

Folkbildningsförbundet (the Swedish Adult Education Association) - Statutes

Adopted at the General Meeting of the Federation 19 April 2007

§ 1 Purpose

Folkbildningsförbundet is the interest organisation of study associations which qualify for State grants and its task is to strengthen the position of study associations in the society. Study associations which qualify for State grants are those which are subsidised in accordance with the Decree on Government Subsidy for Liberal Adult Education (1991:977)

§ 2 Organisation

Folkbildningsförbundet is the central organisation for study associations which qualify for State grants. The decision-making bodies of the Federation are the General Meeting and the Board. The Negotiation Delegation and Computer Delegation make decisions related to their specialist areas in accordance with these statutes.

The Adult Education County Councils formed by regional members are the regional bodies of Folkbildningsförbundet. Adult Education County Councils adopt their statutes following a recommendation for standardised statutes decided at the General Meeting.

§ 3 Membership

Subsection 1

Membership of Folkbildningsförbundet is open to study associations which qualify for State grants and who approve the Federation mission statement and its statutes.

Subsection 2

A decision to grant membership of Folkbildningsförbundet is taken by the General Meeting following a proposal from the Board. A decision requires a two-thirds majority of attending representatives who are entitled to vote.

§ 4 Resignation of membership

A member organisation which wishes to leave Folkbildningsförbundet is to provide notice of this in writing to the Board. Membership will then cease six months after notice is received, but at the earliest at the end of the current year.

§ 5 Expulsion

Any member which does not satisfy the requirements of § 1 and 3 or which does not comply with the mission statement or statutes of Folkbildningsförbundet may be expelled.

A decision upon expulsion of a member requires a two-thirds majority of the General Meeting.

§ 6 Fees

Each member organisation is to pay an annual membership fee to Folkbildningsförbundet. The amount of the fee is decided by General Meeting following a proposal by the Board.

§ 7 The General Meeting

Subsection 1

The highest decision-making body of Folkbildningsförbundet is the General Meeting, consisting of 40 selected representatives from member organisations, the regular members of the Board and the auditors elected by the General Meeting.

Representatives are selected as follows:

Each member organisation selects two representatives. The other representatives are selected from among the study associations in proportion to their total activities qualifying for State grants reported for the previous financial year.

Subsection 2

Decisions on granting of membership, expulsion of a member, changes in the statutes or dissolution of the Federation require a two-thirds majority of attending representatives who are entitled to vote. Other decisions require a simple majority. If a vote is tied, the matter is decided by lot.

Board members are not entitled to vote upon decisions regarding the reports of the Board and the auditors, discharge of liability for the Board or the election of auditors and their deputies.

The staff of Folkbildningsförbundet, the elected representatives and staff of the Adult Education County Councils and invited guests have the right to speak at the General Meeting.

Subsection 3

A General Meeting is to be held every second year, by April at the latest. Notice to attend the meeting is to be issued by the Board at least three months before the meeting. Motions are to be received by the Board at least two months before the meeting. Member organisations have the right to bring motions. The Board and the auditors' reports and other General Meeting papers are to be distributed to member organisations and attending representatives at least fourteen days before the meeting.

Subsection 4

The agenda of a General Meeting is to consist of the following items:

- a) The report of Board and year-end financial report
- b) The auditors' report
- c) Discharge of liability for the Board
- d) Adoption of a strategic plan
- e) Guideline instructions for a financial framework for study association joint programmes and projects (excluding GUSTAV)
- f) Adoption of a two-year plan of action for communication
- g) Registration of the plan of activities and budget
- h) Establishment of membership fees and fees for elected representatives
- i) Proposals from the Board
- j) Motions
- k) Election of a chairperson for the Federation
- l) Election of ten Board members from those nominated by the members
- m) Registration of two co-opted Board members representing Adult Education County Councils

- n) Registration of a co-opted Board member and personal deputy from the trade union representing Folkbildningsförbundet employees, as appointed prior to the meeting by the said trade union
- o) Election of three auditors, of which one is to be an authorised auditor, and three deputy auditors, of which one is to be an authorised auditor
- p) Election of a nominations committee

Subsection 5

An extraordinary General Meeting is to be held if the Board considers that it is necessary. At such a meeting, only the matters which led to the meeting are to be dealt with.

§ 8 The Board

Subsection 1

Between General Meetings, the Board is the Federation's highest decision-making body and runs the Federation in accordance with its statutes, strategic plan and the decisions of the General Meeting.

Subsection 2

The Board consists of a chairperson and ten members. Two representatives of the Adult Education County Councils and one staff representative are co-opted onto the Board. Co-opted members have the right to speak before the Board.

