

PhD Section

Umeå Student Union of Science and Technology (NTK)

BY-LAWS

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Chapter 1: General regulations

Definition	§1	The PhD section is a part of Umeå Student Union of Science and Technology, hereinafter referred to as NTK, consisting of the graduate students at Umeå University and the faculty of science and technology.
Objectives	§2	The PhD Section's objective is to promote its members' studies and topics connected to the studies. The section shall comply with NTK bylaws and other governing documents at NTK and Umeå university.
	§3	The PhD Section shall work for/with 1. Monitoring the quality of its members' education and courses. 2. A good social environment for its members.

		<p>3. Coverage of international issues connected to the education of its members.</p> <p>4. Marketing of its members and their educational programs towards stakeholders such as employers, businesses and the public.</p> <p>5. To choose PhD students as representatives in the various control panels, boards and committees of Umeå university.</p>
	§4	The PhD section is politically independent and religiously neutral.
Highest decision-making authority	§5	The PhD Section's highest decision-making authority is the grand meeting.
Fiscal Year	§6	The PhD Section's operational and financial year covers the period from the annual meeting to the next annual meeting.
Signatory	§7	The chairman and treasurer are, respectively, authorized to sign on behalf of the PhD Section.

Chapter 2: Membership

Membership	§1	Membership in the PhD Section is obtained when enrolled as a PhD student in NTK after passing the section's membership fee.
Period of validity and fee	§2	Members of the PhD Section are required to pay the appropriate fees for each semester. The fee and the period of validity are decided in the Student Union council.
Membership termination	§3	<p>1. Anyone who, during the current semester, has not paid the membership fee automatically ceases to be a member of the PhD Section.</p> <p>2. Members who actively counteract the objectives of the PhD Section can be excluded by decision at the grand meeting. Withdrawal of exclusion can only be decided by the grand meeting. Membership fees are not refundable in the case of exclusion.</p>

Revocation of expired membership	§4	Expired membership is restored by payment of overdue membership fees and ordinary membership fees.
Rights	§5	<ol style="list-style-type: none"> 1. Members are entitled to attend, speak, make proposals and vote at the PhD Section's grand meeting. 2. Members are entitled to attend and speak at ordinary PhD Section meetings. 3. Members are entitled to have questions treated by the grand meeting or the board. 4. Members are entitled to full transparency and access to minutes, agendas and other documents in the PhD Section.

Chapter 3: Organization

Organization	§1	<p>The PhD Sections authorities are:</p> <ol style="list-style-type: none"> 1. The annual meeting 2. The grand meeting 3. Election committee 4. Board 5. Auditor
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Chapter 4: Grand meeting

Composition	§1	The PhD Section's grand meeting consists of the members present at the meeting in accordance to Ch. 2.
Authorities	§2	The grand meeting is the PhD Section's highest authority.
Function	§3	<p>The function of the grand meeting is that during the fiscal year</p> <ol style="list-style-type: none"> 1. Set overall policies and budget for the PhD Section's activities. 2. Elect representatives for the PhD Section. 3. Conduct elections and by-elections of the PhD Section's representatives in NTK committees. 4. Elect one (1) auditor in accordance with Ch. 7 §1-9. 5. Review the reports of the elected representatives and the auditors.

		<p>6. Examine the question of liability for the PhD Section's elected representatives.</p> <p>7. Register attendance of members in the PhD Section present at the meeting.</p> <p>8. Otherwise exercise the authorities conferred in these bylaws.</p>
Requirements for making decisions	§4	The grand meeting shall be attended by at least 1/30 of the PhD Section's members, with a minimum of ten (10) members, in order to be able to fulfill the requirements for making decisions.
	§5	<p>Issues not reported in the meeting announcement can be addressed at the grand meeting (see Ch.4 §10), only if the meeting with at least 3/4 majority of attending members so decides.</p> <p>The grand meeting shall be held at least twice (2) every school year:</p> <ol style="list-style-type: none"> 1. Annual grand meeting in Spring 2. Grand meeting in Autumn <p>The Board is responsible for announcing the grand meeting to the PhD Section members.</p>
Calling of an extra grand meeting	§6	<p>An extra grand meeting shall be called if any of the following parties so request:</p> <ol style="list-style-type: none"> 1. At least ten (10) members of the PhD Section 2. A majority of the PhD Section board 3. The chairman of the PhD Section 4. An auditor of the PhD Section <p>Announcements should be made no later than fourteen (14) days before the meeting date,</p>
Annual grand meeting	§7	<p>The annual meeting shall be held once a year, between April 1st and May 15th.</p> <p>At the annual meeting, the following points should be addressed:</p> <ul style="list-style-type: none"> - Election of PhD Section board members for the next fiscal year in accordance with Ch. 6 §1 - Election of Election committee in accordance with Ch. 5 §1 - Election of one (1) auditor in accordance with Ch. 7 §1 - Election of PhD Section representatives for the Student Union council.

