

The Als Rocketry Club

By-laws

Revision 1.6, 28th of March 2025



I. Introduction

- Section 1.** This document contains the english version of the Als Rocketry Club's By-laws. It details all information a person has to be aware of in order to be granted a valid membership for the association.
- Section 2.** The purpose of this document is to serve as the legislative foundation of ARC's values, ensuring integrity, community, and cohesive structure throughout the association.
- Section 3.** A danish translation of the document is offered per request. Shall there be any discrepancies between the documents, the original applies.
- Section 4.** A physical counterpart of the document remains in the workshop at all times. In case of discrepancies between the digital and physical copies of the document, the digital applies.

II. By-laws

§1. Association Details

1.1 Name

Section 1. The name of the association is “The Als Rocketry Club”, abbreviated as the “ARC”.

1.2 Registration

Section 1. The registration of the association is at the Mads Clausen Institute of SDU.

Section 2. Address: Alsion 2, 6400, Sønderborg.

1.3 Headquarters

Section 1. The Headquarters of the association are located at the University of Southern Denmark, Sønderborg.

Section 2. Address: Alsion 2, 6400, Sønderborg.

§2. Vision and Purpose

2.1 Vision

Section 1. The Als Rocketry Club aims to ignite and promote an interest in rocket science among students, uniting them across various SDU campuses and other institutions. By fostering collaboration, knowledge exchange, and the development of skills and competencies, ARC strives to cultivate a community of engineering excellence and collaboration.

2.2 Purpose

Section 1. The ARC supports research and personal development for its members in fields such as:

- Rocket technology,
- Project management,
- Innovative and interdisciplinary technical development,
- STEM education.

2.3 Focus and Structure

Section 1. ARC is a non-commercial, non-military association dedicated to educational initiatives and participation in national and international competitions. The association does not generate profit, with its primary aim being to promote learning, innovation, and collaboration through rocketry-related activities and events.

§3. Membership

3.1 Eligibility

Section 1. An eligible member is anyone that **is** a student at SDU or any other place of higher education.

Section 2. Persons who fall outside of the above categories can apply to be an Advisor.

3.2 Validity

Section 1. Valid Membership is obtained by approval from the Executive Board, leaving a signature at the end of this document under **III. Signatures**, and an entry in the Members List.

Section 2. All members are required to actively contribute to their assigned tasks and participate in the association.

Section 3. All members are required to fill a declaration of consent for use of images and video recordings including their likeness. The document is kept by the association and can be revoked at any time by contacting the Executive Board directly.

Section 4. Validity is maintained until active resignation or a Board decision due to violations of the By-laws or Rulebook, at which point the **§4. Exclusion** process takes effect.

3.3 Members List

Section 1. The members list of the association shall be kept and updated systematically and is meant to contain members officially registered in the association with their activity status indicated.

§4. Exclusion

4.1 Punishable behaviour

Section 1. Lack of activity, sabotage, misconduct, misuse, sharing or talking about confidential information related to the club, commercialising the projects without approval, selling any information etc. mandate exclusion.

Section 2. The Executive Board can approve sharing of knowledge and competences. In case of doubts, the Executive Board shall be the point of reference for every member.

4.2 Exclusion Process

Section 1. The Executive Board can exclude a member from the association.

Section 2. A majority consensus must exist in the Executive Board before member exclusion is possible.

Section 3. The member to be excluded deserves the right of a hearing process in front of the Executive Board prior to finalising the decision for exclusion.

§5. General assembly

5.1 Definition

Section 1. The general assembly is the supreme authority of the association. All valid members 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 wish for it.

Section 4. Minutes of the assembly must be available for the records and members that cannot attend the meeting.

§6. Club Structure

Section 1. The Supervisor functions as the club's connection to SDU and is there to guide and mentor members of the association.

Section 2. Lab Responsible is the person responsible for all activities within the lab. They are to be consulted in regards to all matters concerning it, such as furniture, use of equipment, use of space, rules, safety etc.

Section 3. An up-to-date graphical representation of the current club structure is to be available to all members at all times.

6.1 Executive Board

Section 1. The Executive Board consists of a President, Vice President, Treasurer, Business Manager and Project Manager(s).

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

Section 3. The Vice President alleviates the President of responsibilities, tasks or other representation, as well as assumes the responsibilities of the President, should they be unable to fulfil their duties.

Section 4. The Treasurer represents the association financially.

Section 5. The Business Manager is responsible for the overall club image, sponsorship outreach and maintenance, general system administration duties and any and all promotional activities, such as events and merchandise.

Section 6. The Project Manager is responsible for a project undertaken by the ARC. This includes resource management, task allocation and overall project cost and time estimates.

Section 7. The amount of Project Managers within the club is dictated by the apparent need for responsibility distribution / the number of ongoing projects.

§7. Membership Duties

7.1 The Lab

Section 1. It is obligatory to be aware of the rules in the lab.

