



# Stockholm University Student Union's Bylaw and Universal Electoral Regulations

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## **Bylaws**

### **Chapter 1 Composition and purpose**

#### Sec. 1 Composition

The Stockholm University Student Union (SUS) is an association of students at Stockholm University.

#### Sec. 2 Purpose

The main purpose of SUS is to monitor and participate in the development of the education and the conditions for studying at Stockholm University. SUS must protect, promote, and safeguard the interests of students, primarily regarding educational and social welfare issues. SUS shall provide services to its members and work towards good relations between them.

#### Sec. 3 Field of activity

The field of activity for SUS is Stockholm University.

### **Chapter 2 Membership**

#### Sec. 1 Membership

Membership is obtained by paying the membership fee.

#### Sec. 2 Right to membership

Regular membership in SUS is reserved for those who have registered at Stockholm University within SUS' field of activity with status as a student union, in accordance with the Swedish Higher Education Act (SFS 1992:1434) Chapter 4, Section 8, when the membership is sought. Other people have the opportunity to become supporting members.

#### Sec. 3 Regular Membership

Regular members have the right to vote in elections to the Student Union Representative Assembly of delegates and in votes by the general membership, the right to sit at the Student Union Representative Assembly and on the Student Union Board and the right to take advantage of SUS services.

#### Sec. 4 Supporting Membership

Supporting members have the right to take advantage of SUS services to the extent that the Student Union Representative Assembly or the Student Union Board decides.

#### Sec. 5 Membership fees

The form and size of the membership fees are determined by the Student Union Representative Assembly.

## Sec. 6 Period of validity

Par. 1 Membership runs from the time that the membership fee has been received by SUS until the end of the longest, valid period of membership.

Par. 2 The membership periods are January through September 15 (spring semester membership), and July through February 15 (autumn semester membership).

Par. 3 Full-year or multi-year membership applies during terms decided by the Student Union Representative Assembly.

## Sec. 7 Proof of membership

Proof of membership is receipt of paid membership fees or confirmation of payment or membership card issued by SUS.

## Sec. 8 Termination

If the regular member no longer meets paragraph 2, the membership terminates automatically. Members whose membership has automatically expired may, if set up accordingly, automatically transition to a supporting member.

## Sec. 9 Suspension and expulsion

Par. 1 A member who fails to comply with their obligations to SUS or who has obviously damaged SUS, its activities, its interests, or no longer fulfils the requirements for membership may be expelled by the Student Union Board.

Par. 2 A Member who has obtained membership by intentionally providing incorrect information or who deliberately counteracts the objectives of SUS may be expelled.

Par. 3 Decisions on suspension or exclusion are decided by the board of the Student Union by a qualified majority. The member may not be suspended or expelled until the member has been given the opportunity to give a statement to the Student Union Board.

Par. 4 Decisions regarding expulsion may be appealed by the person concerned to the Student Union Representative Assembly. If the Student Union Representative Assembly upholds the decisions of the Student Union Board, this must be done by a minimum qualified majority.

## **Chapter 3 Organisation**

### Sec. 1 Organisation

Par. 1 SUS' powers are exercised in the manner set out below by the student union bodies.

The bodies consist of the:

- a) Student Union Representative Assembly



- b) Student Union Board
- c) Presidium
- d) Election committee

Par. 2 SUS also includes affiliated student councils, PhD Students' Councils, faculty councils and student union associations.

## Sec. 2 Operating plan and organisational plan

The board of the Student Union and the acting bodies shall work according to an operating plan adopted by the Student Union Representative Assembly. The SUS Board and staff shall be organised according to an organisational plan adopted by the Student Union Representative Assembly, after consulting the personnel organisations.

## Sec. 3 Length of the operating year

SUS' operating year and financial year run from July to June.

## Sec. 4 Term of the Student Union Representative Assembly

The term of office for the Student Union Representative Assembly runs from May 16 to May 15 of the following year.

## Sec. 5 Term of the Student Union Board and the Election Committee

The term of office of the Student Union board and the Election Committee runs from July to June.

## Sec. 6 Student Union documents

Par. 1 SUS documents should be archived both digitally and in paper format.

Par. 2 Documents are defined as:

- a) Minutes of the meetings of the Student Union board, Student Union Representative Assembly, and the Election Committee
- b) Documents from meetings of the Student Union Board and the Student Union Representative Assembly

## Sec. 7 Publication of documents

Par. 1 SUS documents shall be published on the SUS website.

Par. 2 Written documentation that have been submitted within the scope of SUS work but do not fall within the definition for documents in subsection 7, par. 2 shall be submitted within a reasonable period of time following a request from outside parties.

Par. 3 Documents and written documentation which, under these rules, are considered sensitive (in accordance with Par. 4) may only be released if it can be assumed that SUS or others would not suffer from their release. Documents or written documentation involving the personal circumstances of an individual may be disclosed only if it is believed that the individual or others will not suffer as a result of this. The decision to

release such documentation is made in each case by the SUS presidium. However, the presidium may decide to refer this determination to the Student Union Board.

