

Statutes for the PhD Chapter at KTH

Established at the PhD Chapter's regular and extra meeting on June 8th, 2017.

Replaces previous statutes and regulations established on December 12th, 2014.

References to THS Statutes concern the version established by the THS Student Council (KF) on November 11th, 2015.

References to THS Bylaws concern the version established by the THS Student Council (KF) on May 2nd, 2016.

1 General

1.1 Name

The name of the PhD student union shall be "The PhD Chapter at KTH (Dr)".

1.2 Purpose

The objectives of the PhD Chapter are to promote more effective and higher quality PhD education and research, promote a stimulating working environment and improve the general conditions for its members. The PhD Chapter should also work towards a greater unity and fellowship among its members.

1.3 Scope

The PhD Chapter activities shall cover students in all the educational programs of KTH Royal Institute of Technology (KTH) at postgraduate level.

1.4 Composition

Members of the PhD Chapter are those who are admitted as PhD students at KTH Royal Institute of Technology and who have paid the membership fee for THS.

1.5 Structure

The PhD Chapter comprises of the following governing bodies:

- a) The PhD Chapter Meeting (SM);
- b) The PhD Chapter Board of Directors (Board);
- c) The PhD Chapter Functionaries;
- d) The PhD Student Councils;
- e) The PhD Chapter Education Council, consisting of all KTH PhD Program Student Representatives (PADs).

1.6 Activities

The PhD Chapter activities are subject to:

- a) Högskolans Studentkår (THS) statutes and bylaws;
- b) The PhD Chapter statutes and, if any, bylaws.

1.7 Operational and fiscal year

The PhD Chapter operational and fiscal years correspond with THS, i.e. the operational year from July 1st to June 30th is used.

1.8 Symbols

1.8.1 Logotype

The PhD Chapter logotype consists of a torch of enlightenment surrounded by a golden ring and laurel wreath.

1.8.2 Colors

The PhD Chapter colors are black (S 9000-N) and gold (S 0580-Y20R).

2 PhD Chapter Meeting

2.1 Composition

The PhD Chapter Meeting (SM) is the PhD Chapter supreme governing body and consists of all the PhD Chapter members.

2.2 Regular and extra meetings

A regular PhD Chapter Meeting should be held each term. In addition, Extra PhD Chapter Meetings may be held.

2.3 Conduct of business

2.3.1 The PhD Chapter Meeting may conduct business if a quorum of at least 10 (ten) members and if the summons, including time and location, has been posted on the PhD Chapter website at least eight working days before the meeting. The agenda and other documents are to be posted in the same way at least four working days before the meeting.

2.3.2 Regular PhD Chapter Meetings are convened by the PhD Chapter Board. The PhD Chapter Meeting is lead by the PhD Chapter Meeting Chairperson who is appointed by the PhD Chapter Meeting.

2.3.3 Extra PhD Chapter Meetings convene within 20 (twenty) working days:

- a) By a summons from the PhD Chapter Auditors;
- b) When 30 PhD Chapter members request it;
- c) When THS Board of Directors or THS Auditors request it;
- d) When the PhD Chapter Board finds it appropriate.

2.3.4 At an Extra PhD Chapter Meeting, the PhD Chapters Auditors may appoint the PhD Chapter Meeting Chairperson. If they do not do so, the PhD Chapter Meeting appoints the PhD Chapter Meeting Chairperson.

2.4 Motions

Motions to the PhD Chapter Meeting should be submitted in writing by a member to the PhD Chapter Board at least 5 (five) working days before the meeting.

2.5 Decisions

Decisions may only be made regarding questions that have been included in the agenda.

No person may participate in decisions or lead a meeting treating freedom of responsibility for themselves.

A PhD Chapter member present at the PhD Chapter Meeting is considered participatory in decisions at PhD Chapter Meetings as long as they have not reserved themselves or reported themselves as absent. To report oneself as absent, a written report should be submitted to the PhD Chapter Board or to the PhD Chapter Auditors before the PhD Chapter Meeting is opened. Reported absences or reservations are to be recorded in the PhD Chapter Meeting protocol.

