

# Jönköping Student Union

# **By-Laws**

**Revised**

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Chapter 1

# Introduction



## 75 **§1. Introduction**

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

77

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

- 79 • Political ideology or party
- 80 • Religious or secular life stance or its organisation

81

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

83

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

86

87

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

89

90 JSU is a member of *Arbetsgivaralliansen*

91

92 JSU is a member of SESUS.

93

### 94 **§1.1. Purpose**

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

97

### 98 **§1.2. Operative Language**

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

#### 100 **§1.2.1. Exceptions of the language of the operation**

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

105

### 106 **§1.3. Organisational memory**

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

109

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

111

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

113

#### 114 **§1.3.1. Special cases**

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



## §2. Definitions

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### *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 1<sup>st</sup> 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



### 158 **§1. Rules and conduct**

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

- 160 1. National law
  - 161 2. JSU By-laws – the constitution of the organisation
  - 162 3. The JSU Organisational Rules
  - 163 4. Other decisions and rules
- 164

### 165 **§1.1. By-laws**

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

167

### 168 **§1.2. Amendments to and interpretation of the by-laws**

#### 169 **§1.2.1. Decision on amendment**

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

173

#### 174 **§1.2.2. Appendices to the by-laws**

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

176

#### 177 **§1.2.3. Interpretation of the steering documents**

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

180

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

182

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

186

### 187 **§1.3. JSU Organisational Rules**

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

189

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

192

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

194

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

196

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

199

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

201

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

204

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

- 206 • Order of Delegation
    - 207 ○ authorised signatories
    - 208 ○ decision making power
    - 209 ○ the right of attestation.
  - 210 • Rules and procedures for the board
  - 211 • Organisational Policies
- 212





213 **§1.4. Letter of Opinion**

214 JSU Letter of Opinion is decided upon by the General Meeting.  
215  
216 The Letter of Opinion states JSU’s opinions, which shall direct decisions of the whole organisation.  
217  
218 The Letter of Opinion is constant, and the opinions shall always be acted upon when the opportunity appears.  
219  
220 The Letter of Opinion is the base for the Plan of Operations; however all opinions may not be included in the Plan  
221 of Operations.  
222  
223

224 **§2. Operation Controllers (OC)**

225 On the behalf of the General Meeting, the OC shall continually audit the operations of JSU from the perspective of  
226 the steering documents. This includes auditing the operation and decisions made by the JSU Board, JSU Presidium  
227 and employees of JSU.  
228  
229 No later than September 15th the following operational year, an OC report shall be sent to the JSU Board and the  
230 student associations. In case there is a difference of opinions between the two OC, each of them issues their own  
231 separate report.  
232  
233 The OC shall make a recommendation regarding the resolution on the discharge of liability.  
234

235 **§2.1. Elections and substitutes**

236 The General Meeting elects two OC in accordance with *Chapter 3 §1.6 Agenda for the Annual General Meeting*. OC’s  
237 appoint one among them to become convener.  
238

239 **§2.2. The annual report for the previous operational year**

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

242 **§3. Suspension from elected position**

243 If an elected official, appointed either by the General Meeting or the JSU Board, does not perform their duties, the  
244 General Meeting or the JSU Board have the power to suspend the person from the elected position. The decision to  
245 suspend an elected official requires a three-quarters majority.  
246  
247 Procedures for suspension shall be found in the *JSU Organisational rules*.



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## §4. Membership

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### §4.1. Regular membership

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

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### §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.

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### §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.

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#### §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.

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### §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.

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### §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.

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## §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.

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### §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



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## **§I. General Meeting**

### **§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.

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.

### **§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.

#### **§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*.

#### **§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*.

### **§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.

*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.

#### **§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.

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

#### **§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.



348 **§1.4. Convening of General Meetings**

349 The JSU Annual General Meeting is to convene once a year, with the first day occurring between April 15<sup>th</sup> and May  
350 15<sup>th</sup>. Extra general meetings may convene outside of this date-range.

