

Statutes of Erasmus Student Network Lund

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§ 1 General Provisions

§ 1.1 Name and Affiliation

Erasmus Student Network Lund, in short "ESN Lund" (hereinafter the "**Section**"), is a section of ESN Sweden and a member of Erasmus Student Network AISBL (hereinafter "**ESN**" or "**ESN International**"). The Section is non-partisan, non-religious, and non-profit.

§ 1.2 Legal Framework

The Section is governed by Swedish law and is bound by the statutes of ESN Sweden and ESN International.

§ 1.3 Seat

The Section has its seat in Lund.

§ 1.4 Purpose and Objectives

The purpose of the Section is to work for foreign students and their well-being during higher education. This is accomplished through:

- a) Improving the social and academic integration of foreign students;
- b) Working for the rights and obligations of international students;
- c) Using the knowledge of international students, partly for integration, and partly for evaluation of existing exchange possibilities;
- d) Facilitating the spread of information about exchange possibilities;
- e) Creating a strong network within Sweden to have a national as well as an international impact;
- f) Offering activities and a social network;
- g) Promoting cooperation between ESN sections; and
- h) Cooperating with Lund university, nations and other associations in Lund that work with international students.

§ 1.5 Composition

The Section consists of a board, a council of ambassadors and managers, an Activity Committee, an auditor, and other members holding ESN membership cards.

§ 2 Membership

§ 2.1 Member of ESN Lund

Any member of the Academic Society (Akademiska Föreningen) at Lund University can become a member of the Section by paying the membership fee.

Members are entitled to a free ESNcard if they fulfil ESNcard's requirements.

§ 2.2 Membership Fee

The Board decides the membership fee annually. From 1 January 2026, the membership fee is 149 SEK.

§ 2.3 Withdrawal

The request for discharge shall be submitted to the President in written form. Until the President receives the request for discharge, the member is bound to follow the Statutes and Standing Orders.

§ 2.4 Expulsion

A member that has broken the Swedish law during an activity, or has seriously damaged the Section's purpose and reputation, can be expelled by the Board. The Board has the right to temporarily refuse the member in question access to activities of the association until the final decision is made. The Board has to give the member in question the possibility to defend themselves in front of the Board before the decision.

If a member holding a position in the council, has stopped or failed to fulfil the duties incumbent to the position over two consecutive meetings, plus a week's reminder time; then every active member can propose a vote of non-confidence with a written statement to the Board in order to free the position and organise a complementary election. Active Members that are present during the meeting have the right to vote. The Board has to give the member in question the possibility to defend themselves in front of the Board before the decision. The respective discharging topic should be announced at least one day before the meeting.

§ 3 Authorised Signatories

The President and Treasurer are separately authorised signatories. If neither of them are available to perform the task, the Vice-President is authorised.

§ 4 Board

§ 4.1 Election

Every member of the Section can be elected to the Board. President, Vice-President/Local Representative, Communication Manager, Treasurer, Digital Manager, Secretary, and the Chair of Activity, are generally elected during the Election meeting at the beginning of HT semester and the end of VT semester. Their mandates begin on the date of the election or on the date their predecessor's mandate ends. The duration of the mandate of board positions is one year. Except, if the candidate has been a member of the council for at least one semester, they are allowed to run for a board position for less than one year.

A vacant board position can be filled during an extraordinary meeting. This is also valid for Council positions. For a candidate to be elected to the Board, an absolute majority vote must pass from the ESN members present at the meeting. The minimum members to constitute a legal election is half the Board and four (4) additional ESN members.

At the Election meeting the following points shall be discussed:

- a) Mandate report of the retiring Board during the Election meeting at the end of VT semester;
- b) Decision of discharge of the leaving Board during the Election meeting at the end of VT semester.

§ 4.2 Function

The Board shall consist of at least a president and a treasurer. The General Assembly and other association meetings can decide about more positions and their tasks. Other positions, besides President and Treasurer, can be combined.

§ 4.3 Term of office

Board members remain on the board for the length of their term, independent of other board members.

§ 4.4 Resignation from the Board

Resignation from the Board can be done at one's own chosen time by the member's written announcement to the current Board. In case the President or Treasurer wants to resign from the Board, they are still responsible until a substitute is elected. Other board members can resign, after at least 2 weeks' notification, with immediate effect.

§ 4.5 Expulsion from the Board

A member that consciously violates the statutes or a decision made by the Board, who has failed to work according to the Section's purpose and aim, and/or in any other way behaves inappropriately, can be expelled through a vote of no confidence of the Board with simple majority. Every board member can propose a vote of no confidence with a written statement to the board. The member in question is allowed a chance to express themselves at a board meeting before a final decision is made.

