

## By-laws

### For the Faculty of Science and Engineering Student Union of Linköping University, Corp. ID No 822001-0683

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## 1 General

### 1.1 Purpose

LinTek, the Faculty of Science and Engineering Student Union, aims to promote the studies of its members and related activities. LinTek is a politically and religiously independent organisation.

### 1.2 Members

LinTek is a union of students in the Institute of Technology at Linköping University (LiTH).

### 1.3 Financial year

LinTek's financial year runs from 1 July to 30 June.

### 1.4 Authorised signatories

LinTek's authorised signatories are the Student Union President and Vice President. In special cases, the Student Union Board may grant special authority to a representative in a decision recorded in the minutes. The authorised signatories and any representative must be of legal age, and may not be bankrupt or have a trustee in accordance with [Chapter 11, Section 7 of the Children and Parents Code \(in Swedish\)](#).

### 1.5 LinTek's governing documents

In addition to the By-laws, LinTek has five governing documents that are adopted by the Student Union Council. These are:

- Budget
- Goals and Visions document
- Regulations
- Operational plan
- Position programme

The Board is responsible for ensuring that these documents are available and up to date, and for maintaining a list of current governing documents.

The budget is a plan for LinTek's finances. The "Goals and Visions document" describes LinTek's long-term goals. Regulations govern LinTek's activities. The operational plan is drawn up with the "Goals and Visions document" as a foundation and current focus areas. The "Position programme" presents what positions LinTek strives towards.

### 1.6 Communication of decisions

LinTek's decisions are communicated to members by posting on LinTek's website.

### 1.7 Study days

For the purposes of these By-laws, study days are scheduled days within a study period. The scope of the study periods is decided annually by the LiTH Board.

## 2 By-laws

### 2.1 Amendment of by-laws

Proposals for amendments or additions to these By-laws will be considered at two consecutive meetings of the Student Union Council, at least three weeks apart. Implementation of an amendment requires the approval of at least two-thirds of the members present on both occasions.

On second reading, the proposal adopted on first reading can only be approved or rejected.

For the purposes of this paragraph, the constituent meeting of the Council will not be counted as a meeting of the Council.

### 2.2 By-law interpretation

In questions of interpretation of these By-laws, the opinion of the Student Union Board will prevail until the question is settled by an impartial interpreter of the By-laws.

## 3 Membership

### 3.1 Admission

Students in undergraduate and postgraduate studies at LiTH, as well as those stipulated in § 3.5 and § 3.6, have the right to join LinTek. The following types of membership are available:

- full membership
- supporter membership
- honorary membership

In the By-laws and other governing documents, a member is defined as a holder of full membership, unless otherwise specified. Full membership is open only to students in undergraduate and postgraduate studies at LiTH and to individuals receiving full-time remuneration from LinTek.

### 3.2 Withdrawal

A member who no longer wishes to be a member has the right to request withdrawal from LinTek. Requests for withdrawal must be submitted in writing to the Board.

A member who has not paid the membership fee set by the Council for the membership period set by the Council will automatically lose their membership.

The Council has the right to expel a member who manifestly opposes the aims of LinTek or acts in a way that is damaging to LinTek's reputation. A two-thirds majority of those present and entitled to vote is required for a decision on expulsion.

### 3.3 Member rights

Each member has the right to:

- participate in elections to the Council
- attend the meetings of the Council
- have a motion considered by the Council
- receive LinTek's meeting minutes, notice of Council meetings, and Council documents
- use the services and benefits offered by LinTek

### 3.4 Member obligations

Members are obliged to pay the membership fee set by the Council at the spring meeting for the coming financial year. The fee to LinTek must be paid in the manner determined by the Council. Members are obliged to comply with LinTek's By-laws.

### 3.5 Supporter member

Supporter membership is granted to anyone who wishes to work to help LinTek achieve its goals. Supporter members are obliged to pay separate fees set by the Council at the spring meeting for the next financial year. Supporter membership carries no rights other than to receive information about LinTek's work. The exception is those who are classified as active in the student union but not studying at LiTH; such individuals also have the right to use the services and benefits offered by LinTek.

## 3.6 Honorary member

The Council can appoint a person who has particularly promoted LinTek's interests and endeavours as an honorary member.

An honorary member is nominated through a petition to the Board that is signed by at least 25 members. The matter will then be presented at a meeting of the Council, whereupon the nominee may be elected at the next Council meeting. The election of an honorary member requires a two-thirds majority vote in the Council. If the elected person accepts the invitation, they are officially an honorary member.

