

Statutes of ESN Linköping

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Table of Contents

Explanation of voting procedures	5
Additional notes	6
Votes with plurality proposals	6
Additional notes	7
Organization	8
Name	8
Headquarters	8
Aim and objectives	8
Authorized signature	8
Organs	9
Control Documents of the Association	9
Languages	9
Members	10
Membership	10
Membership fee	10
Time based contribution	10
Financial contribution	10
Right to vote	10
Membership expiration	10
Exclusion of member	10
Annual meeting and Members' Platform	11
Members' Platform	11
Function	11
	2

Meetings	11
Annual Meeting	11
Extraordinary Members' Platform	11
Announcement	12
The opening of the Members' Platform	12
Motions	12
Propositions	13
The right to propose amendments	13
Protocol	13
Election Committee	13
Election Committee	13
The tasks of the Election Committee	14
Election of the Board	14
Election	14
Electable to the ESN Linköping Board	14
Announcement of Board positions	14
Nomination	14
Re-election	15
By-election	15
On spot candidacy	15
Vote	15
Announcement	15
Replacements	15
The Board	16
	3

Governing organ	16
Responsibilities and authorities	16
Interpretation Right	16
Board members	16
Mandate	16
Composition	17
Right to vote	17
Delegation of voting rights	17
Election to the Board	17
Resignation from the Board	17
Exclusion	17
Board meetings	18
Attendance and Quorum	18
Co-optation	18
Protocols	18
Summons	18
Accounts	18
Book keeping and Financial audit	19
Dissolution of ESN Linköping	19

Explanation of voting procedures

- **Simple majority:** A proposal wins if supported by a majority of more than half (> 50%) of the total number of votes cast. Absentee votes and abstained votes are not counted in the total votes cast. A simple majority is generally the most common and is used unless otherwise stated in the statutes or guidelines.
- **Relative majority:** A proposal wins if supported by more votes than any other proposal in a vote without having to constitute an absolute majority.
- **Absolute majority:** A proposal wins if supported by a majority of more than half (> 50%) of all possible votes. Absentee votes and abstained votes are counted in the total number of votes. Absolute majority may also consist of other quotas, for example $\frac{2}{3}$ absolute majority or $\frac{3}{4}$ absolute majority.
- **Qualified majority:** A proposal wins if supported by a majority of more than half (> 50%) of all eligible voters present at the voting. A qualified majority may also consist of other quotas, for example $\frac{2}{3}$ qualified majority or $\frac{3}{4}$ qualified majority.

Example: ESN Linköping's Board consists of 13 Board members and discussions are now going on about where to hold a dinner next week. Three proposals are being discussed at the meeting, Flamman KK and HG.

Scenario 1: 13 Board members are present for the vote, Flamman gets 7 votes, KK gets 1 vote, HG gets three votes and 2 choose to abstain.

Scenario 2: 10 Board members are present for the vote, Flamman gets 3 votes, KK gets 3 votes, HG gets two votes and 2 choose to abstain.

Scenario 3: 9 Board members are present at the vote, Flamman gets 5 votes, KK gets 2 votes, HG gets two votes and 1 choose to abstain.

	Scenario 1	Scenario 2	Scenario 3
Simple majority	<p>Flamman wins</p> <p><i>Flamman has a majority of the total votes cast (6 out of 11 votes)</i></p>	<p>No winner</p> <p><i>No proposal reaches a simple majority of the total votes cast (3 of 8 votes)</i></p>	<p>Flamman wins</p> <p><i>Flamman has a majority of the total votes cast (5 out of 8 votes)</i></p>