2.6 Voting

All PhD Chapter members at the PhD Chapter Meeting have one vote per member. Proxies are not allowed. If a vote is tied, the PhD Chapter Meeting Chairperson has the casting vote, except in elections where a tie is broken by drawing lots.

The PhD Chapter employs voting by voice or show of hands. If someone at the PhD Chapter Meeting so desires, a ballot vote should be used.

PhD Chapter members must be present at the start of the specific point of the agenda to be eligible to vote on matter at hand.

2.7 Protocol

A protocol recording all decisions should be written at the PhD Chapter Meeting.

The protocol should be adjusted by the PhD Chapter Meeting Chairperson and by two other persons appointed at the meeting.

The protocol should include the number of PhD Chapter members present at the beginning and at the end of the meeting and other people present.

The adjusted protocol should be posted on the PhD Chapter website. The protocol should also be sent to THS Board of Directors within two weeks.

2.8 Calendar

2.8.1 Fall

During the fall the PhD Chapter Meeting should:

- a) Treat the PhD Chapter Board report for the previous operational year;
- b) Treat the PhD Chapter Auditors report for the previous operational year;
- c) Treat freedom of responsibility for the PhD Chapter Board and the PhD Chapter Functionaries;
- d) Elect at least three people to the PhD Chapter Nominating Committee;

e) Elect the Standard Bearer for the PhD Chapter.

2.8.2 Spring

During the spring the PhD Chapter Meeting should:

- a) Elect members to the PhD Chapter Board;
- b) Elect the PhD Chapter Auditors and Deputy Auditor.

3 PhD Chapter Board of Directors

3.1 Composition

The PhD Chapter Board of Directors (Board) is composed of:

- a) The PhD Chapter Chairperson;
- b) The PhD Chapter Vice Chairperson;
- c) The PhD Chapter Treasurer;
- d) Other members of the Board, so to have a minimum of 5 (five) members and maximum of 10 (ten) members.

3.1.2 PhD Chapter Presidium

The PhD Chapter Chairperson and the PhD Chapter Vice Chairperson are also referred as the PhD Chapter Presidium.

3.2 Eligibility

It is mandatory to be a PhD Chapter member in order to be elected member of the PhD Chapter Board.

3.3 Elections

The PhD Chapter Meeting elects the Chairperson, the Vice Chairperson, the Treasurer, and the other members of the PhD Chapter Board.

3.4 Vacancies

Vacancy for the Treasurer, in case this is not elected by the PhD Chapter Meeting or the elected Treasurer resigns, allows the Board to appoint a Treasurer within the remaining members of the Board.

3.5 Compatibility of roles

A member of the Board can be Chairperson and Treasurer, or Vice Chairperson and Treasurer at the same time.

3.6 Responsibilities

All the members of the PhD Chapter Board are equally responsible for the PhD Chapter.

The duties of the PhD Chapter Board are to:

- a) Answer to the PhD Chapter Meeting regarding the operations and management;

- b) Remit more important decisions to the PhD Chapter Meeting;
- c) Implement PhD Chapter Meeting decisions;
- d) Manage and be responsible for the PhD Chapter resources, process submitted motions, handle the PhD Chapter correspondence and otherwise manage the ongoing business;
- e) Administer elections for provisional posts.

3.7 Conduct of Business

The PhD Chapter Board may conduct business if both the following conditions are satisfied:

- a) at least half the PhD Chapter Board Members are present;
- b) the Chairperson or Vice Chairperson is present.

Protocols of the PhD Chapter Board Meetings are to be written and posted on the PhD Chapter website.

3.8 Voting

The PhD Chapter Chairperson has the casting vote in the event of a tie in the PhD Chapter Board, except in elections.

3.9 Nomination of functionaries

The PhD Chapter Board can appoint additional PhD Chapter functionaries. In case such positions are held for more than a year, the functionaries need to be re-appointed yearly by the PhD Chapter Board.

3.10 Nomination of PhD student representatives

The PhD Chapter Board nominates all the PhD student representatives and functionaries to the positions of trust that are formally appointed by KTH and/or THS.

3.11 End of mandate

At the end of mandate, after new board elections are held, the Board is considered a Resigning Board.

The Resigning Board is responsible for reporting the elections and nominations of functionaries to THS and KTH when the adjusted protocol for the PhD Chapter Meeting is approved.

