



Utrikespolitiska  
föreningen  
Göteborg

# Bylaws of The Society of International Affairs Gothenburg

Adopted at the Extraordinary annual meeting on June 7th 2020

The bylaws of the association were adopted in Swedish; this document is just a translation. In case any discrepancy between the two documents is found, the Swedish version is the valid one.

## § 1 Name

1.1. The Society of International Affairs in Gothenburg (UF) is a non-profit, politically and religiously independent association that mainly consists of students, but also those of the public interested in foreign affairs.

1.2. The association's official name is "Utrikespolitiska föreningen i Göteborg" and is abbreviated "UF" or "UF Gothenburg". The association has three (3) authorized signatories who can sign for the association individually. The board appoints the authorized signatories. The association's English name is "The Society of International Affairs in Gothenburg".

1.3. UF Gothenburg is a member of the Swedish Association of International Affairs (UFS), which is an umbrella organization for the different Societies of International Affairs in Sweden.

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## **§ 2 Objects**

2.1. UF has as its main objective to spread knowledge and stimulate discussion about other countries' culture, population, religion and political systems, as well as Foreign Policy and international issues.

2.2. UF's core focus is to organize seminars and lectures where relevant persons representing different areas of interest are invited. The business can be complemented by arrangements, projects, publications etc. that is defined more in detail by an operational plan.

2.3 UF's basic values are founded on a firm belief in the idea of democracy, human rights and the equal worth of all persons.

2.4 The association shall strive for gender equality in its activities.

## **§ 3 Residence**

The association has its headquarters at the University of Gothenburg, Sweden.

## **§ 4 Membership**

4.1. Membership is obtained by any person who supports the association's bylaw and meets the annual meeting's established requirements for membership.

4.2. The membership fee is set by the annual meeting.

4.3. A member who wish to end their current membership are to state this in written procedure to UF's Board and shall then be removed from the membership list and shall receive a written confirmation from the Board. The membership fee is non-refundable.

4.4. A member who clearly violates the Society's bylaws, prevents the association's activities or opposes or damages the association's purpose can be excluded. Exclusion is decided upon by the annual meeting by a qualified majority (2/3), before which the member shall have had an opportunity to speak. If the matter regards a member of the Board, he or she is not entitled to vote. The Board may, on an interim basis in awaitance of an annual meeting exclude a member from the association's activities until the matter can be resolved.

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## **§ 5 Organisation**

5.1. The association's governing body is the annual meeting, an extraordinary annual meeting, and between these the board. The association's controlling body is the auditor or auditor group. One or more auditor(s) is (are) appointed by the annual meeting after nomination by the Nominating Committee.

5.2 The association's year of activity covers the period between two ordinary annual meetings. The financial year covers the period from 1st September to 31st August.

## **§ 6 Annual meeting**

6.1. The annual meeting is the highest decision-making body. The annual meeting shall be held annually, in the month of September.

### 6.2. Summoning

To the annual meeting, all members and auditors are to be summoned. Summon shall be given to members of the society and to the auditor no later than four (4) weeks before the due date. Every person who has paid the membership no later than five (5) weeks before the assembly is considered as a member at the annual meeting. The Board is responsible for that the summoning is properly cared of.

6.3. Members are entitled to one (1) vote each. Members attending the annual meeting are entitled to the right of free speech, right to pleading and the right to vote.

6.4. Warrant-card Members who cannot attend the annual meeting are entitled to vote by proxy, attributed to another physically present member. A warrant-card shall be submitted to the meeting's president and be recorded. The warrant-card shall contain signature and date.

6.5. Voting is carried out openly unless ballot voting is not requested. By ballot voting, blank and discarded ballots are not considered as submitted. A simple majority can make decisions, except in cases when the bylaws specify other majority criteria. In case of tied vote, the society's president has the final say except at elections based on personality or secret ballot voting, when the drawing lots decide the outcome.

6.6. During the freedom from liability and confidence, the Board has no voting rights.

6.7.1. A member who wishes to make a proposal to the annual meeting is to send his or her proposal to the Board at the latest fourteen (14) days before the annual meeting. The Board is obliged to promptly notify members about incoming proposals. Members' proposals are to be recorded at the annual meeting.

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6.7.2. Proposals which have been sent in late can be considered if the annual meeting so decides by a three-fourths (3/4) majority.

6.7.3. If the Board presents a proposition, it shall be accessible to the members no later than fourteen (14) days before the annual meeting. Any responses to the proposition by the members shall be pursued.

#### 6.8. Annual meeting implementation

- A. Election of secretary for the annual meeting
- B. Election of two adjustors moreover counting of votes
- C. Election of president for the annual meeting
- D. The annual meeting's proper proclamation
- E. The establishment of the electoral register and control of any warrant-cards
- F. Processing of incoming motions and propositions
- G. Determination of membership fee
- H. Operational plan, annual report, final accounts and audit, which is not included at an additional annual meeting
- I. Freedom from liability for the resigning board
- J. Election of new board, auditors and nominating committee for the coming operational year
- K. Other matters
- L. Closure of the meeting

6.9. The annual meeting shall be recorded and the protocol shall be attainable for members no later than two (2) months after the annual meeting. A copy of the protocol can be requested from the society's president or secretary.

