

# The Student Union for Humanities and Theology at Lund University

## Statutes

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HUMANISTISKA OCH TEOLOGISKA  
STUDENTKÅREN VID LUNDS UNIVERSITET

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<b>Chapter 1 General information</b>	
<b>1.1 General information</b>	
1.1.1 Purpose	<p>The purpose of the Student Union for Humanities and Theology at Lund University (HTS) is to monitor and contribute to the development of education and the conditions for first and second cycle education at the Joint Faculties of Humanities and Theology.</p> <p>HTS is a politically and religiously unaffiliated association of students, operating as a student union in accordance with Chapter 4 Sections 8-14 of the Higher Education Act.</p>
1.1.2 Area of activities	HTS area of operations comprise first and second cycle courses and study programmes at the Joint Faculties of Humanities and Theology at Lund University as well as other first and second cycle education that is quality-assured by the Joint Faculties of Humanities and Theology at Lund University.
1.1.3 Operational year	The union's operational year runs from 1 <sup>st</sup> of July to 30 <sup>th</sup> of June.
<b>1.2 Steering documents</b>	
1.2.1 Steering documents	The Student Union for Humanities and Theology has the following types of steering documents: statutes, regulations, policy documents, and guidelines.
1.2.2 Document hierarchy	The order to follow, if one steering document contradicts another, is the following: statutes, regulations, policy documents, and guidelines.

1.2.3 Statutes	<p>The statutes are approved by the Representative Assembly. Amendments require two identical decisions with a majority of at least two thirds in two consecutive operational years.</p> <p>Notwithstanding the first paragraph, the Representative Assembly can decide on changes in numbering and other editorial changes by a majority of two thirds.</p> <p>Notwithstanding the first paragraph, the Representative Assembly can, through a decision with a majority of at least two thirds, adapt the statutes as a result of changes in the organisation of Lund University or a parliament, government or authority decree.</p> <p>The statues is to be made available to all union members and elected representatives.</p>
1.2.4 Regulations	<p>Regulations complement and are subordinate to the statutes. Regulations are approved by the Representative Assembly.</p> <p>Regulations is to be made available to all union members and elected representatives.</p>
1.2.5 Policy documents	<p>Policy documents are approved by the Representative Assembly to comprise principles for union actions within a certain theme.</p> <p>Policy documents are to be made available to all union members and elected representatives.</p>
1.2.6 Guideline	<p>Guidelines are approved by the Union board and guide the work with the union's internal organisation. Guidelines are to be presented to the representative assembly.</p> <p>Guidelines are to be made available to all union members and elected representatives.</p>
1.2.7 Translations	<p>If a steering document and its translation can be interpreted differently, the Swedish version applies.</p>



<b>1.3 Other operation regulating documents</b>	
1.3.1 Operational plan	<p>The operational plan is approved by the Representative Assembly to provide directions for activities that are to be implemented.</p> <p>The operational plan is to be made available to all union members and elected representatives.</p>
1.3.2 Budget	Budget is approved by the Representative Assembly to provide an economic framework.
1.3.3 Crisis Management Plan	<p>The Crisis Management Plan is approved by the Representative Assembly.</p> <p>The Crisis Management Plan is to be made available to all union members and elected representatives according to the instructions in the Regulations.</p>
1.3.4 Document of Opinions	<p>The document of opinions is approved by the Representative Assembly.</p> <p>The document of opinions is to be made available to all union members and elected representatives.</p>
1.3.5 Authorisation and Delegation Order	<p>The Authorisation and Delegation order is approved by the Representative Assembly. The Board shall attend the first Representative Assembly of the operational year and leave a suggestion for the authorisation and delegation order.</p> <p>The Authorisation and Delegation Order is to be made available to all union members and elected representatives.</p>
1.3.6 The Act of Succession	<p>The Act of Succession is approved by the union board.</p> <p>The act of Succession is to be made available to all union members and elected representatives.</p>
<b>Chapter 2 Members</b>	
<b>2.1 Membership</b>	

<p>2.1.1 Admittance</p>	<p>Students within the area of activities defined in Section 1.1.2 are entitled to union membership in accordance with Section 2.1.2.</p> <p>Admittance to the Student Union for Humanities and Theology at Lund University is granted through the payment of a membership fee in accordance with Section 2.2.1.</p> <p>The Representative Assembly can decide that in order to be granted admittance to the union, a student must be a member of an association which, pursuant to Chapter 4 Section 15 of the Higher Education Act, has the status of a nation at Lund University.</p> <p>The Representative Assembly can decide that in order to be granted admittance to the union, a student must be a member of the Academic Society.</p>
<p>2.1.2 Exit</p>	<p>Members are entitled to exit the union in accordance with Section 2.1.3.</p> <p>If a member has not paid the membership fee in accordance with Section 2.2.1, he or she exits the Student Union for Humanities and Theology at Lund University.</p>
<p>2.1.3 Supporting members</p>	<p>A person who is a Studentlund member and a member of another union at Lund University has the right to become a supporting member of the union. Admittance as a supporting member is granted through the payment of a supporting membership fee in accordance with Section 2.2.1.</p>

