

Statutes of LinCSS

1. General	2
2. Membership	3
3. Organisation	4
4. Annual meeting	5
5. The Board	7
6. Auditor	10
7. Dissolution	11

1. General

1.1. Objective

The purpose of the non-profit association, hereinafter referred to as "the Association", is to represent the students within the international masters' programme- MSc. Computational Social Science (MSc. CSS) as well as the PhD students under the Institute of Analytical Sociology (IAS), Linköping University. It will also organize relevant events to bring the students together and support them throughout their studies.

1.2. Location

The association has its registered office in Norrköping.

1.3. Composition

The association must consist of at least 51% students, alumni or employees at Linköping University. All students and alumni of the MSc. CSS programme, as well as PhD students at the IAS are eligible to apply to join the organization and to be eligible for the organization's board.

1.4. Operating year

The association's financial year is from October 1st to September 30th inclusive.

1.5. Signature

The association's company name is signed individually by the association's President and Treasurer. Only the individuals within these roles can access the bank account of the association.

Company signatories must be of age and not bankrupt or have a trustee according to Chapter 11, Section 7 of the Parental Code.

1.6. Change of statute

Amendments to the Statutes shall be considered at two consecutive annual meetings, at least one of which shall be an ordinary meeting, at least one month apart. For a decision on an amendment, at least two-thirds of those present and entitled to vote on both occasions must approve the amendment.

At the second reading, only the proposal adopted at the first reading can be approved or rejected. Proposals for changes to the statutes may be made by both members and the board.

2. Membership

2.1. Members

The process of becoming a member consists of filling in that year's membership form (online) and being accepted by the board as well as paying the membership fee. Membership in the organization is valid for a single financial year. After the validity period has expired, the membership will be renewed automatically if the member has not withdrawn his membership.

The question of exclusion is made by the board and may not be decided until the member has been informed of the circumstances that led to the questioning of the membership.

Members have the right to be treated in a non-discriminatory manner, and have the obligation to treat others accordingly, within the association's activities.

The members are obliged to act in accordance with the association's by-laws. As members of the association, they also have the right to vote during association meetings.

2.2. Membership fee

The membership fee for the association is set annually at the annual meeting.

2.3. Withdrawal

Organization members may apply for resignation from the organization by reporting to the board in writing. Withdrawal is considered to be granted immediately and takes effect immediately. The notice of withdrawal will indicate that the individual is no longer part of the organization or the board. Paid membership fees are not refundable.

3. Organisation

3.1. Dismissal

In the case of dismissal from the board, the individual must also contact the board in writing stating that they will be leaving the board. Members of the board may only be dismissed at an official association meeting taking place after the application for dismissal, where minutes are taken and documented. Before dismissal, the board member or president has to hand over all board matters such as the official email and shared documents and prepare an onboarding process for a potential successor. Board members are advised to decide on a successor in cooperation with the board.

The President can only be dismissed at the annual general meeting or an extraordinary general meeting taking place after the application for dismissal. Board members in necessary positions (President, Treasurer) need a successor to be dismissed.

3.2. Exclusion

A member may not be excluded from activities unless they have explicitly opposed the association's activities and purposes or have obviously damaged the association's interests.

A board member may not be excluded from board activities unless they have explicitly opposed the association's activities and purposes or have obviously damaged the association's interests.

4. Annual meeting

4.1. Annual General Meeting (AGM)

An annual meeting shall be held within the first 3 weeks of November of each financial year. The association's board convenes the annual meeting.

The invitation shall be sent to the members at least 14 days before the annual meeting. Documents shall be sent to the members at least 5 days before the annual meeting.

During this annual meeting, the following items will be discussed:

- Examination of the previous year's financial statements and report.
- Audit report on the previous year's accounts.
- Decision on the discharge of the previous year's board of directors.
- Election of the Board and auditor.
- Determination of the membership fee for the next financial year.

4.2. Extraordinary General Meeting (EGM)

An Extraordinary General Meeting (EGM) is held through a written request to the board and then called by the president. The request must state the matter or matters that the members want the meeting to deal with. At an EGM, only the matters specified in the notice may be dealt with.

A written request to the board to call an extraordinary general meeting can be made by:

- Any member of the board
- 3 of the members of the association
- Auditor

An extraordinary general meeting shall be held no later than 10 days after the request has been received by the board. At an extraordinary annual meeting, the notice and documents shall be served on members under the same conditions as for the Annual General Meeting.

4.3. Voting rights

Voting rights at the annual general meeting or the extraordinary general meeting are granted to all those who meet the requirements for membership and who are present at the annual general meeting or the extraordinary general meeting. Each member has one vote.

4.4. Decision-making power

For the annual general meeting to have a quorum, at least 3 of the organisation's members who do not hold a position on the board must be present. The meeting must be in accordance with the by-laws.

Decisions are made by a simple majority. In the event of an equal number of votes, the sentence passed by the president applies. In the case of personal selection, a draw applies in the event of an equal number of votes.

5. The Board

5.1. Composition

The board should consist of at least 3 people, of which one person is the president, one is the secretary and one is the treasurer. The responsibilities of the members who are not assigned one of the 2 mandatory roles shall be further discussed and decided within the board after the election.

