



SFS

Sveriges förenade studentkårer

Charter



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Adopted by SFS General Assembly in 2014, revised by SFS General Assembly in 2017, comes into force 1 January 2018,
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Chapter 1 About Sweden's National Union of Students (SFS)

§ 1 Purpose and identity

- Item 1 The purpose of SFS is to exert influence in order to represent and protect the interests of its member unions and students.
- Item 2 SFS is a voluntary association of student unions at state-operated Swedish universities and colleges of further education and seats of learning operated by private principals, county councils or municipalities with which the state has entered into an agreement.
- Item 3 SFS shall also support the member unions by providing meeting places and platforms, and act as a knowledge resource.

§ 2 Values

- Item 1 SFS is a member-governed organisation based on fundamental democratic principles.
- Item 2 SFS is independent of all party politics and religion.
- Item 3 SFS safeguards an inclusive attitude with respect for equality, sex equality, diversity and the equal value of all human beings.

§ 3 Membership

- Item 1 A student union according to § 1 Item 1 may become a member of SFS if it has an organisation and an operation that in all significant parts is characterised by the values stated in § 2.
- Item 2 The decision to apply for membership of SFS shall be taken by the highest decision-making body of the union.
- Item 3 The decision to grant membership of SFS to a union shall be taken by the General Assembly.
- Item 4 If a union covers both university students and other students, the part of the union that covers university students may become a member of SFS. A prerequisite is, however, that the part in question covers all of the union's university students.

§ 4 Interim membership

- Item 1 If the Board decides that a membership application received should be approved, the Board may grant interim membership for the period up until the application is dealt with by the General Assembly. Interim membership is temporary and may only be approved for a union that has applied for full membership.
- Item 2 A union with interim membership has the same rights and obligations as ordinary member unions. Interim membership does not, however, give the right to representation in the General Assembly.
- Item 3 The Board may decide that a union with interim membership shall pay a partly reduced membership fee.

§ 5 Resignation

- Item 1 A member union is entitled to resign from SFS.
- Item 2 A resignation application is assessed by SFS's General Assembly. The Assembly shall check that the resignation has been decided on in the member union's highest decision-making body and that it has been received by the Assembly in accordance with the rules for proposals to the Assembly contained in § 12 Chapter 2 of this Charter.
- Item 3 Irrespective of when the resignation takes effect, the liability to pay the membership fee does not cease until six months after the resignation application was received by SFS.

§ 6 Exclusion

- Item 1 A member union may be excluded if it
- No longer fulfils the criteria for membership according to § 3 Item 1;
 - Clearly counteracts SFS's activities; or
 - If has not paid its membership fee.
- Item 2 A decision on exclusion is made by SFS's General Assembly with a 2/3 majority of the number of valid votes cast.
- Item 3 The Board may decide that a member union, that may be excluded according to Item 1, shall have its rights in SFS removed until the time of the next General Assembly

meeting. Such a decision does not, however, cover the member union's right to representation in SFS's General Assembly.

§ 7 Students represented

- Item 1 In this Charter, the number of students represented by a member union refers to the number of
- Full-year students at first or second-cycle level; and
 - Third-cycle students;
- who, recalculated into full-time equivalents, are active within the union's operating area.
- Item 2 The calculation is based on
- The operating areas the union had on 1 January of the current year; and
 - The number of students within the union's area of activity during the second-to-last calendar year.
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§ 8 Membership fee

- Item 1 The member unions shall pay a membership fee to SFS.
- Item 2 The membership fee shall be based on the number of students represented by each member union. The unions shall pay the same fee per student represented.
- Item 3 The amount of the membership fee is decided by the General Assembly. The membership fee shall be set for the next financial year, and be decided temporarily for the financial year after that.

§ 9 Financial year

- Item 1 SFS's financial year is 1 July – 30 June.

§ 10 Authorised signatories

- Item 1 The authorised signatories of SFS are the Board members or may be delegated by the Board to the Presidium and employees at SFS' office.
- Item 2 Two authorised signatories shall always sign jointly.