An honorary member has the right to:

- attend the meetings of the Council
- wear LinTek's emblem

## 4 Organisation

### 4.1 Student union bodies

LinTek's activities are carried out as set out below through

1. Student Union Council
2. Student Union Board
3. Presidium
4. Nomination Committee
5. Election Board
6. Appeals Board
7. Officials
8. Inspector
9. Auditors



## 5 Elections to the Student Union Council, Electoral Board and Appeals Board

### 5.1 Method of election

The Student Union Council is elected annually in a free, general, secret, direct election. LinTek constitutes a constituency.

### 5.2 Snap election

A snap election will be called if requested in writing by 500 members or if decided by a two-thirds majority of the Council.

### 5.3 Eligibility for election to the Student Union Council

Any member who has notified the Electoral Board of their candidacy is eligible.

### 5.4 By-elections

The right to submit a written request to the chair to convene a by-election is granted to:

- any of the auditors
- the Student Union Board through a majority decision
- ten (10) members of the Student Union Council
- 100 members

By-election should be held in the same way as an ordinary election but only the empty mandates should be filled. By-election will be held no later than 40 study days after the request has been received by the Board Chair.

### 5.5 Voting rights

Each member has the right to vote, and every eligible voter has the ability to cast up to one (1) vote for up to five (5) candidates.

### 5.6 Electoral Board

The Electoral Board will consist of at least three (3) members, who will appoint a chair, a vice chair and a secretary from among themselves. Members of the Electoral Board may not sit on the LinTek Appeals Board at the same time.

### 5.7 Duties of the Electoral Board

The duties of the Electoral Board are as follows:

- organise and conduct elections to the Student Union Council
- issue regulations on how the vote of a member who is not on the electoral roll is to be handled
- set times for elections
- set times for declaring candidacy
- at least fifteen (15) days before the first day of the election, announce the times of the election
- at least one (1) day before the first day of the election, ensure that the list of candidates is readily available

- draw up the electoral roll
- appoint verifiers for the counting of votes
- be responsible for announcing election results

## 5.8 Meetings of the Electoral Board

The Electoral Board meets when convened by its chair. The first meeting is convened by the President of LinTek, who opens and chairs the meeting until the Electoral Board chair is elected. The first meeting will take place no later than 1 December. The secretary of the Electoral Board is responsible for recording the minutes of the Electoral Board meetings and then for forwarding the minutes to the Council before the end of the financial year.

## 5.9 Quorum on the Electoral Board

The Electoral Board forms a quorum when the chair or vice chair plus two other members are present.

## 5.10 Candidacy for election

The application must be submitted in writing to the Electoral Board no later than two (2) days before the first day of the election. The Electoral Board checks who is eligible and publishes their names at least one (1) day before the first day of the election.

## 5.11 Election portal

The election portal must be open for at least two (2) study days.

## 5.12 Counting of votes

The counting of votes is public and will be carried out within the constituency under the supervision of at least three (3) voters appointed by the Electoral Board who have not themselves stood as candidates in the election. The counting of votes must be completed within twenty-four hours of the end of the election.

## 5.13 Size of the Council

In elections to the Student Union Council, 27 members will be appointed.

## 5.14 Distribution of seats

All seats are distributed according to the number of votes each candidate receives. In accordance with § 5.13, the number of candidates with the highest number of votes will sit on the Council with one seat each. If more than one candidate has received the minimum number of votes required to be appointed, lots will be drawn. If no substitute is available the mandate should be left empty.

## 5.15 Replacement

In accordance with § 6.4, if a member of the Council resigns from their position, a replacement will be appointed. The replacement takes over the resigned member's seat on the Council.

The replacement is the first in line in the distribution of seats, which resumes from where it left off when the last seat was filled. If more than one candidate has received the minimum number of votes required to be appointed, lots will be drawn.

## 5.16 Voting record

After the elections, the Electoral Board is responsible for drawing up a voting record. The voting record will include:

- a description of the distribution of seats
- a statement of the number of votes received by each candidate
- which of these candidates have been elected to the Council
- number of votes cast
- number of blank votes
- number of invalid votes

## 5.17 Appeal

Any member who believes that the election violated the By-laws or other regulations established by LinTek may file a written complaint within seven (7) days of the announcement of the election results.

## 5.18 Appeals Board

Appeals against what has occurred in connection with the election will be submitted to the Appeals Board.