4 The PhD Chapter Finances

4.1 Account signatories

The PhD Chapter Chairperson and PhD Chapter Treasurer are each signatory for the PhD Chapter.

In case the PhD Chapter Chairperson is also appointed PhD Chapter Treasurer, the PhD Chapter Vice Chairperson is added signatory for the PhD Chapter.

In case 1 (one) member of the PhD Chapter Presidium and the PhD Chapter Treasurer are both vacant, 1 (one) member of the PhD Chapter Board is added signatory upon decision of the PhD Chapter Board.

4.2 Bank account and financial resources

The financial resources and/or bank account can, after approval of the PhD Chapter Board, be at disposal of the hereto decreed account signatories.

5 PhD Chapter Functionaries

5.1 Composition and elections

The PhD Chapter functionaries are divided into three groups:

- a) appointed by THS;
- b) appointed by the PhD Chapter Meeting;
- c) appointed by the PhD Chapter Board.

5.2 Functionaries appointed by THS

THS, the Student Union at KTH, administers the elections for:

- a) PhD Chapter student representatives at the THS Student Council (KF).

5.3 Functionaries appointed by the PhD Chapter Meeting

Functionaries elected by the PhD Chapter Meeting comprises of:

- a) The PhD Chapter Auditors;
- b) The PhD Chapter Nominating Committee;
- c) The PhD Chapter Master of Ceremonies.
- d) The PhD Chapter Standard Bearer.

5.4 Functionaries appointed by the PhD Chapter Board

Functionaries appointed by the PhD Chapter Board comprises of:

- a) PhD Chapter Web and Communication Manager;
- b) PhD Chapter Event Manager;
- c) PhD Chapter Graphical Designer;
- d) Other PhD Chapter functionaries.

The PhD Chapter Board can directly appoint all the other PhD Chapter functionaries, but it is a good practice to have elections at the Chapter Meeting when possible.

The PhD Chapter Board also nominates all the PhD student representatives to the positions of trust that are formally appointed by KTH and/or THS.

Other PhD Chapter functionaries appointed by the PhD Chapter Board can be exempted from the obligation of being PhD Chapter members, at discretion of the PhD Chapter Board.

5.5 Term of office

All PhD Chapter functionaries can only be appointed or elected for a maximum period of one year. PhD Chapter functionaries can hold a position for longer than a year, but in such case they must be appointed or elected again every year.

5.6 Eligibility

Every PhD Chapter member is eligible to candidate to all the PhD Chapter functionary positions. All the PhD Chapter functionaries – with exceptions for the PhD Chapter Auditors – must be members of the PhD Chapter.

5.7 Responsibilities

A PhD Chapter Functionary is accountable before the PhD Chapter Meeting.

5.8 Activities

All the activities of the PhD Chapter Functionaries, except for PhD Chapter Auditors, are subject to the PhD Chapter Board.

5.9 PhD Chapter student representatives at the THS Student Council

The PhD Chapter has the right to be represented at the THS Student Council (KF) by PhD Chapter student representatives.

The number of positions is established yearly by THS, depending on the number of members of the PhD Chapter.

5.10 PhD Chapter Auditors

5.10.1 Composition

The PhD Chapter Auditors consist of two Auditors chosen by the PhD Chapter Meeting. Both Auditors must sign the audit report.

5.10.2 Entitlements

The auditors are entitled to:

- a) Have access to all accounting records, protocols and other documents at any time they so desire;
- b) Request and receive information regarding the PhD Chapter operations and management;
- c) Attend all the PhD Chapter Meetings and PhD Chapter Board Meetings with the rights to speak and put forth proposals;
- d) Convene any of the PhD Chapter Meetings and PhD Chapter Board Meetings.
- e) Call an Extra PhD Chapter Meeting

5.10.3 Responsibilities

The auditors are obliged to submit the audit report to the PhD Chapter Board at least 6 (six) working days before a meeting treating freedom from responsibility.

5.11 PhD Chapter Nominating Committee

5.11.1 Composition

The PhD Chapter Nominating Committee consists of 3 (three) to 5 (five) people, with a maximum of 1 (one) person who is not a member of the PhD Chapter, and with current or former PhD Chapter Board forming a simple majority.

