Statutes

The Umeå School of Business, Economics and Statistics student association

Last Updated: 2016-03-31

TABLE OF CONTENTS:
FOREWORD

CHAPTER 1: THE FOUNDATION FOR HHUS

CHAPTER 2: MEMBERSHIP

CHAPTER 3: ANNUAL MEETING OF THE ASSOCIATION

CHAPTER 4: ADDITIONAL ANNUAL MEETING

CHAPTER 5: INSPECTOR

CHAPTER 6: THE ASSOCIATION’S BOARD

CHAPTER 7: ELECTION

CHAPTER 8: ELECTION COMMITTEE

CHAPTER 9: MANAGEMENT OF THE ASSOCIATION

CHAPTER 10: THE STATUTES OF THE ASSOCIATION

CHAPTER 11: AUDITING

CHAPTER 12: DISSOLUTION OF THE ASSOCIATION

CHAPTER 13: REORGANIZATION OF THE ASSOCIATION
Foreword

These statutes contain basic provisions for the Umeå School of Business, Economics and Statistics student association, HHUS.

HHUS is a dynamic association, where all enrolled students at the Umeå School of Business, Economics and Statistics can engage in HHUS on their own terms. The association care for its members and aims to create a forum that encourages personal development and ambition. By offering its members contact with the business sector, social activities and quality assurance of education, HHUS is committed to the preservation and promotion of its members’ interests and strives to improve the quality of economics studies at Umeå School of Business, Economics and Statistics. The following statutes aim to ensure the democratic rights of members’ and regulate how the association operate in the long term. The commitment and interest by members in the association is extremely important for the continued development of the association.

In addition to these statutes, the association also has the organizational acquis and financial regulations that more specifically regulates the association’s activities at a detailed level. There are also policies that regulate several practical approaches within the association.

The Association encourages all members to read the statutes and take full advantage of their rights. This is also something that the board and others involved are expected to encourage!

Daniel Saadat

2016-03-16, Umeå
Chapter 1: The Foundation for HHUS

§1.1 Purpose

The Umeå School of Business, Economics and Statistics student association, hereafter referred to as HHUS, aims to preserve and promote the interests of its members, and to work to improve the quality of economics studies at the Umeå School of Business, Economics and Statistics at Umeå university.

§1.2 Independence

HHUS is not affiliated with any unions, political or religious organizations.

§1.3 Operations

HHUS shall operate in three main areas; Education quality assurance, Contacts with the business sector and Social activities.

The aim of the education quality assurance is to work to ensure that the members of the association receive high quality education within the field.

The purpose of a strong connection with the business sector is to enable the members of the association to meet potential future employees. Having an insight into the business sector facilitates future employment within the sector.

The purpose of social activities is to contribute to a rewarding, fun and social time at Umeå university in addition to the studies.

§1.4 Designation of association

The official designation of the association is The Umeå School of Business, Economics and Statistics student association, or HHUS.

§1.5 Location

The association is based in Umeå, Sweden.
Chapter 2: Membership

Members of the association are either regular members or honorary members.

§ 2.1 Regular Membership

Those who pay a membership fee to Umeå student union with HHUS as a student division receive a regular membership. Students enrolled in a program at the Umeå School of Business, Economics and Statistics, and those who study courses at the Umeå School of Business, Economics and Statistics, are entitled to regular memberships.

A regular member has the right to partake in HHUS and receive various benefits that HHUS offers.

A regular member has the right to apply for positions of trust and has the right to vote at the annual meeting.

A regular member has the right to raise matters to, and be resolved by, the board and have access to all records of the meetings, except for classified matters.

A regular member is required to comply with the statutes of the association and other applicable regulations.

Member rights are only granted to regular members.

§2.2 Honorary membership

An individual cannot apply for an honorary membership, rather it is a title that is given to a person that has made an extraordinary contribution to the continued development of the association. An honorary member may be appointed at the association’s annual meeting by a two-thirds majority after a proposal from the board, or by a proposal to the board from at least 20 regular members. An honorary member has the right to attend at, and address, the annual meeting. An honorary member is exempt from any membership fee.

