

The Association's Disciplinary Statutes

The School of Economics in Växjö Student Association



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Chapter 1: Introduction

§ 1.1 The purpose of the document

The disciplinary statutes regulate disciplinary measures and issues that can be taken against an individual or a group of individuals, furthermore, only called the affected individual, who is a member of EHVS according to § 2.

The purpose of the disciplinary statutes is not to make EHVS a judicial and punitive organization. It is therefore up to the investigating authority to decide whether a reported suspicion of infringement specified in § 4 should be investigated in accordance with this document or whether the case should be handled in a different way.

EHVS board has the highest decisive power whether a case is to be followed by this document or not. This applies in all cases except when a person who is accused of one or more violations is a member of EHVS board. The Linnaeus Union will only have information about cases where the individual concerned is part of EHVS board.

Chapter 2: Definitions

§ 2.1 Member

A member of EHVS is either a:

- a) Regular member, or
- b) Honorary member.

The definition of each membership is found in EHVS association statutes chapter 2 under § 2.

§ 2.2 Affected individual

The person who is accused of violations specified in § 4 is under investigation. For the investigation to fall on EHVS, the person must be a member of EHVS in accordance with § 2.

§ 2.3 Investigative authority

The investigating authority is the group that leads the investigation of suspected violations specified in § 4. The group shall mainly consist of EHVS board led by the president of the board. In cases where a member of the board is under investigation, or if the board is considered incapable of handling the situation, the Linnaeus Union shall handle the matter, led by the study social officer in Växjö.

§ 2.4 Convening

The convener, also called the convener, of the investigating authority is the president of EHVS, followed by the vice president. If someone on EHVS board is under investigation, or if the board is considered incapable of handling the situation, the Linnaeus Union study social officer in Växjö convenes the investigating authority, followed by the president of the Linnaeus Union.

Chapter 3: Disciplinary Measures

§ 3.1 Measures

The possible disciplinary measures are:

- a) Note in the minutes,
- b) Warning,
- c) Suspension from activities and events for a limited time,
- d) Active involvement in the association revoked, or
- e) Permanent suspension from all activities and events the association organizes.

§ 3.1.1 Remark in the minutes

A decision to make a remark in the minutes means that an infringement as specified in § 4 is written down and archived. If the individual concerned is an object of further disciplinary proceedings in the future, the investigating authority shall consider previous remarks in the minutes before deciding on appropriate disciplinary measures for the new case.

§ 3.1.2 Warning

A decision on a warning means that the individual concerned has been warned of a possible suspension. If the individual concerned is an object for further disciplinary matters in the future, the investigating authority shall consider the previous warning and the individual should be suspended from association-related contexts. Depending on the seriousness of the infringement, the investigating authority shall consider either a temporary suspension or a permanent suspension. In addition, the individual should also have his or her active involvement in the association revoked if more than one warning has been issued in the past.

§ 3.1.3 Suspension from activities and events for a limited time

A decision to suspend activities and events for a limited period means that the individual concerned cannot attend activities or events organized by the association for a limited period of time. In view of the seriousness of the infringement, the investigating authority shall determine how long the individual concerned shall be suspended from the association's activities and events, as well as which activities and events. The individual concerned should also have his active involvement in the association revoked during the period of the disciplinary action. If the assessment is made that the individual concerned is not suitable for continuing his or her active involvement in the association even after the time period, this must be announced in connection with disciplinary measures coming into force.

§ 3.1.4 Active involvement in the association revoked

A decision on active involvement in the association is revoked means that the individual concerned has committed a violation specified in § 4, which results in him not being suitable to represent EHVS. The individual concerned may, if the investigating authority deems it appropriate, be given the opportunity to voluntarily renounce his or her active involvement. In that case, the individual concerned shall submit a written document of his or her denial of active involvement to the investigating authority. If it is involuntary, the investigating authority still has the mandate to revoke the active involvement of the individual concerned in the association. The individual concerned is entitled to appeal in accordance with § 8.

§ 3.1.5 Permanent suspension from all activities and events organized by the association

A decision on permanent suspension from all activities and events organized by the association means that the individual concerned has committed a violation specified in § 4, which results in him being permanently separated from everything the association does. This includes all active involvement and involvement in all the activities and events the association is related to. A decision to suspend shall enter into force with immediate effect unless otherwise specified in the decision.

§ 3.2 Several measures

More than one disciplinary measure may be taken against an individual who has committed an offense, as stated in § 4.

§ 3.3 Liability for compensation

In certain cases, when, for example, property belonging to the association is stolen or damaged, the individual concerned must compensate for or replace the property. A decision on liability means that the individual concerned has acted in such a way that it has been of obvious intent that, for example, property has been damaged or stolen, or led to a financial loss for the association. It is up to the investigating authority whether the compensation should consist of the full value or parts of it. The compensation shall only apply to property that is not covered by insurance.

§ 3.4 Taking effect

A decision to suspend shall enter into force with immediate effect unless otherwise stated in the decision.

A decision on revoked active involvement shall enter into force with immediate effect after the decision has been made and communicated to the individual or individuals concerned, unless otherwise stated in the decision.

If deemed necessary (for example, if there is a significant risk that an infringement referred to in § 4 will be repeated), the investigating authority may with immediate effect suspend an individual suspected of infringements to be involved in the association before an investigation has been established. Such a decision shall apply until the investigating authority has investigated the matter in accordance with § 5, but never longer than one (1) month.

