

## **Statutes for the PhD Association at Aarhus University (AUPA)**

### **Chapter 1: Purpose**

#### **1.1:**

AUPA's purpose is to improve talent development by generating knowledge across the different PhD associations at Aarhus University and creating a forum for discussing matters of importance for all PhD students. AUPA also works as a link between the local PhD associations and 1) bodies at Aarhus University dealing with matters concerning talent development and 2) the surrounding society. Furthermore, AUPA can help local PhD associations in matters concerning their work and organization.

#### **1.2:**

AUPA's board can make statements regarding overall questions of relevance for the PhD students at Aarhus University in coherence with the views of the local member-organizations represented in AUPA.

#### **1.3:**

The board of AUPA will work to position itself as part of the University structure and a formal advisory body to the rectorate, prodeans, and the rest of the management of the University.

#### **1.4:**

AUPA rests solely on the goodwill and participation of the PhD students and can, at any time, be dissolved if 2/3 of the delegates at the annual general assembly votes in favor thereof.

### **Chapter 2: The Board – election and structure**

#### **2.1:**

The board consists of up to three representatives from each main area and up to three alternates (suppleanter). It is recommended that at least one of the three representatives is a board member of a local PhD association.

#### **2.2:**

Election for the board must be carried out at a general assembly given due notice. The general assembly is to be held once a year in the first quarter of the year. Notice of the general assembly should be given two weeks in advance.

### **2.3:**

Any member of the local PhD associations is eligible for a place on the board. If it is not possible to fill the board seats with local committee members, the seat will be open to external PhD students. Each of the PhD associations of the five main academic areas recommends three members for the board who can either be elected or outvoted at the general assembly. It is recommended that the president of the local PhD association is one of the suggested members for the board. If the recommended candidates are outvoted a new vote must take place regarding the specific main area where other members of the PhD association at said area can run for the board.

In case that there are empty seat following an election at a general assembly, the already elected board has the mandate to include board members throughout the term.

### **2.4:**

The board elects its own officers, among these the president, vice-president, and treasurer, at the first board meeting after the general assembly. Preferably the five main areas take turn in holding the presidency.

### **2.5:**

The board has no fixed calendar and gets together whenever necessary. Outside board meetings, the board can decide on matters by e-mail or other form of communication.

## **Chapter 3: The General Assembly**

### **3.1:**

The general assembly is the democratic foundation of AUPA.

### **3.2:**

Any PhD student at Aarhus University can make amendments to the statutes at the general assembly. If amendments are put forward the vote about the statutes must take place in the following order:

- 1) Amendments.
- 2) Original proposal

### **3.3:**

Any decision made at the general assembly requires a 2/3-majority. It is possible to vote by a written proxy (fuldmagt).

**3.4:**

At the general assembly the retiring board makes an account of the board's work over the election period. Any participant can make comments and generate a discussion about the different subjects in the statement.

**3.5:**

At the general assembly the PhD students discuss which focus they wish the board to have in the year to come. Any PhD student can raise issues and questions

**3.6:**

To ensure that the five main areas get an equal say the PhD association at each area has only 20 votes that it can distribute to PhD students at the relevant academic area. Each PhD Student can only carry one vote unless he/she brings a written proxy (fuldmagt).

**Chapter 4: Notification of board meetings**

**4.1:**

Any member of the board can call a meeting with a notice of 5 working days.

**4.2:**

A preliminary agenda is sent out with the notification. The agenda must be written in English.

**4.3:**

Items for the agenda must be sent to the chairperson 3 working days before the meeting no later than 12 o'clock pm. If new items for the agenda occur the revised agenda must be sent to the members no later than 2 working days before the meeting at 16 o'clock the latest.

**4.4:**

The board meetings are open unless 2/3 of the board members request that items on the agenda are closed. Any member PhD student can participate in open agenda items on the same terms as the board members however without being able to vote.

## **Chapter 5: Procedure for the board meetings**

### **5.1:**

The agenda is accepted by the members present at the meeting.

### **5.2:**

A minute taker is appointed. The minutes must be written in English

### **5.3:**

The minutes from last meeting are accepted.

### **5.4:**

Decisions can be made if the chairperson establishes that the group has reached an agreement unless any member demands a vote.

### **5.5:**

If there are disagreements within the group the chairperson draws up a voting theme and thereafter a decision is made when 2/3 of the members present votes in favor of the proposal.

If there are more themes to vote on the vote must take place in the following order:

- 1) Procedural proposals.
- 2) Amendments.
- 3) General/main-proposals.

#### 5.5.1

In order to make a binding votation at least half of the members of the board must be present.

### **5.6:**

By co-ordinate procedural proposals, amendments and main-proposals, the chairperson decides the order.

### **5.7:**

A member can vote by a written proxy (fuldmagt).

### **5.8:**

No decisions are to be made under the point "any other business".

**5.9:**

The carried decision is added to the minutes of the meeting.

**5.10:**

All agendas and summaries from the board meetings must be put on the AUPA webpage in due time for the members of the local PhD associations to discuss matters of relevance with the board members of his/her PhD association.