

IBP Union Statutes

§ 1. Name and place of the association:

1.1 The name of the association is *IBP Union*.

1.2 The association is situated at Copenhagen Business School.

§ 2. Purpose and capital of the association:

2.1 IBP Union is a non-profit, nonpartisan and religiously independent association whose overall purpose is to improve the study environment for students of International Business and Politics at Copenhagen Business School.

2.2 The association is only liable for its obligations with its capital at any point in time. There lies no personal liability upon any member of the association nor upon any member of the board.

2.3 The association's funds are to be kept at the association's bank account.

§ 3. Members:

3.1 Membership can be attained by all who support the purpose of the association and are:

- Undertaking a Bsc or a Msc in International Business and Politics at Copenhagen Business School.
- Graduates from the Bsc or the Msc in International Business and Politics at Copenhagen Business School.

All who have been registered at the Bsc or Msc programs of International Business and Politics at Copenhagen Business School can attain support membership.

3.2 Members have suffrage at the general assembly and are eligible to be elected to the board. Support members do not have suffrage at the general assembly and are not eligible to be elected to the board, but have the right to be present and state their opinion at the general assembly.

3.3 Membership is automatically attained by being enrolled in the BSc. or MSc. International Business and Politics. After graduating this programme, the board has to be notified for attaining a board membership.

3.4 A member, who clearly breaks the rules of the association or works against the purpose of the association, can be expelled by the board voting by simple majority. An expulsion concerning a current

board member relieves that board member of his or her voting privileges in that issue. An expulsion can be appealed to the general assembly, where the issue will be decided with simple majority.

3.5 A membership can be annulled if you quit your studies of International Business and Politics before a Bsc-or Msc degree has been attained or by a written notification to the board. If you quit your studies before a degree has been attained you have the right to attain support membership, ce 3.3.

§ 4. A. Accounting and auditing:

4.A.1 The year of operations spans from the 1st of february to the 31st of january.

4.A.2 The associations financial report is reviewed by one accountant that are elected amongst the members of the association by the board. It is the responsibility of the treasurer to find appropriate candidates and propose them to the board.

4.A.3. The accountants are to receive the financial report, including necessary documentation in the form of appendices etc. as it has been approved by the board at the very latest 1 month before the general assembly.

4.A.4 The accountants are to review the financial report with a critical perspective and return it along with their comments and signatures to the treasurer at the very latest 14 days after they have received the financial report.

§4.B. Financial regulations

4.B.1 Request for funds at 5.000 DKK or below requires that the board is informed about the request either at a board meeting or in the board's Facebook group and a simple majority of the board approves.

4.B.2 Request for funds above 5.000 DKK requires the presence of $\frac{1}{2}$ of the board to be voted on and $\frac{2}{3}$ of the present board members to approve

4.B.3 Funds requested from non-board members above 5.000 DKK must be submitted at least two months before the start of the project that needs funding.

4.B.4 The requested and approved transactions at a given board meeting should be listed at the top of the board minutes in order to ensure transparency.

4.B.5 All expenses have to be documented with original receipts, which have to be physically saved

until the end of the financial year by either the head of the Union or the treasurer. The whole receipt has to be scanned/photographed, numbered and uploaded to the online financial archive.

4.B.6 External events receiving funding are required to follow 4.B.5 while additionally presenting a detailed budget to the board before and after the event the funds are used for.

§ 5. General Assembly:

5.1 The general assembly is the highest decision making body of the association. The ordinary general assembly is to be held during February, after the end of the year of operations.

5. Notice to attend the general assembly is to be given at least 14 days before the date set for the general assembly via a facebook event. The notice shall contain the agenda for the general assembly and include any appendices. When notice is given for an ordinary general assembly the financial report must be attached.

5.3 Proposals that are to be treated at the general assembly must be sent to the board at least 7 days before the general assembly. Candidates to the new board are to notify their candidature at the very latest 7 days before the general assembly. The board is to make the candidates and any member proposals public on the web page at the very latest 5 days before the general assembly.

5.4 If more than one candidate from each year runs for the board, one seat is reserved for the candidate from each year who obtains the most votes. If only one candidate from a given year runs for the board this person still needs to obtain a vote of confidence. The remaining seats will go to the candidates who have received the most votes at the election.

5.5 The board can choose to set a limit to the number of board members that will be elected at the general assembly prior to the general assembly. If the number of candidates is below the limit previously set by the board all candidates still need a vote of confidence.

§ 6. General Assembly Agenda:

The agenda for the ordinary general assembly must include the following points:

1. Election of chairman for the meeting.
2. Approval of the electoral roll.

3. The board's report of the past year of operations.
4. Approval of the financial report for the past year of operations.
5. Budget for information.
6. Treatment of proposals, in accordance with § 5.3
7. Election of the board and suppliants.
8. Other issues.

§ 7. Voting rights and voting:

7.1 Members who have attained their membership 21 days before the general assembly have suffrage during the general assembly, ce § 3.3. Suffrage can be exercised through power of attorney - however, each member can carry no more than five proxies. If a member wishes to make use of their power of attorney, one must send a signed proxy to the board through email at least two days before the general assembly stating who will undertake their vote.

