

# BYLAWS FOR DANSKE STUDERENDES FÆLLESRÅD (NATIONAL UNION OF STUDENTS IN DENMARK)

## Name

§ 1 The name of the organisation is Danske Studerendes Fællesråd (DSF) / National Union of Students in Denmark (NUS-DK).

Pcs. 2 DSF is situated in Copenhagen.

## Purpose

§ 2 The purpose of DSF is to further the interests of students at higher education institutions in Denmark. The student political cooperation between Member Organisations on the national and international level is coordinated within DSF. The work is primarily focused on students under 30 years of age.

§ 3 DSF is independent from partisan interests.

§ 4 No forms of discrimination are accepted within DSF. This applies, but is not limited to, discrimination on the basis of sex, gender, sexuality, disabilities, age, religious or political beliefs or ethnicity.

## Members

§ 5 Student political organisations at higher education institutions in Denmark who recognise the purpose of DSF and are independent from partisan interests are eligible for membership in DSF.

Pcs. 2 Admission to membership of DSF goes through an application to the Executive Committee, who then recommends the applicant for admission or refusal in the National Forum. The decision must be made no later than two months after receiving the application. New members have democratic rights after payment of their first membership fees.

Pcs. 3 Member Organisations who wish to withdraw from DSF must announce their intention to do so with three months to the end of a month. In this period, the members have democratic rights and economic commitments to DSF.

Pcs. 4 Members are not bound by the decisions of DSF.

## Internal bodies

§ 6 The internal bodies of DSF, in hierarchic order, are as follows:

- General Assembly
- Political conference
- National Forum
- Executive Committee
- Executive Board

## General assembly

- § 7 An ordinary general assembly is called in conjunction with the organising of the political conference in the first half of the year, cf. § 12, pcs. 1.
- Pcs. 2 The ordinary general assembly must as a minimum contain the following agenda points:
1. Election of chairperson and secretaries
  2. Any other business
- Pcs. 3 At the general assembly, proposals are only accepted into the agenda if: (i) accountant, (ii) the National Forum, (iii) the Executive Committee (iv) more than  $\frac{1}{4}$  of the Member Organisations or (v) Member Organisations representing at least  $\frac{1}{4}$  of the maximum total number of votes at the general assembly requests this, with participation of at least 3 Member Organisations. The Executive Committee should receive the request including the specified proposals no later than 3 weeks before the general assembly, at 12 PM.
- Pcs. 4 Approval of the financial statement is put on the agenda, if (i) accountant, (ii) a member of the National Forum, (iii) a member of the Executive Committee (iv) more than  $\frac{1}{4}$  of the Member Organisations or (v) Member Organisations representing at least  $\frac{1}{4}$  of the maximum total number of votes at the general assembly requests this, with participation of at least 3 Member Organisations.
- Pcs. 5 The call for ordinary general assembly follows the rules for the call for the political conference cf. § 14, pcs. 1.
- § 8 An extraordinary general assembly can be called, if more than  $\frac{1}{4}$  of the Member Organisations or Member Organisations representing a minimum of  $\frac{1}{4}$  of the maximum amount of votes at the general assembly counting at least 3 Member Organisations, the Executive Committee, the accountant or a majority vote in the National Forum demands it.
- Pcs. 2 A demand for the organising of an extraordinary general assembly must contain a motivated agenda and concrete proposals for decisions.
- Pcs. 3 The Executive Committee shall call an extraordinary general assembly with a minimum of 4 week warning with an agenda. The call must be sent by letter to the Member Organisations. Appendices and an overview of the distribution of votes for the general assembly must be sent to the Member Organisations at the same time.
- Pcs. 4 An extraordinary general assembly must be called to coincide with the next political conference or at the latest 5 weeks after the request is received if it is thus demanded.
- Pcs. 5 The Member Organisations demanding the extraordinary general assembly are responsible for the practical matters. The secretariat offers support.
- Pcs. 6 The agenda for the extraordinary general assembly as a minimum contains the following:
1. Election of chairperson and minute taker
  2. Any other business
- Pcs. 7 Agenda point suggestions for the general assembly are only adopted if (i) accountant, (ii) the National Forum, (iii) the Executive Committee, (iv) more than  $\frac{1}{4}$  of the Member Organisations or (v) Member Organisations representing at least  $\frac{1}{4}$  of the maximum

total number of votes at the general assembly requests this, with participation of at least 3 Member Organisations. Suggestions for specific decisions must be sent to the Executive Committee at the latest three weeks before the general assembly, at 12 PM.

