

**BYLAWS
FOR
NORDISKA
SEKRETARIATET
2019**

Chapter 1: Initial Provisions

- 1 § The name of the secretariat is Nordiska Sekretariatet.
- 2 § Nordiska Sekretariatet is a non-political and non-religious association whose purpose is to facilitate contacts and promote a strong cooperation and raised understanding between law students in the Nordic countries.
- 3 § Nordiska Sekretariatet shall work as an administrative board for the law students' associations that are a part of the cooperation. In addition, Nordiska Sekretariatet shall strive to promote all projects of Nordiska Sekretariatet.

Chapter 2: Membership

- 4 § Membership of Nordiska Sekretariatet belongs to the law students' associations that are a part of the cooperation. The International Secretaries of each association represent their association.
- 5 § Affiliation to a University where law can be studied is required for membership in Nordiska Sekretariatet.
- 6 § Law students' associations that are not member associations of Nordiska Sekretariatet have the possibility to participate in the other association's Nordic weeks. They are not entitled to a free spot, according to article 37 of these bylaws.
- 7 § Each member association of Nordiska Sekretariatet is required to arrange a Nordic week.
- 8 § The following associations are members of Nordiska Sekretariatet:
- a) Denmark:
 - *Juridisk Selskab* (Aarhus)

 - b) Finland:
 - *Artikla* (Rovaniemi)
 - *Codex* (Helsinki)
 - *Lex* (Turku)
 - *Justus* (Vaasa)
 - *Pykälä* (Helsinki)

 - c) Iceland:
 - *Orator* (Reykjavík)

 - d) Norway:
 - *Juristforeningen* (Oslo)
 - e) - *Juristforeningen* (Bergen)

- f) Sweden:
 - *Juridiska Föreningen* (Uppsala)
 - *Juridiska Föreningen* (Stockholm)

Chapter 3: The General Meetings of Nordiska Sekretariatet

9 § Nordiska Sekretariatet shall hold general meetings at least twice a year. These meetings are called “*möte*” and “*samling*”. At the *möte* a new President, Vice-President and two other members of an Audit Committee shall be elected. At both general meetings the goals and decisions of Nordiska Sekretariatet shall be followed up on and evaluated. Voting of bylaw changes can be made at both the *möte* and the *samling*.

10 § The general meetings shall rotate between the associations in the order that the Nordic weeks take place with six week intervals, unless otherwise agreed upon at the meeting.

11 § The hosting of each general meeting falls upon an association chosen by Nordiska Sekretariatet. Each meeting shall be held during or in immediate connection with the chosen association’s Nordic week.

The President or Vice-President can summon an extraordinary general meeting to take place during a Nordic week or on the following Nordic week if he or she feels like it is required.

12 § Each International Secretary has a duty to attend each general meeting. If in case of an emergency an International Secretary is unable to attend a general meeting, he or she may do so via video or another online connection with the allowance of the President.

If an International Secretary is unable to attend a general meeting, the association he or she represents shall choose a suitable member to represent the association as the International Secretaries substitute.

13 § Each association shall, as far as possible, compensate the International Secretary, or his/her substitute, for the travel costs to the general meetings.

14 § The International Secretaries attending the meetings are the highest decision making authority. It is incumbent upon the International Secretaries to make decisions about:

- a) Election of the President, Vice-President and two other members of the Audit Committee.
- b) Revision of the bylaws.
- c) Economical responsibilities regarding the cooperation, if necessary.

15 § When making decisions at the meetings the associations, represented by their International Secretaries, have one vote each.

When an association is represented by an International Secretaries substitute, the substitute has no voting rights. The substitute does have the right to be heard.

16 § Decision making requires simple majority. When the vote is equal, the President’s vote is decisive. All decisions related to economic matters require consensus.

- 17 § A secretary shall be chosen at each general meeting. The secretary's task is to take minutes of the meetings. No attestants are chosen.
- 18 § The secretary shall send the minutes to the moderator of that general meeting and to the sitting Audit Committee, within three weeks from the meeting.
- 19 § The President of Nordiska Sekretariatet shall send the minutes of the general meeting to the member associations within two weeks from them being approved by the Audit Committee.

