



Annual Meeting

18:45-20:53 2017-09-28

Eden 236 Lund

Association of Foreign Affairs

1. Opening of the meeting

President Ebba Coghlan declares the meeting open at 18:45.

2. Election of Secretary of the meeting

Leon Klingborg is elected Secretary of the meeting. (18:46)

3. Election of Chair of the meeting

Ebba Coghlan is elected Chair of the meeting. (18:47)

4. Election of Attesters and vote-counters

*Maximilian Blasek and Lydia Aballa are elected Attesters and vote-counters.
(18:49)*

5. Approval of the electoral roll

The electoral roll is set to twenty-five (25) and approved. (18:50) (Attachment)

6. Approval of the Agenda (Attachment)

*Proposal to approve the agenda.
Passed by acclamation. (18:52)*

7. Consideration of whether the summons to the Annual Meeting were carried out in accordance with the bylaws.

The Annual Meeting finds that the summons of the Annual Meeting was carried out in accordance with the bylaws. (18:53)

8. Propositions

- a. Proposition regarding new bylaws (Attachment)

Board Member Julia Bergström brief the Annual Meeting on the proposition.

Discussion in the Annual Meeting about the proposition regarding new bylaws.

Proposal to approve the new bylaws.

Passed by acclamation by the Annual Meeting. (19:08)

9. Annual report for the working year of 16/17 (Attachment)

Representative for the Board of 16/17 Michal Gieda briefs the annual meeting on the annual report for the working year of 16/17.

Proposal to file the annual report for the working year of 16/17 after minor spelling corrections.

Passed by acclamation. (19:21)

Chair Ebba Coghlan declares the meeting paused at 19:21.

Chair Ebba Coghlan declares the meeting resumed at 19:35.

Electoral roll updated to twenty-six (26). (19:35)

10. Audit report for the working year of 16/17 (Attachment)

Vice President James Davies presents the audit report to the Annual Meeting.

Proposal to file the audit report for the working year of 16/17.

Passed by acclamation. (19:40)

11. Discharge of responsibility for the previous board

Proposal to give the Board of 16/17 discharge of responsibility.

Passed by acclamation. (19:41)

Electoral roll updated to twenty-four (24). (19:42)

12. The membership fee for the upcoming year of operations

Proposal to set the membership fee to one hundred (100) Swedish Crowns (SEK).

Passed by acclamation. (19:45)

13. Budget for the working year of 17/18 (Attachment)

Treasurer Tobias Adolfsson presents the budget for the upcoming year to the Annual Meeting.

President Ebba Coghlan briefs the Annual Meeting on the grants received.

Proposal to approve the budget.

Passed by acclamation. (19:54)

14. Operational plan for the working year of 17/18 (Attachment)

Vice President James Davies briefs the Annual Meeting on the operational plan for the upcoming year of 17/18.

Electoral roll updated to twenty-three (23). (20:28)

Board Member Julia Bergström proposes that the Board amend the operational plan for the working year of 17/18 in accordance with amendments one (1), two (2) and three (3) except for point number one (1) in amendment one (1). (Attachment)
The Heads of the Lecture Committee Ellen Boije af Gennäs Erre, Jonatan Pupp and Elenora Hallberg proposes that the Board amend the operational plan through

adding the following points to the visions of the Lecture Committee:

- *Strive for an intersectional perspective in arranging lectures.*
- *Strive to arrange panel debates with more conflicting opinions.*
- *Aim for more lectures about economics - trade agreements, political economy, international economics, trade, aid.*

Proposal to approve the operational plan for the working year of 17/18 in accordance with proposed amendments.

Passed by acclamation. (20:43)

15. Election of Deputy Head of the Election Committee

Chair Ebba Coghlan encourages participants of the Annual Meeting to present their candidacy.

Miriam Steinwall presents her candidacy for the position as Deputy Head of the Election Committee to the Annual Meeting.

Proposal to elect Miriam Steinwall as Deputy Head of the Election Committee.

Passed by acclamation. (20:52)

16. Consideration of motions, if any

No motions have been presented to the Annual Meeting.

17. Other points

No other points have been presented by the Annual Meeting.

18. Meeting adjourned

Chair Ebba Coghlan declares the meeting adjourned at 20:53.

Leon Klingborg, Secretary

Ebba Coghlan, President

Maximilian Blasek, Attester

Lydia Aballa, Attester

Attachments

Electoral roll		
Nr.	Name:	
1	Lydia Aballa	
2	Ebba Coghlan	
3	Christopher Sandersjöo	
4	Soha Kadhim	
5	Julia Bergström	
6	Jonatan Pupp	
7	Tilda Kajbjer	
8	Jakob Granath	
9	Zigne Edström	
10	Joseph Aivalikli	
11	Erik Helldén	
12	Michal Gieda	Left 19:42
13	Vide Wassberg	
14	Maggie Huynh	
15	Eleonora Hallberg	
16	Ellen Boije af Gennäs Erre	
17	Evelien Evenhuis	
18	Christopher Andersson	
19	Macximilian Blasek	
20	Glenn Lio	
21	Tove Jörgensen	
22	Tobias Adolfsson	
23	James Davies	
24	Leon Klingborg	
25	Fredrik Blix	Left 19:42
26	Felix Kaiser	Entered 19:35, Left 20:19



