

Charter of the Doctoral Section within the Student Union at LTH (TLTH)

1 The section

- | | | |
|-----|-------------------------|--|
| 1.1 | Name | The Doctoral section is a section within the student union at LTH (TLTH). |
| 1.2 | Purpose | The purpose of the doctoral section is to promote the unity among its members, to further the common interests of the members, to promote the members' studies and education, the study of the engineering sciences and related topics. |
| 1.3 | Authority | The section is authorized to make decisions regarding its own activities and in issues regarding only its members. Issues affecting TLTH as a whole shall be submitted to TLTH. In issues affecting other sections, collaboration with these sections shall be sought before decisions are made. |
| 1.4 | Accountability | The section is accountable unto the TLTH student union council for its activities. |
| 1.5 | Elimination of decision | Decisions taken by any of the sections functions may be obviated by the board of Lund University or of the TLTH student union council (fullmäktige). |

2 Members

- | | | |
|-----|-----------------|---|
| 2.1 | Ordinary member | Ordinary members of the sections are all those doctoral students admitted to the faculty who are also members of TLTH. |
| 2.2 | Obligations | Members are obligated to pay a semester fee established by the TLTH student union council to TLTH, and to follow the statutes and charters of TLTH and of the doctoral section. |

3 Section meeting

- | | | |
|-----|--------------------------|--|
| 3.1 | Authority | The section meeting is the highest decision-making body of the section. |
| 3.2 | Vote | All ordinary members who have fulfilled their obligations to the section and TLTH have the right to vote at the section meeting. |
| 3.3 | Ordinary section meeting | One section meeting shall be held during each year of activity. The following topics shall be addressed at the section meeting: <ol style="list-style-type: none">1. The activity report and the final accounts from the section board for the preceding year of activity.2. The auditors account for the preceding year of activity.3. The question of freedom from liability for the section board of the preceding year of activity.4. The election of president of the section for the coming year of activity. |

5. The election of section board for the coming year of activity.
 6. The election of auditors for the coming year of activity.
 7. The election of inspector for the coming year of activity.
 8. The election of nominating committee for the coming year of activity.
- 3.4 Extra section meeting An extra section meeting may be held when:
1. It is deemed necessary by the section board.
 2. It is requested in writing by the auditors to the section board, naming the issue/s they wish to be treated.
 3. It is requested by at least fifteen members, naming the issue/s they wish to be treated.
- 3.5 Call to the meeting The section board issues the call to the section meeting.
It is the task of the board to see to that the call reaches the doctoral students at least fourteen days or seven study days before the section meeting.
The call should also be sent to TLTH and all departments, at least fourteen days or seven study days before the section meeting.
- 3.6 Authority to make a decision The section meeting is authorized to make decisions if the number of present members with the right to vote exceeds fifteen.
- 3.7 Raising issues Every member has the right to raise an issue at the section meeting. Such motions shall reach the section board in writing at least eight days prior to the section meeting.
- 3.8 Documents The agenda and required documents shall be made available at least five days prior to the section meeting.

4 Section board

- 4.1 Task Between section meetings the section board is the highest decision-making body. It falls on the section board to:
- Execute decisions by the TLTH union board (kårstyrelse) and the TLTH student union council (fullmäktige).
 - Meet the interests of the members of the section as regards doctoral studies, research education and related issues.
 - Keep the doctoral students informed of current education and social issues as well as the on-going activities.
- 4.2 Constitution The section board shall be formed of five to seven members from at least three different departments.
- 4.3 Authority The section board self-constitutes and appoints within itself the functionaries of the board with the exception of those appointed by the section meeting.
The section board has the right to execute decisions made

by the TLTH union board and the TLTH student union council when these do not decide differently.

The section board appoints functionaries according to the statutes.

The authority and term of the board ends at the opening of the ordinary section meeting.