Par. 4 Written documents and documentation are considered sensitive if they:  
concern sensitive financial conditions  
concern the companies and businesses owned by SUS  
concern personal circumstances of individuals  
concern information received by SUS from third parties under the assumption that it is to be treated confidentially

## **Chapter 4 Decisions**

### **Sec. 1 Voting**

Voting is open. However, voting on personal matters shall be carried out by means of secret ballots if the member or the acting alternate so requests.

### **Sec. 2 Different types of majority decisions**

Par. 1 Unless otherwise specifically stipulated in the bylaws, the motion that receives the highest number of votes shall be valid. In the event of a tie, the vote by the chair of the body shall be the deciding vote. However, in the case of electing a specific person or voting in the Student Union Representative Assembly, the decision is made by lots.

Par. 2 In cases where the bylaws require a qualified majority, a two-thirds majority of the voters are required.

Par. 3 In cases where the bylaws require a super-majority, a three-quarters majority of the voters are required.

### **Sec. 3 Voting in elections of individual persons**

Par. 1 When the Student Union Representative Assembly has to cast votes regarding individual persons, elections should be held for one post at a time. If someone so requests, candidates must prove to have the confidence of more than half of the members present at the Student Union Representative Assembly.

Par. 2 If a candidate does not win sufficient support, the meeting shall be adjourned at this item, but no more than eight days.

Par. 3 When the session resumes, elections are held after open nominations, and a relative majority is sufficient for certain candidates to be considered elected for certain posts.

### **Sec. 4 Remote decisions**

The Student Union board, the presidium and the election committee can make decisions remotely, that is, without a physical meeting. A full quorum of voting members must participate in the decision in order for it to be valid. In the case of remote decisions, a vote using secret ballots cannot be requested.

## Sec. 5 d'Hondt method

Par. 1 If applying d'Hondt's method during elections, the election shall be performed in accordance with this paragraph unless otherwise specified. Members of the Student Union Representative Assembly have the right to nominate a list containing one or more names where the nominees are listed in order.

Par. 2 The mandates are distributed as follows: The comparative figure is the number of votes that the respective list receives from the voting members of the Student Union Representative Assembly. The list with the highest comparative figure is assigned a mandate. The comparative figure thereafter is equal to the number of votes received divided by the number of seats received plus one.

Par. 3 In the event of equal comparative figures, lots will decide.

Par. 4 The seats for each list are allocated in the order in which the names on the list are listed.

## **Chapter 5 Membership votes**

### Sec. 1 Announcement

Par. 1 In order to hear the opinions of the members of the student union on a major and important issue of fundamental significance to SUS and its members, those who are entitled to make a motion, can submit a motion to the student Union Representative Assembly and call for a vote by the membership.

Par. 2 For a motion to call for a membership vote to be approved, a qualified majority is required.

### Sec. 2 Timing

If the Student Union Representative Assembly approves a request for a membership vote, the vote shall take place in connection with the next student union election unless otherwise stated in the Council's decision.

### Sec. 3 Effect

The results of a membership vote is advisory.

### Sec. 4 Substantive form

The content of the membership vote, the rank of the proposal and the other features are determined by the Student Union Representative Assembly.

### Sec. 5 Implementation

The Election Committee is responsible for the statutory execution of the membership vote.

## **Chapter 6 Student Union Representative Assembly**

### **Sec. 1 Meetings**

Par. 1 Student Union Representative Assembly meeting shall be held at least four times each operating year. No meeting shall be held between June 5 and August 31, or December 20 and January 10.

Par. 2 Meetings may not be held on public holidays.

### **Sec. 2 Extra elections**

Par. 1 Decisions regarding extra elections are made by the Student Union Representative Assembly with similar decisions at two successive meetings at least 10 days apart, or a meeting with a super-majority. Extra elections shall not be held between June 5 and August 31, or December 20 and January 10.

Par. 2 Extra elections concern the period up to and including the end of the financial year.

Par. 3 After extra elections, the Student Union Representative Assembly will meet within five weeks. At this meeting, the Student Union Representative Assembly shall address the same items as stated in section 17 regarding the elected delegates.

### **Sec. 3 Speaker**

Student Union Representative Assembly meetings are chaired by the speaker, who is elected at the first meeting of the Student Union Representative Assembly for the term of office. The speaker calls the Student Union Representative Assembly.

### **Sec. 4 Verification of membership**

Prior to the first meeting of each semester and the first meeting after extra elections, the speaker shall verify that members and alternates are members of SUS. At least three working days before the meeting, the speaker shall provide written notification to those members and alternates who are not clearly members of the SUS. These members and alternates may then, at the meeting, confirm their membership by providing proof of the paid membership fee.

### **Sec. 5 Members**

The Student Union Representative Assembly consists of 35 members with an equal number of alternates. Members and alternates members of the Student Union Representative Assembly must be members of SUS. Each party represented in the Student Union Representative Assembly shall be assigned alternates during the count corresponding to the full number of regular members. The alternates are admitted in the order specified in the election regulations.

## Sec. 6 Withdrawal of mandate

If the member or alternate member of the Student Union Representative Assembly wishes to withdraw from their duties, they must notify the speaker. The same applies to all elected delegates elected by the Student Union Representative Assembly.

