

# The Als Rocketry Club

## By-laws

Revision 1.7, 21<sup>st</sup> of November 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,
- People, project and resource management,
- Innovative and interdisciplinary technical development,
- STEM education.

#### 2.3 Focus and Structure

**Section 1.** The 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.

**Section 2.** The ARC does not engage in projects related to destructive equipment and/or weapons.

## §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, provision of access to the ARC's systems and resources, 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, and personal information handling. 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 an Executive Board/supermajority 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, 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.

**Section 4.** A supermajority vote (2/3 + 1) undertaken during a general assembly has the authority to exclude a member from the association.

## §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, Systems Administrator, HR Manager and Business Manager.

**Section 2.** The President represents the association publicly and is responsible for the relationship to SDU and any other relevant entity. The President is additionally responsible for the overwatch of club activities, making sure its strategic goals and vision are met.

**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, handles accounts, oversees monetary transactions and project spending.

**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.** HR Manager is responsible for recruitment, onboarding, internal events, handling human resources, making sure projects have the right no. of people etc.

**Section 7.** The Systems Administrator is responsible for virtually all of the association's digital infrastructure, including communication channels, website and virtual storage maintenance as well as Administrative documentation (CMDB, etc.)

**Section 8.** The President is considered *first among equals*, whereupon their opinion is the tie-breaker in all decisions made by the Executive Board. This principle does not apply to decisions made by the General Assembly.

## §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 the local governance and SDU.

**Section 2.** The ARC has a set of safety rules and regulations in accordance with the local governance and 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 starts 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.

### 9.2 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.

### 9.3 Executive Board Decisions

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

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

#### **9.4 Special Purpose Funds**

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

#### **9.5 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 **III. By-Laws 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, context 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 to be 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 Mažul, 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 revision 1.6:

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 Mažul

**Approved by (%)** 100% 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

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**Wishes for revision 1.6:**

1. Revise general assembly
2. Add the rule book definition
3. Include a clause about external agreements and contracts

**Revision no.** **1.7**

**Date** 21.11.2025

**Author(s)** Alan Mažul, Arina Vasiljeva, Mate Katona, Olgierd Nowakowski

**Approved by (%)** 100% 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. Club's purpose update
2. Added specifications to no engagement projects
3. Updated member validity
4. Added personal information handling to GDPR in **§3. Membership**
5. Exclusion changed from minority to super-majority vote
6. Project Managers removed from Executive board
7. System Administrator and HR Manager added to Executive Board
8. Presidential responsibilities explained in more detail
9. Role of HR Manager and Systems Administrator added
10. Safety standards to follow local governance as well
11. Accounting start date set as independent of external bodies
12. 4.1 sec. 1 deleted "without approval" from "commercialising projects" as any type of commercialisation isn't allowed as per club's purpose
13. Defined supermajority voting
14. Refined the definition of Treasurer
15. Moved definition of project managers to the Rulebook
16. Altered the definition of minor adjustments to accommodate not allowing for altering the context of a clause through formatting.
17. Added section 8 paragraph 6.1, defining the president as first among equals.

**Wishes for next revision:**

1. Addition of non-removal clause of Section 2. of **§2.3 Focus and Structure**
2. Revise the Accounting and Assets paragraphs

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**Wishes for revision 1.7:**

1. N/A