



ASSOCIATION OF FOREIGN AFFAIRS

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UPF Lund Rules and Regulations

This document sets the rules and regulations for the work of UPF and exists to complement the UPF Statutes with in-depth descriptions in regards to each organ, position, committee, project and working group of the Association. The aim of this document is to achieve better transparency and accountability, where the work of UPF is clear for all members interested in understanding what we offer and how we operate.

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1. INTRODUCTION

1.1 Starting point

The Rules and Regulations document is a complement to the UPF Lund's Statutes and serves to further describe and regulate the associations' different bodies and positions of trust. In case of conflict, the statutes have precedence. The Annual Meeting owns the Rules and Regulations. A change requires one (1) Annual Meeting decision.

1.2 Language

The Association of Foreign Affairs Lund (UPF Lund) attaches great importance to a diverse participation and the principle of all students being able to represent themselves. Therefore, the working language at all meetings within the association shall be in English. Documents for all meetings shall be written in English.

1.3 Rules of Procedure

The Rules of procedure regulates managerial and decision-making matters. The Rules of procedure gives an overview of the most important rules UPF simulations should follow. The Rules of procedure can be found in a separate procedural document on the website. The Board owns the Rules of procedure. A change made to the procedural document requires one (1) decision by the Board.

1.4 The Annual Meetings

The Annual Meetings consist of the Annual Election Meeting and the Annual Meeting. The Annual Meetings are the highest decision-making body of UPF Lund. The Annual Meetings owns the Statutes and Rules and Regulations. The Annual Election Meeting elects people to the internal positions of the Association and handles motions submitted to the meeting. The Annual Meeting takes decisions about the various documents that will regulate the upcoming fiscal year. This can for example include the Operational Plan and the Operational Budget.

2. INSTRUCTIONS FOR THE BOARD

The Board is appointed by the Annual Election Meeting and consists of the Presidium and the Heads of each respective committee, with exception to the Nominating Committee. The Board assumes their roles on the 1st of July for a mandate period of one (1) year (until June 30th). The Board meets regularly and works closely with the activities of the Association. The Board acts as the highest decision-making organ for the Association between the Annual Meetings and handles questions that are closer to regular operations, such as by-elections, takes operational decisions and carries out activities on the behalf of the Association. The Board is responsible to regularly evaluate, establish and revise the Association's regulatory documents under the Statutes and Rules and Regulations.

2.1. The Board is collectively obligated to

- Be responsible for running the regular operations,

- Have an overview of all activities organized by the Association,
- Make sure changes that have been decided upon are implemented,
- Understand and follow the Association's steering document
- Ensure good relations and transparency towards the members of the Association,
- Act as the link between the Board and the committees, and
- Work actively with recruitment.

2.2. Every Board Member is obligated to

- Attend and actively participate in the board meetings,
- Inform the Presidents and have their absence approved for missing board meetings,
- Come prepared to the board meetings by reading the documents sent out beforehand,
- Always act in the best interest of the Association,
- Attend important recruiting events as a UPF representative, this includes but is not limited to:
 - Hälsningsgillet (Expo Fair),
 - Student Association Fair (SAF),
 - Get Active events,
 - Board trips, and
 - Mingles organized in conjunction with big events.
- Maintain the office. This includes but is not limited to
 - Having office hours which includes being available to members,
 - Cleaning the office, and
 - Purchasing fika, on a weekly basis.
- Always work on making sure that the operations within committees and groups are conducted in an inclusive and transparent manner.

- 2.3. The Board is furthermore responsible for creating a Project of the Year. This project must be decided upon through a board decision.
- 2.4. Once the project is decided upon, a project group shall be elected to execute the project. This project should consist of both Board Members and regular Members.
- 2.5. The project group is obligated to
 - Amongst themselves appoint a person with the responsibility to call for meetings and report back to the Board with their progress,
 - Report back to the Board about plans and updates regarding the project, and
 - Do the work within their mission according to the instructions they have been given by the Board.

3. INSTRUCTIONS FOR THE PRESIDIUM

The Presidium consists of the President, the Vice President, the Secretary, the Treasurer and the UFS-representative.

§1 The Presidium should at the beginning of each operational year decide how the work of the Presidium shall be conducted throughout the year.

