



ASSOCIATION OF FOREIGN AFFAIRS

LUND • EST. 1935

UPF By-laws

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. All board members elected by the annual meeting and permanently appointed additional board members have the right to vote.

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 UPFs operational year starts.

11§ Interpretation 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.



Motion about adopting a new Statutes

Background

The Board of 18/19 started the process of revising the Association's Bylaws and policies, but were unable to finish their work. The Board of 19/20, therefore, decided to continue the work. At the first board meeting of the year, held in Skanör in August, the Board decided to delegate the responsibility to a working group that would consist of board members, active members, and previous board members. The Board of 19/20 decided to give the Secretary the responsibility for this working group. The initial goal was to revise as many steering documents as possible. However, the working group decided to mainly focus on the current Bylaws.

To get different perspectives and be including in the process, both the previous Board and the current working group held workshops for members interested in contributing, or learning more about the Bylaws and policies of UPF. Furthermore, we marketed the working group through posts on social media to contact the Secretary if anyone was interested in joining. In addition, the Board was encouraged to give inputs on what they felt was lacking. The first draft was sent to the Presidents for input, and once the inputs were given, the group updated the document accordingly. A second draft was sent to the current sitting board and a few former board members for further inputs and comments on what needed to be clarified, changed, added, or removed. The members, and former members who received the document were given approx. 16 days to read through and give additional suggestions. After the deadline, the group updated the document according to the comments we found reasonable, and provided arguments when we decided not to make changes according to the comments. Lastly, the week of the Annual Election meeting there will be discussion square(s) were members of the Association can ask questions.

Purpose

The purpose behind the new suggestion of Bylaws (here Statutes) is to have a steering document that is up to date and better suits the way our Association works today. We continue expanding the operations of the Association without having proper guidelines on certain procedures, which, at times, creates uncertainties and inconsistency. Furthermore, the purpose is to continue developing and making sure that we become a more transparent Association where members can easily understand how UPF operates and what is expected of the Board. Subsequently, also making it easier to hold the Board accountable for its work and decisions.

The current Bylaws of UPF (see attachment: UPF By-laws) was lastly updated briefly in 2017 in conjunction with changes made to the Board structure. Before that, it was briefly updated in 2008. While revising the Bylaws and comparing it to the operations UPF conducts today, the working group noticed that the Bylaws lack proper guidelines, structure and transparency. Therefore, the group decided to redo the whole document (See attachment: UPF Statutes).

The major changes made compared to the current Bylaws are:

- A clearer structure that makes it easier to find relevant information.
- More detailed information on how to conduct the Association's operation to create a better transparency within the association. This was mainly done through:
 - o Defining the different categories of memberships and the rights that comes with each category.
 - o Set deadlines for when summons, protocols, agendas and documents should be sent out to the Board, and made public to the members.
 - o Procedure for by-elections since this is something that has started to occur more frequently compared to previous years.
- Added a Rules of procedures where we defined important words and phrases used in meeting formalia.
- Defined a hierarchy for steering documents in case of perceived contradiction.
- Changed the Election Committee's name to the Nominating Committee, since their job is to nominate candidates for positions and not elect them.
- Made sure that policies are binding and not perceived as guidelines.
- Gave the Board the power to overrule a President's interpretation if the Board feels that the President has made a wrongful interpretation.
- Added a section on regulating and defining an Inspector position.
- Added a regulation in the Statutes for Rules and Regulation.

Proposal

We propose that the Annual Meeting decides

To replace the current UPF Bylaws, and accept the attached document "UPF Statutes".