5.11.2 Elections

The PhD Chapter Nominating Committee is elected by the PhD Chapter Winter Meeting.

5.11.3 Responsibilities

The duties of the PhD Chapter Nominating Committee are to:

- a) Interview candidates for the PhD Chapter Board and if required consult third parties for relevant information;
- b) Propose nominations to the PhD Chapter Board. Nominations are established through single majority of the committee.

5.11.4 Compatibility of roles

A member of the PhD Chapter Nominating Committee may not nominate themselves for any PhD Chapter Board or PhD Chapter Functionary position. Any potential conflict of interest, according to the standards of KTH, is to be stated by the PhD Chapter Nominating Committee members, in which case the PhD Chapter Board holds the right to exclude members from the committee.

5.12 PhD Chapter Master of Ceremonies Group (MC group)

5.12.1 Name

The PhD Chapter Master of Ceremonies Group (MC Group) is named Doktoranders Integrerade Klubbmästeri, DrInK.

5.12.2 Responsibilities

The PhD Chapter MC Group is responsible for the PhD Chapter parties, pubs and recreational activities.

5.12.3 Composition

The PhD Chapter MC Group consists of:

- a) The PhD Chapter Master of Ceremonies;
- b) An appropriate number of PhD Chapter Stewards.

5.12.4 PhD Chapter Master of Ceremonies

The PhD Chapter Master of Ceremonies leads and is responsible for the PhD Chapter MC group operations and functions as a host/hostess at PhD Chapter MC Group events.

5.12.5 PhD Chapter Steward

The PhD Chapter Steward task is to assist the PhD Chapter Master of Ceremonies in their work in the best possible way.

5.13 PhD Chapter Standard Bearer Group

5.13.1 Composition

The PhD Chapter Standard Bearer Group consists of:

- a) The PhD Chapter Standard Bearer;
- b) The PhD Chapter Vice Standard Bearer.

5.13.2 Responsibilities

The PhD Chapter Standard Bearer Group is responsible for bearing the PhD Chapter Standard on the occasions where it is required. This includes the academic ceremonies of KTH and SSCO.

For the ceremonies where only one standard bearer is allowed to participate, the PhD Chapter Standard Bearer has the formal responsibility to bear the PhD Chapter Standard, given that attendance at the majority of the ceremonies has been fulfilled, unless agreed otherwise within the PhD Chapter Standard Bearer Group and confirmed by the PhD Chapter Chairperson.

5.13.3 Vacancy or unavailability

If both the PhD Chapter Standard Bearer and the PhD Chapter Vice Standard Bearer are vacant or unable to represent the PhD Chapter at an event, the PhD Chapter Chairperson assigns a stand-in standard bearer to the event.

6 The PhD Student Councils

6.1 Composition

The PhD Students members of the PhD Chapter shall be organized into PhD Student Councils that correspond with the KTH School to which they are affiliated.

6.2 Dissolution

The PhD Chapter Meeting shall make decisions regarding the establishment and dissolution of PhD Student Councils.

6.3 Regulations

In other respects, the activities of the PhD Student Councils shall be regulated by the PhD Chapter Bylaws.

7 Amending the PhD Chapter Statutes

7.1 Submission

Proposed amendments to the PhD Chapter Statutes are to be submitted in writing for consideration at a regular PhD Chapter Meeting, during which the PhD Chapter Board position on the matter should be given.

7.2 Approval

Approval of any amendments to the PhD Chapter Statutes requires 2 (two) identical decisions at 2 (two) consecutive PhD Chapter Meetings, at least one of which must be a regular meeting or a qualified majority (3/4) at a regular PhD Chapter Meeting.

8 Interpreting the PhD Chapter Statutes

8.1 Overruling

The PhD Chapter Statutes are subject to THS Statutes and Bylaws.

8.2 Interpretation

If difficulties with interpretation occur, the PhD Chapter Meeting has the right to interpret the PhD Chapter Statutes.

The PhD Chapter Board may, in consultation with the PhD Chapter Auditors, interpret the PhD Chapter Statutes in place of the PhD Chapter Meeting.

8.3 Language

When both English and Swedish version of the PhD Chapter Statutes have been established. If interpretations of the two versions differ, the English version is considered valid.