If a board member has stopped or failed to fulfil the duties incumbent to the position over two consecutive meetings, plus a week's reminder time; then every active member can propose a vote of non- confidence with a written statement to the Board in order to free the position and organise a complementary election. Active members that are present during the meeting have the right to vote. The Board has to give the member in question the possibility to defend themselves in front of the Board before the decision.

The respective discharging topic should be announced at least one day before the meeting.

§ 5 Board Meetings

§ 5.1 Board Meeting

A board meeting is open to board members, and to guests invited by the Board. Every board member has the right to be present, speak, vote and make proposals. Guests have the right to be present and speak but not to vote. If the votes are tied, the President has the casting vote; in case the President is not present, the Treasurer has the casting vote.

§ 5.2 Board's Quorum

To constitute a quorum (minimum), at least half of the current Board must be in the meeting, of which half can be physically present and half be remotely joining, including either the President, Vice-President or Treasurer.

§ 5.3 Minutes

Minutes shall be kept during board meetings by the elected minute taker. The minutes shall be available to all board members after adjustment.

§ 6 Active Members

§ 6.1 Definition

An "Active Member" refers to any person holding a position within the Section. § 6.2 Restrictions Active Members must

- a) Fulfil the membership criteria for the full duration of their mandate, as defined in §2.
- b) Not hold more than one position at a time.

§ 6.2 Duties

Active Members must

- a) Hold office hours and mention their availability according to the instructions of the Secretary.
- b) Behave according to the Code of Conduct of ESN Sweden, the Code of Conduct of ESN International and other relevant policies issued by ESN Sweden or ESN International, as applicable.

§ 6.3 Handover

The handover between Active Members shall be conducted according to the Board's instructions.

§ 7 Quorum

Decisions can be made if at least half of the current Board is in the meeting, including the President (or Vice-President) and the Treasurer, of which half can be physically present and half be remotely joining, plus a minimum of four (4) Council members are present.

§ 8 General Assembly

The General Assembly is held twice per fiscal year: at the end of each semester. An Extraordinary General Assembly may be convened at the discretion of the Board or the Auditor. General Assemblies shall be announced

at least two weeks before it takes place. The announcement of the meeting can be done electronically. The agenda, annual report, amendments and applicants' letters shall be provided to the members latest five days before the General Assembly.

Half of the current Board plus a minimum of four (4) members must be present, in person or electronic form, so the meeting takes legal effect. Every member present in either of these ways has the right to vote. Where it is not already stated in the statutes, by default, decisions are made by simple majority. The meeting is open for all members of the Section and guests that are approved by the Board. The General Assembly is held in English.

At the General Assembly the following points shall be discussed:

- a) Accounting, balance sheet, income statement;
- b) Approval of the budget for the next fiscal year during the GA in HT semester;
- c) Presentation of the audit report;
- d) Determination of a business plan for the next fiscal year during the GA in HT semester;
- e) Decision of the member fee for the next fiscal year.

§ 9 Elections

§ 9.1 Eligibility

All candidates are required to be members of the Section.

§ 9.2 Election Procedure

Elections can be held when the quorum is reached. The election date, the description of the organisation, and the available positions with their descriptions must be made public at least one week prior to the meeting date. All candidates applying for a position as an active member need to fill out the application form before midnight the two days prior to the election meeting. Information about the candidates and their application will be sent out to all active members no later than one day before the General Assembly. If the candidate is applying for a board position, a CV should also be submitted to board@esnlund.org prior to the meeting. Candidates can also nominate themselves during the election meeting. Two poll enumerators are nominated at the beginning of the meeting, by the people who are present at the meeting. The poll enumerators are not running for any positions during this election. It is mandatory for each candidate to be a member of Studentlund or Akademiska Föreningen. All candidates will individually:

- a) Introduce themselves;
- b) State their motivation to be an Active Member;
- c) State which position they want to run for;
- d) Explain why they are qualified for this position.

If in a General Assembly, elections are held for more than one Board position, voting is conducted in the following order:

- election of the President;
- election of the Vice-President;
- election of the Treasurer;
- election of the Secretary;
- election of the Chair of Activity;
- election of the Communications Manager;
- election of the Digital Manager.

All present Active Members will then be invited to ask questions to the candidate related to the position requirements after presenting themselves. The candidate will then leave the meeting room in order for the Active Members to discuss the application. The candidate can enter the room when invited by the designated representative appointed by the meeting president at the beginning of the meeting. Once all the candidates have expressed their motivation as stated above, the electing process begins. The meeting president decides if one voting is held for each position or for all positions at the same time. Electors are Active Members of the Section, present at the meeting. The outcome of an election is decided by relative majority, unless otherwise stated.

