

# Nordic Study Abroad Community Bylaws

## 1. Definitions and Glossary

- 1.1. The Organisation refers to the association *Nordic Study Abroad Community*, which is constituted in Denmark with CVR number 38441191. The Organisation is abbreviated as *NSAC*.
- 1.2. The Community refers to the part of the Organisation made up of ordinary Community Members, who in general do not participate in the management of the Organisation or the organisation of events.
- 1.3. The Team refers to the part of the Organisation made up of Team Members. The Team arranges events and runs the Organisation day-to-day operations.
- 1.4. The Presidency leads the team.
- 1.5. The Board oversees the Organisation and advises the Team.
- 1.6. The Organisation services students, prospective students, and former students in the Nordic Countries, which for the remainder of the document will be defined as the following group of nations only:
  - Denmark
  - Sweden
  - Norway
  - Finland
  - Iceland
  - The Faroe Islands
  - Greenland
  - Åland

## 2. Purpose

- 2.1. The Organisation operates as a non-profit, student-led organisation with the aim of inspiring and aiding Nordic students in achieving their ambition of studying abroad.
- 2.2. The Organisation arranges an annual *Nordic Study Abroad Conference* where students can learn more about international universities and their application processes. The Organisation invites select universities, student experts, and partner organisations in order to provide the attendees with valuable information regarding their goals of studying abroad.

- 2.3. The Organisation provides guidance to prospective international students and arranges events in the Nordic Countries and abroad.

### **3. Membership**

- 3.1. Any person with an interest in studying outside of their home country is eligible for membership in the Organisation provided they have a significant affiliation with one or more of the Nordic Countries, with the exception of any persons excluded under the rules described in section 3.3.
- 3.2. Community Members can be registered in any of the following ways:
- Through the Organisation website, in which case their membership will be valid upon the transfer of membership fees to the Organisation.
  - At or upon registration to the *Nordic Study Abroad Conference*, in which case the membership fee may be reduced or waived with the approval of the Presidency.
  - At or upon registration to other events held or attended by the Organisation, in which case the membership fee may be reduced or waived with the approval of the Presidency.
  - Through agreements with partner organisations, in which case the membership fee may be reduced or waived with the approval of the Board.
  - By joining the Team or serving on the Board, in which case the membership fee is waived.
- 3.3. Any person or persons may be denied membership in the Organisation if a motion to exclude them from the Organisation gains  $\frac{2}{3}$  approval by the Board. The motion must elaborate on the reasoning behind the exclusion. At the request of any excluded person, their exclusion can be appealed at the next general meeting where the person and a representative of the Board are expected to produce short motivations for their case. The exclusion can be overruled with the approval of  $\frac{1}{2}$  of the attending members.
- 3.4. A member may cancel their membership through the Organisation website or by contacting the Organisation by e-mail, in which case the Organisation is expected to carry out the cancellation within one month of receiving the request.
- 3.5. A membership may be terminated by the Organisation if a member fails to pay applicable fees within a timely manner despite being notified of their outstanding payment.
- 3.6. The membership fee amount and structure may be altered with the approval of  $\frac{2}{3}$  of Board.

#### **4. General Meeting**

- 4.1. The General Meeting is the highest authority in the Organisation and enables Community Members to have influence over the direction of the Organisation.
- 4.2. All Community Members without outstanding membership fees at the day of the meeting are able to vote in a General Meeting.
- 4.3. Only those present at the General Meeting are eligible to vote.
- 4.4. The ordinary Annual General Meeting (AGM) must be held annually within the 50 day period following the Nordic Study Abroad Conference. If for any reason the conference does not take place, the Annual General Meeting must be held before the end of October.
- 4.5. An Extraordinary General Meeting (EGM) may be called by the Board to carry out any business that requires the consent of a General Meeting.
- 4.6. General Meetings are held online using a video-conferencing platform, for example Google Meet.
- 4.7. All Community Members must be summoned by email at least two weeks before the date of a General Meeting.
- 4.8. Resolutions to be considered at a General Meeting must be submitted to the Board no later than 8 days before the meeting.

