



Playbook for new clubs under PF

A club has the opportunity to be constituted as a PF-club – this is handled by the Board of PF, in collaboration with the club committee. As a PF-club, you can apply for rooms and financial support through PF. There is though, a few formalities, which has to be in order before the final approval as a PF-club can happen. This playbook is meant as a guide to how one can found a new club and afterwards go through the process to constitute it as a PF-club.

Founding general assembly

The first thing to do, to start a new club, is to call for a founding general assembly.

Required

The notice for the founding general assembly has to be communicated with enough time so anyone interested has the opportunity to participate. It is also a good idea to inform of the agenda for the meeting. It is recommended that this agenda contain the following points, since it can be very relevant, to later constitute the club as a PF-club:

- Election of a meeting conductor
- Election of a minute taker
- The purpose and vision of the club, in terms of activities (activity plan)
- Approval of bylaws
- Election of the chairman
- Election of treasurer
- Election of the board
- Election of the club committee representative

It is a good idea and a practical advantage to start the general assembly by electing a conductor and a minute taker, since the minutes of the assembly has to be handed in along with the application to be constituted as a PF-club.

PR-campaign about the founding general assembly

It is very good idea to draw attention to the club's founding general assembly, so all the interested individuals has an opportunity to show up and be a part of the founding of the club. It can be done in various different ways, for example through posters on DTU or through several social media platforms.

Constitution

The constitution of the club as a PF-club happens on a basis of some objective criteria, which are there to ensure that the purpose of the club is compatible with PF, while the club is also available for all students, who would have an interest in being a member of it. As mentioned above, there



are quite a few formalities, which has to be in order, before the club can apply to be constituted. There has to be made a set of bylaws for the club, which has to be approved at the founding general assembly, moreover both the agenda and minutes of the founding general assembly, has to be handed in along with the bylaws.

Bylaws

The joint council of Polyteknisk Forening (the supreme body) has approved some standard bylaws, which can easily be utilized by new clubs. It is of course possible to edit the standard bylaws, as long as it fits the desired purpose(s) for the club.

If there exist some safety requirements for the members or some required knowledge, these specifications can also be written in the bylaws. These standard bylaws can be found on PF's website (www.pf.dk/en/) under *clubs*.

Minutes of the founding general assembly

The minutes should be adequate and describe the decisions, which are made at the founding general assembly. Has the club existed before in other contexts, minutes from the general assembly, where the decision is to apply to Polyteknisk Forening concerning the status as a PF-club. Is this decision taken in another forum, the Board of PF is contacted for more information.

Members list

A members list should also be included, which contains all the members with their status stated (Students with PF-membership, students without PF-membership, non-student, etc.)

Presentation of the purpose of the club

To ensure the constitution can happen without too many complications and discussions, it would very beneficial to write a short presentation about the clubs purpose and scope, including other interest, which one wishes that the club handles. One should also write the visions of the club and a short activity plan (which activities does the club wish to offer its members).

Principles for clubs

It is a very good idea, especially for the clubs (newly elected) board, to be familiar with *Principles for clubs under Polyteknisk Forening*. They talk a little about the requirements of PF-clubs, gives some guidelines for how the administration of a PF-club should be. The principles can be found on PF's website (www.pf.dk/en/) under *bylaws*.



The Board of PF and the club committee

Who are we?

The board of PF is the daily management of Polyteknisk Forening. The club committee is an advisory body, which is composed by members of the clubs, the Board of PF and the joint council of PF. Rules for the Board of PF's and the club committee can be found on PF's website (www.pf.dk/en/) under *bylaws*.

What do we do?

The club committee meets about once every quarter and discuss the situation of the clubs, and brings forward proposals for the Board of PF, concerning subjects which are relevant for the clubs. The Board of PF has, among other things, the responsibility of distributing the room in-between the clubs and approval of new clubs.

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