Meeting Agenda – Annual Meeting
2017-09-28 / 18:15–21:00 / Eden room 236

1. Opening of the meeting.
2. Election of Secretary of the meeting.
3. Election of Chair of the meeting.
4. Election of Attesters and vote-counters.
5. Approval of the electoral roll.
6. Approval of the meeting agenda.
7. Consideration of whether the summons to the Annual Meeting were carried out in accordance with the bylaws.
8. Propositions
 - a. Proposition regarding new bylaws. (*Attachment 1*)
9. Annual report for the working year of 16/17.
(*Attachment 2, separate document*)
10. Audit report for the working year of 16/17. (*Attachment 3*)
11. Discharge of responsibility for the previous board.
12. The membership fee for the upcoming year of operations.
13. Budget for the working year of 17/18. (*Attachment 4*)
14. Operational plan for the working year of 17/18.
(*Attachment 5, separate document*)
15. Election of Deputy Head of the Election Committee. (*Attachment 6*)
16. Consideration of motions, if any.
17. Other points.
18. Meeting adjourned.

Attachment 1



UPF Bylaws

The Association of Foreign Affairs, Lund
Utrikespolitiska föreningen, Lund

81 years has passed since the Association of Foreign Affairs, by students referred to as UPF, once started. Since then the association has greatly contributed to knowledge and awareness on issues of foreign affairs and through its operations created a platform for discussion and debate in a politically and religiously independent fashion. Although these by-laws have been updated to better lead and describe the work of the association today. To not lose track of the long history of UPF the following brief text is to be kept together with the by-laws, although the current board is always welcomed to update the text after a board decision.

1935 - A collection of 40 students and teachers from Lund University decided to create a forum to discuss the international events occurring around them “An association nonpolitically established to pursue educational and study activities in international affairs”. There was only one committee in the association, the lecture committee.

1940 - On April 20th the association decides to put all the activities on hold due to the “uncertain situation in the rest of Europe”

Second World War - As opposed(!) to the rest of Lund and its students life, the association took an active stand, together with Lundagård, against Germany and had a pro-British profile.

1942 - The PR committee was established and the first UPF posters were printed

1951 - The newly established travel committee went on their first journey, it went to Paris by train.

- Utrikespolitiska Föreningen (UF) was merged with FN-föreningen Studentföreningen i Lund för Mellanfolkligt Samarbete (SLMS) that dated back to 1949. Which lead to a change in names to Organ för upplysning om utrikespolitik och FN, The United Nations Student Association. This also included a membership in Studentförbundet för Mellanfolkligt Samarbete (SFMS).

1953 - SFMS changed their name to Sveriges Studenters FN-förbund (SSFN) and became a part of the International Student Movement for the United Nations (ISMUN).

1963 - The first magazine was printed, under the name Utrikesnytt, 5 years later this would change to Utrikespolitisk Aspekt and become free for all members. Later on the name was changed again, this time to Utrikesperspektiv.

1967 - UF became UPF.

1972 - SSFN changed name to Utrikespolitiska föreningarnas FN- förbund (UFFN).

1981 – The first “Sexmästare” (Head of activity) was elected but it took until 1996 until the post was accompanied by a committee, the one that we today call the activity committee.

1984 - UPF withdraws from UFFN and instead had a trial period as a local association for Svenska Röda Korset.

1986 - The annual meeting decided not to continue the deal with Svenska Röda Korset and then became an independent student organisation.

1997 – The Radio Committee arises, back then the radio shows were broadcasted on Sundays.

- On April 20th UPF and the associations on foreign affairs in Gothenburg, Umeå, Uppsala and Växjö together created the association Sveriges Utrikespolitiska Föreningar. An association for cooperation amongst all associations on foreign affairs in Sweden.

2000 – Due to the huge amount of active members in the magazine committee the webzine committee was created to publish articles online under the same name as the magazine, Utrikesperspektiv. Later on the name would change to Tellus for a while, but then change back again.

2007- Utrikespolitiska Förbundet Sverige (UFS) / Swedish Association of International Affairs (UFS) accepted new by-laws an active corporation association between the associations of foreign affairs in Sweden.

2010 - The association hosts a 75 years anniversary by hosting a ball.

2015 – The Association celebrates 80 years with a grand anniversary including a ball in the AF building and a lecture symposium.

2016 - When the board of 2016-2017 starts its year of operation and these by-laws are written the association also enters its first year with all activities in English, this due to the decisions to not have any Swedish articles in the magazine and to give the prep course, hosted by the career committee, in English.

Kajsa Fernström Nåtby
Lund, September 2016



UPF By-laws

The Association of Foreign Affairs, Lund
Utrikespolitiska föreningen, Lund

1§ Purpose

1.1 The Association of Foreign Affairs, Lund / Utrikespolitiska Föreningen (UPF) is a politically and religiously unaffiliated student association with the purpose of conducting activities to spread knowledge and encourage debate about issues concerning international affairs. UPF's value system is built on a firm belief of democracy, human rights, equality, freedom, justice and sustainability. UPF should strive to uphold the above mentioned values in all its operations.

2§ Membership

2.1 UPF is a member of Akademiska Föreningen (AF) and adopts AF:s policies. Furthermore, UPF is a member of the Swedish Association of International Affairs (UFS).

