

By-laws for DOMFIL

§1 Purpose

1:1 DOMFIL (Doktorandföreningen vid Medicinska Fakulteten i Linköping) is a non-profit organisation incorporated as a section of the faculty union Consensus at the Faculty of Health Sciences (HU) at Linköping University. The section shall promote solidarity between its members and promote common interests. Furthermore, DOMFIL shall conduct education surveillance for all at HU registered PhD students and those who are admitted to the pre-research course full time (forskningsförberedande kurs) at HU, covering at least 15 credits.

§2 Membership

2:1 To become a member of DOMFIL, one must be a registered PhD student at the University Hospital and pay the by Consensus established union fee and section charges. Membership is also open to those who are admitted to the pre-research course full time at HU, covering at least 15 credits. To be a member in DOMFIL, a membership in Consensus is required.

2:2 Those allegeable to become a supporting members are previous a members of DOMFIL, postdoc or other persons with a connection to the section. Active PhD students at HU have no right to become a supporting member. DOMFIL is not responsible for conducting educational surveillance for these members. To become a supporting member, one pays the joint student union and section fee established by the Consensus council. Supporting members obtain the same benefits as full members at DOMFIL's study social events.

2:3 Persons allegeable to become supportive members that only wishes to participate in DOMFIL's study social events but not support the student union and section's other operations, can buy an activity pass. Persons with an activity pass obtain the same benefits as full members at DOMFIL's study social events. Price and form of this activity pass are decided annually by DOMFIL's section meeting.

§3 Organisation and fiscal year

3:1 DOMFIL falls under the by-laws of Consensus. Cooperation between the union and the section are regulated by the separate section contrast for the current fiscal year.

3:2 The sections fiscal year is set as the time period between the first of July to the 30th June the following year.

3:3 The section activities are conducted according to the by-laws through

- a) section meetings
- b) board meetings
- c) educational supervision conducted by the educational supervisor and elected representatives on boards and committees.
- d) representative meetings
- e) section auditor

3:4 The section has three regulatory documents governing its operations.

These are:

1. By-laws
2. Budget
3. Operational Plan

3.4.1 The section's by-laws in English are found in Appendix 1. The English by-laws should be updated when changes are implemented. In the event that the Swedish and English by-laws do not match, the Swedish version shall be followed.

3.4.2 Documents to be presented or available to all section members should be constructed, alternatively translated into English, where possible.

§4 Section meeting

4:1 The section meeting is the section's highest governing body.

4:2 For sectional meetings, all members are allowed to be present, express opinions, make proposals and vote.

4:3 Supporting Members are allowed to be present, express opinions and make proposals.

4:4 All prospective members of DOMFIL own the right to be present and express opinions.

4:5 Other persons may be co-opted by the section meeting with one or more of the above rights, with the exception of voting.

4:6 The section meeting is convened by the board. DOMFIL must have at least one section meeting during each semester of its fiscal year.

4:7 A written summons for the section meeting shall be sent to the members at least three weeks prior to the meeting. For additional meetings the summons must be sent to the members at least one week prior to the meeting. The summons must contain a preliminary list of discussion points. The preliminary and final lists of discussion points together with the proposed resolutions must be sent to the members at least five days prior to the meeting.

4:8 The ability to call for additional section meetings fall to

- a) a member of the board
- b) the faculty union board
- c) the section auditor
- d) 5% of the members of the section

4:9 Decisions are made by simple majority. For the section to make a decision at least 10% of its members must be present, further, the majority of the present members must be non-board members.

4:10 Each member of the section have the right to make a motion or raise a question by sending it to the board at least 10 days prior to the section meeting.

4:11 It is the responsibility of the section at the first section meeting for the fiscal year to

- a) consider the annual and audit report
- b) Decide upon the discharge the previous board
- c) appoint auditor
- d) elect the nominating committee
- e) elect representatives to the boards and committees where DOMFIL have representatives.
- f) consider any motions and bills
- g) consider any other duly brought question.

