

By-laws of
Doktorandsektionen inom TLTH
(the Doctoral Student Guild within TLTH)



2020-05-07

Changes to the by-laws

970828	New by-laws
980514	§ 4.4, § 5.1, § 8.2
990506	§ 4.8, § 4.9, § 5.1
001017	§ 7.1
110224	Comprehensive changes of by-laws
121127	§ 7.1
171206	§ 5.1
191209	Comprehensive changes of by-laws
200507	§ 1.5, § 3.2, § 4.6, § 4.12 – 13, should/must

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Chapter 1, The Guild

§ 1.1 Name

The official name of the Guild is Doktorandsektionen inom TLTH, abbreviated as Dokt-sektionen, with the English translation being the Doctoral Student Guild within TLTH, abbreviated as the Dokt Guild.

§ 1.2 Purpose

The purpose of the Guild is to promote unity among its members, to promote its members' studies and education, to further the common interests of its members, and anything related to the aforementioned matters.

§ 1.3 Authority

The Guild is authorized to make decisions regarding its own activities and in issues concerning only its own members. Issues affecting TLTH (Teknologkåren vid Lunds Tekniska Högskola) as a whole are to be submitted to the Union Board. In issues affecting other guilds, collaboration with these guilds is to take place before any decisions are made.

§ 1.4 Accountability

The Guild is accountable to the TLTH Council for its activities.

§ 1.5 Repeal of decisions

Decisions taken by any of the guild bodies may be repealed by the TLTH Council if the TLTH Council considers the decision to contradict the purpose of TLTH or the purpose of the Guild.

§ 1.6 Operational and fiscal year

The operational and fiscal year is July 1st through June 31st.

§ 1.7 Language

All documents, information and communication at the Guild must be available in English. Meetings of the Guild are held in English as default.

§ 1.8 Dissolution

The Guild can not be dissolved until this paragraph has been changed by the Guild Assembly.

§ 1.9 Assets

Upon dissolution of the Guild, its assets will be transferred to TLTH who must administer these for five (5) years. The assets could thereafter be used by TLTH for any purpose that benefits third-cycle students at LTH. If a new organisation which represents third-cycle students at LTH is formed within these five (5) years, TLTH could transfer the assets to the new organisation immediately.

Chapter 2, Members

§ 2.1 Ordinary member

Ordinary members of the Guild are all the ordinary members of TLTH who are enrolled in third-cycle education at LTH.

§ 2.2 Obligations

Ordinary members of the Guild are obliged to pay any membership fee established by the TLTH Council to TLTH, and to follow the by-laws and regulations of both TLTH and the Guild.

§ 2.3 Rights

In addition to any rights granted to all TLTH members according to the TLTH by-laws, ordinary members of the Guild who fulfil their membership obligations are entitled

- to attend Guild Assembly meetings with permission to plead, speak and vote,
- to raise issues to the Guild Assembly, the Guild Board, the Student Council and the Anchoring Council,
- to access minutes and documents from all Guild bodies,
- to receive any publications made by the Guild,
- to run for any volunteer position of the Guild, and
- to attend Guild Board meetings, Student Council meetings and Anchoring Council meetings with permission to plead and speak.

§ 2.4 Termination of membership

A member can terminate their membership in the Guild by terminating their membership in TLTH.

Chapter 3, By-laws and regulations

§ 3.1 Regulations

The regulations are addenda to the by-laws, where specified rules and practices concerning the organisation and operations of the Guild are described. In case of contradictions between the regulations and the by-laws, the by-laws have priority.

§ 3.2 Changes

Propositions to change the by-laws or regulations are to be submitted to the Guild Board at least fourteen (14) days before the Guild Assembly meeting. Changes in the regulations require a qualified majority decision of at least two thirds (2/3), considering all members on the voting list, at one (1) Guild Assembly meeting. Changes in the by-laws require identical qualified majority decisions of at least two thirds (2/3), considering all members on the voting list, at two (2) regular Guild Assembly meetings which must be held at least four (4) months apart and maximum thirteen (13) months apart. Editorial changes in the by-laws and regulations must not change the meaning or purpose of the original text, and must be ratified at a Guild Assembly meeting. The by-laws and regulations of the Guild are subordinate to the TLTH regulatory documents. Changes in the by-laws must be ratified by the TLTH Council.

