

BY-LAWS

of Jönköping Student Union

Revised in 110417

Revised in 120428

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By-laws of Jönköping Student Union,

§ 1 – Constitution

1.1 Constitution

Jönköping Student Union is an association for students at the Jönköping University Foundation.

1.2 Purpose

The purpose of Jönköping Student Union is to ensure that Jönköping University offers its members high quality education and a good study environment. Jönköping Student Union is religiously and politically independent and has no ties to any trade union.

1.3 Operative Language

The official operative language of Jönköping Student Union is English

§ 2 – Membership

2.1 Regular membership

Regular membership of Jönköping Student Union is open to all undergraduate and postgraduate students at the Jönköping University Foundation and also to anyone appointed Honorary Member by the Annual General Meeting. Valid membership is regulated in Appendix 1 of these by-laws.

2.2 Rights and obligations of regular members

A regular member is obligated to pay the membership fee decided on by the regular Annual General Meeting. A regular member is entitled to access all Student Union documents and to make use of all Student Union services and benefits.

2.3 Honorary membership

Anyone who has made meritorious and lasting contributions to the benefit of the students at Jönköping University Foundation may be appointed an Honorary Member by the Annual General Meeting. Honorary Members are appointed for life.

2.3.1 Register of Honorary Members

- Clas Wahlbin, President of Jönköping University, 1994-2004 († RIP 2011 †)
- Lars Postrup, an involved student, 1996-2004
- Per Risberg, Chairman of the Board, Jönköping University Foundation, 1994-2004, deceased
- Birgit Friggebo, Governor of Jönköping County, 1998-2003
- Gösta Gunnarsson, Governor of Jönköping County, 1980-1997
- Gudrun Engstrand, former Managing Director at University Services
- Per Hallerstig, former Managing Director at University Services
- Agust Blick Kroon, dedicated employee at Akademien, 2007-2016

2.5 Supporting membership

The Annual General Meeting is entitled to decide on allowing supporting membership status for categories other than those stated in section 2.1. Supporting membership is limited in accordance with Appendix 1 of these by-laws.

2.6 Honorable Mention

Honorable Mention may be bestowed by the Annual General Meeting or the Board to anyone who, through his/her long involvement and lasting interest, has made a considerable contribution to the activities of Jönköping Student Union.

§ 3 – Annual General Meeting

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3.1 The purpose of the Annual General Meeting

The Annual General Meeting is the highest decision -making body of Jönköping Student Union. The Annual General Meeting has the power to revoke decisions made by the Board.

3.2 Delegates

Delegates to the Annual General Meeting are democratically appointed by the student associations at Jönköping University biannual meeting's according to the distribution of seats described in section 3.3.

3.2.1 Suppleant (Deputy) Delegates

Student associations are entitled to appoint one Suppleant Delegate per appointed Delegate pursuant to section 3.2.

3.3 Distribution of seats

The Annual General Meeting comprises of 30 seats. The seats are distributed in three steps: In the first step, each student association receives one of the 30 seats. In the second step, the remainder of the 30 seats are distributed among the student associations as follows: Each student association receives a number of the remaining seats relative to its membership multiplied by the coefficient established in section 3.3.1. The sum is normally a whole number followed by one or more decimals, and the whole number represents the number of seats received by the student association. Surplus decimals in this calculation are regarded as the remainder value of the member association. In the third and final step, all undistributed seats are distributed in descending order, from highest to lowest remainder value among the student associations, until all seats have been distributed.

3.3.1 Multiplication coefficient

The multiplication coefficient for each student association is equal to: The number of student association members who are also regular members of Jönköping Student Union divided by the total number of regular members of Jönköping Student Union.

3.3.2 Date of calculation

The number of members in section 3.3 is based on the total number of members at the turn of the year prior to the Annual General Meeting.

3.4 Registration of appointed delegates

A register of the appointed Delegates is to be submitted to the President of Jönköping Student Union no later than 168 hours (7 days) prior to the Annual General Meeting.

3.5 Valid dates for holding the regular Annual General Meeting

The regular Annual General Meeting convenes annually at a date no earlier than April 15th and no later than May 15th.

3.6 Notice to convene the Annual General Meeting

On the notice of the Board, the Annual General Meeting convenes at least once per year or on the notice of at least two student associations or of the Jönköping Student Union Financial Auditor.

