

Rules of Procedure (AStA-GO)

of the General Students' Committee of the University of
Applied Sciences Braunschweig/Wolfenbüttel (Ostfalia)
(status as of 08/01/2021)

§ 1 Members

- (1) The General Students' Committee (AStA) consists of the Executive Board and the officers ("Referierende").
- (2) The Executive Board consists of at least three and at most five board members and should, if possible, be composed of representatives from all university locations. All AStA board members have equal rights.
- (3) However, no more than three members from any one university location may serve on the AStA Executive Board at the same time.
- (4) The number of departments ("Referate") is flexible. Each department may have a maximum of two members. Newly established departments must be approved by the Student Parliament (StuPa).
- (5) Board members may not belong to any department or project. Furthermore, a board member may not be an elected member of the StuPa or a Faculty Student Council (FaRa).
- (6) The person holding the finance department ("Finanzreferat") may not hold any other office in a student body (AStA, StuPa, Faculty Student Council).
- (7) If the finance department is temporarily vacant, the chair of the Budget Committee or a member of the AStA Executive Board shall provisionally assume this department. The board duties of this person are suspended during this time.

§ 2 Convening and conduct of AStA meetings

- (1) A meeting is convened by the Executive Board or by one third of the voting members. The invitation is issued university-wide by public notice or by e-mail and the use of digital media, and by written invitation of the members including the provisional agenda and the minutes of the previous meeting. This should take place no later than seven calendar days before the scheduled meeting date.
- (2) AStA meetings may be held in person or in digital form using university applications.
- (3) The Executive Board chairs and conducts the meeting.
- (4) At the beginning of the meeting, the chair deals with the following regularly recurring items in the order listed:
 - a) determination of proper convocation,
 - b) determination of quorum,
 - c) appointment of a minute taker,
 - d) approval of the minutes of the previous meeting,
 - e) adoption of the agenda.
- (5) Substantive motions on items on the agenda are to be presented by the applicants. The nomination of candidates for committees or commissions is not a

Rules of Procedure (AStA-GO)

substantive motion and is to be dealt with during the corresponding agenda item.

(6) For the handling of an agenda item, the following motions regarding the agenda may be submitted by the members:

- a) postponement of the handling of a substantive motion,
- b) bringing forward an agenda item,
- c) motion to not deal with a matter,
- d) limitation of speaking time, as well as lifting the limitation of speaking time,
- e) closure of the speakers' list,
- f) immediate reading and approval of the current minutes or parts thereof,
- g) exclusion or re-admission of the public,
- h) granting speaking rights to non-members for a specific agenda item,
- i) establishment of a committee or commission with a mandate to deal with the matter,
- j) referral of an agenda item to a competent committee or commission,
- k) temporary interruption of the meeting,
- l) renewed determination of quorum,
- m) secret ballot.

§ 3 AStA Executive Board meetings

(1) A meeting is convened by the AStA Executive Board after agreement among the board members on the time and place. The invitation is sent in text form to all board members including the provisional agenda no later than five calendar days before the scheduled meeting date. In urgent cases, an AStA Executive Board meeting may be convened by the AStA Office without the above-mentioned conditions. The employees of the AStA Office must be invited to the meetings, except when personnel matters are discussed.

(2) AStA Executive Board meetings may be held in person or in digital form using university applications.

(3) No separate chair is appointed; all board members have equal rights.

(4) AStA Executive Board meetings are held publicly only upon request of a member of the AStA Executive Board.

(5) For individual or several agenda items, persons who are not members of the Executive Board may be invited and be granted speaking rights.

(6) § 2 para. 4 AStA-GO applies accordingly to the conduct of Executive Board meetings.

§ 4 Resolutions

(1) The AStA has a quorum if the meeting has been properly convened and a simple majority of AStA members (Executive Board, officers) is present. The same applies to AStA Executive Board meetings.

(2) If the chair determines that there is no quorum, they shall convene a second meeting to deal with the outstanding agenda items. At this meeting, the respective

Rules of Procedure (AStA-GO)

body has a quorum regardless of the number of members present. This must be indicated in the invitation.

(3) All members of the AStA (Executive Board, officers) have equal voting rights. Each department and the AStA Executive Board have one vote, regardless of the number of members.

(4) Votes are taken openly. By way of exception, a secret ballot must be held at the request of a member.

(5) Resolutions of the AStA or the AStA Executive Board that require a simple majority may also be passed by written circular procedure.

(6) Resolutions are passed by a simple majority of the votes cast, unless the statutes of the student body provide otherwise. Anyone who does not vote "yes" or "no" may cast their vote as "abstention".

(7) A resolution does not pass if more than half of the voting members present have voted against or have abstained. The same applies to invalid votes. The voting result must in any case be recorded in the minutes.

(8) Personnel matters and decisions concerning expense allowances are discussed in a non-public session. Decisions on personnel matters are taken by secret ballot.

(9) An amendment of resolutions already passed requires a two-thirds majority of the voting members.

§ 5 Minutes

(1) Outcome minutes must be taken of each meeting. They must contain at least:

- a) place, time, participants,
- b) names of the applicants and the wording of their motions,
- c) contributions to the discussion,
- d) voting results,
- e) in the case of budget motions, the budget concerned.

(2) The approved minutes of an AStA meeting, signed by the minute taker and a member of the Executive Board, must be made known to all members of the university by public notice, or by e-mail and the use of digital media, no later than 14 days after the meeting.

