

Statues for LnuGBTQ+

§1 Name and purpose

LnuGBTQ+ is a religiously and party-politically unbound non-profit association, with a base of operations in Växjö, Sweden. The association is bound by the ideologies of feminism, anti-racism, and the LGBTQ+ rights movement. LnuGBTQ+ aim to encourage students and staff at Linnaeus University to take deliberate action toward a safer environment for LGBTQ+ people. We provide a platform for discussions, activities, education for students on LGBTQ+ issues and overall create a student movement to address the issues people of a sexual minority face in society. The association provides a safe space for people of the LGBTQ+ community to be themselves and meet new friends while having fun activities that suits the members.

§2 Basic values

All students have equal value. We treat each other with respect and make our actions accessible and transparent to the group. We do not accept any form of discrimination such as homophobia, transphobia, racism, sexism, classism, ableism, or other kinds of bigotry. All LGBTQ+ individuals are to some extent affected by the anti-LGBTQ+ narrative and we are committed to fight for their rights and inclusion. We aim to turn the prevalent anti-LGBTQ+ narrative around by creating a platform for education, friendship, solidarity, and progress.

§3 Membership

3.1a Admission

Valid as a member are those who study at the Linnaeus University and have paid their member's fee (§3.3). Exceptions can be made by the board.

3.1b Clarification

A member or board member does not have to be a part of the LGBTQ+ community but should be committed to the associations purpose (§1) and follow the basic values (§2) of the association.

3.2 Withdrawal

A request of withdrawal from a member shall be handed to the president in writing and is subject to approval at a board meeting. The member's fee will not be refunded.

3.3 Exclusion of member

Exclusion of a member can take place when the member does not meet the conditions to be a member (§3.1) or if the member has infringed on LnuGBTQ+ basic values (§2) or if the person's actions have been harmful for the association, another member or student. The decision of excluding a member shall be taken at a board meeting. The member's fee will not be refunded.

3.4 Member's fee

The member's fee for members is decided on the annual meeting of LnuGBTQ+. The membership lasts for the member's time of study.

§4 Organization

4.1 Operation

LnuGBTQ+ operation is decided through annual meetings and board meetings.

4.2 Review

LnuGBTQ+ operation is reviewed by financial and operational auditor(s).

4.3 Term of office

The term of office covers the time in between two (2) consecutive standard annual meetings.

§5 The board

5.1 Authority

The board is LnuGBTQ+ executive body and decides on matters in-between annual meetings if the matters are within their area of responsibility. The board is held accountable for the board meetings and annual meetings. The board constitutes a preparatory and executive body and is elected at the annual meeting or through eventual by-elections. The board has a quorate board meeting when at least half the board is present. The board members' role is to monitor the association's interests and control that these do not conflict with the association's statutes. Furthermore, they are responsible for the calling of annual meetings. In the event of equal vote, shall table the matter for the next board meeting. If the votes are still equal at this time the voting is to be decided by the president.

5.2 Composition

The board consists of up to eleven (11) members:

- President
- Vice president
- Treasurer
- Secretary
- (1) to (2) Event responsables
- Communicator
- Admin
- Zero (0) to (3) board members with certain responsibilities

5.2.1 Post description

President

The president leads the board's work and makes sure that the workload is distributed efficiently and fairly among the board members. At the annual meeting, the president introduces the business/operational plan for the upcoming year. The president has the highest responsibility that the board works according to the association's statutes and business plan. The president together with the treasurer are responsible for the association's finances and are the association's signatories according to (§9.6). It is the president's responsibility to prepare the annual report from the term of office.

Vice President

The vice president acts as the president's right hand and if the president leaves their position or is absent they take on the role as acting president. The vice president should be informed about president's and association's ongoing projects and be ready to fill in when needed.

Treasurer

The treasurer is responsible for the association's finances together with the president and are according to (§9.6) the association's signatory. The treasurer runs the association's accounting according to its statutes and Swedish law. The treasurer has the responsibility to write a financial report to accompany the annual report before the annual meeting and shall submit information from the previous financial year to the financial auditors no less than thirty (30) days before the annual meeting. The treasurer shall also present a balance sheet and income statement from the previous financial year and present a budget proposal for the next term of office at the annual meeting.

