

Jönköping Student Union

By-Laws

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Chapter 1

Introduction



§1. Introduction

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

JSU shall not take any stance for or against any:

- Political ideology or party
- Religious or secular life stance or its organisation

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

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

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

JSU is a member of *Arbetsgivaralliansen*

JSU is a member of SESUS.

§1.1. Purpose

The student union's purpose is to work towards and create conditions for students studying at JU where they are included, supported, and safe in their student life.

§1.2. Operative Language

The official operative language of JSU is British English with the following exceptions.

§1.2.1. Exceptions of the language of the operation

- 1) In case an external party or external meeting requires one to speak Swedish or/and read Swedish documents as preparation, which is vital to be able to participate in the meeting or uphold the relationship.
- 2) In cases where one can communicate verbally or informally in text in another language(s) without excluding other parties, they may do as such.

§1.3. Organisational memory

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

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

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

§1.3.1. Special cases

Employments are not subject to this rule. An employment is regulated by the collective agreement and employment contract. However, internal orders and rules affecting employees are still in accordance with the organizational memory.

§2. Definitions

The Organisation

Refers to Jönköping Student Union

JSU

Refers to Jönköping Student Union

Organisational year

Same interval as the fiscal year.



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

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

Propositions

A document up for decision at the General Meeting, submitted by the JSU Board.

Elected official

In Swedish: Förtroendevald.

Student representatives such as the Presidium, other remunerated, Board Members, Nomination Committee members and more.

Purpose

The purpose statement contains three keyword and below are the definitions for these three keywords.

Included

- that all students shall be included in the development of 1) their education and 2) conditions impacting their education.
- that all students shall feel that they are a part of the student community and have meaningful leisure time, whether this means finding new friends, just having fun, or developing skills for the future.

Supported

- that all students shall know and feel that the student union has their back when it comes to voicing their opinions as well as supporting them in their issues related to education.

Safe

- that no student shall be afraid of reprisals when they voice their opinion.
- that the study environment, as well as the social environment, is a place where every student can participate without being discriminated, bullied, or harassed in any way.

Chapter 2

Steering Framework



§1. Rules and conduct

The hierarchy of rules for the organisation is as follows:

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

§1.1. By-laws

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

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

§1.2.1. Decision on amendment

Proposal for amendments to these by-laws shall be submitted to the JSU Presidium no later than three weeks prior to the General Meeting. Amendments to the by-laws must be approved by a two-thirds majority of the regular General Meeting. The board has the right to make editorial amendments to the by-laws. Editorial amendments to the by-laws have to be approved at a board meeting by at least $\frac{3}{4}$ of the board members. Editorial changes are changes related to grammar such as spelling mistakes, punctuations etc. An editorial amendment cannot change the way the sentence can be interpreted. Therefore, changes on certain words that may change the meaning are not considered editorial amendments.

§1.2.2. Appendices to the by-laws

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

§1.2.3. Interpretation of the steering documents

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

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

Sources of interpretation beyond the organizational memory span may still be used for the interpretation of the steering documents. It is recommended that the use of the current by-laws and the guidance of a specific clause is maintained until other interpretations have to be considered.

§1.3. JSU Organisational Rules

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

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

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

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

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

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

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

- Order of Delegation
 - authorised signatories
 - decision making power
 - the right of attestation.
- Rules and procedures for the board
- Organisational Policies



§1.4. Letter of Opinion

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

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

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

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

§1.5. Transparency

The following steering documents must be made available online to all members of JSU no later than 2 months after the Annual General Meeting. These are the steering documents:

- By-Laws
- Organisational Rules
- Plan of Operations
- Budget
- Letter of Opinion

§2. Operation Controllers (OC)

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

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

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

§2.1. Elections and substitutes

The General Meeting elects two OC in accordance with *Chapter 3 § 1.6 Agenda for the Annual General Meeting*. OC's appoint one among them to become convener. If a position is left vacant after a General Meeting, or if an OC vacates their position before their mandate ends, the JSU Board are entitled to appoint an acting OC for the position at a by-election until operational year is done.

§2.2. The annual report for the previous operational year

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

§3. Suspension from elected position

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

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



§4. Membership

§4.1. Regular membership

Regular membership of JSU is open to all undergraduate and postgraduate students at the JU. Valid membership is regulated in Appendix 1 of these by-laws.

§4.2. Rights and obligations of regular members

A regular member is obligated to pay the membership fee determined in the contract between JU and JSU. The General Meeting can suggest a different membership fee which shall be brought up at negotiations of the contract between JU and JSU. A regular member is entitled to access all JSU official documents and to make use of all JSU services and benefits. The termination of membership can take place at the end of a semester, without reimbursement of paid membership. While regular membership is mandatory for students as defined in appendix 1.1.2., the JSU Board reserves the right to revoke memberships, given there are no academic consequences. Membership can be revoked if a member is found to have engaged in misconduct, including violations of the national law, the code of conduct or unethical behaviour and actions that undermine the integrity and objectives of the Union.