<p>2.1.4 Honorary members</p>	<p>Persons:</p> <p>who have particularly promoted the Student Union for Humanities and Theology at Lund University,</p> <p>who have particularly promoted the humanities or theology,</p> <p>or who the Student Union for Humanities and Theology wants to honour,</p> <p>can be made honorary members by the Representative Assembly.</p> <p>Honorary members are elected by the Representative Assembly. To elect an honorary member, at least nine tenths of the votes shall be in favour.</p> <p>Nominations of honorary members can be made by at least 30 members, at least 10 representative assembly members or the board. Nominations should be submitted to the presidium no later than 15 working days before the representative assembly meeting.</p> <p>If the nomination of an honorary member is rejected, neither the nomination nor the decision will be included in the minutes.</p>
<p><b>2.2 Fees</b></p>	
<p>2.2.1 Determining the semester fee</p>	<p>Prior to each operational year, the Representative Assembly is to decide on semester fees for regular members and supporting members.</p>
<p><b>2.3 Rights</b></p>	

2.3.1 Rights of regular members	Regular members have the right to:  participate in representative assembly elections,  stand for election to the Representative Assembly,  stand for elections to posts appointed by the Representative Assembly,  attend representative assembly meetings, unless the Representative Assembly has decided that the meeting is to take place behind closed doors pursuant to Section 3.3.10.
2.3.2 Rights of supporting members	Supporting members have the right to:  attend representative assembly meetings, unless the Representative Assembly has decided that the meeting is to take place behind closed doors pursuant to Section 3.3.10,  stand for elections to posts appointed by the Representative Assembly.
2.3.3 Rights of honorary members	Honorary members have the right to attend and make statements at representative assembly meetings, unless the Representative Assembly has decided that the meeting is to take place behind closed doors pursuant to Section 3.3.10.
<b>Chapter 3 Central organisation</b>	
<b>3.1 Bodies</b>	

3.1.1 Central bodies	<p>The central union bodies are the Representative Assembly, the Board, the Presidium, committees established by the Representative Assembly, the Nomination Committee, the Electoral Committee, the Constitutional Council, auditors,</p> <p>other bodies established in the Regulations by the Representative Assembly.</p>
3.1.2 Notification of decisions	All decisions made by central union bodies are to be made available to union members.
<b>3.2 Representative assembly elections</b>	
3.2.1 Form of election	The Representative Assembly is elected annually through closed, free and direct elections.
3.2.2 Right to vote	Students who are members of the union have the right to vote in representative assembly elections. Neither supporting members nor honorary members have the right to vote.
3.2.3 Candidates	Members of the Union who stand for election are eligible for election to the Representative Assembly. The application for registration of a candidate must include the name, personal identity number and contact details of the candidate.
3.2.4 Publication of candidates	The Electoral Committee is to announce the names of all candidates no later than two working days after the time to apply has run out
3.2.5 Correction of candidatures	If the Electoral Committee finds a candidate ineligible or finds shortcomings in the application for registration, the candidate will be given the opportunity to rectify his or her application.

<p>3.2.6 Election days</p>	<p>Representative assembly elections are to be held during at least five working days.</p> <p>Regular representative assembly elections are to be held over consecutive days at some point between the 15<sup>th</sup> of March and the 29<sup>th</sup> of April. The exact dates are to be established by the Representative Assembly no later than 7 weeks before the first election day.</p> <p>The election is to be announced to union members by the chairperson of the Electoral Committee no later than 6 weeks before the first election day.</p> <p>Elections may not be held between the 15<sup>th</sup> of May and the 31<sup>st</sup> of August or the 15<sup>th</sup> of December and the 15<sup>th</sup> of January.</p>
<p>3.2.7 Re-election</p>	<p>A re-election is to be held if a representative assembly election has been declared illegitimate by the Electoral Committee.</p> <p>A re-election is to take place no earlier than two weeks after an electoral committee decision on a re-election. The election is to be announced to union members no later than two weeks before the first election day. Candidates participating in re-elections are to be the same who participated in the previous election.</p>
<p>3.2.8 Dissolution</p>	<p>If the number of representative assembly members is less than 10, by-elections are automatically to be called in accordance with Section 3.2.9.</p> <p>The Representative Assembly may decide unanimously that the Representative Assembly be dissolved, and by-elections be called.</p> <p>If at least two thirds of the union members so request, the Representative Assembly can be dissolved, and by-elections be called.</p>
<p>3.2.9 By-elections</p>	<p>By-elections shall apply for the remainder of the term of office.</p> <p>If the by-election is held after the 15<sup>th</sup> of February, the newly elected members' term of</p>