Soha Kadhim,
UPF Secretary 19/20



Zigne Edström,
UPF Vice President 18/19



**ASSOCIATION OF
FOREIGN AFFAIRS**

LUND EST. 1935

UPF STATUTES

The Association of Foreign Affairs Lund
Utrikespolitiska Föreningen Lund (UPF Lund)

Content

1. PURPOSE AND ORGANIZATION	3
2. MEMBERS	4
3. RULES OF PROCEDURE	6
4. ANNUAL MEETINGS	7
5. THE BOARD	11
6. THE NOMINATING COMMITTEE	16
7. THE ANNUAL REPORT	17
8. AUDITING	17
9. THE INSPECTOR	18
10. SENIOR COLLEGIUM	18
11. INTERPRETATION AND AMENDMENT OF STATUTES	19
12. DISBANDMENT OF THE ASSOCIATION	19

1. Purpose and organization

§ 1.1 Purpose

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

§ 1.2 Organization

The Association of Foreign Affairs consist of:

1. The Annual Meetings,
2. The Board,
3. The Nominating Committee,
4. Trustee positions,
5. Additional Members,
6. Auditor(s), and
7. Inspector

§ 1.3 Operational year

The Association of Foreign Affairs' operational and fiscal year stretches from the 1st of July until the 30th of June.

§ 1.4 Financial responsibility

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

§ 1.5 Signatories

The Association of Foreign Affairs' Board have the right to sign the firm. The President and The Treasurer are individually signatory for the Association.

§ 1.6 Steering documents

§ 1.6.1 Hierarchy

The Association's steering documents have the following hierarchy.

1. Statutes,
2. Rules and Regulations,
3. Policies, and

4. Additional steering documents.

All steering documents are binding. If the documents are deemed contradictory, what is stated in a document with a higher hierarchal status is applied.

§ 1.6.1 *Amendments*

Amendments to the steering documents demands the following decisions:

Amendments to the Statutes require two (2) decisions, with identical wording, at two (2) consecutive Annual Meetings, during two (2) separate operational years. The decisions are taken by a qualified majority.

Amendments to Rules and Regulations require a decision by the Annual Meetings. The decision is taken by a simple majority.

Acceptance of, or amendments to policies require a decision by the Board or the Annual Meetings.

2. Members

§ 2.1 *Member of*

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

§ 2.2 *Membership*

Any individual showing an interest in UPF is entitled to apply for a membership. Any individual who has paid the membership fee, as established at the Annual Meeting, or has been appointed an honorary member, is a member of the Association.

A membership can be denied in the case of exceptional circumstances. This includes, but is not limited to; if the applicant has been previously excluded from the Association.

§ 2.3 *Membership fee*

The membership fee is established at the Annual Meeting. The fee must be paid in full when signing up, thereby providing the person membership for a year (365 days).

§ 2.4 <i>Refund of membership fee</i>	Memberships are nonrefundable.
§ 2.5 <i>Ordinary membership</i>	An ordinary member is a member who is also a member of AF.
§ 2.6 <i>Support Membership</i>	Individuals who are not members of AF can become supporting members of UPF. However, members who are enrolled at Lund University are required to have an AF membership.
§ 2.7 <i>Honorary Member</i>	The title honorary member can be given to anyone without the qualifications for ordinary membership, as stated in §2.5. It is usually given because of their (public) achievements, contributions or particular interest in the Association and its purposes, as stated in §1.1. An honorary membership lasts a lifetime.
§ 2.7.1 <i>Electing honorary members</i>	An honorary member is recommended by any member, and is appointed at the Annual Meeting or at a regular board meeting. The decision requires a simple majority at the Annual Meeting, and a qualified majority at the Board Meeting. If such a majority is not attained, the matter shall not be mentioned in the minutes.
§ 2.8 <i>Active members</i>	An active member of UPF is an ordinary member whom is a committee member, part of a working group, holds a trustee position, or anything equivalent.
§ 2.9 <i>Trustee position</i>	A member who holds a trustee position is a member of UPF who has been elected either by one of the Annual Meetings, the Board, or the Committee to carry out specific duties within the Association. To become eligible for election, the member has to be an ordinary member of the Association. This does not apply for the auditor(s).
§ 2.10 <i>Membership for upper secondary</i>	Members recruited from upper secondary schools can attend all lectures. They cannot become active members of UPF.
§ 2.11 <i>New membership categories</i>	New membership categories are decided at the Annual Meeting in conjunction with the setting of the membership fee, §4.7 point 11.
§ 2.12 <i>The rights of a member</i>	Ordinary members have the exclusive right to:

