

Statutes of the local SULF association at SLU

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These statutes were adopted by the annual members' meeting of SULF/SLU on DATE and approved by the SULF Association Board on DATE.

In case of doubt regarding interpretation of the content of these statutes, the original Swedish text applies.

General provisions

§ 1 Purpose

The SULF/SLU local association is part of the Swedish Association of University Teachers and Researchers, (national registration number 802004-1649). It represents SULF's members at SLU at all the locations that SLU has, as well as members at workplaces situated nearby.

The activities of SULF/SLU are regulated by these statutes, which were approved by the SULF Association Board following a proposal from the local association.

The purpose of SULF/SLU is to:

- protect and promote the interests of its members within SULF's fields of activity in accordance with the statutes of the national association and decisions made by the SULF Congress or the SULF Association Board,
- recruit members,
- advise members on trade union and professional matters,
- provide local information on issues that are within SULF's fields of activity,
- carry out local opinion building activities and spread awareness of SULF and its views and activities,
- promote SULF's goals and programmes within local Saco-S councils/associations,
- arrange seminars and other activities for members,
- recruit trade union representatives,
- inform the SULF Association Board about local activities.

§ 2 Organisation

SULF/SLU conducts its activities through the annual meeting, extraordinary general meetings and the local association board.

The local association's business year is equivalent to the calendar year.

§ 3 Decision making and elections

Voting rights at annual meetings and extraordinary general meetings may only be exercised in person.

Decisions are made by simple majority of valid votes cast unless otherwise stipulated in these statutes. In the event of an equal number of votes, the chair of the meeting has the casting vote except in elections with a closed ballot, where the matter is to be decided by the drawing of lots.

Elections are conducted by secret ballot if more than one candidate has been proposed for a position and if any member who is entitled to vote so requests.

Annual members' meetings

§4 Annual meeting

The annual meeting is SULF/SLUs highest decision-making body.

§ 5 Composition of the annual meeting

The annual meeting comprises all SULF members as stipulated in § 1 of these statutes.

§ 6 Right to attend and right to be heard

Persons other than SULF members may be granted the right to attend and the right to be heard at the annual meeting following a decision of a two-thirds majority of those voting.

§ 7 Annual meeting - notice of meeting, documents and agenda items

The annual meeting is to be held every year in January or February.

The annual meeting is convened by the local association board. Information about the date and time of the annual meeting is to be distributed to members in good time so that they are able to submit motions. Notice of the annual meeting is to be sent no later than fourteen days before the meeting, along with the agenda and, if possible, other relevant documents.

The agenda of the annual meeting is to include the following:

1. Confirmation that the meeting was called in accordance with the statutes.
2. Election of a chair for the meeting, a secretary for the meeting and two people to act as signatories of the minutes and vote counters.
3. Approval of the agenda.
4. Activity report.
5. Approval of the activity plan for the coming year.
6. Election of
 - a) the chair of the local association,
 - b) board members,
 - c) deputy board members, (ranked by order),
 - d) the nomination committee.
7. Election of representatives to the local Saco-S association (if applicable).
8. Election of the local association's delegate(s) and deputy delegates to the SULF Doctoral Candidate Association's annual meeting.
9. Every third year, election of the local association's delegate(s) and deputy delegates to the SULF Congress.

10. Proposals and other matters that the local association board has included in the notice of meeting or that the meeting decides unanimously to raise.
11. Motions from members.

Annual meetings and extraordinary general meetings may delegate the right to decide on certain matters or groups of matter to the local association board, with the exception of amendments to the statutes and election of the chair, board members or deputy board members.

§ 8 Extraordinary general meeting - notice of meeting, documents and agenda items

If the local association deems it appropriate, it may call an extraordinary general meeting. The board is also to call an extraordinary general meeting if at least half of all local association members request such a meeting in writing.

Notice of an extraordinary general meeting upon request and the agenda are to be sent to the members no later than 30 days after a written request has been received by the chair of the local association.

§ 9 Motions to the annual meeting

All members of SULF as defined in § 1 of these statutes have the right to request consideration of a matter (motion) at the annual meeting. Motions to the annual meeting are to have been received by the local association board no later than four weeks before the date of the annual meeting. Motions and the board's opinion on them are to be attached to the agenda for the meeting when it is sent with the notice of meeting.

§ 10 Elections

The annual meeting's elections are to be prepared by a nomination committee. However, this does not apply to the election of the nomination committee.

§ 11 Minutes

Minutes are to be taken at annual meetings and extraordinary general meetings. The minutes are to be approved and signed by the chair of the meeting and two members who were elected at the meeting as signatories of the minutes. Reservations and supplementary notes to the minutes are to be submitted before the meeting ends.

The local association board

§ 12 The board

The local association board consists of the chair and an even number of other members. The board may appoint a vice-chair and a secretary, as well as sub-committees for specific matters.

If the local association has local professional sub-associations, it is recommended that representatives of these be co-opted to the board.

§ 13 Board meetings and assignments

Meetings of the local association board are called by the chair.

A board meeting is also to be called if at least one third of the board's members so request. In the event of such a request, a board meeting is to be held no later than 14 days after the request was received by the chair of the local association.

The local association board is to:

- conduct activities and make decisions on matters specified in the local association's statutes,
- execute decisions made by the annual meeting,
- keep minutes of matters discussed and decisions made at board meetings,
- prepare matters to be submitted to the annual meeting,
- prepare and propose an activity plan and budget for the coming year to the annual meeting.

The board has the right to:

- appoint sub-committees to prepare individual matters or groups of matter for the board

§ 14 Decisions and minutes

The local association board is quorate when at least half of the board members, including serving deputy members, are present. In the event of a tied vote, the chair has the casting vote.

Minutes are to be taken at local association board meetings.

The local association board may delegate the right to decide on a certain matter or group of matters to the chair, another board member or a sub-committee. The chair may make decisions on urgent matters on behalf of the board. Decisions made on behalf of the local association board are to be reported to the board at its next meeting.

Other bodies

§ 15 Nomination committee

The nomination committee is to consist of at least two people, one of whom is convener.

When proposing a board, the nomination committee is to strive for broad representation with regard to subject area, gender and professional role. If the higher education institution offers doctoral programmes, at least one member of the board should be a doctoral candidate.

§ 16 Local professional sub-associations

If five or more members so wish, a local sub-association for professional matters can be formed. The local professional sub-association's activities and finances form part of those of the local association and are reported continuously to the local association board. When forming a local sub-association, the local association is to inform the SULF Association Board.

Changes to statutes and dissolution

§ 17 Changes to statutes

Decisions on proposed amendments to these statutes are to be made by the annual meeting and approved by the SULF Association Board.

An amendment requires:

- a decision by a two-thirds majority of all members present at the annual meeting who are eligible to vote, or
- A decision by a simple majority at two consecutive annual meetings of all members present at the annual meeting who are eligible to vote.

§ 18 Dissolution

Dissolution of the local association requires a decision by a two-thirds majority at two consecutive annual meetings. The decision is to be ratified by the SULF Association Board.