**New in the Joint Council**

**Polyteknisk Forening (PF)**

Laws & Statutes, Catalogue of Principles, Mandates, Guidelines, and Policies

Note: This is a translation. If there are differences between this translation and the Danish original, the original will take precedence over this translation.

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# Being a Joint Council member

As your student council’s representative on the Joint Council (Fællesrådet (FR)), your task is to represent your support base in the best possible manner. Many of the items on the agenda for Joint Council meetings will be discussed in the student councils, which should provide you with a sound basis for voting at the Joint Council meeting. You are responsible for ensuring that items are discussed with your support base, where relevant.

As student council representative, you will decide how to vote at the meeting. Polyteknisk Forening (PF student association) is a representative democracy, and the student council thus cannot dictate how you should vote at the meetings. However, if the student council is dissatisfied with one or more of its Joint Council representatives, it may strip the person of his or her seat on the Joint Council and elect a new member instead, see section S.3.

During the meeting itself, the keeper of the minutes must always be informed if you leave the room permanently or temporarily, and the keeper of the minutes must also be informed when you return to the meeting or in the event of late arrival. Talking about other matters with the persons sitting next to you should be avoided during the meeting. Such matters can be dealt with during meeting breaks.

The Joint Council’s Executive Committee (FRFU) circularizes preliminary minutes no later than three weeks after the Joint Council meeting has been held. These minutes should be read as soon as possible, and any language or grammatical errors, misspellings of names, etc., must be pointed out in an email to the Joint Council’s Executive Committee, which can then correct the errors before the next meeting. Changes to the contents of the minutes are brought up at the next meeting under the item ‘Approval of minutes’.

Voting in the Joint Council is done by the meeting participants holding up their voting cards. This must be done with a straight arm and the elbow raised above the shoulder. This procedure is used to avoid spending unnecessary time on recounts because some members find it easier to rest their arm on the table and then merely flick their wrist when voting.

If you want items to be discussed at the meeting, these should preferably be sent to the Joint Council’s Executive Committee in advance, or be announced to the Joint Council’s Executive Committee before the start of the meeting, to expedite the handling of the item ‘Approval of the agenda’.

It is recommended that everyone participate in the discussions to avoid that the same three persons or councils do the talking, while the rest remain quiet. However, this should not be regarded as an encouragement simply to repeat what others have already said so that the discussion is argued in a circle.

Written by the Joint Council’s Executive Committee (FRFU)

# Signs and gestures in the Joint Council

This is an attempt to illustrate the conventions used in Polyteknisk Forening’s Joint Council. It should immediately be pointed out that there are no formal rules of procedure, so that you can complain about any failure to comply with the procedures described below. However, if the Joint Council is to function, it is necessary to have a set of rules which people observe. The procedures described below are therefore used.

## Moderator

As the Joint Council is a large forum in which it is important that everyone can be heard, it is necessary to have a moderator. This person is responsible for keeping an eye on people indicating that they wish to take the floor and write them on the list of speakers. Meeting participants indicate that they wish to be put on the list of speakers by raising a finger. The moderator then ensures that people are given the floor in the correct order and that they are not interrupted. The moderator is also responsible for requesting people not to repeat themselves, if necessary.

The moderator also has the task of structuring the discussion of items and avoiding, in so far as possible, that several discussions are conducted at once. In this connection, a so-called ‘council round’ is often used in which representatives of each student council account for the student council’s position in the discussion in question. This makes it easier to sound out the mood and decide how extensive the discussion should be.

## Withdrawal from the list of speakers



The list of speakers may sometimes become quite long, and it is therefore important that people make sure to withdraw from the list of speakers if what they wanted to say is said by others before they have an opportunity to take the floor. This is marked by participants making the gesture of ‘cutting their throat’ with one hand.

*As the studiosus polytechnices is a species with no neck, the Japanese version is shown here*

If the moderator does not notice this gesture, you should not start making other, more exaggerated gestures, but instead politely wait for your turn and then simply say “I pass”.

## Brief comment

The moderator may allow participants to take the floor for a brief comment outside the list of speakers to clarify specific questions. Participants may also themselves request the floor for a brief comment or a question to the person holding the floor. This is marked by holding up your hand and forming a small gap between your thumb and forefinger. The moderator decides how many remarks of this type will be allowed.

*A brief comment*

## Closing of the list of speakers



At some point when the moderator feels that nothing particularly new is being contributed to the debate, he or she may close the list of speakers. This is normally done by the moderator announcing: “I am closing the list of speakers after XX”. It is then still possible to be put on the list of speakers until XX has finished his or her contribution. The moderator then proclaims: “I am now closing the list of speakers”, which is the last chance to be put on the list.

*A moderator who commands respect*

## Summing up

When the list of speakers has been exhausted for one reason or other, a summing up is necessary out of consideration for the keeper of the minutes and the general rule of law. This summing up is often delivered by the moderator, but, depending on experience, the keeper of the minutes or another participant may also provide the conclusive formulation. The most important thing in this connection is not who makes the summing up, but that all those present at the meeting agree that this is what has been decided (but without necessarily agreeing with the decision).

## Voting procedures

A vote is often necessary to ascertain the views on a given matter at the meeting. Votes are normally decided by a show of hands and by a simple majority of votes. If requested, a secret ballot may, however, be held.

## Procedural motions

Procedural motions are proposals for the procedure that the Joint Council (Fællesrådet) is to use during the ongoing debate or vote. If, for some reason, the moderator has failed to structure the discussion sufficiently, or if there is dissatisfaction with a voting theme or a voting procedure, a Joint Council member may present a procedural motion. Procedural motions are marked by raising both the forefinger and middle finger (of the same hand) pressed tightly together. Instead of giving the floor to the person who is otherwise next in the line of speakers, the moderator will give the floor to the mover. He or she must then formulate his or her procedural motion.



A countermotion may then be presented. One person may subsequently argue in favour of the motion, one other person may argue against the motion, after which a vote will immediately be held. After the procedural motion, the meeting continues in accordance with the procedures that have now been established.

*Procedural motions*

A procedural motion can never replace the legislation and law in force or result in changes to Statutes and Laws. Such motions should only be used in cases in which the moderator has obvious problems structuring the discussion. If you generally have a good idea for the moderator, you should, instead of presenting a procedural motion, write down the motion and give it to the moderator. Procedural motions are disruptive and may be more destructive than constructive.

## General etiquette

Be well prepared. In as far as possible, you should always read the relevant presentations and contributions, and have discussed the items with your student council in advance. Always be constructive in relation to the debate.

*Unauthorized gestures and facial expressions*



Do not interrupt other people—nor by making faces or by other signs and gestures than those described above. Otherwise, the Joint Council meetings will take a very long time, and we will all grow old before we have time to go to Kælderbaren (the Cellar Bar).

*A good meeting also ends well*

*A long meeting in the Joint Council at which the old members have been allowed to speak their minds*

# Part I

# Laws and Statutes

## Laws for Polyteknisk Forening (PF student association)

### L.a Name and object

L.1 The association’s name is ‘Polyteknisk Forening’ and is abbreviated PF.

L.2 The object of the association is to represent the students at the Technical University of Denmark (DTU) vis-à-vis the University and the outside world. This includes their academic, study environmental, and political interests.

*(2)* All of the association’s activities are independent of party political and religious interests.

### L.b Members

L.3 All students enrolled at DTU and admission course participants may be admitted as ordinary members.

L.4 Students enrolled at DTU are entitled to vote at and stand for election to the association’s student councils.

L.5 PhD students enrolled at DTU can be admitted as PhD members.

L.6 Students at the Copenhagen School of Marine Engineering and Technology Management (MSK) who are members of the Student Association at MSK may become associated members of PF.

L.7 Lecturers at and engineers who have graduated from university colleges of technology and engineering and members of the Danish Society of Engineers (IDA) may become senior members. Other individual persons may become senior members subject to separate approval by the Joint Council (Fællesrådet).

L.8 All members have an obligation to comply with the association’s Laws and Statutes and to pay a membership fee fixed by the Joint Council.

*(2)* The Joint Council, see part L.c, may, at the Board’s request, see part L.e, or on its own initiative, exclude members who do not comply with the association’s Laws and Statutes, engage in acts of violence and vandalism, or otherwise damage the association and its reputation.

*(3)* Members may only be excluded if a resolution on this is adopted at two consecutive Joint Council meetings, one of which may be an extraordinary meeting, held at minimum three weeks’ interval. Exclusion may only take place if minimum two thirds of the Joint Council representatives present at the meeting agree on this, and minimum half of all voting members are present.

*(4)* Excluded members may be readmitted to the association if a resolution on this is adopted at two consecutive Joint Council meetings, one of which may be an extraordinary meeting, held at minimum three weeks’ interval. Readmission to the association requires a two-thirds majority among the Joint Council members present and that minimum half of all voting members are present. Readmission to the association may, however, only take place minimum six months after exclusion.

*(5)* Members who have been recommended for exclusion have the right to speak and defend themselves at the Joint Council meetings at which the case is discussed, but they will be suspended from Polyteknisk Forening in all other respects until the handling of the case has been concluded.

L.9 Members of the association are not liable for the association’s finances.

L.10 PhD students and members with associated membership are not represented politically by Polyteknisk Forening.

L.11 An associated membership involves utilization of PF’s membership discounts, discounts on parties, functions and concerts, social events, as well as the opportunity to participate in already existing PF clubs.

### L.c Joint Council

L.12 The Joint Council is the supreme authority of the association and is responsible for adopting the principal lines of the association’s decisions. The Joint Council is the coordinating body for the student councils’ work.

L.13 Each student council elects two ordinary members and one alternate for the Joint Council. However, student councils with at least 17 ordinary members and with an average annual intake of at least 100 students in the student council’s field in the preceding two years may elect three ordinary members and one alternate for the Joint Council.

*(2)* All ordinary Joint Council members and alternates must be members of Polyteknisk Forening.

*(3)* The Joint Council’s ordinary members and alternates are elected by the student councils in accordance with part S.a.

*(4)* Newly set up student councils have voting rights on the Joint Council in accordance with part S.a.

L.14 The Joint Council elects 2-3 critical auditors no later than at the last meeting before the summer holidays with a term of office starting on 1 June of the same year. The auditors must be members of Polyteknisk Forening, and they are not allowed to sit on the Board or the Finance Council (FRR) which sits/sat during the period they are auditing.

L.15 The Joint Council elects or authorizes other bodies in the association to elect representatives to all of Polyteknisk Forening’s representations within guidelines laid down by the Joint Council.

L.16 The Joint Council sets up and abolishes committees as required. However, statutory committees may only be abolished by an amendment to the Laws. The Joint Council may decide to authorize individuals to participate in any given committee meeting.

L.17 Any Joint Council member must have access to reading the association’s files.

L.18 Any member of Polyteknisk Forening is entitled to attend the open parts of the Joint Council meetings, see section S.31, and has the right to speak at these meetings.

L.19 Any member of the Joint Council must have access to examine the association’s financial statements.

### L.d Student councils

L.20 A student council can be set up in PF corresponding to

Admission area at DTU’s BSc programmes.

Admission area at DTU’s BEng programmes.

The Food Technology programme at DTU.

Admission area at a DTU MSc programme where there is no corresponding undergraduate programme. In case of doubt about whether there is a corresponding undergraduate programme, the present Joint Council is consulted.

L.21 A student council has minimum seven ordinary members.

*(2)* No one can be an ordinary member of two or more student councils.

*(3)* Only students whose primary academic and study-related affiliation is best represented by the student council for an admission area can sit on the student council.

*(4)* However, all students may be a member of the student council for their undergraduate programme.

L.22 If it is not possible to obtain a sufficient number of members to set up a student council for an admission area, a student council may be set up that covers two or more admission areas. In any and all other respects, this student council will function as a council for one single admission area. This includes having representatives corresponding to only one council in PF’s bodies.

L.23 The student councils work to safeguard students’ interests on study programme(s) affiliated to the councils.

L.24 Any student at DTU is entitled to attend the meetings of the student councils and to speak at these meetings in accordance with section S.30.

L.25 At the constituent meeting in each of the student councils, the ordinary members elect one treasurer and one council chairman who will handle the contact with the association’s Board.

L.26 In connection with elections to the governing bodies at DTU, the Joint Council handles the final nomination of Polyteknisk Forening’s candidates following recommendation from the student councils.

L.27 Any disputes between two or more student councils regarding the prioritization of electoral lists, see section L.26, in connection with elections to the governing bodies are brought before the Joint Council. The Joint Council may choose to demand that the case be reheard by the specific student councils as an open item.

### L.e Board

L.28 The Joint Council chooses, by personal election at an ordinary Joint Council meeting held in November or December, the coming board members, who are to join the Board at the constituent Joint Council meeting in February.

*(2)* Candidates are nominated specifically for the offices of President of PF or Chief Financial Officer.

The elected President and Chief Financial Officer cannot be one and the same person. The President of PF is elected before the Chief Financial Officer.

