

Jönköping Student Union

By-Laws

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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 1st 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 should not contain procedural matters if it can be avoided. However, if the JSU Board
201 believes certain procedures to be vital for the organisation, they can be put into the JSU Organisational Rules.

202

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

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

211 **§1.4. Letter of Opinion**

212 JSU Letter of Opinion is decided upon by the General Meeting.

213



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

222 **§1.5. Transparency**

223
224 The following steering documents must be made available online to all members of JSU no later than 2 months after
225 the Annual General Meeting. These are the steering documents:
226 - By-Laws
227 - Organisational Rules
228 - Plan of Operations
229 - Budget
230 - Letter of Opinion

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

232 On the behalf of the General Meeting, the OC shall continually audit the operations of JSU from the perspective of
233 the steering documents. This includes auditing the operation and decisions made by the JSU Board, JSU Presidium
234 and employees of JSU.

235
236 No later than September 15th the following operational year, an OC report shall be sent to the JSU Board and the
237 student associations. In case there is a difference of opinions between the two OC, each of them issues their own
238 separate report.

239
240 The OC shall make a recommendation regarding the resolution on the discharge of liability.
241

242 **§2.1. Elections and substitutes**

243 The General Meeting elects two OC in accordance with *Chapter 3 §1.6 Agenda for the Annual General Meeting*. OC's
244 appoint one among them to become convener. If a position is left vacant after a General Meeting, or if an OC
245 vacates their position before their mandate ends, the JSU Generals are entitled to appoint an acting OC for the
246 position at a by-election until operational year is done.
247

248 **§2.2. The annual report for the previous operational year**

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

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

252 If an elected official, appointed either by the General Meeting or the JSU Board, does not perform their duties, the
253 General Meeting or the JSU Board have the power to suspend the person from the elected position. The decision to
254 suspend an elected official requires a three-quarters majority.
255

256 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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§1. General Meeting

§1.1. 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 Extraordinary General Meeting can be called by the same methods as for an Annual General Meeting in accordance with *Chapter 3 §1.4.1. invitation*. It can only handle the points it is called for. In all other sense, an Extraordinary General Meeting follows the same procedures as the Annual General Meeting.

§1.2. 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.

§1.2.1. Deputy Delegates

Sometimes: *Suppliant*.

Student associations are entitled to appoint one Suppliant Delegate per appointed Delegate pursuant to *Chapter 3 §1.2 Delegates*.

§1.2.2. 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*.

§1.3. 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.

§1.3.1. 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.

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

§1.3.2. 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.



358 **§1.4. Convening of General Meetings**

359 The JSU Annual General Meeting is to convene once a year, with the first day occurring between April 15th and May
360 15th. Extraordinary General Meetings may convene outside of this date-range.

362 **§1.4.1. Invitation**

363 A General Meeting can be called by:

- 364 • JSU Board
- 365 • Two student associations which has a valid contract with JSU
- 366 • JSU Financial auditor
- 367 • JSU Operations controller
- 368 • 30 regular members in total, with a minimum of 5 regular members from each faculty.

370 **§1.4.2. Motions and interpellations**

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

374 **§1.4.3. Deadlines**

375	Notice to convene	Four weeks before the GM
376	Agenda	Four weeks before the GM
377	Propositions	Four weeks before the GM
378	Vacancies on the JSU Board	Four weeks before the GM
379	Plan of Operations	Four weeks before the GM
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381	Send in motions	Three weeks before the GM
382	Send in Applications for the JSU Board	Three weeks before the GM
383		
384	Answers from the JSU Board	Two weeks before the GM
385	All other documents	Two weeks before the GM

387 **§1.5. Tasks**

388 The Annual General Meeting is required:

- 389 TO consider proposals, motions and interpellations
- 390 TO decide on the budget for JSU
- 391 TO consider matters raised by members
- 392 TO decide whether JSU is to retain/apply for membership in other organisations
- 393 TO hold elections in accordance with the requirements of these by-laws
- 394 TO appoint the Board of JSU
- 395 TO audit the operations of the JSU Board and the Committees appointed by the JSU Board and then vote on
396 freedom of liability for the JSU Board and any other elected officials appointed by the General Meeting
- 397 TO ratify the statement of financial position and the balance sheet
- 398 TO establish the plan of operations
- 399 TO exercise any further powers laid down in these by-laws
- 400 TO follow up the progression of long-term objectives

