

Statutes of the MC2 PhD Student Council

31 October 2023

The *MC2 PhD student council*, hereinafter referred to as “the council”, is a group formed by and for PhD students enrolled at the *department of Microtechnology and Nanoscience at Chalmers University of Technology*, hereinafter referred to as “the students”, “MC2”, and “Chalmers” respectively.

The laboratories of MC2 are referred to as “the divisions”. Boards of directors at MC2 such as the *Executive group (LG)*, the *Advisory council (Institutionsrådet)* and the *Equality group (Jäger)* are referred to as “MC2 boards”. Other PhD student councils at Chalmers, such as *Chalmers PhD student guild (DS)*, Dr Genie, and PhD student councils at the departments, are referred to as “fellow councils”.

The *Statutes of the MC2 PhD Student Council* is the basic document for the council. This version of the statutes was adopted by the general assemblies held on 27th October 2022 and 31st October 2023.

1 General Principles

1. The council is a group of representatives of the students.
2. The purpose of the council is to:
 - Promote the common interests of the students.
 - Work to inform the students on their rights and responsibilities.
 - Facilitate good relations among the students as well as between the students and MC2 and Chalmers as a whole.
3. The activities and functions of the council are defined by this document.
4. The council’s highest decision-making body is the general assembly.
5. The name of the council is *MC2 PhD student council*.

2 Functions of the Council

The council will strive to fulfil the aforementioned purpose through the following motions:

1. Will strive to create and uphold a communication channel between the students and the council by delegating members of the council to act as contacts to each division.
2. Will strive to investigate and address student matters while maintaining their anonymity by suggesting the appropriate actions or directions.
3. Will work on the visibility of the council and make sure all its motions are transparent and available to all of the students.
4. Will work to facilitate communication between the students and fellow councils, MC2 boards, as well as to other instances related to MC2 and Chalmers.
5. Will assess the status and monitor changes of the PhD studies in general using surveys, statistics, interviews and/or individual student feedback.

3 Structure of the council

1. In order to make decisions, the council must consist of at least three members, of which one is appointed the council chair.
2. The council chair will be the appointed contact in communications with fellow councils.
3. The council should strive to consist of at least one representative from each of the divisions if possible. Additional members from each division can become members if the total number of members does not exceed the number of divisions plus six.
4. The council should aim to have at least one representative from each of the following MC2 boards and fellow councils among the members of the council:
 - The *advisory council (Institutionsrådet)*
 - The *executive group (Ledningsgruppen, LG)*
 - The *Doctoral student Guild board (Doktorandsektionen, DS)*
 - The *Association of Graduate Students in Physics (Föreningen för Forskarstuderande i Fysik, FFF)*
 - The doctoral branch of Genie (Gender Initiative for Excellence), *Dr Genie*
 - The *MC2 equality group (Jämställdhetsgruppen, Jägr)*
5. Meetings of the council are announced by the chair of the council. The meetings must be announced to all members of the council at least seven calendar days in advance. All PhD students enrolled at MC2 are welcome to attend the meetings. Other attendees can be allowed to attend upon decision by the council. The council must meet at a minimum of 4 times a year excluding the general assembly.
6. Members of the council can call for a closed meeting. During this meeting, attendees that are not members of the council can only attend upon decision by the council.

7. The council should strive to make decisions based on consensus among the council members. At least 3 members of the council have to be present for a decision to be valid. In the case where consensus cannot be reached, an open vote is held, where each council member has one vote. The chair of the council has the deciding vote in the event of an equal number of votes.
8. An attendance list and minutes have to be taken during all council meetings except for the closed meetings. The minutes must include agenda points discussed, decisions made and all other matters that each council member finds important. The minutes will be made visible to all members of the council and the students.
9. All council members who are not present at a council meeting are required to read the meeting minutes and inform their respective divisions accordingly.
10. The council members are elected by the general assembly according to Section 4.
11. If a council member resigns before their term ends, or if a member position otherwise is vacant, the council can decide on how to fill the vacancy. A member filling a vacancy can serve until the next general assembly.

4 General Assembly

1. The general assembly is held at least once a year. It must be announced, together with the agenda of the assembly, to all PhD students enrolled at MC2 at least 14 calendar days in advance. A general assembly can be called for by either the council or at least 10 of the students.
2. Only PhD students enrolled at MC2 may attend the assembly. However, non-members can be allowed to attend by decision of the assembly.
3. The purpose of the general assembly is to inform the students of the activities of the council, to elect members of the council, give the council directives and vote for changes of the *Statutes of the MC2 PhD Student Council*.
4. The general assembly is led by a chairperson elected by the assembly.
5. 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 approved by two sealers, elected by the assembly, within 14 calendar days of the assembly.
6. The assembly has decision-making power if at least 10 PhD students enrolled at MC2 are present at the assembly.
7. Nominations for members and the chair of the council are made by the council. In addition, each PhD student enrolled at MC2 and present at the general assembly may nominate candidates for the council, including oneself.
8. The PhD students enrolled at MC2 that are appointed as representatives of MC2's *Executive group (LG)* and *Advisory council (Institutionsrådet)* are automatically included as members of the council.

9. Each PhD student enrolled at MC2 and present at the general assembly has one vote.
10. A candidate has to be approved by a majority vote in the general assembly in order to be accepted in the council.
11. Members of the council are elected for a term lasting until the following year's general assembly.

5 Budget for the council

1. All hours spent on the council's work or any of the MC2 boards and fellow councils listed in Section 3.4, with the exception of the DS, should be declared as Departmental Duty. If DS hours are agreed to be declared as Departmental Duty, they shall be reported separately from those of the council.
2. The workload of members of the council who do not participate in other MC2 boards and fellow councils is expected to be around 1-2% of full-time working hours. The heaviest workload lays on the chair of the council, and the FFF representative, none of which should spend more than 5% of their work hours on these tasks.
3. The council has the right to obtain funding from the Gothenburg's Physics Center (GPC) for activities aimed at MC2 PhD students, as long as the provision for such activities is included in the yearly budget of FFF.
4. Minor expenses of the council, such as providing lunch for the attendees of the General Assembly, may be funded by the MC2 Department.

6 Other

1. Changes to the *Statutes of the MC2 PhD Student Council* must be approved by two consecutive general assemblies.
2. The dissolution of the council must be handled by the general assembly. The dissolution must be announced in the agenda for the general assembly. The council cannot be dissolved unless two consecutive general assemblies approve.