3.7 Notice, agenda, etc.

Notice to convene the Annual General Meeting is to be sent no later than four weeks prior to the date of the meeting. Documents and the Board's opinions on these documents, the proposed agenda and other documents relevant to the meeting are to be available to the Delegates and the members of Jönköping Student Union no later than two weeks prior to the Annual General Meeting. The proposed Plan of Operations is to be sent out at least four weeks prior to the Annual Meeting.

3.8 Tasks

The Annual General Meeting is required:

- to* consider proposals, motions and interpellations
- to* decide on the budget for Jönköping Student Union
- to* consider matters raised by members
- to* decide whether Jönköping Student Union is to retain/apply for membership in other organizations

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- to* hold elections in accordance with the requirements of these by-laws
- to* appoint the Board of Jönköping Student Union
- to* audit the activities of the Board and the committees appointed by the Board and then vote on freedom of responsibility for the Board and any other elected officials appointed by the Annual General Meeting
- to* ratify the statement of financial position and the balance sheet and to decide on balance-sheet allocations

- to* establish instructions for the Board and the Nomination Committee

- to* exercise any further powers laid down in these by-laws
- to* follow up the progression of long-term objective

3.9 Motions and interpellations

Any member of Jönköping Student Union is entitled to submit motions and interpellations for consideration at the Annual General Meeting. Motions and interpellations that are intended for consideration of the Annual General Meeting shall be submitted to the Board no later than three weeks prior to the date of the Annual General Meeting. The Board is required to state an individual Board's opinion for each motion and interpellation.

3.10 Agenda for the regular Annual General Meeting

At a regular Annual General Meeting the following items shall be included in the agenda:

- Opening the meeting
- Election of protocol-taker (minute-taker) for the meeting
- Election of chairperson for the meeting
- Preparation and approval of the voting list
- Approval of the attendance of non-members
- Approval of the agenda
- Election of two persons to approve the protocol (minutes) and to act as vote tellers
- Resolution on whether the meeting has been duly convened
- Protocol (minutes) of the previous Annual General Meeting
- Information from the Board
- Presentation of the annual report
- Presentation of the financial report
- Presentation of the Financial Auditor's report
- Approval of the annual report
- Approval of the financial report
- Resolution on the discharge of liability of the members of the Board for the previous year of activities
- Follow-up on the progression of long-term objectives
- Interpellations
- Proposals
- Motions
- Determination of membership fees
- Presentation and approval of the plan of operations
- Presentation and approval of the budget
- Election of the Board
- Election of the Nomination Committee
- Election of a Financial Auditor and a Deputy Financial Auditor
- Election of two Operation Controllers (OC)
- Any other business
- Closing the meeting

3.11 Presiding at the meeting

The Annual General Meeting is opened by the President of Jönköping Student Union, who is responsible for the preparation and approval of the voting list and for the elections of a chairperson for the meeting and a minute-taker for the meeting

3.12 Other rights at the Annual General Meeting

All regular members of Jönköping Student Union have the right to attend, speak and make proposals at the Annual General Meeting. The same rights are granted employees of Jönköping Student Union.

3.13 Approval of the attendance of non-members

The Annual General Meeting is entitled to approve the attendance of non-members of Jönköping Student Union for particular item/s of the agenda or for the entire meeting.

3.14 Quorum

A quorum at the Annual General Meeting requires at least half the number of delegates to be present at the vote.

3.15 Decision-making procedures

Decisions are generally made by simple majority vote, i.e. more than half of all valid votes cast. If the number of votes are equal, decisions are always made by lot.

3.16 Votes

All votes shall be open. By the request of any Delegate, secret ballots shall be used in an election for a position. Vote by proxy is not allowed.

3.16.1 Election for a position using secret ballots

For votes where secret ballots are used, the candidate who receives at least half of the votes is elected. If none of the candidates receives half of the votes, a new vote is held. For this vote, the candidate who received the least number of votes in the previous vote is excluded. Otherwise, the opinion that receives the highest number of votes is considered the decision of the Annual General Meeting. If the number of votes are equal, decisions are made by lot.