*(3)* The remaining board members are elected by the Joint Council. These members are elected without specification of office. Board members must be members of Polyteknisk Forening.

The remaining board members are elected after the Chief Financial Officer.

*(4)* The elected board members divide the offices between them in the period up to the constituent Joint Council meeting. The constituted Board must, as a minimum, cover the following offices: President of PF, Chief Financial Officer, Chairman of the Social Committee, Student House President, and Chairman of the Academic Committee. The coming Board prepares an overall vision statement for the association based on the most recently held vision presentation seminar. The vision statement is an open document and is presented by the incoming Board at the constituent Joint Council meeting.

*(5)* The Joint Council elects each member of the Board personally and can therefore remove individual members of the Board at any given time.

L.29 The Board enforces Polyteknisk Forening’s Laws and Statutes and is responsible for the day-to-day management. The association is bound legally by the President of PF together with another member of the Board. In financial and HR contexts, the association is, however, bound legally by the Chief Financial Officer.

L.30 The Board is responsible for ensuring that the association is run in accordance with the Joint Council’s guidelines.

*(2)* The Board is responsible for facilitating and organizing two vision presentation seminars during its term of office. One seminar must be held in the spring and should, as a minimum, include an item on evaluation of the work on the visions presented for the previous year. The second seminar must be held in the autumn, with the purpose being to lay down the association’s visions for the coming year.

### L.f Finance Council (FRR)

L.31 The Finance Council consists of the Chief Financial Officer, four ordinary members, and four consulting members.

*(2)* Two ordinary members are elected to the Finance Council every six months. Ordinary members join the Finance Council on 1 January and 1 June, respectively. The consulting members are elected once a year. The consulting members join the Finance Council on 1 June. Members sit on the Finance Council for a term of one year at a time. Members are elected by the Joint Council, by personal election at an ordinary Joint Council meeting, before they join the Finance Council.

*(3)* Members of the Finance Council are elected directly by the Joint Council. The ordinary members must be, or must have been, members of Polyteknisk Forening. The elected members of the Finance Council divide the different tasks among themselves in the period between their election and until they join the Finance Council.

L.32 The Joint Council elects each member of the Finance Council personally and can therefore remove individual members of the Finance Council at any given time.

L.33 The Finance Council is the decision-making body for PF’s long-term financial development and ensures that it is realized in accordance with the framework laid down by the Joint Council. The Finance Council has an advisory and supervisory function in all the association’s financial decisions and transactions. The Finance Council also handles long-term HR management.

L.34 The Finance Council’s meetings are generally closed meetings.

L.35 The Finance Council may grant power of procuration.

L.36 The Finance Council is responsible for ensuring that audits of Polyteknisk Forening’s financial statements are conducted in accordance with the applicable legislation.

### L.g Permanent committees

L.37 In connection with the student councils’ and the Joint Council’s work, a Political Group, an Academic Committee, and a Social Committee must be set up. In addition, the Joint Council may set up activity committees for independent regular activities in accordance with the Joint Council’s wishes.

### L.h Political Group

L.38 The Political Group is responsible for preparing Polyteknisk Forening’s policy at national level and has a mandate to represent Polyteknisk Forening in these matters. Matters of principle must be submitted to the Joint Council for approval.

*(2)* The Joint Council may impose an obligation to work with specific issues on the Political Group.

L.39 The Joint Council chooses, by personal election at an ordinary Joint Council meeting in January, the coming members of the Political Group, who will join the Political Group at the constituent Joint Council meeting in February.

*(2)* Five persons are elected annually for a two-year term. The persons elected must be members of Polyteknisk Forening.

*(3)* The Joint Council elects each member of the Political Group personally and can therefore remove individual members at any given time.

*(4)* The constituted Chairman of the Social Committee and Chairman of the Academic Committee on the Board, see section L.28, are ex-officio chairmen.

L.40 The Political Group acts as Executive Committee for the Political Background Forum. The chairmanship of the Political Group is responsible for holding meetings.

### L.i Academic Committee

L.41 The Academic Committee is responsible for coordinating Polyteknisk Forening’s work in DTU’s Board of Governors and the governing bodies.

*(2)* The Academic Committee is responsible for laying down Polyteknisk Forening’s educational policy at institutional level.

L.42 The Academic Committee consists of two representatives from each of the student councils. These are designated as ordinary members. Interested parties who wish to become members may join the Academic Committee at its constituent meeting. In accordance with section L.28, the Board constitutes the Chairman of the Academic Committee.

### L.j Social Committee

L.43 The Social Committee is responsible for coordinating Polyteknisk Forening’s social policy work in DTU’s bodies as well as on the Board of the Joint Dormitory Consultancy Organization (KKO) and Polyteknisk Forening’s Nominating Committee (PFIU).

*(2)* The Social Committee is responsible for preparing the association’s policy on student living conditions under the auspices of DTU.

L.44 The Social Committee consists of two representatives from each of the student councils. These are designated as ordinary members. Interested parties who wish to become members may join the Academic Committee at its constituent meeting. In accordance with section L.28, the Board constitutes the Chairman of the Social Committee.

L.45 The Social Committee sets up a Nominating Committee at an annual meeting. The committee will act until a new committee has been appointed.

*(2)* The Nominating Committee consists of the Chairman of the Social Committee, nine persons appointed by the Social Committee at its first meeting, as well as one person appointed by the tenants’ councils in each of the halls of residence for which Polyteknisk Forening has a right of nomination. The Nominating Committee must be approved by the Joint Council.

*(3)* The Nominating Committee handles the nomination work for rooms and flats in the halls of residence for which Polyteknisk Forening has a right of nomination. The Nominating Committee elects a chairman from among the committee members.

### L.k Activity Committees

L.46 Activity Committees are responsible for handling a regular activity prioritized by the association within the association’s objects.

L.47 Activity Committees are set up by the Joint Council following nomination by Polyteknisk Forening’s Board.

The Joint Council lays down detailed guidelines for the Activity Committee via a mandate adopted by the Joint Council and/or an approved nomination basis. These guidelines may only be changed by the Joint Council. The guidelines must describe the object and finances of the committee, including, in particular, whether Polyteknisk Forening is to participate in any profit or loss and whether any capital is to accrue to Polyteknisk Forening or other purposes. Finally, guidelines may contain decisions on other procedures and byelection form than those stipulated in the Statutes

*(2)* The Activity Committee’s list of members and chairmanship candidate must be presented to the Joint Council for approval in connection with the constituent Joint Council meeting.

L.48 The chairman of each committee is responsible to the Board and to the Joint Council for the committee’s financial decisions and transactions, and for keeping the lists of members up to date. If a committee does not have a chairman, a member of the committee is appointed to bear this responsibility.

### L.l The Student House (S-Huset)

L.49 Rules and guidelines for the management and administration of the Student House, under the agreement between DTU and Polyteknisk Forening on the right of use of the premises, are laid down by the Joint Council.

### L.m Krydsfelt

L.50 Krydsfelt is a sub-office of PF with the object of publishing a student magazine for DTU students. Krydsfelt is an independent student magazine with an editor-in-chief who is responsible for the contents of the magazine.

*(2)* The principles for Krydsfelt can be seen under paragraph F (Principles for Offices) under the chapter ‘Principles’.

### L.n General capital fund

L.51 On 1 January 2013, Polyteknisk Forening restructured its general capital fund so that it has a value of DKK 5,000,000.00. The following Laws apply to the general capital fund:

1. The funds of the general capital fund must consist of cash deposits with a bank and/or investments in listed securities. If the portfolio consists of securities, these investments must be made through an investment manager approved by the Danish Financial Supervisory Authority and with the funds being placed in a well-diversified portfolio. ‘Well-diversified’ means a combination of bonds and equity, with the equity investments being diversified geographically and across industries.
2. In connection with the annual closing of the accounts, an amount is allocated to the general capital fund so that the actual value of the assets is maintained.
   1. Seen over a five-year period, it must be ensured that assets of the general capital fund increase by minimum an amount corresponding to the rate of inflation for the past five years. If the Finance Council finds it necessary, it may grant an exemption from the requirement for an increase at minimum the rate of inflation.
   2. This is ensured via a return account to which all returns and interest from the general capital fund are accrued.
   3. If the amount in the return account is greater than the amount necessary for ensuring the general capital fund, any excess amount may be allocated to operations.
3. The general capital fund may only be used if, and to the extent to which, this is decided at two consecutive Joint Council meetings by minimum two thirds of the voting members present; however, by minimum half of all voting members. This must be done at minimum one and maximum three months’ intervals.
4. The general capital fund’s investments and the regulation thereof must be stated in the association’s annual financial statements.

### L.o Amendments to Laws and Statutes

L.52 Amendments to Laws and Statutes must be a separate item on the agenda of Joint Council meetings. The Laws may only be amended if the proposed amendment is adopted in an identical wording at two ordinary Joint Council meetings by two thirds of the voting members present; however, by minimum half of all voting members. This must be done at minimum one and maximum three months’ intervals. Statutes may be amended in accordance with the same voting rules, but such amendments are valid after adoption thereof at one single ordinary Joint Council meeting.

L.53 Polyteknisk Forening may only be dissolved in accordance with the rules set out in section L.52 ‘Amendments to Laws and Statutes’. If a resolution to dissolve the association is adopted, the dissolution will be handled by one or more liquidators elected by the Joint Council. Any assets of the association must accrue to purposes that are in accordance with Polyteknisk Forening’s objects clause. If it is regarded as expedient, the funds may be placed in a fund set up for this purpose, possibly on a provisional basis. The fund’s management must consist of minimum five persons. The Academic Council is entitled to nominate two persons. The rest are be appointed by the Joint Council at the last meeting. A majority of the fund’s management must be DTU students.

## Statutes for Polyteknisk Forening

### S.a Election to the Joint Council

S.1 Student council representatives on the Joint Council (Fællesrådet) are elected by a simple majority of votes, and each ordinary member of the student council can vote for up to the number of representatives to be elected, see section L. 13.

S.2 If one of the student councils’ Joint Council members steps down, a partial new election will be held for this post. This election takes place by a simple majority of votes among the student council’s ordinary members.

S.3 If a student council is dissatisfied with one of the council’s Joint Council representatives, the person in question may be stripped of his or her seat by a decision adopted in the student council. Such a motion to strip a member of his or her seat must constitute an item on the agenda for the student council meeting and must be adopted by a two-thirds majority. Only the ordinary members of the student council may participate in this vote, and minimum half of these members must be present for the adoption of a resolution to strip the member of his or her seat. A new person for the post is elected in accordance with the rules set out in section S.1 .

### S.b Elections to the student councils

S.4 Elections to the student councils must be held each year in the period from 1 to 15 October, and the seats will be taken up by the elected members from and including the constituent meetings of the student councils.

*(2)* New student councils may be constituted by an extraordinary election as long as this is announced 10 days in advance via the relevant channels, such as the association’s website and posters. (3) New members may be elected and appointed to the student councils as long as this is announced 10 days in advance via the relevant channels, such as the association’s website and posters.

S.5 No later than three weeks before the elections, the Joint Council sets up an electoral committee and schedules the exact dates for holding the elections.

*(2)* In connection with extraordinary elections, see section S.4(2), the Joint Council’s Executive Committee (FRFU) functions as the electoral committee.

S.6 The electoral committee is responsible for handling elections to the student councils and must consist of minimum one board member and three persons elected by the Joint Council. The electoral committee must ensure that the time, place, and deadline for nomination of candidates for the elections are published no later than three weeks before the elections are held.

S.7 Nominations for elections to the student councils must be made no later than on the election day and are done by filling in a nomination form containing the name, student ID number, address, and signature. The form must be available minimum three weeks before the election.

S.8 If a member retires prematurely, the Joint Council may decide to hold a partial byelection. The Joint Council lays down the further rules on this, with observance of sections S.5-S.7.

S.9 Extraordinary elections are held for all existing councils when this is adopted by minimum two-thirds majority at a Joint Council meeting; however, by minimum half of all voting members. Extraordinary elections are held in accordance with the rules set out in sections S.5-S.7.

S.10 Objections to a held election must be submitted in writing to the Board no later than one week after the election has been held. The Joint Council will hear any complaints received and make a decision on the holding of a reelection, if required, in accordance with the rules set out in sections S.5-S.7.

### S.c. Election of board members

S.11 To prepare the election of the Board for the coming year, the Joint Council sets up a Board Evaluation Committee no later than five months before the constituent Joint Council meeting. The committee may involve other interested parties in its work and reports to the Joint Council on a continuous basis. During the autumn, at least five upgrading meetings on general subjects must be held before the personal election. These meetings must be promoted widely at DTU. The meetings are open to all DTU students.

S.12 The board members are elected on the basis of a written motivation and CV. Both parts are open documents.

*(2)* The work of the President of PF and the Chief Financial Officer is defined by minimum requirements in the Catalogue of Principles In addition, they may themselves define targets and work tasks.

S.13 If the whole Board retires at once, the Joint Council’s Executive Committee must convene a Joint Council meeting, which must be held no later than 24 hours after the retirement of the Board. A new Board must be elected at this Joint Council meeting. Until this Joint Council meeting has been held, PF’s legal obligations lie with the Joint Council’s Executive Committee.