§2.3 Membership fee

Membership fees are regulated by Umeå student union.

§2.4 Withdrawal

A regular member withdraws from the association by the end of the membership period or by notifying the board in writing of the intent to withdraw. A member who is granted early leave is not entitled to a refund from the student union of any paid membership fees.

§2.5 Preclusion and exclusion

A member of HHUS may be precluded from participation in activities under certain circumstances. Decisions regarding preclusion can be made by the board of HHUS and shall be limited in time. A decision regarding preclusion can be appealed to the annual meeting.

A member who, through actions in HHUS, violates the terms of the purpose for HHUS or otherwise acts contrary to the fundamental principles of HHUS may be excluded from the association. Any decision regarding exclusion is taken by the annual meeting.
Chapter 3: Annual meeting of the Association

§ 3.1 General description

The annual meeting is the highest decision-making body within HHUS and is held once per year. The annual meeting shall take place no later than the last weekday of April.

§ 3.2 Right to attend

All regular members with a current membership have the right to attend-, speak-, make suggestions and vote in person at the annual meeting.

The right to attend-, speak and make suggestions at the annual meeting may be granted by the annual meeting to non-members.

All regular members of the association who are physically present at the annual meeting have the right to vote and have one vote each. All voting is to be public at the meeting, except in cases where individuals are to be elected to positions of trust. In these cases, decision is made by a closed vote, provided that the meeting has not decided otherwise.

§ 3.3 Summons

The annual meeting is summoned by the board of HHUS. Notice must be given no later than two weeks before the annual meeting takes place. The summon is to be announced through regular channels of communication.

§ 3.4 Motions and propositions

Motions and propositions to the annual meeting shall be handed to the board no later than seven (7) days before the annual meeting takes place.

The agenda along with all documents that are to be processed at the annual meeting shall be available to members no later than five (5) days before the annual meeting. The board has the right to add their opinions on motions ahead of the annual meeting.

§ 3.5 Agenda for the annual meeting

The following matters will always be processed at the annual meeting:

- Opening of the meeting
- Election of chairman and secretary for the meeting
- Election of two (2) verifiers that are also in charge of counting votes
- Verify the electoral roll present
- Confirm that the summon of the annual meeting is in accordance with statutes
- Confirm the agenda
- Annual management report
- Annual report regarding financial statements and finances
- Annual audit report
- Vote on discharge of the retiring board
- Motions and propositions to the annual meeting
§3.6 Procedure at the annual meeting

1. Minutes shall be written at the annual meeting. The minutes shall be adjusted by the elected president for the meeting and the two elected verifiers chosen by the meeting.

2. The members of the board shall not participate in decisions relating to the examination of themselves and their own term of office, specifically decisions regarding discharge, election of auditors, election of Inspector or at a vote of no confidence.

3. When deciding on the annual meeting, the proposal that receives the highest number of votes is valid unless otherwise specified by these statutes. In the event of a tie, the decision is made by drawing lots.

Chapter 4: Additional annual meeting

§ 4.1 Call for additional annual meeting

Each of the following may call for an additional annual meeting:

- The current board for HHUS
- Elected auditors
- Elected Inspector
- At least 10% of the members of the association

§4.2 Summon for additional annual meeting

The summon is given in the same way as the annual meeting (see Chapter 6). An additional annual meeting only deals with the matters that are included in the agenda of the summons. Additional annual meetings cannot be held with less than two weeks apart.

§4.3 Summoning members to additional annual meeting

If at least 10% of the members of the association calls for an additional annual meeting, the Inspector shall be responsible for ensuring that the decision to summon the meeting has been taken in accordance with these statutes.

§4.4 Responsibility for additional annual meeting

Regardless of who calls for the additional annual meeting, the current board is responsible for the summons and to ensure that the additional annual meeting takes place in accordance with the statutes.

