

Statutes of the SULF Doctoral Candidate Association

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Statutes of the SULF Doctoral Candidate Association

These statutes were proposed by the Annual General Meeting of the SULF Doctoral Candidate Association on September 2nd, 2025, and ratified by the SULF Board on October 28th, 2025.

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

General provisions

§ 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 known in Swedish as "SULF:s doktorandförening" and in English as "The SULF Doctoral Candidate Association", abbreviated SULF-DCA.

The SULF Doctoral Candidate Association is the organisation for SULF members who have been accepted onto research education 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,
- inform its members on matters within the scope of SULF's activities,
- 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 SULF Doctoral Candidate Association.

§ 2 Organisation

The SULF Doctoral Candidate Association operates through its Annual General Meeting, Extraordinary General Meetings and its Board.

The SULF Doctoral Candidate Association's operating year is 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 in which more candidates have been proposed than there are positions available shall be conducted by single transferable vote. Such elections are conducted by secret ballot if any eligible voter so requests.

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 and Extraordinary General Meetings

§ 4 Annual General Meeting

The Annual and Extraordinary General Meetings are the supreme governing body of the SULF Doctoral Candidate Association.

§ 5 Annual and Extraordinary General Meeting participation

The Annual and Extraordinary General Meetings consist of Delegates for their respective local SULF associations. Each Delegate shall be a member of both the local SULF association and the SULF Doctoral Candidate Association. A Delegate who ceases to be a member of the local SULF association or of the SULF Doctoral Candidate Association may continue as Delegate, but only for the remainder of their current mandate.

Local SULF associations without members who also belong to the SULF Doctoral Candidate Association may appoint no Delegates. Local SULF associations with at least one, but fewer than thirty members who also belong to the SULF Doctoral Candidate Association may each appoint one Delegate. Local SULF associations with at least thirty, but fewer than one hundred members who also belong to the SULF Doctoral Candidate Association may each appoint two Delegates. Local SULF associations with one hundred or more members who also belong to the SULF Doctoral Candidate Association may each appoint three Delegates.

The member count that is used to determine the allocation of Delegates shall be based on the number of members of each local SULF association who also belong to the SULF Doctoral Candidate Association as of the first of August of the year in which the relevant Annual General Meeting is held.

Delegates shall be appointed by the local SULF associations and notified to the SULF secretariat no later than the end of October. Ordered substitutes may also be appointed.

Any one person may not be a Delegate for more than one local SULF association and may not cast more than one vote at any Annual or Extraordinary General Meeting.

Each Delegate's mandate is valid from the first of December until the end of November of the following year.

§ 6 Annual and Extraordinary General Meetings - right to attend and to be heard

Board members and Nomination Committee members of the SULF Doctoral Candidate Association, as well as SULF's auditors and SULF secretariat staff handling matters relating to the SULF Doctoral Candidate Association, shall have the right to attend and to be heard at Annual and Extraordinary General Meetings. Other individuals may also be granted these rights following a decision by a two-thirds majority of voters.

§ 7 Annual General Meeting - summons, meeting documents and items of business

The Annual General Meeting is held annually in December and may be held in any form.

The Annual General Meeting is convened by the Board. Summons to the meeting shall be issued 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. Adoption of the voting list
2. Election of Chair and Secretary for the meeting and two individuals to verify the minutes and to count votes
3. Approval of the summons
4. Adoption of the meeting agenda.
5. The Board's Activity Report
6. Adoption of Activity Plan with budget estimate
7. Propositions
8. Motions
9. Election of:
 - a) Chair
 - b) Vice Chair
 - c) Three to eight Ordinary Members of the Board
 - d) One to three ranked Substitute Members of the Board
 - e) two to four members of the Nomination Committee, including one convenor
10. Other items of business announced by the Board in the summons or which the meeting unanimously decides to raise.

§ 8 Extraordinary General Meeting - summons, meeting documents and items of business

The Board shall convene an Extraordinary General Meeting when the Board deems it necessary, or when at least half of the Delegates so request in writing. The meeting may be held in any form.

Summons to an Extraordinary General Meeting shall be issued at least 30 days before the date of the meeting, together with the agenda and, where possible, all other documentation.

Summons to an Extraordinary General Meeting on request shall be issued no later than 30 days after a written request has been received by the Chair of the Board.

§ 9 Motions to the Annual General Meeting

Local SULF associations, their sub-associations, and any member of the SULF Doctoral Candidate Association have the right to raise a particular issue (motion) for consideration at the Annual General Meeting. Motions to the Annual General Meeting must reach the Board no later than the end of September.

§ 10 Elections

Elections at Annual and Extraordinary General Meetings shall be prepared by a Nomination Committee, except the election of Nomination Committee members. Nomination Committee proposals shall be presented to Delegates no later than two weeks before the Annual General Meeting.

§ 11 Decisions and Minutes

The Annual General Meeting is quorate when at least fifteen delegates are present. Minutes shall be kept of Annual and Extraordinary General Meetings. Minutes shall be counter-signed by the Chair of the meeting and the appointed verifiers. Reservations and notes for inclusion in the Minutes shall 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, three to eight Ordinary Members and one to three ranked Substitute Members. The Board may appoint among its members a secretary.

§ 13 Notification and tasks

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

Summons to an in-person Board meeting shall be issued no later than thirty days before the meeting. Summons to a digital or hybrid Board meeting shall be issued no later than fourteen days before the meeting.

A proposed agenda and any other meeting documents shall be sent out no later than seven days before the meeting.

The Board shall also be convened upon request by at least one third of Board members. The Board shall meet no later than fourteen days after such a 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.
- Implement decisions made by the Annual and Extraordinary General Meetings.
- To appoint the SULF Doctoral Candidate Association's representative to SULF's Executive Board meetings
- Keep minutes at Board meetings of all business conducted and decisions made.
- Prepare items to be presented at the Annual and Extraordinary General Meetings.
- Propose the Activity Plan with budget estimate.

The Board has the right to appoint working groups to prepare particular matters or groups of matters for presentation to the Board.

§ 14 Board meetings - decisions and minutes

Ordinary Members of the Board have the right to attend, to be heard and to vote at Board meetings. Substitute Members have the right to attend and to be heard. A Substitute Member has the right to vote if an Ordinary Member is absent.

The Board has a quorum when at least half of its members, including Substitute Members voting in place of Ordinary Members, are present.

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 shall be reported to the Board and shall be minuted no later than at the following Board meeting.

Special bodies

§ 15 Nomination Committee

The Nomination Committee consists of two to four members, one of whom acts as convenor.

When nominating 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 SULF Doctoral Candidate Association.

Amendments to the statutes

§ 16 Amendments to the statutes

Decisions to propose amendments to these statutes are taken by the Annual or Extraordinary General Meeting by a majority of two thirds of voting Delegates, and the amendment is ratified by the SULF Board.