

Rules of Procedure of the StudierendenKonvent of the Bauhaus University Weimar

Preamble

The StudierendenKonvent (StuKo for short) is the elected representation of the student body of the Bauhaus-Universität Weimar and is made up of an equal number of representatives from all faculties. It represents the student body internally and externally and acts responsibly in the interests of the students.

The task of all status groups at the university is to help shape the present and future of the university. The StuKo sees itself as a social place where democratic culture is actively practiced and developed. It offers space for dialog, taking responsibility and learning about participatory processes.

The rules of procedure of the StuKo of the Bauhaus-Universität Weimar are intended to provide a basis for the successful work of the student body representation. They provide assistance in assuming responsibility and regulate the basic principles of student self-administration based on voluntary work. The StuKo promotes a culture of respectful and appreciative interaction with one another. It supports students in their creative, artistic and academic work and in overcoming hurdles in everyday university life.

Chapter 1 - Structure of the StuKo

§ 1 Rights and duties of the StuKo

- (1) The members of the StuKo represent the voice of all students at the Bauhaus-Universität Weimar. They exercise their honorary office to the best of their knowledge and belief.
- (2) The members of the StuKo perform their duties in accordance with § 7 (3) of the Student Body Statutes.
- (3) The members should inform themselves independently and ensure a constant exchange between the StuKo, their student council and the student body. Therefore, they should regularly check and process their e-mail inbox. In addition, they contribute motions from their student council and the student body.
- (4) The StuKo is a decision-making body. Motions can be submitted by any member of the Bauhaus-Universität student body to the management or the Spokesperson's Council in writing and ready for decision at least three working days before the meeting. Further details are regulated in §10.
- (5) Attendance at meetings is mandatory for StuKo members. If a member is unable to attend, they must notify the management of their absence by the start of the respective meeting. The StuKo as a whole reserves the right to issue a warning to the member in the event of three unexcused absences from meetings. If the member does not respond or continues to not attend meetings without excuse, a request can be made to the respective FsR to delegate a new member with the votes of a two-thirds majority of all members.

§ 2 Elections of representatives of the StuKo

- (1) Elections of representatives are votes in accordance with §11 and are held by secret ballot. The election is to be carried out on identical ballot papers. The persons to be elected should be present and introduce themselves. Block elections are not permitted. If several candidates are standing for the same seat, the person who receives the majority of “yes” votes is elected. If the number of votes is equal in the first ballot, a second ballot is held between these candidates.

§ 3 Units of the StuKo

- (1) In accordance with § 8 (6) of the student body's financial regulations, the consultants can dispose of the financial resources of the budget allocated to the unit.
- (2) Students at the Bauhaus-Universität Weimar have the opportunity to work and participate in the units. The units should be listed with contact and information data on the M18 website (www.m18.uni-weimar.de).
- (3) The student body shall establish the following units with the assigned areas of responsibility:

Self-administration units

Finance Unit

This unit is responsible for drawing up and implementing the budget, accounting and preparing the annual financial statements. It supports the bodies, representatives and initiatives of the student body in financial and accounting matters. The *unit* can impose a budget freeze and is authorized to sign donations for the StuKo. Further details are regulated by the financial regulations.

The finance *consultants* are granted an expense allowance that is appropriate to the workload.

Unit for Cultural Events

The unit is responsible for the organization and implementation of cultural events for the students of the Bauhaus-Universität Weimar. It provides references and contacts for technical organization, musical performances and the like.

House Unit

The unit is responsible for ensuring compliance with the usage contract for the “Haus der Studierenden” at Marienstraße 18 with the Bauhaus-Universität Weimar. It is the point of contact for all users. The unit convenes a plenary meeting at least once a semester.

Unit for digital infrastructure

The unit is responsible for all matters concerning the digital infrastructure of the StuKo, in particular the computers and printers in the office of the student representatives, servers, administration, editing and maintenance of the website, e-mail addresses and mailing lists as well as important services for the work of the StuKo. The unit is the point of contact for the

Bauhaus-Universität Weimar's guarantee areas (Chancellor's Office, SCC) and is responsible for all network connections in the M18 and thus for the security of the computers connected to the university network in the unit's area of responsibility. In addition, the unit is obliged to provide StuKo initiatives with resources on the servers on request and strives for a fair distribution of resources.

