

Charter CASE Association

Last revision 2020-01-30



C.A.S.E

Chalmers Autonomous Systems and Electronics

Contents

1 Disclaimer	2
2 Purpose and function	2
3 Membership	2
3.1 Application	2
3.2 Member rights	2
3.3 Member obligations	3
3.4 Membership exclusion	3
4 Organisation	3
4.1 Regulations	3
4.2 Year of operation	3
4.3 Board	3
4.4 Annual meeting	4
4.5 Charter change	5
5 Economy	5
5.1 Financial year	5
5.2 Company signatory	5
5.3 Obligation	5
6 Dissolution	6

§1 Disclaimer

This document is a translation of the original swedish charter (2018-10-11) and thus subordinate to that document. In case of any deviation in interpretation its the one of the swedish charter that holds. Its up to the board to clarify any disputes.

§2 Purpose and function

The full name of the association is **Chalmers Autonomous Systems and Electronics** and is to be referred to as **CASE**.

The purpose of the association is:

- to promote and reward the members and students of Chalmers student union interests and understanding of electronics, technology and mechatronics.
- to provide members with a local and equipment for prototype development.

§3 Membership

3.1 Application

A membership can be obtained, after an application have been submitted to the board, by active members of the Chalmers student union, earlier members of Chalmers student union or by employees to the university of Chalmers.

A membership is obtained when:

- A by the board determined membership fee is paid.
- A membership contract has been approved.

The membership is active from when its obtained until three months into the next year of operation.

3.2 Member rights

A member obtains the following rights:

- Use the lab in accordance to the regulations by the association and the department of Electrical engineering.
- Presence, expression, plead and vote in all decisions at the annual meeting.
- Get question or motion handled by the annual meeting.

3.3 Member obligations

- **To** follow the current rules for use of the lab and equipment.
- **To** encourage and promote the purpose of the association.

3.4 Membership exclusion

- A member can be excluded in case of violation of current regulations.
- Exclusion is issued by the board.
- Motion of censure can be submitted to the board.

§4 Organisation

4.1 Regulations

- The association and its members firstly follows the rules set by the student division of Automation and mechatronics (Z), thereafter the swedish association charter, which this is the translation of.
- In question of interpretation of the charter or regulations, until the question is handled by the annual meeting, it is up to the board to rule in the question.

4.2 Year of operation

The year of operation spans from the first of July until the last of June the coming year.

4.3 Board

The Board shall only contain members of the association.

4.3.1 Board composition

- The board shall contain one Chairman, one Treasurer as well as a minimum of 1 and a maximum of 7 board officers.
- One of the board officers shall hold the role of vice Chairman.
- The Chairman and Treasurer must be a member of the student division of Automation and mechatronics (Z).

4.3.2 Board obligations

Its the boards duty:

- **At** each year of operation organize an annual meeting, at earliest 3 months and latest 1 month before the end of said year.
- **To** nominate candidates for new board members for the coming year of operation.
- **To** nominate an auditor.
- **To** contribute to the upholding of the university and student unions' reputation.
- **To** work in cooperation with the department of Electrical Engineering to achieve the purpose of the association.

4.4 Annual meeting

4.4.1 Ordinary annual meeting

Summoning to the annual meeting shall be announced at a minimum of 7 days before the meeting.

All members have the right to attend, speak, plead and vote in all decisions.

At the annual meeting the following points shall be treated:

- The question whether the meeting is announced in accordance to the charter.
- Determination of the membership fee.
- Annual report.
- Audit report.
- Board discharge of liability.
- Motions.
- Election of Chairman.
- Election of Charter.
- Election of board officers.
- Election of auditor.
- Other questions.

4.4.2 Extra meeting

- Extra meeting is announced at the request from the board, alternately in the case of a formal request from a minimum of 25 members or $\frac{1}{4}$ of all members.
- Extra meeting shall follow the same rules as that of an annual meeting. However, all content that is to be processed shall be contained in the announcement.

4.4.3 Motion

- A Motion shall be submitted in writing to the board, at the latest 17:00, 7 days before the meeting.
- One motion should only contain a single proposal.

4.5 Charter change

- This Charter acts only as a translation of the Swedish charter. Thus any changes shall be to the Swedish one and subsequently, this document shall then be updated.
- The charter can only be changed at an annual meeting or an extra annual meeting.
- If a proposal of change to the charter is planned, it shall be mentioned in the announcement.
- For a change to the charter to be granted, it must be accepted by a minimum of $\frac{2}{3}$ by the given vote.
- A proposed change to the Charter must not contradict the rules given by the Student union and the Student division of Automation and mechatronics (Z).
- For a change to the charter to come into force, the change must be accepted by the board of the Student division of Automation and mechatronics (Z).

§5 Economy

5.1 Financial year

The financial year is during the same time as the year of operation.

5.2 Company signatory

The signatory of the company is done by both the Chairman and the Treasurer.

5.2.1 Bank card

The Chairman and the Treasurer shall have the possibility to obtain individual bank cards with the access to the bank account of CASE association.

5.3 Obligation

5.3.1 Chairman

- **To** call together the board of CASE association.
- **To** keep the student division of Automation and mechatronics (Z) meeting, board and chairman meeting informed about CASE association.

- **To** in corporation with the Treasurer, hold responsibility for the economy of CASE association.

5.3.2 Treasurer

- **To** keep ledger in accordance to good accounting customs.
- **To** keep archive of the associations booking for a time of which is stipulated for a non profit association.
- **To** in corporation with the Chairman, hold responsibility for the economy of CASE association.

§6 Dissolution

- Dissolution of the association can only be performed by the decision of an annual meeting or alternatively an extra annual meeting.
- Decision of dissolution shall be voted for by a minimum of $\frac{3}{4}$ majority or by two subsequently meetings with single majority.
- Proposal of dissolution shall be mentioned in the announcement.
- In case of dissolution, any remaining resource is to be handed to causes decided by the meeting.