



**2012-01-08**

**African Student Community in Uppsala**

**A.S.C.U.**

**AFRICAN STUDENT COMMUNITY IN UPPSALA**

**Afrikansk Studentförening i Uppsala**

**CONSTITUTION**

**STADGAR**

**August 1995**

(Constitution adopted in 1995, revised and expand in 1998, 2000, 2002, 2005, 2011)

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Brigitte Tshibangu  
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## **African Student Community in Uppsala**

### ARTICLE 1

#### **Name**

The name of the Organisation is **African Student Community in Uppsala (ASCU)**.

ASCU: is a non-governmental, non-profit, non-religious, apolitical voluntary organization.

ASCU is based in Uppsala, Sweden and collaborates closely with organizations in Sweden shall in around Uppsala and in Africa.

ASCU's business and membership run yearly from October 1<sup>st</sup> to September 30<sup>th</sup>

### ARTICLE 2

#### **Purpose**

- To constitute a social, cultural, academic and solidarity forum for ASCU members
- To promote interest in and research on Africa and matters concerning African students in Sweden.
- To work towards the promotion and coverage of union members interests, and the improvement of their situation.
- To initiate, support efforts regarding democracy, socio-economic development and human rights promotion in Africa, and in Sweden.
- Work as a bridge for the integration of ASCU members into the Swedish society.
- To encourage, promote and organize sports, cultural and recreational activities of the Association.

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### ARTICLE 3

#### **Membership**

##### **Full membership**

All students, non-students and anyone at the age of 18 and above who are willing and committed to achieve ASCU objectives have the right to become members. A member must submit a written application form, stand for ASCU code of conduct and pay annual membership fees.

In order to be eligible to vote the membership fee must be paid at the latest on the day of the Annual meeting (3<sup>rd</sup> week in October). Only full members are eligible for voting and election.

**Associate membership** shall be open to any person under the age of 18 with an interest in ASCU purpose and objectives

**Honorary membership** may be conferred to persons in recognition of meritorious work in the support of the purpose or objectives of ASCU.

Honorary members are nominated by the executive committee and must be approved by at least 2/3 of full members participating in physical and electronic voting. Only one person may be awarded honorary membership every year.

##### **Termination of Membership**

By decision and written notification from the executive committee membership ends upon any of the following:

- Failure to pay membership fees for two years
- Breach of the codes of conduct of ASCU
- Own request for resignation
- After written and justified request by others.

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### ARTICLE 4

#### Organization

The constitutional bodies of ASCU shall be:

- The executive committee
- Ordinary ASCU members participating in physically and in electronic voting
- Annual Meeting
- Organization meeting

#### THE EXECUTIVE COMMITTEE

The executive committee will have the authority to establish subcommittees and ad hoc committees from among the general membership.

The executive committee shall

- Manage the affairs of ASCU and represent it to other parties.
- Check and approve all contracts, projects, formation of subcommittees before any of the above activities are carried out by executives' committee officers or ASCU members.
- Be responsible for the finances and annual report of ASCU
- Initiate and nurture relations with authorities and the public.

The representatives of the executive committee must be full members and should have been elected by full members by physics and e-voting.

The number of representatives in the executive committee shall not exceed seven

Through at least two of these three executive members (Chairman, general Secretary and Treasurer) to withdraw money from the organizations bank account and sign financial documents. But the annual meeting, depending on the situation decides that all three must act together. Through three members, the chairman, the secretary and member whose area of activity is concerned, sign other documents.

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### **Responsibilities of the executive committee representative:**

**Chairperson :** Leads and is responsible for the work of the executive committee, acts as chairperson in the executive committee meetings, represents ASCU outwards and signs contracts after approval from the executive committee.

**General Secretary:** does the work of the chairperson whenever she/he is unavailable or unable, handles the association's mail, is responsible for the minutes of the meetings and other administrative issues and is responsible with the chairperson that members are notified of meetings.

**Treasurer:** is the guardian of the association's economy, handles the organisations financial transactions, is responsible with the chairperson for grant applications, is responsible for writing the association's yearly budget and economic book-keeping according to the Swedish law, handles membership fees and reports regularly to the executive committee about the association's economic situation.

**External relations officer:** is responsible for the contacts of ASCU with other independent bodies and organisations and works together with the project coordinator with partner organizations in negotiating and drafting project proposals.

