

## **SOBAS STATUTES**

### **§1 PURPOSE**

§1.1 The Student Organization at the Bergen School of Architecture is abbreviated as SOBAS.

§1.2 The purpose of the organization is to promote the members' common and individual interests towards the administration, educational authorities, and society at large.

§1.3 SOBAS shall function as an umbrella organization for student activities at BAS and facilitate the easy establishment of clubs and initiatives.

### **§2 ORGANIZATIONAL FORM**

§2.1 The Student Organization at the Bergen School of Architecture (SOBAS) is the elected student union of the students at the Bergen School of Architecture (BAS). SOBAS shall be politically and religiously independent.

§2.2 SOBAS shall be an organization independent of BAS and shall, to the greatest possible extent, govern itself and its own finances. The organization is an independent legal entity, is self-owned, and with members. Being self-owned means that no one, neither members nor others, has any claim to the organization's assets or property, nor responsibility for its debts or obligations.

### **§3 MEMBERS**

§3.1 A member of SOBAS is any student at the Bergen School of Architecture who has paid the student fee for the current semester.

## **§4 RIGHTS AND DUTIES OF MEMBERS**

§4.1 All members of SOBAS have the right to attend general meetings/annual meetings and have the right to speak and vote.

§4.2 You are only eligible to run for the board at SOBAS if you intend to complete two consecutive semesters at BAS.

## **§5 THE BOARD**

§5.1 The SOBAS board consists of representatives from each class and master course at BAS. Each class/course is responsible for electing its representatives by September 1 each year. First-year students must elect their representatives within one week after returning from Solund.

§5.2 The first board meeting shall be held within the first week of September.

§5.3 The board consists of 2–4 representatives from each class and course. These representatives are required to attend all internal SOBAS board meetings.

§5.4 Student representatives in LMU, the Appeals Committee, VT, and NSO may be invited to SOBAS meetings and may be granted voting rights if approved by the SOBAS board.

§5.5 The board's task is to carry out the purpose of SOBAS.

§5.6 The board consists of a leader, co-leader, head of economic, and ordinary board members. These roles are elected internally by the SOBAS board.

§5.7 The leader of SOBAS shall be elected by the current board before the end of the spring semester. The new leader is responsible for restarting SOBAS after the summer break.

§5.8 If a board member wishes to step down, they are responsible for organizing a new election to find a replacement before resigning.

§5.9 If a board member takes leave from BAS during their term, the board is responsible for organizing a new election to find a replacement.

## **§6 ROLES AND RESPONSIBILITIES**

§6.1 The leader is responsible for the daily operation of SOBAS, calling meetings, and overall board responsibility. The leader represents SOBAS externally and chairs board and council meetings. The leader is responsible for staying up to date on matters concerning the students.

§6.2 The co-leader steps in when the leader is unavailable.

§6.3 The Secretary is responsible for maintaining SOBAS documents, writing and archiving meeting minutes, and handling correspondence.

§6.4 The head of economy is responsible for SOBAS finances, bank accounts, cards, and funding applications from KS and SiB. The head of economy prepares the budget and accounts.

§6.5 The Activities Coordinator is responsible for organizing social events and applying for funding. They may assist SOBAS subgroups with funding applications.

§6.6 The Materials Manager is responsible for the SOBAS room, inventory, material sales, and procurement, in cooperation with the head of economy.

§6.7 All SOBAS board members are responsible for opening the materials storage according to the schedule set by the Materials Manager.

## **§7 DOCUMENTS**

§7.1 SOBAS' governing documents shall be publicly available via bas.org.

§7.2 All SOBAS meeting notes and minutes shall be stored internally (Teams channel) for future boards.

## **§8 GENERAL MEETING / ANNUAL MEETING**

§8.1 The General Meeting/Annual Meeting is SOBAS' highest authority.

§8.2 The statutes shall be reviewed at the Annual Meeting, and any proposed changes shall be voted on.

§8.3 The Annual Meeting shall be held no later than the fourth Friday of October each year. The date should be set as early as possible so that the school can make arrangements for all students to participate.

§8.4 The agenda for the annual meeting shall be as follows:

- Annual report on the previous year's activities in SOBAS
- Financial statement and budget report for the previous SOBAS year
- Amendments to the SOBAS statutes
- Election of student representatives to various positions
- Incoming matters.

§8.5 All members shall receive notice at least two weeks in advance, they also have voting rights at the annual meeting. The notice of meeting shall include the statutes and information about the various positions up for election.

§8.6 Voting shall take place by a show of hands unless one or more members of SOBAS request a written ballot. Decisions are made by a simple majority. If it is not possible to gather all members of SOBAS physically, the election may be conducted electronically or in another fair manner determined by the SOBAS board before the notice of meeting is sent out.

## **§9 EXTRAORDINARY ANNUAL MEETING**

§9.1 Extraordinary General Meeting: If the SOBAS board or one third ( $\frac{1}{3}$ ) of the members of SOBAS find it necessary, an extraordinary general meeting may be convened. The extraordinary council meeting shall also comply with Sections §8-2, §8-3, and §8-4.

## **§10 DISSOLUTION**

§10.1 Dissolution of SOBAS is considered an amendment to the statutes.

## **§11 CASE HANDLING**

§11.1 Matters submitted to SOBAS shall be handled at board meetings.

§11.2 All cases shall be recorded in minutes and stored internally(teams channel)

## **§12 SIGNING AUTHORITY**

§12.1 The leader, co-leader, and head of economy hold signing authority.

## **§13 Annual Report, Accounts, and Budget**

§13.1 Annual Report: The leader is responsible for preparing an annual report for the annual meeting. The annual report may be prepared in cooperation with the Secretary and shall describe SOBAS' activities since the last annual meeting.

§13.2 Accounts: SOBAS is responsible for its own finances, under the leadership of the head of economy. The head of economy shall present a simple overview of the accounts and budget for the past year at the annual meeting. At the end of each school year, the SOBAS accounts shall be reviewed to ensure that everything is correct.

§13.3 Budget: The SOBAS board shall prepare a budget each year. This shall be led by the head of economy and shall commence at the beginning of each academic year.

§13.4 Finances: If SOBAS decides to dissolve, its funds shall be transferred to Bergen School of Architecture (BAS).

§13.5 Amendments to the statutes: Proposals for amendments to the statutes may be submitted by all members of SOBAS. SOBAS shall review all proposals and circulate them for consultation among the other students at BAS. Amendments to the statutes may only be adopted at a lawfully convened annual meeting or extraordinary general meeting. Amendments require a two-thirds (2/3) majority.

## **§13.6 Implementation**

These statutes enter into force after adoption at the General/Annual Meeting on 30.01.2026 and replace all previous statutes.