

The SULF Doctoral Candidate Association

Statutes

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Statutes of the SULF Doctoral Candidate Association

These statutes were ratified by the SULF Board on 14 June 2019. (Amendments to the statutes were ratified by the SULF Board on XXXX.)

General conditions

§ 1 Objectives

The SULF Doctoral Candidate Association is part of SULF, the Swedish Association of University Teachers and Researchers (organisation number 802004-1649). Its role is to monitor doctoral candidate related issues.

The SULF Doctoral Candidate Association is the organisation for SULF members who have been accepted to research programmes. Membership of *the SULF Doctoral Candidate Association* is determined by the SULF secretariat on the basis of available membership details.

The activities and operations of *the SULF Doctoral Candidate Association* are regulated by these statutes, which were ratified by the SULF Board.

The SULF Doctoral Candidate Association is to:

- monitor and promote the interests of doctoral candidates in accordance with the SULF statutes and decisions made by Congress or the SULF Board,
- recruit members,
- work with opinion building and raise awareness of SULF's positions,
- act as a referral body on doctoral candidate issues for the SULF Board,
- keep the SULF Board informed about the activities of the Doctoral Candidate Association.

§ 2 Organisation

The SULF Doctoral Candidate Association is governed by its Annual General Meeting, Extraordinary General Meetings and its Board. *The SULF Doctoral Candidate Association's* business year is equivalent to the calendar year.

§ 3 Rules for decision making and elections

Voting rights at the Annual General Meeting and Extraordinary General Meetings may be exercised in person only.

Decisions are made by simple majority of valid votes cast, unless otherwise regulated in these statutes. In the event of a tie, the Chair of the meeting casts the deciding vote, except in cases of election by secret ballot, where the decision is made by drawing lots.

Elections are conducted by secret ballot if more candidates have been proposed than there are positions available and if any eligible voter so requests.

Annual General Meeting

§ 4 Annual General Meeting

The Annual General Meeting is the supreme governing body of *the SULF Doctoral Candidate Association*.

§ 5 Annual General Meeting participation

The Annual General Meeting consists of 25 delegates. Each delegate is to be a member of *the SULF Doctoral Candidate Association*.

The number of SULF members that is used to calculate the allocation of Annual General Meeting mandates is to be based on the number of members of *the SULF Doctoral Candidate Association* in each local SULF association according to the national membership register in December of the previous year.

Delegates are appointed by the local SULF associations and their names are to be submitted to the SULF Secretariat no later than February of the year of the Annual General Meeting.

One mandate is assigned to each local SULF association (elective body) of at least 20 *SULF Doctoral Candidate Association* members. Local SULF associations with fewer than 20 *SULF Doctoral Candidate Association* members are assigned no mandate but may be included in the largest local SULF association in the town or nearest town.

Any mandates remaining after this allocation are to be allocated to local associations as follows:

SULF Doctoral Candidate Association members belonging to local SULF association x
(multiplied by) number of remaining Annual General Meeting mandates

(divided by) *SULF Doctoral Candidate Association* total membership

This is to be rounded down to the closest whole number.

Any mandates then remaining are allocated to local associations according to the size of the number that arises in this calculation. If numbers are of equal size, the distribution of mandates is to be determined by the drawing of lots.

Each delegate's mandate is valid until the next Annual General Meeting.

§ 6 Right to attend and to be heard

The right to attend and to be heard at the Annual General Meeting is also afforded to *SULF Doctoral Candidate Association* Board members, the SULF Auditors, *SULF Doctoral Candidate Association* Nomination Committee members, and SULF employees. Other individuals may also be granted these rights following a decision by a two-thirds majority of voters.

§ 7 Annual General Meeting - notification, documentation and items of business

The Annual General Meeting is held annually in April or May and can take any form.

The Annual General Meeting is convened by the Doctoral Candidate Association Board. Notification of the meeting is to be distributed at least 30 days before the date of the meeting, together with the agenda, motions and written responses and, where possible, all other documentation.

