

# **Statutes for Uppsala Peace and Development Students' Association**

Adopted at the association's annual meeting 2022-01-13

## **§ 1 Name of the association**

Uppsala Peace and Development Students ' Association

## **§ 2 The seat of the association**

The association's headquarters are in Uppsala.

## **§ 3 Association description**

The association aims to support the students studying in the bachelor's program in peace and development studies at Uppsala University (hereinafter referred to as the “bachelor program”) and the students who study individual courses in peace and development conflict knowledge or development studies. The association is religiously and politically independent.

The association shall act as a liaison body between the members and study management, other organizations and associations and thus promote the members' interests.

## **§ 4 Membership**

### *4.1 Member of the association*

The association is aimed at students in the bachelor's program and students who take individual courses in peace and conflict knowledge or development studies at Uppsala University. Membership can be signed throughout the year

#### *4.1.1 Ordinary membership*

Students in the bachelor's program and students who can show a connection to the association have the opportunity to sign up for membership. A board member with responsibility for the membership register determines the adequacy of the connection. Reading individual courses in peace and conflict studies or development studies as independent courses or part of another program always constitutes a sufficient connection. Membership is signed for three years and is done by paying a membership fee.

#### *4.1.2 Course-based membership*

Students at Uppsala University who can demonstrate a connection to the association, have the opportunity to sign a course-based membership that extends over a semester. A board member with responsibility for the membership register determines the adequacy of the connection. Reading individual courses in peace and conflict knowledge or development studies as independent courses or part of another program always constitutes a sufficient connection.

#### *4.1.3 Alumni membership*

People who have previously received regular membership in the association can sign up for alumni membership. Alumni members do not have the right to vote in the association and are not eligible for positions of trust within the association. Alumni members have the right to speak at the annual meeting. Alumni members sign up for membership for three years at a time.

#### *4.1.4 Honorary Member*

The board has the opportunity to nominate honorary members, who are appointed by a simple majority at the annual general meeting. Nomination of honorary members can be justified on two possible grounds, one is someone who has done something special that has contributed to the association's development, the other is a prominent person in peace and conflict knowledge or development studies. Two honorary memberships can be appointed per regular annual meeting, one on each basis.

#### *4.1.4 Course-based membership*

Students at Uppsala University who can demonstrate a connection to the association, have the opportunity to sign a course-based membership that extends over a semester. A board member with responsibility for the membership register determines the adequacy of the connection. Reading individual courses in peace and conflict knowledge or development studies as independent courses or part of another program always constitutes a sufficient connection. Membership is signed for a semester and is done by paying a membership fee. All members have the right to run for office and hold positions of trust.

#### *4.2 Withdrawal*

Automatic withdrawal from the association takes place for regular and alumni members three years after signing membership. For course-based membership, withdrawal takes place

automatically after one semester. Voluntary resignation takes place by written notice to the board, membership fee is not refunded.

#### *4.3 Exclusion*

The association's board may exclude a member who is deemed unsuitable or manifestly acting to damage the association's activities or reputation. Before a decision is made, the member must be given the opportunity to explain himself to the board. Decisions on exclusion can only be made thereafter and must be made by a simple majority with at least three quarters of the board members present.

#### *4.4 Membership fee*

Membership fee is determined by the annual meeting. The fees for regular membership and alumni membership do not have to be the same. Paid membership fee is non-refundable.

### **§ 5 Organization**

The association operates through a) the annual meeting b) extra member meeting c) the board d) committees e) independent offices f) temporary committees.

#### *5.1 The association's financial year*

The association's financial year runs according to the calendar year.

#### *5.2 The association's year of operation*

The association's financial year runs from annual meeting to annual meeting. The annual meeting shall be held no later than February.

### **§ 6 Annual meeting**

The association's highest decision-making body is the annual meeting, to which all members are invited. The Annual General Meeting is held annually no later than February. All ordinary members have the right to submit motions prior to the annual meeting.

To exercise their voting right, members must have paid their membership fee no later than one week before the annual meeting. The members of the Board do not have the right to vote, but do have the right to express an opinion and make a claim. The annual meeting may choose to individually grant the right to express an opinion to an external person at the meeting.

Minutes shall be kept during the meeting of the secretary appointed by the annual meeting and adjusted by two adjusters appointed by the annual meeting.

### *6.1 Decision-making at the annual meeting*

Decisions at the annual meeting are made by a simple majority.

Exceptions apply to amendments to the articles of association, when a qualified majority (at least 75% of the votes of those entitled to vote present) is required. Elections are conducted by secret ballot as the Nomination Committee's proposal does not reach a simple majority, alternatively after the annual meeting's decision.

In the case of a personal election between two or more persons where two persons receive an equal number of votes, an extra round of voting shall be carried out. If there is still an equal number of votes, the lottery will decide.

