

# THE BY-LAWS OF HI TECH, draft

## §1 – THE ASSOCIATION

### 1.1 Constitution

HI TECH is an association of students at Jönköping University<sup>1</sup> – School of Engineering. The Association with its committees and project groups constitute a politically and religiously independent organizational structure.

### 1.2 Purpose

The purpose of the Association is to ensure the quality of its members' studies, offer the members an opportunity to influencing the education that takes place at the School of Engineering at JU, and provide students with a meaningful complement to their studies in the form of an active social life outside of their studies.

## §2 – THE BY-LAWS

### 2.1 Amendments to these by-laws

Any amendments or additions to these by-laws must be the result of two identically worded resolutions being passed by two consecutive regular Biannual Meetings<sup>2</sup> (BM). Amendments or additions to these by-laws can only be decided on by the BM if they have been clearly announced in the official documents pertaining to the BM in the form of a motion or proposition, or if the BM passes a unanimous resolution to deliberate on the matter.

### 2.2 Interpretation of these by-laws

If disagreement arises regarding the interpretation of these by-laws in connection with a BM, the presiding chairperson is given the power of interpretation until a clarifying amendment has been adopted. If disagreement arises regarding the interpretation of these by-laws under any other circumstances, the President of the Association is given the power of interpretation until a clarifying amendment has been adopted.

## §3 – MEMBERSHIP

### 3.1 Membership

The membership consists of all students at JU who have paid their membership fee for Jönköping Student Union<sup>3</sup> and signed up for membership with the student association HI TECH.

### 3.2 Membership fee

The membership fee amount is decided by the regular BM held each autumn, and is paid alongside the membership fee for JSU. The decision is valid for the academic year that follows.

### 3.3 Honorary membership

Anyone who has provided valuable and lasting service to HI TECH can be elected as an honorary member.

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<sup>1</sup> Henceforth referred to as 'JU'.

<sup>2</sup> Henceforth referred to as 'BM'.

<sup>3</sup> Henceforth referred to as 'JSU'.

The resolution to elect someone an honorary member requires a three-quarters majority. Honorary members are not required to pay the membership fee, and their membership is life-long.

### **3.4 Supporting membership**

Supporting membership of the Association is open to all. The membership fee for supporting members is the same as for regular members.

### **3.5 Members' obligations and rights**

#### **3.5.1 Obligations**

Members are required to abide by the by-laws and decisions of HI TECH. If an elected official does not meet their obligations, the Board has the power to suspend them from their elected position.

#### **3.5.2 Rights**

- Members are entitled to attend, speak, submit motions, and vote during the BM. Members are also entitled to attend, speak, and submit motions during Board meetings. Members are entitled to be elected as members of the Board and committees.
- Honorary members are entitled to attend, speak, submit motions, and vote during the BM. Honorary members are also entitled to attend, speak, and submit motions during Board meetings.
- Supporting members are entitled to attend, speak, submit motions, and vote during the BM.

### **3.6 Exclusion of a member**

Any member who actively counteracts with HI TECH's purpose can be excluded by the BM. A resolution to exclude a member requires a three-quarters majority to be valid. A member who has been excluded immediately loses the right to participate in deliberations and decisions.

## **§4 – ORGANISATION**

### **4.1 Year of activities**

The operational and fiscal year runs from January 1 to December 31. A financial accounting shall be performed each six calendar months and once per BM, resulting in four instances per year.

### **4.2 Signing authority**

The authority to sign bank and legal documents on behalf of HI TECH belongs to the President and Head of Finance, each one individually.

### **4.3 Highest decision-making body**

The BM is the Association's highest decision-making body.

### **4.4 Executive body**

The Association's executive body is the Board, which is appointed by the BM.

### **4.5 Operational language**

The Association's official language is English.

## **§5 – THE BOARD**

### **5.2 Constitution of the Board**

- President
- Vice President

- Head of Finance
- Internal Organizer
- Purchase Manager
- IT Manager
- Head of Communication
- Head of Affairs
- Head of HI EDUCATION
- Head of HINT
- Head of HIKE
- Head of HI LIFE

### **5.1 Board meetings**

The Board is to convene at least once per month, with the exception of during June and July. The Board is convened by the President, at least three Board members, or an Auditor. Summons to regular Board meetings shall be sent out no later than three days prior to the date of the meeting. An agenda and documents relevant to the meeting shall be sent out at least one day prior to the meeting.

### **5.3 The annual report**

A retiring Board member shall, prior to the end of their term of office, write a report that describes the most important developments that occurred in relation to the scope of the post during their term of office. This text then becomes part of the Association's annual report on the previous operational year, which is presented at the spring BM.

### **5.4 Quorum**

A quorum is reached when at least half of the members of the Board are present. Decisions are made by a majority vote. In the case of a tie, the President has the deciding vote.

### **5.5 Minutes**

Minutes shall be taken during Board meetings, and are to be checked by the chairperson of the meeting and an adjuster who is elected for this purpose during the meeting. These minutes are to be made available to the Association's members no later than four weeks after the date of the meeting.

