

# Bylaws for the NordiCHI organisation

## NAME

- §1. The name of the organisation is NordiCHI. The official website is [WWW.NordiCHI.eu](http://WWW.NordiCHI.eu)

## PURPOSE

- §2. The purpose of the organisation is to foster communication and cooperation between the Nordic HCI (Human Computer Interaction) organisations. The Nordic countries are Denmark, Finland, Iceland, Norway and Sweden, but can be extended to incorporate the Baltic States. The organisation is and must stay politically unattached.

The organisation is multidisciplinary and should encompass both Academic and Industrial interests. Its goal must be to increase communication and cooperation between Industry and Academia. It should work towards recognition as a well renowned and scientific quality organisation.

The main purpose of the organization is to make sure the NordiCHI conference happens and that the traditions built by the NordiCHI conference is upheld.

## ACTIVITIES

- §3. To fulfil the purpose of § 2, the organisation can arrange conferences, courses and seminars, produce publications and spread information within the field of HCI.

## MEMBERSHIP

- §4. The members of the NordiCHI organisation are national organisations represented either by their chairperson or other officially nominated persons. In case a country does not have a HCI organisation, the countries are encouraged to form a local HCI organisation. Meanwhile individuals can represent their countries.

Organisations with strictly a commercial purpose may not join.

## AFFILIATION

- §5. The organisation may liase or affiliate with other National or international organisations if it is found to fulfil the purpose of the organisation.

## RESIGNATION AND EXCLUSION

- §6. A member or member organisation that do not fulfil the financial obligation or that clearly works against the purpose of the organisation can be excluded from the organisation on decision from the board. An organisation that no longer wants to be a member of the organisation must declare this in writing to the board.

## FEES

- §7. Membership is free of charge until otherwise decided.

## BOARD

- §8. The NordiCHI steering committee shall consist of one chair from each previous NordiCHI conference, in addition to one chair from the upcoming conference.

Within itself the NordiCHI organization appoints a president, a vice president, a treasurer and a secretary for a period of 2 years. The goal should be to have these persons coming from different countries/organisations.

## TASKS FOR THE BOARD

- §9. The board should handle all matters that have been brought to their attention and make sure that the decisions that have been made on the membership meetings are effectuated (implemented).

*The chairman* is in charge of the member meetings and in charge of implementing the decisions made.

*The vice chairman* will step in case the chairman cannot fulfil his/her duties.

*The secretary* is in charge of taking notes and producing minutes from the meetings, to maintain the member list and the web site (nordiCHI.org)

*The treasurer* is in charge of treating the finances and reporting the status of the funds to the member meetings.

The chairman and the treasurer can both by themselves represent the organisation financially as authorized signatories.

## AUDIT

- §10. Two persons in charge of the audits should be elected when the organisation starts to build up an economy. The mandate period should be two years. The auditors audit the documented activities of the board and the handling of the funds.

## ELECTION PREPARATION

§11. The board administers the election preparation.

#### ELECTION

§12. If a vote needs to take place each member has one vote.

#### BYLAWS

§13. Change in the bylaws can only be made by the annual member meetings.

#### ANNUAL MEETINGS

§14. The official year of the organisation is from January 1<sup>st</sup> to December 31<sup>st</sup>. The organisation must have one meeting once a year, preferably alongside the NordiCHI conference and alongside the NordiCHI PC meeting. For the years in-between the NordiCHI conference the meeting could be performed without a physical meeting. Notice for these meetings must be made 4 weeks in advance. Agenda and issues raised by the members must be published on the web site 2 weeks in advance.

#### DISSOLVING THE ORGANISATION

§15. A decision to dissolve the organisation can only be made with 3/4 majority on two consecutive member meetings with at least three weeks in between. On the last meeting the organisation should decide how to deal with the funds of the organisation.