

Bylaws of the Culture Connection

Name and Purpose

Name of the association

The name of the organization is "Culture Connection."

Association Address

Culture Connection

Address: Pelarplatsen 8

Post code: 352 52

Country: Sweden

City: Vaxjo

Purpose

Culture Connection creates non alcohol based weekly events to bridge and strengthen the surrounding communities.

Membership

Eligibility

Membership is open to students of the university, alumni, faculty, and interested members of the community.

Membership Cost:

- A membership is granted when the membership fee is paid for a specific period or has been granted an honorary membership, such as becoming a board or committee member. Period one: July-December, Second period: January-June.
- The membership is not refundable.
- Paid membership fees will not be reimbursed if the board decided to remove a member.

Membership Fee

Cost of memberships are set by the board in a member meeting prior to the beginning of each period.

New Members

When an individual decides to join the association, the secretary and/ or treasurer shall confirm that their payment has been received. A showing of a membership card can be proof of membership, physical or digital suffices.

Updated Membership List

The secretary shall maintain an up-to-date list of members. This is crucial for effective communication.

Board of Directors

Composition

The board of directors shall consist of an odd number of officers, consisting of but not limited to: President, Vice President, Treasurer, Secretary, Social Media Manager, Head of Committees and Event Director.

Duties and Responsibilities

All board and committee members have a responsibility to recruit for new members, sponsors, grants and collaborations that follow the same values as Culture Connection.

If a board position needs to be handed over, there must be a thorough training of expectations, including, but not limited to access to storage space(s), passing on of passwords and resources.

The duties and responsibilities of each officer shall be as follows:

President:

- Lead the association towards its mission.
- Official spokesperson to represent at official functions.
- Preside over meetings.
- Directs and delegates the duties that need to be carried out by the board.
- Primary person for document signing.

Vice President:

- Assist the President in their duties and preside in their absence.
- Works side by side with all board members to implement strategies and organizational goals.
- Ensure communication and relationships with all sponsors are in good standing.

Treasurer:

- Manages the association's finances, including budgeting, financial planning and record keeping.
- Prepare the budget and financial reports, all must be transparent and accessible by the board at all times.
- Handles all financial transactions between the association and its members for memberships and events.
- All reimbursements and outgoing payments are with the approval of the President and Vice President.
- Submits grant proposals.

Secretary:

- Membership managing.
- Minutes of the board members meeting.
- Preparation of all meeting agendas.
- Maintaining public relations.

Social Media Manager:

- Manage the association's online presence and engagement.
- Coordinate online advertising and promotion..
- Maintain the association's website and social media accounts.

Head of Committees:

- Liaison between committee and board members, voting in favor of the majority opinion of committee members.
- Evaluate committee performance, decides if the committee members are necessary, keeping the total of committee members as low as possible.

Event Director:

- Supervise logistics of each event; ensure there's not a conflict in schedules.
- Maintain integrity of event proposals, following the protocol.
- Ensures we plan for weekly, monthly and seasonal activities for each quarter of the year.
- Manages the calendar of events
- Promotes to all external social media outlets.

Election and Terms

The officers of the board of directors shall be elected by a committee and the general members of the association at the bi-annual member meeting. Officers shall serve a one-year term and may be re-elected. In case of an early departure, an interim member will be appointed until the next member meeting.

Committees

Standing Committees

The association shall have the following committees

Election Committee:

- The Election Committee shall be composed of 3 members.
- Members of the Election Committee must not be current members of the Board.

Special Purpose Committees

Special Purpose Committees may be appointed at a board meeting. Instructions and guidelines for committees may be decided at board meetings. Committee members have attendance, speaking, and proposal rights at board meetings, but not voting rights. The activities of committees are regulated by the instructions and guidelines issued by the board and by these statutes. Committees shall consist of members nominated by the Head of Committee, voted in by the board of directors.

Committee Subgroup Examples: Election, Design and Media, Sponsors and Collaborations, Activity Leaders

Meetings

Bi-annual Member Meeting

The bi-annual member meeting of the association shall be held at a time/date and place determined by the board of directors every Period.

- Period 1: October
- Period 2: March

The purpose of the bi-annual member meeting

- Elect officers.
- Receive Treasury reports.
- Give a recap of the association since the last bi annual meeting.
- Conduct any other issues that may arise.

Notification of meetings

Notifications need to be announced at least two weeks in advance of the scheduled date. Notifications will be given via social media and/or print.

Regular Meetings

Regular meetings of the association shall be held at least monthly during the academic year, at a time and place determined by the board of directors.

Emergency Board Meeting

Emergency board meetings may be called by any one member of the board. Notice of these meetings is a single business day.

Voting rights

- Only active members in good standing with Culture Connection can vote.
- The majority vote determines the role of the officer.

Finances

Fiscal Year

The fiscal year of the association shall be from March to March.

Budget and Financial Records

The budget for the association shall be prepared by the Treasurer and approved by the board of directors.

Event Policies

The board holds the right to dismiss any attendee.

Terms of conduct

The association will not allow any kind of discriminatory behavior or harassment.

Amendments

Proposal

Amendments to these bylaws may be proposed by any member of the association. Proposed amendments shall be submitted in writing to the board at least one month before the member meeting.

Adoption

Amendments to these bylaws shall be adopted by a majority vote of the members present and voting at the annual meeting.

Dissolution

The moving, pausing or dissolution of the association must be voted in during a board meeting by the founding board members. In the event of the dissolution of the association, any remaining assets shall be distributed to a non-profit organization with a similar purpose, as determined by the board of directors.