



Bylaws for the Governance of the Uppsala Medical Master Council

Uppsala Medical Masters Council
Uppsala Student Union
Statutes adopted: 2025-12-04

Organizational Aim and Purpose

1. The Uppsala Medical Master Council (herein referred to as ‘council’) represents students studying in the Medical Masters programs at the Uppsala University Faculty of Medicine including, but not limited to, the Molecular Medicine, Infection Biology, Innovative Medicine, Biomedicine, Global Health, Public Health, Medical Research, Forensic Science, Biomedical Laboratory Science, Medical Nuclide Techniques, and Precision Medicine programs.
2. The council serves as a forum to discuss and resolve issues within the Medical Master Programs to strengthen the academic and social environment.
3. The council serves as a resource and support for students wishing to access services within Uppsala University and the Uppsala Student Union and should, if possible, be represented in associations including, but not limited to, the Medical Section of the Student Union, the Masters Program Coordinators Committee and the Medical Faculty Committee for Education.

Organization overview

4. The council is part of the Medical Section within the Uppsala Student Union, also known as the Uppsala Studentkår (herein referred to as the ‘Student Union’).
5. The council is registered as a non-profit association.
6. All students within the Medical Masters programs at the Uppsala University Faculty of Medicine are considered to be a part of the membership of Uppsala Medical Master Council.
7. The organisation does not have a membership fee.
8. The year of activity and fiscal year begins on 1st of July and commences until 30th of June.
9. The organisation is registered at the Student Union.
10. The council consists of the Chair, Vice-Chair, Secretary, Treasurer and 1-10 additional members that are elected for one activity year at a time at the General Assembly.
11. The term for each position is 1 year.
12. The general assembly will elect two auditors per fiscal year to revise the finances of the organisation. The auditors cannot hold an executive position within the council.
13. The Chair and Treasurer shall hold the signing authority for the council, jointly and severally.

Bylaws for the Governance of the Medical Masters Council

14. The organisation and operation of the council shall abide by the *Bylaws for the Governance of the Medical Masters Council* (herein referred to as ‘bylaws’).
15. Amendments to the bylaws must be accepted in a General Assembly. Proposed bylaw amendments must be approved by 2/3 of votes cast in two consecutive General Assemblies.

Rights of the Members

16. All students are entitled to attend Council Meetings.
17. Each Medical Masters program is entitled to elect two Class Representatives and Vice-Class Representatives from Year 1 and two Class Representatives and Vice-Class Representatives from Year 2 to attend council meetings.
18. Class Representatives are considered co-opted members of the council and will have the right of attendance and to voice their opinion. Vice-Class Representatives shall have the same rights when acting in place of the Class Representative.
19. All students hold voting rights at the general assembly.

Council Meeting Protocols

20. The Council Meeting can be invited by the Chair or Vice-Chair.
21. The meeting invitation shall be sent out to the council members no less than seven days before the next scheduled Council Meeting. Agenda and previous meeting minutes shall be sent to council members no less than three days before the next scheduled Council Meeting.
22. The Council Meeting has authority if at least half of the council members including the Chair or Vice-Chair are present. All decisions are made by the majority vote. In the case of a tie, the Chair's vote is selected.
23. Decisions within the council can be made per capsulam, where decisions are made by the majority vote. In the case of a tie, the Chair's vote is selected.

Financial Protocols.

24. Council funds shall be used to support events for the students, including but not limited to, the Advent Fika, Easter Fika, and Graduation Gasque.
25. All proposed expenditures greater than 1000 SEK shall be presented and approved at a Council Meeting.
26. All expenses less than 1000 SEK shall be approved in writing by both the Chair and the Treasurer.

The Chair may, when necessary, approve a single expenditure of up to and including 5000 SEK together with the Treasurer without prior Council approval.

This authority may only be exercised for one expenditure at a time and must be reported to the Council at the next Council Meeting.

The expenditure must be documented in writing and signed by both the Chair and the Treasurer.

26a. After the Chair has exercised this authority, it is automatically suspended.

At the next Council Meeting, an automatic vote shall be held to decide whether to reinstate the Chair's spending authority under bylaw 26.

The decision shall be made by simple majority vote.

The purpose of this provision is to allow flexibility for urgent or time-sensitive organisational expenses, such as supporting event operations, while maintaining financial oversight and transparency.

General Assembly

27. The General Assembly is to be held annually at the start of the fiscal year, latest by the end of October.

28. An Extraordinary General Assembly may be demanded by a majority vote of the Council Meeting in which case the General Assembly must be held within a month of the Council Meeting. An Extraordinary General Assembly may also be held if demanded by 10 % of the members of the organisation.