351  
352 **§1.4.1. Invitation**

353 A General Meeting can be called by:

- 354 • JSU Board
- 355 • Two student associations which has a valid contract with JSU
- 356 • JSU Financial auditor
- 357 • JSU Operations controller
- 358 • 30 regular members in total, with a minimum of 5 regular members from each faculty.

359  
360 **§1.4.2. Motions and interpellations**

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

363  
364 **§1.4.3. Deadlines**

365	<b>Notice to convene</b>	Four weeks before the GM
366	<b>Agenda</b>	Four weeks before the GM
367	<b>Propositions</b>	Four weeks before the GM
368	<b>Vacancies on the JSU Board</b>	Four weeks before the GM
369	<b>Plan of Operations</b>	Four weeks before the GM
370		
371	<b>Send in motions</b>	Three weeks before the GM
372	<b>Send in Applications for the JSU Board</b>	Three weeks before the GM
373		
374	<b>Answers from the JSU Board</b>	Two weeks before the GM
375	<b>All other documents</b>	Two weeks before the GM

376  
377 **§1.5. Tasks**

378 The Annual General Meeting is required:

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

391  
392 **§1.6. Agenda for the Annual General Meeting**

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

395  
396 §1 Opening of the Meeting

397 §2 Formalities

398 §2.1 Approval of the Agenda

399  
400 *Establishing the Meeting Presidium*

401 §2.2 Election of the Chairperson of the General Meeting

402 §2.3 Election of the Secretary of the General Meeting

403 §2.4 Election of two Meeting Regulators

404 §2.5 Election of two Vote Counters

405



406	<i>Constituting the Meeting</i>
407	§2.6 Approval of the Rules of Procedures for the General Meeting
408	§2.7 Resolution on whether the meeting has been duly convened
409	
410	<i>Attendance</i>
411	§2.8 Meeting attendance
412	§2.9 Approval of vote count
413	§2.10 Approval of the attendance of non-members
414	
415	§3 Presentation and approval of incoming reports
416	§3.1 Protocol from the last Annual General Meeting
417	
418	<i>Operational reports</i>
419	§3.1 JSU Boards report from previous operational year
420	§3.2 JSU Board preliminary report from current operational year
421	§3.3 Operation controllers report
422	
423	<i>Financial reports</i>
424	§3.4 JSU Financial report
425	§3.5 Financial auditors report
426	
427	<i>Interpellations</i>
428	§3.6 Interpellations
429	§3.7 Reports on behalf of previous General Meeting
430	
431	<i>Other Reports from the Board</i>
432	§3.X ---- Remove if no other reports from the board.
433	
434	§4 Audit
435	<i>Freedom of liability</i>
436	§4.1 Freedom of liability for the previous operational year.
437	
438	<i>Election of auditors</i>
439	§4.2 Election of a Financial Auditor and a Deputy Financial Auditor
440	§4.3 Election of two Operation Controllers (OC)
441	
442	§X Propositions
443	§X Motions
444	§X Establishing of New Operational Year
445	§X.1 Suggestion of Membership Fee
446	§X.3 Presentation and Approval of the Budget
447	§X.4 Presentation and Approval of the Letter of Opinion
448	§X.2 Presentation and Approval of the Plan of Operations
449	
450	
451	§X Election of the JSU Board
452	<i>Election of JSU Presidium</i>
453	§X.1 Election of JSU President
454	§X.2 Election of JSU Vice president
455	
456	<i>Election of Regular board members</i>
457	§X.7 Election of five Regular Board members
458	§X.8 Election of Alumni Board member
459	
460	§X Election of the Nomination Committee
461	§X.1 Election of HHJ Representative
462	§X.2 Election of JIBS Representative
463	§X.3 Election of JTH Representative
464	§X.4 Election of HLK Representative
465	
466	§X Any other business



