

## Statutes for the Doctoral Student Guild at Chalmers Student Union (866601-6889), Chalmers University of Technology

### 1. General

Purpose	1.1	<p>The Doctoral Student Guild (Doktorandsektionen) is a non-profit association for doctoral students at Chalmers University of Technology (Chalmers) and shall work for unity among the members of the association and their shared interests. The Doctoral Student Guild shall especially:</p> <ul style="list-style-type: none"> <li>• through representatives in the boards and committees of Chalmers assure that the special interests of doctoral students are addressed.</li> <li>• create an awareness of the situation for doctoral students at all levels at Chalmers</li> <li>• provide a forum for contacts between doctoral students at Chalmers</li> </ul>
Members	1.2	<p>Anyone registered as a doctoral student at Chalmers and a member of Chalmers Student Union is welcome to join the Doctoral Student Guild. The member of the association must every semester pay a fee to the Doctoral Student Guild.</p>
Organizational structure and decision making bodies	1.3	<p>Decisions within the guild can be made by:</p> <ul style="list-style-type: none"> <li>• the general assembly</li> <li>• the board of the guild</li> </ul> <p>The general assembly and the board of the guild have the right to delegate decision-making authority to other bodies in the guild.</p>
Minutes	1.4	<p>At the official meetings of the guild (general assembly and board meetings) minutes shall be recorded, confirmed and available to the guild members through the guild's webpage no later than 14 days after the meeting.</p> <ul style="list-style-type: none"> <li>• Board meeting minutes shall be confirmed by the chairman of the meeting and another person appointed by the meeting.</li> <li>• General assembly meeting minutes shall be confirmed by the chairman of the meeting and two other persons appointed by the meeting.</li> </ul>
Changing the statutes	1.5	<p>These statutes can be changed by the general assembly. The matter of changing the statutes should be presented on the notice for the meeting and the proposal shall be presented together with the other documents for the general assembly.</p> <p>For a change to pass, the same changes have to be approved by a majority of two thirds (2/3) at two consecutive general assemblies with at least 15 working days in between.</p>
Interpretation of the statutes	1.6	<p>If there is a disagreement on the interpretation of these statutes, the matter shall be referred to the inspector of the Student Union for a ruling.</p>

## 2. General assembly

Authority	2.1	The general assembly, in which all guild members have the right to participate, is the highest decision making body of the Doctoral Student Guild.
Meetings	2.2	There shall be at least one general assembly per year of activity.
Notice	2.3	A general assembly is called for by the board of the guild. Notice for the general assembly, followed by a preliminary agenda, shall be posted on the guild's webpage and sent out to all members, no later than 14 days prior to the meeting.
Right to request a general assembly	2.4	The right to request a general assembly is attributed to: member of the board of the guild, the auditor of the guild, the student union board, a group of 25 or more members, the inspector of the student union. The board shall execute the request for a general assembly within three weeks.
Quorum	2.5	Quorum is established if more than 10 members are present at the meeting.
Obligations	2.6	At the general assembly the following obligations exist. If multiple meetings are held in the same annual year, the obligations may be divided as seen fit. <ul style="list-style-type: none"> <li>• Election of chairman, vice chairman/treasurer and other board members for the upcoming year of activity</li> <li>• Election of a nomination committee</li> <li>• Election of an auditor</li> <li>• Question of freedom from liability for the previous board members</li> </ul>
Elections	2.7	The nomination committee prepares elections of board members and auditor by nomination candidates for these positions. At the meeting, free nomination is applied. If multiple general assemblies are held within one year of activity, by-elections can be held until all positions are filled.
Motions	2.8	Member who wishes to raise a matter on the agenda should announce this in writing, together with any relevant documentation, to the board at least 8 days (excluding the day of the meeting) prior to the meeting.
Propositions	2.9	Propositions are made by the board of the guild and should be announced on the preliminary agenda.
Final agenda and documents	2.10	The final agenda and belonging documents shall be posted on the guild's webpage no later than seven days (including the day of the meeting) before the meeting.
Unannounced matters	2.11	At the general assembly, unannounced matters that have not been addressed in the final agenda, can not be brought up for a decision unless the general assembly decides to do so by a majority of 4/5.
Attendance rights, speech rights, motion rights and voting rights	2.12	All members of the guild, along with the auditor, the board and the inspector of the Student Union, and other non-members who have been co-opted by the meeting have the right to attend, speak and motion at the general assembly. Only guild members have voting rights.
Voting	2.13	Each member <b>present</b> at the general assembly of the guild holds one vote. Voting shall be done openly unless anything else is requested.

