



# BY-LAWS

2020-05-05 | JSU General Meeting |

## Jönköping Student Union

# By-Laws

### Revised

2011-04-17	2019-04-15
2012-04-28	2020-05-05
2014-04-26	
2016-04-22	
2017-04-21	

*Note: Date of General meeting which has revised the By-laws. Not the day the by-laws document was updated.*



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# Chapter 1 - Introduction

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## Chapter 1

# Introduction



# Chapter 1 - Introduction

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## 73 §1. Introduction

74 Jönköping Student Union (JSU) is the union for students at the Jönköping University (JU).

75

76 JSU shall not take any stance for or against any:

- 77 • Political ideology or party
- 78 • Religious or secular life stance or its organisation

79

80 JSU shall not be a member of any national or local trade union but may cooperate with trade unions.

81

82 The work of JSU shall be based on human rights as defined in *UN Universal Declaration of Human Rights* and academic  
83 freedom as defined in *1997 UNESCO Recommendation concerning the Status of Higher-Education Teaching Personnel*.

84

85

86 JSU is a member of *The National Student Union of Sweden* (Sveriges förenade studentkårer).

87

88 JSU is a member of *Arbetsgivaralliansen*

89

## 90 §1.1. Purpose

91 The purpose of JSU is to ensure that the education holds high quality, that there is a good study and social  
92 environment and that the students of JU are represented.

93

## 94 §1.2. Operative Language

95 The official operative language of JSU is British English.

96

## 97 §1.3. Organisational memory

98 The organisational memory is defined as the time-interval the organisation is expected to keep track of decisions for.

99 The organisation is not expected to follow decisions decided upon earlier than this time interval.

100

101 If a decision is retaken, without changing the content, the time-interval is reset.

102

103 The organisational memory is set as: five organisational years (including the current organisational year).

104

### 105 §1.3.1. Special cases

106 Employments are not subject to this rule. An employment is regulated by the collective agreement and employment  
107 contract. However, internal orders and rules affecting employees is affected by this rule.



# Chapter 1 - Introduction

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## 108 §2. Definitions

109

110 *The Organisation*

111 Refers to Jönköping Student Union

112

113 *JSU*

114 Refers to Jönköping Student Union

115

116 *Organisational year*

117 Same interval as the fiscal year.

118

119 The interval of time comprising one year of operations for the organisation.

120

121 The standard for denoting which organisational year shall be *starting year/ending year*. For example, with  
122 2020/2021 the By-laws refer to the organisational year starting on the 1<sup>st</sup> of July 2020 and ending on the  
123 last day of June 2021.

124

125 *Propositions*

126 A document up for decision on the General Meeting, sent in by the JSU Board.

127

128 *Elected official*

129 In Swedish: Förtroendevald.

130 Student representatives such as the Presidium, other remunerated, Board Members, Nomination

131 Committee members and more



# Chapter 2 – Steering framework

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## Chapter 2

# **Steering Framework**



# Chapter 2 – Steering framework

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## 132 §1. Rules and conduct

133 The hierarchy of rules for the organisation is as follows:

- 134 1. National law
- 135 2. JSU By-laws – the constitution of the organisation
- 136 3. The JSU Organisational Rules
- 137 4. Other decisions and rules

138

### 139 §1.1. By-laws

140 JSU By-laws are decided upon by the General Meeting.

141

### 142 §1.2. Amendments to and interpretation of the by-laws

#### 143 §1.2.1. Decision on amendment

144 Proposal for amendments to these by-laws shall be submitted to the JSU Presidium no later than three weeks prior  
145 to the General Meeting. Amendments to the by-laws must be approved by a two-thirds majority of the regular  
146 General Meeting.

147

#### 148 §1.2.2. Appendices to the by-laws

149 Where needed, appendices to the by-laws may be amended without making an amendment to the by-laws.

150

#### 151 §1.2.3. Interpretation of the steering documents

152 The JSU Presidium has the power to interpret the by-laws, the steering documents and any general instructions. The  
153 JSU Board exercises preferential right of interpretation over interpretations made by the Presidium.

154

155 Interpretations of the by-laws shall be recorded by referencing what has been interpreted and how.

156

157 Interpretations sources that go beyond the organisational memories span, can still be used to interpret steering  
158 documents. It is recommended that interpretations of steering documents are kept as long as the specific paragraph  
159 being interpreted is in use.

160

### 161 §1.3. JSU Organisational Rules

162 The JSU Organisational Rules are the highest rules decided upon by the JSU Board.

163

164 The purpose of the JSU Organisational Rules is to ensure a clear regulation of the day-to-day activities of the  
165 organisation.