*(2)* If individual board members choose to leave their office, a new board member may be elected in replacement thereof. This matter must be dealt with at the next Joint Council meeting. Until then, it is up to the present Board to handle the tasks of the retired board member(s).

*(3)* The Joint Council may remove the Board. This requires minimum two-thirds majority, and minimum half of the ordinary members must be present. The Board is subsequently constituted, and this Board sits until the Joint Council elects a new Board.

### S.d Election to the Finance Council (FRR)

S.14 To prepare the election of the Finance Council for the coming year, the present Finance Council appoints a Finance Council Evaluation Committee for recruiting and upgrading new Finance Council members.

S.15 Finance Council members are elected on the basis of a written motivation and CV.

S.16 If the whole Finance Council or individual members retire(s), a new Finance Council/member must be elected at the next Joint Council meeting. If the whole Finance Council retires,the present Board is responsible for handling the Finance Council’s tasks until a new Finance Council has been elected.

*(3)* The Joint Council may remove the Finance Council. This requires minimum two-thirds majority, and minimum half of the ordinary members must be present. The Finance Council is subsequently constituted, and this Finance Council sits until the Joint Council elects a new Finance Council.

### S.e Elections to permanent committees and activity committees

S.17 Unless otherwise specified, see section L.47, members of permanent committees and activity committees are elected in accordance with procedures described in the following Statutes.

S.18 The Joint Council may decide that individual activity committees are approved as a group in accordance with the nomination basis. At the same time, the Joint Council may, if it finds this expedient for the work of the committee in question, decide to set up the committee at times other than those specified above. An activity committee nominates a chairman at its constituent meeting if such a chairman has been defined, and the nomination as well as the list of members are presented to the Joint Council for approval. The chairman must be a DTU student. If the nominated candidate is rejected by the Joint Council, the activity committee nominates three persons, among whom the Joint Council must make the final choice. The person initially rejected cannot be among these three candidates. Permanent committees must fill statute-based offices at their constituent meeting.

S.19 If a member of an activity committees fails to attend two meetings without sending apologies, the committee or any committee chairman may strike off the member in question from the committee’s list of members.

### S.f Joint Council meetings

S.20 Ordinary Joint Council meetings are held at appropriate intervals; however, minimum eight times a year, one of which is the constituent meeting. The constituent Joint Council meeting is held in the course of the first seven days of the 13-week period that constitutes the spring semester.

S.21. At the constituent meeting or the subsequent meeting, the Joint Council sets up an Executive Committee (FRFU) and adopts the tasks and competences of this committee, see, however, sections S.22 and S.23.

S.22 Ordinary Joint Council meetings must be convened in writing by the Joint Council’s Executive Committee at minimum eight days’ notice with a provisional agenda, which must be published at the association’s website, so that all students have easy access to this no later than one week before the meeting. Items for discussion at the meeting may be entered on the agenda no later than three days before the meeting, and the Joint Council’s Executive Committee then distributes the final agenda if there are any changes. Any Joint Council member may demand that items be put on the agenda of a Joint Council meeting. An item may be put on the agenda at the commencement of the meeting if two thirds of the voting members so agree, and if minimum half of all voting members are present.

S.23 Extraordinary Joint Council meetings may be convened, in urgent cases, by the Board, the Finance Council, or the Joint Council’s Executive Committee at one day’s notice. In so far as possible, each member of the Joint Council must be notified of the meeting, with a statement of the agenda, within this deadline. In addition, each ordinary Joint Council member may convene an extraordinary Joint Council meeting if minimum two thirds of all ordinary Joint Council members support this in writing.

S.24 An elected member of the Joint Council may assign his or her voting right to another named member of the same student council prior to a meeting by written notice to the Joint Council’s Executive Committee. If an ordinary Joint Council member is not present, the alternate for the student council in question can take over the absent member’s voting right without a proxy. Voting rights cannot be taken over or assigned during an ongoing meeting.

S.25 At least once a year, all councils, committees, and the Board present an overall written report which summarizes and assesses the work done in the past year. The report must also form the basis for a discussion of the work to be done in the coming year. All reports must be discussed at the final Joint Council meeting, at which they must thus be available.

### S.g Meetings in student councils

S.26 The student councils hold meetings on a continuous basis as required; however, minimum six times a year. The constituent meetings of the student councils must be held no later than one month after the election results from the student council elections have been published.

S.27 Ordinary student council meetings are convened by written notice, with a statement of the agenda, to the student council members and at the association’s website, in a manner that ensures that it is visible to all students in the relevant study programmes and that everyone has easy access to the notice minimum five days before the meeting is held.

S.28 Extraordinary student council meetings may be demanded convened by one fourth of the student council members. An extraordinary meeting is then convened in accordance with the rules on ordinary meetings set out in section S.27.

S.29 A student council may permit any DTU student to participate in the meetings at any given time. In addition, the ordinary members may grant these students voting rights for a short-term or long-term period until the closing of the year for the student council in question. The persons in question may be stripped of these rights if they fail to attend two meetings without sending apologies. Voting rights cannot be obtained in two or more student councils. Voting rights cannot be assigned during a meeting.

### S.h General rules for meetings

S.30 Voting rights may be exercised by the members present at the meeting. No one can have more than one vote.

S.31 During discussions of individual matters of a particularly confidential nature (for example personal cases, financial decisions and transactions, matters concerning election tactics), the student councils and the Joint Council must exclude non-ordinary members from the meeting if minimum two ordinary members so request. The student councils may also decide that a whole meeting is to be regarded as confidential. Non-ordinary members whose behaviour disrupt the work may be expelled after prior notice.

S.32 A person is elected to chair meetings in permanent standing bodies. If distrust of the chairman of the meeting is expressed, a vote of no confidence will be held, and the chairman of the meeting may be forced to resign by a simple majority of votes. The Joint Council may lay down requirements for procedures for the holding of meetings in the Joint Council, student councils, and other meetings in Polyteknisk Forening.

S.33 A keeper of the minutes is elected at meetings in permanent decision-making bodies. The minutes must always be filed in accordance with the ‘Guidelines for minutes’. The minutes are sent to members of the body in question no later than three weeks after the meeting and be available for approval at the next meeting.

S.34 A meeting only forms a quorum if minimum one third of the ordinary voting members are present at the meeting; however, minimum seven or all members. If the meeting does not form a quorum, a new meeting with the same agenda must be convened at minimum five days’ notice. This meeting forms a quorum regardless of the number of participants.

S.35 Voting is done by a show of hands or by secret ballot if minimum two voting members demand this. Unless otherwise specified, decisions are made by a simple majority of votes. In the event of a parity of votes, the motion is regarded as rejected. In the event of a parity of votes for election of persons, the chairman of the meeting draws lots.

S.36 At any meeting, committees, subgroups, representatives, board members, and other parties must give an account of their work since the previous meeting.

S.37 Members of the Board and Finance Council are entitled to participate in all meetings of the association. However, this does not apply to Finance Council meetings and board meetings.

### S.i Finances

S.38 The association’s financial year runs from 1 June to 31 May. The Finance Council prepares a budget for the year and presents it at a Joint Council meeting for approval before the end of June in the financial year in question.

S.39 Annual financial statements must be approved by the Joint Council before 1 December of the following financial year. The Finance Council ensures that the overall annual financial statements are sent to the Joint Council minimum one week before the Joint Council meeting at which the financial statements are to be discussed. Concurrently with sending the annual financial statements to the Joint Council members, the Finance Council ensures that the financial statements for student policy activities, social activities, and the Student House are available for perusal in the PF Secretariat.

S.40 The critical auditor’s report should be discussed at the Joint Council meeting at which the annual financial statements are presented, see section S.39.

## Statutes for the Student House (S-Huset)

### S.j Club Committee

S.41 The Club Committee is the advisory body for the clubs that belong under PF. The Club Committee submits recommendations to the present Board on allocation and withdrawal of premises, creation and discontinuation of clubs, as well as the daily guidelines for the clubs. If the clubs have any questions of doubt, the Club Committee must be contacted, while the final decisions are made by the present Board of Polyteknisk Forening. The Club Committee is responsible for holding PF Open House events, which coincide with DTU Open House events.

S.42 The Club Committee consists of:

* Two representatives from PF’s Board, one of whom is ex-officio chairman.
* A member of the Joint Council appointed by the Joint Council.
* The CREW chairmen for S-Huset.
* One member from each club in the association.

S.43 The Club Committee is approved by the Joint Council at the constituent Joint Council meeting.

S.44 Club Committee meetings are convened by the Club Committee Chairman. All members may demand to have items put on the agenda. A meeting must be convened if this is requested by merely one member. Minimum four meetings are held a year. The constituent meeting of the Club Committee is held no later than one month after the Club Committee has been approved by the Joint Council meeting.

S.45 Notice convening the Club Committee meeting must be given in writing to the members and at the association’s website no later than five days before the meeting is held, with a statement of the agenda.

S.46 The Club Committee Chairman is under an obligation to gather nominations from clubs on representation on the Club Committee before the constituent Joint Council meeting. Each club approved as a club under Polyteknisk Forening can submit one nomination of one person.

S.47 Approved clubs are subject to the Club Committee.

S.48 The Club Committee ensures that the clubs participate in a PF Open House event minimum once a year at which non-members have the opportunity to become acquainted with the clubs.

### S.k S-Huset’s Events Committee

The Events Committee is responsible for planning the activities in S-Huset. For this purpose, an Events Committee meeting must be held before the start of the semester in order to plan the semester programme:

* The concerts programme is planned by Polyjoint Booking.
* The PR Committee plans advertising in connection with all events, including Friday rock concerts, ‘Joints’ (concerts), tournaments, etc.

S.49 The Events Committee consists of:

* The Student House President
* CREW chairmen
* The two CREW chairmen of S-Huset elect the other members of S-Huset’s CREW at the first CREW meeting held in each semester
* A representative from Polyjoint Booking
* One of the Purchasers
* A representative from S-Huset’s PR Committee
* The Manager of S-Huset

The Events Committee is approved at the constituent Joint Council meeting.

S.50 Open meetings are held before every major event.

S.51 Events Committee meetings are convened by the Student House President. All members may demand that items be put on the agenda. A meeting must be convened if this is requested by two members.

S.52 The Events Committee is responsible for drawing up an evaluation after each event.

# Part II

# Principles

## A Rules of Procedure for the Joint Council

### A.a Frequency of meetings and notice convening meetings

Minimum 10 ordinary Joint Council meetings are held during the calendar year, minimum two of which are open and function as vision presentation seminars. A meeting calendar, containing the distribution of food, cake, and cleaning chores, is adopted by the Joint Council. For the spring semester, the calendar is adopted at the constituent meeting. For the autumn semester, the calendar is adopted at the last meeting in the spring semester. If a council is unable take on the specified chore, the council is responsible for ensuring that others take on the chore in question. The Joint Council’s Executive Committee (FRFU) is responsible for sending out a notice convening a Joint Council meeting, where you can sign up for the food served at the meeting.

No later than 10 days before ordinary meetings, the Joint Council’s Executive Committee sends out a notice convening the meeting and containing an agenda, as well as any open appendices. Motions for the agenda and appendices must therefore be received by the Joint Council’s Executive Committee so that the committee can meet this deadline. No later than three days before ordinary meetings, the Joint Council’s Executive Committee sends out the final agenda as well as open appendices. The Joint Council’s Executive Committee must make sure that notices convening meetings and open appendices are available at the association’s website. If there are confidential appendices for the meeting, these can be obtained at the PF Secretariat as soon as the notice convening the meeting has been sent out.

If items or appendices are not sent to the Joint Council’s Executive Committee in due time, the committee may postpone the discussion of the item in question to a later meeting if it is found that the item should be discussed in the student councils. It is recommended that no one abuse the possibility of having motions adopted by putting these items on the agenda three days before the meeting is to be held so that it is not possible to have the item discussed in the student councils.

### A.b Holding of meetings

Minutes are kept in accordance with the ‘Guidelines for minutes’ adopted by the Joint Council. The agenda can be changed at the start of the meeting if minimum half of the voting members are present and two thirds of the voting members present vote for the change, see section S.22 of the Laws and Statutes.

Voting rights may be assigned using the form sent out by the Joint Council’s Executive Committee, which must be handed in at the table of the chairman of the meeting before the start of the meeting or be sent in a scanned version by email. If apologies are sent for a meeting, this must be done by replying to the email sent by the Joint Council’s Executive Committee. The Joint Council’s Executive Committee nominates a chairman/chairmen of the meetings and keeper(s) of the minutes of the meetings, who are elected by the Joint Council at the start of the meeting.

The chairman/chairmen of the meeting decide(s) who has the right to speak. The Joint Council may elect another chairman of the meeting or another keeper of the minutes at any given time during the meeting if a majority of the Joint Council requests this. The Joint Council’s Executive Committee manages a list of speakers, which can be closed by the chairman of the meeting at prior notice. The list of speakers is subsequently closed and will only be reopened when the chairman/chairmen of the meeting announce(s) this.

