

Constitution of the ITU PhD Club

§1: Name and Contact information

- i. The name of the organization 'ITU PhD Club'.
- ii. The organization is a voluntary organization at the IT University of Copenhagen, Rued Langgaards Vej 7, 2300 København S.
- iii. The organizations bylaws and other information can be found at:
 - a. <https://phdclub.itu.dk/>. This website is our official communication channel.

§2: Purpose and Function

- i. The purpose of the organization is to create a shared and inclusive space for Ph.D. students and individuals interested in the Ph.D. environment, within and outside the IT University of Copenhagen.
- ii. The organization acts through support, facilitation, and creation of initiatives for and with Ph.D. students and other individuals at the IT University of Copenhagen.

§3: Membership

- i. Implicit members: Faculty and students (including visiting students) at the IT University are implicitly members of the organization. This solely includes the right to partake in *certain* activities organized by the organization. Activities do not include internal meetings of the organization, thus implicit members have no right to vote or call for meetings. They can, however, be included in the planning of activities of the organization.
- ii. Members: All Ph.D. students enrolled at the IT University of Copenhagen, including industrial Ph.D. students, are part of the organization. Members are invited to all meetings and general assemblies. Members have the right to vote at General assemblies.

§4: The Authority of the Organization

- i. The direction of the organization is comprised of the General Assembly and the discretion of the board.

§5: General Assemblies

- i. Announcement: General assemblies are announced to all members at least 14 days in advance. Furthermore, relevant documents must be provided to all members 7 days prior to the general assembly. All communication regarding the general assembly must happen through the organization's official communication channels.
- ii. Validity: For a general assembly to be valid, at least the chairperson or vice chairperson must be present.
- iii. Approval: To approve any decision presented at the general assembly, at least a majority of the attending members must be in favor of the decision. This includes approval of accounts (see §5iv.d). However, constitutional changes require 2/3 of the attending members to be in favor (see §7). Voting is done by a raise of hands, however, members can prior or during the assembly request anonymous voting. Whenever more than two options are presented regarding a decision, the board can decide on a different non-ambiguous voting approach.
- iv. Agenda: The agenda for an *ordinary* general assembly must at least contain the following items:
 - a. Decision of moderator

- b. Check of validity
- c. Status report from the board
- d. Presentation and approval of accounts
- e. Election of a new board.
 - i. To run for a position of the board, a member must be enrolled at the IT University when their term ends.
- f. Reading and approval of constitutional changes (see §7), if any were provided in due time (see §5i).
- v. Call: Any member, with good reason, may call for an *extraordinary* general assembly. A call is made by informing the board. However, if less than 10% of the members support the call, the board can cancel the extraordinary general assembly. An extraordinary general assembly does not necessitate the entire agenda presented in §5iv and can be limited to that which is the cause of the call. However, ordinary general assemblies complying with the agenda of §5iv must be occurring at least once a year.

§6: The Board

- i. The board consists of:
 - a. A chairperson
 - b. A vice chairperson
 - c. A treasurer
 - d. Up to 4 board members
- ii. The board as a whole is accountable for the organization and its actions. Furthermore, they are the ones responsible for the day-to-day running of the organization.
- iii. The Board can make majority-based decisions when at least half of the members are present.
 - a. In case of a stalemate the chair has the deciding vote.
- iv. The board can internally change roles without the need for a new general assembly. However, members must be notified of such changes through official communication channels of the organization, with ample argumentation of such decisions.
- v. The roles of each member of the board are internally decided. However, the chairperson is responsible for making calls to general assemblies and provide relevant documentation to the members of the organization. In the event of absence of the chairperson, the vice chairperson takes on this responsibility. The chairperson is responsible for hosting regular board meetings and the general running of the organization. The vice chairperson is responsible for supporting the chairperson in these activities. Furthermore, the treasurer is responsible for maintaining the accounts and budgets of the organization. Both chairperson, vice chairperson, and treasurer must have access to any form of financial accounts.
- vi. Each member of the board is elected until the general assembly after their election. There is no limit as to how many times a board member can re-run for election as long as it is in accordance with §5iv.e.i.
- vii. When a member is elected for the board, the previous board member of this role is required to introduce their tasks to the newly elected member. If it, at the discretion of the two involved members, is deemed unnecessary to provide such an introduction, it can be discarded. When a person is re-elected for the same role within the board, the introduction is disregarded.

- viii. Members of the board can always step down from their position. If, however, this leaves the board without a chairperson, vice chairperson or treasurer, even after a consideration of section §6iv., it will require a call for an extraordinary general assembly.

§7: Constitutional changes

- i. Constitutional changes have to be approved at a general assembly by at least 2/3 of the votes. The constitutional change suggestion(s) must clearly define, in writing, the change and that which it replaces.
- ii. After a reading of a constitutional change suggestion during a general assembly, members may propose slight, reasonable, alterations to the suggestion.
- iii. The only exception to constitutional changes, are when changes to §1 are required. This can be done without any approval.

§8: Accounts and potential profit

- i. The accounting year follows the calendar year.
- ii. The board is responsible for budgeting and accounting, and answers to the general assembly.
- iii. The chairperson and at least one additional member of the board must have access to the accounts of the organization.
- iv. The board is not held personally accountable for the financial situation of the organization, with the exemption of unlawful conduct.
- v. A possible profit within the organization after consolidation as well as the available funds found when consolidating should be bestowed upon activities related to the members and implicit members.

§9: Dissolution

- i. For the organization to be dissolved, 2/3 of voters must be in favor thereof at an ordinary general assembly. Hereafter, an extraordinary general assembly must be held, wherein 2/3 of the attending members must reassure the request to dissolve the organization. The dissolution of the organization must be the only item on the agenda of this extraordinary general assembly. The extraordinary general assembly must be at least one month and no more than two months after the general assembly wherein the decision of dissolution was made. Not adhering to these requirements, implies that the process of dissolution must start over.
- ii. In case of any remaining funds or assets, when feasible, they should be returned to the providing instance. When it is not feasible to return funds or assets, these should be provided as charity to other similar organizations in Denmark.