- § 9 The general assembly is the highest decision making authority on organisational and financial matters. A general assembly can only make decisions within the following areas:
1. Proposal on changes to the statutes
  2. Proposal on approval of financial statements
  3. Proposal on approval of budget
  4. Proposal on exclusion of Member Organisations
  5. Proposal on dissolution of the organisation
  6. Hiring and firing of accountant
- Pcs. 2 Proposals on amendments to the bylaws must be sent to the Member Organisations at the latest 2 weeks before the general assembly.
- Pcs. 3 At the general assembly amendments can be proposed for the amendments that have been made in line with pcs. 2
- Pcs. 4 The decisions of the general assembly are binding for the other bodies of the organisation
- Pcs. 5 The competence of the general assembly is exclusive. Decisions regarding proposals that can be put on the agenda of a general assembly cannot be made by other bodies in the organisation, unless otherwise explicitly stated in these bylaws
- § 10 The National Forum can nominate one or more accountants for election at the general assembly
- § 11 Voting at the general assembly follows the procedures outlined in § 30 of these bylaws

## **The political conference**

- § 12 As a minimum, two political conferences must be held per year; one in the first half of the year and one in the second. The political conference is the highest political authority in DSF.
- Pcs. 2 The purpose of the political conference is to:
1. Strengthen the Member Organisations
  2. Define the general political areas of focus for DSF
  3. Upgrade the qualifications and motivate the participants
  4. Create debate on student political issues
  5. Act as a platform for recruitment and the creation of a more engaging debate
  6. Create a common political understanding within the Member Organisations of DSF
  7. Elect an Executive Committee and other politically elected positions within DSF
  8. Develop policy
- Pcs. 3 The Executive Committee defines the program of the political conference in collaboration with the political committees and the National Forum
- § 13 The Agenda for the political conference must as a minimum contain the following points
1. Election of chairpersons and minute takers
  2. Vote on the standing orders of the political conference
  3. Vote on elimination of points from the agenda or change in the ordering of

- points on the agenda
- 4. Processing of proposals
- 5. Possible creation of and election to vice chair positions
- 6. Possible creation of and election to political positions
- 7. Any other business

Pcs. 2 At a political conference held in the second half of the year, the agenda must additionally contain elections for the following positions:

- 1. President
- 2. Vice president - Academic affairs
- 3. Vice president - Welfare and social affairs
- 4. Organisational officer
- 5. One ordinary member of the Executive Committee
- 6. Three ordinary members of the National Forum

§ 14 The Executive Committee must send out the call for the political conference with at least 5 weeks warning with an agenda and standing orders for the political conference.. The call is sent to the Member Organisations. At the same time proposed standing orders and agenda as well as the vote distribution as it stands will be sent to the Member Organisations cf. § 30.

Pcs. 2 Proposals for the creation of vice president positions and other political positions as well as other proposals for decisions such as proposals for policy papers, plan of work and changes to the standing Position Paper, must be sent to the Executive Committee at the latest 4 weeks before the political conference, at 12 PM. These will be sent to the Member Organisations via e-mail no later than the first weekday thereafter.

Pcs. 3 Before the political conference, proposals for policy papers must be presented to the National Forum, who can then approve or discard the proposal for processing at the political conference

Pcs. 4 Nomination of candidates and their motivation must be sent to the secretariat no later than 2 weeks before the political conference, at 12 PM after which they will be sent to the Member Organisations the first weekday thereafter.

Pcs. 5 Amendments and amendments to amendments that have been proposed in accordance with § 8 pcs. 2 can be proposed and processed at the political conference. Excepted from this rule is the standing Position Paper, to which there can at the political conference only be proposed amendments to the already proposed amendments.

§ 15 The standing Position Paper can be revised at the spring political conference. Policy papers are processed at the political conference. Policy decisions can be processed in the National Forum. The strategic plan are processed in the National Forum every fourth year.