§ 3.3 Interpretation

The interpretation of the by-laws and regulations made by the Guild Board applies until a contradicting decision is made by the Guild Assembly. The interpretation of the by-laws and regulations made by the President applies until a contradicting decision is made by the Guild Board or by the Guild Assembly.

Chapter 4, Guild Assembly

§ 4.1 Role

The Guild Assembly is the highest decision-making body of the Guild.

§ 4.2 Constitution

All ordinary members of the Guild who have fulfilled their obligations to the Guild and TLTH have the right to vote at Guild Assembly meetings.

§ 4.3 Authority

The Guild Assembly is authorized to make decisions regarding all Guild activities and in all issues concerning its own members.

§ 4.4 Commitments

The Guild Assembly must

- process motions raised at a meeting,
- elect Guild volunteers,
- address any other issues defined in § 4.8, and
- make decisions in any other matter which is not under the responsibility of another body of the Guild.

§ 4.5 Co-opting

The following always have the right to attend Guild Assembly meetings with permission to speak and plead:

- TLTH Representatives
- Auditors of the Guild
- the Inspector of the Guild

§ 4.6 Meetings

Two (2) regular Guild Assembly meetings must be held during each operational year; the Autumn Meeting is to be held during the first six (6) months of the operational year and the Spring Meeting is to be held during the last six (6) months of the operational year. The Guild Board is responsible for calling to the meetings.

§ 4.7 Extra Meetings

The Guild Board must call to an extra Guild Assembly meeting when it is

- requested in writing by the Auditors of the Guild to the Guild Board, naming the issue/s they wish to be treated,
- requested in writing by the Inspector of the Guild to the Guild Board, naming the issue/s they wish to be treated,
- requested in writing by at least ten (10) ordinary members of the Guild to the Guild Board, naming the issue/s they wish to be treated, or

- deemed necessary by the Guild Board.

The extra Guild Assembly meeting must be held no more than twenty (20) study days after a written request has reached the Guild Board. If a Guild Board has not been elected, or fail to call to the requested meeting according to § 4.9, the requesting party can call to the meeting.

§ 4.8 Mandatory matters

The following matters must be addressed by the Guild Assembly each operational year:

- the Accounts of Operations for the preceding operational year
- the Financial Accounts for the preceding operational year
- the Audit Report for the preceding operational year
- the question of granting discharge for the Guild Board of the preceding operational year
- the budget for the coming operational year
- the election of Guild volunteers, as defined in the regulations, for the coming operational year

The following matters must be addressed by the Guild Assembly every second operational year:

- the election of Inspector of the Guild for the coming (2) operational years

§ 4.9 Meeting notice

The meeting notice to Guild Assembly meetings must be sent to all ordinary members of the Guild and to everyone that is co-opted to the meeting according to § 4.5, fifteen (15) study days before the meeting.

§ 4.10 Decisions

The Guild Assembly is authorized to make decisions if the number of present members of the Guild with the right to vote exceeds fifteen (15). Decisions are made by majority vote, considering all members on the voting list. In case of a tie, the decision is set by flipping a coin.

§ 4.11 Accountability

The Guild Assembly is accountable to the TLTH Representative Council for its decisions.

§ 4.12 Raising issues

Issues can be raised as motions at a Guild Assembly meeting and must be sent to the Guild Board at least fourteen (14) days prior to the meeting. Ordinary members of the Guild have the right to raise motions to the Guild Assembly.

§ 4.13 Documents

The agenda and meeting documents must be made available to all ordinary members of the Guild, and to everyone that is co-opted to the meeting according to § 4.5, at least seven (7) days prior to a Guild Assembly meeting.

§ 4.14 Minutes

Minutes must be kept during the Guild Assembly meetings by a meeting secretary elected by the Guild Assembly. The minutes must include

- a list of everyone that participated in the meeting.
- pleas made during the meetings that have not been withdrawn, and
- decisions and reservations made during the meeting.

The minutes must be reviewed by two (2) minute reviewers elected by the Guild Assembly, and approved by the chair of the meeting, the meeting secretary and the minute reviewers no later than twenty-eight (28) days after the meeting. The minutes from the Guild Assembly must be made available to all ordinary members of the Guild and to everyone that is co-opted to the meeting according to § 4.9, no later than thirty-five (35) days after the meeting.

