Statutes

Applies from the last statute change 16.02.2026 and replaces all previous versions.

Noah Rönnängsgård, President 2026

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1. Organization

1.1. Name

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

1.2. Headquarters

The section is established in both Linköping and Norrköping, with its headquarters located in Linköping.

Kårallen, 581 31 LINKÖPING, SWEDEN

Organization number: 802435-7488

1.3. Aim and objectives

ESN Linköping is a non-profit independent student section 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 section shall work for all students, Swedish and International. The aims of the section are:

- … to arrange reception of international students,
- … to recruit and educate buddy 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,
- … to actively participate in and maintain a good connection with ESN on a national and international level.
- … to improve social and academic integration of international students with the Swedish community and the student life of Linköping University,
- … to make a positive contribution to the experience of the international students at Linköping University.

1.4. Organs

The organs of ESN Linköping are:

- Annual Meeting
- Board
- Committees and working groups (More information in General Guidelines)

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

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

1.5. Control Documents of the Section

The control documents of ESN Linköping consist of the following:

1. Statutes
2. Budget
3. General Guidelines
4. Business plan

The Statutes are publicly available on our website, esnlinkoping.org.

2. Change of Control Documents

The section Board is authorized to make editorial changes that do not alter the meaning of the statutes. Such changes must be documented and reported at the subsequent Annual Meeting.

2.1. Rules for Amending the Statutes

Amendments to the Statutes or amendments to the proposals shall be sent in by any member of the section to the Board latest five (5) days before the Annual Meeting. These amendments and proposals shall be discussed during the meeting, and must achieve at least a three-quarters majority to be effective.

2.1.1. Interpretation

In cases where interpretation of these statutes is in question, the Board's interpretation shall prevail, obtained with absolute majority within the Board.

2.2. Budget, General Guidelines, and Business Plans

Budgets, General Guidelines, and Business Plans can be amended unanimously at two consecutive Board meetings, provided that at least 75% of the Board members are present at each meeting.

3. Languages

For the statutes of ESN Linköping, the designated languages are English and Swedish. All meetings will be conducted in English. Official documents, such as protocols, must be drafted in English. If the Board considers it essential, protocols will be made available in either Swedish or English. Legally binding documents, including statutes, will be accessible in Swedish; however, only the English versions hold legal authority.

The translation of documents does not require the endorsement of an Annual Meeting and must be validated by two native Swedish-speaking Board members and approved by the President. If there are fewer than two native Swedish speakers in the Board, the translation work must be carried out by two native Swedish-speaking individuals appointed by the Board, chosen with absolute majority.

4. Members

4.1. Membership

Any individual participating in a mobility program or otherwise volunteering at ESN Linköping 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 section.

4.2. Active Members

Any individual volunteering in ESN Linköping section is defined as an "Active member" of ESN Linköping.

4.2.1. Obligations of Active Members

All Active Members, with the exception of Norrköping Committees and Coordinator, are required to fulfil the operational duties associated with events organized by ESN Linköping, including the work shifts stipulated by the contracts of the venues used by the section. Each individual shall complete at least one designated shift per semester. A schedule of shifts shall be published by the Party Committee Coordinator at the beginning of each semester. Members who are unable to attend their assigned shift are responsible for arranging a suitable replacement. Failure to complete the required shift without arranging such replacement may result in immediate suspension from the section, based on a Board majority vote. For all club and pub events, at least one Board member shall be present during each shift. Additionally, a minimum of two Board members shall remain on standby until the start of each club event to ensure that operations commence smoothly.

4.2.2. Food for Workers

Members working during bigger events like the Overall Inauguration, Lost in the Woods, Paintball Tournament, or any other event the Board sees fit, with the approval of the Treasurer, which disrupts lunch or dinner hours and where time, and budget, allows for it, are entitled to food provided by the association.

When working for an establishment that offers food as compensation for work (for example, HG), no additional food will be provided by the association.

4.2.3. General Guidelines about Food for Workers

The food provided by ESN Linköping should not exceed what is normal for dinner or lunch and is to be bought individually and later reimbursed along with the proper receipt. Alternatively bought by the Treasurer, or by the Treasurer appointed person (for example, Coordinator of that event), and in this case, preferably collectively to ensure fairness.