The following items of business are to be included at each Annual General Meeting:

1. Verification of the register of eligible voters.
2. Election of Chair and Secretary for the meeting, two individuals to verify the minutes and to count votes, as well as two deputy verifiers.
3. Confirmation of whether the Annual General Meeting has been properly convened.
4. Adoption of agenda.
5. The Board's activity report
6. Adoption of activity plan for the coming year
7. Propositions
8. Motions
9. Election of:
 - a) Chair
 - b) Vice Chair
 - c) Four, six or eight members of the Board
 - d) Two to four deputy members of the Board, including the order in which they replace regular members
 - e) Nomination Committee
10. Items of business announced by the Board in the notification or which the meeting unanimously decides to raise.

§ 8 Extraordinary General Meeting - notification, documentation and items of business

An Extraordinary General Meeting is to be convened when the Board deems it necessary or when at least half of the delegates so request in writing. The meeting may take any form.

Notification of an Extraordinary General Meeting on request is to be distributed together with the agenda no later than 14 days after a written request has been received by the Chair of the Board.

§ 9 Motions to the Annual General Meeting

The right to raise a particular issue (motion) for consideration at the Annual General Meeting rests with SULF's local associations or individual members of the SULF Doctoral Candidate Association. Motions to the Annual General Meeting must reach the Board no later than 15 January.

§ 10 Elections

Elections at Annual General Meetings are to be prepared by a Nomination Committee. This does not apply, however, to elections of Nomination Committee members. Nomination Committee proposals are to be presented to delegates no later than two weeks before the Annual General Meeting.

§ 11 Minutes

Minutes of Annual General Meetings and Extraordinary General Meetings are to be taken. Minutes are to be verified by the Chair of the meeting and the specially appointed verifiers. Reservations and notes pertaining to the Minutes are to be submitted before the conclusion of the meeting.

The SULF Doctoral Candidate Association Board

§ 12 The Board

The Board consists of a Chair, a Vice Chair and an even number of other members plus two to four ranked deputy members. The Board may appoint a Secretary from within.

§ 13 Notification and tasks

Board meetings are convened by the Chair of the Board. The Board is to meet at least once every six months.

The Board is also to be convened if so requested by at least one third of Board members. Upon such a request, the Board is to meet no later than 14 days after the request has been received by the Chair of the Board.

The Board is to:

- Conduct activities in accordance with the objectives of the *SULF Doctoral Candidate Association* and make decisions on matters stipulated in the statutes.
- Execute decisions made by the Annual General Meeting.
- Keep minutes of all business conducted and decisions made.
- Prepare items to be presented at the Annual General Meeting.
- Propose the Annual activity plan.

The Board has the right to:

- Appoint working groups to prepare particular matters or groups of matters for presentation to the Board.

§ 14 Decisions and minutes

Ordinary members of the Board have the right to attend, speak and vote. Deputy members have the right to attend and to speak. A deputy member acts as a full member with voting rights if an ordinary member is absent.

The Board has a quorum when at least half of its members, including deputies acting in place of ordinary members, are present. In the event of a tie, the Chair of the Board holds the casting vote.

Minutes of Board meetings are to be kept.

The Board may delegate decision-making authority on a particular matter or group of matters to the Chair, another member of the Board or an internal committee. The Chair may make decisions on behalf of the Board on matters of urgent nature. Decisions made on behalf of the Board are to be reported to the Board.

Special bodies

§ 15 Nomination Committee

The Nomination Committee consists of two members, one of whom is the Chair.

When presenting nominations to the *SULF Doctoral Candidate Association* Board, the Nomination Committee is to seek a diverse Board composition in order to reflect the membership of the Doctoral Candidate Association.

Amendments to the statutes

§ 16 Amendments to the statutes

Decisions regarding amendments to these statutes are taken by the Annual General Meeting and ratified by the SULF Board.

In order to amend the statutes, one of the following is required:

- A decision by a two-thirds majority of all Annual General Meeting delegates, or
- Identical decisions by simple majority of voting members at two consecutive Annual General Meetings.