1. Vote at the Annual Meetings,
2. Candidate for positions of trust, and
3. Send in motions to board meetings and Annual Meetings

§ 2.13 *Excluding a member*

Any member who acts contrary to the purposes of the Association as defined in §1.1, or in any other way harms the Association, can be excluded by a decision of the Board. The decision has to be taken with a qualified majority.

3. Rules of Procedure

§ 3.1 *Application*

The regulations in this chapter should be followed by all bodies of the Association, unless otherwise is stated.

§3.2 *Voting*

At meetings, all ordinary members present have one vote. Power of attorney may not be used. Protocol of votes should be used if a member of the body moves for it.

§ 3.3 *Definition of majority*

A simple majority is reached by more than half of the casted votes. A qualified majority requires two-thirds of the present members at the meeting with a voting right. A blank vote is to be counted as an abstained vote. Unless otherwise is stated, decisions are made with a simple majority.

§ 3.4 *Bias*

A person who is about to vote is considered biased if the matter concerns themselves or someone whom they have an intimate, related, or close relation with, or if the matter can be expected to result in clear benefit or damage to themselves or that person. Each member of a body who is eligible to vote is responsible for the announcement of bias and must abstain from voting.

§ 3.7 *Reservation*

A member, who does not agree with a decision, have the right to make a reservation. The member is then freed of responsibility for this decision. Reservations should be handed in to the Secretary of the meeting before the signing of the protocol is done.

§ 3.8 *Note in the protocol*

Any member of the Association has the right to leave a note in the protocol.

4. Annual Meetings

§ 4.1 *Annual meetings*

The Annual Meetings are the Annual Meeting, the Annual Election Meeting, or the extra Annual Meeting. The Annual Meetings are the highest decision making body of the Association of Foreign Affairs in Lund.

§ 4.2 *Time of the annual meetings*

An Annual Meeting and an Annual Election Meeting are to be held annually. The Annual Election Meeting shall be held in the spring, between the 1st of April and the 31st of May. The Annual Election Meeting shall however not be held between the 28th of April and the 1st of May. The Annual Meeting shall be held in the autumn, between the 15th of September and the 15th of October.

§ 4.3 *Summons*

The summons to the Annual Meetings shall be issued at least fifteen (15) business days prior to the meeting.

§ 4.4 *Protocol*

A protocol shall be kept of the Annual Meetings. The protocol should be sent to the attesters ten (10) business days after the Annual meetings. The attesters should be given ten (10) business days to attest the protocol. The attested protocol must be made public no later than twenty-five (25) business days after the Annual Meetings. When attested and made public, the protocol shall also be archived.

§ 4.5 *Meeting presidium*

The meeting presidium consists of the Chair of the meeting and Secretary of the meeting and shall to the extent possible not be held by board members at Annual Meetings. If it is not possible to find individuals outside the Board, the President and the Secretary may take the roles.

§ 4.6 *General agenda*

The Annual Meetings must address and record in the minutes the following issues:

1. Election of the Secretary of the Annual Meetings.
2. Election of Chair of the Annual Meetings.
3. Election of two Attesters and vote-counters.
4. Approval of the electoral roll.
5. Approval of the agenda.
6. Consideration of whether the summons to the Annual Meetings were carried out in accordance with the Statutes.
7. Other issues, mentioned in the summons.

§ 4.7 *Annual meeting agenda*

The Annual Meeting held during the autumn 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. A decision on the Board's proposition of the budget for the upcoming year.
13. A decision on the Board's proposition of the operational plan for the upcoming year.
14. A decision on additional Board proposals, if any.
15. A decision on motions, if any.

