

Chapter 1: General Constitution

Definition

- § 1 Design Branch, hereinafter referred as the branch, is a branch within Umeå Student Union of Science and Technology, hereinafter called the Student Union, consisting of:
- Program students and independent students at the Umeå School of Architecture
 - Program students and independent students at the Umeå Institute of Design

The branch has its registered office in Umeå.

Purpose

- § 2 The branch has as objective to promote its members' studies and study related circumstances and activities.

Purpose and Objective

- § 3 Branch shall work for/with:
1. members shall obtain influence over their education and their study situation,
 2. represent the interests of its members at Umeå Arts Campus,
 3. develop and improve the quality of its members education and courses,
 4. make sure that members study and social environment is good,
 5. promote members and their education towards external stakeholders,
 6. surveillance and monitoring of national/international issues relating to its members education.
 7. spread information to members within the branch in an objective way.

Independence

- § 4 The branch is politically independent and religiously neutral.

Highest decision-making authority

- § 5 The branch's highest right of decision is carried out during the branch's general assembly

Operational year

- § 6 Branch's operational and financial year covers the period 1 July to 30 June the following year.

Policy documents

- § 7 The Branch's policy documents are:
1. General Constitution documents
- § 8 Section's constitution documents must not contradict the provisions of the Union's constitution documents. The documents shall be submitted to the Student Union and the Student Union Council Presidium for knowledge.

Chapter 2: Membership

Membership

§ 1 Member of the branch is the one who is a member of the Student Union and comply with Chapter 1 § 1.

Membership fee

§ 2 Branch members are obligated to pay a fee for membership. This fee is decided in the Student Union Council.

Termination of membership

§ 3 Anyone who has not paid the prescribed fee for the current semester will automatically cease to be a branch member.

Rights

§ 4 Each member has the right to:

1. attend, speak, make suggestions and vote at the branch's general assembly,
2. attend and speak at board meetings,
3. get questions or suggestions dealt with at the general meeting,
4. take part of the branch's minutes and other documents.

Obligations

§ 5 Member is obliged to comply with the branch's governing documents and other regulations.

Chapter 3: Organisation

Agency

§ 1 Branch agencies are:

1. General assembly,
2. Branch Board,
3. Preparing Election Committee of the Branch,
4. Branch Auditors.

Obligation to comply with the Student Unions governing documents

§ 2 The Branch shall comply with the Student Union's constitution and other governing documents.

Chapter 4: General assembly

Composition

§ 1 The Branch General Assembly consists of members present at the meeting.

Powers

§ 2 The General Assembly is the branch's highest governing body.

Tasks

§ 3 General assembly are to:

1. determine the overall guidelines and financial framework for the branch's activities,
2. select the branch's trustees,

3. appoint auditors and substitutes for the auditors and according to chapter 7 § 1,
4. examine the reports from the elected representatives and the auditors,
5. examine the question of liability for the Branch's Board,
6. deal with motions and other matters that come up during the operational year,
7. take attendance list of the general assembly,
8. otherwise exercise the powers granted by this constitution.

Quorum

- § 4 General assembly is quorate when 1/15, but at least ten (10) of branch members, in addition to the board, are present.

Unannounced questions

- § 5 Issues not notified in advance can be addressed at the meeting only if 3/4 majority so decides.

Notification

- § 6 General assembly shall be held at least one (1) time per semester. Annual meetings replace the general assembly.

The board invites Branch members to the general assembly.

General assembly shall be announced no later than fourteen (14) days before the meeting date.

- § 7 Announcement is to be posted to appropriate notice boards and, if possible, sent to all members by e-mail.

Annual meeting

- § 8 Between April 1 and May 15 a meeting of general assembly called the annual meeting is to be arranged.

The annual meeting is to:

1. decide on a budget and an activity plan for the next year
2. elect Branch board for the next year in accordance to chapter 5, § 1
3. elect auditors for the next year in accordance to chapter 7, § 1
4. elect the branch's representatives in the Student Union Council and the Student Union Units,
5. elect student representatives to all groups within the university where students at UID and UMA are to be represented,
6. nominate one (1) person to the Student Union Preparing Election Committee for the Student Union Council to elect.

- 9 § Each autumn, no later than September 15, a meeting of the General assembly called the Autumn general meeting is to be arranged.

The autumn general meeting is to:

1. examine the reports from the Branch Board from the last year,
2. examine the financial report from the last year,

3. examine the auditors report,
4. examine the question of liability for the Branch's Board,
5. execute by-elections.

Chapter 5: Branch Board

Task

§ 1 Between the general assembly the Branch Board is entitled to represent the Branch and act as the Branch's highest preparatory and executive organ.

Composition

§ 2 Branch Board consists of Branch Chairman, Vice Chairman, Treasurer, Branch Student Representatives in the Student Unions Units and, if necessary, other members so that the board consists of seven (7) members. In addition to this two (2) substitutes should be elected.

Members and substitutes in Branch Board should be chosen so that at least three (3) of those are studying at Umeå School of Architecture and at least three (3) are studying at Umeå Institute of Design.

The Branch Board is elected at the general assembly.

Each member of the Branch can be selected to the Board.

Term of office § 3 The Board's term is the same as the section's operational year.