Pcs. 2 The standing Position Paper has authority over policy papers. Policy papers have authority over policy decisions.

Pcs. 3 The Position Paper is a standing document that defines the basis of DSF's political work.

Pcs. 4 A policy paper is specific DSF policy for the following four years, after which they expire. Policy papers can be processed in the National Forum after expiration, and be re-proposed for the Political conference or processed as a policy decision in the National Forum

Pcs. 5 The Executive Committee stores policy papers in an electronic directory.

- Pcs. 6 A policy decision is valid for 2 years, where after it expires. The National Forum can revalidate policy decisions.
- Pcs. 7 The strategic plan is a guideline document in DSF, which describes in what direction DSF shall develop the next four years. The strategic plan must be used by the secretariat, the Executive Committee, the National Forum and the group writing the work plan, whenever these are working with the future development in DSF. The strategic plan expires every fourth year and must be re-written every fourth year with broad inclusion of the Member Organisations, as a minimum the daily management in the Member Organisations shall be consulted. The draft must be in hearing in the Member Organisations for a period of at least one month.

§ 16 Voting at the political conference follows the procedures described in § 30.

§ 17 At person elections where the amount of candidates exceed the amount of position, the elections are done by proportional vote, such that the candidates are elected by descending number of votes.

Pcs. 2 At person elections where the amount of candidates corresponds to or is less than the amount of positions, elections are carried out per single candidate. If a majority of the present votes are in no confidence, the candidate is not elected.

Pcs. 3 At elections for just one position with more than two candidates, two rounds of elections are held. The two candidates who receive the most votes in the first round proceed to round two. In round two, the candidate who receives the most votes are elected. In case a single candidate receives more than half the votes in the first round, the second round is dispensed with.

Pcs. 4 At elections for just one position a vote of confidence is always carried out before the election is final. If a majority of the present votes are in no confidence, the candidate is not elected.

Pcs. 5 In elections to the in the §13 pcs. 2 mentioned posts, where the number of candidates exceed the number of posts, the election is conducted in written form.

Pcs. 6 The detailed rules concerning publication of election results that are stated in the rules of procedure for the concerned meeting.

## **The National Forum**

§18 The National Forum is the highest authority of DSF between political conferences. The National Forum leads DSF within the boundaries set out by the political conference and general assembly.

Pcs. 2 The National Forum is responsible for allocation of DSF's funds and approves the financial statement, in case the financial statement is not on the agenda at the first general assembly after the financial statement is ready cf. § 7, pcs. 4.

Pcs. 3 The National Forum can make political decisions and is responsible for proposing policy papers for processing at the political conference.

Pcs. 4 The National Forum has the competence to appoint representatives to external bodies, committees and such.

- §19 The members of the National Forum are eight persons elected by the political conference as well as one person from each Member Organisation appointed at the political conference.
- Pcs. 2 Members of the Executive Committee are members of the National Forum as elected by the political conference. The political conference then elects an additional amount of persons to bring the amount of the National Forum members elected at the political conference to eight.
- Pcs. 3 Member Organisations will at the political conference register who they have appointed as their member of the National Forum. In the case of permanent absence, the Member Organisation can appoint a new member of the National Forum.
- Pcs. 4 Ordinary elections to the National Forum are held at the autumn political conference every year. Ordinarily elected members of the National Forum take their position on February 1<sup>st</sup>.
- Pcs. 5 The president of DSF is chairperson of the National Forum.
- Pcs. 6 Every Member Organisation has two votes in the National Forum.
- § 20 The Executive Committee coordinates the work in the National Forum. The National Forum decides the division of work between the Executive Committee and the National Forum in the standing orders of the National Forum.
- §21 The National Forum hires and fires the secretary general.
- Pcs. 2 Negotiations about contracts are delegated to the member of the Executive Committee who carries the organisational responsibilities.
- §22 The National Forum can close agenda points to the public in case of person related matters and in other matters where it is deemed necessary.
- §23 The National Forum can appoint subcommittees and delegate its competence. The National Forum decides upon guidelines for subcommittees through mandates. The National Forum has the following permanent subcommittees:
- Welfare and Social Affairs Committee
  - Academic Affairs Committee
  - Organisational Committee
  - International Committee

## The Executive Committee

- § 24 The president, the vice presidents, the organisational officer and the ordinary member together forms the Executive Committee.
- Pcs. 2 The president of DSF can choose to be called chairman (formand) or chairwoman (forkvinde). This applies to the vice presidents as well.<sup>1</sup>
- Pcs. 3 The Executive Committee is the political and organisational leadership.

