



## Statutes

### 1. The Association's name and purpose

- 1.1. The Association's name is 'The PhD Association of the University of Southern Denmark (SDU)'
- 1.2. The Association's purpose is to defend the professional and economic interests of PhD students at SDU, aid in their professional development and promote events among the PhD students.

### 2. Membership and fees

- 2.1. The Association consists of members
- 2.2. Membership allows election to the Board, participation in events organised by the Association, and broader representation by the Association
- 2.3. All PhD students currently enrolled at the University of Southern Denmark automatically become members of the Association
- 2.4. Postdocs and Research assistants may also be admitted as senior members while working at SDU
- 2.5. Members of the Association can withdraw their membership by notifying the Board
- 2.6. For a PhD at SDU, the membership is cancelled when the PhD is complete or the contract is terminated, unless the member has expressed a desire to continue as a senior member by contacting the Board
- 2.7. For a Postdoc or Research Assistant, the membership is cancelled when the member no longer holds the position as Postdoc or Research Assistant
- 2.8. Membership is free of charge

### 3. The General Assembly

- 3.1. The Association's highest authority is the General Assembly.
- 3.2. The regular General Assembly must be held during the first quarter of the year. The regular General Assembly is convened in written form by the Board – for example, by mail or e-mail to all the members and senior members - with at least 31 days' notice. A preliminary agenda of the Assembly should be made public either in the advertisement itself or in a follow-up reminder message, while the final version should be submitted at least 7 days before the Assembly. The following points must be included in the agenda:
  - Election of the chairman of the meeting and the rapporteur
  - Acceptance of guests and observers
  - Presentation of the Board's report for approval
  - Presentation of the audited accounts for the last fiscal year for approval
  - Approval of the budget for next fiscal year
  - Election of the Association's Co-chairs
  - Election of the Association's Treasurer

- Election of ordinary Board members
  - Election of auditor(s) for the next fiscal year
  - Received proposals
  - Any other business
- 3.3. Proposals for amendments of the Association's Statute shall be received in the written form by the Board no later than 14 days before the General Assembly. If any kind of these proposals have been received and will be discussed at the General Assembly, then this must be stated explicitly in the call for the Assembly. Changes to the Statute may only be implemented if approved by 2/3 of the members attending the General Assembly.
  - 3.4. Every member may propose a topic to be discussed at the General Assembly under the point "Received proposals", by writing to the Board no later than 14 days before the General Assembly.
  - 3.5. Every Association's member attending the General Assembly has the right to speak and to vote. Each member may bring the written authority for no more than maximal one other member. Furthermore, guests and observers can be accepted to attend the General Assembly, and can be given the right to speak by the General Assembly.
  - 3.6. The General Assembly is competent to transact business if at least five members are present at the General Assembly. If the General Assembly is not competent to transact business a new General Assembly must be held with the same agenda at least one week later and no more than 14 days later. This General Assembly is then competent to transact business no matter how many members are present.
  - 3.7. General Assembly's Minutes have to be submitted for the review by the Board within 14 days after the meeting. The Minutes get approved by the Board after the members have had the opportunity to raise objections to them. The objection period is one month after the meeting. After the objection period is over, the minutes should be made available to members of the Association by, for example, posting them on the Association's web-page.
  - 3.8. An extraordinary General Assembly may be convened by the Board with the same notice time as for the usual General Assembly. An extraordinary General Assembly shall also be held if at least 30 members have submitted a written request for it to the Board. The request must be accompanied by an agenda and the Board is required to hold an extraordinary General Assembly within one month from receiving the request.

#### **4. The Board**

- 4.1. The Board is the day-to-day Association's management.
- 4.2. The Board consists of two Co-chairs, Treasurer, along with minimum three additional Board members. The additional members must be elected at the General Assembly or co-opted by the Board. Co-opted Board members have to be approved by the Board, if necessary by simple majority vote, where the two Co-chair's votes break any tie. Board members can only be elected or co-opted from among the members of the Association.
- 4.3. Along with the roles of section 4.2, the Board may consist of up to twenty members as well as an optional Immediate Past Co-chair. Each faculty should be represented with at least one Board member. The role of Immediate Past Co-chair may be filled if the individual who held the position of Co-chair prior to the present Co-chairs is invited to join the Board and accepts the invitation, otherwise this position may be left vacant. The Co-chairs, Immediate Past Co-chair and Treasurer must be held by different individuals in any one term.

- 4.4. The Board may assign tasks and areas of responsibility to members of the Association.
- 4.5. The Association may accede to legally binding agreements by the signatures of the Co-chairs and one other Board member. Economic affairs for the Association are binding by the signatures of either the Co-Chairs or the Treasurer and one other Board member.
- 4.6. Board meetings are generally open to members and senior members of the Association. Minutes of Board meetings are made available to members and non-members upon request.
- 4.7. The Board may by simple majority decide to hold a closed meeting for the discussion of separate topics, whereby 4.6 steps out of power during the discussion of these topics. The minutes of these topics are not to be made available to the public.
- 4.8. The Board is able to make decisions only if all the Board members have been convened to the meeting and more than half of the Board or a minimum of 5 of the Board members are present.
- 4.9. The Board makes its decisions by simple majority of the votes. In case of a tie the vote of the Co-Chairmen is decisive, if these are not in agreement the decision is rejected.
- 4.10. The Board may lay down its own rules of procedure.
- 4.11. With Board approval, Board members may continue in their role during periods of leave from their PhD programme, should they intend to return to complete the programme. Such leave may be for, but not limited to, parental leave, sick leave, or leave to work in another capacity.
- 4.12. In case of a co-chairman or treasurer's resignation, the board shall appoint an alternate member from the board as a substitute.

## **5. Finances**

- 5.1. The Treasurer handles the daily financial transactions according to guidelines issued by the General Assembly and the Board.
- 5.2. The accounting period is 1<sup>st</sup> April to 31<sup>st</sup> March. The final accounts shall be presented by the treasurer no later than 14 days before the General Assembly. The budget for next fiscal year must be approved by the members at the General Assembly.
- 5.3. The members and Board members are not personally held liable for the obligations of the Association for which the Association alone is liable with its respective assets.
- 5.4. The members of the Association have no financial obligation to the Association.
- 5.5. The members of the Association are not entitled to any part of the Association's assets or profits of any kind.

## **6. Rules for the candidates to steering committees**

- 6.1. During elections to steering committees and professional Associations, for which Ph.D. students are eligible for the election, the Board should get proposals for candidates from Association members. An eventual ranking of candidates can be made by the Board or possibly at a General Assembly.