#### *6.1.1 Selection for more than one item*

If a member is a candidate and is elected to more than one board position, he or she may, in connection with the annual meeting, choose which of these he or she wishes to take up. Re-election of any vacancies will then take place immediately.

### *6.2 Notice of the annual meeting*

Notice of the annual meeting shall be sent by the board no later than one calendar month in advance, via e-mail and by uploading to the association's website. All members, the board, the auditors and the nomination committee shall be called to the annual meeting.

The financial report, annual report, the Board's proposed agenda, the Nomination Committee's proposals for new elected representatives and other candidates, bills, motions and answers to these shall be available to members no later than one week before the annual meeting.

When convening an extraordinary annual meeting, only the issues that will be addressed during the meeting shall be included.

### *6.3 Exercises*

Announcements of motions must take place one calendar month before the annual meeting, and motions must be received by the board no later than two weeks before the annual meeting.

## **§ 7 Agenda for the annual meeting**

- The opening of the meeting
- Approval of the meeting's authorized announcement
- Appeal together with determination of the voting list
- Approval and adoption of the agenda

- Election of meeting functionaries - chairman, secretary, and two minutes adjusters as well as tellers.
- The Board's and the committees' presentation of the annual report and financial report
- Auditor's report
- Decision on discharge from liability for the board
- Presentation of and decision on bills presented by the board
- Presentation of and decisions on motions received
- Determination of membership fee (s)
- Presentation of the nomination committee's proposal and open question about other candidates. Choice of:
  1. chairman, also signatory
  2. treasurer, also signatory
  3. committee responsible
  4. Vice Chairman
  5. Secretary
  6. communications manager
  7. Commissioner
  8. auditor (s)
  9. Nomination Committee prior to the next annual meeting
  10. Generals
  11. Sports manager
- Other questions
- Closing of the meeting

## **§ 8 Extraordinary annual meeting**

The association's board, the auditors or two thirds of the association's members may each request a written annual meeting of the board for an extra annual meeting. Notice of an extra annual meeting must be given no later than one week before the meeting is to take place. The meeting only addresses the issues raised in the notice.

When filling vacant positions that require an extra annual meeting, the notice shall be issued no later than two weeks before the meeting takes place.

## **§ 9 The Board**

### *9.1 Task of the Board*

The board's task is to implement the annual meeting's decisions, be responsible for and manage the association's finances in a healthy way and otherwise lead the association's work forward.

### *9.2 Election of board*

The board is elected at an annual meeting up to and including the next ordinary annual meeting. The board shall consist of a minimum of five, of which one is a signatory and a maximum of eleven members, all of whom must have signed an ordinary membership or course-based membership that covers the entire term of office. The position as head of the education committee must be held by a program student. The board shall, as far as possible, consist of eleven members.

### *9.3 Structure of the board*

The board shall, as far as possible, consist of: chairman, vice chairman, treasurer, secretary, communications manager, event manager, deputy event manager, education manager, deputy education manager, sports manager and a member.

#### *9.3.1 Areas of responsibility*

##### *9.3.1.1 Chairman*

Ultimately responsible for the association's activities, also signatory. Leads the work of the board, and is convening.

##### *9.3.1.2 Vice-Chairman*

Assists the chairman, and replaces the chairman in his absence. Maintains contacts with the association's partners.

##### *9.3.1.3 Treasurer*

Responsibility for the association's budget and financial statements, also signatories. Manages the association's cash and other assets. The treasurer has a significant voice in decisions on financial matters.

##### *9.3.1.4 Secretary*

Responsible for and oversees the association's administration, for minutes at board meetings, and for member and alumni register.

##### *9.3.1.5 Communications Manager*

Responsible for information about the association's activities, communication through the website and social media, and responsible for marketing and PR. Should also see if there is demand for merch and in such cases appoint a merch committee.

##### *9.3.1.6 Event manager*

Ultimately responsible for the events committee's activities and reports on its work to the board.

#### *9.3.1.7 Vice Event Manager*

Assists event manager in committee work.

#### *9.3.1.8 Education manager*

Ultimately responsible for the Education Committee's activities and reports on its work to the Board.

#### *9.3.1.9 Deputy head of education*

Assists education manager in committee work.

#### *9.3.1.10 Member*

Furthermore, a member is elected to the board. The member has the right to vote at board meetings but does not receive any direct area of responsibility but should rather assist other board members.

#### *9.3.11 Generals*

Generals are responsible for kicking in the new students on the program. The generals are elected at the annual meeting and are then responsible for reporting to the board on its work regularly.

#### *9.3.12 Sports manager*

Responsible for sports activities. The sports manager is ultimately responsible for a rewarding sports activity with, for example, football teams, basketball teams and organizing sports days. The sports manager shall appoint a committee after the annual meeting consisting of at least three people.

