

# Constitution of Scrollbar at IT University of Copenhagen

## § I: Name and contact information

- i. The name of the organization is ScrollBar.
- ii. The organization is located at the IT University of Copenhagen, Rued Langgaards Vej 7, 2300 København S.
- iii. The organization's website is [www.scrollbar.dk](http://www.scrollbar.dk). This constitution can be found on the website.

## § II: The purpose of the organization

- i. **The purpose of the organization is to create social-educational settings for the students at the IT University.** This is done through Friday bars in the ITU building and parties for students and employees a number of times per semester. There can at special occasions be given permission to other arrangements. This has to be approved at a legally summoned Scrollbar meeting or by the board of Scrollbar.
- ii. The organization is independent of political and religious interests.

## § III: Friday bars

- i. The bar is opened and attended every Friday during the semester, to the extent possible. A bar must be manned by at least 2 explicit members to be open.
- ii. When hosting a Friday bar, the rules of conduct must be followed. The rules of conduct can be found in the kitchen behind the bar, and published on the organization's internal website. The rules of conduct can only be changed at the general assembly with a 2/3 majority vote.

## § IV: Membership

- i. The Scrollbar at the IT University has the following types of members:
  - a. Implicit members: Every student and employee at the IT University of Copenhagen with a valid access card are implicit members.
    - i. Implicit members do not have access to the internal mailing list, internal website or independent access to the Scrollbar area and facilities.
    - ii. Implicit members cannot call for a scrollbar meeting nor vote at Scrollbar meetings. They are free to attend Scrollbar meetings.
  - b. Active members: Implicit members can apply and be accepted as active members, if they have an interest in helping out, as per §II.
    - i. Application of an active membership happens in the recruitment period at the beginning of a semester.  
Acceptance of the application has to be approved by the ScrollBar board and in accordance to "Guidelines for selecting new members" document.
    - ii. The "Guidelines for selecting new members" document can be changed at the general assembly or ScrollBar meeting with a 2/3 majority vote.
    - iii. All active members must complete a bar seminar no later than 1 month after being accepted.
    - iv. Active members have the following obligations:
      - a. Must remain subscribed to the organization's mailing list, keep up with current events, including reading the procedures described on the website, read e-mails sent to the mailing list and attend committee meetings.
      - b. Must be available for four (4) shifts per semester, of which 2 should be opening and 2 should be closing. These must be registered in advance on the organization website.

- c. Must help out with shifts at the major parties at the IT University if attending. The board will announce which parties are considered “major” in advance.
    - v. Active members purchase beverages at a discount and can drink free of charge when on shift.
  - c. Active anchors: All active members can become an anchor.
    - i. All responsibilities and perks of being an active member also apply to an anchor, see §IV.i.b.
    - ii. Anchors can have “anchor shifts” where they have the responsibility of running the bar.
    - iii. In order to take “anchor shifts” the anchor must have attended an anchor seminar.
    - iv. The anchors must act according to the anchor rules. The rules can be found in the kitchen behind the bar, and published on the organization’s internal website. Any changes to the anchor rules have to be approved by 2/3 of the anchors.
    - v. If an anchor fails to follow the anchor rules or is deemed unfit as anchor, the board can demand that they step down to become a regular active member.
  - d. Passive members: An active member that has been a member of the bar for at least one full semester can choose to become a passive member.
    - i. Passive members are exempted from active member obligations, with the exception of §IV.b.iii.a and §IV.b.iii.c.
    - ii. Passive members do not get a vote at Scrollbar meetings and cannot be elected for a board position.
    - iii. Passive members do not have independent access to the Scrollbar area and facilities.
    - iv. Passive members lose their discount on beverages when buying from the bar, but can drink free of charge when on shift.

#### **§ V: Member exclusion and warnings**

- i. If a member, active or passive, violates his membership, including disregarding the ScrollBar rules of conduct or working against the goals described in §IV, the member can be given a verbal and a written warning. If the same member continues to violate his membership he or she can be excluded.
- ii. If at any point this person feels the board is acting unfairly, he/she can require that the decision on whether to give a warning or excluded, will be decided at an extraordinary meeting, following the same procedure as §V.iv.
- iii. A member that has been given at least one written warning and continue to violate his membership as described in §V.i can be excluded from the bar, effectively becoming an implicit member.
  - a. A member cannot be excluded without first receiving one formal written warning, and cannot be excluded for the same incident on which the first warning was given.
  - b. Exclusion of a member must be decided at a board meeting with all board members present and a 3/4 majority vote.
- iv. ix. An excluded member can call for an appeal within 14 days of his exclusion at an ordinary scrollbar meeting. All board members involved in the exclusion must be present at this meeting.
  - a. The member presents his case, then the board present their argument for exclusion. An anonymous vote is made by all members of the bar, and the outcome is final. If the vote to exclude is unsuccessful, the member exclusion is annulled. If successful, the member is excluded and becomes an implicit member.