The chairman/chairmen of the meeting ensure(s) that breaks are taken at suitable intervals during the meeting. Some breaks will be used for further discussion of items, so-called buzzing breaks. During buzzing breaks, the meeting participants generally do not leave the meeting room. The chairman/chairmen of the meeting may decide to hold a timeout in which the meeting participants may leave the room and discuss items. A timeout may also be held if this is demanded by minimum two Joint Council members. If a meeting participant leaves the room during the actual meeting, the participant must inform the keeper(s) of the minutes thereof as well as of his or her return to the meeting.

### A.c Mandates and voting procedures

A mandate is granted by the student councils to their Joint Council members. A mandate must be a reasonable negotiating mandate and should not be 100 per cent rigid.

Items are usually dealt with as open items. If at least two voting members so wish, the item must be dealt with as confidential, see section S.31 of the Laws and Statutes.

Votes are usually an open procedure by a show of hands. If minimum two voting members so wish, a written ballot must be held, see section S.35 of the Laws and Statutes. In connection with proposed amendments, the most radical motion will be put to the vote first. If this motion is rejected, the next motion is put to the vote and so on. If all motions are rejected, no changes will be made. In the event of a parity of votes, the proposed amendment is rejected. In connection with election of persons, voting is done with one vote per position to be filled. The persons who receive the highest number of votes are then elected. In the event of a parity of votes, the chairman of the meeting will draw lots, see section S.35. The chairman of the meeting may choose to use another voting procedure if this is more expedient.

## B Representation on the governing bodies

### B.a Principles for election of a student representative to DTU’s Board of Governors and for the student representative’s work

DTU’s management structure entails that DTU students must elect a representative to DTU’s Board of Governors each year. PF obviously wants a central person in the association to be elected to hold this position, as it is the most powerful position that a student can hold in DTU. This person should work within the framework of some principles that are, in the final analysis, adopted by the Joint Council.

#### Required qualifications

As the work on DTU’s Board of Governors is of a general nature, the nominated candidate must have in-depth knowledge of DTU’s governing bodies and preferably some knowledge of educational policy in Denmark in general. The candidate is not required to have in-depth knowledge of all sectors in PF, but he or she must have sufficient knowledge of the individual sectors to know who to call and when to do so. Our candidate must therefore have followed the work of the association fairly closely for several years and know a broad selection of the association’s views well. It is important in this context that the nominated candidate is prepared to attend relevant meetings with PF’s Board, the Joint Council, the Political Group, and the Academic Committee as well as other relevant activities. The candidate must also be a person who closely follows the developments in PF. The actual work on DTU’s Board of Governors consists of attending four meetings a year, but, in addition, there is much work involved in keeping up to date on what is happening in the association and ensuring that the support base is informed and involved. Reporting back to Polyteknisk Forening is also a very important part of the work, so that the association is kept up to date on the work and activities on the Board of Governors. It is essential that the candidate maintains close contact with PF’s Board, which binds the association politically. In short, the PF candidate’s cooperative skills are very important, especially as many cases on DTU’s Board of Governors entail various degrees of confidentiality. The candidate must obviously accept that he or she represents PF’s views, and not his or her own, throughout the candidate’s term of office on the Board of Governors. However, PF must respect that members of the Board of Governors have a legal and personal responsibility, which means that there are limits to how far they can go for PF. The PF representative must consequently be able to follow the mandate given. On a more personal note, it is necessary to have a person who has shown that he or she has political clout, and that he or she can bear to take the occasional ‘beating’ both in PF and on DTU’s Board of Governors. The person must also be able to communicate a message clearly and distinctly and not feel sheepish about being a newcomer. Quick analytical skills regarding an assessment of future and long-term consequences of various motions are also important.

#### Other wishes for a student member of DTU’s Board of Governors

In addition to the specified required qualifications, there are some other qualifications that it would be advantageous for a candidate for the Board of Governors to possess. It is an advantage to have knowledge of organizations in general, and some experience with board work could be practical. Finally, it would also be a plus if the person in question has knowledge of how things are done in other organizations. There are other universities around the world that are independent institutions and have a board of governors. It would be an advantage if our candidate knows something about the development at such universities. Finally, it would be really good if he or she actually has some contacts in such places.

#### It is possible to sit concurrently on DTU’s Board of Governors and PF’s Board?

Seeing that a student member of DTU’s Board of Governors probably often has to compromise in a negotiating situation to have just part of PF’s position included in a decision, it will be rather unfortunate if the whole of PF is then subsequently blamed for the rest of PF failing to support a decision. It is therefore advisable that a person not sit concurrently on DTU’s Board of Governors and PF’s Board.

#### Financial aspects of membership of DTU’s Board of Governors

The student member of DTU’s Board of Governors is currently covered by an insurance policy for internal members so that they do not go financially bankrupt in the event that DTU enters into liquidation or similar insolvency proceedings. However, it is uncertain whether extra remuneration may subsequently accrue to the internal members of the Board of Governors. In such case, the student member of the Board of Governors is strongly advised not to accept this payment personally, as this could easily raise doubts about the reasons why the student is a member of the Board of Governors. For example, this extra money could go to social activities for DTU students, perhaps in the form of a grant to PF’s Student Social Foundation (Den Studentersociale Fond).

#### Rounding off

This presentation should provide a basis for our discussion of some principles for holding this very important office and for electing persons to it. We may have virtually impossible expectations of this person, but as the office is important to PF, highly challenging, and very solitary, it is a tall order.

### B.b Polyteknisk Forening’s expectations of our members of the governing bodies

This section deals with the expectations that Polyteknisk Forening has of the students who have been elected to DTU’s governing bodies on PF lists.

The key expectations can be summarized as follows:

* The members must represent all Polyteknisk Forening’s members and, in as far as possible, work for all DTU students.
* The members must maintain good contact with Polyteknisk Forening’s central bodies and persons.
* The members can expect that Polyteknisk Forening’s Board ensures that they receive relevant information.
* The members can expect that upgrading seminars and policy-creating activities will be held in which they are expected to participate.

#### General expectations of the members

The expectations should not be regarded as constituting a checklist, which can be used to punish the candidates if they do not meet these expectations. On the other hand, it is expected that, prior to the candidates’ nomination, they have been made aware of these expectations and have accepted them. Polyteknisk Forening is represented in many different bodies, and the expectations of the representatives will therefore vary at different levels. However, by way of introduction, a number of general expectations are described that are common to all members.

The members’ task in the governing bodies is to work for all DTU students. This means that these representatives must keep in good contact with the relevant support base. Before each meeting, a preliminary meeting must be held or the items on the agenda must have been discussed in some other way. In addition, collaboration should be entered into with lecturers (scientific staff (VIPs)) and technical/administrative staff (TAPs) on matters of joint interest. In addition, the members must attend the body to which they have been elected. As a minimum, apologies must be sent, but efforts should be made to contact the alternate, who has corresponding obligations. Finally, the members are expected to follow Polyteknisk Forening’s policies, formulated by either the student council, the Educational Policy Council, the Joint Council, or in this Catalogue of Principles. If a member does not know the policy in question or disagrees with the policy, he or she must take the initiative for having the item discussed in the relevant body. In cases in which PF does not have a formulated policy, the members must obviously use their common sense, but, where possible, they should bring the matter up in a relevant PF body.

#### Expectations of department study board members

They are expected to attend their study board meetings, and each study board is expected to be represented by minimum one student at meetings of the Educational Policy Council. In department study boards in which several student councils have an interest, it is important that the positions and views are coordinated in advance. Such coordination must take into due consideration which student council will be most affected by the item to be discussed. It is important that the department study board members maintain contact with the Educational Policy Coordinator and the rest of Polyteknisk Forening’s Board. They must also keep in touch with relevant course managers and their support groups, such as study programme focus groups.

#### Expectations of the deputy chairmen of the department study board

The deputy chairmen are expected to coordinate all students on the department study boards, which entails a responsibility for ensuring:

* that the study board is represented at Educational Policy Council meetings
* that preliminary meetings are held or views are coordinated before the department study board meeting
* that they are the students’ contact to the head of department and the rest of the department.

In addition to participating in meetings convened by the head of department, the students are also expected to perform fieldwork in order to participate in discussions of interest to the students. The deputy chairmen are expected to meet with the head of department minimum twice per semester. The deputy chairmen are also responsible for passing on comments and requests received from the students to the head of department and vice versa. The deputy chairman is expected to familiarize him or herself with the department’s development goals and measures (UMV) and action plan. It is important in connection with the preparation of the UMV report that the students are proactive and seek influence themselves. This is, of course, a question of trust, but by showing interest in and commitment to the department’s day-to-day activities, it is possible to be heard. It is important that the deputy chairmen maintain contact with the Educational Policy Coordinator and the rest of Polyteknisk Forening’s Board.

#### Expectations of members of the Interdisciplinary Committees for the BSc and MSc programmes (CUU) and the BEng programmes (DUU)

Full participation in meetings on the Interdisciplinary Committees is expected as well as on any subcommittees set up. In addition, they are expected to participate in the Academic Committee’s work, and minimum one member of each committee must attend Joint Council meetings.

They are expected to maintain good contact with Polyteknisk Forening’s Board.

#### Expectations of members of the Academic Council (AR)

Members are expected to participate fully in meetings in the Academic Council as well as any subcommittees set up. In addition, they are expected to participate in the Academic Committee’s work, and minimum one member of each committee must attend Joint Council meetings. They are also expected to maintain good contact with the student members of DTU’s Board of Governors and Polyteknisk Forening’s Board.

#### What demands can members make on Polyteknisk Forening as an organization?

Polyteknisk Forening is to function as a knowledge and information base. The Board is responsible for ensuring that relevant information is passed on to the right person. Polyteknisk Forening supports its members if problems arise in connection with the pursuance of PF’s policy. It is important that information is provided about what Polyteknisk Forening’s policy is, to enable members to follow it. Members must consequently have been informed about the policy before taking up a position. It must always be possible to borrow a meeting room on the PF hallway. The hallway must likewise also be a good place to work, and there must be access to the necessary information, both during the day and in the evening. There must be a well-functioning secretariat, which can be used in connection with administrative issues. Two upgrading seminars and policy-creating activities must be held each year. These seminars must cater for all Polyteknisk Forening’s members of governing bodies. The Board is responsible for ensuring that these events are widely advertised.

## C Business sector

As at 22 June 2015, the following business enterprises are controlled wholly or partly by Polyteknisk Forening: Polyteknisk Forenings Studentersociale Fond (PF’s Student Social Foundation), Polyteknisk Boghandel (bookstore), S-Huset (Student House), Polyteknisk Forenings Sekretariat (the PF Secretariat), Kollegiekonsulentordningen (the Joint Dormitory Consultancy Organization (KKO)), the Board of European Students of Technology (BEST), the International Association for the Exchange of Students for Technical Experience (IAESTE), and Krydsfelt (student magazine).

Traditionally, these enterprises are largely independent. Formally, the Joint Council is responsible for the business sector, and the Finance Council’s recommendations are advisory, but the Joint Council should always consider the importance of the Finance Council’s competence and financial insight. Polyteknisk Forening must, as a whole, ensure the consolidation of its equity so that the association’s future financial options are not limited.

The Finance Council can freely dispose of budget changes amounting to less than DKK 50,000. For amounts in excess thereof, an audited budget must always be presented to and approved by the Joint Council.

#### Commercial sector

* Fees and user charges should be fixed with due consideration for the association’s finances and the students’ financial circumstances.
* Profit maximization is not contrary to the association’s objects as long as the students’ interests are prioritized. Polyteknisk Forening’s business enterprises should keep their eyes open to new earnings opportunities as long as their principal objective is not given lower priority.
* The managers of Polyteknisk Forening’s business enterprises are responsible for the enterprises’ day-to-day operations and for meeting the association’s requirements for these. The Chief Financial Officer is responsible for maintaining contact with the managers.
* The Joint Council must be informed in connection with the allocation of funds from the Student Social Foundation.

#### Secretariat

* Polyteknisk Forening’s service bodies provide good service to the students as well as assistance to the Board and the activists.

#### Consumption sector

* Each year, Polyteknisk Forening has a pool for student social purposes at its disposal. The size of the pool depends on the profit for the year in Polyteknisk Forening’s income-generating activities.
* Anyone with a student social purpose may apply for a grant from this pool.
* In return, Polyteknisk Forening reserves the right to demand that accounts be presented.
* Based on a balancing of applications received and the association’s other financial obligations, the allocation of the funds in the pool is decided by the Joint Council in connection with the annual budgeting.
* If the funds applied for are not used in accordance with the wording of the application or the association’s principles, Polyteknisk Forening reserves the right to take appropriate measures.