	<p>office shall comprise the following term of office and the regular election should be cancelled.</p> <p>By-elections are to be held no earlier than 4 weeks after the by-election has been called and made public.</p>
3.2.10 Approved votes	Eligible voters are entitled to vote for 0–5 candidates. Ballots that contain more than five names, or that are wholly or partly indecipherable, will not be counted.
3.2.11 Counting of votes	A candidate will earn one vote for each ballot that includes the name of the candidate. The total number of votes for one candidate consists of all votes earned by that candidate.
3.2.12 Ranking of candidates	<p>Candidates are ranked according to the number of votes earned. In the event of a tie, the winner will be determined by a drawing of lots. The top 15 candidates will be elected as members of the Representative Assembly. The following 6 candidates in the ranking are elected as substitutes to the Representative Assembly.</p> <p>Exemption from the paragraph above is regulated in 3.2.13.</p> <p>To be elected a member of the Representative Assembly, a candidate must have earned at least one vote.</p>
3.2.13 Exceptions when ranking	<p>When a member of the board, as it is defined in 3.4.3, is also elected to the Representative Assembly, they are placed last in the order after the full members and substitutes. If this concern more than one board member, they are placed in the order of the election results and drawing of lots according to 3.2.12. If a board member resigns from the board, the person is placed in their previous place in the order in the Representative Assembly.</p> <p>The presidials who are also members of the Representative Assembly will be placed after the members of the Board. If this concerns more than one presidial, they are placed in the order of</p>

	the election results and drawing of lots according to 3.2.12.
<b>3.3 The Representative Assembly</b>	
3.3.1 The role of the Representative Assembly	The Representative Assembly is the Union's highest decision-making body.
3.3.2 Term of office	The term of office of the Representative Assembly is identical with the operational year of the union, with the exception of the representative assembly election meeting, which is held during the previous operational year.
3.3.3 Composition	The Representative Assembly is composed of 15 members and 6 substitutes.
3.3.4 Requirements	<p>A representative assembly member must be a member of the union.</p> <p>However, a representative assembly member who has exited the union pursuant to Section 2.1.3 may carry out his or her duties until 15 October or 1 March. A representative assembly member who, after this date, is not a union member will be prohibited from carrying out union duties until he or she has joined the union in accordance with Section 2.1.2.</p>
3.3.5 Responsibilities	<p>It is the responsibility of the Representative Assembly to:</p> <ul style="list-style-type: none"> <li>hold elections to the Union's positions of trust at annual representative assembly election meetings,</li> <li>hold elections to union positions of trust,</li> <li>to announce the vacant positions of trust,</li> <li>hold by-elections for the vacant positions of trust,</li> <li>determine semester fees,</li> <li>approve the plan of activities and budget,</li> </ul>



	<p>establish working groups for specific issues,</p> <p>process motions, formal questions and proposals received by the representative assembly,</p> <p>decide on establishment, liquidation and structural changes in the union's committees and particular positions,</p> <p>decide on the issue of discharge from liability for the previous year's board, following a presentation of the final accounts, operational report and auditor's report,</p> <p>Other responsibilities are regulated in the Regulations.</p>
3.3.6 Co-option	<p>The following are permanently co-opted with the right to attend, speak and plead at representative assembly meetings:</p> <p>The Representative Assembly presidium, president, vice president, board member, auditors, representative assembly substitute, committee chairperson, Head of the Nomination Committee, Head of the Electoral Committee, chairpersons of student councils, the inspector.</p> <p>When the Representative Assembly discusses a motion, the member who has submitted the motion or their representative is entitled to be co-opted with the right to participate in the discussion. Members have the right to attend representative assembly meetings unless the representative assembly has decided to hold the meeting behind closed doors pursuant to Section 3.3.10.</p> <p>The Representative Assembly may also co-opt others to attend meetings.</p>
3.3.7 Quorum	<p>The Representative Assembly is quorate when at least 8 members are present.</p> <p>Representative assembly meetings are as a rule held physically. If the meeting is held physically, all members must attend physically. If the</p>

