



**CHALMERS**



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## Chalmers Physics PhD council

### Statutes

Revised: 2019-02-21

#### §1 General

1. "Chalmers Physics PhD Council" (CPPC, Chalmers Fysiks lokala doktorandråd) is a non-profit association for PhD students at the Department of Physics at Chalmers University of Technology.
2. Registered PhD students at Chalmers that are members of the Chalmers Student Union (Chalmers Studentkår) and of the Chalmers Doctoral Students Guild (Doktorandsektionen, DS) are welcome to join the council. There is no additional membership fee.
3. The council is an extension of the student union and DS and represents the doctoral students at the department of Physics.
4. The purpose of the council is to:
  - promote the common interest of graduate students;
  - work to inform the students on their rights and responsibilities;
  - facilitate good relations among graduate students as well as between the graduate students and the Department of Physics and Chalmers as a whole.
5. The activities and functions of the Chalmers Physics PhD council are defined by this document.
6. The statutes of the Chalmers Doctoral Students Guild (Doktorandsektionen, DS) takes precedence over these statutes.
7. Meeting minutes and other official documents shall be made available to all members.
8. Any changes to these statutes have to be approved by two consecutive general assemblies. For the change to be approved, at least  $2/3$  of the present members have to agree.
9. Any proposals to change these statutes must be submitted in written form by a member to the board at least 10 days before the meeting and it must be announced at least 7 days before the meeting.
10. The dissolution of the association must be treated by the General Assembly and requires a  $2/3$  majority at two consecutive general assemblies.



## §2 General Assembly

1. The General Assembly is the highest decision-making body of the council.
2. The assembly has decision-making power if at least 10 members, out of which at least 5 are not board members, are present at the assembly.
3. Members have the right to attend the General Assembly. Attending members have the right to speak, motion and vote. Non-members can be given the right to attend and speak by the General Assembly.
4. The General Assembly is held at least once a year, of which one must be an Annual Assembly. At least 30 days must pass between two general assemblies.
5. The Annual Assembly elects a board, PhD student representatives, a nomination committee, auditors and miscellaneous officials. The chair of the board is elected separately. All members can nominate and can be nominated to a position of trust in the council at the General Assembly.
6. All elected officials take office immediately.
7. General assemblies other than the Annual Assembly may elect positions of trust until the next Annual Assembly.
8. A General Assembly must be announced, together with an agenda, to all members at least 14 calendar days in advance.
9. Elected are those who have received more than half of the given votes. If such an amount of votes is not achieved in this first vote, a second vote is held. If no one receives more than half of the votes in the second vote, a new vote is held between the two candidates who in the second vote achieved most votes. Elected is the one receiving the most votes in this third and final vote. If the candidates receives the same number of votes, the election is decided by drawing of lots.
10. General assemblies are convened by the board. The right to demand a General Assembly befalls
  - a board member,
  - an auditor,
  - or at least 10 members.
11. Information of past activities are presented at the General Assembly.
12. The General Assembly is led by a chair elected by the assembly.
13. An attendance list and minutes must be taken during the General Assembly. This is done by a secretary elected by the assembly. The minutes must be ready for approval within 14 days. The minutes must then be approved by two people, elected by the General Assembly, within additional 7 calendar days.



### **§3 The board of the council**

1. The board leads the work of the council between general assemblies.
2. The board consists of at least 3 members. If the number of board members become fewer, either by fewer being elected or by resignation, a General Assembly shall be called for within 60 days.
3. The department of Physics provides departmental hours for a certain number of board members, which should be taken in consideration in election of the board.
4. The board should strive to represent all divisions at the department, or any other relevant organisational units.
5. The board is responsible to the General Assembly.
6. The board is convened by the chair. Board members have the right to request a board meeting.
7. The board has decision-making power if half, or at least 3, of the board members are present.
8. The board assigns roles and responsibilities at its first constituent meeting.
9. The board may temporarily appoint officials until the next General Assembly. The board cannot appoint board members. The board may adjunct officials without the right to vote to the meetings and work of the board.
10. The board should aim to have at least one representative from each of the following department boards and fellow councils among the members of the board:
  - The Department advisory council (Institutionsrådet),
  - The Chalmers Doctoral Students Guild (Doktorandsektionen, DS),
  - The Association of Graduate Students in Physics (Föreningen för Forskarstuderande i Fysik, FFF)
  - Any other PhD student representative elected by the General Assembly.
11. Minutes shall be taken at board meetings. The minutes should contain the item of discussion, decisions and possible reservations, in addition to what the board members find necessary.
12. Board members who are not present at a board meeting are obliged to read the meeting minutes and inform their respective divisions accordingly.
13. Board member resigns by informing the chair in writing. Moreover shall the auditors be informed in accordance with §5.
14. All board members have a responsibility to ensure good continuity to their successors.



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## **§4 Nomination committee**

1. The General Assembly elects a nomination committee which
  - should consist of at least two people,
  - should not have other positions of trust within the council,
  - should not nominate themselves to positions of trust.
2. The nomination committee shall nominate people for positions of trust to the General Assembly.
3. The proposal from the nomination committee should be available 7 days before the General Assembly.

## **§5 Finances, audit and freedom from liability**

1. The chair and treasurer of the board has the authority to sign for the organization independently (äger rätt att teckna firma var för sig).
2. Two auditors, elected by the General Assembly, shall audit the council. The auditors may not be members of the board of the council.
3. An audit report should be submitted to the General Assembly and be the basis for the question of freedom from liability.
4. If a board member resigns, the auditors shall be notified. They then have the right to demand an audit.