



LOK BY-LAWS

STUDENT ASSOCIATION AT THE SCHOOL OF EDUCATION AND COMMUNICATION

Chapter 1 – LOK's aim

§ 1:1

LOK is a non-religiously and non-politically independent association for students at the School of Education and Communication at Jönköping University, has no ties to any trade union, and collaborates with Jönköping Student Union (Org. no. 826000-9041).

§ 1:2

LOK's aim is to work to safeguard the rights, well-being, study environment and equal treatment of students at the School of Education and Communication, and to codify these ideals in the form of an association.

Chapter 2 – LOK's Goals

§ 2:1 Intermediate Goal no.1

LOK is to ensure that the School of Education and Communication offers its members high-quality education through constant monitoring of education quality and the development of programs and courses.

§ 2:2 Intermediate Goal no.2

LOK is to work to uphold a good and fulfilling study-social environment, and a rich and social range of associations for the students at the School of Education and Communication.

§ 2:3 Intermediate Goal no.3

LOK is to work towards building bridges between students and professional life and the business community and trade unions in order to facilitate the making of contacts in future professions.

§ 2:4 Intermediate Goal no.4

LOK shall work to promote a working environment in which all students at the School of Education and Communication are treated on equal terms. This is supported by LOK's equal treatment plan.

§ 2:5 Intermediate Goal no.5

LOK shall work to integrate international students and create an including environment at School of Education and Communication. This is to encourage and maintain our international relationships.

Chapter 3 – Operational Language

§ 3:1 Operational language

The operational language for LOK and the committees is English. This includes all LOK- and/or committee related meetings, as well as all external communication/marketing from LOK and the committees.

§ 3:1:1 Exceptions of the operational language

1. In case of meetings consisting of LOK members who only speaks Swedish, the meetings can be held in Swedish but the protocol from the meeting must still be written in English.
2. If a group or committee under LOK only has a target audience consisting of Swedish speaking people, they are granted freedom of the operational language.
3. If a company or someone cooperating with us is Swedish or has a Swedish target audience, the marketing can be in Swedish.
4. If an event, for example a sittning, is going to be held in Swedish it needs to be stated and clarified in the marketing.

Chapter 4 – Membership

§ 4:1 Regular membership

The regular membership consists of all students at the School of Education and Communication, including those enrolled on both programs and stand-alone courses, who have paid the joint membership fee for Jönköping Student Union (Org. No. 825000-9041) and LOK.

§ 4:1:1

Regular members are entitled to attend, claim, submit motions and vote during LOK's Bi-Annual meetings. Regular members are entitled to attend, claim and submit motions during meetings of the Association's Board.

§ 4:1:2

Regular members are eligible to become members of the Board, committees and other bodies, and to participate in the organization of or be responsible for the Association's events and projects.

§ 4:1:3

Regular members are entitled to utilize LOK's services and benefits. Regular members shall adhere to the rules and policies of LOK.

§ 4:2 Supporting membership

A supporting member is anyone who does not fulfill the requirement for regular membership according to § 4:1, but who wishes to support LOK by paying the current joint membership fee for Jönköping Student Union (Org. no. 826000-9041) and LOK.

§ 4:2:1

Supporting members are entitled to attend, claim and submit motions during LOK's Bi-Annual meetings.

§ 4:3 Honorary membership

Honorary membership can be bestowed upon any individual who has distinguished

themselves by providing extraordinary and lasting service to LOK. Proposals for bestowing honorary memberships can be submitted together with an explanation for the nomination to any Bi-Annual meeting and added to the agenda as a motion. A resolution to elect an honorary member requires a three-quarters majority by the Bi-Annual meeting. Honorary membership in LOK is for life, and grants all rights and obligations set out in § 4:1.

§ 4:4 Members' personal data

LOK processes personal data of the association's members in accordance with the General Data Protection Regulation (GDPR). Personal data is used, among other things, to inform about the association's activities via, for example, text and images on the internet, when contacting a member, to distribute financial support when registering members. Before each processing of personal data, a balance is made between the interests of the association and the individual, see LOK's policy document GDPR and LOK.