§2 The Presidium is responsible to

- Act as a preparatory organ for the organisational matters of the Association,
- Be a support for the President and the Vice President when needed, in regards to the overall associational matters, and
- Make sure that Knowledge Exchanges are carried out during the operational year.

3.1. Instructions for the president

The President is appointed by the Annual Election Meeting and is a part of the Presidium.

The President holds the utmost responsibility. The position is held by one (1) individual.

§1 The President is responsible for representing the Association externally.

§2 The President is the media spokesperson for the Association. The President has the possibility to delegate parts of this responsibility to other members of the Board.

§3 The President is responsible for making sure that the operations comply with the regulatory documents as well as the purpose of UPF during their mandate period.

§4 The President holds the authority to interpret regulatory documents in accordance with §11.1 in the Statutes.

§5 The President is obligated to

- Always act in the best interest of the Association,
- Coordinate the Board,
- Coordinate the Nominating Committee,
- Have a good knowledge of the Association's finances as the individual signatory,
- Have a good knowledge of the regulatory documents of the Association,
- Together with the Treasurer set the Operational Budget,
- Assist the Treasurer in questions regarding the budget, payments and finances of the Association,
- Together with the Treasurer write applications for grants that UPF applies for on a yearly basis. This includes but is not limited to
 - Folke Bernadotteakademi (FBA),
 - ForumCiv, and
 - Myndigheten för Ungdoms- och CIVILSAMHÄLLESFRÅGOR (MUCF).
- Together with the Treasurer write reports for the grants that UPF have applied for,
- Make sure that ansvariga utgivare (eng translation: publishers) are elected for the media committees and that the elected candidates are reported to the proper authorities prior to the beginning of November each year,
- Uphold a good relationship with collaboration partners and sign new agreements,
- Attend the UFS Annual Assemblies together with the UFS Representatives and vote in accordance with discussions and/or decisions taken by the Board prior to the Annual Assemblies,
- Manage the UPF Google account,
- Coordinate external education organized by third parties, and
- Educate the Board and Trustees in UPFs regulatory documents.

§6 The President is furthermore responsible together with the Vice President to

- Provide assistance to Board Members and Trustees when needed throughout the year,

- Set dates for Board Meetings and Annual Meetings,
- Compose an Operational Plan and Annual Plan in accordance with the Statutes,
- Evaluate collaboration agreements on a yearly basis, and if needed together with the Treasurer,
- Evaluate potential collaboration request(s) and present proposal(s) to the Board,
- Continue to look for new beneficial collaborations on behalf of the Association throughout the operational year,
- Make sure that the Association has a recruitment strategy for the operational year,
- Make sure Get Active events are organized and that UPF are present at fairs during the academic year,
- Plan board kick-offs and board kick-out,
- Hold individual talks for board members and trustees, and
- According to all evaluations conducted on behalf of the Presidents or Association, strive to adjust the operations in conjunction with the results.

§7 The President is not limited to the points mentioned in this document and should understand that other tasks will potentially end up being their responsibility during the operational year.

§8 The President is responsible for regularly assessing and communicating tasks that are both specific and common with the Vice President.

§9 A President can resign by informing the Board of their decision at a Board Meeting, or call for an extra board meeting if no meeting is scheduled within a reasonable time.

3.2. Instructions for the Vice President

The Vice President is appointed by the Annual Election Meeting and is a part of the Presidium. The Vice President position is held by one (1) individual.

§1 The Vice President assists the President in their duties throughout the operational year. In case the President is absent, the Vice President is responsible for carrying out the duties of the President as regulated in the Statutes as well as this document.

§2 The Vice President can assist the President in making sure that the operations comply with the regulatory documents as well as the purpose of UPF during their mandate period.

§3 The Vice President is responsible for the internal communication of the Association. The tasks included are to

- Coordinate the Board,
- Coordinate the Presidium,
- Coordinate the Trustees that are not part of a committee, with the exception of the
- Nominating Committee,
- Compose and send weekly updates to the Board,
- Manage the UPF Slack account,
- Plan internal education(s) for the Board & Trustees, and
- Take the President's reporting at Board Meetings.

