

# **Statutes of**

## **The Interest organisation for PhDs and Postdocs at the University of Oslo (UiODoc)**

*Drafted 13.03.2003, last amendment in 2021, translation August 2021*

**Note:** This is a literal translation of the original Norwegian statutes. Only the Norwegian original is legally binding.

### **§ 1 Name**

The name of the organisation is “Stipendiatenes interesseorganisasjon ved Universitetet i Oslo”, abbreviated UiODoc. The English translation of the name is “Interest organisation for PhDs and Postdocs at the University of Oslo”. The organisation was founded on March 13<sup>th</sup> 2003.

### **§ 2 Purpose**

UiODoc shall be a resource and advocate for common matters of PhD fellows, postdoctoral fellows and other academic employees in fixed-term positions (hereafter referred to as fixed-term academic employees) at the University of Oslo (UiO) and institutions affiliated with UiO.

The organisation has the following core areas of activity:

1. To serve as a link between the university leadership/central administration and fixed-term academic employees at UiO
2. To develop and maintain a shared platform for fixed-term academic employees at UiO
3. To contribute to academic and non-academic career development of fixed-term academic employees at UiO

Through these core activities, UiODoc will be a connecting link between fixed-term academic employees and UiO, as well as facilitate meeting points between fixed-term academic employees and the business sector, research institutions and other relevant employers for early career researchers.

Through events such as debates, lectures and other activities, UiODoc will develop a common platform for social and interdisciplinary interests. In addition, UiODoc will also create arenas for sharing experiences and discussions on topics relevant for all fixed-term academic employees and early career researchers - such as work conditions, professional needs and social and disciplinary interests - through joint meetings with representatives of all UiODoc's stakeholders (representatives in university, faculty, department and institute boards, representatives in PhD selection committees and councils and heads of PhD forums).

## **§ 3 Membership**

### **§ 3.1 Members**

UiODoc does not require subscription of membership, but represents all registered fixed-term academic researchers employed (as described in § 2) at UiO as well as those employed at institutions that are affiliated with UiO (hereafter referred to as ‘represented persons’)

### **§ 3.2 Rights**

The represented persons, according to § 3.1, have the following rights:

- Attend the general assembly according to § 5
- Vote at the general assembly
- Nominate candidates to the UiODoc board
- Become a member of the UiODoc board
- Propose changes to the statutes, annual report and budget proposal prior to the general assembly
- Call for an extraordinary general meeting according to § 5.4

In addition, all members should be able to:

- Subscribe to the UiODoc newsletter and social media channels
- Register for events organised and/or sponsored by UiODoc

## **§ 4 Affiliations**

UiODoc shall be affiliated with the Association of Doctoral Organisations in Norway (Stipendiatororganisasjonene i Norge, SiN). Moreover, the organisation may work together with worker’s unions of its members and other organisations, but shall not be linked to any particular worker’s union, confederation or political party.

Separate subunits of UiODoc may be established at the different faculties/departments. In addition, any existing local PhD associations may ask to be affiliated with UiODoc. All subunits and affiliate associations will be listed as partners on the UiODoc website.

## **§ 5 General Assembly**

The General Assembly shall be held once a year unless exceptional circumstances take place according to § 5.5. It is also possible to convene an extraordinary General Assembly according to § 5.4.

### **§ 5.1 Invitation to General Assembly**

The invitation and agenda for the General Assembly shall be announced by email, on the UiODoc website and social media platforms to the represented persons at least 4 (four) weeks in advance.

The agenda, annual report, financial statement, and budget proposal shall be published on UiODoc's website at least 2 (two) weeks before the General Assembly.

Incoming proposals shall be provided to the Board at least 1 (one) week before the General Assembly.

Efforts shall be made to give notice of the upcoming General Assembly to all represented persons. The General Assembly shall be announced publicly through emails and UiO websites.