7.2 All members and support members have the right to be present and state their opinion at the general assembly. Persons who are not members or support-members can be granted the right to be present , but do not have suffrage nor the right to state their opinion.

7.3 Decisions are made with simple majority voting, except when the issue concerns a change in the association's statutes, disbandment of the association, or change of the purpose of the association.

7.4 Proposals concerning a change in statutes are decided upon with a 2/3 majority of the present or represented members.

7.5 Proposals concerning the disbandment of the association or a change of the purpose of the association can only be treated on a general assembly, which is held for treating these specific issues, ce § 10.

7.6 Competitive elections of persons shall always be made via sealed voting cards. Voting on other issues can be made with a show of hands, but if requested by the chairman of the meeting or a member

it must be done by use of sealed voting cards.

§ 8. Extraordinary General Assembly (EGM)

8.1 An EGM will be held when 2/3 of the board or at least 1/10 of the members request it.

8.2 A request for an EGM must be accompanied by an explicit agenda.

8.3 Notice to attend an EGM is to be given at the very latest 14 days after the request for the EGM has been made and must be convened with the same notice as the ordinary general assembly.

§ 9. The Board:

9.1 Between the annual meetings the board is the decision making body of the association. The board consists of at least 6 members. The members of the board must to the greatest extent possible represent the different years of the study program International Business and Politics.

9.2 The board is elected by the general assembly.

9.3 The chairman, vice chairman and treasurer are elected by the general assembly. The board distributes the position of secretary at its first meeting, which is to be held at the best available time following the ordinary general assembly.

9.4 Executive positions of the IBP Social and IBP Academic operating committees are elected individually by the general assembly.

9.5 In order to be electable the proposed candidate for a specific board position must express or previously have expressed his or her acceptance of being elected.

9.6 The board as a whole is responsible to ensure that subsidies and assigned facilities are used in accordance with existing agreements.

9.7 The chairman and the treasurer together constitute the authorized signatory for the funds of the association.

9.8 The association's authorized signatory will in other issues consist of the chairman together with a board member or 3 board members. The whole board shall sign the financial report.

9.9 The board can commission one or more persons to act on behalf of the association.

9.10 The board is accountable to the general assembly. Decisions are made with simple majority voting. In case of a tie the chairman has the casting vote.

9.11 The board can make a decision when at least half and at least 3 of all of the board members are present and when the president or at least 2 board members have given notice of the meeting at least 3 days in advance.

9.12 Upon election of a new board, the new board and the former board must ensure a transition period in a spirit of collaboration. This includes the explanation of important tasks and responsibilities to the new members of the board by the old members of the board. It is hence recommended that the old members join the first meetings of the new board.

9.13 An unanimous board is entitled to correct grammar in the statutes of IBP Union, without the need of bringing them to the general assembly.

§ 10. Organizational structure

10.1 The organization is constructed with one executive board of directors and two operating committees: a social committee and a academic committee.

10.2 The committees have one executive position each that are all members of the board. The executive role is elected in accordance with paragraph nine at the general assembly. The executive person is solely responsible for the internal structure of each respective committee.

10.3 The academic committee tries to encourage academic events and increase the academic level of the programme. The social committee tries to enhance the social environment and ties between the students of the programme. Both committees should encourage cross-year communication to create an IBP-spirit.

§ 11. Cooperation with CBS Students

11.1 IBP Union participates as an association in CBS Students in accordance with the statutes of CBS Students §5.2. Ce this paragraph IBP Union can receive support and secretarial assistance from CBS Students, and bring in proposals and candidates for the political organs of CBS Students. This does not imply that IBP Union gives up sovereignty to CBS Students, unless a specific agreement is made in this regard between the board of IBP Union and CBS Students.

§ 12. Disbandment or change in the purpose of the association

11.2 Proposals concerning the disbandment of the association or a change in the purpose of the association can only be decided upon at an extraordinary general assembly.

11.3 In case of proposals concerning a change in the purpose of the association $\frac{2}{3}$ of the present and represented members must vote in favor of the proposal in order for the proposal to be approved.

11.4 In case of proposals concerning the disbandment of the association $\frac{3}{4}$ majority of the present and represented members must vote in favor of the proposal in order for the proposal to be approved.

In the case of disbandment of the association, the assets of the association, after all eventual liabilities have been paid, will go to the IBP Study Board who must use any remaining funds to support projects that aim to improve the study environment for students of International Business and Politics. If the money has not been used within 5 year the funds will go to "IBP Intro".

Statutes adopted at IBP Union's founding general assembly February 24th 2010

Signed by all members of the board

Statues are updated on General Assembly 2012 to include paragraph 10 and 9.4.

Statutes are updated on General Assembly 2015 to include paragraph 4B and remove the sports committee

Statutes are updated on General Assembly 2017 to include/edit paragraph 3.3, 9.3, 9.12 & 10.3

Statutes are updated on General Assembly 2018 to include/edit paragraph 3.1, 3.3, 4.B.1, 7.1, 7.3, 7.6, 8.3, 9.4, 9.13, 10.2,