

# By-law

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2005-11-15

2006-02-13

2007-02-13

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2007-12-05

2008-04-08

2009-01-28

2009-12-09

2010-01-27

2010-04-14

2010-09-12

2011-03-08

2011-05-04

2012-09-09

2013-11-19

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This is the English translation of the original, Swedish version of the document. If there are any questions about interpretation of the by-law, the prerogative of interpretation lies with the Swedish version.

## Chapter 1 General

### 1. Purpose

The purpose of Linköpings Teknologers Studentkår (LinTek) is to support its members in their studies and all study-related matters. As an organization, LinTek is religiously and politically non-committed.

### 2. Members

LinTek is a union consisting of students at the Institute of Technology at Linköping University.

### 3. Operational Year

LinTek's operational year stretches from the 1<sup>st</sup> of July until the 30<sup>th</sup> of June.

### 4. Signatory

The President of the Union and the Vice President of the Union have authority to sign for the firm independently from each other. The Board of the Student Union may in certain cases and with a minuted decision name other signatories. Signatories shall be of age.

### 5. LinTek's regulatory documents

Except for the by-law, LinTek has five regulatory documents which are established by the Student Union Council. These are:

- Budget
- Statement of vision and objectives
- Regulations
- Plan of operation
- Document of opinions

The Board of the Student Union is responsible to keep these documents available and up-to-date, as well as to maintain a list containing current regulatory documents. The Budget is a plan for the economy of LinTek. The Statement of vision and objectives describes LinTek's long term goals. The Regulations regulate LinTek's operations. The Plan of operations is developed with the Statement of vision and objectives as a base and with current focus areas in mind. The Document of opinions regulates which opinions LinTek should have in different matters.

### 6. Communication of decisions

LinTek's decisions are communicated to the members through notices on LinTek's webpage.

### 7. Study days

In this by-law, study days refer to scheduled days in a study period. The study periods are decided upon yearly but the board of the Institute of Technology.

## Chapter 2 By-law

### 1. Change of the By-law

Proposals to change or make additions to the by-law must be addressed at two subsequent student union council assemblies, which are at least three weeks apart from each other. In order to be able to come to a decision, at least two thirds of the present members of the Student Union Council must be in favour of the proposed change.

On the second addressal of the proposed change, the change can only be approved or rejected.

The constituent assembly of the Student Union Council cannot be used as one of the two required assemblies in order to change the by-laws.

### 2. Interpretation of the By-laws

Regarding questions of the interpretation of these by-laws, until the question has been considered by an impartial interpreter, the interpretation of the Board of the Student Union shall apply.

## Chapter 3 Membership

### 1. Entry

Undergraduate and postgraduate students at the Institute of Technology have the right to enter LinTek, as well as those regulated in § 3.5 and § 3.6. The following types of membership are available:

- full membership
- supporting membership
- honorary membership

In this by-law and other regulatory documents, where nothing else is stated, a member is considered being a full member.

### 2. Exit

A member who no longer wishes to be a member has the right to demand exit from LinTek. Request for exit shall be submitted in writing to the Board of the Student Union.

Anyone who does not pay the established membership fee for the current semester automatically loses their membership.

The Student Union Council has the right to exclude any member who obviously opposes LinTek's purpose or acts in such a way that LinTek's reputation is harmed. Two thirds majority of present voting members of the Student Union Council is required to make a decision regarding exclusion of a member.

### 3. Member's rights

Each member has the right to:

- participate in the Student Union Council election
- attend the Student Union Council's assemblies
- have suggested motions processed by the Student Union Council
- access LinTek's minutes and the Student Union Council's summons and meeting documents.
- use by LinTek provided services and benefits.

### 4. Member's obligations

A member is obligated to pay the membership fee established for the coming operational year by the Student Union Council at a spring assembly. The membership fee shall be payed to LinTek in the way determined by the Student Union Council. Each member is obligated to follow LinTek's by-laws.

