

Guidelines for application to form a club under the auspices of DTU Sport (August 2016)

An application must be sent to sport@dtu.dk, further information below.

Prior to application

Before submitting an application, the applicant must send a request inquiring as to whether the relevant sport is even eligible to be approved as a sport under the auspices of DTU Sport. There are sports which cannot be approved, e.g. for practical reasons (including handball due to resin and hockey as it damages the floor of the gymnasium). DTU has limited square metres, and therefore, there might be sports we cannot approve due to a lack of space.

Then

Then the applicant must drum up some committed enthusiasts to help start up the club and for example serve on the board of the club. It is also important to have a sense of the level of interest among potential members – preferably with some advance expressions of interest in joining the club. If the activity will take place outside DTU, it must be rendered probable that an agreement can be achieved with a third party. Under special circumstances, DTU Sport can contribute subsidies of up to DKK 20,000 for the club's start-up costs, but the amount is dependent on the type of sport and the need and demand.

The actual application

- Description of type of sport
- How many enthusiasts will be able to contribute to the establishment of the club, including the first general meeting and promotion?
- Expected member influx during the first semester (preferably with advance expressions of interest)
- How much space is required, square metres?
- If the activity does not take place at DTU, has an agreement with a third party been made?
- Are there any special considerations?
- Are there any necessary investments that must be made before the club can start?
- Have any advance start-up grant or subsidy applications been sent to foundations or leagues?
- Will an application be made for a grant from DTU Sport? If yes – please also submit description of for what and offers from vendor

It is important that the application contains as much information as possible – even in addition to the above bullet points as these are not necessarily comprehensive. Use "Application form for new club".

The application must be considered and approved by the board of DTU Sport, and this might be a slow process. Expect up to 4 months' processing time, also depending on how much information is included in the application and when the next board meeting is scheduled to take place. If the club's articles of association are not included in the application, these must be approved subsequently, but this will not impede the club's start-up process.

At the first general meeting, the future club board must sign the club's articles of association. The articles of association are written below for information and can be provided in an editable version by contacting sport@adm.dtu.dk.

Other relevant documents can be found at DTU Sport's website www.sport.dtu.dk under "club forum/for existing clubs", which for example provide information on terms and conditions, guidelines and deadlines as a club under the auspices of DTU Sport.

Articles of association for DTU

1 Name and registered address

The name of the club is DTU

Its registered address is the Technical University of Denmark,

2 Objectives

The objective of the club is to spark an interest in and to offer practice facilities and necessary instruction primarily to employees and student at DTU.

3 Membership of organisations

The club is a member of DTU Sport and subject to DTU Sport's articles of association and provisions for sports activities at DTU, but the association is a separate legal entity with financial independence. DTU cannot be held liable for the club's obligations.

Sub-article 2 In addition, the club is a member of

4 Admission of members

The club may admit as members employees and students from all of DTU, see article 2, and DTU employees and students currently on leave, DTU PhD students as well as resigned or retired employees and graduates from DTU.

Sub-article 2 The club may also admit other persons as members of the association and allow them to use DTU's sports facilities; however, always provided that the above-mentioned persons have priority, and that the club strives to have them make up 50% of the total club members.

Sub-article 3 The club may have passive members. The annual general meeting or the board decides the specific rules governing the passive members' rights, membership fees, etc.

Sub-article 4 Membership registration must be to a member of the board and is valid from the date of payment to the expiration of the payment period. At any given time, the board may stop the influx of new members.

Sub-article 5 The club members are members of the association DTU Sport. Every year, the association must provide DTU Sport with a list of members including each member's name, age, address, e-mail address and affiliation with DTU.

5 Membership fees

The club's membership fees are determined for one year at a time at the annual general meeting. The membership fees are due twice a year and paid in advance.

Sub-article 2 Effective from the following year, DTU Sport has the right to require that the size of the association's membership fees is presented to and approved by the board of DTU Sport.

6 Resignation – exclusion

A valid resignation must be in writing to the club with no less than 2 weeks' notice and requires that the relevant member has paid his/her membership fees to the club in full up until the day on which the resignation takes effect. The member has the right to receive written confirmation of the resignation.

Sub-article 2 When a member owes more than 3 months' membership fees, the board may exclude him/her from the club giving at least 8 days' written notice.

Sub-article 3 A person excluded from the club due to outstanding membership fees cannot be admitted into the club again until the debt to the club has been paid in full.

Sub-article 4 In addition, the board has the right to exclude a member without notice when warranted by special circumstances. This type of exclusion, however, requires a 2/3 majority of votes among the board members. Before the board makes such a decision, the relevant member must be given the chance to present a defence and he/she is entitled to demand that the exclusion matter is decided at the next annual general meeting. In all cases where a matter of exclusion is to be decided at the annual general meeting, the person in question has the right to be notified no later than 3 days prior to the annual general meeting, and he/she also has the right to attend the annual general meeting to defend himself/herself. The matter of exclusion must be on the agenda as a separate item.

Sub-article 5 The general meeting's decision on the exclusion requires the same majority as is required to change the club's articles of association, see article 15.

Sub-article 6 A member who has been excluded by a general meeting decision may only be readmitted as a member if a new general meeting so decides. This decision requires the same majority as the decision on exclusion.

7 Annual general meeting

The general meeting with the limitations stipulated by these articles of association, see e.g. article 3, is the highest authority on all matters relating to the club.

Sub-article 2 The annual general meeting which must be held every year before the end of March must be called at least 3 weeks in advance through internal posts and/or written notice to the members.