Chapter 4: The Audit Committee

- 20 § The Audit Committee consists of four members that are the President of Nordiska Sekretariatet, Vice-President and two other members. The Audit Committee are voted in to office at the *möte*, according to article 9 of these bylaws. The Audit Committee sits in office from one *möte* to the next. The four members shall, as far as possible, come from different Nordic countries and from different associations.
- 21 § The Audit Committee is responsible for keeping these bylaws up to date and shall keep observation over them being followed.
- 22 § The Audit Committee shall work to solve problems efficiently and execute other tasks given to them. The Committee should give advice and inform the International Secretaries of events.
- 23 § The Vice-President and the two other members of the Audit Committee shall assist the President in his or her mission.

Chapter 5: The President of Nordiska Sekretariatet

- 24 § The President is the leader of Nordiska Sekretariatet. He or she is elected at the general meeting, *möte*, and will occupy his or her post until the next *möte*. The President summons the general meetings and sends the agenda at least three weeks before the meetings. The President is the moderator of the meetings.

See chapter 3 of these bylaws for implementation of the general meetings.

- 25 § The duties of the President.
- a) Working for the improvement of the Nordic week arrangement by keeping close contact with the member associations by passing information between them and encourage extensive participation.
 - b) Working to prevent, impede and solve all conflicts within Nordiska Sekretariatet.
 - c) Updating the address list for the associations and the International Secretaries.

- d) Updating the list of themes for the Nordic weeks and prevent different week's themes to coincide.
- e) Preventing the Nordic weeks from being placed without consideration for the other Nordic weeks.
- f) Meeting with the boards of all the member associations.
- g) Striving to negotiate agreements that give the member associations mutual benefits.
- h) Overseeing the price level of the Nordic weeks.
- i) Contacting member associations that show signs of inactivity and disinterest and supporting them in becoming more active.
- j) Helping the associations to collect any debts of Nordic Week fees if a disagreement on those payments arise.
- k) Updating the list of invoice information every year, so that the right information is available for all associations.

26 § The President shall receive all announcements for candidacies for the Presidency, Vice-Presidency and the Audit Committee. Only the International Secretaries present at the general meeting, *möte*, can vote. The Presidency should rotate between the associations. Another person present at the meeting can be chosen as the President providing he or she is considered suitable for the task.

27 § The President shall be given a free spot to each Nordic week. This does not affect the free spot that the President's association is entitled to.

The Vice-President shall be given a spot to the two Nordic weeks where the general meetings of the Nordiska Sekretariatet, *möte* and *samling*, will take place. If the Vice-President is not a current International Secretary, this will not affect the spots that the Vice-President's association is entitled to.

28 § If the President or Vice-President break the Bylaws in an extraordinary way, or otherwise presents inexcusable behavior, the President or Vice-President can initiate a vote of no confidence. The vote takes place at the annual general meeting or on an extraordinary general meeting summoned by the President or Vice-President.

28a § Should the President or Vice President severely disregard their duties, any International Secretary, President or Vice President can initiate a vote of no confidence. This must be done at the Samling, or an extraordinary annual general meeting called by the President or Vice President. For a vote to be initiated, 2/3 of the International Secretaries must be present at the meeting.

A vote of no confidence requires consensus among the International Secretaries present at the meeting to pass. If the vote is because of circumstances as mentioned in articles 34 and 35, the vote only requires a 2/3 majority from the International Secretaries present at the meeting to pass. A 2/3 majority vote is required to decide that the circumstances in the second sentence are present.

If the vote passes, the target must step down from their position.

28b § Under extraordinary circumstances, the President or Vice President can voluntarily step down from their position at the Samling or an extraordinary annual general meeting.

28c § If the president steps down according to Art. 28a or 28b, the Vice President will immediately take their place. If the Vice President leaves their position, as in or according to the first sentence, the meeting must immediately elect a replacement. The rules of § 26 then apply.

