

# Statutes of Uppsala Peace and Development Students' Association

Adopted at the Association's annual meeting, 21 January 2018

(This document is an English translation of the Swedish bylaws and are hence not legally binding)

## 1 The Association's name

The Association's name is the Uppsala Peace and Development Students' Association.

## 2 The Association's registered office

The Association's registered office is in Uppsala.

## 3 Description of the Association

The purpose of the Association is to support students in the Bachelor Programme in Peace and Development Studies at Uppsala University (henceforth referred to as the 'Bachelor Programme') and students taking individual courses in peace and conflict research or development studies. The Association is religiously and politically unaffiliated. The Association is intended to provide a link between members and the department board, other organisations and other associations, so as to promote the members' interests.

## 4 Membership

### 4.1 Members of the Association

Membership of the Association is open to students in the Bachelor Programme and students who are taking individual courses in peace and conflict research or development studies at Uppsala University. Membership is open throughout the year.

#### 4.1.1 Ordinary membership

Students in the Bachelor Programme and students who can show a connection with the Association are eligible to register as members. The board member responsible for the membership register determines the adequacy of the connection. Taking an individual course in peace and conflict research or development studies, either as a freestanding course or as part of another programme, is always an adequate connection. Membership is for three years and is accomplished by payment of a membership fee. All members have the right to stand for, and to hold, certain positions of trust.

#### 4.1.2 Alumni membership

Persons who have earlier held ordinary membership of the Association can register as alumni members. Alumni members do not have voting rights 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 register as members for three years at a time.

#### 4.1.3 Honorary members

The board may nominate honorary members, who are elected by simple majority during the annual meeting. The nomination of an honorary member can be motivated by two reasons, the first is if

someone has contribute in some special way to the development of the Association, the second is if the person is a prominent person in the field of peace and conflict research or development studies. Two honorary members can be elected on the annual meeting, one per reason of motivation. Honorary members do not have speaking or voting rights in the Association and are not eligible for positions of trust within the Association.

#### 4.1.4 Coursebased membership for exchange students

Students at Uppsala University that can prove a connection to the Association, as well as verify that they are a student, have the possibility to become a coursebased member for the length of one semester. The board member responsible for the membership register decides if the connection is sufficient. Being enrolled in any course within peace and conflict studies or development studies, either as a freestanding course or as a part of another programme, is always a sufficient connection. Membership is valid for one semester and is accomplished by payment of a membership fee. All members have the right to stand for, and to hold, certain positions of trust.

#### 4.2 Termination of membership

Membership of the Association is terminated for all ordinary- and alumni members automatically three years after registering for membership. For term-based membership, termination occurs after one term has passed. Membership can be terminated voluntarily by written communication to the board. The membership fee will not be refunded.

#### 4.3. Exclusion

The Association's board can exclude a member who is deemed unsuitable or is manifestly acting to the detriment of the Association's activities or reputation. Before a decision is made the member must be given the opportunity to explain themselves before the board. A decision of exclusion can only be made thereafter and is to be made by a simple majority vote with at least three fourths of the board's members present.

#### 4.4 Membership fee

The membership fee is set by the annual meeting. The fees for ordinary membership and alumni membership do not need to be the same. Paid membership fees will not be refunded.

### 5 Organisation

The Association operates through a) the annual meeting; b) extraordinary members' meetings; c) the board; d) committees; e) independent offices; f) temporary committees.

#### 5.1 The Association's fiscal year

The Association's fiscal year is the calendar year.

#### 5.2 The Association's operating year

The Association's operating year runs from annual meeting to annual meeting. The annual meeting must be held in the month of February at the latest.

### 6 Annual meeting

The Association's highest decision-making body is the annual meeting, to which all members are summoned. Ordinary annual meetings are held annually in the month of February at the latest. All ordinary members have the right to submit motions ahead of the annual meeting.

To be able to exercise their voting rights, members must have paid their membership fee at least a week before the annual meeting. The board's members do not have the right to vote but do have the

right to speak and the right to bring motions. The annual meeting can choose to grant external persons at the meeting the right to speak on an individual basis.

Minutes must be kept during the meeting by a secretary appointed by the annual meeting and verified by two verifiers appointed by the annual meeting.

### 6.1 Decision-making at the annual meeting

Decisions at the annual meeting are taken by a simple majority. Exceptions apply for changes in the statutes, when a qualified majority (at least 75% of the attending members who are entitled to vote) is required. Officers are elected by secret ballot when the nominating committee's proposal does not achieve a simple majority, or by decision of the annual meeting.

