

Jönköping Student Union

By-Laws

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Chapter 1

Introduction



72 **§1. Introduction**

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

74

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

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

78

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

80

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

83

84

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

86

87 JSU is a member of *Arbetsgivaralliansen*

88

89 JSU is a member of SESUS.

90

91 **§1.1. Purpose**

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

94

95 **§1.2. Operative Language**

96 The official operative language of JSU is British English.

97

98 **§1.3. Organisational memory**

99 The organisational memory is defined as the time-interval the organisation is expected to keep track of decisions for.
100 The organisation is not expected to follow decisions decided upon earlier than this time interval.

101

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

103

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

105

106 **§1.3.1. Special cases**

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



109 **§2. Definitions**

110

111 *The Organisation*

112 Refers to Jönköping Student Union

113

114 *JSU*

115 Refers to Jönköping Student Union

116

117 *Organisational year*

118 Same interval as the fiscal year.

119

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

121

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

125

126 *Propositions*

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

128

129 *Elected official*

130 In Swedish: Förtroendevald.

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

132 Committee members and more

Chapter 2

Steering Framework



133 **§1. Rules and conduct**

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

- 135 1. National law
 - 136 2. JSU By-laws – the constitution of the organisation
 - 137 3. The JSU Organisational Rules
 - 138 4. Other decisions and rules
- 139

140 **§1.1. By-laws**

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

142

143 **§1.2. Amendments to and interpretation of the by-laws**

144 **§1.2.1. Decision on amendment**

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

148

149 **§1.2.2. Appendices to the by-laws**

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

151

152 **§1.2.3. Interpretation of the steering documents**

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

155

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

157

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

161

162 **§1.3. JSU Organisational Rules**

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

164

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

167

168 The JSU Board holds the responsibility to keep the JSU Organisational Rules up to date.

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
- 187



188 **§1.4. Letter of Opinion**

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

190 The Letter of Opinion states JSU's opinions, which shall direct decisions of the whole organisation.

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

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

194

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

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

207

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*.



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 Heiska,

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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§I. General Meeting

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§I.1. Purpose of the General Meeting

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

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

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

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§I.2. Delegates

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

All delegates must be regular members of JSU.

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§I.2.1. Deputy Delegates

Sometimes: *Suppliant*.

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

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§I.2.2. Registration of appointed delegates

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

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

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§I.3. Distribution of seats

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

First:

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

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Second:

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

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Third:

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

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§I.3.1. Multiplication coefficient (MuC)

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

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

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§I.3.2. Date of calculation

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



322 **§1.4. Convening of General Meetings**

323 The JSU Annual General Meeting is to convene once a year, between April 15th and no later than May 15th. 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	Notice to convene	Four weeks before the GM
339	Agenda	Four weeks before the GM
340	Propositions	Four weeks before the GM
341	Vacancies on the JSU Board	Four weeks before the GM
342	Plan of Operations	Four weeks before the GM
343		
344	Send in motions	Three weeks before the GM
345	Send in Applications for the JSU Board	Three weeks before the GM
346		
347	Answers from the JSU Board	Two weeks before the GM
348	All other documents	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

376 §2.4 Election of two Meeting Regulators

377 §2.5 Election of two Vote Counters

378
379 *Constituting the Meeting*



380	§2.6 Approval of the Rules of Procedures for the General Meeting
381	§2.7 Resolution on whether the meeting has been duly convened
382	
383	<i>Attendance</i>
384	§2.8 Meeting attendance
385	§2.9 Approval of vote count
386	§2.10 Approval of the attendance of non-members
387	
388	§3 Presentation and approval of incoming reports
389	§3.1 Protocol from the last Annual General Meeting
390	
391	<i>Operational reports</i>
392	§3.1 JSU Boards report from previous operational year
393	§3.2 JSU Board preliminary report from current operational year
394	§3.3 Operation controllers report
395	
396	<i>Financial reports</i>
397	§3.4 JSU Financial report
398	§3.5 Financial auditors report
399	
400	<i>Interpellations</i>
401	§3.6 Interpellations
402	§3.7 Reports on behalf of previous General Meeting
403	
404	<i>Other Reports from the Board</i>
405	§3.X ---- Remove if no other reports from the board.
406	
407	§4 Audit
408	<i>Freedom of liability</i>
409	§4.1 Freedom of liability for the previous operational year.
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
434	
435	<i>Election of Regular board members</i>
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 and renumarated of JSU and have the right to attend, speak and make proposals at the General
459 Meeting. Employees of JSU have the right to attend and speak at the meeting.

460 **§1.9. Approval of the attendance of non-members**

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

463

464 **§1.10. Votes**

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

466

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

468

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

470

471 **§1.10.1. Disqualification**

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

474

475 **§1.11. Meeting documents**

476 *In Swedish: Möteshandlingarna*

477

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

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

483

484 **§1.11.1. Adjustments to the Steering documents**

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

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

491 within one month after the General Meeting.

