

Bylaws of DanSTAR

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1 Introduction

This document contains an English translation of the bylaws of DanSTAR. For non-Danish speaking members of DanSTAR, the bylaws have been translated to English. Should there be any discrepancies between the two documents, the Danish document *Vedtægter for DanSTAR* will apply.

2 Bylaws

§1. Name of the association, headquarters, registration

- Stk. 1.* The name of the association is "Danish Student Association for Rocketry", and is abbreviated "DanSTAR".
- Stk. 2.* The headquarters of the association is the Technical University of Denmark (DTU).
- Stk. 3.* The association is attached to Polyteknisk Forening (PF), and must comply with the standard rules passed by PF's Fællesråd, according to the PF bylaws §S.41.

§2. Purpose and vision of the association

- Stk. 1.* The vision of the association is:
- Our vision 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, where the development 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 promote science and research within:
 - Rocket technology
 - Propulsion technology
 - Space technology
 - Aerospace technology
 - Robotics
 - Information- and communication technology
 - Machine Technology
 - Materials Science
 - Promotion of students and trainees in the scientific fields named above.
- Stk. 3.* The association shall not be the basis for business operations.
- Stk. 4.* One of the association's aim is to participate in international and national competitions. In order to ensure the association's maximum performance at these competitions, it is the task of the board to handle the membership list with the possibility of excluding a member if he or she does not live up to the association's level.

§3. Membership

- Stk. 1.* Eligible members are people older than 18 years 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.* Discounted membership fees can be given to people within the following categories:
- Students
 - People who are or have been a part of PF
 - Employees at PF
 - The board can extraordinarily discount the membership fee if the board agrees
- Stk. 4.* The minimum requirement of people in the association is 7 people. At least 2/3 of the members of the association have to be students at DTU.
- Stk. 5.* The board of the association can temporarily suspend a member of the association, if the boards sees that a member is damaging to the association. The suspension can last no longer than until the next general assembly where the case is reconsidered. An actual expulsion can only take place during the general assembly. Quarantine from S-huset, issued by Klubudvalget, results in the member being suspended from the association according to the decision made by Klubudvalget.
- Stk. 6.* Upon registration, a member is by default considered active. A member can be set as inactive, either by own choice or by choice of the board. A member can always change his status with the consent of a board member.
- This membership status is for members who want to support DanSTAR via membership fee but without participating in DanSTAR's activities.
 - An inactive member does not count as member towards a quorum in the general assembly. Likewise they do not have any right to vote.

§4. General assembly

- Stk. 1.* The general assembly is the supreme authority of the association. Anyone with active membership has the right to talk and vote during the general assembly.

- Stk. 2.* valid membership is obtained by acceptance from a board member as well as enrollment in the member list.
- Stk. 3.* The PF rules of procedure are used at the general assembly, if nothing else is agreed upon.
- Stk. 4.* 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 1/3 of the members want it. An extraordinary general assembly may not take place outside the semester on DTU.

§5. Conducting of the general assembly

- Stk. 1.* Biannually, 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:
- Choice of moderator
 - Choice of reporter
 - Record of previous chairman
 - Presentation of accounts by the previous treasurer
 - Election of chairman
 - Election of treasurer
 - Election of board members
 - Election of vice chairman
 - Election of accountants
 - Incoming proposals
 - Other
- Stk. 2.* The board elects itself or is chosen through election. The treasurer's name must be stated in the summary. Legal changes must be a special point of the agenda.
- Stk. 3.* 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. 4.* Accountants may not be a part of the board.
- Stk. 5.* The agenda of the extraordinary general assembly must contain at least the following:

- Choice of moderator
- Choice of reporter
- Incoming proposals
- Other

§6. Board

- Stk. 1.* The board consists of a chairman, a treasurer and at least three other members of the association, one of whom is chosen as the vice chairman.
- Stk. 2.* The vice chairman assumes the responsibilities of the chairman, should they be unable to fulfill their duties.
- Stk. 3.* The chairman represents the association publicly and is responsible for the relationship to PF.
- The treasurer represents the association financially.
- Stk. 4.* A board member can with a written message to the board resign his post with immediate effect.
- The rest of the board chooses a substitute from the board or one of the deputies. If deemed necessary, the board members are allowed to rearrange internally.

§7. Accounting

- Stk. 1.* The finances of the association are kept by the treasurer.
- Stk. 2.* The accounting year spans from January 1st to December 31st.
- Stk. 3.* The membership period runs from the DTU semester start until the next semester starts. The DTU semester start is defined as the beginning of the 13-week period.
- Stk. 4.* The members list of the association is held and updated by a board member whose name is mentioned in the summary from the last general assembly.
- Stk. 5.* The key index of the association is kept by a board member whose name is mentioned in the summary from the last general assembly.
- Stk. 6.* The membership fee is decided upon by the board.
- Stk. 7.* The key deposit is decided upon by the board.
- Stk. 8.* The board decides on the retail price of any merchandise sold by the association.

- Stk. 9.* Merchandise discounts can be given to the members of the association.
- Stk. 10.* Only the chairman and treasurer are authorized to administer the finances. If this authority is given to other members, the chairman and treasurer are still responsible.
- Stk. 11.* If the association is granted resources for a special purpose as described in §2, these resources must be administrated separately.

§8. 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.
 - It is unacceptable for a sponsor to, through their sponsorship, receive exclusive deals with DanSTAR.

§9. Information requirements

- Stk. 1.* Names of the board members must be visible in clubroom/website alongside their area of responsibility and contact information.
- Stk. 2.* The finances, report of yearly activity level, list of members, and summary from the general assembly must be forwarded to the PF board no later than November 1st. They will forward these to Klubudvalget.
- Stk. 3.* Summaries of ordinary and extra ordinary general assemblies must be forwarded to the PF board.

§10. Changing the bylaws

- Stk. 1.* Changes of the bylaws of the association requires 2/3 of the attending members at the general assembly.
- Stk. 2.* Changes to the bylaws are only valid after the approval of Klubudvalget.
- Stk. 3.* The board members can establish rules without a general assembly. These rules shall not contradict the bylaws.

§11. Other duties

Stk. 1. The rules of S-huset must be followed by all members.

Stk. 2. Members of the association must know the bylaws and rules of the association.

§12. Dissolution of the association

Stk. 1. If the association is dissolved, all materials and inventory paid for by PF is returned to PF. The chairman is responsible for any materials and inventory as well as returning it.

Stk. 2. Actives which are not handed over to PF 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.