402 **§1.6. Agenda for the Annual General Meeting**

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

405 §1 Opening of the Meeting

406 §2 Formalities

407 §2.1 Approval of the Agenda

408 *Establishing the Meeting Presidium*

409 §2.2 Election of the Chairperson of the General Meeting

410 §2.3 Election of the Secretary of the General Meeting

411 §2.4 Election of two Meeting Regulators

412 §2.5 Election of two Vote Counters

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416	<i>Constituting the Meeting</i>
417	§2.6 Approval of the Rules of Procedures for the General Meeting
418	§2.7 Resolution on whether the meeting has been duly convened
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420	<i>Attendance</i>
421	§2.8 Meeting attendance
422	§2.9 Approval of vote count
423	§2.10 Approval of the attendance of non-members
424	
425	§3 Presentation and approval of incoming reports
426	§3.1 Protocol from the last Annual General Meeting
427	
428	<i>Operational reports</i>
429	§3.1 JSU Boards report from previous operational year
430	§3.2 JSU Board preliminary report from current operational year
431	§3.3 Operation controllers report
432	
433	<i>Financial reports</i>
434	§3.4 JSU Financial report
435	§3.5 Financial auditors report
436	
437	<i>Interpellations</i>
438	§3.6 Interpellations
439	§3.7 Reports on behalf of previous General Meeting
440	
441	<i>Other Reports from the Board</i>
442	§3.X ---- Remove if no other reports from the board.
443	
444	§4 Audit
445	<i>Freedom of liability</i>
446	§4.1 Freedom of liability for the previous operational year.
447	
448	<i>Election of auditors</i>
449	§4.2 Election of a Financial Auditor and a Deputy Financial Auditor
450	§4.3 Election of two Operation Controllers (OC)
451	
452	§X Propositions
453	§X Motions
454	§X Establishing of New Operational Year
455	§X.1 Suggestion of Membership Fee
456	§X.3 Presentation and Approval of the Budget
457	§X.4 Presentation and Approval of the Letter of Opinion
458	§X.2 Presentation and Approval of the Plan of Operations
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461	§X Election of the JSU Board
462	<i>Election of JSU Presidium</i>
463	§X.1 Election of JSU President
464	§X.2 Election of JSU Vice president
465	
466	<i>Election of Regular board members</i>
467	§X.7 Election of five Regular Board members
468	§X.8 Election of Alumni Board member
469	
470	§X Election of the Nomination Committee
471	§X.1 Election of HHJ Representative
472	§X.2 Election of JIBS Representative
473	§X.3 Election of JTH Representative
474	§X.4 Election of HLK Representative
475	
476	§X Any other business



477 §X Closing the meeting
478

479 **§1.7. Procedures at the General meeting**

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

- 482 • Opening of the General Meeting
- 483 • Election of Chairperson of the General Meeting

484
485 The rules and procedure of the General Meeting shall be proposed by the JSU Board to the General Meeting. The
486 meeting can then propose changes to these procedures. Simple majority is used until this document is accepted.
487

488 **§1.8. Rights at the General Meeting**

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

491 **§1.9. Approval of the attendance of non-members**

492 The General Meeting is entitled to approve the attendance of non-members of JSU for certain points of the agenda
493 or the entire meeting.
494

495 **§1.10. Votes**

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

497
498 A quorum at the General Meeting requires at least half the number of delegates to be present at the vote.
499

500 For election of a person, anonymous voting shall always be used.
501

502 **§1.10.1. Disqualification**

503 A Delegate may not cast their vote on resolutions regarding freedom of liability for themselves or for anybody
504 within JSU on which the Delegate has held a seat during the time relevant to the decision.
505

506 **§1.11. Meeting documents**

507 *In Swedish: Möteshandlingarna*
508

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

- 511 • Auditors
- 512 • Student Associations
- 513 • and made available for access by members of JSU.

514 **§1.11.1. Adjustments to the Steering documents**

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

- 517 • Meeting Chairperson
- 518 • Meeting Secretary
- 519 • Meeting adjusters
- 520 • JSU President

521 within one month after the General Meeting.
522
523

524 **§1.11.2. Protocol**

525 *Sometimes called: Minutes.*

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

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

- 528 • requested individual statements
- 529 • explanations of voting processes not covered in the Rules and Procedure of the General Meeting
- 530 • reservations against decisions

531
532 The protocol is regulated by the:



- 533 • Meeting chairperson
- 534 • Meeting secretary
- 535 • Two Meeting Adjusters appointed by the General Meeting
- 536

537 **§1.12. Meeting Adjusters and vote-counters**

538 A person already holding an elected position in the JSU Board cannot be adjuster or vote-counter at the General
539 meeting.
540

541 **§1.13. Freedom of Liability**

542 Freedom of Liability is granted if 90% of the votes are for granting it. Freedom of Liability is an individual matter,
543 meaning that the General Meeting can decide who is going to get freedom of liability either in group or individually.
544

545 Person(s) voting against granting freedom of liability should have the intention of pursuing legal action in related
546 matters.
547

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

549
550 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 mandate of one operational year. The Nomination Committee is tasked with organising and administrating the election of JSU Board Members, Presidium, Project Leader, Nomination Committee, and Operation Controllers, within JSU.

