

# **Statutes for the Uppsala Peace and Development Students' Association**

Adopted at the association's annual meeting 2024-01-09

## **§ 1 Name of the association**

Uppsala Peace and Development Students' Association

## **§ 2 The seat of the association**

The association's seat is in Uppsala.

## **§ 3 Association description**

The association aims to support the students studying on the bachelor's program in Peace and Development Studies at Uppsala University (henceforth referred to as the "candidate programme") as well as the students studying individual courses in peace and conflict knowledge or development studies. The association is religiously and politically independent.

The association must act as a contact body between the members and study management, other organizations and associations and thus promote the members' interests.

### *3.1 Definitions*

**Qualified majority.** Means that two-thirds of those entitled to vote support a proposal.

**Alternate member.** Post on the board, held by one person, elected by the annual meeting.

**Board member.** Incumbent person on the board who holds a position as either president, vice-president, treasurer, secretary, communications officer, sports officer, event officer, deputy event officer, head of education or vice education. A board member is elected to each post during the annual meeting.

**Board post.** Held by a person, elected by the annual meeting, with certain specific responsibilities. Positions included are: president, vice-president, treasurer, secretary, head of communication, head of sports, head of event, vice event, head of education, vice education and alternate member.

**Official.** Person, elected by the board, who holds a position in an office. Works for either the board, individual board member or their specific committee. In accordance with the statutes, has the right to vote within his committee.

**Office post.** Held by persons elected by the board through decision-making at a board meeting. Official positions are added as needed or are permanent by the statutes.

## **§ 4 Membership**

### *4.1 Member of the association*

The association is aimed at students on the bachelor's program and students studying individual courses in Peace and Conflict Studies or Development Studies at Uppsala University. Membership can be taken out throughout the year. All members have the right to stand for and hold positions of trust.

#### *4.1.1 Ordinary membership*

Students in the bachelor's program as well as students who can demonstrate a connection to the association have the opportunity to sign up for membership. The secretary responsible for the membership register determines the adequacy of the connection. Reading individual

courses within Peace and Conflict Studies or Development Studies as independent courses or part of another program always constitutes a sufficient connection. Membership is signed for three years and is done by paying a membership fee.

#### *4.1.2 Course-based membership*

Students at Uppsala University who can demonstrate a connection to the association, have the opportunity to sign up for a course-based membership, via payment of a membership fee, which extends over one semester. The secretary responsible for the membership register determines the adequacy of the connection. Reading individual courses in Peace and Conflict Studies or Development Studies as independent courses or part of another program always constitutes a sufficient connection.

#### *4.1.3 Alumni membership*

People who previously received regular membership or course-based membership for at least three semesters in the association can sign up for alumni membership. Alumni members do not have voting rights in the association and are not eligible for positions of trust within the association. Alumni members have the right to speak at the annual meeting. Alumni members sign up for membership for three years at a time.

#### *4.1.4 Honorary member*

The board has the opportunity to nominate honorary members, who are appointed by a simple majority at the regular annual meeting. Nomination of honorary members can be motivated on two possible grounds, one is someone who has done something special that contributed to the association's development, the other is a prominent person in Peace and Conflict Studies or Development Studies. Two honorary memberships can be appointed per ordinary annual meeting, one on each basis.

#### *4.2 Withdrawal*

Automatic withdrawal from the association occurs for ordinary and alumni members three years after signed membership. For course-based membership, withdrawal occurs automatically after one semester. Voluntary withdrawal takes place by written notification to the board, membership fee is not refunded.

#### *4.3 Exclusion*

The association's board can exclude a member who is considered unsuitable or who clearly acts to damage the association's activities or reputation. Before a decision is made, the member must be given the opportunity to explain himself to the board. Decisions on exclusion can only be made afterwards and must be made by a simple majority with at least three-quarters of the board's members present.

#### *4.4 Membership fee*

Membership fee is determined by the annual meeting. The fees for regular membership and alumni membership do not have to be the same. Paid membership fees are not refunded.