5.2. Eligible for election to the Board

A member who has stood as a self-nominated candidate at an annual general meeting is eligible for election to the Board. Further, all students and alumni of the MSc. CSS program, as well as PhD students at the IAS have the right to nominate one or several individuals, who are entitled to membership in the association, for a position on the Board of the association. Nomination of candidates shall be submitted to the election committee before the deadline decided upon by the Board.

A board member who wishes to remain on the board of the association at the same or another position for the next business year shall, like the other candidates, submit a self-nomination and shall undergo the same election procedure. Due to bias, this individual cannot vote in the election of the next board.

Individuals are only allowed to be in the same board position for 2 consecutive years, after which they will be asked to forfeit their position to allow new members to join the board. It is allowed for individuals to self-appoint themselves as a candidate for the same board position after a year off.

5.3. Election of the Board

The board shall be elected by those present and entitled to vote at the Annual General Meeting. The member with the majority of valid votes will get the role.

Board membership is valid for one year, from the Annual General Meeting (AGM) where the individual is elected into the board until the next year's AGM. Board membership may be forfeited or revoked prematurely according to the by-laws described in section 3.1.

5.4. Tasks of the board

The board manages the association in accordance with these by-laws. The board represents the association, looks after its interests and manages its affairs. The board decides on behalf of the association, unless otherwise stated in the by-laws.

The board must implement the decisions made at the association meeting, handle the association's financial affairs and keep accounts, as well as present an annual report at the AGM for the most recent financial year.

The board must call the association meetings.

The board is responsible for there being a functioning digital membership register.

○ **President:**

- Shall be the official representative and chief spokesperson of the association.
- Shall serve as head of the association.
- Shall call and preside over the association, the board and their meetings and be the final arbitrator of disputes between members.
- Shall act as power of attorney if the treasurer is not available or if he/she is not able to make a decision.
- Shall be responsible for sending a representative to all LiU meetings.
- Shall be the one to cast the tie-breaking vote, in the case of a tie.
- Shall be responsible for overall supervision of all activities and events of the association.

○ **Treasurer:**

- Shall be responsible, in conjunction with the board, for the preparation of the annual budget, where the financial year is from October 1st to September 30th the next year.
- Shall approve, in conjunction with the president, all expense requests before submitting them to outside organizations including LiU.
- Shall be responsible for handling all the association's funds and funds designated as organizational funds by the University.
- Shall prepare all financial reports and forms as needed to procure any financial obligations of the association.
- Shall be responsible for informing members of all income and the maintenance of all records thereof.
- Shall advise the president on monetary decisions based on the financial status of the association.

○ **Secretary:**

- Shall be responsible for the maintenance of general records, including but not limited to, reports and minutes of all general, Executive Board and advisory board meetings, as well as written evaluation of projects and social events set for the term.
- Shall be responsible to arrange recruitment and elections every year.
- Shall assist the President in organizational matters.
- Shall assume the duties of the President (in terms of administration) in the event the President is absent or can no longer perform his/her duties.

○ **Board member:**

- Shall assist the board members who are currently in the mandatory roles as required, including but not limited to, helping with the organization of events, running social media accounts and obtaining sponsorships.

5.5. Board meetings

The board must meet at least twice per financial year, once in the spring semester and once in the autumn semester. The board will meet when the president deems it necessary or if at least two board members request this.

Changes to by-laws can only be applied at an AGM or EGM described in the sections below.

The board is quorum when at least 3 board members are present and the notice was issued in accordance with the by-laws. Decisions are made by simple majority. In the event of an equal number of votes, the sentence passed by the president applies.

5.6. Summons to appear

Board members, alternates and permanently co-opted members must receive a written invitation to a board meeting, together with a provisional agenda, no later than 7 workdays before the meeting.

5.7. Rights at board meetings

Members have the right to attend, speak, claim and vote at Board meetings. Alternate members of the board have the right to attend, speak and make claims. Members of the association have the right to attend.

5.8. Co-options

The auditor is permanently co-opted with the right to attend and speak at Board meetings. The Board decides on other co-opted members and their rights at the meeting.

5.9. Protocol

Minutes of the Board's meetings shall be kept that document any proposals, comments and decisions made at the board meeting. The board's minutes shall be approved by the president and shall be available to the members no later than three weeks after the meeting.

6. Auditor

6.1. Auditor

The management of the board must be audited annually by a single auditor appointed at the prior AGM.

The board's annual report must be submitted to the association's auditor no later than two weeks before the autumn meeting. The auditor must submit his audit report in connection with the AGM no later than 5 days before the meeting.

The association's auditor may not hold other positions of trust (being a member of the board) during the same financial year. The auditor may be a member of the organization or otherwise related to the Institute of Analytical Sociology or Linköping University.

7. Dissolution

The dissolution of the association requires a decision at two consecutive annual meetings, at least one of which is ordinary, at least one month apart. A decision to dissolve requires that at least 2/3 of the number of voters present on both occasions approve the dissolution.

If the association is dissolved and all debts have been paid, the association's assets must be handed over to the Institute of Analytical Sociology at Linköping University.

A copy of the minutes of the association's meeting containing the decision on the dissolution of the association must then be sent to the tax office for deregistration of the association.