

By-laws of Smålands Nation at Lund

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Chapter 1. The task of the nation

1.1 The task of Smålands Nation is:

- to safeguarding the interest of its members
- to work for diverse and innovative culture, to promote awareness and critical thinking and to be a critical forum for primarily educational issues among students in Lund
- to operate in a socialist spirit and promoting awareness and critical thinking.

Chapter 2. Nation membership

- 2.1 Studying member in Smålands Nation is they who have paid the determined nation fee for the current term and is a student in Lund University.
- 2.2 Supporting member in Smålands Nation is they who have paid the nation fee as determined for the current term, without being a student at Lund University.
- 2.3 Member who have not paid the determined nation fee are considered to have exited from the nation.
- 2.4 The right to terminate the membership of a person who has worked obviously against the nations objective is the prerogative of the nation meeting with the exception of sexualized violence which is the prerogative of the board.

Chapter 3. Nation organisation

- 3.1 The highest decision making body of the nation is the nation meeting.
- 3.2 The executive body of the nation is the board.
- 3.3 The board constitutes the senior college
- 3.4 The board collectively constitutes the curator.

3.5 That which in these by-laws is defined as the administration include:

- Two nation agents
- One treasurer
- One vice treasurer

Chapter 4. Nation meeting

4.1 The nation meeting consists of those members of the nation who are personally in attendance when the meeting is in session.

At a nation meeting that is called as a digital meeting, those who participate in the video call are considered to be in personal attendance.

At a nation meeting that is called as a physical meeting, only those nation members who are physically present to be considered as personally in attendance.

4.2 Any and all affairs concerning the nation may be heard at the nation meeting.

4.3 It is incumbent upon the nation meeting:

- to conduct elections to the board and any other elected positions
- to determine the budget of the nation
- to determine the nation fee
- to decide whether to discharge the the board from liability for the previous fiscal year in connection with the auditors' report
- to determine the numbers and duties of elected posts

4.4 The ordinary nation meeting is held every month between February and May, and between September and December.

4.5 An extraordinary nation meeting is held if the board so decides or if at least 18 members of the nation make a written petition to the board and specify those matters that will be discussed.

4.6 The invitation as well as preliminary agenda to the nation meeting is issued by the board on the nation's bulletin boards, on the nation's webpage and any other platform designated by the board or nation meeting at least seven days in advance.

Definitive agenda is published on the third day before the meeting, in the same places as the invitation.

4.7 The invitation as well as preliminary agenda specifies those affairs that the nation meeting will discuss. Affairs may be added or removed in the definitive agenda. Only affairs that are specified in the definitive agenda are allowed to be taken up to a conclusive decision at the nation meeting.

4.8 The nation meeting appoints a meeting chairperson who leads the meeting's deliberations

4.9 Each personally attending member who who has paid the nation fee and can prove so at the meeting has the right to vote at the meeting.

4.10 The nation meeting has the right to adjunct persons who wish to be present. Adjuncted persons have the right to speak and/or the right to make motions in such matters that the

nation meeting decides.

- 4.11 At elections where the number of candidates exceeds the number of posts, the election is conducted through a closed vote.
- 4.12 A simple (absolute) majority is required for a decision unless it is otherwise specified for the given case in the by-laws. If the votes are distributed evenly, the motion is rejected.
- 4.13 In elections, a simple (absolute) majority is required for a decision in the case the by-laws do not specify otherwise.
If no candidate wins a simple (absolute) majority, a second vote is conducted, where the number of candidates is double the number of posts. In the second round of voting, a simple (relative) majority applies. If the votes are distributed evenly after the second round of voting, the second round is repeated once. If after the second round is repeated the votes are distributed evenly, the decision is determined by lot.
- 4.14 To decide to postpone a decision, a minority of one-third of the nation meeting is required unless the point has already been postponed from another nation meeting. After the first decision to postpone a point, if a motion to postpone is submitted when the point is heard again, a simple (absolute) majority is required for the motion to postpone to be adopted.
- 4.15 If the number of attending members is lower than 18 at the nation meeting, the nation meeting will be adjourned if a member with the right to vote demands it. The time for the meeting to resume will be published as soon as possible on the nation's bulletin boards, the web page and any other platform designated by the board or nation meeting. The meeting will resume at least three days and at most ten days later.
- 4.16 The nation meeting will keep minutes of its decisions.
- 4.17 A member of the nation has the right to take part of the minutes from a nation meeting.
- 4.18 The nation meeting minutes are published on the webpage by the board at most 10 days after the nation meeting.

