



Polyteknisk  
Forening

# **Regulations and Conditions**

Polyteknisk Forening

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## **Part I**

# **Laws and Statutes**

## Laws for Polyteknisk Forening

### L.a Name and purpose

§L.1 The name of the association is "Polyteknisk Forening" and is abbreviated PF.

§L.2 The purpose of the association is to represent the students at "Den Polytekniske Lærestalt", Technical University of Denmark (DTU) in relation to the institution and externally. This includes their academic, study environment, and political interests.

*Stk. 2.* The entire operation of the association is independent of political party and religious interests.

### L.b Members

§L.3 Any student enrolled at DTU, including those enrolled in admission courses, can become an ordinary member.

§L.4 Students enrolled at DTU have the right to vote, and to run for candidacy, at elections to the association's student councils.

§L.5 The Ph.D.-students enrolled at DTU can be admitted as Ph.D. members.

§L.6 Educators, and engineers whom are finished with their studies, at the engineering colleges, and are members of The Danish Society of Engineers (IDA), can become senior members. Other individuals can become senior members by special approval of The Joint Council.

§L.7 It is the duty of all members to follow the laws and statutes of the association, and to pay one of the subscriptions set by The Joint Council.

*Stk. 2.* The Joint Council, cf. [Kap. L.c](#), can by request from the board, cf. [Kap. L.e](#) or by own initiative, exclude members who do not follow the association's laws and statutes, engage in violence and vandalism or in any other way harms the association and its reputation.

*Stk. 3.* Exclusion of a member can only happen if this is enacted on two subsequent Joint Council meetings, of which one of the meetings can be an extraordinary meeting, with at least 3 weeks between them. An exclusion can only happen if at least 2/3 of the present joint council members agree on this, and at least half of all who are eligible to vote are present.

*Stk. 4.* Excluded members can be reinducted into the association if this is enacted on two subsequent Joint Council meetings, of which one of the meetings can be an extraordinary meeting, with at least 3 weeks between them. Reinduction into the association can only happen if at least 2/3 of the present joint council members agree on this, and at least half of all who are eligible to vote are present. Reinduction can happen half a year after the exclusion at the earliest.

*Stk. 5.* Members who are set to be excluded have the right to speak and defend themselves at the joint council meetings, where the case is being processed, but the member is suspended from all other activities in Polyteknisk Forening until the case has been concluded.

§L.8 The members of the association are not liable for the association's economy.

§L.9 Ph.D.-students and senior members are not represented politically by Polyteknisk Forening.

### **L.c The Joint Council**

- §L.10 The Joint Council is the highest authority in the association and must enact the main principals in the arrangements of the association. The Joint Council is the coordinating body for the work of the student councils.
- §L.11 Each student council elects 2 ordinary members as well as 1 alternate to the Joint Council. However student councils that have at least 17 ordinary members, and for whose programs there in the two previous years have been an average yearly admittance of at least 100 students, can elect 3 ordinary members as well as 1 alternate to the Joint Council.
- Stk. 2.* All ordinary members, as well as alternates, for the Joint Council must be members of Polyteknisk Forening.
- Stk. 3.* Ordinary members of the Joint Council and alternates are elected by the student councils in accordance with [Kap. S.a.](#)
- Stk. 4.* Newly created student councils have the right to vote in the Joint Council in accordance with [Kap. S.a.](#)
- §L.12 The Joint Council must at the latest on the last meeting before the summer break elect 2-3 critical auditors with a term of office starting on the 1st of June the same year. They must be members of Polyteknisk Forening and they must not be members of the board or the finance council that sit/sat in the period that they audit.
- §L.13 The Joint Council elects, or can empower other bodies in the association to elect, representatives to all representations of Polyteknisk Forening, within guidelines set by the Joint Council.
- §L.14 The Joint Council creates and abolishes committees as needed. However committees set down by law can only be abolished through amendment to the laws. The Joint Council can decide to empower individuals to participate in any given committee meeting.
- §L.15 Any member of the Joint Council must have the opportunity to become familiar with the archives of the association by personal inspection.
- §L.16 Any member of Polyteknisk Forening has the right to observe the open parts of the meetings of the Joint Council cf. [§ S.32](#) and has the right to speak at these.
- §L.17 Any member of the Joint Council must have the opportunity to become familiar with the association's the accounting.

### **L.d Student Councils**

- §L.18 In PF a student council can be established corresponding to a:
1. Study programme within the Bachelor of Science in Engineering programmes at DTU.
  2. Study programme within the Bachelor of Engineering programmes at DTU.
  3. Study programme within the Master of Science programmes at DTU.
- §L.19 A student council has at least 7 ordinary members.
- Stk. 2.* No one can be an ordinary member of two or more student councils.

*Stk. 3.* Only students, whose primary academic attachment is represented best by the study council for a given study programme, can be member of said study council.

*Stk. 4.* However, every student can be a member of the student council attached to their study programme.

§L.20 If it is not possible to gather enough members to establish a student council within a study programme, it is allowed to establish a student council that covers two or more programmes. Said student council will in all other respects serve as a council for one study programme. This includes only having representatives equivalent to one council in PF's bodies.

§L.21 Student councils work for the interests of the students of the attached study programme(s).

§L.22 Every student at DTU has the right to attend the meetings of the study councils and has the right to speak at these meetings, in accordance with [§ S.31](#).

§L.23 At the constitutional meeting in each of the study councils the ordinary members will choose an economy responsible and a chairman, who will handle the contact with the Board of the Association.

§L.24 In connection with elections to the governing bodies at DTU, the Joint Council ensures the final nomination of Polyteknisk Forening candidates according to the nomination of the study councils.

§L.25 Any disputes between two or more study councils regarding the prioritisation of electoral lists, cf. [§ L.24](#) in the election of the governing bodies shall be brought before the Joint Council. The Joint Council can demand to have the matter re-examined in the specific study councils as an open point.

## **L.e The Board**

§L.26 At an ordinary meeting in November or December, the Joint Council elects the upcoming members of the Board, who will then step in on the constitutional meeting of the Joint Council in February.

*Stk. 2.* The candidates run specifically for the positions of the President or the Chief Financial Officer. The elected President and Chief Financial Officer cannot be the same person. The President is elected before the Chief Financial Officer.

*Stk. 3.* The candidates run specifically for the position of the President of S-Huset. The President of S-Huset is elected after the Chief Financial Officer.

*Stk. 4.* The remaining members of the Board is elected by the Joint Council. These members are elected without a specified position. The members of the Board must be members of Polyteknisk Forening. The remaining members are elected after the President of S-Huset.

*Stk. 5.* The elected members of the Board distribute the positions among themselves in the period leading up to the constitutional Joint Council meeting. The constituted board must as a minimum cover the following positions: the President of the Association, the Chief Financial Officer, the President of S-Huset, a chairman of the Sociopolitical Committee, a chairman of the Academic Committee and a chairman of the Political Group. The future board prepares, based on the last held vision seminar, a comprehensive vision proposal for the association. The vision



proposal is an open document and is presented by the incoming board at the constitutional Joint Council meeting.

*Stk. 6.* The Joint Council elects each member of the Board personally and can therefore at any time remove a single member of the Board.

§L.27 The Board enforces the laws and statutes of Polyteknisk Forenings and handles the day-to-day management. The association is legally signed by the President of the association together with another member of the Board. In financial and personnel contexts, however, the association is signed by the Chief Financial Officer.

§L.28 The Board is responsible for ensuring that the association is run in accordance with the Joint Council's guidelines.

*Stk. 2.* The Board is responsible for facilitating and holding two vision seminars during their period. These must be held in the spring and autumn semesters, respectively. The vision seminar in the autumn must be based on one or two of "PF's visions for the future". For these visions, concrete goals must be set. These goals must undergo a mid-way evaluation the following spring, and a final evaluation the following autumn. FR must be involved in these evaluations. The vision seminar in the spring must either consist of a reconsideration of the current goals set in the autumn or the determination of a set of new goals that are relevant to the association. These goals must then be evaluated the following autumn and spring under the same conditions as the goals set in the autumn.

#### **L.f The Finance Council (FRR)**

§L.29 The Finance Council (FRR) consists of the Chief Financial Officer (CFO), who is the Chairman, 4-6 ordinary members, advisory members, and 4 external members.

*Stk. 2.* Every half year 2-3 ordinary members are elected to FRR. The term of office for ordinary members start on the 1st of January and the 1st of June respectively. The external members are elected once a year. The term of office for external members starts on the 1st of June. The advisory members are elected once a year. The term of office for advisory members starts at the same time as the term of office for the Joint Council. Members of the Finance Council sit for one year at a time. Members are elected by the Joint Council by individual election at an ordinary Joint Council meeting prior to the start of the term of office.

*Stk. 3.* Members of FRR are elected directly by the Joint Council. The ordinary members must be, or have been, members of Polyteknisk Forening. Advisory members must be students at DTU and former Chief Financial Officers.

§L.30 The Joint Council elects each member of FRR personally and can therefore at anytime remove individual members of FRR.

§L.31 FRR is the decision making authority for the long term economic development of PF and ensures that it is done in accordance with the framework given by the Joint Council. FRR is advisory and supervisory in all the economic disposition of the association. FRR in addition handles long term human resource management.

§L.32 The Finance Councils meeting are closed by default.

§L.33 FRR can issue an authorisation to sign for the association.

§L.34 FRR is responsible for ensuring that audit of the accounts of Polyteknisk Forening is performed cf. current legislation

### **L.g Permanent committees**

§L.35 In association with the work of the student councils and the Joint Council, a Political Group, an Academic Committee, a Sociopolitical Committee, an International Committee, and an Event Committee must be established. Additionally the Joint Council can establish an activity committee for independent regular activities that the Joint Council may desire.

### **L.h Political Group**

§L.36 The Political Group has the task of developing the politics of Polyteknisk Forening at a national and international level, as well as the mandate to represent Polyteknisk Forening in these matters. In matters of a fundamental nature, these are submitted to the Joint Council for approval.  
*Stk. 2.* The Joint Council can direct the Political Group to work with specific issues.

§L.37 The Joint Council elects the upcoming members of the Political Group on an ordinary meeting in January. The elected members will then step in on the constitutional Joint Council meeting in February.  
*Stk. 2.* There are 5 people elected yearly for a two-years period. The elected people must be members of Polyteknisk Forening.

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

§L.38 The Political Group acts as executive committee for Politisk Baggrundsforum. The chairman of the Political Group is responsible for holding meetings.

### **L.i The Academic Committee**

§L.39 The Academic Committee has the task of coordinating the work of Polyteknisk Forening in the Board of DTU and the collegiate bodies of DTU.  
*Stk. 2.* The Academic Committee has the task of establishing the educational politics of Polyteknisk Forening on an institutional level.

§L.40 The Academic Committee consists of 2 representatives from each student council. These are called ordinary members. Furthermore, each student council can elect up to 2 alternates. On the constitutional meeting, interested parties who wish to become members can be admitted. Cf. [§ L.26](#) the Board elects a chairman for the Academic Committee.

### **L.j The Socio-political Committee**

§L.41 The Socio-political Committee has the task of coordinating the work of Polyteknisk Forening in the sociopolitical area in the bodies of DTU as well as Polyteknisk Forening's Nomination Committee (PFIU).  
*Stk. 2.* The Socio-political Committee has the task of determining the association's policy with regards to living conditions under the auspices of DTU.



§L.42 The Socio-political Committee contains 2 representatives from each student council. These are called ordinary members. Furthermore, each student council elects up to 2 alternates. On the constitutional meeting, interested parties who wish to become members can be admitted. Cf. § L.26 the Board constitutes the chairman for the Sociopolitical Committee.

§L.43 The Socio-political Committee appoints the Nomination Committee at an annual meeting. This works until a new one is designated.

*Stk. 2.* The Nomination Committee consists of the chairman of the Sociopolitical Committee, 9 people appointed by the Sociopolitical Committee at its constitutional meeting and 1 person appointed by the residents' councils at each of the dormitories to which the Polyteknisk Forening has the right to make recommendations. The Nomination Committee must be approved by the Joint Council.

*Stk. 3.* The Nomination Committee handles the nomination work for rooms and apartments at the dormitories to which the Polyteknisk Forening has the right to make nominations. The Nomination Committee elects a chairman from among its members.

### **L.k Activity Committees**

§L.44 Activity Committees have the task of managing one of the association's prioritised fixed activities within the purpose of the association.

§L.45 An Activity Committee is formed by the Joint Council based on a nomination from the Board of Polyteknisk Forening. The Joint Council decides on the guidelines for the Activity Committee based on one of the Joint Council's adopted mandates and/or an approved candidacy. These guidelines can only be changed by the Joint Council. The guidelines must describe the committee's goal and economy, including Polyteknisk Forening's share in its surplus or deficit, as well as whether the possible capital should be transferred to Polyteknisk Forening or other purposes. Finally, the guidelines can make decisions about procedures, including supplementary election procedures, different than those given in the statutes.

