

Bylaws of the East Asia Student Association

§ 1 Name

1.1. The association's legal name is the East Asia Student Association Lund and the abbreviation is EASA Lund.

§ 2 Purpose

2.1. The East Asia Student Association (EASA) Lund is a politically and religiously unaffiliated student association with the purpose of functioning as a platform for activities related to economics, culture, and politics in East Asia.

§ 3 Seat

3.1. The East Asia Student Association's seat is in Lund.

§ 4 Signing of firm

4.1. The East Asia Student Association's firm is signed by the board's president, vice president or treasurer. A person that has the authority to sign the firm can do so independently following a decision from the board.

§ 5 Basic principles

5.1. East Asia in the context of EASA includes People's Republic of China, Republic of China (Taiwan), Hong Kong, Macau, Japan, Mongolia, the Democratic People's Republic of Korea (North Korea), Republic of Korea (South Korea), Thailand, Vietnam, Laos, Cambodia, Myanmar, Malaysia, Indonesia, Singapore, Philippines, East Timor, Brunei, Andaman and Nicobar Islands, and Cocos (Keeling) Islands.

5.2. EASA Lund's value system is built on a firm belief in human rights, equality, democracy and sustainability.

5.3. The official language of EASA is English.

§ 6 Operational year

6.1. The operational year of the association runs from 1 June to 31 May.

§ 7 Membership

7.1. Any individual with an interest in East Asia is entitled to a full membership. Membership can be denied in exceptional circumstances, which include but are not limited to applicants who have previously been excluded from the association.

7.2. All active members should be members of Akademiska Föreningen. Individuals who are not members of Akademiska Föreningen can become supporting members. This does not apply to upper secondary students and in special circumstances.

7.3. Any individual who has paid the membership fee, established at the annual meeting, or has been appointed an honorary member, is a member of the association. Membership fees must be paid in full when signing up and provides the person membership for one (1) year or six (6) months. Membership fees are non-refundable.

7.4. Any member who acts contrary to the purpose of the association as defined in §1 and/or its basic principles as defined in §5, or in any other way harms the association or puts its members at risk can be excluded by a majority decision of the board.

7.5. By recommendation of the board or any member, the association may nominate an individual who has shown a particular interest in the association and its purposes, defined in §1, to become an honorary member. An honorary member is appointed at the annual meeting or at a regular board meeting with a two third majority of the casted votes. If a majority is not attained, the matter shall not be mentioned in the minutes. Honorary membership is formally equivalent to supporting membership.

§ 8 Annual meeting

8.1. The operational year of EASA extends from 1 June to 31 May the following calendar year. An election meeting and an annual meeting are to be held annually. The annual election meeting shall be held between 1 April and 20 May. The annual election meeting cannot be held on 30 April. The annual meeting shall be held between 15 September and 14 October.

8.2. The annual meeting is the highest decision-making body of the East Asia Student Association. The summons to the annual meeting shall be issued at least 21 days prior to the meeting.

8.3. A protocol shall be kept at the annual meeting. The protocol shall be attested at the latest eight (8) weeks after the closing of the annual meeting and made available for members and archived within ten (10) weeks after the closing of the annual meeting.

8.4. Every annual meeting and annual election meeting must address and record in the minutes the following issues:

1. Election of the Secretary of the Annual Meeting
2. Election of two Attesters and vote counters
3. Approval of the electoral roll
4. Election of the Chair of the meeting
5. Approval of the agenda
6. Consideration of whether the summons to the Annual Meeting was carried out in accordance with the bylaws.
7. Other issues mentioned in the summons.

8.5. The annual meeting held in September must also address the following issues:

8. The former board's annual report
9. The auditor report on the board's administration for the past year of the operations.
10. The previous board's discharge of responsibility
11. Setting of the membership fee for the upcoming year.
12. Setting the budget for the upcoming year.
13. Setting the operational plan for the upcoming year.
14. Consideration of the board's proposals, if any.
15. Consideration of motions, if any.

8.6. The annual election meeting must also address the following issues:

8. Election of the association's President for the upcoming year of operations
9. Election of the association's Vice President for the upcoming year of operations.
10. Election of the association's Treasurer for the upcoming year of operations.
11. Election of the association's Secretary for the upcoming year of operations.
12. Election of the association's Heads of committees for the upcoming year of operations.
13. Election of other board positions for the upcoming year of operations.
14. Election of one to two auditors for the upcoming year of operations.
15. Election of two or three members of the Election Committee for the upcoming year of operations, where one should be elected Head of the Election Committee.

8.7. Only a full member, nominated by the Election Committee or registered as a counter candidate, can be elected board member or deputy board member. Vacant positions do not need registration before the election meeting. The positions of President, Vice President, and Treasurer cannot be held by the same individual.

8.8. Motions for the Annual Meeting shall be submitted in written form at least fourteen (14) days prior to the meeting. An issue not included in the meeting agenda cannot be subject to decision.

8.9. Members who have paid the membership fee at least fourteen (14) days prior to respective meetings have the right to vote at the Annual Meeting and the Annual Election Meeting. Every individual is entitled to one vote. Voting with the power of attorney is prohibited. Every member has

freedom of speech at the Annual Meeting and the Annual Election Meeting and the Auditor has the right to comment on matters falling under 8.5.9-10.

8.10. Unless otherwise requested by any member of the meeting, voting shall be carried out by acclamation. In the case of a ballot vote, blank and discarded votes are not to be counted.

