



BYLAWS

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§1 General

§1.1 Definition

The Giron Space Organisation, henceforth referred to as the organisation, is intended to function as a collective organisation for space related student projects which are currently being pursued at the Luleå University of Technology (LTU).

§1.2 Aim

The purpose of the organisation is to fulfil six primary objectives:

1. To provide an overarching structure for the projects which functions as a medium of communication for all inter-project related concerns
2. To provide a platform for future sponsorship opportunities. This includes, but is not limited to, financial support for the organisation which will be allocated as required
3. To provide an archive of past and present projects to facilitate future iterations
4. To provide a point of contact for new students looking to join student projects
5. To provide a platform for the various projects to promote themselves to new students
6. To provide a foundation for new projects by supporting them financially and providing guidance

§1.3 Operation

The organisation will function as an independent entity from the ongoing projects, supporting them in their endeavours.

The organisation will operate through various meetings held throughout the operational year, namely:

- Yearly meetings
- Quarterly meetings
- Board meetings

§1.4 Operational year

The organisation will operate annually from the 1st January to the 31st December.

§1.5 Affiliation

The seat of the organisation is located at the Kiruna Space Campus of the Luleå University of Technology.

§2 Membership

§2.1 Full Member

§2.1.1 Criteria

To qualify for full membership each of these criteria must be fulfilled:

1. Be or have been a student at Luleå University of Technology

§2.1.2 Gaining full membership

Provided that the criteria in §2.1.1 are fulfilled, full membership can be gained in one of the following ways:

1. Be a member of a project that is a part of the organisation
2. Apply to the board for membership

§2.1.3 Rights

All full members have the right to:

1. Have motions processed at meetings
2. Attend all meetings
3. Speak at quarterly and yearly meetings
4. Vote at quarterly and yearly meetings
5. Be eligible for elections and commissions within the organisation

§2.1.4 Responsibilities

Members are required to know and follow the rules and regulations of the organisation as well as any decisions made.

§2.2 Alumni member

§2.2.1 Criteria

To become an alumni member, at least one of the following criteria must be fulfilled:

1. To have previously been a full member
2. To have previously been part of student project at the Luleå University of Technology

§2.2.2 Gaining alumni membership

Provided that the criteria in §2.2.1 are fulfilled, alumni membership can be gained in one of the following ways:

1. Upon request to the board
2. Automatically upon leaving the university

§2.2.3 Rights

All alumni members have the right to:

1. Attend all meetings
2. Speak at quarterly and yearly meetings

§2.2.4 Responsibilities

Alumni members are required to provide up to date contact information and be available for inquiries from the organisation and its members.

§2.3 Honorary Members

§2.3.1 Gaining honorary membership

Honorary membership is granted by a unanimous vote at a board meeting.

§2.3.2 Rights

All honorary members have the right to:

1. Attend all meetings
2. Speak at quarterly and yearly meetings

§2.3.3 Responsibilities

Honorary members are required to provide up to date contact information and be available for inquiries from the organisation and its members.

§2.4 Voluntary departure from Organisation

If a member wishes to leave the organisation, the member may inform the board of the desire to depart. Departure from the organisation is effective upon reception of the request by the board and handing over of all organisation related work.

§2.5 Involuntary departure from Organisation

A member can be dismissed from the organisation if they fail to fulfil their responsibilities as outlined in §2.1.4, §2.2.4 and §2.3.3. This requires a unanimous vote by the board at a board meeting. Departure from the organisation is effective immediately.

§3 Projects

§3.1 Criteria

For a project to be included in the organisation these criteria must be fulfilled:

1. The project must be based at the Luleå University of Technology
2. The project must be related to Aerospace Science and Technology
3. One or more members of the project needs to be enrolled as a student at the Luleå University of Technology

§3.2 Gaining project membership

Provided that the criteria in §3.1 are fulfilled, a project may apply to the board for organisation membership.

