



Interest Organisation for PhDs, Postdocs & Temporary Research
Employees at UiA

UiAdoc Statutes

Approved by the 4th Annual General Assembly

As on 30th March 2022

Statutes

1. General

1.1 About:

- 1.1.1 The name of the organization is UiAdoc.
- 1.1.2 The purpose of UiAdoc is to promote professional, social and cultural exchanges among PhD and Postdoc positions affiliated with the University of Agder (UiA) and represent their joint interests.
- 1.1.3 UiAdoc is a democratic, non-profit organization. It is registered in the Brønnøysundregistrene since 01.10.2019 with organization number 923–240–063. The working language of UiAdoc is English.
- 1.1.4 UiAdoc may seek funding from other organizations, such as UiA.
- 1.1.5 Data collection and communication with the members will be done in accordance to the General Data Protection Regulation (GDPR).

1.2 Affiliation:

- 1.2.1 UiAdoc is not formally affiliated with any workers union, political party, or religion.
- 1.2.2 UiAdoc may seek collaboration with other organizations.

1.3 Membership:

- 1.3.1 Membership for UiAdoc is given by default to all PhD and Postdoc positions affiliated with UiA. UiAdoc represents the interests of all PhDs and Postdocs affiliated with UiA, from now on referred to as members. If any individual in this category does not want to be a member of, or be represented by, UiAdoc, they are free to notify the organization of this fact.
- 1.3.2 There is no membership fee

1.3.3 PhD and post-doctoral research fellows affiliated with UiA have the following rights:

- Attend the Annual General Assembly.
- Vote at the Annual General Assembly.
- Nominate candidates to the UiAdoc board.
- Become a member of the UiAdoc board.
- Propose changes to the statutes, annual report and budget proposal prior to the Annual General Assembly.
- Call for an Extraordinary General Assembly.

2. Goal

2.1 General:

The goal of UiAdoc is to be a point of contact for all PhD and Postdoc positions affiliated with UiA. UiAdoc is an association that advocates for common matters of its members, working to promote their interests.

The organization has the following core areas of activities:

- To develop a common platform for its members. (Networking & Social events)
- To support the onboarding process of the new members. (Support)
- To contribute to the continuous development of the quality of doctoral education offered at UiA. (Quality of doctoral education)
- To contribute to academic and career development of the members. (Skills development)

UiAdoc is free to prioritize other important issues for its members.

2.2 Policy:

UiAdoc works to promote the interests of the PhDs and Postdocs affiliated with UiA by helping decision makers understand the needs and preferences of this group.

2.3 Social:

UiAdoc organizes social events and activities for PhDs and Postdocs affiliated with UiA.

2.4 **Support:**

UiAdoc works to increase the overall well-being of its members by helping them throughout their arrival and accommodation process and the whole duration of their work. UiAdoc will also provide support to its members by helping them to connect with the appropriate administrative bodies of UiA.

2.5 **Quality of the doctoral education / professional experience:**

UiAdoc works to increase the overall quality of the doctoral education and/or professional experience for its members by working jointly with UiA's decision making bodies to improve the PhDs and Postdocs experience, such as:

- Quality of PhD courses.
- Defining minimum requirements of collaboration between PhDs and their supervisors.
- Defining minimum requirements of collaboration between Postdocs and their mentors.
- Clear guidelines for PhDs' and Postdocs' workload and publications requirements.
- Promote career development and qualification opportunities for PhDs and Postdocs.
- Contract length; possibilities of extension, financial support for the review period of thesis.

2.6 **Skills development:**

UiAdoc contributes to the academic and career development of PhDs and Postdocs affiliated with UiA by promoting transferable skills. For example, by organizing workshops and seminars.

3. **UiAdoc Board**

3.1 **General:**

3.1.1 The UiAdoc board (Board) is elected in the Annual General Assembly (AGA) for a one-year term from January 1st to December 31st. The Board carries out the daily activities of UiAdoc in accordance with the present statutes, as well as decisions made by the Board and the Annual Annual General Assembly.