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§2.1.1. Structure of the Nomination Committee

The Nomination Committee has five positions and should strive to have representation from each faculty. They cannot serve as Presidium or as a board member of JSU.

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. If they wish to candidate for any position, they must vacate their role as Nomination Committee member prior to when the application period begins.

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§2.1.2. By- election of Nomination Committee

If a member of the Nomination Committee vacates their position prior to the end of their mandate, or if the position is left vacant after an election, the JSU Board is entitled to appoint an acting Nomination Committee for the position in question at a by-election until the operational year concludes.

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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 Extraordinary 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 for the duration of the election process, but 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 their mandate, or if the position is left vacant after an election, the JSU Board is entitled to appoint an acting JSU Board member through a by-election for the position in question until that operational year has concluded.



595 **§3. JSU Board**

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

597
598 The JSU Board shall direct the operations of JSU in accordance with these by-laws and the decisions made by the
599 General Meeting.

600

601 **§3.1. Tasks**

602 The JSU Board is tasked with:

- 603 - representing all students at JU.
604 - answering to the General Meeting in matters regarding the financial and organisational situation.
605 - preparing matters for consideration by the General Meeting such as:
606 o proposing an agenda for the General Meeting.
607 o proposing a budget to the General Meeting.
608 o writing the annual report.
609 o approving the financial report.
610 o proposing a plan of operations
611 o stating the Board's opinions on motions and interpellations submitted for consideration by the
612 General Meeting.
613 o any other matters deemed necessary by the board.
614 - executing the decisions made by the General Meeting which includes:
615 o delegating goals, tasks and responsibilities internally to employees, remunerated and other bodies
616 in JSU.
617 o following-up on the performance and state of the organisation.
618 o ensuring that the organisation has the internal conditions to work in to be able to achieve the
619 goals and tasks.
620 - upholding and developing the steering frameworks of JSU
621 - holding any elections not stated in these by-laws.
622 - within the limitations of the budget, hiring and dismissing persons employed by JSU.
623 - approve role descriptions for the employees and full-time remunerated.
624

625 **§3.2. Constellation of the JSU Board**

626 The constellation of the JSU Board is:

- 627 • JSU President
628 • JSU Vice President
629 • One JSU Alumni
630 • One JU representative
631 • Five Student Representatives
632

633 The total number of board members shall be 9.

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

636

637 Terms of office:

- 638 • Starts on the first day of the operational year (1st of July).
639 • Ends on the last day of the operational year one year later (30th of June).
640

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

643



644 **§3.2.1. Student representative**

645 The Student Representative must be a current JU-student when the operational year starts for which the position has
646 a mandated period. The JSU Student Representative have to be onsite during the majority of both mandate
647 semesters.
648

649 **§3.2.2. JSU Alumni**

650 The JSU Alumni shall not be a JU-student when the operational year starts for which the position has a mandate
651 period. To be eligible to apply for the position of JSU alumni, a student must have been registered to credit-bearing
652 courses at JU which equal the same amount of ECTS as fulltime studies of one year during which the student has
653 been a member of JSU.
654

655 **§3.2.3. JU Representative**

656 JU has the right to the last board position and can freely nominate a person for this position.
657

658 The JSU Board must approve the nomination before the person can assume the position. If the JSU Board do not
659 approve the applicant JU must present another nomination..
660

661 **§3.2.4. Deputy Board members**

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

663 The General Meeting is entitled to designate a Deputy Board Member for each original Board Member. If one Board
664 member is absent from a regular or extra meeting, their deputy board member can vote instead. Deputy Board
665 Members can attend and speak at a constituting meeting.
666

667 **§3.3. Delegation of Authority and Responsibility**

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

670 **§4. Board meetings**

671 Board meetings should as a standard be held openly for all members to attend.
672

673 The Board is entitled to hold meetings in camera and on the phone. The Board is entitled to hold meetings in
674 private.
675

676 **§4.1. Proposals**

677 The power to make proposals *during* a board meeting is held by board members of JSU, elected officials, formally
678 invited and anyone appointed by the JSU Board to hold that power.
679

680 All regular JSU members have the right to raise motions to the JSU Board.
681

682 A motion must be sent out to the JSU Board members at least one week before a regular board meeting.
683

684 In the JSU Organisational Rules the JSU Board shall outline how regular members of JSU shall do to get their
685 proposals on the agenda of a Board meeting.
686

687 **§4.2. Decisions**

688 **§4.2.1. Voting**

689 A quorum is reached when at least half the members of the elected JSU Board are present. Out of the attending
690 members at least one member of the Presidium and two student representatives shall be present for quorum to be
691 reached.
692

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

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

695 Under these circumstances, quorum is reached when at least half of the elected JSU Board is present.
696

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



698 All elections of people shall use anonymous ballot voting.

699

§4.2.2. Per capsulam votes

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

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§4.3. Protocol

704 *Sometimes referred to as: Minutes.*

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

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- Meeting chairperson
- Meeting secretary
- Regulator(s) appointed by the Board meeting
- Vote counters (if any)

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

§4.4. Meeting types

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§4.4.1. Constituting Board Meeting

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716 In Swedish: *Konstituerande styrelsemöte*
717 At a constituting board meeting the JSU Board is meant to constitute itself. Multiple such meetings can be held in a
718 year, but it must be clearly advertised beforehand that the meeting is a constituting board meeting.

