

Statutes for the Doctoral Student Union Malmö

2014-04-10

Purpose and areas of activity

§1.1. The Doctoral Student Union Malmö is a party-political and religiously independent association of students engaged in postgraduate education at Malmö University. The Doctoral Student Union Malmö functions as a student union body in accordance with chapter 4. § 8-14 of the Higher Education Act. Its primary area of activity is postgraduate education at Malmö University. The Doctoral Student Union Malmö's objective is to monitor and participate in the development of education and the conditions for postgraduate studies at Malmö University.

Organisation

§2.1. The union's body is the board, doctoral collegia at the university's faculties and doctoral collegia who attend the annual meeting.

§2.2. The union's operative and fiscal year extends from January 1 to December 31 and corresponds to Malmö University's fiscal year.

§2.3. The annual meeting is the union's decision-making body.

§2.4. The union is represented in decision-making and advisory bodies at university and faculty level.

§2.5. The union board, consisting of a chairman and at least 4 board members, is selected by and is accountable to the annual meeting.

§2.6. Doctoral collegia's (5 in total) consists of representatives from postgraduate fields at the faculties, elected representatives from the boards of faculties and councils with responsibility for postgraduate education, as well as a chair. The chair is the convener and is selected each year by Doctoral Student Union members of the faculties.

Membership

§3.1. Any person engaged in postgraduate education at a college or university has the right to become a member of the union. A member is someone who has paid a membership fee.

§3.2. Someone who pays the fee for the spring term is a member from January 1 until the last day of August. Someone who has paid the fee for the autumn term is a member from August 1 until the last of February.

§3.3. Only graduate students who are clearly linked to Malmö University (via e.g. employment, admission, supervisor, workplace) have the right to vote and run as candidates in union elections, as well as work as an elected representative in the union's body and bodies where the union is represented.

§3.4. The union is open with regards to support memberships.

§3.5. A person who has not paid the membership fee before March 1 for the spring term and before October 1 for the autumn term shall be deemed as having withdrawn from the union.

§3.6. Withdrawal from the union can also take place via written notice to the union's board. Paid membership fees are not refundable.

Doctoral collegia

§4.1. The union's members are organised into five doctoral collegia at the faculties of Health and Society, Culture and Society, Learning and Society, Technology and Society and the Odontology faculty.

§4.2. Members within each faculty-associated doctoral collegium act, through meetings and representation, in nominating and decision-making bodies.

§4.3. Each doctoral collegium within the union has the right, in their own name, to express opinions and make submissions, provided that it is clear that doctoral collegium does not represent the union as a whole.

§4.4. Each doctoral collegium appoints one or more faculty representatives to the decision-making and nominating bodies where the Doctoral Student Union is given access. Appointment of representatives is made, at the latest, in December before the next fiscal year, as well as when necessary. All faculty representatives shall be employees of or affiliated to each faculty.

§4.5. Appointments within the doctoral collegium are carried out via a simple majority vote where present members have the right to vote. The faculty chair has a casting vote, except in the case of personal elections where a name is drawn.

§4.6. The doctoral collegium's work is led by one of the collegium's appointed faculty chairs. Its organisation and operative function are determined by the faculty's members in accordance with the Doctoral Student Union's statutes.

§4.7 The Doctoral Student Union Malmö's objective is to monitor and participate in the development of education and the conditions for postgraduate studies at each faculty. Included in this is an advisory role for the faculty representatives, faculty chair and the union's board.

§4.8 Appointments to positions of trust, such as faculty chair and faculty representatives, should be formally recorded in the doctoral collegium. Decisions are sent to the union's chair, which then issues a formal agreement for the position of trust in the Doctoral Student Union. The position of trust guarantees an extension of employment according to the agreement between the Doctoral Student Union and Malmö University, which is regulated in the "Provisions regarding training grants" in the 4§ regulation (HF 1995:938).