### ***§ 5.2 Rights and duties of the General Assembly***

The General Assembly has the following duties:

1. Approve the annual report
2. Approve the financial statement of the organisation
3. Elect a new board

Moreover, the General Assembly has the right to:

1. Discuss future strategies
2. Approve changes to the statutes with a 2/3 majority vote from those present with voting rights
3. Make a vote of no-confidence in the sitting board and elect a new one with a 2/3 majority vote of the represented persons who are present
4. Disband the organisation with a 2/3 majority vote from those present with voting rights, according to § 7
5. Stipulate the number of board members for the upcoming election period, according to the minimum and maximum requirements in § 6.1

### ***§ 5.3 Elections and votes during General Assembly***

Each represented person, according to § 3.1, who is present during the General Assembly has one vote per matter subjected to vote. Voting on behalf of individuals that are not present is not valid.

All positions in the Board, as outlined in § 6, are on election every year. Every represented person present at the General Assembly can nominate him-/her-/themselves or someone else present at the General Assembly for a position in the Board.

In case a motion to stipulate the total number of Board positions for the upcoming election period is presented that adheres to the minimum and maximum requirements in § 6.1, the General Assembly shall decide on the total number by a 2/3 majority vote.

Candidates will be appointed as Board members by a simple majority vote of the General Assembly. Out of all new Board members, at least the president, the secretary and the treasurer shall be directly assigned to their roles by a simple majority vote of the General Assembly. The remaining Board members may be assigned to the board roles as outlined in § 6.1 directly by a simple majority vote of the General Assembly, or elected as General Board Members. In case of

the latter, the roles shall be assigned during the first board meeting of the board term by a simple majority vote of the board.

When there are more candidates for a role than the total number of positions, the candidates receiving the most votes will be offered a position until the total number is reached. If the votes for the last place in the Board reach a tie, the candidate will be decided by a majority vote.

The General Assembly elects two people to act as vote-counters for the duration of the General Assembly. Simple majority is required in all cases unless otherwise specified.

#### ***§ 5.4 Extraordinary General Assembly***

An extraordinary General Assembly can be held if:

- More than 50 (fifty) represented persons, according to § 3.1, present a written motion to the board to hold an extraordinary General Assembly
- It is requested by the Board according to § 6.2

The extraordinary General Assembly has the same rights as the General Assembly, see § 5.2.

An invitation for the extraordinary General Assembly shall be announced to the represented persons at least 4 (four) weeks in advance.

#### ***§ 5.5 Postponing / re-scheduling of the General Assembly***

In case of unforeseen/uncontrollable circumstances (e.g., natural disaster, epidemic), the executive board may decide to postpone the General Assembly, under the condition that they:

- Notify all represented persons about this decision in advance
- Will set a new date for the General Assembly as soon as the circumstances allow, but no later than the next semester in the same year
- Will observe all other procedures laid out in § 5.1, § 5.2 and § 5.3 as per usual
- Carry out the remaining Board duties as outlined in § 6.2, as far as conditions allow, for the rest of their term until the General Assembly takes place

### **§ 6 Board**

The Board is elected for one year at a time.

UiODoc is an organisation for the whole UiO. Efforts should be made to include board members from all the represented categories as of § 2, including PhD students and postdocs with different levels of seniority and from different research areas (covering multiple faculties and/or research centers and other units affiliated with UiO).

The University Board representative for temporary academic staff may join the UiODoc Board *ex officio* with full rights.

### ***§ 6.1 Board structure***

The Board shall consist minimally of 3 (three) members, fulfilling the roles of President, Secretary and Treasurer. The President has to have served as an ordinary member of the executive committee for at least one term. In addition, the Board shall endeavor to appoint at least 1 (one), but preferably 2 (two), additional member(s) to each of the following roles, with a maximum of 10 (ten) board members in total:

- Events officer
- Public relations officer
- Representatives officer

If there are fewer nominees than board positions, elected board members can take on multiple roles. The responsibilities of the different positions in the Board are further defined in a separate document called “UiODoc positions and task descriptions”.

