

STATUTES

Revision 7

Statues for the Doctoral Students' Association
Reglemente för Doktorandsektionen

Originally passed: 1991-10-23

Revised: 2004-06-02, 2004-11-17, 2011-09-26, 2012-12-17, 2014-09-24 and 2015-09-21.

Purpose, organization and activities

- 1 § These regulations are for the Doctoral Students' Association of Karolinska Institutet (KI), in addition to those stated in the Medical Students' Association in Stockholm (Medicinska Föreningen i Stockholm) regulations (see Appendix).
- 2 § The Doctoral Students' Association of KI (DSA) is a section within the Medical Students' Association in Stockholm (MSA). The section represents the interests of the doctoral students at Karolinska Institutet in the contexts described in these regulations.
- DSA also represents the interests of persons under process of becoming doctoral students, the so called intertriginous members (intertriginös medlem) according to MSA regulations 2.2.3.
- 3 § The section's governing committee is the DSA Board (sektionsstyrelsen), led by the section chairperson.
- 4 § The section's activities relate to all issues regarding the doctoral admission and education at Karolinska Institutet. These include, but are not limited to:
- 4.1 Representing the interests of doctoral students of KI.
 - 4.2 Increasing KI doctoral student awareness of career options and available resources.
 - 4.3 Promoting KI and welcoming new doctoral students.
 - 4.4 Actively communicating with doctoral students.
- 5 § All students admitted to doctoral education at KI that are members of the MSA and all persons that are intertriginous members of MSA according to the MSA statues 2.2.3, are also members of this section, with the rights and obligations it thereby implies.

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- 6 § All doctoral students at KI and all intertriginous members at MSA have the right to attend and speak at board meetings.

Election of the DSA Board (sektionsstyrelsen)

- 7 § The DSA board is responsible to form a nomination committee consisting of at least one person. The committee should be formed no later than three months before the annual general meeting and is responsible to identify, evaluate and nominate prospective board members at the annual general meeting. However, any member of the section can candidate independent of the nomination committee at the annual general meeting.
- 8 § The DSA Board is elected during the annual general meeting. Each section member has one vote.
- 9 § To be eligible for the DSA board, one must be a member of the section. To be elected as chairperson, vice chairperson, secretary or treasurer one must be registered doctoral student at KI at the time of election.
- 10 § The election term runs from 1st of January to the 31st of December of the following year.
- 11 § In the event of more nominations than available places, the Board shall be elected using a secret ballot during the annual general meeting.
- 12 § In case of vacant positions, the DSA Board has the right to assign the position to an interested section member according to 9 §, after a majority vote in the Board.
- 13 § Names and contact information of the elected persons shall be reported to the MSA office as soon as possible.

The DSA Board (sektionsstyrelsen)

- 14 § The DSA Board shall consist of eleven elected ordinary members; one chairperson, one vice chairperson, one secretary, one treasurer and seven regular Board members.
- 15 § Ordinary board members are elected by section members at the annual general meeting.
- 16 § The duties of the chairperson shall include, but are not limited to:
- 16.1 To chair the Board and general meetings.
 - 16.2 To set the agenda for the Board and general meetings.
 - 16.3 To coordinate activities in the Board.
 - 16.4 To act as a spokesperson for the DSA and Karolinska Institutet.

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- 16.5 To candidate through MSA to represent the doctoral students in the MSA Council.
- 17 § The duties of the vice chairperson shall include, but are not limited to:
- 17.1 To assist the chairperson in his or her duties.
 - 17.2 To chair Board and general meetings if the chairperson is absent.
 - 17.3 To fulfil such other duties as the Board may resolve.
- 18 § The duties of the secretary shall include, but are not limited to:
- 18.1 To arrange Board meetings and general meetings and to ensure that proper notice is given.
 - 18.2 To prepare minutes for Board and general meetings.
 - 18.3 To provide the MSA office and DSA web page coordinator with the minutes.
 - 18.4 To keep an up to date register of all the representatives and members of the Board, also provided to the office of the MSA.
- 19 § The duties of the treasurer shall include, but are not limited to:
- 19.1 To keep the financial books up to date and in accordance with prescribed accounting requirements at all times.
 - 19.2 To prepare a yearly DSA budget, including both income and expenditure at least annually.
 - 19.3 To present an annual financial report to the MSA.
 - 19.4 To obtain funding information from the MSA.
- 20 § The duties of the regular Board members shall include, but are not limited to:
- 20.1 To assist other office bearers in their duties as may be required.
 - 20.2 To fulfil such other duties as the Board may resolve.
- 21 § The Board can delegate duties to section members outside the Board.
- 22 § A Board member shall be deemed to have resigned if:
- 22.1 The individual wishes to relinquish his or her position.
 - 22.2 He or she is absent from three Board meetings in a row without reasonable excuse.
 - 22.3 A motion of no confidence is passed on him or her by a 2/3 majority vote at a Board meeting.

Meetings

- 23 § Board meetings shall be convened at least nine (9) times per year, in addition to the annual general meeting.
- 24 § The Board meeting can be convened by the chairperson, the vice chairperson and in the event of their absence, any elected member of the Board.

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- 25 § One week notice accompanied by the agenda shall be provided by the secretary for each meeting.
- 26 § A Board meeting can also be called by at least two members of the Board, or by the chairperson of the MSA.
- 27 § The annual general meeting shall be preceding the MSA Council (Fullmäktige) annual constituent meeting. All members of the section are invited to attend. A notice to attend the annual meeting should be circulated at KI at the latest four (4) weeks before the meeting, by advertisements and via e-mail to the departments at Karolinska Institutet.
- 28 § An extra general meeting can be called by a majority vote of the DSA Board at any time, or by a written request signed by 20 members of the section. The same rules imposed for the annual general meeting apply for a general meeting.