§4.9. The faculty chair is responsible that minutes are taken during the doctoral collegium's meetings and are communicated to the faculty's members and the union board.

§4.10. The faculty's individual members can call for a meeting of the doctoral collegium when necessary.

§4.11. The faculty's chair convenes meetings with the doctoral collegium at least once per term. Meeting notice and a meeting agenda should be made aware to members no later than seven days before the meeting. A meeting agenda can be supplemented by a unanimous collegium.

§4.12. In the event that, at a faculty, a functioning doctoral collegium does not exist, the board of the Doctoral Student Union can temporarily adopt a faculty chair's tasks.

Annual meeting

§5.1. The annual meeting is the union's highest decision-making body.

§5.2. All union members are called to the annual meeting. Notice of annual meeting and an agenda will be sent out no later than three weeks before the meeting takes place.

Notice of annual meeting should occur via e-mail to all members and posted on the Doctoral Student Union's website.

§5.3. All present members have the right to vote.

§5.4. The annual meeting shall take place during the first months of the year, no later than March 1.

§5.5. At the annual meeting, the existing board accounts for their annual activity report and annual financial report.

§5.6. The annual meeting then decides if the outgoing board of directors can be granted discharge.

§5.7. The annual meeting appoints a nominating committee for the next fiscal year. The nomination committee shall consist of at least two persons.

§5.8. The annual meeting elects the union chair and at least 4 board members.

§5.9. The annual meeting is to adopt and, if necessary, revise the union's statutes.

§5.10. The annual meeting appoints a financial auditor. The auditor may not be allowed to belong to any of the union's bodies.

§5.11. The annual meeting decides on who has the right to underwrite the association's business.

§5.12. The annual meeting determines a budget and membership fees.

§5.13. The annual meeting should be formally recorded by a secretary who is appointed by the meeting and be led by a chair who is appointed by the meeting.

§5.14. The doctoral collegia can call the Doctoral Student Union's members to an extra annual meeting.

§5.15. The annual meeting follows an established agenda in accordance with the statutes. Members should be given the opportunity to apply for points to be added to the Other section. This should be done no later than one week before the meeting, wherein the board posts the eventual, new agenda on the website.

§5.16. The annual meeting only makes decisions relating to matters that have been announced in the agenda.

§5.17. Decisions at the annual meeting are approved with a 2/3 majority, where present members have the right to vote.

The board

§6.1. The board is to strategically lead and develop the Doctoral Student Union's work in accordance with the objectives paragraph.

§6.2. The board should draw up and decide on a plan for the fiscal year.

§6.3. The board appoints mutually necessary roles such as vice president, secretary and treasurer.

§6.4. The board shall give notice of the annual meeting.

§6.5. The board is responsible for and makes decision concerning the Doctoral Student Union's financial resources.

§6.6. The board is responsible for implementation and follow-up regarding decisions made at the annual meeting.

§6.7. The board is responsible for continuously informing members about the union's activities.

§6.8. The board appoints the person or persons who represent(s) the Doctoral Student Union in meetings with Malmö University's postgraduate committee, research committee, the university's board as well as other bodies where the Doctoral Student Union is given the opportunity to participate at the overall university level.

§6.9. The board is responsible for formally recording their meetings and posting these on the Doctoral Student Union's website.

Agenda for the annual meeting.

- 1 Meeting chair appointed
- 2 Meeting secretary appointed
- 3 The meeting's statutory announcement
- 4 Determination of agenda
- 5 The board presents the annual activity report for the previous year
- 6 The treasurer presents the annual financial report for the previous year
- 7 The meeting determines if the outgoing board can be granted discharge
- 8 Elections
 - a) election of Chair
 - b) election of members (at least four)
 - c) election of auditor
 - d) nomination committee (at least two persons)

All elections made for one year.

- 9 Adoption and revision of statutes
- 10 Determination of budget and membership fees for the coming fiscal year
- 11 Underwriting of the association's business
- 12 Other issues