	<p>meeting is held digitally, all members must attend digitally.</p> <p>The Representative Assembly makes decisions through simple majority, if nothing else is stated.</p> <p>The Representative Assembly may, if necessary, make decisions by correspondence . The same rules for decision-making and majority apply to the decisions made by correspondence.</p>
3.3.8 Chairmanship	<p>Representative assembly meetings are led by the chairperson, or, in the absence of the chairperson, the vice chairperson. Representative assembly members are not allowed to hold these positions.</p> <p>The representative assembly election meetings are led by the current chairperson or vice chairperson.</p> <p>If both the chairperson and vice chairperson are absent, the Representative Assembly may choose another person to lead the meeting.</p> <p>The chairperson freely decides on the order of discussions and proposals unless it is in conflict with the present statutes, regulations or a point of order decided at the meeting.</p> <p>Representative assembly meeting minutes are taken by the representative assembly secretary or, in the absence of the secretary, the vice secretary. The minutes at representative assembly election meetings are taken by the secretary or vice secretary of the current operational year. If both the secretary and vice secretary are absent, the Representative Assembly can choose another person to take the minutes.</p>
3.3.9 Approval of minutes	<p>The Representative Assembly is to appoint two persons to approve the minutes together with the chairperson and the union president and also to serve as vote counters at each meeting.</p>
3.3.10 Meeting behind closed doors	<p>The Representative Assembly can decide with a majority of at least three fourths to hold a meeting behind closed doors.</p>

3.3.11 Representative assembly election meeting	<p>A representative assembly election meeting is to be held within 15 working days after the representative assembly elections have been completed and is to be summoned by the president.</p> <p>The following matters are to be addressed at the representative assembly election meeting:</p> <p>Meeting opens,  Approval of the register of voters,  Appointment of two persons to approve the minutes and count votes,  Decision on whether the meeting has been properly announced,  Approval of the agenda,  Co-opted members,  Election matters in accordance with the regulations,  Conclusion.</p>
3.3.12 Decisions on meetings	The Representative Assembly is to meet when the president decides, but at least 5 times per operational year.
3.3.13 Meeting dates	The Representative Assembly is not allowed to hold meetings between the 1 <sup>st</sup> of June and the 31 <sup>st</sup> of August, or between the 20 <sup>th</sup> of December and the 5 <sup>th</sup> of January.
3.3.14 Summons	Meetings are called by the president. The summons is to be announced to union members and sent to representative assembly members as well as members co-opted pursuant to Section 3.3.6 no later than 12 working days before the meeting.
3.3.15 Documents	The agenda and documents for matters should be made available by the president no later than five working days before the meeting and sent to representative assembly members as well as members co-opted pursuant to Section 3.3.6.

<p>3.3.16 Matters</p>	<p>Members of the Student Union for Humanities and Theology are entitled to submit motions to the Representative Assembly. In order for motions or formal questions to be addressed, they must have been submitted in writing to the presidium no later than 10 working days before the meeting.</p> <p>The following items are addressed at regular representative assembly meetings:</p> <p>Meeting opens,  Approval of the register of voters,  Appointment of two persons to approve the minutes and count votes,  Decision on whether the meeting has been properly announced,  Approval of the agenda,  Co-opted members,  Information,  Election matters in accordance with the regulations as well as possible by-elections,  Proposals,  Motions,  Formal questions,  Items for discussion,  Other matters,  Conclusion.</p>
<p>3.3.17 Extraordinary meetings</p>	<p>In addition to the meetings that the president decides on, representative assembly meetings can be called at the request of at least five representative assembly members, the union inspector, at least one union auditor or at least 50 members.</p> <p>The request must be submitted in writing to the president. The request must state the matter/s to be discussed at the meeting.</p> <p>The meeting should be held no later than 15 working days after the request was received by the president. Only the matter/s included in the submitted request may be discussed at the meeting, with the exception of meeting procedures</p>

<b>3.4 The Board</b>	
3.4.1 The role of the Board	The Board is the Union’s executive body and reports to the Representative Assembly on matters of union finances and operation.
3.4.2 Term of office	The term of office is identical with the operational year.
3.4.3 Composition	The board is composed of the union’s presidium and five additional members.
3.4.4 Responsibilities	<p>It is the responsibility of the Board to:</p> <ul style="list-style-type: none"> <li>prepare matters to be addressed by the Representative Assembly,</li> <li>prepare matters at the request of the president, the Representative Assembly or a board member,</li> <li>implement decisions made by the Representative Assembly,</li> <li>propose items to be included in the Union’s plan of activities and a budget for the next operational year,</li> <li>safeguard the work environment and wellbeing of full-time officers within the organisation,</li> <li>appoint signatories for the union and people authorised to use the union’s bank accounts,</li> <li>annually submit a proposal for authorisation and delegation rules to be approved by the Representative Assembly at its first meeting in the autumn,</li> <li>review the current steering documents, position papers, instructions, contracts and similar, and make changes when it is deemed necessary,</li> <li>submit an annual report of activities.</li> </ul> <p>Other responsibilities are regulated in the Regulations.</p>