§ 4.8 *Annual election meeting agenda*

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 Secretary for the upcoming year of operations.
11. Election of the Association's Treasurer 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 Association's Head of a Committee and Board Member, and potential Head of a Committee and Deputy Board Member for the upcoming year of operations.
14. Election of one (1) to two (2) auditors for the upcoming year of operations.
15. Election of three (3) to five (5) members of the Nominating Committee for the upcoming year of operations, where one (1) should be elected as Chairperson of the Nominating Committee

and two (2) as alternate members of the Nominating Committee for the upcoming year of operations.

16. Election of at least one (1) Sexual Harassment Contact Person for the upcoming year of operations.

17. Election of other trustee positions within the Association for the upcoming year of operations.

§4.9 Additional positions

An additional permanent board position requires a qualified decision by the Annual Meetings.

§ 4.10 Elections

§ 4.10.1 Eligible for Election

Only an ordinary member of the Association, nominated by the Nominating Committee, registered as a counter candidate, or registered as a candidate for a vacant position, can be elected Board Member, Deputy Board Member, or trustee as defined in §2.9.

§ 4.10.2 Counter-candidate

A counter candidate is a member who either candidates against the Nominating Committee's nomination for the position or who candidates for a vacant position before the deadline set for counter-candidacies.

A candidate wishing to counter-candidate shall inform the Nominating Committee of its decision no later than five (5) business days prior to the Annual Election Meeting.

§ 4.10.3 Vacant positions

A position is considered a vacant position if, after the deadline stated in §4.10.2, there is no counter-candidate for a position nor a registered candidate for a vacant position.

If there is a vacant position at the Annual Election Meeting, a member can move for a free nomination. The Annual Election Meeting can by a simple majority open up the vacant position for free nominations.

§ 4.11 Limitations

The post as President, the Vice President, the Secretary or the Treasury cannot be held by the same individual.

§ 4.12 *Motions*

Motions can be submitted by any members to the Annual Meetings to take a decision on a limited issue. Motions may only be repealed by a decision taken by a simple majority. Motions for the Annual Meetings shall be submitted in written form at least ten (10) business days prior to the meeting. An issue not addressed in the meeting agenda cannot be subject to decision.

§ 4.13 *Propositions from the Board*

Propositions from the Board shall go through a board decision before being submitted to the Annual Meetings.

§ 4.14 *Voting procedures*

§ 4.14.1 *Right to vote*

Members who have paid the membership fee at least ten (10) business days prior to the Annual Meetings have a right to vote at the Annual Meetings. In case of renewing a membership, the renewal must be acquired at least five (5) business days prior to the Annual Meetings.

§ 4.14.2 *Counted votes*

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

§ 4.14.3 *Deciding votes*

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.

§ 4.15 *Disorder*

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

§ 4.16 *Extra Annual Meeting*

§ 4.16.1 *Decision*

An extra Annual Meeting shall be held if requested by:

1. The President,
2. The Board,
3. The Auditor, or
4. Fifty (50) ordinary members of The Association of Foreign Affairs.

The request shall be written and submitted to the President, or the Auditor. If the Board is requesting an Extra Annual Meeting, a simple majority is required.

§ 4.16.2 *Scheduling*

The meeting shall be held no later than twenty-five (25) business days after the request has been submitted. Extra Annual Meetings shall not be held between the 1st of June and the 31st of August, nor on the last of April, or during other official Swedish holidays.

§ 4.16.3 *Summons*

A summon to the Extra Annual Meetings shall be issued following the same procedure of the regular Annual Meetings.

§ 4.16.4 *Issues*

Extra Annual Meetings can only handle the issues that were stated in the written request.

