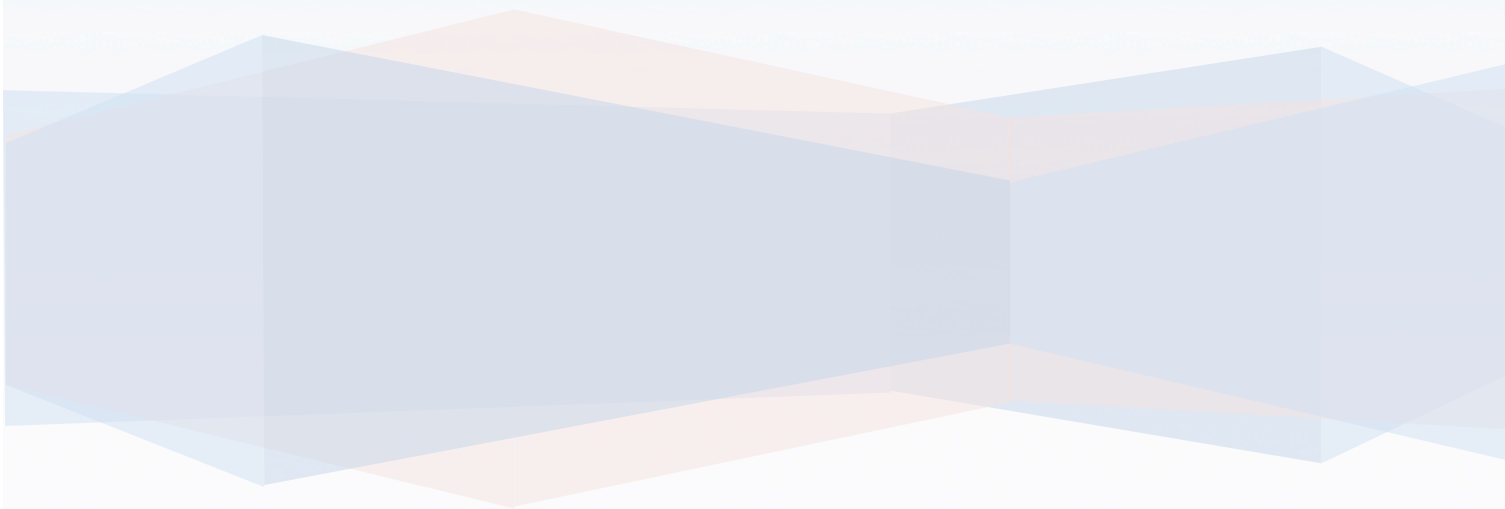


# Statutes of ASP Students

8 June 2016

Founding Board



## Table of Contents

|                                      |          |
|--------------------------------------|----------|
| <b>STATUTES OF ASP STUDENTS.....</b> | <b>2</b> |
| NAME.....                            | 2        |
| HOME.....                            | 2        |
| PURPOSE.....                         | 2        |
| MEMBERS.....                         | 2        |
| PAYMENT.....                         | 3        |
| THE GENERAL ASSEMBLY.....            | 3        |
| THE BOARD.....                       | 4        |
| BOARD MEETINGS.....                  | 4        |
| ELECTION PROCESS.....                | 5        |
| ACCOUNTING.....                      | 5        |
| LIABILITY.....                       | 6        |
| DISSOLUTION.....                     | 6        |
| OBLIGATORY ANNUAL EVENTS.....        | 6        |

# Statutes of ASP Students

## **Name**

### § 1

- 1.01 The organization's name is ASP Students.

## **Home**

### § 2

- 2.01 The home of the organization is the municipality of Frederiksberg.

## **Purpose**

### § 3

- 3.01 ASP Students is a student driven organisation that provides a platform for students to support each other in their different aspirations at the Asian Students Programme (ASP). Together we empower individuals to create any project or vision they can dream of, whether that would be throwing a party, arranging extra classes or cultivating contacts with future employers. We believe that, through this, we can make CBS the gateway for students to Asia and for Asian companies to Europe.

## **Members**

### § 4

- 4.01 It is the right of any student of ASP to vote for the President, the Treasurer, and the Board Members of ASP Students during the election period (see § 9). Any student has the possibility of becoming a Member of ASP Students by paying a yearly contingent of 50DKK. By becoming a Member of ASP Students one gets the privilege of running as candidate for President, Treasurer, and Board Member. One also gains the possibility of applying for project funds from the Activity Pool. Lastly, one receives a 'Membership Card' that gives access to various benefits. People who are not of the Asian Studies Programme can also become Members, but cannot run as candidate for President, Treasurer or Member of the Board, and have no voting rights.

## **Payment**

### **§ 5**

- 5.01 If one wants to become a Member of ASP Students, one has to pay the annual membership fee of 50 DKK. Membership of ASP Students is not exclusively restricted to students enrolled at Asian Studies Programme.