§4 The Vice President is obligated to

- Always act in the best interest of the Association,
- Have a good understanding of the Association's regulatory documents and finances,
- Assist the Treasurer and President in writing the Operational Budget,
- Grant applications and reports, if requested,
- Continuously promote and strengthen a healthy work environment for the Board, Trustees and Active Members by creating evaluations;
 - Regarding the stress levels of Board Members and Trustees,
 - Regarding organizational matters and procedures, and
 - For active members regarding their ability to develop and affect the work of their committee.

§5 The Vice President is furthermore responsible together with the President to

- Provide assistance to Board members and Trustees when needed throughout the operational year,
- Set dates for Board Meetings and Annual Meetings,
- Compose an Operational Plan and an Annual Report in accordance with the Statutes,
- Evaluate collaboration agreements on a yearly basis, and if needed together with the Treasurer,

- Evaluate potential collaboration request(s) and present proposal(s) to the Board,
 - Continue to look for new beneficial collaborations on behalf of the Association throughout the operational year,
 - Make sure that the Association has a recruitment strategy for the operational year,
 - Make sure that Get Active events are organized and that UPF has a presence in fairs during the academic year,
 - Plan board kick-off and kick-out,
 - Hold individual talks with Board Members and Trustees,
 - According to evaluations, strive to adjust the operations of the Association in conjunction with the results.
- §6 The Vice President is not limited to the points mentioned in this document and should understand that other tasks will be their responsibility during the operational year.
- §7 The Vice President is responsible for regularly assessing and communicating tasks that are both specific and common with the President.
- §8 In the case of the President resigning, the Board can call for an Extra Annual Meeting to elect a new President, if deemed necessary by the Board. The Vice President assumes the role of Acting President until a new President is elected.

3.3. Instructions for the Secretary

The Secretary is appointed by the Annual Election Meeting and is a part of the Presidium. The Secretary is responsible for upholding the administrative duties that are mentioned in this section. The position of Secretary is held by one (1) individual.

- §1 The Secretary is responsible for writing, making public, and archiving the protocol from board meetings.
- §2 The Secretary is obligated to
- Have a certain knowledge of the Rules of Procedures and the Statutes,
 - Administer the membership registry as well the Senior Collegium registry,
 - Write the weekly newsletter, and
 - Make sure that the year has been documented and archived in the AF archive, or another suitable alternative.

3.4. Instructions for the Treasurer

The Treasurer is appointed by the Annual Election Meeting and is a part of the Presidium. The Treasurer is responsible for the Association's financial matters. The position of Treasurer is held by one (1) individual.

§1 The Treasurer is obliged to

- Together with the President write the Operational Budget,
- Together with the President apply for Grants. This includes but is not limited to:
 - Folke Bernadotteakademin (FBA),
 - ForumCiv,
 - Myndigheten för Ungdoms- och CIVILSAMHÄLLESFRÅGOR (MUCF).
- Together with the President write Grant reports,
- Manage the Association's accounting,
- Write quarterly reports,
- Reimburse members for any UPF related expenses,
- Take part in meetings with paying collaboration partners of the Association if deemed necessary,
- At the end of the operational year write an Annual Budget Report,
- Assist the Board with any questions regarding the budget, payments, and finances of the Association, and
- At the beginning of the operational year make sure that the Heads of the different committees understand how their budget is structured and what parts of their budget are earmarked for various Grants.

3.5. Instructions for the UFS-Representative

The UFS Representative is appointed by the Annual Election Meeting and is a part of the Presidium and the Board of UPF. The UFS Representative is furthermore a part of the Board of the Swedish Association of Foreign Affairs (SAIA/UFS). The position is held by (1) one individual.

§1 The UFS Representative is responsible for representing the Association's Board and its members in the Board of the Swedish Association of Foreign Affairs

§2 The UFS Representative is obliged to

- Work in accordance with the standpoints and interests of both the Association's Board and its members,

- Attend local and national board meetings. In case these meetings collide, prioritize the UFS Board Meeting,
- Attend the UFS Annual Assemblies together with the President,
- Commit to upholding constant transparency and communication between the Association's board and the UFS board, and
- Regularly update the Board and Presidium regarding points that will be or have been discussed at the national level. The UFS Representative should furthermore ask for instructions on how to vote on certain matters at national board meetings during the operational year.

§3 The UFS Representative is responsible for creating a channel of communication for the Board regarding UFS matters that cannot be discussed at board meetings but is still relevant for the Board.