Section 2. Keeping the lab clean and orderly is of utmost importance for smooth operations.

Section 3. A printout copy of the lab rules can be found in the ARC Lab at all times.

Section 4. In case of any doubts regarding the lab, they are to be directed to the Lab Responsible through a Safety Officer.

7.2 Safety

Section 1. All the members share responsibility in the association and are obliged to know and work with the safety standards set by SDU.

Section 2. The ARC has a set of safety rules and regulations in accordance with SDU. As such every member must read the safety guidelines and comply with them.

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.

Section 4. Safety misconduct must be reported to a Safety Officer to assure safety of all members and the facilities. A Safety Officer in turn must bring the issues to the Lab Responsible and the Executive Board immediately.

§8. Operation

8.1 Grants and Sponsorships

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

Section 2. It is acceptable to place a sponsor's logo on an asset of The ARC.

Section 3. It is unacceptable for a sponsor to, through their actions, gain influence over the association.

Section 4. The budgets and funds available are to be used for project relevant purposes only.

Section 5. The association operates as a non-profit association 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.

8.2 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. The Executive Board decides how these sensitive documents, data, files and code can be shared with approved external players or other parties, if necessary.

§9. Accounting

9.1 Treasurer and Financial Management

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

Section 2. Only the Treasurer and Supervisor are authorised to manage the finances.

Section 3. The accounting year is the same as the SDU student's council, starting on the 1st of August.

Section 4. The review of the financial statements must be done by the members of the association at every ordinary general assembly.

Section 5. Financial statements should be available for public view within the club.

10.2 Merchandise and Pricing

Section 1. The Executive Board decides on the retail price of any merchandise sold by the association.

Section 2. Merchandise discounts may be granted to the members of the association.

10.3 Executive Board Decisions

Section 1. The cardholder is decided upon by the Executive Board.

Section 2. Each project can be allocated a budget approved by the Executive Board.

10.4 Special Purpose Funds

Section 1. If the association is granted resources for a special purpose, these resources must be administered separately.

10.5 Budget Planning

Section 1. Each party that requires a budget which the available resources do not cover must present a budget plan for the desired equipment/tools/parts/needs.

§10. Assets

- Section 1.** An asset is anything that the association holds in its ownership, such as: projects, parts, equipment, apparel, banners, posters, flags etc.
- Section 2.** In addition to physical assets, the association's assets also encompass intellectual property (IP), which includes but is not limited to:
- Patents and inventions,
 - Written materials, such as manuals, reports, technical drawings,
 - Software and technical documentation,
 - Brand identity and trademarks,
 - Designs and logos.
- Section 3.** Assets for sponsorship use include: projects, apparel, and anything related to a team-stand during exhibitions, competitions and social media.
- Section 4.** Equipment, parts, tools, materials, and in general components, cannot be used for personal gain nor removed from the premises without Board's permission.

§11. Adapting the By-laws

11.1 Validity

- Section 1.** If it is deemed that the By-laws are no longer reflective of the association's goals, purpose, operating structure, etc., or a loophole is found, the issue must be brought to the current President of the association and discrepancies assessed. If a thorough investigation yields a conclusion in favour of changing the By-Laws, the concern is considered valid and the process along with rationale must be communicated to all club members.

11.2 Change process

- Section 1.** By-laws may only be changed by a vote during a general assembly. Changes to the By-laws of the association require 2/3 of the attending members. The adoption is successfully passed by a simple majority vote.
- Section 2.** These amendments of the By-laws shall become immediately effective upon the adoption.
- Section 3.** The Board can establish rules of conduct without a need to call for a general assembly. These rules must not contradict the By-laws.

11.3 Revision Record

- Section 1.** All changes to the By-Laws must be recorded in the **IV. Revision Record** section of the document with detailed information about what has changed along with the rationale.
- Section 2.** The format of the Revision Record is to be kept unified, following the Revision 1.5 entry formatting.

11.4 Minor adjustments

- Section 1.** If a proposed change is considered to be minor, upon official validation by the Executive Board it can alter the document with immediate effect.
- Section 2.** A minor change is defined as follows: fixing a grammatical/formatting error without altering the content or meaning of any clauses.
- Section 3.** Abuse of this exception is unacceptable and mandates immediate exclusion.

§12. Dissolution of the association

- Section 1.** Upon the dissolution of the association, materials and assets are given to SDU MCI. The President and Supervisor of the association are responsible for this process.
- Section 2.** Assets which are not handed over to SDU MCI after dissolution must be granted to a similar association with a similar purpose. If such an association does not exist, the assets must be donated to a public cultural institution or an otherwise relevant association.

III. By-Laws Revision record

Revision no.	1.5
Date	27.09.2024
Author(s)	Alan Mazul, Arturo Guiraud, Arkadiusz Tuzimek, Olgierd Nowakowski, Avichal Sood, The Club
Approved by (%)	100% of those attending the general assembly
Rationale:	The club has undergone huge changes and the by-laws are simply outdated.