As a general policy, ESN Linköping should not be expected to provide food at every event where workers could realistically eat before or after the event, and/or when the event in question is relatively short. Neither should the association be expected to provide other types of food, such as fika or snacks, at any event whenever an event does not meet the requirements to make workers eligible for food. Any expenses related to this topic should preferably be presented in every event budget. If the event is eligible for food reimbursement, then it will be deducted from the Board budget.

4.2.4. Active Members Discounts

Active members of the organization are entitled to a discount, decided on by said planning committee, on (tickets)events organized by the association. Members who serve as Toast Masters during an Arrival Dinner are entitled to a 75% discount for that event. Each committee can waive this discount on a case by case basis.

4.3. 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 organization or by buying an ESNcard, hence making a financial contribution. The Board of ESN Linköping owns the right to set the Membership fee on a yearly basis.

4.3.1. Time-based contribution

Acknowledged activities are involvement in the Board of ESN Linköping or in the ESN Linköping Board appointed Committees. The membership is dissolved at the end of the mandate, alternating with an exit from involvement in ESN Linköping.

4.3.2. Honorary Member

An individual may be elected as an honorary member if they have made extraordinary contributions that significantly advance the interests of the section. Honorary members are elected by the ordinary Annual Meeting upon the recommendation of the section Board. Election requires a three-quarters majority. All section members have the right to propose candidates for honorary membership to the section Board.

4.3.3. Financial contribution

An individual will receive membership in ESN Linköping when purchasing an ESNcard through ESN Linköping and registration in the database of ESN Linköping. The membership will last the time during which the ESNcard is valid.

4.3.4. Membership expiration

Each membership shall have a term of one year from the date of issuance, as stipulated in Section 3.2, "Membership Fee."

4.4. Rights at Annual Meetings

All members are entitled to attend, speak and propose on the Annual Meetings of ESN Linköping.

4.5. Exclusion of member

The ESN Linköping Board has the authority to exclude a member at any time if they breach Swedish law during an ESN Linköping-related activity or significantly harm the organization's objectives or standing. Additionally, a member of the section may be banned from all ESN Linköping events if the Board receives at least two harassment complaints concerning that individual. These complaints must first be assessed by the Board and deemed valid, which includes offering the accused person, and, when appropriate, the complainant(s), the opportunity to meet with the Board to present their perspectives.

Based on the severity of the behaviour, the Board may decide on a ban lasting 1 month, 2 months, 6 months, or permanently. All such decisions must be taken during an ordinary Board meeting to ensure fairness, transparency, and proper governance. Each exclusion case will be considered on an individual basis, without the possibility of refunding any membership fees paid.

4.6. Exclusion of membership

Members have the right to cancel their membership. Should a member decide to end their section with ESN Linköping, they must notify the Board by emailing board@esnlinkoping.org. Please note that membership fees are non-refundable.

5. Annual Meetings

The Annual Meeting is the highest decision-making body of the section, in which all members have the right to attend, speak and propose. Every ESN Linköping section volunteer (Committee and Board member) has the right to vote at the Annual Meetings. Voting through authorization is not allowed. The Annual Meeting is to decide whether to grant non-members co-optation.

5.1. Meeting summoning

The Annual Meeting of ESN Linköping will meet when summoned by the Board of ESN Linköping. The Annual Meeting reaches quorum when it is correctly announced according to *6.5 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.

5.2. Function

The task of the Annual Meeting is to make required decisions and to review the work of the Board and other bodies, to formulate guidelines for the work of the section and to establish the financial framework of the section.

5.3. Annual Meetings

There shall be two Annual Meetings per year, The Autumn Annual Meeting and the Spring Annual Meeting. The Autumn meeting shall take place latest 30th of November and Spring meeting 30th of April.

