BYLAWS FOR

 *Nordic College of Caring Science (NCCS)*
Organisation no.: 802523-9545

Formed *1980*

GENERAL PROVISIONS

1 § Aim and purpose

The Nordic Association “Nordic College of Caring Science” (NCCS) shall promote research in the field of caring science in relation to health, wellbeing, illness and the alleviation of human suffering. This entails studying the caring of people in different life situations, contexts and cultures. NCCS shall contribute to the creation of networks that promote ethically sustainable research and education. The ethical responsibility shall permeate all the association’s activities. NCCS’ commitment is to develop, support and disseminate knowledge in the caring sciences in the Nordic countries and abroad. This is carried out through, amongst other activities, the Scandinavian Journal of Caring Sciences (SJCS), the organizing of conferences and grants from the NCCS’ research fund.

2 § Composition

The association consists of the natural persons who have been admitted into the association as members.

3 § Decision-making bodies

The association’s decision-making bodies are the annual general meeting, extraordinary annual general meetings and the Board.

4 § Joint signature

The Chair and Treasurer are joint signatories of the association.

5 § Operating and fiscal year

The association’s operating and financial year is the standard calendar year.

6 § Interpretation of bylaws

In the event of any uncertainty regarding the interpretation of these bylaws, or if cases occur that have not been anticipated in the bylaws, the matter is to be referred to the next annual general meeting. The matter may be decided on by the Board in urgent cases.

7 § Arbitration clause

Any dispute between a member and the association may not be brought before a public court, except in cases where other special provisions apply. Disputes of such a nature shall be settled in accordance with the Swedish Arbitration Act. However, the following provisions shall apply with respect to the costs associated with the arbitration. Each party bears its own costs as well as the costs for the appointed arbitrator. The costs for the Chair and the Secretary are split equally between the parties.

8 § Amendment of bylaws

An amendment to the bylaws requires either a unanimous decision at an ordinary annual general meeting or a majority decision in favour of the amendment at two consecutive annual general meetings. Proposed amendments to the bylaws may be submitted in writing by members of the association as well as the Board.

9 § Dissolution of the association

Dissolving NCCS requires a three-fourths majority vote in favour of the motion to dissolve the association at two consecutive annual general meetings.  If NCCS is dissolved, the annual general meeting shall, in accordance with the aims and purpose of the association stated in § 1, determine how any remaining assets after all debts have been paid are to be dealt with.

MEMBERS OF THE ASSOCIATION

10 § Membership

Membership can be granted to active researchers, doctoral students or individuals who through their professional position promote the aim and purpose of the association stated in § 1. Applications for membership are made via the NCCS’ website and received by the association’s Secretary. Membership is granted by the Board and the individual becomes a member and is added to the membership list when the membership fee has been paid. Support membership may be granted to institutions, organisations and the like. A member with research activities that have had special significance in relation to furthering the aim and purpose of NCCS can be designated and referred to as an honorary member. The annual general meeting decides whether to approve honorary memberships on the basis of proposals from individual members and the Board.

11 § Withdrawal

A member who wishes to withdraw from the association shall notify the Board in writing and is thus immediately regarded as having left the association. A member who has not paid the membership fee for the last two years shall be regarded as having withdrawn from NCCS. In such cases, membership ceases by the individual’s name being removed from the membership list.

12 § Expulsion

A member may not be expelled from the association for any other reason than having neglected to pay the association the established fees, counteracted the association’s activities or purpose or clearly damaged the association’s interests. Decisions on expelling a member or issuing a notice shall not be passed until the member has had the opportunity to provide a statement on the circumstances that led to their membership status becoming subject to revision. The member shall be given at least 14 days to provide such a statement. The reasons for the decision shall be specified as well as information concerning the member’s possibilities to appeal the decision. The member concerned shall receive notification of the decision in writing no later than three days from when the decision was taken. Cases of expulsion are prepared by the Board and decided at annual general meetings.

13 § Rights and obligations of members

A member

• has the right to participate in meetings organised for members

• has the right to information about the association’s affairs

• has the right to apply for grants/scholarships provided by the NCCSF foundation

• has access to the association’s journal (SJCS)

• shall act in accordance with the bylaws of the association

• is not entitled to any part of the association’s assets or properties in the event of the dissolution of the association

• shall pay membership fees as well as any additional fees decided on by the association

ANNUAL GENERAL MEETING AND EXTRAORDINARY ANNUAL GENERAL MEETING

14 § Time and notice given

The annual general meeting, which is the association’s highest decision-making body, shall be held before the end of April at a time and place decided on by the Board. Responsibility for organising the meeting circulates between the members’ home countries. Annual general meetings can be arranged in connection with a Nordic or other international research conference. In the case of the latter, the order in which the responsibility for organising the meeting circulates may be temporarily changed. Notice of the annual general meeting shall be issued by the Board to members by e-mail and on the association’s website no later than five weeks before the meeting. If there are any proposals for amendments to the bylaws, dissolution of the association, merging with another association or any other issues of major importance to the association or its members, such proposals must be included in the notice. The annual and management reports, auditors’ statement, operational plan and associated budget as well as the Board’s proposals and received motions with the Board’s statement shall be made available to the members no later than one week before the annual general meeting. The notice of the annual general meeting shall indicate where these documents can be retrieved from.

