arbete med frågor som faller inom tjänstens område. Av dessa 3 hade 1 fått en annan tjänst och därmed kallades 2 personer till intervjuer som genomfördes 2021-11-26 samt 2021-11-29. Rekryteringsgruppen har därefter fattat beslut om följande förslag till anställning:

Studentlivssamordnare på visstid 100% perioden januari 2022 – december 2023: Linnea Forssell

Linnea har en kandidatexamen i strategisk kommunikation, magisterexamen inom medie- och kommunikationsvetenskap samt utbildning inom grafisk design vid Umeå universitet. Hon har mångårig arbetslivserfarenhet som både säljare, kommunikatör, eventpersonal, webbredaktör och med arbete inom sociala medier vilket passar in mycket väl med tjänsten.

Linnea har vidare uppvisat ett starkt driv och engagemang för att arbeta som studentlivssamordnare, såväl i sin ansökan som vid intervjutillfället. Under studietiden har Linnea även haft ett ideellt engagemang i Medium, något som vi är övertygade om för med sig en kunskap om de utmaningar och möjligheter som finns inom den ideella sektorn.

Detta sammantaget gör att vi med stort förtroende kan rekommendera Linnea Forssell till tjänsten som studentlivssamordnare. Linnea har i dagsläget en tjänst som kommer upphöra helt i februari. Vårterminen inleds därför med en tjänstgöringsgrad under 100% i överenskommelse med kanslichef där lönen justeras i förhållande till tjänstgöringsgraden.

Förslag till beslut:

Att anställa Linnea Forssell, 931103-4780, som studentlivssamordnare med en tjänstgöringsgrad på 100% för perioden 10 januari 2022 – 20 december 2023.

Att sätta ingångslön för tjänsten till 25 000kr/månad brutto och i övrigt med likvärdiga villkor som för övrig personal med motsvarande tjänstgöringsgrad vid Umeå studentkårs kansli.

Att lön samt till tjänsten tillhörande kostnader som direkt härrör till tjänstens innehåll belastar konto 6135: Projekt extraanslag