

# Linnaeus Union Statues



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## **1. Linnaeus Unions purpose and function area**

The main purpose of Linnaeus Union is to monitor and contribute to the development of educational matters and the qualifications for continuous studies at Linnaeus university.

Linnaeus Union should also upkeep members studies and that which relates to students' education in collaboration with the surrounding society.

Linnaeus Union not bound to any party-political or religious organisation.

## **2. Mandate year and financial year**

Linnaeus Unions mandate- and financial year is 1st of July to 30th of June.

## **3. Membership**

A member is a person that has paid the members fee for the semester.

The right to become a member has the person that studies at Linnaeus University.

The membership fee is determined by the annual meeting.

After a written application from a member, the board can grant a withdrawal from the organisation. The board decides the amount of the members fee that should be refunded.

A membership fee cannot be refunded.

If a member intentionally has acted against Linnaeus Unions purpose or in other ways have opposed the organisation, the board can exclude this person from Linnaeus Union.

## **4. Members meeting**

The members meeting is Linnaeus Union highest deciding organ. The members meeting is open if the meeting does not decide anything else.

Members can put forward a motion to the members meeting, this motion should be sent to the board at least twenty-one (21) days before the members meeting.

Every year at least four (4) ordinary members meetings should be called, where one (1) is the annual meeting.

The board decides the time and place for the members meeting. The summons should be sent to the members at least twenty-eight (28) days before the members meeting.

The agenda and documents to the members meeting should be communicated to the members at least ten (10) days before the members meeting.

If one (1) percent of the members, three fourths (3/4) of the board, the auditor or all the procedural accountants demands in writing, the board have to call for an extra members meeting. The extra called members meeting is only allowed to process that which led to the calling of the meeting.

Every members meeting should offer an open question time.

Election of two (2) verifiers and vote counters should be elected on every members meeting.

The protocol from the members meeting should be adjusted by the meeting president and elected verifiers.

The protocol should be available on the organisation's web page before twenty-one (21) days after the members meeting.

For the members meeting to be able to make decisions it requires at least twenty (20) members entitled to vote to be present.

To have the right for utterance-, proposal and voting it demands that the person have to have paid the membership fee that day in which the meeting takes place.

The current working board does not have voting rights at the members meeting.

The retiring board does not have voting rights when freedom of liability is tested.

#### *4.1 Second members meeting of the spring semester (annual meeting)*

The second ordinary members meeting during the spring semester is the annual meeting and should take place before the end of May. Except the instructions in §4 the annual meeting should also process the following points:

- Decide the membership fee for the next mandate year
- Decide on the budget for the next mandate year
- Decide on the organisation plan for the next mandate year
- Election of three (3) procedural accountants
- Election of one (1) permanent auditor and substitute auditor for the next mandate year
- Election of meeting presidium consisting of one (1) meeting president, one (1) vice meeting president and one (1) meeting secretary for the next mandate year
- Designation of student representatives for the next mandate year
- Inform about the election of the Linnaeus Union board
- Designation of an election committee

#### *4.2 First ordinary members meeting of the fall semester*

The first ordinary members meeting of the fall semester should be held before the 15th of October and should except the instructions in §4 also process the following points:

- The boards rapport regarding the work with Linnaeus Unions core values
- Determination of an organisation plan for the upcoming mandate year

#### *4.2 Second ordinary members meeting of the fall semester*

The second ordinary members meeting of the fall semester should be held before the 15th of December and should except the instructions in §4 also process the following points:

- Testing of the retiring boards freedom of liability. The retiring board does not have voting rights when freedom of liability is tested.
- The auditor's rapports
- The boards organisation rapport for the previous mandate year
- Decide on the balance sheet- and income statement
- Decide on the allocation of the surplus of the financial year or covering the detriment
- Decide on the boards size for the upcoming working year
- Decide on the board's posts and the eventual main base of location

#### *4.3 First members meeting for the spring semester*

The first members meeting of the spring semester should be held before the end of February and should except the instructions in §4 also process the following points:

- Decide about opinion document
- Decide about policy documents

## **5. Board**

The boards mandate period is between the 1st of July until the 30th of June.

The board is Linnaeus Unions highest deciding organ between the member meetings. The board shall make sure that Linnaeus Unions statutes are followed.

It is up to the board to:

- Act to make sure Linnaeus Union fulfils its purpose
- Plan, lead and distribute the work within the organisation
- Retain the employer responsibility
- Determine the boards presidiums decisions
- Prepare the members meetings
- Establish proposals for budget, members fee and working plan for the next mandate year
- Execute the member meetings decisions
- Submit the presentation of their activities as well as result- and balance sheets
- Appoint a signatory for the mandate year
- Appoint shareholder representatives for the mandate year

- Put forth propositions to the members meeting
- Process received motions for the members meeting
- Be responsible for and manage the organisations funds
- Be responsible for securities and any excess liquidity

The boards composition cannot mean that the presidium is a majority of the boards structure.

