Bylaws of The Society of International Affairs Gothenburg

Adopted at the Annual meeting on September 29th, 2026

The authorised signatories of the association are the President, Vice President and Treasurer.

The bylaws of the association were adopted in English.

Utrikespolitiska Föreningen Göteborg
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§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.

§ 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 ideas of transparency, democracy, human rights, and the equal worth of all persons. To provide clarity on these values, the board must discuss, form, and decide on a value statement before the annual meeting. This statement shall be used as a foundation for all discussions concerning values; hence this statement must be accessible to all members. The board may, alternatively, choose to renew the existing value statement. In either case, the statement must be approved by a 3/4 majority vote. If consensus cannot be reached, the board

may decide to postpone the decision until the annual meeting. Until a consensus is reached, the current value statement will remain in effect.

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

§ 2.5. If UF Gothenburg becomes a member of other associations, UF Gothenburg shall follow the values and rules of its partner associations. Due to sincere commitment to other organisations values, the board of UF Gothenburg shall follow the following procedure:

The values and compatibility of potential partners must be critically evaluated before moving forward with any application.

The values must be audited annually within the first month of an operational year during a regular board meeting, and must be requested by the presidium. If the values can be seen as conflicting with our key values stated in §2.3, the Presidium must, without hesitation, discuss the dissolution of said partnership. Dissolution shall be voted on at the next board meeting after value auditing, with decisions taken by simple majority vote.

A value audit can be requested by a board member if a substantiated reason to question an organisation's ethical practices is presented. Examples of such reasons include a reputational crisis, public criticism, and member accusations of misconduct. The request must be submitted in writing and sent to the president. The value audit must be conducted within a month from the date of the request.

§ 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. The membership is on a one (1) year basis and will expire after one (1) year if it is not renewed. If a member wishes to end their membership and/or delete any personal information from the membership registry before the one (1) year mark according to the GDPR regulations, they should state this in written confirmation to the secretary of the association. 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.

§ 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 ordinary annual meetings are divided into the annual meeting and annual electoral meeting. Furthermore, an extraordinary annual meeting and an extraordinary electoral meeting can be held, which then count as annual meetings.

> § 6.1.1. Annual meeting shall be held annually, between the 15th of September and the 30th September.
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> § 6.1.2. Annual electoral meeting shall be held annually between 15th of April and 31st of May.

§ 6.2. Summoning the annual meeting, all members and auditors are to be summoned. Summoning shall be given to members of the society and to the auditors no later than four (4) weeks before the due date. Every person who has been registered a member no later than five (5) weeks before the meeting is considered as a member at the annual meeting. The Board is responsible for that the summoning is carried out in accordance with the bylaws.

§ 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 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.

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

§ 6.6.1. 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.

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

§ 6.6.3. 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

§ 6.7. Every annual meeting and annual electoral meeting must address and summarized record of proceedings of the following:

1. Opening of the meeting
2. Election of the meeting secretary
3. Election of the meeting president
4. Election of two adjusters and vote counters
5. Approval of the agenda
6. The annual meetings proper proclamation
7. The establishment of the electoral register and control of any warrant-cards
8. Other matters, mentioned in the summoning.

§ 6.7.1. Annual Meeting held in September must also address the following matters:

9. The annual report from preceding year of operations.
10. The audit report on the board's administration for the past year of operations.

11. Final accounts and audit, which is not included in an additional account.
12. Freedom from liability for the resigning board.
13. Determination of membership fee.
14. Setting of the operational plan.
15. Setting the budget for the upcoming year.
16. Consideration of board proposals, if any.
17. Consideration of motions, if any.
18. Other matters.
19. Adjourning of the meeting.