The Appeals Board consists of the LinTek Student Union President and two (2) students who have voting rights but are not candidates or members of the LinTek Electoral Board. The Appeals Board must hear the appeal within three (3) days of its receipt. The Appeals Board is chaired by the President of the LinTek Student Union.

## 5.19 Powers of the Appeals Board

If the Appeals Board finds that an error has been made which may have affected the outcome of the election, the Appeals Board will order the Electoral Board to have the parts of the election affected by the error redone.

## 6 Student Union Council

### 6.1 Powers

The Student Union Council is LinTek's highest decision-making body.

### 6.2 Responsibilities

It is incumbent on the Council to:

- carry out the election of the Student Union Board, Electoral Board, Appeals Board, Nomination Committee, Inspector, Internal Auditor and the Approved Auditor
- set instructions for the Board
- set the budget for LinTek's activities
- set the regulations for LinTek's overall activities
- set the membership fee
- set the membership period
- review the Student Union Board
- formulate LinTek's positions on matters of principle

### 6.3 Term of office

The term of office of the Council runs for the same period as the financial year.

### 6.4 Resignation of a member of the Council

A member of the Council who wishes to resign from their position must notify the Student Union Council of their resignation in writing. This notification will be recorded in the minutes and the member will be deemed to have resigned their seat.

### 6.5 Speaker

The activities of the Council are led by a Speaker. In the event of the Speaker's absence, the Vice Speaker will take their place. The Speaker and Vice Speaker are elected by the Council for one financial year. The Speaker may not be a member of the Council. The Vice Speaker may be a member of the Council. If the Speaker or Vice Speaker is not present, the Council will appoint a president for the meeting from among its members. The chair of the meeting with ordinary voting rights retains the right to vote at the meeting.

### 6.6 Quorum

The Council forms a quorum and is able to make decisions if the meeting has been called in accordance with the By-laws and at least ten (10) of the members are present.

If fewer than half of the members are present when a decision is to be taken, it may not be taken if any member requests that the matter be tabled.

### 6.7 Meetings

The Council for the next financial year will hold a constituent meeting no later than 15 May.

Meetings of the Council may not be held during the period 1 June – 1 September, not during the “**unscheduled**” periods set by the LiTH Board, and not during examination periods.

## 6.8 Extraordinary meeting

The right to submit a written request to the chair to convene an extraordinary Council meeting for a specific issue is granted to:

- a member of the Student Union Board
- any of the auditors
- ten (10) members of the Student Union Council
- 50 members

A meeting of the Council will be held no later than fifteen (15) study days after the request has been received by the Board Chair.

## 6.9 Notice and meeting documents

Council meetings are convened by the Speaker. The day and time of the meeting are set by the Council. The Speaker, together with the Chair of the Board, draws up the agenda for the meeting of the Council.

The notice and the agenda will be sent to the members of the Council and the permanently co-opted attendees at least seven (7) days before the meeting. The notice will be communicated to the members of LinTek at the same time.

All documents relating to the meeting must be received by the members at least five (5) days before the meeting.

## 6.10 Motion

Any member may present a motion to the Council by submitting it in writing to the Board Chair. The motion will be prepared by the Board. The motion will be considered by the Council at one of the two subsequent Council meetings after the motion has been submitted to the Board Chair.

## 6.11 Matters

A member of the Council who wishes to have an item included on the Council's agenda must submit it to the Board Chair in writing at least ten (10) days before the meeting. At Council meetings, matters that have not been included on the agenda may not be taken up for decision unless the Council so decides by a majority of at least four-fifths. However, no decision may be taken on the matter if any member requests that it be tabled.

## 6.12 Co-opted attendees

The members of the Student Union Board, Nomination Committee, Secretary, Electoral Board, Appeals Board and Auditors are permanently co-opted to the meetings of the Council. Anyone who is having a motion heard is co-opted while the motion is being discussed. The Council can also co-opt other persons to their meetings.

## 6.13 Meeting rights

Attending members of the Student Union Council have the right to attend, express opinions, present motions and vote at Council meetings.

Members of the Student Union Board and the auditors have the right to attend, express opinions and present motions at Council meetings.

Co-opted attendees have the right to attend and express opinions at Council meetings. All members of LinTek have the right to attend Council meetings.

If necessary, the Council can decide on closed doors, which means that persons with only right to attend are

excluded from the meeting. The reasoning for a decision on meeting behind closed doors must be given in the minutes.

## 6.14 Decision-making

The decision of the Council is the opinion that receives the highest number of votes, with each seat carrying one vote. In case of a tie, the decision of the Council is the opinion represented by the Board.

