



Statutes ESN Kalmar

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§1 Name and Location

The name of the organization is ESN Kalmar, where ESN stands for Erasmus Student Network. ESN Kalmar is a section under ESN Sweden and an organization under Linnéstudenterna. It is a non-profit organization, which is religiously and politically independent. The location of the organization is in Kalmar.

§2 Aim/Purpose

ESN Kalmar is an organization at the Linnaeus University. The organization consists of the Board buddies, mentors and other members. The purpose of the organization is to facilitate the integration of the international students in Swedish society and with Swedish students during their stay in Kalmar. ESN Kalmar is also active in collaboration with the International Office at the university. ESN Kalmar will also strive for increased cooperation with other student organizations at Linnaeus University. ESN Kalmar works to give international students the opportunity to experience Swedish and regional culture, to give international students the opportunity to take part of Swedish traditions, to give international students an insight into, and the opportunity to participate in the Swedish traditions at Linnaeus University. Furthermore, ESN Kalmar organizes activities to encourage cultural exchange between different nationalities and to convey a positive picture about Sweden. All activities are open to students at Linnaeus University as long as they are members of ESN Kalmar.

§3 Membership

All students at Linnaeus University can become members of ESN Kalmar. A member is a person who has paid a membership fee for the fiscal year. If a non-member wants to participate in an activity they can participate if offered. Membership in ESN Kalmar can be purchased for a semester or a full academic year. Membership for one semester ends after the end of the semester purchased, while a member of the whole academic year lasts for two semesters.

§3.1 Exclusion of member

Any member who violates Swedish law in an ESN Kalmar activity, or which seriously damage the ESN Kalmar reputation or image can be excluded by the Board. The President has the right to temporarily deny members to participate in ESN Kalmar activities pending the final decision. The Board must give the member an opportunity to defend him/herself in front of the Board before the decision; a decision will then be based depending on the case, and half of the Board must agree with the decision. If there is a tie, the President has the deciding vote. Paid membership fee is not refundable.

§3.2 Honorary Members

Honorary members are nominated by the Board and/or the individual member's submission of motion to the annual meeting. An honorary member is a person who in a valuable way has supported and promoted the organization. Decisions concerning honorary membership are taken at



the annual meeting. Honorary members pay no membership fee and do not have the right to vote. Honorary Membership is valid for life provided that each year for the annual meeting the honorary

member sends a notification to extend honorary membership for another year. The notification needs to be sent to the President at least 2 days before the annual meeting.

§4 Authorized signatory

The President and the Treasurer are each authorized signatory for ESN Kalmar, and are elected as described below.

§5 Kalmar board

The students who are elected as Board members shall not pay the membership fee. However, they will be included in the register of members and be seen as paying members.

§5.1. Election

All students at Linnaeus University can be elected to the ESN Kalmar board provided that you are a student at Linnaeus University in Kalmar. New board members are proposed by the Nomination committee. The Board is elected for one year. By-elections may be held during the fiscal year. The same electoral procedure shall be considered as at the election meetings.

§5.2 Functions

The Board shall consist of 10 members.

The ESN Kalmar board:

President

Vice President/Local representative

Treasurer

Mentor coordinator

Event coordinator

IT and communication officer

Vice IT and communication officer

Secretary

Sponsor relations manager

Travel coordinator

§5.3 Election Term

Board members are elected for one year, following the calendar year, or according to agreement. After one year a member of the board can be re-elected.

§5.4 Resignation from the Board

Resignation from the board can be done at any time by a written message at least one month before the resignation. Alternatively, that the Board approve and dismiss the person wishing to leave the board.

§5.5 Exclusion from the Board

A member of the Board who deliberately breaks ESN Kalmar's policies, statues and/or decisions made by the Board and/or in any other way behaves inappropriate, can be excluded if the Board carries out a declaration of no confidence with $\frac{3}{4}$ majority. All the members of the Board can initiate a declaration of no confidence. Voting takes place after the person concerned has received a written complaint from the President or the Vice President, and has been given the chance to comment on the matter. Excluded members of the Board cannot become honorary members.

§6 Board meetings

The board meeting is only open for board members of ESN Kalmar, and guests that have been invited by the Board. Board meetings have to be held at least 3 times per semester. Any member holds the rights to attend, speak, make proposals and vote. At a tie, the President has a deciding vote. At a tie, when the President is not present the Vice President holds the deciding vote.

§6.1 The Board's decision-rate

The Board can make decisions when half of the board members are present, including the President and the Vice President.

