

HHUS

STATUTES

Student Association of Umeå School of Business and Economics



This statute applies from x of x 2024 following a decision made by the additional annual meeting on the same date.

Revised in full by:

Lisa Sånemyr (President 2024)

Josephine Sundewall (Vice President 2024)

Julia Trifunovski (Board Advisor 2024)

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Preface

These statutes are a set of rules and regulations that govern the internal operations and activities of the Student Association of Umeå School of Business and Economics. They are established by the association's members and serve as a framework for how the association functions. The statutes provide a structure for HHUS to operate efficiently and effectively, ensuring that activities and decisions are carried out in a transparent, democratic and orderly manner. Furthermore, they help maintain consistency and fairness within the HHUS, between and throughout terms of office.

HHUS is a learning organisation, where all students enrolled in Umeå School of Business and Economics can be actively involved. By offering its members contact with the business sector, social activities and quality assurance of education, HHUS is committed to the preservation and promotion of its members' interests and strives to improve the quality at Umeå university.

The association is built and operated on the voluntary commitment of its members, which shall be managed in a valuable manner. In exchange for this commitment, the association shall strive to provide benefits to its members, "medlemsnytta".

In addition to these statutes, HHUS is regulated by the Regulations, Policies and Standard Operating Procedures. The association encourages all members to read its governing documents to stay informed about their rights and obligations.



Lisa Sånemyr

2024-04-08, Umeå

Chapter 1: The Foundation for HHUS

§1.1 Purpose

The Student Association of Umeå School of Business and Economics, hereafter referred to as HHUS, aims to preserve and promote the interests of its members, and to work to improve the quality of economics studies at the Umeå School of Business, Economics and Statistics at Umeå university.

§1.2 Independence

HHUS is not affiliated with any unions, political or religious organisations.

§1.3 Operations

HHUS shall operate in three main areas; Education monitoring, Business relationship and Social activities.

The purpose of educational monitoring is to work towards ensuring that the association's members receive education of high quality.

The purpose of business contacts is to enable the association's members to establish good connections with potential employers, as well as to assist members in exploring areas of interest. Business contacts aim to provide students with insight into the business world and facilitate the association's members when they enter the workforce.

The purpose of social activities is to contribute to a rewarding, fun and social time at Umeå university in addition to the studies.

§1.4 Designation of association

The official designation of the association is the Umeå School of Business, Economics and Statistics student association, or HHUS.

§1.5 Firm

The association's firm is **HANDELSHÖGSKOLAN I UMEÅ. STUDENTFÖRENING. HHUS.** (Organisation number: 894003-3221)

§1.6 Signatories

The Board elects the persons who are signatories for the association according to the regulation to these statutes. Signatories are not allowed to act contrary to HHUS purpose, goals and governing documents.

Signatories of the association are the President, the Head of Economy and the Head of E-puben.

§1.7 Location

The association is based in Umeå, Sweden.

§1.8 Language

The official language in HHUS is English, except in those contexts where the law demands Swedish formalities.

Chapter 2: Membership

Members of the association are either ordinary members or honorary members.

§2.1 Ordinary Membership

Those who pay a membership fee to the Umeå studentkår with HHUS as a student section affiliation receive an ordinary membership. Students enrolled in a program at the Umeå School of Business, Economics and Statistics, and those who study courses at the Umeå School of Business, Economics and Statistics, are entitled to ordinary memberships.

An ordinary member has the right to participate in HHUS and receive various benefits that HHUS offers.

An ordinary member has the right to apply for positions of trust and has the right to vote at the annual meeting.

An ordinary member has the right to raise matters to, and be resolved by, the Board and have access to all records of the meetings, except for classified matters.

An ordinary member is obliged to adhere to the association's statutes and other applicable regulations.

Member rights are only granted to ordinary members.

§2.2 Honorary membership

An individual cannot apply for an honorary membership, rather it is a title that is given to a person that has made an extraordinary contribution to the continued development of the association. An honorary member may be appointed at the association's annual meeting by a two-thirds majority after a proposal from the Board, or by a proposal to the Board from at least 20 ordinary members. An honorary member has the right to attend, and address, the annual meeting. An honorary member is exempt from any membership fee.