Mobility Unit (Ref.Mob)

The unit manages cargo bikes. Its tasks include rental, maintenance, legal warranty and coordination of the associated finances.

Units with a (university) political focus

Unit for Information Distribution and Public Relations

The task of this unit is to establish the flow of information between the student body and its bodies. The position of press spokesperson for the StuKo can be filled within the unit. The position acts as support for the StuKo Spokesperson's Council vis-à-vis the public in urgent matters.

Unit for University Policy (HoPo)

The unit has the task of representing the interests of the student body in current university policy matters and involving the student body. As a rule, the mandates for the representation of the university in the Konferenz Thüringer Studierendenschaften (KTS) should be carried out by the members of the HoPo unit.

Unit for Political Education (Pol.B)

The unit has the task of providing the student body with passive and active offers of political education. Educational and participatory offers are to be created in particular through the organization of events, media contributions or cooperations. The unit is responsible for student and university political education, which includes social and international issues.

Bauhaus Internationals Unit

The unit has the task of promoting the internationality of the student body. Relationships with students from other countries should be cultivated, as well as contact with the university's International Affairs Officer, the International Office and the students of the Bauhaus-Universität Weimar in order to represent the interests of international students.

QueerYMR unit

The QueerYMR unit is aimed at LGBTQIA* people, i.e. lesbian, gay, bisexual, asexual, intersex and trans* people, as well as all those who feel they belong to this spectrum but cannot or do not want to assign themselves to one of the previous categories (Q=Queer or Questioning). The unit is intended to provide space for exchange and empowerment, political work and joint leisure activities.

Awareness Unit

The unit disseminates the principles of awareness work within the student body, especially in the Haus der Studierenden (M18). The unit acts as a link between the StuKo and the university awareness structure. In an advisory capacity, the unit monitors the activities of the StuKo for compliance with the principles of awareness work.

The Unit for Awareness offers informal and advisory support for student groups that are trying to anchor awareness work in their structures. It also provides material support for the implementation of this work.

§ 4 Spokesperson's Council of the StuKo

- (1) The StuKo Spokesperson's Council ensures the preparation and follow-up of StuKo meetings. This includes
 - the preparation of a preliminary agenda with the management, if necessary in consultation with the chair of the meeting
 - finding a chairperson for the meeting from among the StuKo membersIt coordinates and supervises the (university) policy-oriented units and is responsible for them.
- (2) Decisions of the committee are only valid if at least two members participate in them. Votes are decided by a simple majority of the “yes” and “no” votes cast. In the event of a tie of “yes” and “no” votes, the decision is made by the StuKo by circular resolution or by vote at the following StuKo meeting.

§ 5 Office of the StuKo

- (1) The office of the StudierendenKonvent is a StuKo representative in accordance with §10 of the student body statutes. It meets weekly during the lecture period and must report to the StuKo on its work.
- (2) In order to ensure anti-cyclical staffing, two members of the office should be elected by the StuKo each semester.
- (3) The office can make decisions in its area of responsibility. All decisions made must be reported to the StuKo as soon as possible, but at the latest at the following meeting, and must be confirmed. If they are not confirmed, all decisions must be reversed immediately.
- (4) Decisions of the office are only valid if at least two members participate in them. Votes are decided by a simple majority of the “yes” and “no” votes cast. In the event of a tie of “yes” and “no” votes, the decision is made by the StuKo by circular resolution or by vote at the following StuKo meeting.
- (5) At the end of the assignment, a decision is made on the discharge. For this purpose, the former member of the office must give a written account. The StuKo members decide on the discharge. The result of the decision must be noted in the minutes of the meeting.

Chapter 2 - Meetings of the StuKo

§ 6 Constitution of the StuKo

- (1) The constituent meeting is convened by the outgoing Spokesperson's Council. All members of the previous legislature and the new members delegated to the StuKo are invited.
- (2) At this meeting, the new members are informed of their rights and duties. They are given the opportunity to refuse their mandate.