Chapter 5. The board

- 5.1 The board is responsible for the operation of the nation.
- 5.2 The board answers to the nation meeting for its decisions.
- 5.3 The board consists of 18 board members distributed among 15 seats; 5 members on one seat each elected as such by the nation meeting, 9 members on one seat each elected as such by the committees, and the administration whose 4 members collectively hold one seat.
- 5.4 The board meets at least once per month, except during study breaks.
- 5.5 Extra board meetings are held if at least three board members so request, of which at least one is not part of the administration.

- 5.6 Invitations to board meetings are issued by the administration. Invitations will be sent to all board members at least three days before the meeting.
- 5.7 The invitation will specify those affairs the meeting will hear.
- 5.8 The board meeting appoints one member of the board as chairperson that leads the deliberations at that meeting.
- 5.9 At board meetings open voting is used, unless a closed vote is requested.
If the votes are distributed evenly, the decision is postponed to the subsequent board meeting. Are the votes then again evenly distributed, the issue will be raised for decision at the next nation meeting.
- 5.10 If less than half of the board seat holders are present the meeting is ajourned if boardmember so requests. A new time for the meeting is immedietly decided, and a new call is sent out to all members of the board and the administration.
- 5.11 The board prepares the issues that will be heard at the nation meeting.
In addition, it is the responsibility of the board:
- to submit budget proposals
 - to facilitate elections to the election committee
 - to at least three weeks before elections to the election committee announce vacancies thereof on the bulletin boards of the nation, on the nation's webpage and any other platform designated by the board or nation meeting
 - to make public the preliminary candidate list (according with 8.8) for election of election committee members, at lest seven days in advance, on the bulletin boards of the nation, on the nation's webpage and any other platform designated by the board or nation meeting
 - to make public the definitive candidate list (according with 8.10) for election of election committee members, on the third day before elections, on the noticeboards of the nation, on the nation's webpage and any other platform designated by the board or nation meeting
 - to decide about renumerations and emoluemnts, that fall within the economic framework approved by the nation meeting
 - to decide on allocation of the scholarships issued by the nation alone
 - to recommend candidates for the nation's other scholarships
 - to at the ordinary nation meeting in March present a business plan for the present calendar year
 - to present an activity plan for the present calendar year at the ordinary nation meeting in March
 - to present an activity report for the previous calendar year at the ordinary nation meeting in March.
- 5.12 Board member will not participate in hearing issues that personally involve themselves or a close relation of theirs.
- 5.13 Before an issue involving any particular person is concluded that person will be offered an opportunity to speak.
- 5.14 The board will keep minutes of its decisions.

- 5.15 Member of the nation has the right to take access the minutes of the board's decisions.
- 5.16 The board has the right to adjunct persons to board meetings. Adjuncted persons have the right to speak and/or make motions on those issues that the board so decides.
- 5.17 Has a member of the board after the end of a semester not attended at least half of the board's meetings during that semester they are considered to have vacated their post unless there is not in the opinion of the board reasonable causes for the absence.
- 5.18 Decisions that are urgent and that must be made by the nation board according to the by-laws can between semesters be made by unanimous decision of three board members of which at least one nation agent. The decision will be submitted to the members of the nation board as soon as possible.
- 5.19 Decisions that are so urgent that they cannot wait until the next subsequent board meeting, and that according to the by-laws must be made by the nation board, can be made per capsulam.
A proposal for decision per capsulam is sent with at least seven days and nights of response time from the time it is sent, to at least all those who are entitled to vote at an ordinary board meeting, and contains:
- the time and date on which the proposal was sent
 - the time and date by which replies must have been given
 - the names of those who have recieved the motion
 - the names of those who are entitled to vote on the issue
 - motivation for the motion
 - a motion in the form of a single "that"-clause
 - which reply options are valid
 - how many affirmative replies that are required for the motion to be adopted
 - name of that or those persons who submit the proposal
- Reply is made without motivation in responding message or email.
Decision to postpone until next subsequent meeting requires only one vote for postponement.
When the response time has elapsed the propositioning party or nation agents without delay send minutes of the decision to all who recieved the motion, which contains all the information that was in the proposal, as well as how many of each valid reply was recieved, how many valid replies was recieved in total, and the decision that was percieved.
Decision and proposal must be signed by the proposing party, at least one other of those who stand as recipients of the proposal, as well as at least one nation agent and be archived in chronological order along with other board minutes.
- 5.20 Vice treasurer can only be called to a board meeting as a member of the administration if any of the following circumstances exist:
- post of ordinary treasurer is vacant
 - ordinary treasurer has beforehand has given their assent in writing
 - the ordinary treasurer is incapable of fulfilling their tasks *and* the board has previously made a unanimous decision to consider that to be the case. When the ordinary treasurer returns to fulfilling their tasks such a decision immediately ceases to have an effect.