## **§ VI: ScrollBar meetings**

- i. ScrollBar meetings are held 2 times during a semester at a minimum. If this week is effected by vacation, party or project days, the meeting can be moved. The meetings should be announced 4 days in advance through the internal mailing list, and the agenda should be available 2 days before at the latest.
- ii. ScrollBar meetings are valid if three or more active members together with the chairman or vice chairman are present. All active members have a vote. At ScrollBar meetings the members can decide upon issues the board should address at the next board meeting.
- iii. The agenda for scrollbar meeting should, at a minimum, contain the following points:
  - a. Moderator: Selection of a moderator
  - b. Minutes: Selection of a member to write down the minutes from the meeting.
  - c. Validation: Affirmation that the meeting is valid.
  - d. Status from the board
  - e. Issues for the next board meeting
  - f. Acceptance of minutes from the last meeting
  - g. AOB (Any other business)

## **§VII: Board meetings**

- i. Board meetings have to be held maximum 2 weeks after a ScrollBar meeting. In order for the board meeting to be valid the chairman or vice chairman should be present along with 2/3 of the remaining board members. If a board member is not able to attend, another board member can vote by proxy.
- ii. The treasurer must be consulted on any financial decision made in the board prior to execution of the decision. The treasurer can call an extraordinary board meeting if he/she has objections to major financial decisions decided by the board in his/her absence. The purpose of such a board meeting is to reevaluate the decision taking in to concern the objections posed by the treasurer.
- iii. Board meetings should, at minimum, have the following points on the agenda:
  - a. Moderator
  - b. Minutes
  - c. Validation
  - d. Follow-up on issues submitted at the last ScrollBar meeting
  - e. AOB

## **§VIII: General Assemblies**

- i. General assemblies have to be announced 14 days in advance through email to [fest@scrollbar.dk](mailto:fest@scrollbar.dk), and the agenda should be available to the board 7 days before. The board will send out the final agenda including constitutional change suggestions (if applicable) to the committee 5 days before the meeting.
- ii. Any member can call for an extraordinary general assembly, given that they have a good reason to do so.
- iii. In order for the general assembly to be valid the chairman or vice chairman should be present along with 2/3 of the remaining board members. Also 1/2 of all active members should be present.
- iv. The agenda for the general assembly have to include following items as a minimum:
  - a. Moderator
  - b. Minutes
  - c. Validation
  - d. Status report from the board

- e. Treasury presentation and approval of accounts
- f. Election of new board.
  - i. Running for a post is only possible if the person expects to be enrolled as a student at ITU by the end of their election period.
- g. Reading and approval of constitutional changes.
- v. General assemblies are held 2 times a year as a minimum, if possible in the middle of the semesters.

#### **§ IX: Constitutional changes**

- i. Constitutional changes have to be approved at a general assembly by at least 2/3 of the votes. The constitutional change suggestion(s) must clearly feature the text that should be changed including the suggested revision.
- ii. Revised editions of the submitted constitutional changes can only be approved at a following extraordinary general assembly.

#### **§ X: The Board**

- i. Every member of the board is equal, but the elected board is in charge of running the day-to-day business of the bar.
- ii. The board consists of the following positions, and their associated area of responsibility.
  - a. The chairman
    - i. The chairman is responsible for calling for ordinary ScrollBar meetings at the beginning of every other month and sending out the agenda. Likewise, he is responsible for calling for board meetings no later than 2 weeks after a Scrollbar meeting or general assembly, and send out the agenda for the meeting.
    - ii. The chairman must call for a general assembly twice per year and send out the agenda.
    - iii. The chairman is responsible for communicating with the internal organizations at ITU as well as any parties external to the IT University.
  - b. The vice chairman
    - i. The vice chairman is responsible for handling personal issues among members.
    - ii. The vice chairman is responsible for planning shifts and sending out a pipeline for all members at the start of the semester.
    - iii. In the chairman's absence, the vice chairman takes over his/her responsibilities.
    - iv. The vice chairman is also responsible for seeking out and applying for sponsorships for the bar.
    - v. The chairman is responsible for handling member access to the bar and facilities.
  - c. The treasurer
    - i. The treasurer is responsible for handling the accounts and financial well-being of the bar, including but not limited to:
      - a. Handling the payment of bills and expenses as well as collecting any money owed to the bar.
      - b. Handling the economy of the bar and presenting the accounts at the general assembly, once per semester, to be approved by members.
      - c. Making sure there is cash change available at all times in the back room of the bar.
  - d. The purchaser
    - i. The purchaser is responsible for all purchases related to the products sold in the bar; alcohol, beer, soda and any bar equipment required.

