

JSA REGULATIONS

Including amendments approved at the Biannual General Meeting of 15th of April, 2019.



JÖNKÖPING INTERNATIONAL BUSINESS SCHOOL
STUDENT ASSOCIATION

1. JIBS STUDENT ASSOCIATION

1.1 Definition

Jönköping International Business School Student Association – JSA is a student association, driven by JIBS students, at Jönköping International Business School – JIBS. The JSA acts independently from any political, religious or union parties.

JSA operates in the English language, which is common for an International Student Association.

1.2 Vision

JSA shall represent the students of JIBS and act on behalf of its members.

JSA shall be recognized as an international and entrepreneurial student association and thereby focus on educational quality, career opportunities, social activities and internationalization.

1.3 Mission

The JSA shall act in the best interest of the students at JIBS.

The JSA shall act within areas of educational quality, career opportunities, social activities and internationalization in order to examine, maintain and develop those areas for the benefit of the students.

The JSA board is responsible to implement the Vision of JSA to the extent that is possible.

2. MEMBERSHIP

2.1 Ordinary members

Ordinary members are those that study at JIBS and pay a membership fee to the student union.

2.2 Honorary member

A person may become an honorary member if he/ she has made a valuable and lasting contribution to the association. Proposals are to be made in writing to the board. A 2/3 majority of the board is required for approval.

2.3 Supporting membership

A person can become a supporting member of JSA by paying a membership fee agreed at the Spring Biannual Meeting. Supporting members of JSA have the right to participate in JSA events but no right to vote at General Meetings. The supporting membership lasts one year at a time and can be renewed.

2.4 Membership fee

The membership fee is determined at the Biannual General Meeting in the spring. Honorary members do not pay membership fees.

3. FINANCIAL YEAR

The financial year of the Association is between January 1st and December 31st.

4. ORGANIZATION

4.1 Highest body for decisions

The highest body for decisions is the Biannual General Meeting of the association.

4.2 Executive body

The executive body is the Board as approved by the Biannual General Meeting.

4.3. Board

4.3.1 Composition of the board

The board comprises of the Presidium and the Committee heads.

4.3.1.1 Composition of the Presidium

The Presidium consists of:

- President
- Vice President – Head of Education
- Treasurer

4.3.1.2 Committee Heads

The Committee Heads are:

- Head of Marketing Committee
- Head of Internal Committee
- Head of External Committee
- Head of Social Committee
- Head of International Committee
- Head of Administration

4.3.2. Committee

The Committees shall consist of a Committee Head, elected at the Biannual General Meeting, and at least a Vice Committee Head elected by the Head of the Committee and approved by the board.

A committee may be created by the Board if a group of students show continuous activities that favour the members of the JSA and are unique in the sense that they are not run by any other committee. A committee can be dissolved by a Biannual General Meeting with a $\frac{3}{4}$ majority. This should take place if the committee does not show any continuous activity.

4.3.2.1 Requirements of Committee Heads

The requirements of each committee and their heads shall be made available to members of the JSA.

4.3.3 Duties of the Board

1. Manage association activities in accordance with the Regulations.
2. Give directives to the Committee's activities.
3. Remain constantly informed of the association's financial situation.
4. Submit a budget for the financial year which the Presidium shall approve.
5. Appoint members to those bodies at which JSA should be represented.
6. Produce an annual report that must be approved by the Biannual General Meeting in the spring.
7. At the first Board Meeting of the financial year approve a Formal Work Plan
8. Each JSA Board Member shall present half year reports of the work they completed in accordance with their requirements and future plans. These reports shall be written as well as presented in the form of a question and answer session for JSA members.

4.3.3.1 Vice Committee Heads

The Vice Committee Heads, selected by the Committee Heads and approved by the board, can fill in for their respective Committee Heads in cases of absence or illness. This also applies in cases of resignation. The Vice Committee Head will then step in as Committee Head and Board member until a new Committee Head has been elected.

4.3.3.2 Duty of the Presidium

The duty of the Presidium is to bear responsibility for the on-going activities of the association being managed satisfactorily, which is subsequently checked by the Board. The Presidium may make decisions without the Board regarding changes of budget posts up to the amount of 20 000SEK. Amounts larger than this need to be voted on by the whole JSA Board. Decision made by the presidium must be communicated to the rest of the board within 48 hours after the decision has been made. The decision must be then confirmed by the board. The board can either approve or revoke the decision.

4.3.3.3 Challenge

A member of the board of JSA or appointed member in a JSA Committee or a Project, may not be handling issues concerning agreements between him/her or his/her company and the association. He/she may not also be handling issues concerning agreements between the association and a third party, if he/she under the circumstance has a personal interest that could be standing against the association. By agreements place on level of court or other suit.

4.3.4 Meetings

The Board shall meet at least ten times per semester. The Committees shall meet at least four times per semester unless special circumstances prevail.