§ 4:5 Members' obligations

Members are required to abide, and personally inform themselves of, the by-laws and resolutions of LOK and Jönköping Student Union (Org. no. 826000-9041).

§ 4:6 Membership fee

The membership fees of LOK and Jönköping Student Union (Org. no. 826000-9041) are joint and regulated by the agreement between the two parties. The membership fee amount is decided by Jönköping Student Union's Annual meeting.

§ 4:7 Expulsion of a member

Before any member in the LOK Board, committee or regular LOK member is expelled, the president has the right to suspend this member until a decision is made. The decision needs to be made within two weeks from the suspension.

§ 4:7:1 Expulsion of a LOK Board member

Any Board member who actively counteracts LOK's purpose, values or resolutions can be expelled by the LOK Board. The Board must take a unanimous decision on the resolution to expel a Board member, and the Board member in question cannot vote in the matter. The Board member in question has the right to appeal against the resolution at a Board meeting or with the presidium. A member who has actively opposed or violated the association's purpose, values, decisions and contracts cannot apply for- or be re-elected to a Board position again.

§ 4:7:2 Expulsion of a committee member

Any committee member who actively counteracts LOK's purpose, values or resolutions can be expelled by the president of LOK, together with the Head of the committee. The member in question has the right to appeal against the resolution at a meeting with the president of LOK and the head of the committee. A member who has actively opposed or violated the association's purpose, values, decisions and contracts cannot apply for- or be re-elected to the committee again.

§ 4:7:3 Expulsion of a LOK member

Any LOK member who actively counteracts LOK's purpose, values or resolutions can be expelled by the LOK Board. In this case, expelled means that they no longer can have LOK on their Mecenat or pay the student union membership fee to LOK. The Board must take a unanimous decision on the resolution to expel a LOK member. The member in question has the right to appeal against the resolution on the next Bi-Annual meeting. The decision can/needs to be looked over right before every autumn semester.

§ 4:8 Leaving LOK

The membership is automatically terminated at the end of each school semester.

However, a student can choose to end their membership in the middle of a semester by emailing the President of LOK stating their full name, social security number and reason for leaving. The termination will take place immediately and no reimbursement of the paid membership fee will be provided. In the beginning of the following semester, the student may choose which faculty association their membership fee shall be assigned to.

Chapter 5 – Bi-Annual

§ 5:1 The highest decision-making body

The Bi-Annual meetings are LOK's highest decision-making bodies.

§ 5:2 The tasks of the Bi-Annual meetings

The Bi-Annual meetings convene in order to:

- Constitute a forum for LOK's members
- Consider motions, proposals and interpellations
- Consider issues that relate to the general directions of LOK
- Pass resolutions on matters regarding membership in LOK
- Elect LOK's Board
- Elect delegates for Jönköping Student Union Annual meeting
- Audit the actions of the Board and its drafting committees, following which it shall consider the matter of freedom of responsibility of the Board
- Establish instructions for the Board, Nomination Committee and committees
- Consider matters regarding LOK's collaborations with other associations
- Dissolve and make amendments to LOK's committees, bodies and project groups

§ 5:2:1 Things that cannot be raised during Bi-Annual meetings

Things you cannot bring up during a Bi-Annual meeting:

- The reinstatement of a Board member or committee member
- Dismissal of the LOK president
- No decision points can be added to the agenda in claims, they need to be sent in beforehand as motions

§ 5:3 Regular Bi-Annual meetings

A regular Bi-Annual meeting is to convene at least once per semester. In addition to this, a Bi-Annual meeting shall be convened when the Board, an Accountant or at least ten (10) members have required it to do so; it is then called an Extraordinary Bi-Annual.

§ 5:3:1 Notice to convene a regular Bi-Annual meeting

Notice that a regular Bi-Annual meeting is to convene is to be given no later than three (3) weeks prior to the date of the Bi-Annual meeting. Members shall be notified via LOK's primary communication channels.

§ 5:4 Members' rights at Bi-Annual meetings

Regular members are entitled to attend, submit motions, claim and vote at Bi-Annual meetings. Supporting members are entitled to attend, submit motions and claim at Bi-Annual meetings.

