

**Amended on 14th April 2021 during the General Assembly**

**Document Owner: UiAdoc Board**

**Statutes UiAdoc**

1. **General:**
   1. **About**

**1.1.1** Name: The name of the organization is “UiAdoc”.

**1.1.2** Purpose: The purpose of UiAdoc is to promote professional, social and cultural exchanges among PhD and Postdoc positions affiliated with the University of Agder (UiA), from now on referred to as members, and represent their joint interests.

**1.1.3** UiAdoc is a democratic organization.

**1.1.4** TheUiAdoc board consists of minimum 3 and maximum 7 members (see section 3).

**1.1.5** The UiAdoc board is supported by working groups which are created by the board (see section 5).

**1.1.6** The UiAdoc year of activity is from the 1st July to the 30th June.

**1.1.7** UiAdoc is a non-profit organization.

**1.1.8** UiAdoc may seek funding from other organizations, such as UiA.

**1.1.9** The working language of UiAdoc is English.

* 1. **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. **Membership**

**1.3.1** Membership componence: Membership of UiAdoc is given by default to all PhD and and Postdoc positions affiliated with UiA. UiAdoc represents the interests of all PhDs and and Postdocs affiliated with UiA. If any individual in this category does not want to be a member in, or be represented by, UiAdoc, he/she is free to notify the organization of this fact.

**1.3.2** Membership fee: there is no membership fee

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

* Attend the General Assembly.
* Vote at the 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 General Assembly.
* Call for an Extraordinary General Assembly.

**1.3.4** Data collection and communication with the members will be done in accordance to the General Data Protection Regulation[[1]](#footnote-1) (GDPR).

1. **Goal:**
   1. **General**

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

The organization has the following core areas of activity:

**1**. To act as a link between the university leadership/central administration and its members. (Policy)

**2**. To develop a common platform for its members. (Networking and Social events)

**3.** To support the onboarding process of the new members. (Support)

**4.** To contribute to the continuous development of the quality of doctoral education offered at UiA. (Quality of doctoral education)

**5.** 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**

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

**2.3 Social**

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

**2.4 Support**

**2.4.1** 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**

**2.5.1** 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**

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

1. **UiAdoc Board**

**3.1 General**

**3.1.1**

The Board is elected in the General Assembly and begins its role on the day of the General Assembly. A term lasts until the day of the following General Assembly. The previous Board may support the following Board in the beginning of its term and the following board may reach out for assistance from the previous board.

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 General Assembly.

**3.1.2**

5 members of the Board are elected for terms of one year, while two members of the board (Secretary and Treasurer) are elected for terms of two years, in alternate 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 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 2/3 majority vote.

**3.1.6**

If the behaviour 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 ⅔ majority vote.

**3.2** **Structure**

**3.2.1**

Board- between 3 and 7 members (1 president and the rest are board members)

1. President - compulsory
2. Secretary
3. Treasurer- compulsory
4. Liaison officer with UiA board (UiA board member, ex-officio, not elected, only has board voting rights if they are a UiAdoc member)
5. Events and activities coordinator
6. Academic and skills development coordinator
7. Open position- role to be defined prior to elections by the board organizing the General Assembly.

**3.2.2**

The Vice President of the Board is chosen from the elected board members in the first board meeting after the elections. The two compulsory functions in the board, namely President and Treasurer, cannot be elected in the function of Vice-President.

**3.2.3**

It is recommended (but not obligatory) that:

* At least one of the members is a post-doctoral research fellow.
* All faculties of UiA are represented in the Board.
* At least one of the members is fluent in Norwegian.

**3.3** **Obligations**

**3.3.1**

The board has the following duties:

- Hold at least 4 (four) ordinary Board meetings per year, two 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.

- Prepare the annual report, the annual financial report and budget proposal for the upcoming period for the General Assembly.

- Issue the call for the General Assembly. This includes the call for an Extraordinary General Assembly if requested, see section 4.2 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 persons.

- Establish and keep an advisory board of former board members.

**3.3.3**

The board may engage in individual cases in which Ph.D. Research Fellows or Post-doctoral Research Fellows who are affiliated to UiA reach out for support. In such case, 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.

**3.4**

**Board meetings**

**3.4.1**

The Board meets upon the request of any Board member. An ordinary meeting must be requested at least two weeks in advance

The ordinary meetings can be physical or virtual (conference call). A member can be present in a physical meeting by conference call as well.

The ordinary meeting agenda must be made available to the Board at least 72 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 two thirds of the Board members (rounded down) must be present or having delegated their vote.

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.

For decisions taken outside of board meetings, board members can vote electronically, within 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.

**3.4.4**

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

**3.5**

**Overruling**

**3.5.1**

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.