Secretary

The secretary has the responsibility to keep minutes at all meetings and to make sure that the adjusted protocol is reviewed by the meeting president and meeting secretary. The secretary shall also upload the protocol before the following meeting.

Event responsible

The Event responsible is responsible for the planning and holding of events. This does not mean they are solely responsible for everything at an event and can delegate duties to board members and regular members if they agree to it. The event responsible can create committees that handle certain events.

Communicator

The communicator is responsible for the associations Webpage, Instagram, Discord, and other potential social medias. They are responsible for calling annual meetings according to 11.5.1/12.5.1. The communicator is responsible for making posts about events, posting memes and relevant information for the members.

Admin

The admin is main responsible for the discord chat and can compliment the communicator with helping on the webpage. The admin controls the members list and have the mission to add new members and remove old ones.

Board members with certain responsibilities

Board members with certain responsibilities can choose their preferred area of responsibility and work within that. For example, if you are interested in making memes, helping in the process of making events or working with LGBTQ+ issues in society you can choose to do so. When applying for a board position they should give their area of interest and on the first board meeting their responsibility is determined.

5.3 Presumptions

Board members must study at Linnaeus University.

5.4 Mandate period

The mandate period of the board is for one term of office, from one annual meeting to the next.

5.5 Interpretation priority of statutes

If any uncertainty arises about the meaning of the statutes, the boards interpretation is valid until clarifying changes to the statutes have been made.

5.6 Resignation of position

A board member that wishes to resign from their post shall do this in writing to the board and is subject to approval by the board.

5.7 Change of position

If a board member wishes to change positions with another board member or to a vacant post, they can do so after approval at a board meeting.

5.8 Vote of no confidence

If a board member is working against the (§1) purpose or breaks (§2) basic values they can be subject to a motion of no confidence. The matter should be handled by a closed voting with simple majority. If you have a conflict of interest you need to report it and abstain from voting.

§6 Election committee

6.1 Obligation

It is the election committee's obligation to submit a proposal of the composition of the next board to the board at least seven (7) days before an ordinary annual meeting. In the case of a by-election the election committee is to recommend people for the vacant board positions to the board at least one (1) day before the by-election.

6.2a Composition

The election committee is appointed by the annual meeting and shall aim to contain three (3) people but not more than five (5) people. Members of the election committee should not be members of the board. Exceptions can be made if there is less than three (3) people nominated to the election committee at the annual meeting, then a board members can be nominated.

6.2b Convener

One (1) of the people of the election committee is given the position of convener and will be the team leader for the election committee.

6.3 Mandate period

The mandate period of the election committee is for one term of office, from one annual meeting to the next.

6.4 Resignation of position

A member of the election committee that wishes to resign from their post shall do this in writing to the board and is subject to the board's approval. If seen as necessary, a by-election can be held to appoint a new member of the election committee. If the convener resigns from their position a new convenor is decided at a board meeting.

§ 7 Financial auditor

7.1 Composition

Audit and examination of LnuGBTQ+ financial management shall be performed by one (1) financial auditor. The financial auditor is elected at the annual meeting and if left vacant should be appointed in a by-election. The financial auditor cannot be a member of the board.

7.2 Tasks

It is the financial auditor's responsibility to continuously examine LnuGBTQ+ financials and management, as well as to present an audit report and endorse or oppose the discharge of the board at a standard annual meeting.

7.3 Mandate period

The mandate period of the financial auditor is for one (1) term of office, from one (1) annual meeting to the next.

7.4 Resignation of position

A financial auditor that wishes to resign from their post shall do this in writing to the board and is subject to the board's approval. If a financial auditor resigns, a by-election should be called to appoint a new financial auditor.

7.5 Rights

The financial auditor have the right to take part in all protocols and accounting. They also have the right to participate, remark, and demand on all annual meetings and board meetings. The financial auditor shall be informed about proposals to change the statutes of the association.

§8 Operational auditor

8.1 Composition

Audit and examination of LnuGBTQ+ operations and work shall be performed by one (1) operational auditor. The auditor is elected at the annual meeting and if left vacant should be appointed in a by-election. The operational auditor cannot be a member of the board.