3.1.2 Members of the Board are elected for terms of one year, except for the Vice President and Treasurer positions which are elected for terms of two years, in alternating years (article 4.3.1).

3.1.3 Candidates for the board should have a remaining contract period equivalent to at least 70% of the term of the position they are running for at the time of the election.

3.1.4 The Board acts as proxy for the Annual General Assembly.

3.1.5 In case of non-attendance of 3 (three) consecutive Board meetings without reasonable justification communicated in writing in advance, the Board has the option of dismissing the respective Board member with a ($\frac{2}{3}$) majority vote.

3.1.6 If the behavior of a board member is deemed to contravene any part of the UiAdoc statutes and bylaws, the Board has the option of dismissing the respective Board member with a ($\frac{2}{3}$) majority vote.

3.2 Structure:

3.2.1 Positions in the UiAdoc board are:

- President (compulsory)
- Vice-President (compulsory)
- General Board member - Treasurer (compulsory)
- General board member - Communications and Marketing Manager
- General board member - Campus Grimstad
- General board member - Campus Kristiansand
- Liaison officer with UiA board (Honorary position without voting rights)

3.2.2 It is recommended (but not obligatory) that:

- At least one of the Board members is a post-doctoral research fellow.
- All faculties of UiA are represented on the Board.
- At least one of the Board members is fluent in Norwegian.
- There is a balance between genders in the UiAdoc board, with at least two positions held by the least represented gender.
- There are at least two board representatives from each campus.
- One of the members of the board is encouraged to run for the Temporary employee's representative position in the University board. UiAdoc funds must not support the election campaign.

3.3 Obligations:

3.3.1 The board has the following duties:

- Hold at least four ordinary Board meetings per year, at least one per semester. It is recommended that the number of board meetings is distributed equally between UiA Kristiansand campus and UiA Grimstad campus. It is also possible to hold board meetings at external locations.
- Meet with the PhD representative forum (see §4) at least once per semester.
- Prepare the annual report and budget proposal for the upcoming board term for the Annual General Assembly.
- Issue the call for the Annual General Assembly. This includes the call for an Extraordinary General Assembly if requested, see section 5.2 regarding General Assembly.
- Keep members informed about the activities of UiAdoc.

3.3.2 The board has the following rights:

- Establish Working Groups within UiAdoc and provide them with a mandate to work with a specific topic. These Working Groups can consist of board members and/or other represented people.
- Suggest novel / additional Board positions to be elected during the next AGA; positions need to be confirmed by the AGA.

3.3.3 The board may engage in individual cases in which Ph.D. Research Fellows or Post-doctoral Research Fellows who are affiliated with UiA reach out for support. The individual must contact the Board directly in written or oral form. Individual cases will be handled confidentially. The Board will discuss possible next steps with the individual and will only take steps if the individual has agreed to them.

3.3.4 In concurrence with the regulations in §5.2 of the degree of Philosophiae Doctor (PhD) at UiA, the Board members have a duty of residency in Norway.

3.4 Board Meetings:

3.4.1 The Board meets upon the request of any Board member. An ordinary meeting must be requested at least one week in advance. Ordinary meetings can be physical or virtual (conference call). A member can be present in a physical meeting by conference call as well. The meeting agenda must be made available to the Board at least 24 hours in advance.

3.4.2 An extraordinary meeting must be requested at least 72 hours in advance. The extraordinary meetings can be physical or virtual (conference call). A member can be present in a physical meeting by conference call as well. The

extraordinary meeting agenda must be made available to the Board at least 24 hours in advance.

3.4.3 During all board meetings (see article 3.4.1 and 3.4.2), the Board may take decisions only if the President or Vice President is present. In addition, at least ($\frac{2}{3}$) of the Board members (rounded down) must be present or have delegated their vote.

3.4.4 A valid decision can be made when there is a minimum of 3 (three) board members participating in the vote. Each member of the Board has a vote. At a voting tie, if no decision is reached within three rounds of discussion and re-voting on the same point, the president has the decisive vote.