3.16.2 Disqualification

A Delegate may not cast their vote on resolutions regarding freedom of liability for themselves or for any body within Jönköping Student Union on which the Delegate has held a seat during the time relevant to the decision.

3.17 Protocol (minutes)

When the Annual General Meeting convenes, protocol shall be taken. In the protocol are to be recorded motions that have been presented and not retracted and also statements entered in the protocol, explanations of voting, and reservations against decisions. The protocol is to be checked by the chairperson for the meeting and by the persons elected by the Annual General Meeting to check the protocol. No later than one month after the meeting has been concluded, the protocol from the Annual General Meeting shall be completed, checked and sent out to the Auditors and available for access by members of Jönköping Student Union.

3.18 Operation Controllers (OC)

On the behalf of the Annual General Meeting, the Operations Controllers shall continually audit the operations of Jönköping Student Union with regard to the steering documents of and the decisions regarding the year of activities made by the Annual General Meeting. No later than April 15th the following year, an Operations Controllers' report shall be sent to the student associations, the Directorate (the Executive Committee) and the Board. In case there is a difference of opinions between the two Operations Controllers, each Operation Controller issues his/her own separate report.

3.18.1 Elections and substitutes

The Annual General Meeting elects two Operation Controllers (OC) in accordance with section 3.10. The Operation Controllers (OC) appoint one among them to become convener and who is also responsible for coordinating auditing activities so as to keep within the budget limits set by the Annual General Meeting.

3.18.2 The annual report

The annual report for the previous year of activities is to be submitted to the Operation Controllers (OC) no later than March 15th. The President for the year of activities in question in the annual report is responsible for submitting the annual report.

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3.18.3 Preliminary report from the Operation Controllers (OC)

At the first ordinary meeting of the Board after the inaugural meeting, the Operation Controllers (OC) of the previous operational year shall present a preliminary report of the audit of the activities of the previous operational year, and make a recommendation regarding the resolution on the discharge of liability.

3.18.4 Freedom of liability

Freedom of liability shall be interpreted as the board/individual worked in accordance to the guiding documents such as by-laws, opinion documents, and work plan. By means of not granting freedom of liability, you ensure that the person/persons cannot undertake a future commission of trust and ease further measures in form of reclaim or legal actions.

§ 4 – Organization

4.1 Carrying out of activities

The activities of Jönköping Student Union are carried out by elected officials, members and employees.

4.2 Elected officials

Elected officials are members of the Board, committees and other elected officials appointed by Jönköping Student Union. All members who have paid the membership fee set by the Annual General Meeting or anyone appointed by the Annual General Meeting are eligible for an elected position in Jönköping Student Union. All elected officials are to work actively to inform the members of their field of activities and they are required, upon conclusion of their mandate, to document any activities carried out during their time as elected officials.

4.3 The Presidium

The Presidium directs the activities between Board Meetings and is responsible to the Board.

4.3.1 Constitution of the Presidium

The Presidium shall comprise of the following elected officials: The President of the Student Union and the Vice President of the Student Union.

4.3.2 Term of office for the Presidium

The term of office for the newly elected President and Vice President begins on July 1st and ends on June 30th. During their terms of office, they hold responsibility for their positions respectively, i.e. they hold responsibility until June 30th, even after a new President and a new Vice President have been elected.

4.4 Other officials

The Board is entitled to appoint paid elected officials and hire employees according to the current budget set by the Annual General Meeting. These are laid down in the instruction of the Directorate.

4.5 The Directorate (the Executive Committee)

The Directorate is headed by the Director of Staff and Administration.

4.5.1 Constellation of the Directorate

The Directorate is constituted of the members of the Presiding Committee and any employees appointed by the Board.

4.5.2 The tasks of the Directorate

The Directorate is tasked:

- with managing and carrying out the running services and develop these services both internally and toward the students, with discussing opportunities to develop services for student associations and interest groups, with function as a meeting place to inspire and finding opportunities for development of both services and administration, with functioning as a meeting place for internal exchange of information, with functioning as a natural partner to the Board.
- with offering the Board assistance by preparing matters from the Student Union's office and by drafting bases for decisions on the request by the Board, with functioning as a natural meeting place for officials where there are no demands to participate in the political and flexible work that is one part of the core activities of Jönköping Student Union.