3.4.5 Co-option	<p>The following are permanently co-opted with the right to attend and speak at board meetings:</p> <p>committee chairpersons, Chairperson of the student councils, auditors, the inspector.</p> <p>When the board discusses a matter that has been referred to the board, a representative of the body from which the matter has been referred is entitled to be co-opted with the right to attend and speak at the meeting.</p>
3.4.6 Quorum	<p>The board is quorate when at least one member of the presidium and at least three other members are present. The Board makes decisions through simple majority. In the event of a tie, the president has the casting vote.</p>
3.4.7 Chairmanship	<p>Board meetings are led by the president, or, in the absence of the president, by a vice president if the board does not decide otherwise. The board is to appoint a secretary from among its members to take minutes.</p>
3.4.8 Approval of minutes	<p>The board is to appoint a person to approve the minutes together with the chairperson.</p>
3.4.9 Decisions on meetings	<p>The president decides on the date of the first board meeting of the operating year. After this, the board decides on the dates for the board meetings.</p>
3.4.10 Summons	<p>Meetings are called by the president. The summons, agenda and necessary documents shall be sent to board members as well as co-opted members pursuant to Section 3.4.5 no later than three working days before the meeting.</p> <p>The summons shall be made available to union members no later than three working days before the meeting. The agenda and necessary documents can be requested by union members.</p>

3.4.11 Extraordinary meetings	<p>Additional board meetings can be called at the request of either at least one member of the presidium, at least two board members, the union inspector or at least one union auditor.</p> <p>The request must be submitted in writing to the president. The request must state the matter/s to be discussed at the meeting.</p> <p>The meeting is to be held no later than 10 working days after the request was received by the president. Only the matter/s included in the submitted request may be discussed at the meeting, with the exception of meeting procedures.</p>
<b>3.5 Presidium</b>	
3.5.1 The role of the Presidium	The Presidium reports to the Board and the Representative Assembly on the ongoing operation of the union.
3.5.2 Term of office	The term of office for the presidium is identical with the operational year.
3.5.3 Composition	The Presidium is composed of the president and one or several vice presidents.
3.5.4 Responsibilities of the president	The responsibilities of the president are specified in the regulations.
3.5.5 Responsibilities of the vice presidents	The responsibilities of the vice presidents are specified in the regulations.
3.5.6 Other responsibilities	The other responsibilities of the Presidium are specified in the Regulations.
3.5.7 Act of Succession	<p>The Act of Succession for the presidium is determined by the board. The Act of Succession is applied when a member of the presidium is unable to perform their work tasks.</p> <p>The Act of succession applies until the Representative Assembly has decided otherwise.</p>

<b>3.6 Committees</b>	
3.6.1 The role of the committees	The committees report to the Board on their respective areas of operation.
3.6.2 Term of office	The term of office for the committees is identical with the operational year.
3.6.3 Composition	The committees is composed of a chairperson and, unless the regulations specify otherwise, 8 members.
3.6.4 Responsibilities of the committees	The responsibilities of the committees are specified in the Regulations.
3.6.5 Co-option	<p>The president and vice presidents are permanently co-opted with the right to attend, speak and plea at meetings.</p> <p>Bodies as defined in Sections 3.1.1 and 4.1.2 and other elected representatives who have an obvious connection to the matter being discussed are entitled to be co-opted with the right to attend and speak.</p>
3.6.6 Quorum	A committee is quorate when the chairperson or vice chairperson and at least half of the elected members are present.
3.6.7 Chairmanship	<p>Committee meetings are led by the chairperson. The committee is to appoint a vice chairperson from among its members to lead meetings in the absence of the chairperson. The committee is to appoint a secretary from among its members to take minutes.</p> <p>This section need not apply to individual committees in the Regulations.</p>