§ 7 Convening of the StuKo

- (1) As a rule, the Stuko meets every two weeks. The next meeting date should be set at the end of each meeting.
- (2) The management or the StuKo Spokesperson's Council shall issue a public invitation at least two days before the meeting, stating a provisional agenda.
- (3) One third of the voting members or the Spokesperson's Council may convene extraordinary meetings, stating the reasons.

§ 8 Chair of the meeting

- (1) As a rule, the chairperson of the meeting shall grant the right to speak according to the order in which the requests are received and shall keep an eye on the speaking time. It may withdraw the right to speak in particular in the event of a breach of order or a violation of the legal interests of third parties. Guests may be granted the right to speak.
- (2) The positions of the chair of the meeting are impartial, own opinions are to be marked as such. They will be indicated with a request.

§ 9 Quorum

- (1) The StuKo has a quorum if the meeting has been duly convened in accordance with §7 Para. 5 of the student body statutes and more than half of its voting members are present, including
- (2) at least one voting member of each faculty student council and
- (3) at least one spokesperson.
- (4) The number and faculty affiliation of the voting members present is irrelevant for the passing of resolutions if, due to a lack of quorum, an invitation has been issued for the second time to discuss the same subject and this has been expressly pointed out in the second invitation.
- (5) The quorum shall be determined continuously for the duration of each meeting.
- (6) If the StuKo does not have a quorum, the meeting can still take place or be continued. However, resolutions cannot be passed and must be postponed.

§ 10 Agenda

- (1) The StuKo shall set itself an agenda at the beginning of the meeting. A provisional agenda shall be sent to the members with the invitation in accordance with § 7 para. 2.
- (2) Motions should be submitted in writing and ready for decision to the StuKo management or the Spokesperson's Council at least three working days before the

meeting. Budget-related motions must also be submitted to the Budget Audit Committee and the Finance Unit with the same deadline.

- (3) The agenda should always include clarification of formalities, approval of minutes, reports from the representatives and a non-public part.
- (4) Motions for the StuKo meeting are generally dealt with in the order of the agenda. Changes to the agenda are to be treated as points of order in accordance with §14.

§ 11 Voting

- (1) Each voting member of the StuKo has one vote, which is cast by a show of hands. The result of the vote is counted by the chairperson and the person taking the minutes, announced and noted in the minutes.
- (2) A resolution is deemed to have been passed if more YES votes are cast than NO votes by the voting members present and the sum of the YES and NO votes is greater than the number of abstentions.
- (3) If the sum of the YES and NO votes is not greater than the number of abstentions, the motion must be discussed and voted on again.
- (4) If voting members are excluded due to bias (§13), the required number of votes is reduced accordingly.
- (5) Resolutions can also be passed outside of meetings (circulation procedure). If resolutions are passed by way of circulation, the management or the Spokesperson's Council shall notify the members in writing or digitally of the matter to be discussed. The Spokesperson's Council shall set a reasonable deadline for the submission of votes, which may be extended once. Feedback received late may not be taken into account.
- (6) If the members who have cast their vote in due time could establish a quorum in accordance with § 9 para. 1, §§ 11 para. 2 - 13 para. 4 shall apply accordingly.
- (7) A repetition of a vote may be requested. Such a motion requires justification and discussion. The motion shall be decided by a two-thirds majority.

§ 12 Minutes

- (1) The StuKo is responsible for keeping the minutes. It serves the traceability of the meeting.
- (2) The preliminary minutes should be sent to the voting members of the StuKo as soon as possible. Corrections to the minutes should be made at the latest by the beginning of the next meeting after the provisional minutes have been sent out.
- (3) The minutes shall be confirmed at the beginning of the next meeting after the provisional minutes have been sent out. After confirmation, the minutes shall be filed in chronological order and published within the University.
- (4) The minutes must include the presence of the members of the StuKo, the guests and applicants and the actual agenda. The discussion and the main lines of argumentation must be recorded under the agenda items. Motions shall always include the name of the proposer.
- (5) The resolutions should be numbered consecutively.