2.2 Any individual showing an interest in UPF is entitled to a membership. . A membership can be denied in the case of exceptional circumstances, such as if the applicant has been previously excluded from the association.

2.3 All active members should be members of AF. Individuals who are not members of AF can become supporting members. However, this is not possible for students enrolled at Lund University. Membership in AF is not mandatory for upper secondary students or under certain circumstances.

2.4 Any individual who has paid the membership fee, established at the annual meeting, or has been appointed an honorary member, is a member of the association. Membership

fees must be paid in full when signing up, thereby providing the person membership for a year (365 days). Membership fees are non-refundable.

2.5 Any member who acts contrary to the purposes of the association as defined in 1§, or in any other way harms the association, can be excluded by a decision of the board.

2.6 By recommendation of the board or any member, the association may nominate an individual who has shown a particular interest in the association and its purposes, defined in 1§, to become an honorary member. An honorary member is appointed at the annual meeting or at a regular board meeting with a two thirds majority of the casted votes. If such a majority is not attained, the matter shall not be mentioned in the minutes.

3§ Annual Meeting

3.1 UPF's year of operations extends from the 1st of July to the 30th of June the following calendar year. An annual election meeting and an annual meeting are to be held annually. The annual election meeting shall be held between the 1st of April and the 31st of May. The annual election meeting shall however not be held on the last of April. The annual meeting shall be held between the 15th of September and the 30th of September.

3.2 The annual meeting is the highest decision making body of the Association of Foreign Affairs in Lund. The summons to the Annual Meeting shall be issued at least 14 days prior to the meeting.

3.3 A protocol shall be kept at the annual meeting. The protocol shall be attested at the lasted eight (8) weeks after the closing of the annual meeting and made available for members and archived.

3.4 Every annual meeting and annual election meeting must address and record in the minutes the following issues:

1 Election of the Secretary of the Annual Meeting.

2 Election of two Attesters and vote-counters.

3 Approval of the electoral roll.

4 Election of the Chair of the meeting.

5 Approval of the agenda.

6 Consideration of whether the summons to the Annual Meeting was carried out in accordance with the by-laws.

7 Other issues, mentioned in the summons.

3.5 The Annual Meeting held in September must also address the following issues:

8 The annual report from the past year of operations.

9 The audit report on the board's administration for the past year of operations.

10 The previous board's discharge of responsibility.

11 Setting of the membership fee for the upcoming year.

12 Setting the budget for the upcoming year.

13 Setting the operational plan for the upcoming year.

14 Consideration of the board's proposals, if any.

15 Consideration of motions, if any.

3.6 The Annual Election Meeting must also address the following issues:

8 Election of the association's President for the upcoming year of operations.

9 Election of the association's Vice President for the upcoming year of operations.

10 Election of the association's Treasurer for the upcoming year of operations.

11 Election of the association's Secretary for the upcoming year of operations.

12 Election of the association's representative to the Swedish Association of International Affairs (UFS) for the upcoming year of operations.

13 Election of the Associations Heads and Deputy of the various committees for the upcoming year of operations.

14 Election of other board positions for the upcoming year of operations.

15 Election of one to two auditors for the upcoming year of

operations.

16 Election of three members of the Election Committee for the upcoming year of operations, where one should be elected as Head of the Election Committee.

3.7 Only a full member, nominated by the Election Committee or registered as a counter candidate, can be elected board member or deputy board member. However, vacant positions do not need registration beforehand. The Presidency, the vice Presidency and the Treasury positions cannot be held by the same individual.

3.8 Motions for the Annual Meeting shall be submitted in written form at least seven (7) days prior to the meeting. An issue not addressed in the meeting agenda cannot be subject to decision.

3.9 Members who have paid the membership fee at least 14 days prior to the Annual Meeting have a right to vote at the Annual Meeting and the Annual Election Meeting. Every individual is entitled to one vote. Voting with the power of attorney is prohibited. Every member has the right of free speech at the Annual Meeting and the Annual Election Meeting. The auditor has the right to comment on matters falling under §3.5.9-10.

3.10 Unless otherwise requested by any member of the meeting, voting shall be carried out by acclamation. In the case of a ballot vote, blank and discarded votes shall not be counted.

3.11 Decisions are taken with a simple majority unless otherwise stated. In the case of a draw, the matter should be decided by the flip of a coin.

3.12 If the President finds that a speaker, who has been called to order, is still abusing its right of free speech, the President may deprive from its right to speak. If disorder occurs and cannot be averted by the President, the President may adjourn the meeting.

§4 Extra Annual Meetings

4.1 An extra annual meeting is called by the President, the board or the Auditor. An extra annual meeting shall also be held if one third of the association's members so requests in written form. An Extra Annual Meeting shall not be held between the first of June and the last of August, nor on the last of April. A summons to the Extra Annual Meeting shall

be issued following the same procedure of the regular Annual Meeting. A summon to the Annual Election Meeting shall be issued following the same procedure of the regular Annual Meeting.

5§ Auditing

5.1 The auditor shall review the board's administration and account for the last operational and fiscal year. The audit report is to be presented at the Annual Meeting and to be submitted to the board no later than seven (7) days before the Annual Meeting.

5.2 The auditor has the right to access all of the Association's accounts, annual meeting and board meeting protocols as well as other documents relevant to the activities of the Association.