29. All General Assemblies must be held within the autumn or spring terms of the Uppsala University academic year.

30. The Acting Chair shall announce the General Assembly no less than 14 days prior by forwarding a Meeting Invitation, Agenda, and bylaws to all students. Amendments and changes to the bylaws must be provided to the council members no later than 7 days before the General Assembly and to the co-opted members no later than six days before the General Assembly.

31. The General Assembly has authority when over half of the executive position holders (Chair, Vice-Chair, Treasurer, and Secretary) are present. All decisions and elections are made by the majority vote apart from the exception described in bylaw 15. In the case of a tie, the Chair's vote is selected.

32. Matters to be discussed at the annual General Assembly are:

1. Call to order.
2. Attendance and determination of electoral roll.
3. Approval of minutes in accordance with the bylaws.
4. Election of Chairman of the meeting.
5. Election of Secretary of the meeting.
6. Election of adjuster as well as a teller.
7. Present the activity report of the previous activity year.
8. Present the financial report of the previous fiscal year.
9. Grant freedom of responsibility for the council members holding an executive position for the previous activity- and fiscal year.

10. Proposals for changes of the bylaws.
11. Accept a financial plan for the following fiscal year.
12. Present a preliminary activity plan for the following year.
13. Election of:
 - i. Chairman
 - ii. Vice-Chairman
 - iii. Treasurer
 - iv. Secretary
14. Elect 1-10 members of the council.
15. Elect two auditors for the upcoming fiscal year.
16. Other matters presented to the general assembly with regards to the rules set in place by the Swedish organisational law.

Rights of Resignation and Presumed Vacancy

33. All elected members hold the right to resign from any or all positions by means of written or verbal statements presented at a Council Meeting.
34. If any member in an executive position, a Committee Representative, or a co-opted member is unable to attend, they shall provide notice or reasonable explanation for their absence.
35. The holder of the presumed vacated position shall be informed in writing of any decision with at least 10 days' notice prior to the next Council Meeting.
36. The General Assembly can vacate a member of the council from their duties and elect another person.
 - 36.a A board member may be removed from their position if they fail to fulfil the duties for which they were elected. This includes, but is not limited to, consistent neglect of responsibilities or absence from three consecutive board meetings without providing a reasonable excuse. The decision to initiate a vote for removal is at the discretion of the remaining elected board members. If deemed necessary, a vote may be conducted to remove the member. The election of a new member to fill the vacated position must be held at an Extraordinary General Assembly.
 - 36.b In the event of a vacancy among the elected non-executive members of the Council, the Council may elect a replacement member at the next Council Meeting. The decision shall be made by simple majority vote and recorded in the meeting minutes. The person elected shall serve for the remainder of the original term of office. Vacancies in executive positions (Chair, Vice-Chair, Treasurer, Secretary) shall continue to be filled through a by-election at an Extraordinary General Assembly, as stated in bylaw 36a.
 - 36.c The Council holds the authority to nominate or appoint representatives of the Medical Masters Council to external bodies within Uppsala University or the Uppsala Student Union, including but not limited to the Medical Program

Committee (MPK), GRUNK, and the Medical Section (Medsek). Such nominations or appointments shall be decided by simple majority vote during a Council Meeting and recorded in the meeting minutes. The process shall be conducted in an open and transparent manner, and a representative from the executive board is responsible for notifying the relevant external body of the decision.

Voting Procedures

37. All voting within the Council and General Assembly shall follow the principle of majority rule, unless otherwise stated in these bylaws.
38. Voting shall normally be open. However, if any voting member requests a secret ballot, the Chair shall ensure that the vote is conducted anonymously.
39. Before any vote is conducted, the meeting (Council or General Assembly) shall elect one or two tellers to count and verify the votes if deemed necessary.
40. Tellers may not exercise their voting rights while serving as tellers.
41. The tellers shall present the results of the vote to the Chair, who shall verify and record the outcome in the meeting minutes before announcing it to the Council or General Assembly.
42. In the event of a tie, the Chair's vote shall be decisive, as stated in bylaws 22 and 31.

Conflict of Interest

43. Any person serving on the Council or any other decision-making body of the MMC shall not participate in the handling or decision of any matter that concerns themselves, a close relative, or any other person with whom they have a close personal or financial relationship. A person who has a conflict of interest must declare it and refrain from participating in the discussion or decision on the matter. A note regarding the conflict of interest shall be included in the minutes.

Dissolution of organisation

44. If the organisation were to be dissolute, the funds would be donated to the Uppsala Student Union.

Other

45. In other matters not addressed in the bylaws, the council follows the organisational law of Sweden.
46. In order for any member in executive position, a Committee Representative, or a co-opted member, to receive a MMC certificate of participation/holding a position, one has to attend at least 80% of the Council Meetings.