Chapter 2 General Assembly

§ 1 Role of the General Assembly

- Item 1 The General Assembly is the highest decision-making body of SFS.

§ 2 Issues for the General Assembly

- Item 1 In addition to the issues stated elsewhere in the Charter, the following shall be decided on by the General Assembly:
- Operational plan for SFS.
 - Financial framework for SFS.
 - Membership of SFS in other organisations.
 - Adoption of year-end result.
 - Decision on the issue of discharge from liability for the Board for the most recent financial year.
- Item 2 For issues that according to the Charter shall be decided on by the General Assembly, the General Assembly may still delegate the decision-making right to another body. This does not, however, apply to decisions on dissolution or changes to the Charter.

§ 3 Allocation of mandates

- Item 1 349 mandates at the ordinary meetings of the General Assembly are allocated among the member unions according to the following steps:
1. Firstly, each union is allocated a basic mandate.
 2. Thereafter, each union is allocated as many mandates as are arrived at using the formula

$$\left(\frac{\textit{The member union's number of students represented}}{\textit{The member unions' total number of students represented}} * \textit{number of remaining mandates} \right)$$
, rounded off downwards to the nearest integer.
 The quotient between the number of remaining mandates and the total number of students represented by the member unions is called the multiplication coefficient.
 3. The remaining mandates are allocated one each to the unions for which the largest rounding-off was made during the previous step.

The Board determines the result of this calculation.

- Item 2 The mandate allocation for extraordinary meetings of the General Assembly is the same as for the most recent ordinary meeting.
- Item 3 The member union allocates its mandates between its representatives as the union wishes.
- Item 4 When a union is granted membership of SFS, it immediately receives the number of mandates it would have received if it had been a member when the most recent mandate allocation was done, without recalculating the multiplication coefficient. The mandates of the other member unions are not recalculated.

§ 4 Notice and documentation

- Item 1 Notice of and other documentation for the meetings of the General Assembly shall be sent to:
- Member unions;
 - Representatives at the meeting, to the extent they have been notified to the Board;
 - Members of the Board;
 - Members of the Third-cycle Students Committee;
 - Members of the Election Committee; and
 - Auditors.

§ 5 Publicity

- Item 1 The meetings of the General Assembly are public. The General Assembly may, however, decide that specific issues shall be dealt with behind closed doors.

§ 6 Persons entitled to be present, to speak and/or to make proposals

- Item 1 The following persons are entitled to be present, to speak and to make proposals at the meetings of the General Assembly:
- Representatives;
 - Members of the Board;
 - Members of the Third-cycle Students Committee;
 - Members of the Election Committee; and
 - Auditors.

- Item 2 SFS's employees are entitled to be present and to speak at the meetings.

§ 7 Quorum

- Item 1 The General Assembly forms a quorum when at least half of the allocated mandates are represented.

§ 8 Decisions

- Item 1 Voting in the General Assembly shall be open. For elections of persons, however, voting shall be closed if a representative so requests.
- Item 2 Unless otherwise is stated in the Charter, General Assembly decisions are decided with a simple majority, which means more than half of the votes cast.
- Item 3 In the event of an even number of votes, the General Assembly may decide whether to recast the votes later during the meeting. Otherwise the decision is made through the drawing of lots.
- Item 4 The General Assembly may only make decisions on issues that have been given notice in the manner prescribed in the Charter.

The General Assembly may, however, decide with a 5/6 majority to decide on an issue that has not been given notice in the manner prescribed in the Charter. This must not, however, be done if the issue relates to a single member union, or person, who is not present or who opposes a decision being made at the meeting.

§ 9 Disqualification

- Item 1 A member of the Board may not, as a representative to the General Assembly, participate in a decision on discharge from liability for him-/herself.

§ 10 Minutes

- Item 1 The minutes of the General Assembly shall include at least the following:
- Decisions;
 - Claims made; and
 - Minute notes and reservations.

- Item 2 The minutes shall be checked by the secretary to the meeting, the chair of the meeting and two representatives appointed as minute checkers by the meeting.

