



MSA Statutes

as of 06.03.2024

STATUTES OF THE MTEC STUDENT ASSOCIATION (MSA)

1. GENERAL

ART. 1 LEGAL FORM, NAME

¹ The name "MTEC Student Association" (MSA) refers to an association in accordance with Art. 52ff and Art. 60ff of the ZGB. The association is a section of the "Verband der Studierenden an der ETH" (VSETH) as specified by Art. 14 of the VSETH statutes. The VSETH statutes and the "Reglement über die Fachvereine des VSETH (Fachvereinsreglement)" are superordinate to the MSA statutes.

ART. 2 PURPOSE

¹ The purpose of the association is to protect and represent the interests of students belonging to the Department of Management, Technology and Economics (D-MTEC) of ETH Zurich. This includes offering services for MTEC-students and the maintaining of friendly relations with other student associations. Furthermore, the association aims at establishing industry contacts.

² The MSA is prohibited from participating in political or religious activities that are not directly related to its interests as laid out in Art. 2 Abs. 1.

ART. 3 BUSINESS YEAR

¹ The business year lasts from 1st of January to 31st of December.

² The length of a term of office is always until the next regular general assembly

2. MEMBERS

ART. 4 MEMBERSHIP

¹ The association consists of regular and associate members.

² Regular members are all VSETH members assigned to the MSA according to Art. 1 and Art. 2 of the "Fachvereinsreglement".

³ Associate membership can be obtained, in accordance with Art. 3 of the "Fachvereinsreglement", by persons who are not eligible to become regular MSA members. The admission of associate members is decided by the MSA board after receipt of a written application. Associate members are not automatically members of the VSETH.

ART. 5 RIGHTS

¹ Members are given suffrage according to Art. 7 and Art. 8 of the “Fachvereinsreglement”:

- Only regular members of the MSA may be elected as delegates in the VSETH.
- Only regular members of the MSA belonging to the category “a” according to Art. 4 of the VSETH statutes (Bachelor and Master students as well as students undergoing education for teaching) have passive voting rights for presidency, roles in university politics and for delegations in the D-MTEC.
- Associate members of the MSA do not have active voting rights for the MSA board as well as for delegations of the MSA in the VSETH and at the D-MTEC.
- Associate members have passive voting rights for the MSA board with exception of presidency and roles involving university politics, provided they are enrolled in a degree program at ETH Zurich.
- There can be no more than two (2) associate members on the board of the MSA.

² All members have the right to inspect official documentation, and the right to submit proposals and requests to the board or general assembly.

ART. 6 OBLIGATIONS

- ¹ The members are obligated to not counteract the purpose of the association.
- ² Every member is asked to attend the general assemblies convoked by the board.

ART. 7 WITHDRAWAL

- ¹ The withdrawal of regular members from the MSA follows automatically with the withdrawal from the VSETH.
- ² Associate members announce their withdrawal in written form to the board.
- ³ Withdrawal is assumed automatically upon non-payment of the semester fees.

ART. 8 EXCLUSION

- ¹ Reasons for exclusion of a member from the MSA may include, but are not limited to, violation of statutes or actions that damage the image of the MSA.
- ² Regular members can be excluded by the delegates’ council of the VSETH (“Mitgliederrat”, MR) according to the process described in Art. 6 of the VSETH statutes.

This procedure is initiated upon request from the VSETH board or upon submission of a petition to the MSA general assembly and acceptance of the petition by the MSA general assembly. Every MSA member is eligible for submission of such a petition.

³ The general assembly may directly exclude an associate member from the MSA upon submission of a petition. Every member of the MSA is eligible for submission of such a petition.

⁴ The affected member is to be informed of the petition by registered letter or e-mail with read receipt ten (10) days prior to the general assembly.

ART. 9 MEMBERSHIP FEES

¹ Membership fees for regular members are determined and collected exclusively by the VSETH.

² Associate members are required to pay a semester fee of 20 CHF for students enrolled at a university (excluding PhD students) and 40 CHF for other persons directly to the MSA.

3. FINANCES

ART. 10 RESOURCES

¹ The income of the MSA consists of the resources assigned to it by the VSETH in accordance with the "Fachvereinsreglement" of the VSETH.

² The MSA may exploit other income sources, such as benefactor contributions, revenues from services or events, or donations.

ART. 11 LIABILITY

¹ MSA obligations are covered by the association's assets.

ART. 12 BUDGET

¹ Every board and commission member is responsible for the adherence to their budgetary item and has it at their disposal in the interest of the MSA. The board and commission members are required to account for their expenses.

² The board may decree non-budgeted expenses up to 1000 CHF per business year for extraordinary business affairs. With support of the treasurer, this amount increases to 6000 CHF per business year. The treasurer decides in the case of a vote tie and only one vote is permitted per board member.

ART. 13 REIMBURSEMENT

¹ Board activities are honorary and board members do not receive any financial compensation. In justified exceptions, the board may reimburse individual board members for expenses related to the execution of their office. These expenses are to be verified.

