

Organisational Rules

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§1. Introduction

The JSU Organisational Rules are a master document of internal rules, processes, policies and similar that govern the conduct of Jönköping Student Union. The purpose of this master document is to offer an overview of the decisions structure of JSU.

JSU Organisational Rules

Introduction

The hierarchy of rules in the organisation is as follows:

1. The national law
2. The by-laws
3. The JSU Organisational rules
4. Other decisions and rules

If a decision is to be made that contradicts the JSU Organisational rules, the rules must first be changed before the decision can be enforced.

§2. Definitions

Authorised signatories

The authorised signatories are those that are allowed to sign legal contracts on behalf of the organisation. An authorised signatory does not per se have decision-making power. Their job is to verify that a proper decision has been made before the contracts are signed.

Budget Item

Budget items refers to an entire budget that has been approved for a specific cause, event or project.

The Board

Refers to the JSU Board.

JSU

Refers to Jönköping Student Union.

JSU Service Operations:

The Service Operation is the daily as well as strategic operations of the cafés Rio and the nightclub Akademien. This includes:

- Procurements
- Agreements
- Purchases
- Expenses
- Employment questions
- Events produced by either Rio or Akademien as an entity
- The renting out of Rio or Akademien

Presidium decisions:

A Presidium decision is when both members of the Presidium have agreed to take a decision. This can be orally or an informal decision through for example an email or text message up to the financial decision-making limit stated under point 3.1 "Presidium Decisions". After this limit the decision is called a formal presidium decision which must be in written form and follow the structure under point 3.1 "Presidium Decisions".

Right of Attestation

The Right of Attestation means that the JSU Board (as grantor) has appointed the Power of Attorney to sign bills and payments on behalf of the grantor (JSU Board). No bill or payment is allowed to be signed without the JSU Board approval if this document does not state otherwise.



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Simple majority:

A decision which requires more than half of the valid votes (that abstain or are not present are not counted in the result) to take effect.

Student Questions:

Student Questions refers to areas of interest that directly- or indirectly concerns all students. The questions in focus are;

- Educational Quality
- Work Environment (including health)
- Equal Opportunities
- Integration and Internationalisation
- Accommodation

In Letter of Opinion more Student questions are stated and worked upon once given the opportunity, however these five are actively worked upon and are led by an employee or remunerated.

§3. Translations

English	Swedish
Attorney-in-fact	Fullmaktstagaren
Authorised signatories	Firmatecknare.
Budget item	Budgetpost
Delegation of Decision-making power	Beslutsordning
Grantor	Huvudman
Power of Attorney	Fullmakt
Right to approve invoices and payments / Right of Attestation	Attesträtt



JÖNKÖPING
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Chapter 1 Order of Delegation



Chapter 1

Order of Delegation

§1. Authorised signatories

The authorised signatories are those that are allowed to sign legal contracts on behalf of the organisation.

No contract is allowed to be signed without a decision, see 7 Order of delegation to see who is allowed to make decisions.

The Regular Authorised Signatories are:

- JSU President – Yaman Zaidan
- JSU Vice President – Arne Johnsson
- JSU Head of Finance and Administration – Bertil Kjellström
- JSU Operations Manager – Rickard Larsson Bagge

Two in union, one being presidium and the other one being either HOFA or Operations Manager are needed to make a contract binding.

§1.1. Special cases

Two in union, one being special case and one being presidium always need to sign for the signature to be binding.

- Akademien Manager, Mattias Sandberg, is a special case and can sign contracts that concerns Akademien.



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§2. Right to approve invoices and payments

Observe that right to approve invoices and payments (sometimes called right of attestation, see translations), which belongs to the JSU Board, does NOT automatically give the individual board member the right of attestation. The JSU Board as a unit has the exclusive right to assign the Right of Attestation to persons the board deems appropriate and shall be decided upon at least once per year at the first constituting board meeting.

A bill received as result of a valid buy-decision as regulated by this document is allowed to be signed and paid by the Attorney-in-Fact.