6§ Finances

6.1 The Board manages the Association's funds and other assets.

6.2 The President and the Treasurer are individually signatory for the Association

6.3 The Treasurer shall:

6.3.1. Manage the Association's funds, assess finances and close the accounts at the end of the operational year.

6.3.2. Present a budget suggestion, made together with the President and the Vice President, to the Board at the beginning of the Association's year of operation.

7§ The Board

7.1 The board members are elected during the annual election meeting.

7.2 The board consists of the heads and potential deputy heads of committees as well as a presidium.

7.3 The presidium is chosen by the annual election meeting and should at least consist of a president, a treasurer and a secretary. If a Vice President and a representative to the Swedish Association of International Affairs (UFS) are elected, they are also part of the presidium.

7.4 If a board member resigns during the operational year, the Board may appoint a replacement until the beginning of the following operational year by majority outcome of voting.

7.5 The Board may temporarily or permanently appoint additional board members. A permanent appointment requires a unanimous vote.

7.6 That which is stated by the Annual Meeting shall apply to the procedures of the Board. Board members elected by the annual meeting and permanently appointed additional board members have the right to vote with exception for deputy heads.

7.7 The Board can reach a decision when at least half of the board members with the right to vote are present. Decisions are taken with a simple majority unless otherwise stated in the bylaws.

7.8 The Board is responsible for conducting a hand over to the following board to facilitate continuity in the association.

7.9 The President shall:

- 1 Represent the Association and carry out its purpose.
- 2 Lead the organization and meetings of the Association and the Board.
- 3 When the President or Boards Members finds it necessary, send out a summons for board meetings. Summons shall be sent out at least five days before a board meeting, unless the board decides other.
- 4 Ensure that the work of the Association complies with the bylaws and policies, and that decisions are executed in due order.
- 5 Make sure an annual report according to 8§ is composed.
- 6 Consider requests and complaints from members in a neutral manner.

7.10 In the case of the President's absence the Vice President shall take their place in executing the duties stated in §7.9.

7.11 The Secretary shall:

1. Write and archive protocols from each board meeting. These shall be accessible for all members in the association.

2. Ensure that the year of operations is documented, mainly by saving the Association's printed material, e.g. magazines, leaflets, posters marketing lectures and upcoming lectures, as well as any correspondence with potential lecturers of extra interest.
3. File the Association's this material in the Academic Society's archive and/or in other suitable place.

7.12 The representative to the Swedish Association of International Affairs shall:

1. Represent the Association in the Board of the Swedish Association of International Affairs.
2. Continuously communicate information from UFS to the UPF Board.

7.13 The other members of the Board shall attend board meetings and perform the duties they were elected to do.

8§ The Annual Report

8.1 The Annual Report shall include:

- 8.1.1. Information concerning the Association's activities during the past operational year; such as lectures, workshops, excursions, seminars and other activities.
- 8.1.2. Information about the amount of board meetings held during the operational year.
- 8.1.3. A register of all board members and their areas of responsibility during the operational year,
- 8.1.4. Information regarding the amount of members of the Association at the end of the year of operations.

9§ Senior collegium

9.1 A former board member, permanently appointed additional board member, deputy board member or active member nominated by the senior collegium may become a member in the Senior Collegium. An Honorary Member is automatically a member of the Senior Collegium.

10§ The Election Committee

10.1 The Election Committee is elected by the Annual Election Meeting.

10.2 The Election Committee shall be comprised of three members, where the Head of the Election Committee is responsible for summoning and has the right to a tie-breaking vote.

10.3 At least one of the committee members should not have been board member in UPF before. Current board members cannot be a part of the nominating committee.

10.4 If the Head of the Election Committee resigns, the nominating committee should choose a new member responsible for summoning amongst themselves.

10.5 If a member of the Election Committee is subject to election of any other position than a member of the election committee during an annual meeting the election committee member must resign from its responsibilities within the Election Committee before the election process starts.

10.6 The Election Committee shall nominate candidates to all positions stipulated in §3.6, 9-17 prior to the Annual Election Meeting.

10.7 The Election Committee's nominations shall be available for the member associations and their members at least two (2) weeks before the opening of the electoral meeting.

10.8 The newly elected Election Committee takes office when UPF's operational year starts.

11§ Interpretations and Amendment of Bylaws

11.1 The authority to interpret these bylaws and other general provisions is held by the President of the Association. In the Presidents' absence, this authority is handed down to the Vice President.

11.2 Amendment of the bylaws may only be made by two (2) decisions with identical wording (exceptions are made for editorial changes) in two consecutive Annual Meetings during two separate operational years. At least one of the annual meetings must be a regular annual meeting. The decision is taken by a majority of two thirds (2/3) of the participants in the meetings.

12§ Disbandment of the Association

12.1 The Association can be disbanded made by two (2) decisions with identical wording (exceptions are made for editorial changes) in two consecutive Annual Meetings during two separate operational years. At least one of the annual meetings must be a regular annual meeting. The decision is taken by a majority of two thirds (2/3) of the participants in the meetings.

12.2 Disbandment cannot take place if at least five members wish to continue the activities of the Association.

12.3 The annual meeting taking the second decision on disbanding the association decides where any leftover assets will go.

12.4 In case of disbandment the Association's archive material shall be passed on to the archive of AF.

Attachment 3

To the annual meeting of the Association of Foreign Affairs in Lund.