4.6 Suspension from elected position

If an elected official, appointed either by the Annual General Meeting or the Board, does not perform his/her duties, the Annual General Meeting or the Board have the power to suspend the him/her from the elected position. The decision to suspend an elected official requires a three-quarters majority.

4.6.1 Suspension from other elected positions

The Annual General Meeting decides on suspension of the Board. The Board makes the decision to suspend other elected officials.

4.7 Committees

The Board may instate committees. The purpose of committees is to safeguard interests that are commonly held by Student Union members and representation of student associations. Committees are directed by the Board.

4.7.1 Constitution of committees

Committees shall be constituted by the official or employee of the Student Union whom the Board has appointed and at least one member from each student association. The committee chairperson has the power to invite additional people to attend committee meetings.

4.7.2 Guidelines for committees

The guidelines laid down by the Board describe the activities the committee is commissioned to perform.

4.8 Drug policy

Jönköping Student Union has zero tolerance towards use of illegal substances. In the event that an employee, a student representative elected by the Annual General Meeting or through the by-election process, or a student representative from a student association who is approved at a Student Union Board meeting, i.e., a General, is suspected of use of illegal substances, the Jönköping Student Union has the authority to investigate and ask the suspected individual to undergo testing of illegal substances with the help of an appropriate external party. The case should be handled privately and with discretion.

4.8.1 Drug testing procedure regarding employees

If an employee of Jönköping Student Union is suspected of use of illegal substances, the investigation process shall be monitored by the Administration Manager. The case should be handled privately and with discretion.

4.8.2 Drug testing procedure regarding student representatives

If a student representative elected into their position as detailed in 4.8 is suspected of use of illegal substances the Jönköping Student Union Board shall be informed. The case should be handled privately and with discretion. Depending on the suspected individual's response and possible test results, disciplinary actions may follow.

§ 5 – The Nomination Committee

5.1 The Nomination Committee

The Nomination Committee is elected by the Annual General Meeting and serves a term of one year of activities. The Nomination Committee is tasked with organizing and administrating the election of a new Board.

5.1.1 Constitution of the Nominating Committee

The Nomination Committee is constituted as follows: each faculty must be represented by one student in the committee. One committee member is appointed by the Board, but he/she may not serve as President or Vice President of the Student Union. The Nomination Committee appoints a chairperson and a vice chairperson among its own members. All members of the Nomination Committee are prohibited from any form of candidacy in the election he/she has been appointed to organize.”

5.2 Timetable

Vacancies on the Board shall be advertised at least four weeks prior to the Annual General Meeting. Applications for candidacy must have reached the Nomination Committee at least two weeks prior to the Annual General Meeting.

5.2.1 Interview procedures

The Nomination Committee shall interview all candidates.

5.2.2 Nomination of candidates

The Nomination Committee shall propose candidates for the Board to the Annual General Meeting. The nominated candidates and the motivation for each nomination by the Nomination Committee shall be recorded in the protocol.

5.2.3 Candidacy after the expiration of the application period

Candidacy is possible until the interview procedure has been initiated for the position in question. The Nomination Committee is under no obligation to interview any candidates after the expiration of the application period.

5.2.4 By-election of Board member

If a Board member vacates his/her position on the Board prior to the end of his/her term of office, the Board is entitled to appoint an acting Board member for the position in question.

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§ 6 – The Board

6.1 The duties of the Board

The Board shall direct the activities of Jönköping Student Union in accordance with these by-laws, the instructions laid down by the Annual General Meeting, and the decisions made by the Annual General Meeting.

6.2 Constitution

The Board shall be constituted by the following members: the President, the Vice President and one student member representing each School and, in addition to these, one Board member who is an alumnus. The total number of Board members shall be eleven.

6.3 Inaugural Board meeting

A newly elected Board shall hold its inaugural Board meeting no later than June 30th. At this meeting, it is only allowed for the Board to make decisions regarding signing authority, delegation of authority, the instruction for the Directorate, and the rules of procedure for the Board.

6.4 Student Board members from the Schools

Each School shall be represented by at least one member on the Board.