§4.3. Honorary membership

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

§4.3.1. Register of Honorary Members

- Clas Wahlbin, President of Jönköping University, 1994-2004, deceased
- Lars Postrup, an involved student, 1996-2004
- Per Risberg, Chairman of the Board, Jönköping University Foundation, 1994-2004, deceased
- Birgit Friggebo, Governor of Jönköping County, 1998-2003
- Gösta Gunnarsson, Governor of Jönköping County, 1980-1997
- Gudrun Engstrand, former Managing Director at University Services
- Per Hallerstig, former Managing Director at University Services
- Agust Blick Kroon, dedicated employee at Akademien, 2007-2016
- Oona Heiska, dedicated involved student.

§4.4. Supporting membership

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

§4.5. Honourable Mention

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

§5. Dissolution of the Student Union

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

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

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



Chapter 3

Democracy



§1. General Meeting

§1.1. 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.

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

An Extraordinary General Meeting can be called by the same methods as for an Annual General Meeting in accordance with *Chapter 3 §1.4.1. invitation*. It can only handle the points it is called for. In all other sense, an Extraordinary General Meeting follows the same procedures as the Annual General Meeting.

§1.2. 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.

§1.2.1. Deputy Delegates

Sometimes: *Suppliant*.

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

§1.2.2. 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*.

§1.3. 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.

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.

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.

§1.3.1. 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.

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

§1.3.2. 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.



§1.4. Convening of General Meetings

The JSU Annual General Meeting is to convene once a year, with the first day occurring between April 15th and May 15th. Extraordinary General Meetings may convene outside of this date-range.

§1.4.1. Invitation

A General Meeting can be called by:

- JSU Board
- Two student associations which has a valid contract with JSU
- JSU Financial auditor
- JSU Operations controller
- 30 regular members in total, with a minimum of 5 regular members from each faculty.

§1.4.2. Motions and interpellations

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

§1.4.3. Deadlines

Notice to convene	Four weeks before the GM
Agenda	Four weeks before the GM
Propositions	Four weeks before the GM
Vacancies on the JSU Board	Four weeks before the GM
Plan of Operations	Four weeks before the GM
Budget	Four weeks before the GM
Send in motions	Three weeks before the GM
Send in Applications for the JSU Board	Three weeks before the GM
Answers from the JSU Board	Two weeks before the GM
All other documents	Two weeks before the GM

§1.5. Tasks

The Annual General Meeting is required to:

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

§1.6. Agenda for the Annual General Meeting

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

§1 Opening of the Meeting

§2 Formalities

§2.1 Approval of the Agenda

Establishing the Meeting Presidium

§2.2 Election of the Chairperson of the General Meeting



- 421 §2.3 Election of the Secretary of the General Meeting
422 §2.4 Election of two Meeting Regulators
423 §2.5 Election of two Vote Counters
424
425 *Constituting the Meeting*
426 §2.6 Approval of the Rules of Procedures for the General Meeting
427 §2.7 Resolution on whether the meeting has been duly convened
428
429 *Attendance*
430 §2.8 Meeting attendance
431 §2.9 Approval of vote count
432 §2.10 Approval of the attendance of non-members
433
434 §3 Presentation and approval of incoming reports
435 §3.1 Protocol from the last Annual General Meeting
436
437 *Operational reports*
438 §3.1 JSU Boards report from previous operational year
439 §3.2 JSU Board preliminary report from current operational year
440 §3.3 Operation controllers report
441
442 *Financial reports*
443 §3.4 JSU Financial report
444 §3.5 Financial auditors report
445
446 *Interpellations*
447 §3.6 Interpellations
448 §3.7 Reports on behalf of previous General Meeting
449
450 *Other Reports from the Board*
451 §3.X ---- Remove if no other reports from the board.
452
453 §4 Audit
454 *Freedom of liability*
455 §4.1 Freedom of liability for the previous operational year.
456
457 *Election of auditors*
458 §4.2 Election of a Financial Auditor and a Deputy Financial Auditor
459 §4.3 Election of two Operation Controllers (OC)
460
461 §X Propositions
462 §X Motions
463 §X Establishing of New Operational Year
464 §X.1 Suggestion of Membership Fee
465 §X.3 Presentation and Approval of the Budget
466 §X.4 Presentation and Approval of the Letter of Opinion
467 §X.2 Presentation and Approval of the Plan of Operations
468
469
470 §X Election of the JSU Board
471 *Election of JSU Presidium*
472 §X.1 Election of JSU President
473 §X.2 Election of JSU Vice president
474
475 *Election of Regular board members*
476 §X.7 Election of five Regular Board members
477 §X.8 Election of Alumni Board member
478
479 §X Election of the Nomination Committee
480 §X.1 Election of HHJ Representative
481 §X.2 Election of JIBS Representative



§X.3 Election of JTH Representative

§X.4 Election of HLK Representative

§X Any other business

§X Closing the meeting

§1.7. Procedures at the General meeting

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

- Opening of the General Meeting
- Election of Chairperson of the General Meeting

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

§1.8. Rights at the General Meeting

All regular members and remunerated of JSU and have the right to attend, speak and make proposals at the General Meeting. Employees of JSU have the right to attend and speak at the meeting.