*Stk. 2.* The membership list and the chairman candidate for the given activity committee must be presented to and approved by the Joint Council in connection with the Joint Council's constitutional meeting.

§L.46 The chairman of each committee is responsible to the board and the Joint Council for the committee's financial dispositions and for keeping the membership lists up to date. If a committee does not have a chairman, a member of the committee is appointed to bear this responsibility.

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

§L.47 Rules and guidelines for the leadership and administration of the Student House, within the agreement between DTU and Polyteknisk Forening on the right of use of the premises, shall be determined by the Joint Council.

### **L.m General Capital Fund**

§L.48 Polyteknisk Forening has, on the 1st of January 2013, reorganised the General Capital Fund of Polyteknisk Forening, such that the General Capital Fund has a value of 5,000,000.00 DKK. For the General Capital Fund the following laws apply:

1. The resources in the General Capital Fund must at any time exist as cash deposit in a bank and/or placed in listed securities. If the portfolio is placed in securities it must be done through one of asset managers approved by the Danish Financial Supervisory Authority, where the resources are placed in a diverse portfolio. By diverse is understood a combination of bonds and stocks, where the stocks must be spread geographically and in diverse industries. FR must be informed if the CFO and FRR decide to change the structure of the investments, under the conditions of the above.
2. At the yearly closing of the accounts the General Capital Fund must be supplied with a sum such that the fortune's actual value is maintained.
  - a Across a five year period the General Capital Fund must be ensured to rise by at least a sum equal to the inflation during the five previous years. If FRR finds it necessary FR can make an exemption for the inflation insurance.
3. The resources of the General Capital Fund can only be used if, and to the extent, that this is decided at two Joint Council meetings by 2/3 of the present members carrying a vote, and at least half of all vote carrying members. This must happen with at least 20 days and at most three months in between.
4. The investment of the General Capital Fund and the regulation of these must appear on the yearly accounts of the association.

## **L.n Amendments of Laws and Statutes**

- §L.49 Amendments of Laws and Statutes must constitute a separate item of the agenda at Joint Council meetings. Amendments of laws can only happen if the proposal is passed in a similar form at 2 ordinary Joint Council meetings by 2/3 of the present members carrying a vote, and at least half of all vote carrying members. This must happen with at least one and at most three months in between. Amendments of Statutes can happen according to the same voting rules, but are valid after approval at a single ordinary Joint Council meeting.
- §L.50 The dissolution of Polyteknisk Forening can only happen according to the rules in § L.49 regarding amendments of laws. In case dissolution of the association is decided, the dissolution is managed by one or more liquidators elected by the Joint Council. Any assets of the association must go to purposes in accordance with the purpose clause of Polyteknisk Forening. If it is deemed appropriate the assets can be part - potentially provisionally - of a pool created for this purpose. The leadership of this pool must consist of at least 5 people. The DTU Academic Council has the right to appoint at least 2 people. The remainder is appointed by the Joint Council at the last meeting. A majority of the leadership must be students at DTU.

## **Statutes for Polyteknisk Forening**

### **S.a Election to the Joint Council**

- § S.1 The election of the study councils' representatives in the Joint Council takes place by a simple majority vote, as each ordinary member of the study council can vote for up to the number of representatives cf. § L.??, that need to be elected.
- § S.2 If one of the Councils' Joint Council members resigns, a partial new election will be held for this position. This election takes place by a simple majority of votes among the ordinary members of the study council.



§ S.3 If there is dissatisfaction in a council with one of the council's Joint Council members, the person in question may be deprived of their mandate by decision of the study council. The resignation must constitute an item on the agenda for the student council meeting, and must be decided by a 2/3 majority. Only the ordinary members of the council may take part in this vote, and at least half of them must be present in order for the removal from office to be decided. New elections for the post are held according to the rules in § S.1 .

### **S.b Constituting of the Student Councils**

§ S.4 Ordinary constitution of the student councils must take place every year during the annual ordinary constitutional period, which can be from the 15th of September to the 15th of October. The mandates apply from and including the constitutional meetings of the student councils. The Joint Council shall determine the ordinary constitutional period no later than 5 weeks before the 15th of September.

*Stk. 2.* For the study programmes that do not have a student council, a new student council can be constituted at any point of time during DTU's teaching period.

*Stk. 3.* When establishing an extraordinary constitution, cf. § S.11 to § S.13, a constitution period is determined at the same time. The approved constitution period must be more than 3 weeks and less than 8 weeks after the establishment.

§ S.5 The Joint Council shall at the same time determine the ordinary constitutional period, cf. § S.4, elect an Election and Constitution Committee, VOKU. The Election and Constitution Committee must contain a board member elected by the board and at least 3 people elected by the Joint Council.

*Stk. 2.* The Election and Constitution Committee functions from the time it is appointed until the end of the year. When there is no functioning election and constitution committee, FRFU handles the function as election and constitution committee.

*Stk. 3.* The Election and Constitution Committee has a right to attend the closed points regarding the constituting and elections as well as have access to the closed minutes about the given cases.

§ S.6 The Election and Constitution Committee coordinates the constitutions of the student councils and ensure that it proceeds correctly in accordance with the association's laws and statutes.

*Stk. 2.* The Election and Constitution Committee assists the student councils' chairmen with meeting summons to the constitutional meetings. The election and constitution committee ensures that every student council in the association sends out a meeting summon for the constitutional meeting.

*Stk. 3.* The election and constitution committee shall try to establish a student council for newly created study programmes, and other study programmes that are not represented by a study council, or for the study programme to be admitted to an existing student council.

*Stk. 4.* The election and constitution committee coordinates also the student council's elections to PF bodies and nominations to the governing bodies at DTU.

§ S.7 Meeting summons to the constitutional meeting must include time, place and the agenda for the meeting, and is sent via the association's website. Furthermore, the meeting summons should be sent out via the regular communication channels for the student council's study programme if possible.

*Stk. 2.* The chairmen of the student councils ensure to summon the constitutional meeting at the latest 16 days before the constitutional period for their student council's constitutional meeting.

*Stk. 3.* If a chairman of a student council has not called a meeting before the deadline cf. *Stk.2*, the election and constitution committee is allowed to summon the constitutional meeting until 9 days before the constitutional period.

*Stk. 4.* Meeting summons to the constituting of the new student council must be sent out at the latest 2 weeks prior to the constitutional meeting. This can be done by either the election and constitution committee, the board or one of the 7 people that will get constituted in the given student council.

§ S.8 Constituting of the ordinary members in the student councils shall happen through an independent point right after the formalities on the constitutional meeting. This is conducted through a constitutional list where the members that wish to get constituted put their name, study number and email address.

*Stk. 2.* All people that as in cf. §L.19 can be constituted in a student council and are present on the constitutional meeting, have the right to be signed up on the constitutional list and become an ordinary member of the student council.

*Stk. 3.* People that can be constituted in a student council, but are unable to participate in the constitutional meeting, can be constituted if they had expressed their wish of constituting to another person present.

§ S.9 To constitute a student council that covers more study programmes, as possible cf. § L.20, the meeting summons have to be sent out at the same time and same place for all study programmes wished to be covered by the student council.

*Stk. 2.* To constitute a student council that covers several study lines, it requires a majority among the people present that are eligible to run for each included study programme.

*Stk. 3.* A majority of the present people that are eligible to run for a study programme can decide about their study programme leaving said student council and constitute a separate student council.

*Stk. 4.* Any conflicts between study councils in connection with their division must be presented to the Board, which must try to mediate between the study councils. If no solution can be found that is acceptable to all parties, the Board submits a proposal to the Joint Council, which can make a final decision.

§ S.10 If a student council does not get constituted on the ordinary constitutional meeting, the student council's work ceases until they hold an extraordinary constitutional meeting. The same happens as for the constitution of a student council for a study programme that does not have a student council yet, cf. § S.7 *Stk. 2* og § S.8 *Stk. 4*.

§ S.11 In some cases be held an extraordinary constituting of a single existing student council. Extraordinary constitution is held with regards to the same rules as the ordinary constitution, although there is a special constitutional period cf. § S.4 *Stk. 3*.

*Stk. 2.* If a student council has not had quorum at the last 2 meetings, the Joint Council can decide to hold an extraordinary constitutional meeting for a single council.

*Stk. 3.* A student council can vote to hold an extraordinary constitution of itself. Proposal on an extraordinary constitution has to be an independent point on the agenda and has to be voted through with at least 2/3 majority.

*Stk. 4.* After rules in *stk. 3*, a supplementary constitution can be held. With a supplementary constitution the council only admits new members. The existing members proceed to stay ordinary members, and it is not needed to elect a new chairman or economy responsible. Otherwise, the rules for the extraordinary constitution apply.

§ S.12 Protests against a held constitution must be submitted in writing to the board no later than two weeks after the constitution is held. The Joint Council may consider received complaints and takes a position on any consequences.

*Stk. 2.* If a person has been wrongfully constituted in a study council, the Joint Council may decide to remove the person as a member of the council.

*Stk. 3.* If a person has wrongfully not been constituted in a study council, the Joint Council may decide to add the person as an ordinary member of the council.

*Stk. 4.* If the Joint Council upholds a complaint, the Joint Council may decide that an extraordinary constitution must be held, with a special constitution period, cf. § S.4 *Stk. 4*.

### **S.c Elections for the board**

§ S.13 In order to prepare the election of the next year's Board, the Joint Council creates the Board evaluation committee at least 5 months before the Joint Council's constitutional meeting. The committee can admit others that are interested in their work and refers continuously to the Joint Council. Before the personal election in the fall, there must be held at least 5 skill development meetings about general topics. These meetings shall be promoted widely at DTU. The meetings are open for all students at DTU.

§ S.14 The members of the Board are elected on the basis of a written motivation and CV. Both documents are open.

*Stk. 2.* The work of the President and the Chief Financial Officer is defined by the minimum requirements in the principle catalogue. In addition, they can define goals and tasks themselves.

§ S.15 If the whole Board resigns at once, the Joint Council's Executive Committee (FRFU) shall summon a Joint Council meeting, that needs to be held at latest 24 hours after the Board's resignation. On that Joint Council meeting a new Board needs to be elected. Until then, the PF's legal obligations are a responsibility of FRFU.

*Stk. 2.* If single members of the Board decide to leave their position, a new member can be elected instead. This needs to be taken up on the next Joint Council meeting, until then, it is up to the Board to take over the tasks of the leaving member.

*Stk. 3.* The Joint Council can dismiss the Board. This can be decided with at least 2/3 majority, and at least half of the ordinary members must be present. Thereafter a temporary Board needs to be constituted that will function until a new Board is elected by the Joint Council.

### **S.d Election for the Financial Council (FRR)**

§ S.16 FRR members are elected on the basis of a written motivation and CV.

§ S.17 In case a whole FRR or single members resign, on the next Joint Council meeting a new FRR/members need to be elected. In case the whole FRR resigns, it is up to the current Board to take over the FRR's tasks until a new FRR is elected.

*Stk. 3.* The Joint Council can dismiss FRR. That can be decided with at least 2/3 majority, and at least half of the ordinary members must be present. Thereafter, a temporary FRR is elected until a new FRR can be elected by the Joint Council.

### **S.e Election for fixed committees and activity committees**

§ S.18 In case nothing else is fixed cf. § L.45, the election for fixed committees and activity committees proceeds after the procedures described in the following statutes.

§ S.19 The Joint Council may decide that individual activity committees can be approved as a group on the basis of a candidacy. At the same time, the Joint Council may, if it deems it expedient for the work of the Committee, decide to reduce it at times other than those mentioned above. An activity committee shall, at its constitutional meeting, propose a proposal to the chairman, if one is defined, which, together with the list of members, shall be submitted to the Joint Council for approval. The chairman must be a student at DTU. If the nominee is rejected by the Joint Council, the Activity Committee shall nominate three persons from whom the Joint Council shall make the final choice. The first rejected person must not be between these three. Permanent committees shall fill statutory posts at their constituent meeting.

§ S.20 In case a member of an activity committee misses two meetings without notice, the committee or its chairman can remove said person from the member list of the committee.

### **S.f Joint Council meetings**

§ S.21 Ordinary Joint Council meetings are held within appropriate intervals, minimum 8 meetings per year, one of which is the constitutional meeting. The constitutional Joint Council meeting is held within the first seven days of the spring semester's 13 week period.

§ S.22 On the constitutional meeting or the next ordinary meeting, the Joint Council elects the executive committee (FRFU) and decides what tasks and competences the committee has cf. § S.23 og § S.24.

§ S.23 The ordinary Joint Council meetings are summoned in writing by the Joint Council's Executive Committee at latest 8 days before the meeting, together with a preliminary agenda that shall be published on the website of the association, so that all students have an easy and effortless access to it at latest a week prior the meeting. At latest 3 days prior to the meeting, any points that need to be discussed can be added, and thereafter Joint Council's Executive Committee sends the final agenda in case of any changes. Any Joint Council member can demand a point on a Joint Council's agenda. A point can be added at the beginning of the meeting if 2/3 of the present members that are entitled to vote agree on adding the point, and at least half of the members that are entitled to vote are present.

