



Guidelines for Document Management and Maintenance of Governing Documents

Adopted by the Board 2019-05-28

Translation approved by the Board 2024-01-09

Background:

Effective and responsible document management is fundamental for the union to operate efficiently in the long term. It is equally important that the current governing documents reflect the needs of the organization, with continuous updates to enhance both daily and long-term operations. This guideline should not be considered a formal archiving plan but rather a practical guide.

Maintenance of Documents during the Operational Year:

The activities of HTS are primarily governed by the statutes and the documents mentioned in the statutes, these are:

- Statutes
- Regulations
- Policy documents
 - Alcohol and Drug Policy
 - Economic Policy
 - Policy for Union Ribbons, Signets, Medals, Insignia, and Headdresses
 - Policy for Equality, Equal Opportunities, and Diversity
 - Work Environment Policy
 - Environmental and Ethical Policy
 - Policy for the Nomination Committee
 - Language Policy

- Operational Plan
- Budget
- Authorization and Delegation Order
- Succession Ordinance
- Guidelines
 - Guidelines for Archiving and Processing of Personal Data
 - Guidelines for Handling Student Affairs
 - Guidelines for Student Representatives at Faculty Level Regarding Reporting to FUM
 - Guidelines for Document Management and Maintenance of Governing Documents
 - Guidelines for HTS Student Safety Work
 - Guidelines for Handover between HTS Elected Representatives and Student Representatives
 - Guidelines for Handling the Work Environment within the Presidency and Board
- Operational Report
- Translations of Governing Documents

Below is a description of the timeframes for when the union's documents should be written and revised. In appendix 1, you will find a summary of these timeframes in the form of an annual cycle.

The **Authorization and Delegation Order** and the **Succession Ordinance** should be rewritten at the beginning of each new operational year, and the **operational plan** and **budget** should be rewritten at the end of each operational year. The documents are prepared by the board and ratified by the Representative Assembly. The operational plan and budget can also be revisited by the Representative Assembly at the beginning of the operational year they regulate if adjustments are needed.

The **operational report** should be rewritten at the end of each operational year by the outgoing presidium and board. Operational reports are presented to the Representative Assembly in conjunction with the decision on discharge and are also needed for the annual report submitted to the university.

Other documents regulated by the statute should be reviewed annually and revised as needed. The board is responsible for ensuring that the governance documents are translated and keeping the translations up to date. In case of disputes between the English and Swedish versions of a document, the Swedish version prevails.

All documents regulated by the statute, except for the budget and succession ordinance, should be available to the union members on the union's website.

HTS also has several other documents that regulate and guide the operations but are not mentioned in the statute. These include:

- Crisis Management Plan
- Specification of the Operational Plan
- Wills
- Position Statements Document
- Swedish-English Glossary
- Union Communication Channels
- Handbook for Student Councils and Student Representatives
- Descriptions of Positions of Trust
- Operational Reports and Plans from Previous Years
- Committee Reports

The concretization of the operational plan should be rewritten at the beginning of each new operational year, following a possible second consideration of the operational plan in the representative assembly. **The crisis management plan** should be reviewed annually and approved by the representative assembly. **Testaments** should be updated annually at the end of each operational year. These documents are prepared by the board.

The document of opinions should be reviewed annually and subsequently revised if needed. However, the document is intended to be long-term, and major revisions should not be carried out too frequently. Instead, additions addressing current educational policy issues can be made in the form of statements.

The Swedish-English glossary, Union Communication Channels, Handbook for Student Councils and Student Representatives, and Descriptions of Positions of Trust are not governance documents but rather educational tools for the union's active members. Therefore, they only need to be reviewed and updated as necessary. However, Descriptions of Positions of Trust should be updated in conjunction with any updates to the regulations, as both these documents deal with HTS positions of trust.

Operational plans and reports from previous years, as well as **committee reports**, should never be updated or revised but should be accessible to the union members. It is also recommended that the current board has insight into the content of these reports.

All the mentioned documents should be available to the union members through the union's website, except for testaments and the specification of the operational plan.

Ongoing work with documentation

Minutes

In all decision-making bodies at HTS, minutes should be taken during meetings. This applies particularly to the Representative Assembly and the Board, but also to the union's committees, student councils, nomination committee, and election committee. For all bodies – with some exceptions for student councils – signed original minutes should be scanned, placed in the respective body's folder, uploaded to Dropbox, and published on the union's website.

Minutes from the **Representative Assembly** should be approved within the set time by at least two approvers appointed by the Representative Assembly. The finalized minutes should be signed by the meeting chairperson, meeting secretary, approvers, and president. The signed minutes should be included in the next Representative Assembly meeting's agenda. The president and the Representative Assembly's meeting presidium are ultimately responsible for the Representative Assembly's minute-taking.