§ 11 Power of attorney

- Item 1 A member union who during part of a General Assembly meeting is not represented by a representative may give a power of attorney to another member union to represent it during the meeting. Such a power of attorney shall be in writing.
- Item 2 Otherwise, representation via power of attorney is not permitted.

§ 12 Ordinary meetings of the General Assembly

- Item 1 The General Assembly shall hold an ordinary meeting every year.
- Item 2 The meeting shall be held no sooner than 15 April and no later than 15 May.
- Item 3 Notice of the meeting is given by the Board.
- Item 4 The meeting shall take place by means of the representatives meeting physically.
- Item 5 Each member union may send to the meeting at most as many representatives as is arrived at using the formula $(1 + \frac{\text{the union's total number of mandates}}{2})$, rounded off upwards to the nearest integer. The Board determines the result of this calculation.
- Item 6 Motions and interpellations to the meeting may be submitted by:
- A member union;
 - A group of at least ten members of a member union; and
 - The Third-cycle Students Committee
- Item 7 Preparations ahead of the meeting shall be made according to the following time plan.
- The following shall be sent out no later than 15 January:
 - Notice of the meeting;
 - Annual report for the previous financial year;
 - Audit report for the previous financial year; and
 - Nomination request from the Election Committee.
 - The member unions shall report their number of students represented no later than 31 October.

- The Board shall notify the member allocation and the number of representatives each member union may send no later than 15 December.
- Proposals shall be sent out no later than eight weeks before the meeting.
- The following shall have been received by the Board no later than five weeks before the meeting:
 - Motions;
 - Interpellations;
 - Applications for membership of SFS; and
 - Applications for resignation from SFS.
- The following shall be sent out no later than two weeks before the meeting:
 - Proposal for agenda;
 - Motions and the Board's responses to motions;
 - Interpellations and the Board's responses to interpellations;
 - Documentation from the Election Committee;
 - Additional nominations;
 - Applications for membership of SFS;
 - Applications for resignation from SFS; and
 - Other General Assembly documents.

§ 13 Extraordinary meeting of the General Assembly

- Item 1 An extraordinary meeting of the General Assembly may be called by the General Assembly or by the Board.
- Item 2 The following are entitled to demand that the Board call an extraordinary meeting of the General Assembly:
- Member unions that together had 1/3 of the mandates at the most recent ordinary meeting of the General Assembly; and
 - Auditors.

The demand shall state the issues that are demanded to be dealt with.

The Board shall give notice of an extraordinary meeting of the General Assembly within three weeks from the time a completed demand was received. The meeting shall then be held within six weeks from the time the demand was received.

- Item 3 An extraordinary meeting of the General Assembly may change decisions and elections made at an ordinary meeting of the General Assembly.

- Item 4 For extraordinary meetings of the General Assembly, the provisions regarding format of meeting and number of representatives in § 12 Item 4 – Item 5 shall be applied. In the following situations, the body giving notice may, however, decide otherwise:
- When the meeting is called by an ordinary meeting of the General Assembly; and
 - When the extraordinary meeting shall only deal with a by-election.
- Item 5 Notice of the meeting and meeting documentation shall be sent out no later than three weeks before the meeting.

Chapter 3 About the bodies and elected posts appointed by the General Assembly

§ 1 Bodies and posts to be appointed by the General Assembly

- Item 1 The following bodies and elected posts shall be appointed at the ordinary meeting of the General Assembly:
- Board, of which one Chair and 1–3 Deputy Chairs shall be elected separately;
 - Election Committee;
 - One Public Authorized Auditor and one Deputy Auditor; and
 - Two Operational Auditors and two ranked Deputy Operational Auditors.
- Item 2 For the members of the Board and the Election Committee, the General Assembly may establish a ranked list of deputies.

§ 2 Mandate period

- Item 1 The mandate period for the bodies and elected posts stated in § 1 is the next financial year.

§ 3 Electability

- Item 1 A person nominated according to § 4 is electable to the bodies and elected posts stated in § 1.