Description of Changes:

1. Rewritten the **I. Introduction** to contain a short preamble along the shortened, more truthful version of the by-laws translation option.
2. **§1. Association details** changes
 - a. Changed the entire paragraph to include more information in a clearer format
 - b. Added information includes: Domains, Contact information, Logo
3. **§2. Purpose and vision** changes
 - a. Rewritten for conciseness and clarity
 - b. Added **§2.3 Focus and Structure** section outlining the general concept of how the association works.
4. **§3. Membership** changes
 - a. Changed eligibility from "is or has been" to "is a student" ensuring all members are students and Advisors have finished their studies.
 - b. Added inactivity to punishable behaviour
 - c. Updated how membership validity is recognised
 - d. Updated the exclusion process to reflect the changes
 - e. Members are now required to sign a printed copy of the document of the By-Laws to prove their knowledge of its contents.
 - f. Members are now required to fill a declaration of consent for use of images and recordings
 - g. Moved the Members list paragraph and reduced it into an entry under Membership
5. Added a new Recruitment paragraph, streamlining and standardising the recruitment process.
6. **§6. General assembly** changes
 - a. Changed / updated the minimum requirements for conducting an assembly
7. Introduced a new **§7. Club Structure** paragraph replacing the Board paragraph
 - a. Introduced the division of Executive and Operational Boards within itself as an active body.
 - b. Underlined general members' confusion by specifying their most general club role when not being a part of the board. (Business or Technical families)
 - c. Introduced a requirement where a graphical representation of the concept explained in the by-laws is to be available to all members at all times
 - d. Outlined all roles and responsibilities for each board member
 - e. Added special positions section detailing new positions the club needs to have in order to run smoothly.
 - f. Added a clarification that project leaders are NEITHER project managers or department heads.
8. Inserted a new paragraph detailing **§8. Member expectations**
 - a. Members are now obliged to fill out documentation relevant to them
 - b. Members are now obliged to be aware of the workshop rules
 - c. Moved the safety paragraph and reduced it into an entry
9. Introduced a new **§9. Operation** paragraph.
 - a. Underlined the importance of every member in the association in a new section
 - b. Moved the sharing of sensitive documents paragraph and reduced it into an entry
10. **§10. Accounting** format changed for increased clarity
11. **§11. Assets** now also refer to the club's IP.
 - a. Clarified Section 3. Use of sponsorship assets.
12. **§12. Adapting the By-Laws** updates:
 - a. Changing the by-laws now requires a validity inspection
 - b. Rephrased the process to finally make sense
 - c. Added a **12.3 Minor adjustments** section in case the current document has errors of that nature.
 - d. Introduced the **IV. Revision record** section to the document, where all revisions of the document must be explained in the same format as Revision 1.5
13. Introduced the **III. Signatures** section which is to add a physical element to the rules.
14. General
 - a. Added a revision section to the by-laws document and updated the contents accordingly
 - b. Revised document formatting and labelling
 - c. Changed document spelling to UK

Wishes for next revision:

1. Add a phone number to the **§1.4 Contact information** section.
 2. Better define the **§1.6 Logo** / Change the logo?
 3. Revise Assets and Accounting.
 4. Come up with ways for dynamic role switching in special circumstances to avoid bureaucracy.
 5. Refine club roles, structure and operation.
 6. Refine the language and unify it throughout the document.
 7. Improve formatting and clarity where possible
 8. Redefine how By-Laws can be changed to avoid excessive bureaucracy
 9. Define special circumstances
 - a. No president? No project manager? Plan for contingencies.
 10. Define per semester general assemblies
 11. Play around with definitions of manager and leader for projects
 12. Any other changes deemed necessary.
 13. More open recruitment procedures
 14. Strongly encourage technical discussions to happen on channels instead of DMs
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Revision no. 1.6

Date 28.03.2025

Author(s) Alan Mazul

Approved by (%) X of those attending the general assembly

Rationale: The current By-laws were deemed inflexible, content has been cut down as to reduce bureaucracy, allowing for creation of a comprehensive Rulebook and unconstraining future growth potential.. Visual update.

Description of Changes:

1. Removed the Signatures section and the requirement to sign the document.
2. Moved to Rulebook
 - a. Contact information
 - b. Domains
 - c. Logo
 - d. Recruitment
 - e. General assembly procedure
 - f. Operational Board definition
 - g. Member expectations – Documentation
3. Unconstrained club structure
4. Defined Supervisor and Lab Responsible
5. Unconstrained club operation
6. Refined By-laws changing process phrasing
7. Refined the Exclusion paragraph to be a little more specific for clarity

Wishes for next revision:

1. Revise the Accounting and Assets paragraphs
 - 2.
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