#### Sponsoring

Polyteknisk Forening, its events, premises, values, committees, and all derivations thereof must not be sponsored by undertakings, persons, or organizations if:

* The sponsor competes with the association in one or more areas, commercially or otherwise. The sponsor is controversial in such a way that its values are incompatible with what Polyteknisk Forening stands for.
* The sponsor requires, or if the sponsorship would entail in some other way, that Polyteknisk Forening does not appear as the sovereign organizer or owner of the sponsored event or the sponsored values.
* The sponsorship results in the association incurring secondary expenses.

If the above is complied with, the association will allow sponsorships; however, all sponsorships must be approved by the Board. Recipients of sponsorships must remember to provide feedback to the sponsors so that the good contact with the enterprises is maintained.

#### Student councils’ disposable amount

* The disposable amount is a pool for which applications can be submitted for the benefit of a whole study programme
* The individual student councils decide what the amount is to be used for within the framework of the application submitted.
* The disposable amount may only be used for alcoholic beverages in connection with large social events covering the whole study programme.
* A student council meeting is not regarded as being a large social event.
* The amount granted is disbursed exclusively on presentation of receipts. If the full amount granted is not used, the balance will remain in the pool for applications.
* If a student council wants to purchase items for the benefit of the study programme which exceed the size of the disposable amount, the student council may obtain an interest-free loan with Polyteknisk Forening if there is financial leeway for this. This loan must, however, first be approved by Polyteknisk Forening’s Board.

#### Logo policy

* All bodies that print/emboss materials using funds provided by Polyteknisk Forening must ensure that a PF logo is also printed/embossed on the medium.

### D Principles for the social sector in Polyteknisk Forening

This document presents Polyteknisk Forening’s attitude to matters pertaining to study environment, housing, and students’ grants (SU). The principles have been prepared and approved by the Social Committee, which is responsible for Polyteknisk Forening’s work in these areas.

#### D.a Principles for the study environment at DTU

Social activities

* Through the offer of social activities, PF must provide DTU students with opportunities to be involved socially at DTU outside classes and lectures.
* Every year, PF endeavours to hold at least one sports event as well as a late summer party for the students.
* PF works to ensure that all new students are offered a study start up process that introduces them to both the academic environment and the social environment at DTU.
* PF works to improve the recreational areas at DTU and ensure that the students have full access to these facilities.

Teaching environment

* Building 101 must be a student centre.
* All areas at DTU must have an open and inviting appearance.
* All students must have access to group rooms in connection with classes, lectures, and projects.
* There must be study halls and quiet zone workstations available to the students and access to these premises 24 hours a day.
* All examination project students must have their own desk and access to this desk 24 hours a day.
* The lecturers must respect the students and vice versa.
* There must be lockable lockers available to the students.
* The students must have an opportunity to buy lunch of a good quality and at a reasonable price.
* The students must have an opportunity to buy refreshments at DTU, for example from vending machines.

Working environment

* The working environment at DTU must not deteriorate, but be improved on a continuous basis.
* The ergonomic working environment at DTU must not cause work-related injuries to the students.
* The indoor climate and lighting at DTU must meet the applicable guidelines from the Danish Working Environment Authority for indoor climate and lighting in educational environments.
* The workload for DTU students cannot be expected to exceed 30 ECTS credits per semester.
* Efforts must be made to ensure that the students’ working environment complies with the Danish Working Environment Act (*Arbejdsmiljøloven*), and it must, as a minimum, comply with the Danish Education Act (*Undervisningsloven*).
* Students working in a laboratory or workshop must be given a safety course.

Use of IT

* All students must have access to a computer or workstation for laptops when writing assignments, reports, or the like.
* There must be full wireless network coverage available to all students throughout DTU.
* There must be power sockets available in all work areas at DTU for students with a laptop.
* Software used in connection with classes and lectures must be made available to the students 24 hours a day.
* It must be endeavoured that all auditoriums have worktop spaces for laptop use in connection with a lecture.

International students

* We must treat international students as we ourselves would like to be treated abroad.
* The international students must be offered a Buddy Scheme.
* International students are welcome at DTU, but they must not become such a dominant group that Danish students are given lower priority.
* It is endeavoured that international students have access to guidance and counselling on studies, accommodation, and working conditions on an equal footing with Danish students.
* Efforts must be made to ensure that international students receive better information about events at DTU.

### D.b Accommodation principles for Polyteknisk Forening

#### PF works to ensure that:

* There are dwellings of a certain standard for all students at DTU
* Students can find accommodation close to DTU
* The expenses for a student dwelling must be reasonable in relation to a student’s income
* Students are nominated for the dwellings in accordance with needs criteria, including
* Transport time to the educational establishment
* Social conditions
* Financial situation
* There is equal nomination for all students, irrespective of study programme and gender
* There must be possibilities for a good social environment in the vicinity of the student dwellings
* New buildings must be designed to meet future requirements, including in relation to:
* Communal facilities
* Operation and maintenance
* Technical improvements
* That maximum 10 per cent of the tenants in a hall of residence are international students.

#### Regarding accommodation for international students, PF works to ensure:

* That DTU can offer accommodation to international students throughout their studies at DTU.
* That a permanent international hall of residence is to be constructed at DTU to ensure that international students are offered the best possible housing and social conditions close to their studies.
* That the temporary hall of residence, Campus Village, is closed down in connection with the inauguration of a permanent international hall of residence.
* • That full-degree students have a right of priority to the rooms that are reserved for international students in ordinary halls of residence.
* • That it becomes possible for both Danish and international students to apply for accommodation in an international hall of residence.

### D.c. Principles for the Buddy Scheme

DTU finances a Buddy Scheme for international students. PF manages the scheme and is responsible for employment and remuneration of a number of buddy coordinators. The purpose of the Buddy Scheme is to ensure that events are held for the international students at DTU at regular intervals. The buddy coordinators are responsible for planning and holding these events, including advertising for them.

The ambition is to hold minimum three events each semester. The events must primarily be placed in the 13-week period and preferably at the beginning of this period. Examples of events can be study trips, cultural evenings or excursions, theme parties, and social events with Danish students.

In addition, the buddy coordinators are permanent members of PF’s International Committee. Membership of this committee is to ensure that the buddy coordinators have knowledge of the initiatives that are being implemented vis-à-vis the international students. In addition, this gives the committee a natural recruitment basis for new members through the buddy coordinators’ good contact with the international students.

### D.d Study start for engineering students at DTU

(The supervisor and freshman tutor are referred to as vectors in the following)

This document contains wishes and requirements for Polyteknisk Forening’s study start activities. The document has been prepared as a working document for the Joint Council, PF’s Board, and the students in the coordinating study start group to ensure clarity about responsibilities and division of work.

Polyteknisk Forening’s study start activities are handled by a coordinating group that covers both the BEng programmes and the BSc and MSc programmes. The coordinating group is responsible for intake of BEng students in both February and September, as well as the intake of engineering students for the BSc programmes in September.

#### Coordinating group

The coordinating group is set up as an activity committee under the Joint Council as Coordinators of the Bachelor Study Start (KABS) after individual election of study programme KABS by the Joint Council. This committee is constituted based on a joint focus paper, which provides an account of the coordinating group’s ideas for the execution of introduction trips for freshmen (so-called ‘rustours’), the process after the introduction trip, and the training of vectors. The KABS Committee is expected to maintain close contact with Polyteknisk Forening’s Board. The KABS Committee is responsible for the selection and upgrading of vectors, the execution of introduction trips, the coordination of the process after the introduction trips, as well as the collaboration with DTU on the tutor scheme. It is particularly important that KABS’s work is based on a long-term perspective in relation to the study start seen as a whole. The coordinating committee has an overall role, and a member of KABS cannot concurrently serve as a vector in connection with the study start in question. During the period of employment, the members of KABS hold meetings with their study programme vectors and introduction trip vectors, respectively, for the purpose of organizing the study start. If several members of KABS hold more than one such meeting together, they will all be regarded as forming part of the group in question. Remuneration is paid for the work in KABS, and, after the election, the members of KABS must be presented with an employment contract. Remuneration for the work is paid at the end of the employment period in accordance with the employment contract.

Members of the coordinating KABS Committee should preferably have experience with the association’s work, and the members are also expected to have a basic understanding of the position as freshman tutor.

#### Vectors and the study programme

The study programme vector group consists of vectors employed in the same study programme and the attached member of KABS.

A vector’s task is to help give the new students the best possible start to their studies and to work to support and integrate them both socially and academically. Each vector is elected to handle a study programme freshman group consisting of a group of new students from the study programme that they represented on the introduction trip, and to follow this group during the first semester (incl. the three-week period). The vectors are also expected to be available for their freshmen during the freshmen’s second semester. If several vectors are following the same group, they are all regarded as study programme vectors for the group. On the introduction trip, the students from a study programme can be divided up to achieve interdisciplinary networks between the students on an introduction trip. Remuneration is paid for the position of vector, and after the selection, the vectors must be presented with an employment contract. Remuneration for the work is paid at the end of the employment period in accordance with the employment contract.

#### Training

All vectors undergo upgrading courses before the introduction trip. It is a requirement that all vectors are trained in first aid. Training of vectors can be provided both at and outside DTU. Training in introduction trips and social events should preferably be provided on the OPtur training trip, which is organized during Easter, whereas first-aid training is provided at DTU. The academic specialization (may, for example, include: speaking techniques, group dynamics, psychology, conflict handling) can be provided both at DTU and on the training trip. It is a requirement that both vectors and the coordinating group participate in the annual training trip during Easter. KABS has an obligation and the main responsibility for organizing the trip.

The purpose of the training trip is to provide the vectors with in-depth knowledge of what it takes to become a good vector. The OPtur training trip lasts four days. In connection with the winter intake on the BEng study programmes, a shorter training trip (vOPtur) containing many of the same elements as the OPtur trip is organized. This trip is organized by KABS and is mandatory for the winter vectors.

#### Introduction trips (‘rustours’)

‘Interdisciplinary vector group’ means the group of vectors who organize a given introduction trip. ‘Interdisciplinary KABS’ means the KABS member(s) who is/are part of an interdisciplinary vector group and responsible for planning and executing the introduction trip.

KABS is responsible for ensuring that a number of introduction trips are organized which are suitable for the number of new DTU students. The introduction trips are envisaged to be of a size of 60 to 100 participants and of a duration of 3-4 days with overnight accommodation. Minimum one weekend introduction trip must also be organized as an offer on the weekend before the summer introduction trips. A member of KABS forms part of a group of vectors responsible for planning the introduction trip and ensuring that it is executed in a sensible manner. KABS is also responsible for ensuring that the new students are given a tour of DTU and receive relevant information on the introduction trips, including that the introduction trips have an academic content. This is done by inviting various external lecturers (PF’s Board, the Danish Society of Engineers (IDA), President/Head of Department/Senior Vice President and Dean, etc.) to give presentations during the introduction trip week (possibly at DTU). Such presentations should not be in the nature of advertising promotions for commercial products vis-à-vis the students. KABS is also responsible for ensuring that PF’s rules on cabin trips and Danish legislation are observed on the trips. This applies to, for example, rules on nudity, sobriety, offensive or violent behaviour, and ingestion of illegal substances. In this connection, all interdisciplinary vector groups prepare an ethical and moral set of rules in which they present their ideas on what constitutes a responsible execution of the introduction trip.

It is important that all Polyteknisk Forening’s vectors understand that the introduction trip is for the new students. Polyteknisk Forening wishes to make room for all new students on DTU’s introduction trips, including students who are interested in other social settings in connection with a study start. The vectors and KABS are responsible for ensuring that these students have an alternative to the activities involving the consumption of alcohol throughout the study start period. It is desirable that there is no difference in the way in which the vectors hold the introduction trip for the BSc programmes and the BEng programmes, respectively. The idea is that the study start for both types of study programmes is mixed to achieve an interdisciplinary network between the individual study programmes. This is done to ensure that all introduction trips have a fairly uniform character out of consideration for both the new students and the vectors. KABS is responsible for finding a suitable number (2-3 per 60 students) of ordinary PF members to assist with cooking on an introduction trip. The kitchen crew is not paid, but must comply with the framework that applies to the introduction trip. KABS is responsible for laying down some basic guidelines so that the kitchen crew has an understanding of what is expected of them ahead of the introduction trip.

#### Process after the introduction trip

The new students who have not participated in the introduction trip must subsequently be included in the vector’s group on an equal footing with the students who participated in the introduction trip. After the introduction trip, meetings are held with the freshmen for the purpose of creating team spirit and secure social settings. In addition, the vector must communicate relevant information about the study programme and answer any questions. It is a requirement that the vectors hold weekly meetings and organize minimum two social events for the new students in this period. In addition, the vectors are expected to offer their freshmen two meetings in the course of the freshmen’s second semester.

Furthermore, the vectors are required to hold an academic event for the study programme where, in collaboration with lecturers, head of studies, and/or student councils, the vectors present the options available for courses and course of studies in the subsequent semesters. KABS is responsible for checking whether the academic and social events are held in a satisfactory manner. In addition, the freshman tutor is responsible for holding social events for all new students with whom he or she has been on an introduction trip, so that the new students’ interdisciplinary network from the introduction trip is maintained. KABS is also responsible for the contact with the involved departments and heads of studies, and enters into collaboration with these on tutor schemes.