- ii. The purchaser is also responsible for renting equipment needed at larger parties such as extra draft beer equipment and tables.
    - iii. The purchaser must make sure that the draft beer equipment works at all times, including arranging repairs or purchasing new spare parts.
  - e. Maintenance
    - i. Maintenance is responsible for purchasing all cleaning supplies and equipment necessary to keep the bar in working order. This also includes refund bags and refund pickups.
    - ii. Maintenance is also responsible for making sure all equipment is functioning properly (with the exception of the draft beer equipment) and purchasing new equipment or spare parts as necessary.
    - iii. Maintenance is also responsible for making sure the self-inspection reports are filled out properly and available for the members to use.
  - f. IT
    - i. IT is responsible for maintaining the organization website, making sure all members have access and are correctly signed up for their shifts. This also includes making sure the web server is always up and running and patching it when necessary.
    - ii. IT is also responsible for making sure all files and documents from bar activities is saved, such as minutes, agendas and photos.
    - iii. IT also maintains the mailing list and must make sure that every member is correctly subscribed, and that non-members are correctly unsubscribed.
  - g. PR and Communications
    - i. The PR post is responsible for producing all physical and virtual marketing material such as posters, flyers and event descriptions.
    - ii. PR is responsible for all official communication, both internally in the bar and externally through our different channels.
    - iii. PR is responsible for sending information to ReadIT and the ITU notice board.
    - iv. PR is responsible for keeping all digital channels updated and active.
  - h. Music
    - i. The music post is responsible for maintaining playlists for use on regular Friday bars, and for finding theme-based music for theme-bars if needed.
    - ii. The music post is responsible for hiring bands and/or DJ's for any events that requires such, and for renting any music related equipment that should be needed for such an event.
    - iii. The music post is required to stay up to date with the workings and stock of any music related equipment held by ScrollBar, and to update if needed.
- iii. During the bi-annual general assemblies the board is elected for a semester at a time. Training of new board members will start immediately after the general assembly and continues at least until the conclusion of the following board meeting. The training ends no later than one month into the subsequent semester or when both the retiring board member and the new board member agree that no further training is needed. The post responsibilities plus the board meeting vote of the post is not passed on to the new board member until the training is completed.

#### **§XI: Accounts and possible profit**

- i. The accounting year follows the calendar year.
- ii. A possible profit within the organization after consolidation as well as the available funds found when consolidating should be bestowed student social purposes, primarily to support the run of the Friday bars and its area. The use should be decided upon at a ScrollBar meeting.

- iii. The board is not held personally accountable for the financial situation of the bar, unless a situation arises as the result of unlawful conduct.
- iv. The organization is represented by the board. The board decides on procuration. If nothing is noted, the chairman and treasurer has procuration.

