

Vedtægter for Danish Student Association for Rocketry

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DANSTAR

Danish Student Association
for Rocketry

1 Introduktion

Dette dokument indeholder de gældende vedtægter for Danish Student Association for Rocketry (DanSTAR). Af hensyn til ikke dansk-talende medlemmer er dokumentet blevet oversat til engelsk i dokumentet *Bylaws of Danish Student Association for Rocketry*. I tilfælde af eventuelle forskelle mellem det oversatte dokument og dette, er dette dokument, *Vedtægter for Danish Student Association for Rocketry*, til enhver tid det gældende.

2 Bylaws

§1. Name of the association, registration, headquarters

Stk. 1. The name of the association is "Danish Student Association for Rocketry", and is abbreviated to "DanSTAR".

Stk. 2. The registration of the association is at the institute of DTU Physics.

- The address of DTU Physics is Fysikvej Bygning 311, 2800 Kongens Lyngby.

Stk. 3. The headquarters of the association is the Technical University of Denmark at DTU Skylab.

- The address of DTU Skylab is Centrifugevej 374, 2800 Kgs. Lyngby.

§2. Purpose and vision of the association

Stk. 1. The vision of the association is:

- To ignite and promote the interest in rocket science and engineering for students by uniting them across the various institutes at DTU campus and other institutions. Such that the development and exchange of knowledge, expertise, skill and competence is at the core of creating the best engineering graduates for the future of Denmark.

Stk. 2. The purpose of the association is

- To support science and research and promote the personal development of its members within topics related to:
 - Rocket technology and space technology
 - Engineering
 - Project Management
 - Innovation and interdisciplinary technical development
- To promote the students' abilities and competences within the fields above.

Stk. 3. The student organization should not be the basis of generating profit.

Stk. 4. One of the association's aim is to participate in international and national competitions within the associations purpose.

§3. Membership

- Stk. 1.* Eligible members are people who are or have been a student at DTU or any other place of higher education.
- Stk. 2.* People who fall outside of these categories can apply to the board of the association for membership.
- Stk. 3.* Valid membership is obtained by acceptance from the board and a registration in the members list
- The membership ends after one semester of inactivity, unless otherwise agreed-upon with either the team-lead or board.

§4. Exclusion

- Stk. 1.* The board of the association can exclude a member from the association.
- A majority consensus must exist in the board before a member can be excluded.

§5. General assembly

- Stk. 1.* The general assembly is the supreme authority of the association. All members who are registered in the member list have the right to talk and vote at the general assembly and count towards a quorum.
- Stk. 2.* An extraordinary general assembly shall state the agenda in a written invitation with at least 14 days of notice when the board finds it necessary or when at least $\frac{1}{3}$ of the members want it.

§6. Conducting of the general assembly

- Stk. 1.* Twice a year, an ordinary general assembly must be conducted. A written invitation containing the agenda must be sent out at least 14 days in advance. The agenda for the ordinary general assembly must at least contain the following:
- Signatures from the attending members
 - Choice of moderator
 - Choice of reporter
 - Record of previous chairman
 - Presentation of accounts by the previous treasurer

- Approval of the financial statements
 - Election of chairman
 - Election of treasurer
 - Election of the remaining board members
 - Election of accountants
 - Incoming proposals
 - Other
- Stk. 2.* The Chairperson and Treasurer are elected directly at the General Assembly, and their names must be recorded in the minutes. The remaining five board members are then elected and shall constitute themselves at a subsequent board meeting. The board shall be considered validly constituted even if not all positions are filled.
- Stk. 3.* If fewer than five candidates are nominated for the regular board positions, the remaining elected board members have the authority to find and approve members for the vacant positions.
- Stk. 4.* Legal changes must be a special point of the agenda.
- Stk. 5.* The general assembly has a quorum if $1/2$ of the association's members are present. If the general assembly does not have a quorum, an extraordinary general assembly with identical agenda must be held 14 days later. This general assembly has a quorum regardless of the attendance.
- Stk. 6.* Accountants may not be a part of the board, but may have access to the bank, and at least one has to have access, however without being able to make transactions.
- Stk. 7.* The agenda of the extraordinary general assembly must contain at least the following:
- Signatures from the attending members
 - Choice of moderator
 - Choice of reporter
 - Incoming proposals
 - Other
- Stk. 8.* The voting can be conducted open or closed. Open voting is determined by having the majority of the votes through a show of hands. Closed voting is characterized by the members not being able to see, what each other are voting. It's up to the moderator to decide the best form of voting, in case of doubt.

