

## **1 Organisation**

### **1.1 Name**

The name of the organization is “UiS Doctoral Community”, abbreviated as “UiSDC” and hereinafter referred to as “UiSDC”.

### **1.2 Logo**

Logo of the organisation can be changed by the approval of the majority of the board members.

### **1.3 Language**

The official languages of UiSDC are English and Norwegian.

## **2 Principles**

UiSDC is an independent, nonpolitical, nonreligious, nonprofit, democratic interest organisation for PhD candidates and postdocs at the University of Stavanger (UiS).

## **3 Objectives**

The purpose of UiSDC is to secure the common interests of PhD candidates and postdocs at UiS, such as: - Study conditions - Professional interests - Economic interests - Social benefits - Rights and duties at UiS - Research ethics - Issues regarding science and society - Social events.

## **4 Governance**

### **4.1 Annual General Meeting**

The Annual General Meeting (AGM) is the supreme decision making body of UiSDC and consists of all participating members. The AGM is held once a year and is open to all members. A written notice of AGM shall be circulated at least 14 days prior to its occurrence.

### **4.2 Extraordinary Annual General Meeting**

In special circumstances, the UiSDC board can summon extraordinary sessions of the AGM to be known as an “Extraordinary Annual General Meeting” if requested by its members or the board itself. A written notice of the Extraordinary General Meeting has to be circulated to all members not less than 14 days prior to the Extraordinary General Meeting. The decisions of the special session shall be limited to matters stated in the request for such a session.

## **5 UiSDC Members**

All registered PhD candidates and employed postdocs at UiS are de facto members of UiSDC. There are no membership fees. All members have the right to: - Participate in the activities of UiSDC - Attend and speak at the AGM - Vote in the AGM.

## **6 UiSDC Board**

### **6.1 Board Members**

The UiSDC board is the supreme administrative body of UiSDC. All members of UiSDC are eligible for the UiSDC board positions. The members of the Board should as far as possible, represent the diversity of the PhD candidates and postdocs at UiS. The Board organizes their work freely, and shall call for meetings as needed. The Board of UiSDC shall consist of four positions that are President, Vice-president, Treasurer and Communication coordinator. Separate individuals preferably fill these positions. In the case of less applicants applying, the board members can take multiple positions. The board members shall at least be two (2) in the board and one individual cannot both be leader and treasurer. The leader of the Board has two votes whenever a majority decision cannot be reached

otherwise. The Board is elected for one year during the AGM according to the rules described in the Election paragraph. If a board position becomes vacant after the AGM, that position (along with the compensation of that position) can be reassigned to another board member or a new candidate can be elected by consensus of the board members. A board member who has voluntarily resigned from a previous UiSDC board or has been impeached from the board member position cannot be re-elected for at least two consecutive board elections.

## 6.2 Duties of the Board

The Board has to prepare an annual report (containing a financial report from the past year and an account of the past year's activity) and a recommendation report for future board for approval by the general assembly (GA) during the AGM. The report should be made available to all members no less than 7 days prior to the AGM.

## 6.3 Working board positions

President	Official management of the organisation. Organization of UiSDC meetings. Contribute in organising events in accordance to the objectives of UiSDC . Representative of UiS in SiN.
Vice- President	Participation in the management of the organisation and contribute in organising events.
Treasurer	Official representative of the bank account and budget. Contribute in organising events.
Communication coordinator	Communication responsibilities. Contribute in organising events.

## 6.4 Positions in the faculties' doctoral committee

Faculty of Social Sciences (SV) Representative	Represents the UiSDC at SV
Faculty of Science and Technology (TN) Representative	Represents the UiSDC at TN
Faculty of Arts and Education (UH) Representative	Represents the UiSDC at UH
Faculty of Health Sciences (HV) Representative	Represents the UiSDC at HV

## 6.5 Responsibilities:

- 6.5.1 The working board (i.e President, Vice-President, Treasurer and Communication coordinator) is responsible for organizing and participating in PhD lunch seminars and other activities.
- 6.5.2 Representatives in the faculties' doctoral committee ( i.e. SV, TN, UH and HV) are responsible for keeping an open communication flow between each faculty and the UiSDC.
- 6.5.3 The president of UiSDC is normally appointed as the representative in the Central Research committee, but another can be chosen in case of e.g. language issues etc.
- 6.5.4 Positions as representatives in Stipendiatororganisasjonen i Norge (SiN) and the Research Ethics Committee can either be assigned between the Vice-President, Treasurer, and Communication coordinator, or be elected in the AGM.
- 6.5.5 The UiSDC board usually have 2 to 3 board meetings per semester. President, Vice-President, Treasurer and Communication Coordinator are obliged to participate. If one of the members cannot attend, they have to inform the rest of the board before the meeting.
- 6.5.6 The official communication tool of the board is e-mail.
- 6.5.7 Official documents will be shared electronically between all members in a continuous portfolio. This is to secure equal access and transparency of the UiSDC.
- 6.5.8 Each year at the first meeting after the Annual General Meeting (AGM), the previous year's representatives and president will need to present written summaries describing the most important aspects of each committees work the prior year to the new UiSDC board.
- 6.5.9 In the case of exemptions or deviations from previous points, it will need to be agreed amongst board members.
- 6.5.10 If a board member is found to not be fulfilling their assigned duties, board member can be impeached by calling an extraordinary AGM and can be stripped off their compensation.

## 6.6 Compensation:

The compensation of the board members and faculty representatives can be negotiated with the concerned administrative body of UiS by the board. Changes made in compensation do not require approval from GA in AGM and can take effect as soon as possible. Until date, the agreed compensations are as below:

President	8 weeks extra added to PhD time per year.
Vice-President	4 weeks extra added to PhD time per year.
Treasurer	4 weeks extra added to PhD time per year.
Communication coordinator	4 weeks extra added to PhD time per year.
Representative in the Central Research Committee	2 weeks extra added to PhD time per year.
Representative in the Research Ethics Committee	1 week added to PhD time per year-
Education committee	2 weeks added to PhD time per year.
Faculty representatives in the doctoral committees	2 weeks extra added to PhD time per year. The faculties can independently decide whether to add extra time for the representatives' work at the faculties.

## 7 Amendments to the Constitution

The Constitution may be amended in the AGM. A written notice of the amendment has to be circulated to all members no less than 14 days prior to the AGM. Amendment of the Constitution may be agreed only by the members in the AGM with at least a two third (3/4) majority of those present and voting. Depending on the turnout of the members in the AGM, UiSDC board may allow the members to vote without being physically present in the AGM.

## **8 General Assembly Procedures**

A chairperson and a secretary shall be elected at the beginning of the meeting. All decisions of the GA shall be reached by a simple majority vote of those present except amendment in the constitution.

### **8.1 Duties of the GA during the AGM**

- Approve the annual report from the Board.
- Approve the plan and budget for future activities from the Board.
- Elect a new Board
- Elect representatives and deputies to external councils and committees as necessary
- Minutes from the AGM should be sent to all members.

## **9 Elections**

GA should elect chairperson nominated by the leader through simple majority. The chairperson shall appoint vote counter/counters. They are responsible for collecting and counting the votes. Candidates can be proposed during the meeting. - The candidates have the right to be present and vote during the elections. All members of UiSDC have the right to vote.

## **10 Budget spending**

The board can spend UiSDC budget on activities and costs that are in accordance with the principles and objectives listed in Sections 2 and 3.