

The Board of the PhD and Postdoc Activity Group

Chapter 1: Purpose

1.1 The PhD and Postdoc Activity Group organizes events of interest to PhD students and post-docs with the official university strategy in mind. It serves as a social hub for PhD students across academic disciplines and cultural backgrounds.

1.2 The purpose of the board is to discuss matters related to the activities in the PhD House and events arranged by the PhD and Postdoc Activity Group, and make sure that these activities are always in the best interest of the PhD students and post-docs, and in accordance with the purpose of the group.

1.4 The board has no fixed calendar and gets together whenever necessary.

1.4 The board can make decisions on behalf of the PhD students and post-docs at the University in matters solely relating to the activities in the PhD and Postdoc Activity Group, but has no other authorities.

Chapter 2: The board

2.1 The board consists of six Ph.D.-students or post-docs, preferably covering all the main academic areas. Of these, there should preferably be at least one international PhD student, and preferably one representative from AUPA. There can be a number of alternates (*suppleanter*). There is no maximum limit as to the number of alternates. Furthermore, one representative from the International Centre should preferably take part in the meetings as an observer. The board must include a chairperson and a treasurer (student assistant) (see item 2.6 and 2.7).

2.2 Election for the board must be carried out at a general assembly given due notice (5 working days). The general assembly approves the statutes or changes in these. The general assembly meets twice a year. The election period is half a year. The Board has to submit the biannual financial statement.

2.3 All PhD students and post-docs are eligible for the Board and all PhD students and post-docs are allowed to vote. If requested, the election is carried out by a written vote.

2.4 The board has the authority to approve applications for funding for events in the PhD and Postdoc Activity Group (in concordance with the “Rules regarding PhD and Postdoc Activity Group funding”).

2.5 The board has the authority to approve smaller purchases for facilities and activities in the PhD and Postdoc Activity Group.

2.6 The chairperson is responsible for convening and steering the meetings, unless another board member is chosen by the board to do this for individual meetings.

2.7 The treasurer is responsible for the budget and has to compile a biannual financial statement.

2.8 If necessary, the Board can convene an extraordinary assembly.

Chapter 3: Notification of meetings

3.1 Any member of the steering-group or employee at the International Centre can call a meeting with a notice of 2 working days.

3.3 A preliminary agenda is sent out with the notification.

3.3 It is encouraged that items for the agenda are sent to the chairperson 3 working days before the meeting. If a new item for the agenda is received, the revised agenda is encouraged to be sent to the members no later than 2 working days before the meeting at 16 o'clock at the latest.

Chapter 4: Procedure for the meeting

4.1 A meeting chair and a minute taker are appointed.

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

4.3 The minutes from last meeting are accepted.

4.4 The last item of the meeting agenda is always "Any Other Business".

Chapter 5: Procedure for making decisions

5.1 The PhD and Postdoc Activity Group is built on voluntariness and therefore the people participating in the meetings should all have an equal say in the decisions regarding matters of the PhD and Postdoc Activity Group.

5.2 Decisions can be made if the chairperson establishes that the group has reached an agreement.

5.3. If there are disagreements within the group the chairperson draws up a voting theme and thereafter a decision is made when more than half of the members present vote in favor of the proposal. If there is a tied vote, the chairperson's vote is decisive. 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.

Voting results are binding only when quorum is reached with at least half of the board members being present.

5.4. By coordinated procedural proposals, amendments and main proposals, the chairperson decides the order in which they are to be voted on.

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

5.6 No decisions are to be made under the item "any other business", unless at least 2/3 of the board members are present at the meeting and an unequivocal agreement is reached.

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

Chapter 6: Dissolution

6. 1 The PhD and Postdoc Activity Group can be dissolved only at a general assembly, which must be announced at least two weeks in advance by the board. The acting board or any member can propose dissolution of the group. Dissolution requires the vote of at least 2/3 of the members present at the general assembly. In case of dissolution, any property of the PhD and Postdoc Activity Group will fall back to the International Centre, Aarhus University.