§2.3 Membership fee

Membership fees are regulated by Umeå studentkår.

§2.4 Actively engaged members

All ordinary members can apply for engagement in HHUS. An actively engaged member works within the association and is governed by the Board. An active member has to comply with the governing documents of the association and will get a certificate at the end of the year.

An actively engaged member can be removed from its position if it does not comply with the governing documents, fails to fulfil their duties, or in any other way acts in an inappropriate manner. Furthermore, the issuance of the certificate is withheld. Decisions on dismissal of active members are made by the Board.

Actively engaged members are regulated in the regulations.

§2.5 Withdrawal

An ordinary member withdraws from the association by the end of the membership period or by notifying the board in writing of the intent to withdraw. A member who is granted early leave is not entitled to a refund from the student union of any paid membership fees.

§2.6 Suspension and exclusion

A member who;

- violates the terms of the purpose of HHUS, see 1.1,
- acts contrary to the fundamental principles of HHUS, see 1.2 and 1.3,
- acts against HHUS or Umeå studentkårs statutes, regulations, policies or other governing documents, see chapter 2:10 in the statutes of Umeå studentkår,

- acts against Swedish law (for instance; violence, threats, harassment, or theft),
- or otherwise behaves inappropriately in the association on repeated occasions,

Risks be suspended from participation in HHUS activities during a certain period of time, in accordance with the SOP of disciplinary matters. Decisions regarding suspension are made by the Board of HHUS, in consultation with Umeå studentkår, and can be appealed to at the annual meeting.

Decisions regarding exclusion are taken by Umeå studentkår and their disciplinary committee in accordance with 2:10 and 2:11 in their statutes and their rule “Medlemsincidenter”.

Chapter 3: Annual meeting of the Association

§3.1 General description

The annual meeting is the highest decision-making body within HHUS and is held once per year. The annual meeting shall take place no later than the last weekday of April. The Board is the decisive and executive body of the association between annual meetings. Auditors and the Inspector are the controlling body of the association. Other matters regarding the organisation of HHUS are regulated through the regulations, policies and SOPs to these statutes.

§3.2 Right to attend

All ordinary members with a current membership have the right to attend-, speak-, make suggestions and vote in person at the annual meeting.

The right to attend-, speak and make suggestions at the annual meeting may be granted by the annual meeting to non-members.

All ordinary members of the association who are physically present at the annual meeting have the right to vote and have one vote each. All voting is to be public at the meeting, except in cases where individuals are to be elected to positions of trust. In these cases, a decision is made by a closed vote, provided that the meeting has not decided otherwise.

§3.3 Summons to annual meeting

The annual meeting is summoned by the Board of HHUS. Notice must be given no later than two weeks before the annual meeting takes place. The summon is to be announced through regular channels of communication.

§3.4 Motions and propositions

Motions and propositions to the annual meeting shall be handed to the Board no later than seven (7) days before the annual meeting takes place.

The agenda along with all documents that are to be processed at the annual meeting shall be available to members no later than five (5) days before the annual meeting. The Board has the right to add their opinions on motions ahead of the annual meeting.

§3.5 Agenda for the annual meeting

The following matters will always be processed at the annual meeting:

- Opening of the meeting
- Election of chairman and secretary for the meeting
- Election of two (2) verifiers that are also in charge of counting votes
- Verification of voting eligibility
- Statutory notice of the meeting
- Confirm the agenda
- Annual management report
- Annual report regarding financial statements and finances
- Annual audit report
- Motion for discharge of liability for the retiring Board
- Motions and propositions to the annual meeting
- Election of auditors, of which at least one is an approved auditor
- Election of inspector (every two years)
- Closing of the meeting

§3.6 Procedure at the annual meeting

1. Minutes shall be written at the annual meeting. The minutes shall be adjusted by the elected President for the meeting and the two elected verifiers chosen by the meeting.
2. The members of the Board shall not participate in decisions relating to the examination of themselves and their own term of office, specifically decisions regarding discharge, election of auditors, election of Inspector or at a vote of no confidence.
3. In decisions at the annual meeting, the proposal that receives the highest number of votes is valid unless otherwise specified by these statutes. In the event of a tie, the decision is made by drawing lots.

