

Articles of association of the collegium association of Aalborghus Kollegiet

Aalborg

General Assembly of 2022

Approved and effective 5th of Oktober 2022

Danish and English phrasing signed by president, vice president and cashier.

§ 1 Name and purpose

Subsec. 1. The name is Kollegianerforeningen, Aalborghus Kollegiet in Aalborg (Eng.: collegium association of Aalborghus Kollegiet), with the acronym K. A. K.

Subsec. 2. As part of the collegium association, a tenant council is established, with the purpose of "attending to the interests of the tenants and to communicate information between the tenants and the collegium board".

§ 2 The tenant council

Subsec. 1. The tenant council consists of the following members who are obliged to attend all tenant meetings.

1. 8 kitchen representatives, 1 from each kitchen (in all matters regarding the kitchens, the inhabitants of "Portnerboligen" are regarded as living in Blue 1)
2. A president.
3. A vice president.
4. The tenant meetings cashier.
5. Bar responsible (can be more than one person)
6. A minute taker
7. Optionally the network administrator, if the tenant council deems it to be necessary.
8. Optionally the webmaster, if the tenant council deems it to be necessary.

Subsec. 2. The president acts as moderator of the council.

Subsec. 3. Only the kitchen representatives have the right to vote at tenant meetings. Other members of the tenant council are responsible for tasks associated with the running of the collegium, and their role in the tenant council is to account for this to the council. Unless otherwise stated these roles cannot be performed by someone who is also a kitchen representative.

Subsec. 4. in case a vote at the tenant council comes to a tie between the 8 kitchen representatives, the president who does not normally vote will be able to act as a tie breaker.

Subsec. 5. President, vice president and cashier are elected for a period of one year at a general assembly, confer § 7 Subsec. 4. The 8 kitchen representatives and their substitutes are chosen on meetings held internally in each kitchen.

- a) Changes in kitchen representatives can be made as often as necessary. The president or vice president is notified of the changes made.

Subsec. 6. As a kitchen representative it is possible to be reelected for the tenant council. This is also done on meetings in the kitchens. The exception to this is §2 Subsec. 16.

Subsec. 7. The president, vicepresident and cashier respectively cannot be from the same kitchen. That is each kitchen can only have one of the three roles amongst its inhabitants.

Subsec. 8. The role of the president is to manage everything in the interest of the tenants and therefore they also attend meetings of the collegium board.

Subsec. 9. The role of the vice president is to assist the president at the tenant meetings of the collegium and the board meetings.

Subsec. 10. If a kitchen representative is prevented from attending a meeting, the kitchen must elect a substitute to attend the meeting. If a kitchen neither sends a representative or a substitute, and it has been attempted to contact them, it is still possible to make decisions as long as the seven other kitchen representatives or their substitutes are present.

- a) No decision can be made if less than seven kitchens are represented by either a kitchen representative or their substitute. If an insufficient number of kitchen representatives are present, the council does not have the power to make decisions.

Subsec. 11. The cashier is responsible for the accounts of the collegium. Furthermore it is the cashiers task - to the extent of his/her acceptance - to ease the work of the president and/or vice president in some of their appointed tasks. Finally it is his/her responsibility to supplement the president/vice president at collegium board meetings, if one of the two is prevented from attending.

Subsec. 12. The role as chairman of the bar can be held by one or two persons. It is the responsibility of the bar-chairman to set the dates for Friday bars, announce these to the collegium and coordinate with the kitchens who are responsible for arranging the Friday bars. The chairman of the bar is encouraged to arrange other social events. The chairman of the bar cooperates with the cashier on administering the economy of the bar account.

Subsec. 13. The minute taker is responsible for making sure that a summary is made of every tenant meeting, confer § 3 Subsec. 12. The minute taker is also responsible for making sure an electronic version of the summary is handed to the web administrator and president/vice president within a week after each tenant meeting.