3.6.8 Approval of minutes	<p>At each meeting, the committee is to appoint a person to approve the minutes together with the chairperson.</p> <p>Individual committees may be exempted this section in the Regulations.</p>
3.6.9 Decisions on meetings	<p>The committee meets when the committee decides. If no decisions on meetings have been made, the committee chairperson can decide on a meeting date.</p>
3.6.10 Summons	<p>Meetings are called by the committee chairperson. The summons, agenda and necessary documents shall be sent to committee members as well as members co-opted pursuant to Section 3.6.5 no later than three working days before the meeting.</p> <p>The summons shall be made available to union members no later than three working days before the meeting. The agenda and necessary documents can be requested by union members.</p>
<b>3.7 Nomination Committee</b>	
3.7.1 The role of the nomination committee	<p>The Nomination Committee reports to the Representative Assembly regarding preparation elections to the union's position of trust.</p>
3.7.2 Term of office	<p>The term of office for the Nomination Committee is identical with the operational year.</p>
3.7.3 Composition	<p>The Nomination Committee is composed of a chairperson and 5 other members.</p> <p>Board members or members of the Presidium are not permitted to be members of the Nomination Committee. The same applies to candidates for positions of the board or the presidium, or people holding remunerated positions within the union.</p> <p>Candidates for the Nomination Committee are not handled by the Nomination Committee.</p>

3.7.4 Responsibilities	The responsibilities of the Nomination Committee are specified in the regulations.
3.7.5 Quorum	The Nomination Committee is quorate when the chairperson or vice chairperson and at least half of the elected members are present.
3.7.6 Chairmanship	<p>Nomination committee meetings are led by the chairperson.</p> <p>The Nomination Committee is to appoint a vice chairperson from among its members to lead meetings in the absence of the chairperson.</p> <p>The Nomination Committee is to appoint a secretary from among its members to take minutes.</p>
3.7.7 Approval of minutes	At each meeting, the Nomination Committee is to appoint a person to approve the minutes together with the chairperson.
3.7.8 Decisions on meetings	The Nomination Committee meets when one or more candidatures have been registered. If no candidatures have been registered, the chairperson of the Nomination Committee can decide on a meeting date.
3.7.9 Summons	Meetings are called by the nomination committee chairperson. The summons, agenda and necessary documents shall be sent to committee members no later than three working days before the meeting.
<b>3.8 Electoral Committee</b>	
3.8.1 The role of the electoral committee	The Electoral Committee is responsible for representative assembly elections.

3.8.2 Term of office	The term of office for the Electoral Committee is identical with the operational year.
3.8.3 Composition	The Electoral Committee is composed of a chairperson and 5 other members.
3.8.4 Responsibilities	The responsibilities of the Electoral Committee are specified in the Regulations.
3.8.5 Quorum	The Electoral Committee is quorate when the chairperson or vice chairperson and at least half of the elected members are present.
3.8.6 Chairmanship	Electoral committee meetings are led by the chairperson. The Electoral Committee is to appoint a vice chairperson from among its members to lead meetings in the absence of the chairperson. The Electoral Committee is to appoint a secretary from among its members to take minutes.
3.8.7 Approval of minutes	At each meeting, the Electoral Committee is to appoint a person to approve the minutes together with the chairperson.
3.8.8 Summons	Meetings are called by the Electoral Committee chairperson. The summons, agenda and necessary documents shall be sent to board members no later than three working days before the meeting.
<b>3.9 Constitutional Council</b>	
3.9.1 Term of office	The Representative Assembly annually appoints two members for a term of office of two operational years.
3.9.2 Composition	The Constitutional Council comprises 4 members.  Members of the Constitutional Council do not need to be members of the union.

3.9.3 Responsibilities	<p>It is the responsibility of the constitutional council to:</p> <p>review interpretations of statutes appealed to the council,</p> <p>review suspected offences against the statutes appealed to the council,</p> <p>submit a statement to the Representative Assembly on matters that the council has reviewed.</p>
3.9.4 Quorum	The Constitutional Council is quorate when at least three members are present.
3.9.5 Secretary	The Constitutional Council is to appoint a secretary from among its members to take minutes of the council's statements.
3.9.6 Decisions on meetings	The Constitutional Council meets as soon as an appeal has been made in accordance with Section 6.1.1.
3.9.7 Summons	Meetings are called by the president who is also to forward all the documents submitted by the appellant to the members of the Constitutional Council.
<b>3.10 Auditors</b>	
3.10.1 The role of the auditors	The auditors make recommendations to the Representative Assembly on the issue of discharge from liability for the board of the past operational year for the Representative Assembly to consider.
3.10.2 Term of office	The term of office for the auditors is identical with the union's operational year.