### 5. Supporting member

Supporting membership is granted to anyone who wishes to promote LinTek's purpose. A supporting member is obligated to pay a certain fee established for the coming operational year by the Student Union Council at a spring assembly. Supporting membership does not grant any rights other than that of receiving information regarding LinTek's operations. An exception to the above are those working in one of LinTek's committees but not studying at the Institute of Technology, who may also use by LinTek granted benefits upon entering LinTek as a supporting member.

### 6. Honorary member

Honorary membership is granted by the Student Union Council to a person who has promoted LinTek's interests and aspirations to an exceedingly high degree.

A person can be suggested for honorary membership by submitting a nomination signed by at least 25 members to the Board of the Student Union. The matter shall thereafter be submitted at an assembly of the Student Union Council, whereupon the nominated can be chosen at the following assembly of the Student Union Council. At least two thirds majority is required at a vote by the Student Union Council to grant honorary membership. If the chosen person accepts the invitation he or she is officially an honorary member.

Honorary member has the right to:

- attend the Student Union Council's assemblies
- wear LinTek's emblem

## Chapter 4 Organisation

### 1. The bodies of the Student Union

LinTek's operations are carried out in ways regulated below through the

1. Student Union Council

2. Board of the Student Union
3. Presidium
4. Nomination Committee
5. Council Election Board
6. Committee of Election Complaints
7. Officials
8. Auditors

## **Chapter 5 Elections for the Student Union Council, Council Election Board and Committee of Election Complaints**

### **1. Voting method**

The Student Union Council is elected yearly through free, public, closed, direct elections. LinTek constitutes a constituency.

### **2. Re-election**

A re-election shall be declared either if requested in writing from 500 members or if decided by a two-thirds majority vote from the Student Union Council.

### **3. Electability to the Student Union Council**

Every member who has reported themselves as a candidate to the Council Election Board is electable.

### **4. Permission to vote**

Every member holds the right to vote and has exactly one vote.

### **5. Council Election Board**

The Council Election Board consists of at least three (3) representatives who among themselves distribute the positions of president, vice president and secretary.

### **6. Duties of the Council Election Board**

It is the duty of the Council Election Board to:

- organise and conduct elections for the Student Union Council
- decide how a vote from a member not on the voting list shall be treated
- determine times for elections
- determine times for candidacy
- announce polling times at least fifteen (15) days prior to the first day of elections
- ensure that lists of candidates are easily available at least one (1) day prior to the first day of elections
- declare a voting list
- appoint supervisors to review the reading of the votes
- ensure the announcement of election results

### **7. Council Election Board meetings**

The Council Election Board meet when summoned by the President. The President of the Student Union summons to, opens and directs the first meeting until the President

of the Council Election Board has been chosen. The first meeting shall be held prior to December 1.

## **8. Quorum of the Council Election Board**

The presence of the President or vice President as well as two additional representatives is required for any decision to be made by the Council Election Board.

## **9. Election candidacy**

A written application shall be handed to the Council Election Board at least two (2) days prior to the first day of elections. The Council Election Board reviews the electability of the candidates and publishes the names of the electables at least one (1) day prior to the first day of elections.

## **10. Election platform**

An election platform shall be open for at least two (2) study days.

## **11. Counting of votes**

The vote readings are public and shall be undertaken within the constituency under the supervision of three (3), by the Council Election Board appointed, non-candidates who hold permission to vote. The vote readings shall be completed within twenty four (24) hours of the vote's closing.

## **12. Student Union Council membership**

When the election to the Student Union Council is held, 27 council members shall be elected.

## **13. Mandate distribution**

The mandates are distributed in accordance with the amount of votes for each candidate. The number of candidates according to § 5.12 with the most votes will become members of the Student Union Council. If multiple candidates have received the minimum amount of votes required to be appointed the lottery determines.

## **14. Substitutes**

If a member of the Student Union Council resigns in accordance with § 6.4 a substitute shall be appointed. The substitute is appointed the resignees mandate in the Student Union Council.

