

BYLAWS

Sharif University of Technology Association in Sweden (SUTA Sweden)

Vision

The association “SUTA Sweden” is a community of individuals, who either in the past or currently, are associated with the university as faculty members, students and non-faculty staff.

Association members shall be comprised of individuals with above mentioned background who accept association’s rules and bylaws. No individual in the above mentioned group shall be denied membership on the basis of religion, ethnicity or political belief.

1. Designation

The name of association shall be “Sharif University of Technology Association (SUTA) in Sweden” and can be abbreviated to “SUTA Sweden”.

2. Definition

- 2.1 SUTA Sweden is a nonprofit organization.
- 2.2 SUTA Sweden is politically and religiously independent.
- 2.3 SUTA Sweden’s head office shall be situated in Stockholm.

3. Objectives and Programs

- 3.1 Strengthening the professional, academic and social contacts among its members.
- 3.2 To be active in the social and cultural areas of society.

4. Organization

Annual Meeting, Extraordinary Meeting, Board of Directors, Election committee, Accountants

4.1 Annual and extraordinary meeting

- 4.1.1 SUTA Sweden’s annual meeting is the highest decision making body and shall be held each year before the end of June.
- 4.1.2 Extraordinary Meeting can additionally be convened when deemed appropriate or if it is requested by at least “one quarter” of SUTA Sweden’s members. At annual meetings and members meetings each member has one vote and has the right to express herself/himself freely and come with suggestions.
- 4.1.3 The annual meeting is quorate if more than 50% of the members and the majority of the board of directors are present.
- 4.1.4 If the annual meeting is not quorate the members must be called for an extraordinary meeting within two months. This meeting will be quorate with simple majority. Amendment of the bylaws requires “a two-’third” majority. Other suggestions require a simple majority.
- 4.1.5 The Annual Meeting shall be convened at least four weeks in advance.
- 4.1.6 The notice convening the meeting shall include date, time and draft of meeting agenda.
- 4.1.7 The Annual Meeting shall include the following agenda and meeting report shall be recorded:
 - 4.1.7.1 Opening of the meeting.

- 4.1.7.2 Election of meeting chairman, secretary, two persons in charge of verifying the meeting report and one teller.
- 4.1.7.3 Question about the meeting's competence/qualification.
- 4.1.7.4 Approval of the agenda.
- 4.1.7.5 Annual Report for the previous period.
- 4.1.7.6 Financial report for the previous period.
- 4.1.7.7 Audit report.
- 4.1.7.8 Approval of the annual report and the financial accounts and discharge of the board of directors.
- 4.1.7.9 Amendments and proposals.
- 4.1.7.10 Determination of the operational plan and budget for the upcoming period.
- 4.1.7.11 Election of the board of directors every two years:
 - 4.1.7.11.1. Election of five or seven members.
 - 4.1.7.11.2. Election of two deputy members.
 - 4.1.7.11.3. Election of an auditor and a deputy auditor.
 - 4.1.7.11.4. Election of two members for nomination for upcoming elections.
- 4.1.7.12 Other issues according to the approved meeting agenda.
- 4.1.7.13 End of annual meeting.

4.2 The Board of Directors of Association

The association's board of directors is elected at the annual meeting and consists of five or seven members and two deputy members. The one who gets the most number of cast votes will be elected as the association's president.

- 4.2.1 The Board of Directors appoints a Vice Chairman, a Membership Director, a Communications Director, a Treasurer, an Events and Activities Director and as well as a Web-Manager.
- 4.2.2 The Board of Directors meets at least four times a year. The deputies are encouraged to participate in the meetings.
- 4.2.3 The Board of Directors informs the members about the activities at members meetings.
- 4.2.4 The Board of Directors leads and is responsible for all activities during two election terms/periods.
- 4.2.5 Directors are elected for a period of two years in a secret ballot.
- 4.2.6 Chairman and vice-chairman cannot be elected more than two consecutive periods.
- 4.2.7 The Board of Directors constitutes a quorum by a simple majority.
- 4.2.8 Deputy members replace resigning members and are recommended to participate in board meetings. Participant deputies cannot vote in the meetings.
- 4.2.9 The Chairman leads the Board's work and oversees the association's bylaws and ensures that association's binding rules and decisions are followed. If the Chairman faces obstacles for exercising her/his duties or resigns for any reason, the work continues under the Vice President's leadership until the next annual meeting.
- 4.2.10 The Board's working year includes the period between two annual meetings.

4.3 Auditor

- 4.3.1 An auditor and a deputy auditor are elected by in the annual meeting for two years in a secret ballot.

- 4.3.2 The auditor must be independent in relation to the board of directors.
- 4.3.3 The auditor ensures that the Board is consistent with the SUTA and SUTA Sweden's bylaws. The auditor reports to the annual meeting.
- 4.3.4 The auditor's deliverance should be available to the Board of Directors thirty days prior to the annual meeting.

5. Membership

5.1 Member

All residents of Sweden and Scandinavia who have studied or worked at "Sharif University of Technology" can submit an application for membership to the Board. The approval of membership will be determined by the Board.

5.2 Associate Member

Relatives of members can also be accepted as associate members. However, an associate member is not entitled to vote.

5.3 Membership Terms

5.3.1 Commitment to SUTA's bylaws.

5.3.2 Payment of membership fee.

5.3.3 All members have the same rights and obligations.

5.3.4 The membership is individual.

5.3.5 Annual fee for membership is set by SUTA Sweden's annual meeting.

5.3.6 Warnings: Suspension or expulsion can be decided by the board against a member who:

5.3.6.1 Violates SUTA's bylaws.

5.3.6.2 Does not pay the membership fee.

5.3.6.3 Decisions on such matters must be confirmed by an annual meeting.

6. Financial resources

6.1 The association shall have a registered postal giro or bank giro account.

6.2 The association's financial resources are as follows:

6.2.1 Membership fees.

6.2.2 Cultural activities.

6.2.3 Donations, sponsorships, study supports and grants/contributions.

6.3 SUTA Sweden should not have a profit-driven policy in its activities and basically any win /profit in the association shall be reinvested for the development of the association and its activities.

6.4 Application for grants, after the Board's decision, shall first be submitted to SUTA. If SUTA's contributions would not be enough, contributions from state and municipal authorities or contributions from sponsors in Sweden can be considered. In its annual report, the Board of Directors shall provide detailed accounts on how eventual probable grants/contributions have been spent.

7. Dissolution

Association shall be dissolved if:

7.1 The association is financially bankrupt. In this case all SUTA's assets will be accrued to the organization determined by the Swedish law.

7.2 The association's members by a two-thirds majority in an annual or special meeting choose to dissolve the association. If this happens, SUTA's assets will be accrued to its members.

8. Operational and financial year

Operational and fiscal year covers the calendar year.

9. Changes and additions

Changes and additions to these bylaws can be decided at the annual meeting by a two-thirds majority of participating members. Each member will receive a copy of the applicable bylaws.