§ 5:4:1 Mandatory attendance to exercise rights

In order for a regular member or supporting member to utilize their right to submit motions, claim and vote during a Bi-Annual meeting, the member is required to attend the Bi-Annual meeting. Voting by proxy is not permitted.

§ 5:5 Quorum at Bi-Annual meetings

The lowest number of members in attendance required to reach a quorum for resolutions is ten (10) in excess of the LOK Board.

§ 5:6 Documents

Documents relevant to a Bi-Annual meeting shall be made available to the members no later than one week prior to the Bi-Annual meeting.

§ 5:7 Propositions

Proposals that are to be considered by a Bi-Annual meeting shall have been approved at a LOK Board meeting at least one week prior to the Bi-Annual meeting.

§ 5:8 Motions and interpellations

Regular, supporting and honorary members are entitled to submit motions and interpellations for a Bi-Annual meeting to consider. Motions and interpellations shall be submitted to the LOK Board at least two weeks prior to the Bi-Annual meeting. The LOK Board shall formulate comments on all motions and interpellations.

§ 5:9 Approval of the attendance of non-members

A Bi-Annual meeting is entitled to approve the attendance of non-members at the meeting, who may be granted the right to take the floor and submit motions.

§ 5:10 Freedom of responsibility

A Bi-Annual meeting decides whether the LOK Board is granted freedom of responsibility. The LOK Board can never grant itself freedom of responsibility.

§ 5:11 Resolutions

A Bi-Annual meeting passes resolutions with a majority vote. In the case of a tie, the presiding chairperson at the Bi-Annual meeting has the deciding vote.

§ 5:12 Elections

Voting in elections for a position shall always be by secret ballot if there is more than one (1) candidate for a vacant position. In the case of a tie in an election involving more than two (2) candidates, a new vote is held between the candidates who received the most votes. In the case of a tie in an election involving exactly two (2) candidates or only two candidates remaining, the election itself shall be settled by lot.

§ 5:13 Terms of office for elected officials

The term of office of all who are elected to sit on LOK's Board or be president of a committee is one year. This means that the term of office of officials elected by a regular Spring Bi-Annual meeting is July 1st to June 30th, and that of those who are elected by a regular Autumn Bi-Annual meeting is January 1st to December 31st. A regular member may only hold one position on the LOK Board during their term of office. If a member is elected to sit on the LOK Board, any other candidacies to elected positions are immediately annulled for that member.

§ 5:14 Agenda

The items listed below for the Autumn, Spring and Extraordinary Bi-Annual meetings shall be considered by all Bi-Annual meetings of this type. The order in which they are considered may vary.

§ 5:14:1 Spring Bi-Annual meeting

During each Spring Bi-Annual Meeting of LOK, the following items shall be considered:

- Opening of the Bi-Annual
- Election of a chairperson for the meeting
- Election of a minute-taker for the meeting

- Election of two (2) persons to approve the minutes and act as vote tellers
- Preparation and approval of the voting list
- Approval of the attendance of non-members
- Resolution on whether the meeting has been duly convened
- Approval of the agenda
- Information from the Board
- Information from the committees
- Financial report
- Accountant's report
- Freedom of responsibility
- Progress report in relation to LOK's Plan of Operations
- Election of delegated to Jönköping Student Union's Annual meeting
- Election of suppliants to Jönköping Student Union's Annual meeting
- Election of Internal Organizer
- Election of Head of Sponsor
- Election of Head of Event
- Election of Board Member
- Election of President
- Propositions
- Motions
- Interpellations
- Any other business
- Closing of the Bi-Annual

§ 5:14:2 Autumn Bi-Annual

During each Autumn Bi-Annual meeting of LOK, the following items shall be considered:

- Opening of the Bi-Annual
- Election of a chairperson for the meeting
- Election of a minute-taker for the meeting
- Election of two (2) persons to approve the minutes and act as vote tellers
- Preparation and approval of the voting list
- Approval of the attendance of non-members
- Resolution on whether the meeting has been duly convened
- Approval of the agenda
- Information from the Board
- Information from the committees
- Financial report
- Progress report in relation to LOK's Plan of Operations
- Presentation and approval of the Plan of Operations
- Presentation and approval of the budget
- Election of Vice President
- Election of Treasurer
- Election of Head of Social
- Election of Board Member
- Election of Head of Blue Crew
- Election of Head of Pedsex Park
- Election of Head of Radio K
- Election of Head of Hype
- Election of Head of KOSMO (International Committee)
- Election of Head of MEQ (Monitors of the Educational Quality)
- Election of an Accountant
- Election of LOK's Nomination Committee

- Propositions
- Motions
- Interpellations
- Any other business
- Closing of the Bi-Annual

§ 5:14:3 Extraordinary Bi-Annual

During each Extraordinary Bi-Annual meeting of LOK, the following items shall be considered:

- Opening of the Bi-Annual
- Election of a chairperson for the meeting
- Election of a minute-taker for the meeting
- Election of two (2) persons to approve the minutes and act as vote tellers
- Preparation and approval of the voting list
- Approval of the attendance of non-members
- Resolution on whether the meeting has been duly convened
- Approval of the agenda
- Information
- Propositions
- Motions
- Interpellations
- Any other business
- Closing of the Bi-Annual

§ 5:15 By-Elections

By-elections are an alternative for extra Bi-Annual meetings when there are vacant positions in the end of the meeting. The LOK Board are able to decide on when to open a By-Election unless the Bi-Annual has decided differently. The LOK Board can decide to have By-Elections several times for the same position if it has not been filled. The LOK Board alone has the right to decide if an applicant is to be voted in or not when it comes to By-Elections. The LOK Board has no responsibility to send out official documents for the By-Elections as they have for the Bi-Annual meetings. By-Elections are marketed through LOK's social media and have to be open for applications for at least a week. Students who wish to apply for a position during a By-Election are to send their application to the Nomination Committee and then get interviewed. All applicants who apply for a position during By-Elections are allowed to present themselves at a LOK Board meeting before the LOK Board makes a decision to elect an applicant.

Chapter 6 – LOK's Nomination Committee

§ 6:1 LOK's Nomination Committee

The Nomination Committee is elected by the Autumn Bi-Annual meeting. The term of office of the Nomination Committee is one (1) year, from January 1st to December 31st. The Nomination Committee shall comprise three (3) members of LOK, and these members should as far as possible be representative of the membership of LOK. No member elected to the Nomination Committee may sit on the LOK Board or be elected to such a position during one and the same Bi-Annual. In order to apply for a LOK Board position or be elected to the LOK Board, a member of the Nomination Committee must have resigned before the application period for the LOK Board positions has opened, otherwise this application is declared invalid. The task of the Nomination Committee is to, prior to the Bi-Annual convening, perform interviews with all members who have LOK Board candidacies. The Nomination Committee is also tasked with nominating one candidate to

become the president of each committee and presenting these to the Bi-Annual. The Nomination Committee may choose not to nominate any candidate even though candidates have applied.

§ 6:2 The role of the Nomination Committee during By-Elections

If any position of the LOK Board is vacant after a Bi-Annual meeting or if a current elected official relinquishes their position, the Nomination Committee shall, unless the Bi-Annual has decided otherwise, hold By-Elections after consulting with the LOK Board. The Nomination Committee shall perform interviews and make a recommendation based on these to the LOK Board. The members of the Nomination Committee are not allowed to vote in By-Elections.

Chapter 7 – The LOK Board

§ 7:1 The LOK Board

The LOK Board is elected by the Bi-Annual and consist of the following:

- President
- Vice President
- Treasurer
- Head of Social
- Head of Sponsor
- Head of Event
- Internal Organizer
- Board Member
- Board Member
- Head of Blue Crew
- Head of Pedsex Park
- Head of Radio K
- Head of Hype
- Head of MEQ (Monitors of the Educational Quality)
- Head of KOSMO (International Committee)

The members of the LOK Board should work with and complete the working areas and duties that come with their position (*See Attachment 1 of these By-Laws*). The members of the LOK Board should insofar as possible be representative of the student population at the School of Education and Communication at Jönköping University, so that all students feel represented.