## **§XII: ScrollBar Activity Pool**

- i. The ScrollBar Activity Pool must consist of 3 to 5 members of ScrollBar. This amount must at all times be uneven. One of the members must be a board member of ScrollBar. Members of the ScrollBar Activity Pool are elected at a ScrollBar General Assembly.
- ii. Once every semester the ScrollBar organization donates a minimum of 10,000 DKK to the ScrollBar Activity Pool.
- iii. The foundation disburses grants to initiatives at the IT University of Copenhagen on the following criteria:
  - a. The initiative/project has to be situated at the ITU.
  - b. The initiative/project has to improve/benefit/support the environment surrounding the student life at ITU.
  - c. The recipient of the grant must be a student enrolled at the ITU.
  - d. ScrollBar must not be the recipient
  - e. The grant must at no point directly benefit ScrollBar
- iv. The members of the ScrollBar Activity Pool decide which applications are accepted through simple voting. A majority is required (3 out of 5, or 2 out of 3) for the vote to pass. If one or more members of the ScrollBar Activity Pool is involved in the project in question, his/her vote will be nullified.
- v. If the foundation does not spend the money, the money will be transferred to the next semester.
- vi. Any given application for a ScrollBar Activity Pool grant must at a minimum consist of the following:
  - a. A brief description of the project.
  - b. A timeframe explaining when the grant will be spent, as well as when the project ends.
  - c. A budget explaining what the grant will be spent on.
  - d. A motivational description of how the project the project meets the criteria stated in §XII.III.B.
- vii. A project is allowed to apply for a grant multiple times, disregarding whether or not it has received prior grants.
- viii. Applications will be received biannually, once every semester. The applications will be received on November 1st, and April 1st respectively.
  - a. A note of acceptance or declination will be sent to every applicant no later than December 1st, and May 1st respectively.
  - b. The grants will be disbursed no later than 14 days after the chosen applications have been accepted.
- ix. When the grants have been disbursed, the recipient is required to document the use of the money by receipts, alternatively a sworn statement.
  - a. The recipients must deliver a final settlement no later than one month after completion of the project.
  - b. The ScrollBar Activity Pool has the rights to enforce how the grant is spent.
  - c. The ScrollBar Activity Pool has the rights to grant an amount less than the amount applied for.
  - d. A grant can only be disbursed in a monetary sum (no items of any sort).
  - e. If not all grant money has been used, ScrollBar Activity Pool must get back the remaining money together with the final settlement.

**§XIII: Signatory rules**

- i. The organization and this constitution are signed by the chairman, vice chairman and treasurer. In case of absence, two out of the three (chairman, vice chairman and treasurer) can sign together with 2 ordinary active members.

**§XIV: Dissolution**

- i. The Scrollbar Committee can only be dissolved with a majority vote of 2/3 at two consecutive general assemblies, where one of them must be ordinary.
- ii. Any leftover profits from the organization must be given to student-based activities and purchases, similar to those described in §XI.iii.

This constitution has been approved at the ordinary general assembly the 30<sup>th</sup> of March, 2017.

The following board was elected:

- Chairman: Lars Thrane
- Vice chairman: Malte Mulbjerg Rothgardt
- Treasurer: Eva Bertels
- Purchases: Jon Laursen
- Maintenance: Julie Christine Binau
- IT: Mads Emil Kragelund
- PR: Emina Gunic
- Music: Mikkel Vesterager

Chairman name and signature:

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Vice chairman name and signature:

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Treasurer name and signature:

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Purchaser name and signature:

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Maintenance name and signature:

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IT name and signature:

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PR name and signature:

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Music name and signature:

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Revision history:

- 1.0: Approved at the founding general assembly September 8<sup>th</sup>2004.
- 1.1: Revised at ordinary general assembly February 28<sup>th</sup>2006.
- 1.2 Revised at ordinary general assembly October 4<sup>th</sup>2006.
- 1.3: Revised at extraordinary general assembly November 1<sup>st</sup>2006.
- 1.4: Revised at ordinary general assembly March 15<sup>th</sup>2007.
- 1.5: Revised at extraordinary general assembly May 3<sup>rd</sup> 2007.
- 1.6: Revised at ordinary general assembly September 25<sup>th</sup>2007.
- 1.7: Revised at ordinary general assembly February 10<sup>th</sup>2009.
- 1.8: Revised at ordinary general assembly May 3<sup>rd</sup> 2011.
- 1.9: Revised at ordinary general assembly November 7<sup>th</sup> 2011.
- 2.0: Revised at the ordinary general assembly, May 21<sup>st</sup> 2012.
- 2.1: Revised at the ordinary general assembly, November 21<sup>st</sup>, 2012.
- 2.2: Revised at extraordinary general assembly, May 16<sup>th</sup>, 2013
- 2.3: Revised at the ordinary general assembly, November 7<sup>th</sup>, 2013.
- 2.4: Revised at the ordinary general assembly, April 10<sup>th</sup>, 2014.
- 2.5: Revised at the ordinary general assembly, October 28<sup>th</sup>, 2014.
- 2.6: Revised at the extraordinary general assembly, December 18<sup>th</sup>, 2014.
- 2.7: Revised at the ordinary general assembly, April 15<sup>th</sup>, 2015.
- 2.8: Revised at the ordinary general assembly, November 18<sup>th</sup>, 2015.
- 2.9 Revised at the ordinary general assembly, April 21<sup>st</sup>, 2016.
- 3.0 Revised at the ordinary general assembly, October 24<sup>st</sup>, 2016.
- 3.1 Revised at the ordinary general assembly the 30<sup>th</sup> of March, 2017.