Sub-article 3 The agenda must be announced no later than 8 days before the annual general meeting in a similar manner. Any motions for consideration by the general meeting must be submitted to the board no later than 2 weeks before the annual general meeting. The motions must be included in the agenda.

Sub-article 4 The voting members are all active members 18 years or older who have been members of the club during the 3 months preceding the annual general meeting and who do not have any outstanding membership fees. Only members attending the annual general meeting in person can vote.

8 Agenda

The agenda for the annual general meeting must normally include the following items:

1. Appointment of chairperson for the annual general meeting
2. The board's report for the past year
3. Presentation of accounts for the past year and budget for the next year for approval
4. Determining of membership fees, see article 5
5. Discussion of and decision on any motions received
6. Election of chairperson of the board
7. Election of treasurer
8. Election of board members (1-5 members)
9. Election of auditor
10. Any other business

9 Management of annual general meeting, etc.

The annual general meeting is presided over by an appointed chairperson who may not be a member of the board.

Sub-article 2 The general meeting makes decisions by simple majority; however, see articles 6, 15 and 16. The chairperson of the annual general meeting decides how votes are carried out. However, at the request of a member, votes and elections must be in writing, just like all votes concerning matters of exclusion must be in writing.

Sub-article 3 The decisions of the general meeting are entered into a protocol along with the minutes of the meeting discussions to an extent decided by the chairperson of the meeting.

10 Extraordinary general meeting

An extraordinary general meeting may be called at any time by the board and must be called when at least 1/3 of the members or the president of DTU Sport makes a written request in this regard. In the latter case, the general meeting must be held no later than one month after the request has been made to the board with information about the matter to be considered.

Sub-article 2 The general meeting must be called, and the agenda sent out in accordance with the provisions stipulated in article 7.

11 The board

The board is responsible for the overall management of the club and represents the club in all matters.

Sub-article 2 The board consists of a chairperson, a treasurer and another 1-5 member(s) who are elected for one year at a time by the general meeting.

Sub-article 3 The chairperson and the treasurer are elected separately. All board members are elected by a simple majority of votes. Members may be re-elected.

Sub-article 4 The club must work actively to ensure that a majority of the board consists of members who are affiliated with DTU (defined as current or former employees and students, institutions and companies which reside at or spend most of their time at the individual campus as well as relevant collaboration partners).

Sub-article 5 The board must collaborate with DTU Sport in accordance with the collaboration agreement in force.

12 Board constitution – powers to sign

The board elects its officers at a board meeting; however, no later than 2 weeks after the annual general meeting. Unless 1 member to represent the club with DTU Sport is elected by the general meeting in accordance with the club's articles of association, the board must appoint 1 member to do so. The committee of representatives must comprise 2 members – the chairperson is automatically one of them.

Sub-article 2 The board sets its own rules of procedure.

Sub-article 3 The board forms a quorum when at least half the members, including the chairperson, are present, however, see article 6(4). Decisions are made by a simple majority of votes. In the event of a tie, the chairperson has the casting vote.

Sub-article 4 If the chairperson is not present, the deputy chairperson – if there is one – takes his/her place.

Sub-article 5 Records are kept of the board's discussions.

Sub-article 6 The club is bound by the signature of the chairperson. All financial transactions require the signatures of the chairperson as well as the treasurer. However, minor financial transactions require only the signature of either the chairperson or the treasurer.

Sub-article 7 DTU Sport must be given information about the club's board including names, address, telephone numbers and e-mail addresses.

§ 13 Accounts and budget

The financial year of the association is the calendar year.

Sub-article 2 Before the end of February, the board must present profit and loss accounts for the past financial year and the status as of 31 December to the auditor.

Sub-article 3 The profit and loss accounts and the status must be presented at the annual general meeting for approval and must include the auditor's report. At the annual general meeting, the board must also present a budget for the next year for approval.

Sub-article 4 Following the annual general meeting, the profit and loss accounts for the past year as well as the budget for the next year must be sent to DTU Sport before the end of April (along with a list of members and the minutes from the annual general meeting). Effective from the following financial year, DTU Sport has the right to demand that budget and accounts must be approved by DTU Sport.

Sub-article 5 DTU Sport owns all gear and equipment, etc. made available by DTU Sport unless the opposite has been decided in specific cases.

14 Auditing

An external auditor is elected for one year at a time at the annual general meeting. Every year, prior to the annual general meeting, the auditor must review the overall financial accounts and check the balances. The auditor must draw up a report on the profit and loss accounts and status. At all times, the auditor has the right to review the accounts and balances.

Sub-article 2 DTU Sport – at its own expense – has the right to initiate an extraordinary audit of the clubs' account keeping if deemed necessary.

15 Amendments to the articles of association

The articles of association can be amended at any general meeting with a 2/3 majority of votes cast in favour thereof.

Sub-article 2 However, articles of associations and any amendments thereto must be approved by DTU Sport before they take effect. However, minor amendments which are clearly only of local significance to the club and which are not of a crucial or general nature may be passed without such approval on the condition that the club informs DTU Sport hereof immediately after and forwards a copy of the amendment.

16 Dissolution of the club

The decision to dissolve the club can only be made at an extraordinary general meeting called for this specific purpose. In order for this general meeting to form a quorum, at least half the club's members must be present, and the proposal to dissolve is only passed if at least 3/4 of the votes cast are in favour. If this majority is obtained at a general meeting which does not form a quorum, a new extraordinary general meeting must be called where the decision can be made with the above-mentioned majority regardless of the number of members present.

Sub-article 2 In case of the dissolution of the club, the club's capital and assets revert to DTU Sport.

17 Entry into force

These articles of association enter into force on and were adopted at a general meeting on