5.3.1. Autumn Annual Meeting

The following topics shall be dealt with during the meeting:

1. Opening of the Meeting

2. Election of the President of the Meeting
3. Election of the Meeting Secretary
4. Adjustment of the Voting List
5. Election of Two Adjusters, also serving as Vote Counters
6. Confirmation of the Meeting's Proper Announcement
7. Adjournments
8. Approval of the Minutes from the Previous Meeting
9. Reports and Announcements
10. Financial Report for the Previous Fiscal Year
11. Auditors' Report for the Previous Fiscal Year
12. Supplementary Election of the Board
13. Motions
14. Proposals from the Board
15. Any Other Business
16. Closing of the Meeting

5.3.2. Spring Annual Meeting

The following topics shall be dealt with during the meeting;

1. Opening of the Meeting
2. Election of the Chair of the Meeting
3. Election of the Meeting Secretary
4. Adjustment of the Voting List
5. Election of Two Adjusters, also serving as Vote Counters
6. Confirmation of the Meeting's Proper Announcement
7. Adjournments
8. Approval of the Minutes from the Previous Meeting
9. Reports and Announcements
10. Board's Annual Report for the Previous Year

    Decision on Discharge of Liability for the Positions with the Mandate Period from January 1st of the Previous Year to December 30th of the Current Year

11. Supplementary Election of the new Board

12. Motions

13. Proposals from the Board

14. Any Other Business

15. Closing of the Meeting

5.4. Extraordinary Annual Meeting

An Extraordinary Annual Meeting can be requested in addition to the standard two Annual meetings. Announcement of an Extraordinary Annual Meeting will take place after:

- ESN Linköping Board requests.
- ESN Linköping's auditor requests so with a motivation to the Board.
- At least thirty (30) of the ESN Linköping members submit a request with a motivation to the Board.

An Extraordinary Annual 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.

5.5. Announcement

For the meeting to be properly announced, the summons to the Annual Meeting should meet the following requirements:

- Made available to all members at earliest four (4) weeks before and least two (2) weeks before the meeting is to take place, containing:
  - Date
  - Time
  - Place
  - Preliminary agenda

If it is an Extraordinary Annual Meeting, the summons may be made available to all members at the latest one (1) week before the meeting is to take place.

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

5.6. Motions

Every member of ESN Linköping has 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 at the next Annual Meeting, 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, the latest three (3) workdays before the Annual Meeting is to take place.

5.7. 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 at the latest three (3) workdays before the meeting is to take place. Propositions submitted too late shall be dealt with at the next Annual Meeting, 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 the last three (3) workdays before the Annual Meeting is to take place.

5.8. The right to propose amendments

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

5.9. Protocol

Protocol shall be kept at the Annual Meeting, which is to be revised and adjusted within two (2) weeks by two (2) of the meeting appointed members. The protocol shall be made available to the members of the section and be archived in paper in the archives of the section for at least seven (7) years in accordance with the Accounting Act and digitally for at least ten (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 election.

6. Election Process for Positions of Trust

6.1. Definition of Positions of trust

Positions of trust include all board positions, as well as the position of auditor. These positions may not be appointed through the committee recruitment process, but must instead be elected at annual meetings. In order to be a valid candidate for a position of trust, and thus being able to be elected at an annual meeting, it requires that an individual

- Is nominated for the position in question, after having gone through the recruitment process, or
- runs as an alternative candidate by their own initiative.

The latter may be done by an individual who has gone through the recruitment process without being nominated for a certain position, or by anyone present at an annual meeting. The possibility of being an alternative candidate must be clearly communicated to both of these categories.

The recruitment process, including the processes of nomination and election, is described under *6.5 General Recruitment Process*.

6.2. Recruitment period

The recruitment of new holders of positions of trust shall take place during one period during the academic year, towards the end of the spring semester, preferably in March or April. The recruitment period should be open for applications for around two weeks, with extension if necessary.

6.3. Responsibility over Recruitment

The Human Resources Manager (HR Manager) of the current Board shall be mainly responsible for all planning and execution related to the recruitment of new holders of Positions of trust, taking help from other Board members when necessary. This includes responsibility over application forms, oversight and review of incoming applications, conducting interviews, as well as all communication with applicants, in each step of the recruitment process. Furthermore, the responsibilities of the HR Manager also include making sure the recruitment process is properly communicated through ESN Linköping's social media channels, taking help from the PR Committee.

In exceptional scenarios, the responsibilities and workload of the HR Manager can be partially delegated to other Board members, e.g. due to an unusually large number of applicants or in other extreme cases.

6.4. Eligibility

The recruitment for Positions of trust shall be open to all students at Linköping University.