§6.2 Protocol

Minutes shall be taken on board meetings then it has to be adjusted and filed for ESN Kalmar's future use. It must also be provided to the members at least one week after the meeting was held.

§7 Annual meeting

The Annual meeting is held once each fiscal year, at the latest in January. It must be advertised at least four weeks before the meeting takes place, and at that same time the propositions must be available for the members. Motions shall be sent to the ESN Kalmar board no later than two weeks before the Annual meeting, and agendas and activities shall be available to members at least one week before the Annual meeting. Half of the current board members and at least five (5) members of ESN Kalmar must be present for the meeting to have legal effect. All members except honorary members and board members have decision right. Decisions are taken by majority vote. The meeting is open to all members of ESN Kalmar. The Annual meeting may be held in English if requested. At the Annual meeting these subjects needs to be addressed:

- Establish the business plan.
- Approval of the new board.
- Appoint two signatories (President and Treasurer).
- Determination of activities of the outgoing board.
 - Results report, Balance report, Financial report, Performance report.
- Presentation of Audit report.
- Election of auditors.
- Establishment of the member fee for the coming year.
- Election of the new Election committee.



§7.1 Additional Annual meeting

An additional meeting has to be requested by half of the Board, the President or the Auditor. However, an additional annual meeting can only be held twice a year. The same procedures should be held that were adopted at the regular meeting.

§7.2 Quorum

Decisions can be made when at least five (5) of ESN Kalmar's members are present.

§7.3 Call-in

A non-member can be accepted as a call-in at meetings. They then hold the right to attend, the right or free speech, and the right to petition. They will not have the right to vote.

§8 Election meeting

The Election committee will select suitable candidates from the applicants. The Election meeting shall take place latest by January, and all members except the board members are entitled to vote for the candidates that the committee proposed.

§8.1 The composition of the Election committee

The Election committee shall consist of persons who have knowledge about the work that ESN Kalmar does or about general board work. The Election committee shall submit proposals for suitable candidates for Board seats. Each member may submit proposals for rivals to the proposals that the Election committee have submitted. Candidates for Board positions have to express their interest to the committee no later than ten (10) days before the election meeting. If not enough applications have been received, the Election committee can determine a new time for the election meeting.

§9 The financial year and year of activity

The financial and activity year is from the 1st of January until the 31st of December.

§10 Financial responsibility

The ESN Kalmar Board shall have full insight in the finances of the organization and how the financial allocation is made on the various activities. A board member can be assigned financial responsibility for an individual task. The retiring Treasurer shall always submit one, in good condition, financial or annual report to the incoming Treasurer whenever he / she resigns. Everyone who handles ESN Kalmar's money is personally responsible for that money to be handled correctly and that supporting documents are available for all receipts and disbursements.

§11 Changes of the statutes

§11.1

Changes of the statutes are only allowed by a decision made by 2/3 majority in two consecutive meetings. One of the meetings can be an additional annual meeting.



§11.2

Changes in the appendix can be made at every annual meeting or additional annual meeting, with 2/3 majority.

§12 In case of dissolution of ESN Kalmar

Documents and information about the organization shall be filed for ESN Kalmar at Linnaeus University. Liquid assets, cash at bank, money in cashier and other property goes to Linnéstudenterna to manage and set aside until a new organization with the same purpose as ESN

Kalmar will be founded. The new organization needs to recognize the goal, purpose, and statutes of ESN Kalmar. If no such organization is funded after ten (10) years, the money will be given to charity.

Appendixes

Appendix 1, The ESN Kalmar election committee

Before each annual meeting an election committee should be appointed. The election committee should consist of at least three (3) and at the most five (5) persons who are not planning to stay in the board the coming semester. The election committee's purpose is to hold interviews for the applicants for the ESN Kalmar board. There after the election committee should nominate persons that are suitable to hold positions in the ESN Kalmar Board. The election committee should present the nominations at least three (3) days before the annual meeting. The candidate to the board shall accept their nomination no later than ten (10) days before the annual meeting to be nominated by the election committee. If not enough applications have arrived within the ten days, the election committee can decide a new last date. The election committee could choose not to nominate all the applicants. If vacant positions are left open after the annual meeting the board should in the future hold by-elections without help from the election committee. The election committee should aim for diversity when nominating students for the vacant positions.

Appendix 2, Structure of the ESN Kalmar board

2.1 Function

To hold a Board position involves responsibility for planning, implementation and evaluation in a given field and / or activities. However, this does not mean that you have to do everything yourself, but responsibility can be delegated to others. Several people can share the responsibility of an area if necessary.