5. The Board

§ 5.1 *Board members*

The Board consists of:

1. The Presidium, and
2. Additional board members.

§5.2 *Election of board members*

That which is stated by the Annual Meeting shall apply to the elections of the Board. In case of vacancies or permanently appointed additional board positions, the procedures stated in §5.15.2 are to be followed.

§5.3 *Rights of board members*

All board members have the right to vote at board meetings.

§ 5.4 *Responsibilities of board members*

Board members are obliged to fulfill the responsibilities of maintaining and ensuring the operations of the Association.

§ 5.5 *Restructuring of the Board*

The Board may temporarily appoint additional board positions. The Board should follow the procedures stated in §5.15.2 when electing new board members.

§ 5.6 *The Presidium*

The presidium is chosen by the Annual Election Meeting and can consist of:

1. President
2. Vice President

3. Secretary
4. Treasurer
5. UFS-Representative

Members of the Presidium are board members.

§ 5.7 Definition of Head of Committee A Head of a Committee and Board Member is a board member with voting rights at board meetings. A Head of a Committee and Deputy Board Member does not have voting rights at board meetings unless the ordinary board member is not present. Head of a Committee and Board Member, and Head of a Committee and Deputy Board Member are equally responsible for carrying out the duties as Heads of a Committee.

§ 5.8 Board meetings

§ 5.8.1 Meetings The Board should, when possible, meet once every three weeks or when the President calls for a meeting. During the year of operations, the Board must meet at least eight (8) times.

§ 5.8.2 Summons The President shall summon the board members to the meeting no later than ten (10) business days prior to the meeting.

§ 5.8.3 Motions Motions to a board meeting can be submitted by any member. It should be submitted to the President at least seven (7) business days prior to the meeting. Motions may only be repealed by a decision taken by a simple majority.

§ 5.8.4 Agenda and attachments Agenda and attachments shall be established by the President and the Secretary. The documents shall be made available to the Board no later than five (5) business days prior to the meeting.

§ 5.8.5 Made public for members The date of the meeting and the deadline for the submission of motions shall be made public to the members of the Association no later than ten (10) business days prior to the meeting. The agenda and attachments shall be made public to the members no later than five (5) business days prior to the meeting.

§ 5.8.6 *Protocol*

A protocol shall be kept of board meetings. The protocol should be sent to the attesters ten (10) business days after the board meeting. The attesters should be given five (5) business days to attest the protocol. The attested the protocol must be made public no later than twenty (20) business days after the board meeting. When attested and made public, the protocol shall also be archived.

§ 5.8.7 *Voting*

Board members have one vote at the board meeting. Heads of Committees and Deputy Board Members receive a voting right in the absence of the Head of Committee and Board Member.

§ 5.8.8 *Extra board meetings*

The President may under pressing circumstances summon the Board to an extra board meeting no later than three (3) business days prior to the meeting. Agenda and attachments shall be sent to the Board and made public no later than twenty-four (24) hours prior to the meeting.

§ 5.9 *Formalities*

§ 5.9.1 *Per Capsulam*

In urgent matters the Board can make decisions Per Capsulam. These decisions must then be ratified on the following board meeting.

A Per Capsulam decision is a decision made outside an ordinary meeting. Per Capsulam decisions shall only be used when a decision cannot wait until the next meeting. A simple majority is required for a decision Per Capsulam.

§ 5.9.2 *Quorum*

The Board is eligible to take a decision when at least half of the board Members with the right to vote are present.

§ 5.9.3 *Co-opted*

The Board can decide to co-opt people to a board meeting. The co-opted people have the right to be present and to speak. Co-opted people do not have the right to vote, nor the right to move.

§ 5.10 *Propositions from the Board*

Propositions from the Board shall be executed in accordance with §4.13.