15 § Proposals for motions to be treated at the annual general meeting

Members as well as the Board may submit proposals to be addressed at the annual general meeting. Proposals from members must be received by the Board no later than six weeks before the annual general meeting. The Board must provide a written statement on the proposal at the annual general meeting.

16 § The right to vote, to speak and to submit proposals

A member who has paid their membership fee in the current year has the right to vote at annual general meetings and extraordinary annual general meetings. The right to vote is personal and can be exercised through delegating one’s vote to a representative. Support members and honorary members do not possess the right to vote. A member who does not have the right to vote has the right to speak and make proposals at the meeting. Board members do not have the right to vote on matters concerning discharge and the election of auditors.

17 § Quorum

A quorum exists with the number of members with the right to vote who are present at the meeting.

18 § Decisions and voting

Decisions are made by acclamation or, if requested, by putting the matter to a formal vote.

All matters are decided on by a simple majority vote with the exception of the cases mentioned in §§ 8 and 9. A simple majority may either be absolute or relative. Elections are decided through relative majority, which means that that the candidate(s) receiving the highest number of votes shall be elected regardless of how these votes relate proportionally to the number of votes cast. An absolute majority is required for decisions on other matters than elections, which means more than half of the votes cast. Voting takes place with an open ballot. However, a vote may take place with a secret ballot if requested by a member with the right to vote. The drawing of lots shall be used in the case of a tie in an election. Decisions are passed with the blow of the gavel.

19 § Eligibility for election

Members of the association with the right to vote are eligible for election to the Board and nomination committee.

20 § Proceedings at the annual general meeting

The following matters must be discussed and recorded in the minutes at the annual general meeting:

1. Establish the voting list for the meeting (who has the right to vote).

2. Appointment of Chair and Secretary for the meeting.

3. Appointment of minutes adjuster and vote counter.

4. Establish whether the meeting has been properly announced.

5. Setting of the agenda.

6. a) NCCS’ annual report for the previous year

 b) SJCS’ annual report for the previous year

 c) NCCS’ and SJCS’ management report (balance sheet and profit and loss statement) for the previous financial year

7. Auditor’s report on the Board’s administration during the previous operating/financial year

8. Discussion on discharge of liability for the Board for the period reviewed in the audit

9. Presentation of NCCSF’s annual report

10 Presentation of NCCSF’s annual accounts

11. Determination of membership fees

12. Determination of an operating plan as well as establishing a budget for the forthcoming operating/financial year

13. Discussion of the Board’s proposals as well as motions received from the members in time.

14. Election of

 a) the Chair of the association for a term of three years

 b) the Treasurer of the association for a term of three years

 c) other members of the Board for a term of three years

 d) three members of the nomination committee for a term of three years, one of whom shall be appointed

 convener

 e) auditor and deputy auditor

 f) editor and members of the editorial board of SJCS

15. Any other business added under point 5 of the agenda. Decisions on matters of major financial importance or other crucial significance to the association or the members may not be called to a vote unless included in the notice for the general meeting. No matters other than those included in the notice for the general meeting may be subjected to a vote and decided on at the annual general meeting.

The minutes of the meeting shall be signed by the Chair, the Secretary and minutes adjusters and made available no later than 30 days after the general meeting. Each country’s Board members shall provide translations or explanations of terms if necessary.

21 § Extraordinary annual general meetings

The Board may issue a notice convening members to an extraordinary annual general meeting. The Board is required to issue a notice convening members to an extraordinary annual general meeting at the request of an auditor or of at least one-fifth of the association’s members with the right to vote. Such a request shall be made in writing and contain the reason(s) for the request.

The Board shall announce an extraordinary annual general meeting within 14 days of the receipt of a request for it and the meeting shall take place within two months of this receipt. The notice accompanied by a draft agenda for the extraordinary annual general meeting shall be sent to the members no later than seven days before the meeting in the manner decided by the Board. In addition, the notice accompanied by the draft agenda shall be published on the association’s website. Should the Board fail to announce or issue a notice for the convening of an extraordinary annual general meeting, those who made the request may take measures under the previous paragraph. Only the matter that the meeting was convened for may be discussed at an extraordinary annual general meeting. §§ 16 and 17 apply with regard to the right to vote at an extraordinary annual general meeting and quorum at such a meeting.

NOMINATION COMMITTEE

22 § Composition, duties

The nomination committee consists of three members, one of whom is the convener, elected at the annual general meeting, with representatives from different countries. The nomination committee is responsible for preparing proposals for the officials, who the annual general meeting appoints. The nomination committee convenes when the Chair or at least half of the members so decide. Before the annual general meeting, the nomination committee shall ask those whose term is set to expire at the end of the meeting whether they wish to be considered for an additional term. The nomination committee shall inform the members with the right to vote of its proposals no later than five weeks before the annual general meeting. The nomination committee members are elected for a term of three years and can thereafter be re-elected for an additional three-year term. It is possible for a former nomination committee member to be re-elected for two consecutive three-year terms after having not been on the committee for one three-year term.