166

167 The JSU Board holds the responsibility to keep the JSU Organisational Rules up to date. If the JSU Organisational  
168 Rules are edited during the organisational year this shall be reported to the General Meeting.

169

170 The JSU Organisational Rules are decided upon by a constituting board meeting.

171

172 The JSU Organisational Rules shall as seldom as possible repeat information from itself or the by-laws, instead  
173 references shall be made.

174

175 The JSU Organisational Rules shall always be available for the members to read.

176

177 The JSU Organisational Rules should not contain procedural matters if it can be avoided. However, if the JSU Board  
178 believes certain procedures to be vital for the organisation, they can be put into the JSU Organisational Rules.

179

180 The JSU Organisational Rules shall include, but is not limited to:

- 181 • Order of Delegation
  - 182 ○ authorised signatories
  - 183 ○ decision making power
  - 184 ○ the right of attestation.
- 185 • Rules and procedures for the board
- 186 • Organisational Policies





# Chapter 2 – Steering framework

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187

## 188 **§1.4. Letter of Opinion**

189

190 JSU Letter of Opinion is decided upon by the General Meeting.

191

192 The Letter of Opinion states JSU's opinions, which shall direct decisions made by the JSU Board or JSU Presidium.

193

194 The Letter of Opinion is constant, and the opinions shall always be acted upon when the opportunity appears.

195

196 The Letter of Opinion is the base for the Plan of Operations; however all opinions may not be included in the Plan  
197 of Operations.

198

## 199 **§2. Operation Controllers (OC)**

200 On the behalf of the General Meeting, the OC shall continually audit the operations of JSU from the perspective of  
201 the steering documents. This includes auditing the operation and decisions made by the JSU Board, JSU Presidium  
202 and employees of JSU.

203

204 No later than September 15th the following operational year, an OC report shall be sent to the JSU Board, the  
205 student associations and the Directorate. In case there is a difference of opinions between the two OC, each of them  
206 issues their own separate report.

207

208 The OC shall make a recommendation regarding the resolution on the discharge of liability.

209

### 210 **§2.1. Elections and substitutes**

211 The General Meeting elects two OC in accordance with *Chapter 3 §1.6 Agenda for the Annual General Meeting*. OC's  
212 appoint one among them to become convener.

213

### 214 **§2.2. The annual report for the previous operational year**

215 The annual report for the previous organisational year is to be submitted to the OC no later than July 15th. The  
216 President for the organisational year in question is responsible for submitting the annual report.

## 217 **§3. Suspension from elected position**

218 If an elected official, appointed either by the General Meeting or the JSU Board, does not perform their duties, the  
219 General Meeting or the JSU Board have the power to suspend the person from the elected position. The decision to  
220 suspend an elected official requires a three-quarters majority.

221

222 Procedures for suspension shall be found in the *JSU Organisational rules*.



# Chapter 2 – Steering framework

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## 223 §4. Membership 224

### 225 §4.1. Regular membership

226 Regular membership of JSU is open to all undergraduate and postgraduate students at the JU and to anyone  
227 appointed Honorary Member by the General Meeting. Valid membership is regulated in Appendix 1 of these by-  
228 laws.  
229

### 230 §4.2. Rights and obligations of regular members

231 A regular member is obligated to pay the membership fee determined in the contract between JU and JSU. The  
232 General Meeting can suggest a different membership fee which shall be brought up at negotiations of the contract  
233 between JU and JSU. A regular member is entitled to access all JSU official documents and to make use of all JSU  
234 services and benefits.  
235

### 236 §4.3. Honorary membership

237 Anyone who has made meritorious and lasting contributions to the benefit of the students at JU may be appointed  
238 an Honorary Member by the General Meeting. Honorary Members are appointed for life.  
239

#### 240 §4.3.1. Register of Honorary Members

- 241 • Clas Wahlbin, President of Jönköping University, 1994-2004, deceased
- 242 • Lars Postrup, an involved student, 1996-2004
- 243 • Per Risberg, Chairman of the Board, Jönköping University Foundation, 1994-2004, deceased
- 244 • Birgit Friggebo, Governor of Jönköping County, 1998-2003
- 245 • Gösta Gunnarsson, Governor of Jönköping County, 1980-1997
- 246 • Gudrun Engstrand, former Managing Director at University Services
- 247 • Per Hallerstig, former Managing Director at University Services
- 248 • Agust Blick Kroon, dedicated employee at Akademien, 2007-2016
- 249 • Oona Hesika,  
250

### 251 §4.4. Supporting membership

252 The General Meeting is entitled to decide on allowing supporting membership status for categories other than those  
253 stated in Chapter 2 §4.1 *Regular membership*. Supporting membership is limited in accordance with Appendix 1 of  
254 these by-laws.  
255

### 256 §4.5. Honourable Mention

257 Honourable Mention may be bestowed by the General Meeting or the Board to anyone who, through their long  
258 involvement and lasting interest, has made a considerable contribution to the operations of JSU.