## Sec. 7 Work duties

The Student Union Representative Assembly has to:

- a) Decide on amending these bylaws
- b) Make the elections to the Student Union Board, the Election Committee, and the auditors
- c) Arrange the required by-elections
- d) Dissolve the Student Union Board or announce extra elections
- e) Establish the job description for the presidium
- f) Review the activities of the Student Union Board
- g) Assign or release the Board of responsibility
- h) Release an operational plan
- i) Release an organisation plan
- j) Release a framework budget
- k) Handle motions and propositions
- l) Establish and allocate funds
- m) Elect honorary members and senior members
- n) Create SUS position documents

## Sec. 8 Notice and agenda

Par. 1 The Student Union Representative Assembly of delegates meets upon a summons by the speaker, who shall also, in consultation with the presidium, draw up an agenda for Student Union Representative Assembly meetings. If the speaker is unable to do this, the Board shall prepare the notice and draw up the agenda.

Par. 2 The notice and preliminary agenda for the Student Union Representative Assembly meeting must be received by the council members no later than four weeks before the meeting.

Par. 3 However, at the first meeting of the Student Union Representative Assembly, the notice and agenda must be received by the members no later than two weeks before the meeting.

## Sec. 9 Demand for meetings

Par. 1 The right to demand the speaker to hold a council meeting to consider a specific question also belongs to:

- a) Student Union Board
- b) Each of SUS' auditors
- c) At least 11 regular members of the Student Union Representative Assembly
- d) At least 100 members of the Student Union.

Par. 2 Meeting announced according to this paragraph shall be held within five weeks of receiving the request for a meeting.

### Sec. 10 Proposals and motions

Par. 1 The Student Union Board has the right to submit a proposal. Proposals must be received by the members of the Student Union Representative Assembly no later than 20 days before the meeting.

Par. 2 However, at the first meeting of the Student Union Representative Assembly, proposals must be received by the members no later than 14 days before the meeting.

Par. 3 Regular members, alternates, registered student associations, registered student and PhD student councils, and groups of at least ten members of SUS have the right to submit a motion to the Student Union Representative Assembly. Motions must be received by the speaker no later than 14 days before the meeting.

Par. 4 However, at the first meeting of the Student Union Representative Assembly, motions must be received by the members no later than 10 days before the meeting.

### Sec. 11 Documents for meetings

Documents for meetings of the Student Union Representative Assembly, including the final agenda and any proposals, motions, and responses from the Student Union Board shall be received by the members no later than six days before the meeting.

### Sec. 12 Interpellation

Par. 1 Regular members, alternates, registered student associations, registered student and PhD student councils, and groups of at least ten members of SUS have the right to ask questions of the Student Union Representative Assembly of delegates. They have the right to submit questions to the speaker no later than 10 days before the meeting.

Par. 2 The questions will then be answered by the Board at the Student Union Representative Assembly meeting. The Student Union Representative Assembly can freely debate the subject of the interpellation. During interpellation, the Student Union Representative Assembly can only decide whether to record the issue in the minutes or to investigate the issue.

### Sec. 13 Simple questions

Par. 1 Members or alternate members are entitled to submit a simple question to the speaker, presidium, or chair of the election committee at least 2 days before the meeting. In cases where the speaker is not the recipient of the question, the speaker shall also be informed.

Par. 2 When addressing simple questions, the Student Union Representative Assembly can only decide whether to record the issue in the minutes or investigate the issue.

#### Sec. 14 New item

Unless the Student Union Representative Assembly decides by a super-majority, new items may not be added to the agenda after the deadlines expire as stated in paragraphs 11-14.

#### Sec. 15 Each meeting

The following items shall be addressed at each meeting:

- a) Calling the meeting to order
- b) Verifying a quorum
- c) Election of a person to verify the minutes of the meeting
- d) Verifying that the meeting was properly announced
- e) Election of alternate speaker for the meeting
- f) Election of secretary for the meeting
- g) Adoption of the agenda

#### Sec. 16 Student Union Representative Assembly elections and the first meeting

Par. 1 The first meeting of the Student Union Representative Assembly shall be held no later than June 5.

Par. 2 At the first meeting of the Student Union Representative Assembly after elections, in addition to the usual agenda items, the Council shall:

- a) approve minutes of the election procedure
- b) elect the speaker for Student Union Representative Assembly for the term of office
- c) determine the size of the Student Union Board and elect at least seven board members and an equal number of alternate members
- d) elect the student union president and vice-president for the coming operating year
- e) elect members of the Election Committee

Par. 3 If the first meeting of the Student Union Representative Assembly is the election of the representatives, the following items shall also be handled:

- a) electing three student union auditors and their personal alternates for the coming operating year
- b) electing an authorised auditor and an alternate member for the coming operating year
- c) establishing the operating plan, organisation plan and framework budget for the coming operating year
- d) determining the membership fees for the coming operating year

#### Sec. 17 Discharge meeting

At the time of the charter meeting, no later than November 30, in addition to its usual matters, the Student Union Representative Assembly shall:

- a) examine the Board's report for the past operating year
- b) adopt the income statement and balance sheet for the previous operating year and decide on the allocation of the previous year's income
- c) examine the question of release of liability of the board of the unions for their administration during the previous operating year

## Sec. 18 Opening meetings

Each Student Union Representative Assembly meeting except the first of the term of office shall be opened by the speaker. If there is no speaker, the meeting will be opened by the student union president, who will conduct the election of the speaker for the meeting. The first meeting of the term of office is chaired by the sitting student union president until the election of the a speaker.

