

From founding general assembly 20.09.2024

BioSTAS - Staff Association Department of Biology

Articles of Association

Staff Association for the Department of Biology, Aarhus University.

To strengthen cohesion and working environment at the Department of Biology, it has been decided to establish a staff association.

§ 1 Name, registered office, and purpose

Subsection 1. The association's name:

"Department of Biology Staff Association (BioSTAS)"

Subsection 2. The association's address: Ny Munkegade 114, 8000 Aarhus C.

Subsection 3. The purpose of the association is to strengthen and enhance cohesion and working environment among the staff through member activities by planning, organizing, and holding events for the benefit of all employees at the Department of Biology. The staff association's board consists of volunteers who do the work because they find it fun and want to make the Department of Biology an even better workplace.

§ 2 Membership conditions

Subsection 1. Any monthly paid employee at the Department of Biology can be members of the association.

Subsection 2. Membership to the association is obtained through BioSTAS's website.

Subsection 3. Resignation from the association can be done in writing with a notice period of one month plus the current month to the association's email address, after which the personnel unit stops the membership fee payment via payroll deduction and forwards the resignation to the treasurer of BioSTAS's board. The resignation takes effect the following month. Membership in the association automatically ceases if the employment relationship ends or in other situations where the membership fee to BioSTAS is no longer paid via payroll, e.g., during maternity leave. If anyone wishes to restart the membership, a new membership enrollment template must be filled out on the website.

Subsection 4. Participation in the association's events and activities is at one's own risk. BioSTAS is an independent association for which AU does not bear responsibility. Therefore, when members participate in the association's events or activities, they will not be covered by AU's insurance obligations.

§ 3 Membership fee collection

Subsection 1. Membership fees are collected. The membership fee is determined at the annual general assembly. For tax reasons, the membership fee must constitute a significant portion (minimum 50%) of the Staff Association's total income.

Subsection 2. The membership fee is collected monthly in arrears.

Subsection 3. Upon written agreement with the board, membership fees can be collected via the payroll.

Subsection 4. Membership fees cannot be refunded.

§ 4 External participation in activities

Subsection 1. Former employees and others associated with the workplace at BioSTAS can participate in member activities for a fee. The board sets the fee for each event.

Subsection 2. Upon the board's decision, events with other participants can be established. The board sets the fee for each event.

§ 5 General Assembly

Subsection 1. The association is led by a general assembly and a board. The general assembly is the highest authority of the association and is held after the end of the financial year and before April 1st.

Subsection 2. Notice of the general assembly shall be sent by email to the members at least 14 days in advance.

Subsection 3. The notice must include information about the agenda and be accompanied by a revised financial statement.

Subsection 4. Proposals submitted by the association's members, which are intended to be addressed at the general assembly, must be received by the board no later than eight working days before the general assembly is held, and members must be notified in writing before the general assembly of such proposals.

Subsection 5. The general assembly is quorate regardless of the number of members present when it is properly convened.

Subsection 6. All decisions are made by a simple majority vote, except as provided in §§ 11 and 12. The chair determines the voting method and order.

Subsection 7. Each member has one vote at the general assembly. Members unable to attend may vote by written proxy. In that case, the proxy must be presented to the chair before the vote begins. Each member can only present one proxy.

§ 6 Agenda

The agenda for the ordinary general assembly must include the following fixed agenda items:

1. Election of chair of the meeting
2. Election of minute taker
3. Election of vote takers
4. Report from the board

5. Presentation and approval of the revised financial statement
6. Consideration of submitted proposals
7. Presentation of budget and determination of the monthly membership fee for the coming year
8. Election of 4-9 board members
9. Election of substitutes, a minimum of two and a maximum equal to the number of elected board members
10. Election of an auditor and an alternate auditor
11. Any other business

§ 7 Extraordinary General Assembly

Subsection 1. An extraordinary general assembly is convened when:

- a majority of the board decides on it, or
- at least 1/3 of the members submit a written, reasoned request, or
- a decision is made at the ordinary general assembly.

Subsection 2. A written proposal for the agenda must be submitted to the board, signed by the members who have made the reasoned request.

Subsection 3. Notice must be given in accordance with § 5, subsections 2–4. Decisions are made in accordance with § 5, subsections 5–7.

Subsection 4. An extraordinary general assembly must be held no later than 4 weeks after receiving the request.

§ 8 Election to the Board and Duties of the Board

Subsection 1. Election to the board is by vote. In the event of a tie, a new vote is held among the candidates involved. In the event of a continued tie, a draw is made.

Subsection 2. The association is led by a board consisting of 4-9 board members. All board members are elected for one year at a time. The association strives to be as diverse as possible, across sections and employment categories.

Subsection 3. The board is responsible for the management of the association and handles the association's daily activities in accordance with the guidelines adopted at the general assembly.

Subsection 4. The board appoints its own chair, vice-chair, and treasurer, and distributes other tasks among themselves.

Subsection 5. The chair and vice-chair lead the work of the board and convene meetings.

Subsection 6. The association's board is quorate when the chair and at least two other board members are present. All decisions are made by a simple majority vote. In the event of a tie, the chair's vote is decisive. If the chair is unable to participate in the board's work due to travel activities or similar of longer duration, the board appoints a temporary chair.

Subsection 7. The board may involve members outside the board to assist in carrying out specific tasks.

§ 9 Accounts

Subsection 1. The board prepares the association's annual accounts.

Subsection 2. The financial year follows the calendar year.

Subsection 3. The treasurer manages the association's funds and is obliged to keep the association's accounts up to date.

Subsection 4. The accounts must be presented to the association's auditor upon request.

Subsection 5. The association is liable only for its obligations with the assets belonging to the association at any given time. Neither the association's members nor the board have any personal liability, and members cannot make claims on the association's assets.

Subsection 6. As long as the association receives subsidies from AU, the accounts, budget, and changes to the association's articles must be presented to the head of the Department of Biology, who has the right to provide subsidies under certain conditions, including the right to cease providing subsidies if the head of the department finds that the subsidy is not managed and used within the staff association's purpose.

Subsection 7. As a prerequisite for providing subsidies, the head of the department requires the association to open a bank account, on which the subsidy and membership contributions are immediately deposited. Furthermore, it is a prerequisite for providing the subsidy that it is used for activities lawfully decided by the association and within the association's purpose.

§ 10 Signing Authority

The association is signed by two members of the board.

§ 11 Dissolution

Subsection 1. Dissolution of the association is decided at an extraordinary general assembly convened for this purpose. All decisions are made by a 2/3 majority of those present. In the event of the association's dissolution, any remaining funds shall be allocated to charitable purposes as decided by the general assembly. To the extent that the association has funds from the head of the department, the head of the department must approve the use of the funds in connection with the dissolution of the association.

§ 12 Amendment of Articles

Subsection 1. Amendment of the articles can be decided at a general assembly with a 2/3 majority of those present. In order to be considered, proposals for amendments to the articles must be announced to the members in writing at least one week before the general assembly.

Subsection 2. The board of BioSTAS may, solely for the purpose of updating, amend information in the association's articles to ensure operational use of these. The updating must not constitute a change in rules, conditions, or similar for the association's work, its members, or the associated board members. All updates must be communicated to the members with at least 14 days' notice. A tacit acceptance will take place here, and if no objections to the proposal for updating are voiced within the notice period, it will subsequently come into effect.