#### Breach of the guidelines

The guidelines for the Bachelor study start have been laid down to protect the freshmen, and breaches thereof must be taken seriously. At the beginning of their period, KABS must therefore organize a theme meeting at which the guidelines are reviewed and different scenarios are discussed with a view to creating joint expectations of how incidents are to be handled. This should be done in collaboration with members from the Joint Council or the KABS Candidate Committee Evaluation Committee (KABSeueu) (the committees are described in the next section).

If, in the course of a vector’s period, he or she is in breach of the guidelines, the vector in breach will be called in for a talk with his or her interdisciplinary KABS, study programme KABS, a board member, as well as a self-chosen observer. At this meeting, an attempt will be made to clarify the matter from all angles. The two KABS and the board member then bring the matter before the rest of KABS, where the board member acts as moderator and ensures that proceedings at the meeting are fair and that a recommendation is made regarding the consequences that the breach should have.

If a vector’s employment is terminated, it is important that the vector’s group of freshmen are taken care of, so that they will not be without a mentor. However, it is recommended that the freshmen already know the appointed replacement. If a KABS is in breach of the guidelines, he or she must be called in for a talk with a suitable share of the board members and possibly a KABS employee representative and a self-chosen observer. The Board must subsequently decide what consequences the breach will have.

#### Evaluation and handover

KABS is responsible for obtaining evaluations of the introduction trips and the overall study start process from the new students. The evaluations are processed in KABS and are gathered in a detailed handover to the subsequent committee. Feedback to the rest of PF regarding the results of the evaluation of the training trip, introduction trips, and the subsequent process are provided in writing in the annual report. A KABS Candidate Committee Evaluation Committee is set up by the Joint Council in October in connection with the election of new coordinators.

## E Principles for S-Huset

The operation and events of S-Huset must be to the benefit and enjoyment of all DTU students.

### Operation of S-Huset

* The Student House President and the Student House Manager are jointly responsible for the day-to-day operation of the Student House (S-Huset) in accordance with the guidelines laid down by the Joint Council and within the framework of PF’s budget.
* This includes prioritization of activities and allocation of rooms, as well as ensuring that the house rules are observed and that decisions are made on sanctions against persons who violate these rules.
* Kaffestuen (the Coffee Lounge) must be open every weekday in the 13-week period, the exam period, and the three-week period.
* The PF Café must, as a minimum, be open during the 13-week period.
* Kælderbaren (the Cellar Bar) must, in so far as possible, be open four evenings a week in the 13-week period. Exceptions may be made in connection with holiday periods, public holidays, etc. when there are no teaching activities at DTU.
* Irregularities in the opening hours are announced minimum 14 days in advance.
* As a minimum, a ‘rusjoint’ (concert for freshmen), a winter joint and two extra joints are to be held each year.
* A joint is defined as an event in which beverages are sold in places other than Kælderbaren after Kaffestuen has closed.
* There is free admission to Friday rock concerts for everyone.
* PF members are, by virtue of their membership, entitled to a discount on various admission prices, on advance purchase of tickets.
* The Student House Manager decides, at his or her sole discretion, all matters relating to the serving of beverages.
* The Student House President may, in cooperation with the Manager, quarantine persons from entrance to S-Huset if they have acted incorrectly in some way or other.

### S-Huset’s premises

* Rooms can be made available by the management of S-Huset to PF clubs, alternatively other student groups.
* There will be no access to the club premises on the day of joints and large events.
* Own beverages must not be brought onto S-Huset’s premises during normal opening hours.
* The Student House President and Manager may grant permission for exceptions.
* S-Huset’s banqueting rooms can be made available to DTU students outside normal opening hours. Kælderbaren, Pejsestuen (the Fireplace Lounge), Oticonsalen (Oticon Hall), and Kaffestuen can only be rented with S-Huset’s bartenders. Læsesalen (the Study Hall) can be made available for events without the use of S-Huset’s bartenders. Detailed rules governing the premises are laid down by the Student House President in cooperation with the Manager.

### E.a Principles for clubs under PF

1. In Polyteknisk Forening, it has been decided only to have clubs with social activities or hobby clubs. If there is doubt regarding the content/object of a club, this is taken up by the club management.
2. A club must have minimum seven members. Club members are enrolled at the PF Secretariat, and club membership fees are charged by the clubs. Minimum two thirds of the members must be students enrolled at DTU.
3. In special cases, an exemption may be granted if a club is unable to maintain a membership composition with minimum two thirds being students enrolled at DTU.
4. The clubs must attend a PF Open House event minimum once a year.
5. Before 1 November each year, a written statement must be presented by the Club Committee Chairman with information about the clubs that have participated in PF Open House events.
6. The club’s annual report must include an account of the activity level in the club as well as a plan for recruitment of new members in the coming year. These documents must be submitted to the Club Committee Chairman no later than on 1 November. Polyteknisk Forening’s annual report must contain the clubs’ most recently submitted annual reports.
7. At the first meeting after 1 November, the Club Committee discusses whether clubs are to be stripped of their club status under Polyteknisk Forening. The Club Committee may also discuss whether a club is no longer to have access to using facilities and premises. These matters are discussed based on a report from the Club Committee Chairman, see section 5, and the following documents submitted by each individual club:

* Accounts
* Annual report with a description of the activity level
* List of members
* Minutes from general meetings

1. The club management submits a written account to the Joint Council after the status meeting(s).

### E.b Articles of Association for clubs under Polyteknisk Forening

1 The name of the club is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) The club is affiliated to Polyteknisk Forening and must follow the standard rules adopted by PF’s Joint Council in accordance with section S.41 of the Joint Council’s Statutes.

2 The object of the club is\_\_\_\_\_\_\_\_\_\_\_\_\_

3 Eligible members are persons over 18 years of age who are or have been students at an institution of higher education, or who are employed by Polyteknisk Forening or DTU.

(2) Persons who fall outside these categories may apply to the club’s Board for membership.

(3) A membership fee discount may be granted to persons belonging to the following categories:

* Persons who are or have been members of PF.
* Members of student organizations affiliated to the National Union of Students in Denmark (DSF).
* PF or DTU employees.

4 The club must have minimum seven members, at least two thirds of whom must be students enrolled at DTU.

5 The general meeting is the club’s supreme authority. All persons with a valid membership have a right to speak and vote at the general meeting.

(2) PF’s rules of procedure are applicable to the proceedings at the general meeting, unless otherwise agreed.

6 Each year in the period from 1 February to 1 May, an annual general meeting will be held, which must be convened in writing, with a statement of the agenda, at 14 days’ notice.

(2) The agenda for the annual general meeting must contain minimum the following items:

* Election of a chairman of the meeting.
* The retiring Chairman’s report.
* The retiring Treasurer’s presentation of the accounts.
* Election of Chairman
* Election of Treasurer
* Election of Board.
* Appointment of auditors.
* Motions received.
* Any other business.

The Board constitutes itself or is elected directly. The Treasurer’s name must be mentioned in the minutes.

Amendments to Articles of Association and Laws must be a separate item on the agenda. Motions under ‘Motions received’ must have been sent to the members no later than seven days before the annual general meeting.

(3) The annual general meeting forms a quorum if\_\_\_\_ ; however, minimum\_\_\_\_ , are present. If the annual general meeting does not form a quorum, the Board must convene an extraordinary general meeting with an unchanged agenda within 14 days from when the annual general meeting was held. This general meeting will form a quorum regardless of attendance.

(4) The auditors must not be members of the Board of the club that they are auditing.

7 An extraordinary general meeting must be convened in writing, with a statement of the agenda, at minimum 14 days’ notice when the Board finds this necessary, or when minimum one third of the members request this. An extraordinary general meeting must not be held outside DTU’s 13-week teaching period.

8 The Board consists of Chairman, Treasurer, and minimum three other members of the club.

9 The Chairman binds the club externally and is responsible for the relationship with the rest of Polyteknisk Forening.

(2) The Treasurer binds the club financially.

10 The club’s accounts are kept by the Treasurer

(2) The financial year and the membership year run from 1 January to 31 December.

(3) The club’s membership files are kept by a person from the Board, whose name must appear from the minutes of the general meeting.

(4) The club’s keys files are kept by a person from the Board, whose name must appear from the minutes of the general meeting.

(5) The membership fee is fixed by the Board.

(6) A key deposit is fixed by the Board.

11 A list of the names of the board members must be posted on the club premises with a statement of areas of responsibility.

12 The club’s accounts, annual report with an account of the activity level, a list of members, and minutes from general meetings must be submitted to the Club Committee Chairman each year, no later than on 31 May, and the Chairman will then distribute these to the Club Committee members.

13 Minutes of the club’s annual general meeting and any extraordinary general meeting(s) must be forwarded to the Club Committee Chairman.

14 The Board may temporarily suspend a member of the club in question if the Board has evidence that the member has damaged the club. The suspension will, as a maximum, last until the next general meeting at which the matter will be raised again. An actual exclusion of the member can only be done at the general meeting. A quarantine from S-Huset entails that the member is suspended from the club.

15 Amendments to the club’s Articles of Association require a two-thirds majority of the voting members present at the general meeting.

(2) Amendments to the Articles of Association for the club only enter into force after they have been approved by the Club Committee Chairman.

(3) Rules of conduct may be fixed by the club’s Board without convening a general meeting.

These rules must not be contrary to the Articles of Association.

16 Only the club’s Chairman and Treasurer are authorized to manage the club’s finances in the club’s day-to-day operations. If the authority is delegated to others, the Chairman and the Treasurer will remain liable.

17 S-Huset’s rules must be observed by all club members.

18 The clubs must not be used as a basis for running a business.

19 Club members have an obligation to be familiar with the Articles of Association and other rules applicable to the club.

20 On dissolution of the club, materials, furniture, and equipment must be transferred to Polyteknisk Forening if the association has paid for them. The club’s Chairman is responsible for the material and equipment provided by PF as well as for any return thereof.

# Part III

# Mandates

## A Mandate for the Joint Council’s Executive Committee

The Joint Council’s Executive Committee (FRFU) is responsible for ensuring that PF’s Laws and Statutes are complied with in connection with the convening and holding of Joint Council meetings and that the work of the Joint Council (Fællesrådet (FR)) is planned and performed in a sensible manner throughout the year The Joint Council’s Executive Committee consists of 3-6 persons, with at least one being a member of the Joint Council and at least one being a member of the Board. Members of the Joint Council’s Executive Committee who are not members of the Joint Council are allowed to participate in the discussion of confidential items. Members of the Joint Council’s Executive Committee are elected by a vote of confidence at the first ordinary Joint Council meeting of the year.

### Tasks and competences

* The Joint Council’s Executive Committee is responsible for ensuring that a preliminary agenda is sent out no later than eight days prior to each ordinary Joint Council meeting and that a final agenda is sent out no later than three days before the Joint Council meeting. Both agendas must be present in both Danish and English. Prior to all ordinary Joint Council meetings, the Joint Council’s Executive Committee must ensure that a meeting is held at which the final agenda is discussed, possibly together with persons who have prepared presentations for the Joint Council meeting and the chairmen of the meetings.
* The Joint Council’s Executive Committee is responsible for ensuring that the Joint Council’s mailing list is kept up to date. Ordinary Joint Council members, alternates, observers, chairmen of the meetings, keepers of the minutes, and PF’s Board are entered on this list. The Joint Council’s Executive Committee has the authority to enter other persons on the list if it finds this relevant. If the persons are not members of PF, the Joint Council must be informed. Confidential material is not circularized on the mailing list.
* The Joint Council’s Executive Committee is responsible for updating the Catalogue of Principles.
* The Joint Council’s Executive Committee is responsible for ensuring that PF’s files on the Joint Council’s activities are up to date and complete.
* The Joint Council’s Executive Committee has the right to convene extraordinary meetings of the Joint Council in accordance with the applicable rules in PF’s Laws.
* The Joint Council’s Executive Committee nominates the keeper(s) of the minutes and the chairman/chairmen of the meeting for the Joint Council at each Joint Council meeting.
* The Joint Council’s Executive Committee is responsible for keeping the association up to date on the positions for which elections are to be held. As a minimum, the Joint Council must be informed about a coming election one ordinary Joint Council meeting before the election is held, and the Joint Council’s Executive Committee should endeavour to have passed on information about the election two meetings before a given election.

The Joint Council’s Executive Committee is responsible for familiarizing persons who have been elected for a task by the Joint Council with the task for which they are elected and thus ensure a good start.

The Joint Council’s Executive Committee is responsible for continuously monitoring that documents stipulated in the Statutes are drawn up properly and in time. Examples of such important documents are critical audit, annual report, and study start evaluation.

* The Joint Council’s Executive Committee is responsible for updating and ensuring a streamlined ‘New in the Joint Council’ document.

## B Mandate for board members

Polyteknisk Forening’s Board is responsible for the day-to-day operation of the association and for safeguarding its interests in accordance with the association’s Laws and Statutes.