§ S.24 In case of an emergency, extraordinary Joint Council meetings can be summoned by the Board, FRR or the Joint Council's Executive Committee with a day's notice given that every member of the Joint Council receives a message about the meeting with the agenda before the deadline as much as it is possible. Moreover, every ordinary member of the Joint Council can summon an

extraordinary Joint Council, as long as 2/3 of all ordinary Joint Council members support it in writing.

- § S.25 An elected member of the Joint Council can hand their right to vote over to another person from the same student council for one meeting, given that FRFU was notified in writing. In case an ordinary Joint Council member is not present, the given student council's alternate member can take over their right to vote without the power of attorney. The right to vote cannot be transferred during a meeting that has already begun.
- § S.26 All councils, committees and the Board submit a written report at least once a year, which summarises and assesses the work of the past year. The report must also provide a discussion of the coming year's work. All reports must be considered at the final Joint Council meeting, for which they must therefore be available.

### **S.g Meetings in the student councils**

- § S.27 The student councils hold meetings continuously as needed, although at least 6 times per year including the constitutional meeting.
- § S.28 Ordinary meetings in the student councils are summoned in writing with the agenda given to the council's members on the website of the association, as long as it is visible for all students on the relevant study programmes and that everyone has an easy and effortless access to it at least 5 days prior to the meeting.
- § S.29 Extraordinary meetings of the study councils may be required to be convened by 1/4 of the council. Thereafter, the rules for ordinary meetings are convened in [§ S.28](#).
- § S.30 The right to vote in the student council is personal and cannot be transferred to others.

### **S.h Meetings in general**

- § S.31 The vote to right is executed by the present members. Nobody can have more than one vote.
- § S.32 All PF bodies must, during the discussion of individual issues of a particularly confidential nature (eg. personal matters, financial dispositions, election tactical issues), close the meeting temporarily, if at least 2 ordinary members wish so. The councils may also decide that an entire meeting is closed. Non ordinary members who interfere with their work by their conduct may be expelled upon prior notice.

*Stk. 2.* When a meeting is closed, the people that are not ordinary members of the council or cf. [§ S.38](#) have has a special right to participate in the meeting are expelled. The content of the closed points must be confidential and may only be available to people that had a right to be present during the closed parts. The council can let other people stay in the meeting during the closed part as long as it's a unanimous decision of the members. The same procedure can also be used to give access to the content of closed items.

- § S.33 At meetings of the fixed PF bodies, a conductor is elected. If lack of confidence is expressed to the conductor, this is put to the vote, and the conductor can be overthrown by a simple majority. The Joint Council may set requirements for procedures for conducting meetings of the Joint Council, study council and other meetings of the Polyteknisk Forening.

- § S.34 At meetings of the fixed PF bodies, a keeper of minutes is elected. The minutes must always be archived accordingly to [Guidelines for minutes](#). The minutes are sent out to the members of a given body at latest 3 weeks after the meeting and are available for approval on the next meeting.
- § S.35 An assembly has a quorum only when at least 1/3 of its members eligible to vote are present, although it must be at least 7 members or all members. In case the assembly does not have a quorum, a new meeting with the same agenda can be summoned with at least 5 days notice. That assembly will then have quorum no matter the amount of participants.
- § S.36 Voting takes place by show of hands or, if 2 members eligible to vote wish so, anonymously. Unless otherwise stated, these are decided by a simple majority. In the event of a tie, the proposal submitted shall lapse. In the event of a tie for the election of persons, the chairman draws lots.
- § S.37 At each meeting, any committees, subgroups, representatives, board and others report their work since the last meeting.
- § S.38 Members of the Board and FRR are allowed to participate in all meetings in the association. However, this is not valid for the FRR meetings and Board meetings.
- Stk. 2.* People not covered by stk. 1 or an ordinary member of a given council can be expelled from a meeting if their behaviour disturbs the meeting. This is regardless to any other right the person has to be present during the meeting. The expulsion needs to be voted by 2/3 of the present members eligible to vote.

### **S.i Economy**

- § S.39 The financial year of the association runs from the 1st of June to the 31st of May. FRR draws up a budget for the year and presents it to approval of the Joint Council before the end of June during the given financial year.
- § S.40 Annual accounting must be approved by the Joint Council before the 1st of December of the following financial year. The FRR ensures that the overall annual accounting are sent to the Joint Council at least one week before the Joint Council meeting, where this is to be discussed. At the same time as sending out to the members of the Joint Council, FRR ensures that the accounting for student policy activities, social activities and the Student House are presented at the PF secretariat.
- § S.41 Critical audit's report should be taken up on the same Joint Council meeting as the annual accounting is presented, see [§ S.40](#).

### **S.j The club committee**

- § S.42 The club committee is the advisory body regarding clubs under PF. The club committee makes recommendations to the current Board about the allocation/removal of facilities, establishment/closure of clubs, as well as the daily guidelines for the clubs. The club committee is contacted in case a club has questions, while the final decisions are made by the current Board of Polyteknisk Forening. The club committee is responsible for holding at least one common event for the clubs in preparation for the promotion of the clubs to the students at DTU.
- § S.43 The club committee consists of:





- Two representatives from the Board of PF, out of which one is the designated chairman.
- One member of the Joint Council nominated by the Joint Council.
- One member from every club in the association.

§ S.44 The club committee is approved by the Joint Council on the constitutional Joint Council meeting.

§ S.45 The meetings of the club committee are summoned by the chairman of the club committee. All members can demand items put on the agenda. A meeting must be summoned as long as one member demands it. There must be held at least 4 meetings each year. The constitutional club committee meeting must be held at the latest a month after the Joint Council has approved the club committee.

§ S.46 Meeting summons for a club committee meeting has be sent out in writing to the members and on the website of the association, at the latest 5 days prior to the meeting together with the agenda.

§ S.47 The chairman of the club committee has an obligation to collect nominations from the clubs about the representation in the club committee before the constitutional Joint Council meeting. Every club that is approved as a club under Polyteknisk Forening, has to give one nomination of one person. This person through the nomination becomes the club committee's representative in the club and is thereby responsible for making the club aware of the club committee's decisions.

§ S.48 Approved clubs are governed by the club committee.

## **Statutter for S-Huset**

### **S.k The Event Committee of S-Huset**

The Event Committee of S-Huset is responsible for planning the activities in S-Huset. To do this, an Event Committee of S-Huset meeting is hold before the start of the semester to make the program for the semester:

- The music program is planned by Polyjoint Booking.
- The PR committee plans advertisement in connection with all event including Fredagsrock, Joints, tournaments, etc.

The Event Committee of S-Huset consists of:

- S-Hus President
- CREW Presidents
- Two of S-Huset's CREW elected by the rest of S-Huset's CREW on the first CREW meeting in the semester
- A representative from Polyjoint Booking
- One of the Indkører

- A representative from S-Huset's PR committee
- The manager

The Event Committee of S-Huset is approved on the Joint Council's constitutional meeting.

- There are held open meeting before each larger event.
- Meeting in The Event Committee of S-Huset is summoned by the S-Hus President. All members can demand items to be put on the agenda. A meeting must be summoned in if two members wish so.
- The Event Committee of S-Huset is responsible for creating an evaluation after each event.

## **Part II**

# **Principles**

## A Rules of procedure for The Joint Council

### A.a Frequency of meetings and summons

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 approved by the Joint Council. For the spring semester, the calendar is approved at the constitutional meeting. For the autumn semester, the calendar is approved 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 FRFU 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 FRFU so that the committee can meet this deadline. No later than three days before ordinary meetings, the FRFU sends out the final agenda as well as open appendices. The FRFU 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 FRFU Executive Committee in due time, the FRFU 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 decided 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 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.23](#) 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 conductors before the start of the meeting or be sent in as a scanned version by email. If a notice of absence is sent for a meeting, this must be done by replying to the email sent by FRFU.

FRFU nominates conductor(s) of the keeper(s) of the minutes, who are elected by the Joint Council at the start of the meeting. The conductor(s) of the meeting decide(s) who has the right to speak. The Joint Council may elect another conductor 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 FRFU manages a list of speakers, which can be closed by the conductor of the meeting at prior notice. The list of speakers is subsequently closed and will only be reopened when the conductor(s) of the meeting announce(s) this.

The conductor(s) 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 conductor(s) of the meeting may decide to hold a timeout in which the meeting participants may leave the room and dis-

cuss items. A timeout may also be held if it 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 Language of the meetings**

The Joint Council meetings are initially held in English, with the option to change to Danish if necessary.

The summons are sent out in English and the same applies for other practical information sent out by FRFU to The Joint Council.

By default appendices are written in English. Appendices for The Joint Council must exist in English in their entire length. A Danish version or summary must also be sent out. For changes to the laws, statutes, principles, mandates, and guidelines as well as other standing documents where the controlling version is in Danish, the proposed change must exist in Danish. It is recommended that candidacies comply with the rules for other appendices for The Joint Council in regards to language, but it is not required. If an existing document is sent to The Joint Council it can be done so in its original language.

By default English is the spoken language at Joint Council meetings. However, any member of The Joint Council has the right to express themselves in Danish. This should be limited to situations where the member finds it difficult to express themselves in English. If references and proposals to specific formulations that exists in Danish can cause confusions in English, they should instead be made in Danish. An extra effort should be made to ensure non-danish speaking participants can still keep up if something is expressed in Danish.

The minutes are always in the spoken language.

### **A.d 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 % rigid.

Items are usually dealt with as open items. If at least two voting members wish so, the item must be dealt with as confidential, see section [§ S.32](#) of the Laws and Statutes.

Votes are usually an open procedure by a show of hands. If at least two voting members wish so, a written ballot must be held, see section [§ S.36](#) 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 conductor of the meeting will draw lots, see section [§ S.36](#). The conductor of the meeting may choose to use another voting procedure if this is more expedient.

## **B Principles for consideration of proposed amendments to Bylaws and Rules**

### **Making a proposal**

All students at DTU have a right to make proposals to change the associations Bylaws and Rules. This is done through the Law Committee.

### **First reading**

The Law Committee shall in cooperation with the proposer create an appendix with the proposed changes for the purpose of sending it for consultation in the student councils. The purpose is to process them to a point where to intention is clear and unambiguous.

### **Consultation in councils and committees**

Proposals shall be sent for consultation in the student councils, and relevant committees. The Law Committee is responsible for making these available for the councils. Here all members of the association has a change to influence the proposal. It is the chairman of each councils responsibility to give its members the opportunity to gain insight and influence on the changes. It is likewise their responsibility to collect and send the comments from the council to the Law Committee. It is expected that what is sent to the Law Committee is a gathering of the councils opinions and not just a section of minutes.

### **Second reading**

The Law Committee shall in cooperation with the proposers create an appendix with to proposal for the purpose of sending it for approval in the Joint Council. Here in should be implemented input from the consultation, and the Law Committee should communicate with the councils that have given comments to make sure the implementations fits their ideas. The purpose is to process it to a point where it can be written directly in to the Bylaws and Rules.

The Law Committee shall create a proposal that is of the highest possible quality, within the frame of the original proposal. The Law Committee can submit conflicting proposals that FR can chose between, either as full proposals, or as elements in a bigger proposal. This should be done where there are multiple options that are distinct in principle that should be discussed in FR. The Law Committee shall ensure to there is sent out arguments for all proposals, and counter arguments where relevant. This should be able to form a enlightened foundation for a discussion in student councils and FR.

### **Submission for approval**

Proposals shall be submitted for approval to the Joint Council. The Law Committee is responsible for submitting these in time to FRFU, cf. Rules of procedure for the Joint Council, so that they can be sent with the summons to the Joint Council, and thereby also to the student councils.

The Joint Council shall as a rule only consider if the proposal can be approved or rejected, without considering amendments to the proposal. It is expected that these are dealt with be the Law Committee trough the consultation process.

If the proposal is approved, it is written into Bylaws and Rules by the Law Committee. If it is rejected, it can be sent back for a second reading in the Law Committee. Here the Law Committee should look critically at whether to submit it to the Joint Council again.

## **C Representation in controlling bodies**

### **C.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 encourages 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 at DTU. This person should work within the framework of some principles that are, in the final analysis, decided 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 close 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 they represent PF's views, and not their 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 they have political clout, and that they 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 organisations 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 organisations. 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 they actually had some contacts in such places.

### **Is it 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 The 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.

### **C.b Polyteknisk Forening's expectations to our members of the governing bodies**

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

The key expectation can be summarised as follows:

- The members must represent all members of PF and, in as far as possible, work for all DTU students.
- The members must maintain good contact with the central bodies and persons PF.
- The members can expect that The Board of PF 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. PF is represented in many different bodies, and the expectations of the representatives will therefore vary at different levels. However, a number of general expectations are described in the following 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, a notice of absence must be sent, but efforts should be made to contact the alternate, who has corresponding obligations. Finally, the members are expected to follow the policies of PF, 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 to boards of studies members (ISN)**

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 The Board of PF. They must also keep in touch with relevant Head of Study and their support groups, such as study programme focus groups.