§ 6.7.2. Annual Electoral Meeting must also address the following matters:

20. Election of the societies President
21. Election of the societies Vice President
22. Election of the societies Treasurer
23. Election of the societies Secretary
24. Election of the societies representative to Swedish Association of International Affairs (SAIA)
25. Election of societies Heads and Editors of various committees
26. Election of other board positions
27. Election of auditors
28. Election of Nomination Committee

§ 6.8. During Annual Meetings, association may adopt policies to guide its operations and decision-making. Policies must be proposed in writing and clearly define their purpose, scope, and applicability. The proposed policies are bound by the same rules as all motions. Any new policy or amendment to an existing policy must be approved by a simple majority vote at the annual meeting. Policies remain in effect until amended or revoked through the same procedure.

§ 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, except for the advisory board, 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 grant a mandate to an individual member or a group of members outside the board to execute or oversee a specific task or responsibility. Such a mandate must be clearly defined in writing, including its scope, duration, authority, and any reporting requirements. The mandate must be approved by a simple majority of the board and may be revoked or modified by a simple majority vote at any time.

§ 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 board meeting.

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

§ 8.6. Work tasks

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
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. Only ordinary board members have voting rights. Unless otherwise expressed in the bylaws, a simple majority makes decisions. Votes regarding the election of people shall be carried out using a secret ballot if a voter so requests.

§ 8.9. UF Gothenburg operates on-site in Gothenburg. The board can operate remotely for singular board meetings out of necessity for breaks, illness, or other external or internal circumstances. If properly motivated, the board can operate hybridly for the operational year through a simple majority vote taken at a board meeting. Fully remote operations for the operational year should only be conducted if there are no alternatives.

Board members should, ideally, be located in Gothenburg during their tenure. Certain board positions can be managed hybridly or remotely. Board

positions have a varying degree of hybrid or remote operability due to some tasks necessitating physical presence in Gothenburg.

If a board member, upon their election, or during the operational year, will not be located in Gothenburg, excluding the academic summer and winter break, they must notify the board. The board member should make their own determination if they can continue in the role hybridly or remotely or should resign. If a board member has concerns about the board member in question's ability to execute their role, the board can vote by secret ballot. 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.

§ 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 the UFS year of activity.

§8.11 The president is responsible for drafting a cooperation policy, which shall serve as the basis for all partnership discussions. This statement must be accessible to all members. The board has the option to update the current cooperation policy, in which case it must be approved by a 3/4 majority vote. Until a consensus is reached, the current cooperation policy will remain in effect. The cooperation policy must include the following information:

- *Distinction between strategic and operational partnerships.*
- *Selection criteria for partnership organisations.*
- *The application process, including responsibilities. No application must be sent without the support of a board.*
- *Naming the liaisons for both strategic and operational partnerships.*
- *Dissolution process, including responsibilities. No dissolution process may be initiated without the support of a board.*

§ 8.13. 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.

§ 8.14. The Board is responsible for ensuring that any head of a committee or project manager who, according to his or her work description, is responsible for youth activities involving children under the age of 18 or has this group as the primary target audience, hands in a sealed extraction from the criminal records registry to the President at the beginning of the board term.

§8.15 The board leadership, i.e. the President and Vice President, or the acting board leadership, in case the board leadership is non-performing, is responsible for managing any issue reported or observed. The Resolution Framework and Confidentiality Policy outlines the management of such issues. All disciplinary actions must follow the values of UF Gothenburg, including fairness, to be considered valid. If the issue is severe, or if the board leadership has exhausted other options for minor issues, they can give a formal warning.

A board member can be excluded from the board if they do not fulfil their duties as a board member or if they behave inappropriately, either in the association or outside, which is not in line with the values of the association stated in §2.3 and §2.4. The board can, except for the board member in

question, impeach the board member. The Resignation Policy outlines the management of Impeachment. The vote should be conducted by a secret ballot and must be a unanimous vote among the present board members during a board meeting for the board member in question to be excluded from the board.

Coordinators are an extension of the board but are not formal board members. The Heads of Committees have a right to exclude coordinators from their roles if their actions do not align with the Bylaws, policies, and general expectations.

§ 9. Nominations committee

§ 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 wish.

§ 11.4 The Financial auditor is appointed by the board on recommendation from the treasurer. The financial auditor needs to be a licensed professional and/or company.

§ 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.