The Regular Attorney-in-Fact is:

- JSU President – Yaman Zaidan
- JSU Vice President – Arne Johnsson
- JSU Head of Finance and Administration – Bertil Kjellström
- JSU Operations Manager – Rickard Larsson Bagge
- JSU Akademien Manager – Mattias Sandberg
- JSU RIO Manager - Sandra Lago

Two in union to makes the signature binding.

§2.2. Compensation for private purchase with receipts

To be eligible for compensation for a private purchase a reimbursement sheet shall be handed to the Head of Finance and Administration together with the receipt.

The reimbursement sheet shall contain the following:

- Buyer
- Motivation for the cost
- The budget item
- Private bank information
- Signature of the buyer
- Signatures of two of the Attorney-in-Fact

The Head of Finance and Administration shall save the reimbursement sheets and apply the appropriate regulation.

§3. Delegation of Decision-making power

§3.1. Presidium decisions

The JSU Presidium can approve financial decisions for the organisation and its different units up to 100 000kr per decision. This amount can be extended by the JSU Board and shall be noted in a board meeting protocol.



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When the decision exceeds 30 000kr, the Presidium must make a formal Presidium decision which shall be written with the following rules:

- Presidium decisions shall be labelled “YYYY - §N” where Y is the year and N is the decision number.
- Presidium decisions must contain a motivation and preferably a background to the decision. This shall be written by the person initiating the decision.
- A Presidium decision must be presented at the next board meeting where the board is informed and can approve or revoke the decision.

The approval of a financial decision does not count towards the JSU Presidium budget unless it concerns their own operations.

A Presidium decision must be made when the employees or remunerated wish to go over their maximum amounts for financial decisions. The limit for formal presidium decision applies here as well.

The Presidium may also choose to make a formal decision even if the financial limit is not reached.

Presidium decisions may concern financial decisions but also organisational ones such as delegation of tasks and organisational changes.

The Presidium shall always make a formal decision if they deemed that the situation is extraordinary and outside the daily operations and therefore should be noted down to keep the organisational memory intact.

§3.2. Decision structure

Each organisational unit must have a person responsible whom shall be noted in the mission statement.

The responsible person for the organisational unit must make sure the unit develops in accordance with the Plan of Operations and other steering frameworks and has thereby authority to make both organisational and financial decisions for the associated budget items.

Each budget item must have a responsible, however it must not be the responsible for the unit.

§3.3. Budget Overspending

If any person in charge of a budget/budget item needs to spend more than their budget item that has already been approved at the annual meeting and the amount needed exceeds the maximum amount on the table below (3.4.1). Then the person in charge of the budget/budget item needs to bring it to the board for approval.

The JSU Board can approve an amount over the stipulated budget item. A decision like this requires the following parts:

- Reason for overspending
- Motivation for it
- The amount needed



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If the budget is approved, it is towards the responsibility of the person to use it as they asked for.

In emergency circumstances where the employee can't wait for a board meeting, the JSU Presidium can by a Presidium decision grant emergency asset to the budget area. If this occurs the presidium will then inform the JSU board about the situation:

- If there are any questions that the board would like to be answered, then the person responsible for the budget item will be called to the next board meeting.
Important areas for the board to investigate includes but are not limited to: if the person responsible for the budget position was aware of their budget constraints and if they know the specific reasons for the overspending.
- The Board shall decide upon appropriate actions accordingly.

If misconduct is suspected, the JSU Presidium may with a Presidium decision revoke the organisational units financial decision-making power until the JSU Board can take action.

When the renewed budget/budget item has been spent, there will be a follow-up of the expenditure. The person in charge of the event shall attend a board meeting to show results and respond to any questions.

§3.3.1. Investments

Investments are the development of the daily operations in the long-term perspective (more than one mandate period). The Board shall strive to plan investments on a yearly basis, but there might be a need to make investment decisions throughout the operational year, in accordance to the steering frameworks.