Relative majority	<p>Flamman wins <i>Flamman has received the most votes of all the proposals</i></p>	<p>The president decides <i>Flamman and NH gets the same amount of vote. The president's vote will be the casting vote.</i></p>	<p>Flamman wins <i>Flamman has received the most votes of all the proposals</i></p>
Absolute majority	<p>Flamman wins <i>Flamman reaches 7 votes (>50% of 13 members: 7 votes)</i></p>	<p>No winner <i>No proposal reaches 7 votes (>50% of 13 members: 7 votes)</i></p>	<p>No winner <i>No proposal reaches 7 votes (>50% of 13 members: 7 votes)</i></p>
Qualified majority	<p>Flamman wins <i>Flamman reaches 7 votes (>50% of the 13 present votes: 7 votes)</i></p>	<p>No winner <i>No proposal reaches 6 votes (>50% of the 11 present votes: 6 votes)</i></p>	<p>Flamman wins <i>Flamman reaches 5 votes which is the majority of all present votes (>50% of the 9 present votes: 5 votes)</i></p>

Additional notes

- If the relative majority or simple majority is being used, a proposal can win with just 1 vote, provided that all other votes abstain. To make it more fair, the option "none of the options" should be included. This allows an outcome where none of the earlier proposals are selected. For simplicity, the above scenarios omitted that option and instead assumed that it received 0 votes.
- When the remaining majority forms are used in a yes or no question, "abstain" has in practice the same effect as "no", but it can be used as a symbolic "I do not know / I am unsure" choice.

Votes with plurality proposals

Upon a majority vote, excluding relative majority, none of the proposals may reach majority. In these cases, further voting is used. In the first round of voting all the suggestions are included. Should one of the proposals reach majority, that proposal is elected. If none of the proposals reach majority, suggestions with the most votes are up for a second round. This may mean that more than two proposals are selected for the second round if three proposals share the same number of votes.

Example:

This example uses an absolute majority.

Round 1 (13 votes)

"Where should ESN Linköping's Board have their dinner?"

Flamman: 5 votes

KK: 4 votes

HG: 3 votes

Abstain: 1 vote

None of the proposals reached an absolute majority. Flamman and KK continue to the next round.

If a proposal in the second round reaches majority, the proposal wins. If this is not the case, a majority vote on the proposal that received the most votes is held in the second round.

Round 2 (13 votes)

"Where should ESN Linköping's Board have their dinner?"

Flamman: 5 votes

KK: 4 votes

Abstain: 4 votes

No proposal reached absolute majority. Flamman is up for a final vote.

Round 3 (13 votes)

"Should ESN Linköping's Board have their dinner at Flamman?"

Yes: 7 votes

No: 4 votes

Abstain: 2 votes

The proposal Flamman reached absolute majority and is selected as the location for the dinner.

Additional notes

Should a situation arise where two proposals have the same number of votes but no one reaches the absolute majority, the vote of the President will be the casting vote. Examine the following cases: Flamman and NH both get 6 votes each and 1 vote is abstained. Neither proposal will reach absolute majority, which would mean that no dinner will be held despite the fact that 12 of the 13 Board members want this. The president's vote could then decide on the vote in favor of one of the proposal's.

1 Organization

1.1 Name

The name of the association is "Erasmus Student Network Linköping". The official abbreviation of Erasmus Student Network Linköpings is "ESN Linköping".

1.2 Headquarters

The association is incorporated in Linköping.

1.3 Aim and objectives

ESN Linköping is a non-profit independent student association at Linköping University which is religiously and politically independent and works on a voluntary basis. The aim of ESN Linköping shall be aligned with the aims of ESN AISBL and ESN Sweden. ESN Linköping shall work for the benefit and well-being of international students within higher education. The association shall work for all students, Swedish and International. The aims of the association are;

- ... to arrange reception of international students,
- ... to recruit and educate peer students and connect peer students to international students,
- ... to arrange activities for students at Linköping University in the aim of supporting networking, well-being and community, and
- ... to actively participate in and maintain a good connection with ESN on national and international level.

The objectives of the association are;

- ... to improve social and academic integration of international students with the Swedish community and the student life of Linköping University, and
- ... to make a positive contribution to the experience of the international students at Linköping University.

1.4 Authorized signature

The president and treasurer are the signatory powers, individually. The individuals who are the signatory

powers must be of age, i.e. older than 18 years old.

1.5 Organs

The organs of ESN Linköpings are:

- Members' Platform
- Board
- Committees and working groups

The executive body of ESN Linköping consists of its Board. The Board of ESN Linköping reserves the right to according to need initiate committees and working groups which may facilitate or render added value to the function of the association.