4. INSTRUCTIONS FOR THE COMMITTEES

4.1. Generic instructions

- §1 The Heads of the Committees are responsible for understanding how their committee budgets are structured and use their budgets in accordance with the Association's norms and guidelines.
- §2 The committees are responsible for producing events or contents in line with stipulations of approved grants for the Association.
- §3 The committees are responsible for planning and carrying out social events and committee hangouts for their active members.
- §4 In case working groups are established within a committee, they will be responsible to, amongst themselves, appoint a person with the responsibility to call for meetings and report back to the Committee,
- If requested by the Heads of the Committee, take minutes at the meetings and report these back to the Heads of the Committee,
 - Do the work with their mission or within their focus according to the instructions they have been given by the Heads of the Committee, and
 - In case of dissolution due to; lack of active members, having finished their assignment or any other reasons, give a report on the operations to the Heads of the Committee.

§5 If a committee has Trustee positions, the positions will be announced by the Heads of the Committee and are elected internally by the committee as a collective.

§6 If a Trustee wishes to resign from their position, they must inform the Heads of the Committee of their decision, and resign according to what has been agreed upon.

4.2. The Activity Committee

The Activity Committee exists to create a social context in the Association. The committee is led by two (2) Heads of the Committee.

§1 The Activity Committee is responsible for organizing all social events for either the Association or active members.

§2 The Activity Committee consists of active members and Heads of the Activity Committee. The committee is open and any UPF member can, at any point, become active in the Activity Committee.

§3 The Activity Committee is obligated to

- Every year arrange events, and
- To plan and carry through the Association's recurring social activities including but is not limited to
 - Sittings,
 - Annual ball,
 - Pub nights,
 - Sports events, and
 - Inter-committee events.

§4 The Heads of Activity Committee are obligated to

- Summon the Activity Committee,
- Lead the meeting of the committee,
- Be responsible for carrying through the visions from the Operational Plan, and
- Make sure that the Activity Committee is following the policies and other steering documents within the Association.

§5 The Activity Committee has three (3) trustee positions. One (1) Ball Coordinator, and one (1) QuizMaster; (1) Event Description Lead.

§6 The Ball coordinator is responsible for planning and coordinating the UPF's annual ball. The Ball Coordinator is furthermore responsible for

- Keeping the Heads of Activity updated with the progress of the Ball planning, and
 - Ensuring that the PR Committee receives marketing information according to their guidelines.
- §7 The QuizMaster is responsible for initiating quiz planning and creating quizzes with the help of committee members.
- §8 The Event Description Lead is responsible for drafting descriptions of different events with the help of the committee members.

4.3. The Career Committee

The Career Committee exists to create a link between the work-life and the Association's members. The committee is led by two (2) Heads of the Committee.

- §1 The Career Committee is responsible for the career-related events for active members and members of the Association.
- §2 The Career Committee consists of active members and Heads of the Career Committee. The committee is open and any UPF member can, at any point, become active in the Career Committee.
- §3 The Career Committee is obligated to
- Every year arrange seminars with a connection to career for all members of the Association, and
 - To plan and execute:
 - The Networking Event,
 - The Mentorship Programme, and
 - The Prep-Course every working year.
- §4 The Heads of the Career Committee are obligated to
- Summon the Career Committee,
 - Lead the meeting of the committee,
 - Be responsible for carrying through the visions from the Operational Plan, and
 - Make sure that the Career Committee is following the policies and other steering documents within the Association.
- §5 The Career Committee has two (4) Trustee positions. One (1) Prep Course Lead, one (1) Booking Manager and two (2) Event Facilitators.
- §6 Prep Course Lead is responsible to

- Coordinate bookings and schedules for the Prep Course,
- Coordinate the invites for the Prep Course,
- Oversee the broader themes of the Prep Course, and
- Being in close contact with the Heads of the Career Committee to coordinate the work.

§7 Booking Manager is responsible to

- Book all potential trips, hotels, seminar rooms that are necessary for the events being planned.
- Being in close contact with the Heads of the Career Committee to coordinate the work.

§8 Event Facilitators are responsible to

- Attend all Career events possible,
- Be ready to answer questions and help facilitate the smooth running of said events,
- Being in close contact with the Heads of the Career Committee to coordinate the work.