### President of PF

1. Must be the association’s official representative internally and externally.
2. Must ensure that the Board regularly takes stock of its work.
3. Must have the final responsibility for ensuring good cooperation on the Board.
4. Must have an overview of and keep up to date on:

* The association’s policies and opinions, both internally and at national level.
* Activities on the Board and in the association.
* The association’s finances.
* Activities and current cases at DTU.

### Chief Financial Officer

1. Must have in-depth knowledge of the association’s finances.

2. Must ensure that the budgets, financial statements, and annual report are prepared.

3. Must ensure a good relationship between PF employees and the Board.

4. Must ensure well-functioning cooperation between the Finance Council and the Board.

### Board

1. Must be good ambassadors for PF and contribute to the improvement and development of the association.

2. Must delegate relevant work tasks and activities either internally on the Board or in the association.

3. Must hold an ordinary board meeting once a week during the teaching period and have well-functioning internal cooperation.

4. Must document its work and decisions.

5. Must support the student councils and aim to ensure that there are well-functioning student councils for all study programmes, including by offering all student councils a board contact who must participate in all the student council’s meetings in so far as possible.

6. Should not hold offices in political organizations.

7. Must relieve PF’s Secretariat in the hours 10.00 a.m. - 2.00 p.m. in the teaching period in the form of being on call in the Secretariat and also answering inquires from the Student Centre.

## C Mandate for the Board’s Evaluation Committee for the election period XX

## (Evaluation Committee for the Board of PF year XX)

### Composition

The committee consists of about two or three persons, who are approved by the Joint Council.

The committee members must be members of PF.

None of the committee members must be part of the acting Board or candidates for the Board of PF year XX.

It is not a requirement that the committee members have sat on a former Board of Polyteknisk Forening, but the group must collectively have knowledge of what membership of PF’s Board entails. The committee members should preferably be familiar with board work, especially within PF, and have experience in setting up groups and in collaboration.

It is a requirement that the committee members are familiar with Polyteknisk Forening’s areas. The areas reflect the political, social, and financial aspects of the association, as well as working methods, and structure.

### Term of office

The committee is elected no later than at the last Joint Council meeting in the spring semester and performs its duties from this date and until the constituent Joint Council meeting. See section S.11 of PF’s Statutes.

### Object

The object of the committee is to assist candidates for the Board up to the election and then support the newly-elected Board until the elected members join the Board.

### Work tasks

* The committee is responsible for upgrading the Board of PF year XX, possibly in cooperation with the present Board. Ensuring that the Board of PF year XX prepares a sensible plan for its work up to when the Board constitutes itself. Including that the Board of PF year XX becomes familiar with Polyteknisk Forening’s areas early in the process and is given time to discuss policy, structure, and visions that the Board of PF year XX may have in relation to the association.
* Being aware of how the collaboration and team spirit between the members of the Board of PF year XX function. This should be done through personal conversations as well as by regular contact with the Board of PF year XX.
* In case of serious conflicts, based on the committee’s assessment, the committee’s task is to help the Board of PF year XX clarify the nature of the conflict and act as a third party in solving the problem.
* The committee must be advisory and critical in connection with the preparation of the vision statement by the Board of PF year XX. The criticism must only be based on the association’s policies and structure and must thus not be characterized by individual members’ personal convictions.
* Must encourage a handover from the acting Board to the Board of PF year XX.
* In connection with the constitution of the Board, the committee must give an account of the work of the Board of PF year XX and an evaluation of the process for the Board of PF year XX.

### Competence

In the following, the committee’s powers and terms of reference are described.

* The committee must at all times report back to the Joint Council, either on its own initiative or at the request of the Joint Council.
* The committee is authorized to ask the Board not to interfere in the work and policy formulation of the Board of PF year XX if there is a suspicion of indoctrination by the Board. If the Board does not follow the request, the committee may take up the matter with the Joint Council.
* The committee members must not knowingly influence the Board of PF year XX with their personal opinions about PF’s areas.
* The committee has a duty of confidentiality at any given time in relation to individuals on the Board of PF year XX regarding sensitive personal information. This also applies in relation to the Joint Council.

Information of a confidential or sensitive nature of which members of the Evaluation Committee for the Board of PF year XX have come into possession in connection with their work must not be disclosed to a third party after the Evaluation Committee for the Board of PF year XX has completed its work.

## D Mandate for critical audit

A critical audit must be conducted every year. The critical audit must determine whether the funds have been spent in accordance with the association’s objects clause. The Joint Council appoints the critical auditors in accordance with a fixed procedure.

### Composition

* The critical audit is conducted by 2-3 auditors.

### Tasks and duties

* • The critical auditors must review the finances in PF. The critical auditors must examine the financial statements and compare them with the budgets to verify whether the funds have been spent in accordance with the decisions made. Budget variances are thus
* the items of principal interest, and they must be commented on.
* The critical auditors must examine whether the Joint Council’s decisions regarding the finances of PF’s Secretariat have been observed and performed. Furthermore, they must check whether the Board has carried out its tasks in the financial sector and thereby kept what it has promised.
* The critical auditors must examine whether entries have been misfiled or fraud has been committed, possibly through the performance of random test checks.
* The critical auditors must contact PF’s Board to receive the records necessary for their work. The Board must provide or grant access to such records. The critical auditors should obtain answers to unclear points by contacting Joint Council members, PF’s Office for Finance and Accounting (the Chief Financial Officer), or board members
* The critical auditors must provide the results of their work in writing, so that they can be discussed at the Joint Council meeting preceding the final Joint Council meeting.
* The written report is divided into a confidential part and an open part, so that the rest of the association, including the study councils, can obtain knowledge of any problems pointed out by the critical auditors; however, taking into due account the need to keep certain parts of the report secret and confidential.
* The critical auditors have a duty of confidentiality.

## E Mandate for the Academic Committee

### Object

The Academic Committee discusses and lays down PF’s policy in the academic area under the auspices of DTU. The Academic Committee handles the coordination and upgrading of PF’s members of DTU’s bodies, and arranges and holds academic events for DTU students. The Academic Committee informs the Joint Council in connection with decisions of a political nature.

### Competences

**Educational policy**

The Academic Committee lays down the association’s educational policy under the auspices of DTU. The Academic Committee is the support group for the Chairman of the Academic Committee, the Political Background Forum, and PF’s members of DTU’s bodies.

**Events**

The Academic Committee plans and holds academic events. The Academic Committee holds seminars for experience sharing between department study board members across the departments.

**Recommendations**

The Academic Committee recommends subjects for discussion in the Political Background Forum if the committee finds that the subject is of national policy relevance.

**Members**

Ordinary members (with voting right) consist of two members from each of the student councils. All interested parties can become members at the constituent meeting of the committee. The Joint Council approves the final composition of the Academic Committee.

### Meetings

All meetings are open, and all DTU students attending a meeting in the committee have a right to speak. Anyone can ask the committee to raise a matter.

The Educational Policy Coordinator is responsible for preparing the agenda and for convening the meetings.

A meeting forms a quorum in accordance with PF’s applicable Laws and Statutes.

### Student representatives with the Academic Committee as support base

PF annually nominates students for DTU’s Board of Governors and the governing bodies. These are the following:

* Interdisciplinary Committees for the BSc and MSc programmes (CUU)
* Interdisciplinary Committees for the BEng programmes (DUU)
* DTU’s Board of Governors
* Academic Council (AR)
* Department study boards (ISN)

The representatives on these committees are encouraged to participate in meetings in the Academic Committee.

## F Mandate for the Social Committee

### Object

The Social Committee discusses and lays down PF’s policy in the area of social activities at DTU. The Social Committee handles the coordination of PF’s members of DTU’s bodies and arranges and holds social events at DTU. The Social Committee informs the Joint Council in connection with decisions of a political nature.

### Competences

**Student living conditions policy**

The Social Committee lays down the association’s student living conditions policy, including the students’ social, financial, and housing interests, under the auspices of DTU. The Social Committee is a support group for the Chairman of the Social Committee as well as the Political Background Forum.

**Events**

The Social Committee plans and holds social events. The Social Committee holds the following events at fixed times of the year:

* PF football tournament, held on a Saturday in the three-week period in June
* PF fitness run, last Thursday and Friday before the autumn holiday at DTU
* PF skiing trip, in the winter holiday at DTU

**Recommendations**

The Social Committee recommends subjects for discussion in the Political Background Forum if the committee finds that the subject is of national policy relevance.

### Members

Ordinary members (with voting right) comprise two members from each of the student councils and two members from the United Halls of Residence (DFK). All interested parties can become members at the constituent meeting of the committee. The Joint Council approves the final composition of the Social Committee.

### Meetings

All meetings are open, and anyone attending a meeting in the committee has a right to speak. Anyone can ask the committee to raise a matter.

The Chairman of the Social Committee is responsible for preparing the agenda and for convening the meetings.

A meeting forms a quorum in accordance with PF’s applicable Laws and Statutes.

### Members of committees nominated by the Social Committee

At the constituent meeting, the Social Committee is entitled to nominate members of committees with a relation to the association in the area of student living conditions. The Social Committee is represented on these committees with a fixed number of seats, determined by the committees themselves. These committees are as follows:

* The Study Environment Committee, SMU (2-3 seats, minimum one from each campus)
* The Study Environment Working Group, SMAG (min. 3 seats)
* DTU’s Canteen Committee (3 seats)
* The Board of the Joint Dormitory Consultancy Organization (KKO) (2 seats)
* PF’s Nominating Committee, PFIU (9 seats, including the Chairman of the Social Committee)

The representatives on these committees are expected to keep the Social Committee up to date with news from the committee on a continuous basis. This is included as fixed items on the agenda for Social Committee meetings.

## G Mandate for the Political Group

### Object

The Political Group prepares PF’s educational policy and social policy at national level. The chairmanship of the Political Group holds meetings in the Political Background Forum in collaboration with the Group’s other members. The Group prepares PF’s policy, on the basis of discussions held in the Political Background Forum. The Political Group briefs the Joint Council in connection with decisions of a political nature.

### Competences

The Political Group lays down the association’s policy at national level. The Group can represent PF in issues of a political nature and initiate political activities. The Political Group reacts to measures of a political nature when the chairmanship finds it necessary. The Political Group elects the Lecturer of the Year as well as the Teaching Assistant of the Year, based on nominations from the students.

### Members

The Political Group consists of 10 students elected by the Joint Council. Each year, the Joint Council elects five members, who sit for a two-year term. Members are advised not to hold any offices in political organizations.

### Meetings

All meetings are open, and all DTU students attending a meeting in the committee have a right to speak. Anyone can ask the committee to raise a matter. The chairmanship of the Political Group consists of the Chairman of the Social Committee and the Chairman of the Academic Committee. The chairmanship is responsible for preparing the agenda and for convening meetings. Meetings in the Political Group are generally held every second week. A meeting forms a quorum in accordance with PF’s applicable Laws and Statutes.

## H Mandate for the Political Background Forum

### Object

The Political Background Forum discusses national student living conditions and/or educational policy issues. The object of the Group is to create a broad discussion among the students that will form the basis for the Political Group’s work. The Political Background Forum is a forum in which DTU students can obtain information about and debate selected political issues. The debates also provide input to PF’s elected members of DTU’s bodies, the Academic Committee, and the Social Committee.

### Members

There are no constituted members of the Political Background Forum. All DTU students who attend a meeting have the right to speak.

### Meetings

Meetings are convened as required. Theme-based meetings are recommended. The chairmanship of the Political Group is responsible for convening and holding the meetings in collaboration with the Political Group.

# I Mandate for Master Student Organizations

### Object

The Master Student Organizations (MSOs) are to contribute to ensuring a good study environment in DTU’s MSc study programmes. This entails having contact with the students enrolled in the study programme in question as well as organizing social and academic events. The Master Student Organizations should not be regarded as student councils for MSc study programmes, but rather as independent organizations within PF.

### Obligations

The Master Student Organizations must be constituted with a Board, all members of which are members of Polyteknisk Forening.

The Board must have minimum three members, including a chairman, a controller/treasurer, and a contact person to PF Master Students. This person must ensure that relations with Polyteknisk Forening are maintained, and also acts as a link between PF and the MSc study programme in question, so that information about the association’s offers and events reaches the students enrolled in the study programme in question. Unlike the student councils, the Master Student Organizations are not under an obligation to send representatives to the Joint Council, the Social Committee, and the Academic Committee. The Master Student Organizations must have a representative on the Chairs’ Activity and Coordination Committee (FAKU) to exchange experience and improve utilization of the Chairs’ Activity and Coordination Committee pool.

The Master Student Organizations must work for a good study environment in the study programme in question and arrange academic and social events. It is up to the individual Master Student Organization to define how this is best handled. PF must have access to the Master Student Organizations’ minutes at any given time.

The Master Student Organizations should not be regarded as student councils for MSc study programmes. It is possible to be attached to both a student council and a Master Student Organization.

### Establishment

A Master Student Organization can be established by contacting PF’s Board or PF Master Students. In connection with the establishment, the Master Student Organization must submit a list of the constituent Board, all members of which must be members of PF.