The establishment or the dissolution of a committee or an organ requires absolute majority of the Board members.

1.6 Control Documents of the Association

The control documents of ESN Linköping consist of the following;

1. Statutes
2. Budget
3. Business plan

Change of control documents demand 2/3 qualified majority at a Members' Platform where at least 75 % of the Board members of ESN Linköping are present. In addition, budget and business plans can also be changed unanimously at two consecutive Board meetings where at least 75 % of the Board members are present. Consequential changes such as paragraph numbering shall be seen as a part of the change even if this is not stated in the decision.

The Board reserves the right to make editorial and graphical changes in the control documents of the association.

2 Languages

The languages within ESN Linköping are Swedish and English. Meetings are conducted in Swedish but should be conducted in English if deemed necessary. Protocols and similar documents shall be written in Swedish or English. Protocols shall be translated into a Swedish or English version if the Board deems it necessary. Statutes and other control documents shall be available in English, but only the Swedish version is legally binding. Translation of documents does not need to be approved by a Members' Platform nor by the Board, if two Board members in addition to the translator approve of the translation and the President is one of the three.

3 Members

3.1 Membership

Any individual at Linköping University who is registered as a student or postgraduate is entitled to membership of ESN Linköping. Membership can be obtained by the entitled person by payment of the prescribed fee to the association.

3.2 Membership fee

All members of ESN Linköping pay membership fees. The payment can be made either by investing time in by ESN Linköping acknowledged activities related to the organisation or by buying an ESN Card and hence make a financial contribution.

3.2.1 Time based contribution

Acknowledged activities are involvement in the Board of ESN Linköping, in by the ESN Linköping Board appointed committees or as a buddy. The Board of ESN Linköping may also decide to give membership to other individuals who in a continuous manner contribute to the function of the association.

3.2.2 Financial contribution

An individual will receive membership in ESN Linköping when purchasing an ESN Card through ESN Linköping. The membership will last the time during which the ESN Card is valid.

3.3 Right to vote

All members are entitled to vote on the Members' Platforms of ESN Linköping.

3.4 Membership expiration

An individual's membership in ESN Linköping expires when the individual no longer meet the requirements stated in § 3.1 *Membership*.

3.5 Exclusion of member

The Board of ESN Linköping can at any point decide to exclude a member of ESN Linköping should he/she violate Swedish law during an activity related to ESN Linköping or in any other way severely damage the aims or reputation of ESN Linköping. Board members reserve the right to temporarily deny the member access to activities and other functions arranged by ESN Linköping. The Board should grant the individual the opportunity to defend himself/herself to the Board before deciding. Every case of

exclusion will be dealt with independently. Paid membership fees will not be reimbursed.

4 Annual meeting and Members' Platform

4.1 Members' Platform

The Members' Platform is the highest decision-making body of the association in which all members have the right to participate. Every member has the right to attend, speak, propose and vote at the Members' Platform. Voting through authorization is not allowed. The Members' Platform is to decide whether to grant non-members co-optation.

4.2 Function

The task of the Member's Platform is to make required decisions and to review the work of the Board and other bodies, to formulate guidelines for the work of the association and to establish the financial framework of the association.

4.3 Meetings

The Members' Platform of ESN Linköping will meet when summoned by the Board of ESN Linköping. The Members' Platform reaches quorum when it is correctly announced according to § 4.4. *Announcement* and at least 75 % of the members of the Board of ESN Linköping are present. Decision requires simple majority, in case of a tie the meeting president has the casting vote.

4.3.1 Annual Meeting

One Members' Platform shall be the Annual Meeting of the association. It shall take place during the spring semester each year, latest during the month of May each academic year.

The following topics shall be dealt with during the meeting;

- Approval of the protocol of the previous Members' Platform
- The Annual Report for the preceding business year, financial report and audit report
- Budget for the coming business year
- Election of Board and auditor for the upcoming business year
- Establishing guidelines for the work of the upcoming business year
- Board's discharge (voted upon with the criterium that nothing extraordinary happens until the mandate is ending)

4.3.2 Extraordinary Members' Platform

An Extraordinary Members' Platform can be requested in addition to the annual meeting.