6.4.1 Term of office for Student Board members

Student Board members are appointed by the Annual General Meeting and serve a two-year term of office. The term of office of an elected official begins with the inaugural Board meeting, which shall be held no later than June 30th and after the election of the Board has been held, and is concluded at an Annual General Meeting that is held within three years from the inaugural meeting that begun the term of office. Student Board members may conclude their term of office after one year and must give notice no later than the earliest possible date for the regular Annual General Meeting as laid down in section 3.6.

6.5 Other members of the Board

Anyone elected by the Annual General Meeting and who shares and is able to work toward the objectives of the Student Union is eligible for the other positions on the Board. At least one Board member is to be elected among the alumni¹ of Jönköping Student Union.

6.5.1 Term of office for other members of the Board

Other members of the Board are elected by the Annual General Meeting for a three-year term. The term of office begins with the inaugural Board meeting that is held no later than June 30th, after the election of the Board has been held, and is concluded at the Annual General Meeting that is held within three years from the inaugural meeting that begun the term of office. Other Board members may conclude their term of office after two years and must give notice no later than the earliest possible date for the regular Annual General Meeting as laid down in section 3.6.

6.6 Suppleant (Deputy) Board members

The Annual General Meeting is entitled to designate which regular Board member a Suppleant Board member is to serve in the stead of.

6.7 Meetings

The Board is convened by the summons of the President, an Auditor of Activities, at least three Board members, or the Jönköping Student Union Financial Auditor. Agenda and documents relevant to the meeting shall be sent out at least one week prior to the meeting.

6.8 Tasks

The Board is tasked:

- with* preparing matters for consideration by the Annual General Meeting
- with* stating Board's opinions on motions and interpellations submitted for consideration by the Annual General Meeting

¹Alumni - a graduate or former student of JU

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- with* proposing an agenda for the Annual General Meeting
- with* answering to the Annual General Meeting in matters regarding to the financial situation of Jönköping Student Union
- with* executing the decisions made by the Annual General Meeting
- with* proposing a budget
- with* writing the annual report and the financial report
- with* appointing officials as required by these by-laws
- with,* within the limitations of the budget, engaging and dismissing persons employed by Jönköping Student Union, creating job descriptions to establish the tasks of the employees, and assuming responsibility for their work
- with* holding any elections not stated in these by-laws
- with* proposing a plan of operations for the coming year of activities of the Student Union.
- with* establishing and issuing guidelines for Student Union committees
- to* exercise any further powers laid down in these by-laws

6.9 Delegation of authority

The Board is entitled by delegation of authority to commission anyone the Board deems competent with the power to make decisions on behalf of the Board in certain matters.

6.10 Powers of the Board members at Board meetings

Board members hold the power to vote at Board meetings. In the absence of a regular Board member, the power to vote falls to the Suppleant Board member designated to serve in the stead of the absent Board member.

6.11 Other's powers at Board meetings

The power to make proposals at Board meetings are held by regular members of Jönköping Student Union, elected officials, and anyone appointed by the Board to hold that power. The Board is entitled to hold meetings *in camera*.

6.12 Votes

All votes shall be open. Secret ballots shall be used if requested by any Board member.

6.13 Quorum

A quorum is reached when at least half the members of the Board are present. Decisions are made by simple majority vote based on present members. If the numbers of votes is equal, decisions are made by lot.

6.14 Protocol (minutes)

Protocol shall be taken at Board meetings. The protocol is checked by the chairperson for the meeting and by a protocol-checker appointed by the Board. The checked protocol shall be sent to the Auditors and shall be available to be accessed by Student Union members no later than four weeks after the meeting.

6.15 Secretary

The Board appoints a secretary to the Board in connection with the inaugural Board meeting.

§ 7 – Finances

7.1 Year of activities

The fiscal year of the Student Union is based on the year of activities (July 1st – June 30th).

7.2 Financial audit

The Financial Auditor is required to audit the accounting, management, and financial assets of the Student Union. The Financial Auditor is required to submit a Financial Auditor's report, including a statement recommending or objecting to the discharge of liability of the Board, in good time before consideration by the Annual General Meeting.

7.3 Signing authority

The authority to sign bank and legal documents on behalf of Jönköping Student Union belongs to the Board. The

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Board may delegate this authority to any member, or employed person, of the Student Union deemed practically necessary to run the organization, with restricting conditions. The joint signatures of two authorized signatories shall be valid for bank and legal documents.

