

Bylaws of the student association “Mastermind”

I. General Provisions

Art. 1. Name and location

1. The student association “Mastermind”, or from now on “the Association”, is based at the address connected to the actual president, that being Via Muggina 6, 6962, Viganello.

2. Mastermind is governed by Art. 60ff of the Swiss Civil Code, Art. 14 of the Bylaws of the Università della Svizzera italiana (USI), the directives of USI on student associations and these bylaws.

Art. 2. Nature

1. Mastermind is non-profit, independent, non-denominational, and for an indefinite period of time.

Art. 3. Goals

1. Mastermind pursues these goals:

- a. Gaining knowledge and adopt practices regarding personal development.
- b. Disseminating such knowledge and practices.
- c. Promoting the intellectual and characterial of students.

2. Mastermind operates in the following fields of interest:

Personal development in its various forms and experiences, such as time management, goal setting and emotional intelligence, among many. Noteworthy skills useful inside and outside academia like leadership, work/life balance and financial literacy, both on their theoretical and practical sides.

Art. 4. Benefits for USI communities

1. The Association is mainly aimed at its members and at the whole community of USI.

2. The Association aims to provide these benefits to the community:

A better comprehension of students' strengths and weaknesses in their study and work engagements, a way to nurture those features and to foster new ideas in order to achieve virtuous results.

Art. 5. Activities

1 In order to achieve the defined goals, the Association provides activities such as:

Organizing events such as seminars, workshops and reading groups, participating in external events in line with Mastermind's goals and code of conduct, providing structured information on the knowledge and techniques the Association is interested in and networking with functional partners of the Association.

2. The official language of the Association's activities is chosen by its members and not defined by the bylaws. Official documents and communication will be performed in English and preferably also Italian.

Art. 6. Financial resources

1. The Association will be funded mainly through:

- a. Financial support through projects submitted to the Student Corporation, according to the Student Corporation terms and conditions on the subject.
- b. Members initial subscriptions and renewals, corresponding to 20CHF and 10CHF respectively.
- c. Other sources of income

2. The financing is understood to be non-profit-making, in accordance with the nature of Mastermind. Any surplus must be fully reinvested in the activities of Mastermind.

3. Mastermind can independently tap additional sources of income. For maintaining the "acknowledged" by USI status, these additional sources must comply with USI's provisions and directives regarding student associations and also comply with the non-profit character of the association.

II. Partners

Art. 7. Members

1. Students registered with USI, alumni of USI, future students of USI that will join from other universities, members of the academic body and members of USI's administrative staff who share the aims of Mastermind may become members of the Association.

2. Students of other universities or educational institutions, and any other person who share Mastermind's aims may become members of Mastermind upon request.

3. In order to obtain and maintain the "acknowledged" by USI status, students enrolled at USI have to be the majority of Mastermind members; in any case, students enrolled at USI have to be a significant portion of Mastermind members.

4. Mastermind is required to communicate any necessary requirements for admission as a member.

5. Members share the nature and purpose of Mastermind and commit themselves to respect these bylaws and any other regulatory provisions determined by the Student Corporation and USI, respectively.

6. All natural persons who have made a substantial contribution to the success of the Association can become honorary members.
7. The general assembly (GA) decides on the admission of honorary members by a two-thirds majority of all voters present.
8. Honorary members have no voting or election rights.
9. Honorary members are not required to pay a fee for their membership.

Art. 8. Subscription

1. The Association keeps an up-to-date register of its members, with their name, surname, e-mail, status (student, academic staff, ...) and university of origin.
2. The Association is obliged to communicate to the members the present bylaws, any other regulatory provisions, the rights and duties of each member.
3. Each member is free to leave Mastermind and its activities at any time, communicating this will to the Executive Board (EB) of Mastermind.
4. The official renewal of the members' subscription happens in September, at the beginning of the Academic year.