Announcement of an Extraordinary General Meeting will take place after:

1. ESN Linköping Board so requests.
2. ESN Linköping's auditor requests so with a motivation to the Board.
3. At least 30 of the ESN Linköping members submit a request with a motivation to the Board.

An Extraordinary General Meeting must be held within five (5) weeks from receipt of the request to the Board. The announcement shall be treated in the same way as the Annual Meeting.

4.4 Announcement

For the meeting to be properly announced the summons to the Members' Platform should meet the following requirements;

- Made available to all members at least two (2) weeks before the meeting is to take place
- Contain
 - Date
 - Time
 - Place
 - Preliminary agenda
 - Nominations for the Board positions of ESN Linköping
 - Nominations for the position as auditor

When needed a revised summons shall be made available to the members of ESN Linköping latest three (3) workdays before the Members' Platform is to take place.

4.5 The opening of the Members' Platform

The following topics should commence the meeting;

- a) The opening of the meeting
- b) Election of Meeting President
- c) Election of Meeting Secretary
- d) Election of Adjuster and Poll Enumerator (2 individuals)
- e) Question whether the meeting has been duly convened
- f) Co-optations
- g) The protocol from the previous Members' Platform

4.6 Motions

Every member of ESN Linköping as the right to make a motion. Motions should be submitted to the secretary of the Board at least seven (7) days before the meeting is to take place. Motions submitted too late shall be dealt with on the next Members' Platform unless three fourths (3/4) qualified majority

agree to make an exception.

Submitted motions shall by the Board of ESN Linköping be sent to parties the motion might concern in a separate document along with the Board's response latest three (3) workdays before the Members' Platform is to take place.

4.7 Propositions

The Board of ESN Linköping has the right to, as a unit, make propositions. Decision regarding the presentation of a proposition requires a simple majority at a Board meeting. Propositions shall be submitted to the secretary of the Board latest three (3) workdays before the meeting is to take place. Propositions submitted too late shall be dealt with on the next Members' Platform unless three fourths (3/4) qualified majority agree to make an exception.

Submitted propositions shall by the Board of ESN Linköping be sent to parties the proposition might concern in a separate document latest three (3) workdays before the Members' Platform is to take place.

4.8 The right to propose amendments

Every member of ESN Linköping has the right to propose amendments to a presented motion or proposition.

4.9 Protocol

Protocol shall be kept at the Members' Platform, which is to be revised and adjusted within two (2) weeks by two (2) at the meeting appointed members. The protocol shall be made available to the members of the association and be archived in paper in the archives of the association for at least 7 years in accordance with the Accounting Act and digitally for at least 10 years. Amendments, reservations and notes which have been submitted in writing shall be added to the protocol.

Voting protocol shall be kept at all times except during personal elections.

5 Election Committee

5.1 Election Committee

The election committee shall consist of at least three (3) members of ESN Linköping. In order to provide insight in the work of the Board the current Board should be represented. The president of the election committee should be the HR manager of the board of ESN Linköping if this post exists otherwise it shall be appointed by the Board of ESN Linköping during the fall semester and the mandate runs until the

next Annual Meeting. It is the task of the president of the election committee to appoint the remaining members of the election committee. The election committee reaches quorum when the president or vice president and at least two (2) other members of the election committee are present.

5.2 The tasks of the Election Committee

The tasks of the election committee are to;

- Deal with the submitted applications
- Suggest a suitable Board composition based on the submitted documents and other circumstances
- Provide lists of the selected candidates to the president of the current Board latest two (2) weeks before the Annual Meeting

A member of the election committee cannot apply for positions which the elections committee is to appoint.

If it is not possible to appoint a separate election committee the Board of ESN Linköping will undertake the tasks of the election committee.

6 Election of the Board

6.1 Election

The Board of ESN Linköping is elected annually in a direct election at the Annual Meeting of ESN Linköping. The constituency consists of the members of ESN Linköping.