4.3.5 Constitutions of a quorum

The Board has a quorum when at least six members are presents at a meeting, of which at least three shall be board members elected at the biannual general meeting. The Presidium has a quorum when half of its members are present. Decisions are taken on a simple majority. In the case of hung votes, the chairperson has the casting vote.

4.3.6 Minutes and convening meetings

Notification of board meetings shall be announced at least two days before the board meeting unless special circumstances prevail. The agenda needs to be sent out to the board at least 24 hours before the meeting. Minutes shall be taken at the meetings by an elected secretary. The minutes are to be checked and signed by the chairperson of the meeting and one member elected to verify them. The minutes shall be made available to the members of the association at the latest two weeks after the meeting.

4.3.7 Right to sign for the association

The President, the Vice President- Head of Education and the Treasurer have the right to sign on behalf of the association, two signatures being required.

4.3.8 Means of payment

Means of payment are at the disposal of the Treasurer and the vice Treasurer. These are accountable to the Board for payments. In the absence of the Treasurers, means of payment are at the disposal of the President of the Board.

4.3.9 Conditions of responsibility

The Board is accountable to the Biannual General Meeting for its activities. The Board must also submit an annual report for the past year. A vote of no confidence in an elected representative through a motion submitted as a regular motion will be attended to at the ordinary Biannual General Meeting or at an Extra General Meeting, if requested in the motion. The motion will not be handled by the board but will be sent out to the members directly with the other meeting documents. For a vote of no confidence to be carried there must be a 2/3 majority of votes at the General Meeting.

4.3.10 Closing of the books and annual report

The closing of the books and the annual report from the outgoing board shall be submitted to the incoming board not later than March 16th of the new year, unless special circumstances prevail.

4.4 Projects of JSA

The projects of JSA are placed under the Committee Heads of JSA, who have the main responsibility of the projects.

4.4.1 Project managers

By the start of the project period, a project manager(s) will be elected by the Committee Head.

4.4.2 Project budgets

Budgets for projects shall be submitted to the board for approval in appropriate time and at least 3 weeks before the project takes place for the budget to be treated. For bigger projects with a turnover higher than 80 000 SEK, the budget shall be submitted no later than three calendar months before the main event takes

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place and the budget has to be approved by the board before the project can make any purchases. If a budget is not submitted before these deadlines, the JSA Board may vote to cancel the project. Therefore, no financial promises to external parties should be made before the JSA Board has approved the budget.

5. GENERAL MEETING

5.1 Constitution

All members of the association have the right to participate in the General Meetings and vote. Non-members have the right to participate in the General Meetings without having voting rights.

5.2 Date and notification

Biannual General meeting in the spring shall be held at the latest on the 30th of April every financial year. The Biannual General meeting in the autumn shall be held at the latest on the 30th of November every financial year. Notification must be announced at least three weeks before a meeting. Documents shall be sent out by school email at three work days before a meeting.

5.3 Extra General Meeting

The Board has the right to call an Extra General Meeting if two or more board members or fifteen or more association members so request.

5.4 Agenda

5.4.1 Biannual General Meeting (spring)

The agenda for the Biannual General Meeting in the spring shall include the following:

- § 1 Opening of the Meeting
- § 2 Approval of the agenda
- § 3 Drawing up of the voting list
- § 4 Election of chairperson for the Meeting
- § 5 Election of secretary for the Meeting
- § 6 Election of two members to verify the minutes and count votes
- § 7 Verification of the correct convening of the Meeting
- § 8 Presentation of the Board's annual report for the previous year
- § 9 Presentation of the auditors' report
- § 10 Adoption of report and accounts from the previous financial year
- § 11 Disposal of accrued profits or covering of losses
- § 12 Freedom of liability
- § 13 Election of auditor and deputy auditor
- § 14 Election of the board
- § 15 Election of President of the JSA
- § 16 Election of Head of Marketing
- § 17 Election of Head of External
- § 18 Election of Head of Internal
- § 19 Election of Head of Administration
- § 20 Establishment of membership fee
- § 21 Proposals
- § 22 Motions
- § 23 Interpellations
- § 24 Other issues
- § 25 Closing of the meeting

5.4.2 Biannual General Meeting (fall)

The agenda at the Biannual General Meeting in the fall shall include the following:

- § 1 Opening of the Meeting
- § 2 Approval of the agenda
- § 3 Drawing up of the voting list
- § 4 Election of chairperson for the Meeting
- § 5 Election of secretary for the Meeting
- § 6 Election of two members to verify the minutes and count votes
- § 7 Verification of the correct convening of the Meeting
- § 8 Election of Vice president of JSA
- § 9 Election of Treasurer of JSA
- § 10 Election of Head of International
- § 11 Election of Head of Social
- § 12 Financial status
- § 13 Proposals
- § 14 Motions
- § 15 Interpellations
- § 16 Other issues
- § 17 Closing of the meeting

5.5 Proposals

Proposals to be put before the Biannual General Meeting must be approved by the Board at least one week before the Biannual General Meeting and approved by at least $\frac{3}{4}$ of the board members.