Stk. 9. Each member has the right to vote at the General Assembly. A member who is unable to attend may issue a written proxy to another member. No member may hold more than two proxy votes.

§7. Board

Stk. 1. The board consists of a chairman, a treasurer and 1-5 other members of the association, one of whom is chosen as the vice chairman.

Stk. 2. Up to two deputies can be elected, should there be candidates. Deputies do not have the right to vote on the board, but can participate in board meetings as well as in other board matters.

Stk. 3. The chairman represents the association publicly and is responsible for the relationship to DTU Skylab and DTU Physics.

- The vice chairman alleviates the chairman of responsibilities, tasks or other representation.
- The vice chairman assumes the responsibilities of the chairman, should he be unable to fulfill his duties.

Stk. 4. The treasurer represents the association financially.

Stk. 5. A board member can with a written message to the board resign from his post with immediate effect. The board can, but are not obliged to, call for extraordinary general assembly, with the purpose of choosing a new member.

Stk. 6. Board members must be 18 years of age or above.

Stk. 7. The purpose of the Board is to support the development and progress of DanSTAR's projects in accordance with the association's vision and objectives, cf. §2.

Stk. 8. The Board must at all times act in the best interest of the association, and all decisions shall be reasonably justified, transparent, and documented.

§8. Accounting

Stk. 1. The finances and the budget of the association are kept by the treasurer.

Stk. 2. The accounting year spans from January 1st to December 31st.

Stk. 3. The members list of the association is updated by the treasurer.

- The members list must be updated at least 1 month before the ordinary general assembly.
- Stk. 4.* The key index of the association is kept by the chairman
- Stk. 5.* The board decides on the retail price of any merchandise sold by the association.
- Stk. 6.* Merchandise discounts can be given to the members of the association.
- Stk. 7.* The association's chairman and treasurer have the overall responsibility for the association's finances and daily operations. Board members may be issued with a payment card and/or be granted access to the association's bank account in order to carry out payments or transfers. Such transactions must be approved by the chairman and the treasurer. The chairman and the treasurer remain responsible for the association's finances at all times, regardless of who performs the individual transactions.
- Stk. 8.* The approval of the financial statements must be done at every ordinary general assembly by the members of the association through simple majority consensus and then the financial statements signed by the treasurer and the accountants.
- Stk. 9.* If the association is granted resources for a special purpose as described in §2, these resources must be administrated separately.

§9. Operation

- Stk. 1.* It is the intentions of the association to apply for relevant grants from companies and organizations.
- Stk. 2.* It is the intentions of the association to receive relevant grants from companies and organizations.
- It is acceptable to place a sponsor's logo on a DanSTAR asset.
 - It is unacceptable for a sponsor to, through their sponsorship, gain influence over the association.

§10. Sharing of sensitive documents, data, files and code

- Stk. 1.* All members of the association are obliged to accept that sensitive documents, data, files and code by DanSTAR must not be shared with non-approved external players.

- Stk. 2.* It is the board job to decide how these sensitive documents, data, files and code can be shared with on-approved external players, if necessary.

§11. Changing the bylaws

- Stk. 1.* Amendments of the bylaws of the association requires $\frac{2}{3}$ of the attending members at the general assembly.
- Stk. 2.* These amendments of the bylaws shall become immediately effective upon the adoption either at the ordinary general assembly or at the extraordinary general assembly. The adaptation is successfully passed by a simple majority consensus and requires that at least $\frac{1}{4}$ of the members of the association are physically present.
- Stk. 3.* The board members can establish rules of conduct without a need to call for a general assembly. These rules must not contradict the bylaws.

§12. Other duties

- Stk. 1.* Members of the association must know the bylaws and rules of the association.

§13. Dissolution of the association

- Stk. 1.* Upon the dissolution of the association, materials and assets is given to DTU Physics. The Chairman of the association is responsible for this process.
- Stk. 2.* Assets which are not handed over to DTU Physics after dissolution must be granted to a similar organization with a similar purpose. If such an organization does not exist, the actives must be donated to a public cultural institution.