## 6.15 Election of individuals

Election of individuals is by approval or rejection. In the event of a tie, the election is decided by drawing lots.

A nomination may be made by a member of the Council while a meeting is in progress.

## 6.16 Motion of censure

If an elected official, other than a member of the Council, is considered to be in breach of their duties, a motion of censure may be presented against them.

The following hold the right to make a motion of censure against elected representatives who are primarily responsible to the Council:

- any of the auditors
- ten (10) members of the Student Union Council
- 100 members

The following hold the right to make a motion of censure against elected representatives who are primarily responsible to the Board:

- a member of the Student Union Board
- any of the auditors
- ten (10) members of the Student Union Council
- 100 members

A motion of censure results in a vote of no confidence in the body to which one is primarily responsible. If the motion of censure passes, this results in the dismissal of the elected official against whom the motion of censure was directed.

The censure is addressed as a motion in the Council and as an ordinary item for decision in the Board.

## 6.17 Secretary

The Secretary is elected by the Council for a period of one financial year. The Secretary is responsible for preparing Council meeting minutes. If the Secretary is not present, the Council appoints a secretary for the meeting.

## 6.18 Verifiers of the minutes

The Councils appoints two (2) verifiers of the minutes for each meeting. These, together with the President, constitute the persons responsible for verifying the minutes.

## 6.19 Reservation and notes to the minutes

A member of the Council has the right to register a reservation against a decision. Reservations must be registered immediately after the decision.

A member has the right to express their opinion on a matter by submitting a note to the minutes. The note to the minutes must be registered when the matter is discussed.

## 6.20 Meeting minutes

The minutes will be verified by the Speaker and the verifiers of the minutes no later than ten (10) working days after the meeting and then be published for the members. The minutes will be sent to the members of the Council.

## 7 Nomination Committee

### 7.1 Nomination Committee of the Council

The Nomination Committee will consist of at least four (4) members. The Nomination Committee operates on behalf of the Council and will work independently. The Nomination Committee should cooperate with the Board in order to gather and disseminate information.

A member of the Nomination Committee may also be a member of the Council and votes in this capacity and not necessarily in line with the Nomination Committee.

### 7.2 Responsibilities

It is the responsibility of the Nomination Committee to propose candidates for the positions elected by the Council, as well as for the positions elected by the Board, where deemed appropriate. All information obtained from interviews and submitted application documents will be treated as confidential and will remain so until such time as the applicant consents otherwise.

A member of the Nomination Committee cannot submit their name as a candidate for a position without first resigning from the Nomination Committee before the process of identifying candidates for the position in question has begun.

### 7.3 Meetings

The Nomination Committee meets as convened by its chair. The first meeting is convened by the President of LinTek, who opens and chairs the meeting until the Electoral Board chair is elected. The first meeting will take place no later than 15 September.

### 7.4 Quorum

The Nomination Committee forms a quorum when at least three (3) of its members are present. The decision of the Nomination Committee is the opinion that receives the highest number of votes. In the event of a tie, lots will be drawn.



## 8 Student Union Board

### 8.1 Powers

The Board is responsible for the day-to-day management of LinTek's activities and has the right to represent LinTek between meetings of the Council.

### 8.2 Responsibilities

It is the responsibility of the Board to:

- direct LinTek's activities based on the objectives set by the Council
- be responsible to the Council for LinTek's activities, finances and administration
- prepare matters for Council meetings
- implement decisions taken by the Council
- draw up a draft budget for the coming financial year
- after the end of the financial year, draw up and submit an annual report to the Council by the end of October at the latest
- manage the recruitment and dismissal of LinTek officials
- carry out the election of LinTek's elected representatives, excluding those elected by the Council

### 8.3 Composition

The Board will consist of the Chair, the Presidium and two (2) to four (4) additional members. All members of the Board must be of legal age. A member of the Board may not be a member of the Council during the same financial year. A member of the Board must be a member of LinTek. A member of the Board may not be bankrupt or have a trustee in accordance with [Chapter 11, Section 7 of the Children and Parents Code \(in Swedish\)](#).

### 8.4 Duties of an official

The duties of an official are regulated in special instructions issued by the Board.

### 8.5 Employment of officials

The Board is responsible for hiring and terminating employment of officials.

### 8.6 Board Chair

The Board Chair is elected by the Council on the mandate of the Board for the financial year. The Board Chair directs and supervises the work of the Board. The Presidium is not eligible to be elected Board Chair.