§ 4 Nomination

- Item 1 The following are entitled to nominate persons to the bodies and elected posts stated in § 1.
- A member union;
 - A group of at least ten members of a member union;
 - A General Assembly representative at the meeting when the election is to take place;
 - A member of the Board;
 - A member of the Third-cycle Students Committee; and
 - A member of the Election Committee.
- Item 2 Nominations received are public.

§ 5 Discharge

- Item 1 If one of the persons elected to a post as stated in § 1 so demands, he/she shall be discharged from his/her post by the Board.
- Item 2 If the Chair of SFS is discharged, the Deputy Chair shall be appointed in his/her place.
- Item 3 If the Deputy Chair of SFS is discharged, the Board may appoint a new Deputy Chair from among its members. The election shall be prepared by the Election Committee.
- Item 4 If a member of the Board or the Election Committee is discharged, a replacement is made according to the replacement list, if such exists.
- Item 5 If a person elected to a post is discharged without a replacement being made, the Board shall decide whether to call an extraordinary meeting of the General Assembly in order to carry out a by-election. In the following situations, the Board is obliged to do so, however:
- If the number of members of the Board or the Election Committee is less than half of the number that should be elected according to the Charter;
 - If there is no remaining Public Authorized Auditor; and
 - If there is no remaining Operational Auditor.

Chapter 4 The Board

§ 1 Tasks of the Board

- Item 1 The Board is answerable to the General Assembly for the operation, organisation and management of SFS.

- Item 2 The Board prepares the General Assembly decisions, with the exception of issues that according to the Charter are prepared by the Election Committee or the Auditors.

§ 2 Size of the Board

- Item 1 The Board shall consist of 13 members, including the Chair and Deputy Chair.

§ 3 Notice of meetings, etc.

- Item 1 The following are entitled to call a Board meeting:
- Chair;
 - At least five members of the Board;
 - Auditor.
- Item 2 Notice of a Board meeting shall be sent out no later than two weeks before the meeting.
- Item 3 If a Board member gives notice of an issue no later than ten days before the meeting, it shall be included on the agenda.
- Item 4 The agenda and other documents shall be sent out no later than one week before the meeting.
- Item 5 Notice of the meeting and other documents shall be sent to all those who according to § 4 are entitled to be present at the meeting. The documents shall also be made available to the member unions.
- Item 6 The Board may reach an unanimous decision to treat a document as confidential. The Board must then always justify in general terms why the document needs to be treated as confidential. In such a case, in addition to the Board, only the Auditors have a statutory right to partake of the document. When a document of a particularly sensitive nature is to be treated as confidential, the Operational Auditors shall provide a note of their views on whether the measure was suitable. Documents relating to contracts and personal matters are excepted from the requirement to provide a note.

§ 4 Right to be present and to speak

- Item 1 In addition to the Board, the following persons have the right to be present and to speak at the Board meetings:
- Members of the Third-cycle Students Committee;
 - Members of the Election Committee;

- Auditors; and
- Personnel representatives.

Item 2 The Board may decide that a certain issue shall be dealt with behind closed doors. In such a case, in addition to the Board, only the Auditors have a statutory right to be present.

§ 5 Quorum

Item 1 The Board forms a quorum when at least half of the Board members are present, of which at least one is the Chair or Deputy Chair.

§ 6 Decisions

Item 1 Voting on the Board shall be open. For elections of persons, however, voting may be closed.

Item 2 Unless otherwise is stated in the Charter, Board decisions are decided with a simple majority. This means more than half of all valid votes cast.

Item 3 In the event of an even number of votes, the following applies:

- The Chair of SFS has a casting vote.
- If the Chair of SFS is not present, the alternative that the Deputy Chair approves of wins.

Item 4 In the event of an even number of votes in an election of persons, the winner is determined by the drawing of lots.

Item 5 The Board may only make decisions on issues that have been given notice of in the manner prescribed in the Charter. However, decisions may be made on issues that have not been given notice of in the manner prescribed in the Charter if the Board is unanimous that so may be done.