4.4. The Lecture Committee

The Lecture Committee exists to create lectures and panels that broadens the members understanding of foreign affairs with a specific focus on current topics and developments. The committee is led by three (3) Heads of the Committee.

§1 The Lecture Committee is obligated to plan and execute lectures and panel discussions on behalf of the Association.

§2 The Lecture Committee consists of active members and Heads of the Lecture Committee. The committee is open and any UPF member can, at any point, become active in the Lecture Committee.

§3 The Heads of the Lecture Committee are obligated to

- Summon the Lecture Committee,
- Lead the meeting of the committee,
- Be responsible for carrying through the visions from the Operational Plan,
- Make sure that the Lecture Committee is following the policies and other steering documents within the Association, and
- Strive to organize events in accordance with the association's contractual obligations.

4.5. The Magazine Committee

The Magazine Committee exists to create and publish written content in the form of The Perspective Magazine. The committee is led by two (2) Heads of the Committee, also referred to as the Editors-in-Chiefs of the Magazine Committee.

- §1 The Magazine Committee is responsible for quarterly publishing and printing The Perspective Magazine.
- §2 The Magazine Committee consists of active members and Heads of the Magazine Committee. The members are appointed by the Heads of the Magazine Committee.
- §3 The Magazine Committee is obligated to
- Assemble the editorial team,
 - Quarterly write, publish and print The Perspective Magazine, and
 - To make sure that proper disclaimers are added to Magazine issues that are connected to various Grants.
- §4 The Heads of Magazine Committee are obligated to
- Summon the committee,
 - Lead the meeting of the committee,
 - Be responsible for carrying through the visions from the Operational Plan, and
 - Make sure that the Magazine Committee is following the policies and other steering documents within the Association.
- §5 Magazine Committee has two to three (2–3) Sub-Editor trustee positions.
- §6 Sub-Editors are responsible to
- Take on additional editorial responsibilities which are decided upon together with the Editors-in-Chief,
 - Help develop articles as well as potentially writing their own articles,
 - Proof-read and edit other reporters' work by providing in-depth commentary and feedback for the reporters on flow, grammar and angle,
 - Fact-check the sources, and
 - Be the contact person in case reporters have questions regarding comments given on their articles.

4.6. The Pod&Radio Committee

The Pod&Radio Committee exists to create audible content for the association in the form of live radio shows and podcasts. The committee is led by two (2) Heads of the Committee, also referred to as the Editors-in-Chiefs of the Pod&Radio Committee.

§1 The Pod&Radio Committee is obligated to produce audible content for the Association.

§2 The Pod&Radio Committee consists of active members and Heads of the Pod&Radio Committee. The committee is open and any UPF member can, at any point, become active in the Pod&Radio Committee.

§3 The Heads of Pod&Radio Committee are obligated to

- Summon the Pod&Radio Committee,
- Lead the meeting of the committee,
- Provide an introduction to the members of the broadcasting, recording and editing software used,
- Be responsible for carrying through the visions from the Operational Plan, and
- Make sure that the Pod&Radio Committee is following the policies and other steering documents within the Association.

§4 The Pod&Radio Committee has two (2) trustee positions. One (1) Live Show Trustee and, one (1) Editing Trustee.

§5 The Live Show Trustee is responsible to

- Host the live shows,
- Understand and handle the programme that is being used in the studio for live shows, and
- Coordinate the committee members that are to be part of the live shows.

§6 The Editing Trustee is responsible to

- Support to the committee members, and
- Edit shows in accordance with what has been decided upon with the Heads of Pod&Radio.

4.7. The PR Committee

The PR Committee exists to promote the Association and its activities to potential and existing members. The committee is led by two (2) Heads of the Committee.

