



ASSOCIATION OF FOREIGN AFFAIRS

LUND • EST. 1935

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

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



ASSOCIATION OF FOREIGN AFFAIRS

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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 Sönnnergren

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.