§ 13 Bias

- (1) Members of the StuKo must declare their bias if they personally benefit from resolutions.
- (2) All StuKo members and third parties can apply for a declaration of bias. The application must be justified. The StuKo decides by a two-thirds majority of the members present if the question of bias is disputed. In the event of the rejection of an imputed bias, the exoneration of bias must be justified in writing and recorded in the minutes.
- (3) In the event of bias, the biased member must refrain from participating in the relevant resolutions. He or she may be excluded from participating in the relevant agenda item.

§ 14 Points of order

- (1) Points of order deal with the course of the meeting. They can only be submitted by members of the StuKo.
- (2) A point of order must be dealt with immediately. Speakers may not be interrupted.
- (3) Points of order that must be granted immediately without a vote are
 - Request for a secret ballot
 - Request for a recount of the vote
 - Motion to determine the bias of a member
- (4) Motions for points of order that do not fall under para. 3 are to be granted, provided that no objections are raised. Otherwise, they shall be put to the vote after hearing one opposing speaker. This includes in particular
 - Motion to add, omit, postpone or recall items on the agenda
 - Request for the chair of the meeting to determine a specific procedure (e.g. voting order)
 - Request for a roll call vote
 - Request to set a speaking time
 - Request to close the list of speakers
 - Request to replenish and close the list of consultants
 - Request to repeat a vote in accordance with § 11 (6)

Chapter 3 - Initiatives and voluntary work

§ 15 Student initiatives

- (1) Students can join together to form a student initiative.
- (2) The initiatives are coordinated by the office.
- (3) The guidelines for student initiatives of the StuKo of the Bauhaus-Universität Weimar and the guidelines for financial support of initiatives by the student body of the Bauhaus-Universität Weimar regulate further details.

§ 16 Remuneration

- (1) The work of the StuKo is voluntary.
- (2) If the work to be remunerated is essential for the operation of the StuKo or an organ, expense allowances may be granted.

- (3) The StuKo may decide on compensation for external persons. This also applies to StuKo members for activities that do not fall under the rights and obligations of StuKo members according to §7 para. 3 of the student body statutes. In the run-up to the activity, a motion must be submitted to the meeting in which the scope of the service (time frame, topic, type of processing, etc.) is described and the billable result is defined.
- (4) At the end of a person's time on the committee, a committee time certificate will be issued on request and archived for up to 15 years.

Chapter 4 - Funding from the StuKo

§ 17 Funding and applications

- (1) Units, projects and initiatives can receive funding within the framework of the tasks formulated in the statutes of the student body under §4 para. 2 if they do not impair the political, religious and economic sovereignty of the student body.
- (2) The StuKo can provide active (i.e. financial) or passive (i.e. provision of inventory and infrastructure) support.

§ 18 Project Funding Committee

- (1) The StuKo provides funds in its budget to promote projects. This particularly concerns the promotion of student culture and student sport. The funding opportunities are intended to encourage students to take initiative outside the curriculum. The funding can also be of a non-material or passive nature in accordance with §17 Para. 2.
- (2) A Project Funding Committee will be set up to allocate funds and decide on applications for funding.
- (3) The Project Funding Committee has four members, one per faculty. The members are delegated by the faculty student councils and are representatives of the StuKo in the sense of §10 of the student body statutes.
- (4) The project funding guidelines of the StuKo of the Bauhaus-Universität Weimar regulate further details
- (5) A unit for cultural and sports funding can be set up to advise and support applicants and to organize the committee's work in accordance with §12 of the student body statutes.

Chapter 5 - Final provisions

§ 19 Severability clause

- (1) Should parts of these rules of procedure be legally invalid, this shall have no effect on the remaining provisions of these rules. They shall remain valid.
- (2) Legally invalid provisions shall be interpreted in accordance with their meaning.
- (3) If these rules of procedure contain legally invalid provisions or if circumstances subsequently arise that result in provisions of these rules of procedure becoming legally invalid, the rules of procedure must be amended accordingly at the next quorate meeting of the StuKo after the legal invalidity becomes known.

§ 20 Entry into force

- (1) These rules of procedure shall enter into force upon their adoption by ballot on 25.05.2025.