The Board is to appoint a general secretary.

Subsection 3

Decisions by the Board require a simple majority. If votes are tied, the chairperson has the casting vote, except for elections, which are decided by lot. When dealing with matters which relate to staff employment conditions and any measures to be taken in connection with these, the staff representative may not take part.

Subsection 4

The Board is to decide upon a plan of activities and budget for each year, establish rules of procedure and approve/express opinions regarding divergences from standard statutes for Adult Education County Councils.

§ 9 Negotiations Delegation

Subsection 1

The Negotiations Delegation consists of one member and a personal deputy from each study association. The delegation appoints a chairperson from within.

The delegation represents Folkbildningsförbundet and the study associations during negotiations and discussions with unions regarding relations between employers and circle-leaders/teachers employed by study associations.

In such matters, the Negotiations Delegation enters into agreements and takes other decisions.

Subsection 2

The Negotiations Delegation is quorate when at least half of its members are present. When the business in hand is the adoption of proposed agreements or industrial action, the delegation is quorate when at least four-fifths of study associations in the delegation are represented.

A decision by the Negotiations Delegation regarding the adoption of proposed agreements or industrial action requires a three-quarters majority. Other decisions require a simple majority. If votes are tied, the chairperson has the casting vote.

Subsection 3

If a member or his/her deputy is temporarily absent from the Negotiations Delegation, written authorisation to vote may be provided to another member. An attending member with such an authorisation is to produce this in order to have the right to vote for the absent member.

Subsection 4

Following delegation recommendations, any study association which is a member of Folkbildningsförbundet is to ensure that its local branches apply and follow agreements and decisions.

Subsection 5

The Negotiations Delegation appoints a Negotiations Group.

§ 10 The Computer Delegation

Subsection 1

The Computer Delegation runs and is responsible for the activities of Folkbildningsförbundet regarding the ownership, administration and development of the computer system GUSTAV. The Computer Delegation has the right to make decisions in such matters.

The Computer Delegation is to draw up a plan of activities and budget for computer systems and do the preparatory work in cases of admission to and resignation from the delegation and the conditions connected with these matters. Decisions regarding admission and resignation are taken by the Board.

Subsection 2

For the area of responsibility of the Computer Delegation, a separate budget is to be produced. Finances for this area are to be kept separate from the other finances of Folkbildningsförbundet. Any surplus or deficit within the area of responsibility of the Computer Delegation will not be credited or debited to the other finances of Folkbildningsförbundet.

The financing of this part of Folkbildningsförbundet operations is to be carried out separately from the financing of Folkbildningsförbundet through membership fees etc.

Subsection 3

The Computer Delegation consists of one member from each of the study associations which are members of Folkbildningsförbundet and which have been granted admission to the Computer Delegation.

The Computer Delegation appoints a chairperson and vice-chairperson from within.

The conditions attached to participation in the Computer Delegation are regulated by special agreements between Folkbildningsförbundet and each study association.

Subsection 4

The auditors elected at the Folkbildningsförbundet General Meeting are to especially monitor the application of Subsection 2 above and agreements entered into as in Subsection 3.

Subsection 5

Any study association which wishes to resign from the Computer Delegation is to report this to both the Board and the delegation at least six months in advance.

Subsection 6

A decision on the dissolution of the Computer Delegation is to be made by the Board and requires a three-quarters majority.

If the Computer Delegation is dissolved, its assets go to the study associations represented in the delegation at the time it was dissolved. Any financial deficit arising from the work of the Computer Delegation work upon is dissolution is to be covered by special charges upon the study associations represented in the delegation at the time it was dissolved.

§ 11 General secretary

The general secretary is the head of the Federation's office, the Federation's executive officer and is responsible for reporting to the Board.

§ 12 Financial year

The Federation's financial year is 1 January – 31 December.

§ 13 Auditing

Three auditors, of which one is to be an authorised auditor, and three deputy auditors, of which one is to be an authorised auditor, are appointed by the General Meeting to inspect the Federation's accounts and administration.

§ 14 Changes in statutes

Changes in these statutes may only be decided at the General Meeting . Such a decision requires a two-thirds majority of the attending representatives who are entitled to vote. Proposed changes in these statutes are to be sent to the member organisations and Adult Education County Councils at least three months prior to the General Meeting and to the attending representatives at least one months before the meeting.

§ 15 Dissolution

Dissolution of the Federation may only be decided at the General Meeting. For such a decision, that stated in § 14 regarding changes in statutes also applies. If the Federation is dissolved, its assets are to be used for liberal adult education in a manner decided by the General Meeting.

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