Chapter 6. Nation committees

- 6.1 In case of abuse of trust, the nation meeting may with three fourths majority vacate an elected position.
- 6.2 All elected persons are part of a committee.
- 6.3 All members of a committee, except auditors, must be members of Smålands Nation.
- 6.4 The committees elect members of the board and submit their election to the administration.
The committees may employ decision per capsulam to conduct board member election. Such decisions must follow the same format as is regulated in by-law 5.19.
- 6.5 The nation meeting determines the distribution of board membership mandates between the committees.
- 6.6 Auditing, Inspector and the election committee are not represented in the board.
- 6.7 If there are vacant posts within a committee, the elected members of that committee may through unanimous decision appoint a consenting member of Smålands Nation to conduct the tasks of a person elected to that post. Such an appointment is valid until the next election to that post as given in these by-laws.
A committee can at any time recall an appointed post by decision with a simple (absolute) majority.
No person can be appointed to the board, to the administration, to the election committee or as accountant through reference to this by-law.

Chapter 7. Elections and eligibility

- 7.1 For elected persons, except auditors, membership in Smålands Nation is mandatory.
- 7.2 The nation inspector must be a teacher tied to the university.
- 7.3 Eligible candidates for election to positions except the election committee are only those persons whose names are posted to the election committee's definitive candidate list.
- 7.4 Eligible candidates in elections to the election committee are only those whose names are posted to the board's definitive candidate list.
- 7.5 For a position to be filled a decision by a simple majority is required at the nation meeting.
- 7.6 At most one of the members of the election committee can be a member of the nation board.
- 7.7 The ordinary nation meeting in september elects for a period of one year beginning immediately after the election:
 - one member of the election committee
- 7.8 The ordinary nation meeting in november elects for the most closely following two calendar years:
 - one member of the board

- one member of the board of Smålands Nations lokalstiftelse
- inspector (odd years)

Further, for the most closely following calendar year:

- one nation agent, as well as signatory to the firm
- treasurer
- vice treasurer
- two auditors for Smålands Nation
- two alternate auditors for Smålands Nation
- elected posts in accordance with extant activities

7.9 The ordinary nation meeting in may elects for a period of one year with beginning immediately after the election:

- two members of the election committee

7.10 The ordinary nation meeting in may elects for a period of two years beginning with the first of july:

- one member of the board even years, - two members of the board odd years.

Further for a period of one year beginning with the first of july:

- one nation agent, as well as signatory to the firm
- one vice treasurer
- election positions in accordance with extant activities

7.11 The nation meeting elects in accordance with Smålands Nations Bostäder by-laws:

- one auditor for Stiftelsen Smålands Nations Bostäder
- six members of the board of Stiftelsens Smålands Nations Bostäder, as well as of the board of Smålands Nations Lokalstiftelse
- four alternate members of the board of Smålands Nations Lokalstiftelse

7.12 At elections to positions within the nation the nation meeting must strive for at most 50% of the positions within every one branch of activity be held by persons of any single gender.

7.13 By-elections must be held without delay if:

- member of the board begins service within the nation administration
- elected person resigns their post before the end of the period of their mandate

7.14 The ordinary nation meeting in september elects for a period beginning immediately after the election until the end of the current calendar year:

- elected posts in accordance with extant activities

7.15 The ordinary nation meeting in february elects for a period beginning immediately after the election until the first of July:

- elected posts in accordance with extant activities

Chapter 8. Election committee

8.1 The election committee consists of three members appointed by the nation meeting.

8.2 The election committee must at least three weeks before the election in question and after the previous nation meeting announce every vacant post on the nation's bulletin boards, the webpage and any other platform designated by the board or nation meeting.