- a) If the minute taker is prevented from attending a tenant meeting, a temporary minute taker can be elected among the present members of the council.
- b) As part of the minute taking a legal document is updated, in which the present rules and decision of the tenant council can be seen. Responsibility for updating this document is split among minute taker, president and vicepresident, and they coordinate the task amongst themselves.
- c) The legal document must be available to all tenants of the collegium.

Subsec. 14. The network administrator is responsible for the daily maintenance of the of the IT-facilities of the collegium. The network administrator can at any time take action to ensure the security of the collegium network setup. If these actions affect the users and their use of the collegium network and/or is of a longer duration the actions must be announced at a tenant meeting as soon as possible. The users who are affected must be notified as well. This notification could potentially be in the form of a facebook post. The network administrator also acts as a neutral member of the tenant council and are required to attend, if a given tenant meeting treats subjects relevant to the network administrator. The role as network administrator can if necessary overlap with other positions in the tenant council.

Subsec. 15. The webmaster is responsible for creating and maintaining the collegium website. He is responsible for the day to day censorship of the website and makes decisions about this. The tenant council is the highest authority, however, and may overrule the webmaster's decisions. The role of webmaster may

overlap with the role of kitchen representative, if the tenant council deems that the role of webmaster does not affect the ability of the relevant person to make decisions in the council. The webmaster is chosen by the tenant council. The role as webmaster can if necessary overlap with other positions in the tenant council.

Subsec. 16. If a member of the tenant council exhibits lack of interest for the work of the tenant council and/or hasn't attended three consecutive tenant meetings without notifying and giving a good excuse, the council member may be excluded from the council. This decision is made by the inhabitants of the kitchen that kitchen representative represents. If the tenant council deems that a kitchen representative exhibits lack of interest, the council may recommend to that representative's kitchen that they elect a new representative.

Subsec. 17. If a kitchen representatives leaves the tenant council untimely confer §2 Subsec. 5a, the kitchen which the person represented must elect a new representative maximum 14 days after the departure of the current representative. The decision about the new kitchen representatives is given to the president or vice president.

§ 3 The work of the tenant council

Subsec. 1. the tenant council are required to make a monthly meeting at least 7 times each year. Summons for the meeting must be done in the form of a physical notice in each kitchen or an online notice. This must happen at least one week before the meeting. The president is responsible for giving notice about the meeting.

Subsec. 2. The tenant council makes decisions on behalf of the collegium on the topics of economic character (purchases for the collegium, see § 3 Subsec. 6) and minor rule changes (i. e. rules and time limits for using common facilities, maintenance of the common facilities, etc.).

Subsec. 3. The tenant council is granted the power to give a group of people access to a minor amount of money for daily maintenance of the collegium. The tenant council decides the amount of money, maximum amount of money that can be given away at once and any other restrictions they might deem helpful or necessary. The persons have to account to the tenant counsel what money has been given away, and the tenant counsel can at any given time withdraw the permission. In addition to other restrictions, the people given authority to spend money must inform the tenant council and kitchen representatives, when they do so.

Subsec. 4. It is possible for the tenant council to complete votes outside of tenant meetings in time periods with a long break in between tenant meetings. In these cases it is important that the tenant council makes sure that every member of the council has had the chance to make their opinion clear before the votes are cast.

Subsec. 5. Furthermore the tenant council can make decisions regarding minor changes to existing decisions from the council, in the same way as stated in §3 Subsec. 4. Before those changes are proposed, the president or vice president need to be consulted about whether or not the proposal is relevant. If so, the president and vice president will announce the proposal.

Subsec. 6. Proposals and topics for tenant meetings need to be handed to the president, at least 10 days before the tenant meeting. Topics that are not on the schedule in time cannot be voted about. Exceptions to this rule are Subsec. §3, Subsec. 6a and §3, Subsec. 6b:

- a) Decisions that are deemed too critical to the collegium to wait to another tenant meeting. The decision of whether a proposal is deemed too critical is taken by the president. Proposals that are proposed using this rule should be announced to the kitchen representatives as quickly as possible.
- b) Decisions of very limited economic proportions concerning collegium maintenance such as replacement of small things. The amount of money that can be spent this way each month is defined in the legal document (§ 2 Subsec. 13 - b) and c)). This amount doesn't accumulate. If the amount has not been spent, they cannot be used next month this way.