§ 4.15 Chair of the meeting

The chair of Guild Assembly meetings must be elected by the Guild Assembly, as the first matter of the meeting.

Chapter 5, Guild Board

§ 5.1 Role

The Board is the highest executive body of the Guild, and the highest decision-making body between Guild Assembly meetings. The Board must serve the interests of the members of the Guild in regards to research education, the situation of doctoral students, and related issues.

§ 5.2 Constitution

The Board consists of

- the President,
- the Treasurer,
- the Secretary,
- the Student Representative Coordinator, and
- the Project Coordinator.

§ 5.3 Authority

The Board has the right

- to appoint volunteers as defined in the regulations,
- to nominate candidates for student representative positions to the TLTH Council, as defined in the regulations, and
- to decide that the Guild should enter or leave agreements.

§ 5.4 Commitments

It is the responsibility of the Guild Board

- to execute decisions made by the TLTH Board, the TLTH Council and the Guild Assembly,
- to inform doctoral students at LTH on current educational and social issues, and on-going activities on the Guild,
- to propose a budget for the upcoming operational year to the Guild Assembly,
- to propose relevant changes in the by-laws and regulations to the Guild Assembly,
- to prepare materials on issues regarding research education and the situation of doctoral students, upon request by TLTH,
- to call to Guild Assembly meetings, as defined in § 4.9, and
- to provide the Auditors with the Accounts of Operations, the Financial Accounts, and any other documents requested by the Auditors as defined in the regulations.

§ 5.5 Co-opting

The following always have the right to attend Board meetings with permission to speak and plead:

- TLTH Representatives
- Auditors of the Guild
- the Inspector of the Guild

§ 5.6 Meetings

The Board must hold at least one (1) meeting quarterly.

§ 5.7 Extra meetings

An extra Board meeting must be held when it is deemed necessary by any of the following:

- the Auditors of the Guild
- the Inspector of the Guild
- a member of the Board

This party could either call to the extra meeting itself, as defined in § 5.8, or send a request to the President. In the latter case, the extra meeting must be held within fourteen (14) days after the request was made.

§ 5.8 Meeting notice

Regular meetings are called by the President, and extra meetings are called as defined in § 5.7. The meeting notice must be sent to all members of the Board and to everyone that is co-opted to the meeting according to § 5.5, at least seven (7) days before the meeting.

§ 5.9 Decisions

The Board is authorized to make decisions when at least three (3) members of the Board are present. Decisions are made by majority vote, considering all present Board members, and the President has the deciding vote in case of a tie.

§ 5.10 Accountability

The Board is accountable to the Guild Assembly for its activities.

§ 5.11 Raising issues

Issues to be raised at a Board meeting must be sent to the President no later than four (4) days before the meeting.

§ 5.12 Documents

The agenda and the meeting documents must be made available no later than three (3) days before the meeting.

§ 5.13 Minutes

Minutes must be kept during the Board meetings by the Secretary or by a meeting secretary elected by the Board. The minutes must include

- a list of everyone that participated in the meeting, and
- decisions and reservations made during the meeting.

The minutes must be reviewed by one (1) minute reviewer elected by the Board, and approved by the chair of the meeting, the meeting secretary and the minute reviewer no later than fourteen (14)

days after the meeting. The minutes must be made available to all ordinary members of the Guild and to everyone that is co-opted to the meeting according to § 5.5, no later than twenty-one (21) days after the meeting.

§ 5.14 Chair of the meeting

The Board meetings are chaired by the President or by a meeting chair elected by the Board.

§ 5.15 Term of office

The term of office of the Board is one (1) operational year.

§ 5.16 Elections

The Board members, listed in § 5.2, are elected by the Guild Assembly.

§ 5.17 Resignations

Resignations from the Board must be sent in writing to the Guild Board and be ratified by the Guild Assembly.

§ 5.18 By-elections

By-election of a member of the Board for the remaining part of the term of office is made by the Guild Assembly.

§ 5.19 Finances

The finances of the Guild are administered by the Treasurer or by the Board in the absence of a Treasurer.

§ 5.20 Signing authority

The Board, or the President and the Treasurer jointly, has the authority to sign on behalf of the Guild.