#### **Expectations of the vicechairmen of the study board**

The vicechairmen are expected to coordinate all students on the study boards, which entails a responsibility for ensuring that:

- the study board is represented at Educational Policy Council meetings
- preliminary meetings are held or views are coordinated before the department study board meeting
- 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 vicechairmen are expected to meet with the head of department minimum twice per semester. The vicechairmen are also responsible for passing on comments and requests received from the students to the head of department and vice versa. The vicechairman is expected to familiarise themselves 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 vicechairmen maintain contact with the Educational Policy Coordinator and the rest of The Board of PF.

### **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 sub-committees 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 The Board of PF.

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

Members are expected to participate fully in meetings in the Academic Council as well as any sub-committees 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 The Board of PF.

### **What demands can members make of Polyteknisk Forening as an organisation?**

PF 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. PF supports its members if problems arise in connection with the pursuance of PF's policy. It is important that information is provided about what PF'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 functions. Two upgrading seminars and policy-creating activities must be held each year. These seminars must cater for all PF's members of governing bodies. The Board is responsible for ensuring that these events are widely advertised.

## **D The Business Sector**

As of 14th of January 2021 the following business enterprises are controlled fully or partially by Polyteknisk Forening: Polyteknisk Forenings Studentersociale Fond, Polyteknisk Boghandel, S-Huset, Polyteknisk Forening's Secretariat, and IAESTE.

Traditionally, these companies are to a large extent self-governing. Formally the business sector is the responsibility of the Joint Council and the recommendations of FRR are guiding, but the Joint Council should always consider the importance of FRR's competencies and economical insight.

Polyteknisk Forening must as a whole ensure consolidation of the equity, such that the future economical possibilities of the association are not worsened.

FRR can dispose over budget changes under 50.000,-. Above this amount a revised budget must be presented to and approved by FR.

### **D.a Commercial sector**

- Fees and user payment should be fixed under consideration for the economy of the association as well as under consideration to the students' economically conditions.
- Maximisation of profit is not against the purpose of the association, as long as the consideration



of the students are prioritised.

- The leaders of Polyteknisk Forening's business ventures are responsible for the daily operation and to meet the association's demands to these. It is the responsibility of the Chief Financial Officer to keep in contact with the leaders.
- The Joint Council must be informed of handouts from Den Studentersociale Fond.

### **D.b The Secretariat**

Polyteknisk Forening's service body provides a good service for the students and acts as relief the board and the volunteers of the association.

### **D.c Sponsorships**

Polyteknisk Forening, its events, rooms, values, committees, as well as all derivatives thereof must not be sponsored by companies, persons, or organisations if:

- Sponsor competes with the association on one or more areas, it can be commercial or otherwise. Sponsor is controversial in such a way that its values cannot be combined with what Polyteknisk Forening stands for. This excludes e.g. cooperations of party political and religious character, since PF represents students of all beliefs.
- Sponsor requires or if the sponsorship will cause Polyteknisk Forening to not appear as sovereign organiser or holder of the sponsored event or the sponsored values.
- The sponsorship will impose secondary costs on the association.

If the above is complied with, the association will allow sponsorships. All sponsorships must be approved by the board. Remember to reply after receiving a sponsorship in order to maintain a good relationship with the companies.

### **D.d The FAKU fond**

- The FAKU fund is a pool that can be applied for by PF members to fund initiatives that benefits one or more study lines.
- The amount granted is paid solely on presentations of receipts. If the full amount granted is not spend, the rest will be put stay in the pool to be applied by others.

### **D.e Logo policy**

- All organs that prints/embosses materials by financial resources provided by Polyteknisk Forening must at the same time ensure that a PF-logo is printed/embossed on the medium.

## **E Principles for the Social sector in Polyteknisk Forening**

This document presents Polyteknisk Forening's position on topics regarding the academic environment, housing, and SU. The principles are made and approved by the Sociopolitical Committee, who are responsible for the work in Polyteknisk Forening within these areas.

## **E.a Principles for the academic environment at DTU**

### **Social activities**

- PF must give the students the option of being socially engaged at DTU outside of teaching hours by offering various social activities.
- PF aims to conduct at least one sport event and one late summer party for the students every year.
- PF works to offer all newly started students a study start program that introduces both the academic and social environment at DTU.
- PF works to improve the recreational areas at DTU and to make them fully available to the students.

### **Learning environment**

- Building 101 must be a center of student activity.
- All areas at DTU must seem open and welcoming.
- All students must have access to group rooms for use in connection with the education and with projects.
- Reading rooms and quiet workplaces must be available for the students, and must be accessible 24 hours a day.
- All students actively working on exam projects must have their own desk, which must be accessible 24 hours a day.
- The educators must respect the students and vice versa.
- Lockers must be available to the students.
- The students must have the option of purchasing a lunch of good quality at a reasonable price.
- The students must have the option of purchasing refreshments at DTU, for example in vending machines.

### **Working environment**

- The working environment at DTU may not deteriorate or decrease in quality, but should be continuously improved.
- The ergonomic working environment at DTU may not cause occupational injuries to the students.
- The indoor environment and the lighting at DTU must live up to the existing AT-guidelines from Arbejdstilsynet for the indoor environment and lighting in educational environments.
- The work load for DTU students can not be expected to exceed 30 ECTS points pr. semester.
- The aim must be for the working environment of students to be in compliance with the Working Environment Act, and as a minimum to be in compliance with the Education Environment Act (Undervisningsmiljølovgivningen).
- Students who work in a laboratory or workshop, must go through a course on safety.



### **Use of IT**

- All students must have access to a computer or workstation for laptops when they are writing an assignment, report or similar.
- There must be a wireless network connection accessible to all students at DTU, with full coverage all over campus.
- Power plugs must be available to students with a laptop in all working areas at DTU.
- Software that is necessary to the education must be made available to the students 24 hours a day.
- The aim must be for all auditoriums to have enough space on the tables for the use of a laptop in connection with lectures.

### **International students**

- We must treat all international students as we wish to be treated in foreign countries.
- The international students must be offered a Buddy program.
- International students are welcome at DTU, but must not become such a dominating group that the Danish students are prioritised less.
- The aim must be that the international students have access to guidance regarding education, housing and working conditions on equal footing with the Danish students.
- The aim must be that the international students receive better information regarding events at DTU.

### **E.b Housing principles for Polyteknisk Forening**

#### **PF works for the following:**

- There must be housing of a certain standard for all students at DTU.
- It must be possible for students to get housing close to DTU.
- Costs for student housing must be fair compared to a student's income.
- Students must be nominated for the housing according to their needs, including
  - Time spent on transport to the educational institution
  - Social conditions
  - Economic conditions
- There must be equal nomination for all students, regardless of gender and type of education.
- There must be the option for a good social environment at the student housing.
- New constructions must be future-proof in regards to, among other things:
  - Common facilities

- Operation and maintenance
- Technical improvements
- A maximum 10% of international students among the the residents at a dormitory.

**With regards to housing for international students, PF works for the following:**

- That DTU can offer housing for international students during the entirety of their stay at DTU.
- A permanent international dormitory must be created on DTU campus to ensure the best possible housing and social relations for the international students, close to their place of study.
- That the temporary dormitory Campus Village is closed down when a permanent international dormitory is opened.
- That full-degree students are prioritised for rooms which are reserved for international students at regular dormitories.
- That it becomes possible for both danish and international students to apply to live at an international dormitory.

**E.c The Bachelor Study start for Engineering Students at DTU**

Student mentors are in the following referred to as vectors.

This document contains the wishes and demands for PF's activities coordinated in coherence with the study start. The document is composed as a work document for FR, the board of PF and the students in the coordinating study start group so that there is a clear overview of responsibilities and work distribution.

The study start activities of Polyteknisk Forening is handled by a coordinating group that covers both the B.Sc.Eng and B.Eng.. The coordinating group is responsible for the study start of the B.Eng. students in both the winter and summer as well as the study start for the B.Sc.Eng students for the bachelor education in the summer.

**The Coordinating Group**

The coordinating group is formed as an activity committee under the Joint Council as the Coordinators of the Bachelor Study Start (KABS) after individual election of KABS for every study line by the Joint Council. The constitution of this committee is based upon a collective focus paper where the focus areas of the coordinating group are explained, for example how the rustrips are held, the period after the rustrip, and the education of the vectors etc. KABS has the responsibility of fulfilling these points to the best of their abilities.

It is of especially important character that KABS works long-term relative to the study start as a whole. It is expected that KABS keeps a close contact to the board of PF. KABS is responsible for the selection and education of the vectors, holding the rustrips, the period after the rustrips as well as initiating a collaboration with DTU concerning a possible tutor-programme, if it is relevant. The role of the coordinating group is superior and one from KABS can't be hired as a vector in the study start in question. During the period of employment the members of KABS holds meetings with the study programme- and crossteams respectfully with the purpose of arranging the study start. If a member of KABS participates in more than one of the vector meetings with the same team, during the period,

they will be regarded as being linked to the team in question. The work of KABS is paid and after the pre-approval, the members of KABS must be presented with an employment contract. Immediately after the final approval of KABS they must sign their contract.

### **The Vectors and the study programme**

The study programme-vector-team consists of vectors hired by the same study programme and the associated KABS. By study programme KABS it's understood that the member of KABS that's been chosen to take care of the study start for the study programme(s) in question. Vectors that has been hired as study programme vectors under the same study programme KABS works as a single study programme-vector-team.

A vector's task is to be a part of giving the new students the best possible start on their studies as well as working to support and integrate them socially and academically. Each vector is picked to take care of a team consisting of a group of new students the study programme they're hired for as well as following this group until the contract expires. It is encouraged that the vector keeps the contact to the newly started students during their second semester. If a vector participates in more than one of the weekly meetings with another vectors team, during the period, they will be regarded as being linked to the team in question, as their vector. The vector duties are paid and after the selection, the vectors must be presented with an employment contract. The work is paid at the end of the employment period according to the employment contract.

### **Education**

Before the rustrips all vectors must go through upgrading courses, such as talking techniques, group dynamics, psychology, and conflict management. It is demanded that all vectors are educated in first aid. The education of vectors can take place both on DTU and outside of DTU. It is aimed for that the education in rustrip and social events happens on the educational trip. An educational trip is held for the summer start and one for the winter start with the purpose of giving the vectors a thorough knowledge for what is required for being a good vector. The educational trip spans across multiple days. In coherence with the annually educational trips it is a demand that the vectors and relevant KABS participates. KABS has the main responsibility for arranging the trips.

### **Rustrips**

A crossteam is understood as the team that consists of vectors that arrange a given rustrip. With crossKABS it is understood as the member(s) of KABS that are a part of a cross-vector-team and are responsible for planning and is responsible for holding the rustrip.

It is the responsibility of KABS that a number of rustrips are held that matches the number of newly starting students on DTU. The rustrips are intended to be on the magnitude of 60 to 100 participants and have a length of 3 to 4 nights. There must also be held at least one weekend trip as an offer in the weekend before the summer rustrips. On the rustrip itself there is the possibility of dividing the students from one study programme so interdisciplinary networking between the students can be obtained on the rustrip. It is also the responsibility of KABS to ensure newly started students are shown around DTU, receives relevant information on the rustrip and that the rustrips have an academic character. This is done by inviting different external speakers (The board of PF, IDA, President of DTU/CEO/Dean etc.) to hold a presentation during the rustrip week (optionally on DTU). It is intended that visits doesn't have a grade of advertisements for commercial products towards the students. It is also the responsibility of KABS to make sure that the rules of PF for the cabin trips and Danish law is complied with during the trip. This includes rules about nudity, sobriety, offensive/violent behaviour

and the intake of illegal drugs. In that regard all crossteams work out an ethical and moral set of rules where they explain their ideas for executing a rustrip responsibly.

It is important that all vectors have an understanding that the rustrips are for the new students. PF wishes that there is room for all new students on DTU's rustrips, including students that are interested in other social relations regarding the start of a new study. At every event where alcohol is served there must also be served an alcohol free alternative. It is a wish that there is no difference in the way that vectors on B.Sc.Eng and B.Eng. execute the rustrips. It is the thought that the study start of both educations are mixed so that an interdisciplinary network is accomplished between the individual study programmes. This is done to secure that all rustrips have a somewhat uniform character with regard to the new students but also with regard to the vectors. It is the responsibility of KABS to find a fitting amount (2-3 pr. 60 students) of ordinary PF members to assist on the rustrips with regard to cooking. The kitchen team is not paid but they must follow the same guidelines that are applicable for the rustrip. KABS has the responsibility of setting guidelines so the kitchen team have an understanding of what is expected of them beforehand.

### **The period after the rustrips**

The newly started students that have not participated on the rustrips must afterwards be able to participate in the vector's group as equals with the ones that have participated. After the rustrips, meetings are held with the russes and have the purpose of creating cohesion and creating a safe and social setting. Moreover the vectors must convey relevant information about the study and answer any possible questions.

