

Statutes for Doctoral Students at UiT – The Arctic University of Norway

Revised and approved: 13.12.2017

§ 1. Name

The name of the organization is Doctoral Students at UiT – The Arctic University of Norway, abbreviated TODOS. The organization was founded March 2nd 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 UiT – The Arctic University of Norway 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 different university campuses of UiT.

§ 3. Membership

TODOS has no official membership and represents all registered PhD candidates at UiT – The Arctic University of Norway. 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 Biannual General Meeting (GM)

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

The Board calls the GM 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 GM according to §5-2-2.

§ 5 – 1 – 1 Rights

The GM 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 GM 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 the first day of the next month following the GM.

§ 5 – 1 – 3 Elections

All positions in the Board are elected once every year. The positions are: Board Chair, Vice Board Chair, Chair of Social Affairs, Chair of Academic Affairs, Accountant and one general Board member.

Half the positions are elected at each GM with the Board Chair and the Vice Board Chair being elected on two separated ones. This ensures a continuous passing on of experience by one board to the next.

The GM 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 GM.

§ 5 – 2 The Board

The Board members elected by the GM together with the ones elected in previous GM represent the members of TODOS. It sits from the first of the month following the GM to the end of the month of the next GM. 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.

To ensure all campuses being represented fairly in the board, three board members will be each given explicit responsibility for one campus (Harstad, Narvik, Alta). Each of these board members is the contact person for all TODOS matters regarding this campus and responsible for planning and organizing events there in collaboration with the local PhD candidates.

§ 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 GM. The report is made available to all PhD candidates at least two weeks before the GM.
- to issue the call for the GM. All PhD candidates are informed at least four weeks before the GM.
- to plan and hold social and academic events. In collaboration with the local PhD candidates it is expected to hold at least one event per calendar year in each of the campuses Tromsø, Harstad, Narvik and Alta.
- to inform PhD candidates about upcoming events and the workings of the Board through the web page and email.
- 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 GM with 2/3 majority vote.