

Bylaws of FREJDA

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ARTICLE I NAME, ORGANIZATION TYPE, AND OPERATING LANGUAGE

The name of the organization is FREJDA. FREJDA is a non-profit association based in Lund, Sweden. The operating language is English.

ARTICLE II PURPOSE

The purpose of the non-profit association is to provide information about the field of political science and current affairs as well as to function as a networking resource for students and employers in the field. A provision of information and networking will be accomplished through the use of different mediums - both digital and in-person. This will be done with the intent of combining the two aims of the non-profit association. FREJDA is primarily intended as a space for students and young professionals as a resource for information on the academic aspect of political science as well as more practical elements of the labour market

.As part of our work we aim to lift diverse voices that are represented in the field of the social sciences.

ARTICLE III BOARD AND COMMITTEES

Section 1: Composition

The Board consists of the following members: President, Secretary, Treasurer, Head of IT, Head of Podcast, Head of Content Management. The board has to consist of a minimum of three people covering the positions of President, Secretary, and Treasurer.

Section 2: Positions and Responsibilities

1. President (head of board)

The President carries responsibility for planning and calling for the annual meeting in collaboration with the Secretary. The President is leading the meeting. General oversight of the work of the organisation as a whole.

2. Secretary

The Secretary is responsible for the administrative oversight over channels of communication including any forms of written and non-written correspondence with Frejda. In cooperation with the Outreach Correspondent, the Secretary is responsible for representing Frejda and getting in touch with possible interviewees for the podcast and organizations participating in the internship and job-market data bank. The Secretary is also tasked with planning the annual meeting in collaboration with the President.

a. Outreach Correspondent (team member, not included in board)

3. Treasurer

The Treasurer is responsible for finances and correspondence with Skatteverket and calling for auditors. The position requires the ability to read and understand the Swedish language due to the position's engagement with the Swedish financial system.

4. Head of IT-Committee

The Head of IT carries the responsibility of digital content oversight on the website frejda.org. This includes the creation and maintenance of the main data bank, as well as the handling of administrative tasks connected to the domain; namely host contracts, updates to contact and content information, and web design.

5. Head of Podcast-Committee

The Head of Podcast carries the responsibility of overseeing the planning and production of the podcast. This entails brainstorming ideas, contacting guest speakers, planning and writing the manuscripts and taking care of /delegating the recording and editing of each podcast episode to a finished product.

6. Head of Content Management-Committee

The Head of Content Management carries the responsibility of oversight of the creation, publishing and moderation of digital content on Frejda's social media platforms, mainly Instagram and Facebook. This includes the responsibility for creating and publishing digital content marketing events hosted by the association, marketing the podcast, and marketing digital content from the website frejda.org through social media channels. The Head of Content Management is responsible for overseeing the coordination of the digital content across platforms in collaboration with the Head of IT and the Head of Podcast.

7. Head of Event-Committee

The Head of Event carries the responsibility of planning, preparing, and executing events, digitally or in person. This includes the responsibility of planning and reaching out to potential collaborators. The marketing of events is done in collaboration with the Head of Content Management.

Each committee (IT, Podcast, Content Management, and Event) will consist of at least one head leading the committee. Additional team members may be included.

Section 3: Term Limits

No term limits exist for board positions but a reelection is required for the continuation of a position.

Section 4: Resignation and Removal from Office

Stepping down from a board position requires notifying all other members of the board. The position remains in place until a replacement is decided. The voting on replacements is done by simple majority with both board and committee members voting.

ARTICLE IV MEETINGS AND DECISION MAKING PROCESSES

Section 1: Decision Making Body

The executive decision making power lies with the board. However, decisions voted on at the annual meeting may be voted on by both the board members and committee members. Decision making processes have to be overseen by an independent auditor who shall be invited to the annual meeting by the Treasurer on behalf of the board. Auditors may not be part of the board, shall be nominated by the board through a simple majority vote, and can be invited consecutive years.

Section 2: Voting and Closed Votes

Decisions may be achieved by a simple majority vote. Budget decisions however shall be made through unanimous vote. All voting, with the exception of a confidence vote, shall be held open.

However, a board member can appeal to the board for a closed vote to take place instead, which shall then be considered by the board.

Section 3: Annual meeting

An annual meeting shall be held every May to review the year and decide on the upcoming budget. The president shall call the annual meeting two months in advance by email and through social media channels. Documents in support of the annual meeting shall be sent out to board and committee members two weeks in advance to the meeting taking place. A meeting will be structured as follows: The board of the prior working year shall be released. This shall be followed by a vote to decide on board members for the consecutive year. The prior budget shall then be reviewed, before a new budget is voted into action. Finally, motions may be regarded and the date of the next annual meeting is decided.

Section 4: Motions

Motions may be handed in by the board or committee members. They shall be submitted to the President by the last weekday of April.

Section 5: Additional Meetings

Additional meetings may be called if the need to replace a board member or amend the budget arises. If the board does not call an extra meeting for these matters, the decision has to be defended at the consecutive annual meeting.

ARTICLE V ELECTIONS

Any individual who is a member of a committee may be elected to a board position. Positions on the board shall be posted openly and candidates shall undergo an application process and must be presented at the annual meeting where elections are held. The board and committee members are eligible to vote in elections.

ARTICLE VI WORKING YEAR

The working year will start on the 1st of August each year and end the following year on the 31st of July.

ARTICLE VII AMENDMENTS TO BYLAWS

Amendments to the bylaws may be requested through a motion submitted prior to the annual meeting. A discussion of the proposed changes shall then be held and voted on at the annual

meeting. A simple majority is required to approve the changes. Changes need to be approved through a favorable vote in two consecutive annual meetings.

ARTICLE VIII DISSOLUTION OF ORGANIZATION

A dissolution of the organisation may take place in the case of no board being able to be elected. As such, if the positions of President, Secretary and Treasurer can not be filled this requirement may also be fulfilled.

In the case of a dissolution assets or leftover budget upon terminating the organization is donated to a charitable cause, which is decided upon at the annual meeting.

Firmatecknare: President, Treasurer, Head of Podcast (only guest related)