## 259 §5. Dissolution of the Student Union

260 JSU is dissolved if two consecutive General Meetings make the decision to dissolve the organisation. The decision to  
261 dissolve the organisation requires a three-quarters majority on both occasions.  
262

### 263 §5.1. Management of assets at the dissolution of the Student Union

264 If a General Meeting makes the decision to dissolve JSU, the assets of JSU shall be managed by the Board of the JU  
265 until a new Student Union is formed



# Chapter 3 – Democracy

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266

## Chapter 3

# Democracy



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## 267 §1. General Meeting

268

### 269 §1.1. Purpose of the General Meeting

270 A General Meeting shall be held at least once a year. The main general meeting shall be called the Annual General  
271 Meeting.

272

273 The General Meeting is the highest decision-making power in JSU. It can override any presidium or board decision.

274

275 An extra general meeting can be called by the JSU Board or a General Meeting. It can only handle the points it is  
276 called for. In all other sense an Extra General Meeting follows the same procedures as the Annual General Meeting.

277

### 278 §1.2. Delegates

279 Delegates to the General Meeting are democratically appointed by the student associations biannual meeting's  
280 according to the distribution of seats described in *Chapter 3 §1.3 Distribution of seats*.

281

282 All delegates must be regular members of JSU.

283

#### 284 §1.2.1. Deputy Delegates

285 Sometimes: *Suppliant*.

286 Student associations are entitled to appoint one Suppliant Delegate per appointed Delegate pursuant to *Chapter 3*  
287 *§1.2 Delegates*.

288

#### 289 §1.2.2. Registration of appointed delegates

290 A register of the appointed Delegates is to be submitted to the JSU President no later than 168 hours (7 days) prior  
291 to the start of the General Meeting.

292

293 If the General Meeting has been called to convened by someone else than the JSU Board, the list of delegates can  
294 also be given to the *JSU Financial Auditor* or the *JSU Operation Controllers*.

295

### 296 §1.3. Distribution of seats

297 The General Meeting comprises of 30 seats. The seats are distributed in three steps:

298

*First:*

299

Each student association receives one of the 30 seats as a guaranteed seat.

300

301

*Second:*

302

The remainder of the 30 seats are distributed among the student associations as follows: Each student  
303 association receives a number of the remaining seats relative to its membership multiplied by the coefficient  
304 established in *§1.3.1 Multiplication coefficient*. The sum is normally a whole number followed by one or more  
305 decimals, and the whole number represents the number of seats received by the student association.

306

Surplus decimals in this calculation are regarded as the remainder value of the member association.

307

308

*Third:*

309

All undistributed seats are distributed in descending order, from highest to lowest remainder value among  
310 the student associations, until all seats have been distributed.

311

#### 312 §1.3.1. Multiplication coefficient (MuC)

313 The multiplication coefficient for each student association is equal to: the number of student association members  
314 who are also regular members of JSU divided by the total number of regular members of JSU.

315

$$316 \frac{\text{The number of SA members who are also regular members of JSU}}{\text{The total number of regular members of JSU}} = \text{MuC for SA}$$

317

#### 318 §1.3.2. Date of calculation

319 The number of members in *Chapter 3 §1.3 Distribution of seats* is based on the total number of members at the turn of  
320 the year prior to the General Meeting.



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321

## 322 §1.4. Convening of General Meetings

323 The JSU Annual General Meeting is to convene once a year, between April 15<sup>th</sup> and no later than May 15<sup>th</sup>. Extra  
324 general meetings may convene outside of this date-range.

325

### 326 §1.4.1. Invitation

327 A General Meeting can be called by:

- 328 • JSU Board
- 329 • Two student associations which has a valid contract with JSU
- 330 • JSU Financial auditor
- 331 • JSU Operations controller

332

### 333 §1.4.2. Motions and interpellations

334 Any member of JSU is entitled to submit motions and interpellations for consideration at the General Meeting. The  
335 JSU Board is required to state an individual *Board's opinion* for each motion and interpellation.