§3.3 Rights

All projects under Giron Space Organisation have the right to:

1. Have a representative on the board
2. Have its members join the organisation
3. Access the repository of information and experience gathered by the organisation
4. Apply for economic support from the organisation

§3.4 Responsibilities

All projects under Giron Space Organisation must:

1. Provide a team member as project representative to the board
2. Share non-sensitive documentation and lessons learned with the organisation
3. Comply with decisions and guidelines by the organisation

§3.5 Voluntary departure from Organisation

If a project wishes to leave the organisation, the project representative must inform the board of the desire to depart. Departure from the organisation shall go into effect at the next available board meeting.

§3.6 Involuntary departure from Organisation

A project can be dismissed from the organisation if they fail to fulfil their responsibilities as outlined in §3.4. This requires a unanimous vote, excluding the project representative of the project in question, by the board at two board meetings separated by at least 28 days. Furthermore, a written warning must be presented to the project in question before expulsion.

§4 Yearly Meeting

§4.1 Calling

The meeting will be called by the board, **at least** 28 days in advance, at which point the agenda shall be published along with the time, date and location of the meeting.

§4.2 Motions

Motions shall be sent to the board no later than 14 days before the meeting. If any motions are received, an updated agenda will be published 7 days before the meeting.

§4.3 Agenda

The agenda for the yearly meeting must include at least the following points:

1. Opening of the meeting
2. Selection of meeting chairman, minutes taker and two minute attestants
3. Attendance check and validity of the meeting
4. Presentation of the board's Annual Report
5. Presentation of the treasurer's report
6. Presentation of the auditors' report
7. Vote on discharge of the outgoing board
8. Propositions
9. Motions
10. Election of new board
11. Choice of authorised signatories
12. Open floor discussion
13. Closing of the meeting

§4.4 Periodicity

The yearly meeting shall be held once per calendar year, in the fourth quarter.

§4.5 Validity

For a yearly meeting to be valid the following is required:

- at least 10% of the organisation's full members in attendance
- at least 4 full members from each project team. If a team has 9 or fewer members, at least 2 are required
- the agenda has been sent out appropriately far in advance

§4.6 Extra Yearly Meeting

An additional yearly meeting may be called by the board. The following procedure is to be followed when calling for an extra yearly meeting:

1. The meeting will be called by the president of the board, 28 days in advance, at which point the agenda will be published, including the reason for the additional meeting
2. No motions are allowed at extra yearly meetings

§4.7 Decisions

Decisions can only be made on topics that are included in the meeting agenda. Decisions are made through majority vote, with the president acting as tiebreaker. The voting is by default anonymous, but a vote will be closed if requested by any full member. The results of each vote shall be noted in the minutes.

Anonymous voting is defined as a vote where each person's vote is not noted in the minutes, but is not hidden from the other voters.

Closed voting is defined as a vote where no one knows how other votes are cast.

§4.8 Minutes of Meeting

Minutes of the Meeting shall be taken by the designated minutes taker. The designated minutes attestants shall verify and sign off on the minutes of the meeting to ensure their truthfulness. The minutes are to be published no later than 7 days after the meeting has concluded.

§5 Quarterly Meeting

§5.1 Calling

The meeting will be called by the board, **at least** 14 days in advance, at which point the agenda shall be published.

§5.2 Motions

Motions shall be sent to the board no later than 7 days before the meeting. If any motions are received, an updated agenda will be published 3 days before the meeting.

§5.3 Agenda

The agenda for the quarterly meeting must include at least the following points:

1. Opening of the meeting
2. Selection of meeting chairman, minutes taker and two minute attestants
3. Attendance check and validity of the meeting
4. Propositions
5. Motions
6. Discussion
7. Closing of the meeting

If the quarterly meeting is taking place in Q3 then the agenda shall additionally contain the following points:

1. Selection of auditors
2. Selection of nomination committee

§5.4 Periodicity

The quarterly meeting shall be held once every quarter. The Q4 quarterly meeting may coincide with the yearly meeting.