		- Election of PhD Section representatives in NTK committees, in accordance to Ch. 8 and 9.
Autumn grand meeting	§8	<p>A grand meeting should take place before September 20. At this grand meeting, the following points are to be covered:</p> <ul style="list-style-type: none"> • Approval of summon of meeting • Approval of the agenda • Election of meeting chairman • Election of meeting secretary • Election of attestors and date of adjustment (vote counters) • Approval of non-members to attend • Annual report for the last fiscal year • Financial report for the last fiscal year • Auditor's report for the last fiscal year • Decision on discharge for elected PhD section representatives
Calling of grand meeting	§9	The calling of the meeting shall be sent to members of the PhD Section at the latest seven (7) days before the meeting date. The meeting announcement shall be sent by electronic mail to all members and to all departments (or similar) at the faculty of science and technology to the extent possible.
Motions	§10	The board must receive questions for the grand meeting no later than five (5) days before the meeting date. Questions regarding changing bylaws, to be treated at the grand meeting, must be sent no later than two weeks (14 days) before the meeting, see Ch. 10 §1.
Rights	§11	<p>At the grand meeting the PhD Section members have the right to attend, speak, make proposals and vote. Each member has one (1) vote. In the event of a tie when voting, the PhD Section chairman owns the deciding vote.</p> <p>A member elected as PhD Section representative can not participate in a vote concerning a decision on discharge on him- or herself.</p>
Co-optation	§12	The grand meeting has the right to co-opt non-members to attend and speak at the meeting.

Voting	§13	Voting at the grand meeting shall be open. Vote minutes shall be taken if any member of the PhD Section so requests. Voting for election of representatives shall be done via ballot voting if any member so requests.
Minutes	§14	Minutes from the grand meeting shall be available for the members of the PhD Section and NTK no later than four (4) weeks after the grand meeting.

Chapter 5: Election committee

Constitution	§1	The election committee, elected by the annual meeting, should consist of representatives from all departments at the faculty.
Data	§2	It is the responsibility of the Election Committee to give full name suggestions of candidates to the Board for positions to be chosen at the grand or annual meeting, with the exception of representatives for the Election Committee and attestors. The document with full name suggestions should be sent in time for the calling of the meeting, according to Ch. 4 §9.
Term of office	§3	The term of office for the Election Committee's is from the annual meeting to the next annual meeting.
Restrictions of member's power	§4	A representative in the Election Committee is not entitled to participate in a decision where he/she is proposed for a position as a PhD Section representative.

Chapter 6: Board

Constitution	§1	<p>The board consists of a chairman, a vice chairman, a treasurer and two (2) ordinary members, and (2) deputies, a total of seven (7) members.</p> <p>Eligible for the board are members of the PhD Section, according to Ch. 2. Board members must be members of the PhD Section.</p>
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Term of office	§2	The board's term of office follows the fiscal year of the PhD Section.
Authority	§3	<ol style="list-style-type: none"> 1. The board handles, in accordance with these bylaws, the decisions from the grand meeting. 2. The board handles the immediate management of the PhD Section's activities and has the right to represent the PhD Section. 3. The board has the right to appoint a working group for a specific issue.
Accountability	§4	The board is responsible for its activities in the PhD Section before the grand meeting.
Tasks	§5	<p>The board has the responsibility to</p> <ol style="list-style-type: none"> 1. Manage the PhD Section according to these bylaws 2. Give their views on submitted questions for the grand meeting. 3. Prepare questions and issues to be treated at the grand meeting. 4. Create the agenda for the grand meeting. 5. Handle and execute the decision of the grand meeting 6. Bear the responsibility for the PhD Section's economy before the grand meeting 7. Create the annual report of the PhD Section for the annual meeting. 8. Make an attendance list of the board members present at board meetings. 9. Announce board meetings according to the PhD Section's communication platform to its members.
Requirements for making decisions	§6	The board meets the requirements for making decision when at least half of its members are present. Each member of the board has one (1) vote. In the event of a tie the chairman has the deciding vote.
Meetings	§7	Board meetings are convened by the chairman or the vice chairman in the absence of the chairman. Extra board meetings can be announced when at least two (2) board members or the auditor request it. Regular board members that can not attend board meetings are responsible for notifying the chairman.
Rights at board meetings	§8	Board members may attend, speak, make proposals and vote at board meetings. Auditors may attend, speak and make proposals

		at board meetings. Members of the PhD Section may attend and speak at board meetings. Non-members that the board co-opts for a particular issue or questions has the right to attend and speak at the board meeting.
Resigning from board	§9	If the chairman, the treasurer or three (3) board members resign during a term of office, the position/positions should be filled at a grand meeting that should be held as soon as possible.
Minutes	§10	Minutes from board meetings should be available to the members of the PhD Section and NTK no later than two (2) weeks after the board meeting.
Vote of distrust	§11	<p>A vote of distrust can be set against the board or individual board members if at least one third (1/3) of the PhD Section's members request it. A vote of distrust means that the board must announce a grand meeting within fourteen (14) days after the vote of distrust has been submitted to the board in written form.</p> <p>To approve a vote of distrust, a two third (2/3) majority of the meeting's voting participants is required. If a vote of distrust is approved, the ones subject to the vote must resign immediately. If all or part of the board members resign, the grand meeting elects new board members.</p>

