

**BYLAWS
FOR
NORDISKA
SEKRETARIATET
2020**

Chapter 1: Initial Provisions

1-1 § These are the bylaws of the law students' cooperation known as Nordiska Sekretariatet.

All members of the cooperation take it upon themselves to abide by these bylaws.

1-2 § Nordiska Sekretariatet is a non-political and non-religious unregistered cooperation whose purpose is to facilitate contacts and promote a strong cooperation and increased understanding between law students in the Nordic countries.

The Nordic weeks arranged by each member association is the primary means for Nordiska Sekretariatet to achieve this purpose.

1-3 § Nordiska Sekretariatet shall work as a cooperative forum between the students' associations that take part in the cooperation.

Chapter 2: Membership

2-1 § Membership of Nordiska Sekretariatet belongs to the law students' associations that are part of the cooperation. Each member association will appoint an International Secretary to represent their association.

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

2-2 § Affiliation to a faculty of law at a University is required for membership in Nordiska Sekretariatet.

2-3 § Each member association of Nordiska Sekretariatet is required to arrange a Nordic Week annually for the duration of their membership.

2-4 § The following associations are members of Nordiska Sekretariatet:

- Denmark:
 - Aarhus, *Juridisk Selskab* (Aarhus)

- Finland:
 - Rovaniemi, *Oikeustieteen ylioppilaiden yhdistys Artikla ry* (Artikla)
 - Helsinki, *Juristklubben Codex rf* (Codex)
 - Turku, *Oikeustieteen ylioppilaiden yhdistys Lex ry* (Lex)
 - Vaasa, *Justus ry/rf* (Justus)
 - Helsinki, *Pykälä ry* (Pykälä)
- Iceland:
 - Reykjavik, *Orator, félag laganema* (Orator)
- Norway:
 - Oslo, *Juristforeningen* (Oslo)
 - Bergen, *Juristforeningen Universitetet i Bergen* (Bergen)
- Sweden:
 - Uppsala, *Juridiska Föreningen i Uppsala* (Uppsala)
 - Stockholm, *Juridiska Föreningen vid Stockholms Universitet* (Stockholm)

2-5 § Any association that fulfils the requirement in 2-2 § may apply for membership by that association's board contacting the President of Nordiska Sekretariatet. Their application will then be submitted for the next ordinary general meeting to vote upon.

An applying association may withdraw its application until the general meeting has cast their vote.

An applying association should be given the opportunity to send a representative to a Nordic week before their membership is voted upon. The applying association should also be given the opportunity to have a representative attend the part of the general meeting where their membership is discussed, to observe and speak the applying association's case. They may not observe the voting procedure.

Nordiska Sekretariatet may not accept new members so that 50% or more of the members are associations of the same nation. Any associations whose membership would cause this may not apply.

2-6 § A member association may leave Nordiska Sekretariatet by that association's board communicating to the President of Nordiska Sekretariatet that a binding decision to leave the cooperation has been made.

If a member association fails to arrange a Nordic week without an exception being made according to Chapter 8, or if the association does not send any participants to a Nordic event for 12 months, the rest of Nordiska Sekretariatet may terminate their membership with a unanimous vote according to 7-2 §. The association's board and International Secretary must be notified at least one month prior

to the meeting where such a vote will take place. The association subject to termination does not have the right to vote on this matter.

Once the decision that an association is no longer a member of Nordiska Sekretariatet is finalized and communicated, that association's privileges and obligations to Nordiska Sekretariatet cease to be with immediate effect. Any financial obligations between the leaving association and other member associations are not affected.

Chapter 3: The general meetings of Nordiska Sekretariatet

3-1 § Nordiska Sekretariatet shall hold general meetings at least twice a year. The ordinary general meetings are called *möte* and *samling*. At *möte* a new Audit committee shall be elected. At both ordinary general meetings the purpose and decisions of Nordiska Sekretariatet shall be followed up and evaluated.

The execution and practicalities regarding a general meeting are the responsibility of the hosting association. The meeting should be organized at a time that allows as many members as possible to participate.