It is a demand that the vectors must offer weekly meetings and arrange minimum two social events for the new students, within their employment period, where at least one of them does not encourage the consumption of alcohol. It is also expected that the vectors offer their russes a meeting during the second semester of the russes. It is also the responsibility of the vector to arrange social events for all the newly started students that have been on the rustrip so that the interdisciplinary network from the rustrip are kept. At every event where alcohol is served there must also be an alcohol free alternative. New students that belong to the caketeam that did not go on the rustrip in question should also be invited to these. Moreover it is also a demand that an academic event must be held for the study programme where the vectors must strive to have a cooperation with lecturers, the head of studies or student council where they present the options of courses in general and courses on the following semesters. Moreover the academic event can consist of one or more relevant company visits. It is the responsibility of KABS to make sure that the academic and social events are held to satisfaction. KABS is responsible for the contact with involved institutes and head of studies and can enter an agreement with these for tutor programmes.

### **Breach of the Guidelines**

The guidelines for the bachelor study start are written to protect the russes and any breach of the guidelines must be taken seriously. Therefore at the start of their period, KABS must hold a theme meeting where the guidelines are examined and different scenarios are discussed. The purpose of this meeting is to form a uniform expectation for how these cases are handled. This should be done in cooperation with members of FR or KABSseueu (a committee described in the next section).

Before getting final approval in FR, KABS must elect two trustKABS that must sign a separate confidentiality agreement as soon as possible after the election has been held. It is the responsibility of





trustKABS's to act as a "tillidsrepræsentant"<sup>1</sup> for the studystart and must be available for vectors and KABS if there are sensitive cases that need an external KABS' point of view.

If a vector breaches the guidelines during their period, the vector in question is called in for a meeting with at least one member of the board, one trustKABS, and optionally one self-chosen lay-representative, and if possible their crossKABS, studylineKABS, or both. The vector in question can choose to disallow a KABS' presence at the meeting. At this meeting an attempt must be made view the case in question from all sides. Afterwards the relevant KABS and trustKABS discuss the case with the Chief Financial Officer, and together they ensure that everything is handled fairly, and decide that the consequences should be. The final decision falls to the chief financial officer, possibly in cooperation with the board, after assessment by the Chief Financial Officer.

If the vector's employment ceases it is important that the vector's rusteam is taken care of, so they aren't left without a mentor. Here it's recommended that the russes have some knowledge of the person beforehand.

If a KABS breaches the guidelines this person must attend a meeting with the Chief Financial Officer from the board, optionally with a trustKABS, and optimally with one self-elected lay-representative. There must be at least two other people attending, other than the KABS in question and the self-elected lay-representative. Afterwards the Chief Financial Officer makes a decision about the consequences of the breach, optionally in collaboration with the board, after assessment from the Chief Financial Officer.

### **Evaluation and Hand Over**

It is the responsibility of KABS to gather evaluations of the rustrips and the entire studystart period from the new students. The evaluations are processed in KABS and then collected into a detailed handover to the subsequent group of KABS. The report back to the rest of PF concerning the results from the evaluation of the educational trip, rustrips and following periods, must happen in writing through the annual report.

A Subject Committee Evaluation Committee (KABSseueu) is formed by the Joint Council in October.

### **E.d Master- and exchange student study start for engineer students at DTU**

In this document are the principles of Polyteknisk Forening master- and exchange student study start for engineer students at DTU presented. This is a work plan for FR, Board of PF and the coordinates of the master- and exchange student study start, which describes the wishes and demands there are for the coordinators to complete the master- and exchange student study start.

All activities in regards to the Introduction Week happens in cooperation with Office for Study Programmes and Student Affairs (AUS) at DTU and especially with the Introduction Coordinator from AUS. The Introduction Coordinator is the person from AUS who is responsible for the execution of the Introduction Week.

During a year, there will be two coordinating groups. The first group works from September till February and the second group works from February till September. The coordinating groups ensures there is planned a study start for master- and exchange students, who are admitted in September and February.

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<sup>1</sup>A Danish term, that translates directly to a "trust representative", for a person elected into a position of trust, typically at a workplace. Other workers (or KABS, vectors and russes in this case), can go to them with problems they may not wish to discuss directly with their boss/manager/colleagues (KABS/vector/rus in this case), such as problems of a personal nature. Additionally a trust representative can be asked to act as companions/lay-representatives in high-stress meetings and situations, to act as moral support for and act in the best interest of the person they are accompanying.

In addition, there are two groups of Buddies during a year, where the first group of Buddies work from November till June and the second group from April till January.

### **The coordinating group PF Master Students**

The coordinating group is formed as an activity committee under the Joint Council as PF Master Students and the members of this group is called PF Master Student Coordinators (PF MSC).

Constitution of the committee happens after individual interviews with the applicants. The committee is pre-approved by the board with final approval by the Joint Council on the first-coming FR meeting. The interview can, as an example, be held by one from the board of PF together with a former PF MSC and the Introduction Coordinator from AUS. The applicant is able to, as an example, account for one's thoughts of one's vision on an international community, on how social integration can be achieved crosswise of Danish and international students and how one want to prepare the Buddies to achieve their duties as ambassadors for the study start.

PF MSC is expected to have close contact to the board of Polyteknisk Forening. PF MSC is responsible for choosing and upgrading Buddies. Upgrading of Buddies happens in cooperation with an Introduction Coordinator from AUS. As PF MSC has a leading role in Introduction Week, one cannot become PF MSC and Buddy in the same study start.

The work as PF MSC is paid and after the election, the members of PF Master Students must be presented with a hiring contract. The work is paid for at the end of their period according to the contract.

### **Buddies**

The tasks of a buddy includes giving the new students the best possible start at DTU and to work for supporting and including them socially. Every Buddy is chosen to maintain a team of about 10 newly started students. They follow this team through Introduction Week and meet them at least once a month in the following semester (including the 3-week period). The work as a Buddy is paid and after the choosing of Buddies, they must be presented for a contract. The work is paid for at the end of their contract according to the contract.

### **Education**

Both PF MSC and Buddies undergoes upgrading before the Introduction Week. The Introduction Coordinator from AUS holds the upgrading for PF MSC, which, as an example, can include speech techniques and cultural understanding. It is demanded that PF MSC participates in this upgrading. Buddies receives upgrading on two educational days, which e.g. can be held in a weekend.

The upgrading is arranged by PF MSC and the Introduction Coordinator from AUS jointly. The upgrading can, among other things include speech techniques, group dynamics, cultural understanding and handling of conflicts. It is the purpose of the educational days that Buddies obtains knowledge of what it takes to create a good social integration of international and danish students, together with a social community across study programmes and nationalities. It is demanded that Buddies participates in both these educational days.

### **The study start programme**

The programme explained in the following happens twice a year, as there are Introduction Weeks during both the summer and winter.



### **The semester up to Introduction Week**

PF MSC is responsible for events for master- and exchange students in the semester up to the Introduction Week, they are responsible for. It is demanded that PF MSC holds at least one social or academic event where all new master- and exchange students are invited. Before Introduction Week, the PF MSC finds organisers for a master cabin trip, which is planned for after the Introduction Week.

### **Introduction Week**

It is PF MSC in cooperation with the Introduction Coordinator from AUS, who has the responsibility to plan the Introduction Week. Introduction Week spans over 5 days and is for allowing new students to get acquainted with each other, while getting insight in the student life on DTU. During the Introduction week, there are offered both social and academic activities. External speakers can be invited (as an example, board of PF, IDA, principal/director/dean etc.).

It is aimed for that speakers does not have a character of advertisement for commercial products. Activities during the week is planned in a matter which danish master students from DTU, Danish master students from the rest of Denmark, international master students, and exchange students gets a good study start. By default the Buddies facilitates the different activities during the week, while PF MSC is responsible for the overall overview and delegation of tasks.

Buddy groups are assembled with master students and exchange students, in a matter so the programme can be directed towards master students and other parts of the programme can be directed towards exchange students. Danish and international master students is distributed on the master Buddy groups, so no groups are only made up of only danish students or international students.

### **The semester after the Introduction Week**

After the Introduction Week, the Buddies holds meetings with the newly started students, which has the purpose of creating cohesion and safe social settings. It is demanded that Buddies meets with their group at least once a month from when the Introduction Week is ended and until the following semester is over (including the 3-week period).

It is desired that a Buddy meets one's group of newly started students more often if possible. A Buddy must convey relevant information of the student life on DTU and answer any questions. In addition, they must have a overview over activities and offers which PF and DTU offers, there could have any relevance for the newly started students (as an example, the student guidance, student councils, events from S-Huset).

Buddies should strive upon participating in events planned by PF MSC during the semester and bring their newly started students to the events.

### **Breach of guidelines**

The guidelines for the master- and exchange student study start is written down in the section Guidelines in New in FR to ensure all master- and exchange students gets a good introduction to DTU and the student environment.

If a buddy during one's period breaches the guidelines, the Buddy is summoned for an interview, where as an example there can be representatives from the board of PF and representatives from PF MSC and possibly a self-elected lay representative.

In case a Buddy's terms of employment ends, there will be taken care of this person's Buddy-group, so they are not without a Buddy or any contact to the study start. If a PF MSC breaches the guidelines, this persons must have an interview with an appropriate amount from the board of PF and possibly

the Introduction Coordinator from AUS, and possibly a self-elected lay representative. Afterwards the board of PF must take a decision which consequences the breach implies.

### **Evaluation and hand-over**

PF MSC is responsible for obtaining evaluation of the Introduction Week and the overall study start programme from the newly started students. The evaluation is treated by PF MSC and comprehended in a detailed hand-over to the following committee. Feedback to the rest of PF of the results of the evaluation related to the educational days, Introduction Week and the rest of the study start programme happens through the annual report of PF.

## **F Principles for S-Huset**

S-Huset must through its operation and events work for the joy and benefit of all students at DTU.

### **The operation of S-Huset**

- The President of S-Huset and the manager of S-Huset cooperate to handle the daily operation of Studenterhuset within the set guidelines from the Joint Council and within the limits of PF's budget. This comprises the prioritisation of events and the distribution of rooms, as well as ensuring that the rules of order are abided by and determining sanctions to persons who violate the rules of order.
- Kaffestuen must be open every day during the 13-week period, the exam period and the 3-week period.
- PF-Caféen must, as a minimum, be open during the 13-week period.
- Kælderbaren must, if possible, be open 4 evenings a week during the 13-week period. Exceptions can be made during vacations, holidays, etc., where DTU doesn't conduct any teaching.
- Irregularities in the opening hours are announced at least 14 days prior.
- As a minimum the following Joints must be conducted every year: Rusjoint, Winterjoint and 2 extra Joints.
  - a Joint is defined as an event where the sale of refreshments is conducted in other places than the Cellar Bar after the Coffee Shop is closed.
- Fridayrock is free for everyone.
- Due to their membership, PF-members are entitled to a discount on various entrance-fees when buying tickets in pre-sale.
- The manager of S-Huset has the final say in all matters regarding the serving of refreshments.
- The manager of S-Huset in cooperation with the board, can suspend persons from the S-Huset if they have acted wrongly.

### **The facilities of S-Huset**

- Facilities can be made available to PF-clubs, or alternatively to other student groups, by the management of S-Huset.



- The access to club facilities is closed on the day of Joints and other big events.
- Bringing own refreshments into the rooms of S-Huset during regular opening hours is not allowed.
- The President of S-Huset and the manager of S-Huset can make exceptions.
- S-Huset's facilities can be made available to students at DTU outside of regular opening hours. Kælderbaren, Pejsestuen, Oticonsalen and Kaffestuen can only be rented with bartenders from S-Huset. Læsesalen can be provided for events without the use of bartenders from S-Huset. More specific rules for the facilities are made by the President of S-Huset in cooperation with the manager of S-Huset.

## **G Principles for clubs in PF**

1. In Polyteknisk Forening it has been decided to only have clubs with social content or hobbies. If there is any doubt about content or purpose, this is brought to the management of clubs.
2. There must be at least 7 members of a club. The clubs have the responsibility to uphold a membership directory and the club membership subscription is collected by the club itself. All members must be enrolled at DTU, hired by DTU or members of PF. At least 1/2 members must be enrolled students at DTU.
3. In special cases, there can be nominated for exemption if a club is not able to sustain a membership directory with at least 1/2 enrolled students at DTU.
4. Students enrolled at DTU are prioritised to be elected for positions in the board of the club.
5. The annual report of a club must contain a resume of the level of activity in the club together with a plan for recruiting new members in the following year. These documents must, together with the latest accounting, members list and minutes from general assemblies, be handed in at the latest the 1st of November to the president of the club committee. The annual report of Polyteknisk Forening must contain the latest delivered annual report of the clubs.
6. On the first meeting after the 1st of November, the club committee decides whether or not a club must be revoked of their status as a club under Polyteknisk Forening. In addition, the club committee can discuss whether or not a club must be withdrawn of their room facilities. This processing happens on the background of a review of the president of the club committee, cf. item 5 and the following of every club:
  - Accounting
  - Annual report with review of the level of activity
  - List of members
  - Minute(s) from general assemblies
7. The president of the club committee delivers a written review to the Joint Council after the status meeting(s)
8. Clubs have the obligation to nominate a representative to the club committee. Temporary exemption can be given by the president of the club committee. The president of the club committee must inform the Joint Council if this exemption is given.