§ 5.11 *Hand-over*

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

§ 5.12 *Post specifications*

§5.12.1 *The President*

The President shall:

1. Represent the Association and carry out its purpose.
2. Lead the Association and the Board.
3. Lead and send out a summons for board meetings.
4. Send out summons for Annual Meetings.
5. Ensure that the work of the Association complies with the Statutes, Rules and Regulations, policies, and other steering documents, and that decisions are executed in due order.
6. Educate board members about the Statutes and other steering documents.
7. Make sure an annual report is composed in accordance to §8.1.
8. Consider requests and complaints from members.

§ 5.12.2 *The Vice President*

The Vice President shall:

1. Assist the President in carrying out the duties stated in §5.12.1.
2. In the case of the President's absence; take their place in executing the duties stated in §5.12.1.

§ 5.12.3 *The Secretary*

The Secretary shall:

1. Write and archive protocols from each board meeting.
2. Ensure that protocols are made public in accordance with §4.4 and §5.8.6.
3. Administer the membership registry, newsletter, and the Senior Collegium.
4. Ensure that the year of operations is documented and archived in the AF's archive and/or in another suitable place.

§ 5.12.4 *The Treasurer*

The Treasurer shall:

1. Manage the Association's funds, assess finances, and close the accounts at the end of the operational year.
2. Administer a budget proposition, and in cooperation with the Board present a budget proposition to the Annual Meeting.

§ 5.12.5 *UFS Representative*

The Representative to the Swedish Association of

International Affairs (UFS) shall:

1. Represent the Association and its members in the Board of the Swedish Association of International Affairs.
2. Work in accordance with the standpoints of the Board and the interests of the Association's members.
3. Continuously communicate information from UFS to the Association and the Board.

§ 5.12.6 *Additional board members*

The other members of the Board shall perform their position-specific duties and the duties of being a board member.

§ 5.13 *Deputy board member*

The Deputy Board Member shall in the absence of the ordinary board member carry out their board duties.

§ 5.14 *Resignation*

Board members can resign by informing the President of this decision. The resignation takes place effective immediately, or upon a later date in agreement with the President.

§ 5.15 *By-elections*

§ 5.15.1 *Mandate*

If a board member resigns during the operational year, the Board may appoint a replacement that will hold the position until the end of the operational year.

§ 5.15.2 *Procedure*

The by-election should follow the following procedure:

1. The decision to appoint a replacement shall be decided at a board meeting.
2. Announcement of vacant position shall be issued to the members of the Association at least twenty (20) business days prior to the board meeting.
3. The nominating procedure is carried out by the Nominating Committee.
4. The nomination shall be made public no later than five (5) business days prior to the board meeting.
5. The decision must be taken with a qualified majority, and be made public to the members no later than five (5) business days after the board meeting.

6. The Nominating Committee

- § 6.1 *Election* The Nominating Committee is elected by the Annual Election Meeting and takes office when the operational year starts.
- § 6.2 *Description* The Nominating Committee is an independent body responsible for nominating candidates for positions of trust.
- § 6.3 *Composition* The Nominating Committee should consist of five (5) members and two (2) alternate members. The Chairperson of the Committee has summoning duties and the tiebreaking vote.
- § 6.4 *Quorum* The Nominating Committee must consist of at least three (3) members to be able to fulfill its duties. The majority of the committee members cannot be previous board members. Sitting board members cannot serve in the Nominating Committee.
- § 6.5 *Resignation* If the Chairperson of the Nominating Committee resigns, the individual shall do so by informing the President of this decision. The Nominating Committee then decides who should take on the responsibilities as Chairperson of Nominating Committee. Alternate members take the vacant spot after the resignation. If there are no alternates, the Nominating Committee is responsible for recruiting a new member and have the decision ratified by the Board.
- § 6.6 *Restrictions* A member of the Nominating Committee cannot apply for other positions of trust within the Association. If a member of the Nominating Committee is subject to election of any other position, the member must resign from its responsibilities within the Nominating Committee before the election process starts.
- § 6.7 *Nominations* The Nominating Committee nominates candidates for all positions listed in §4.8 *points 8-16*. The Nominating Committee can also, if needed, nominate candidates falling under §4.8 *point 17*. The nominations shall be made public for the members of the Association at least ten (10) business days prior to the Annual Election Meeting.
- § 6.8 *Documents* The Nominating Committee shall in connection to the

nominations write a document of their working procedure during the election period. The document should include, but is not limited to;