## **§6 – THE BIENNIAL MEETINGS**

### **6.1 Time and notice**

The BM is to convene at least once per semester. Notice that the BM is to convene is to be given by the Board no later than three weeks prior to the date of the BM.

### **6.2 Documents relevant to the BM**

All documents relevant to the BM shall be made available to the members no later than one week prior to the date of the BM.

### **6.3 Quorum**

A quorum is reached when at least 15 members are present at the BM. If the total membership of the Association is lower than 15, at least two thirds (rounded up) of these must be in attendance.

### **6.4 Co-option of non-members**

The BM is entitled to approve the attendance of non-members for one or more items of the agenda, or for the entire meeting.

## **6.5 Decision-making procedures and voting**

Decisions are made by acclamation or, by request, voting. Voting in elections for a position shall be by secret ballot if requested by a member who is entitled to vote, or if there is more than one candidate for a vacant position. Voting by proxy is not allowed. All decisions require a simple majority unless these by-laws state otherwise. In the case of a tie, the presiding chairperson has the deciding vote.

In the case of a tie in an election for a position, decisions are made by lot.

## **6.6 Propositions for the BM**

Propositions to be considered by the BM shall be approved at a Board meeting held no later than eight days prior to the date of the BM.

## **6.7 Motions and interpellations**

Motions and interpellations shall be submitted to the Board at least two weeks prior to the date of the BM.

## **6.8 Minutes**

Minutes shall be taken during the BM.

## **6.9 Extraordinary BM**

An Extraordinary BM shall be held no later than four weeks after a request from anyone who holds signing authority for the Association, an Auditor, and/or from at least 50 members. If the total membership of the Association is less than 50, at least two thirds (rounded up) of the total members must be in attendance.

## **6.10 Agenda for the Autumn BM**

During the Association's Autumn BM, the following items shall be considered:

- §1 Opening of the meeting
- §2 Election of a chairperson of the meeting
- §3 Election of two persons to function as adjusters and act as vote tellers
- §4 Election of a meeting secretary
- §5 Establish the voting count
- §6 Approval of the agenda
- §7 Co-option of non-members
- §8 Resolution on whether the meeting has been duly convened
  - Propositions
  - Motions
  - Presentation of the annual report
  - Determine a plan of operations
  - Presentation of the financial monitoring
  - Determine the membership fee
  - Presentation and approval of the budget
  - Election of the Vice President
  - Election of the Head of Finance
  - Election of the Head of HI LIFE
  - Election of the Internal Organizer
  - Election of the IT Manager
  - Election of the Head of Communication
  - Election of the Nomination Committee

§ xx Any other business

§ xx Closing of the meeting

## **6.11 Agenda for the Spring BM**

During the Association's Spring BM, the following items shall be considered:

- §1 Opening of the meeting
- §2 Election of a chairperson of the meeting
- §3 Election of two persons to function as adjusters and act as vote tellers
- §4 Election of a meeting secretary
- §5 Establish the voting count
- §6 Approval of the agenda
- §7 Approval of the attendance of non-members
- §8 Resolution on whether the meeting has been duly convened
  - Propositions
  - Motions
  - Presentation of the annual report
  - Presentation of the financial monitoring
  - Presentation of the Auditor's report
  - Determine the membership fee
  - Resolution on the freedom of liability for the previous Board
  - Election of an Auditor
  - Election of the President
  - Election of the Purchase Manager
  - Election of the Head of HIKE
  - Election of the Head of HINT
  - Election of the Head of Affairs
  - Election of the Head of HI EDUCATION

§ xx Any other business

§ xx Closing of the meeting

## **§7 – ELECTIONS**

### **7.1 Election of the Board**

Members of the Board are appointed by the BM according to § 6.10 and 6.11. The Board is entitled to hold by-elections for positions on the Board and other positions within the Association that have become vacant.

### **7.2 Eligibility**

All members of the Association who are entitled to vote at the BM are eligible to an electable position.

### **7.3 The Nomination Committee**

The Nomination Committee is comprised of three members, who are appointed by the BM. The Nomination Committee is tasked with organizing and administrating all of the elections conducted during BMs and by-elections, with the exception of elections for the Nomination Committee. The elections of members for the Nomination Committee does not need to be prepared in beforehand.

## **§8 – AUDITORS**

Auditors are entitled to inform themselves regularly of the Association's accounts. The Association's bookkeeping shall be made available to the Auditors no later than one month prior to the date of the BM. The Auditors are tasked with auditing the Board's administration and the Association's accounts of the previous operational and fiscal year, and are to submit a report to the Board no later than two weeks prior to the Spring BM.

## **§9 – DISSOLUTION OF THE ASSOCIATION**

The Association shall be dissolved if two consecutive regular BMs make the decision to do so. Both resolutions must be passed within a twelve-month period. The decision to dissolve the Association requires a three-quarters majority on both occasions. If the Association is dissolved, the remaining assets after all debts have been paid shall be transferred to the Student Union that is recognized by JU.