- | | | |
|-----|------------------|---|
| 4.4 | Obligations | The members of the board are required to be members of TLTH and the doctoral section during their term. |
| 4.5 | Meetings | The section board will hold meetings at least once each trimester. |
| 4.6 | Decisions | The section board is authorized to make decisions when at least half of its members are present. The president has the deciding vote. |
| 4.7 | Responsibilities | The section board is responsible to the section meeting for its activities. |
| 4.8 | Resignations | Resignations from the section board shall be made to the TLTH student union council or the section meeting. |
| 4.9 | By-election | By-election of a member of the section board can be made by to the TLTH student union council or the section meeting. |

5 Student council

- | | | |
|-----|------|--|
| 5.1 | Task | <p>It is the task of the student council to accommodate the interests of the section members in issues regarding doctoral studies and research education in the relevant fields and related issues.</p> <p>It is the responsibility of the student council to:</p> <ul style="list-style-type: none">• Prepare issues regarding doctoral studies and research education to the section board• Prepare issues regarding doctoral studies and research education which are to be treated by the TLTH union board.• Nominate doctoral student representatives for the external bodies which are elected by the TLTH student union council.• Nominate doctoral student representatives for student and university bodies to the TLTH student union council. |
|-----|------|--|

6 Committees

- | | | |
|-----|----------------|---|
| 6.1 | Institution | The section board has the right to institute committees. |
| 6.2 | Responsibility | The committees are responsible for their activity unto the section board. |

7 Year of activity and fiscal year

- | | | |
|-----|--|---|
| 7.1 | | The year of activity and the fiscal year comprise January |
|-----|--|---|

Translation of *Stadgar för Doktorandsektionen inom TLTH*. Does not replace the original document.

1st December 31st.

8 Economy

- 8.1 Economy The economy of the section is administered by the section board or by a treasurer appointed by the board.
- 8.2 Authorized signatory The section board has the authority to sign for the section. The section president and treasurer are authorized signatories, separately, at the bank and post office.

9 Minutes

- 9.1 Minutes Minutes shall be kept during section meetings and board meetings.
- 9.2 Publishing The minutes from the section meeting shall be sent to TLTH and be made available to the doctoral students at the engineering faculty, LTH. Minutes from board meetings shall be sent to the members of the board.

10 Auditors

- 10.1 Task The auditors shall audit the book-keeping and administration of the section.
- 10.2 Election The section meeting elect at least two auditors. The auditors may not hold other offices in the section.
- 10.3 Rights The auditors have the right to access the book-keeping and other documents of the section.
- 10.4 Auditor's report The auditors shall, as soon as possible after the end of the year of activity, give an auditor's report over the past year of activity to the section meeting.

11 Inspector

- 11.1 Task The inspector shall give attention to and support the activity of the section and related topics.
- 11.2 Election The inspector is elected from the teachers at the faculty for a term of two years of activity and can be re-elected for no more than one term.

12 Charters

- 12.1 Changes Propositions to change the charters are to be given to the section board at least eight days before the section meeting. Decisions identical in wording must be taken at two consecutive section meetings at least one month apart in order to effectuate changes in the charter.
- Changes in the charters shall be ratified by the TLTH student union council.
- 12.2 Interpretation The interpretation of the charter made by the section board is valid until a decision is made in the matter by the section meeting.

13 Statutes

- | | | |
|------|----------------|--|
| 13.1 | The statute | The statutes are an addendum to the charter, where previously decided rules and praxis are described. |
| 13.2 | Changes | The section meeting decides about changing the statutes. Propositions to change the statutes shall be given to the section board at least eight days before the section meeting. |
| 13.3 | Interpretation | The interpretation of the statutes made by the section board is valid until a decision is made by the section meeting. |

Changes

970828 New charters

980514 4.4, 5.1, 8.2

990506 4.8, 4.9, 5.1

001017 7.1

110224 Comprehensive changes of charters

121127 7.1

Translation date

110826

Important note

This is a translation of the original document *Stadgar för Doktorandsektionen inom TLTH* and intended as a service to the non-Swedish speaking members of the section. It does not replace the original document. Changes in this document can be made to better reflect the original Swedish document.