6.2 Electable to the ESN Linköping Board

All individuals registered as students or postgraduates at Linköping University are electable for a position in the Board of ESN Linköping.

6.3 Announcement of Board positions

The announcement of vacant Board positions shall be made on the website of ESN Linköping and at other relevant places at least two (2) weeks before the application deadline. The announcement shall contain the positions which are vacant and descriptions thereof.

6.4 Nomination

Every individual registered as a student or postgraduate at Linköping University has the right to nominate one or several individuals, who are entitled to membership in ESN Linköping, for a position in the Board of ESN Linköping. Nomination of candidates shall be submitted to the election committee

before the deadline decided upon by the Board of ESN Linköping.

6.5 Re-election

A Board member who wishes to remain in the Board of ESN Linköping at the same or another position for the next business year shall like the other candidates submit his/her application before the stated deadline and shall undergo the same election procedure. Due to bias this individual cannot partake in the election procedure in any other way than as a potential candidate.

6.6 By-election

It is the task of the Board of ESN Linköping to, if no suitable candidate has been found for a specific position, announce the position as vacant in the summons of the Members' Platform. If no candidate is elected at the Members' Platform it is the task of the Board of ESN Linköping to execute a by-election in order to fill the vacant position, alternately in consultation with the elected Board members put the tasks and responsibilities of the vacant position on one or several other positions.

By-election shall take place during the General Meeting or at a regular Board meeting. The by-election only applies to the remaining mandate period of the position.

6.7 On spot candidacy

Every member of ESN Linköping has the right to propose counterproposals to the selected candidates of the election committee. Every candidate who is not nominated by the election committee owns the right to still be considered as a counter candidate for the post he or she has applied for at the annual meeting. In this case they will put themselves forward as a candidate at the annual meeting however without the support of the election committee.

6.8 Vote

Election of the Board members will be made through closed voting.

6.9 Announcement

The elected Board members shall be announced on the ESN Linköping website latest seven (7) days after the election.

6.10 Replacements

Should a Board member resign from the Board during the business year it is the task of the Board to decide whether to have a by-election for the remaining part of the mandate, in which case it is the task of the Board to announce and appoint a person for the position.

7 The Board

7.1 Governing organ

ESN Linköping's highest decision-making organ is the Annual Meeting second being the Board. It is the duty of the Board, the highest executive body, to ensure that operations are conducted in accordance with the statutes.

7.2 Responsibilities and authorities

The Board performs the direct management of the work of ESN Linköping. In order to do so in an adequate manner, it lies within the tasks of the Board to;

- Be responsible for ESN Linköping to fulfill the requirements and liabilities which are related to being a local section within the Erasmus Student Network
- Prepare topics for the meetings of the Members' Platform
- Before the Members' Platform be responsible of the finances and administration of ESN Linköping
- Establish proposals for budget and business plan for the upcoming business year
- Establish and present the business report for the Members' Platform
- Be responsible of the execution of decisions made by the Members' Platform
- Following the directives decided upon by the Members' Platform
- Be responsible for ESN Linköping to continuously arrange events which benefit the community of the international students at Linköping University
- Within the framework of established budget and business plan, make sure that the function of ESN Linköping progress in a satisfying way

7.3 Interpretation Right

If ambiguities regarding these statutes meanings arise, the Board's interpretation applies until the issue is resolved at the Annual Meeting or General Meeting

7.4 Board members

Only individuals who are registered as students or postgraduates at Linköping University may be involved in the Board of ESN Linköping.

7.5 Mandate

The mandate of the Board of ESN Linköping is for a calendar year starting 1st of June the year of election.

7.6 Composition

The Board of ESN Linköping shall consist of at least three (3) and at the most fifteen (15) members. Amongst these members a president, vice president, treasurer, secretary and local representative shall be appointed. The same person may hold several posts of responsibilities, however the positions of president and treasurer may not be combined. Descriptions of the Board positions can be found amongst the guidelines. Any individual can only be part of the Board of ESN Linköping for three (3) consecutive years, and only two (2) of these in the same position.