The President summons the general meetings and sends the agenda at least three weeks before the meeting takes place. This time limit does not apply to extraordinary general meetings.

3-2 § The general meetings are comprised of one representative from each member association in addition to the President and Vice president. Any candidates for the Audit committee not mentioned in the first sentence may participate in the elections.

3-3 § The hosting of each ordinary general meeting falls upon an association chosen by Nordiska Sekretariatet at a general meeting. There should be one ordinary general meeting each semester, and no association should have to host an ordinary general meeting two consecutive years. Each ordinary general meeting should be held during or in immediate connection with the chosen association's Nordic week.

3-4 § Each International Secretary has a duty to attend the general meetings. If an International Secretary is unable to attend a general a general meeting due to extraordinary circumstances, the President may allow the International Secretary to attend the meeting via video-link or a similar online connection.

If an International Secretary is unable to attend a general meeting in any way as stated above, the association they represent shall choose a suitable member to represent the association as the International Secretary's substitute.

3-5 § Each association shall, as far as possible, compensate the International Secretary, or their substitute, for the travel cost to the general meetings.

3-6 § The general meetings are the highest decision making authority of Nordiska Sekretariatet. It falls upon the general meetings to make any decisions that the bylaws require be made at a general meeting.

3-7 § When making decisions at a general meeting the member associations, represented by their International secretaries, have one vote each. If an International Secretary attends via video-link or a similar online connection, the association they represent does not have a vote regarding matters that require a decision at a general meeting according to these bylaws.

An association represented by an International Secretary's substitute at a general meeting has no vote, but the substitute has the right to be heard.

The President and Vice President have one vote each when making decisions as in 3-8 §. They may not vote in other matters, unless otherwise stated in these bylaws.

3-8 § Decision making at a general meeting requires a simple majority of participants at the general meeting, unless otherwise stated in these bylaws. When the vote is equal, the President's vote is decisive.

A decision may be made through written, audio or video communication, unless these bylaws specifically require the decision to be made at a general meeting. Decisions made through written, audio or video communication require a simple majority of all the member associations, unless

otherwise stated in these bylaws. Such a vote is concluded when a simple majority of every member is reached, not when every member has voted.

Decisions that can be made according to the second paragraph can also be made at a general meeting.

3-9 § A secretary shall be chosen at each general meeting. The secretary's task is to take minutes of the meetings. No attestants are chosen.

3-10 § The secretary shall send the minutes to the sitting Audit Committee for approval no later than three weeks after the meeting.

3-11 § The president of Nordiska Sekretariatet shall send the minutes of the general meeting to the member associations' International Secretary and President of the Board no later than two weeks after they have been approved by the Audit committee.

Chapter 4: The Audit committee and elections

4-1 § The Audit Committee consist of the President of Nordiska Sekretariatet, the Vice president and two other members. The Audit committee is typically elected at möte, according to 3-1 § of these bylaws. Only the International secretaries present at the general meeting may vote in the election.

The audit committee takes office as soon as the minutes from the general meeting that elected them are approved according to 3-10 § until the next Audit Committee takes office.

The general meeting should strive to elect members from different countries.

4-2§ Anyone wishing to declare their candidacy for a position in the Audit committee must declare their intention to do so for the current President no later than one week before the möte. A candidate may apply for multiple positions, but if they are elected for one, they are no longer eligible for any of the others.

To be considered as a candidate, one must be an active or alumni member of a member association.

The Presidency should rotate between the associations.

The current President should announce the candidates to the International secretaries without delay after the quarantine in the first paragraph comes into effect.

If no one applies to any one of the positions, the quarantine does not come into effect for that specific position. Nor does quarantine apply at a general meeting where 4-6 § has been invoked. If this paragraph comes into effect, it is also sufficient to declare one's candidacy for a position in the Audit committee to the general meeting.

4-3 § The Audit committee is responsible for keeping the bylaws up to date and ensure Nordiska Sekretariatet, and its members, abide by them.