I have been commissioned by the Association of Foreign Affairs in Lund's Annual Meeting to review the financial statement, the accounts and the board's management for the 2016/2017 financial year in a so-called internal audit. It is the board that is responsible for the accounting records and the administration of the association. My responsibility as auditor is to comment on the financial statement and management based on the audit. The result of the audit is based on the association's economy, profitability and efficiency. The audit is primarily for the members of the association and for them to see that the board performed its mission in a proper and correct way.

The audit has been conducted in accordance with generally accepted auditing standards in Sweden. This means that I have planned and conducted the audit to reasonably assure that the financial statement contain no errors. The audit involves examining a selection of the supporting documents for numbers and other information in the accounts. What has been reviewed is how the bookkeeping was carried out and the transactions that took place during the past year. In my review, I have found that the association has not used more resources than necessary, that expenditure has been made constructively and that the association managed the economy in relation to its goals set in the budget for the fiscal year. I believe that my audit gives me reasonable grounds for my statements below.

I urge that the annual meeting will set the income statement and balance sheet of the Association of Foreign Affairs in Lund and grant discharge to the board members for the fiscal year of 2016/2017.



Oscar Sönnergren

Auditor

Lund, Sweden, 21st of August 2017

Attachment 4

BUDGET 2017/2018		
Incomes		
Entrance Revenues		12 000,00
Advertisement		50 970,00
Membership Revenues		70 000,00
UFS Grants		131 525,00
Other Revenues		114 689,00
Total Incomes		kr 379 184,00
Expenses		
Shared exp.		
Office Rent		19 308,00
Bank expenses		2 500,00
Fika		10 000,00
Projekt		10 000,00
Office expenses		10 000,00
Board Activities		20 000,00
Workshop		2 000,00
Board trips		2 500,00
Climate compensation		1 000,00
Total shared exp.		kr 77 308,00
Committees		
Radio		5 500
PR		10 000,00
Magazine		96 876
Webzine		3 500,00
Lecture		105 000,00
Career		20 000
Activity		5 000,00
Travel		36 000,00
Total committees exp.		kr 281 876,00
Other expenses		20 000
Total expenses		kr 379 184,00

Attachment 6

Vacant position: Deputy Head of the Election Committee

During the annual election meeting on May 11th, two out of the three election committee positions were filled. Caroline Asker was elected as *Head of the Election Committee*, and Markus Hellström *Deputy Head of the Election Committee*. However, the second *Deputy Head of the Election Committee* position is still vacant, and will be filled during the Annual Meeting on September 28th.

During the annual meeting, those interested in the position as *Deputy Head of the Election Committee* will have the opportunity to announce their candidacy on the spot; no prior announcement is required. If there is more than one candidate competing for the position, the position will be decided by a closed vote. Each candidate will then be asked to hold a short 3-minute speech, which will be followed by questions.

According to UPF's bylaws, current board members cannot be a part of the Election Committee, and seeing as two former board members have already been elected to the Election Committee, the second *Deputy Head of the Election Committee* must have no prior experience on UPF's board.

More information about the position below.

The Election Committee is in charge of recruiting the UPF Board and other positions for the operational year of 2018/2019. This includes announcing the positions, conducting interviews and ultimately nominating suitable candidates for the positions to the annual election meeting.

There can be as many as 27 vacant positions, which makes this an intensive position in the time leading up to the annual election meeting. The work includes announcing the positions in creative ways in cooperation with PR and conducting interviews with interested students. Ultimately, the election committee is responsible for nominating and writing nominations for the suitable candidates to the annual election meeting. They should be present during the annual election meeting in the spring.

Further, the election committee may be asked to help out with recruitment of vacant positions that might occur during the operational year, however this is not a requirement.

Attachment 5



Operational plan 2017-2018

1. Vision

As a large and influential organization, Utrikespolitiska Föreningen Lund (UPF) must strive to take part in improving the world and finding creative solutions to the variety of issues we collectively face.

This should be done by providing a platform for people to help each other acknowledge and understand the complexity of global affairs, where not only the self-evident and mainstream issues are represented, but rather a diversity of opinions and perspectives are equally brought forward as to let our audience and members grow and develop.

UPF's role is to not only keep the knowledge we pursue to our own community, but to have our voices and our vision heard in all corners of the world, by people from all backgrounds and experiences.

2. Inclusiveness

UPF must always be a welcoming and inclusive meeting point for students from all over the world. Interest, rather than expertise, is to be emphasised in attracting people to the association. We want our members to deepen their interest in global issues while having fun.

UPF should be a non-judging association where different perspectives are expressed. By not only allowing, but also attempting to understand different opinions, UPF strives to accomplish diversity in discussions and debates. An important part of this is to recruit members from a variety of institutions in Lund and from different countries in the world.

We also wish to include non-Swedish speaking members by having English as our working language in as many aspects as possible. This is also a way to keep, and develop, our international profile.

3. Membership

We wish for the association to continue increasing the amount of active members, but, more importantly, increasing their possibilities to develop within and contribute to the purpose of the association.

4. Stress prevention

We want to continue working towards reducing the work-related stress among our board members and active members by keeping an open dialogue about the subject and making sure the stress prevention-policy is followed and developed further when needed.