Voting shall be carried out through an anonymous poll organised and conducted by the poll enumerators. The question(s) should be presented as "Who would you wish to elect as the next [name of the position]?" with and the response options being the name of the candidate(s) for this position and "abstain". If there is only one candidate for a position, the question(s) should be presented as "Would you wish to elect [candidate's name] as the next [name of the position]?" with the response options being "yes", "no", and "abstain." The poll enumerators then shows the result of the poll to everyone present at the meeting once voting has concluded.

If for technical reasons an anonymous poll is not possible, each elector sends a private message with the name of the position and the response options that they want to vote for to the poll enumerators meeting president. The poll enumerators will count the votes and release the result of the election to everyone present at the meeting.

If all candidates for a position receive the same number of votes, the Section could consider using a weighted voting system to determine the winner. In this system, members would be asked to rank the tied candidates in order of preference. For example, if there are three tied candidates, members would be asked to rank them as their first, second, and third choice. The candidate with the most first-choice votes would receive a certain number of points, while the candidate with the most second-choice votes would receive a lesser number of points, and so on. Once all votes have been counted and points assigned, the candidate with the highest total number of points would be declared the winner. This system would ensure that the winner is the candidate with the most overall support from members. The minute taker registers in the minutes the number of votes for each candidate. The candidates will be designated in the minutes by their first name, last name and personnummer (if the candidate does not have a personnummer, the date of birth will be used instead). The minutes have to be signed by the meeting president, the minute taker, the minute adjuster, the President and every newly elected board member. If the President is not present at the election meeting, the Treasurer has to sign the minutes.

§ 9.3 Extraordinary Elections

Should all council positions (board, ambassadors and managers) not be filled during the General Assembly, extraordinary elections can be held during an extraordinary meeting.

§ 9.4 Auditor

The decision about auditing is made during the General Assembly. Auditors have the right to be present and talk.

§ 10 Vote Delegation

For every matter on which a voting will be conducted, each Member has the right to delegate their vote, in case of being unable to attend the voting. The Member will need to write an email to any board member, stating who they delegate their vote to, adding the delegated person in CC. This email needs to be sent one hour before the meeting starts. A Member has the right to receive a maximum of 2 delegations. The Member who is delegating their vote will either forward their choice to the delegate in advance or give them the freedom to decide on behalf of them.

§ 11 Fiscal Year

The Section's fiscal year is one calendar year, between the 1st of January and the 31st of December.

§ 12 Responsibility

§ 12.1 Economic Responsibility

The Board is responsible for the economy of the Section. The Board shall have full knowledge and oversight of the economy of the Section. The Activity Committee can be assigned economic responsibility for certain activities. Everybody that handles any money of the Section is personally responsible to handle the money rightfully and to ensure that there is a receipt or other kind of verification for every payment that is made. The receipt/verification must be kept and handed to the Treasurer according to the system set by the current Treasurer.

§ 12.2 Travel Expenses

The Section covers all expenses that occur due to the national and international ESN-related travels for organising members or representatives of the Section outside of Lund Municipality.

- a) Participation fees
- b) Transportation costs will be discussed with the Treasurer
- c) Other expenses due to the ESN-related travels (receipts have to be provided, the Treasurer can decide to not make the reimbursement with the agreement of the President).

It does not apply to Main Responsibles for Events or Timetravels Group Leaders, for these people, see Standing Orders § 6 and 7.

§ 12.3 Legal Responsibility

In case of an incident where the Section or any of its Council or board members or representatives were found liable, the Treasurer is allowed to transfer money to a third party if the Board approves it to cover the incurred expenses if any.

§ 13 Statutes

§ 13.1 Interpretation

In the event of ambiguity or disagreement regarding the meaning of the Statutes, the Board's interpretation shall apply until the General Assembly has made a decision on the matter.

§ 13.2 Amendments

Amendments to the Statutes may be made during a General Assembly with a two-thirds majority. Amendments must be submitted to the Board no later than seven days before the meeting.

§ 14 Standing Orders

§ 14.1 Relationship

The Standing Orders are supplementary to the Statutes. In case of any conflict, the Statutes shall take precedence.

§ 14.2 Amendments

Amendments to the Standing Orders may be made during a General Assembly with a simple majority. Amendments must be submitted to the Board no later than seven days before the meeting.

§ 15 Dissolution

The decision about dissolution of the Section shall be made at the General Assembly with a minimum of a three-quarter majority of the votes of the present members. The meeting invitation must mention the intent to dissolve the Section. Documents and information about the Section shall be archived with the last president. The assets shall be used in the way it was concluded during the meeting.