Chapter 4: Additional annual meeting

§4.1 Call for additional annual meeting

Each of the following may call for an additional annual meeting:

- The current Board for HHUS
- Elected auditors
- Elected Inspector
- At least 20 members of the association

§4.2 Summon for additional annual meeting

The summon is given in the same way as the annual meeting, see chapter 3. An additional annual meeting will only address the matter in which the meeting has been convened, no other issues will be discussed. Additional annual meetings cannot be held within two weeks apart.

§4.3 Summoning by the members to additional annual meeting

If at least 20 members of the association calls for an additional annual meeting, the Inspector shall be responsible for ensuring that the decision to summon the meeting has been taken in accordance with these statutes.

§4.4 Responsibility for additional annual meeting

Regardless of who calls for the additional annual meeting, the current Board is responsible for the summons and to ensure that the additional annual meeting takes place in accordance with the statutes.

Chapter 5: the Inspector

§5.1 The Inspector's right to attend and speak

The right to attend and speak regarding matters within HHUS is granted to the current Inspector. The Inspector also has the right to make suggestions in matters relating to the previous years.

§5.2 Reviewing the Board of HHUS

The Inspector is to review how the Board manages HHUS to ensure that it is done in accordance to the statutes and purpose of the association, by doing the following:

- Continually reviewing the work of the Board, primarily through dialogue with the Board.
- Continually reviewing board minutes, operational plan for the year, guiding documents, policies and similar essential regulations.
- Attending at least two board meetings per year.
- Presenting the annual report at the annual meeting regarding the former fiscal year.

§5.3 Term of service for the Inspector

The Inspector is elected for a term of two years. If the Inspector resigns during the current term, the Board will summon an additional annual meeting in order to elect a new Inspector, unless the regular annual meeting is imminent.

§5.4 Criteria when electing an Inspector

The Inspector should be well versed in the organisation and activities of HHUS. The Inspector should be employed at, or in any other way, be involved with Umeå School of Business, Economics and Statistics.

Chapter 6: The Board of HHUS

§ 6.1 General description of the Board

The Board is the highest decision-making body of HHUS between annual meetings and is represented by the President or by the Vice President in case the president is absent. The Board is elected representatives and chosen through a direct election by the members.

§6.2 Number of board members

The Board consists of at least 8 and a maximum of 11 members. The exact number and composition of the Board is decided in specific regulations.

§6.3 The Board has the right to attend-, speak-, make suggestions and vote.

All board members have the right to attend-, speak-, make suggestions and are the only ones that have the right to vote during a board meeting.

Representatives from Umeå studentkår and the Inspector have the right to attend-, speak and make suggestions at board meetings.

Auditors and the external secretary have the right to attend and speak at board meetings.

All ordinary members and honorary members have the right to attend board meetings.

The right to attend, speak at, and make suggestions at board meetings can be granted by the Board to other parties than mentioned above.

§6.4 Board meetings

Board meetings are led by the President or by the Vice President in case the President is absent. In cases of absence by both the President and Vice president, the Board shall name a temporary chairman for the meeting. When making decisions, the proposal that receives the majority of the votes is valid. In the event of a tie, the decision is made by the President or the substitute in case the President is absent.

The chairman of the meeting shall appoint a temporary secretary replacement if the regular secretary is absent.

§6.5 Quorum of the board meetings

At board meetings the following terms must be fulfilled for quorum:

- At least 3/4 of all members of the Board must attend.
- The Board must elect an adjuster that counts votes and, along with the chairman of the meeting, also adjusts the minutes for the meeting.
- Electing a chairman for the meeting whenever both the President and vice President are absent
- Setting the agenda.

If necessary, matters regarding attendance by external parties shall be handled.

§6.6 The Board's authority

The Board is the executive branch of HHUS and shall delegate decisions on matters to suitable committees. The Board makes the economic and strategic decisions for the association and otherwise monitors the interests of the association and its members.

§6.7 Term of office

The term of office for the association's board coincides with the financial year, which is from January 1st to December 31st.

§6.8 Voting rights for board members

If a Board member is absent, their vote cannot be counted for. However, the Vice Head of the committee shall attend the board meeting and contribute to the discussion. The Vice Head does not have voting rights.

