

STATUTES

The Section for Experimental Biomedicine

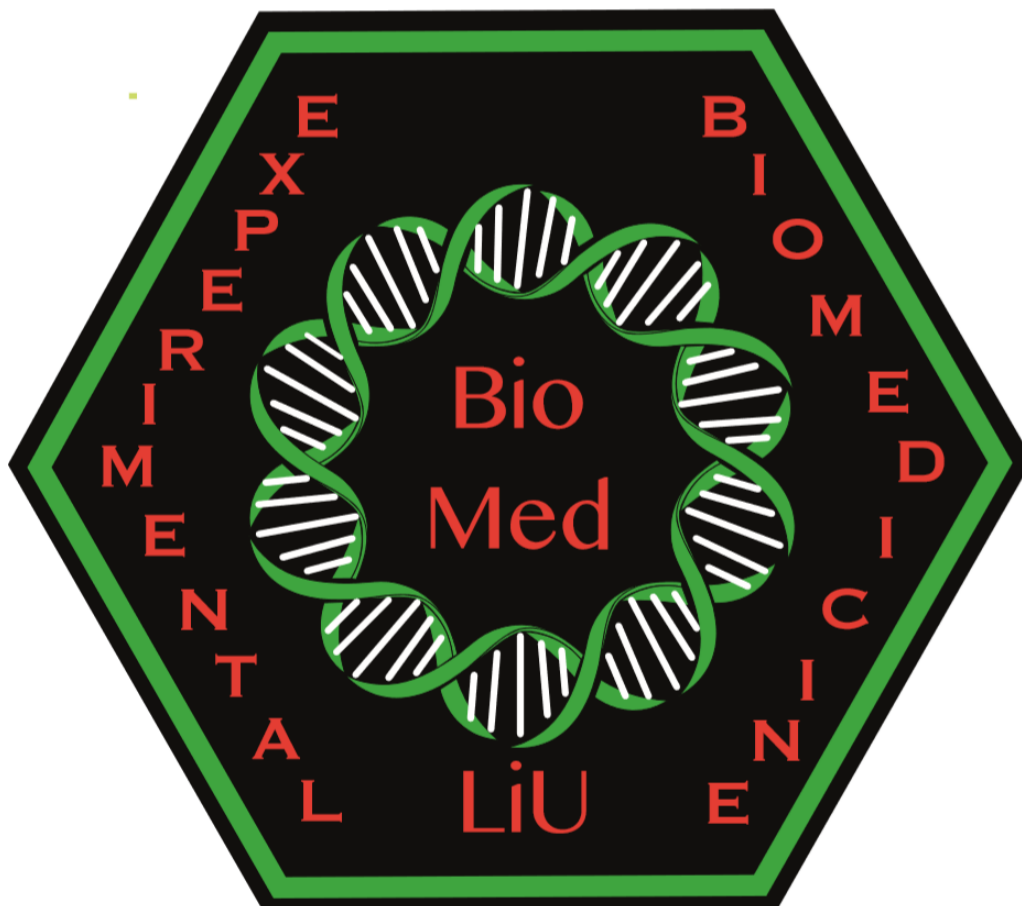




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1. Purpose

1.1 Name

The name of the association is "The Section for Experimental Biomedicine". The official abbreviation is "BioMed".

1.2 Purpose

"The Section for Experimental Biomedicine" is a voluntary non-profit association who shall work for the section members interests and represent them in any business concerning education, study-related and student life-related questions. The section is politically, religiously and union independent.

2. Membership

2.1 Membership

Students of the bachelor's program "Experimental and Industrial Biomedicine", and students in the master's program "Experimental and Medical Biosciences" that are Consensus members are considered members of the section. Students of free-standing courses at Linköpings University who are tied to the Section for Experimental Biomedicine in agreement with the faculty's student union can also acquire membership. The membership needs to be renewed on Consensus's website (bi-) annually.

2.2 Membership Fee

The common membership fee, that a student is obliged to pay, for membership in the section and Consensus is determined by the Consensus council.

2.3 Rights

All members are entitled to access the section's protocols and other documents that are not confidential or concern the section's cooperation with external parties during ongoing negotiations or disputes. Motions are dealt with at members meetings. All BioMed students have the right to attendance, right of expression and the right to have motions dealt with. Members (a BioMed student who is a Consensus member) also have the right to vote. All section board members have the right to attendance at the section board meetings.

