

# Swedish Educational Research Association SWERA / Svensk Förening för Pedagogisk Forskning SFPF

## **Bylaws**

Bylaws proposed to the Delegates' Assembly at the Constitutive Meeting of SWERA in Reykjavik, March, 2013. (Written in English due to eventual affiliation to the Nordic Educational Research Association (NERA) and to communicate with other research associations.)

### **1§ Name and legal domicile**

The name of the association is Svensk Förening för Pedagogisk Forskning (SWedish Educational Research Association). The legal domicile of the association is the Higher Education Institute where the Chairperson is located.

### **2§ Aim**

The aim of the association is to promote, in various ways, educational research and practice in Sweden in cooperation with the other Nordic countries, principally by

- being the owner of Pedagogisk Forskning I Sverige (Journal of Educational Research in Sweden)
- publishing scientific material,
- supporting communication between Swedish researchers, e.g. by creating networks,
- giving high quality contributions to the knowledge development of research students,
- collaborating with research groups in other disciplines, who are interested in educational research,
- drawing the attention of funding authorities and research councils to areas in which educational research is needed,
- collaborating with other educational associations, within as well as outside Sweden,
- working actively to improve the conditions of educational research nationally and internationally,
- striving to make the research known and accessible to wider audiences.

### **3§ Membership**

The association accepts as members all individuals who are active as researchers or research students in education or otherwise connected with educational research in Sweden.

The association can be affiliated to other educational associations. Such an affiliation is decided upon by the Annual Delegates' Assembly.

SWERA membership is based on individual memberships.

### **4§ Membership fee**

Members pay an annual fee settled by the Delegates' Assembly every financial year.

## **5§ Resignation of membership**

A member, who wants to resign his/her membership of the association, should do so by writing to the board. If a member, despite written reminder, has not paid the statutory annual fee, he/she is regarded as having resigned his/her membership

## **6§ Organization**

The Delegates' Assembly is the highest decision-making authority of the association. Other activities in the association are governed by a Board in accordance with these bylaws.

## **7§ The Board**

The Board consists of five (5) members and a president (chairperson), and five (5) substitutes, from different Higher Education Institutes. In the event of a tie, the chairperson shall have the **casting vote**. The president, other Board members, and deputies are elected by the annual Delegates' Assembly for one year. The president can be re-elected for four years consecutively. It is desirable that the presidency alternates between Higher Education Institutes. The Board elects, among its members, a vice president, a secretary and a treasurer. However, the treasurer need not be a member of the Board. The Board is summoned by the president, or in case of impediment, the vice president. The Board forms a quorum, when at least two members (or their deputies) besides the president – or in case of impediment – the vice president, are present. The Board can, when necessary, meet per capsulam. It rests upon the Board to lead the activities in accordance with the decisions taken by the Delegates' Assembly. The Board prepares the agenda for the Delegates' Assembly, makes up a budget and a plan of action. Within the confines of accessible resources the Board is responsible for carrying out decisions taken by the Assembly. For special assignments the Board can appoint sub-committees. In such a sub-committee at least one Board member should be included. The president chairs the deliberations during Board meetings as well as the general association meetings, except the Annual Delegates' Assembly. In case of impediment, the vice-president takes over the president's responsibilities.

## **8§ Economy**

Two auditors elected by the Delegates' Assembly examine the accounts of the association and are to deliver their report at the Annual Meeting. The accounts are made every year and are presented to the Delegates' Assembly for approval. The financial year runs between 1st January -31th December. The Board delivers the accounts to the auditors in good time before the Annual Meeting. The auditors' report, which is to be presented at the Annual Meeting, is handed over to the Board at least one day in advance. The Board authorizes one person to sign for the association. The Board has the right to accept and administer funds granted to the association by state authorities or research foundations. The treasurer and the secretary may be granted remuneration as decided by the Delegates' Assembly.

## **9§ Election procedures**

Election of President, Board members and deputies is prepared before the Annual Meeting by an election committee. Through an announcement in the association's journal, Pedagogisk

Forskning i Sverige, all association members are invited to nominate candidates in good time before the Annual Meeting. The chairperson of the election committee and its members are appointed by the Delegates' Assembly for the following year. The election committee consists of three representatives from different HEIs. The names of the candidates proposed by the election committee are included in the summons to the Annual Meeting. The election committee presents its proposals to the Delegates' Assembly. During the Assembly any member of the association can bring other names forward.

## **10§ Annual Delegates' Assembly and other meetings**

Members of the association are summoned every year to a Delegates' Assembly. This is to take place no later than March. The Board may summon an extra meeting. Such a meeting shall also be summoned when at least 10 % of the members representing at least eight HEIs so demand. Summons to Delegates' Assembly as well as extra meetings are announced at least thirty (30) days in advance. The summons shall be accompanied by an agenda including all matters that will be subject to decision at the meeting. Should there be a motion to change the bylaws, the main content of the suggested change is to be included in the summons. Members may wish to add a matter to the agenda of the Annual Meeting. All such motions must be announced in writing to the president 45 days before the Annual Meeting. Matters not included in the summons to the Delegates' Assembly or other meeting may not be decided upon at the meeting.

## **11§ Right to vote**

All registered members present at the meeting have the right to vote. In voting a simple majority is sufficient. If the votes are equal the chair of the meeting has the casting vote. In case a board is elected, however, lots are drawn. Elections are made by secret ballot, if so requested.

## **12§ Matters of the agenda at Delegates' Assembly**

The agenda of the Annual Delegates' Assembly should contain the following matters:

1. Election of chairperson for the meeting
2. Election of recording secretary and two persons to check the minutes
3. Annual report, financial report and the auditors' report for the previous year
4. Journal annual report
5. Question to adopt the reports and the accounts
6. Decision on plan of action for the coming year
7. Journal plan of action for the coming year
8. Decision on membership fee and budget plan for the coming year
9. Election of president, other members of the Board and deputy members
10. Election of auditors and deputy auditors
11. Election of the election committee
12. Other matters on the agenda

## **13§ Change of bylaws**

Changes of these bylaws are decided by the Annual Delegates' Assembly. To be valid such changes must be put on the agenda for the meeting, described in full in the summons, and voted for by at least two-thirds majority at two consecutive meetings.

#### **14§ Dissolution of the association**

A proposal to dissolve this association should be made in the same manner as is stated concerning change of bylaws. The decision to dissolve the association is valid if two consecutive meetings have voted for it by a two-thirds majority. Any assets shall in that case go to the corresponding international associations (NERA and EERA) in relation to the size of their membership in this association according to the last reports.