336

### 337 §1.4.3. Deadlines

338	<b>Notice to convene</b>	Four weeks before the GM
339	<b>Agenda</b>	Four weeks before the GM
340	<b>Propositions</b>	Four weeks before the GM
341	<b>Vacancies on the JSU Board</b>	Four weeks before the GM
342	<b>Plan of Operations</b>	Four weeks before the GM
343		
344	<b>Send in motions</b>	Three weeks before the GM
345	<b>Send in Applications for the JSU Board</b>	Three weeks before the GM
346		
347	<b>Answers from the JSU Board</b>	Two weeks before the GM
348	<b>All other documents</b>	Two weeks before the GM

349

## 350 §1.5. Tasks

351 The Annual General Meeting is required:

- 352 TO consider proposals, motions and interpellations
- 353 TO decide on the budget for JSU
- 354 TO consider matters raised by members
- 355 TO decide whether JSU is to retain/apply for membership in other organisations
- 356 TO hold elections in accordance with the requirements of these by-laws
- 357 TO appoint the Board of JSU
- 358 TO audit the operations of the JSU Board and the Committees appointed by the JSU Board and then vote on  
359 freedom of liability for the JSU Board and any other elected officials appointed by the General Meeting
- 360 TO ratify the statement of financial position and the balance sheet
- 361 TO establish the plan of operations
- 362 TO exercise any further powers laid down in these by-laws
- 363 TO follow up the progression of long-term objectives

364

## 365 §1.6. Agenda for the Annual General Meeting

366 The Annual General Meeting shall contain at least these points, the order can be changed by the JSU Board or  
367 General Meeting.

368

369 §1 Opening of the Meeting

370 §2 Formalities

371 §2.1 Approval of the Agenda

372

373 *Establishing the Meeting Presidium*

374 §2.2 Election of the Chairperson of the General Meeting

375 §2.3 Election of the Secretary of the General Meeting



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376	§2.4 Election of two Meeting Regulators
377	§2.5 Election of two Vote Counters
378	
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382	
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395	
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399	
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401	§3.6 Interpellations
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403	
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405	§3.X ---- Remove if no other reports from the board.
406	
407	§4 Audit
408	<i>Freedom of liability</i>
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410	
411	<i>Election of auditors</i>
412	§4.2 Election of a Financial Auditor and a Deputy Financial Auditor
413	§4.3 Election of two Operation Controllers (OC)
414	
415	§X Propositions
416	§X Motions
417	§X Establishing of New Operational Year
418	§X.1 Suggestion of Membership Fee
419	§X.3 Presentation and Approval of the Budget
420	§X.4 Presentation and Approval of the Letter of Opinion
421	§X.2 Presentation and Approval of the Plan of Operations
422	
423	
424	§X Election of the JSU Board
425	<i>Election of JSU Presidium</i>
426	§X.1 Election of JSU President
427	§X.2 Election of JSU Vice president
428	
429	<i>Election of Faculty Representatives</i>
430	§X.3 Election of HHJ Representative
431	§X.4 Election of JIBS Representative
432	§X.5 Election of JTH Representative
433	§X.6 Election of HLK Representative



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- 434  
435 *Election of Regular board members*  
436 §X.7 Election of three Regular Board members  
437 §X.8 Election of Alumni Board member  
438  
439 §X Election of the Nomination Committee  
440 §X.1 Election of HHJ Representative  
441 §X.2 Election of JIBS Representative  
442 §X.3 Election of JTH Representative  
443 §X.4 Election of HLK Representative  
444  
445 §X Any other business  
446 §X Closing the meeting  
447

## 448 §1.7. Procedures at the General meeting

449 The General Meeting is opened by the JSU President or a substitute elected by the JSU Board. They chair the  
450 meeting for the initial formality agenda points:

- 451 • Opening of the General Meeting  
452 • Election of Chairperson of the General Meeting  
453

454 The rules and procedure of the General Meeting shall be proposed by the JSU Board to the General Meeting. The  
455 meeting can then propose changes to these procedures. Simple majority is used until this document is accepted.  
456

## 457 §1.8. Rights at the General Meeting

458 All regular members of JSU have the right to attend, speak and make proposals at the General Meeting. The same  
459 rights are granted employees and remunerated of JSU.  
460

## 461 §1.9. Approval of the attendance of non-members

462 The General Meeting is entitled to approve the attendance of non-members of JSU for particular item/s of the  
463 agenda or for the entire meeting.  
464