## **The General Assembly**

### **§ 6**

- 6.01 The ordinary General Assembly is the organization's highest authority. The ordinary General Assembly is to be held no later than 2 months after the end of the Financial Year with an agenda resembling the following:
- 1) Election of conductor.
  - 2) Election of minute taker.
  - 3) President's report of the previous year.
  - 4) Approval of the annual accounts and budget.
  - 5) Election of Board Members
  - 6) Proposals.
  - 7) Any other business.
- 6.02 Extraordinary General Assembly shall be held when a General Assembly, a majority of the board or when 10% of the members of the organization requests stating the agenda.
- 6.03 The General Assembly is convened by the board in writing within 14 days notice, however, at an extraordinary general assembly, if necessary, the notice can be reduced to 7 days. The notice shall include the agenda of the general assembly.
- 6.04 Proposal for discussion at the General Assembly has to be in the Board's possession at least 7 days before the General Assembly. Proposal for consideration at the General Assembly has to be sent out to the members 14 days before the General Assembly.
- 6.05 Access to attend and speak at General Assembly and to make a proposal has anyone who is a student of the Asian Studies Programme. Before entering the location of the General Assembly, the student must provide to the attendance keeper a valid ASP student ID. Special guests, agreed on by the Board beforehand, are also allowed entry.
- 6.06 Each ASP student has one vote. Only ASP students attending the General Assembly can vote at the general assembly.
- 6.07 The General Assembly takes decision by simple majority. However a change of statutes requires that 2/3 of the attendees favor the proposal for the change to happen.

- 6.08 Minutes must be taken during the General Assembly and must be signed by the president and/or vice-president and a Member of the Board. Minutes taken at the general assembly must be accessible online no later than 1 month after the General Assembly.
- 6.09 The Nominee Committee will look for candidates for the positions of President, Treasurer, and Board Members before the General Assembly, should the Board decide it relevant.

## **The Board**

### **§ 7**

- 7.01 The ASP Students board consists of 3-7 members including the President, Vice-President and the Treasurer.

- 7.02

#### Roles

##### President:

The President of ASP Students is responsible for keeping the organization active and continuous pursuit and furthering of the purpose of the organization (see Purpose § 3). The president is likewise responsible for the election of a Vice-President among the Board Members. The President can in union with another member of the Board exercise the authority to sign documents and on behalf of the organization enter into binding contracts, as well as commit the organization in lawful transactions with external institutions.

##### Vice-President:

The Vice-President is the right-hand man of the President, chosen by the President as his imminent replacement in case of illness, retirement, or otherwise inability to take proper care of the organizations interests as required in the statutes.

##### Board Members:

It is the Board Members' responsibility to handle the organizations interests and daily operation together with the President, Vice-president and Treasurer.

##### Treasurer:

It is the Treasures responsibility to keep records of the organizations financial performance, and report the financial situation to Board Members upon asking, as well as preparing and communicating a financial report at the General Assembly.

## **Board Meetings**

### **§ 8**

- 8.01 Board meetings must be held at least once every 6<sup>th</sup> weeks to ensure no stagnation in the pursuit of the organization's purpose. Minutes must be taken at every Board meeting.

- 8.02 The Board is only capable of decision making when either the President or the Vice-President is present along with the majority of the Board Members. If neither President nor Vice-President is present, the decisions reached at the meeting are only temporary and cannot be put to a vote at the General Assembly until either the President or the Vice-President has agreed with the decisions made.
- 8.03 In case of no voting majority among Board Members, the President, or in his absence the Vice-President, has an extra vote.
- 8.04 In the rare case of an extended period where neither the President nor the Vice-President can be physically present at Board Meetings, otherwise verbal and written communication can be allowed in place of 'physical presence'.

### **Election Process**

#### **§ 9**

- 9.01 Each year a President is elected into the Board with the obligation to choose a Vice President of his or her choice among the elected Board members.
- 9.02 The Board is elected at the annual General Assembly. After the General Assembly an online election will be available for 24 hours for students not participating in the General Assembly to vote for the Board. Furthermore, the Treasurer is elected under equal circumstances.
- 9.03 The Board and the Treasurer is selected for 1 full year at a time in which duration they must be able to attend meetings regularly. This means that 3<sup>rd</sup> year students and students going on exchange within the term are not allowed to run as candidates for presidency, Board membership, or Treasurer.
- 9.04 If the President resigns during the election period, an extraordinary General Assembly must be called for election of a new President. Until the extraordinary General Assembly the Vice-President will act as President. The duration of the election period for the new President will equal the remaining period of election time for the resigned President. If both the President and Vice-President resign, the new President is required to appoint a new Vice-President.
- 9.05 To become a Member of the Board, one must first become a Member of ASP Students.

### **Accounting**

#### **§ 10**

- 10.01 The financial year runs from 01.05 to 30.04. The first financial year runs from 1/9-2015 to 30/6-2016.

- 10.02 The organization's assets must be placed in a recognized financial institution.
- 10.03 The accounts are maintained by the Treasurer.
- 10.04 Each year the Treasurer is responsible of preparing a budget that has to be proposed at the General Assembly.
- 10.05 Each year a certain amount of funds is to be allocated to the Introguides to use for the benefit of new students in the Introduction Weeks (both home and away programme).

### **Liability**

#### **§ 11**

- 11.01 Board members are not personally liable for the organization's financial contribution unless the refund claim arose by unlawful action.

### **Dissolution**

#### **§ 12**

- 12.01 If ASP Students is dissolved, the remaining funds have to be used on a student activity for all students at Asian Studies Programme or donated to the programme.

### **Obligatory Annual Events**

#### **§13**

- 13.01 ASP Students are responsible for arranging and hosting the following events for Asian Studies Programme on a yearly basis: Intro Week & Away Trip, Semester Start Party (Autumn), End of Year Party (Spring), Halloween Party, Asia Days, Alumni Event and Chinese New Year.