AUDITORS

23 § Audit

The auditing of the Board’s administration and accounts relating to the NCCS and the Scandinavian Journal of Caring Sciences shall be carried out by an authorised/approved auditor. A deputy auditor shall be appointed for the authorised/approved auditor. The nomination committee proposes the auditor and deputy auditor to be appointed by the annual general meeting.

THE BOARD

24 § Composition

The Board consists of a Chair and five members. The Board consists of members, both male and female, from different Nordic countries. Board members are elected for a term of three years and can thereafter be re-elected for an additional three-year term. It is possible for a former Board member to be re-elected for two consecutive three-year terms after having not been on the committee for one three-year term. The Board internally appoints its Vice Chair, Secretary, and any other administrative roles required.

25 § Responsibilities of the Board

The Board is the association’s decision-making body and is responsible for the association’s affairs whenever the annual general meeting is not convened. The Board shall - within the limitations of these bylaws - be responsible for the association’s activities according to the established plans and act in the interests of the association’s members.
The Board is in particular responsible for:

* ensuring that the association’s current bylaws and binding rules are respected
* implementing decisions made by the annual general meeting
* planning, managing and delegating work within the association
* managing and administrating the association’s funds
* providing the auditors with accounts and other documents in accordance with § 23
* preparing annual general meetings as well as extraordinary annual general meetings
* ensuring that valuable documents and the association’s other documents are stored in a secure manner.

26 § Convening, quorum and voting

The Board meets after being convened by the Chair or at the request of at least half of the Board members. The members present at the Board meeting constitute a quorum when all the members have been called to the meeting and at least half of the members are present. All decisions require at least half of all the members of the Board to agree on the decision. The Chair shall have a casting vote in the event of a tied vote. Board members are not allowed to vote by proxy. In cases requiring urgent action, the Chair may decide that the matter shall be determined through a written vote or via digital media. In the absence of any minutes being taken, such a decision must be notified at the next meeting. Minutes shall be kept whenever the Board convenes. The minutes are to be adjusted by the Board at the subsequent meeting. Any disagreements about the contents of the minutes from the previous meeting shall be recorded in the minutes of the present meeting.

27 § Transfer of decision-making powers

The Board may transfer its decision-making powers in individual cases or in certain categories of cases to a section, committee or other body or an individual member or employee. The section, committee, body, member or employee to whom such decision-making powers have been delegated must provide regular updates to the Board.

28 § Scandinavian Journal of Caring Sciences (SJCS)

The journal’s cooperation committee, whose main responsibility shall be to account for financial matters in connection with the publishing of the journal, shall consist of three members, the NCCS’ Chair, the NCCS’ Treasurer and the journal’s Editor-in-Chief. The cooperation committee shall submit proposals for an operating plan and budget for the next operating year to the annual general meeting.

The Editor-in-Chief and Assistant Editor, as well as other members of the editorial board, are appointed at the annual general meeting on the basis of proposals by the nomination committee. The editorial board shall consist of active Nordic, international researchers who represent different countries in the Nordic region. A third of the number of sitting members of the editorial board should be members of NCCS. International representation on the board is to be pursued. The Editor-in-Chief is appointed by the annual general meeting and must be a member of NCCS. The term for editorial board members and Editor-in-Chief/Assistant Editor is normally four years. This term can be shortened if a member of the editorial board is inactive. The members of the editorial board and the Editor-in-Chief/Assistant Editor may be elected for two consecutive periods.

29 § The foundation Nordic College of Caring Science Research Fund

The NCCS allocates every operating year the equivalent of 15% or more of the current year’s profit to the foundation NCCS Research Fund. The Chair and Board of the foundation are appointed by the Board of NCCS at the NCCS’ annual general meeting. An auditor for the foundation is elected at the NCCS annual general meeting on the basis of proposals from the NCCS nomination committee.

REVISION OF THE BYLAWS

Bylaws amended at the annual general meeting in Stockholm on 14 November 1987.
Bylaws amended at the annual general meeting in Oslo on 8 April 1989.
Bylaws amended at the annual general meeting in Oslo on 2 April 1992.
Bylaws amended at the annual general meeting in Oslo on 17 March 1995.
Bylaws amended at the general annual meeting in Helsinki on 13 June 1997.
Bylaws amended at the general annual meeting in Copenhagen on 27 March 1998.
Bylaws amended at the general annual meeting in Stockholm on 8 April 2005.
Bylaws amended at the general annual meeting in Helsingfors on 24 March 2006.
Bylaws amended at the annual general meeting in Aarhus on 23 March 2007.
Bylaws amended at the annual general meeting in Stockholm on 31 March 2011.
Bylaws amended at the annual general meeting in Stockholm on 27 March 2014.
Bylaws amended at the annual general meeting in Copenhagen on 19 March 2015.
Bylaws amended at the annual general meeting in Bödö on 21 April 2017.
Bylaws amended at the annual general meeting in Eskilstuna on 26 April 2018.

Bylaws amended at the annual general meeting via Zoom on 21 April 2020.