## 465 §1.10. Votes

466 To vote, delegates must be present at the General meeting.  
467

468 A quorum at the General Meeting requires at least half the number of delegates to be present at the vote.  
469

470 For election of a person, anonymous voting shall always be used.  
471

### 472 §1.10.1. Disqualification

473 A Delegate may not cast their vote on resolutions regarding freedom of liability for themselves or for anybody  
474 within JSU on which the Delegate has held a seat during the time relevant to the decision.  
475

## 476 §1.11. Meeting documents

477 *In Swedish: Möteshandlingarna*  
478

479 No later than four weeks after the meeting has been concluded, the meeting documents from the General Meeting  
480 shall be completed, checked and sent out to the:

- 481 • Auditors  
482 • Students associations  
483 • And made available for access by members of JSU.  
484

### 485 §1.11.1. Adjustments to the Steering documents

486 If changes are made to By-laws, Letter of Opinion or Plan of Operations, these documents shall be updated by the  
487 JSU President and signed by the:



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- 488 • Meeting Chairperson
- 489 • Meeting Secretary
- 490 • Meeting adjusters
- 491 • JSU President

492 within one month after the General Meeting.

493

## 494 **§1.11.2. Protocol**

495 *Sometimes called: Minutes.*

496 When the General Meeting convenes, protocol shall be taken.

497

498 In the protocol is to record:

- 499 • motions and retractions of motions
- 500 • requested individual statements
- 501 • explanations of voting processes not covered in the Rules and Procedure of the General Meeting
- 502 • reservations against decisions

503

504 The protocol is regulated by the:

- 505 • Meeting chairperson
- 506 • Meeting secretary
- 507 • Two adjusters appointed by the General Meeting

508

## 509 **§1.12. Adjusters and vote-counters**

510 A person already holding an elected position in the JSU Board cannot be adjuster or vote-counter at the General meeting.

511

512

## 513 **§1.13. Freedom of Liability**

514 Freedom of Liability is granted if 90% of the votes are for granting it. Freedom of Liability is an individual matter, meaning that the General Meeting can decide who is going to get freedom of liability either in group or individually.

515

516 If anyone vote against giving freedom of liability that person should have the intent of pursuing legal actions.

517

518 The Operation Controllers for the operational year shall state a proposal for freedom of operational liability.

519

520 The financial auditor/s for the *operational year* shall state a proposal for freedom of financial liability.

521





# Chapter 3 – Democracy

20200505 | JSU General Meeting |

## 522 §2. Nomination Committee

523

### 524 §2.1. Introduction to Nomination Committee

525 The Nomination Committee is elected by the General Meeting and serves a term of one operational year. The  
526 Nomination Committee is tasked with organising and administrating the election of JSU board members and  
527 remunerations, with exception of JSU Generals.

528

#### 529 §2.1.1. Structure of the Nomination Committee

530 The Nomination Committee is structured as follows:

- 531 • One representative from each faculty
- 532 • One Committee member is appointed by the JSU Board, but they may not serve as President or Vice  
533 President of JSU.

534

535 The Nomination Committee appoints a chairperson and a vice chairperson among its own members.

536

537 All members of the Nomination Committee are prohibited from any form of candidacy in the election they have  
538 been appointed to organise.

539

### 540 §2.2. Routines

541 Vacancies on the Board shall be advertised in accordance with *Chapter 3 §1.4.3 Deadlines*

542 Applications for candidacy must have reached the Nomination Committee in accordance with *Chapter 3 §1.4.3*  
543 *Deadlines*.

544

545 The Nomination Committee shall interview all candidates.

546 Detailed instructions for the JSU Nomination Committee shall be found in the *JSU Organisational Rules*.

547

#### 548 §2.2.1. Nomination of candidates

549 The Nomination Committee shall propose candidates for the JSU Board to the General Meeting. The nominated  
550 candidates and the motivation for each nomination by the Nomination Committee shall be recorded in the protocol.

551

552 If the Nomination Committee does not think any candidate is suitable, they have the right to nominate no candidate,  
553 and reconvene the General Meeting to hold an extra general meeting or by-election through the JSU Board.

554

#### 555 §2.2.2. Candidacy after the expiration of the application period

556 Candidacy is possible until the interview procedure has been initiated for the position in question. The Nomination  
557 Committee is under no obligation to interview any candidates after the expiration of the application period.

558

#### 559 §2.2.3. By-election of Board member

560 If a JSU Board member vacates their position on the JSU Board prior to the end of office, the JSU Board is entitled  
561 to appoint an acting JSU Board member for the position in question until that operational year is done. A new  
562 election to fill the same position shall be held at the closest General Meeting or the closest spring bi-annual General  
563 Meeting and a new full mandate start at the next operational year.