4:12 It is the responsibility of the section at the first section meeting after the start of the fiscal year to

- a) establish the section's budget and operational plan for the next fiscal year
- b) elect members to the council next fiscal year
- c) elect the section board
- d) elect representatives to the boards and committees where DOMFIL have representatives.
- e) consider any motions and bills
- f) consider any other duly brought question.

4:13 Sectional meeting may transfer the right of temporarily electing members of the board and representatives.

4:14 Protocol of the section meeting shall be adjusted by two at the section meeting designated individuals. A copy of the meeting minutes must be sent to the faculty union's board of directors, as well as published on DOMFILs website. The minutes shall be available for section members at least 3 weeks after the meeting.

§5 Election committee

5:1 The Election Committee is appointed at the fiscal year's first section meeting. Election committee member must not nominate himself to stand for election for any of the tasks that the committee has to propose candidates for. The election committee member may however be an opponent candidate.

5:2 Election committee is elected for a calendar year, i.e. from the 1st January to the 31st December.

5:4 It is the responsibility of the Election Committee:

- a) to prepare candidates within the membership to the DOMFIL board
- b) to prepare candidates, together with the present board, within the membership of the committees and boards where the section will be represented.
- c) to at least 10 days prior to the section meeting inform the board, in writing, of candidates for the positions that the section meeting shall elect.

§6 DOMFIL board

6:1 The section board is the sections' higher decision-making body between section meetings.

6:2 The section board shall consist of at least:

- a) Chairman
- b) Treasurer
- c) Education supervisor

6:3 The section board may also consist of:

- a) Secretary
- b) Vice-chairman
- c) Webmaster
- d) HURS-manager

6:4 The board may co-opt persons to meetings matters. These persons own the right to be present at meetings and the right express their opinions.

6:5 The board meets at least three times per semester. The board is summoned by the chairman but each board members has the right to request the calling of board meetings. The board constitutes a quorum when at least half of the board members is present.

6:6 The board decides by simple majority. In case of an equal number of votes, the chairman has the casting vote.

6:7 Every board meeting shall be recorded and adjusted by the meeting chairman and a board member prior to publication. The meeting protocols shall be available for section members at least 3 weeks after the meeting. A copy shall be sent to the faculty union's board.

6:8 The section board shall:

- a) prepare matters to be considered at the section meeting
- b) take responsibility for the section's finances prior to the section meeting
- c) execute those decisions decided at the section meeting
- d) be responsible for the section's educational affairs
- e) account for their work at section meetings
- f) maintain contact with the representatives and ensure that they are replaced in accordance with §4:11 and §4:12.

6:9 It is the duty of the section's chairman to attend the faculty union's section-chairman-meetings.

6:10 The section board has the right to appoint representatives to board/groups between sectional meetings, should the need arise. The representation must be decided at the next section meeting.

§7 Finances

7:1 The section fee to DOMFIL is determined by the Consensus council.

7:2 Authorised signatories comprise the chairman and treasurer of DOMFIL.

7:3 The section board decides on payments to be made.

7:4 A to the board independent auditor shall be elected at the first meeting of each fiscal year. The auditor shall review the board's financial activity. The audit takes place after each fiscal year. Annual revision shall be completed and submitted to the board no later than 10 days before the first section meeting after completion of the fiscal year.

§8 By-laws

8:1 Decisions on amendments of the by-laws may be made by the section meeting and requires a majority of 75% of those section members present at the section meeting, for the decision to enter into effect.

8:2 Appendices to these by-laws may be amended by the section board when deciding at board meetings.

8:3 The by-laws are interpreted by the board. Should any doubt or dispute about the interpretation arise, the matter may be referred to the next section meeting.

§9 Elimination of decision

9:1 Revision of decisions taken by the section meeting or section board can be requested by persons under §4.8.

9:2 Decisions of the section which are contrary to the faculty union's purposes, against its statutes or against decisions of the faculty union council may be removed by the faculty union council.

§10 Dissolution of Section

10:1 The decision on the dissolution of the section shall be taken by two consecutive regular sections meetings. Dissolution of the section requires a majority of 75% of those section members present at the section meetings and approval of the faculty union council. When deciding on dissolution of the section, the assets shall revert to the members in the manner the section meeting decides.