



SLU:S SAMLADE STUDENTKÅRER

The statutes of
SLUSS, the Joint Committee of Student Unions at the Swedish University of
Agricultural Sciences
Updated at SLUSS spring meeting 2020

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1 Official name, registered address, composition and purpose

1.1 Official name

SLUSS – the Joint Committee of Student Unions at the Swedish University of Agricultural Sciences (SLU)

1.2 Registered address

SLUSS has its registered address at Ultuna, one of the main campuses of the Swedish University of Agricultural Sciences.

1.3 Composition

SLUSS is a cooperative body for student unions at the Swedish University of Agricultural Sciences that is independent of party political or religious affiliation. The SLUSS assembly is the highest decision-making body of SLUSS. The SLUSS financial year runs from 1 January to 31 December. The term *student* refers to the definition of student included in the Swedish Higher Education Ordinance.

The member unions are listed in Appendix 1 to the statutes.

The areas of activity of the member unions are listed in Appendix 2 to the statutes.

1.4 Purpose

The purpose of SLUSS is

- to attend to shared matters relating to SLU students and represent them on education and student welfare issues,
- to act as a cooperative body for the member unions and represent a common student voice to SLU and other players who can affect the situation of students at SLU,
- to promote the education policy debate between students, stimulate the exchange of experience, and work for good social contacts between students in various student unions and campuses, and
- to following a request from an individual member union, deal with such issues that solely affect that union.

2 Membership

2.1 Membership

Any organisation that is a student union at SLU in accordance with the Swedish Higher Education Act and that, following a decision of the individual union's highest decision-making body, has declared that it accepts the statutes of SLUSS, is entitled to be a member of SLUSS.

2.2 The rights of the member unions

Member unions are entitled:

- to participate in the appointment of student representatives in university-wide bodies,
- to receive information on an ongoing basis regarding the activities of the SLUSS praesidium and other information that may be relevant to the member unions, and
- to actively be a part of and influence the undertakings and activities of SLUSS.

2.3 The obligations of the member unions

It is incumbent on the member unions:

- to inform SLUSS of any matters that affect the individual student union and that are relevant to the activities of SLUSS,
- to appoint a union representative to the meetings of the SLUSS assembly, and
- to pay the annual membership fee to SLUSS in accordance with paragraph 9.4.

2.4 Withdrawal

A member union may be permitted to withdraw from SLUSS following a decision of its highest decision-making body, if so requested. An application to withdraw from SLUSS must be received no later than two weeks before an ordinary SLUSS assembly. A member union granted withdrawal will immediately lose its right of presence and decision rights at the SLUSS assembly.

2.5 Exclusion

A member union that does not fulfil its obligations to SLUSS or is obviously obstructing its activities may be excluded from SLUSS by means of a decision of the SLUSS assembly.

For decisions as per this paragraph, a qualified majority (at least two-thirds) of the number of members entitled to vote at the SLUSS assembly is required to agree on the decision.

3 The SLUSS assembly

3.1 Composition, rights and openness

The SLUSS assembly consists of one representative from each member union, a representative of the SLUSS PhD Council, the chair and deputy chair of SLUSS and the first and second adviser.

The members of the SLUSS assembly consist of one representative per member union and one representative from the SLUSS PhD council. The SLUSS chair and deputy chair and the first and second adviser are entitled to be present and speak. The SLUSS treasurer is co-opted to meetings where budget and closing are determined (normally at the spring meeting and

annual meeting) and if necessary with the right to speak. When selecting staff for SLUSS posts, the SLUSS chair has the casting vote. Union representatives are appointed in the manner determined by the statutes of the relevant unions. A representative of PhD students is appointed by the SLUSS PhD council.

Members of member unions are entitled to be present at the meetings of the SLUSS assembly, unless the assembly decides otherwise. The right to be present and speak at meetings of the SLUSS assembly is also granted to those persons the assembly co-opts for a specific issue or an entire meeting.