§6.9 The Board's duties

The Board is obligated to create interest for, and engage members in, the operations of HHUS. The Board shall also:

- Decide on the operational plan and budget for the association
- Appoint assignments to people within the association
- Appoint one or more persons to be the signatory
- Revising the association's operations
- Working towards cooperation with other associations
- Make a financial report along with financial statements to the annual meeting
- Promote cooperation with authorities, institutions, unions and associations

§6.10 Departing Board members

If a board member resigns during the current term of office, the Board must announce the role as vacant and thereafter summon to an additional annual meeting where the successor to the seat is elected. This shall be done in accordance with 7.8. If more than half of the elected board resigns during their current term of office, a new election will be held to elect a new board for the remainder of the term of office in accordance to chapter 7.

§6.11 Failure to fulfil duties

In the event that a board member is unable to fulfil their duties due to temporary reasons, the Board reserves the authority to compel the board member to temporarily relinquish their position. In such circumstances, the Vice Head assumes responsibility for the board member's duties and has therefore the same voting rights as a board member.

A decision among the remaining board members must be unanimous and adhere to a specified timeframe, see chapter 2 in the regulations.

§6.12 Vote of no confidence

If one or more members of the Board have not carried out their duties, a motion for a vote of no confidence may be directed against the relevant board members.

A motion for a vote of no confidence may be issued:

- By the Board towards a single board member
- By the members towards a single board member
- By the members toward the whole Board
- By the Inspector or auditor towards a single board member

- By the Inspector or auditor towards the whole Board

The vote of no confidence motion should be handled on an additional annual meeting in accordance to chapter 7.

A vote of no confidence is only valid when at least 20 of the members of the association are present and the decision is supported by at least two thirds of members present at the additional annual meeting.

If the vote of no confidence is regarding a single member of the Board, the annual meeting shall elect a replacement or direct the Board to appoint a replacement.

If the vote of no confidence is regarding the entire Board, the chairman of the additional annual meeting shall release the Board of their service and announce a new election.

Chapter 7: Election

§7.1 Election of Board members

The election of the Board is done by a closed vote where members elect individuals to positions in the Board. The vote is directly decisive in electing the Board.

For more information about the election process, see the SOP of the Election Committee.

§7.2 Eligibility

All ordinary members that are entitled to ordinary membership for the entire term of office are eligible to run for a position in the Board of the association.

§7.3 Voting rights

All ordinary members of the association have the right to vote in the election.

§7.4 Announcement of the election

The announcement of the election shall be made no later than five weeks before the election takes place. The announcement shall be made through the usual communication channels of the association.

The application period must be open for at least two weeks and after that the applications are conclusive.

Candidates for the elections must be made public on the HHUS website at least one week before the first election day.

§7.5 Date of the election

The elections must have taken place before the penultimate weekend of November, for a period of at least two and not more than five election days.

§7.6 Election secrecy

The choice of the Board is to be made in such a way that the voters' anonymity is guaranteed.

§7.7 Voting procedure

The voting procedure in the election of the Board shall be as follows:

1. Electronic ballot

Voting should be made through an electronic voting system where the voter fills out a premade form. The electronic form should include the names of all candidates in the election and give the voters the opportunity to write the names of additional candidates themselves at the time of voting. The results of the vote shall be stored in a secure manner after the counting for a period of two months, during which it is possible to appeal the election result. After this period no one shall be able to see the results.

2. Voter list

The election committee shall be responsible for establishing a voter list no later than one week before the election. The voter list shall contain all members that have the right to vote.

3. Process of voting

The election committee, or persons designated by the election committee, shall act as election officials. Umeå studentkår sends out a unique and individual link in an email, where all registered members can vote for proposed candidates or nominate another candidate. The system shall ensure that only one vote is registered per member.

4. Vote counting

Only the person responsible for the electronic voting system at Umeå studentkår can see the election results while the election is in progress. The electronic system must be constructed so that the results cannot be manipulated. At the end of the election, the election committee receives the results from Umeå studentkår.

5. Equal number of votes

In the event of a tie, the election is decided by a draw. Such lots shall be carried out by the vote counters at the time of counting votes.