## Sec. 19 Verifying the minutes

At each meeting, two persons shall be appointed as tellers and to verify the minutes.

## Sec. 20 Recess

The motion for a recess in the debate should be regarded as a point of order. However, if the speaker requests, a decision to recess the meeting shall be taken by a qualified majority.

## Sec. 21 Adjourned meeting

Par. 1 After 10.30 p.m., a regular member or an acting alternate may request that the meeting be adjourned. Before the adjournment, the agenda item that is currently being addressed must be completed.

Par. 2 Upon adjournment in accordance with Par. 1, the meeting cannot be resumed sooner than 12 hours after the requested adjournment. When the adjourned meeting resumes, it is possible to raise issues according to paragraphs 11-14 , as long as they are submitted in accordance with the relevant deadlines prior to the resumption of the meeting.

## Sec. 22 Right of attendance

Par. 1 The Student Union Representative Assembly meeting is a public meeting. However, if there are particular reasons, the Representative Assembly may decide that certain matters shall only be open to SUS members. If there are exceptional reasons, the Student Union Representative Assembly can decide by a super-majority that certain matters should be dealt with behind closed doors.

Par. 2 If a delegate or other person present at the meeting is obviously acting inappropriately, the speaker has the right to have him removed. If order cannot be maintained, the speaker has the right to suspend the meeting.

## Sec. 23 Right to vote, submit proposals and speak

Par. 1 A regular member or alternate has the right to vote, submit proposals and to speak at the meeting. However, a regular member or an alternate member may not take part in a vote concerning the discharge of liability of this member or of such body which, they belonged to during the period related to the decision.

Par. 2 The right to submit proposals and to speak shall be granted to the alternate members of Student Union Representative Assembly, the members of the Board, the



authorised auditor, and the student union auditors, and other persons who hold the right to make motions. Members of the Election Committee shall also have the right to submit proposals and to speak on matters relating to their area of activity, and the speaker also has the right to speak on points of order.

Par. 3 The right to speak is be granted to elected representatives and staff in matters relating to their field of activity and to SUS representatives in organisations and companies for matters concerning them.

#### Sec. 24 Right to make decisions

The Student Union has the right to make decisions at meetings that are declared to be in order with the regulations. If fewer than 18 persons entitled to vote are present at the time of the decision, one fifth of those entitled to vote will have the right to request that the matter be postponed until the next meeting. If a postponement is requested at the next meeting as well, the decision must be made by a simple majority.

#### Sec. 25 Elections to the Student Union Board and the Election Committee

The d'Hondt method is used for elections to the Student Union Board and the Election Committee. The election shall involve regular members and alternate members at the same time.

#### Sec. 26 Election of student union auditors

Three student union auditors and three alternate auditors are elected using d'Hondt's method at the election of the Student Union Representative Assembly. The auditors and their alternates may not be members of the Student Union Board or the Election Committee.

#### Sec. 27 Purchases, formation and transfer of real estate and legal entity

The following decisions concerning real estate, companies and foundations, etc., may be made only if at least 18 voting members are present at the decision, and the decision is approved by a qualified majority of the votes cast:

- a) Decisions on the purchase or transfer of property or buildings on another person's property, as well as the return or transfer of property right and water rights on behalf of SUS
- b) Decisions on the formation or purchase of subsidiaries and associated companies or shares in companies so that it becomes a subsidiary or associated company.
- c) Transfer of subsidiaries or associated companies and shares in such companies and decisions on a new share issues or equivalent measures directed to parties other than SUS
- d) Creation of a foundation
- e) Formation and termination of an economic association

#### Sec. 28 No-confidence vote

Par. 1 Issues of no-confidence against all or part of the Board or the Election Committee may be raised by a motion or a proposal. Voting must always be carried out by means of secret ballots.

Par. 2 If the Student Union Representative Assembly decides in favour of a declaration of no-confidence against one or more members of the Student Union Board, the Election Committee, or the student union auditors, they shall be dismissed immediately.

Par. 3 By-elections shall be held as soon as possible in accordance with paragraph 33. However, in the event of a vote of no-confidence against the Student Union Board, the Election Committee, or the student union auditors as a whole, the by-election shall take place in accordance with paragraphs 29-30.

Par. 4 Decisions regarding no-confidence must be confirmed immediately.

#### Sec. 29 By-elections to the Student Union Board and the Election Committee

If a member or alternate member of the Board, the Election Committee, or the student union auditors resigns during the operating year, the Student Union Representative Assembly shall appoint a replacement. The right to nominate candidates to this election shall be the sole right of the Student Union Representative Assembly members from the same party or parties who originally nominated the outgoing member or alternate.

#### Sec. 30 Minutes

Par. 1 At meetings of the Student Council Members, the minutes shall be taken for the decisions made.

2 The minutes of the Student Union Representative Assembly are verified by the speaker and the persons to verify the minutes who are specifically appointed by the Student Union Representative Assembly.

Par. 3 Minutes from the Student Union Representative Assembly shall be completed within four working weeks of the meeting and be verified and available at the SUS office, and published on SUS website.