The substitute is the person first in line where the mandate distribution resumes after the last appointed mandate. If multiple candidates have received the minimum amount of votes required to be appointed the lottery determines.

## **15. Vote protocol**

After the election the Council Election Board is responsible for establishing a vote protocol. The vote protocol shall contain:

- an account of mandate distribution
- an account of the amount of votes for each candidate
- which of these candidates have been appointed to the Student Union Council
- amount of votes
- amount of blank votes

- amount of invalid votes

## **16. Appeal**

A member who considers the election to have been in violation of the By-Laws or other by LinTek set rules can adduce election complaints in writing at most seven (7) days following the announcement of the election results.

## **17. Committee of Election Complaints**

Election complaints are reported to the Committee of Election Complaints. The Committee of Election Complaints consists of the President of the Student Union and two (2) non-candidates who hold permission to vote. The Committee of Election Complaints shall consider complaints at most three (3) days after receiving it. Head of the Committee of Election Complaints is the President of the Student Union.

## **18. Authority of the Committee of Election Complaints**

If the Committee of Election Complaints finds that errors have been committed that may have affected the outcome of the election, the Committee of Election Complaints shall oblige the Council Election Board to redo the parts of the election affected by the error.

# **Chapter 6 Student Union Council**

## **1. Authority**

The Student Union Council is the highest decision-making authority.

## **2. Duties**

It is the duty of the Student Union Council to:

- execute the election of the Board of the Student Union
- determine instructions for the Board of the Student Union
- determine budget for LinTek's operations
- determine regulations for LinTek's overall operations
- audit the Board of the Student Union
- form LinTek's standpoints on basic issues

## **3. Term of office**

The term of office of the Student Union Council runs during the same time as the operational year.

## **4. Resignation of a representative from the Student Union Council**

A representative of the Student Union Council who wishes to resign shall, in writing to the Student Union Council, abstain from their mandate. The notification shall be minuted and the representative is then considered exempt from their mandate.

## **5. Speaker of the Student Union Council**

The Student Union Council is led by the Speaker of the Student Union Council. If the Speaker of the Student Union Council is absent the vice Speaker of the Student Union

Council fills in. The Speaker and Vice Speaker of the Student Union Council are elected by the Student Union Council for one year. The Speaker of the Student Union Council may not be a representative of the Student Union Council. Vice Speaker of the Student Union Council may be a member of the Student Union Council. If the Speaker of the Student Union Council or Vice Speaker of the Student Union Council is not present, the Student Union Council appoints a temporary Speaker. A temporary speaker who has the right to vote retains their right to vote during the assembly.

## **6. Quorum**

The Student Union Council is entitled to make decisions at an assembly if announced in statutory order and if at least ten (10) representatives of the Student Union Council are present.

If less than half of the representatives of the Student Union Council are present at an assembly and one of the representatives pleads deferral, decision cannot be made.

## **7. Assembly**

The Student Union Council for the upcoming operational year must at the latest have a constitutive assembly on May 15.

Between June 1 and September 1 the Student Union council may not assemble, neither during "unscheduled" periods determined by the board of the Institute of Technology, and not during examination periods.

## **8. Extra assembly**

An extra assembly can be held if any of the below parties, in writing to the President of the Board of the Student Union, ask so for a certain matter:

- representative of the Board of the Student Union
- either auditor
- ten (10) representatives of the Student Union Council
- 50 members

The extra assembly should be held no later than fifteen (15) days after it has been requested of the President of the Board of the Student Union.

## **9. Summon and meeting documents**

The Student Union Council assembles on the summon of the Speaker of the Student Union Council. Date and time for the assembly is determined by the Student Union Council. The Speaker of the Student Union Council and the President of the Board of the Student Union prepares the agenda for the assembly of the Student Union Council.

The summon and the agenda shall, no later than seven (7) days prior to the assembly, be accessible to the representatives of the Student Union Council and the permanent co-opted. The summon shall simultaneously be communicated to the members of LinTek.