5. Environmental responsibility

We want to keep our negative environmental impact to a minimum in all our operations, and UPF should strive to minimise its negative environmental impact. Most importantly, we want to keep highlighting environmental and climate questions as a topic within foreign affairs, as well as making sure the environmental policy is followed and developed further when needed.

6. Crisis management

UPF has developed a Crisis and Risk Mitigation Policy during the working year of 2017/2018. The policy's purpose is to provide guidelines, standard protocols and procedures in order to help the association and the UPF board handle different situations and dilemmas relating to security. Our aim is that the crisis and risk mitigation policy will work as a precautionary guideline that helps the board navigate and act preemptively during, as well as after, any eventualities.

This policy pinpoints areas of UPF operations prone to different risk situations, and has focused, context-based crisis management, for example regarding our publications, social gatherings and travels. The policy also establishes a crisis group, who have the primary responsibility in case of a crisis.

During the working year of 2017/2018, UPF aims to continue working with the crisis and risk mitigation policy, and update it if needed.

7. Committees

We wish to encourage innovative ideas about how the committee work can be developed while building on the work already done during the previous working years. Our ambition is to create a better connection and cohesion between all committees since this provides a red thread in all of UPF's productions, an opportunity for members to try out a variety of activities within UPF and hopefully will inspire members to continue their engagement with the association. Committee specific goals and visions are presented below.

a. Presidium

The presidium of 2017-2018 puts great value in working with the development of the association. To not only keep on doing all the great things UPF already does, but to also see new possibilities and ways to further spread interest and knowledge on foreign affairs. This should be done by encouraging the board to be visionary and provide the board members with the knowledge and tools necessary to accomplish these improvements.

The presidium should accomplish the following:

- UFS
 - Help develop upflund.se in partnership with the head of IT and any other interested members, particularly by expanding the UFS page, the history page and ensuring that the blog stays active
 - Meet all committees and discuss UFS and the opportunities within UFS with the committees
 - Clearly inform and involve the UPF board on and in UFS issues and ensure that they feel like they have influence in UFS
 - Aim to establish a collaboration of some sort with University of Copenhagen
 - Work towards producing an exchange between UPF members and Belarus and apply for grants to make this exchange possible
 - Strive towards ensuring that UPF receives the magazine Internationella Studier
 - Work towards ensuring that the board nominates one article from each magazine and two articles from the webzine per semester to be published on ufsverige.org and in Utrikesmagasinet
 - Try to get more members to the convention and get at least half the board members to attend the Forum Weekend
 - Look into the possibilities in existing and not-yet existing sponsorships and partnerships for UPF
 - Strive towards making sure that the bilingual policy in UFS is followed
 - Maintain the influence of UPF in the national board and represent its views in discussions
 - Look into the possibility of internships opportunities via UFS

- Try to map out our sponsors and partners and what we are getting out of them as well as what they are getting out of cooperating with us
- Treasurer
 - Have an organised and transparent budget
 - Urge the committees to engage themselves in their expenses and to create economical awareness
 - Attempt to identify and resolve any potential challenges regarding payments and organisation finances
- Presidents
 - Summon the board to board meetings
 - Provide everyone with tools and knowledge to do their work by arranging workshops for the board
 - Promote a connection and cooperation within the whole board
 - Work with committee-specific visions
 - Making the board more visible towards members
 - Work towards making the organisation more visible outside of the usual channels. This includes furthering collaboration with like-minded organisations and spreading information about UPF through class visits and other events.
 - Focus on UPF's long term objectives, both internally and externally
- Secretary
 - Document decisions during all official meetings and archive these protocols. Involve the member registry, the weekly newsletter and help to assist our members' questions regarding their membership
 - Be a resource for the rest of the association who mostly takes care of what is not specifically related to a certain committee or the work of another board member
- Policies
 - Make sure policies are relevant and updated

a. Activity Committee

We would like to see the activity committee become more unique and create even better and more creative events. We would like to develop a more relaxed environment that is perhaps not always connected to international issues but rather a place where people can meet and get to know each other. We also hope that the committee has grown in size.

The Activity Committee should accomplish the following:

- Create sub-committees that would focus on specific events. In that way, we could have events more frequently.
- Subcommittees would be sitting, pub, ball and non-alcoholic activities.
- We want to spread the general responsibility of activity to members, taking some of the pressure of us

b. Career Committee

Our vision is for the career committee to become the go-to place for our members to find internships and possibly jobs, thereby complementing faculties' career services.

The career committee should accomplish the following:

- Find internships for as many members of the prep-course, mentorship programme and networking event as possible, and gather data about it, so we can use it as a marketing tool to bring more motivated, talented and dedicated people to UPF.
- Apart from prioritising both the Prep Course and the Mentorship Programme, we would like to arrange more workshops for regular members to improve their career opportunities in the future. Our goal is to have 8-10 workshops open to all members during our time on the board.
- Attract new regular members to the career committee to help plan and execute workshops or events.

c. Lecture Committee

The lecture committee will continue with the popular task of arranging lectures on foreign affairs.

The Lecture committee should accomplish the following:

- A diverse range of lectures; at least one lecture should be able to connect to each faculty.
- An intersectional perspective.
- Panel debates with more conflicting opinions.

