

Bylaws of Order KallioPPE Study Association

General Matters

Article 1

1. The Bylaws of Order have the following objectives:
 - a. To clarify the General Assemblies (GAs) of Study Association KallioPPE;
 - b. To assure the orderly course of the GAs of KallioPPE.

General rules

Article 2

1. The members of KallioPPE follow the basic code of decency in the GAs.
2. If a person acts in such a manner that the order of the GA is disrupted, then the Presidium can decide to deny access or expel the person in question from the GA.

Tasks of the Presidium

Article 3

1. The Presidium has the following tasks:
 - a. Sending the written pieces for the GA in accordance with Article 7 of these Bylaws of Order;
 - b. Facilitating an orderly GA;
 - c. Taking care of the attendance registration of all present members and keeping record of all authorisations at the GA;
 - d. Monitoring the GA and taking minutes;
 - e. Making sure that all GA documents are archived.
2. The Presidium is headed by the Chair of the Executive Board (the President), who, according to Article 13.1 of the Statutes, has the task of chairing the General Assembly.
3. The Presidium consists of two positions: the Chair and the Secretary. The main tasks of the chair are defined in Article 3.2 of these Bylaws of Order. The main task of the secretary is to take extensive minutes during the GA.
4. The Presidium is in office for one year. It shall be installed during the Year Assembly and shall be discharged in the following Year Assembly.
 - a. In order for a Presidium to be installed the Chair of the Executive Board will propose a Secretary of the Presidium who shall then be installed to the Presidium alongside the Chair of the Executive Board
5. The Chair of the Executive Board can name an Acting Chair for the duration of a General Assembly who will then assume the task of chairing the General Assembly as the Chair pursuant to Article 13 of the Statutes. This Acting Chair has to be approved by the GA either during the previous GA or as the first order of business of the GA in which the Acting Chair shall act in the place of the Chair of the Executive Board.
6. The Executive Board supports the Presidium where necessary.

The Year Assembly

Article 4

1. The Year Assembly, as stated in Article 2.2a of the Bylaws, is to be held each year between the last week of August and the last week of September.
2. The Year Assembly must address the following points:
 - a. The departing executive board will present its Year Report and Financial Year Report.
 - b. The Advisory Board and the Treasury Verification Board will issue their advice to the GA on the Year Report and Financial Year Report respectively. This advice is to reach the GA's presiding officer no later than 24 hours before the GA. The advice is to be read out to the GA by the respective issuers, or, if none of the members of the respective bodies are present, by the presiding officer.
 - c. The GA will then be asked to approve of the reports.
 - i. If the GA does not approve of either report or both reports, a written or oral explanation from those members who disapproved is required and Article 10.3 of the Bylaws applies.
 - d. Section a-c of this Article do not apply if the conditions stated in Article 5.3 of these Bylaws of Order are fulfilled, in which case the provisional Year Report and Financial Year Report approved at the June Assembly shall be treated as approved and definitive.
 - e. If the definitive Year Report and Financial Year Report are approved by the GA, or if section d of this Article applies, the departing Executive Board shall be discharged.
 - f. With the previous board's discharge, the Nominated Board is officially installed.
 - i. In case the composition of the Nominated Board has changed since the Nomination Assembly, only the members elected at the Nomination Assembly will be installed.
 - ii. In case a member has been added to the Nominated Board after the Nomination Assembly a written vote in which members can vote in favour or against the candidate or abstain will be held. If the majority of valid casted votes are in favour of the candidate, they are accepted and will be installed in the Executive Board.
 - iii. In case a member added after the Nomination Assembly is not approved of by the GA, the newly installed Executive Board shall present a plan on how to fill the vacant position to the GA.
 - g. After the Nominated Board has been officially installed it will present its Year Plan and Budget.
 - h. The Advisory Board and the Treasury Verification Board will issue their advice to the GA on the Year Plan and the Budget respectively. This advice is to reach the GA's presiding officer no later than 24 hours before the GA. The advice is to be read out to the GA by the respective issuers, or, if none of the members of the respective bodies are present, by the presiding officer.
 - i. The GA will then be asked to approve of the Executive Board's Year Plan and Budget with a vote pursuant to Article 7 of these Bylaws of Order.

- i. If the Year Plan or the Budget or both are not approved of by the GA, a written or oral explanation from those members who disapproved is required and the Executive Board shall make the necessary changes as promptly as possible and call another GA.
- j. After the Year Plan and Budget have been approved the Treasury Verification Board is discharged. Members can subsequently nominate themselves to the Treasury Verification Board and an anonymous vote on each candidate shall be held (keeping Article 11 of the Bylaws in mind).