In the case of an election between two or more persons where two persons receive the same number of votes, an extra round of voting will be conducted. If the number of votes is still equal, a decision will be made by drawing lots.

#### 6.1.1

If a member stands for and is elected to more than one board position, they may choose which of these they wish to assume in connection with the annual meeting. A new election will then be held immediately to fill any vacant posts.

### 6.2 Notice of the annual meeting

The board must send out notice of the annual meeting at least one calendar month in advance, by email as well as by an upload on the Association's website. Notice of the annual meeting must be sent to all members, the board, the auditors and the nominating committee.

The financial report, the annual report, the board's proposed agenda, the nominating committee's proposal for new elected officers and other candidates, board motions, members' motions and responses to these must be available to members at least one week before the annual meeting.

If notice is given of an extraordinary annual meeting, only the questions that will be touched upon during the meeting are to be included.

### 6.3 Motions

A call for motions must be issued one calendar month before the annual meeting, and motions must reach the board at least two weeks before the annual meeting.

## 7 Agenda for the annual meeting

- Opening of the meeting
- Confirmation that due notice has been given of the meeting
- Roll call and approval of register of voters
- Approval and ratification of the agenda
- Election of meeting officials: president, secretary, and two verifiers of the minutes who also serve as tellers
- Presentation of the annual report and the financial report by the board and the committees
- Audit report
- Decision on discharge from liability for the members of the board
- Presentation of and decision on motions submitted by the board
- Presentation of and decision on motions received from members
- Setting of membership fee(s)

- Presentation of the nominating committee's proposal and open inquiry regarding other candidates. Election of:
  - President, who is also signatory
  - Treasurer, who is also signatory
  - Head of events and head of education
  - Vice president
  - Secretary
  - Head of communications
  - Alternate member
  - Auditor(s)
  - Nominating committee for the next ordinary annual meeting
- Other questions
- Closing of the meeting

## 8 Extraordinary annual meeting

The Association's board, the auditors or two thirds of the Association's members can each separately, in writing to the board, demand an extraordinary annual meeting. Notice of an extraordinary annual meeting must be sent out at least one week before the meeting takes place. The meeting will only take up the questions mentioned in the notice.

For filling vacant posts that require an extraordinary annual meeting, notice must be given at least two weeks before the meeting takes place.

## 9 The board

### 9.1 The role of the board

The role of the board is to execute the decisions of the annual meeting, be responsible for the Association's finances and manage them in a sound manner, and in other ways lead the work of the Association forward.

### 9.2 Election of the board

The board is elected at the annual meeting and consists of at least five and at most nine members plus one alternate member, all of whom must be ordinary members of the Association. The posts of president and head of education must be held by students in the programme. If possible, the board should have nine members.

### 9.3 Structure of the board

If possible, the board should consist of: president, vice president, treasurer, secretary, head of communications, head of events, head of education, vice head of events, vice head of education, and an alternate member.

#### 9.3.1 Areas of responsibility

##### 9.3.1.1 President

The president has ultimate responsibility for the Association's activities and is also signatory. The president leads the work of the board and convenes meetings.

##### 9.3.1.2 Vice president

The vice president assists the president, and substitutes for them in their absence. The vice president maintains contact with the Association's partner organisations.

#### *9.3.1.3 Treasurer*

The treasurer is responsible for the Association's budget and annual accounts, and is also signatory. The treasurer manages the Association's liquid assets and other assets. The treasurer has a significant voice in decisions on financial matters.

#### *9.3.1.4 Secretary*

The secretary is responsible for and oversees the Association's administration, keeps minutes at board meetings, and maintains the membership and alumni registers.

#### *9.3.1.5 Head of communications*

The head of communications is responsible for information about the Association's activities via the newsletter, communication via the website and social media, marketing and PR.

#### *9.3.1.6 Head of events*

The head of events is ultimately responsible for the activities of the events committee, and reports on its work to the board.

#### *9.3.1.7 Vice head of events*

Assists the head of events with their work in the committee.

#### *9.3.1.8 Head of education*

The head of education is ultimately responsible for the activities of the education committee, and reports on its work to the board.

#### *9.3.1.9 Vice head of education*

Assists the head of education with their work in the committee.

#### *9.3.1.10 Alternate member*

An alternate member is also elected to the board, who takes over the voting rights of any absent ordinary board member (though not the president or treasurer) at a specific meeting.