492

493 **§1.11.2. Protocol**

494 *Sometimes called: Minutes.*

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

496 In the protocol is to record:



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

501

The protocol is regulated by the:

- 503 • Meeting chairperson
- 504 • Meeting secretary
- 505 • Two adjusters appointed by the General Meeting

506

507 **§1.12. Adjusters and vote-counters**

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

510

511 **§1.13. Freedom of Liability**

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

514

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

516

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

518

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



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§2. Nomination Committee

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§2.1. Introduction to Nomination Committee

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

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§2.1.1. Structure of the Nomination Committee

The Nomination Committee is structured as follows:

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

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

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

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§2.2. Routines

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

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

The Nomination Committee shall interview all candidates.

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

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§2.2.1. Nomination of candidates

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

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

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§2.2.2. Candidacy after the expiration of the application period

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

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§2.2.3. By-election of Board member

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



562 **§3. JSU Board**

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

564
565 The JSU Board shall direct the operations of JSU in accordance with these by-laws and the decisions made by the
566 General Meeting.

567
568 **§3.1. Tasks**

569 The JSU Board is tasked with:

- 570 - representing all students at JU.
571 - answering to the General Meeting in matters regarding the financial and organisational situation.
572 - preparing matters for consideration by the General Meeting such as:
573 o proposing an agenda for the General Meeting.
574 o proposing a budget to the General Meeting.
575 o writing the annual report.
576 o approving the financial report.
577 o proposing a plan of operations
578 o stating the Board's opinions on motions and interpellations submitted for consideration by the
579 General Meeting.
580 o any other matters deemed necessary by the board.
581 - executing the decisions made by the General Meeting which includes:
582 o delegating goals, tasks and responsibilities internally to employees, remunerated and other bodies
583 in JSU.
584 o following-up on the performance and state of the organisation.
585 o ensuring that the organisation has the internal conditions to work in to be able to achieve the
586 goals and tasks.
587 - upholding and developing the steering frameworks of JSU
588 - holding any elections not stated in these by-laws.
589 - within the limitations of the budget, hiring and dismissing persons employed by JSU.
590 - approve role descriptions for the employees and full-time remunerated.
591

592 **§3.2. Constellation of the JSU Board**

593 The constellation of the JSU Board is:

- 594 • JSU President
595 • JSU Vice President
596 • One JSU Alumni
597 • One JU representative
598 • Five Student Representatives
599

600 The total number of board members shall be 9.

601 Each member of the JSU Board has one vote each, if a JSU Board member cannot attend their vote is transferred to
602 their deputy Board member if such exist.

603
604 Terms of office:

- 605 • Starts on the first day of the operational year (1st of July).
606 • Ends on the last day of the operational year one year later (30th of June).
607

608 The JU Representative is excepted from this term of office and is a member as long as the person is appointed by
609 JU.

610
611 **§3.2.1. Student representative**

612 The Student Representative must be a current JU-student when elected.
613



614 §3.2.2. JSU Alumni

615 The JSU Alumni shall not be a JU-student when the operational year starts for which the position has a mandate
616 period.

617

618 §3.2.3. JU Representative

619 JU has the right to the 11th board position and can freely nominate a person for this position. The JSU Board must
620 approve the nomination before the person can assume the position. If the JSU Board do not approve the person JU
621 must present another nomination.

622

623 §3.2.4. Deputy Board members

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

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

628

629 §3.3. Delegation of Authority and Responsibility

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

632 §4. Board meetings

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

634

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

636

637 §4.1. Proposals

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

640

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

642

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

644

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

647

648 §4.2. Decisions

649 §4.2.1. Voting

650 A quorum is reached when at least half the members of the elected JSU Board are present. Out of the attending
651 members at least one member of the Presidium and two student representatives shall be present for quorum to be
652 reached.

653 If the conditions for quorum cannot be reached the JSU Board has the right to:

- 654 - announce and hold by-elections for the vacant board positions.
- 655 - call and prepare for a general meeting with the purpose of electing the vacant board positions.

656 Under these circumstances, quorum is reached when at least half of the elected JSU Board is present.

657

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

659 All elections of people shall use anonymous ballot voting.

660

661 §4.2.2. Per capsulam votes

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

664

665 §4.3. Protocol

666 *Sometimes referred to as: Minutes.*



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

- 668 • Meeting chairperson
- 669 • Meeting secretary
- 670 • Regulator(s) appointed by the Board meeting
- 671 • Vote counters (if any)

672 The regulated protocol shall be sent to the JSU Board and the Operation Controllers and shall be available to be
673 accessed by JSU members no later than four weeks after the meeting.
674

675 **§4.4. Meeting types**

676 **§4.4.1. Constituting Board Meeting**

677 In Swedish: *Konstituerande styrelsemöte*

678 At a constituting board meeting the JSU Board is meant to constitute itself. Multiple such meetings can be held in a
679 year, but it must be clearly advertised beforehand that the meeting is a constituting board meeting.
680