Minutes from the **Board** should be approved within the set time by at least one approver appointed by the Board. The finalized minutes should be signed by the meeting chairperson, meeting secretary, approver, and president. The signed minutes should be included in the next Board meeting's agenda. The president is ultimately responsible for the Board's minute-taking.

Minutes from the **Nomination Committee** should be approved within the set time by at least one approver appointed by the Nomination Committee. The finalized minutes should be signed by the meeting chairperson, meeting secretary, and approver. It is crucial that the Nomination Committee's

minutes are accessible to the union members and that the minutes are signed before the Representative Assembly meetings where election matters will be addressed. The chair of the Nomination Committee is ultimately responsible for the committee's minute-taking.

Minutes from the **Election Committee** should be approved within the set time by at least one approver. The finalized minutes should be signed by the meeting chairperson, meeting secretary, and approver. Results from elections to the union's Representative Assembly should be made available to the union members, and therefore, the Election Committee's minutes should be accessible to the union members. The chair of the Election Committee is ultimately responsible for the committee's minute-taking. Further regulations regarding the Election Committee's minute-taking are outlined in the *Regulations*.

Minutes from the union's **committees** should be approved within the set time by at least one approver appointed by the committee. The finalized minutes should be signed by the meeting chairperson, meeting secretary, and approver. The head of the committee is ultimately responsible for the committee's minute-taking.

Minutes from the union's **student councils** are the responsibility of the student councils. It is crucial that the Board has access to, and insight into, the student councils' minute-taking through the creation and availability of physical and digital minutes for the Board. The student council chairperson is ultimately responsible for the student council's minute-taking.

Decision log

To facilitate the tracking of decisions made in the union's organs, a decision log should be established. This is particularly relevant for the **Representative Assembly** and the **Board**.

A decision log should include a comprehensive list of all decisions made during the operational year, excluding procedural decisions. It is advantageous to update the decision log continuously throughout the year, and after the end of the operational year, it can be provided to the auditors to assist in the audit process. The Board and the presidium should have access to the decision log throughout the entire operational year to consistently monitor decisions. A printed version of the decision log can be added to the appropriate file at the union office after the conclusion of the operational year.

Documents

Documents for the **Representative Assembly** should be sent out no later than five working days before the meeting. The documents should be stored digitally, made available to the union's members upon

request, and saved on Dropbox.

Documents for the **Board** should be sent out at least three working days before the meeting. The documents should be stored digitally, made available to the union's members upon request, and saved on Dropbox.

Documents for the **committees** should be sent out at least three working days before the meeting. Meeting documents for the committees are stored digitally on Dropbox.

Documents for the **election committee** should be sent out at least three working days before the meeting. Meeting documents for the election committee are stored digitally on Dropbox.

Documents for other organs are stored digitally on Dropbox.

Other ongoing work

It is important to document all changes to governing documents throughout the year and save all adopted versions of the document. This is especially crucial for the constitution. This documentation may be required in connection with the audit and the union status application that occurs every three years.

Access to the union's physical materials

The binders with protocols, documents, and similar items stored at the union office should be accessible to elected representatives and student representatives. Therefore, no binders or individual documents should be removed from the union office without approval from the presidium. Requests to check out materials are directed to the presidium, which is responsible for approving or rejecting the request. The request should include a justification for why it is relevant for the elected representative or student representative to check out the binder for their union work. It is preferable for elected representatives and student representatives to scan or copy the physical materials they need access to and that are relevant to their duties as union representatives. Binders should only leave the union office in exceptional cases.

Appendix 1 – annual wheel for documents

July

Outgoing presidium writes the **operational report**.

August

The board proposes the **authorization and delegation order, succession ordinance, and crisis management plan** to the Representative Assembly.

September

The **authorization and delegation order, succession ordinance, and crisis management plan** are presented to the Representative Assembly. If necessary, the **budget and operational plan** may also be considered for a second time. If there are changes to the **statutes** made the previous year, they need to be approved during this Representative Assembly meeting.

October

The board works on a **specified operational plan**.

November

The annual report for student support must be submitted to the university. This requires a signed **operational report** from the previous operational year.

February

An evaluation of the **specified operational plan** should be conducted by the board.

April

The board develops proposals for the **budget, operational plan, and any changes to the statutes** for the upcoming operational year.

May

The **budget, operational plan, and any changes to the statutes** are presented for the first time to the Representative Assembly.

June

Wills are updated by the outgoing presidium.