Chapter 6, Student Council

§ 6.1 Role

The Student Council is a platform where current issues regarding research education and the situation of doctoral students are addressed. The Student Council must also work proactively with identifying and addressing particularly important issues. The Student Council must serve the interests of the doctoral students at LTH in regards to research education, the situation of doctoral students, and related issues.

§ 6.2 Constitution

The Student Council consists of

- the members of the Guild Board, listed in § 5.2,
- the student representatives in LTH central bodies that are ordinary members of the Guild, and
- additional members of the Student Council.

§ 6.3 Authority

The Student Council has the right

- to speak on behalf of the Guild in issues regarding research education and the situation of doctoral students.

§ 6.4 Commitments

It is the responsibility of the Student Council

- to execute decisions made by the Guild Assembly and the Guild Board,
- to prepare materials on issues regarding research education and the situation of doctoral students, upon request by the Guild Board,
- to gather opinions from the members of the Guild on current issues regarding research education and the situation of doctoral students and
- to prepare issues regarding research and research education which will be addressed by the bodies of the university.

§ 6.5 Co-opting

The following always have the right to attend Student Council meetings with permission to speak and plead:

- LTH Representatives
- Auditors of the Guild
- the Inspector of the Guild

§ 6.6 Meetings

The Student Council must hold at least one (1) meeting quarterly.

§ 6.7 Meeting notice

Meetings are called by the President. The meeting notice must be sent to all members of the Student Council and to everyone that is co-opted to the meeting according to § 6.5, at least seven (7) days before the meeting.

§ 6.8 Decisions

The Student Council is authorised to make decisions when at least one third (1/3) of its elected members are present. Decisions are made by majority vote, considering all present Student Council members. The President has the deciding vote in case of a tie.

§ 6.9 Accountability

The Student Council is accountable to the Guild Board for its activities.

§ 6.10 Raising issues

Issues to be raised at a Student Council meeting must be sent to the President no later than four (4) days before the meeting.

§ 6.11 Documents

The agenda and meeting documents must be made available no later than three (3) days before the meeting.

§ 6.12 Minutes

Minutes must be kept during the Student Council meetings by the Secretary or by a meeting secretary elected by the Student Council. The minutes must include

- a list of everyone that participated in the meeting, and
- decisions and reservations made during the meeting.

The minutes must be reviewed by one (1) minute reviewer elected by the Student Council, and approved by the chair of the meeting, the meeting secretary and the minute reviewer no later than fourteen (14) days after the meeting. The minutes must be made available to all ordinary members of the Guild and to everyone that is co-opted to the meeting according to § 6.5, no later than twenty-one (21) days after the meeting.

§ 6.13 Chair of the meeting

The Student Council meetings are chaired by the President or by a meeting chair elected by the Student Council.

§ 6.14 Term of office

The term of office of the Student Council is one (1) operational year.

§ 6.15 Elections

The Guild Board members are automatically members of the Student Council. The student representatives at LTH central bodies that are ordinary members of the Guild are ratified as members of the Student Council by the Guild Assembly or the Guild Board. Additional members of the Student Council are elected by the Guild Assembly or the Guild Board.

§ 6.16 Resignations

Resignations from the Student Council must be sent in writing to the Guild Board, and be ratified by the Guild Board or the Guild Assembly.

§ 6.17 By-elections

By-election of a member of the Student Council for the remaining part of the term of office is made by the Guild Board or the Guild Assembly.

Chapter 7, Anchoring Council

§ 7.1 Role

The Anchoring Council is a platform where the opinions of doctoral students at LTH in issues regarding research education and the situation of doctoral students must be collected and discussed.

§ 7.2 Constitution

The Anchoring Council consists of

- the members of the Student Council, listed in § 6.2, and
- student representatives at LTH department boards that are ordinary members of the Guild.

§ 7.3 Commitments

The Anchoring Council must

- discuss current issues regarding research and research education.

§ 7.4 Co-opting

The following always have the right to attend Anchoring Council meetings with permission to speak and plead:

- TLTH Representatives
- Auditors of the Guild
- the Inspector of the Guild

§ 7.5 Meetings

The Anchoring Council must hold at least one (1) meeting each semester.