### 3. Nomination committee

Authority	3.1	The nomination committee is responsible for preparing the elections of the board and auditor. The nomination committee is elected by and accountable to the general assembly.
Members	3.2	The nomination committee consists of 3 to 5 members. A chairman of the nomination committee is chosen among the committee members themselves. The nomination committee cannot nominate any of its members for the positions chairman or vice chairman of the board.
Obligations	3.3	The nomination committee shall nominate candidates to all positions elected by the general assembly. The nomination committee shall prepare the nominations in time for these to be included in the preliminary agenda of the general assembly.

### 4. The board

Authority	4.1	The board of the doctoral student guild is responsible for the direction and management of the daily operations of the doctoral student guild. The board of doctoral student guild is elected by and accountable to the general assembly.
Members	4.2	The board consists of a chairman and a vice chairman, who is also treasurer, and at least 5 other members. The members shall be registered as PhD students at Chalmers and members of the Doctoral Student Guild. The maximum number of ordinary members of the board is limited to the number of departments at Chalmers. There can be no more than one ordinary board member from each department at Chalmers. The GA may elect one or more substitutes for each board member.
Meetings	4.3	The board meets a minimum of 4 times per year of activity. Quorum is established if at least 5 of the board members are present at the meeting. Either the chairman or the vice chairman of the board must be present at the board meetings.
Obligations	4.4	The board elects representatives to the boards and committees within Chalmers, where PhD students are represented. The guild board has the right to delegate to the local (departmental) doctoral student associations, the right to appoint representatives.

### 5. Local doctoral student associations

Jurisdiction	5.1	Statutes of the local doctoral student associations (doktorandråd) may not be in conflict with these statutes.
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## 6. Financial matters

Signing for the organization	6.1	The authority to sign for the organization (teckna firma) is granted to two of the following in combination: <ul style="list-style-type: none"> <li>• The chairman</li> <li>• The vice chairman</li> <li>• Any of the other ordinary board members</li> </ul>
Guild fee	6.2	The General Assembly proposes a guild fee, which is decided upon by the student union board.
Year of activity	6.3	The year of activity for the guild is from July 1 to June 30.

## 7. Audit and freedom from liability

Auditor	7.1	An auditor, elected by the general assembly for the upcoming year of activity, shall audit the guild's administration and accounting. The auditor shall not hold any other commission of trust, with financial or organizational responsibilities, in the guild during his/her year of activity. Nor can the auditor audit his/her own accounts from previous commissions within the guild.
Obligations	7.2	It falls upon the auditor to announce an audit report on the guild's official web page no later than 7 days prior to a general assembly. The audit report shall contain a statement on the question of freedom from liability for concerned persons.
Freedom from liability	7.3	Freedom from liability is granted concerned persons when the general assembly has made a decision on the matter. If a person with a financial commission of trust resigns prior to the end of his/her term, an audit should take place.

## 8. Dissolution of the guild

Dissolution	8.1	The question of dissolution of the guild is a matter for the general assembly. Dissolution of the guild may not take place unless 4/5 of the members present at the meeting agree on the matter at two consecutive meetings with at least one month in between. Any assets remaining after the dissolution shall be transferred to the student union.
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