467 §X Closing the meeting  
468

### 469 **§1.7. Procedures at the General meeting**

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

- 472 • Opening of the General Meeting
- 473 • Election of Chairperson of the General Meeting

474  
475 The rules and procedure of the General Meeting shall be proposed by the JSU Board to the General Meeting. The  
476 meeting can then propose changes to these procedures. Simple majority is used until this document is accepted.  
477

### 478 **§1.8. Rights at the General Meeting**

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

### 481 **§1.9. Approval of the attendance of non-members**

482 The General Meeting is entitled to approve the attendance of non-members of JSU for certain points of the agenda  
483 or the entire meeting.  
484

### 485 **§1.10. Votes**

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

487  
488 A quorum at the General Meeting requires at least half the number of delegates to be present at the vote.

489  
490 For election of a person, anonymous voting shall always be used.  
491

#### 492 **§1.10.1. Disqualification**

493 A Delegate may not cast their vote on resolutions regarding freedom of liability for themselves or for anybody  
494 within JSU on which the Delegate has held a seat during the time relevant to the decision.  
495

### 496 **§1.11. Meeting documents**

497 *In Swedish: Möteshandlingarna*

498  
499 No later than four weeks after the meeting has been concluded, the meeting documents from the General Meeting  
500 shall be completed, checked and sent out to the:

- 501 • Auditors
- 502 • Student Associations
- 503 • and made available for access by members of JSU.

504

#### 505 **§1.11.1. Adjustments to the Steering documents**

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

- 508 • Meeting Chairperson
- 509 • Meeting Secretary
- 510 • Meeting adjusters
- 511 • JSU President

512 within one month after the General Meeting.  
513

#### 514 **§1.11.2. Protocol**

515 *Sometimes called: Minutes.*

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

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

- 518 • requested individual statements
- 519 • explanations of voting processes not covered in the Rules and Procedure of the General Meeting
- 520 • reservations against decisions

521

522 The protocol is regulated by the:



- 523           • Meeting chairperson
- 524           • Meeting secretary
- 525           • Two Meeting Adjusters appointed by the General Meeting
- 526

### 527           **§1.12. Meeting Adjusters and vote-counters**

528           A person already holding an elected position in the JSU Board cannot be adjuster or vote-counter at the General  
529           meeting.  
530

### 531           **§1.13. Freedom of Liability**

532           Freedom of Liability is granted if 90% of the votes are for granting it. Freedom of Liability is an individual matter,  
533           meaning that the General Meeting can decide who is going to get freedom of liability either in group or individually.  
534

535           Person(s) voting against granting freedom of liability should have the intention of pursuing legal action in related  
536           matters.  
537

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

539  
540           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 shall be 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, except 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*.

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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.

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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.



583 **§3. JSU Board**

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

585  
586 The JSU Board shall direct the operations of JSU in accordance with these by-laws and the decisions made by the  
587 General Meeting.  
588

589 **§3.1. Tasks**

590 The JSU Board is tasked with:

- 591 - representing all students at JU.  
592 - answering to the General Meeting in matters regarding the financial and organisational situation.  
593 - preparing matters for consideration by the General Meeting such as:  
594     o proposing an agenda for the General Meeting.  
595     o proposing a budget to the General Meeting.  
596     o writing the annual report.  
597     o approving the financial report.  
598     o proposing a plan of operations  
599     o stating the Board's opinions on motions and interpellations submitted for consideration by the  
600 General Meeting.  
601     o any other matters deemed necessary by the board.  
602 - executing the decisions made by the General Meeting which includes:  
603     o delegating goals, tasks and responsibilities internally to employees, remunerated and other bodies  
604 in JSU.  
605     o following-up on the performance and state of the organisation.  
606     o ensuring that the organisation has the internal conditions to work in to be able to achieve the  
607 goals and tasks.  
608 - upholding and developing the steering frameworks of JSU  
609 - holding any elections not stated in these by-laws.  
610 - within the limitations of the budget, hiring and dismissing persons employed by JSU.  
611 - approve role descriptions for the employees and full-time remunerated.  
612