§ 7 Minutes

Item 1 The minutes of the Board shall include at least the following:

- Decisions;
- Claims made; and
- Minute notes and reservations.

- Item 2 The minutes shall be checked by the chair of the meeting, the secretary to the meeting and by at least one member appointed as minute checker by the Board.
- Item 3 The minutes shall be completed and checked within 30 days of the conclusion of the meeting. Checked minutes shall be sent out to the member unions.

Chapter 6 Election Committee

§ 1 Task of the Election Committee

- Item 1 The Election Committee shall prepare all elections carried out by the General Assembly, apart from the elections of meeting officers and of the Election Committee.
- Item 2 The proposals of the Election Committee shall, as far as possible, reflect the composition of the student population. For this reason, aspects such as geography, sexual identity, union size, subject orientation and educational level shall be taken into account.

§ 2 Size of the Election Committee

- Item 1 The Election Committee shall consist of seven members.

§ 3 Work of the Election Committee

- Item 1 The Election Committee shall state the time by which nominations shall be received in order to be included in its preparations.
- Item 2 The Election Committee's documentation to the General Assembly shall consist of:
- Proposal for persons to be elected, justification for the proposal; and
 - Presentations of the other nominees who have chosen to remain as candidates after being informed that they are not included in the Election Committee's proposal.
- Item 3 For the election of the Election Committee, the documentation shall instead include a presentation of all the candidates.

§ 4 Disqualification of the Election Committee

- Item 1 A member of the Election Committee may not be a candidate for an elected post prepared by the Election Committee.

Chapter 7 Auditors

§ 1 Task

- Item 1 The task of the Auditors is to audit SFS's management and operation.

§ 2 Right of insight

- Item 1 The Auditors have the right of insight into the work of all SFS's bodies.

Chapter 8 Regulation of committees, working and reference groups subsidiary to the Board

§ 1 Responsibility of the Board

- Item 1 SFS's Board is authorised to create such committees, working and reference groups as it considers necessary for SFS's operation.
- Item 2 Groups created by the Board shall have clear mandates and limits for their authorities. Responsibility for creating these rests with the Board in conjunction with the formation of a group.
- Item 3 Each group shall have a work schedule that regulates how the group structures its work internally. The Board may delegate to the group itself to create its own work schedule if the Board considers this to be the most suitable alternative.

§ 2 Dissolution

- Item 1 A group appointed shall be dissolved when its mandate terminates or when the Board decides to dissolve it.

§ 3 Right to be present and to speak

- Item 1 One representative from the Board has the right to be present and to speak at the meetings of groups appointed.

Chapter 9 Interpretation of the Charter

§ 1 Priority of interpretation

- Item 1 In the event of Charter interpretation issues at SFS' General Assembly, the Charter shall be interpreted by the General Assembly Chair and Secretary together with the Operational Auditor. The General Assembly shall be entitled to interpret the Charter at the General Assembly's request.
- Item 2 In the event of Charter interpretation issues between General Assembly meetings, the Charter shall be interpreted by the Board together with the Operational Auditor.
- Item 3 If a translated version of the Charter exists, the Swedish version of the Charter shall take precedence in interpretation.

Chapter 10 Dissolution

1 § Decision on dissolution

- Item 1 In order to decide to dissolve SFS, a decision by the General Assembly with a 2/3 majority of the valid votes cast at two consecutive ordinary meetings is required.

§ 2 SFS's assets

- Item 1 On dissolution, and after payment of all debts, SFS's assets shall be allocated between the member unions in proportion to their numbers of students represented.

Chapter 11 Changes to governing documents

§ 1 Changes to the Charter

- Item 1 Changes to the Charter are made by SFS's General Assembly with a 2/3 majority of the number of valid votes cast.

§ 2 Editorial changes to other documents

- Item 1 The Board may make editorial changes to the documents adopted by the General Assembly, however not the Charter.

Item 2 Such changes must be approved by the Auditors and shall be reported to the member unions.