

Statutes of the University of Copenhagen Association of PhD Students

Last updated: November 2023

§1 The Association's Name and Purpose

§1.1 The name of the association is **University of Copenhagen Association of PhD Students**, abbreviated as UCAPS.

§1.2 The Association is registered in the Central Business Registry by CVR number 39580721.

§1.3 The association was founded in May 2018 and represents all PhD Fellows at the University.

§1.4 UCAPS is an independent association, but we are financially supported by the University. We are represented in the National PhD Association Network of Denmark (PAND) and work together with other PhD Associations in Denmark.

§1.5 UCAPS' overall purpose is to improve the lives of PhDs at the University of Copenhagen. This goal will be achieved by:

- **Supporting** PhDs during their degree
- **Creating** a common and independent voice for PhDs at UCPH
- **Providing** a platform for PhDs to socialize and discuss PhD-related topics
- **Promoting** a healthy work-life balance
- **Uniting** PhDs by social & professional events

§2 Membership

§2.1 Every PhD Fellow enrolled at the University of Copenhagen is by default a member of UCAPS.

§2.2 Membership is free of charge.

§2.3 All members have the right to vote at the General Assembly and take part in the organisational work of the Association, cf. §4.

§3 The General Assembly

§3.1 The General Assembly takes place in October/November every year. It is the highest authority of the Association. For the General Assembly to be valid, the minimum required attendance is 10 members.

§3.2 It is the responsibility of the Board to call the General Assembly. The Board must send invitations and a preliminary agenda the latest 21 days ahead of the General Assembly and emphasis if changes to statutes are put to a vote.

§3.3 Changes to the Statutes and suggestions for agenda items can be put forward by all members. The deadline for submitting suggestions and statute changes is 14 days before the General Assembly by submission to the Board.

§3.4 The final agenda and relevant material must be sent out by the Board latest 7 days before the General Assembly.

§3.5 All members of the Association can speak and vote at the General Assembly. Votes by proxy are allowed by written notice to the Board, but only one vote per present member.

§3.6 Decisions are approved by a simple majority except for changes to the statutes, which must be approved by at least 2/3 of votes in favour of the proposal.

§3.7 The General Assembly is documented by minutes that need to be available on the UCAPS website latest 14 days after the General Assembly.

§3.8 The agenda for the Ordinary General Assembly must contain the following items:

1. Electing a chair of the meeting
2. Electing a rapporteur
3. Approval of the agenda
4. The board presents the Annual Status Report and its finances.
5. Incoming proposals by the Board
6. Incoming proposals by the members
7. The treasurer presents the budget for the next fiscal period
8. Election of the Board
9. Any other item of business

§3.9 An extraordinary General Assembly can be called by a majority of the Board or a majority of the Organising Committee. Extraordinary General Assemblies must be called by invitation with a minimum notification of 21 days. The Board must send invitations and provide an agenda as well as stipulate the reason for the extraordinary General Assembly.

§4 Organisational Structure of the Association

§4.1 UCAPS is organised in three levels:

- Board members
- The Organising Committee (OC)
- Volunteers

§4.2 The Board consists of a minimum of three people.

§4.2.1 Each board member can become head of a working group. They can also take on other board member responsibilities such as becoming the treasurer or representing UCAPS in different organisations.

§4.2.2 Any member of UCAPS is eligible to run for the board.

§4.2.3 Board members have voting rights and can call for votes at board meetings.

§4.2.4 The Board may lay down its own rules of procedure (forretningsorden) but is responsible for

1. The everyday running of UCAPS
2. Preparing OC meetings, meetings for all members and the General Assembly
3. Updating and developing UCAPS' Strategy and Annual Activity Plan
4. Comply with the requirements of the university, the bank and other external stakeholders

§4.2.5 The Board is the official spokesperson of UCAPS.

§4.2.6 The Board should meet regularly and announce the time and date of meetings to members. The Board should strive for transparency and minutes should be available for members on the website. It is possible to invite people to join a board meeting to present something at the meeting.

§4.2.7 The term of the Board lasts until a new Board is elected at the next General Assembly. There is no restriction on the amount of terms a Board member may serve. Members can only be elected as board members if they can sit until the next General Assembly.

§4.2.8 If a board member resigns, the vacant position can be filled by another member. The new board member must be elected by the OC in a meeting initiated by the Board. Every OC member can vote. The decision should be made by a simple majority.

§4.2.9 The board is responsible for facilitating meetings in the OC where its members can discuss and share their work to exchange ideas, facilitate cooperation when needed and share experiences.

§4.2.10 The Board, by responsibility of the Treasurer, must inform our bank of the composition of the Board per the rules of the bank.

§4.2.11 The newly elected Board will at their first board meeting decide which board member(s) will become:

1. The new treasurer of UCAPS
2. The two people who have legal authority over UCAPS finances (“tegningsret”).
3. The heads of the different Working Groups
4. Representatives to different organisations where UCAPS is represented

The position of each member can be found on the UCAPS website.

§4.3 The Organising Committee consists of a core group of UCAPS members who wish to partake in organising UCAPS’ activities on a more permanent basis. The OC is organised into different working groups. They are all specified on the website.

§4.3.1 Each working group has a head and is, for all intents and purposes, considered a co-chair of the association

§4.3.2 OC members are not elected and can join throughout the year. To join the OC, the interested party must reach out to the head of a working group of interest to be invited to join a working group meeting.

§4.3.3 Every member of the OC is officially part of one working group. OC members are welcome to help out with activities in other working groups.

§4.3.4 Each working group is responsible for developing its annual activity plan inclusive of a suggested budget. Those inputs will be used when the Board makes UCAPS’ Annual Activity Plan and Budget, which they will send to the University in January.

§4.3.5 Each working group organises themselves and meets on demand or regularly to manage their respective responsibilities. The head of each working group is responsible for calling for meetings, distributing tasks, organising the working group and making sure that the working group stays within budget. Each member of the working group can vote when making working group decisions.

§4.4 Members can also choose to volunteer at UCAPS. Volunteers can attend Working Group meetings and help out with tasks by contacting the head of the working group. Volunteers are not able to vote when making working group decisions.

§5 The Accounts

§5.1 The fiscal year (accounting period) of the association runs from the 1st of February to the 31st of January.

§5.2 The treasurer of the association is responsible for handling daily financial transactions, monitoring the accounts, reporting to the Board, and presenting the yearly accounts to the General Assembly.

§5.3 The final accounts must be closed and sent to the Board no later than 14 days before the General Assembly.

§5.4 When the final accounts are closed for the previous fiscal period the Board needs to appoint an internal auditor. The auditor is to go through the books and provide the treasurer with feedback. When changes have been made, the internal auditor prepares a recommendation for either approving or rejecting the Board's annual report at the upcoming General Assembly.

§5.5 The treasurer needs to prepare a budget for the upcoming fiscal year. The budget must be approved by the members of the General Assembly.

§6 Dissolution of the Association

§6.1 The association can be dissolved should a general assembly or an extraordinary general assembly choose to decide so if and only if 2/3 of the present members present vote to do so.

§6.2 Any remaining assets after the dissolution of the association are transferred back to the donors.