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<sup>1</sup> This is primarily relevant in Danish context where the most normal denotation for a president of an organisation is *formand* (directly translated 'chairman').

- Pcs. 4 The Executive Committee has the task of coordinating DSF's political and organisational activities, has the competency to make political statements and can delegate its competencies to both specific members of the Executive Committee and others.
- Pcs. 5 The Executive Committee is responsible for the enactment of DSF's policies as defined by the National Forum cf. § 18 stk. 3.
- Pcs. 6 The Executive Committee is responsible for ensuring that meetings are held in the subcommittees.
- § 25 The Executive Committee is elected for a period of 12 months from February 1<sup>st</sup> in the calendar year following the political conference.
- § 26 In the case of permanent absence of a member of the Executive Committee a by-election can be held.
- Pcs. 2 By-elections are held according to the following procedures:
1. The call for applicant candidates is sent to the Member Organisations with at least 4 weeks warning.
  2. The Member Organisations are requested to appoint one representative each who will take part in an election committee.
  3. In the election committee each representative carries the amount of votes that their Member Organisation maximum could be entitled to at a political conference.
  4. The Election Committee appoints the new member of the Executive Committee according to the following rules:
    - a. At elections for just one position with more than two candidates, two rounds of elections are held. The two candidates who receive the most votes in the first round proceed to round two. In round two, the candidate who receives the most votes are elected. In case a single candidate receives more than half the votes in the first round, the second round is dispensed.
    - b. A vote of confidence is always carried out before the election is final. If a majority of the present votes are in no confidence, the candidate is not elected,
- § 27 It is the president responsibility that the Executive Committee have meetings.
- Pcs. 2 The president must ensure that the work of the members of the Executive Committee is collected and coordinated and ensure a high level of information to the Member Organisations.
- Pcs. 3 The obligations and competencies of the president falls to the Executive Committee collectively in the case where the organisation is without a president.
- § 28 The member of the Executive Committee who carries the organisational responsibilities is responsible for the daily management of the secretary general.

## **The Executive Board**

- § 29 The daily operations of DSF as well as coordination of the cooperation between the Executive

Committee and the secretariat is the responsibility of the Executive Board, which consists of the secretary general, the president of DSF and the organisational officer.

Pcs. 2 The Executive Board ensures that the National Forum is supplied with the information deemed necessary for them to have a sound basis for decision-making.

Pcs. 3 The Executive Board must involve the National Forum in far reaching matters or matters of principle that can be expected to have consequences for DSF.

## Voting Procedures

§ 30 In votes carried out in accordance with this paragraph, Member Organisations receive an amount of votes based on the amount of students enrolled in the educational institution(s) they represent. These numbers are based on the newest data from Denmark's Statistics.

Pcs. 2 Votes are allocated in accordance with the agreed upon model found in the annex. No Member Organisation can possess more than  $\frac{2}{5}$  of the collective amount of possible votes.

Pcs. 3 In the case of multiple Member Organisations from the same educational institution, the amount of votes are allocated in accordance with the amount of votes received in election for the highest governing body of the university or similar. Disputes are settled through a vote according to this paragraph. Affected Member Organisations are disqualified in this vote.

Pcs. 4 A delegate from a Member Organisation can at a maximum carry three votes.

Pcs. 5 In cases where votes need to be carried out in accordance with this paragraph, the meeting can constitute a quorum when the meeting has been called at least 5 weeks before the meeting is held and at least  $\frac{1}{4}$  of all Member Organisations are present at the beginning of the meeting. Where other procedures are not noted decisions are made by a simple majority

Pcs. 6 A proposal is only valid if 33% of the Member Organisations present, rounded down to the closest whole number vote in favour. This is exemplified in the following model:

Member Organisations present	Member Organisations needed for a decision
<11	3
12 - 14	4
15 - 17	5
18 - 20	6
21	7

Pcs. 7 It is not possible to vote by proxy.