681 A newly elected JSU Board shall hold a constituting board meeting no later than June 30th. At this meeting, it is only
682 allowed for the Board to make decisions regarding the JSU Organisational Rules, excluding the appendix.
683

684 Only a constituting board meeting has the right to make changes to the JSU Organisational Rules.
685

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

- 687 • JSU President
- 688 • JSU Vice President
- 689 • One third of the JSU Board
- 690 • A JSU Operation Controller

691 Agenda and documents relevant to the meeting shall be sent out at least two weeks prior to the meeting
692

693 **§4.4.2. Regular board meeting**

694 All board members must be invited at least two weeks before the board meeting.
695

696 A board meeting can be called by:

- 697 • JSU President
- 698 • JSU Vice President
- 699 • One third of the JSU Board
- 700 • A JSU Operation Controller
- 701 • The JSU Financial Auditor

702 Agenda and documents relevant to the meeting shall be sent out at least one week prior to the meeting
703

704 **§4.4.3. Extra board meeting**

705 An extra board meeting can only handle the points it's being called for.
706

707 All board members must be reached and informed about the meeting before the meeting starts.
708

709 An extra board meeting can be called by:

- 710 • JSU President
 - 711 • JSU Vice President
 - 712 • One third of the JSU Board
 - 713 • A JSU Operation Controller
- 714



715
716
717

§5. The Presidium

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

718
719

§5.1. Constellation of the Presidium

The Presidium shall consist of the following elected officials:

720
721

- JSU President
- JSU Vice President

722
723

§5.2. Term of office for the Presidium

Term of office:

724
725

- July 1st to June 30th

726
727

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

728
729
730

§6. Paid Elected Officials

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

Chapter 4

Financials



731 **§1. Introduction to Financials**

732 **§1.1. Fiscal year**

733 The fiscal year of JSU is based on the organisational year (July 1st – June 30th).
734

735 **§1.2. Financial audit**

736 The JSU Financial Auditor is required to audit the accounting, management, and financial assets of JSU. The
737 Financial Auditor is required to submit a Financial Auditor's report, including a statement recommending or
738 objecting to the discharge of liability of the JSU Board, in good time before consideration by the Annual General
739 Meeting.
740

741 **§1.3. Signing authority**

742 The authority to sign bank and legal documents on behalf of JSU belongs to the JSU Board. The JSU Board may
743 delegate this authority to any member, or employee, of JSU deemed practically necessary to run the organisation,
744 with restricting conditions. The joint signatures of two authorised signatories shall be valid for bank and legal
745 documents.
746

747 **§1.4. Budget**

748 The Budget shall be presented at a General Meeting in such a way that most students can understand it.
749

750 **§1.4.1. Investment Strategy**

751 The JSU Board is responsible to present an investment strategy, including an investment plan, together with the
752 budget.
753

754 **§1.4.2. Emergency Reserves**

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

Appendix



756 §1. Membership

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

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

764
765 For membership to be valid, the membership fee must be paid, excluding the Honorary Members. The amount to be
766 paid is determined as follows:

767
768 The full membership fee applies to:

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

770
771 Reduced membership fee applies for:

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

774

775 §1.1. Doctoral Students

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

777

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

780

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

783

784

785 §1.2. Membership in Student Associations

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

791

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

793

794

795 §1.3. Supporting Membership

796 Supporting membership can be held by:

- 797 • A person who conducts studies organised by Jönköping University, that don't necessarily award ECTS
798 credits upon passed examination, e.g. the "tekniskt basår" programme or an education at "yrkeshögskola".
- 799 • Any student who has a membership in another Student Union, in Sweden and who conducts studies which
800 award credits upon passed examination.
- 801 • Conducts studies abroad within the scope of Jönköping University's exchange programme with partner
802 universities.
- 803 • Or conducts commissioned studies at Jönköping University or its partner institutions.

804

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

808

- 809 • Supporting membership entitles the holder to student discounts offered to members of Jönköping Student
810 Union.



- 811 • Supporting membership is held on a biannual basis, following the academic spring and autumn semesters.
812 • For supporting membership to be valid, the membership fee of 200 SEK must be paid.
813

814 The JSU Board may enter a contract with another Student Union and decided upon a lower supporting membership
815 fee, but not higher.
816

817 **§1.4. General**

- 818 • Proof of membership is to be issued to regular and supporting members.
819 • Proof of membership may be issued by an external publisher as appointed by the board.
820 • Proof of regular membership must state at which Student Association the holder has voting rights.
821 • Alumni-membership may be held by a previous regular member or supporting member.
822 • Alumni-membership is held on a biannual basis, following the academic spring and autumn semesters. The
823 membership fee is 50 SEK per semester, or a single 500 SEK lifetime fee.
824 • Alumni-membership is restricted to participating in activities approved by the board.
825 • Alumni-members shall be issued special proof of membership.