8.2 Tasks

It is the operational auditor's responsibility to continuously examine LnuGBTQ+ operation and work, recommend changes to the statutes and to present an audit report and endorse or oppose the discharge of the board at a standard annual meeting.

8.3 Mandate period

The mandate period of the operation auditors for one (1) term of office, from one (1) annual meeting to the next.

8.4 Resignation of position

A operation auditor that wishes to resign from their post shall do this in writing to the president and is subject to the board's approval. If an operational auditor resigns, a by-election should be called to appoint a new operational auditor.

8.5 Rights

The operational auditor has the right to take part of all protocols and accounting. They also have the right to participate, remark, and demand in all meetings. The operational auditor shall be informed about proposals to change the statutes of the association.

§9 Ordinary annual meeting

9.1 Authority

Annual meetings are LnuGBTQ+ highest decision-making body.

9.2 Obligatory minutes and matters at an ordinary annual meeting

Ordinary annual meetings minutes shall cover following matters:

- Opening of the meeting
- Election of meeting moderator
- Election of meeting secretary
- Election of two vote counters and protocol adjusters
- Co-opting of adjunct participants
- The meetings rightful calling according to the statutes
- Approval of the agenda
- The departing boards annual report
- The departing board reports the balance sheet and income statement from previous financial year
- Audit reports from the operational auditor & financial auditor
- The next years plan of operation
- Determination of the budget for the financial year
- Decide on the discharge of the departing board
- Determination of the fee for membership
- The election committee's nominations
- Election of a new board
- Election of financial auditor
- Election of operational auditor
- Election of election committee
- Determination of convener
- Approval of president and treasurer as signatories for the association (if the position of president and/or treasurer are vacant consult §9.6)
- Eventual propositions and/or motions related to the statutes
- Other propositions and/or motions
- Questions to the board or discussion brought forward by the members
- The closing of the meeting

9.3 Composition

The ordinary annual meeting consists of LnuGBTQ+ members and board members.

9.4 Presiding presidency

The ordinary annual meeting is led by a meeting moderator and the protocol recorded by a meeting secretary.

9.5 Meeting

LnuGBTQ+ ordinary annual meeting should take place 11-13 months after the previous ordinary annual meeting. Exceptions can be made under some circumstances and the circumstances need to be communicated via social media to the members.

9.5.1 Calling

The ordinary annual meeting shall be announced at least twenty-one (21) days before the meeting at the latest by posting an invitation on the association's website, Discord, and Instagram. Meeting documents

shall be available for all members five (5) days before the meeting. Propositions and motions from the member shall be handed to the board at least ten (10) days before the meeting.

9.5.2 Quorum

For quorum at an annual meeting, it is required that at least nine (9) members and/or board members are present. If this is not the case, the agenda is postponed, and a new meeting is called for.

9.5.4 Other rights at the meeting

Right to participate and remark are given to those co-opted at the meeting and to auditors. Auditors are also given the right to demand. The co-option and adjunction of non-auditor participants are decided at the meeting.

9.5.5a Nomination right

Nomination right to the elections during the annual meeting is given to all participants, with special rules applied to the election committee.

9.5.5b Nomination right for the election committee

The election committee (and the members of it) can only nominate one (1) person for president, treasurer, secretary, event responsible and communicator as well as up to four (4) board members with certain responsibilities. The election committee's suggestion must be handed in to the secretary at least seven (7) days before the annual meeting. If a person applies for a position yet to have a suggested candidate after the seven (7) day suggestion deadline, the election committee may nominate them during the ordinary annual meeting.

9.5.6 Eligibility

All members above the age of eighteen (18) are eligible for positions in the board and the election committee. Eligible as an auditor are all above the age of eighteen (18) with relevant knowledge of the position.

9.5.7 Decision-making process

Decisions are made by simple majority, with the exceptions of decisions regarding §12 and §13. The voting will primarily be through open voting following the open ballot system until requested otherwise. If one (1) present member requests anonymous voting or if the vote concerns an election between more than one (1) candidate, the voting will follow the secret ballot system. If a vote is split equally the question is raised for discussion and thereafter there will be another vote, if the vote is still equal after the discussion the vote will be decided by the president.