## No confidence

§ 31 A meeting of no confidence is called if more than  $\frac{1}{4}$  of the Member Organisations demand it. Additionally a meeting of no confidence is called if Member Organisations representing a majority of the maximum possible amount of votes at a political conference demand it, if at least



3 Member Organisations are part of the majority calling for a meeting of no confidence.

Pcs. 2 A demand for a meeting of no confidence must include a specification of which person(s) and which position(s) the no confidence relates to. In the case of the National Forum, no confidence must be declared to the National Forum as a whole and results in re-election to all positions.

Pcs 3 The secretary general calls a meeting of no confidence with at least 4 weeks warning with an agenda. The call is sent by mail to the Member Organisations. With this call is also sent any appendices and an overview of the vote allocation for the meeting of no confidence.

§ 32 A meeting of no confidence is held according to the following procedure:

1. The Member Organisations are requested to each appoint a representative to participate in the meeting of no confidence.
2. At the meeting of no confidence each representative carries the amount of votes that their Member Organisation maximum could be entitled to at a political conference.
3. A confidence vote is held. If a majority of the votes present vote no confidence the person is dismissed from their position.

§ 33 The meeting of no confidence can constitute a quorum when the meeting has been called at least 4 weeks before the meeting is held and at least  $\frac{1}{4}$  of all Member Organisations are present at the beginning of the meeting. Decisions are made by simple majority, with the requirement that delegates from at least 3 Member Organisations must be part of the majority for the decision to be valid.

Pcs. 2 It is not possible to vote by proxy.

§ 34 The affected person(s) continue to fulfill their position(s) in the regular manner until the meeting of no confidence has expressed its possible no confidence, but with the restriction to only act in a manner that is necessary to the ongoing conduct of the position.

## **Economy, liability, accountant and authority to sign documents**

§ 35 The fiscal year of DSF follows the calendar year.

§ 36 Member Organisations are only liable for their own membership fee as well as any debt on this fee at the moment of DSF incurring debt.

Pcs. 2 The political conference has the competence to decide on the size of the membership fee. The fee is paid in advance on a quarterly basis. Unless special circumstances apply a Member Organisation's debt cannot surpass the amount of the quarterly fee. An excess debt is treated on the first National Forum meeting thereafter, who can, by recommendation from the Executive Committee and the secretary general decide to revoke the democratic rights of the Member Organisation until the debt has been paid.

Pcs. 3 If the requirements for revoking the democratic rights of a Member Organisation have been met, the National Forum can instead decide to exclude the Member Organisation.

Pcs. 4 Member Organisations can by mutual agreement pay their membership fees for longer periods at a time as long as they are still paid in advance.

§ 37 The financial statement is revised by a state authorized or registered accountant.

§ 38 The accountant can only be dismissed by a general assembly cf. § 9.

§ 39 The National Forum can sign documents on behalf of DSF

Pcs. 2 The National Forum can decide upon general rules for proxying in its standing orders.  
The National Forum can also decide upon specific matters of proxy.

## **Amendments to the bylaws**

§ 40 Amendments to these bylaws must be decided by an ordinary or extraordinary general assembly with a 2/3 majority of the delegated votes. This majority must include a majority of the delegates of 1/3 of the collected Member Organisations cf. Pcs. 2 and 3.

Pcs. 2 Amendments to § 2, 3, 38 and 40 must be decided by a 4/5 majority, where at least half the Member Organisations are part of this majority.

Pcs. 3 The secretary general and the chairperson of the general assembly are responsible for incorporating decided upon amendments into the bylaws.

## **Dissolution**

§ 41 Dissolution of the organisation must be decided upon by two consecutive ordinary or extraordinary general assemblies with a 2/3 majority and a minimum of half the Member Organisations being part of that majority. A minimum of 1 month must pass between the two general assemblies.

Pcs. 2 DSF's Member Organisations are not liable for any debts. In the case of the dissolution of DSF, any capital deposits must be divided between the Member Organisations in the same ratio as membership fees during the past two years.

These bylaws are latest reviewed and processed by the general assembly on the 22<sup>nd</sup> of April 2018.

*2014: Translated by Tue Hammer Lerche, and veracity of the translation confirmed by Ole Buch Rahbek.*

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