Chapter 6: Nordic weeks and Culpa Cup

- 29 § Each member association of Nordiska Sekretariatet shall host a Nordic week with a legally relevant theme. Each International Secretary, in consultation with their boards, should arrange their association's Nordic week.
- 30 § Each Nordic week should be held for five days but can be shortened with the President's approval. The Nordic weeks should take place from Wednesday to Sunday if an association doesn't have other traditions. Orator (Reykjavik), Codex (Helsinki), Bergen and Lex (Turku), have such traditions. Should a situation arise where an association needs to hold their week on non-traditional days due to events outside of their control, e.g. changes in the faculty's schedule or to the date of the *årsfest*, this can be approved by the President.
- 31 § Each International Secretary may limit the amount of guests from the other associations. The International Secretary sets the criteria, but each association should be ensured at least three spots. In other cases the President should be contacted for approval.
- 32 § Participants to each Nordic week shall be signed-up by the International Secretary of their association. Each participant shall be a member of the association that sign them up. Secondly, graduates of an association may also participate.
- 33 § A law student who is not a member of a member association of Nordiska Sekretariatet does not have an unconditional right to represent their association, and such a person can only participate in a Nordic week as a personal guest of the hosting International Secretary.

Members of the associations in the capacity of Nordic guests cannot be disregarded. Student members are prioritized above graduate members who in turn are prioritized above law students from associations that aren't members of Nordiska Sekretariatet.

- 34 § When an association that hosts a Nordic week chooses to have special regulations, guidelines or rules for its Nordic week, in order for the week being completed in a desirable way according to the association, it is the responsibility of every International Secretary to inform the participants of their association of these rules and to lead by an example of these rules during the Nordic week.

Regulations, guidelines or rules for a Nordic week may not conflict with the bylaws of Nordiska Sekretariatet and should not in any way be considered inappropriate or illegal.

- 35 § If a participant to a Nordic Week consumes or in any way takes an illegal drug during a Nordic Week, the hosting International Secretary has the competence to ban the participant from the rest of that Nordic Week. With repeated violations of this policy by one individual, the President of Nordiska Sekretariatet may take the initial steps for further punishment of the participant, and then within two weeks present the decisions made for approval by the rest of the members of the Sekretariatet. If the members wish to change the decision made by the President, a majority vote of 2/3 of the members must vote for a change.
- 36 § If a participant to a Nordic Week engages in extreme behaviour beyond what is acceptable during a Nordic Week, the President of the Nordiska Sekretariatet can, along with the hosting International

Secretary and the International Secretary that is representing the association of which the participant belongs to, give an official warning if found needed. If the participant on the same or future Nordic Weeks continues the extreme behaviour, the President may then take initial steps towards further punishment for the participant, and then present the decision for the other members of the Sekretariatet within two weeks. If the members wish to change the decision made by the President, a majority vote of 2/3 of the members must vote for a change.

37 § Every member association of Nordiska Sekretariatet has one free spot to each Nordic week, except for Pykälä.

38 § Nordic weeks are not to be arranged to gain profit for the arranging association, and that goal should be reflected in the participation fee for a Nordic week. Hosting associations should strive to make the participation fee as low as possible.

39 § The general maximum participation fee for a Nordic week is 200 euros.

If considered necessary, under special circumstances, an exception of this price can be made. With the approval of the President, the participation fee for a Nordic week can be raised up to maximum 225 euros.

40 § Each hosting association of a Nordic Week has a 3-month time limit to send out proper invoices for the participants fees. There is a four-week due date after the invoice has been received. Any fees not regarding participant fees, must be invoiced and paid for within a reasonable time.

41 § If an association is late with the payment for a Nordic Week, an additional monthly interest of 5 euros per participant, with a maximum of 25 euros per month, will be added to the original payment. This amount will increase indefinitely until correct payment has been made.

42 § Each International Secretary is encouraged to provide information about their association's general meetings and about new members of the board.

43 § Culpa Cup, a soccer tournament hosted for the member associations of Nordiska Sekretariatet every summer, shall be arranged each year by the association decided upon at the general meeting *möte*. The hosting of Culpa Cup should rotate each year.

The rules about the free spot in article 27 do not apply during Culpa Cup, unless the hosting association decides otherwise. Other articles about Nordiska Sekretariatet and Nordic weeks in general still apply to Culpa Cup.

