

Code of Conduct for DanSTAR

November 2017



Introduction

This document contains the necessary Code of Conduct for DanSTAR. For non-Danish speaking members of DanSTAR, the Code of Conduct has been translated to English. Should there be any discrepancies between the two documents, the Danish document *Ordensregler for DanSTAR* will apply. The Code of Conduct exists to make sure that all DanSTAR members follows the same milestone for ethics and values.

New members

New members enter with a trial period of approximately 1 month before they are accepted as an accomplished member. The final decision to make this transition is made by the board.

The board

It is the roles of the chairman and vice chairman to:

- Call for board meetings in due time
- Ensure relevant agendas and documents are in place for board meetings and general assemblies
- Be responsible for the actives of the association
- Represent the association externally
- Give the association the best basis for making decisions
- Keep an overview of the activities of the association
- Ensure proper operation in the association

It is the role of the treasurer to:

- Represent the association financially
- Collect members' fee
- Pay the bills
- Administer appendixes
- Account for income and expenditures
- Make drafts for the financial statements and budget
- Optionally it is best if the treasurer keeps track of the members list, but it can be done by another board member.

Among the other board members, a systems engineer is elected. It is the role of the system engineer to:

- Internally communicate and coordinate between the projects

- Plan the projects together with the project managers and ensure the plan holds
- Inform the association of the projects' statuses and needs
- Evaluate the projects during and after their completion

It is the responsibility of the last board member to aid the board with its responsibilities.

Projects

DanSTAR operates with a board and a number of project leaders depending on the current projects. A project leader is chosen by the association when the board establishes the need for a new project.

When a new project arises, a project meeting is called for at least 7 days prior. At this meeting, the board presents the project and the members of the association run for project leader or sign themselves up to the project if they want to.

To be elected as a project leader, they must have at least 50% the attending members' votes. A member can vote for more than one project leader, blank or for themselves. In the case where more project leaders have an equal amount of votes, only board votes again.

If for some reason no project leader is chosen, the project is postponed to a later point in time.

A board member cannot be project manager, and a member can only be the project manager for one project.

It is the responsibility of the project manager to keep an overview over the project - herein estimates of resource needs and timespan, etc. - and together with the systems engineer continuously establish tasks for the project.

All members can take part in all projects, and it is the responsibility of the project manager to delegate tasks appropriately among the project group.

In case a project manager does not handle the project appropriately, the board can remove them from their post. A new project meeting is held where the previous project manager cannot run for project manager again.

Constant tasks

Besides DanSTAR's projects there are a number and tasks that should always be taken care of. These are the following:

- Public Relations
- Searching for sponsors and grants and accounting the process.
- IT and infrastructure

These tasks has basically no concrete leader, but it is seen as the board responsibility to make sure that the tasks are executed.

Keys

The board appoints one person from the board to be responsible for storing the club keys in safe place and documenting when the keys is lend out to someone else. Members who lend a key from the association has, with the person responsible for the keys, fill in a disclaimer.