### G.a Articles of associations for clubs under Polyteknisk Forening

§1 The name of the club is \_\_\_\_\_ *Stk. 2.* The club is connected to Polyteknisk Forening and must meet the standard rules, which are decided by the Joint Council of PF, cf. statute §S.41.

§2 The purpose of the club is \_\_\_\_\_

§3 Eligible members are people over 18 years old, who are or has been students at a institution of higher education or who are employed by Polyteknisk Forening or DTU. *Stk. 2.* Persons who fall outside these categories, can apply to the board of the club for a membership. *Stk. 3.* There can be given a discount to person who falls under the following categories:

- People who are, or have been, a member of PF.
- Members of a student organisation which are endorsed by The National Union of Students (DSF).
- People employed by PF or DTU.

§4 There must be at least 7 members of a club, where at least 1/2 are enrolled students at DTU. All members must be enrolled students at DTU, employed at DTU or members of PF.

§5 The highest authority of the club is the general assembly. All persons with an eligible membership has the right to speak and vote at the general assembly. *Stk. 2.* The rules of procedure of PF is used at general assemblies, unless otherwise agreed.

§6 Every year in the period of 1st of September until 31st of October the ordinary general assembly is held, where the summoning with an agenda is sent with 14 days notice. *Stk. 2.* The agenda of the ordinary general assembly must contain at least:

- Election of conductor.
- The departed chairman's review.
- The departed treasurer's submission of the accounting.
- Election of chairman.
- Election of treasurer.
- Election of a board.
- Election of accountants.
- Incoming proposals.
- Any other business.

The board constitutes itself or is elected directly. The name of the treasurer must be present in the minutes. Legislative changes must be a special item on the agenda. Proposals under "Incoming proposals" must be sent out to the members with a 7 day notice before the ordinary general assembly. *Stk. 3.* The ordinary general assembly is quorum when \_\_\_\_\_, however at least \_\_\_\_\_ are present. If the ordinary general assembly is not quorum, the board must summon for a supplementary general assembly within 14 days of holding the ordinary general assembly with an unchanged agenda. This general assembly will be quorum no matter the attendance. *Stk. 4.* The accountants may not be a member of the board they audit.



- §7 An supplementary general assembly must send a summoning with a agenda with at least a 14 day notice, when the board find it necessary or when at least 1/3 of the members wish to. Supplementary general assemblies may not be held outside of the 13-week period of DTU. *Stk. 2.* The board of PF can exempt this
- §8 The board consists of the chairman, the treasurer and at least 3 other members of the club.
- §9 The club is signed by the chairman, who is responsible for its relation to the rest of Polyteknisk Forening. *Stk. 2.* The treasurer signs the club financially.
- §10 The accounting of the club is lead by the treasurer. *Stk. 2.* The financial year and the member year is from 1st of June till 31st May. *Stk. 3.* The member directory of the club is lead by a person from the board, whose name must be in the minutes of the general assembly. *Stk. 4.* The key directory of the club is lead by a person from the board, whose name must be in the minutes of the general assembly. *Stk. 5.* The subscription is set by the board. *Stk. 6.* The key deposit is set by the board.
- §11 A list of names of the board must be hung up in the room of the club with an indication of responsibilities.
- §12 The accounting of the club, the annual report with a review of the level of activities, a list of members and minute(s) from general assemblies must be sent to the president of the club committee every year on the 1st November at the latest, who will pass it on to the club committee.
- §13 Minutes of the clubs ordinary and possibly supplementary general assemblies must be sent to the president of the club committee.
- §14 The board can temporarily suspend a member of the club in question, if the board has evidence that the member has damaged the club. The suspension will have effect until the first-coming general assembly at the latest, where the case will be brought up again. An actual exclusion can only happen at the general assembly. A suspension from S-Huset will result in a suspension from the club.
- §15 Amendments to the club specific bylaws demands a 2/3 vote of the present members. *Stk. 2.* Amendments to bylaws are not valid until after the approval of the president of the club committee. *Stk. 3.* The board of the club can set rules of order without summoning to a general assembly. These rules may not collide with the articles of associations.
- §16 Only the chairman of the club and the treasurer have the authority to administer the economy of the club in the daily operation. If the chairman and the cashier delegates the empowerment to others, the chairman and the cashier are still responsible.
- §17 The rules of S-Huset must be followed by all members of clubs.
- §18 The clubs may not be a basis for running a business.
- §19 All members of the club is obligated to know the bylaws and rules for the club.
- §20 When a club ceases to exist, its materials and inventory is entrusted to PF, if it is paid by Polyteknisk Forening. The chairman of the club is responsible for the material delivered by PF and to possibly hand it back.
- §21 The club has a duty to nominate a representative to the Club Committe of PF.

## **Part III**

# **Mandates**



## **A Mandate of The Joint Council's Executive Committee**

The Joint Council's Executive Committee (FRFU) has the task of ensuring that the laws and statutes of PF is applied when executing and summoning Joint Council meetings, as well as ensuring the Joint Council's (FR) work during the year is planned and executed in a reasonable way. FRFU consists of 3-6 persons in which at least one is a member of FR and at least one is a member of the board. Members of FRFU that are not a member of the Joint Council are allowed to participate in closed items. Members of FRFU are elected by vote of confidence on the first ordinary Joint Council meeting of the year.

### **Tasks and competences**

- FRFU has the responsibility that at the latest eight days before each ordinary FR meeting a preliminary agenda is send out in Danish and English, as well as a final agenda is send out at the latest three days before the FR meeting.
- FRFU must prior to all ordinary FR meetings make sure that a meeting is held where the final agenda is discussed possibly together with the people that have delivered presentations and the conductors.
- It is the responsibility of FRFU that the FR mailing list is updated. This list consists of ordinary Joint Council members, alternates, observers, conductors, keepers of minutes, as well as the board of PF. FRFU has the authorisation to put other people on the list, if it is considered relevant. If the people are not a member of PF, FR must be oriented. Classified material is not send out on the mailing list.
- It is the responsibility of FRFU to update the catalogue of principles.
- It is the responsibility of FRFU that the archives of PF is updated and complete in regards to FR.
- FRFU has the authority to summon FR to extraordinary meetings according to the rules in the laws of PF.
- FRFU nominates keeper(s) of minutes and conductor(s) at each FR meeting.
- FRFU has the responsibility to keep the association updated on what positions that are up for election. As a minimum, FR must be informed about an upcoming election one ordinary Joint Council meeting before the election is held, and FRFU should strive to have passed on the information about election two meetings before the election.
- FRFU has the responsibility for introducing people to the task they are elected for by FR, and in that way ensure a good start.
- FRFU has the responsibility to keep an ongoing supervision on bylaw-stated papers so they are prepared appropriately and in due time. Of important papers Critical Audit, Annual report, and evaluation of the study start can be mentioned.
- FRFU has the responsibility to update and ensure a streamlined 'New in FR' document.

## **B Mandate for Members of the Board**

The board of Polyteknisk Forening are responsible for the daily operation of the association and to take care of its interest with enforcement of the association's laws and statutes.

### **The President**

1. Is the official face internally and externally.
2. Must ensure that the board regularly makes a status of its work.
3. Has the final responsibility for a good cooperation in the board.
4. Must have an overview and keep them self informed about:
  - The association's politics and stances, both internally and on a national level.
  - Activities in the board and in the association.
  - The finances of the association.
  - Activities and current cases at DTU.

### **Chief Financial Officer**

1. Must have an in-depth knowledge to the economy of the association.
2. Must ensure that the budget, accounting, and annual report are made.
3. Must ensure a good relations ship between PF workers and the board.
4. Must ensure a functioning collaboration between the Finance Council and the board.

### **The board**

1. Must be good ambassadors for PF as well as contribute to the improvement and evolution of the association.
2. Must delegate relevant tasks and activities either internally in the board or in the association.
3. Must have an ordinary board meeting once a week in the education period and have a functioning internal collaboration.
4. Must document their work and decisions.
5. Must support the student councils and aim for that well functioning student councils can be found on all study lines, by among other things, offer each student council a board contact that as far as possible participates in the council meetings.
6. Is advised against taking positions of trust in party political organisations.
7. Must relive PFS in the time 10 - 14 during the education period in the form of a shift at the secretary during which they are also accessible for inquiries from the student centre.

## **C Mandate for The Boards Evaluation Committee for the election period XX (BXX-eu)**

### **Composition**

The suggested size of the committee is two to three people, whom are approved by the Joint Council. The members of the council must be a part of PF.

None of the members must be a part of the existing board or candidates for BXX.

It is not a requirement that the committee's members has previously been a part of the board in Polyteknisk Forening, but the group must have joint knowledge of what it means to sit in the board of PF. It should be aimed for that the committee's members knows the work a board does, especially within PF and has experience in group establishment and cooperation.

It is a requirement that the committee's members knows the areas of Polyteknisk Forening well. The areas reflect the political, social and economic aspects of the association, and working methods and structure.

### **Active period**

The committee is chosen at the last Joint Council meeting in the spring semester at the latest and carries out its task from then on and until the constituting Joint Council meeting. Cf. § S.13 in the statutes of PF.

### **Purpose**

The purpose of the committee is to help candidates for the board up to the election and thereafter support the newly chosen board until they step in.

### **Tasks**

1. The committee are responsible for the upgrading of BXX, possibly in collaboration with the present board.
2. Make sure that BXX plan their work up the constitution responsibly. Furthermore they need to make sure that BXX is introduced to parts of Polyteknisk Forening, have time to discuss politics, structure and visions that BXX should have with regards to the association.
3. Be aware of how BXX works together and how their cohesion works. This should be done using individual interviews and by keeping in contact regularly with BXX.
4. If the committee asses serious conflicts, then it is the committee's responsibility to help BXX with making the nature of the conflict visible, and be a third-part in the problem solution.
5. The committee should be consulting and critical in relation to BXX's composition of the vision proposal. The criticism may only be based on the association's politics and structure and must therefore not be influenced by individual members' personal beliefs.
6. Must incite the hand over from the current board to BXX.
7. In relation to the constitution of the board, the board has to account for the work of BXX and preform an evaluation of the BXX-period.

### **Competences**

Hereby a description of the committee's authority and frame of reference.

- The committee should at any time refer back to the Joint Council, either at their own initiative or at the request of the Joint Council.
- The committee has the power to recommend the board not to interfere with BXX's work and policy formulation, if there is a suspicion of indoctrination from the board. In case that the board does not follow this recommendation, the committee can bring the case to the Joint Council.
- The committee cannot knowingly influence BXX in regards to personal opinions concerning parts of PF.
- The committee are bound to rules of confidentiality at any point, in regards to individuals in BXX when it concerns personal information. The rules of confidentiality also applies in front of the Joint Council.

On the basis of this mandate, BXX-eu is elected at a Joint Council meeting before the forming of BXX.

Information of confidential or sensitive nature that members of BXX-eu have come in possession of in relation with the task, cannot be told to a third-party after BXX-eu has finished their task.

## **D Mandate for Critical Audit**

A critical audit must be prepared every year. The critical audit must decide if the money is spent in compliance with the association's statement of purpose and that the association overall complies with it's own bylaws. It is the Joint Council that, using a set procedure, must form the critical auditors.

### **Forming**

- Critical audit consists of 2-3 people.

### **Assignments and duties**

- The critical audit must process the economy in PF. They must go through the financial accounting and compare it to the budgets to see if the money is spend as decided.
- The critical auditors must check if the Joint Council's decision are kept and carried out.
- The critical audit must go through the approved vision papers from the Board and KABS and check if they have carried out their duties, especially in the economic sector, and thereby have kept their promises.
- The critical auditors must check if filing errors have been made, or attempted fraud, possibly by sample checks.
- Critical audit must check if minutes and meeting summits are in coherence with PF's guidelines.
- Critical audit should carry on relevant work from former CA so an overall assessment can be made of the entire PF year.
- The Board must gather or give access to material. The critical auditors should know the answer to uncertainties by direct inquiry to the Joint Council members, Polytechnic Accounting Department (by the chief financial officer) or members of the board.

- The critical auditors must hand in the result of their work in a written report so it can be treated at a Joint Council meeting before the final Joint Council Meeting.
- The written report is divided into a closed and open part, so that the rest of the association, including the student councils, can be made aware of possible problems pointed out by Critical Audit taking into account that some parts of the report are kept secret.
- The open part of the critical audit must be found on PF's website.
- The closed part of the critical audit must be available for the Financial Council and the board of PF. The Financial Council can decide if other relevant parties should have access to the closed part.
- The critical auditors have a confidentiality agreement.