Subsec. 7. An extraordinary tenant meeting will be held when at least two members of the tenant council (also counting president, cashier etc.) that represent at least two different kitchens wish it to happen, or when 14 tenants call for it in writing to the president. The extraordinary tenant meeting is then called for by the president and should be held within 48 hours if possible. An extraordinary tenant meeting is meant for urgent matters and should only be used to discuss the occasion of the extraordinary meeting.

Subsec. 8. The tenant meetings of the collegium are open for all tenants. There will however only be one vote per kitchen in the case of voting.

Subsec. 9. The tenant council manages the common facilities of the collegium and make the rules for the use of these. These rules have to be available in the legal document of the collegium confer § 2 Subsec. 13.

Subsec. 10. Questions of great economic impact or equally important matters must be decided at a general assembly. The tenant council decides whether a matter is important enough to require a general assembly. A decision must be voted on on a general assembly if a minimum of three persons from the tenant council, including president, vice president, bar chairman etc., wishes it. If a decision is to be voted on at a general assembly an extraordinary general assembly must be arranged, if it is deemed necessary.

- a) Decision that need to be made on a general assembly include changing the rules of the collegium and initiatives that give personal benefits to the tenant council.

Subsec. 11. The tenant council should attempt to initiate social activities.

Subsec. 12. The minute taker of the tenant council is responsible that the webmaster gets a summary of the tenant meeting maximum seven days after the tenant meeting. The summary must contain:

- The date of the tenant meeting
- Agenda
- Name of the present kitchen representative
- Name of the minute taker
- If necessary any people who did not show up

Subsec. 13. It is the responsibility of the president that tenant meeting summaries and the cases the council has addressed (written submissions and requests from council members and tenants, as well as a summary of the discussion, etc.) are available in physical form or online. If the information is put online, the president will have to - in cooperation with the webmaster - work out a recommendation for a solution (choice of online platform etc.). The solution is then approved at a tenant meeting. The cashier holds the accounts of the collegium association according to the same rules. The documents must be shown when demanded.

§ 4 Regarding the kitchens

Subsec. 1. If the inhabitants of a kitchen wish to paint the kitchen, they must ask the collegium host. The collegium host will then supply the paint.

Subsec. 2. The kitchens are at the disposal of the tenants. Everyone who uses the kitchens are obliged to - immediately after use - clean up after themselves. Kitchen equipment is available and the responsibility for this rests on the tenants. If the tenants wish to place other furniture in the kitchen - aside from the regular things - they must confer with the collegium host. See also the rules of Aalborghuskollegiet.

Subsec. 3. Each kitchen gets an amount of money every half a year for maintenance and the purchase of kitchen equipment. The amount is decided by the tenant council in cooperation with the collegium host. These money can be used on things that will benefit both current and future inhabitants of the kitchen. The collegium host considers and decides whether a purchase fills these criteria.

§ 5 Accounts

Subsec. 1. The accounting year of the collegium runs from October 1st to September 30th.

Subsec. 2. Two accountants are chosen on the last tenant meeting before the ordinary general assembly. They are chosen from the collegium tenants and by the tenant council. Together with the

Subsec. 3. A maximum of one of the accountants can be part of the tenant council and neither the president, vice president or cashier can be part of the accountants.

Subsec. 4. The accountants must have the accounts at least one week before the ordinary general assembly. If they approve of the accounts, they will sign the accounts.

Subsec. 5. On the general assembly the accounts are presented by the cashier with any revisions made by the two appointed accountants. The two appointed accountants approve of the accounts verbally at the general assembly in addition to signing the accounts.

Subsec. 6. On petition by one of the tenants the accounts must be shown to the tenants of the collegium confer § 3 Subsec. 13.