Chapter 4: Disciplinary Offenses

§ 4.1 Discipline violations

Disciplinary measures specified in § 3 may be issued against an individual in accordance with § 2 as:

- a) Disrupts the activities of EHVS to the extent that it causes significant damage to the association,
- b) Destroy or seize property belonging to or associated with EHVS, which is used in the business or is in premises or areas where EHVS activities take place,
- c) Exposes a member of the EHVS to unequal treatment, discrimination, bullying, abusive and / or unwelcome treatment, violence or harassment of any kind,
- d) Acts inappropriately against another member of EHVS,
- e) Is guilty of an act against EHVS or a person linked to the organization that can reasonably be assumed to constitute a violation of Swedish law,
- f) Acts in such a way that it seriously damages the association's reputation and / or relationships,
- g) In any way violates EHVS statutes, policies, internal agreements or values,
- h) Behaving inappropriately during activities and events organized by EHVS or against anyone affiliated with the organization,
- i) Has become the object of disciplinary action after an investigation by Linnaeus University.

§ 4.2 Time frame

Disciplinary action must be taken no later than six (6) months after a suspected violation has been reported.

Chapter 5: Investigation

§ 5.1 Notification

In case of suspicion of violation specified in § 4, the president of EHVS shall be notified in writing as soon as possible. If the president or someone else on the board is suspected of a violation specified in § 4 or is in any way unable to handle the matter, the student social officer in Växjö for the Linnaeus Union shall instead be notified.

§ 5.2 Convening

When a notification of a suspected violation specified in § 4 has been made, the summoning individual shall convene a meeting. If for any reason the first convener is prevented or unfit to convene the meeting, the next convener shall convene the meeting.

If the board is not deemed suitable as the investigating authority, the matter shall be handled by the Linnaeus Union, led by the person responsible for study in Växjö, and in his absence the following summons. The caller from the Linnaeus Union puts together an investigation group of at least five (5) people in total that he considers suitable and convenes a meeting. The group members cannot be members of EHVS and should be active members of the Linnaeus Union.

The investigating authority shall meet to investigate the suspected case no later than four (4) weeks after the case has been reported.

§ 5.3 Impartial reason

The investigation must be impartial. This means that when the suspected violation is investigated, no member of the group shall provide preconceived opinions regarding the individual concerned or the situation of the investigation. If it turns out that a member of the investigative group is acting in a partisan manner, the convener shall remove the member in question from all involvement in the investigation.

§ 5.4 Investigation responsibility

The caller is responsible for ensuring that the matter is thoroughly investigated.

§ 5.5 Trust

The investigation's process and its details shall only be known to the investigating parties. Exceptions can be made if it creates an obstacle to the investigation. However, the name of the person who submitted the written notification must never be mentioned in the documentation.

§ 5.6 Expression of opinion

The investigating authority shall provide the individual suspected of a violation specified in § 4 with the opportunity to express his or her views regarding the case. In order to do so, the individual must be given a summary of the accusations against him and the sections that are suspected of having been violated as soon as an investigation against the individual is initiated.

§ 5.7 Obligation to participate

The investigating authority may summon the individuals concerned to attend an interrogation in order to provide information. If the investigating authority makes the assessment that it is necessary to hear what the individual concerned has to say in person, the individual is obliged to attend when summoned. This concerns disciplinary measures provided for in these statutes. The individual can send a representative in his place.

Chapter 6: Decisions

§ 6.1 The Board

If the board is the investigating authority, a decision shall be made at the next board meeting when the investigation is considered complete. Decisions are made by simple majority. In the event of an equal number of votes, the president has the casting vote.

The final decision on the outcome of the investigated violation should preferably be made by the Board as a whole.

§ 6.2 Linnaeus Union

If the Linnaeus Union is the investigating authority, a decision shall be made at a meeting when the investigation is considered complete. The decision shall be notified immediately to the EHVS board. How the Linnaeus Union chooses working methods is up to them as long as they relate to the statutes in the document.

The final decision on the outcome of the investigated violation shall be made by the investigation group in its entirety.

§ 6.3 Protocol

The investigating authority shall state in the minutes its decision if the case should:

- a) Left without any further documents, or
- b) Give rise to any of the disciplinary measures in § 3.

§ 6.4 Inform the affected individual

The investigating authority shall inform the individual concerned in the case of their decision within 24 hours of the decision. This should preferably be done in writing but can be supplemented with a meeting.

Chapter 7: Formalities

§ 7.1 Documentation

The documentation of the investigation shall, in addition to the provisions of these statutes, include the following information:

- a) The persons who have participated in the investigation.
- b) Background and events.
- c) Paragraphs and / or policies that have been violated.
- d) The reason why they have been broken and the investigators' comments.
- e) Decision.
- f) The basis for the decisions.

Chapter 8: The Appeal

§ 8.1 The appeal

An appeal against the decision on disciplinary measures is sent in writing to the summoning authority of the investigating authority.

§ 8.2 Information

The individual concerned shall be informed of the right of appeal once he has received the final decision.

§ 8.3 Appeal investigation

As the board has been the investigating authority, the Linnaeus Union shall examine the case if an appeal is made.

As the Linnaeus Union has been the investigating authority, the association's members shall consider the case during an extraordinary association meeting, provided that ordinary association meetings are not sufficiently close in time, if an appeal is made. The investigation, the requesting decision and the counterargument of the individual concerned are then dealt with before the members make their final decision.

All appeals must be re-examined objectively.

§ 8.4 Deadline

The appeal must be sent to the investigating authority within three (3) weeks of the individual concerned receiving the decision. An appeal can only be made once.