### **Chapter 7 Election Committee**

#### Sec. 1 Composition

Par. 1 The Student Union Representative Assembly shall elect an election committee consisting of a chair who has not been a candidate in the elections to the Student Union Representative Assembly of delegates and four other members. The Student Union Representative Assembly shall appoint one of the four other members as vice-president of the Election Committee, who shall be the convener if a chair of the Election Committee is not elected or if the chair of the Election Committee is not available, and shall exercise the authority of the chair in the event that a chair is not available.

Par. 2 Of the other members of the Election Committee, no more than two may represent the same party.

## Sec. 2 Election of Election Committee

The Student Union Representative Assembly shall have elected the chair and members of the Election Committee by 30 November at the latest.

## Sec. 3 Work duties

The Election Committee shall:

- a) conduct elections to the Student Union Representative Assembly in accordance with the published electoral system
- b) be responsible for implementation of member votes

## Sec. 4 Meetings

The Election Committee shall meet upon notice from the chair.

## Sec. 5 Right to make decisions

The Election Committee is entitled to make decisions if at least three members are present. Otherwise, voting follows what is specified in Chapter 4, section 2.

# **Chapter 8 Student Union Board**

## Sec. 1 Student Union Board

The Board has the task of managing and coordinating SUS operations. In addition, the Board exercises the authority of the Student Union Representative Assembly in matters that absolutely cannot be deferred. Decisions taken with reference to this shall be added to the next Council meeting where can be dealt with as per the bylaws.

## Sec. 2 Student Union Board Composition

The Student Union Board of Directions includes at least seven members, of whom the Student Union Representative Assembly has to elect the president and vice-president. In addition, the Board also includes an equal number of alternate members who will appear if the member is unable to attend in accordance with the list used in elections to the Student Union Board in accordance with Chapter 6, section 29.

## Sec. 3 Student Union Board Meetings

Par. 1 The Board meets at the invitation of the Presidium. A notice of meeting must be received by the members of the Student Union Board no later than six days before the meeting. The agenda and other documents for the meeting shall be received by the members of the Board at least two days prior to the meeting.

Par. 2 The right to demand the Presidium to call a Board meeting to consider a specific matter also belongs to:

- a) two or more members of the Board
- b) each of SUS' auditors
- c) at least one quarter of the number of members of the Student Union Representative Assembly

Par. 3 Board meetings announced in accordance with par. 2 of this section shall be held no earlier than 10 days and no later than 14 days after the request for a meeting has been received.

#### Sec. 4 Student Union Board Work Tasks

It is the responsibility of the Board to:

- a) be responsible for the preparation of matters that are to be dealt with by the Student Union Representative Assembly and which do not, according to the bylaws, fall within the responsibility of another body within the SUS, or which, according to decisions of the Council, are not to be dealt with in any other order
- b) account for SUS operations to the Student Union Representative Assembly
- c) draw up proposals for the framework budget, the organisation plan and the operating plan for the coming year
- d) manage the implementation of the decisions of the Student Union Representative Assembly
- e) with respect to the end of the year, draw up and submit an annual report of activities for the Student Union Representative Assembly, which shall be signed by the members of the outgoing Board, as well as the income statement and balance sheet, which shall be signed by the sitting members of the Board
- f) hire SUS staff and appoint SUS elected representatives
- g) carry out the transition to the next Board
- h) otherwise, handle tasks concerning SUS operations not specifically assigned to specific officials.

#### Sec. 5 Right to make decisions

The Board is responsible for deciding whether at least half of the voting members are present. The voting members include the President, Vice-President, the members and the acting alternates.

#### Sec. 6 Minutes

Par. 1 Minutes shall be kept of the decisions made at meetings of the Student Union Board.

Par. 2 The minutes of the Board are verified by the meeting chair and the persons appointed by the Board to verify the minutes.

Par. 3 Minutes from the Board meeting shall be completed within two working weeks of the meeting and be verified and available at the SUS office, and published on SUS website.

### **Chapter 9 Presidium**

#### Sec. 1 SUS Presidium

SUS and the Board's presidium consists of the student Union president and vice-president together. In addition to section 2, the work of the Presidium shall be based on a job description established by the Student Union Representative Assembly.

## Sec. 2 Task of the Presidium

SUS presidium will:

- a) perform management of SUS operations and represent it
- b) monitor the implementation of Board' decisions
- c) use so-called presidium decisions to resolve urgent or minor matters and be responsible for them with respect to the Board
- d) convene the Board and guide its work
- e) sign outgoing letters from SUS
- f) monitor compliance with statutes, instructions, and regulations
- g) ensure that the directors' report and the income statement and balance sheet are completed by the outgoing Board

## Sec. 3 Lack of Student Union President and Vice-president

Par. 1 In the event that the Student Union president is missing, the vice-president shall exercise the powers of the president.

Par. 2 In the event that the vice-president is missing, their powers shall be exercised by the board member appointed by the Board. When the vice-president exercises the powers of the president, the vice-president shall be deemed to have expired in accordance with paragraph 1.

Par. 3 If both the president and the vice-president of the Student Union are missing, the powers of both members shall be exercised by the members appointed by the Board.