### 8.7 Student Union President

The President exercises leadership of LinTek.

### 8.8 Student Union Vice President

In the absence of the President or by delegation of the President, the Vice President assumes the duties of the President.

## 8.9 Presidium

The President and the Vice President together form the Presidium.

## 8.10 By-elections

If a member of the Board resigns before the end of the term of office, it is the responsibility of the Board to elect a replacement at the next meeting.

## 8.11 Board meeting

Meetings of the Board will be held at least six (6) times during each financial year.

## 8.12 Secretary

The Secretary is elected by the Board for the financial year. The Secretary is responsible preparing Board meeting minutes. If the Secretary is not present, the Board appoints a secretary for the meeting.

## 8.13 Notice of meeting

The Board Chair convenes Board meetings. The notice of the meeting, together with the agenda and related documents, must be received by the members of the Board and the permanently co-opted attendees no later than three (3) days before the meeting.

## 8.14 Request for a Board meeting

Each member of the Board and the Auditors has the right to request an extraordinary Board meeting.

## 8.15 Quorum

The LinTek Student Union Board forms a quorum when at least half of the members, including at least one member of the Presidium, are present.

## 8.16 Decisions

The decision of the Board is the opinion that receives the highest number of votes. In the event of a tie, the decision of the Board will be the opinion supported by the Chair, except in the case of elections of individuals, when the matter will be decided by drawing lots.

The Presidium, together with the Chair, can take decisions on urgent matters that should normally be submitted to the Board. Such decisions will be taken by consensus, recorded in the minutes and discussed at the next Board meeting.

## 8.17 Co-opted attendees

The Auditors are permanently co-opted to Board meetings.

## 8.18 Meeting rights

Members of the Student Union Board have the right to attend, express opinions, present motions and vote at Board meetings.

Co-opted attendees have the right to attend and express opinions at Board meetings.

All members of the Council have the right to attend.

If necessary, the Board can decide on meeting behind closed doors, which means that persons with only attendance rights are excluded from the meeting. The reasoning for a decision on meeting behind closed doors must be given in the minutes.

## 8.19 Verifier of the minutes

For each meeting, the Board will appoint a person to verify the minutes from among its members.

## 8.20 Meeting minutes

The minutes must be verified by the meeting chair and the verifier of the minutes no later than ten (10) working days after the meeting. The minutes will be sent to all members of the Board and be made public to the members.

## 9 Inspector

### 9.1 Duties

The Inspector will monitor and support the activities of LinTek.

The Inspector will be kept informed of LinTek's activities and will have the right to inspect LinTek's meeting minutes and other documents.

### 9.2 Election

The Inspector is elected by the Council in the autumn.

### 9.3 Term of office

The Inspector's term of office is two (2) years.

### 9.4 Rights

The Inspector has the right to attend, express opinions and present motions at meetings of all LinTek bodies.

### 9.5 Interpreter of by-laws

In case of disagreement on the meaning of the LinTek By-laws, the Inspector is the interpreter of the By-laws.

## 10 Audit

### 10.1 Auditors

LinTek has an approved auditor and an internal auditor. The internal auditor must be of legal age and a member of LinTek. The auditor may not hold any other office or elected position within LinTek.

### 10.2 Duties of the auditors

An approved auditor will audit the accounts and management of the LinTek Board and all its committees. The internal auditor will audit LinTek's other activities.

It is the responsibility of the auditors to complete their audit of the previous financial year by the end of the year and to report on the audit undertaken. Such report will also include a statement on whether the Board should be discharged from liability.

## 11 Dissolution

### 11.1 Dissolution

The dissolution of LinTek requires a decision on such to be taken by the current Student Union Council and, after elections have been held, by the newly elected Student Union Council. Both meetings will be Council meetings, and at least two-thirds of the elected members of the Council must approve the decision at these meetings.

For the purposes of this paragraph, the statutory meeting of the Council will not be counted as a meeting of the Council.

A reasoned proposal for a decision on dissolution will be sent to the members at least fourteen (14) days before the first of the two meetings of the Council at which the decision is to be taken.

### 11.2 Remaining funds

After payment of debts, the remaining assets will be allocated to similar activities as decided by the Council.

### 11.3 Liquidation

When the decisive vote has been taken to dissolve LinTek, the liquidation procedure will be initiated immediately or on such later date as the Council may decide.

The Council will appoint one or more liquidators to take the place of the Board and to carry out the liquidation. The auditor engagement does not end with the liquidation of the association.