1. Methods and procedures used,
2. Critical and ethical reflections, and
3. Other relevant information

§ 6.9 *Additional responsibilities*

The Nominating Committee has the responsibility to;

1. Keep protocols of their meetings,
2. Provide hand-over documents for successors, and
3. Respect the privacy of candidates and members of the Association to the best of their abilities

7. The Annual Report

§ 7.1 *Content*

The Annual Report shall include, but is not limited to:

1. Information concerning the Association's activities during the past operational year,
2. Information about the amount of board meetings held during the operational year,
3. A register of all board members and their areas of responsibility during the operational year,
4. Information regarding the number of members of the Association at the end of the year of operations, and
5. A financial report.

§7.2 *Deadline*

The Annual Report must be submitted to the Auditor(s) before the end of the operational year (June 30th).

8. Auditing

§ 8.1 *Post specification*

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 President no later than ten (10) business days prior to the Annual Meeting.

§ 8.2 *Limitations*

The Auditor shall refrain from being active in the Association's daily operations.

§ 8.2 *The Auditors rights*

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. Relevant documents, such as protocols and quarterly reports shall be sent to the auditor as soon as they are finished. The Auditor has the right to comment on matters falling under §4.7 *points 8-10*.

9. The Inspector

§ 9.1 *Description*

The Association of Foreign Affairs Lund has one Inspector. The Inspector is tasked with paying attention to and supporting the Associations operations and related context.

§ 9.2 *Election*

The Inspector is elected at the Annual Election Meeting for a period of two years. The position does not have to be announced, and the election is prepared by the Board of the Association. If the Inspector resigns or passes away, their position can be filled by the Board, via by-election until the next Annual Election Meeting.

10. Senior Collegium

§ 10.1 *The Senior Collegium*

Former board members, deputy board members, trustees elected at the Annual Meetings, or honorary members are automatically members of the Senior Collegium.

§ 10.2 *Right to nominate*

Only members of the Senior Collegium have the right to nominate a member to the Senior Collegium. To nominate a member to the Senior Collegium, the member shall write a short nomination and include contact information to the nominated candidate. This shall be sent to the Secretary ten (10) business days prior to the last board meeting of the operational year.

§ 10.3 *Applying to the Senior Collegium*

Active members who feel like they have contributed in an extraordinary way to UPF can apply to become a member of the Senior Collegium when their time in the Association is coming, or have come, to an end. An application should be sent to the Secretary using the same procedure as stated in §10.2.

§ 10.4 *Decision*

The current sitting Board shall at the end of each operational

year accept the nominations for the Senior Collegium.

11. Interpretation and Amendment

§ 11.1 *Interpretation*

The authority to interpret the Statutes, Rules and Regulations, policies, and other steering documents is held by the President. The President has the responsibility to inform the Board of interpretations made, and the Board holds the power to overrule the President's interpretation by a simple majority.

§ 11.2 *Amendments*

Amendment of the Statutes may only be made by two (2) decisions with identical wording (exceptions are made for editorial changes) in two (2) consecutive Annual Meetings during two (2) separate operational years. At least one of the Annual Meetings must be a regular Annual Meeting. The decision is taken by a qualified majority.

12. Disbandment of the Association

§ 12.1 *Decision of disbandment*

The Association can be disbanded through 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 qualified majority. Disbandment cannot take place if at least five (5) members wish to continue the activities of the Association.

§ 12.2 *Remaining assets*

The Annual Meeting taking the second decision on disbanding the association decides where any remaining assets will go. The decision is taken by a qualified majority.

§ 12.3 *Archive*

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