

# Swedish Fulbright Alumni Association

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## Statutes of the Swedish Fulbright Alumni Association

The Assembly of the Swedish Fulbright Alumni Association has at its general meeting of 28 April 2004 adopted these statutes to be in force henceforth with respect to all matters regarding the organization and management of the Association regulated herein.

### **1 Name and seat of the Organization**

The name of the Organization shall be the Swedish Fulbright Alumni Association (hereinafter referred to as “the Association”). The Seat of the Association shall be Stockholm, Sweden.

### **2 Purpose of the Association**

The purpose of the Association reflects the purpose of the Fulbright educational exchange. The Association aims to provide a means of continued interaction for those who have participated in the Fulbright educational exchange.

### **3 Membership**

The Association is open for membership to any person who has completed a period of study, teaching or research assisted by a Fulbright grant.

### **4 Organs of the Association**

The Organs of the Association shall be the Assembly, the Board and the Electoral Committee.

### **5 The Assembly**

**5.1** The Assembly is the highest organ of the Association.

**5.2** The Assembly shall be convened by the Board once a year for a general meeting. The date of the general meeting shall be announced to the members no later than six weeks in advance.

**5.3** Any member is entitled to submit to the Board requests for decision by the Assembly. Such requests shall be submitted to the Board no later than four weeks prior to the date of the general meeting and shall be included in the agenda.

- 5.4** The convocation to the general meeting shall be sent to all members of the Association no later than three weeks prior to the date of the general meeting. The convocation shall be accompanied by an agenda and the necessary supporting material (*Sw. beslutsunderlag*).
- 5.5** The Assembly shall at its general meeting decide on *inter alia*, and when applicable, the following matters:
- (i) Election of a chairman and a secretary of the meeting,
  - (ii) preparation and approval of a voting list,
  - (iii) election of one or two persons to sign and verify the minutes together with the chairman,
  - (iv) verification that the meeting was duly convened,
  - (v) approval of the agenda of the meeting,
  - (vi) presentation of the annual report and the report of the auditors of the Association,
  - (vii) approval of the annual report,
  - (viii) discharge from liability for the members of the Board,
  - (ix) election of the Board and the Electoral Committee and appointment of an auditor,
  - (x) other matters that the Assembly shall decide pursuant to the agenda or otherwise, and
  - (xi) any other business.
- 5.6** The decisions of the Assembly shall be adopted by a simple majority of the votes of the members present in all matters except (a) change of these Statutes, in which case a decision shall be supported by no less than two thirds of the votes cast to pass, and (b) dissolution of the Association, where a decision shall be supported by no less than three quarters of all members of the Association to pass.
- 5.7** The proceedings of the general meeting of the Assembly shall be recorded in the minutes that shall be signed and verified (*Sw. justerade*) by the person who chaired the meeting and the secretary of the meeting. In addition, the Assembly shall at each general meeting designate one or two of its members to sign and verify the minutes together with the chair and secretary.
- 5.8** The Board shall convene an extraordinary meeting of the Assembly when the Board deems that it is necessary or when no less than one third of the members of the Association request the Board to do so.
- 6 The Board**
- 6.1** The Association shall be managed by the Board of the Association.

- 6.2** The Assembly shall elect a chairman, a vice chairman, a secretary, a treasurer and between two and six ordinary members to serve on the Board. The Assembly shall elect two alternate members of the Board.
- 6.3** The Assembly shall elect the members of the Board for a term of office of one year. The members of the Board may be reelected but can only serve three consecutive terms.
- 6.4** The Board shall meet whenever necessary but not less than two times a year. In addition, the Board shall be convened at the request of any of its members.
- 6.5** The proceedings of the meetings of the Board shall be recorded in minutes that shall be signed and verified (Sw. *justerade*) by the person who chaired the meeting and the secretary of the meeting. In addition, the Board may from time to time designate one or more of its members to sign and verify the minutes together with the chair and the secretary.
- 6.6** The chairman shall convene and chair the meetings of the Board. The vice chairman shall perform the functions of the chairman in the chairman's absence. The secretary shall keep the minutes of the meetings of the Board and assist the chairman in the administration of the meetings. The treasurer is the officer in charge of the finances of the Association. The Board may distribute other functions among its members as it sees fit.
- 6.7** The Board may designate an editor of a newsletter of the Association.
- 6.8** A quorum of the Board exists (Sw. *styrelsen är beslutsför*) when at least half of the members of the Board are present. The decisions of the Board shall be adopted by a simple majority of the votes of the members present. Each member shall have one vote. In case of a parity of votes, the chairman shall have the casting vote (Sw. *utslagsröst*).
- 6.9** The Director of the Swedish Fulbright Commission shall be invited to assist at all meetings of the Board.

## **7 The Electoral Committee**

- 7.1** The elections of the Association shall be prepared by the Electoral Committee.
- 7.2** The Assembly shall elect one chairman and two ordinary members to serve on the Electoral Committee. The chairman shall convene the meetings of the Electoral Committee.
- 7.3** The Electoral Committee shall propose to the Assembly candidates for vacant offices. The proposals of the Electoral Committee shall be presented to the Assembly by the chairman of the Committee.

## **8 Fee and financial year**

**8.1** The members of the Association shall pay a yearly membership fee to the Association. The amount of the fee shall be decided by the Assembly.

**8.2** The financial year of the Association shall be the calendar year.

## **9 Authority to represent the Association**

The Board shall have the authority to represent the Association and be authorized to sign for it. The Board shall be entitled to authorize two members of the Board jointly to represent and sign for the Association. The Board may at any time revoke such authorization.

## **10 Dissolution**

The Association may be dissolved as provided for in section 5.6 above, in which case the Association's assets will be transferred to the Swedish Fulbright Commission.

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