Chapter 5: Inspector

§5.1 The Inspectors’ right to attend and speak
The right to attend and speak regarding matters within HHUS befalls on the current Inspector. The Inspector also has the right to make suggestions in matters relating to the previous year for HHUS.

§5.2 Reviewing the board of HHUS

The Inspector is to review the management of HHUS by the board to ensure that they are in accordance to statutes and the purpose of the association, by doing the following:

- Continually reviewing the work of the board, primarily through dialogue with the board.
- Continually reviewing board minutes, work plan for the year, guiding documents, policies and similar essential regulations.
- Attending at least two board meetings per year.
- Presenting a management report to the annual meeting regarding the former fiscal year.

§5.3 Term of service for the Inspector

The Inspector is elected for a term of two years. If the inspector resigns during the current term, the board will summon and additional annual meeting in order to elect a new Inspector, unless the regular annual meeting is imminent.

§5.4 Criteria when electing an Inspector

The Inspector should be well versed in the organization and activities of HHUS. The Inspector should be employed at, or in any other way be involved with, Umeå School of Business, Economics and Statistics.

Chapter 6: The association’s board

§ 6.1 Composition of the board

The board is the highest decision-making body of HHUS between annual meetings. The board is represented by the president of the board or by the vice president of the board in case the president is absent.

§6.2 Number of members

The board consists of at least 8 and a maximum of 11 members. The exact number and composition of the board are regulated in specific acquis.

§6.3 All members of the board have the right to attend-, speak-, make suggestions and vote.

Representatives from Umeå student union and the Inspector has the right to attend-, speak and make suggestions at board meetings.

Auditors and the external secretary have the right to attend and speak at board meetings.

All regular members and honorary members have the right to attend board meetings.

The right to attend, to attend-, and speak at, or to attend- speak and make suggestions at board meetings can be granted by the board to other parties than mentioned above.
§ 6.4 Board meetings

Board meetings are led by the president or by the vice president in case the president is absent. In cases of absence by both the president and vice president, the board shall name a temporary chairman for the meeting. When making decisions, the proposal that receives the highest number of votes is valid. In the event of a tie, the decision is made by the president or the substitute in case the president is absent.

The chairman of the meeting shall appoint a temporary secretary replacement if the regular secretary is absent.

§ 6.5 Quorum

At board meetings the following terms must be met for quorum:

- At least 3/4 of all members of the board must attend.
- The board must elect a verifier that count votes and, along with the chairman of the meeting, also adjust the minutes for the meeting.
- Electing a chairman for the meeting whenever both the president and vice president are absent
- Setting the agenda.

If necessary, matters regarding attendance by external parties shall be handled.

§ 6.6 Powers

The board is the executive branch of HHUS. The board can delegate decisions on matters to all committees. The board make the economic and strategic decisions for the association and otherwise monitor the interests of the association and its members.

§ 6.7 Term of office

The term of office for the association’s board coincides with the financial year, which is from January 1st to December 31st.

§ 6.8 Voting rights for board members

If a board member is absent, they can be substituted by the vice chairman of their respective committee.

§ 6.9 The board’s commitments

The board is obligated to create interest for, and engage members in, the operations of HHUS. The board shall also:

- Decide on the work plan and budget for the association
- Appoint people to assignments within the association
- Appoint one or more persons to be the signatory
- Managing the association’s operations
- Working towards cooperation with other associations
- Make a financial report along with financial statements to the annual meeting
- Promote cooperation with authorities, institutions, companies and relevant organisations

§ 6.10 Retiring board members
If a board member resigns during the current term of office, the successor to the seat is elected by the board after the position has been announced for at least 2 weeks. If more than half of the elected board resigns during their current term of office, new elections will be held to elect a new board for the remainder of the term of office.

§ 6.11 Vote of no confidence

If one or more members of the board have not carried out their duties, a motion for a vote of no confidence may be directed against the relevant board members.