- §1 The PR Committee is responsible for the marketing of events organized by the Association as well as the Association as a whole.
- §2 The PR Committee consists of active members and the Heads of the PR Committee. The committee is open and any UPF member can, at any point, become active in the PR Committee.
- §3 The PR Committee is obligated to
- Promote what is happening in the Association and keep current members up to date with activities, board meetings, and other important information,
 - Promote the advantages of becoming an active member, and
 - Maintain the official website of UPF Lund (upflund.se).
- §4 The Heads of the PR Committee are obligated to
- Summon the PR Committee,
 - Lead the meeting of the committee,
 - Be responsible for carrying out the visions from the Operational Plan,
 - Make sure that the PR Committee is following the policies and other steering documents within the Association,
 - Create and develop merchandise on behalf of the Association, and create opportunities for input from the Board, and
 - In conjunction with ordering merchandise, inform the Board of any rules or structure in place for how to sell the merchandise during the operational year.
- §5 The PR Committee has three to five (3-5) trustee positions. One to two (1-2) Social Media Lead(s), One (1) Graphic Design Lead, One (1) Website Lead, and One (1) Video Lead.
- §6 Social Media Lead(s) are responsible to
- Post the majority of the Facebook, Instagram, Twitter and LinkedIn social media content for UPF events and activities,
 - Do the majority of the live posting on social media during UPF events and activities, and
 - Dedicate at least 1h per week to these responsibilities.
- §7 Graphic Design Lead is responsible to
- Create the graphics for the weekly lectures,
 - Create the graphics for events when committee members have not shown interest in doing it themselves, and

- Send the final images for reviews and edits to the Heads of PR.

§8 Website Lead is responsible to

- Update the upflund.se website aesthetics and functionality on both browser- and mobile view, Manage biweekly backend and plugin updates in the upflund.se website,
- Manage the Announcements/Weekly activity section on the website,
- Dedicate at least 1 hour per week to these responsibilities, and
- Take on additional tasks which have been agreed upon with the Heads of PR. This may include performing similar maintenance on the perspective.se.

§9 Video Lead is responsible to

- Write script for, planning, directing, shooting and editing a 1-2 minute promotional video for the association with the help from the PR Committee and the Heads of PR, and
- Potentially, pilot creative short video project(s) and contribute to improving the UPF YouTube channel.

4.8. The Travel Committee

The Travel Committee exists to create travels abroad for the members of the Association. The committee is led by two (2) Heads of the Committee.

§1 The Travel Committee organizes the international trips of political interests for the members of the Association.

§2 The Travel Committee consists of active members and Heads of the Travel Committee. The members are appointed by the Heads of the Travel Committee.

§3 The Travel Committee is obligated to

- Arrange two trips per operational year; one during the Autumn semester and one during the Spring semester, and
- To spread the travel experiences to the UPF members. This can be achieved with help from the media committees and their channels.

§4 The Heads of Travel Committee are obligated to

- Summon the Travel Committee,
- Lead the meeting of the committee,
- Be responsible for carrying through the visions from the Operational Plan,
- Make sure that the Travel Committee is following the policies as well as the other steering documents within the Association, and

- Inform of and collect relevant information of members travelling before departure.
- §5 The Travel Committee has two (2) Trustee positions. One (1) Travel PR Lead and, one (1) Travel Podcast Lead.
- §6 The Travel PR Lead is responsible for:
- The UPF Instagram account during the duration of the trip and there document the trip to the UPF members, and
 - The PR working group within the committee.
- §7 The Travel Podcast Lead is responsible for:
- Produce at least one podcast during the trip, and
 - For the Podcast working group within the committee.

4.9. The Webzine Committee

The Webzine Committee exists to create online articles for UPF on theperspective.se. The committee is led by two (2) Heads of the Committee, also referred to as the Editors-in-Chiefs of the Webzine Committee.

- §1 The Webzine Committee is responsible for the online articles of the Association's media outlet called The Perspective.
- §2 The Webzine Committee consists of active members and Heads of the Webzine Committee. The committee is open and any UPF member can, at any point, become active in the Webzine Committee.
- §3 The Webzine Committee is obligated to
- To write and publish at least one article per week about foreign affairs, and
 - To ensure a good variety in topics and a geographical diversity in the subject of articles.
- §4 The Heads of the Webzine Committee are obligated to
- Summon the Webzine Committee to meetings,
 - Lead the meetings of the committee,
 - Take minutes at the meetings and report these back to the committee,
 - Be responsible for carrying out the visions from the Operational Plan,
 - Make sure that the Webzine Committee is following the policies and other steering documents within the Association,
 - Edit and publish articles written by the committee, and

- Keep The Perspective website up to date, together with the Heads of the other media committees.