# Chapter 3 – Democracy

20200505 | JSU General Meeting |

## 564 §3. JSU Board

565 The JSU Board, is the highest decision-making body between general meetings.

566

567 The JSU Board shall direct the operations of JSU in accordance with these by-laws and the decisions made by the  
568 General Meeting.

569

### 570 §3.1. Tasks

571 The JSU Board is tasked:

572 WITH representing all students at JU

573 WITH preparing matters for consideration by the General Meeting

574 WITH stating Board's opinions on motions and interpellations submitted for consideration by the  
575 General Meeting

576 WITH proposing an agenda for the General Meeting

577 WITH answering to the General Meeting in matters regarding to the financial situation of JSU

578 WITH executing the decisions made by the General Meeting

579 WITH proposing a budget to the General Meeting

580 WITH establishing an internal budget for the organisation and enforcing it

581 WITH writing the annual report and the financial report

582 WITH appointing officials as required by these by-laws

583 WITH within the limitations of the budget, engaging and dismissing persons employed by JSU, creating  
584 job descriptions to establish the tasks of the employees, and assuming responsibility for their work

585 WITH holding any elections not stated in these by-laws

586 WITH proposing a plan of operations for the coming year of operations of JSU

587 WITH establishing and issuing guidelines for JSU Committees

588 TO exercise any further powers laid down in these by-laws

589

### 590 §3.2. Constellation of the JSU Board

591 The constellation of the JSU Board shall be as follows:

- 592 • JSU President
- 593 • JSU Vice President
- 594 • One student representative per faculty
- 595 • Three Board members
- 596 • One alumni
- 597 • One JU representative

598

599 The total number of board members shall be 11.

600

601 One JSU Board member have one vote on the Board. If the JSU Board member cannot attend their vote is  
602 transferred to their deputy Board member, if such exist.

603

604

#### 605 §3.2.1. Faculty representative

606 Every faculty is guaranteed one student representative on the JSU Board.

607

608 Responsibilities in addition to *Chapter 3 §3.1 Tasks* as a faculty representative:

- 609 • To represent the students of their faculty and to bring their perspective to the JSU Board

610

611 Each representative is elected by the corresponding student associations, at their spring bi-annual general meeting.

612 For the election to be finalized the elected candidate must be presented to the General Annual Meeting and be

613 approved by the same.

614

615 If the bi-annual general meeting cannot elect a representative or the chosen representative is not approved at the  
616 General Annual Meeting the board and the Nomination Committee of the student associations is tasked with filling  
617 the position through a by-election. For the by-election to be finalized the candidate must be approved by the JSU  
618 Board. If the JSU Board do not approve the candidate another by-elections must be performed.



# Chapter 3 – Democracy

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619

620 Terms for the Faculty representative:

- 621 • Starts on the first day of the operational year (1<sup>st</sup> of July).
- 622 • Ends on the last day of the operational year two years later (30<sup>th</sup> of June).

623

## 624 §3.2.2. Board Member

625 Anyone elected by the General Meeting.

626

627 Terms for the Board Member:

- 628 • Starts on the first day of the operational year (1<sup>st</sup> of July).
- 629 • Ends on the last day of the operational year three years later (30<sup>th</sup> of June).

630

## 631 §3.2.3. JU Representative

632 JU has the right to the 11<sup>th</sup> board position and can freely nominate a person for this position. The JSU Board must  
633 approve the nomination before the person can assume the position. If the JSU Board do not approve the person JU  
634 must present another nomination.

635

## 636 §3.2.4. Deputy Board members

637 *Sometimes referred to as: Suppliant Board Member.*

638 The General Meeting is entitled to designate a Deputy Board Member for each original Board Member. If one Board  
639 member is absent from a regular or extra meeting, their deputy board member can vote instead. Deputy Board  
640 Members can attend and speak at a constituting meeting.

641

## 642 §3.3. Delegation of Authority and Responsibility

643 The JSU Board is entitled by delegation of authority to delegate responsibility and task to any willing person the  
644 Board deems competent.

## 645 §4. Board meetings

646 Board meetings should as a standard be held openly for all members to attend.

647

648 The Board is entitled to hold meetings in camera and on the phone.

649

## 650 §4.1. Proposals

651 The power to make proposals *during* a board meeting is held by board members of JSU, elected officials, formally  
652 invited and anyone appointed by the JSU Board to hold that power.