Investment decisions during an operational year are taken by the JSU Presidium as a Presidium decision and follows the regular order of the same.

§3.4. Financial-decision limits

In this section the limits for each employee and remunerated are stated. If the employee or remunerated wishes to go above the limit a Presidium decision must be made. If the amount is above the Presidium's decision limit, the request must be approved directly by the JSU Board.

An employee or remunerated always has the possibility to turn to the JSU Board directly regardless of the request cost.

§3.4.1. Core Operations

Position	Maximum Amount
JSU President	10 000kr
JSU Vice President	10 000kr
Head of Finance and Administration	10 000kr



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Student House Service Operator	10 000kr
Communications Coordinator	5 000kr
Integration Coordinator	5 000kr
Project Leader	5 000kr
JSU Generals	0kr

Akademien Manager	30 000kr
RIO Manager	10 000kr

- The decisions should fall within a delegated budget item.
- The decisionmaker must stay within their positions set financial decision-making limit, see point 6.4 “Financial-decision limits”.
- The decision must be in consideration with the Plan of Operations.
- The decision must be in consideration with the By-Laws, JSU Organisational Rules and Mission Statement of the unit.

§3.4.2. Service Operations

Operative Purchases

The Operations Manager has a set limit of 30 000kr. The Operations Manager is responsible for setting limits for the employees within the service operations, however none can have a higher limit than the Operations Manager.

§3.5. Grants Budget

Only the JSU Presidium and the JSU Board can approve grants applications from the *grants budget* if they are in accordance with the Grant Policy.

§3.6. Budget Outside the Annual Meeting

A *budget outside the annual meeting* is a budget approved by the board where the person responsible for the budget may use the funds within the budget freely with consideration to the financial decision-making limits under 3.4.1.

The same rules regarding budget overspending are applied to the total budget outside the annual meeting. This means that if an individual budget item within the specified budget outside the annual meeting is near depletion, the responsible may freely rearrange resources from other budget items. However, if resources cannot be rearranged and the specified budget outside the annual meeting will reach a level of depletion the same process shall be conducted as with any budget overspending.

Specified budgets outside the annual meeting must be approved by the board before the organisation contracts any costs.



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The same rules regarding budget overspending are applied to the total specified budget outside the annual meeting.

§3.7. Payments on behalf of suborganisations

In the case that the JSU holds assets on behalf of suborganisations, these assets can be used freely by that organisation in accordance with their internal rules on such matters.

These assets can be accessed through the:

- Head of Finance and Administration

The suborganisations is responsible for informing the Project leader or Head of Finance and Administration of who in the suborganisation is allowed to request a payment from the suborganisations accounts to be made.

§3.8. Subscriptions and recurring payments

In case of a buy-decision which entails a recurring payment, if the amount does not exceed the table 3.4.1, the person in charge of the budget needs to only inform the Presidium about the subscription and recurring payment. If the person in charge of the budget wishes to go above the limit a Presidium decision must be made. If the amount is above the Presidiums decision limit, the request must be approved directly by the JSU Board.

The responsible person must evaluate the usage of the payment each year regardless of whether the payment is automatic or needs manual renewal. If the payment fulfils the same purpose, there is no need for an additional approval or decision. The person responsible for the subscription is responsible for cancelling it when the purpose is no longer fulfilled and shall inform the board.



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§4. Temporary Delegation of Financial or Decision Power

The JSU Board can award temporary Rights of Attestation, Authorised signatories, and decision-making power. In case the JSU Board wants to grant such privileges, the following must be included in the decision:

- The extent and conditions of the rights
- The time-period in which this right holds valid
- Name and social security number of the person receiving the privileges

Besides the JSU board decision in the meeting protocol, there also needs to be a Power of Attorney Letter written, detailing:

- The same information as the board decision
- The statement “This document requires proper identification of the holder to be regarded as valid.”
- The date of the Board Meeting
- The date of signing

The letter shall be signed by:

- The Person receiving these privileges — Ensuring that the person understands their responsibility.
- Signatures of two of the Attorney-in-Fact

The letter shall be drawn in two identical versions and be handed out to:

- The Board (to be saved according to appropriate regulations)
- The person receiving the privileges



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Chapter 2

Democracy



Chapter 2 Democracy

§1. JSU Board

The JSU Board is entitled to delegate tasks to the presidium, committees, employees and remunerated.