## **E Mandate of The Academic Committee**

### **E.a Purpose**

The Academic Committee discusses and determines PF's politics in the academic field, concerning DTU. The Academic Committee coordinates and upgrading of skills of PF's members in the bodies of DTU, as well as arranging and executing academic events for DTU students. The Academic committee informs FR about decision of political characters.

### **Competences**

#### **Educational politics**

The Academic committee determines the associations politics of education concerning DTU. The Academic committee is the support base for the chairman of the Academic committee, political support forum as well as PF's members in DTU bodies.

#### **Events**

The Academic committee plans and executes academic events. The Academic committee conducts seminars with exchange of experience between ISN-members across institutes.

#### **Nominations**

The Academic committee nominates subjects to discussions in the political support forum, as long as the subject is deemed of national political relevance.

#### **Members**

Ordinary members (with rights to vote) are two from each study councils cf. § L.???. Everyone who is interested can become a member of the committee at the constitutional meeting. If one of the members of the academic committee abolishes its mandate, a partial by-elections shall be conducted to this post. This election happens by a simple majority vote among the study councils ordinary members.

If a study council are unhappy with one of the their elected academic committee members, the mandate of the relevant person can be deducted by decision at the study council. Deduction of mandate should be a topic at the agenda of the study council meeting and be decided with 2/3 majority. Only the ordinary members of the study council can participate in the voting and at least half of the constituted members has to be present at the meeting for a decision.

## Meetings

All meetings are by default open and any DTU student that participates in the meeting has the right to speak. Everyone can ask the committee to discuss a topic.

Coordinator of politics of education has the responsibility to produce a agenda and summon to meetings.

A meeting is quorate in reference to PF's current laws and statutes.

## Student representatives with support base in the academic committee

PF yearly nominates students to the board of DTU and the collegiate bodies. The following:

- Cross disciplinary educational committee Bsc (CUU)
- Cross disciplinary educational committee Beng (DUU)
- The board of DTU
- Academic Council of DTU
- Boards of Studies (ISN)

The representatives in these committees are incited to participate in meeting in the Academic Committee.

## F Mandate of the Sociopolitical Committee

### Purpose

The Sociopolitical Committee discuss and determine PF's policies for the social areas within DTU. The Sociopolitical Committee is responsible for the coordination of PF's members in DTU's agencies and arrange and hold social events on DTU. The Sociopolitical Committee informs FR about decisions of political character.

### Competences

#### Living Conditions Politics

The Sociopolitical Committee determines the association's living conditions policies including the students social, economic and residential interests concerning DTU. The Sociopolitical Committee acts as an advisory group for the chairperson of the Sociopolitical Committee as well as a Political advisory board.

### Nominations

The Sociopolitical Committee nominates subjects for discussion in the political advisory board if they deem that the subject has national political relevance.

### Members

Ordinary members (with the right to vote) are two from every student council cf. [§ L.42](#). Everyone interested can become a member at the committee's constituting meeting.

If one of the councils' members decides to forfeit their mandate a new election is held for this position. The election happens via a simple majority of votes by the student council's ordinary members.

If a council is unsatisfied with one of their members in the Sociopolitical Committee, the person in question can have their mandate deprived by a decision from the student council. The mandate deprivation must be a point on the agenda for the student council meeting and must be determined with a 2/3 majority. Only the ordinary members of the council can participate in this vote and at least half of these must be present for the mandate deprivation to be determined.

### **Meetings**

All meetings are by standard open and everyone that shows up for a meeting in the committee have the right to speak. Everyone can request the committee to discuss a case.

The chairperson for the Sociopolitical Committee has the responsibility to work out the agenda and it is likewise their responsibility to call for the meetings.

A meeting is quorate with regard to PF's applicable laws and statutes.

### **Committees Nominated to by The Sociopolitical Committee**

At the constituting meeting the Sociopolitical Committee have the right to nominate members to committees with relation to the association on the living conditions area. The Sociopolitical Committee is represented in these committees with a set amount of spots determined by the committees themselves. These committees are as following:

- Study Environment Committee (SMU) Well being, (3-4 spots, at least one from each campus)
- Study Environment Committee (SMU) Learning environment, (3-4 spots, at least one from each campus)
- PF's Nomination Committee, PFIU (9 spots incl. the chairperson of the Sociopolitical Committee)

The representatives in these committees are expected to keep the Sociopolitical Committee updated with news from the committee. This happens as a set point on the agenda for Sociopolitical Committee's meeting.

## **G Mandate of the Event Committee**

### **Purpose**

The Event Committee has the responsibility of forming and coordinating working groups for arranging and holding academic/social events for students at DTU. The Event Committee involves the Academic and Sociopolitical Committees concerning the start up of new events and which events that should be held. The Academic and Sociopolitical Committees always have the right to nominate proposals for events.

The Event Committee ensures that the following events are held during the year:

- PF football tournament, held on a Saturday in the 3-week period in June

- PF run, last Thursday and Friday before DTU's autumn break
- Minimum 1 academic event
- Skill upgrading of PF's representatives in ISN

## **Competences**

### **Forming of working groups for events**

The Event Committee determines which events they should have working groups formed. The committee must approve budgets for events before they are held. Members of the working groups don't have to be members of the committee.

### **Members**

The Joint Council elects a minimum of 5 ordinary members (with the right to vote). Furthermore the current board elects a chairperson. Any DTU student has the right to become a member at any of their meetings.

### **Meetings**

All meetings are by standard open and any DTU student that shows up has the right to speak. Everyone can propose events for the committee. The chairperson for the committee has the responsibility to create an agenda and it is likewise their responsibility to call for the meetings. A meeting is quorate with respect to PF's laws and statutes.

## **H Mandate of the Political Group**

### **Purpose**

Political Group produces education policy and social policy for PF on a national level. The chairman of Political Group holds meetings at Political Background Forum together with the remaining members of the group. The group forms the policy of PF on a background based on the discussions brought up at the Political Background Forum.

### **Competences**

Political Group determines the association's policies on a national and international level. The group can represent PF in matters of political character and they can initiate political activities. The group functions as an advisory body for the current board when there are matters of specially sensitive political character.

Political Group reacts on initiatives of political character when the chairman of Political Group deems it necessary. Political Group elects Teacher of the Year and Teacher Assistant of the year based on nominations of the students.

### **Members**

Political Group consists of 10 students elected on the Joint Council. The Joint Council elects 5 members each year for a two-year period every year. The members are discouraged to take on a position of trust in party political organisations. It is expected that the chairmen of the Academic Committee and





Sociopolitical Committee participates in the meetings. These and the sitting chairman do not carry a vote.

### **Meetings**

All meetings are by default open and any student enrolled at DTU can attend a meeting with the right to speak. Everyone can ask the committee to bring forth a case.

The chairman has the responsibility to produce an agenda and summon for meetings.

Meetings in Political Group are held by default every other week. A meeting is quorum according to the existing laws and statutes of PF.

## **I Mandate for Political Background Forum**

### **Goal**

Political Background Forum discusses the national living condition and/or education policy problems. The group has the purpose of creating a wide discussion among the students, that establishes a background for the Political Group's work. The Political Background Forum is a forum where DTU students can receive information about and debate selected political topics. The debates additionally gives input to PF's elected members in DTU's bodies, the Academical Committee and the Sociopolitical Committee.

### **Members**

There are no constituted members in the Political Background Forum. Every DTU student present has a right to speak.

### **Meetings**

Meetings are summoned when needed. Meetings are recommended to have a certain theme. Political Group's chairmanship has the responsibility to summon and hold the meetings in cooperation with the Political Group.

## **J Mandate for the International Committee**

### **Purpose**

The International Committee works to improve the circumstances of being a part of both PF and DTU for the international students. The committee can also act as a sparring partner for the board with questions of international matter. The chairperson of the International Committee is appointed by the board. All work in the International Committee happens in English.

### **Events**

The International Committee holds events with the purpose of creating a better study environment for international students as well as bringing them together with Danish students.

## **Members**

All DTU students can become a member of the International Committee by approval of the chairperson for the committee. The chairperson must orient the Joint Council of uptake and dropout of members. The chairperson or minimum one other member must be a part of the board of PF.

## **Meetings**

All meetings are by standard open and every DTU student that shows up has the right to speak. Everyone can ask the committee to discuss a case.

The chairperson for the committee has the responsibility of creating the agenda and it is likewise their responsibility to call for the meetings.

A meeting is quorate with regard to PF's laws and statutes.

## **K Mandate for Master Student Organisations**

### **Purpose**

The purpose of the Master Student Organisations (MSO) is to secure the study environment at the master educations at DTU. This includes being in contact with the students at the studylines, arrange social as well as educational events. MSO should not be considered at study council for master studylines, but, on the contrary, independent organisations within PF.

### **Commitments**

MSO's must be constituted with a board, in which all members are a part of Polyteknisk Forening. In the board there must be at least 3 people, including a chairman, an economy responsible/treasurer and a person who is in contact with PF Master Students. This person must ensure that the connection to Polyteknisk Forening is maintained and functions as a liaison between PF and the master studyline in question. MSO's are not obligated to send representatives to the Joint Council, the Sociopolitical Council and the Academic Council in the same way that study councils have to. MSO's can have a representative in FAKU with the purpose of exchange of experience and a better use of the FAKU-pool.

MSO's should strive for a good study environment for the studyline in question and is responsible for events of an academic as well as a social character. It is up to the individual MSO to define how this is handled best. PF should always be able to access the MSO's minutes.

MSO's should not be considered a study council for master study lines. It is possible to be connected to both a study council and an MSO.

### **Establishment**

An MSO can be established by contacting the board of PF or PF Master Students. At the establishment, the MSO has to hand in a list of the constituted board, in which all must be members of PF. Moreover, a chairman, a treasurer and contact person to PF Master Students must be named. The MSO will henceforth get an account in the PF accounting department and get access to meeting facilities and the kitchen. The MSO's treasurer is responsible for making sure that their account is never negative.



## **L Mandate for the Chairmen's Activity and Coordination Committee**

### **L.a Purpose**

The purpose of the Chairmen's Activity and Coordination Committee (FAKU) is to help and secure a stable operation of the study councils, through their chairmen. To uphold this purpose FAKU works as a forum for skill upgrading of the chairmen and exchange of experience between these.

### **Competences**

FAKU's competence is to hand out the the Academic Councils initiative pool (FAKU-puljen) in accordance with current guidelines.

### **Tasks**

When creating new studylines at DTU, FAKU's job is to consider and help this studyline's representation in PF through the study councils.

When creating a study council for already existing study lines, FAKU should be available to advise and support to a relevant extent.

### **Members**

The members of FAKU are the chairmen of the study councils in PF, and the alternates are the vice-chairmen of the study councils in PF.

### **Meetings**

FAKU holds at least 6 meetings yearly. All meetings in FAKU are by default open.

## **M Mandate for the Law Committee**

### **Purpose**

The Law Committee considers and prepares thoroughly proposal for changes to the association's bylaws and rules, before making proposals the Joint Council. It is the Law Committees task to ensure that alle proposals made to the Joint Council are sensible, prepared thoroughly, well-argued and relevant to the association.

### **Members**

The Law Committee consist of 6-10 members. FRFU and the board each elect a member among themselves, as soon as possible after the constitutional Joint Council meeting. The member elected by FRFU is chairman, and the member elected by the board is vice chairman. The Joint Council elects the remaining 4-8 members every year at the first ordinary Joint Council meeting after the constitutional meeting. Of these, the Joint Council attempts to achieve that at least 4 are members of the Joint Council at the time of election.

Members of the Law Committee are expected to become familiar with the association's complete Bylaws and Rules.

### **Task and authority**

- The Law Committee considers proposed amendments to the associations Bylaws and Rules cf. Principles for consideration of proposed amendments to Bylaws and Rules
- The Law Committee is responsible for proposing changes to the Bylaws and Rules to the Joint Council that are sensible, prepared thoroughly, well-argued and relevant to the association.
- The Law Committee shall receive and consider proposal from all students at DTU.
- The Law Committee shall in its consideration work with the proposers to make proposals of the best possible quality.
- The Law Committee shall before a proposal is presented to the Joint Council sent to proposal for consultation among relevant parts of the association. Including as a minimum, committees directly affected by the proposal, and all student councils.
- The Law Committee is responsible for the existence of a public updated document containing the associations complete Bylaws and Rules.
- The Law Committee has the right to edit phrasing in Principles, Guideline, and Mandates. However only to the extent that this does not change the meaning or intention of the text.
- The Law Committee shall assist the board in developing the association.