653

654 All JSU members have the right to raise motions to the JSU Board.

655

656 A motion must be sent out to the JSU Board members at least one week before a regular board meeting.

657

658 In the JSU Organisational Rules the JSU Board shall outline how regular members of JSU shall do to get their  
659 proposals on the agenda of a Board meeting.

660

## 661 §4.2. Decisions

### 662 §4.2.1. Voting

663 A quorum is reached when at least half the members of the JSU Board are present.

664

665 If the numbers of votes are equal, the question is decided by lot.

666

667 All elections of people should use anonymous ballot voting.

668

### 669 §4.2.2. Per capsulam votes

670 Per capsulam votes take effect when quorum is reached. To hold, the proposals must be voted on a second time  
671 during the following board meeting. It shall be noted in the protocol as a per capsulam decision.



# Chapter 3 – Democracy

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672

## 673 **§4.3. Protocol**

674 *Sometimes referred to as: Minutes.*

675 Protocol shall be taken at all board meetings. The protocol is adjusted by the:

- 676 • Meeting chairperson
- 677 • Meeting secretary
- 678 • Regulator(s) appointed by the Board meeting
- 679 • Vote counters (if any)

680 The regulated protocol shall be sent to the JSU Board and the Operation Controllers and shall be available to be  
681 accessed by JSU members no later than four weeks after the meeting.

682

## 683 **§4.4. Meeting types**

### 684 **§4.4.1. Constituting Board Meeting**

685 In Swedish: *Konstituerande styrelsemöte*

686 At a constituting board meeting the JSU Board is meant to constitute itself. Multiple such meetings can be held in a  
687 year, but it must be clearly advertised beforehand that the meeting is a constituting board meeting.

688

689 A newly elected JSU Board shall hold a constituting board meeting no later than June 30th. At this meeting, it is only  
690 allowed for the Board to make decisions regarding the JSU Organisational Rules, excluding the appendix.

691

692 Only a constituting board meeting has the right to make changes to the JSU Organisational Rules.

693

694 A Constituting Meeting shall be called with a two weeks' notice, by either:

- 695 • JSU President
- 696 • JSU Vice President
- 697 • One third of the JSU Board
- 698 • A JSU Operation Controller

699 Agenda and documents relevant to the meeting shall be sent out at least two weeks prior to the meeting

700

### 701 **§4.4.2. Regular board meeting**

702 All board members must be invited at least two weeks before the board meeting.

703

704 A board meeting can be called by:

- 705 • JSU President
- 706 • JSU Vice President
- 707 • One third of the JSU Board
- 708 • A JSU Operation Controller
- 709 • The JSU Financial Auditor

710 Agenda and documents relevant to the meeting shall be sent out at least one week prior to the meeting

711

### 712 **§4.4.3. Extra board meeting**

713 An extra board meeting can only handle the points it's being called for.

714

715 All board members must be reached and informed about the meeting before the meeting starts.

716

717 An extra board meeting can be called by:

- 718 • JSU President
- 719 • JSU Vice President
- 720 • One third of the JSU Board
- 721 • A JSU Operation Controller

722



# Chapter 3 – Democracy

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## 723 **§5. The Presidium**

724 The Presidium directs the activities between Board Meetings and is responsible to the JSU Board.

725

### 726 **§5.1. Constellation of the Presidium**

727 The Presidium shall consist of the following elected officials:

- 728 • JSU President
- 729 • JSU Vice President

### 730 **§5.2. Term of office for the Presidium**

731 Term of office:

- 732 • July 1<sup>st</sup> to June 30<sup>th</sup>

733

734 During the term of office, they hold responsibility for their positions respectively, even after a new President and a  
735 new Vice President have been elected.

## 736 **§6. Paid Elected Officials**

737 The JSU Board is entitled to appoint paid elected officials and hire employees according to the current budget set by  
738 the General Meeting. Rules governing how this is done shall be found in the *JSU Organisational rules*.



# Chapter 4 – Financials

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## Chapter 4

# Financials



# Chapter 4 – Financials

20200505 | JSU General Meeting |

## 739 **§1. Introduction to Financials**

### 740 **§1.1. Fiscal year**

741 The fiscal year of JSU is based on the organisational year (July 1st – June 30th).

742

### 743 **§1.2. Financial audit**

744 The JSU Financial Auditor is required to audit the accounting, management, and financial assets of JSU. The  
745 Financial Auditor is required to submit a Financial Auditor's report, including a statement reco05ending or objecting  
746 to the discharge of liability of the JSU Board, in good time before consideration by the Annual General Meeting.