4. BODIES

ART. 14 BODIES

¹ The MSA consists of the following bodies:

- the general assembly
- the board
- the commissions
- the financial auditors
- the delegates

5. GENERAL ASSEMBLY

ART. 15 REGULAR GENERAL ASSEMBLY

¹ A regular general assembly is to take place every semester and must be held within the first 30 days of the semester.

² The board is responsible for the organization and proper execution of the regular general assembly.

ART. 16 EXTRAORDINARY GENERAL ASSEMBLY

¹ An extraordinary general assembly is to be convoked if decided by either 20% of all regular members, or the board, or the business audit committee of the VSETH ("Geschäftsprüfungskommission", GPK), or the associations' council ("Fachvereinsrat", FR). This requires a written request stating the pending business affairs.

² The board is responsible for the organization and proper execution of the extraordinary general assembly.

ART. 17 CONVOCAION AND EXECUTION

¹ Regular general assemblies are to be announced to all members of the MSA by the board at least seven (7) days in advance.

2 Extraordinary general assemblies are to be announced by the board at least seven (7) days in advance. The convocation and execution of an extraordinary general assembly is independent of the semester schedule.

3 The announcement of a regular or extraordinary general assembly must be sent to all members. It contains all impending business affairs along with the necessary background information.

4 Non-members (who otherwise are not eligible to attend) may attend the general assembly as guests upon invitation by the board. However, they are not eligible to vote.

5 All decisions and election results determined at the general assembly must be recorded. Meeting minutes are kept and made public. They must be approved at the subsequent general assembly. Revisions to the minutes must be requested and taken within a month after the general assembly. Minutes are handed in to VSETH according to Art. 15 "Fachvereinsreglement".

ART. 18 ELECTIONS AND DECREES

1 A properly convened general assembly shall constitute a quorum if at least as many members entitled to vote and not belonging to the board are present as there are members of the board. If this is not the case, the general assembly is dissolved and must be postponed to a later date during the semester.

2 If the association has less than 40 regular members, then the general assembly is always competent.

3 The board members have the right to vote.

4 Voting occurs via hand signal. Upon request by a member, elections may also be held via secret vote.

5 Transfer of voting rights is not permitted.

6 Elections and decrees are resolved by the absolute majority.

7 For the following business affairs, a two-thirds majority is required:

- Exclusion of members.
- Revision of statutes.
- Dissolution of the association.

ART. 19 BUSINESS AFFAIRS

- 1 The general assembly sanctions the accounts of the last financial period, as well as the budget for the following financial period, and it discharges the board of the MSA of liability.
- 2 All board members are generally obligated to participate in the general assembly and report on their activities. In case of absence, another board member may act as substitute and give the corresponding activity report.
- 3 The regular general assembly elects the board and the financial auditors for a term of office of one semester. Re-election is permitted.
- 4 All board members are elected individually unless the general assembly agrees on an alternate election procedure.
- 5 Postponed elections are permitted at an extraordinary general assembly.
- 6 The decisions of the general assembly are binding for all association members and bodies.

6. THE BOARD

ART. 20 MEMBERS

- 1 Board members include at least:
 - The president
 - The vice-president (may also hold an additional position)
 - The treasurer
 - The commissioner for student affairs and university politics
- 2 The board may call in independent collaborators without voting rights.
- 3 The board has the right to elect interim board members in between two regular general assemblies. Interim board members possess the same voting rights as regular board members.
- 4 Accumulation of board positions is permitted if a position cannot be filled otherwise. However, presidency, treasury and university politics (student affairs) may never be combined.
- 4 The board size is limited to a maximum of 10 members.

ART. 21 OBLIGATIONS

- 1 The board acts on behalf of the association.

- 2 The board governs the association as an executive power. It conducts business and implements the decisions of the general assembly.
- 3 Every board member is obligated to officially represent the decrees of the board.
- 4 The board possesses all authoritative competences not transferred to other bodies via these statutes, and not in conflict with the VSETH regulations.

ART. 22 BOARD MEETINGS

- 1 Board meetings can be attended by any member of the MSA as well as invited guests. Assembly dates are communicated to the interested person in advance.
- 2 The board meets at least three times per semester.
- 3 The quorum is reached if at least half the board members are present. The president decides in the case of a vote tie. Only one vote is allowed per board member.
- 4 Every board member may convoke board meetings.
- 5 Every board member is obligated to participate in board meetings and report on their activities. Board members can be excused due to legitimate reasons.
- 6 Meeting minutes are recorded and need to be approved by the board. The approved minutes can be viewed by all members of the MSA, the VSETH and the D-MTEC upon request. Exceptions are made for confidential information which is to be kept separately yet still submitted to the GPK of the VSETH. Minutes are handed in according to Art. 15 "Fachvereinsreglement".

