

PHD STUDENT COUNCIL OF ARCHITECTURE AND CIVIL ENGINEERING

STATUTES

SECTION I) General Principles

1. The association is an organization for graduate students in the research schools of the department of Architecture and Civil Engineering at Chalmers University of Technology.
2. The purpose of the PhD Student Council is to work for a better work environment for PhD students and promote future research cooperation within the department of Architecture and Civil Engineering, our Areas of Advance and with industry. Furthermore:
Our interest is to discuss and improve the work situation and the work environment for PhD students at our department; We discuss matters relevant to PhD students, e.g. courses, supervision and the research school.
3. The activity of the association is controlled by the regulations contained in this document.
4. The general assembly of the association is its highest decision-making body.
5. The decisions within the association can be made by:
 - a. The general assembly
 - b. The board of the association.
6. The name of the association is "PhD Student Council of Architecture and Civil Engineering" ("Arkitektur och samhällsbyggnadstekniks doktorandråd"), herein referred to as "the association".
7. The fiscal year starts July 1st and ends June 30th.
8. Minutes and announcements about the meetings are posted on the association's webpage.
9. All formal meetings concerning groups of doctoral students will ideally be communicated with the board.

SECTION II) Membership

General members:

1. Every doctoral student registered in the research schools of the department of Architecture or Civil Engineering at Chalmers University of Technology are eligible members.
2. Members are they who are eligible and who have expressed their will to join the association.
3. Every member has the right to access the minutes and other documents of the association.
4. Every member is eligible for a position of trust within the association.
5. Visiting doctoral students staying longer than three months are also eligible as members, but cannot be elected as board members nor hold a position of trust within the association.

Board members:

1. The board should preferably consist of one person per division. If the requirement is not met, the board should preferably have at least one representative per research school. If the research school is not represented by a member from that specific research school, a member of board will be designated to represent that research school. The board should consist of at least ten persons, but is up to the nominating committee (see Section VIII).

2. The board is elected by the general assembly.
3. If a division is not represented, the board is entitled to make decisions regarding the welfare of all the members from that division.
4. The board functions under the guidelines of the Doctoral Student guild at Chalmers and the Statutes of the PhD Student Council of Architecture and Civil Engineering.
5. The board is accountable to the general assembly of the association.
6. The board should have:
 - a. One chair
 - b. One vice chair, who is also the treasurer
 - c. One person responsible for representing each research school,
 - d. Representative(s) for the Departmental Advisory Team (Institutionsrådet),
 - e. Representative(s) for the Doctoral Student Guild (Doktorandsektionen).

Nominating committee:

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.
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.
3. The nomination committee shall nominate candidates to all positions elected by the general assembly. As the statutes do not determine the number of board members it is up to the nomination committee to advise the assembly on the matter and to recommend an appropriate size in their nomination. The nomination committee shall prepare the nominations in time for it to be included in the preliminary agenda of the general assembly

SECTION III) Meetings

General assembly

1. Each member of the association is invited to attend the general assembly
2. There should be at least two general assemblies each fiscal year.
3. At the general assembly the board members are elected for one year.
4. The general assembly of the association take place after being announced by the association board. The right to request the board to announce a meeting is owned by:
 - a. The members of the board;
 - b. The auditor;
 - c. At least 12 members of the association.
5. The announcements of ordinary meetings and the agenda and previous minutes must be shared at least 2 weeks before the meeting takes place.
6. 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
7. The meetings of the association are led by a chair who is elected at the assembly.
8. Minutes must be taken during the meeting. The minutes must be approved within two weeks by two other members elected by the assembly.

9. The assembly has the right to make decisions if at least 12 members are present.
10. Decisions about any matter not included in the agenda cannot be made if at least 1/5 of the present members vote against it.
11. The budget is discussed and set during the general assembly

Annual meeting

1. An Annual meeting is considered a general assembly.
2. The officials within the association are elected for the fiscal year, unless otherwise stated.
3. Each member present at the general assembly has one vote.
4. The list of suggested positions will be presented together with the agenda. The list will be voted on. If the majority (more than 50% of members present) does not approve of the list, each member will be elected individually.
5. Free nomination holds for all the positions within the association.
6. The assembly during the annual meeting appoints a nominating committee.

Board meetings

1. Only members of the board have the right to attend, have a say, make proposals and to vote, however non-members can be allowed to attend and can have a say by decision of the board of the association.
2. At least two meetings shall take place per 6 months period, preferably followed by a general assembly at the end of that period.
3. The board meetings of the association take place after being announced. The right to request the board to announce a meeting is owned by:
 - a. The association chair;
 - b. The members of the board;
 - c. The auditor;
 - d. At least 10 members of the association.
4. The announcements of ordinary meetings and the agenda and the previous minutes have to be posted at least 2 weeks prior to the meeting, both via email to the board and uploaded onto the board's web page.
5. The meetings of the association are led by a chair who is elected at the assembly.
6. Minutes must be taken during the meeting. The minutes must be made available via the association's web page within 2 weeks. The minutes must include the nature of the matter, decisions and reservations and besides that, relevant information in each particular case.
7. The board has the right to make decisions if at least 40 % of the board members are present.
8. Decisions about any matter not included in the agenda cannot be made if at least 1/5 of the present members vote against it.
9. The board of the association, during its first constituent meeting, appoints within itself the chair, the vice chair/treasurer, and the secretary.

SECTION IV) Economy, review and discharge

1. Both the vice chairs and the chair of the association of graduate students have the right to sign in representation of the association.
2. The auditor must be someone who is not a member of the association.

3. The auditor, who is elected during the annual meeting, should review the administration and the financial accounts of the association. Audit reports shall be delivered on the first association meeting after the annual meeting.
4. If one of the board members retires before the end of his/her term of office, an audit should be performed.
5. A budget must be proposed by the board during the annual meeting and the expenditure must be presented at the closing of the year. The financial records must be available for review.
6. This could include, but not limited to, PhD courses, study trip, lunches, fika and barbecue.

SECTION V) Other matters

1. Any change to these statutes, in order to have legal validity, must be approved by two consecutive general assemblies of the association. For the change to be approved, at least 2/3 of the present members must agree on it.
2. Any proposal of modification of the statutes must be submitted in written form by a member to the board at least 3 weeks before the meeting and it must be sent with the agenda for the board meeting.
3. The requests of dissolution of the association should be treated by the association general assembly. It is only possible to dissolve the association if all members at the general assembly agree to do so.