2.2 President

The President is authorized to sign and thus has the right to sign contracts. In the temporary absence of the President, the Vice President will be appointed this position. The President shall:

- Hold the ultimate responsibility for ESN Kalmar
- Convene and chair meetings / appointments,
- Promote stability and continuity of ESN Kalmar
- Be responsible for the organizing and planning of ESN Kalmar
- Be responsible for liaising with national authorities, agencies, international relations and fraternities.
- Write and distribute a report by external meetings and conferences within 14 days after return. If unavailable, write a letter to explain the circumstances.
- Together with the Treasurer manage ESN Kalmar's financial account.
- Distribute the agenda for Board meetings.
- Be responsible for handover to the next Board.
- Ensure that the latest revised by-laws are available to all members.
- Write a will for the next President.

2.3 Vice President/Local representative

The Vice President shall:



- Be responsible for communication between ESN Kalmar and other ESN sections.
- Be responsible for communication between ESN Kalmar and ESN Sweden.

- Try to implement ESN projects at a local level.
- Replace the President when she/he cannot fulfil her/his commitments.
- Actively participate in board work.
- Write a will for the next Vice President.

2.4 Treasurer

The Treasurer shall:

- Give an account for the financial report for the ESN Kalmar board at the annual meeting and at least at two other meetings every year.
- Manage ESN Kalmar's bank account along with the President.
- Submit the budget for the next financial year.
- Be responsible for the daily accounting.
- Write a will for the next Treasurer.

2.5 Mentor coordinator

The Mentor coordinator shall:

- Be responsible for making sure that all international students get a mentor for their semester/year in Kalmar.
- Be responsible for the contact with the mentors during the semester.
- Be responsible for the contact with the International Office and for the access to their database.
- Write a will for the next Mentor coordinator.

2.6 Event coordinator

The Event coordinator shall:

- Is responsible for projects / activities that ESN Kalmar implements.
- Together with the President, have ultimate responsibility for the introduction.
- Have responsibility and contact with the buddies.
- Write a will for the next Event coordinator.

2.7 IT and communication officer

The IT and communication officer shall:

- Have responsibility to share the information to the students when it comes to events, etc.
- Be responsible for printing.
- Update and be responsible for ESN Kalmar's webpage as well as other social media such as Facebook.
- Actively work to make ESN Kalmar a known organization.
- In a good way work together with the Vice IT and communication officer.
- Generally divide the tasks between him-/herself and the Vice IT and communication officer.



- Write a will for the next IT and communication officer.

2.8 Vice IT and communication officer

The Vice IT and communication officer shall:

- Help the IT and communication officer with his/her tasks as a "right hand".
- Have responsibility for the common e-mails, and forward them to the party.
- In a good way work together with the IT and communication officer.
- Write a will for the next Vice IT and communication officer.

2.9 Secretary

The Secretary shall:

- Be responsible for the register of members.
- Act as secretary at the Board meetings and file all the protocols.
- Be responsible for all documentation.
- Book trips for the Board.
- Set up a valuation for different ESN activities.
- Write a will for the next Secretary.

2.10 Sponsor relations manager

Sponsor relations manager:

- Actively seek sponsorship partners to ESN Kalmar and their different activities.
- Be responsible for Work teams for Cårhuset and the student pub
- Write a will for the next Sponsor relations manager

2.11 Travel coordinator

Travel coordinator:

- Coordinate and be responsible for planning the ESN Kalmar travels, for example Sea battle, Russia and Lapland trips.
- When possible, join the different trips as a representative
- Write a will to the next Travel coordinator

Appendix 3, Transition period

A transition period between the old and new board should be at least two (2) weeks, so that the new board gets a chance to familiarize themselves with their new posts.

Appendix 4, Trips

Kalmar will seek to be represented at the national level (NP) and international (NEP, AGM). If the President is prevented from participating in the international and national tours the Vice President will be the replacer. If it is possible to send two persons the President and Vice President will go. If these two for some reason cannot go, or ESN Kalmar can send more than two persons, the Board



may vote who should go. If the economy allows it, an environmentally friendly way of traveling is preferred.

Appendix 5, Buddies

For every introduction the ESN Kalmar Board should choose buddies who can help with the planning and implementation of the introduction. Since the Event coordinator possesses responsibility for the introduction, this person should be the contact between the Board and the buddies. How many to elect is up to the Board to decide, but the recommended number is 8 people for the spring semester and 12 people for the fall semester.