The Audit committee may also make editorial changes to the bylaws. Such changes must be submitted to Nordiska Sekretariatet for revision. If any member voices an opinion the change is not editorial, it will instead be submitted as a proposition to change the bylaws at the next general meeting.

Editorial changes must be sent by email to every member association and receive a written approval from every member association. A member association's omission to answer is equivalent to voicing an opinion the change is not editorial.

4-4 § The Audit committee shall work to solve problems efficiently and execute other tasks given to them.

4-5 § The Vice president and the two other members of the Audit committee shall assist the President in their mission.

In the President's absence, the Vice President will act in their place.

4-6 § Should the President or Vice president severely disregard their duties, any International Secretary, President or Vice president may initiate a vote of no confidence. The vote takes place at samling, or at an extraordinary general meeting summoned by the President or Vice president. For a vote to be initiated, at least 2/3 of the member associations must be represented by their International secretaries at the general meeting.

A vote of no confidence requires 2/3 majority vote from the International secretaries attending the meeting to pass. If the vote passes, the subject of the vote must step down from their position. If the President steps down, the Vice president will immediately take their place.

Under extraordinary circumstances, the President or Vice president may voluntarily step down from their position at samling or an extraordinary general meeting.

If the Vice president leaves their position as in or according to this article, the rules of 4-2 § then apply.

Chapter 5: The President of Nordiska Sekretariatet

5-1 § The President is the highest executive authority of the cooperation. In addition to the duties as part of the Audit committee, it is the duty of the President to:

- a) Work for the preservation and the improvement of the cooperation of the members of Nordiska Sekretariatet, by leading the communication and encouraging extensive participation;
- b) Work to prevent and solve all conflicts within Nordiska Sekretariatet;
- c) Meet with the boards of all member associations;
- d) Contact member associations that show signs of inactivity and disinterest and support them in becoming more active;
- e) Update the address list for the member associations and International secretaries;
- f) Update the list of invoice information every year, so that the right information is available to all member associations;
- g) Coordinate the occurrence of Nordic events to avoid conflicting dates for two or more events;
- h) Update the list of themes for Nordic weeks and prevent different weeks' themes from coinciding.
- i) Strive to negotiate agreements that give the member associations mutual benefits;
- j) Oversee the price level of Nordic events;
- k) Help the associations collect any debts related to this cooperation if a disagreement arises.

5-2 § 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 according to 6-11 §.

The Vice-President shall be given a spot to the two Nordic weeks where the ordinary general meetings of the Nordiska Sekretariatet, 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 according to 6-10 §.

Chapter 6: Nordic events

6-1 § Chapter 6 contains the rules for arranging and behaving during any event held by a member association in accordance with these bylaws. Such events are called Nordic events.

Any decision regarding the execution and practicalities of a Nordic event is made unilaterally by the hosting member association, unless stated otherwise in these bylaws.

6-2 § Nordic events are not to be arranged to gain profit for the hosting association, and that goal should be reflected in the participation fee for Nordic events. Member associations should strive to make the participation fee as low as possible.

6-3 § Participants to Nordic events from member associations shall be signed up by the International Secretary of their association. Each participant must be a member of the association that signs them up according to this rule.

Alumni members of a member association may also sign up through their former association.

6-4 § A law student who is not a member of a member association of Nordiska Sekretariatet may only participate in a Nordic event at the discretion of the hosting association's International Secretary. Participants that are not members of a member association of Nordiska Sekretariatet are not entitled to a free spot to Nordic weeks according to 6-11 §.

6-5 § Student members are prioritised above Alumni members who in turn are prioritised above students from associations that aren't members of Nordiska Sekretariatet.

This priority order does not apply if the participant from an applying association is representing their association according to 2-5 §. The minimum in 6-10 § always applies.

6-6 § When a hosting association of a Nordic event has special regulations, guidelines or rules for its Nordic event, in order for the Nordic event to be held in a desirable way for the hosting association, it is the responsibility of every International Secretary to inform the participants from their association of these rules and to lead by example during the Nordic event.

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

Violations of regulations, guidelines or rules as mentioned in this article may be considered unacceptable behaviour according to 6-7 §, second paragraph.