§ 7:2 The Presidium

The Presidium consists of the President, the Vice President and the Treasurer.

§ 7:3 The President

The President is counted as an ordinary member. The President bears the ultimate responsibility for LOK's operations. The President is also tasked with responsibility during crises and for education and for introducing the LOK Board to their duties (*See Attachment 1 of these By-Laws*).

§ 7:4 Freedom of responsibility

Members of the LOK Board have a term of office of one year and cannot grant themselves freedom of responsibility. Freedom of responsibility is granted by the Bi-Annual meeting.

§ 7:5 LOK Board meetings

The LOK Board should convene at least once per week during semesters and on the

notice of the President, any of the members of the Presidium, or at least three (3) members of the LOK Board. All members of LOK are entitled to attend, speak and submit motions at LOK Board meetings. Presidents of committees that are unable to attend any LOK Board meeting are entitled to appoint a deputy from their committee to take their place.

§ 7:5:1 LOK Board decisions

For a decision to be present, at least half of the members of the LOK Board must be in attendance. More than half of the Board members need to be in favor of the suggestion in order for a quorum to go through during a Board meeting.

§ 7:5:2 Protocols at LOK Board meetings

Protocols shall be taken at all LOK Board meetings, and are to be approved by the President, Secretary and a person appointed specifically to approve the protocol. All protocols shall be archived and made easily available to all members.

§ 7:5:3 Documents for LOK Board meetings

All documents relevant to LOK Board meetings shall be sent to all LOK Board members at least one working day prior to the meeting. The responsibility for this rests with the Secretary of the LOK Board.

§ 7:6 Agenda

The following items shall be considered during all LOK Board meetings. The order in which they are considered may vary.

1. Opening of the meeting
2. Approval of the attendance of non-members
3. Approval of the agenda
4. Election of persons to approve the protocol (President + one)
5. Report by the Presidium
6. Information
7. Any business that requires the LOK Board to pass a resolution
8. Any other business
9. Decision on time and place for the next LOK Board meeting
10. Closing of the meeting

§ 7:7 The LOK Board's power of interpretation

The LOK Board has the power to interpret the resolutions passed by the Bi-Annual meetings.

§ 7:8 The LOK Board's right to delegate tasks

The LOK Board shall delegate tasks to committees, individual students or project groups in accordance with the Plan of Operations, the areas of responsibility with which the LOK Board has been tasked (*See Attachment 1 of these By-Laws*), and the resolutions passed by a Bi-Annual meeting. The LOK Board is entitled to delegate tasks on two (2) different bases; with or without financial authority.

§ 7:8:1 LOK Socials Team

The LOK Board has one board member who is in charge of LOK's social media and external communication. This person also has a group underneath themselves where they delegate tasks that concerns LOK's external communication. This group works as a prolonged arm for the Head of Social. This group has the same mandate period as the Head of Social (January 1st to December 31st). The Head of Social, together with their group, is in charge of electing new members during each autumn semester.

§ 7:8:2 LOK Event Team

The LOK Board has one board member who is in charge of LOK's events and activities. This person also has a group underneath themselves where they delegate tasks that concerns LOK's events. This group works as a prolonged arm for the Head of Event. This group has the same mandate period as the Head of Event (July 1st to June 30th). The Head of Event, together with their group, is in charge of electing new members during each spring semester.

§ 7:9 The LOK Board's responsibility for the Plan of Operations

The LOK Board is responsible for interpreting and adhering to LOK's Plan of Operations, and for delegating all areas of responsibility and tasks to committees, individual students or project groups, in accordance with the Plan of Operations.