## **Chapter 10 Elected Representatives and Staff**

### Sec. 1 Competency criteria

Elected representatives must not be a staff person at SUS. The elected representatives must be the members of the Student Union. Exceptions may be made for the authorised auditor and their alternate.

### Sec. 2 Elected Representatives

Par. 1 Elected representatives within the SUS organisation, whose duties are not assigned by the Union elections or the Student Union Representative Assembly, are appointed and dismissed by the Board. This can also be done by the official who has been authorised to do so by the Board. Each elected representative must have a job description that is determined by the Board.

Par. 2 Remuneration for elected representatives is determined by the Student Union Representative Assembly in the framework budget.

### Sec. 3 Staff

Par. 1 Staff members are hired and let go by the Board or by the official authorised by the Board to do so.

Par. 2 The duties of the staff are stipulated in special instructions issued by the Board of the Student Union.

## **Chapter 11 Auditing**

### **Sec. 1 Authorised Auditor**

SUS accounts and administration are reviewed by authorised or approved auditors on an ongoing basis.

### **Sec. 2 Student Union Auditors**

The task of the student union auditors is to examine whether the activities are in accordance with the operating plan, the framework budget, and the organisational plan, as well as the other decisions and statutes of the Student Union Representative Assembly. For this, the auditors put particular focus on SUS bodies and working groups appointed by the Student Union Representative Assembly.

### **Sec. 3 Rights of auditors**

The authorised auditor and the Student Union auditors are always entitled to receive the financial accounts and other documents that are relevant to SUS operations.

### **Sec. 4 Duties of the authorized auditor**

It is the responsibility of the authorized auditor to complete their examination of operations during the previous year at least 10 days before the Student Union Representative Assembly meeting and to submit its report on the audit to the Council. It should also include an statement regarding discharging the Board of the Student Union from liability.

### **Sec. 5 Duties of the Student Union auditors**

It is the responsibility of the student union auditors to complete their examination of operations during the previous year at least 10 days before the Student Union Representative Assembly meeting and to submit its report on the audit to the Council. It should include statements regarding the extent to which the activities are in accordance with the operating plan, the framework budget, and the organisational plan, as well as the other decisions and statutes of the Student Union Representative Assembly.

### **Sec. 6 Discharge from Liability**

The question of discharge form liability for the Student Union Board shall be examined by the Student Union Representative Assembly.

## **Chapter 12 Honours and distinctions**

### **Sec. 1 Honorary Members**

Par. 1 Based on a written proposal to the Presidium, anyone who has made themselves particularly deserving may be elected as an Honorary member of SUS. The election of

an Honorary member requires that the candidate proposed by the Student Union Representative Assembly has obtained a qualified majority of the votes cast.

Par. 2 If the proposal does not pass, neither the proposal nor the decision may be included in the minutes.

## Sec. 2 Senior Members

Par. 1 A Senior member of SUS can be nominated by the Student Union Representative Assembly for a former Board Member or a former Representative Assembly member who has shown great interest in SUS operations. A proposal for the election of a Senior member is made by the Board of the Student Union if the proposal has obtained a qualified majority of the votes from the Board. The election of a senior member requires that the candidate proposed by the Student Union Representative Assembly has obtained a qualified majority of the votes cast.

Par. 2 If the proposal does not pass, neither the proposal nor the decision may be included in the minutes.

Par. 3 A Senior member remains a part of the College of Senior Members for life.

## Sec. 3 Inspector

Par. 1 SUS is under the supervision of an inspector. The Inspector shall follow SUS operations, facilitate collaboration between SUS and the University, and otherwise seek to promote SUS' interests.

Par. 2 The Vice-President of Stockholm University is SUS' Inspector.

## **Chapter 13 Bylaw amendments and interpretations**

### Sec. 1 Decisions on the amendment of the bylaws

Par. 1 For the suspension or amendment of these bylaws and the election rules, decisions are required at two meetings of the Student Union Representative Assembly

Par. 2 The first decision is to be made before March 15, and the second decision is to be made during the next Student Council term. In addition, the second decision must pass by at least two-thirds of the votes cast.

Par. 3 However, a decision by a super-majority at the relevant Council meeting is required for the repeal or amendment of this paragraph or Chapter 14.

### Sec. 2 Entry into force

Bylaw amendments will take effect at the time that the Student Union Representative Assembly decides. If the Council does not decide on a specific date, the bylaw amendment will take effect 1 month after the decision on the second meeting reading of the amendment.

## Sec. 4 Interpretation

In the event of a dispute over the interpretation of this bylaw, the matter may be referred to Student Union auditors.

## Sec. 5 Accounting for decisions

The Student Union auditors shall explain their interpretation at the meeting of the Student Union Representative Assembly, which occurs no earlier than one month after the matter has been referred to the Student Union auditors for interpretation.

## Chapter 14 Dissolution

### Sec. 1 Dissolution

In order to decide on the dissolution of the Stockholm University Student Union, a super-majority decision by the Student Union Representative Assembly at two Council meetings is required. Between these meetings, regular Student Union elections or extra elections shall be held. In the event of a resolution on the dissolution of the Student Union, the Student Union Representative Assembly decides on the allocation of any assets. This decision must be adopted with a super-majority and the Chapter 1, sections 1 & 2 of the bylaws must be observed.