§ 8 – Amendments to and interpretation of these by-laws

8.1 Decision on amendment

Proposal for amendments to these by-laws shall be submitted to the Presidium of the Student Union no later than **three** weeks prior to the Annual General Meeting. Amendments to the by-laws must be approved by a two-thirds majority of the regular Annual General Meeting.

8.1.1 Appendices to the by-laws

Where needed, appendices to the by-laws may be added without making an amendment to the by-laws.

8.2 Power of interpretation

The Presidium has the power to interpret the by-laws, the steering documents and any general instructions. The Board exercises preferential right of interpretation over interpretations made by the Presidium.

§ 9 – Dissolution of the Student Union

9.1 Dissolution of Jönköping Student Union

Jönköping Student Union shall be dissolved if two consecutive regular Annual General Meeting make the decision to dissolve the organization. The decision to dissolve the organization requires a three-quarters majority on both occasions.

9.2 Management of assets at the dissolution of the Student Union

If a regular Annual General Meeting makes the decision to dissolve Jönköping Student Union, the assets of the Student Union shall be managed by the Board of the Jönköping University Foundation until a new Student Union is formed.

Appendix I

1.

Regular membership of Jönköping Student Union can be held by either an active student or a doctorate student at Jönköping University, or any person who has been awarded honorary membership by the Annual Meeting. An active student is defined as a person who is currently registered at Jönköping University or its partner-institutions for at least once course that awards "högskolepoäng" after passed examination.

- Regular membership gives the holder the right to participate in all activities organised by Jönköping Student Union,
- Regular membership entitles the holder to student discounts offered to members of Jönköping Student Union.

1.1.

Regular membership is held on a biannual basis, following the academic spring and autumn semesters.

1.2.

For membership to be valid, the membership fee must be paid. A full membership fee is determined at every Annual Meeting. The amount to be paid is determined as follows:

- Half of the full membership fee applies for:
 - Active students registered for courses awarding 15 "högskolepoäng" or less,
 - Active students enrolled at "lärcenter" or doing distance studies,
 - Doctorate students studying at a rate of 50% or less.
- The full membership fee applies to:
 - Active students registered for courses awarding more than 15 "högskolepoäng,"
 - Doctorate students studying at a rate higher than 50%.

1.3.

Membership in one and only one faculty-bound Student Association is automatically obtained upon gaining regular membership in Jönköping Student Union, contingent on there being a valid contract between Jönköping Student Union and the respective Student Association. The Student Association for which this membership is to be awarded is determined to be at the faculty at which the person conducts most of their studies. Members can always change which Student Association they wish to belong to, by submitting a request to Jönköping Student Union and the desired Student Association.

- Regular members have the right to vote at their respective Student Associations congress (biannual meetings, as of 2019).

2.

Supporting membership can be held by:

- A person who conducts studies organised by Jönköping University, that don't necessarily award "högskolepoäng" upon passed examination, e.g. the "tekniskt basår" programme or an education at "yrkeshögskola,"
- Any student in Sweden who conducts studies which award "högskolepoäng" upon passed examination.
- Conducts studies abroad within the scope of Jönköping University's exchange programme with partner universities,
- Or conducts commissioned studies at Jönköping University or its partner institutions.

- Supporting membership gives the holder the right to participate in all activities organised by Jönköping Student Union, except for ones pertaining to representative, governing, and educational functions. The board has interpretational authority for which functions of Jönköping Student Union supporting members are to be reasonably excluded from.
- Supporting membership entitles the holder to student discounts offered to members of Jönköping Student Union.

2.1.

Supporting membership is held on a biannual basis, following the academic spring and autumn semesters.

2.2.

For supporting membership to be valid, the membership fee must be paid. For supporting members, this amounts to half of the full membership fee.

3.

- Proof of membership is to be issued to regular and supporting members,
- Proof of membership may be issued by an external publisher as appointed by the board,
- Proof of regular membership must state at which Student Association the holder has voting rights.

4.

- Alumni-membership may be held by a previous regular member or supporting member,
- Alumni-membership is held on a biannual basis, following the academic spring and autumn semesters. The membership fee is 50 SEK per semester, or a single 500 SEK lifetime fee.
- Alumni-membership is restricted to participating in activities approved by the board,
- Alumni-members shall be issued special proof of membership.