9.5.8 Protocol

The protocol shall be adjusted by the meeting secretary and signed by the meeting leader and the two (2) vote counter and protocol adjusters. The protocol shall be signed ten (10) days after the meeting. Exceptions can be made under extraordinary circumstances, for example if someone refuse to sign the protocol even though it accurately describes the events of the meeting or if someone who needs to sign the protocol gets sick.

9.6 Signatories

There shall always be two (2) signatories and should go to the positions of president and treasurer for the association. If any or both positions are vacant, the annual meeting will choose someone else from the board to be a contingent signatory. If a by-election is held and a new president or treasurer is appointed the signatory should be transferred to this person after approval at a board meeting.

§10 Extra annual meeting

An extra annual meeting can be called by the board after approval at a board meeting or if at least ¼ of the association's members demand an extra annual meeting. If the extra annual meeting is demanded by the members, they need to declare their reason(s) of the meeting to the board.

10.1 Authority

Extra annual meetings are LnuGBTQ+ second highest decision-making body.

10.2a Obligatory minutes and matters at an extra annual meeting

- Opening of the meeting
- Election of meeting moderator
- Election of meeting secretary
- Election of two vote counters and protocol adjusters
- Co-opting of adjunct participants
- The meetings rightful calling according to the statutes
- Approval of the agenda
- Eventual propositions and/or motions related to the statutes
- Other propositions and/or motions
- Filling of potential vacant posts in board, election committee or auditors
- Questions to the board or discussion brought forward by the members
- The closing of the meeting

10.2b Circumstantial minutes and matters at an extra annual meeting

If the meeting is demanded by at least $\frac{1}{4}$ of the members the reason(s) for the demanded meeting needs to be brought to a decision sometime between the *Approval of the agenda* and *Questions to the board or discussion brought forward by the members*.

10.3 Composition

An extra annual meeting consists of LnuGBTQ+ members and the board.

10.4 Presiding presidency

The ordinary annual meeting is led by a meeting moderator and the protocol recorded by a meeting secretary.

10.5 Meeting

10.5.1 Calling

An extra annual meeting shall be announced at least fourteen (14) days before the meeting at the latest by posting an invitation on the association's website, Discord, and Instagram. Meeting documents shall be available for all members five (5) days before the meeting. Propositions and motions from the members shall be handed to the board at least seven (7) days before the meeting.

10.5.2 Quorum

For quorum at an extra annual meeting, it is required that at least nine (9) members and/or board members are present. If this is not the case, the agenda is postponed, and a new meeting is called for.

10.5.3 Other rights at the meeting

Right to participate and remark are given to those co-opted at the meeting and to auditors. Auditors are also given the right to demand. The co-option and adjunction of non-auditor participants are decided at the meeting.

10.5.4 Nomination right

Nomination right to vacant posts during the extra annual meeting is given to all participants.

10.5.5 Decision-making process

Decisions are made by simple majority, with the exceptions of decisions regarding §13 and §14. The voting will primarily be through open voting following the open ballot system until requested otherwise. If one (1) present member requests anonymous voting or if the vote concerns an election between more than one (1) candidate, the voting will follow the secret ballot system. If a vote is split equally the question is raised for discussion again and thereafter there will be another vote, if the vote is still equal after the discussion the vote will be decided by the current president.

10.5.6 Protocol

The protocol shall be adjusted by the meeting secretary and signed by the meeting leader and the two different vote counters and protocol adjusters. The protocol shall be signed ten (10) days after the meeting. Exceptions can be made under extraordinary circumstances, for example if someone refuse to sign the protocol even though it accurately describes the events of the meeting or if someone who needs to sign gets sick.

10.6 Reasons to call an extra annual meeting

The reasons listed below are some but not all off the reasons that an extra annual meeting can be held:

- Urgent need to change the statues
- Urgent need to decide on an important matter
- Motion of no confidence on board member.

§11 Board meeting

11.1 Authority

Board meetings are LnuGBTQ+ third highest decision-making body.