## Electoral System

### Chapter 1 General rules

#### Sec. 1 Voting method

Members of the Student Union Representative Assembly are elected in free, general, closed, direct and proportional elections in a constituency.

#### Sec. 2 Timing

Regular elections are held between April 1 to May 15 on the date or days to be determined by the Student Union Representative Assembly on January 31 at the latest based on a proposal from the Election Committee. The date on which voting begins is considered as the first day of the election for the purpose of calculating the time limits in accordance with this election rules.

#### Sec. 3 Extra elections

In the case of extra elections, in addition to these election rules, what is specifically stipulated for these election is what applies.

#### Sec. 4 Voting rights

Each Student Union member who has paid the current membership fee to the SUS within five working days of the first election day shall have the right to vote.



## Sec. 5 Eligibility

Each member of the Student Union who has paid the relevant fee to SUS at the time of nomination is eligible to run for the Student Union Representative Assembly.

## Sec. 6 Parties

Parties shall be entitled to nominate candidates for the Student Union Representative Assembly. A party is an association of members of SUS with the purpose of participating in elections to the Student Union Representative Assembly. Membership in a party is obtained in the manner set out in the Party's bylaws or equivalent. A party shall be considered to be formed when the founding members have signed a document explaining that they have formed a party with the intention of participating in elections to the Student Union Representative Assembly. The founding members shall be members of SUS.

## Sec. 7 Party Representative

The party shall appoint a representative who may represent the party before the Election Committee with a binding effect. Minutes shall be taken for the election of a party representative, and the minutes shall be received by the election committee in conjunction with the registration of the party at the latest. Information on the party representative's address, telephone and e-mail address must be provided with the record.

## Sec. 8 Party Registration

Par. 1 A party that wishes to nominate candidates for election to the Student Union Representative Assembly must notify the Election Committee no later than 35 days before the first election day. The application shall be made on a form provided by the Election Committee.

Par. 2 The application must include information about the party representative in accordance with Sec. 7 and a copy of the party's bylaws (if these have not been previously submitted in their current state to the electoral committee).

## Sec. 9 New Parties

Par. 1 Parties that do not have any representatives on the Student Union Representative Assembly shall also enter the name of the party that the party wishes to use in the election on a form from the Election Committee.

Par. 2 The application must also be signed by at least 15 Student Union members. These signatures must bear the printed name of the member and their Swedish personal identity number. The same person may sign only one application.

## Sec. 10 Examination and Proclamation

Par. 1 The Election Committee shall, when examining the application, verify that the above requirements have been fulfilled and that the party is entitled to the party designation.

Par. 2 The duly reviewed approved application shall be registered by the Election Committee. The Election Committee shall then announce the registered parties in the election no later than three days after the final application date.

### Sec. 11 Party designation

The party designation may not be registered unless it is clearly different from the previously registered designation. The registered designation can only be re-registered by the party which previously registered the designation. The designations of parties that were previously elected to the Student Union Representative Assembly are protected for three years after the party no longer holds a mandate in the Student Union Representative Assembly. The party designation may be transferred during these three years with the representative's approval.

### Sec. 12 Register of nominated candidates

Par. 1 At least 25 days before the first day of the election, the registered party's representative must submit a list of at least five candidates nominated during the party's nominations meeting.

Par. 2 The list shall be ranked and contain all candidates' signatures and complete Swedish personal identity numbers.

Par. 3 Each candidate may only run under one party designation and must have fulfilled the requirements of Sec. 5 at the time of nomination, otherwise their name shall be deleted from the party's nomination list by the Election Committee.

### Sec. 13 Publication

The duly approved nomination list shall be published by the Election Committee on SUS' website and sent to the party representatives within three working days after the deadline mentioned in Sec. 12.

### Sec. 14 Complaints about review by the Election Committee

Par. 1 Anyone who wishes to appeal the Election Committee's decision regarding party registration, the right to sign the application for participation in the election or nomination list, or regarding eligibility for election, shall notify the Election Committee in writing no later than three days after the announcement.

Par. 2 The reply must be in writing and signed by the party representative and shall specify the decision that is the object of the appeal and the manner in which the decision is to be amended.

Par. 3 For decisions for which appeals have been received by the Election Committee within the time limit, the Election Committee shall review its decision. The Election Committee shall address the appeal within 3 working days of receipt.

### Sec. 15 Deadlines

The deadlines specified in this Chapter shall run until 6.00 p.m. If the deadline expires on Saturday, Sunday or a public holiday, it shall expire on the next working day instead.

### Sec. 16 Publication of documents

Par. 1 Documents and information in documents to be published at a given time according to these election rules shall not be disclosed by the Election Committee before the date on which they become public information in accordance with the election rules.

Par. 2 Party registration lists are never public documents, and must not be disclosed to any unauthorised persons. The term "authorized" refers only to the Election Committee and the auditors of SUS. The Election Committee may be assisted by SUS staff to inspect the nomination rights of the signing members, but they may not pass the documents on. SUS auditors only have access to the party registration lists to verify that there have been no irregularities.