Art. 9. Exclusion and end of membership

1. The exclusion of a member from Mastermind occur as a result of:
 - a. violation of the provisions of these bylaws
 - b. violation of any other regulatory provisions of Mastermind
 - c. actions that compromise the identity and image of Mastermind
2. The GA is to make final decision over the exclusion of a member.
3. The GA can exclude a member from Mastermind with a two-thirds majority of all voters present.
4. The membership expires without further notice through:
 - a. Death

III. Organs

Art. 10. Organs

1. The organs of Mastermind are:
 - a. General Assembly (GA);
 - b. Executive Board (EB);

Art. 11 General Assembly (GA)

Art. 11 General assembly

1. The General Assembly (GA) is the highest decision-making body of Mastermind. It carries out all tasks which are not explicitly the responsibility of another organ of Mastermind.
2. The General Assembly:
 - a. defines the modality of election of the EB;
 - b. elects the EB;
 - c. approves the planning of activities prepared by the EB;
 - d. approves the proposals for amendments to these bylaws and any other regulatory provisions;
 - e. approves the budget of the Association;
 - f. ultimately sanctions the exclusion of a member;
 - g. votes on the items submitted to it by the EB;
 - h. decides on the eventual dissolution of the Association.
3. The ordinary GA:
 - a. The ordinary GA takes place once per semester, summoned by the President;
 - b. The modalities of the GA are communicated to every member by the President or by another member of the EB.
 - c. The GA can be summoned in extraordinary terms by at least a fifth of the members;
 - d. The GA can be summoned in extraordinary terms by the EB or by a member of the EB.
4. The GA elects and decides with simple majority of the members present at its meetings.
5. The exact procedure of the GA is defined in Appendix A to these bylaws.

Art. 12 Executive board

Art. 12 Executive board

1. The EB is composed of:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. General secretary
 - e. Event supervisor
 - f. IT-supervisor/Webmaster
 - g. Sponsoring-, Marketing- and Merchandise-Manager
2. At the birth of the Association the President must be a student registered at USI. Afterwards the President must in principle be a student enrolled at USI; in any case at least one among President, Vice-President and Treasurer must always be a student enrolled at USI.
3. The board can appoint up to two members to the EB ad interim. Until they are elected by the next ordinary GA they have no voting rights on the EB.

3. The President:

- a. is responsible for the activities and work of Mastermind's relevant bodies;
- b. legally represents Mastermind (right of signature);
- c. elaborates on Mastermind's plan of action;
- d. convenes the GA;
- e. represents Mastermind in the Student Associations Committee of USI.

3. The Vice-president:

- a. is a substitute for the president regarding their functions and responsibilities;
- b. can legally represent the Association (right of signature);
- c. works together with the President on the plan of action of Mastermind;
- d. a second Vice-president can be elected by the GA in case of need;
- e. the second Vice-president shares all the prerogatives and responsibilities of the first Vice-president.

4. The Treasurer:

The Treasurer does the accounting and draws up the budget. At the end of the accounting period, they have to close the association's accounts and prepare the balance sheet. They revise the accounts of the Association and maintains the legally binding individual signature for all the Association's accounts.

5. The General Secretary:

- a. The General Secretary keeps minutes of all meetings, namely meetings of the GA and board meetings.
- b. They maintain the archive and, together with the IT manager, also handle the file share. Public and official documents must be uploaded to the file share. The internal documents are stored in a structured manner on the corresponding platform

6. The Event Supervisor:

- a. The Event Supervisor will take care of all matters relating to events of Mastermind.
- b. They can put together a team of members who will take care of the organization, registration, implementation and coordination of events.
- c. They act as the primary contact person for all Mastermind events, regardless of the management of the respective event.
- d. All activities are always carried out in consultation with the President, Vice-President and the Treasurer.

7. IT-supervisor/Webmaster:

- a. They maintain the online presence of Mastermind and takes care of its website and related contact channels.
- b. They take care of eventual online databases of the Association.
- c. They try to keep everything available, secure and up to date at all times, adhering to common data-security practices.

8. Sponsoring- and Merchandise-Manager:

- a. They regularly take care of the social media channels of the association, if any, in accordance with the directives of the EB.
- b. They are responsible for ordering merchandise products at least once per semester.
- c. They are the contact person for interested sponsors and are also required to recruit them in consultation with the President, the Vice-president and the Treasurer.
- d. The sponsorship regulations of USI and other partners are reserved.

5. The members of the Executive Board:

- a. At the founding of Mastermind, the EB members propose themselves after the recognition of Mastermind by USI.
- b. These EB members proposed at the founding of the Association will then have to be approved by the GA.

6. The members of the EB meet and decide in the terms concorded by the EB.

III. Final Dispositions

Art. 13. Adoption and amendments of the bylaws

1. These bylaws shall be adopted in the first instance after approval by USI.
2. Amendments to these bylaws must be approved by the GA and must then be communicated to each member, as well as to USI. In order to maintain the "acknowledged" by USI status, the amendments must comply with USI's provisions and directives regarding student associations.
3. Amendments to the bylaws can be vetoed by the unanimous accordance of the President, Vice-president and Treasurer.