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

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

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

- JSU President
- JSU Vice President
- One third of the JSU Board
- A JSU Operation Controller

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

§4.4.2. Regular board meeting

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

735 A board meeting can be called by:

- JSU President
- JSU Vice President
- One third of the JSU Board
- A JSU Operation Controller
- The JSU Financial Auditor

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

§4.4.3. Extra board meeting

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

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

748 An extra board meeting can be called by:

- JSU President
- JSU Vice President
- One third of the JSU Board
- 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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762
763
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§5.2. Term of office for the Presidium

Term of office:

- July 1st to June 30th

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766

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*.

771
772

Students who must obtain a visa to take on a remunerated position in Sweden cannot apply to become a paid elected official at JSU until the requirement for sufficient income aligns with the remuneration compensation.

Chapter 4

Financials



773 **§1. Introduction to Financials**

774 **§1.1. Fiscal year**

775 The fiscal year of JSU is based on the organisational year (July 1st – June 30th).
776

777 **§1.2. Financial audit**

778 The JSU Financial Auditor is required to audit the accounting, management, and financial assets of JSU. The
779 Financial Auditor is required to submit a Financial Auditor’s report, including a statement recommending or
780 objecting to the discharge of liability of the JSU Board, in good time before consideration by the Annual General
781 Meeting.
782

783 **§1.3. Signing authority**

784 The authority to sign bank and legal documents on behalf of JSU belongs to the JSU Board. The JSU Board may
785 delegate this authority to any member, or employee, of JSU deemed practically necessary to run the organisation,
786 with restricting conditions. The joint signatures of two authorised signatories shall be valid for bank and legal
787 documents.
788

789 **§1.4. Budget**

790 The Budget shall be presented at a General Meeting in such a way that most students can understand it.
791

792 **§1.4.1. Investment Strategy**

793 The JSU Board is responsible to present an investment strategy, including an investment plan, together with the
794 budget.
795

796 **§1.4.2. Emergency Reserves**

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

Appendix



798 **§1. Type of memberships**

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800 **§1.1. Obligatory Regular membership**

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

804 Regular membership entitles the holder:

- 805 • to attend, speak, and make proposals at the General Meeting.
- 806 • to become a delegate.
- 807 • to attend, speak, and submit motions during Board meetings.
- 808 • to participate in all activities organised by JSU.
- 809 • to student discounts offered to members of JSU.

810

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

812

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

814

815 *Tabel 1*

816

Study-pace	Campus	Partner institutions (lärcenter)	Distance-studies
>15 HP (full-time)	360 SEK (1)	250 SEK (2)	75 SEK (3)
>7.5 HP – 15HP	250 SEK (2)	250 SEK (2)	75 SEK (3)
≤ 7.5 HP	75 SEK (3)	75 SEK (3)	75 SEK (3)

817

818 **§1.2. Volunteer regular membership**

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

822

823 **§1.3. Supportive memberships**

824 Supporting membership can be held by:

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

830

831 Supporting membership gives the holder the right to:

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

834

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

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

838

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

840

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



842 **§1.4. Alumni Supportive membership**

843 Alumni membership may be held by a previous regular member or supporting member.
844 Alumni membership is held on a biannual basis, following the academic spring and autumn semesters. The
845 membership fee is 50 SEK per semester, or a single 500 SEK lifetime fee.
846 Alumni membership is restricted to participating in activities approved by the board.
847

848 **§1.5. Honorary membership**

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

851 **§2. Membership in student associations**

852 According to the JU contract, JSU and relevant Student Associations that represent all students at the relevant
853 faculty shall have a joint membership. The students shall have the freedom to choose which Student Association to
854 belong to but are automatically placed with the Student Association at which faculty they study.
855

856 This means that the regular members and supportive members who study at a faculty at JU are automatically
857 assigned to the student association at the relevant faculty.
858

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

861 Supportive members who do not belong to a faculty can choose a student association but until the person has
862 chosen the fee falls to the union.
863

864 The rights the person receives from being a member of the student association are stipulated by the student
865 association in question.
866

867 Other rights and the relationship between student associations and union are stated in the individual contract
868 between the organizations.
869

870 **§3. Proof of membership**

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