(3) The minutes of AStA Executive Board meetings may be inspected only by the StuPa, the AStA Office and AStA Executive Board members. Parts of the minutes may be made public by majority decision of the Executive Board.

(4) The minute taker must be appointed at the beginning of the meeting in accordance with § 2 (4c).

§ 6 Committees and commissions

(1) The AStA may establish committees and commissions. Only members of the AStA may belong to committees; commissions may also include persons who are not members of the AStA.

Rules of Procedure (AStA-GO)

(2) The task of committees and commissions is to prepare AStA decisions by means of recommendations. Decision-making powers may be transferred to committees and commissions revocably. Such transfer must be limited in time.

§ 7 AStA Executive Board

(1) In urgent cases that cannot be postponed until an AStA meeting, the Executive Board shall decide by emergency decision in agreement with the competent AStA officers. The emergency decision may only be taken by a two-thirds majority of the AStA Executive Board. For these decisions, the AStA Executive Board is particularly accountable to the AStA and the StuPa.

(2) § 4 and § 5 AStA-GO apply accordingly to the AStA Executive Board.

(3) Contracts in the name of the student body must be signed by the majority of the AStA board members.

§ 8 Departments (“Referate”)

(1) The departments are free in the content and implementation of their work. The Executive Board is in principle not entitled to issue instructions to the departments, but must be kept informed at all times about ongoing and planned work. In the interest of the student body, the AStA Executive Board, with a two-thirds majority of the voting members of the board, is entitled to issue instructions to the departments.

(2) The person holding the finance department is obliged, when making payments, bookings and in accounting, to proceed in accordance with § 6 section 3 of the Financial Regulations.

(3) If a department is not staffed, it shall be provisionally managed by the Executive Board of the respective campus location.

§ 9 Department assistants

(1) Department assistants support the respective department. Officers have authority to issue instructions to their department assistants.

(2) The appointment as a department assistant is limited to a previously defined period as well as to a specific activity or event. The assistant's term ends with the expiry of the period, the end of the activity or the conclusion of the event.

(3) During their work, department assistants may present themselves as belonging to the AStA. However, they do not have any power of representation vis-à-vis third parties.

(4) At the end of their appointment, department assistants receive a token of appreciation, which is granted either from the department's budget or, in the case of events, from the event surplus.

Rules of Procedure (AStA-GO)

§ 10 Projects

- (1) A project is a goal-oriented and time-limited undertaking. Every project is assigned either to the AStA Executive Board or to a department. The project leader is responsible for the respective project. They are accountable to the AStA Executive Board and the campus body.
- (2) The duration of a project is limited to the period of the current semester. However, a project may be re-established in subsequent semesters.

§ 11 AStA Office

- (1) The Office is made up of AStA employees. The employees are employed in accordance with the collective agreement for the public sector (TVöD).
- (2) The AStA Executive Board is the employer and has both functional and supervisory authority. Board members have authority to issue instructions to the Office.
- (3) The tasks of the Office employees are regulated in the respective employment contracts.
- (4) The Office has an advisory function for the bodies of the student body.
- (5) After consultation with the AStA Executive Board, the Office may assume tasks outside its usual scope of duties.

§ 12 AStA allowances

- (1) Annual allowances per officer may not exceed two allowance items of the department per calendar year.
 - a) An increase of the allowance requires a significant, previously unforeseeable additional workload during the semester. The allowance may not exceed the maximum amount defined in the German Income Tax Act (cf. § 3 no. 26 EStG).
 - b) Submission of such an application requires a majority of the AStA board members.
 - c) The StuPa must decide on the increase upon application. In addition, the finance officer must be informed.
- (2) Upon a substantiated application by at least two AStA members, the payment of the allowance to individual AStA members shall be frozen. This application is to be submitted to the StuPa Presidium and forwarded to the finance officer for information. At the time the application is submitted, payment of the allowance is deferred until the StuPa has decided on it at its next ordinary meeting following receipt of the application (see § 11 para. 1k of the Statutes of the Student Body of FH BS/WF).

§ 13 Department and supplementary budget

- (1) The requested departmental funds are released at 50% per semester after the budget has entered into force. Exceptions must be justified when the budget plan is submitted.
- (2) When applying for a supplementary budget, officers are obliged to give an account to the StuPa.

§ 14 Sending e-mails

- (1) E-mails to all students may only be sent by AStA members and the AStA Office.
- (2) No advertising messages or event notices that are not in the interest of the student body may be sent.

Rules of Procedure (AStA-GO)

§ 15 Working groups

- (1) Each department and the AStA Executive Board have the right to form a working group to deal with a defined area of responsibility within their remit.
- (2) All members of the university may participate in a working group.
- (3) The working group is assigned to the officer of the responsible department or to the AStA Executive Board.

§ 16 Representation vis-à-vis the University Executive Board and the StuPa

- (1) Contacts with the University Executive Board are maintained by a member of the AStA Executive Board. After prior consultation with the Executive Board, another AStA member may also contact the University Executive Board.
- (2) The Executive Board reports on ongoing AStA work at StuPa meetings upon request of the StuPa.

§ 17 Entry into force

- (1) These Rules of Procedure enter into force at the time they are adopted by the AStA (08/01/2021). At the same time, the previous AStA Rules of Procedure cease to be in force.
- (2) New members shall be made aware of these Rules of Procedure.