All meeting documents shall, no later than five (5) days prior to the assembly, be accessible to the representatives of the Student Union Council.



## **10. Motion**

Every member has the right to, in writing, submit a motion to the President of the Board of the Student Union. The Board of the Student Union shall process the motion. When the motion has been submitted to the President of the Board of the Student Union the motion shall be processed by the Student Union Council on one of two assemblies after it has been submitted.

## **11. Matters**

If a representative of the Student Union Council wishes to have a matter included on the agenda to a Student Union Council assembly, the representative must submit this, in writing, no later than ten (10) study days prior to the assembly, to the President of the Board of the Student Union. A matter may not be decided upon if it is not included in the agenda to a Student Union Council assembly unless four fifths of the representatives of the Student Union Council votes to do so. If a representative of the Student Union Council pleads deferral, the matter cannot be decided upon.

## **12. Co-options**

Permanently co-opted to the assemblies of the Student Union Council are the representatives of the Board of the Student Union, the Nomination Committee, the secretary of the Student Union Council, the Council Election Board, the Committee of Election Complaints and Auditors. If a motion is being processed during an assembly, the person who submitted the motion is co-opted during the processing. The Student Union Council can decide to co-opt other people to their assemblies.

## **13. Permissions at assemblies**

Representatives of the Student Union Council hold the right to attend, speak, plead and vote at Student Union Council assemblies.

Representatives of the Board of the Student Union and Auditors hold the right to attend, speak and plead at Student Union Council assemblies.

Those who are co-opted hold the right to attend and speak at Student Union Council assemblies.

Members of LinTek hold the right to attend Student Union Council assemblies.

The Student Union Council may, if needed, decide on closed doors which means that persons who only hold permission to attend the assembly must leave the room.

Decision on closed doors shall be justified in the minute statement.

## **14. Decision Making**

The opinion which receives the highest number of votes shall be considered the decision of the Student Union Council. In case of a tie, the opinion supported by the Board of the Student Union shall be considered the opinion of the Student Union Council.

## **15. Election of candidates**

Election of candidates is done by either approval or rejection. In case of a tie, the lottery will determine. The representatives of the Student Union Council are allowed to nominate candidates during an assembly of the Student Union Council.

## 16. Motion of Censure

A motion of censure can be appointed to any trust-electee, except representatives of the Student Union Council, who is believed to mismanage their assignment.

Permission to move censure towards a trust-electee who first answers to the Student Union Council is granted to:

- either Auditor
- ten (10) representatives of the Student Union Council
- one hundred (100) members

Permission to move censure towards a trust-electee who first answers to the Board of the Student Union is granted to:

- a representative of the Board of the Student Union
- either Auditor
- ten (10) representatives of the Student Union Council
- one hundred (100) members

The motion of censure is decided about at a meeting of the authority to whom the trust-electee answers to.

If the motion of censure is approved, the trust-electee is relieved of their position.

Motion of censure is processed as a motion at a Student Union Council assembly and as an ordinary decision at a meeting of the Board of the Student Union.

## 17. Secretary of the Student Union Council

The Secretary of the Student Union Council is elected by the Student Union Council for a period of one year. The Secretary of the Student Union Council is responsible for the completion of the Student Union Council minutes. If the Secretary of the Student Union Council is not present at an assembly, the Student Union Council appoints a temporary secretary.

## 18. Minute Reviewers

The Student Union Council appoints two (2) of their own representatives to act as minute reviewers at each assembly. Together with the Speaker of the Student Union Council, these two representatives reviews the minute.

## 19. Reservation and minute statement

Representatives of the Student Union Council are permitted to express a reservation against decisions. The reservation has to be expressed immediately after the decision.

Representatives of the Student Union Council are permitted to express their opinion by submitting a minute statement. Minute statements are to be submitted during the processing of a matter.