## **Chapter 2 Election Committee**

### Sec. 1 Duties of the Election Committee

When conducting elections to the Student Union Representative Assembly, it is the election committee's responsibility in particular to:

- a) issue rules on all matters relating to the student union election, unless otherwise stated the election rules or otherwise in the bylaws
- b) based on the decision of the Student Union Representative Assembly, announce the time of the election on the SUS website at least six weeks before the first election day
- c) ensure that the voting list is drawn up and ensure that it is safely kept secure
- d) arrange the candidates of each party according to election results so that it can be decided in what order the members of the Student Union Representative Assembly are elected, the order in which alternates is to take place, and the order in which the addition of a new member takes place in the event of a resignation according to Chapter 6, Sec. 7 of the bylaws.
- e) announce the election results on the SUS website within 48 hours.

## **Chapter 3 Election Process**

### Sec. 1 Voting procedure

Par. 1 Voting takes place using the voting system provided by SUS.

Par. 2 Voting will take place based on party, and if the voter wishes, for a candidate within a party.

## Sec. 2 Ballots

The voting list must be drawn up in accordance with the instructions from the Election Committee. Ballot shall contain the party designation and the names of the candidates.

## Sec. 3 Election instructions

The election committee shall send election instructions containing the necessary information for voting to all members of the Student Union at least ten days before the last election day.

## Sec. 4 Identification

Identification must be verified automatically when voting.

## Sec. 5 Storage of cast votes

The Election Committee shall keep the votes cast in a secure manner.

# Chapter 4 Counting Votes

## Sec. 1 Timing

When all the polling stations close, the voting count will take place. The voting counting must be completed within 48 hours after the polls close.

## Sec. 2 Inspection

The voting count is carried out under the supervision of at least half of the members of the Election Committee. Access to vote counting is also granted to SUS auditors.

## Sec. 3 Anonymity

Before a vote is counted, it should be separated from any information that may enable identification.

## Sec. 4 Distribution of seats between parties

Par. 1 When distributing seats, parties that have received at least 1/35 of the votes cast shall be allocated seats. The distribution is carried out using the d'Hondt method.

Par. 2 If a party receives more seats than they have candidates for, the Student Union Representative Assembly seats will be left empty.

## Sec. 5 Distribution of seats between parties

Par. 1 Firstly, the order of candidates shall be determined on the basis of the size of each candidate's personal vote count in descending order. Personal vote counts shall be determined only for a candidate who has received special votes for a person on the party list that corresponds to at least five per cent of the party's votes.

Par. 2 Secondly, the order is determined by the order in which the candidates appear on the ballot for the party.

## Chapter 5 Irregularities

### Sec. 1 Investigation

If irregularities are suspected in connection with the election, it is up to the Election Committee to carry out a thorough investigation of the matter. The Election Committee may, on its own initiative, investigate issues or, on notification of irregularity, carry out an inquiry into the matter. Investigations shall be carried out promptly and notifications may be refused if necessary to anyone other than SUS auditors.

### Sec. 2 Decisions about Actions

Decision about actions shall be made by the Election Committee as soon as the investigation has been completed. Decisions of the Election Committee cannot be appealed.

### Sec. 3 Re-election

If the Election Committee decides that the election must be held again, this shall be done as soon as possible. In the event of a new election, the following shall be observed:

- a) the term of office of the current Student Union Representative Assembly members and other elected representatives is extended until a new Student Union Representative Assembly is formed after the new election.

- b) no new party or candidate registration shall take place

- c) the time and place for a new election is determined by the Election Committee and shall be made public in accordance with the special provisions of these bylaws

- d) new election information shall be distributed in accordance with the relevant special regulations

- e) election procedures shall be carried out in accordance with the specific relevant regulations

- f) new election may not be held between June 1 and August 31, or December 20 and January 10.

Stockholm University Student Union bylaws were adopted at the annual meeting on February 9, 1962,  
and at an extraordinary meeting on 30 March 1962,  
and at an extraordinary meeting on 4 May 1962.

The bylaws were adopted by the SUS Student Council with subsequent amendments on  
9 November 1963,  
March 7, September 12, October 9, December 12, 1964,  
October 8, December 15, 1965,  
February 14, 1966,  
October 12, December 11, 1967,  
October 11, December 12, 1968,  
October 14, December 18, 1969,  
October 14, December 14, 1970,  
October 11, December 14, 1971,  
September 26, December 11, 1972,  
September 25, 1973,  
March 26, 1974,  
March 12, September 25, December 15, 1975,  
October 13, December 15, 1977,  
October 14, December 8, 1982,  
March 15, March 17, 1984,  
April 1, September 30, 1986,  
March 5, May 21, 1987,  
February 21, May 23, 1991,  
October 29, 1992,  
February 18, June 3, 1993,  
March 10, June 2, 1994,  
February 8, May 4, May 23, 1996,  
December 15, 1999,  
June 9, 2000,  
March 1, June 5, 2001,  
March 14, June 4, 2002,  
March 11, September 2, 2004,  
February 16, 2006,  
March 14, 2007,  
March 12, June 4, 2009,  
March 11, June 7, 2010,  
March 8, June 9, 2011,  
February 20, November 4, 2014,  
January 28, June 9, 2016  
February 23, May 18, 2017,  
November 29, 2018, February 28, 2019, May 23, 2019,  
February 27, 2020, May 28, 2020.