§1.9. Approval of the attendance of non-members

The General Meeting is entitled to approve the attendance of non-members of JSU for certain points of the agenda or the entire meeting.

§1.10. Votes

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

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

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

§1.10.1. Disqualification

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

§1.11. Meeting documents

In Swedish: Möteshandlingarna

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

- Auditors
- Student Associations
- and made available for access by members of JSU.

§1.11.1. Adjustments to the Steering documents

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

- Meeting Chairperson
- Meeting Secretary
- Meeting adjusters
- JSU President

within one month after the General Meeting.

§1.11.2. Protocol

Sometimes called: Minutes.

When the General Meeting convenes, protocol shall be taken.

The protocol includes a recording of motions and retractions of motions:

- requested individual statements



- explanations of voting processes not covered in the Rules and Procedure of the General Meeting
- reservations against decisions

The protocol is regulated by the:

- Meeting chairperson
- Meeting secretary
- Two Meeting Adjusters appointed by the General Meeting

§1.12. Meeting Adjusters and vote-counters

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

§1.13. Freedom of Liability

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.

Person(s) voting against granting freedom of liability should have the intention of pursuing legal action in related matters.

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

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



§2. Nomination Committee

§2.1. Introduction to Nomination Committee

The Nomination Committee shall be elected by the General Meeting and serves a mandate of one operational year. The Nomination Committee is tasked with organising and administrating the election of JSU Board Members, Presidium, Project Leader, Nomination Committee, and Operation Controllers, within JSU.

§2.1.1. Structure of the Nomination Committee

The Nomination Committee has five positions and should strive to have representation from each faculty. They cannot serve as Presidium or as a board member of JSU.

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. If they wish to candidate for any position, they must vacate their role as Nomination Committee member prior to when the application period begins.

§2.1.2. By- election of Nomination Committee

If a member of the Nomination Committee vacates their position prior to the end of their mandate, or if the position is left vacant after an election, the JSU Board is entitled to appoint an acting Nomination Committee for the position in question at a by-election until the operational year concludes.

§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*.

§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 Extraordinary General Meeting or by-election through the JSU Board.

§2.2.2. Candidacy after the expiration of the application period

Candidacy is possible for the duration of the election process, but the Nomination Committee is under no obligation to interview any candidates after the expiration of the application period.

§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 their mandate, or if the position is left vacant after an election, the JSU Board is entitled to appoint an acting JSU Board member through a by-election for the position in question until that operational year has concluded.



§3. JSU Board

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

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

§3.1. Tasks

The JSU Board is tasked with:

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

§3.2. Constellation of the JSU Board

The constellation of the JSU Board is:

- JSU President
- JSU Vice President
- One JSU Alumni
- Five Student Representatives

The total number of board members shall be 8.

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

Terms of office:

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

§3.2.1. Student representative

The Student Representative must be a current JU-student when the operational year starts for which the position has a mandated period. The JSU Student Representative have to be onsite during the majority of both mandate semesters.



§3.2.2. JSU Alumni

The JSU Alumni shall not be a JU-student when the operational year starts for which the position has a mandate period. To be eligible to apply for the position of JSU alumni, a student must have been registered to credit-bearing courses at JU which equal the same amount of ECTS as fulltime studies of one year during which the student has been a member of JSU.

§3.2.3. Deputy Board members

Sometimes referred to as: Suppliant Board Member.

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

§3.3. Delegation of Authority and Responsibility

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

§4. Board meetings

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

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

§4.1. Proposals

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

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

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

In the *Rules and procedures for the JSU Board* the JSU Board shall outline how regular members of JSU shall do to get their proposals on the agenda of a Board meeting.

§4.2. Decisions

§4.2.1. Voting

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

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

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

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

If the number of votes is equal, the matter must be brought up again in the next meeting until a majority decision is reached. If a tied vote persists after two additional rounds of voting, the Board must either seek mediation or bring the matter to a General Meeting for resolution.

All elections of people shall use anonymous ballot voting.

§4.2.2. Per capsulam votes

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

§4.3. Protocol

Sometimes referred to as: Minutes.