3.10.3 Number of auditors	The union is to have one operations auditor, one substitute for the operations auditor, and one financial auditor.
3.10.4 Activities auditors	<p>It is the responsibility of the operations auditors to:</p> <p>review the decisions made by bodies as defined in Section 3.1.1,</p> <p>submit a report to the Representative Assembly on decisions made,</p> <p>make a recommendation on the issue of discharge from liability for the board of completed operational year.</p> <p>Operations auditors need not be members of the union.</p>
3.10.5 Financial auditor	<p>It is the responsibility of the financial auditor to:</p> <p>review the union's accounts,</p> <p>make a recommendation on the issue of discharge from liability for the Board of completed operational year.</p> <p>The financial auditor does not need to be a member of the union.</p>
3.10.6 Recusal	The president, vice president or board member is disqualified from being auditors of the union.
<b>3.11 Inspector</b>	
3.11.1 The role of the inspector	The inspector is to monitor and support the Union's activities and associated aspects.
3.11.2 Term of office	The inspector is elected for a period of two calendar years.

3.11.3 Election	A vacancy is announced every other year and the election is prepared by the nomination committee. The inspector is elected by the Representative Assembly.
3.11.4 Responsibilities	It is the responsibility of the inspector to:  stay informed about the union's activities  use their networks, within the Joint Faculties of Humanities and Theology and elsewhere, to contribute to the steady development of the union to fulfil its purpose.
3.11.5 Recusal	When the Board or Representative Assembly address matters involving a conflict of interest for the inspector, the inspector may be prohibited from attending, speaking and making proposals at meetings. This also applies to student matters involving the inspector.
<b>3.12 Resignation</b>	
3.12.1 Granting of resignations	Resignations should be submitted to the union's president for approval. The resignation is then to be reported to the Representative Assembly.
<b>Chapter 4 Student councils</b>	
4.1.The role of the student councils	The Student Union for Humanities and Theology manages student councils. The student councils are operative units with responsibility for local study monitoring and gather student representatives on a departmental level.

	There is to be one (1) student council within each department, or equivalent, of the Joint Faculties of Humanities and Theology.
4.2 Term of office	The term of office for the student councils is identical with the Union's operational year.
4.3 Chairmanship	Each student council is to appoint a chairperson from among its members to lead the work of the council. The meetings are led by the chairperson or, in the absence of the chairperson, the vice chairperson, unless the council decides otherwise.  The student council is to appoint a secretary from among its members to take minutes.
4.4 Responsibilities	The responsibilities of the student councils are specified in the Regulations.
4.5 Co-option	Permanently co-opted with the right to attend, speak and plea at meetings are:  President, Vice presidents, Board members.
4.6 Summons	Meetings are called by the student council chairperson, the Union's presidium or a Board member. The summons and agenda shall be sent to council members as well as co-opted members no later than three working days before the meeting.
<b>Chapter 5 Meeting procedure</b>	

<b>5.1 General</b>	
5.1.1 Voting and decisions	Voting is done by acclamation and decisions are made by simple majority, unless otherwise specified in the present statutes.
5.1.2 Agenda	Matters not included on the agenda may only be discussed if two thirds of the body wishes to do so.
5.1.3 Late documents	Matters for which documents were not issued on time should be postponed if requested by at least three members. In union bodies with less than four members the documents that are not issued on time should be postponed if requested by at least one member.
5.1.4 Recusal	Members may not participate in a decision in which they, or somebody they have a close relationship with, may be considered to have a financial interest. They may neither participate in decisions on discharge from liability for a measure that they have taken or a decision in which they have participated.
<b>5.2 Elections</b>	
5.2.1 Nominations/Candidacy	For elections called by the Representative Assembly, candidacies or nominations must have reached the Nomination Committee by the deadline for nominations. For all other elections, candidacies or nominations are to be submitted to the chairperson of the body holding the election.



5.2.2 Counter-candidacy	<p>Counter-candidacies may be submitted after the Nomination Committee has made its nominations and suggestions for vacant positions public.</p> <p>It is possible to counter-candidate vacant positions.</p> <p>Counter-candidacy is to be submitted to the president.</p>
5.2.3 Ballots	<p>Ballot papers may contain fewer names than the positions to be filled. Indecipherable names will not be counted.</p>
5.2.4 Voting procedure	<p>Elections are to take place with closed ballots if more than one candidate per position is involved or if it is requested.</p> <p>For elections with closed ballots, the candidate who receives at least half of the votes is elected. If no candidate receives more than half of the votes, no more than twice as many candidates as there are positions to appoint in the election may proceed to a new election. The candidates to proceed are those who received the greatest number of votes in the first election. Further nomination of candidates may not be made in the new election. The candidates who receive the greatest number of votes in the new election will be elected.</p>
5.2.5 Equal number of votes	<p>In the event of a tie, the Nomination Committee's proposal takes precedence .If the Nomination committee's proposal cannot settle the election, the outcome will be determined by a drawing of lots.</p>
5.2.6 No-confidence votes	<p>Representative assembly members, board members, presidials, auditors or at least 10 union members can propose a declaration of no confidence against a representative elected by the Representative Assembly or the Board.</p>
5.2.7 Management of declarations of no confidence	<p>Proposed declarations of no confidence are to be addressed as motions to the Representative Assembly.</p>