747

### 748 **§1.3. Signing authority**

749 The authority to sign bank and legal documents on behalf of JSU belongs to the JSU Board. The JSU Board may  
750 delegate this authority to any member, or employee, of JSU deemed practically necessary to run the organisation,  
751 with restricting conditions. The joint signatures of two authorised signatories shall be valid for bank and legal  
752 documents.

753

### 754 **§1.4. Budget**

755 The Budget shall be presented at a General Meeting in such a way that most students can understand it.

756

#### 757 **§1.4.1. Investment Strategy**

758 The JSU Board is responsible to present an investment strategy, including an investment plan, together with the  
759 budget.

760

#### 761 **§1.4.2. Emergency Reserves**

762 The Budget must contain a post for emergency reserves that can be used during the operational year.



# Appendix

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# Appendix





# Appendix

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## 763 **§1. Membership**

764 Regular membership of JSU can be held by either a student or a doctoral student at Jönköping University, or any  
765 person who has been awarded honorary membership by the General Meeting. A student is defined as a person who  
766 is currently registered at Jönköping University or its partner-institutions (lärcenter) for at least one course that awards  
767 ECTS credits after passed examination.

- 768 • Regular membership entitles the holder the right to participate in all activities organised by JSU.
- 769 • Regular membership entitles the holder to student discounts offered to members of JSU.
- 770 • Regular membership is held on a biannual basis, following the academic spring and autumn semesters.

771  
772 For membership to be valid, the membership fee must be paid, excluding the Honorary Members. The amount to be  
773 paid is determined as follows:

774  
775 The full membership fee applies to:

- 776 • Active students registered for courses awarding more than 15 ECTS credits.

777  
778 Reduced membership fee applies for:

- 779 • Active students registered for courses awarding 15 ECTS credits or less,
- 780 • Active students enrolled at partner-institutions or doing distance studies,

781

### 782 **§1.1. Doctoral Students**

783 Doctoral students can voluntarily become regular members of JSU by paying the regular membership fee.

784  
785 Doctoral students studying at a rate higher the 50 % must pay the full membership fee in order to become a regular  
786 member.

787  
788 Doctoral students studying at a rate of 50% or less must pay the reduced membership fee in order to become a  
789 regular member.

790

791

### 792 **§1.2. Membership in Student Associations**

793 Membership in one and only one faculty-bound Student Association is automatically obtained upon gaining regular  
794 membership in Jönköping Student Union. Contingent on there being a valid contract between JSU and the  
795 respective Student Association. The Student Association for which this membership is to be awarded is determined  
796 to be at the faculty at which the person conducts most of their studies. Members can always change which Student  
797 Association they wish to belong to, by submitting a notice to JSU and the desired Student Association.

798

799 Regular members have the right to vote at their respective Student Associations bi-annual meetings.

800

801

### 802 **§1.3. Supporting Membership**

803 Supporting membership can be held by:

- 804 • A person who conducts studies organised by Jönköping University, that don't necessarily award ECTS  
805 credits upon passed examination, e.g. the "tekniskt basår" progra05e or an education at "yrkeshögskola".
- 806 • Any student who has a membership in another Student Union, in Sweden and who conducts studies which  
807 award credits upon passed examination.
- 808 • Conducts studies abroad within the scope of Jönköping University's exchange progra05e with partner  
809 universities.
- 810 • Or conducts co5issioned studies at Jönköping University or its partner institutions.

811

812 Supporting membership gives the holder the right to participate in all activities organised by JSU, except for ones  
813 pertaining to representative, governing, and educational functions. The board has interpretational authority for which  
814 functions of JSU supporting members are to be reasonably excluded from.

815



# Appendix

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816 • Supporting membership entitles the holder to student discounts offered to members of Jönköping Student  
817 Union.

818 • Supporting membership is held on a biannual basis, following the academic spring and autumn semesters.

819 • For supporting membership to be valid, the membership fee of 200 SEK must be paid.

820

821 The JSU Board may enter a contract with another Student Union and decided upon a lower supporting membership  
822 fee, but not higher.

823

## 824 §1.4. General

825 • Proof of membership is to be issued to regular and supporting members.

826 • Proof of membership may be issued by an external publisher as appointed by the board.

827 • Proof of regular membership must state at which Student Association the holder has voting rights.

828 • Alumni-membership may be held by a previous regular member or supporting member.

829 • Alumni-membership is held on a biannual basis, following the academic spring and autumn semesters. The  
830 membership fee is 50 SEK per semester, or a single 500 SEK lifetime fee.

831 • Alumni-membership is restricted to participating in activities approved by the board.

832 • Alumni-members shall be issued special proof of membership.