**Part IV**

**Guidelines**

## A Guidelines for appendices to the Joint Council.

To ensure a good quality of the appendices to the Joint Council meeting, the following rules must be abided by

- Generally all points to the Joint Council meetings should be accompanied by an appendix. The reason for this is that the Joint Councils work should for democratic reasons be as transparent as possible for the rest of the association as possible. There are situations though, where it is not necessary to have an appendix. In case of doubt one can contact FRFU to see if it is necessary in a certain case.
- The language of appendices sent to the Joint Council is by default English. The detailed rules are described in the Rules of Procedure for the Joint Council.
- An appendix should always contain: A date, the author(s), page number and an appendix number which is given by FRFU.
- All abbreviations should be written in full at least once. With the use of lesser known abbreviations, an explanation may be a good idea.
- When writing an appendix that should be processed in the Student Councils, one should keep in mind that the people who are processing this, typically have less experience than the Joint Council members. Therefore everything should be explained thoroughly and without an unnecessary use of abbreviations.
- Discussion points and amendments should include an introductory text which explains the reasoning and motivation for the discussion or the amendment.
- Appendices that concern the existing text should be constructed in a way that makes it clear what is getting changed. This can be done for instance by adding the old piece of text above the new, preferably with different typography.
- When writing a discussion point it can be a good idea to hear the point of view of all stakeholders so the point can include a discussion of pros and cons to the suggestion.
- When writing an appendix, one can contact FRFU to check whether or not the appendix is of a satisfactory quality.

## B Guidelines for minutes

Cf. § S.34 all decision-making bodies take minutes of their meeting and these get sent to the members of said body at least three weeks after the meeting. The minutes should be approved at the following meeting. e Both an open and a full version of the minutes is made. The open version of the minutes does not include the minutes of the closed parts of the meeting. It must be noted in the open minutes when the meeting has been closed and under what points.

## **Contents**

All open minutes should as a minimum include:

- information about time and place for the holding of the meeting
- an agenda for the meeting
- participating people in the meeting
- what was decided during the open points
- the result of possible votes under open points
- an indication of appendices at the meeting

The full copy of the minutes, including both open and closed points, should also as a minimum include:

- what was decided during the closed points
- the result of possible votes, including an indication of how many votes were cast for and against the proposal and how many people did not vote

## **Accessibility**

The open minutes are to be accessible for everyone on a public PF-forum at least 3 weeks after approval. The chairman of the body has the responsibility for this, unless the body has appointed someone else. The board are responsible for making sure that there is a public PF-forum. The body archives the full minutes themselves. The people who have access to the closed points can after inquiry read these.

## **The Joint Councils minutes**

- The Joint Council Executive Committee is responsible for making sure that minutes are taken of the Joint Council meetings, which is then approved at the next ordinary meeting. At the end of the meeting a copy of the preliminary version of the minutes is given to the Joint Council Executive Committee.
- The minutes can be written as quote minutes where individual statements are directly quoted or as discussion minutes where individual statements are not quoted but the main viewpoints under the debate is referenced. Any member can demand that their opposing opinion is recorded in short in the minute.

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

This paper details the guidelines, that all who are involved with the Bachelor Study Start must abide by. By "involved with the Bachelor Study Start", it refers to KABS, vectors, kitchen teams and official guests at study start events.

## Obligations and limitations

### KABS

- KABS must attend the first-aid education, OPTur and the rustrip that is held in connection with the summer start. They can however be exempt from the education trip and the rest of the mandatory education if it is practically impossible for them to attend.
- CrossKABS for the winter study start must attend the rustrip that is held in connection with the winter start. They can however be exempt from the education trip and the rest of the mandatory education if it is practically impossible for them to attend.
- KABS must, at events arranged by the study start, be able to take on a necessary responsibility at any time. This means that they, as a minimum, are able to get the person in charge, if this is necessary.
- KABS should aim to attend as many Student Council meetings as possible, for the council that is connected to the study programme they are hired for. KABS must however attend at least one Student Council meeting before and after the summer vacation, and enter a collaboration with the Student Council after the summer vacation.
- KABS should aim to plan, hold and attend study programme and cross vector meetings during the KABS period and attend possible preparation trips. In general one vector meeting is held per week in the 13 week period before the rustrip, and the aim is that it switches between the study programme and the crossvector teams every week.
- KABS cannot abuse their role over the new students or the vectors in any way.

### Vector

- Vectors must attend first aid education, mandatory education and the rustrip. KABS defines what is mandatory education.
- Vectors must, at events arranged by the study start, be able to take on a necessary responsibility at any time. This means that they, as a minimum, are able to get the person in charge, if it is necessary.
- Vectors must attend at least one Student Council meeting before the study start and subsequently offer to collaborate with their Student Council to introduce the russes to their Student Council and its work.
- Vectors must arrange and hold one weekly meeting with their studyline rusteam until the end of the russes first semester. Moreover, they must offer the russes, two meetings on the russes second semester.
- Vectors are responsible, in the russes first semester, for planning, holding and attending in at least two social events for the study programmes new students, where at least one of the events do not encourage drinking. Vectors should also aim to attend these events. Within the study programme, one educational event should be held and a full day event with networking as a primary target, where a cabin trip can include both, unlike the social events. Typically all the previously mentioned events are planned by the study-programmes vector team.
- Vectors should aim to attend several study-program and crossvector meeting during the spring and possible preparation trips.
- Vectors are expected to a certain degree, to attend PF-events during the russes first semester, but they are not obligated to be a part of the planning of these events.





- Vectors are expected to contribute to a positive feeling of community across the study programmes at DTU.
- Vectors cannot abuse their role as vectors over the new students or the vectors in any way.
- To be hired as a vector, you must be an ordinary member of PF. The PF-membership must have started before, one signs their vector contract. The aim is that KABS informs the vectors about this as early as possible in the hiring process.

## Kitchen Teams

- Rustrip kitchen teams must attend the rustrip and should aim to attend the crossvector meetings during the spring, possible preparation trips, and following rustrip events.

## The Introduction Week

The introductory week should contain educational activities, i.e. IDA and the principals lecture. The introduction week must abide by the "Guidelines for PF Cabin Trips". During the rustrip, a minimum of 2 KABS or vectors must be sober at any given time. It is the KABS/vectors own responsibility to be sober during their sober period. As a minimum, one has to stop consuming alcohol 16 hours before a sober period. Furthermore all organisers (not including the kitchen team) must stop their alcohol intake at midnight on the last night at the latest, and not drink for the rest of the trip.

## Physical relations

In the paper, the term "having physical relations with" is used, which refers to kissing, sexual relations or any type of romantic relationship.

- KABS are not allowed to have physical relations with study-programme russes

A vector or a member of KABS can choose to attend vectormeetings, the weekly meetings, the so called 'cake meetings' with the vectors team of new students or in the preparation of the contractually obligatory events for a study programme that they themselves are not hired for. If this happens more than once, the person would, in connection with the following guidelines about physical relations, be considered to be a part of the study-programme vector team, crossvector team or the vectors team of newly started students.

- KABS cannot have physical relations with their study-programme vectors before the end of the KABS period.
- KABS cannot have physical relations with their crossvectors until after the evaluation of the rustrip.
- Vectors cannot have physical relations with the russes for the study programme, they are vector for until after the russes have evaluated the cabin trip or the full day event, whichever comes last. However vectors must not have physical relations with russes from their own study-programme rusteam before the end of the vector period.
- KABS, vectors or the kitchen team cannot have physical relations with the participants on the rustrip before Saturday at 12 o'clock in the third semester week.

- It is not allowed for anyone involved in the Bachelor Study Start to have physical relations with russes from the rustrip they are connected to during the entire rustrip. By connected to, it means that they are organisers or official guests.
- People who are connected to the Bachelor Study Start cannot publically have physical relations on the rustrip.

## D Guidelines for PF Cabin trips

In the following, there is differentiated between three types of cabin trips:

- Study Start trips
- Cabin trips with education as a primary purpose
- Cabin trips with socializing as a primary purpose

### General guidelines

- At any cabin trip held by PF, there must be at least one fully equipped first-aid kit present.
- As the first thing, when arriving at the cabin, it must be examined what firefighting equipment and escape routes, there are and where.
- Between the organisers of the trip, one person has to be responsible for each of the two previous points.
- There must at all time during the trip be at least one daily responsible. The daily responsible has, at any time, the overall overview of all ongoing activities.
- It is the daily responsible's own responsibility to be sober during the sober period. As a minimum, they have to stop consuming alcohol 16 hours before the sober period begins.
- All organisers (except for the kitchen team) must stop consuming alcohol at midnight on the last night of the trip at the latest, and stay sober for the rest of the trip.
- There can in connection with car rental be different rules, for example the drivers age. In this case it is the drivers responsibility that these rules are abided by.

### Guidelines specifically for study start trips

- A study start trip must have their alignment of expectations approved by their crossKABS. This alignment of expectations must include the organisers thoughts about what limits there are on the trip (i.e. in regards to nudity, alcohol, physical danger).
- There must, as a minimum, be one driving responsible among the organisers. The driving responsible must follow the same general rules as the daily responsible and must abide by the traffic rules.
- On study start trips there must be a period every day where no organisers (except for the kitchen team) consume alcohol. Each individual KABS year specify the time for this period for all the study start trips that year, and inform the Joint Council with the approval of the Focus Paper.
- Obligatory drinking games must not be planned on the study start trips.



### **Guidelines specifically for educational trips**

- In advance there should be clearly communicated to the participants what is expected of them on the trip.
- In advance, the organisers prepare a plan for the trip, for internal use. The plan must account for the educational contents and a detailed daily program with descriptions of activities, overviews of workshops, list of participants, time schedules and important information in case of emergencies.

## **E Guidelines for the Master and exchange study start**

It is described, in this document the guidelines for the groups in Polyteknisk Forening that take care of the master and exchange study start.

### **Guidelines for PF Master Students**

PF Master Students must aim to involve the master and the exchange students, danish as well as international, in the association and the study environment at DTU. PF Master Students Coordinators' (PF MSC) main area of activities are the coordination of a master and exchange student study start in the form of organising Introduction Week in collaboration with AUS, the holding of events and be responsible for the associations communication between the master and the exchange students. Since PF Master Students is an international environment, all written communication from PF MSC must be in English. There are elections for PF MSC twice yearly with stepping in, in September and February respectively. One gets chosen for a period of 6 months. A member of the current board is responsible for communication and follow up with the committee.

### **Collaboration with DTU**

PF Master Students Coordinators are a part of a close collaboration with DTUs relevant actors. The collaboration is primarily between International Collaboration under AUS, which Introduction Week is arranged in collaboration with. The goal of the collaboration is to make sure that all parts contribute to creating a better integration of international students and expand the knowledge of PF Master Students in relation to PF.

### **Collaboration with other organisations**

PF MSC should collaborate with IDA, ESN and other relevant partners to create activities for master and exchange students. Updating of such agreements is the responsibility of PF MSC, in collaboration with the person from the board who is responsible for PF Master Students.

### **Work tasks**

It is PF MSCs responsibility to look after PFs image and tell the master and exchange students about the association. They are therefore a natural participant at events where PF is getting promoted to master and exchange students

#### Educational days

PF MSC must participate in an educational day arranged by the Introduction Coordinator from AUS. Moreover, they have to arrange two educational days for Buddies in collaboration with the Introduction Coordinator from AUS.

#### Study Start

PF MSC should aim that all new master and exchange students gets a good start at DTU. They are responsible for the organisation of Introduction Week in collaboration with the Introduction Coordinator from AUS. PF MSC are also responsible for the selection of Buddies, the skill upgrading of Buddies and the enlisting of new PF MSC. PF MSC find and help the organisers with the master cabin trip and they assist with the signing up of students. Master cabin trips must abide by the "Rules for PF cabin trips".

### Events

PF MSC should promote networking and social unity between the master and exchange students. The events can possibly support the master students business and educationally oriented interests. PF MSC must hold at least one social or educational event where all new master and exchange students are invited.

### **Guidelines for Buddies**

Buddies are ambassadors for the master and exchange study start. Buddies are the new students personal contact person. They are responsible for supporting and integrating the new students socially and follow them through Introduction Week and through the first semester.

### **Obligations and limitations**

- Buddies must participate in the Introduction Week and educational days for Buddies
- Buddies must meet with their group of new students a minimum of once a month until the end of the students first semester (incl. the 3-week period).
- Buddies should aim to participate in events that PF MSC plan throughout the semester and bring their new students to these events.
- Buddies should give information about activities and offers that PF and DTU offer, that are relevant for the new students (i.e. the Study Guidance, Study Councils and S-Hus events).
- Buddies are expected to contribute to a positive feeling of community across nationalities.
- Buddies are not allowed to abuse their role for new students in any way.

## **F Guidelines for cooperation agreements**

The following guidelines regarding cooperation agreements between PF or bodies of PF and external partners have been set by the Joint Council

- It is generally recommended to seek non-economical cooperations, unless the money has been allocated to specific events, activities, or material.
  - With economical cooperations one should be extra careful to not undersell PF to the companies. Existing cooperation agreements and demand from the companies can be used as a reference when setting the price.
- When bodies of PF engage in long-term cooperations the terms of the agreement should be renegotiated yearly
  - You should investigate whether other bodies could be interested in joining the cooperation from the beginning.



- When starting a cooperation you should remember that you are representing all of PF, so the agreement must not reflect poorly on PF.
- The Chief Financial Officer must be consulted before potential cooperation partners are contacted. Moreover the final agreement must be approved by the Chief Financial Officer.
- All cooperations must comply with the laws, statutes, and principles of PF.