Art. 14. Dissolution of the Association

1. The dissolution of the association can be decided at any time by the GA with a two-thirds majority and the acceptance by the President, Vice-president and Treasurer. The communication of the possible dissolution must reach each member and USI (associazioni-studentesche@usi.ch).
2. The withdrawal from Mastermind of its "acknowledged" by USI status can be decided *ex auctoritate* by USI on the basis of provisions and directives regarding student associations.
3. After taking into account potential funds destined to activities that outlast the life time of the Association, in case of Dissolution all financial surplus will be donated to the NGO Mary's Meals formally named Scottish International Relief (SIR).

Art. 15. Applicable provisions

1. The provisions of the Swiss Civil Code and USI's provisions and directives on student associations shall apply to all matters not provided for in these bylaws.

Art. 16. Come into effect

The present bylaws were approved by the Association on 9.01.2022 and by USI on 9.01.2022. They came into force on the date of their approval by USI.

Lugano, il 18.02.2022

Appendix A: Rules of procedure for the General Assembly of Mastermind

1. General provisions

- a. At the beginning of the GA, the President appoints a chairperson for the entire duration of the GA. However, by resolution of the GA with an absolute majority, the chairpersonship can be delegated to another member at any time.
- b. For the GA to officially take place, the minimum number of EB members to be present is three.
- c. Non-members may attend GA as guests upon invitation by the EB but are neither entitled to vote nor to elect.
- d. Minutes are kept of all decisions. They must be signed by the President, Vice-president, Treasurer and the General Secretary and published on the website no later than thirty days after the GA. They must be presented to the next GA for approval;
- e. The approved minutes are to be made publicly available.

2. Election and voting procedures

- a. Every properly convened ordinary GA is quorate.
- b. Every properly convened extraordinary general meeting is quorate if at least ten members are present who do not simultaneously serve on the EB.
- c. The simple majority decides in elections.
 - i. Voting takes place by hand-lifting or by electronic voting online.
 - ii. At the request of a member, individual elections are to be held secretly.
 - iii. The board has the possibility to group elections in blocks (list election). For example, this could save time in renewal elections. However, should a member request a single, separate election they are to be carried out that way automatically.
- iv. Candidacy
 1. Candidates are published with the other documents relevant to the GA.
 2. The election of a candidate is only possible if they are personally present at the GA or are represented by some other member.
 3. Spontaneous candidates, which are announced at the GA itself, are also valid candidates.
- v. Delegation of a vote by a member to another voting member can be appointed via written means to the delegated member, who must provide proof of the delegation upon

request. No more than two delegated votes can be administrated by the delegated member.

d. Majorities

i. For an option to achieve a simple majority, more votes than all other proposals together must be cast in favor of that option. Abstentions are not taken into account and are not counted as votes against. The chair decides in the event of a tie by a casting vote.

ii. The simple majority is achieved with the next higher whole number of those present with voting rights divided by two. Abstentions and invalid votes are counted like a no.

iii. A two thirds majority is achieved with the next higher whole number of the number of those present who are divided by two thirds. Abstentions and invalid votes are counted like a no.

e. Requests to change the electoral or voting procedure can be made. Here, too, the absolute majority decides.

3. Agenda

a. The agenda shows the course of the GA. According to Art. 10 para. 9 of the bylaws at least the following agenda items are to be included:

- i. Greeting and reference to the rules of procedure
- ii. Determination of the vote counters
- iii. Approval of the agenda
- iv. Approval of the protocol from the last AGM
- v. Approval of the President's Report
- vi. Approval of the budget and the auditor's report
- vii. Presentation of the semester program
- viii. Elections and substitute elections of the association organs
- ix. Bylaws changes
- x. Further requests from members
- xi. Further communications from members

4. Vote counting

a. The chairperson of the GA appoints two vote counters for the entire duration of the GA. They are confirmed in their office by clapping of those present.

b. The votes are deemed definitely counted when both of them arrive at the same result independently of each other. Elections are always counted and the numbers are recorded in the minutes, otherwise counting of the votes can be waived if the result is obvious to the naked eye. At the request of a member, the counting is automatically made mandatory, with a corresponding note in the minutes.

5. Budget

a. In general, the submitted draft budget must correspond to the provisional draft budget (published with the announcement of the GA). Members may table amendments to each item.