§5.5 Validity

For a quarterly meeting to be valid the following is required:

- At least 10% of the organisation's full members in attendance
- At least 4 full members from each project team. If a team has 9 or fewer members, at least 2 are required
- The agenda has been sent out appropriately far in advance

§5.6 Extra quarterly meetings

An additional quarterly meeting may be called by the board. The following procedure is to be followed when calling for an extra quarterly meeting:

1. The meeting will be called by the board, 14 days in advance, at which point the agenda will be published, including the reasoning for the additional meeting
2. No motions are allowed at extra quarterly meetings

§5.7 Decisions

Decisions can only be made on topics that are included in the meeting agenda. Decisions are made through majority vote, with the president acting as tiebreaker. The voting is by default anonymous, but a vote will be closed if requested by any full member. The results of each vote shall be noted in the minutes.

Anonymous voting is defined as a vote where each person's vote is not noted in the minutes, but is not hidden from the other voters.

Closed voting is defined as a vote where no one knows how other votes are cast.

§5.8 Minutes of Meeting

- Minutes of the Meeting will be taken at all quarterly meetings
- At least two project representatives need to verify and sign off on the minutes of the meeting to ensure their truthfulness
- The minutes are to be published no later than 7 days after the meeting has concluded

§6 Board Meeting

§6.1 Calling

The meeting will be called by the board, **at least** 2 days in advance, at which point the agenda shall be published.

§6.2 Agenda

The agenda for the board meeting must include at least the following points:

1. Opening of the meeting
2. Selection of meeting chairman, minutes taker and one minute attestant
3. Attendance check and validity of the meeting
4. Granting of speaking rights to non-board meeting attendees
5. Talking points
6. Possible votes
7. Other discussion
8. Closing of the meeting

§6.3 Validity

For a meeting to be valid the following is required:

- all project representatives in attendance
- the president or vice president in attendance
- the agenda has been sent out appropriately far in advance

§6.4 Decisions

Decisions can only be made on topics that are included in the meeting agenda. Decisions are made through majority vote of the project representatives, with the president acting as tiebreaker. If the president is absent, the vice-president will act as tiebreaker. All votes by the board shall be open, meaning that each board member's voted shall be noted in the minutes.

§6.5 Minutes of Meeting

Minutes of the Meeting shall be taken by the designated minutes taker for each board meeting. The designated minutes attestants shall verify and sign off on the minutes of the meeting to ensure their truthfulness. The minutes have to be published before the next board meeting and no later than 7 days after the meeting has concluded.

§7 Board

§7.1 Composition

The organisation's board will consist of at least the following roles:

- President
- Vice-President
- Treasurer
- Public Relations Officer
- One Project Representative from each project

§7.2 Authorised Signatories

The President and Treasurer are both authorised to act individually as signatories on behalf of the organisation. In case of vacancy the board can appoint another member to act as authorised signatory.

§7.3 Responsibilities

It is the entire board's responsibility to ensure that minutes of the meeting are taken at every meeting and distributed to the organisation within the specified time as discussed in §4, §5, and §6.

§7.3.1 President

The responsibilities of the president are as follows:

- To cast the tie breaking vote in case of a draw in decision (see §7.5)
- To facilitate the continuity of projects within the organisation after their completion
- To act as authorised signatory for the organisation.

§7.3.2 Vice-President

The responsibilities of the vice-president are as follows:

- To assist the president in their tasks
- To act as president in their absence
- To manage recruitment to the organisation and coordinate recruitment between the projects
- To ensure that a nomination committee is selected

§7.3.3 Treasurer

The responsibilities of the treasurer are as follows:

- To manage and oversee the organisation's finances including, but not limited to, the distribution thereof to the various projects
- To act as authorised signatory for the organisation

§7.3.4 Public Relations Officer

The responsibilities of the public relations officer are as follows:

- To manage and oversee public outreach efforts
- To manage and procure sponsorships for the organisation
- To manage and oversee collaborations with external establishments

§7.3.5 Project Representatives

The responsibilities of the project representatives are as follows:

- To truthfully represent their respective projects within the organisation

§7.4 Term length

The board positions have a term length of 1 year. The project representatives have a flexible term length which is nominally 1 year, but the role may be transferred to another project member at a regular quarterly meeting.