2.4 Support Membership

Non-registered students in the courses linked to the section have the right to become support member in the section. This membership also includes support membership in the student union of the faculty. People who do not study at the

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Faculty of Medicine and Health Sciences in Linköping, but at the Faculty of Engineering, Faculty of Philosophy or the field of education at Linköping University, can only be a member of Consensus if they are a member of LinTek or StuFF. As a support member, you are entitled to participate in social activities organized by the section and have the right of attendance and right of expression at the section's member meetings. Non-students, who are not alumni, at Linköping University may make up 49% of the total membership of the section.

2.5 Activity Pass

Non-students at Linköping University, as well as students at Linköping University, who are members of one of the student unions of any faculty at the same university, are entitled to receive a so-called activity pass-through payment of a fee determined by the section board. The proprietor of an activity pass has the right to attend social activities organized by the section board or its various committees and the right to attend section meetings and the annual meeting. The treasurer of the board is responsible for managing the activity pass. The price for the activity pass is determined at the annual meeting and is valid for the next business year.

3. Organization and Business Year

3.1 Organization

The sections operate in the following way:

1. Members Meeting
2. Election Committee
3. Section Board
4. Committees
5. Working Groups
6. Auditor

The Section for Experimental Biomedicine is a part of Consensus – the student union of the Faculty of Medicine and Health Sciences at Linköping University.

3.2 Control Documents

The Section has four control documents that regulate its operation.

1. Statutes
2. Rules of Procedure
3. Budget
4. Operational Plan

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The statutes of the section take superiority over the other three control documents. In addition to the four mentioned control documents certain committees have their own. These control documents are determined by the Section Board at the proposal of said committee.

3.3 Business Year

The business year runs from July 1 to June 30, the following year.

4. Members Meeting

4.1 Authorities

The members meeting is the section's highest governing organ.

4.2 Composition

All students have the right of attendance, right of expression and the right to have motions dealt with. Section members (a BioMed student who is a Consensus member) have the additional right to vote. Support members have the right to attend and speak. People with an activity pass have the right to attend.

4.3 Announcement

The members meeting convenes at the summon of the Section Board Chairman. The date and time are determined by the Section Board. The summon is to be made available to all invitees at least three weeks before the meeting is to take place. The preliminary agenda should be available, to all invitees, a week before the meeting.

4.4 Meetings

The Section Board shall organize at least four members meetings during its business year, with the last being an annual meeting. These meetings shall take place during September/October, January, March and May.

September/October

- The operational report shall be discussed
- The audit report shall be discussed
- Discharge of responsibilities for the previous year's board shall be decided
- Election of the Bachelor's First Year's Representative
- Discussion of other topics

January

- Election of the Welcome Committee (BSc and MSc)
- Election of the Election Committee

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- Discussion of other topics

March

- Discussion of topics

May

- Election of the Section Board, and auditor.
- Decision regarding budget and fee for activity pass for the following business year.
- Establishment of the business plan for the following year, except for “Fyllecellen”.
- Discussion of other topics

Members meetings shall be held in English if a member of the section asks for it.

4.5 Extra Meeting

Proclamation of an extra member meeting shall be done three weeks prior to the meeting.

The following has the right to request an extra members meeting:

- At least ten percent of the section members
- Section auditor
- Section board

4.6 Voting Method

Personal vote is performed upon rejection. If the counting of votes is requested, the revote is performed the way the participating members decide.

4.7 Quorum

The section council can make decisions when a statutory meeting is issued. For a decision to be made, 20% of the studying members and at least one student from each of the three years of the candidate are present. If this is not met, the errand should be postponed if at least one member so requests it.

Upon an equal number of votes, at two successive votings, the errand should be postponed and be brought up at the next regular meeting. If the votes are equal at the next meeting, the section’s chairman has the deciding vote in the question.



4.8 Protocol

Protocols shall be kept at members meetings. They shall be completed and adjusted at the latest five weeks after the meeting. The protocols shall be adjusted by the chairman together with two members assigned as verifiers at the meeting. The meeting secretary is responsible for writing the protocol and making sure it is verified. All protocols shall be available in English starting from the fall semester of 2018.

4.9 Documentation

The statutes and the rules of procedure shall be revised every two years. It is the responsibility of the section board to raise suggestions for revisions. All documents shall be available in English starting from the fall semester of 2018.

5. Election Committee

5.1 Composition

The election committee consists of at least three selected studying students. Of which, one is appointed internally within the group to lead the committee.