7.7 Right to vote

All members of the Board of ESN Linköping have the right to vote at the Board meetings of ESN Linköping. In case of a tie the meeting president has the casting vote.

7.8 Delegation of voting rights

A Board member, who is unable to attend a Board meeting, with an approved reason from the president, has the right to delegate his/her vote to any member of the Board who is present at the meeting if the following requirements are met:

- The Board members have been informed about what is to be voted on no later than 24 hours before the meeting.
- The vote can be delegated to a member who has not already received a delegated vote to the meeting.
- The Board is notified about who gets the delegated vote no later than 2 hours before the meeting. The Board is notified by the one who is delegating his/her vote by sending an email to board@esnlinkoping.org with the information about who gets the vote

The delegated vote should then be treated with the same importance as other votes.

7.9 Election to the Board

The Board is elected at a Members' Platform in accordance with *§ 6 Election of the Board*.

7.10 Resignation from the Board

A member of the Board may resign at any point by notifying the current president or vice president in writing. After submitting their resignation, the member is obligated, if necessary, to help in his/her former area of responsibility as far as possible for at least one month.

7.11 Exclusion

A Board member may be excluded if he/she on three (3) consecutive Board meetings fail to announce valid excuse. Valid excuses are named in the guidelines. Decision on exclusion of a Board member can be made at an ordinary Board meeting.

A member of ESN Linköping is entitled to raise a vote of no confidence for the Board as a unit or for a member of the Board should it violate the statutes, guidelines, Board decisions or in any other way behave improperly. A vote of no confidence shall be submitted to the president of the Board at least seven (7) days before the Members' Platform is to take place, alternately be raised as an issue for an Extraordinary Members' Platform in accordance with § 4.3.2 *Extraordinary Members' Platform*.

8 Board meetings

8.1 Attendance and Quorum

The Board members of ESN Linköping are obliged to attend Board meetings unless they can provide a valid excuse. For valid excuses, please see the general guidelines of ESN Linköping. If indisposed the Board members are obliged to notify the president or vice president latest two (2) hours before the meeting. The Board meeting reaches quorum when;

- The meeting is properly announced according to § 8.4 *Summons*, and
- President or vice president and an absolute majority of the Board members are present.

A decision at a Board meeting needs absolute majority.

8.2 Co-optation

Interested parties may after co-optation attend the Board meetings. The president or vice president should be notified of this latest the day before the meeting. Co-optation can be granted with attendance, speaking, proposal and/or voting rights.

8.3 Protocols

Protocol from Board meetings shall be adjusted and archived digitally for ten (10) years. When deemed necessary the protocol shall be sent to all Board members by email latest one (1) week after the meeting. Protocols counts as approved when it has been adjusted and signed by the adjuster.

8.4 Summons

The Board members shall be summoned to the meeting at least two (5) days before the meeting through email. The summons shall contain information regarding date, time, place and agenda.

9 Accounts

The fiscal year runs from Jan 1 – Dec 31 and the business year runs between two consecutive Annual Meetings.

10 Book keeping and Financial audit

ESN Linköping shall keep its books according to the laws and norms of book keeping. Auditing of the financial administration of ESN Linköping shall be performed by an auditor. The auditor shall be elected by the members at an Annual Meeting or Members' Platform with three fourths (3/4) qualified majority or at an ordinary Board meeting with three fourths (3/4) absolute majority with a mandate between two consecutive Annual Meetings. The auditor can in exceptional cases be elected at an ordinary Board meeting. The auditor shall not hold any other positions of trust within ESN Linköping. It is the task of the auditor to before the Annual Meeting finish his/her review of the previous financial year and to present the audit report.

11 Dissolution of ESN Linköping

Decision of dissolution requires 2/3 qualified majority at a Members' Platform with at least 75 % of the Board members attending.

Should the section be excluded from ESN Sweden or ESN AISBL it is not necessary to dissolve the association unless the members decide thereof in accordance with the above stated requirements. If the association is dissolved shall its potential remaining financial means pass on to ESN Sweden.