In addition, a chairman, a treasurer, and a contact person to PF Master Students must be appointed. The Master Student Organization will then have an account created with PF’s Office for Finance and Accounting and have access to meeting rooms and kitchen. The Master Student Organization’s treasurer is responsible for ensuring that the organization’s account is never overdrawn.

## J Mandate for the Chairs’ Activity and Coordination Committee

### Object

The Chairs’ Activity and Coordination Committee aims to support and ensure stable running of the student councils, through their student council chairmen. To meet this object, the Chairs’ Activity and Coordination Committee serves as a forum for upgrading the chairmen’s qualifications and for experience sharing between them.

### Competences

The Chairs’ Activity and Coordination Committee is responsible for allocating the Academic Committee’s initiatives pool (the Chairs’ Activity and Coordination Committee pool) in accordance with the applicable guidelines.

### Tasks

In connection with the establishment of new study programmes at DTU, the Chairs’ Activity and Coordination Committee is responsible for considering and helping the representation of this study programme in PF through the student councils. On the establishment of student councils for already existing study programmes, the Chairs’ Activity and Coordination Committee should make itself available and provide advice and support to the relevant extent.

### Members

The council chairmen of the student councils in PF are ex-officio members of the Chairs’ Activity and Coordination Committee, and the constituted deputy chairmen for the student councils in PF are ex-officio alternates.

### Meetings

The Chairs’ Activity and Coordination Committee holds minimum six meetings a year. As a general rule, all meetings in the Chairs’ Activity and Coordination Committee are open.

# Part IV

# Guidelines

## A Guidelines for Joint Council appendices.

In order to ensure good quality of the appendices for the Joint Council meetings, the following guidelines must be observed

* • As a general rule, all items on the agenda for Joint Council meetings should be accompanied by an appendix. The reason for this is that, for democratic reasons, the Joint Council ’s work must be as transparent as possible to the rest of the association. There are, however, situations in which an appendix will not be necessary. In case of doubt, contact the Joint Council’s Executive Committee to clarify whether an appendix is required for the item in question.
* An appendix must always be provided with: Date, author(s), page numbering and a document number allocated by the Joint Council’s Executive Committee.
* All abbreviations should be written in full at least once. Less common abbreviations should preferably be accompanied by an explanation.
* When an appendix is prepared that is expected to be discussed on the student councils, it must be borne in mind that the persons who will discuss the appendix typically have less experience than the Joint Council members. Everything must therefore be explained thoroughly and without any unnecessary use of abbreviations.
* Discussion papers and proposed amendments should include an introductory text explaining the background and reasons for the discussion or amendment.
* Appendices that concern amendments to an existing text must be worded so that it is clear what has been amended. This can, for example, be done by adding the old text above the new text, preferably using different typography.
* When drafting a discussion paper, it may be a good idea to consult all stakeholders, so that the paper may include a discussion of the advantages and disadvantages of the proposal.
* When drafting an appendix, the Joint Council’s Executive Committee can be contacted for an assessment of whether the appendix is of a satisfactory quality.

## B Guidelines for minutes

In accordance with section S.33, all decision-making bodies take minutes of their meetings, and these are circularized to the members of the body in question no later than three weeks after the meeting. The minutes are presented for approval at the next meeting.

Both open minutes and full minutes of meetings are prepared. The open minutes do not contain minutes of the confidential parts of the meeting. It must appear from the open minutes when the meeting has been closed and for which items.

### Contents

Open minutes must, as a minimum, contain:

* Information about the time and place of the meeting
* The agenda for the meeting
* The persons present at the meeting
* Resolutions adopted on the open items
* The results of any votes and ballots on open items
* A list of appendices for the meeting.

The full minutes, containing both open and confidential items, must as a minimum, contain:

* Resolutions adopted on confidential items
* The results of any votes and ballots with a statement of the number of votes cast for or against the motion, and the number of abstainers.

### Accessibility

Open minutes must be made available to everyone on a PF joint medium no later than three weeks after they have been approved. The chairman of the body is responsible for this, unless otherwise agreed in the body in question. The Board is responsible for ensuring that there is a PF joint medium. The body itself files the full minutes. Persons who have access to confidential items may, by request, read these minutes.

### Joint Council’s minutes

* The Joint Council ’s Executive Committee will ensure that minutes are prepared of the meetings in the Joint Council, which are approved at the next ordinary meeting. At the closing of the meeting, a copy of the preliminary minutes must be given to the Joint Council’s Executive Committee.
* The minutes can be prepared as quotation minutes, where the individual statements are quoted directly, or discussion minutes, where the individual statements are not minuted and the general views expressed during the debate are minuted instead. Any member may demand that his or her divergent opinion be briefly noted in the minutes.

## C Guidelines for the Bachelor Study Start in Polyteknisk Forening

This paper describes the guidelines that must be complied with by all those involved in the Bachelor Study Start. ‘Those involved in the Bachelor Study Start’ are Coordinators of the Bachelor Study Start (KABS), vectors, freshman mentors, kitchen crew, as well as official guests at study start events.

The term ‘be with’ used in the paper means kissing, sexual relations, or any other form of romantic relationship.

### Obligations and restrictions

Coordinators of the Bachelor Study Start (KABS)

* KABS must participate in the first-aid training, the ‘OPtur’ training trip, and the ‘rustour’ introduction trip. However, they can be exempted from the remainder of the programme if it is practically impossible for them to participate.
* In connection with study start-related events, KABS must be able to undertake the necessary responsibility at any given time. This means that they are, as a minimum, able to fetch the person responsible, if necessary.
* KABS must participate in minimum one student council meeting before the introduction trip and minimum one student council meeting after the introduction trip.
* KABS must endeavour to participate in all study programme and interdisciplinary vector meetings during the spring semester and any preparatory trips.
* KABS must not abuse their role in relation to freshmen or vectors in any way.

Vector

* Vectors must participate in the first-aid training, the vector training and upgrading day, all training activities on the ‘OPtur’ training trip and participate in the ‘rustour’ introduction trip.
* In connection with study start-related events, vectors must be able to undertake the necessary responsibility at any given time. This means that they are, as a minimum, able to fetch the person responsible, if necessary.
* Vectors must participate in at least one student council meeting before the study programme start and subsequently offer their student council to collaborate on introducing the freshmen to their student council and its work.
* Vectors are under an obligation to arrange and hold a weekly meeting with their study programme freshmen until the conclusion of the freshmen’s first semester. They are also under an obligation to offer the freshmen two meetings in the freshmen’s second semester.
* During the freshmen’s first semester, the vectors are responsible for arranging minimum two social events for the freshmen of the whole study programme, at least one of which does not encourage binge drinking. The vectors must also endeavour to participate in these events. At least one academic event must be held within the study programme as well as an all-day event aimed at networking. A cabin trip may include both.
* Vectors must endeavour to participate in all study programme and interdisciplinary vector meetings during the spring semester and any preparatory trips.
* Vectors are expected to participate, to a certain extent, in PF events during the freshmen’s first semester, but they are not required to participate in the planning thereof.
* Vectors are expected to contribute to a positive team spirit across the study programmes at DTU.
* Vectors must not abuse their vector role in relation to freshmen in any way.

### Kitchen crew

* The introduction trip kitchen crew must participate in the introduction trip and should also endeavour to participate in the interdisciplinary vector meetings in the spring semester, any preparatory trips, as well as subsequent introduction trip events.

### Introduction week

The introduction week must include academic events, for example the Danish Society of Engineers (IDA) and the President of DTU’s welcoming speech. The introduction week must comply with ‘Guidelines for PF Cabin Trips’. During the introduction trip, minimum two KABS or vectors must be sober at any given time. The KABS/vector will be responsible for being sober while on duty as a sober guard. As a minimum, KABS and vectors must stop consuming alcohol 16 hours before they are on sober guard duty. In addition, all event organizers (kitchen crew excepted) must stop consuming alcohol no later than at midnight on the last evening of the trip and for the rest of the trip.

### Personal relations

* KABS must not be with study programme freshmen.

A vector or KABS can choose to participate in vector meetings, so-called ‘cake meetings’ (lunch meetings), or in preparation for compulsory events for a study programme under which the person in question is not employed. If this occurs more than once, the person in question will be regarded as being part of the study programme vector group in question in relation to the following guidelines on personal relations.

* KABS must not be with study programme vectors before the end of the KABS period.
* KABS must not be with interdisciplinary vectors until after the evaluation of the introduction trip.
* Vectors must not be with freshmen from the study programmes for which they are vectors until after the evaluation of the cabin trip or full-day event, whichever comes last. However, vectors must not be with freshmen from the vector’s own study programme freshman group before the expiry of the vector period.
* KABS, vectors, and kitchen crew members must not be with introduction trip freshmen before Saturday at noon in semester week 3.
* It is not permitted for anyone involved in the Bachelor Study Start to be with freshmen from the introduction trip to which they are connected throughout the introduction trip. ‘Connected’ means that they are planners or official guests.
* Persons connected with the Bachelor Study Start must not be with each other publicly on the introduction trip.

## D Guidelines for PF cabin trips

In the following, a distinction is made between three types of cabin trips:

* Study start trips
* Cabin trips with an academic purpose
* Cabin trips with a social purpose.

The general guidelines obviously apply to all three types of cabin trips (and any other cabin trips organized in PF).

### General guidelines

* At least one complete first-aid kit must be available on any cabin trip organized in PF.
* Right after arrival at the cabin, the availability, type, and location of fire extinguishing equipment and escape routes must be ascertained.
* A person responsible for each of the above two items must be appointed among the trip organizers.
* There must be minimum one daily accountable person on the trip. The daily accountable person(s) has/have the overall responsibility for all ongoing activities at any given time.
* The daily accountable person must be sober at any and all times and be able to assume responsibility. This means that, as a minimum, he or she must not have consumed any alcohol in the past 16 hours.
* All trip organizers (kitchen crew excepted) must stop consuming alcohol no later than at midnight on the last evening of the trip and for the rest of the trip.
* Prior to departure, the premises must be cleaned in accordance with the instructions in the cabin or in the tenancy agreement.
* In connection with car hire, different rules may apply to, for example, the driver’s age. In this connection, the driver is responsible for ensuring that these rules are observed.

### Special guidelines for study start trips

* A study start trip must have a vision statement that requires approval by the overall coordinating group. This vision statement must, among other things, contain the organizers’ thoughts on what is and is not permitted on the trip (for example as regards nudity, alcohol, physical danger).
* There must be at least one daily accountable person among the organizers. In addition, there must be minimum one person responsible for transportation among the organizers. The person responsible for transportation is subject to the same general guidelines as the daily accountable person and must, moreover, be able to drive a car.
* The study start trip must include a period of 24 hours in which no organizers consume any alcohol. It is up to the individual group to decide when this alcohol-free period should be placed during the trip. This does not apply to the weekend introduction trip.

Special guidelines for training trips

* It has been clearly communicated to the participants in advance what is expected of them during the trip.
* Prior to the trip, the organizers draw up a plan for the trip for internal use. The plan must describe the training content and contain a detailed day programme with a description of activities, overviews of workshops containing lists of participants, schedules, and geography.

## E Guidelines for PF Master Students

The object of PF Master Students is to involve MSc students, both Danish and international, in the association and the study environment at DTU. The principal duties of PF Master Students Coordinators entail coordination of a study start for MSc students, the holding of events, as well as handling the association’s communication with the MSc students. PF Master Students is an international environment, and all written communication from PF Master Students Coordinators must therefore be in English.

PF Master Students Coordinators must consist of four students. Election to PF Master Students Coordinators is held twice a year in April and October with the elected students taking up their position in July and January, respectively. PF Master Students Coordinators can be elected for a period of either six or 12 months. A member of the present Board is responsible for contact and follow-up with the committee.

### Collaboration with DTU

PF Master Students Coordinators collaborate closely with DTU’s relevant players. The collaboration takes place primarily with International Affairs, the Student Counselling Office, and the Heads of Studies for the MSc study programmes. The object of the collaboration is to ensure that all parties contribute to creating a better integration of international students and raising awareness of PF Master Students at DTU.

### Collaboration with other organizations

PF Master Students Coordinators collaborate with the Danish Society of Engineers (IDA), the Erasmus Student Network (ESN), and other relevant partners on creating activities for MSc students. PF Master Students Coordinators handle the updating of such collaboration agreements, together with the board member responsible for PF Master Students.

### Work tasks

PF Master Students Coordinators are responsible for safeguarding PF’s image and providing MSc students with information about the association. They are therefore natural participants in events at which PF is to be promoted vis-à-vis MSc students.

Events

PF Master Students Coordinators must promote networks and social solidarity among MSc students. The events must support the MSc students’ occupational and academic interests.

Study start

PF Master Students Coordinators must endeavour to ensure that all new MSc students have a good start to their studies at DTU and must have an overview of the study start in all MSc study programmes. PF Master Students Coordinators are responsible for organizing cabin trips for MSc students.