6-7 § Should any participant at a Nordic event perform an act that is illegal under local penal code, the hosting association's International Secretary together with the President of Nordiska Sekretariatet has the authority to immediately ban them from all further activities of that Nordic event. Should this happen, the participant may also be evicted from any housing the hosting association provides at their own expense. In the case of repeat or severe offenders, the President has the authority to impose further sanctions in the form of a permanent or time limited ban from all Nordic events.

Should any participant at a Nordic event engage in otherwise unacceptable behaviour, the International Secretary of the offender's association, together with the International Secretary of the hosting association and the President have the authority to give the participant an official warning. Such a warning does not expire, and it is the responsibility of the offender's association to safely store this information. A second warning results in a 12 month ban from all Nordic events. A third warning results in a permanent exclusion from all Nordic events. In severe cases, Nordiska Sekretariatet may unanimously decide to permanently ban the offender with immediate effect, without any prior warnings.

In both the above cases, the decision must be immediately communicated to the current international secretaries. If a majority of 2/3 voice an opinion against the decision within 24 hours, the decision will be overturned. Electronic communication is sufficient, provided it is written.

If the President is a hosting International Secretary, the Vice President will assume the President's role for imposing sanctions according to this article for the duration of that Nordic event.

It is the responsibility of the member associations to inform their own member participants of the rules in 6-6 § and 6-7 §. The President is responsible for informing participants from non-member associations.

6-8 § Each member association of Nordiska Sekretariatet is required to host a Nordic week annually. Every Nordic week should have a theme relevant to the study of law. Each International Secretary,

in consultation with their boards, is in charge of arranging the Nordic week of the association they represent.

6-9 § Each Nordic week should be held for five days but may be shortened or lengthened with the President's approval.

The Nordic weeks should take place from Wednesday to Sunday if an association does not have other traditions. Orator, Codex, Bergen and Lex 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 annual ball, this may be approved by the President.

6-10 § Each member association is entitled to a minimum of three spots to every Nordic week. Each International Secretary may limit the amount of guests from the other member associations that exceed this minimum.

6-11 § Every member association of Nordiska Sekretariatet is entitled to receive one free spot at each Nordic week, and obligated to offer one free spot to every other member association. Pykälä and Codex are not entitled to receive, nor obligated to offer, any free spots.

6-12 § Culpa cup, a football tournament hosted for the member associations of Nordiska Sekretariatet every summer, shall be arranged every year by an association decided upon at a general meeting. The hosting of Culpa Cup should rotate each year.

6-13 § The general maximum participation fee for a Nordic week is 200 EUR.

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

6-14 § The hosting association of a Nordic event has a time limit of three months to send out the proper invoices for the participation fees. There is a four week due date after the invoice is received. Any fees not regarding participant fees must be invoiced and paid for within a reasonable time.

6-15 § If an association is late in the payment for an invoice related to participation fees for a Nordic event, an additional monthly interest of 5 EUR per participant, with a maximum of 25 EUR per month, will be added to the original payment. This amount will accumulate indefinitely until correct payment has been received.

Chapter 7: Changing the bylaws

7-1 § Any proposition to change the bylaws must be submitted by an International Secretary to the President in its exact wording no later than three weeks before the general meeting. Nothing but editorial changes may be made to the proposition until it is voted upon.

Amendments to a proposition must be submitted by an International Secretary to the President in their exact wording no later than two weeks before the general meeting.

The President may choose to allow consideration of amendments to the second degree, so long as they are submitted before the Nordic week hosting the general meeting begins.

The President may submit Propositions on behalf of the Audit committee.

7-2 § A change in the bylaws requires consensus between the President, Vice president and International secretaries present at the general meeting. At least 2/3 of the member associations must be represented by their international secretaries at the general meeting to initiate a vote. A change in the bylaws may also be made with a 2/3 majority in favour of the change at two consecutive general meetings.

Amendments to bylaw changes and amendments to the second degree require 2/3 majority at a general meeting to pass.