### *5.1 The boards meetings*

The right of attendance- and expression appertain to the board's representatives and Linnaeus Unions procedural accountants and the auditors.

The right to vote is only appertained to the board's representatives.

The board is able to make decisions if at least half of the board is present.

In the case of an equal number of votes it is the will of meeting president that holds unless it's a vote regarding an individual person. In that case the vote should take place via allotment.

The president is responsible for the summons to the board meetings.

A board meeting may be held at the earliest five (5) days after the summons has reached the board. Meeting documents should be sent to the board at least three (3) days before the meeting. If a board representative wants an errand processed at the board meeting the documents shall be provided to the president at least five (5) days before the announced meeting.

An errand that is not on the agenda can be processed on request of at least half of the present board.

The board meeting should be documented, and the protocol should be published on the organisations webpage after it has been verified in consistent with the data protection regulation (GDPR).

## **6. Election**

The ones entitled to vote for a board representative in Linnaeus Union is every member that has paid the membership fee. The membership has to have been paid at least 48 hours before the end of the union election if the students wants to be a part of the voting length.

Only a member of Linnaeus Union is electable to be a board representative.

Full-time positions demand a demonstrated ability in the Swedish language referred to a C1 level according to the European reference to languages. The applicant's language proficiency is judged by the election committee in the event of an interview.

During the election each post have to positioned against vacancy.

#### *6.1 Election for the board*

Election to the board occur through a direct election by Linnaeus Unions members that are entitled to vote. A member owns one (1) vote per representative that is to be elected to the board.

The election should be finished at least seven (7) days before the annual meeting. Only a member of Linnaeus Union is electable to the board.

#### *6.2 Election of meeting presidium*

During the annual meeting a meeting presidium is elected consisting of one (1) meeting president, one (1) vice president and one (1) meeting secretary for the next mandate year. Every person in the meeting presidium should have the ability to speak and write in both Swedish and English.

#### *6.3 Election committee*

Only a member of Linnaeus Union with a shown ability in the Swedish language is eligible for the election committee.

The interviews for the presidium take place in Swedish.

The election committee consists of a maximum of five (5) representatives. The election committee shall appoint a convening representative.

It is the election committee that prepares the election of the board's representatives.

The election committee prepares the election of the meeting presidium.

It is the election committee that prepares eventual by-elections.

The election committee representatives are not eligible for the board of the meeting presidium.

The election committees mandate period is from the annual meeting to the next annual meeting.

#### *6.4 Auditors*

Everyone is eligible to procedural accountant for the Linnaeus Union. During the annual meeting a maximum of three (3) procedural accountants are elected.

During the annual meeting one (1) authorized accountant is elected.

#### *6.5 By-elections*

Då styrelsen ej är fulltalig ska fyllnadsväljning genomföras på nästkommande medlemsmöte.

Då mötespresidium ej är fulltaligt ska fyllnadsväljning genomföras på nästkommande medlemsmöte

om så anses nödvändigt.

Då valberedningen ej är fulltalig ska fyllnadsvälj genomföras på nästkommande medlemsmöte om så anses nödvändigt.

Revisorer fyllnadsväljs vid behov på nästkommande medlemsmöte. Närvarande medlemmar har rätt att rösta vid fyllnadsvälj.

## **7. Censure**

If one (1) percent of the members or every procedural auditor, or the boards presidium in consultation with the accountants can raise the question regarding censure against a board member. Questions regarding censure must be raised at least twenty-one (21) days before a member meeting to be processes and the votes are cast by a closed vote.

If the question regarding censure is approved with two thirds (2/3) of the casted votes the board member is relieved from the board.

Decisions regarding censure shall in the protocol be considered immediately verified.

Censure can only be brought against a board member who has ascended its post.

## **8. Statues**

For a statutes change to be valid it requires that two (2) consecutive ordinary member meetings approves the decision with a two thirds (2/3) majority consensus.

For the statutes changes to take in effect there needs to be a decision from the Linnaeus University Board. The board has rights to interpret the statutes if there is a discordance.

## **9. Denouement**

A decision regarding a denouement of Linnaeus Union should be decided by two (2) consecutive ordinary member meetings approves the decision with two thirds (2/3) majority consensus.

At a denouement of Linnaeus Union, the assets are consolidated and administrated by Linnaeus University until the point where a new Student Union is formed.