3.2 Meetings

The SLUSS assembly meets twice a semester at the invitation of the praesidium. Additional meetings will be held if the praesidium or an individual member union so requests. It is incumbent on the praesidium to call and hold extra meetings within four weeks of receiving a request for any such meeting.

3.3 Meeting invitation and agenda

The praesidium must issue an invitation to the meeting, a proposed agenda and propositions to SLUSS members no later than three weeks before an ordinary meeting. Documents and any changes to the proposed agenda must reach SLUSS members no later than seven working days before the meeting.

For extraordinary meetings, the invitation and documents must reach members no later than one week before the meeting.

3.4 Motions

Motions, as well as response motions to the praesidium's proposals, for the ordinary SLUSS assembly, must reach the praesidium no later than two weeks before the meeting. Any member union may propose a motion. The SLUSS praesidium will prepare the motion and respond to motions received. A motioning union is also responsible for ensuring that all members of the SLUSS assembly entitled to vote receive the motion at least two weeks before the meeting.

Motions for an extraordinary SLUSS assembly must reach the praesidium no later than three working days before the date of the extra meeting.

3.5 Voting procedure

The SLUSS assembly is entitled to make a decision if at least half of the number of members entitled to vote are in attendance at an announced meeting. For education and student welfare issues, attempts will be made to reach a consensus. If a consensus cannot be reached, a decision will be made based on a vote. A simple majority is required, with absent and abstaining members not included in the result of the vote. Voting is primarily by public ballot, although a secret ballot may be requested. When selecting staff, a secret ballot is always used. The chair votes in any secret ballot, although their vote only counts when the vote is indecisive.

If an ordinary member is unable to attend, the member union may select a substitute. The substitute must have been given an authority signed by their union chair or an ordinary member and must be able to confirm their membership of the relevant union.

3.6 Decision by letter

The praesidium announces by-letter decisions and any responses must have been received from the unions within one week. The voting options are approval, rejection and tabling. If at least two votes are for tabling, or if one vote is for rejection, the issue will automatically be tabled. The results will be minuted at the next board meeting.

3.7 Minutes

Meetings of the SLUSS assembly will be minuted. Withdrawn motions and reservations will not be included in the minutes. The adjusted minutes will be signed off by the chair, secretary and adjuster and will be available to SLUSS members no later than four weeks after the meeting.

3.8 Meetings

It is incumbent on each meeting to deal with any questions prepared by the focus council and PhD councils.

3.8.1 Winter meeting

It is incumbent on the winter meeting

- to compile a list of the representative posts within SLU's bodies in which students are entitled to participate and other bodies and working groups to which students have access,
- to draw up an agreement between the unions regarding division of representative positions in accordance with the compiled list,
- to set membership fees for the financial year,
- to arrange for the elections of a chair and a deputy chair,
- to arrange for the elections of an UN board member,
- to arrange for the election of an election committee, and
- to draw up a plan of operations for the year.

3.8.2 Spring meeting

It is incumbent on the spring meeting

- to appoint an authorised signatory for SLUSS,
- to draw up an activity report and accounts from the previous financial year,

to decide on the division of profit, and

to examine the issue of the discharge from liability for the previous year's praesidium.

3.8.3 Autumn meeting

It is incumbent on the autumn meeting

to draw up an agreement between the member unions regarding union affiliation for students at SLU. This will then be added as Appendix 2 to the statutes.

to compile a list of the representative posts within SLU's bodies in which students are entitled to participate and other bodies and working groups to which students have access, and

to draw up an agreement between the unions regarding division of representative positions in accordance with the compiled list,

3.8.4 Annual meeting

It is incumbent on the annual meeting

to arrange for the election of a treasurer,

to appoint an authorised signatory for SLUSS,

to arrange for the election of two auditors,

to agree the budget for the next year,

to propose a preliminary activity plan for the next year, and

to set preliminary membership fees for the next financial year.