A motion for a vote of no confidence may be issued:

- By the board towards a single board member
- At an additional annual meeting towards a single board member
- Toward the board as a whole

For a vote of no confidence to occur at an additional annual meeting, the meeting must be conducted in accordance to chapter 7.

A vote of no confidence is only valid when at least 30% of the members of the association are present and the decision is supported by at least two thirds of members present at the additional annual meeting.

If the vote of no confidence is regarding a single member of the board, the annual meeting shall elect a replacement or direct the board to appoint a replacement.

If the vote of no confidence is regarding the entire board, the chairman of the additional annual meeting shall release the board of their service and announce new elections.

The board may direct a vote of no confidence against a single board member and thereby unseat the member. Such a vote of no confidence shall take place by means of a closed vote and requires that all the members of the board vote for no confidence. After a vote of no confidence, the board elects a replacement for the unseated member, under the condition that the position has been announced for at least 2 weeks through the association’s usual communication channels. An appeal against a vote of no confidence issued by the board can only be handled by an annual meeting.

§ 6.12 Signatories

The board elects the persons who are signatories for the association according to the acquis to these statutes. Signatories are not allowed to:

- Act contrary to HHUS purpose and goals.
- Sign contracts without the permission of the board.
- Act in violation of applicable attestation instructions, as found in the acquis to these statutes.

Chapter 7: Election

§ 7.1 Election of board members

The election of the board is done by a closed vote where members elect individuals to positions in the board. The vote is directly decisive in electing the board.
§ 7.2 Eligibility

All regular members that are entitled to regular membership for the entire term of office are eligible to run for a position in the board of the association.

§ 7.3 Voting rights

All regular members of the association has the right to vote in the election.

§ 7.4 Call for elections

The call for elections shall be made no later than five weeks before the elections take place. The announcement shall be made through the usual communication channels of the association.

Candidates for the elections must be made public on the HHUS website at least one week before the first election day.

§ 7.5 Date of the election

The elections must have taken place before December 1st, for a period of at least two and not more than five, election days.

§ 7.6 Election secrecy

The choice of the board is to be made in such a way that the voters’ anonymity is guaranteed.

§ 7.7 Voting procedure

The voting procedure in the election to the board shall be as follows:

1. **Electronic ballot**
   Voting should be made through an electronic voting system where the voter fills out a premade form. The electronic form should include the names of all candidates in the election and give the voters the opportunity to write the names of additional candidates themselves at the time of voting. The results of the vote shall be stored in a secure manner after the counting for a period of two months, during which it is possible to appeal the election result. After this period no one shall be able to see the results.

2. **Electoral roll**
   The election committee shall be responsible for establishing an electoral roll no later than one week before the election. The electoral roll shall contain all members that have the right to vote.

3. **Process of voting**
   The election committee, or persons designated by the election committee, shall act as election officials. A candidate for the board cannot act as an election official. When voting, the voter must have a valid ID, valid membership of the association and enter their social security number electronically when voting. The system shall ensure that only one vote is registered per member. When voting is made in voting booths, election officials shall note all voters in the electoral roll.

4. **Voting station**
   The voting station must be located so that the members of the association can participate in the elections. The voting station must be organized in such a way that voting can take place according to § 5 and that every attempt at manipulating election results is impossible.

5. **Vote counting**
   Only the person responsible for the electronic voting system at Umeå student union can see the election.
results while the election is in progress. The electronic system must be constructed so that the results cannot be manipulated. At the end of the election, the election committee retrieves the results from Umeå student union.

6. Equal number of votes
In the event of a tie, the election is decided by a draw. Such lots shall be carried out by the vote counters at the time of counting votes.

§ 7.8 Vacancies

If a board position is vacant at the final date for applying to the position, a successor is named by the current board after the position has been announced for at least 2 weeks.

§ 7.9 Appealing election results

If there is a valid suspicion that the elections have not been carried out in accordance with these statutes, the results of the election may be appealed in writing to the Inspector. If the allegations can be substantiated, the Inspector can choose to announce new elections. New elections must take place no later than one month after the annual meeting and may apply to one or more positions in the board or to the board in its entirety. For such elections, the same conditions apply as they do to ordinary elections, see chapter 9.