3.4.5 For decisions taken outside of board meetings, board members can vote electronically, within a maximum of 7 days from the call to vote. For a decision to be taken, a minimum of two thirds of the board members must express their vote. The electronic channel is to be decided by the board.

3.4.6 Meeting minutes must be recorded at all Board meetings. These must be made publicly available within two weeks after the meeting.

3.5 Overruling:

Decisions made by the Board can be overruled by the Annual or Extraordinary General Assembly by a majority vote of the present members in the assembly.

4. PhD Representative Forum

The PhD Representative Forum consists of representatives from all institutes and faculties at UiA. The forum meets once a semester upon invitation by the Board. The forum has no voting rights but acts as platform for institutionalized exchange between the Board and the PhD students. The election for institute representatives is carried out by their respective faculties.

5. Annual General Assembly

5.1 General:

5.1.1 The Annual General Assembly is held in November to elect a new board for a term of one year (January 1st to December 31st) of the following year. During the period of transition i.e., from the election during the AGA in November until the start of the new board term in January, the sitting board involves the newly elected board in board meetings and strategic discussions.

All members of UiAdoc may participate and have the right to vote in the AGA. Each participant has one vote. It is also possible to convene an Extraordinary General Assembly according to §5.2.

The minimum number of attendees for the Annual General Assembly to be considered valid either with 10% of the UiAdoc members or 30 UiAdoc members, including Board members.

- 5.1.2 The Annual General Assembly is the highest-ranking decision-making body of UiAdoc.
- 5.1.3 The Annual General Assembly is announced by the Board. The time and date of the meeting must be announced via the UiAdoc website and mailing list at least four weeks prior to the meeting to all represented persons. The place of the meeting must be announced via the same channels at least one week prior to the meeting.
- 5.1.4 Documents to be discussed at Annual Annual General Assembly must be made available to all participants at least two weeks prior to the meeting.
- 5.1.5 All members may submit proposals for subjects to be discussed at the Annual Annual General Assembly. Proposals provided to the Board at least one week before the Annual Annual General Assembly must be added to the agenda for plenary discussion. Proposals submitted after this deadline are added to the agenda at the discretion of the Board.
- 5.1.6 Before considering other issues, the Annual General Assembly must appoint, by public vote, one person to act as protocol signatory and two persons to act as vote counters during the meeting. Any member of UiAdoc can be a protocol signatory or vote counter, on a voluntary basis. Expression of interest to occupy this position during a Annual General Assembly should be made at least one week in advance, by email, to the Board. If no applications are received by that time, the Board can invite UiAdoc members of their choice to occupy these positions.
- 5.1.7 Decisions are made by majority ($> \frac{1}{2}$) vote unless otherwise specified. Voting is carried out by majority vote (raise of hands, raise of cards, electronic voting etc.), with the exception of board member elections, which is always carried out by secret ballot (paper or electronic). If any participant requests that voting instead be carried out by ballot, this will be facilitated.
- 5.1.8 Members can delegate their vote by proxy to other members that are present

in the Annual Annual General Assembly. There can only be one proxy vote delegated per person. The delegation validation procedure is defined by the board.

5.1.9 The Annual General Assembly must consider the issues below:

- Approve the Board's annual report.
- Approve the budget and action plan for the coming year of activity.
- Elect a Board for the coming year of activity.

If the Annual General Assembly fails to carry out any of these actions, an Extraordinary General Assembly must be scheduled within one month where these issues are reconsidered. Moreover, the Annual General Assembly has the right to:

- Discuss future strategy.
- Approve changes to the statutes with ($\frac{2}{3}$) majority vote from those present with voting rights.

The procedures to propose and carry out changes to the statutes are defined in the rules of procedure of the Annual General Assembly.

5.1.10 Meeting minutes must be recorded at the Annual General Assembly and Extraordinary General Assembly. These must be made publicly available within 30 days of the end of the meeting.