3.9 Conflict of interest

Conflict of interest may occur in a situation where the unbiased opinion of a person cannot be ensured. The handling of matters and decisions made by a trustee should be done in an unbiased and objective way. A person considered to have a conflict of interest in a certain matter must not handle or make decisions regarding the matter. The person who may have a conflict of interest has the responsibility to acknowledge this to the meeting, but it's up to the meeting to decide whether it's a conflict of interest or not. This means that the responsibility to decide whether it's a conflict of interest or not lies with the assembly and not the individual.

4 SLUSS members

It is incumbent on SLUSS members

- to for every pre-meeting before the Study Programmes Board, SLUSS assembly and when required, inform the SLUSS praesidium of any events or decisions within each union that are of interest to SLUSS,
- to continuously update the list of representative posts allotted to each union, including the PhD student council, and ensure that it is complete at the start of each semester,
- to pass on information from SLUSS to each union board or PhD student council, and
- to with the support of the praesidium, be responsible for ensuring at least one focus council is held per year.

5 The SLUSS praesidium

5.1 Authorities

The praesidium is the SLUSS executive body and consists of the chair, deputy chair, first adviser and second adviser. The praesidium leads SLUSS activities between the meetings of the SLUSS assembly and is entitled to make the necessary decisions for activities. The praesidium represents SLUSS and may not take sides, either individually or jointly, with one member union against another in the name of SLUSS. The chair and first adviser are elected at the winter meeting with a mandate period of one year (1 June-31 May). The deputy chair and second adviser are elected at the winter meeting with a mandate period of one year (1 June-31 May).

In addition to what is prescribed in the statutes, it is incumbent on the praesidium

- to regularly send information to the member unions and the SLUSS PhD council regarding its work,
- to take responsibility for the finances of SLUSS,
- to be responsible for drawing up a budget proposal for the activities of SLUSS,
- to draw up a proposal for an action plan and report,
- to prepare the meetings of the SLUSS assembly,
- to implement decisions made by the SLUSS assembly,
- to compile and, if necessary, distribute a list of student representatives appointed by the unions,
- to be responsible for keeping the SLUSS digital communication channels up to date, and

to distribute and coordinate the board's work with the focus council.

6 UN board member

6.1 Election procedure

The UN board member refers to the third board member of the Study Programmes board (Utbildningsnämnden, UN) that SLUSS may elect, in addition to the chair and deputy chair of SLUSS. Any member of the SLUSS board, or member of the former SLUSS board, may be elected for the position. The board member is elected for a year, from March until February. SLUSS board members representing the same union should not be elected in a row.

6.2 Duties

The job of the UN board member is

- to be well prepared for the UN-meetings and the UN pre-meeting with the SLUSS board,
- to attend the SLUSS board meeting when requested,
- to represents SLUSS. The UN board member may not take sides, either individually or in the name of SLUSS, with one member union against another,
- to inform the SLUSS board if unable to attend the UN-meeting.

7 SLUSS election committee

7.1 Composition

The election committee consists of one member from each member union. The second adviser is the convenor. The election committee continue its work from the Winter meeting until the next Winter meeting is through, or until its task is complete.

7.2 Duties

The job of the election committee is

- to announce elections, in consultation with the SLUSS praesidium
- to find candidates for advertised positions, and

7.3 Election procedure

Candidates for ordinary elections must inform the election committee in writing no later than two weeks before the date of the ordinary election. Elections will be announced at least two weeks before the application closing date. Ordinary elections include the elections described in chapter 3. Staff elections are decided by secret ballot.

All post holders must, at the time of the application, be students and be registered at one of the SLUSS member unions. They must also be fluent in Swedish, both written and spoken, since Swedish is the language used by the university administration and assemblies.

7.4 By-election

If a vacancy arises for any post in the praesidium, an extraordinary SLUSS assembly will be announced so that a by-election for the remainder of the mandate period can be held. Nomination for the relevant post will be announced in connection with invitation to the meeting, with the deadline for nominations being the meeting.