Further information of the JSU Board specific responsibilities and tasks can be found in:

- The By-laws
- Rules and Procedures for the JSU Board (see appendix)
- JSU Board Handover



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§2. JSU Presidium

The JSU Presidium is entitled to delegate tasks to employees and remunerated. Information of delegation of tasks shall be reported to the board.

Further information of the JSU Presidium specific responsibilities and tasks can be found in:

- The By-laws
- Rules and Procedures for the JSU Board (see appendix)
- Working Description for the JSU Presidium (see appendix)



§3. Nomination Committee (NC)

The Nomination Committee is responsible for finding and evaluating candidates for:

- the JSU Presidium
- the JSU Board
- the JSU Nomination Committee
- the JSU Operation Controllers
- the JSU Project Leader

§3.1. Chairperson and Vice Chairperson

The appointment of a chairperson and a vice chairperson shall be done latest 30th of June and the newly elected chairperson is responsible for notifying the Presidium.

The Chairperson is responsible for and has the authority to:

- call meetings within NC
- coordinate the schedule of interviews
- check and reply to emails
- report back to the Presidium about the committee's work

The Vice Chairperson will assist the chairperson in this work and take over if the chairperson is indisposed.

§3.2. Instructions at elections

- 1) Throughout the semesters the members of the Nomination Committee have the individual responsibility to look for possible candidates for the positions above and recommend them to apply.
- 2) The committee is responsible for informing themselves of the positions they will perform a nomination of.
 - a. The committee shall read the relevant working description.
 - b. The committee shall book a meeting with the current person holding the position as well as with the employees, remunerated or volunteers the position works closes with. The task is to gather information regarding the position in general as well as if there are any special happenings for the position the coming year that may require something specific out of a candidate. See list below for relevant interviews for each position.
- 3) The committee is responsible for scheduling interviews with the candidates that have applied.
 - a. There shall be 2 members of the committee present at the interview.
 - b. The candidate shall be given at least 2 options for an interview.
- 4) The committee is responsible for asking for at least 2 references from each candidate and calling these.



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- 5) The committee is responsible for nominating a candidate, if they find any of the candidates suitable, and writing a motivation for the nomination. In case no candidate is found suitable there is no need for a motivation.
- 6) The committee's members are responsible for participating in the meeting where the election is held and ask at least 2 questions to each candidate.
- 7) The committee is responsible for presenting their nomination with the motivation.



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- 8) The committee shall be prepared to answer questions regarding their internal process of interviewing, calling references and risk of bias.

§3.3. Bias

A member of the nomination committee shall not participate in the interviews or in the selection process of a nominee if the member has or previously had a close private relationship to the candidate, such as being very close friends, in a romantic relationship or being relatives. If there is a case of bias this shall be presented at the meeting where the elections are held.

§3.4. Interviews around each position

Except from interviewing the current person holding the position, these shall be interviewed regarding the position to gain an understanding of what is required:

President

- JSU Vice President
- JSU Board
- The chancellery employees
- The JSU Generals
- The Committee (if the person oversees a committee)

Vice President

- JSU President
- JSU Board
- The chancellery employees
- The JSU Generals
- The Committee (if the person oversees a committee)

The Project Leader

- The JSU Presidium
- The JSU Project Group (if active)
- Insparkskommittén (IK)
- The Service Operation Manager
- The Akademien Manager

The JSU Board

- The JSU Presidium
- The JSU Board

§4. Procedures of By-Election

- 1) JSU must publicly announce that by-elections are open, the deadline for last application and which position/-s are open. Recommended time for the applications to be open is minimum two weeks.
- 2) NC shall follow the same procedure before the by-election itself as before all other elections. More detailed information of NC's procedures can be found in "Instructions at elections".