The Year Assembly in June

Article 5

1. As the departing Executive Board is likely not to be present during the Year Assembly a General Assembly in which the Board will present its provisional Year Report and provisional Financial Year Report shall be held in June.
2. This June assembly must address the following points:
 - a. The executive board in office will present its provisional Year Report and Financial Year Report
 - b. The Advisory Board and the Treasury Verification Board will issue their advice to the GA on the provisional Year Report and provisional Financial Year Report respectively. This advice is to reach the GA's presiding officer no later than 24 hours before the GA. The advice is to be read out to the GA by the respective issuers, or, if none of the members of the respective bodies are present, by the presiding officer.
 - c. The GA will then be asked to approve of the provisional reports.
 - i. If the GA does not approve of either report or both reports, a written or oral explanation from those members who disapproved is required. In this case Article 10.3 of the Bylaws also applies to these provisional reports.
3. The approved provisional reports are to function as definitive reports if the following conditions are fulfilled:
 - a. In the period after the approval of the provisional reports and the Year Assembly no major changes were necessary to either of the reports.
 - b. In order to determine whether there have been major changes the Advisory Board shall issue a statement on the Year Report and the Treasury Verification Board shall issue a statement on the Financial Year Report.
 - c.

The Nomination Assembly

Article 6

1. The Nomination Assembly takes place, as written in the Bylaws, between the 15th of May and the 15th of June.
2. During the Nomination Assembly the nominated Board is announced and voted upon.
3. The Board in office announces the nominated Board and the distribution of the positions within it officially.
4. The President of the Board in office will give an oral explanation of:

- a. The procedure that led to the nomination of the nominated Board member.
 - b. Why they chose each individual nominated Board member.
5. The members at the GA can ask questions to the Board.
6. The nominated Board members will introduce themselves to the GA.
7. The members of the GA can ask questions to the individual nominated Board members.
8. The GA proceeds by having a vote on the nominated Board as a whole to install them in the upcoming Year Assembly. When the majority of the valid casted votes of the GA are in favour of the instalment the nominated Board has been officially elected to become the Board.
9. In case an incomplete Board is nominated, then this Board will be treated as a complete Board, while keeping in mind the rules that are determined about this case in the Bylaws.

Agenda and Invitation to GA

Article 7

1. The Presidium determines the agenda for the GA in consultation with the Board.
2. All members and bodies of the Association can propose points for the agenda to the Presidium. When the Presidium decides not to put these points on the agenda, it needs to inform the questioner about this decision.
3. Every agenda includes at least the following points:
 - a. Opening;
 - b. Motions, amendments and other documents which have been submitted to and accepted onto the agenda by the Presidium;
 - c. Establishing the agenda;
 - d. Establishing the minutes from the previous GA;
 - e. Announcements;
 - f. Any other business that has not been brought up;
 - g. Questions;
 - h. Closure.
4. The agenda and the invitation, including all submitted pieces, are to be sent out by the Presidium, after consulting the Board, to all members as quickly as possible, in any case seven days before the beginning of the GA.
 - a. The Presidium strives to send out invitations 14 days in advance and the documents 7 days in advance. However, this is an encouragement. The terms determined in the Statutes article 15.3 are binding.
5. From the day of sending, all documents must be available for inspection, apart from documents deemed confidential by the Presidium.
6. When the Presidium, in consultation with the Board, decides that some pieces are of extraordinary relevance, those pieces can be redirected towards all members. This redirection has to happen at least 24 hours before the GA.

Minutes

Article 8

1. The discussions and the decision making during the GA are recorded in the minutes.
2. The Presidium takes care of the minutes. When that is not possible, the Board takes on this task. At the beginning of the GA, the Chairman of the Presidium announces who is writing the minutes.
3. The concept of the minutes, specifically including the decisions made and task lists, need to be sent to all members present at the GA four weeks after the GA at the latest.
4. All minutes need to be approved at the beginning of the subsequent GA.

Authorisations

Article 9

1. For each GA, a member can authorise another member to vote for him/her.
2. It is not possible to be authorised by more than two members per GA.
3. Authorisations need to be handed in (in written form) at the Presidium before the opening of the GA.
4. Members of the Presidium cannot be authorised.
5. Members of the Board cannot be authorised.
6. Persons whose nomination, election, suspension, dismissal or discharge is being voted upon cannot be authorised.
7. The Presidium can declare authorisations be false before the end of the GA, if said authorisations prove to be false or bribed.