Chapter 7: Audit and Financial

Definition	§1	Prior to each fiscal year the annual meeting appoints one (1) auditor.
Authorities	§2	The PhD Section's auditor is entitled to, at any time, review the assets of the PhD Section and access financial documents, records, minutes and other documents related to the PhD Section's activities
	§3	It is the responsibility of the auditor to annually review the board's report of the financial management during the preceding fiscal year.

Auditor of the branch	§4	Auditor of the branch is the same as a financial auditor.
	§5	For the grand meeting, the auditor of the branch must review the PhD Section' activities in relation to bylaws and the grand meeting decisions
Term of office	§6	The auditor's term of office follows the fiscal year of the PhD Section.
Audit Report	§7	<p>The auditor shall, no later than five (5) days before the annual meeting, submit its review of the previous year's activities and finances. The audit report shall be submitted to the PhD Section board and be available to the members of the PhD Section.</p> <p>The report shall include the opinion on discharge from liability for the concerned officials, opinion on the balance sheet, and particularly the opinion of the overall financial activities.</p>
Financial statement	§8	The financial statement shall be established no later than a week (7 days) before the annual meeting, when financial documents, records, minutes and the board's yearly report shall be submitted to the auditors.
Discharge	§9	Decision on discharge for the PhD Section board is examined by the annual meeting.

Chapter 8: PhD Section representatives in NTK committees and Election committee

Definition	§1	<p>The PhD Section has, as an organization linked to NTK, the mission to carry out elections within the Section to the NTK committees and its Election committee.</p> <ol style="list-style-type: none"> 1. One (1) elected representative responsible for being a member of the union's election committee. 2. One (1) elected representative responsible for educational issues as well as being a member of NTK's Education Committee.
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		<p>3. One (1) elected representative responsible for issues related to student welfare as well as being a member of NTK Study Matters Committee.</p> <p>4. One (1) elected representative responsible for international affairs as well as being a member of NTK's international committee.</p> <p>5. One (1) elected representative responsible for labor market relations and to be a member of NTK's Labor Market Committee.</p> <p>6. Other positions that may change over time.</p>
Term of office	§2	The term of office for the PhD Section representatives elected for NTK positions is governed by NTK's statutes and regulations.
Tasks and obligations	§3	<p>1. Representative elected according to Ch.8 §1.2, §1.3, §1.4 and §1.5 is to represent the interests section in the matter to which that the section is selected.</p> <p>2. Elected representative shall conduct a good cooperation with the NTK committee of which the representative is elected.</p> <p>3. Representative elected according to Ch.8 §1.2, §1.3, §1.4 and §1.5 is responsible for providing a meeting report to the PhD Section board</p>

Chapter 9: The PhD Section mandate in the NTK student union council

Definition	§1	The PhD Section has, as an organization linked to NTK, the mission to carry out elections within the Section to the NTK student union council.
Election procedure and term of office	§2	Election procedure and term of office are governed by NTK's by-laws and regulations and by directives issued by the student union council.
By-elections	§3	If a student union council representative elected by the PhD Section resigns from his/her position, by-elections take place at a grand meeting that should be held as soon as possible.
Tasks and obligations	§4	1. Elected PhD Section representative for the student union council shall represent the members of the Section.

		2. After each student union council meeting, the elected PhD Section representative is responsible for providing a meeting report to the PhD Section board
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Chapter 10: Change in bylaws and removal of decision

Change in bylaws	§1	<p>1. Proposals for changes in bylaws shall be submitted to the PhD Section members no later than fourteen (14) days before the grand meeting that will address the proposal.</p> <p>2. A change of PhD Section by-laws can only be made by a decision of at least 2/3 majority of the present members in two succeeding grand meetings. The grand meetings must have at least thirty (30) days between them.</p> <p>3. A change in bylaws shall be submitted to NTK for information.</p>
Removal of decision	§2	The Student union council has the right to remove decisions in the PhD Section that are conducted against NTK's statutes and regulations.
Dismantling	§3	A decision on dismantling the PhD Section can only be made if approved by at least 2/3 majority of the present members in two succeeding grand meetings. The grand meetings must have at least thirty (30) days between them.
	§4	At a dismantling of the PhD Section, the meeting shall decide how any assets of the Section are to be used.