Representation

- 29 § The section represents the doctoral students in all boards, committees and workgroups at Karolinska Institutet where doctoral student representation is needed. The representatives are elected in accordance with the instructions on how representatives in bodies where the MSA is represented shall be elected (Instruktioner för hur ledamöter i organ där Medicinska Föreningen är representerad skall utses). In case the DSA is to elect a representative, the election will be done by the DSA Board. All members of the MSA are eligible to be elected as a representative. The doctoral student representatives are required to provide regular reports to the DSA Board. Names and contact information for elected representatives shall be reported to the body which the representative has been elected to and the MSA office as soon as possible.
- 30 § If the chosen representative wants to resign from his or her assignment, the DSA Board shall be notified of this in due time and find an appropriate replacement.

Economy

- 31 § The section is funded through funds allotted by the MSA budget as well as possible additional external contributions to the section.
- 32 § The DSA Board has control over the distribution of the above mentioned funds.
- 33 § In October of each year, the section must make a written request to the Administration committee for funding for the following calendar year.

Standard-bearer

- 34 § A standard-bearer is to be elected by section members at the annual general meeting.

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- 35 § The election term for the standard-bearer is one (1) calendar year.
- 36 § The standard-bearer is responsible to honorably represent the section by carrying the section flag at different events and ceremonies where MF standard and section flags are to be present. This also includes but is not limited to the preceding practices.
- 37 § If the standard bearer neglects his/her duty, the Board has the right to remove the person from the post after a majority vote.
- 38 § In case of vacancy, the DSA Board has the right to elect a new standard-bearer among section members after a majority vote in the Board.

Contact

- 39 § One member of the MSA Board shall act as the section contact person, and help to voice the opinions and suggestions from the section in the MSA Board.

Changes in the regulations

- 40 § Rules regarding changes in the section regulations are stipulated in the regulations of the MSA. In brief, these state that:
- The MSA Council (Fullmäktige) shall issue all association body regulations. Where the Council so decides, instructions are issued for the Trustees and/or subgroups connected to the association's bodies. The Council shall also issue regulations or instructions when this is prescribed in these regulations or when it is otherwise necessary.*

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Appendix

*The following text is an extract from the **Medical Students' Association in Stockholm** (Medicinska Föreningen i Stockholm) **regulations** (2010-01-01) translated from Swedish to English by Google Translate, with some minor editing's. The purpose of this translation is purely informative; i.e. provide the content of the statutes for non-Swedish speaking persons. The formulations below can thus not be used for a legal interpretation of the statutes.*

Chapter 11. THE DIVISIONS (Sektioner)

- 11.1. The association of members who are registered for a specific education at the Karolinska Institute are members of the Section for the education of such a section
- 11.2. The association's own business is regulated by special regulations.
- 11.3. Section's main business is education, student welfare issues and internationalization issues related to section member's education and research and research training issues for the section, which includes doctoral students.
- 11.4. Section's highest executive body is the board, whose members are elected by members of the Section in accordance with instructions in Section Regulations. Section Board is also the section governing body as provided in this Constitution and in Section Regulations. The section is headed by a section chairperson, which is the chief spokesperson
- 11.5.
 - 11.5.1. Board is convened by the section president or board connector. The right to request Section Board meeting will be:
 - a. the board
 - b. the inspector
 - c. the auditor
 - d. at least one quarter of the Board members.
 - 11.5.2. Section Board meetings are open to all members of the Section, which have the presence, expression and motion right at the meetings. Voting rights accrue only members. Presence, expression and claim the right to fall on board members, Inspector, and the Association's auditors.
 - 11.5.3. The Board may, in some issues with co-opt MF members or another person have the right to speak.
 - 11.5.4. The Board may in the treatment of sensitive personal issues with five sixth quarters majority, negotiations will take place behind closed doors. Only members have the right to be present in the treatment of this case.

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- 11.5.5. Board members and co-opted maintain confidentiality in matters concerning individual association members' conditions.
- 11.6.
 - 11.6.1. Board is quorate if at least half of the members are present at the meeting, and the announcement of the meeting has been given in the prescribed order.
 - 11.6.2. Decisions on section board meeting is passed by a simple majority. Each member present shall have one vote. In a tie, the chairperson has the casting vote. However, the choice for individuals is determined by lottery.
 - 11.6.3. Voting at Section Board meetings is open. In personal matters, however, if the member so requests, voting is conducted by a secret ballot.
 - 11.6.4. The board meeting of the section shall be recorded by the secretary. Minutes shall be adjusted in the original version submitted to the Student Union office.
- 11.7. Section Board responsibility to:
 - a. appoint a section chairperson, education secretary, student social worker, international secretary, secretary and other officers specified in section Regulations
 - b. elect representatives / members of the body in which section shall be represented
 - c. decide on union and section positions on issues affecting business section
 - d. to the board or council of MF refer matters not incumbent to the section board to be decided on
 - e. ensure that Section members' interests are met
 - f. answer referrals sent to the section of the board or council
 - g. on the usage of the section budgeted funds
 - h. elect members of the Section working groups
 - i. propose to the Board the distribution of scholarships that can be awarded Section members
 - j. choose a member and a deputy to sit in the council (FUM).