

## 1. Aims and objectives

§ 1.1 The PhD Council's aim is to promote the interests of the PhD students at the Department of Molecular Biosciences, The Wenner-Gren Institute (MBW) regarding their education, science, work environment and additional issues that concern PhD students.

§ 1.2 All members that participate in the PhD Council meeting have to be registered PhD students at MBW.

## 2. Operational period

§ 2.1 The PhD Council operation runs from 1/1 - 31/12.

## 3. Activities

The association's activities include the following:

§ 3.1 Welcome new PhD students to the Department and give them a copy of the PhD Guide, invite them to the next PhD Council meeting and inform the PhD Council about new students.

§ 3.2 Keep the PhD Guide up-dated with all relevant information for PhD students at MBW and make sure the latest version of the guide can be found on the MBW homepage.

§ 3.3 Organize PhD Council meetings.

§ 3.4 Election of the PhD Council Board, which is responsible for the PhD Council activities.

§ 3.5 Election of three ordinary representatives and three substitutes to the MBW Departmental Board.

§ 3.6 Election of a representative to the Science Faculty Council (NFR).

§ 3.7 Election of a representative for the Bioresearch school steering committee.

§ 3.8 The PhD Council is responsible for electing the following positions of trust that represents the PhD students in the matters of; work environment and equality at the workplace (Security & Equality officer).

§ 3.9 Inform the Stockholm University PhD Council commissioner when new members in the Council Board and representatives in the MBW Departmental Board are elected.

Other activities regarding PhD related matters (optional):

§ 3.10 Organize the MOSS seminar series.

§ 3.11 Invitation of speakers to MASS (Monday Afternoon Seminars) and FRONTIERS.

§ 3.12 Organize other PhD student social activities.

#### 4. Organization

**§ 4.1 PhD Council members** – A Council member is a registered PhD student at MBW attending the regular Council meetings. Council members vote in officer elections and other Council decisions, assist in the organization of various Council-organized activities, and serve on committees as requested.

**§ 4.2 PhD Council Board members** – The PhD Council Board consists of one chairman, one vice-chairman, one secretary and one treasurer. The treasurer position should be any of the three first positions (Chairman, Vice-chairman or Secretary).

The above-mentioned positions are the minimum requirement for the existence of the Board. In addition, the Board can consist of one to three Board members. The PhD Council Board is responsible for organizing the PhD Council meetings.

#### **§ 4.3 Duties of the Board members**

**Chairman** - presides over all meetings, is responsible for the preparation of the Board and Council meeting agendas.

**Vice-chairman** presides in the absence of the chairman over all meetings, and shall succeed to the office of chairman if vacated.

**Secretary** - is responsible for preparing and maintaining meeting minutes and other Council documents.

**Treasurer** – keeps the Council records financial and gives official financial reports when needed at meetings.

**Board members** – are responsible for assisting in Council Board related work. Duties for these members will be decided on a per meeting basis.

#### 5. Nominations & Elections

**§ 5.1** All nominations for elections should be made at the Council annual meeting. In case of absence, a written consent for becoming an officer can be sent to the Board before the meeting. Re-elections can occur during the operational period. These have to be announced to all PhD students two weeks in advance.

**§ 5.2** If an office is vacated during the operational period, the officers will fill the office until the next Council meeting is held were a re-election should take place.

**§ 5.3** Officers shall be elected in the fall term to serve for the following operational period (see §2.1).

**§ 5.4** A majority vote of Council members is required for a decision/resolution to be achieved (both at Board and Council meetings). If a majority vote can't be reached, the Chairman's vote decides the outcome.

#### 6. Meetings

**§ 6.1 PhD Council meetings** – Regular meetings shall be held at least twice per term with the date, and time to be decided upon by the Council Board. These meetings cannot take place during official holidays or lecture-free periods. Meetings should be announced by email to all PhD students and on the MBW homepage at least one week before the meeting. At these meetings, one chairman, one

secretary and one meeting protocol certifier should be elected. The certifier is responsible for verifying what stated in the protocol is accurate and reflects the meeting. The protocol from the last PhD Council meeting should be approved or adjusted. The meeting agenda should be approved.

**§ 6.2 The annual Council meeting** should be hold at the latest mid December. The meeting should be announced by email to all PhD students and on the MBW homepage at least two weeks before the meeting. At the annual meeting the elections for the upcoming operational period should be executed.

**§ 6.3 Protocols** – At all the PhD Council Board meetings, meeting notes should be generated and distributed to all the Board members and announced on the MBW homepage.

**§ 6.4 How to put forward motions to the PhD Council Board?** - Motions to the PhD Council can be forwarded at any time via e-mail to phdboard.mbw@su.se or personal communication with a Board member.

#### **7. Amendment of the bylaws**

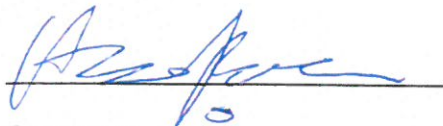
Any amendment to the bylaws shall be voted upon only after all PhD Council members have been notified of the proposal in at least two weeks prior to the Council meeting. The PhD Council members at a Council meeting shall vote on the decision for an amendment and requires a majority of 75% to pass it.

#### **Ratification**

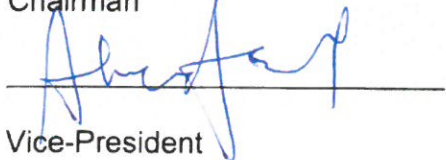
These bylaws shall go into effect upon a majority vote of the Council voting membership. These bylaws, once duly ratified, shall be the sole bylaws of this organization.

Ratified by Majority vote,

this 07 day of 09, 2016.



Chairman



Vice-President