

**Bylaws of
The Als Rocketry Club
Revision 1.4, 25th of April 2022**

1. Introduction

This document contains an English version of the bylaws of The Als Rocketry Club. For Danish speaking members of The ARC, the bylaws are translated to Danish. Should there be any discrepancies between the two documents, the English document will apply.

2. Bylaws

§1. Name of the association, registration, headquarters

Section 1. The name of the association is "The Als Rocketry Club", and is abbreviated to "THE ARC".

Section 2. The registration of the association is at the Mads Clausen Institute of SDU.

- The address of MCI is Alsion 2, 6400, Sønderborg.

Section 3. The headquarters of the association is the University of Southern Denmark Sønderborg at HQ.

- The address of HQ is Alsion 2, 6400, Sønderborg.

§2. Purpose and vision of the association

Section 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 SDU campuses 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.

Section 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
 - Innovative and interdisciplinary technical development
- To promote the students' abilities and competences within the fields above.

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

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

Section 5. The association has no commercial or military purpose and is created purely for educational and competition reasons.

§3. Membership

Section 1. Eligible member is anyone that is or has been a student at SDU or any other place of higher education.

Section 2. People who fall outside of these categories can apply to the board of the association for membership.

Section 3. All members must be registered in the member list and their activity status indicated.

Section 4. Valid membership is obtained by acceptance from the board and a registration in the members list.

- The membership is valid until active resignation or if the board determines a lack of activity in the association.

Section 5. All members must actively contribute to their assigned tasks and participate in the association.

Section 6. Misuse of the knowledge and competences is not tolerable and punishable. The board can however approve sharing of knowledge and competences.

Section 7. Everyone can apply online.

§4. Exclusion

Section 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.
- The member to be excluded deserves the right of a hearing process in front of the board prior the decision for exclusion is made.

Section 2. Misbehavior, misuse, sharing secrets, sharing files and design that have not been approved by the board, sharing, or talking about any confidential information related to the project, commercializing the project, selling any information, advertising without the approval of the board etc. can lead to exclusion. In case of doubts on what can be shared and what should be avoided, the board shall be the point of reference for every member.

§5. General assembly

Section 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.

Section 2. Every general assembly shall state the agenda in a written invitation with at least 14 days of notice to all the members.

Section 3. An extraordinary general assembly may take place with a 7-day notice and a written invitation and agenda to all members. Extraordinary assemblies can be called when the board sees it fit or when at least 1/3 of the members want it.

Section 4. The chairman coordinates and manages the general assembly.

Section 5. Minutes of the assembly must be available for the records and members that cannot attend the meeting.

§6. Conducting of the general assembly

Section 1. Once 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/secretary
- Choice of safety officer
- 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
- Safety report and changes
- Incoming proposals
- Other

Section 2. Everyone is elected at the general assembly and the names must appear in the minutes. The remaining three board members are then elected but constitute themselves at the subsequent board meeting.

Section 3. Legal changes must be a special point of the agenda.

Section 4. 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.

Section 5. Accountants may not be a part of the board.

Section 6. The agenda of the extraordinary general assembly must contain at least the following:

- Signatures from the attending members
- Choice of moderator
- Choice of reporter/secretary

- Incoming proposals
- Other

§7. Board

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

Section 2. The chairman represents the association publicly and is responsible for the relationship to SDU and any other relevant department.

- 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.

Section 3. The treasurer represents the association financially.

Section 4. 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.

Section 5. Board members must be 18 years of age or above.

§8. Accounting

Section 1. The finances of the association are kept by the treasurer.

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

Section 3. The members list of the association is held and updated by a board member whose name must be mentioned in the summary from the general assembly.

- The members list must be updated at least 1 month before the ordinary general assembly.

Section 4. The key index of the association is kept by a board member whose name is mentioned in the summary from the last general assembly.

Section 5. The key deposit is decided upon by the board.

Section 6. The board decides on the retail price of any merchandise sold by the association.

Section 7. Merchandise discounts can be given to the members of the association.

Section 8. Only the treasurer is authorized to administer the finances.

Section 9. The approval of the financial statements must be done by the members of the association at every ordinary general assembly.

Section 10. If the association is granted resources for a special purpose as described in §2, these resources must be administrated separately.

Section 11. Each task can be allocated a budget approved by the board.

Section 12. Each party that requires a budget which the available resources do not cover must present a budget plan the desired equipment/tools/parts/need.

§9. Operation

Section 1. It is in the intentions of the association to apply for relevant grants from companies and organizations.

Section 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 an asset of The ARC.
- It is unacceptable for a sponsor to, through their sponsorship, gain influence over the association.

Section 3. The budgets and funds available are to be used for project relevant purposes only.

Section 4. The association operates as a non-profit organization and thus any donation of equipment, tools, parts or other that can contribute to the development of the project and the association is acceptable and welcome.

§10. Assets

Section 1. As asset is referred anything that the association holds in its ownership, such be: rockets, parts, equipment, apparel, banners, posters, flags etc.

Section 2. Assets that sponsors can use include rockets, apparel and anything related to a team-stand during exhibitions and competitions.

Section 3. Equipment, parts, tools, materials, and in general components, cannot be used for personal gain nor removed from the premises.

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

Section 1. All members of the association are obliged to accept that sensitive documents, data, files, schematics, and code by The ARC must not be shared with non-approved external players or other parties.

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

§12. Changing the bylaws

Section 1. Changes of the bylaws of the association requires 2/3 of the attending members at the general assembly.

Section 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 vote and requires that at least 1/4 of the members of the association are physically present.

Section 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.

§13. Other duties

Section 1. Members of the association must know the bylaws and rules of the association.

Section 2. All the members share responsibility in the association and are obliged to know and work with the safety standards set by SDU.

Section 3. As some work may involve materials and equipment that can cause injuries, every member operating the relevant equipment or using materials must have had the relevant training and be familiar with the safety regulations associated.

§14. Safety

Section 1. THE ARC has setup a set of safety rules and regulations in accordance to SDU.

- Every member must read the safety guidelines and comply with them.

Section 2. Safety officer must approve any new work conducted that involves safety hazards and readjust the rules and regulations.

Section 3. Safety misconduct must be reported to the officer to assure safety of all members and the facilities. The safety officer in turn must bring the issues to the board and in the meeting.

§15. Dissolution of the association

Section 1. Upon the dissolution of the association, materials and assets is given to SDU MCI. The Chairman of the association is responsible for this process.

Section 2. Assets which are not handed over to SDU MCI 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 or a relevant organization.