6.5. General Recruitment Process

6.5.1. Applications and Interviews

The duration and terms of each recruitment period must be communicated via the appropriate channels, i.e. ESN Linköping's social media accounts. For the duration of the respective recruitment periods, applications shall be accepted from all who wish to apply, preferably through an application form. As a general rule, those who apply shall be offered the opportunity to have a personal interview. However, applicants can in exceptional cases not be offered an interview, for example if it is deemed clear from the application itself that the applicant would not be suitable for a position of trust, or if the information provided in the application is too insufficient for the aforementioned distinction to be made.

Each interview shall be conducted by the HR Manager and one additional current holder of a position of trust. Preferably, this should be the current holder of the position of trust for which the applicant has applied. If the applicant has applied to multiple positions, preferably the current holder of the position of trust for which the applicant has indicated the greatest interest in shall be present at the interview. In the case that no additional current holder of a position of trust is available, the interview should be conducted only by the HR manager. In the case of a very large number of applications, to the extent that the HR manager cannot reasonably be expected to be present at all interviews, some of the interviews may be conducted by other Board members, without the presence of the HR manager. Preferably, this shall be done by the current holder of the position of trust for which the applicant in question has applied, or indicated the greatest interest in, together with one other Board member.

During the interviews, minutes shall be taken, summarizing the applicants answers as well as the interviewers general thoughts on the interview. If given consent by the applicant, these interviews should preferably also be audio-recorded.

6.5.2. Nomination

Once all interviews have been conducted, it is the responsibility of each member of the current board to make themselves familiar with all applicants, by reviewing the minutes and audio recordings from their respective interviews. If deemed necessary, applicants can also be invited to a board meeting, in order for the board to get more information about the applicants. This shall be decided by an anonymous vote within the board. One, multiple or none of the applicants for each position of trust may be invited to a board meeting.

For each position of trust, the current board is tasked with nominating one of the applicants. This shall be done by voting at a board meeting. The details of the voting process is up to the discretion of the board.

6.5.3. Election

At the spring Annual meeting, the Board's nominee for each position of trust shall be presented to the meeting. If there are any vacant positions, i.e. if there are no nominees for these positions, this must also be clearly communicated to the meeting. The Board shall present a brief motivation for why each candidate is nominated for the respective positions. The nominees shall also be given the opportunity to present themselves to the meeting, and answer questions from the board or other meeting attendees. Any alternative candidates shall also be given the opportunity to do the same.

Once the nominee and, if any, the alternative candidates have done this, a vote to officially elect one of the candidates for the position in question shall take place. All attendees with the right to vote at annual meetings are allowed to partake in this voting process. A candidate for a certain position is not allowed to vote in the election of the said position, even if they should fall under the above category. The details of the voting process shall be decided by the meeting. When the votes have been counted for a certain position of trust, *one* of the candidates shall be officially declared as the holder of this position for the upcoming mandate.

6.5.4. Re-election

A Board member who intends to continue serving on the Board of ESN Linköping, whether in the same position or a different one, for the subsequent mandate year must submit their application by the specified deadline, just like all other candidates. This individual must participate in the same election process as other candidates. To avoid any conflict of interest, this individual may not be involved in the election procedure in any capacity other than as a candidate.

6.6. Additional information

6.6.1. Candidature for multiple positions of trust

It is possible to apply for multiple positions of trust within the same recruitment period, but an applicant cannot be nominated for more than one position. However, it is possible to run as an alternative candidate for multiple positions.

6.6.2. Election Process outside of the standard timeframe

In exceptional cases, recruitment and election for positions of trust can take place during other time periods than the one stipulated above. For instance, if one or multiple positions of trust for are left vacant at the annual meeting or during an ongoing mandate period, it is possible for the board to announce an extraordinary recruitment period for these positions. In order to elect candidates through such a recruitment period, an extraordinary annual meeting must be held.

6.6.3. Exceptions for the election of Auditor

The position of Auditor shall primarily be appointed the same way as the other positions of trust, however more flexibility is allowed in the recruitment of this position. For instance, if an auditor cannot be elected during the ordinary recruitment process, the board may announce an extra auditor-specific recruitment process, alternatively an auditor may be recruited internally, by appointing a committee member to the position.

6.6.4. Information and secrecy

Information and opinions about a candidate for a position should remain confidential within the Board, with the exception of annual meetings.