### **§ 5 Organisation**

The association operates through a) the annual meeting b) extra member meeting c) the board d) committees e) independent offices f) temporary committees.

### *5.1 The association's financial year*

The association's financial year runs according to the calendar year.

### *5.2 The association's operating year*

The association's operating year runs from annual meeting to annual meeting. The annual meeting shall be held in the month of February at the latest.

## **§ 6 Annual meeting**

The association's highest decision-making body is the annual meeting, to which all members are invited. The ordinary annual meeting is held annually in the month of February at the latest. All ordinary members have the right to submit motions before the annual meeting.

To use their right to vote, members must have paid their membership fee no later than one week before the annual meeting. The members of the board have the right to vote as well as the right to express opinions and claims, but do not have the right to plead for applicants for board positions. The annual meeting can choose to individually grant the right to speak to an external person at the meeting.

Minutes must be taken during the meeting by the secretary appointed by the annual meeting and adjusted by two adjusters appointed by the annual meeting. The role of president and secretary of the annual meeting shall, as far as possible, not be held by sitting board members.

### *6.1 Decision-making at the annual meeting*

Decisions at the annual meeting are made by a simple majority.

Exceptions apply in the case of changes to the articles of association, when a qualified majority (at least 75% of the votes of those entitled to vote present) is required. Elections are carried out by closed vote when the election committee's proposal does not achieve a simple majority, alternatively by decision of the annual meeting.

In personal elections between two or more people where two people receive the same number of votes, an extra round of voting must be carried out. If there is still an equal number of votes, the lottery decides.

#### *6.1.1 Choice for more than one entry*

If a member applies for and is elected to more than one board position, he or she may, in connection with the annual meeting, choose which of these they wish to take up. Re-selection of any vacant positions then takes place immediately.

### *6.2 Notice to the annual meeting*

Notice of the annual meeting must be sent by the board no later than one calendar month in advance via social media and by uploading to the association's website. All members, the board, the auditors and the election committee must be invited to the annual meeting.

Financial report, activity report, the board's proposal for the agenda, the election committee's proposal for new elected representatives and other candidates, proposals, motions and responses to these must be available to the members no later than one week before the annual meeting.

When convening an extra annual meeting, only the issues that will be touched upon during the meeting must be included.

### *6.3 Motions*

Motions must be announced one calendar month before the annual meeting, and motions must reach the board no later than two weeks before the annual meeting.

### **§ 7 List of speakers for the annual meeting**

- The opening of the meeting
- Approval of the authorized announcement of the meeting
- Roll call and determination of voter register
- Approval and determination of the agenda
- Election of meeting officials - president, secretary, and two protocol adjusters as well as vote counters.
- The board's and committees' reporting of the business report and financial report
- The board's report on the business plan
- Audit report
- Decision on discharge of liability for the board
- Presentation of and decision on proposals presented by the board
- Presentation of and decision on received motions
- Determination of membership fee(s)
- Presentation of the selection committee's proposal and open question about other candidates. Choice of:
  - President, also signatory
  - Treasurer, also signatory
  - Vice President
  - Head of Education
  - Vice Education
  - Head of Event
  - Vice event
  - Secretary
  - Head of communication
  - Alternate member
  - Auditor(s)
  - Nomination committee for the next annual meeting
  - Generals
  - Head of sports
- Nomination of honorary members
- Other questions
- End of the meeting

### **§ 8 Extra annual meeting**

The association's board, the auditors or at least 75\* signatures from the association's members can individually request an extra annual meeting in writing to the board. Notice of an extra

annual meeting must be given no later than one week before the meeting is to take place. The meeting will only address the issues stated in the notice.

When filling vacant positions that require an extra annual meeting, the notice must be issued no later than two weeks before the meeting takes place.

***\* 75 signatures correspond to the current number of members approximately one third of the members. The number should be changed on a scale in case the number of members grows.***

## **§ 9 The board**

### *9.1 The board's task*

The board is tasked with implementing the decisions of the annual meeting, being responsible for and soundly managing the association's finances and otherwise leading the association's work forward.