The approval of new members to Nordiska Sekretariatet according to 2-5 § instead requires 2/3 majority at one meeting.

The vote to kick according to 2-6 § second paragraph always requires consensus between all member associations, except the one subject to the vote. A 2/3 majority at two consecutive general meetings is not sufficient for the vote to pass.

7-3 § Nordiska Sekretariatet has a set of guidelines to supply the bylaws. The bylaws are above the guidelines. The guidelines may be changed whenever the current members of Nordiska Sekretariatet wish to do so, independently of general meetings. The change requires a 2/3 majority between the members, President, and Vice President to pass. The suggestion and vote must be in written electronic form.

7-4 § Changes to the bylaws in accordance with 7-2 § and guidelines in accordance with 7-3 § are implemented by the Audit committee working under supervision of the President of Nordiska Sekretariatet.

7-5 § Changes to these bylaws enter into force when the minutes of the general meeting are approved by the Audit committee, unless the general meeting unanimously decides otherwise.

7-6 § The official language of the bylaws of Nordiska Sekretariatet is English.

Chapter 8: Extraordinary circumstances

8-1 § Should unforeseen circumstances make it impossible, irresponsible or otherwise unreasonably burdening to abide by articles 2-3; 3-1; 3-3; 3-7, 1st paragraph, 2nd sentence; 3-8, 2nd paragraph, 1st sentence; 4-1, 1st paragraph, 3rd sentence, 6-8, 1st sentence; 6-12; 7-2, 1st paragraph, 1st and 2nd sentence; and 7-2, 2nd paragraph, the international secretaries may make a decision to make a temporary exception to the article(s) in question.

A decision to make an exception must be proposed by the President, Vice president, or an International Secretary of a member association in written form, and voted upon by every International Secretary in writing within 48 hours from the time the proposition is made. The vote requires a qualified majority of 4/5 to pass. If an International Secretary does not cast a vote within the time limit, their vote counts as one against the proposition for an exception. A proposition

according to this paragraph needs to specify the articles from the list in the first paragraph that are impossible, irresponsible, or otherwise unreasonably burdening to abide by, and the situation that has made it so.

8-2 § A member association may unilaterally make exceptions as in 8-1 § 1st paragraph, related to their own rights and duties to vote and participate in decision making according to articles 3-7, 1st paragraph, 2nd sentence; 3-8, 2nd paragraph, 1st sentence; 4-1, 1st paragraph, 3rd sentence; 7-2, 1st paragraph, 1st and 2nd sentence; and 7-2, 2nd paragraph, during the following circumstances:

- a) War or civil war in the member association's country;
- b) natural disaster in the member association's country;
- c) pandemic or epidemic in a Nordic country;
- d) national travel advisory against travel outside of a country in general or travel to a hosting associations local area or country;
- e) strike at an airport near the member association's city making it impossible or unreasonably burdening for the International Secretary to travel.

8-3 § A hosting member association may unilaterally make exceptions as in 8-1 § 1st. paragraph, related to the hosting of Nordic events according to articles 2-3; 3-1; 3-3, 1st and 3rd sentence; 6-8, 1st sentence; and 6-12, during the following circumstances:

- a) War or civil war in the hosting member association's country;
- b) natural disaster in the hosting member association's country;
- c) pandemic or epidemic in a Nordic country;
- d) national travel advisory against travel outside of a country in general or travel to a hosting associations local area or country;
- e) strike at an airport near a hosting member association's city.

Chapter 9: Dissolution

9-1 § The dissolution of Nordiska Sekretariatet may only be voted upon at an extraordinary general meeting summoned by the President for this purpose.

At least 2/3 of the member associations must be represented by their International Secretaries at this meeting to initiate the vote.

This decision requires a unanimous vote to pass.

9-2 § In the case of dissolution, any financial assets shall be given to The International Red Cross.

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.

Updated after the meeting in Orator on the 16th of February 2020 by Camilla Rosenkrantz Skovborg, President 2019-2020.

Updated after the virtual meeting on Zoom on the 7th of November 2020 by Camilla Rosenkrantz Skovborg, President 2019-2020.