5.2 Obligations

The election committee should appoint candidates to the board positions and auditor.
The members of the election committee cannot themselves candidates for any of the issued positions.

6. Section Board

6.1 Authorities

The section board represents the section and executes the decisions made at a members meeting. The section board may temporarily constitute new posts and committees if necessary. These decisions will be processed at the next members meeting. The board may also set up temporary working groups if necessary.

The section makes decisions about the student representation delegated to the section by the student union.

6.2 Composition

Members of the section board are:

- *Board Chairman*
- *Vice Chairman*
- *Treasurer*
- *Educational Affairs Officer*
- *Officer of Occupational Health and Safety*

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- *Party Committee Representative*
- *CARMA Representative*
- *Master's Program Representative*
- *International Relations Officer*
- *Social Affairs Officer*
- *Senior Consensus Council Member*
- *Junior Consensus Council Member*
- *Substitute Consensus Council Member*
- *Press and Marketing Officer*
- *Bachelor's First Year's Representative*
- *BioMed Sport-activity Coordinator*
- *Integration Officer*
- *Welcome Committee Chairman BSc*
- *Welcome Committee Chairman MSc*

The board must consist of at least three members to fill the positions as board chairman, vice chairman, treasurer, educational affairs officer and officer of occupational health and safety, at which the board members can be chosen for more than one position. All other positions in the board are desirable to fill but are not required. The board members can also be chosen for more than one of these positions. An auditor must also be appointed.

6.3 Meetings

The section board need to have at least four meetings every semester. The members must be summoned at least one week before the meeting. All members of the board can call an extra board meeting with short notice. The auditor must also get the summon.

6.4 Protocol

Protocols must be made during the board meetings. Protocols from a board meeting must be complete and adjusted three weeks after the meeting was held. All protocols shall be available in English.

6.5 Quorum

The section board can make decisions at board meetings, when at least 50% of the board members are present. If this is not met, the errand should be postponed. For a decision to be made, a majority of votes are required.

Upon an equal number of votes, at two successive votings, the errand should be postponed and be brought up at the



next regular meeting. If the votes are equal at the next meeting, the section's chairman has the deciding vote in the question.

6.6 Obligations

The section board shall:

- Overlook the students' education in the programs and courses that the section has agreed on with the faculty's student union, in regard to the quality and development of the education as well as the students working environment.
- Work for a good social environment amongst the members
- Be responsible for the section's economy
- Be responsible for archiving the section board protocols and members meeting protocols
- Execute decisions made at members meetings
- Prepare topics for the members meetings

The board chairman shall:

- Represent the section and appear on their behalf
- Lead and oversee the work within the section
- Handle the section's statutes and ensure they are updated and compiled
- Handle the section's archive
- Be responsible for the execution of the section board's decisions
- Ensure that summons, agenda and other documents are distributed in connection with board meetings and members meetings
- Write a biannual operational report to be submitted to Consensus. Each report is submitted at the end of each semester to update the student union about the section's operations.
- Write the business plan for the next business year for the section board which shall be treated at the annual meeting in May
- Write an annual report at the end of the business year which shall be available to the auditor and the newly elected board members at a minimum of three weeks before the first members meeting the following business year.



6.7 Dismissal

In the event of a dismissal of a person from the board, the person must make a written application and submit it to the chairman who deals with the application at the next board meeting. The board can then choose to approve the application for dismissal. The board then sends the application to the annual meeting, which decides on the application for the dismissal.

7. Committees and Working Groups

7.1 Authorities

Within their area of business, the committees and the working groups own the right to make decisions and execute said decisions; if this does not conflict with ruling documents or other decisions made by the section board or at a members meeting.

The chairman in each commanded committee shall have a spot on the section board. Members meetings can, for special reasons, decide upon exceptions to this.

7.2 Obligations

The chairman of each committee and working group is obliged to continuously inform the section board about its operation and current economic situation.

At the committee's and working group's meetings, memorandums shall be kept. These shall, on request be presented to the section board chairman. However, this does not have to occur earlier than two weeks after the meeting has been held. The chairman of each committee or working party are responsible for the archiving of these documents. All memorandums are to be written in English starting from the fall semester of 2018.

7.3 Operational Plan and Report

All committees shall write a plan for the next business year that will be processed at the annual meeting. All committees and workgroups that have been active for more than three months shall also write a report at the end of their active year. The report shall be processed at the first members meeting by the new section board and must be handed in three weeks before the meeting.

7.4 Committees

The statutes of the section take superiority over the committees' own statutes.