613 **§3.2. Constellation of the JSU Board**

614 The constellation of the JSU Board is:

- 615 • JSU President  
616 • JSU Vice President  
617 • One JSU Alumni  
618 • One JU representative  
619 • Five Student Representatives  
620

621 The total number of board members shall be 9.

622 Each member of the JSU Board has one vote each, if a JSU Board member cannot attend their vote is transferred to  
623 their deputy Board member if such exist.  
624

625 Terms of office:

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

629 The JU Representative is excepted from this term of office and is a member as long as the person is appointed by  
630 JU.  
631

632 **§3.2.1. Student representative**

633 The Student Representative must be a current JU-student when the operational year starts for which the position has  
634 a mandated period.



### 635 **§3.2.2. JSU Alumni**

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

640

### 641 **§3.2.3. JU Representative**

642 JU has the right to the last board position and can freely nominate a person for this position.

643

644 The JSU Board must approve the nomination before the person can assume the position. If the JSU Board do not  
645 approve the applicant JU must present another nomination..

646

### 647 **§3.2.4. Deputy Board members**

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

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

652

## 653 **§3.3. Delegation of Authority and Responsibility**

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

## 656 **§4. Board meetings**

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

658

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

660

### 661 **§4.1. Proposals**

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

664

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

666

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

668

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

671

### 672 **§4.2. Decisions**

#### 673 **§4.2.1. Voting**

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

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

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

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

681

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

683 All elections of people shall use anonymous ballot voting.

684

#### 685 **§4.2.2. Per capsulam votes**

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

688



### 689 **§4.3. Protocol**

690 *Sometimes referred to as: Minutes.*

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

- 692 • Meeting chairperson
- 693 • Meeting secretary
- 694 • Regulator(s) appointed by the Board meeting
- 695 • Vote counters (if any)

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

698

### 699 **§4.4. Meeting types**

#### 700 **§4.4.1. Constituting Board Meeting**

701 In Swedish: *Konstituerande styrelsemöte*

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

704

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

707

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

709

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

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

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

716

#### 717 **§4.4.2. Regular board meeting**

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

719

720 A board meeting can be called by:

- 721 • JSU President
- 722 • JSU Vice President
- 723 • One third of the JSU Board
- 724 • A JSU Operation Controller
- 725 • The JSU Financial Auditor

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

727

#### 728 **§4.4.3. Extra board meeting**

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

730

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

732

733 An extra board meeting can be called by:

- 734 • JSU President
- 735 • JSU Vice President
- 736 • One third of the JSU Board
- 737 • A JSU Operation Controller

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### **§5. The Presidium**

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

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

The Presidium must consist of the following elected officials:

- JSU President
- JSU Vice President

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

Term of office:

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

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751

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.

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### **§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



755 **§1. Introduction to Financials**

756 **§1.1. Fiscal year**

757 The fiscal year of JSU is based on the organisational year (July 1st – June 30th).  
758

759 **§1.2. Financial audit**

760 The JSU Financial Auditor is required to audit the accounting, management, and financial assets of JSU. The  
761 Financial Auditor is required to submit a Financial Auditor’s report, including a statement recommending or  
762 objecting to the discharge of liability of the JSU Board, in good time before consideration by the Annual General  
763 Meeting.  
764

765 **§1.3. Signing authority**

766 The authority to sign bank and legal documents on behalf of JSU belongs to the JSU Board. The JSU Board may  
767 delegate this authority to any member, or employee, of JSU deemed practically necessary to run the organisation,  
768 with restricting conditions. The joint signatures of two authorised signatories shall be valid for bank and legal  
769 documents.  
770