§ 7:10 The tasks of the LOK Board

The LOK Board is tasked with:

- Representing the members of LOK
- Preparing matters to be considered by Bi-Annual meetings
- Formulating comments to motions and interpellations submitted by members
- Responsibility for the finances of LOK, for which it is accountable to the Bi-Annual meetings
- Appointing delegates to and members of the bodies in which LOK is to be represented, in addition to those elected by the Bi-Annual
- Maintaining an open dialogue with the management of the School of Education and Communication and Jönköping Student Union
- Responsibility for strategic and long-term work
- Preparing the Financial report and Annual report
- Proposing a budget and a Plan of Operations
- Revising and following up the Plan of Operations, and delegating tasks in order to ensure that it is fulfilled
- Creating any working and project groups that the LOK Board sees fit
- Ensuring that information regarding LOK's work, news and events reaches all members and newly admitted students
- Safeguarding the good standing of LOK as a brand
- Working to ensure that LOK's profile document is followed
- Approving or rejecting applications for financial grants from members, committees, project groups and working groups, and accounting for these at the next Bi-Annual meeting
- Auditing and approving or rejecting events organized by LOK's committees, bodies or project groups
- Delegating all of the areas of responsibility that the LOK Board has been tasked with by the Bi-Annual to one or more members sitting on or outside the LOK Board (*See Attachment 1 of these By-Laws*)
- Finding a suitable Financial Accountant
- Remarking on and attending to those parts of the operations that are found to be out of line with LOK's core values
- Creating new committees and investigating the future of existing committees wish is to serve as a basis for resolutions passed by the Bi-Annual meeting
- To nominate an individual for Honorary membership if this individual is well deserved of this recognition

Chapter 8 – Finances

§ 8:1 Fiscal year

LOK's fiscal year is the same as the calendar year (January 1st to December 31st).

§ 8:2 Signing authority

The joint signatures of two members from the Presidium shall be valid for bank and legal documents relating to LOK.

§ 8:3 Treasurer

The Treasurer shall continuously keep the LOK Board and Accountant apprised of LOK's finances and be accountable for these. The budget is revised annually during the Bi-Annual meeting.

§ 8:3:1 Book-keeping

The Treasurer shall perform book-keeping for the year of activities and submit the results to the Accountant no later than one month prior to the first Bi-Annual meeting of the next fiscal year.

§ 8:4 Accountant

The Accountant shall audit LOK's book-keeping. The Accountant is also to, two weeks before the Spring Bi-Annual meeting, submit the Accountant's report together with a recommendation to the Bi-Annual meeting that either approves or rejects the granting of freedom of responsibility of the LOK Board.

Chapter 9 – Internal activities

§ 9:1 LOK's committees

All ordinary members are entitled to create committees. After the LOK Board has approved the creation of a new committee, the committee's presidium is comprised of the applicant(s). These members stay in office until the Autumn Bi-Annual meeting, at which all members are entitled to stand as candidates for the position of president of the committee in question.

§ 9:2 Election of a president of a committee

The presidents of LOK's committees are elected by the Autumn Bi-Annual meeting. Committees should elect a candidate among themselves, who is then presented to the Bi-Annual meeting so that their election can be voted upon. The term of office of presidents of committees is January 1st to December 31st of the calendar year following the Autumn Bi-Annual meeting at which they were elected.

§ 9:3 Inactive committee

If a committee is no longer active, the LOK Board shall investigate what should be done with the committee in question. The LOK Board shall then present a proposal for the upcoming Bi-Annual meeting on what should be done with the committee. It is then up to the Bi-Annual meeting to decide what should happen to the committee. In order for a committee to be dissolved, this decision must be taken at two consecutive Bi-Annual meetings.

§ 9:3:1 Trial period

When a new committee is created, the committee is on a trial period up until the next general meeting. During the trial period it is the committee's obligation to ensure the survival and prosperity of the committee. Following the trial period, the LOK Board decides whether the committee is functional and if they are to be included in "§ 9:4 Rights of the committees" or not.

§ 9:4 Rights of the committees

All of LOK's active committees are entitled to:

- Make use of LOK's communication channels to promote their message
- Make use of the LOK Board room and adjoining office for their own purposes
- Apply for financial grants from LOK via the LOK Board
- Market themselves as part of LOK

§ 9:5 Obligations of the committees

All of LOK's active committees are obligated to:

- Give their Plan of Operations to the LOK Board before the Bi-Annual
- Give their economic summary the LOK Board before the Bi-Annual
- Follow LOK's By-Laws, policy and guidelines
- Delegate the economic tasks to a member in the committee that holds all the responsibility for the committee's economy, this person has the same tasks as the Treasurer of LOK
- Through the committee's Treasurer present their economic situation to the Treasurer of LOK continuously
- Present the budget and Plan of Action before an event the committee arrange that is connected to LOK and LOK's members

Chapter 10 – By-laws

§ 10:1 Interpretation of these by-laws

The power of interpretation of these by-laws and other established instructions rests with the LOK Board.