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. Composition

The Board of ESN Linköping must comprise a minimum of three (3) and a maximum of fifteen (15) members. These members shall include designated positions such as a president, vice president, treasurer and secretary. One individual may assume multiple roles.

7.3. Eligibility of Board members

To be eligible for election to the Board, candidates must meet the following criteria:

- Limits: Individuals may serve on the Board for a maximum of three consecutive years.
- Role Restrictions: No person may hold the positions of president and treasurer concurrently.
- Compliance: Candidates must adhere to all other specific eligibility requirements and guidelines as outlined in the section's statutes and General Guidelines.

7.4. Mandate

The term of office for the whole Board of ESN Linköping begins on the 1st of July and ends on the 30th of June, elected during the Spring Annual Meeting.

7.5. Responsibilities and authorities

The Board is responsible for the direct management of the operations of ESN Linköping. To effectively manage these responsibilities, the Board is tasked with the following duties:

- Ensuring that ESN Linköping meets all requirements and obligations associated with being a local section of the Erasmus Student Network.
- Preparing topics for discussion at the Annual Meetings.
- Managing the finances and administration of ESN Linköping prior to the Autumn Annual Meeting.
- Developing and proposing budgets and business plans for the forthcoming fiscal year.
- Compiling and presenting the annual business report to the Annual Meeting.
- Implementing decisions made by the Annual Meetings.
- Adhering to the directives established by the Annual Meetings.
- Organizing events that benefit the international student community at Linköping University, as part of ESN Linköping's ongoing activities.
- Ensuring that ESN Linköping operates within the approved budget and business plan in a satisfactory manner.

7.6. Right to vote

All members of the Board of ESN Linköping possess voting rights at the Board meetings. In the event of a tie, the President of the meeting holds the casting vote to resolve the deadlock.

7.7. Delegation of voting rights

A Board member of ESN Linköping who is unable to attend a meeting but has received approval for their absence from the president may delegate their vote to another Board member present at the meeting, provided the following conditions are met:

- All Board members must be informed about the agenda and items for vote no later than twenty-four (24) hours before the meeting.
- A vote may only be delegated to a member who has not already been given a delegated vote for that meeting.
- The Board must be notified of the delegation of the vote no later than two (2) hours before the meeting starts. Notification is to be made by the absentee member via email to board@esnlinkoping.org, specifying the recipient of the delegated vote.

Delegated votes must be accorded the same level of importance as votes cast by members present at the meeting.

7.8. Resignation from the Board

The Board possesses the authority to discharge elected officials within the section who have formally requested to be relieved of their duties. Nevertheless, the authority to discharge the positions of president, treasurer, and auditors is reserved exclusively for the Annual Meeting.

A Board member may resign at any time by submitting a written notice to the current president or vice president. Upon resignation, the departing member is expected, if necessary, to continue assisting in their former area of responsibility to the best of their ability for a minimum period of one month.

7.9. Exclusion

A member may only be expelled from the section for actions against its purposes or interests, with the decision made at a Board meeting after informing the member of the concerns. Similarly, a Board member can be excluded for missing three consecutive meetings without a valid excuse, as outlined in the guidelines, with the decision made at an ordinary Board meeting. Both processes ensure transparency and uphold governance standards within the section.

7.9.1. No Confidence Vote

Any member of ESN Linköping can initiate a vote of no confidence against the entire Board or an individual Board member if they breach the statutes, guidelines, or Board decisions, or if they engage in any other inappropriate behavior. Such a motion must be submitted to the president of the Board at least seven (7) days before a scheduled Annual Meeting. Alternatively, it can be raised during an Extraordinary Annual Meeting, ensuring there are formal avenues for addressing issues of governance and conduct.

8. The Committees

A volunteer that belongs to a certain Committee in ESN Linköping is defined as a “Committee member”.

8.1. Recruitment periods

The recruitment of new Committee members shall take place during two periods during the academic year, the first being at the beginning of the autumn semester, the second at the beginning of the spring semester. The recruitment periods should be open for applications for around two weeks, with extension if necessary.