5.2.8 Voting procedure of declarations of no confidence	If a declaration of no confidence is supported by at least two thirds of the present eligible voters, the post will become vacant and a by-election is to be held by the relevant body. The person who was removed due to a vote of no confidence, cannot be re-elected to the same post during the same operational year.
5.2.9 Exceptions	Members of the Representative Assembly and the student councils are not elected but personal representatives and, therefore, cannot be removed due to a vote of no confidence. Members of the Constitutional Council are external advisors and, therefore, cannot be removed due to a vote of no confidence.
<b>5.3 Addressing matters</b>	
5.3.1 Order of proposals	For votes on proposals or motions prepared by the board, the board's proposal is the primary proposal. For votes in the board, the presidium's proposal is the primary proposal. For votes in all other bodies, the chairperson's proposal is the primary proposal.
5.3.2 Minutes of votes	Minutes of votes are to be taken if requested by a member with the right to make proposals.
5.3.3 Equal number of votes	In the event of a tie, another round of voting can be held upon request. This procedure may only be applied once. In the event of a tie and a potential new round of voting on a proposal or motion prepared by the board, the board's proposal takes precedence. In the board or student councils, the position of the chairperson or, in the absence of the chairperson, vice chairperson takes precedence. In all other cases, the matter is determined by a drawing of lots.

<p><b>5.4 Motions, proposals, formal questions and simple questions</b></p>	
<p>5.4.1 Design of motions and propositions</p>	<p>In order for the Representative Assembly to be able to reach a decision, motions and proposals must conclude with a definite proposal for a decision not requiring an additional proposal at the meeting. When discussing the matter, the Representative Assembly will consider any additional proposals and counterproposals to motions or proposals.</p>
<p>5.4.2 Motions</p>	<p>Motions for ordinary representative assembly meetings submitted in writing to the presidium by a representative assembly member, committee or at least 10 union members are to be included on the agenda of the first representative assembly meeting 10 working days after the motion has been received.</p>
<p>5.4.3 Proposals</p>	<p>Proposals to the Representative Assembly are submitted by the board.</p>
<p>5.4.4 Formal questions</p>	<p>A formal question to an elected representative submitted in writing to the presidium by a representative assembly member, board member, committee or at least 10 union members is to be included on the agenda of the first representative assembly meeting, however not earlier than 10 working days after the question has been received.</p> <p>The formal question shall be sent out to the members of the Representative Assembly as well as the co-opted, together with the documents regarding the representative assembly meeting at which the formal question will be raised.</p> <p>The person asked shall respond to the question in writing at the latest three working days prior to the meeting.</p>
<p>5.4.5 Simple questions</p>	<p>A general assembly member can ask a simple question to an elected representative at the latest 24 hours prior to an ordinary meeting of the general assembly. The representative is obliged to</p>

	either respond at the meeting or submit a written answer to the meeting.
<b>Chapter 6 Interpretation and dissolution</b>	
<b>6.1 Interpretation</b>	
6.1.1 Interpretation of the statutes	The right to interpret the present statutes rests with the president. The interpretation can be appealed to the Constitutional Council for a decision in the Representative Assembly. The appeal is to be addressed to the Constitutional Council and submitted to the president by at least one board member, committee chairperson or member, representative assembly member or auditor.
<b>6.2 Dissolution</b>	
6.2.1 Decision of dissolution	The Student Union for Humanities and Theology can only be dissolved through a majority of at least three fourths in two identical representative assembly decisions in two consecutive operational years.

<p>6.2.2 Division of assets</p>	<p>In the event of dissolution, the Representative Assembly is to decide how the Union's assets are to be distributed, after all debts have been paid.</p> <p>The assets are to be allocated to one or several organisations deemed to be able, in the best way possible, to strengthen the influence of students in the Joint Faculties of Humanities and Theology. The assets may not, however, be allocated to activities violating the purpose and intentions of the union. A decision on the allocation of assets must be taken prior to a decision on dissolution.</p>
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