## **20. Minutes**

Minutes shall be reviewed by the Speaker of the Student Union Council and the minute reviewers at least ten (10) study days after the assembly and thereafter posted outside the registry. Minutes shall be made available to representatives of the Student Union Council.

## **Chapter 7 Nomination Committee**

### **1. The Nomination Committee**

The Nomination Committee shall consist of at least four (4) representatives. The Nomination Committee works on the behalf of the Student Union Council and shall work independently. The Nomination Committee should collaborate with the Board of the Student Union to collect and spread information.

Representatives of the Nomination Committee can also be representatives of the Student Union Council and votes as such, not necessarily according to the opinion of the Nomination Committee.

### **2. Duties**

It is the duty of the Nomination Committee to present suggested candidates for each position the Student Union Council shall choose. All information that is collected during interviews and applications shall be confidential and shall be treated as such until the applicant consents to other usage.

A representative of the Nomination Committee cannot apply to a position without first leaving their commitment to the Nomination Committee.

### **3. Meetings**

The Nomination Committee meets when summoned by the President. The President of the Student Union summons to, opens and directs the first meeting until the President of the Council Election Board has been chosen. The first meeting shall be held prior to September 15.

### **4. Quorum**

The Nomination Committee can make decisions when at least three (3) representatives of the Committee are present. The opinion which receives the highest number of votes shall be considered the Nomination Committee's decision. In the case of a tie, the lottery determines.

## **Chapter 8 The Board of the Student Union**

### **1. Authority**

The Board of the Student Union administers the immediate supervision of LinTek's operations and holds the right to represent LinTek between the assemblies of the Student Union Council.

## 2. Duties

It is the duty of the Board of the Student Union to:

- based on the goals set by the Student Union Council direct LinTek's operations
- answer to the Student Union Council regarding LinTek's operations, economy and management
- prepare matters for the assemblies of the Student Union Council
- execute decisions made by the Student Union Council
- establish a budget proposal for the upcoming year of operations
- after the end of the year of operations establish and submit an account of operations to the Student Union Council by October 31
- administer employment and termination of LinTek officials
- conduct elections of LinTek's trust-elected, though not those elected by the Student Union Council

## 3. Composition

The Board of the Student Union shall consist of the Presidium as well as three (3) to five (5) additional representatives. All members of the Board of the Student Union must be of age. A board representative may not be a representative of the Student Union Council during the same year of operations. Representative of the Board of the Student Union shall be a LinTek member. Representative of the Board of the Student Union may not be bankrupt or have a trustee according to chapter 11 § 7 Parental Code.

## 4. Duties of an official

The duties of an official are regulated in, by the Board of the Student Union, particularly issued instructions.

## 5. Employment of an official

An official is employed and terminated by the Board of the Student Union.

## 6. President of the Board of the Student Union

The President of the Board of the student Union directs and supervises the work of the Board of the Student Union.

## 7. President of the Student Union

The President of the Student Union conducts the management of LinTek.

## 8. Vice President of the Student Union

In the absence or by appointment of the President of the Student Union the Vice president of the Student Union enters in the President's place.

## 9. The Presidium

Together, The President and the Vice President of the Student Union constitute the Presidium.

## 10. By-election

Should a representative of the Board of the Student Union resign prior to the end of their term, it is the duty of the Student Union Council to, at their next assembly, administer by-election.

## **11. Meetings of the Board of the Student Union**

Meetings of the Board of the Student Union shall be held at least six (6) times during every year of operations.

## **12. Secretary of the Board of the Student Union**

Secretary of the Board of the Student Union is elected by the Board of the Student Union for a period of one year. The Secretary of the Board of the Student Union is responsible for the completion of the minutes of the Board of the Student Union. In the absence of the Secretary of the Board of the Student Union, the Board of the Student Union appoints a temporary secretary for the meeting.