#### *9.4 Decision-making in the board*

Decision-making requires more than half of the board members to be present. In the event of an equal number of votes, the chairman has the casting vote. Decisions in financial matters cannot be made without the cashier's consent.

#### *9.5 Meetings*

The board shall meet regularly and these meetings shall be recorded in minutes and adjusted by a member or deputy. For the meeting, the board can choose to co-opt additional people.

The deputy is constantly co-opted.

#### *9.6 Exclusion of board member*

A qualified majority (at least 75% of the votes of those entitled to vote) of the Board of Directors may exclude a member of the Board of Directors who is considered unsuitable. The member has the right to attend and the right to explain himself to the board but may not participate in voting.

#### *9.7 Resignation from the Board*

A member may resign from the board at any time, but the resignation does not take effect until three weeks after the written application has been received.

#### *9.8 Vacancies and elections*

Vacant board positions are filled by decision at an extraordinary annual meeting. The positions must be announced two weeks before the decision is made.

#### *9.9 Offices*

The board can, if necessary, create offices and appoint officials. The officials must have specific roles and can work for the board, individual board member or committee. Vacancies must be announced and appointed by the board. Resignation from office takes place in writing to the board with three weeks' notice.

### **§ 10 The committees**

In the association, there are three permanent committees where each committee manager and board member lead the work with the help of the association's members. Other members are free to participate in the committees' activities and be part of the committees' organization.

#### *10.1 The Events Committee*

The events committee will work to arrange various social activities for the association's members, including implementing the annual kick-in for new students at the bachelor's program.

#### *10.2 The Education Committee*

Must work with study supervision for the association's members, as well as activities related to this. The Education Committee shall function as a link between students and the university and actively work for good communication between the parties. The Education Committee should also strive for cooperation with other student organizations with which the association has common interests in educational matters.

### *10.3 Temporary committees*

The board can decide on the creation of temporary committees for the implementation of major projects.

### *10.4 Finance of committees*

The committees' budgets are determined at the association's regular annual meeting and presented at the next regular annual meeting. The committees can apply for additional money from the board.

### *10.5 Decision-making in the committees*

The committees themselves decide how they are to be organized and make decisions. The chairman of the committees has a decisive vote and a veto.

### *10.6 Change in committee*

Permanent committees can only be created, changed or dissolved at the annual meeting and then by a simple majority. The chairman of new committees is elected at the annual meeting and holds a seat on the association's board.

### *10.7. The Sports Committee*

The sports committee shall work to engage students in sports activities and work for a strengthened community within the association. The Sports Committee should strive for cooperation with other student organizations in a sports context.

### *10.8 Generals*

Generals bear the ultimate responsibility for the kick-in. Together with elected team leaders and sponsors, they are responsible for arranging a kick-in at the beginning of the autumn term for new members. The generals must report regularly to the board during their term of office.

## **§ 11 The Nomination Committee**

The Nomination Committee shall consist of two to four members and has the task of working out a proposal on which persons are to be elected to Board positions, auditors and the annual meeting presidium.

The Nomination Committee can not propose themselves for positions of trust. The Nomination Committee's proposal must also include a list of other candidates.

The Nomination Committee is appointed by the annual meeting. The Nomination Committee shall, as far as possible, consist of at least one person with good insight into the Board's work. All cohorts within the program should, as far as possible, be represented on the Nomination Committee. Withdrawal from the Nomination Committee takes place in writing to the Board with eight weeks' notice. In the event of resignation that leads to the nomination committee consisting of one or no person, an extraordinary annual meeting with by-elections shall be announced.

## **§ 12 Company drawing and auditing**

### *12.1 Company signers*

Those who are appointed as the association's chairman and treasurer by the annual meeting also become the association's signatories. The chairman and treasurer are signatories separately. The company signatories must work for the association's best interests. The Board shall, as soon as possible after the annual meeting, by a qualified majority (at least 75% of the votes of those present entitled to vote) decide on rules for payments and purchases.

### *12.2 Revision*

At the annual meeting, one or two auditors are elected who, no later than two weeks before the next annual meeting, are to receive the documents they need to carry out the audit. The auditors have the right to express an opinion at the annual meeting and are responsible for recommending that the annual meeting grant the board discharge or not, after reviewing how the finances and work of the board have been managed. Membership in the association is not a requirement for holding the position as auditor. Auditors' resignation takes place in writing to the board with eight weeks' notice. In the event of resignation that leads to the association being without an auditor, an extraordinary annual meeting with by-elections shall be announced.

## **§13 Interpretation of the charter**

If it is not possible to agree on how the articles of association are to be interpreted, it is the Board's interpretation that applies. The decision on interpretation applies until the next annual meeting, where the issue will be decided.

## **§ 14 Dissolution of the association**

The association can only be dissolved by a qualified majority after two consecutive member meetings, of which one is an annual meeting. After an approved audit, the association's assets are distributed as decided by this last meeting.