- More lectures about economics - trade agreements, political economy, international economics, trade, aid.
- Cooperation regarding debate nights.
- Be able to always provide work for its members. During the fall we can create project groups for the spring semester where the members can get more responsibility (with our support, of course).

d. Magazine Committee

The Perspective needs to highlight the positive sides of receiving a printed magazine. To ensure that the magazine remains relevant it has to provide not only educational and debatable articles, but also has to stand out with its layout and illustrations.

The magazine should serve as a main platform for debate on foreign affairs in Lund. Therefore, it is our goal that the magazine will be read frequently and discussed amongst students on a daily basis.

The Magazine committee should accomplish the following:

- First of all, it is our goal to make the magazine open for members outside of the committee. Getting feedback from our readers and allowing them to take part is an important step towards gaining more readers and members. Therefore, we want to open up for the possibility to send in letters to the editors, foreign correspondence and a pin-board section for short comments and questions.
- Furthermore, it is our hope that the magazine, webzine and radio will work more closely together in the future to provide UPF members with well thought-out and combined publications. This is something we believe would benefit all committees as it would allow the members to learn from and get to know members outside their operational committee.
- Thirdly, we would like to focus more on group dynamics within the magazine committee. It is crucial that the writers feel comfortable challenging themselves and each other. By arranging social events the writers can get to know each other outside the office and thus get comfortable working together. Stepping out of their comfort zones is something we will have to encourage from the very beginning throughout the writing process as well.
- Ultimately, our goal for this year is to provide diverse content, through both articles and topics. The magazine should focus on inspiring discussion by bringing new perspectives and arguments to the table. We want to focus on having an open mind and remaining politically independent throughout the year. Last but not least, we want to continue the great work of last year's editors-in-chief by creating a comprehensible and appealing layout.

e. PR committee

Our main vision for the PR committee in the upcoming academic year is to strengthen the UPF brand by making it more recognisable. This will be achieved by continuing to strengthen our graphic profile and to broaden the member base.

The PR committee should accomplish the following:

- Focus on the structure of the PR committee to better capture the creative potential of its members. We aim to work towards achieving this by creating two positions within the committee, UPF photographer and social media coordinator, and creating guidelines and templates for all committees for how they request marketing from PR in order to make communication between PR and all the committees smoother.
- Have an active and engaged committee throughout the year.
- Aim to be able to offer our members access to Adobe programmes such as Photoshop. We also aim to offer Photoshop and PR workshops.
- Market events on Facebook more, and have allocated a larger proportion of our budget to this channel.
- Continue to work towards developing a strong, coherent graphic profile online.
- Include more moving displays on social media and online
- Working towards improving UPF's websites, both upflund.se and theperspective.se, making them more accessible and aesthetically pleasing
- Being more present on campus talking to students, especially in institutions not well represented in the member base.

f. Radio Committee

Our vision is for UPF radio to get more publicity and become a prominent member when it comes to political debates on a national level in Sweden. We would also like to have more contacts in Sweden and Europe and have successful cooperations with other UF organisations in Sweden.

The Radio Committee should accomplish the following:

- We would like to see the radio doing professional shows and interviews and by that gaining more publicity than it does today. We believe that the committee needs to have more experience in broadcasting to make that happen.

- We would like the radio to move towards the goal described above, a higher level of professionalism, as well as to lay out a solid framework for the future. - We would also like to aim to double the amount of listeners.

g. Travel Committee

The main purpose of the travel committee is to continue organising and leading trips to places of political interest for our members.

The Travel Committee should accomplish the following:

- Working towards creating two or three enlightening and inspiring trips together with our future committees.
- Investigate the possibility of running a networking-style trip with input from the Career Committee. We have an idea that it would be appreciated and manageable.
- Try to encourage our trip members to engage in other media committees, so that they can share the experience and knowledge gained with other members who are not on the trip
- Try to establish the framework for our members to propose trips and becoming trip leaders in running the trips. Strengthen and maintain sustainable contact with the foreign institutions we visited.

h. Webzine Committee

The purpose of the webzine committee is to spread knowledge and encourage discussion about international issues through The Perspective web magazine.

The Webzine Committee should accomplish the following:

- Work more closely with the other two media committees, continuing our co-operation on theme weeks, and expanding our co-operation on workshops and other short trips. We would aim to have theme weeks together with the other media committees, to make the association more focused.
- We could work harder to promote what the association is doing – for example, if there is a foreign trip planned, we could publish an article about the place the travel committee is visiting; or we could interview a lecturer who is coming to speak to UPF. More broadly, we could also interview experts who are based here in Lund, which will allow our committee members to develop their interviewing skills. In general, we would like to post more articles, if there is enough interest to allow us to. We would also like to broaden the topics that we cover – for example, our articles about artificial intelligence were really popular last year.
- I'm also keen to see theperspective.se become more accessible. For example, most academic journals and news sites use serif fonts for the body of their texts instead of sans-serif fonts. This is because serif fonts are more "grounded" on the page and are therefore easier for people with dyslexia and other reading difficulties to read. This is a change that could be

made very easily. We would need to co-operate with the PR committee and the head of IT on this. We would also like to allocate more of our budget to advertising articles.

- We would like to make the webzine committee more of a team, by expanding on the coaching system that was introduced last year. We would like to make coaching and proofreading more structured and efficient. We will also try to make the committee more social, and to ensure that new members get involved in the social side of the committee and UPF as a whole.