Quorum

Article 10

1. A quorum is established for the GA.
2. Twenty members, excluding the Board and the Presidium, of the Association need to be present in person at the GA.
3. Authorisations are not included in reaching the minimum of twenty.
4. When the quorum is not reached, a new GA needs to be called upon as quickly as possible.
5. When a new GA is called upon, article 10.2 is not to be taken into account: the quorum of twenty members includes authorisations. The number of authorisations is subject to article 9.2.

Voting Procedure

Article 11

1. Every member present with the right to vote must participate in all votes on motions, amendments and other matters in the GA.
2. Everyone participating in a vote can cast their vote 'in favour' or 'against' the matter under discussion, abstain, or vote blank.
3. A motion is accepted when the number of valid casted votes 'in favour' exceeds the total number of valid casted votes 'against' and the number of blank votes.

Abstentions are not to be taken into consideration. The total number of valid casted votes must exceed the minimum that constitutes a quorum according to Article 10 of these Bylaws of Order.

4. A motion is rejected when the number of valid casted votes 'in favour' is smaller than the total number of valid casted votes 'against' and blank votes. Abstentions are not to be taken into consideration. The total number of valid casted votes must exceed the minimum that constitutes a quorum according to Article 10 of these Bylaws of Order.
5. When a vote reaches no conclusion, the proposal is rejected.
6. The GA can decide to put the proposal on the next GA's agenda with a simple majority vote.
7. The entire voting procedure (Articles 11.1-11.6) can be disregarded in the case of unanimity among the voting members in the General Assembly. Unanimity is established as follows: When the debate on the matter under consideration is concluded the presiding officer shall ask if there is anyone in the general assembly calling for a formal vote on the matter. If no GA member with the right to vote calls for such a formal vote unanimity is established and the matter under consideration is passed by the GA. If a formal vote is called a vote following the rules laid out in Articles 11.1-11.6 in these Bylaws of Order shall be conducted.

Vote Explanation

Article 12

1. Everybody with the right to vote can ask the Presidium to be allowed to give a short explanation of his/her vote before the vote takes place.
2. The Board is allowed to give a voting advice before the vote takes place.
3. The GA can ask the Board for a voting advice. The Board is not required to give one.

Motions

Article 13

1. Everyone with the right to vote and the Board can hand in motions.
2. Voting members and Board members can hand in motions during the GA to the Presidium, as long as it is relevant to the point being discussed.
3. Written motions need to be signed and dated by the writers.
4. Written motions need to include a vote proposal, upon which a vote in favour or a vote against can be cast upon.

Amendments

Article 14

1. Everyone with the right to vote and the Board can hand in amendments.
2. New amendments, which do not relate to the points in the agenda stated in article 12.8 of the Bylaws, must be sent to the address of the Presidium at least 72 hours before the start of the GA.
3. The Presidium has the task to select the relevant amendments from those mentioned in article 14.2. These amendments will subsequently be included in the agenda of the

GA. When an amendment is not accepted, the Presidium needs to justify this decision with the author.

4. The Presidium has to make the accepted amendments public to all members at least 24 hours before the GA, for the purpose of inspection.
5. During the GA, amendments can be handed in on parts present in the agenda of the GA.
6. The Presidium can decide if amendments are irrelevant to the original point, in other words, that the amendments unrecognisably alter the point, which means they are not amendments anymore.
7. When the GA accepts an amendment, which is deemed as changing the point unrecognisably by the author of the amendment, the author can decide to withdraw the amendment. In that case no decision will be made about the point.

Points of Order

Article 15

1. Every member of the association can hand in a point of order at any time during the GA at the Presidium.
2. The chairman of the Presidium allows a point of order to be made directly unless it decides to do otherwise with good, argued reasons.
3. A decision is made right away about the point of order, after the chairman of the Presidium has given everyone willing the chance to speak about this point of order.

Deviations from the Bylaws of Order

Article 16

1. The GA can decide at all given times to deviate from the rules stated in these Bylaws of Order, if none of the present members, nor the Board, nor the Presidium protest against this deviation, and if the deviation is not in conflict with the Statutes or the Bylaws.

Finishing statement

Article 17

1. These Bylaws of Order come directly into effect after their approval by the GA on the 16th of May 2017.