§7.8 Vacancies

If a board position is vacant on the last day of registration, the application period for that specific position shall be extended by one week at a time. The extension shall be announced through appropriate channels. If one or more applications have been received by the end of the week, a new electronic ballot shall be sent out to the members. The voting for the specified role shall be conducted in accordance with §7.7 voting procedure.

§7.9 Appealing election results

If there is a valid suspicion that the election has not been conducted in accordance with the statutes, the election results can be appealed to the inspector. Such an appeal must be made in writing. If the suspicion is substantiated, the inspector may call for a new election. The new election must take place no later than one month after the regular annual meeting and can involve one or several positions or the entire Board. A re-election is conducted according to the same rules and procedures as a regular election in chapter 8.

Chapter 8: Election Committee

§8.1 Election committee

All ordinary members are eligible to apply for the election committee and are thereafter appointed by the Board. The new election committee shall be appointed no later than before the summer break.

For more information about the work of the Election Committee, see the SOP of the Election Committee.

§8.2 Purpose of the election committee

The purpose of the election committee is to ensure that the elections are fair, properly conducted and are in accordance with the statutes. The election committee shall always be impartial.

§8.3 Election committee tasks

The tasks of the election committee consist of:

- Administrate a reliable and easily accessible voting system in accordance with the statutes and the regulations.
- In an objective and neutral manner, promote the election and its candidates to the members of the association.

- Working towards producing at least one but preferably several candidates for the respective positions within the Board.
- Present the election results to all members of the association.
- Ensure overall accuracy.
- The election committee works to ensure that the candidates are appropriate to run for election and have not violated HHUS statutes and regulations, in consultation with Umeå studentkår and the Board.

§8.4 Composition of the election committee

The election committee should consist of at least three members. Among these persons, the Board shall appoint one person to be chairman of the election committee. A member of the election committee cannot be a candidate in the election. **A board member cannot be a part of the committee.**

Chapter 9: The statutes of the association

§9.1 Interpreting the statutes

The Board has the authority to interpret during its term and may allow exceptions to the statutes if there are specific reasons for doing so. Decisions regarding exceptions to the statutes and the reasons for them must be communicated to the Inspector, Umeå studentkår, and to the subsequent regular annual meeting.

§9.2 Disputes regarding statutes

If a dispute arises as to the interpretation of these statutes, the matter shall be referred to the Inspector, a board representative and a representative from Umeå studentkår for a joint decision. An appeal of the interpretation is made through the same forum.

§9.3 Amendment to the statutes

In order to amend the HHUS statutes, two consecutive annual meetings are required, of which at least one shall be the regular annual meeting. Decisions are taken based on at least a two-thirds majority of the voting participants at the annual meeting.

The annual meeting can change the design and make similar editorial adjustments of these statutes by a simple majority decision.

In the event of changes in legislation, which results in these statutes not following the law, the annual meeting shall amend the statutes. This decision shall be taken as soon as possible and

made by a simple majority. If Umeå studentkår makes changes to its statutes that results in these statutes contradicting the statutes of Umeå studentkår, the same procedure must be made.

§9.4 Other governing documents

Other matters about the association are regulated by the regulations, policies and standard operational procedures. These governing documents can be altered through a board decision.

Chapter 10: Auditing

The operations and finances of the Board are reviewed each fiscal year by elected auditors.

Financial statements and annual management reports shall be handed to the auditors at least 6 weeks prior to the annual meeting.

The auditor's report shall be handed over to the Board no later than 2 weeks prior to the annual meeting.

Auditors have the right to attend and speak, as well as make submissions in matters regarding the previous fiscal year. Additionally, auditors have the right to attend and speak at board meetings.

Chapter 11: Dissolution of the association

For a decision on the dissolution of the association, unanimous decisions supported by at least two-thirds of the votes cast at two consecutive regular annual meetings are required. The same applies to the amendment of this paragraph. In the event of dissolution, any assets shall be transferred to the Umeå School of Business, to be returned to the association if it is re-established.

Chapter 12: Reorganisation of the Association

After dissolution, the association may be reorganised by an association of persons fulfilling the requirement for ordinary membership.