Members of the Party Committee Fyllecellen (also known as F-cellen) are selected by the current committee members.

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The Chief position for Party Committee Fyllecellen will be confirmed at the annual members meeting. The application procedure and assemblage of the party committee will be carried out by the sitting members of the party committee. The application for party committee Fyllecellen shall be open for bachelor students of “Medical Biology” and “Experimental and Industrial Biomedicine”.

All other committee members have the right of attendance, right of expression, and the right to have motions dealt with. Members that are studying also have the right to vote.

The sections committees are:

- Educational Affairs committee
- Social Affairs committee
- Master’s program committee
- Party Committee Fyllecellen
- International Relations committee
- Welcome Committee BSc
- Welcome Committee MSc

7.5 Working Groups

The section board have the right to establish temporary workgroups. These groups shall be within the budget and give a report of the work at the next coming meeting.

8. Economy

8.1 Management of Funds

The section's financial funds shall be placed in an ethically defensible manner. Changed saving forms are decided at a members meeting on the proposal from the Section Board.

8.2 Authorized Signatory

The section chairman and the treasurer sign the section's company separately. The board may, by proxy given at a members’ meeting, grant individual or legal persons subscription rights to the board's assets for the purpose of performing financial services.

8.3 Obligations

The treasurer shall:

- Manage the section's accounting
- Continuously inform the section board and at members meeting inform about the current financial situation in the section
- Create a budget proposal for the section board

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8.4 Committees and Working Groups

Committees and working groups (apart from Fyllecellen) dispose over their own financial resources they have been allocated by the section board. All committees that have financial resources are also required to report their finances to the section board on a regular basis.

8.5 The Party Committee Fyllecellen

Party committee Fyllecellen has its own financial responsibility and its own authorized signatories. This means that the committee has equity, budget and disposal over these. The authorized signatory for Fyllecellen is elected at the annual meeting following proposals from the sitting Fyllecellen. Economic story for Fyllecellen is presented at the annual meeting.

8.6 The Welcome Committee

The Welcome Committees have their own financial responsibility and their own authorized signatories. This means that the committee have equity, a budget and disposal over these. An authorized signatory for the Welcome Committee is elected at the annual meeting.

9. Revision

9.1 Auditor

The section's auditor shall be of age and does not need to be a member of the section.

9.2 Obligations

The auditor shall:

- Review the Board's economic activities
- Perform a case audit of the Board's work with respect to its activities and its compatibility with the statutory purpose of the section and the decision of the members' meeting
- Write an annual report which must be submitted to the Board no later than two weeks before the first member meeting for the next business year

10. Statutory Amendment

10.1 Statutory Amendment

Statutory amendments are presented in the form of a motion or a proposition to the section council. For decisions, in addition to the requirements specified in Chapter 4, §7, at least 3/4 majority of participants in the sectional meeting are required. The Board reserves the right



to make editorial and graphical changes in the control documents. Translations of control documents do not need to be approved at a Member's Meeting but must be approved by the board.

10.2 Special Paragraphs

Special paragraphs include all paragraphs in the chapters about:

- Purpose
- Statutory amendment
- Dissolution of the section
- Removal of decisions
- Interpretation of statutes

In order to amend these paragraphs, in addition to specifications in Chapter 4, § 7, identical decisions with at least 4/5 majority are required at two ordinary members meetings with at least one month in between. The same applies when adopting a new statute.

11. Dissolution of the Section

11.1 Decision of Section Dissolution

Decisions to dissolve the section is taken at two members meetings for two consecutive business years, with at least 6 months between. For dissolution of the section, in addition to requirements specified in Chapter 4, § 7, 3/4 majority is required. When dissolving the section, the remaining assets shall, after all debts are paid, be distributed to purposes that benefit the students of the section and is consistent with the purpose of the association. If no such purposes are found, the assets should be offered to other charitable purposes. This is decided by the section council. The decision must be in line with that the section is a non-profit association and no profit can go to the members. The Section Board shall also hold a dialogue with the Faculty Student Union on the section's situation between the next coming council meeting and the one after.

11.2 Dissolution of the Section's Committees

Decisions to dissolve the section's statutory committees are taken by two council meetings for two consecutive business years, with at least 6 months in between. The committee is required at that time to work to repay any loans to the section and any assets will be transferred to the section's equity. To dissolve statutory committees, in addition to the requirements specified in Chapter 4, § 7, 2/3 majority is required.