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

- Meeting chairperson
- Meeting secretary
- Regulator(s) appointed by the Board meeting
- Vote counters (if any)

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

§4.4. Meeting types

§4.4.1. Constituting Board Meeting

In Swedish: *Konstituerande styrelsemöte*

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

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

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

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

- JSU President
- JSU Vice President
- One third of the JSU Board
- A JSU Operation Controller

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

§4.4.2. Regular board meeting

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

A board meeting can be called by:

- JSU President
- JSU Vice President
- One third of the JSU Board
- A JSU Operation Controller
- The JSU Financial Auditor

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

§4.4.3. Extra board meeting

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

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

An extra board meeting can be called by:

- JSU President
- JSU Vice President
- One third of the JSU Board
- A JSU Operation Controller



§5. The Presidium

The Presidium is held accountable by the JSU board for the activities between board meetings.

§5.1. Constellation of the Presidium

The Presidium must consist of the following elected officials:

- JSU President
- JSU Vice President

§5.2. Term of office for the Presidium

Term of office:

- July 1st to June 30th

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.

§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*.

Students who must obtain a visa to take on a remunerated position in Sweden cannot apply to become a paid elected official at JSU until the requirement for sufficient income aligns with the remuneration compensation.

Chapter 4

Financials



§1. Introduction to Financials

§1.1. Fiscal year

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

§1.2. Financial audit

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

§1.3. Signing authority

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

§1.4. Budget

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

§1.4.1. Investment Strategy

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

§1.4.2. Emergency Reserves

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

Appendix



§1. Type of memberships

§1.1. Obligatory Regular membership

A student is obligated to hold a valid Regular membership. A student is defined as a person who is currently registered at Jönköping University or its partner institutions (lärcenter) for at least one course that awards ECTS credits (högskolepoäng) after a passed examination.

Regular membership entitles the holder:

- to attend, speak, and make proposals at the General Meeting.
- to become a delegate.
- to attend, speak, and submit motions during Board meetings.
- to participate in all activities organised by JSU.
- to student discounts offered to members of JSU.

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

For membership to be valid, the membership fee must be paid. The amount to be paid is determined as follows:

Table 1

Study-pace	Campus	Partner institutions (lärcenter)	Distance-studies
>15 HP (full-time)	360 SEK (1)	250 SEK (2)	75 SEK (3)
>7.5 HP – 15HP	250 SEK (2)	250 SEK (2)	75 SEK (3)
≤ 7.5 HP	75 SEK (3)	75 SEK (3)	75 SEK (3)

§1.2. Supportive memberships

Supporting membership can be held by:

- Doctoral students.
- Registered Jönköping University students who are on exchange.
- A person who conducts studies organised by Jönköping University, that don't necessarily award ECTS credits upon passed examination, e.g., the "tekniskt basår" programme or education at "yrkeshögskola".
- A person who conducts commissioned studies at Jönköping University or its partner institutions, e.g., pathway students.
- Any student from another University in Sweden and who conducts studies that award credits upon a passed examination.

Supporting membership gives the holder the right to:

- Participate in all social activities organised by JSU.
- The student discounts offered to members of the Jönköping Student Union.

A supportive member does not hold the right to hold a representative, governing, and educational position or function such as on the JSU Board, Nomination Committee, board committees etc.

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

For supporting membership to be valid, the membership fee of 250 SEK must be paid.

The JSU Board may enter a contract with another Student Union and decide upon a supporting membership fee.



§1.3. Alumni membership

Alumni membership may be held by a previous regular member or supporting member with a limit of up to two years after graduating from JU. Exceptions can be decided upon by the JSU Board. Voluntary alumni membership can be paid without the given benefits.

Alumni membership is held on a biannual basis, following the academic spring and autumn semesters. The membership fee is 250 SEK per semester.

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

§1.4. Honorary membership

A person named as an honorary member can participate in activities approved by the JSU Board without the requirement of paying a membership fee.

§2. Membership in student associations

According to the JU contract, JSU and relevant Student Associations that represent all students at the relevant faculty shall have a joint membership. The students shall have the freedom to choose which Student Association to belong to but are automatically placed with the Student Association at which faculty they study.

This means that the regular members and supportive members who study at a faculty at JU are automatically assigned to the student association at the relevant faculty.

The student association receive part of the membership fee, 10% of the individual sum for categories 1 and 2 (see table 1) and for the supportive membership fees.

Supportive members who do not belong to a faculty can choose a student association but until the person has chosen the fee falls to the union.

The rights the person receives from being a member of the student association are stipulated by the student association in question.

Other rights and the relationship between student associations and union are stated in the individual contract between the organizations.

§3. Proof of membership

Proof of membership is to be issued to regular, supportive and alumni members.

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