**Information and recruitment officer:** is responsible for spreading information about ASCU, recruiting members to the organization, and keeping records of the organization's members

### **ORDINARY ASCU MEMBERS PARTICIPATING IN PHYSICAL AND ELECTRONIC VOTING**

Latest by October 31st each year decisions are made via physical general assembly meeting and email/e-voting. All documents and the invitations to participate in the electronic voting should be sent four (4) weeks prior to voting day. Meanwhile around mid-October the annual meeting (AM) takes place in Uppsala to allow members to discuss and query issues. Quorum for the voting is 2/3 of in the e-voting participating members.

By physical and e-voting annually resolutions have to be made on:

1. Approval or disapproval of the executive committee's actions, including its annual report and the annual accounts,

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2. Election and removal of the chairperson and other officers of the executive committee (in even years),
3. Election of members of the election committee (uneven years),

By physical and e-voting, when needed, resolutions of the following have to be made:

1. Approval and amendments of the constitution,
2. The appointment of honorary members,
3. The appointment of Advisory Board members
4. Dissolution of ASCU,
5. Appropriation of the organisation's assets upon dissolution of ASCU,
6. Approval of membership fees for the coming year.
7. Decision on bills (propositions, in Swedish: motioner).

### **ANNUAL MEETING**

The annual meeting must be held once a year in Uppsala during the 3<sup>rd</sup> or 4<sup>th</sup> week in October.

The function of this meeting is to provide information and discuss topics which will be decided by ASCU members on latest by the end of October in each year. Internal auditors are appointed in this meeting but otherwise, no voting is made on this meeting. All members who want to participate in the voting process have the last chance to pay their membership fee for the legitimation to participate in the voting on that day of the annual meeting. All members have already in advance received all documents for voting by email latest four weeks prior to the voting day.

Invitations to the annual meeting should be sent no later than two (2) weeks prior to the meeting.

### **ORGANIZATION MEETING**

The organization meeting must be held to periodically monitor the executive committee work and check the progress of the decisions taken at the annual meeting. The organization meeting decisions are made by the executive committee.

The organization meetings are held twice yearly, in April and Sept at a time determined by the executive committee.

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It is held only when one-half (1/2) of the members are present. If this is not the case, the meeting will be postponed to another date to be determined with a simple majority of the members present.

If the quorums above are not fulfilled when the general meeting is held for the second time, this meeting will be held as normal.

### ARTICLE 5

#### **Modifications to the constitution**

This constitution may be modified and approved by a 2/3 majority of vote participating full members. The proposal for amendments must be circulated to all members at least 4 weeks before the voting deadline.

### ARTICLE 6

#### **Contracts**

Only the chairperson of ASCU or members of the executive committee who have been delegated by the chairperson are authorized to enter into contracts on behalf of the organization, when approved by the executive committee.

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### ARTICLE 7

#### **Finance and Fees**

The resources of ASCU shall consist of:

1. Annual membership fees.
2. Subsidies from public authorities.
3. Grants, donations and bequest made to ASCU.
4. Fundraising activities.
5. Any other sources which do not violate the codes of conduct of ASCU.

No member shall use her/his membership or any office held with ASCU as means of promotion of her/his personal business or aims. All expenditure on behalf of ASCU must be approved by the executive committee.

### ARTICLE 8

#### **Dissolution**

In circumstances where ASCU is dissolved by a decision by voting (2/3 majority of participating full members) the assets of the organisation shall be distributed exclusively to charitable organizations whose purpose is consistent with the purpose and objectives of ASCU.

### ARTICLE 9

#### **Regulations**

**Auditing:** ASCU has two internal auditors appointed at the annual meeting for each fiscal year and at least 1 external auditor agreed upon between the internal auditors and the Executive Committee. The internal auditors monitor all documentation and book-keeping. The external auditor monitors bills, receipts and book-keeping and that the association is not breaking the law. The auditors must give a written report to the general assembly and give

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suggestions to the members whether to approve the executive committee during the past year or not.

**Annual Report:** The executive committee shall provide to the general assembly a written annual report which includes the activities of the past year, a financial statement, a statement of current membership; and a list of activities sponsored by the organization. The executive committee shall provide the current plan of action and how the activities should proceed and be monitored in the coming year

**Quorum:** At all meetings of the executive Committee, at least three (3) officers shall be physically present and that will be sufficient to constitute a quorum for the transactions of business.

The act supported by a simple majority of the executive committee members present at any meeting at which there is a quorum shall be the act of the executive committee, unless otherwise provided by this constitution. In the case of equal votes the chairperson shall have the decisive vote.

**Resignation:** The officers of the executive committee and the members of the subcommittees may resign at any time by giving written notice of resignation to the Chairman of the executive committee at least three (3) weeks before the date of resignation.

Uppsala, October 2011.

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