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- 3) The by-election itself shall be held at a board meeting.
- 4) All applicants shall be given a chance to present themselves to the board and speak in favour of themselves. NC has the responsibility to communicate time and date to the applicants.
- 5) Apart from the JSU Board, formally invited persons may attend the meeting where the elections are held during the presentation of the applicant and have the possibility to ask questions to the candidate/-s. Members of JSU may also attend if they have notified that they wish to attend according to the regular procedure described in “*Rules and Procedures of the JSU Board*”. Formally invited and members of JSU may also send in questions to the candidate/-s to be asked by the Board. Questions such as, but not limited to age, religion, political preferences, ethnicity, disability or family status should not be asked.
- 6) The Nomination Committee shall present their nomination which formally invited and members of JSU attending the meeting may hear. They may also ask questions to the Nomination Committee of their work process.
- 7) A closed discussion is to be held before the vote, which only the board, the nomination committee and the OCs may attend. The OCs can only observe and are not allowed to influence the by-election process, with exception if the process is being wrongly conducted.
- 8) The voting must be closed where a simple majority wins.
 - a. All candidates shall have equal opportunity to become elected. This means the board cannot only consider a possible nomination from the NC but must take all candidates into consideration.
 - b. If a candidate seems better suited for another position than applied to, the Board is allowed to offer this option to the candidate.
- 9) The chairperson is tasked with counting the votes together with one of the OCs. If no one holds the position of Operations Controller a vote counter can be freely appointed by the board.
- 10) In case of no applicant achieving more than 50% of the votes, the applicant with the lowest number of votes shall be removed and a re-vote is performed for the rest of the candidates. This process continues until either one candidate has achieved more than 50% of the votes or none of the candidates reached majority.
- 11) If no applicants achieve more than 50% of the votes after the above process a new by-election shall be held.
- 12) If any positions to JSU Board, including President and Vice President, stay vacant that the JSU Board together with the NC conduct the by-election.
- 13) If any positions in NC or OC stay vacant the Nomination Committee will conduct the interviews and the JSU Board will elect NC.

§5. Suspension and Removal

The Procedures of Suspension and Removal of the listed positions are applied from the moment a candidate is elected and throughout their mandate.



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§5.1. Removal Phase

1) JSU Presidium

- a. The Board cannot remove a member of the Presidium on their own as it is the General Meeting who elects the Presidium. For which the JSU Board can call for an extra general meeting to bring up the question of removal of the person in question. The Board has the power to suspend a Presidium member in case of misconduct. The Board is responsible for presenting documents as base for the decision and present the issue at the Board Meeting.

2) JSU Project Leader

- a. The Board has the power to remove the Project Leader as it is the Board who elects the Project Leader.

3) JSU General

- a. The Board has the power to suspend the JSU General in question from the position of JSU General. The JSU Board can however not decided to remove the person in question from their position as President for their association.
- b. The chairperson of the Board shall notify the JSU General in question of the decision of suspension and shall also inform the corresponding board through the vice president (or relevant position) of the student association. The motivation for the suspension shall be shared with the person in question and the SA Board. The information shall be shared as soon as possible after the meeting.
- c. The question of who will become the next JSU General will be discussed and negotiated with the student association in question.

4) JSU Board member

- a. The Board should call for an extra General Meeting to bring up the questions of removal of the person in question. The Board is responsible for presenting documents as base for a decision and present the issue at the General Meeting. The Board has the power to suspend the JSU Board member in question from the position of JSU Board member. The Board is responsible for presenting documents as base for the decision and present the issue at the Board Meeting.

Guidelines for the board to consider as a final stage before deciding, see Appendix 1.1

§5.3. Reasons for concerns

- Not being available during agreed working hours
- Neglecting tasks or responsibilities



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- Neglecting relations with external partners
- Inappropriate behaviour against colleagues, volunteers, or students
- Spreading confidential information that may harm the organization or its members
- Breaching steering frameworks
- Taking financial decision outside the delegation order and budget
- Committed a crime
- Extensive leave of absence due to sick leave.