Chapter 7: Guidelines to supply the bylaws

44 § The Nordiska Sekretariatet has a set of guidelines to supply the bylaws. These will include subjects that the current Nordiska Sekretariatet members finds relevant. The bylaws are above the guidelines. The guidelines can be changed whenever the current members of the Sekretariatet wish to do so. The change can only be done with a majority vote with 2/3 of the members voting for a change.

Chapter 7: Souvenirs

- 45 § Some of the member associations have reached an agreement concerning souvenirs. It is the duty of each International Secretary to ensure that the representatives of his or her association have understood the agreement and that the associations wish to maintain it. The associations that are a part of this agreement are listed in the agreement itself.

Chapter 8: Changing of the Bylaws

- 46 § Changing of the bylaws requires consensus among the President, Vice-President and International Secretaries present at the general meeting. At least 2/3 of the member associations shall be represented by their International Secretaries. Changing of the bylaws may also be made by two consecutive decisions by the meeting with 2/3 of the votes.
- 47 § The four members of the Audit Committee are the correctors of the Bylaw changes, working under supervision of the President of Nordiska Sekretariatet.
- 48 § The approval of new members into Nordiska Sekretariatet requires 2/3 of the votes at one meeting.

Chapter 9: The Dissolution of Nordiska Sekretariatet

- 49 § The dissolution of Nordiska Sekretariatet can only be voted on at an extraordinary general meeting summoned by the President.
- 50 § The decision of dissolution requires at least 2/3 of the member associations being represented by their International Secretaries.
- 51 § In the case of dissolution, any financial assets shall be given to The Red Cross.

Chapter 10: Entry Into Force

- 52 § These bylaws enter into force on 30th of October 1996 and at the same time the previous bylaws are revoked. (Revision decided upon at the meeting on 29th of October 1996 by President Lars Kjaer)

Chapter 11: Precedence of Language Versions

- 53 § In the event of a conflict between different translations of the bylaws, the bylaws written in English shall hold precedence over others.

Translated from Danish to Swedish for the meeting of 21st of October 1997 by Karri Puustinen, President 1996-1997.

Updated after the meeting of 21st of October 1997 by Karri Puustinen, President 1996-1997.

Revised at the meeting in Uppsala on 26th of September 2001 by Helena Axelsson, President 2000-2001.

Revised at the meeting in Helsinki on 10th of April 2002 by Karri Koskenkorva, President 2001-2002.

Translated into Finnish on 10th of April 2002 by Karri Koskenkorva, translations approved in Aarhus on 5th of February 2003. It was decided that in case of problems with interpretations, the Swedish version shall supersede the Finnish version.

Updated after the meeting in Helsinki on 10th of April 2002 by Audun Hellner, President 2003-2004. This because a revision decided was never performed.

Updated after the meeting in Bergen on 30th of January 2004 by Audun Hellner, President 2003-2004.

Revised after the meeting in Reykjavik on 16th of February 2005 by Brian Jacobsen, President 2004-2005.

Revised after the meeting in Turku on the 22nd of March 2006 by Albin Broman, President 2005-2006.

Updated after the meeting in Helsinki on 15th of April 2007 by Aksel Bjørnvall, President 2007-2008.

Updated after the meeting in Uppsala on 25th of September 2008 by Aksel Bjørnvall, President 2007-2008.

Translated from Swedish to English by Amanda Hugosson, President 2012-2013.

Updated after the meeting in Uppsala on 24th of September 2014 by Jaakko Laitinen, President 2014.

Updated after the meeting in Helsinki on 3rd of October 2015 by Mari Gunnerud Haus, President 2014-2015.

Updated after the meeting in Oslo on the 15th of October 2016 by Josefin Pousette Grönkvist, President 2015-2016.

Updated after the meeting in Rovaniemi on the 28th of October 2017 by Kolfinna Tómasdóttir, President 2016-2017.

Updated after the meeting in Turku on the 18th of March 2018 by Michael Sterndorff-Jessen, President 2017-2018.

Updated after the meeting in Stockholm on the 23rd of November 2019 by Karl Lundgren, President 2018-19