

# **Statutes for Tromsø Doctoral Students (TODOS) at the University of Tromsø**

Revised: 20.06.2013

## **§ 1. Name**

The name of the organization is Tromsø Doctoral Students, abbreviated TODOS. The organization was founded March 2<sup>nd</sup> 2011.

## **§ 2. Purpose**

TODOS is independent and not affiliated with any political organization or trade union. TODOS represents the joint interests of all PhD candidates at the University of Tromsø, with focus on working conditions and professional development, rights and duties, research ethics and issues regarding science and society as well as hosting social events for PhD candidates at the university.

## **§ 3. Membership**

TODOS has no official membership and represents all registered PhD candidates at the University of Tromsø. If any individual does not want to be a member in, or represented by, TODOS, he/she is free to notify the organization of this fact.

There is no membership fee.

## **§ 4. Information**

All information is provided to the members in due time through e-mail and the TODOS website. In addition, the Board may use other channels of communication, e.g. Facebook, Tavla, Posters etc.

## **§ 5. Governance**

### **§ 5 – 1 The Annual General Meeting (AGM)**

The Annual General Meeting is the highest ranking decision-making organ in TODOS. Every registered PhD candidate at the University of Tromsø has a right to be present, to run for a position in the Board, to vote on new members to the Board and ask questions to the sitting Board. As a general rule, the AGM is held in the last quarter of every calendar year.

The Board calls the AGM according to §5-2-2 and §5-2-3.

If more than 20 PhD candidates makes an appeal to the Board, then the Board has to issue the call for an extraordinary AGM according to §5-2-2.

### **§ 5 – 1 – 1 Rights**

The AGM has the following rights:

- to suggest and nominate people to run for Board positions.
- to disband the organization with a 2/3 majority vote.
- to make a vote of no-confidence in the sitting Board and elect a new one with a 2/3 majority vote.
- to get insight into what the Board is currently working on.

### **§ 5 – 1 – 2 Duties**

The AGM has the following duties:

- to approve the annual report.
- to elect new members to the board.
- to dismiss the old Board once a new one is elected. This comes into force from 1.1. following the AGM.

### **§ 5 – 1 – 3 Elections**

All positions in the Board are elected every year. The positions are: Board Chair, Vice Board Chair, Chair of Social Affairs, Chair of Academic Affairs, Accountant and one general Board member. The AGM choose two people to act as vote-counters. All voting is in writing and anonymous. Simple majority is required to win an election. In the case where there is only one candidate for a position, the candidate can be approved without a vote if there are no objections by the AGM.

### **§ 5 – 2 The Board**

The Board is elected by the AGM to represent the members of TODOS and sits from 1.1. - 31.12 the year following the AGM. The board should, as far as possible, be representative with respect to faculties and Norwegian and international PhD candidates. The Board is responsible for the day-to-day activities of the organization.

### **§ 5 – 2 – 1 Decisions in the Board**

For the Board to make a decision and vote on issues brought to their attention in a Board meeting, at least 50% of the Board members have to be present. In case of equality of votes, the Board Chair has two votes.

#### **§ 5 – 2 – 2 Rights**

The Board has the following rights:

- The Board can organize its work freely, unless otherwise specified in this document.
- The Board can call an extraordinary general meeting if needed. All PhD candidates are informed at least four weeks in advance.

#### **§ 5 – 2 – 3 Duties**

The Board has the following duties:

- to prepare the annual report to be presented and approved by the AGM. The report is made available to all PhD candidates at least two weeks before the AGM.
- to issue the call for the AGM. All PhD candidates are informed at least four weeks before the AGM.
- to plan and hold social and academic events.
- to inform PhD candidates about upcoming events and the workings of the Board through the webpage and e-mail.
- to hold at least 6 Board meetings per year.
- to appoint one contact person at each faculty, the UiT central administration and all the other partners.

#### **§ 5 – 2 – 4 The Volunteer Committee**

The board has a committee of volunteers to help with the execution of events. The Chair of Social Affairs and the Chair of Academic Affairs have the joint responsibility to follow up the Volunteer Committee.

Duties of the Chair of Social Affairs and the Chair of Academic Affairs with respect to the Volunteer Committee include:

- to follow up the respective events the committee has contributed to.
- to hold regular committee meetings.
- to manage the list of volunteers in the committee.

- to give a report of activities and meetings planned by the committee at every Board meeting.

#### **§ 6. Statutes**

Changes in the statutes have to be approved by the AGM with 2/3 majority vote.