

By-laws for Stockholm University Young Faculty

§1. The aim of Stockholm University Young Faculty (herein referred to as SU-YF) is: to provide support and development opportunities for career advancement; represent and advocate for non-tenured PhD holders at Stockholm University (herein referred to as SU); and facilitate professional development and social networking towards the goal of building a strong and diverse community through the exchange of knowledge, culture and experience. The SU-YF is funded by the Faculty of Science and is an active member within the National Junior Faculty of Sweden and the goal is to continue in this role.

§2. Members SU-YF shall hold a Ph.D. degree and be active early career researchers at SU, but without permanent position at SU. Membership shall be free-of-charge.

§3. An Annual General Meeting (AGM) will be held once per year, preferably in September, wherein the annual report, and the new annual budget and action plan will be approved and liability of the outgoing Executive Board (see §4) discharged. Herein elections will also be held for the Executive Board (see §4), Section Representatives and Alternates (see §5), and, if needed, the Auditor (see §8). A quorum of ten or more of SU-YF Members (see §2), not including members on the Steering Committee, is required for all votes at the AGM. The AGM must be announced at least one month in advance and is open to all members.

§4. The Executive Board will consist of three members, preferably from different departments/sections, one Chair, one Vice-Chair, and one Secretary, elected as described in §3. The Executive Board is responsible for all SUYF functions via direct contributions or by aiding/managing other members (see §6). It also has the responsibility of writing the annual report, with contributions from others members who were directly involved (see §6), and proposing an annual budget and an action plan for the following board. In the event that the Chair must step down, the Vice-Chair will assume the responsibilities of the Chair. In the event that both the Chair and Vice-Chair must step down before the AGM, the Steering Committee (see §6) will announce a General Meeting to elect a new Executive Board giving at least one-month notice.

§5. Section Representatives and Alternates will represent the SU-YF at SU Section board meetings by bringing forward the viewpoints of the SU-YF and reporting to the Steering Committee. One Representative must be elected as described in §3 for each Section and an additional Alternate per Section.

§6. The Steering Committee is composed of the Executive Board (see §4), the Section Representatives, Alternates (§5), and additional members, if any, involved in specific interests. The Steering Committee is responsible for organizing the AGM, election and activities, determining and/or distributing tasks and responsibilities including representing SU-YF at the national and international level. Additional members can be invited and appointed through agreement of the Steering Committee. The Steering Committee should not exceed twelve members in order to facilitate efficient discussion. If this maximum is exceeded additional Focus Groups or *ad hoc* committees can be formed which will choose a representative to sit on the Steering Committee.

§7. The Steering Committee shall meet regularly and minutes from each meeting shall be available online on the homepage. Steering Committee meetings are open and can be attended by all members.

§8. The Auditor, if needed, elected at the AGM, has the responsibility to review the annual report, including financial documents, and recommend, in light of the previous year's action plan, whether or not the outgoing Executive Committee should be discharged of liability. To avoid conflict of interest, the Auditor cannot be a member of the Executive Committee. The Auditor should not be a regular Steering Committee member, unless another suitable candidate is not successfully nominated.

§9. Changes to the by-laws must be voted on at the AGM (see §2). Any proposed changes to the by-laws must be submitted to the Steering Committee (see §6) at least one month before the AGM and, following discussion must be circulated by the Steering Committee to all members at least two weeks prior to the AGM.