#### 4.9. The General Meeting Process

- A General Meeting is directed by the meeting chairperson, who is selected by the Board.
- The General Meeting requires a simple majority (½ of eligible members present) to pass a resolution unless otherwise stipulated by this document.
- All Community Members are eligible to vote. All Community Members have a single vote.
- If a resolution is deemed to be a significant change of the Organisation or its purpose by a simple majority of the Board, it must be passed by ¾ majority.
- If an elected position becomes vacant during the year, the position may be filled by a vote at an Extraordinary General Meeting.
- The agenda of the Annual General Meeting must include the following:
  - Statement by the Board
  - Presentation of the annual accounts by the Treasurer
  - Vote of approval of the annual accounts by the General Meeting
  - Election of the Board
  - Election of the Chair of The Board
  - Election of the Treasurer
  - Election of the Auditor
  - Presentation of the budget for the coming year
  - Approval of the budget for the coming year by the General Meeting
  - Any resolutions proposed by Community Members in accordance with section 4.8.

### 5. Organisational Structure

#### 5.1. The Organisation is overseen by the Board, which is elected for a one-year period at the Annual General Meeting

- The Board consists of 3-5 members, one of which is the Chair of the Board and one of which is the Treasurer.
- The Presidency also sits on the board. See section 5.5.
- The Chair arranges the Constitutive Board Meeting no later than 4 weeks after the Annual General Meeting.
- At the Constitutive Board Meeting the Board elects a secretary from its members.
- The Chair of the Board summons the Board to meet at least three times during the year to conduct its business.

#### 5.2. The daily operation of the Organisation is managed by the Presidency, which is elected for a one-year period by the Board.

- 5.3. The Presidency consists of 2-3 people in one of the following constellations:
  - One President, two Vice-Presidents
  - One President, one Vice-President
- 5.4. The Presidency accepts members onto the Team.
  - The Team assists the Presidency in the operation of the Organisation.
- 5.5. The Presidency also sits on the Board, though it is not eligible to vote on the presidential election.

## **6. Finances**

- 6.1. The budget and accounting periods of the Organisation run according to the calendar year.
- 6.2. The Board is responsible for the management of the budget and must be transparent in how it conducts its financial operations.
- 6.3. The Auditor, who is elected by the General Meeting, cannot be a member of the Board or the Team.
- 6.4. The Auditor audits the accounts of the Organisation.
- 6.5. The Auditor may at any time require the Treasurer to give full unfettered access to the accounts of the Organisation. The Auditor must inform the Board of any irregularities it finds.
- 6.6. The Treasurer is responsible for the financial operations of the Organisation including payment of bills and collection of fees.
- 6.7. The Treasurer keeps the accounts of the Organisation in such a manner that the state of the Organisation's finances can be determined at any time.
- 6.8. The Treasurer produces the Organisation's annual accounts.

## **7. Liability**

- 7.1. No member of the Organisation can be held personally liable for any financial or legal commitments made by the Organisation.

## **8. Legal Agency**

- 8.1. Commitments made by the Organisation are underwritten by the Chair of the Board and at least one other member of the Board.
- 8.2. In the event of the Organisation taking out a loan, the loan must be underwritten by the entirety of the sitting Board.

## **9. Changes to the bylaws**

- 9.1. Changes to these bylaws can be passed by a  $\frac{2}{3}$  majority at a General Meeting where the changes have been proposed in the form of a resolution in accordance with section 4.8.
- 9.2. Changes to the bylaws are effectuated immediately upon their acceptance by the General Meeting.

## **10. Dissolution of the Organisation**

- 10.1. The Organisation can only be dissolved at a General Meeting by a  $\frac{2}{3}$  majority of the total number of Community Members of the Organisation.
- 10.2. If a motion to dissolve the Organisation does not reach a  $\frac{2}{3}$  majority of the entire membership of the Organisation, the Board may call another General Meeting at which the Organisation may be dissolved by a  $\frac{2}{3}$  majority of the Community Members present at the meeting.
- 10.3. In the event of the Organisation being dissolved, any assets of the Organisation must be distributed in accordance with the purposes of the Organisation, for instance in the form of grants or scholarships.
- 10.4. The distribution of the Organisation's assets must be decided upon and approved by the General Meeting responsible for the dissolution of the Organisation.

*Ratified at the General Meeting held on Sunday the 7th of January, 2024.*