Duties § 4 It is incumbent upon the school board to:

1. prepare and emit opinions on the matters to be considered at the general assembly,
2. establish the agenda for the general assembly,
3. the execute decisions made at the general assembly,
4. perform the necessary choices according to regulatory documents and the general assembly decided,
5. fore the general assembly be responsible for the section's occupation
6. before the autumn meeting prepare an annual report and final accounts.
7. until the next general meeting appoint a replacement for the retirement of the general meeting appointed executives, but not the auditor or member of the school board.

Quorum § 5 A quorum when at least half of the members are present, including at least one who is studying at the Umeå School of Architecture and at least one studying at the Umeå Institute of Design. Each board member owns one (1) vote. At a tie section chairman casts a vote.

Meetings § 6 The Board is summoned by the Chairman or, when not possible, the Vice Chairman. Extra Board meetings are announced, when at least two (2) Board representatives or one (1) accountant requires so. Regular member who cannot attend the meeting are responsible for notifying the Chairman.

Rights at the meeting § 7

1. attend, speak, make proposals and vote at Board meetings applies for the Branch Board.
2. attend, speak and present proposals applies for the Branch's accountants.
3. attend and speak to the section member and the person who co-opting of the Board of Directors for certain matters or completely Board meeting.

Resignation § 8 If the Chairman, Treasurer, accountant or at least three (3) members resigns during a term, these positions shall be filled at the next general assembly that will be summoned to as soon as possible after the member / members resigned.

Censure § 9 Motion of censure may be set against the board or individual members of at least one third of the members requires it.

Censure means that the board must convene a general meeting within fourteen (14) days after the censure writing come to its attention.

For censure to be approved, a 2/3 majority of the meeting-voting participants is required. Upon approval of censure leaves the person / persons mistrust directed towards effective immediately. The new board members decide if all or part of the board steps aside.

Minutes § 10 Minutes of the Board meeting will be available to members of the section and the Student Union later than fourteen (14) days after the Board meeting.

Discharge § 11 issue of liability for the Branch's board is addressed at the autumn general meeting.

Liability § 12 The Branch Board is accountable at the general meeting for its occupation.

Chapter 6: Branch Nominating Committee

Composition § 1 Nomination Committee is appointed at the general assembly. Each program and year has the right to have a representative on the committee. In addition, the branch's single course students have right to a representative. Eligible for Nomination Committee is a member of the section. The Nominating Committee shall be a convener appointed from the members.

Obligation § 2 It is the responsibility of the Nominating Committee that the Board is given full name suggestions regarding the elections that will be held at the annual meeting or general assembly, with exception of the Nominating Committee, in such time that the proposal can be sent out at least seven (7) days before the annual meeting or general assembly.

Term of office § 3 The term of office begins at operation year's autumn meeting and applies to next years autumn meeting.

Restriction of the member's powers § 4 Member of the Nomination Committee are not entitled to participate in the decisions regarding post where the member himself is a candidate.

Chapter 7: Audit and Accounts

General § 1 Prior to each operational year one (1) accounted and one (1) alternate shall be elected at the general assembly. Accountants may not hold a position within the Branch Board.

Task § 2 The accountants shall review on behalf of Branch its operations and finances in relation to the constitution and general assemblies' decisions.

Powers § 3 Branch's accountants are entitled at any time review the assets or documents of value that branch have and partake in accounts, records and other documents relating to the branch.

Term of office § 4 The assignment as accounted starts at the operational year's beginning and until the end at autumn meeting where the annual report and the matter of discharge is treated.

Financial § 5 Financial statements and annual report for the preceding operational year shall be prepared and submitted to the accountants for review by September 1.

Accountant Report § 6 Accountant shall, within five (5) days prior to the autumn general meeting conclude its review of previous operations and financial year. The accountant report shall be submitted to the Branch Board and shall be available for the Branch members.

The report shall include an examination of the branch's activities in relation to the constitution and the general assembly's decision. A statement as to whether the financial statements are accurate according with the law on annual reports.

The report shall also contain a statement indicating whether the Branch Board should be granted discharge at the general meeting.

Discharge § 7 The issue of liability for the branch's board is addressed at the autumn meeting. The board members whose discharge trial is addressed may not participate in the decision.

Liability § 8 Accountants are responsible for indicating if the branch board should be granted discharge at the general meeting.

Chapter 8: Constitution, the elimination of the decision and resolution

Constitution § 1 1. Constitutional amendment proposal shall be submitted to the members of the branch within nine (9) days before the general assembly, which will address the constitutional amendment proposal.

2. The constitution amendment may only be made done by similar decision with at least 2/3 majorities at two (2) consecutive general assemblies with at least three (3) weeks apart.

3. Amended constitution shall be submitted to the Student Union for knowledge.

Interpreting § 2 In case of dispute concerning the interpretation of this constitution refer to the Student Union inspector for interpretation. The inspector's interpretation is advisory.

Elimination of decisions § 3 of the Student Union Council has the right to eliminate decisions in the branch that is contrary to the Student Union's constitution documents.

Dissolving § 4 For the branch to dissolve at least 2/3 majority of the voting meeting participants at two consecutive general assemblies, with at least three (3) weeks apart is needed.

§ 5 Upon a dissolution of the branch, the asset disputation is decided at the last general assembly.