## **13. Summon**

The Board of the Student Union is summoned by the President of the Board of the Student Union. The summon shall along with the agenda and meeting documents be the representatives of the Board of the Student Union and the constantly co-opted at hand at least three (3) days prior to the meeting.

## **14. Request for a meeting of the Board of the Student Union**

The right to request proclamation of a extra meeting of the Board the Student Union resides every representative of the Board of the Student Union as well as the Auditors.

## **15. Quorum**

The Board of the Student Union can make decisions if at least half of the representatives, out of which at least one presidial, are present.

## **16. Decision**

The opinion which receives the highest number of votes shall be considered the decision of the Board of the Student Union. In the case of a tie the opinion supported by the President of the Board of the Student Union shall be considered the opinion of the Board of the Student Union, except when electing officials when the lottery decides.

The Presidium along with the President of the Board of the Student Union may, if the matter is urgent, make decisions in matters which belong to the Board of the Student Union. These decisions shall be unanimous, documented and considered at the next meeting of the Board of the Student Union.

## **17. Co-options**

Constantly co-opted to the meetings of the Board of the Student Union are the Auditors.

## **18. Permissions at meetings**

Representatives of the Board of the Student Union have the right to attend, speak, plead and vote during a Student Union Board meeting.

Those who are co-opted have the right to attend and speak at the meeting.

Representatives of the Student Union Council have the right to attend the meeting.

The Board of the Student Union may, if needed, decide on closed doors which means that persons who only hold permission to attend the meeting must leave the room. Decision on closed doors shall be justified in the minute statement.

## **19. Minute Reviewer**

The Board of the Student Union appoints a minute reviewer among themselves for each meeting.

## **20. Minute statement**

Minute statements shall be reviewed by the chairman and the minute reviewer at most ten (10) work days after the meeting. Minute statements shall be available to all representatives of the Board of the Student Union.

## **Chapter 9 Inspector**

### **1. Assignments**

The inspector shall pay attention to and support LinTek's operations.

The inspector shall therefore be kept informed about LinTek's operations and have the right to take part of minutes and other meeting documents.

### **2. Election**

The inspector is elected by the Student Union Council in the autumn.

### **3. Term of office**

The inspector's term of office is two (2) years.

### **4. Rights**

The inspector has the right to attend, speak and plead at all meetings held by LinTek.

### **5. By-law interpreter**

In case of disagreements, concerning the meaning of the by-law, the inspector is the interpreter of the by-laws.

## **Chapter 10 Audit**

### **1. Auditors**

LinTek has one approved auditor and one internal auditor. Internal auditor shall be of age and a member in LinTek. Auditor can not hold other commitments or positions within LinTek.

### **2. Auditors' obligations**

Approved auditor shall review accounts and administrations of the Board of the Student Union and all committees. Internal auditor shall review all other LinTek operations.

It is the auditor's obligation to, prior to the end of the year, finish their review of previous operational year and report the undertaken audit. Such report shall also conclude opinion upon discharging the Board of the Student Union.

## **Chap 11 Dissolution**

### **1. Dissolution**

To dissolve LinTek a decision thereof must be made by both the current Student Union Council and, after election has been held, the newly elected Student Union Council. Both assemblies shall be assemblies of the Student Union Council and at both assemblies at least two thirds of the representatives of the Student Union Council must approve the decision.

The constituent assembly of the Student Union Council shall in this paragraph not be considered an assembly of the Student Union Council.

Send-out to the members with a motivated proposal of dissolution shall be done at least fourteen (14) days prior to the first of two assemblies of the Student Union Council where the decision shall be made.

### **2. Remaining funds**

After debts have been paid remaining assets shall fall to similar operations by decision from the Student Union Council.

### **3. Liquidation**

When the decisive vote eventuates such that LinTek shall dissolve, the liquidation shall be initiated immediately or on the day decided on by the Student Union Council.

The Student Union Council shall appoint one or more liquidators to act in place of the Board of the Student Union with the task of completing the liquidation. The assignment as auditor is not terminated by the liquidation of the organisation.