8.2. Responsibility over Recruitment

The Human Resources Manager (HR Manager) of the current Board shall be mainly responsible for all planning and execution related to the recruitment of new Committee members, taking help from other Board members when necessary. This includes responsibility over application forms, oversight and review of incoming applications, conducting interviews, allocating applicants to Committees, as well as all communication with applicants, in each step of the recruitment process. Once the recruitment process is over, and all admitted applicants have been informed by the HR Manager of their admission, communications with the admittee shall be overtaken by the coordinator of the Committee in question. Furthermore, the responsibilities of the HR Manager also include making sure the recruitment process is properly communicated through the ESN Linköping's social media channels, taking help from the PR Committee.

In exceptional scenarios, the responsibilities and workload of the HR Manager can be partially delegated to other Board members, e.g. due to an unusually large number of applicants or in other extreme cases.

8.3. Eligibility

The recruitment of new Committee members shall be open to all students at Linköping University.

8.4. General Recruitment Process

The duration and terms of each recruitment period must be communicated via the appropriate channels, i.e. ESN Linköping's social media accounts. For the duration of the respective recruitment periods, applications shall be accepted from all who wish to apply, preferably through an application form. As a general rule, those who apply shall be offered the opportunity to have a personal interview. However, applicants can in exceptional cases not be offered an interview, for example if it is deemed clear from the application itself that the applicant would not be a suitable Committee member, or if the information provided in the application is too insufficient for the aforementioned distinction to be made.

Each interview shall be conducted by the HR Manager and one additional Board member. Preferably, this Board member should be the coordinator of the Committee for which the applicant in question has applied. If the applicant has applied to multiple Committees, preferably the coordinator of the Committee for which the applicant has indicated the greatest interest in shall be present at the interview. In the case that no additional Board member is available, the interview should be conducted only by the HR manager. In the case of a very large number of applications, to the extent that the HR manager cannot reasonably be expected to be present at all interviews, some of the interviews may be conducted by other Board members, without the presence of the HR manager. Preferably, this shall be done by the coordinator of the Committee for which the applicant in question has applied, or indicated the greatest interest in, together with one other Board member. If given consent by the applicant, these interviews should preferably also be recorded, and used as reference material by the HR manager in the following steps of the recruitment process. Alternatively, the Board members conducting the interview can brief the HR Manager about the applicant in written and/or verbal form.

8.4.1. Admissions

The admissions process shall mainly be based on the personal interviews held with the applicants. The number of applicants admitted into each Committee shall be decided jointly between the HR Manager and the coordinator of the respective Committees. When deciding which applicants to admit, consideration should be taken to both the applicants individually, as well as the implications on group dynamics expected from the possible Committee allocations of applicants.

The HR Manager has the final say in which applicants are admitted, and into which Committees. However, the opinions of the other Board members, especially the Committee coordinators, must be taken into account.

When deciding which applicants to admit, no discrimination on the basis of gender, ethnicity, sexual orientation, religion, political ideology or any other marker of identity is allowed.

Once the above has been decided, it shall be clearly communicated to each applicant whether or not they have been admitted, and into which Committee.

8.4.2. Exceptions to the standard procedure

Exceptions to the general recruitment procedure, such as admissions outside of the regular recruitment periods, can be made, if agreed on by the Board. This is however not to be recommended to become a habit, and shall only happen if the Board deems there are clear reasons to do so.

More overarching exceptions, such as creating recruitment periods additional to the ones stipulated under 8.1 Recruitment Periods, can also be made, if agreed on by the Board. This shall only be done when deemed absolutely necessary by the Board, e.g. due to a large number of Committee members ending their memberships.

8.5. In the case a Coordinator leaves their position

If a Committee Coordinator leaves their position, an Interim Coordinator will be voted in by the Committee in question, with the process being supervised by the Board. If the Coordinator leaves the organization, HR shall be responsible for the selection process and subsequent voting. An interim period lasts until the next Annual Meeting, at which point the position will be filled for the remainder of the mandate after a proper recruitment process for the position.

8.6. Extension of Committee memberships

8.6.1. Within the same Committee

A volunteer who has been admitted into a certain Committee during one semester has the right to extend their membership, to the same Committee, to also include the following semester. This shall be done in agreement with the current Coordinator of said Committee, and communicated to the HR Manager. The Committee Member does not have to partake in the ordinary recruitment process again in order to extend their membership, provided their contributions as a member thus far are deemed adequate by the Committee coordinator. This process can be repeated for multiple consecutive semesters.