§ 6 Economy

Subsec. 1. The tenant council administers the money the tenant council gets from social arrangements, contributions and subscriptions for the wellbeing of the collegium and its tenants.

Subsec. 2. In addition to the aforementioned money (Subsec. 1) the tenant council also administer the Café-account with the bar chairman and the cashier as responsible. It is the joint responsibility of the bar chairman and the cashier to coordinate and make accounts for the café account. These accounts must be shown to the tenant council on demand.

§ 7 General assembly

Subsec. 1. The general assembly is the greatest authority of the collegium association and is able to make decisions as long as it has been lawfully called for.

Subsec. 2. Every year in October or November an ordinary general assembly is held.

Subsec. 3. The ordinary general assembly is called for by notice with the preliminary agenda in every kitchen at least 14 days in advance. This notice must also include information on where it is possible to submit proposals for point 11 of the agenda (see Subsec. 4). Proposals must be submitted at least five days

before the day of the general assembly. The final agenda must be posted in accordance with the aforementioned guidelines at least 3 days before the general assembly.

Subsec. 4. The agenda of the ordinary general assembly is as follows:

1. Choice of moderator.
2. Choice of minute taker, 2 witnesses and 3 vote-counter.
3. The president's report.
4. The cashier's report.
5. Election of president.
6. Election of cashier.
7. Election of vice president.
8. Election of network administrator.
9. Election of bar chairman/chairmen.
10. Election of tenant council minute taker.
11. Proposals from the tenants.
12. Approval of the accounts.
13. Optional

Subsec. 5. The president and vice president are automatically elected as representatives of the collegium association in the board of the collegium confer § 2 Subsec. 7 & 8.

Subsec. 6. The president and vice president act as representatives in the board by the mandate granted by the tenant council.

Subsec. 7. Election of president, cashier, vice president, network administrator, bar chairman and collegium council minute taker is done by raising hands and enacted by voting majority. In the case that one of the attending tenants wish so, the election will be done in writing.

Subsec. 8. Approval of the accounts is done by the two appointed accountants confer § 5.

Subsec. 9. In the case of a tie in the elections in § 7 Subsec. 7, a written reelection between the tied parties ensues.

Subsec. 10. The tenant council gathers at most two days after the general assembly for a constitutive meeting. The summary of the general assembly is posted by physical notice at most 7 days after the general assembly (amongst other reasons for the sake of the newly elected cashier, who has to document to relevant authorities that they have been elected).

Subsec. 11. Proposals for point 11 on the agenda follow the same procedure as in § 7 Subsec. 7.

Subsec. 12. No decisions can be made under point 13 of the agenda.

Subsec. 13. An extraordinary general assembly is called for at least 1 week in advance, when the tenant council deems it to be necessary confer § 3 Subsec. 7 or at most 3 days after at least 20 tenants or at least 4 members of the tenant council have expressed wishes for an extraordinary general assembly in writing to the president. In the case of 4 members of the tenant council, they have to represent at least two different kitchens.

Subsec. 14. Votes on an extraordinary general assembly follow the same procedure as described in § 7 Subsec. 7.

Subsec. 15. The departing president and cashier must as their last action to as great extent as possible assist their newly elected counterparts in a transition period.

§ 8 Changing the articles of association

Subsec. 1. Changes to the articles of association can only happen on an ordinary general assembly confer § 7 Subsec. 4 and § 7 Subsec. 12. In other words, no changes can be made to the articles of association on an extraordinary general assembly.

§ 9 Resignation of the tenant council

Subsec. 1. If the tenant council resign, it must as its final action call for a general assembly.

§ 10 Beer/soda for the meetings

Subsec. 1. The tenant council have the possibility to purchase beer and soda for tenant meetings. One beer or soda is approved per person, but a minimum of one crate of beer is required.

Tania Mamani

President: Tania Mamani Buchholtz Jørgensen

Annika Emborg

Vice President: Annika Katrine Emborg

Victor D. Lambæk

Cashier: Victor Daugård Lambæk