This list is not exclusive and other issues grounded in logical reasoning (such as acts against the Swedish law) may warrant suspension and removal, prompting the Board to take appropriate actions.



Chapter 2 Democracy

Appendix

1.1 Guidelines for suspension and removal.

1.1.1 Process for JSU Presidium

- 1) Once concerns are raised with the Board the person for which the concern applies shall always have the possibility to respond and shall be informed of what the concerns are. The person voicing the concerns shall be able to bring the concerns up with the Board on their own, but the information shall be shared with the person in question whom the concerns are about.
- 2) The Board shall assess the information they have received and shall always be able to motivate their actions.
- 3) The Board has the possibility to suggest that certain improvements shall be made, and they shall also set a deadline in proportion to the suggested improvements.
- 4) At the set deadline the Board shall make a new assessment and can decide on a prolonged deadline or additional/different suggestions for improvements.
- 5) If the Board's suggested improvements are not met within a set reasonable timeline the Board should call for an extra General Meeting to bring up the question of removal of the person in question. The Board is responsible for presenting documents as base for a decision and present the issue at the General Meeting.

The whole process must be recorded in the minutes, however, the information shall be handled with discretion, and handled at a Board Meeting.

1.1.2 Process for JSU Project Leader

- 1) If the situation is not improving the JSU Presidium is responsible for reporting their concerns to the JSU Board. The Project Leader shall be notified of this and given the chance to respond to the concerns.
- 2) The Board shall make an assessment of the information they have received and shall always be able to motivate their actions.
- 3) The Board has the possibility to suggest that certain improvements shall be made, and they shall also set a deadline in proportion to the suggested improvements.
- 4) At the set deadline the Board shall make a new assessment and can decide on a prolonged deadline or additional/different suggestions for improvements.
- 5) If the Boards suggested improvements are not met within a set reasonable timeline the Board has the power to remove the Project Leader as it is the Board who elects the Project Leader.

The whole process must be recorded in the minutes, however the information shall be handled with discretion, and handled at a Board Meeting.



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1.1.3 Process for JSU Generals

- 1) If the situation is not improving the JSU Presidium is responsible for reporting their concerns to the JSU Board. The JSU General in question shall be notified of this and given the chance to respond to the concerns.
- 2) The Board shall make an assessment of the information they have received and shall always be able to motivate their actions.
- 3) The Board has the possibility to suggest that certain improvements shall be made, and they shall also set a deadline in proportion to the suggested improvements.
- 4) At the set deadline the Board shall make a new assessment and can decide on a prolonged deadline or additional/different suggestions for improvements.
- 5) If the Board's suggested improvements are not met within a set reasonable timeline the Board has the power to suspend the JSU General in question from the position of JSU General. The JSU Board can however not decide to remove the person in question from their position as President for their association.
- 6) The chairperson of the Board shall notify the JSU General in question of the decision of suspension and shall also inform the corresponding board through the vice president (or relevant position) of the student association. The motivation for the suspension shall be shared with the person in question and the SA Board. The information shall be shared as soon as possible after the meeting.
- 7) The question of who will become the next JSU General will be discussed and negotiated with the student association in question.

The whole process must be recorded in the minutes, however the information shall be handled with discretion and handled at a Board Meeting.

1.1.4 Process for the JSU Board

- 1) The Board shall assess the information they have received and shall always be able to motivate their actions.
- 2) The Board has the possibility to suggest that certain improvements shall be made, and they shall also set a deadline in proportion to the suggested improvements.
- 3) At the set deadline the Board shall make a new assessment and can decide on a prolonged deadline or additional/different suggestions for improvements.
- 4) If the Board's suggested improvements are not met within a set reasonable timeline the Board should call for an extra General Meeting to bring up the questions of removal of the person in question. The Board is responsible for presenting documents as base for a decision and present the issue at the General Meeting.



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