§7.5 Rights

The right to vote on decisions within the organisation is solely that of the project representatives. In case of absence, the project representative may assign a temporary representative, no less than 6 hours before the meeting, to vote on their behalf.

In case of a tie, the president will cast a tie-breaking vote. If the president is not available, this duty falls to the vice-president.

§7.6 Criteria

It is required that all members of the board are full members of the organisation(see §2).

Multiple positions may be held by a single person, with exception of the president and vice-president roles which may not be held by a project representative.

Additionally, an individual may not act as representative of multiple projects.

§8 Other roles

§8.1 Auditors

At the Q3 quarterly meeting, two full members of the organisation shall be selected as auditors. Board members may not be selected as auditors. Having both auditors be members of separate projects is not required, but is preferred. The auditors shall perform an audit of the accounts managed by the treasurer and deliver an auditor's report at the next yearly meeting, before the new board is elected.

§8.2 Nomination Committee

At the Q3 quarterly meeting, a nomination committee consisting of at least 2 full members shall be selected. It is the responsibility of this committee to nominate at least one candidate for each position at the next yearly meeting.

Potential candidates may suggest themselves to this committee or may otherwise be suggested by a third party for consideration for any of the applicable positions. Nomination committee members may not nominate themselves for board positions.

§9 Economy

An account of the organisation's financial situation shall be given at the yearly meeting by the outgoing treasurer before the new board is elected.

§9.1 Sponsoring

A team receiving support through sponsoring is encouraged to request support for the organisation. This support request may be done during the initial support request or at a later point in time.

§9.2 Organisation funds

The organisation will have a bank account separate from the projects funds, but funds may be allocated to projects and projects may donate funds to the organisation.

It is the responsibility of the treasurer to ensure that the annual expenses do not exceed the organisation's annual budget.

§9.3 Project funding requests

If a project requires additional funding from the organisation, a funding request is to be submitted to the board, in writing. The request must include the following:

- How much funds are requested
- What the funds will be used for
- Why the funding is necessary
- When the funding is required

The board must vote on whether to approve the request. If the requested funds are less than 5000 SEK this may be done without convening a board meeting in an informal vote. In this case, the results of the vote must still be documented as in §6.4. For decisions on funding requests for greater sums a board meeting must be called.

If the funding request is approved, the relevant invoices shall be sent to and paid by the organisation. Managing this is the responsibility of the treasurer.

§10 Change of bylaws

In order to change the bylaws the planned changes have to be approved by a 66% supermajority vote at two consecutive quarterly or yearly meetings, of which only one may be an extra quarterly or yearly meeting (see §5.6).

The proposed changes and their effects shall be detailed in the meeting's agendas as an appendix. The proposed changes may be voted on collectively or individually, as agreed upon by the meeting attendees.

§11 Motion of no confidence

§11.1 Indictment

The whole board shall be indicted with a motion of no confidence in the event that at least 33% of the organisation's members or at least one team requests it.

A motion of no confidence automatically calls for an extra yearly meeting within 28 days from the point at which the board receives the indictment, unless a yearly meeting is already planned within that time.

§11.2 Approval

In order for the motion to pass no less than 66% of the meeting's attending members need to vote in favour for the motion.

In the case of an approved motion of no confidence the board shall resign immediately. However, this does not affect the representatives of the teams.

At this point the respective student project team leadership shall take over as interim board to facilitate the next meeting as soon as possible.

At this meeting a new board shall be elected. Previous board members can be reelected at any time.

This board shall be active until the next regular yearly meeting unless a new motion of no confidence is raised prior to that.

§12 Dissolution

In order to dissolve the organisation two votes during two separate quarterly or yearly meetings within one year are required. A 66% majority of the meeting attendees is required for the vote to pass. The second vote has to be held during a regular or irregular yearly meeting.

§12.1 Resources

At the final meeting to dissolve the organisation, it shall be decided how to allocate any remaining funds.

§12.2 Notice

A notice shall be sent to LTU and organisation partners in case of resolution. LTU shall also be given instructions for future students to revive the organisation.