8.11. Decisions are taken with a simple majority unless otherwise stated. In the case of a draw, the matter should be decided by the flip of a coin.

8.12. If the Chair of the meeting finds that a speaker who has been called to order is still not following the rules of the meeting, the Chair of the meeting may deprive that individual from his or her right to speak. If disorder occurs that cannot be averted by the Chair, the Chair may adjourn the meeting.

§ 9 Extra Annual Meeting

9.1. An extra annual meeting can be called by the President, the board, or the Auditor, or if one third of the association's members request one in written form. An extra annual meeting shall not be held on 30 April, 1 June, 6 June, 31 August, 31 October, 13 December, or 18-30 December. A summons to the extra annual meeting shall be issued following the same procedure as the Annual Meeting. A summons to the Annual Election Meeting shall be issued following the same procedure as the Annual Election Meeting.

§ 10 Auditing

10.1. The role of the auditor is to review the board's administration and account for the last operational and fiscal year. The audit report is to be presented at the Annual Meeting and shall be submitted to the board no later than fourteen (14) days before the Annual Meeting.

10.2. The auditor has the right to access all accounts belonging to the association, all meeting protocols as well as other documents deemed relevant to the activities of the association.

§ 11 Finances

11.1. The board manages the association's funds and other assets.

11.2. The President and the Treasurer are individually signatory for the association.

11.3. The Treasurer shall:

- Manage the association's funds, assess finances, and close the accounts at the end of the

operational year.

- Present a budget suggestion, made together with the President and the Vice President, to the board at the beginning of the association's year of operation.

§ 12 The Board

12.1. Board members are elected during the annual election meeting. Board members can be elected to vacant positions by the board during a board meeting.

12.2. The board consists of the heads of committees as well as a presidium.

12.3. The presidium is chosen by the annual election meeting and should consist of at least, but not limited to, a President, a Treasurer, and a Secretary. If a Vice President and Vice Treasurer are elected, they are also part of the presidium.

12.4. If a board member resigns during the operational year, the board may appoint a replacement until the end of the operational year by an absolute majority outcome of voting.

12.5. The board may temporarily or permanently appoint additional board members. Permanent appointments require a unanimous vote.

12.6. That which is stated by the Annual Meeting shall apply to the procedures of the board. All board members elected by the annual meeting and permanently appointed additional board members have the right to vote.

12.7. The board can reach decisions when no less than half of all board members are present. Decisions are taken with a simple majority unless otherwise stated in the bylaws.

12.8. The board has the responsibility to conduct a handover to the following board to facilitate continuity within the association. The handover shall be carried out at the handover meeting, which is a board meeting with both the sitting board and the newly elected board present. During this meeting the sitting board will open the meeting and chair the meeting until the point of handover, after which the meeting continues with the newly elected board as chair. The meeting will be closed by the newly elected board, and all operations henceforth will be the responsibility of the new board. Any official documents needed to legally change the signatories and address of the association should be signed and submitted no later than one week after the handover meeting.

12.9. The President shall:

- Represent the association and carry out its purpose.
- Lead the organisation and meetings of the association and the board.
- When the president or board members find it necessary, send out a summons for board meetings. Summons shall be sent out at least seven (7) days before a board meeting, unless decided otherwise by the board.
- Ensure that the work of the association complies with the bylaws and policies, and that decisions are executed in due order.

- Ensure that an annual report is composed and presented in accordance with §13.
- Consider requests and complaints from members in a neutral manner.

12.10. In the case of the President's absence the Vice President shall take their place in executing the duties stated in 12.9.

12.11. The Secretary shall:

- Write and archive protocols from each board meeting and ensure that they are accessible for all members in the association.
- Ensure that the year of operations is documented.
- File the association's material.

12.12. Remaining board members shall attend board meetings and perform the duties stated in their role descriptions.

12.13. A board member who wishes to resign from their assignment may do so by stating their resignation in writing to the rest of the board.

§ 13 The Annual Report

13.1. The Annual Report shall include:

- Information concerning the association's activities during the past operational year, including social events, excursions, lectures, collaborations, and other activities.
- Information about any changes in board positions, such as the creation of new positions, resignation of any board members, and election of new board members.
- Information regarding the budget and spending of the association's assets.
- Financial statement, including balance sheet, accounting for the past operational year, as defined in §6.

13.2 The annual report shall be finalized before the official handover to the next board. The handover cannot take place before the annual report has been made available for review and discussion at the handover meeting.

§ 14 Interpretation and Amendment of Bylaws

14.1. The authority to interpret the bylaws and other general provisions regarding the association is held by the President of the association. In the President's absence, the Vice President has the authority.

14.2. Amendment of the bylaws may only be conducted after two (2) decisions with identical wording during two (2) consecutive annual meetings during two (2) separate operational years. At least one of the annual meetings must be a regular annual meeting. The decision is taken by a majority of two thirds of the participants in the meeting.

§ 15 Disbandment of the Association

15.1. The association can be disbanded as a result of two (2) decisions with identical wording, with exceptions for editorial changes during two (2) consecutive annual meetings during two (2) consecutive operational years. At least one of the annual meetings must be a regular annual meeting. The decision is taken by a majority of two thirds of the participants in the meeting.

15.2. Disbandment cannot take place if at least three (3) members wish to continue the activities of the association.

15.3. The annual meeting taking the second decision on disbanding the association decides where any leftover assets will go.