§ 10:2 Amendments to these by-laws

Any amendments to these by-laws must be the result of two identically worded resolutions being passed by two consecutive regular Bi-Annual meetings. If a resolution to make an amendment to these by-laws is passed for a second time, it may be approved during the course of the Bi-Annual meeting and thus take effect immediately.

Chapter 11 – Dissolution of LOK

§ 11:1 – Dissolution of LOK

LOK can only be dissolved if two consecutive regular Bi-Annual meetings pass a resolution to dissolve LOK with a three-quarters ($\frac{3}{4}$) majority on both occasions. If LOK is dissolved, its remaining assets shall be transferred to and held by Jönköping Student Union (Org. no. 826999-9041) until a new student association has been created.



LOK BOARD ROLE DESCRIPTIONS

President

The President has the main responsibility for LOK, its members and the association's work. The President has weekly meetings with LOK, Jönköping Student Union, the other faculties' presidents and different management groups at both School of Education and Communication and Jönköping University. The President has to lead by example and make sure the LOK Board has all information needed in order to do their work, as well as support and always be there for every member of the LOK Board. The President is part of the Presidium.

Vice President

Vice President is the helping hand of the President, which means filling the President's place if they cannot attend a meeting or be at a place where needed. Vice President is also in charge of collecting all study abroad points (meritpoäng) and report them each semester. Vice President is also responsible for Scrive, the program LOK uses for e-signatories and therefore has to make sure all documents are signed in time and by the right people. Vice President also has responsibility for ordering all overall packages for the Kick-Off's in time, with all its items. Besides that, the Vice President is also the one planning and booking all Board team buildings and LOK super team buildings. Vice President is part of the Presidium.

Treasurer

Treasurer is responsible for LOK's economy and book-keeping. Treasurer handles LOK's budget and makes sure that the incomes and expenses don't get mixed up. Treasurer also makes sure that all of LOK's committees get the money that they need. Treasurer is also the one keeping track of Swish, PayPal and iZettle, LOK's payment option for its members. As well as managing Visma, which is the e-book-keeping service for LOK. Treasurer is part of the Presidium.

Head of Social

Head of Social is in charge of LOK's social media. Head of Social creates and designs, planning and publishing all posts with images and copywriting. Besides that, Head of Social also designs LOK's posters, tickets and patches. This position requires you to always be available on LOK's social media to publish, answer questions and reply to comments. Head of Social is also in charge of all photography and videography for LOK. Knowing how to work in Adobe Photoshop, InDesign, Illustrator and Lightroom is also beneficial for this position.

Head of Sponsor

Head of Sponsor is in charge of getting sponsorships to LOK, events or projects. The head of sponsor work to bind new sponsors to the association while at the same time work to maintain a good relationship with the existing ones. It can vary from sponsorship in forms of products, to sponsorships in forms of financial support. Head of Sponsor has to keep a

professional tone towards the external companies and work toward keeping a healthy relationship with them.

Head of Event

Head of Event is in charge of planning events for LOK. Head of Event is the one contacting possible collaborators for an event, which could for example mean housing for a gala or activities for LOK WEEK. With this position comes a lot of planning and structure, since Head of Event also makes internal schedules on what every member of the LOK Board should do during all events. Head of Event plans all kind of events for LOK, which also includes planning for when LOK is standing at campus to promote themselves or an upcoming event.

Internal Organizer

Internal Organizer also acts as the Secretary of LOK, taking notes and completing the protocols and agendas for each LOK Board meeting and collecting and revising all documents for LOK's Bi-Annual meetings. Internal Organizer is also responsible for the LOK Shop, which means making sure it's always full and that all products needed are in stock. Internal Organizer. This also includes ordering patches for the LOK Shop in time and printing and putting up all of LOK's posters at school when needed. Internal Organizer is also responsible for the profile clothing for the LOK Board. Another responsibility is making internal schedules for how-, when- and by whom the LOK Shop should be managed.