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

For a decision to be taken, more than half of the board must be present. All board members have one vote and all board members, as well as the alternate member, have the right to speak. In the event of a tied vote, the president has the casting vote. Decisions on financial matters cannot be taken without the consent of the treasurer.

### **9.5 Meetings**

The board must convene regularly, and minutes must be kept of these meetings and verified by a board member or alternate member. The board may choose to call additional persons to a meeting.

The alternate member has a continual invitation to take part in meetings.

### **9.6 Exclusion from the board**

A qualified majority (at least 75% of the attending members who are entitled to vote) of the board can exclude a board member who is deemed unsuitable from the board. The board member has the right to be present, as well as the right to explain themselves before the board, but is not allowed to participate in the vote.

### **9.7 Resignation from the board**

A board member can resign from the board at any time, but the resignation will not take effect until three weeks after receipt of a written application.

## 9.8 Vacant posts and elections

Vacant board posts are elected through a decision at an extra-ordinary annual meeting. The posts must be advertised two weeks prior to the extra-ordinary annual meeting.

## 9.9 Offices

The board may create offices and appoint officials as needed. These officials must have specific roles and may work for the board, an individual board member or a committee. Vacant offices must be advertised and officials appointed by the board. Resignation from an office must be in writing to the board with three weeks' notice.

# 10 The committees

The Association has two permanent committees the work of each of which is led by the head of committee, who is also a board member, assisted by the Association's members. Other members may freely participate in the committees' activities and be a part of the committees' organisation.

## 10.1 Events committee

The events committee is responsible for arranging various social activities for the Association's members, including carrying out the annual kick-off for new students in the Bachelor Programme.

## 10.2 Education committee

The education committee is responsible for monitoring student interests on behalf of the Association's members, and for related activities. The education committee is intended to serve as a link between students and the university and actively work for good communications between the two parties. The education committee should also strive for cooperation with other student organisations with which the Association has common interests in education matters.

## 10.3 Temporary committees

The board may decide to create temporary committees for the implementation of major projects.

## 10.4 The committees' finances

The committees' budgets are determined at the Association's ordinary annual meeting and are reported at the following ordinary annual meeting. The committees can apply to the board for additional funding.

## 10.5 Decision-making by the committees

The committees decide for themselves how they will be organised and make decisions. The head of the committee has the decisive say and right of veto.

## 10.6 Changes in committees

Permanent committees can only be created, changed or dissolved at the annual meeting. This is done by simple majority. The head of any new committee will be elected at the annual meeting and hold a place on the Association's board.

# 11 The nominating committee

The nominating committee consists of two to four members and is responsible for preparing a proposal of persons to be chosen for board posts, as auditors, and as president and secretary of the annual meeting. The nominating committee cannot propose themselves for these posts. The nominating committee's proposal must also include a list of other candidates.

The nominating committee is appointed by the annual meeting. If possible, the nominating committee should include at least one person with a good knowledge of the board's work. If possible, all years in the programme should be represented in the nominating committee. Resignation from the nominating committee must be in writing to the board with eight weeks' notice. If a resignation leads to a nominating board containing one person or no-one, an extraordinary annual meeting with by-election is to be announced.

## 12 Signatories and audit

### 12.1 Signatories

Those who are appointed by the annual meeting as the Association's president and treasurer also become the Association's signatories. The president and treasurer are signatories separately. The signatories must work for the best interests of the Association. As soon as possible after the annual meeting, the board, by a qualified majority (at least 75% of the attending members who are entitled to vote), must adopt rules for payments and purchases.

### 12.2 Audit

At the annual meeting, one or two auditors are elected who must be given access to the documents they need to carry out the audit at least two weeks before the next annual meeting. The auditors have the right to speak at the annual meeting and are responsible for recommending the annual meeting to grant the board discharge of liability or not, after reviewing how the finances and the work of the board have been handled. Membership of the Association is not mandatory for the post of auditor. An auditor may resign by written application to the board with eight weeks' notice. If a resignation leaves the Association without an auditor, an extraordinary annual meeting with by-election is to be announced.

## 13 Interpretation of the Statues

If an agreement on the interpretation of the statues cannot be reached, the boards interpretation applies. This interpretation of the statues applies until the following annual meeting, where the question will be resolved through a vote.

## 14 Dissolving of the Association

The Association can only be dissolved by a qualified majority after two consecutive members' meetings, one of which must be an annual meeting. Following an approved audit, the Association's assets will be distributed as this final meeting decides.