8.6.2. To a different Committee

A Committee Member can also switch from one Committee (outgoing Committee) to another (incoming Committee) during a recruitment period, given certain conditions are met when:

- Their intent to do so is clearly communicated to the coordinator of the Committees in question, at least a week ahead of the opening of the following Committee recruitment period.
- There are available spots in the Committee which the person wants to join.
- The Coordinators of both the incoming and outgoing Committee, as well as the HR Manager, approve of the switch.

If deemed necessary by the HR Manager or either of the Committee Coordinators in question, the Committee Member shall be interviewed, as a basis for decision making in the matter. The Committee Member can in some cases be given priority over other applicants to the incoming Committee, if it is deemed by the Coordinator of both Committees in question, as well as the HR Manager, that the person's past contributions to the outgoing Committee have made them deserving of this.

The conditions above shall be communicated to each Committee member by their respective Committee Coordinators.

8.7. Group contracts

Each Committee shall have a group contract that sets expectations and rules for both its Committee work and members. Specified contract shall, following ESN Linköping Statutes, count as binding for its members. Group contracts can be amended following a vote with absolute majority in the Committee itself. Once a term, the group contract can be appealed requiring a majority vote by the Board.

9. Board meeting

9.1. 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 at least two (2) hours before the meeting. The Board meeting reaches quorum when:

- The meeting is properly announced according to *9.4. Summons*, and
- President or vice president and an absolute majority of the Board members are present.

In extraordinary circumstances, the president and/or vice president may appoint another Board member to act as the chair of the Board meeting.

A decision at a Board meeting needs an absolute majority.

9.2. 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-option can be granted with attendance, speaking, proposal and/or voting rights.

9.3. 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 count as approved when it has been adjusted and signed by the adjuster.

9.4. Summons

The Board members shall be summoned to the meeting at least two (2) days before the meeting through email. The summons shall contain information regarding date, time, place and agenda.

10. Accounts

10.1. 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.

10.2. Fiscal Year and Business Year

The fiscal year runs from Jan 1 – Dec 31 and the business year runs between two (2) consecutive standard Annual Meetings.

10.3. Bookkeeping and Financial audit

The management of the Board shall be audited annually by at least one auditor appointed by the Annual meeting. Auditors of the section may not hold any other positions of trust within the section during the same fiscal year.

11. Dissolution of ESN Linköping

Decision of dissolution requires 2/3 qualified majority at an Annual Meeting, 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 section unless the members decide thereof in accordance with the above stated requirements. If the section is dissolved, its potential remaining financial means pass on to ESN Sweden.

Appendix - 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 ⅔ absolute majority or ¾ 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 ⅔ qualified majority or ¾ 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 chooses to abstain.

	Scenario 1	Scenario 2	Scenario 3
Simple majority	Flamman wins *Flamman has a majority of the total votes cast* *(6 out of 11 votes)*	No winner *No proposal reaches a simple majority of the total votes cast* *(3 of 8 votes)*	Flamman wins *Flamman has a majority of the total votes cast* *(5 out of 8 votes)*
Relative majority	Flamman wins *Flamman has received the most votes of all the proposals*	The president decides *Flamman and NH get the same amount of votes. The president's vote will be the casting vote.*	Flamman wins *Flamman has received the most votes of all the proposals*
Absolute majority	Flamman wins *Flamman reaches 7 votes* *(>50% of 13 members: 7*	No winner *No proposal reaches 7*	No winner *No proposal reaches 7*

	votes)	*votes (>50% of 13 members: 7 votes)*	*votes (>50% of 13 members: 7 votes)*
Qualified majority	Flamman wins *Flamman reaches 7 votes* *(>50% of the 13 present votes: 7 votes)*	No winner *No proposal reaches 6 votes* *(>50% of the 11 present votes: 6 votes)*	Flamman wins *Flamman reaches 5 votes, which is the majority of all present votes* *(>50% of the 9 present votes: 5 votes)*

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 fairer, 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 a majority, that proposal is elected. If none of the proposals reach a 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 was 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 HG both get 6 votes each, and 1 vote is abstained. Neither proposal will reach an absolute majority, which would mean that no dinner will be held even though 12 of the 13 Board members want this. The president's vote could then decide on the vote in favor of one of the proposals.