Board Member no.1

Board Member is the helping hand to all members of the LOK Board and helps them whenever it's needed. This position also comes with commitment to EQO (Equal Opportunities), a committee working towards better student health, as well as to minimize harassment and unequal treatment in school. Occasionally Board Member 1 will join the recruitment committee and help evaluate HLK recruitment of new staff, by attending their test lecture. Besides helping the LOK Board when needed, this Board Member is also extra responsible for helping Head of Event when needed.

Board Member no.2

Board Member is the helping hand to all members of the LOK Board and helps them whenever it's needed. This position also comes with commitment to both AMK (Arbetsmiljökomitéén) and WORC (Work environment committee). Besides helping the LOK Board when needed, this Board Member is also extra responsible for helping Head of Sponsor when needed.

Head of Blue Crew

Head of Blue Crew has the main responsibility for the committee. Head of Blue Crew has weekly meetings with LOK, Blue Crew and Jönköping Student Union. It is Head of Blue Crew's job to make sure everyone has all the information needed. As the front figure for the committee, Head of Blue Crew has to lead by example and make everyone feel seen and assure that everything follows the guidelines. Together with the committee, Head of Blue Crew arranges social events such as Kick-Off's, sittnings and beer pong tournaments. With the position comes a lot of responsibilities and obligations, but also a lot of fun.

Head of Pedsex Park

Head of Pedsex Park has the main responsibility for the committee. Head of Pedsex Park has weekly meetings with LOK, Pedsex Park and Jönköping Student Union. It is Head of Pedsex Parks's job to make sure everyone has all the information needed. As the front figure for the committee, Head of Pedsex Park has to lead by example and make everyone feel seen and to assure that everything follows the guidelines. Together with the

committee, Head of Pedsex Park arranges social events such as Kick-Off's, sittnings and dodgeball tournaments. With the position comes a lot of responsibilities and obligations.

Head of Radio K

Head of Radio K has the main responsibility for the committee and its members, as well as maintaining a good relationship with LOK. Radio K's main responsibility is to produce podcasts for both students and teachers to listen to. Head of Radio K attends weekly meetings both with LOK and Radio K, and it's the head of Radio K's reasonability to make sure that everyone in the committee gets the important information that is needed from LOK. Beyond that, it is your responsibility as the Head of Radio K to ensure that all members of your committee feel comfortable and heard. As the head of Radio K you will be the project leader of the school's largest fundraising initiative, Radio K bryr sig.

Head of Hype

Head of Hype has the main responsibility for the committee and making the most of it. Since Hype is an advertising agency, Head of Hype gets to meet and work with real external companies. Head of Hype is responsible for putting together project groups that suit each company's needs. Head of Hype attends weekly meetings with LOK and with the project leaders of the project groups. Head of Hype holds meetings with the whole committee approximately five times each term. Head of Hype has the main responsibility for the projects and for the members to gain work experience from their roles.

Head of MEQ (Monitors of the Educational Quality)

Head of MEQ has the main responsibility for the committee and has to make sure everything is in order. Head of MEQ talks to both students and teachers from the School of Education and Communication, that sometimes might have a disagreement. Head of MEQ attends weekly meetings with LOK and MEQ, as well as EC every other week. Head of MEQ needs to make everyone within MEQ feel comfortable in their position. Besides that, MEQ recruit course developers and program council which aims to improve the education at the School of Education and Communications. Together with the committee, Head of MEQ also arranges course developers' events together with the committee.

Head of KOSMO (International Committee)

The head of KOSMO is responsible for the committee and its members and attends weekly meetings with both LOK and the committee. Furthermore, the Head of KOSMO collaborates with additional associations and institutions, such as the International Office and the other international committees at JU. KOSMO aims to internationalize the School of Education and Communication and bring that into LOK's work. Striving towards making English the official language and creating an inclusive environment for international students at HLK should be prioritized by the Head of KOSMO. Executing the annual Midsummer- and Christmas events also falls under the duties of the Head of KOSMO.