## **§ 7 Extraordinary annual meeting**

An extraordinary annual meeting shall be summoned when at least three (3) board members, the auditor or one-fourth (1/4) or a minimum of ten (10) members of the association so request. An extraordinary annual meeting cannot be requested until twenty-one (21) days after the annual meeting. In the summoning to the extra annual meeting it should be stated the matters to be considered. No other matters may be decided upon. As for other regulations of the meeting, the sixth paragraph (§ 6) is applied.

## **§ 8 The board**

8.1. The board is the highest decision-making body between the annual meetings. It consists of the board members elected at the annual meeting. The positions of president, secretary and treasurer shall always be elected.

8.2. In order to run for a position of the board, membership of the association is required. No member is to be elected for more than three (3) years; only if no other members are available, a member can stand for election for a fourth (4th) year of operation of the board.

8.3. The board may give mandate to another member or group of members, outside the board to have charge of specific matter.

8.4. The board is competent to act when at least half, though at least three (3), of all the elected members are participating in a meeting. In case of tied vote the president has the casting vote.

8.5. Summoning of a board meeting shall be all board members at hand three (3) days in advance.

8.6. Work task

The board is responsible for the association's finances and other assets, administration and ongoing operations. The board shall also produce an annual report and present it to the annual meeting. The annual report shall include:

1. Information about the association's activities during the preceding operational year
2. Information about the number of formal meetings during the preceding operational year
3. A list of all board members and their field of responsibility
4. The number of members at the end of the operational year-end and

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5. Description of any bylaw amendment during the preceding year.

8.7. The Board has the right to conduct by-elections during the operational year, which are valid up until the next operational year in case a board member resigns from her or his duties during the year. By-elections to the Board must be taken with a two-thirds (2/3) majority. The Board also has the right to co-opt, temporary or permanent, one or more member(s) which the board finds suitable for the society's operations.

8.8. Voting rules of the Board Only ordinary board members have voting rights. Unless otherwise expressed in the bylaws, a simple majority makes decisions. The president has the casting vote in case of tied vote except in matters regarding voting based on personality, which shall be solved by drawing lots. Votes regarding election of people shall be carried out using a secret ballot if a voter so requests.

8.9. If a board member will be away from the association's headquarters Gothenburg during at least four weeks in a row during the active board year (the university's summer vacation not included) said board member has to notify this to the rest of the Board. If two thirds (2/3) of the Board by secret ballot vote for the board member to leave their board position, that shall be done. The board member in question cannot participate in the voting. If the board member is not seen as fit to keep his/her post, the Board can decide to recruit a new board member according to § 8.7.

8.10 If the election of a new board in UFS does not coincide with the annual meeting, the board has the right to elect the UFS representative. The representative is also a board member in the association and is given a mandate that extends beyond the next annual meeting, up until the end of UFS year of activity.

8.11 When a board member leaves their position in the board they are required to write a hand-over, which will include:

1. A short summary of their own experience as the position-holder
2. General tasks and workload of the position
3. All information to emails, websites or any other accounts that the position-holder will need access to
4. All contact information to key-persons and groups along with an explanation of how they can be helpful

The hand-over will be placed in the UF Göteborg Google Drive folder as well as in a printed version in a binder, which will be placed in the UF Gothenburg office.

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## **§ 9 Nominations committee**

9.1. The annual meeting appoints a number of society members to the Nominating committee, at least two (2) persons, who are thus prevented to be appointed to the assuming board or as auditor.

9.2. Before the annual meeting, the Nominating Committee will present a nomination list of the new holders of the positions to the assuming board. Only members of the society are eligible to run for a position of the Board.

9.3. The Nominating Committee shall also assist the board at any by-elections.

## **§ 10 Altering and Interpretation of the bylaws**

10.1. Amendments to these bylaws may only be made by two identical decisions of the annual meeting or extraordinary annual meeting. Decisions must be supported by at least two thirds (2/3) of the participants.

10.2. If there is uncertainty as to how the bylaws should be read, the Board takes a decision, after consultation with the auditors, until the matter can be considered by the annual meeting. A defined interpretation shall be attached to the ordinary bylaws.

## **§ 11 Audit**

11.1. An auditor or an auditor group shall be appointed by the annual meeting.

11.2. It is the responsibility of the auditor(s) to conduct a year-end review of the resigning Board's accounts and management. The audit report shall be presented at the annual meeting and shall be submitted to the Board and President of the preceding board at least five (5) days in advance.

11.3. The auditor or group of auditors have the right to take part of UF's accounts, protocols and other documents and to attend the association's board meetings whenever they so wish.

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## **§ 12 The society's dissolution**

12.1. The society is dissolved by two (2) identical decisions, supported by three quarters (3/4) of the participants at the annual meeting or extraordinary annual meeting, unless at least three (3) members wish to continue the operations.

12.2. The proposal to dissolve the society shall be members at hand as part of the summoning to the annual meeting or extraordinary annual meeting.

12.3. If any funds remain after a final decision of dissolution has been made and after final settlement of all liabilities has been conducted, such funds shall accrue the Swedish Association of International Affairs, and can only be used for restarting an association of international affairs in Gothenburg.