5.6 Motions

Motions shall be submitted to the Board at least one week before to the Biannual General Meeting.

5.7 Interpellations

Interpellations shall be submitted to the Board at least one week before to the Biannual General Meeting. The board shall officially answer interpellations at the Biannual General Meeting.

5.8 Voting rights

Voting rights at the Biannual General Meeting are held by ordinary paid-up members of the association, and by honorary members. The current President of the Association also has the right to vote. Presence at the meeting is mandatory to secure ones voting rights.

5.9 Voting

5.9.1 Decision-making procedures

Decisions are generally made by simple majority vote, i.e. more than half of all valid votes cast. If there is a hung vote before a decision, the Chairperson of the Board has the casting vote.

5.9.2 Votes

All votes shall be open. By the request of any member, secret ballots shall be used in the decision.

5.9.3 Elections

If there is only one candidate for a position, the election will be done with an open vote unless agreed otherwise. If there are more than one candidate for a position the election will automatically be by a secret ballot. For votes where secret ballots are used, the candidate who receives more than half of the votes is elected. If none of the candidates receive more than half of the votes, a new voting round is held. For this new round, the two candidates with the most votes from the first round will be up for vote again.

5.10 Minutes

Minutes must be taken at the Biannual General Meetings by an elected secretary.

6. ELECTION OF THE BOARD

6.1 Eligibility

In order to be able to apply for the board of the association, the candidate must be a member of the association at the moment of application. This does not apply to the current President of the association who can apply for one round of re-election if they wish to do so.

6.2 The Election Committee

The Election Committee shall consist of JSA members and the composition shall be one President and a minimum of one representative from bachelor and master level of study. The Election Committee shall strive to be diversified. The President of the Election Committee is elected at the Biannual General Meeting in the spring and will subsequently appoint members of the Election Committee at least one month before the Biannual General Meeting in the fall at which the elections are held. The Election Committee shall have 4 – 6 members including the President of the Committee.

6.3 Duty of the Election Committee

The duty of the Election Committee is to select candidates and assess their suitability before the Biannual General Meeting. This should be done through a process of evaluating applications and conducting interviews with the applicants. The Election Committee will explain their considerations at the Biannual General Meeting.

6.4 Election of board members

All candidates in the election should be present at the Biannual General Meeting. They should have the possibility to have a short speech and the members should have the right to ask questions. In the case of a candidate being absent at the Biannual General Meeting, it is up to the Biannual General Meeting to decide if the application should be considered for the election.

6.5 Election of Treasurer

When electing Treasurer, preferably only candidates with documented skills and practical experience of book-keeping, should candidate. If there is no such candidate, the book-keeping as well as the closing of the books and the annual financial report shall be taken care of by an independent consultant. In that case, a person not fulfilling the criteria's may still be elected but he or she shall not be responsible for the above mentioned task but only easier, financial tasks. An auditor or other financially competent person shall cooperate with the Election Committee at the appointment of candidates.

6.6 By-election

If a position is not filled at the biannual meeting, the position will be vacant and the current JSA board will together with the election committee be in charge of filling that position.

6.7 Term of Office

1st January – 31st December:

Vice President - Head of Education
Treasurer (responsible for closing of the books until 16th March the following year of their mandate)
Head of International
Head of Social

1st July – 30th June:

President
Head of Marketing
Head of External
Head of Internal
Head of Administration

6.7.1 Handing over

All positions of the board shall have a hand over period between the date of election and the start of the term of office. A document including handover information should be submitted to the newly elected board member within this period.

7. AUDIT

The audit of the association's finances will be undertaken by the Auditor elected at the Biannual General Meeting in the spring. The Auditor will be provided with the means, at any time, to examine the association's accounts, minutes and other documents. The Auditor will, at the close of the financial year, examine the annual report and subsequently issue the auditor's report.

8. FORMAL DOCUMENTS

8.1 Regulations

Any changes or amendments to these regulations are only valid providing that a decision is made at two consecutive General Meetings with at least six weeks' interval between the two. A 2/3 majority is required for approval of such changes or amendments.

The interpretation of these regulations is determined at the Biannual General Meeting or Extra General Meeting, with the exception of the definition and interpretation of the term "special circumstances", which will be determined by the elected Board of the association.

8.2 Policies

Any changes or amendments to policies have to be decided by the Biannual General Meeting or Extra General Meeting.

8.3 Guidelines

Any changes or amendments to guidelines within the Association can be decided by the Board.

9. OTHER

9.1 Transparency of JSA operations

The JSA Board shall develop a Formal Work Plan which is to be available to all JSA members. These should be updated yearly and no later than February 28th.

9.2 Transparency of JSA Finances

The JSA shall work to increase transparency regarding the financial situation of the Association. The overall financial status of projects under the JSA, Committees and the JSA as an organization, shall be available to members. This will include estimates for income, costs and revenue. This will also include the results of actual income, costs and revenue.