771 **§1.4. Budget**

772 The Budget shall be presented at a General Meeting in such a way that most students can understand it.  
773

774 **§1.4.1. Investment Strategy**

775 The JSU Board is responsible to present an investment strategy, including an investment plan, together with the  
776 budget.  
777

778 **§1.4.2. Emergency Reserves**

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

# Appendix





780 **§1. Type of memberships**

781

782 **§1.1. Obligatory Regular membership**

783 Regular membership of JSU can be held by a student. A student is defined as a person who is currently registered at  
784 Jönköping University or its partner institutions (lärcenter) for at least one course that awards ECTS  
785 credits(högskolepoäng) after a passed examination.

786 Regular membership entitles the holder:

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

792

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

794

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

796

797 *Tabel 1*

798

Study-pace	Campus	Partner institutions (lärcenter)	Distance-studies
>15 HP (full-time)	330 SEK (1)	200 SEK (2)	50 SEK (3)
>7.5 HP – 15HP	200 SEK (2)	200 SEK (2)	50 SEK (3)
≤ 7.5 HP	50 SEK (3)	50 SEK (3)	50 SEK (3)

799

800 **§1.2. Volunteer regular membership**

801 Doctoral students, students going on exchange, re-registered students, and other student groups exempted from the  
802 obligatory can voluntarily become regular members of JSU by paying the regular membership fee according to their  
803 activity level and then by the same matrix, see table 1, as the regular membership.

804

805 **§1.3. Supportive memberships**

806 Supporting membership can be held by:

- 807 • A person who conducts studies organised by Jönköping University, that don't necessarily award ECTS  
808 credits upon passed examination, e.g., the "tekniskt basår" programme or education at "yrkeshögskola".
- 809 • A person who conducts commissioned studies at Jönköping University or its partner institutions.
- 810 • Any student who has a membership in another Student Union, in Sweden and who conducts studies that  
811 award credits upon a passed examination.

812

813 Supporting membership gives the holder the right to:

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

816

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

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

820

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

822

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



### 824 **§1.4. Alumni Supportive membership**

825 Alumni membership may be held by a previous regular member or supporting member.  
826 Alumni membership is held on a biannual basis, following the academic spring and autumn semesters. The  
827 membership fee is 50 SEK per semester, or a single 500 SEK lifetime fee.  
828 Alumni membership is restricted to participating in activities approved by the board.  
829

### 830 **§1.5. Honorary membership**

831 A person named as an honorary member holds the same rights as a regular member without the requirement of  
832 paying a membership fee.

## 833 **§2. Membership in student associations**

834 According to the JU contract, JSU and relevant Student Associations that represent all students at the relevant  
835 faculty shall have a joint membership. The students shall have the freedom to choose which Student Association to  
836 belong to but are automatically placed with the Student Association at which faculty they study.  
837

838 This means that the regular members and supportive members who study at a faculty at JU are automatically  
839 assigned to the student association at the relevant faculty.  
840

841 The student association receive part of the membership fee, 10% of the individual sum for categories 1 and 2 (see  
842 table 1) and for the supportive membership fees.  
843

844 Supportive members who do not belong to a faculty can choose a student association but until the person has  
845 chosen the fee falls to the union.  
846

847 The rights the person receives from being a member of the student association are stipulated by the student  
848 association in question.  
849

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

## 852 **§3. Proof of membership**

853 Proof of membership is to be issued to regular, supportive and alumni members.  
854 Proof of membership may be issued by an external publisher as appointed by the board.  
855



## **Signatures after Annual Meeting**

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864 Meeting chairperson  
865 Jenny Jensdottir  
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871 Meeting chairperson  
872 Isaias Morales  
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878 Meeting Secretary  
879 Emma Roden  
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885 Meeting Adjuster  
886 George Anderson  
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892 Meeting Adjuster  
893 Fredrik Blåman  
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899 JSU President  
900 Gina Vu