5.2 Extraordinary General Assembly

5.2.1 Board members and UiAdoc members may request an Extraordinary General Assembly. A request for an Extraordinary General Assembly must be made to the Board in writing.

5.2.2 The Board is required to announce an Extraordinary Annual Annual General Assembly if a simple majority of board members or at least 10% of UiAdoc members request it. The announcement should be made according to the normal procedures for a Annual General Assembly. If the Board is reduced to less than 3 members, an Extraordinary General Assembly is automatically called.

5.2.3 An Extraordinary General Assembly may not consider any other issues other than those in the announced agenda.

5.3 Board Election

5.3.1 The Board is elected during a Annual General Assembly. Candidates can be considered for the board only if they have a remaining contract period

equivalent to at least 70% of the term of the position they are running for at the time of the election.

- 5.3.2 An open call for candidates will be sent out at least one month prior to the Annual General Assembly, via the same communication channels as mentioned in article 5.1.3. If one week before the Annual General Assembly less than 7 valid candidates are received, the Annual General Assembly will accept nominations at the meeting itself.
- 5.3.3 The candidates may be elected as a group if the number of candidates does not exceed the number of positions. Otherwise, the candidates are elected one at a time, with the President elected first, the Vice President second, the Treasurer third. The remaining Board Members may be elected in any order. The Liaison officer is not elected by the Annual General Assembly, as they are an ex-officio member.
- 5.3.4 If a Annual General Assembly is unable to elect a President, Vice President and Treasurer, the election is invalid, and a new election must be held.
- 5.3.5 The election is carried out by majority vote, i.e., a candidate who receives at least half plus one of the votes is elected for the position. In the case where no candidate has a majority, a new vote is held between the two candidates with the highest number of votes. The election is carried out by coin flip if the vote is still tied at this point.
- 5.3.6 In case the President of the Board resigns before the end of the mandate, with less than six months remaining until the next Annual General Assembly, the Vice President of the Board assumes the duties of the President until the next Annual General Assembly. If the resignation of the President occurs more than six months before the next Annual Annual General Assembly, an Extraordinary General Assembly is automatically called where elections are held for the position of President and any other remaining open positions in the board.

If any other member of the Board resigns before the end of the mandate with less than six months remaining, the duties of this position can be either shared among the other Board members or the Board may appoint a member of UiAdoc for the remainder of the Board term.

- 5.3.7 In case of non-attendance of three board meetings by a Board member without notification, the Board has the option of dismissing the respective member

with a two thirds majority vote of the remaining members of the board, after being invited to defend the reasons for absence (3.1.5).

5.3.8 An Extraordinary General Assembly may be called to dismiss a Board member. Dismissing a Board member requires a two thirds majority vote of the meeting.

5.3.9 An election committee should be appointed through the procedures of Section 6 (Working Groups) to coordinate the Board elections. The committee should be formed of members that are not running for elections in the upcoming Annual General Assembly and Extraordinary General Assembly.

6. Working Groups

6.1 A working group is a group created by the board to work on a specific issue. For example, to organize a specific event. The proposal to form a working group can be made by any member of UiAdoc, at any given time. The proposal is made by email to the Board members. Open calls will be made for members of working groups.

6.2 Working groups act as a proxy for the Board and have operational capacity as decided by the Board.

7. Dissolution

7.1 A motion to dissolve UiAdoc can be initiated in three ways:

- If 20% or a number of 60 members of UiAdoc submit a written motion to the Board at least two weeks before a Annual Annual General Assembly.
- If 20% or a number of 60 members of UiAdoc submit a written motion to the Board requesting an Extraordinary Annual Annual General Assembly with the specific purpose of voting on dissolving UiAdoc.
- On proposal by the Board at least two weeks before a Annual Annual General Assembly.

7.2 A vote of a two thirds majority is required during the Annual Annual General Assembly for the motion. to dissolve UiAdoc to pass.

7.3 Any remaining assets owned by UiAdoc at the point of dissolution are to be transferred to the principal's office of UiA within one year.