§ 7.6 Meeting notice

Meetings are called by the President. The meeting notice must be sent to all members of the Anchoring Council and to everyone that is co-opted to the meeting according to § 7.4, at least seven (7) days before the meeting.

§ 7.7 Raising issues

Issues to be raised at an Anchoring Council meeting must be sent to the President no later than four (4) days before the meeting.

§ 7.8 Documents

The agenda and meeting documents must be made available no later than three (3) days before the meeting.

§ 7.9 Minutes

Minutes must be kept during the Anchoring Council meetings by the Secretary or by a meeting secretary elected by the Anchoring Council. The minutes must include

- a list of everyone that participated in the meeting, and
- short summaries of discussions and conclusions made during the meeting.

The minutes must be reviewed by one (1) minute reviewer elected by the Anchoring Council, and approved by the chair of the meeting, the meeting secretary and the minute reviewer no later than fourteen (14) days after the meeting. The minutes must be made available to all ordinary members of the Guild and to everyone that is co-opted to the meeting according to § 7.4, no later than twenty-one (21) days after the meeting.

§ 7.10 Chair of the meeting

The Anchoring Council meetings are chaired by the President or by a meeting chair elected by the Anchoring Council.

§ 7.11 Term of office

The term of office of the Anchoring Council is one (1) operational year.

§ 7.12 Elections

The Student Council members are automatically members of the Anchoring Council. The student representatives at LTH department boards that are ordinary members of the Guild are ratified as members of the Anchoring Council by the Guild Board or the Guild Assembly.

§ 7.13 Resignations

Resignations from the Anchoring Council must be sent in writing to the Guild Board, and be ratified by the Guild Board or the Guild Assembly.

Chapter 8, Auditors

§ 8.1 Role

The Auditors must audit the book-keeping, operation and administration of the Guild. The Auditors answer directly to the Guild Assembly.

§ 8.2 Authority

The Auditors have the right

- to access all documents of the Guild,
- to request and obtain information about the finances, administration and operations of the Guild,
- to attend meetings of all bodies of the Guild with permission to speak and plead, and
- to call all bodies of the Guild to extra meetings.

§ 8.3 Commitments

It is the responsibility of the Auditors

- to, at least fourteen (14) days prior to the Guild Assembly meeting on which the Audit Report is to be addressed, send an Audit Report to the Guild Board.

§ 8.4 Term of office

The term of office of the Auditors is one (1) operational year.

§ 8.5 Elections

The Guild Assembly elects two (2) Auditors. The Auditors are not permitted to be members of the Student Council, and must be autonomous in relation to the Guild Board.

§ 8.6 Resignations

Resignation from the position as Auditor must be sent in writing to the Guild Board, and be ratified by the Guild Assembly.

§ 8.7 By-elections

By-election of an Auditor for the remaining part of the term of office is made by the Guild Assembly.

Chapter 9, Inspector

§ 9.1 Role

The Inspector should give attention to and support anything related to the activities of the Guild.

§ 9.2 Authority

The Inspector has the right

- to access meeting documents of the Guild,
- to attend meetings of all bodies of the Guild with permission to speak and plead,
- to receive information about Guild activities,
- to receive any publications made by the Guild, and
- to call the Guild Board and the Guild Assembly to extra meetings.

§ 9.3 Commitments

It is the responsibility of the Inspector

- to stay updated on matters of the Guild.

§ 9.4 Term of office

The term of office of the Inspector is two (2) operational years.

§ 9.5 Elections

The Inspector is elected by the Guild Assembly. The Inspector must be a teacher at the LTH and can only be elected for two (2) consecutive terms of office.

§ 9.6 Resignations

Resignation from the position as Inspector must be sent in writing to the Guild Board, and be ratified by the Guild Assembly.

§ 9.7 By-elections

By-election of an Inspector for the remaining part of the term of office is made by the Guild Assembly.

Chapter 10, Volunteers

Volunteers are those that have been elected or ratified to a position at the Guild by any of the Guild bodies.

§ 10.1 Commitments

A volunteer must

- follow the regulatory documents of the Guild, and the decisions made by bodies to which the volunteer answers,
- support its successor as good as possible, and
- act in the best interest of the Guild and its members.

§ 10.2 Term of office

The term of office for volunteers are one (1) operational year, unless otherwise is decided.