- 8.3 Every member of the nation has the right to propose candidates to the election committee.
- 8.4 Nomination must be submitted to the election committee at the latest five days before election, except nomination to post in the election committee which is submitted to the board at the latest seven days before election.
- 8.5 The election committee must confirm eligibility and willingness of nominated candidates before their name is made public. The election committee ought to recommend one nominated candidate to each vacant post.
- 8.6 At elections to positions within the nation the election committee must strive for at most 50% of the positions within every one branch of activity be held by persons of any single gender.
- 8.7 The election committee must at the latest seven days before elections make public the preliminary candidate list on the nation's bulletin boards, the webpage and any other platform designated by the board or nation meeting.
- 8.8 Preliminary candidate list will contain thereto recieved nominations.
- 8.9 The election committee must on the third day before elections make public definitive candidate list on the nation's bulletin boards, on the nation's webpage and any other platform designated by the board or nation meeting.
- 8.10 Definitive candidate list must contain:
- every nominated candidate to vacant posts
 - any recommendation of candidates to every vacant post
- 8.11 The election committee must keep minutes of it's decisions
- 8.12 The election committee has a quorum when at least two of it's members are personally present.
- 8.13 For election committee decisions simple (absolute) majority applies in the case that otherwise is not stated in these by-laws. Are the votes distributed evenly the proposal fails.

Chapter 9. Nation economy

- 9.1 At ordinary nation meeting in february the budget for the current calendar year is determined.
- 9.2 For the nation's running accounting and that this is made in accordance with good practice, the nation agents bear responsibility in solidarity.
- 9.3 The nation is undersigned by each of the nation agents seperately.
- 9.4 The economy of the nation including the scholarship funds will be audited by two auditors.

For the audit, which encompasses the time of january first to and including december last, an audit report is given during some of ensuing semester's ordinary nation meetings.

The auditors must have access to the finished accounts at least ten days before nation meeting.

- 9.5 If the ordinary treasurer or acting treasurer of Smålands Nation resigns at another time than at the end of the year, audit must be undertaken at the latest two weeks thereafter, and audit report be submitted at the first possible nation meeting.

If the ordinary treasurer resigns, the vice treasurer automatically and immediately becomes the acting treasurer and assumes any and all of the tasks and rights of the ordinary treasurer.

- 9.6 To provide guarantees for or assistance to charitable purposes, a $\frac{3}{4}$ majority at the nation meeting is required. On the agenda must be apparent who has requested aid, for what purpose, as well as the size of the assistance or the guarantees.

The nation meeting cannot raise but may well lower the on the agenda proposed sum.

Assistance that is taken directly from a specified event is regulated in by-law 9.7.

- 9.7 All members may propose to the nation meeting that an event be held in support of some organisation or other purpose outside of the nation. Such events are called "support pubs" if the encompass bar service. For the nation meeting to adopt such a motion a $\frac{3}{4}$ majority is required.

In the motion it must be apparent which organisation or person/s that are to be recipients of the indicated assistance, the purpose of the assistance, as well as how the sum of the assistance will be calculated, in terms of how much if any income the nation reserves for itself, from which accounts the assistance will be calculated and how large a share or sum of the income to those accounts will be added to the assistance.

The nation meeting cannot change the calculation of the assistance from what is given in the motion in such a way that one can reasonably expect that a larger share of the income than was originally proposed is issued as assistance.

Chapter 10. Stiftelsen Smålands Nations Bostäder

- 10.1 For Stiftelsen Smålands Nations Bostäder it's own by-laws apply.

Chapter 11. Smålands Nations lokalstiftelse

- 11.1 For Smålands Nations lokalstiftelse it's own by-laws apply.

Chapter 12. Appeal and change as well as interpretation of by-law

- 12.1 Appeal of decision made by elected person is put to the board.

- 12.2 In the event of disagreement about the interpretation of these by-laws the board has the primacy of interpretation until such time that the nation meeting has interpreted the by-law on the disputed point.

- 12.3 For changes to these by-laws a decision of at least two thirds majority is required, taken on two ordinary nation meetings with at least two months and at most six months interval.

- 12.4 Decision regarding changes to the rules pertaining to the criteria for entry into or departure from membership as well as fees must be approved by the University Board of Lund University.