### ***§ 6.2 Board rights and duties***

The board has the following duties:

- Hold at least one meeting per month, disregarding the board transition meeting (following the General Assembly) and summer holidays (July)
- Archive agendas and minutes of all meetings for future referral
- Organise relevant activities for UiODoc members in line with the purpose outlined in § 2
- Prepare the annual report, the financial statement and a budget proposal for the General Assembly
- Issue a call for the General Assembly. This includes a call for an extraordinary General Assembly if requested according to § 5.4
- Keep members informed about the activities of UiODoc

The Board has the following rights:

- Establish Work Groups within UiODoc and provide them with a mandate to work with a specific topic. Those Work Groups can consist of board members and other represented persons
- Establish and maintain an advisory committee of former board members
- Call an extraordinary General Assembly
- Appoint new members to vacant positions without calling an extraordinary General Assembly according to § 6.6

### ***§ 6.3 Board meetings***

The main purpose of the board meetings is to coordinate and document the running affairs of UiODoc, including:

- Identifying and raising issues of relevance to the represented persons, both at the university and national levels

- Advocating for the represented persons by meeting with the relevant authorities and affiliated organisations
- Organising relevant events for the represented persons
- Maintaining regular communication with the represented persons

A minimum of 3 (three) board members have to be present to conduct a regular board meeting. The Board ought to enable digital participation of members that cannot be present in person. If the circumstances do not allow for physical meetings, the Board is to decide upon digital solutions in order to fulfil its duties according to § 6.3.

Decisions shall be reached by consensus. In case of disagreement on important matters, a decision should be reached by majority vote of the whole board or, if it is urgent, a majority vote of those board members present. When the Board consists of an even number of people and a vote reaches a tie, the President has the deciding vote.

#### ***§ 6.4 Board term***

Board members are elected for one year, unless the General Assembly is postponed due to exceptional circumstances according to § 5.5. Individual board members may be re-elected for the same position or may nominate themselves as candidate for the Board in a different role, as long as they are represented by UiODoc according to § 3.1. Any board member who is no longer represented by UiODoc, according to § 3.1, can retain his or her position until the next General Assembly.

If a board member resigns from the Board during its term, their tasks will be taken over by the other board members. If multiple board members withdraw from the Board with the result that there are less than 3 (three) members in the Board, the Board has to issue a call for an extraordinary General Assembly according to § 5.4 with the aim to appoint new board members.

#### ***§ 6.5 Release of members from the board during its term***

Board members have the right to resign from their duties with 1 (one) month notice.

In case a member of the executive board is found to be neglecting their board duties without a given reason, or is absent from the board meetings without notification for more than 2 (two) consecutive months, the President of the Board will consult the board member in a private meeting about the continued role of this member in the Board. If the inactivity without reason continues, the board has the option of dismissing the respective board member with a 2/3 majority vote

#### ***§ 6.6 Extraordinary appointment of executive committee members***

In case,

- a. Not all positions could be filled during the General Assembly,
- b. Members are released or resign from their duties during their term on the board,
- c. Not all essential activities of the board can be carried out with the total number of board members elected

The executive committee is allowed to actively recruit new members without calling in an extraordinary General Assembly (§ 5.4), and the maximum number of board members could temporarily exceed 10 (ten). The represented persons ought to be officially notified (newsletter, website, social media platforms) of the open position(s) in advance. In case multiple candidates present themselves, the active board members can choose to inaugurate one or multiple new board members for the open position(s). A 2/3 majority vote of the active board members suffices to inaugurate extraordinary board members during the term of office.

## **§ 7 Dissolution**

The motion to dissolve the organisation can be initiated in 3 (three) ways:

- (1) If 500 (five hundred) represented persons, according to § 3.1, make a written motion to the Board at least 2 (two) weeks before an ordinary General Assembly.
- (2) If 500 (five hundred) represented persons, according to § 3.1, make a written motion to the Board requesting to hold an extraordinary General Assembly with the specific purpose of voting on dissolving the organisation according to § 5.2. The extraordinary General Assembly is called according to § 5.4.
- (3) On proposal by the Board at least 2 (two) weeks before an ordinary General Assembly or an extraordinary General Assembly.

For the dissolution of UiODoc to be valid, it needs a 2/3 majority vote of the General Assembly.