11.2 Composition

The board meeting consists of LNUGBTQ+ board members. Members of the association can join the meetings with the right of claim, speak and make suggestions but without voting rights. Exceptions are made in the case of a by-election, where all present members are eligible to vote. If a non-auditor, non-member want to join the meeting their co-option needs to be approved by the board.

11.3 Matters

Board meetings should include the below listed matters but may also include other matters.

- Current events related to the association's purpose.
- Recording eventual propositions to be discussed in the annual meeting.
- Ongoing projects designed to carry out the association's purpose.

11.4 Presiding presidency

The board meetings are led by the president, if they are not present this assignment falls on the vice president and if they are not present either the board meeting will approve another board member to moderate the meeting. The protocol is recorded by the secretary, if they are not present the board meeting approves another board member to be meeting secretary.

11.5a Ordinary board meeting

LnuGBTQ+ shall have board meetings every other week, exceptions can be made under the Linnaeus Universities summer break or during the winter holiday season.

11.5b Extra board meeting

Extra board meetings can be held if at least two out of three (3/4) people among the president, vice president, the secretary or the treasurer calls for it and it is to be communicated to all board members at least 24 hours before the meeting.

11.5.1 Calling

The board meetings are on a set schedule, every other week at the same time and the schedule is set by the board. Exceptions or change in the schedule can be made by a decision by the board.

11.5.2 Quorum

For quorum at the meeting, it is required that at least half (50%) of the current board is to be present. If this is not the case the president or vice president may call for an extra board meeting or postpone the meeting to the next scheduled meeting.

11.5.3 Nomination right

Nomination right to the by-elections is given to all participants during the board meeting. The election committee can prolong the nomination period for specific positions if it lacks a candidate, or exceptional

reasons occur. The nomination of board positions is allowed even if the post already have a candidate or if the election committee have already recommended someone for the position.

11.5.4 Eligibility

All members are eligible for positions in the board and election committee. Eligible as an auditor are all with relevant knowledge of the position.

11.5.5 Decision-making process

Decisions at a board meeting are made by simple majority. Voting will be open until requested otherwise. If a vote is equal, the question is raised for discussion and thereafter there will be another vote, if it is still equal after this the vote will be decided by the president.

11.5.6 Protocol

The Protocol shall be adjusted by the meeting leader and signed by the meeting leader and the meeting secretary.

11.6 By-election

By-elections are the main instrument in which the association fills vacant board positions or auditors.

11.6.1 Calling

A by-election shall be announced ten (10) days before it is held through the association's website, Discord, and Instagram page.

11.6.2 Vote

The by-election is to be held at a board meeting where all association members may vote, board members included. The vote will be decided by simple majority. If only one (1) person is nominated for a position the vote will be open until requested otherwise. If more than one (1) person is nominated for a position the vote will be closed.

11.6.3 Matters

A board meeting where a by-election is held must cover the following matters before the other matters of the regular board meeting is handled:

- Opening of the by-election
- Election of meeting moderator
- Election of meeting secretary
- Election of two vote counters and protocol adjusters
- Co-opting of adjunct participants
- The by-elections rightful calling according to the statutes
- Approval of the agenda
- Filling of vacant positions in the board, election committee or auditors
- Closing of the by-election

§12 Statue change

12.1 Proposal of change

Proposal of the change to the statutes can be sent in by the board in the form of a preposition or by a member in the form of a motion.

12.1a Preposition from the board

A preposition to change the statutes are to be handled at a board meeting at least seven (7) days before the annual meeting.

12.1b Motion from a member of the association

A motion to change the statutes are to be sent into the president at least ten (10) days before the annual meeting.

12.2 Change of statutes

Changes of these statutes require at least two-thirds (2/3) of all the votes at an annual meeting in which the change will happen immediately or that at least half (50%) of the participants votes for the change at two consecutive annual meetings.

§13 Disintegration

13.1 Decision about disintegration

The disintegration of the association can only occur if a decision is made by two-thirds of all the votes at two (2) consecutive annual meetings or by a unanimous decision at one (1) annual meeting.

13.2 Management of funds after disintegration

After disintegration the remaining financial resources could be:

- a) donated to a charity, association or organization that works for LGBTQ+ people.
- b) given to the Linnaeus Union which will use the money to fund the start of a similar association.