ART. 23 CONSTITUTION

- 1 The board constitutes itself and governs the distribution of duties.
- 2 Offices are handed over at the first board meeting following a general assembly.
- 3 In case of the president's absence, the vice-president has all rights and obligations of the president.

ART. 24 PRESIDENT

- 1 The tasks of the president include organizing board meetings, keeping correspondence with the VSETH, maintaining relations with other student associations, overseeing the other board members.
- 2 The president is authorized to sign contracts, manage the financial accounts and sign finance-related documents in the name of the MSA.

ART. 25 VICE-PRESIDENT

1 The tasks of the vice-president include supporting the president with the presidential affairs.

2 In the case of absence of the president, the vice-president will take over the position for the time of their absence.

ART. 26 TREASURER

1 The tasks of the treasurer include creating and keeping track of the budget, paying for all events of the MSA, storing the receipts for every money transaction, and managing financial accounts in the name of the MSA.

2 The treasurer is authorized to manage the financial accounts and to sign finance-related documents in the name of the BSA.

ART. 27 COMMISSIONER FOR STUDENT AFFAIRS AND UNIVERSITY POLITICS

1 The tasks of the commissioner for student affairs and university politics include meeting with the study coordinators of D-MTEC, performing student evaluations of the Master's program, and being the contact person for students regarding any study-related issues.

7. COMMISSIONS

ART. 31 FOUNDATION

1 The general assembly may appoint commissions. It determines the rights and obligations for each commission.

2 The MSA is liable for the obligations and actions of its commissions.

ART. 32 COMMISSION REGULATIONS

1 The commission adheres to the MSA statutes.

ART. 33 COMMISSION MEMBERS

1 The general assembly elects commission members for one term of office.

2 The commission president is to be determined by the general assembly.

ART. 34 ORGANIZATION

1 The term of office corresponds to that of the MSA board.

2 The commissions provide the board of the MSA with their meeting minutes.

3 At the end of their term of office, the commissions provide an activity report as well as a budget report in the event of independent accounting.

ART. 35 FINANCES

- 1 Accounting is the responsibility of the MSA treasurer.
- 2 The commission account is part of the MSA account and is audited by the MSA auditors.
- 3 MSA contributions are recorded in the budget report.
- 4 The earnings and expenses of all commissions are part of the accounts of the MSA.

8. FINANCIAL AUDITORS

ART. 36 CONSTITUTION

1 The financial auditing team consists of at least two MSA members. Board members, commission presidents and commission treasurers may not be part of the financial auditing team.

ART. 37 OBLIGATIONS

- 1 The financial auditors review the accounts of MSA and its commissions after the end of the business year.
- 2 They report at the next general assembly and, in case of proper accounting, request discharge of liability for board and commission members.
- 3 If necessary, an intermediate revision is possible.

9. DELEGATES

ART. 38 DELEGATION

1 The MSA may appoint delegates in various committees to represent the interests of the MSA and its members.

ART. 39 UNIVERSITY POLITICAL COMMITTEES

- 1 The MSA appoints student representatives to the following committees:
 - Teaching commission (“Unterrichtskommission”, UK) at the D-MTEC of the ETH Zurich

- Department conference (“Departementskonferenz”, DK) at the D-MTEC of the ETH Zurich
- Selection committees (“Berufungskommissionen”) at the D-MTEC of the ETH Zurich
- Associations’ council (“Fachvereinsrat”, FR) of the VSETH
- Delegates’ council (“Mitgliederrat”, MR) of the VSETH

ART. 40 DELEGATES

- 1 The delegates are elected for a period of one semester by the general assembly.
- 2 The MSA president is automatically a delegate at the DK and also at the MR.
- 3 The commissioner for student affairs and university politics is automatically a delegate at the DK, UK and also at the MR.
- 4 President and commissioner for student affairs and university politics may have a previously appointed MSA member represent them at the MR. Their rights are temporarily transferred to the appointed person.
- 5 The MSA board sends additional delegates to represent the association at the MR according to the respective regulations by the VSETH (Art. 17 VSETH Statutes).

ART. 41 REPORTS

- 1 All MSA delegates are obligated to report to the board at board meetings and to the members at general assemblies.

10. CLOSING PROVISIONS

ART. 42 STATUTE REVISIONS

- 1 These statutes may be revised upon request by a two-thirds majority at a regular or extraordinary general assembly. Every member may request changes to the statutes.
- 2 The draft which has been approved by the GPK beforehand must be sent to all MSA members at the latest along with the invitation to the general assembly at which the revised statutes are to be approved.

ART. 43 DISSOLUTION OF THE ASSOCIATION

- 1 The dissolution of the association can be decreed by a two-thirds majority vote of the members where the election turnout must be at least 40% of all regular members.
- 2 In any event, this affair must be announced fourteen (14) days in advance.

³ Upon dissolution of the MSA, the assets are turned over to the VSETH until an association or organization with similar goals is formed.

ART. 44 COMMENCEMENT

¹ The underlying statutes were approved on the 6th of March 2024.