7.5 Removal of post holders

Post holders who do not fulfil their duties or who are clearly working against the activities of SLUSS can be removed by a decision of the SLUSS assembly. A qualified majority is required for removal.

A motioning union is also responsible for informing the post holder in writing and verbally in plenty of time before the motion is lodged. In the event of removal, the election process must be formulated by the SLUSS election committee as soon as possible and be adapted to the financial year.

8 The SLUSS focus council

8.1 Objective

The SLUSS focus council is a standing committee that gives member unions the opportunity to discuss current and strategic issues. The focus council has an advisory role to the SLUSS praesidium and member unions.

8.2 Composition

The SLUSS focus council consists of the SLUSS board and representatives appointed by the unions. The member unions appoint representatives to the Council in accordance with the theme decided upon by the SLUSS board.

8.3 Formalities

The SLUSS focus council meets at least once a year at the invitation of the praesidium. An invitation to the meeting and a proposed agenda must be sent to SLUSS members no later than three weeks before an ordinary meeting. Documents and any changes must reach SLUSS members no later than one week before the meeting. Memoranda must be kept for meetings of SLUSS focus councils.

9 The SLUSS PhD council

9.1 Authorities

The SLUSS PhD council is a cooperative body for the PhD student councils of the individual member unions, SLUSS and the SLUSS doctoral student ombudsman.

The PhD council is a drafting and advisory body to SLUSS.

The PhD council has a quorum if at least three out of four PhD student councils are represented.

9.2 Composition

The SLUSS PhD council consists of a chair and a representative of each PhD student council.

The chair of the SLUSS PhD council must be a representative of the PhD students in SLUSS. The chair of the PhD council must be a representative of the PhD students on the board of SLU. Otherwise, the representatives of PhD students on the board of SLU will be co-opted to the PhD council.

The doctoral student ombudsman and SLUSS chair are co-opted to the PhD council. If necessary, PhD student representatives in SLU's university-wide committees and councils, as well as national and international bodies, may be co-opted. The PhD council should also maintain regular contact with union representatives who, if necessary, can be co-opted to meetings.

9.3 Duties

The SLUSS PhD council, in addition to what is prescribed by these statutes, aims

- to via the representatives of the PhD student councils, keep PhD students at SLU informed on current issues,
- to coordinate and exchange experiences on matters to be discussed, or that have been discussed, in the PhD student councils,
- to organise handover when new representatives are appointed,
- to monitor issues in SLU's university-wide committees and councils, as well as national and international bodies where PhD students are represented,
- to appoint representatives to the posts to be occupied by PhD students in accordance with the student representative list,
- to respond to reports related to PhD studies,
- to via representatives in national and international bodies exchange information and cooperate with representatives of PhD students from other universities, and
- to where necessary, assist with the work of the doctoral student ombudsman.

9.5 Meetings

The SLUSS PhD council meets at least three times a semester at the invitation of the chair of the PhD Council.

In addition to the ordinary meetings, extraordinary meetings can be held if the chair of the PhD council or an individual representative on the council so requests. It is incumbent on the chair to convene and hold extraordinary meetings within two weeks of the representative having communicated a request.

9.6 The rights and openness of the meeting participants

One representative per PhD student council and the chair of the PhD council are entitled to vote, each possessing one vote. The chair of the PhD council has the deciding vote and must have submitted their vote before voting takes place.

For decisions affecting the university as a whole, an attempt should be made to reach a consensus.

At the request of the doctoral student ombudsman, there is a duty of confidentiality on all those present when issues regarding individual PhD students are examined. Such issues will not be minuted. Consent must have been given by the relevant PhD students. The duty of confidentiality must be clarified by the doctoral student ombudsman before discussion of the issue commences. If necessary, co-opted meeting participants may be requested to leave the meeting.

10 Finances

10.1 Income

SLUSS finances its own activities using membership fees. Preliminary membership fees are agreed at the annual meeting of the SLUSS assembly.