### *9.2 Election of the board*

The board is elected at an annual meeting up to and including the next regular annual meeting. The board must consist of at least five of whom is a company signatory and a maximum of eleven board members, all of whom must have signed up for regular membership or rate-based membership that covers the entire mandate period. The positions as education committee managers must be held by program students. The board shall, to the extent possible, consist of eleven board members.

### *9.3 Structure of the board*

The board shall, to the extent possible, consist of: President, vice-president, treasurer, secretary, head of communication, head of event, vice event, head of education, vice education, head of sports and alternate member.

#### *9.3.1 Areas of responsibility*

##### *9.3.1.1 President*

Ultimately responsible for the association's operations, also signatory. Leads the work of the board, as well as convening.

##### *9.3.1.2 Deputy President*

Assists the president, and replaces the president in his absence. Maintains contacts with the association's partners.

##### *9.3.1.3 Treasurer*

Responsibility for the association's budget and financial statements, also signatory. Manages the association's cash and other assets. The treasurer has a significant voice in decisions on financial matters. The outgoing treasurer must also ensure that after the annual meeting, he follows up and supports the current board in the work of changing company signatories.

##### *9.3.1.4 Secretary*

Responsible for and oversees the association's administration and guidelines, for minutes at board meetings, and for member and alumni records.

##### *9.3.1.5 Head of communication*

Responsible for information about the association's activities, communication through the website and social media, as well as marketing and PR. Should also see if there is demand for merch and if so appoint a merch committee.

#### 9.3.1.6 Head of event

Ultimately responsible for the activities of the event committee and reports on its work to the board.

#### 9.3.1.7 Vice event

Shares responsibility for the activities of the event committee in close collaboration with the vice event.

#### 9.3.1.8 Head of education

Ultimately responsible for the education committee's activities and reports on its work to the board. Also ultimately responsible for organizing the Peace and Conflict Program's graduation ceremony as well as representing the association as a member of the Social Sciences Sectional Council.

#### 9.3.1.9 Vice education

Shares responsibility for the education committee's activities in close collaboration with the head of education.

#### 9.3.1.10 Alternate member

Furthermore, a member is elected to the board. The member has the right to vote at board meetings and replaces the secretary if he is unable to attend a board meeting. The member continues to actively assist other board members.

#### 9.3.11 Generals

Generals are ultimately responsible, along with the Events Officer and Deputy Events Officer, for arranging the fall semester induction for the new students on the program. The generals are voted in at the annual meeting and are then responsible for reporting on its work carried out, together with elected team captains and sponsors, regularly to the board. General is not included as a board position and has no voting rights within the board.

#### 9.3.12 Head of sports

Responsible for sports activities. The head of sports is ultimately responsible for a rewarding and varied sports activity with, for example, football teams, basketball teams and organizing sports days. The head of sports must appoint a committee after the annual meeting consisting of at least three people.

### *9.4 Decision-making in the board*

For decision-making, more than half of the board members are required to be present. In the event of a tie, the president has the casting vote. Decisions on financial matters cannot be made without the treasurer's consent.

#### *9.4.1 Decision making by Per capsulam*

On occasions when more than half of the board members cannot attend, the board can decide to adopt a proposal by per capsulam. Proposals must then be sent to the board, through the appropriate communication channel, together with reasons for adopting the proposal. The proposal must be available for board members to read and vote on for at least one day. In the

event of a tie, the president has the casting vote. Decisions on financial matters cannot be made without the treasurer's consent. Proposals that are adopted by per capsulam must always be recorded in the minutes during the next board meeting and decided to be approved or rejected again.

#### *9.5 Meetings*

The board must meet regularly and minutes of these meetings must be kept and adjusted by a board member. The board can choose to co-opt additional people to the meeting.

#### *9.6 Exclusion of a board member*

A qualified majority of the board can exclude a board member from the board who is considered unsuitable. The board member has the right to be present and the right to explain himself before the board, but may not participate in voting.