§5 The Webzine Committee has two to three (2-3) Sub-Editors.

§6 The Sub-Editors of the Webzine Committee are responsible to

- Work closely with the Heads of the Committee and handle articles from the point they are handed in by a writer, to publishing,
- Handle practical duties such as editing articles, includes the tasks of:
 - Remove spelling mistakes and grammatical errors,
 - Revise material/prompting sentences,
 - Create a better flow that reads better and adheres to the house style of a particular publication,
 - Ensure that a story fits a particular word count by cutting or expanding material as necessary,
 - Check facts and hyperlinks presented in the article to ensure that they are accurate, adhere to copyright laws, are not unfounded or based on personal opinions, and
 - Crop photos and decide where to use them for the best effect and make sure that the photos are hyperlinked and are included in the same document as the article.
- Manage and respond to emails that are sent to the Sub-Editors inbox,
- Take some additional responsibility for theme weeks, and
- Occasionally assist the Heads of the Committee in running the weekly meetings or taking notes when for example one of the Heads of the Committee cannot make it.

5. INSTRUCTIONS FOR POLICY-RELATED POSITIONS

5.1. Instructions for the Crisis Group

The Crisis Group is elected by the beginning of the operational year and assumes their roles effective immediately. As mentioned in the Crisis and Risk Mitigation Policy the group should only consist of board members and one of the members should be the President or the Vice President. The Crisis Group should be elected at the first or second board meeting of the operational year.

§1 The Crisis Group is obligated to

- Follow the Crisis and Risk Mitigation Policy,

- In case of the need to divert from the policy, be transparent with the Board and motivate why they have diverted from their original mandate,
 - Make sure that the Policy is up to date and reflects the operations of the Association, and
 - Do an inventory every year for the first aid-kit as well as make sure the Association has everything required to handle a crisis. List of items are provided in the Crisis and Risk Mitigation Policy.
- §2 In the case that one of the members of the Crisis Group resigns, a new person from the Board should be elected at the next board meeting.

5.2. Instructions for the Discrimination & Harassment Contact (DHC)

At the beginning of the operational year, two individuals should be chosen to act as the Associations Discrimination & Harassment Contact person(s). One of these individuals should be a board member and the other should be an active member.

- §1 The Discrimination & Harassment Contacts are obligated to
- Actively work to prevent discrimination and sexual harassment from occurring within the organisation,
 - Be available to help in situations of discrimination and/or sexual harassment,
 - In a situation of discrimination and/or sexual harassment, follow the steps stated in the ‘Discrimination & Harassment Contact Policy’,
 - Handle all information in a confidential manner, and
 - Act in an as transparent manner as possible in situations when it’s feasible.
- §2 In case a Discrimination & Harassment Contact person wishes to resign, they can do so by informing the President of their decision. A new contact person will then be by-elected at a Board Meeting.
- §3 The election procedure of electing and by-electing Discrimination & Harassment Contacts are handled by the Nominating Committee.

6. OTHER TRUSTEE POSITIONS

6.1. Instructions for the Nominating Committee

The Nominating Committee is elected by the Annual Election Meeting and assumes their roles for the following operational year. The committee consists of a maximum of five (5) members and two (2) alternates.

- §1 The Nominating Committee is obligated to

- Follow the instructions stated in the Statutes in how to conduct their operations,
- Prepare the elections that are made by the Annual Election Meeting,
- Ensure that the application period is open for at least two (2) weeks,
- Treat all candidates applying for the same positions equally,
- Divide the responsibilities during an interview to ensure that the member of the committee is not leading the interview and taking notes,
- Collect necessary information about the candidates, their qualifications and experiences that can be of relevance to the positions they are candidating to,
- Present the reasons for the Nominating Committee's nomination of a candidate,
- Ensure that the election process upholds a certain level of confidentiality when it comes to candidates,
- Abstain from voting in case of conflict of interest for one of the candidates,
- Answer questions about the candidate(s), and
- Answer questions about the procedures for the nomination process.

§2 The Nominating Committee is responsible to

- Conduct the processes for elections taking place at the Annual Election Meeting or at a board meeting, unless otherwise stated in this document or in the Statutes,
- Plan the interviews prior to the announcement of the application period,
- Make sure that their decisions are guided by the guidelines set forth, by both public and private documents,
- Inform the members about the Association's positions of trust and how members shall proceed in order to candidate, or nominate someone, and
- Collect the necessary information about the Association's position of trust.