1. **General Assembly**

**General Assembly**

**4.1.1**

A General Assembly is held once during each year of activity. A General Assembly is held in the spring semester. All members may participate and have the right to vote. Each participant has one vote. It is also possible to convene an Extraordinary General Assembly according to article 4.2. The minimum number of attendees for the General Assembly to be considered valid either with 10% of the UiAdoc members or 30 UiAdoc members, including Board members.

**4.1.2**

The General Assembly is the highest-ranking decision making body of UiAdoc.

**4.1.3**

A General Assembly is announced by the Board. The time and date of the meeting must be announced via the UiA website, 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.

**4.1.4**

Documents to be discussed at General Assembly must be made available to all participants at least two weeks prior to the meeting.

**4.1.5**

All members may submit proposals for subjects to be discussed at the General Assembly. Proposals provided to the Board at least one week before the 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.

**4.1.6**

Before considering other issues, the 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 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.

**4.1.7**

Decisions are made by majority (>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.

**4.1.8**

Members can delegate their vote by proxy to other members that are present in the General Assembly. There can only be one proxy vote delegated per person. The delegation validation procedure is defined by the board.

**4.1.9**

A General Assembly must consider the issues below:

* approving the Board’s annual report.
* approving the Board’s annual financial statement.
* approving the budget and action plan for the coming year of activity.
* electing a Board for the coming year of activity (see 4.3)

If the 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 General Assembly has the right to:

* Discuss future strategy.
* Approve changes to the statutes with 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 General Assembly.

**4.1.10**

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

**4.2 Extraordinary General Assembly**

**4.2.1**

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.

**4.2.2**

The Board is required to announce an Extraordinary General Assembly if the simple majority of board members or 10% or a number of 30 UiAdoc members request it. The announcement should be made according to the normal procedures for a General Assembly.

If the Board is reduced to less than 3 members, an Extraordinary General Assembly is automatically called.

**4.2.3**

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

**4.3 Board Election**

**4.3.1**

The board is composed of seven members, of which five (5) are elected for a term of one year, while two (2) members (Secretary and Treasurer) are each elected for a term of two years, in alternate years. There is no limit of number of times one person can run for a position in the board.

**4.3.2**

Consideration should be taken to elect members from different faculties and to maintain diversity in the board (e.g. gender balance, minorities).

**4.3.3**

The Board is elected during a General Assembly. Candidates are elected as President, Secretary, Treasurer, Liaison officer with UiA board (UiA board member, ex-oficio), Events and activities coordinator, Academic and skills development coordinator and one open position board member (see point 3.2.1).

**4.3.4**

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.

**4.3.5**

Consideration should be taken by the election committee (see section 4.3.13) to suggest at least one Board member with a working proficiency in Norwegian.

**4.3.6**

An open call for candidatures will be sent out at least two months prior the General Assembly, via the same communication channels as mentioned in article 4.1.3. If one week before the General Assembly less than 7 valid candidatures are received, the General Assembly will accept nominations at the meeting itself.

**4.3.7**

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 Secretary second, the Treasurer third. The remaining Board Members may be elected in any order. The Liaison officer is not elected by the General Assembly, as they are an ex-officio member. However, UiAdoc elects an official candidate for the UiA board. The candidate for the UiA board is elected in the General Assembly of UiAdoc.

**4.3.8**

If a General Assembly is unable to elect a President and Treasurer, the election is invalid, and a new election must be held.

**4.3.9**

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.

In case the President of the Board resigns before the end of the mandate, with less than six months remaining until the next General Assembly, the Vice President of the Board assumes the duties of the President until the next General Assembly. If the resignation of the President occurs more than six months before the next 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, the position is offered to the next runner ups for the Board at the previous General Assembly, in order of the number of votes they received. If the number of the votes they receive is identical, then the board member is decided by the flip of the coin. If there are no runner ups, the position remains open until the next General Assembly or Extraordinary General Assembly.

**4.3.10**

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 (3.4.4).

**4.3.11**

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.

**4.3.12**

Before the first General Assembly of UiAdoc, when the first full working Board is elected, an Interim Board is appointed to carry out preparations for the elections and General Assembly. The Interim Board has the capacity to initiate discussion with UiA representatives for future collaborations. The decisions upon such collaborations need to be voted by the General Assembly or the elected Board to fully come into effect.

The interim board is elected in the first meeting with PhDs and and Postdocs affiliated with UiA, which is called by open mail on the UiA mailing list.

**4.3.13**

An election committee should be appointed through the procedures of Section 5 (Working Groups) to coordinate the Board elections. The committee should be formed of members that are not running for elections in the upcoming General Assembly and Extraordinary General Assembly.

1. **Working Groups**

**5.1**

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.

**5.2**

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

1. **Dissolution**

**6.1**

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

**6.2**

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

**6.3**

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.

1. \*The full text of the GDPR regulation can be consulted at the following link: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32016R0679> [↑](#footnote-ref-1)