#### *9.7 Withdrawal from the board*

A board member can resign from the board at any time, but the resignation will only take effect three weeks after written application has been received.

#### *9.8 Vacancies and elections*

Vacant board positions are filled by decision at an extraordinary annual meeting. The positions must be advertised at least two weeks before the decision is made.

#### *9.9 Offices*

The board can, as necessary, create offices and appoint officials. The officials must have specific roles and can work for the board, individual board members or committees. Vacant positions must be advertised and filled by the board. Resignation from office takes place in writing to the board with three weeks' notice.

### **§ 10 Committees**

In the association, there are three permanent committees where the respective committee manager and board member lead the work with the help of the association's members. Other members can freely participate in the committee's activities and be part of the committee's organization.

#### *10.1 The Event Committee*

The events committee shall work on arranging various social activities for the association's members, including carrying out the annual induction for new students in the bachelor's program. The generals are included as non-board members in the event committee.

#### *10.2 The Education Committee*

Shall work with study supervision for the association's members, as well as activities related to this. The education committee must function as a link between students and the university and actively work for good communication between the parties. The education committee should also strive for cooperation with other student organizations with which the association has common interests in education matters.

#### *10.3 The sports committee*

The sports committee must work to engage students in sports activities and work for a strengthened community within the association. The sports committee should strive for cooperation with other student organizations in a sports context.

#### *10.4 Ad hoc committees*

The board can decide on the creation of temporary committees for the implementation of major projects.

#### *10.4 Committee finances*

The committee's budget is determined at the association's regular annual meeting and reported at the next regular annual meeting. The committees can apply for additional money from the board.

#### *10.5 Decision-making in the committees*

The committees themselves decide how they are to be organized and make decisions. The president of the committees has a casting vote and a veto.

#### *10.6 Committee change*

Permanent committees can only be created, changed or dissolved at the annual meeting and then with a simple majority. Chairmen for new committees are elected at the annual meeting and hold a seat on the association's board.

### **§ 11 The election committee**

The nomination committee shall consist of two to four members and is tasked with developing a proposal for which persons shall be elected to board positions, auditors and annual meeting presidium.

The election committee cannot propose themselves for positions of trust. The nomination committee's proposal must also include a list of other candidates.

The nomination committee is appointed by the annual meeting. The nomination committee shall, to the extent possible, consist of at least one person with good insight into the board's work. All cohorts within the program should be represented in the selection committee as far as possible. Resignation from the nomination committee takes place in writing to the board with eight weeks' notice. In the event of resignations that lead to the election committee consisting of one or no person, an extraordinary annual meeting with fill-in elections must be called.

### **§ 12 Company signature and audit**

#### *12.1 Company signatory*

Those who are appointed as the association's president and treasurer by the annual meeting also become the association's signatories. The president and treasurer are signatories separately. The signatories must work for the good of the association. The board must, as soon as possible after the annual meeting, decide by qualified majority on rules for payments and purchases.

#### *12.2 Revision*

At the annual meeting, one or two auditors are elected who, no later than two weeks before the next annual meeting, will be given access to the documents they need to carry out the audit. The auditors have the right to speak at the annual meeting and are responsible for recommending to the annual meeting whether or not to grant the board discharge from



liability, after reviewing how the finances and the work of the board have been managed. Membership in the association is not a requirement for holding the post of auditor. Auditors resign in writing to the board with eight weeks' notice. In the event of resignations that lead to the association being without an auditor, an extraordinary annual meeting with fill-in elections must be called.

### **§13 Interpretation of the charter**

If you cannot agree on how the statutes should be interpreted, it is the board's interpretation that applies. The decision on interpretation applies until the next annual meeting, where the matter must be decided.

### **§ 14 Dissolution of the association**

The association can only be dissolved by a qualified majority after two consecutive member meetings, one of which is an annual meeting. After an approved audit, the association's assets are distributed as this last meeting decides.