



Statutes for the
Scientific Women's Academic Network
at Lund University

Approved 2018-03-09

1 Statement of Purpose

The purpose of The Scientific Women's Academic Network (SWAN) at Lund University is to connect and inspire women in the natural sciences and support them through their academic and professional life. SWAN will act as a network with regular meet-ups and events to share knowledge and experience and provide support.

SWAN will aspire to be a free association of Lunds naturvetarkår (LUNA), The Science Student Union, and to cooperate with other already existing networks such as ATHENA and WINGS.

Wherever this document does not provide sufficient information, SWAN shall follow the statutes of LUNA. SWAN shares the values of LUNA's value principle.

1.1 Inclusiveness

SWAN is an inclusive organization and while its purpose is to support women in the natural sciences, it is with the firm belief that doing so will improve conditions for all who take part in natural sciences, and by extension benefit society as a whole. Membership is not a requirement to attend events by the association.

2 Membership

A membership in SWAN is free of charge and lasts until revoked. Anyone can apply for a membership in SWAN. A membership application consists of a statement of interest, name, and preferred e-mail address.

2.1 Member Rights

As a member of SWAN one has the right

- to* attend, arrange, plan, and participate in the association's events and meet-ups,
- to* participate in, speak at, make propositions at, and vote at annual and extraordinary meetings with the notable exception of §5 with regards to voting,
- to* candidate for a position in the steering group,
- to* take part of the association's infrastructure and forums, and
- to* leave the association and have their membership terminated at any time.

2.2 Membership Registry

SWAN shall keep a registry of members. The membership registry shall be available for inspection by the associations members and by LUNA but not to the public in order to protect the integrity and privacy of the members in the registry. Upon termination of membership, the member shall immediately be removed from the registry.

3 Operational Year

The operational year of the association follows that of LUNA and is July 1st to June 30th.

3.1 Working Days

Working days are defined as weekdays with the exception of Swedish holidays.

4 Meetings

Formal meetings of the association are held to carry out the by statutes defined operation and handle organizational matters. A meeting can make decisions only if at least five (5) members of the association besides the steering group are present.

4.1 Summoning

A meeting shall be announced at least seven (7) working days as defined in §3.1 before the meeting takes place. It is the responsibility of the steering group to summon members of the association and permanent co-options as defined in §4.2.1.

4.2 Co-options

A co-opted person is allowed to attend the meeting and is granted rights by the meeting itself despite not being a member of the association.

4.2.1 Permanent Co-options

Permanently co-options are to be summoned according to §4.1. Permanently co-opted with the right to attend, speak, and propose to the association's meetings are

- § the presidium of LUNA,
- § the board of LUNA,
- § the student council chairpersons of LUNA, and
- § the union committee chairpersons of LUNA.

4.2.2 Temporary Co-options

A meeting can choose to allow any person to be co-opted with right to be present and speak during either the full meeting or parts of a meeting. The meeting can decide to revoke this right at any point.

4.3 Documentation

Minutes of annual and extraordinary meetings shall be kept and be available to the association's members.

4.4 Annual Meeting

The association shall have one annual meeting every operational year as defined in §3. During the annual meeting the following matters are always treated.

- § Election of steering group,
- § review of operational report,
- § review of economic report,
- § any proposal raised by a member during the meeting.

4.5 Extraordinary Meeting

If for any reason, an annual meeting was unable to fulfil its purpose or if circumstances require one of the matters listed in §4.4 to be brought up again; an extraordinary meeting may be summoned. During an extraordinary meeting, only the matters listed in §4.4 may be treated. An extraordinary meeting may be summoned with less than seven (7) working days as defined in §3.1, notice.

4.6 Other Meetings

The steering group can summon formal meetings besides the annual meeting if required or if requested by a member. During other meetings, the following matters *may not* be treated.

- § Election of steering group,
- § review of operational report, and
- § review of economic report.

5 Steering Group

The steering group of SWAN is elected by the annual meeting and shall lead the regular operation of the association. The term of office of the steering group lasts until the next annual meeting is terminated. It is the responsibility of the steering group

- to* summon annual and extraordinary meetings,
- to* compile an operational report annually,
- to* compile an economic report annually,
- to* within the steering group appoint a chairperson and vice chairperson respectively,
- to* report to LUNA according to §6 in *Instruction for the free associations of The Science Student Union (LUNA)*,
- to* keep the membership registry,
- to* administrate forums of the association,
- to* maintain the integrity of the membership registry,
- to* be the main point of contact for the organisation with respect to external parties, the organisations members and LUNA.

The steering group may delegate any of the above responsibilities to another member or constellation within the organisation.

6 Revision of Statutes

Statute revision is decided upon by 3/4 majority by an annual or extraordinary meeting. A minimum of ten (10) members besides the steering group must be present. Changes in the association's statutes must be reported to LUNA according to §6 in *Instruction for the free associations of The Science Student Union (LUNA)*.

Statute revision for editorial updates and statute revision necessitated by changes in the regulatory documents of LUNA, can be decided by upon 3/4 majority at any meeting with a minimum of five (5) members besides the steering group.

7 Dissolution

Dissolution of the association is decided upon by 2/3 majority by two consecutive annual meetings. A minimum of ten (10) members besides the steering group must be present. An extraordinary meeting can replace at maximum one of the annual meetings.