§3 The Chairperson of the Nominating Committee is obligated to

- Summon the Nominating Committee,
- Make sure that the Nominating Committees work is done thoroughly and in a transparent manner, and
- In case of a draw, have the tie-breaking vote.

§4 In the case of resignation inform the President of their decision. If the Nominating Committee ends up not reaching its quorum, an election of replacements will take place via an Extra Annual Meeting.

6.2. Instructions for the Auditor(s)

The Auditor(s) is/are elected at the Annual Election Meeting and assume their roles the following fiscal year with a mandate period of one year. After the finished mandate period, the auditor(s) is/are expected to review the Annual Report, the Board's decisions and the Association's finances and send an Audit Report to the Annual Meeting. Because the Auditor(s) job requires impartial review, the Auditor(s) are not allowed to be active in the Association's daily operations, nor do anything that can question their impartiality towards the Board.

§1 The Auditor(s) are obligated to

- Continuously review the Association's management and operations,
- Submit a report including auditing of the Association's decisions, operations, finances as well as the Annual Report,
- Submit a suggestion regarding a decision of discharge for the Board of UPF,
- Continuously suggest required changes in Statutes and other steering documents and current practice, and
- Best extent to be present at the highest decision-making bodies of the Association.

§2 If the Auditor wishes to resign, they do so by informing the President of their decision. A new auditor will then be appointed via an Extra Annual Meeting.

6.3. Instructions for the Inspector

The function of the Inspector is to advise and support the management of the Association's work in a limited manner if requested by the Presidium and/or the Presidents. The Inspector is elected at the Annual Meetings and is held by one (1) individual. The Inspector can support the Association through their network by contributing with names of interesting people for events organized during the operational year.

§1 The Inspector is always welcomed and encouraged to participate in the recurring activities of the Association. If the Inspector is present at social events, and interested, they can hold a speech at these events.

§2 If the Inspector wishes to resign they do so by informing the President of their decision.

6.4. Instruction for the Senior Collegium

The Senior Collegium is a network consisting of former board members, deputy board members, trustees elected at the Annual Meetings, honorary members and distinguished members nominated and elected by members of the Collegium. The Collegium is an alumni network which aims to keep former active members of UPF Lund connected after the end of their commitment.

§1 The Senior Collegium is divided into two (2) different groups. One (1) Senior Group and one (1) Working group.

§2 The Senior Group consists of two to five (2-5) alumni that are elected at the Annual Meetings. Their mandate extends over two operational years and are responsible for

- Being a support system for the current board and specifically the Presidium,
- Being in charge of maintaining contact with the Senior Collegium,
- Having an overview of the system used to coordinate the Senior Collegium and the contact with members in the Collegium, and
- Planning the Senior Collegium events.

§3 The Senior Collegium working group is established by the Board. The group consists of two to three (2-3) members of the Board including the Secretary. This working group is responsible for

- Continuing to establish the Senior Collegium by locating and contacting old members of UPF Lund and have them sign up to the Senior Collegium.
- To keep order in the Senior Collegium and keep it up to date, and
- To work towards an efficient and suitable system for dealing with the information of the Senior Collegium.

6.5. Instructions for the Debate Coordinators

The Debate Coordinators is elected at a Board Meeting at the beginning of the operational year and assumes their roles for the following operational year. This position is held by two (2) individuals.

§1 The Debate Coordinators are obligated to

- Coordinate the Debate Club,
- Prepare topics for debates,
- Hold Debate Cafés,
- Plan workshops about formal debating and introductions to the British parliamentary debate style.

§2 The Debate Coordinators are responsible to

- Plan at least one big debating event per semester,
- Have a good relationship with experienced debaters,
- Informing members of opportunities of how to attend international debate tournaments in Europe,
- In the case the number of interested teams/debaters exceed the number of teams/debaters allocated to Lund University, then the debate coordinators are responsible for registering and coordinating the selection process for major tournaments such as the European universities debating championships and the World universities debating championships.

§3 In the case of resignation inform the President of their decision. A new Debate Coordinator will then be by-elected at a Board Meeting.