Amendment 1

Date: 2017-09-28

Point in Agenda: Operational Plan 2017/2018

Explanatory Statement

This amendment is to correct grammatical and linguistic mistakes in the Operational Plan of 2017/2018

Operative Clause

I suggest that the meeting decides to

DELETE

1. UPF in paragraph 1

16. *We want to* in the third point under *The Activity committee should accomplish the following*

19. *First of all, it is our goal; Ultimately, our goal for this year is to; We want to focus on; Last but not least, we want to; Thirdly, we would like to* in the first point under *The Magazine committee should accomplish the following*

22. *our* and *We also aim to* in the third point under *The PR committee should accomplish the following*

23. *our; We have an idea that it would be appreciated and manageable* under *The Travel Committee should accomplish the following*

26. *More broadly, we could also* under *The Webzine committee should accomplish the following*

REPLACE

2. *non-judging* with *open-minded* under 2. Inclusiveness

3. *UPFers* with *former UPF members* under 8. Senior Collegium

4. *long term* with *long-term* in the sentence *Focus on UPF's long term objectives, both internally and externally*

5. *We would like to see the activity committee become more unique and create even better and more creative events* with *The activity committee will work towards creating better and more creative events, thus making the committee more unique* under 9. a Activity committee

6. 9. a Activity committee with 9. b Activity committee

7. 9. b Career committee with 9. c Career committee

8. 9 c. Lecture committee with 9 d. Lecture committee

9. 9 d. Magazine committee with 9 e. Magazine Committee

10. 9 e. PR committee with 9 f. PR committee

11. 9 f. Radio committee with 9 g. Radio committee

12. 9 g. Travel committee with 9 h. Travel committee

13. 9 h. Webzine committee with 9 i. Webzine committee

14. *We also hope that the committee has grown in size* with *The Activity committee will also strive to expand the amount of committee members*

15. *In that way, we could have events more frequently* with [...] *in order to host events more frequently*

16. *us* with the heads of activity in the third point under *The Activity committee should accomplish the following*

17. *prep-course with Prep Course; so we can use it as a marketing tool with for marketing purposes; and our goal is to have with The aim is to have under The career committee should accomplish the following*
18. *(with our support, of course) with with the support of the heads of lecture under The Lecture committee should accomplish the following:*
20. *Therefore, we want to open up with this will be accomplished through opening up; Furthermore, it is our hope that the magazine, webzine and radio will work more closely together in the future with To work more closely with the webzine and radio committees; . This is something we believe would benefit all committees as it would allow the members to learn from and get to know members outside their operational committee with [...] in order to help members learn from and get to know members outside their operational committee; It is crucial that the writers feel comfortable challenging themselves and each other with [...] in order to make the writers feel comfortable challenging themselves and each other under The Magazine committee should accomplish the following*
21. *We aim to work towards achieving this by creating with This shall be done by creating; Have an active and engaged committee throughout the year with Engaging and activating the committee throughout the year under The PR committee should accomplish the following*
22. *Cooperations with cooperation under Travel committee*
24. *We would also like to aim to double the amount of listeners with Work towards doubling the amount of listeners under The Radio Committee should accomplish the following*
25. *Try to encourage our trip members with Encourage committee members and maintain sustainable contact with the foreign institutions we visited with maintain sustainable contact with the foreign institutions visited by the Travel committee under The Travel committee should accomplish the following*
26. *co-operation with cooperation; We would aim to have theme weeks with o Organise theme weeks; In general, we would like to post more articles, if there is enough interest to allow us to. We would also like to broaden the topics that we cover – for example, our articles about artificial intelligence were really popular last year with Post more articles to the extent that interest allows and broaden the topics covered; I'm also keen to see theperspective.se become more accessible. For example, most academic journals and news sites use serif fonts for the body of their texts instead of sans-serif fonts. This is because serif fonts are more "grounded" on the page and are therefore easier for people with dyslexia and other reading difficulties to read. This is a change that could be made very easily. We would need to co-operate with the PR committee and the head of IT on this with Making theperspective.se more accessible through changing fonts and other visual solutions through cooperation with the PR committee and head of IT and We would like to make the webzine committee more of a team, by expanding on the coaching system that was introduced last year with Increase team strength by expanding the coaching system that was introduced last year under The Webzine Committee should accomplish the following*

ADD

1. UPF in paragraph 1 after *Utrikespolitiska Föreningen* and before *Lund*

Writer

Julia Bergström, UFS Representative

Amendment 2

Date: 2017-09-28

Point in Agenda: Operational Plan 2017/2018

Explanatory Statement

The purpose of this amendment is to correct a fact error in the Operational Plan of 2017/2018

Operative Clause

I suggest that the meeting decides to

REPLACE

UPF has developed a Crisis and Risk Mitigation Policy during the working year of 2017/2018. with UPF has developed a Crisis and Risk Mitigation Policy during the working year of 2016/2017.

Writer

Julia Bergström, UFS Representative

Amendment 3

Date: 2017-09-28

Point in Agenda: Operational Plan 2017/2018

Explanatory Statement

The purpose of this amendment is to correct a fact error in the Operational Plan of 2017/2018

Operative Clause

I suggest that the meeting decides to

REPLACE

Aim to establish a collaboration of some sort with University of Copenhagen with Aim to establish a collaboration of some sort with student associations in Copenhagen

Writer

Julia Bergström, UFS Representative