Chapter 8: Election committee

8.1 Election committee

The election committee is appointed by the board no later than two months before the elections are scheduled to take place.

8.2 Purpose of the election committee

The purpose of the election committee is to ensure that the elections are properly conducted. The election committee shall always be impartial.

8.3 Election committee tasks

The tasks of the election committee consist of:

- Developing and administering a reliable and easily accessible voting system in accordance with these statutes and the acquis to these statutes
- Working towards producing at least one but preferably several candidates for the respective positions within the board.
- In an objective and neutral manner, promote the election and its candidates to the members of the association.
- Present the election results to all members of the association.
- Ensure overall accuracy.

8.4 Composition of the election committee

The election committee should consist of at least three persons. Among these persons, the board shall appoint a person to be chairman of the election committee. A member of the election committee cannot be a candidate in the
election. More than a third of the members of the election committee may not be members of the board at the same time.

Chapter 9: Management of the association

§ 9.1 Annual meeting

The annual meeting is the highest decision-making body of the association. The board is the decisive and executive body of the association between annual meetings. Auditors and the Inspector are the controlling body of the association. Other matters regarding the organisation of HHUS are regulated through the acquis to these statutes.

§ 9.2 HHUS finances

The finances for the association shall be handled in a prudent and reassuring manner and financial costs shall be used only for activities falling within the field of responsibilities for HHUS.

§ 9.3 Fiscal year

The association’s fiscal year shall be January 1st to December 31st and thus follow the calendar year.

§ 9.4 Acquis

In addition to these statutes, the association’s activities, organisation and its locally elected representatives’ obligations are governed by the HHUS acquis. The HHUS acquis is established by the board and amended by the board.

Chapter 10: The statutes of the association

§10.1 Interpreting the statutes

The board oversee interpreting the statutes during its term of office and may allow exceptions to the statutes if there are special reasons for this. A decision derogating from the statutes and the reasons for this shall be communicated to the Inspector, Umeå student union and to the subsequent annual meeting.

§10.2 Disputes regarding statutes

If a dispute arises as to the interpretation of these statutes, the matter shall be referred to the Inspector, a board representative and a representative from Umeå student union for a joint decision. An appeal of the interpretation is made through the same forum.

§10.3 Amendment to the statutes

In order to amend the HHUS statutes, two consecutive annual meetings are required, of which at least one shall be the regular annual meeting. Decisions are taken based on at least a two-thirds majority of the voting participants at the annual meeting.

The annual meeting can change the design and make similar editorial adjustments of these statutes by a simple majority decision.
In the event of changes in legislation, which results in these statutes not following the law the annual meeting shall amend the statutes. This decision shall be taken as soon as possible and made by a simple majority. If Umeå student union make changes to its statutes that result in these statutes contradicting the statutes of Umeå student union, the same procedure must be made.

**Chapter 11: Auditing**

The operations and finances of the board are reviewed each fiscal year by elected auditors.

Financial statements and annual management report shall be handed to the auditors at least 6 weeks prior to the annual meeting.

The auditor’s report shall be handed over to the board no later than 2 weeks prior to the annual meeting.

Auditors has the right to attend and speak as well as make submissions in matters regarding the previous fiscal year. Auditors has the right to attend and speak at the board meetings.

**Chapter 12: Dissolution of the association**

For decisions on dissolution of the association, concordant decisions are required based on at least two-thirds of votes cast at two consecutive regular annual meetings. The same applies to amendment of this paragraph. In case of dissolution of this association, any assets should be consolidated by the Umeå School of Business, Economics and Statistics until the association is reorganized. If this has not been done within 10 years, the funds will be allocated to the Umeå School of Business, Economics and Statistics.

**Chapter 13: Reorganization of the Association**

After dissolution, the association may be reorganized by an association of persons fulfilling the requirement for regular membership.