10.2 Budget and profit

Any profits must be justified, or a plan for using them submitted to the spring meeting.

If the total budget is exceeded by more than 10 per cent, any further costs must be approved by the Sluss meeting.

10.3 Buffer and funds

In addition to the budget, Sluss may establish a buffer corresponding to four (4) price base amounts. The purpose of such a buffer is for the organisation to have the means to continue activities should it fail to secure revenue a given year. A buffer also enables Sluss to help the students' unions should one of them suffer financial difficulties and be unable to pay the membership fee. The unions can apply for or borrow funds from the Sluss buffer. Use of the buffer must be well justified and approved at a Sluss meeting.

Sluss may decide that up to 50 per cent of the buffer is to be placed in selected funds. The selection of funds is based on low risk and low fees. To the extent possible, the funds selected should focus on SLU's areas of activity for a sustainable society.

Decisions on buying and selling funds must be taken by the Sluss board at one (1) and the same meeting.

10.4 Calculation of membership fees

The membership fee for the current year is based on the number of full-year students the union represented within its area of activity during the previous year. In order to calculate the number of full-year students, the number of credits is totalled up for the number of students the union represented during the previous year, and is then divided by 60.

The SLUSS membership fee consists of the total of the number of full-year students at first and second cycle levels multiplied by the fee established for them and the number of full-year students at third cycle level multiplied by the fee established for them. See the equations below.

Students at first and second cycles: The number of full-year students at first and second cycle level (A) multiplied by the fee established (B) for students at first and second cycle level.

Students at third cycle level: The number of full-year students at third cycle level (C) multiplied by the fee established third cycle level (D).

The results for students at first and second cycle levels (X) and students at third cycle levels (Y) are added together and the final total (Z) comprises the SLUSS membership fee for a member union.

$$A * B = X$$

$$C * D = Y$$

$$X + Y = Z$$

10.5 Payment of membership fees

The member unions must pay the membership fee each year, in accordance with statutory principles.

10.6 Treasurer

The treasurer is elected at the annual meeting with a mandate period of one year (1 January-31 December). The treasurer shall present competence in economics and/or accounting when applying for the position. The duties of the treasurer are described in Appendix 3 to the statutes.

10.7 Authorised signatories

The chair and treasurer are each authorised signatories of SLUSS. Communications in the name of SLUSS are signed by a member of the praesidium or by persons in accordance with a decision of the SLUSS assembly.

11 Audit and discharge from liability

11.1 Auditors

The accounts and management of the SLUSS praesidium are examined by auditors selected by the SLUSS assembly.

11.2 The duties of the auditors

It is incumbent on the auditors

to examine the activities and financial management of the SLUSS praesidium, and

to submit an audit report and other relevant documents no later than twenty (20) days before the spring meeting

11.3 Discharge from liability

The question of discharge from liability for the SLUSS praesidium will be examined by the SLUSS assembly at the spring meeting in accordance with the statutes.

12 Dissolution

The dissolution of SLU requires a decision made by the SLUSS assembly at two consecutive ordinary meetings, with a qualified majority in favour at both meetings. At least half of the members of the SLUSS assembly entitled to vote must be present at both meetings.

In the event of any dissolution of SLUSS, all existing funds are payable to the member unions in proportion to their membership fees paid during the past two years.

13 Changes to the statutes

A proposal to change these statutes can be made in accordance with points 3.3 to 3.6. A proposal for change must be approved at two consecutive ordinary SLUSS assemblies in order to come into effect.

14 Appendices to the statutes

A proposal to change these appendices to the statutes can be made in accordance with points 3.3 to 3.6. A proposal for change must be approved at an SLUSS assembly in order to come into effect.

The permanent appendices that must always be part of the statutes are:

- Appendix 1 to the statutes, SLUSS member unions
- Appendix 2 to the statutes, Agreement between SLUSS member unions regarding union affiliation
- Appendix 3 to the statutes, Descriptions of posts for electable positions within SLUSS