



THE ESTABLISHMENT OF THE JACOBS UNIVERSITY UNDERGRADUATE STUDENT BODY

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1 **PART A**
2 **CONSTITUTION OF THE UNDERGRADUATE STUDENT BODY**

3 **Preamble**

4 Acting as the voice of all students enrolled at Jacobs University, the Undergraduate Student Government
5 (USG) shall actively work to improve the quality of life (in all its aspects) for the Undergraduate Student
6 Body (USB), along with the university administration and community as a whole. The purpose of the
7 Undergraduate Student Government (USG) is to work in the best interest of the student body.

8 According to the **Jacobs University Academic Constitution**, "the responsibilities of the Student Government
9 include representing *Students* towards the respective bodies within as well as outside Jacobs University,
10 serving as the link between Students and university authorities, administration or other groups on campus
11 and actively contributing to the communication between those bodies, appointing all representatives of
12 students, and ensuring continuity."

13 Believing in the right of self-governance, the Undergraduate Student Body (USB) shall elect its representa-
14 tives. The Undergraduate Student Government (USG) is a technocratic parliamentary democracy, entirely
15 student-run and politically independent of any administrative bodies.

16 **Article I**
17 **The Undergraduate Student Government**

18 The USG is formed in order to provide an official and representative organization to receive student ques-
19 tions and suggestions, investigate student problems and take appropriate action, provide the official voice
20 through which the student interests may be expressed, encourage the development of responsible student
21 participation in the overall policy and decision making processes of the university community, foster an
22 awareness of the students' role in the academic community, enhance the quality and scope of education at
23 Jacobs University Bremen, provide means for responsible and effective participation in the organization of
24 student affairs, and establish guidelines including this Constitution for the Undergraduate Student Gov-
25 ernment at Jacobs University. The constitution of the USB at Jacobs University is of a general character. Any
26 foregoing article of the constitution may be complemented, according to this constitution, with provisions
27 issued by the USG.

28 **SECTION 1. LEGISLATIVE, EXECUTIVE AND JUDICIAL POWER**

29 The Undergraduate Student Body (USB) shall have the right to self-governance through the Undergrad-
30 uate Student Government (USG), the main authority body of the USB, consisting of:

- 31 i. the USG **Parliament** (composed of the **Members of Parliament**), having the legislative power of the
32 **USB**,
33 ii. the USG Executive Unit (composed of the **President's office**, the **Executive Committees** and the **sup-**
34 **porting structures**), having the executive power of the **USB**,
35 iii. the USG **Student Court**, having the judicial power.

36 **SECTION 2. POWER AND DUTY**

37 The USG shall:

- 38 i. inform the Student Body on recent, present and future endeavours,
39 ii. organize and support activities involving the **USB** and maintain and allocate the student budget,
40 iii. establish Committees to deal with specific subjects, define their mandates, appoint their members,
41 and monitor their activities,
42 iv. meet regularly to discuss progress in Committees and to address all issues on the respective agenda,
43 v. at all times uphold and represent the interests of the **USB**,
44 vi. enact legislation governing the conduct of the **USB** after consultation with the **USB**,
45 vii. serve as liaison with the university administration, faculty, staff and college authorities.

SECTION 3. STUDENT RIGHTS

Each student shall have the right to:

- i. vote in popular elections,
- ii. apply to be part of a Committee,
- iii. affiliate themselves with a college of her/his choice, in case of living off-campus,
- iv. affiliate themselves with a focus area of her/his choice, for Foundation Year students,
- v. start a student club or join any student club (regardless of background), according to the requirements set by Campus Life and the By-laws of the [USG](#),
- vi. initiate a popular initiative or petition to suggest legislative proposals or any kind of action to the [USG](#).

SECTION 4. STUDENT DUTIES

Each student shall have the duty and obligation to:

- i. act in accordance with the provisions stipulated by the constitution and the active By-laws that support it,
- ii. respect decisions taken by the [USG](#) as long as they are in accordance with this constitution.

Article II USG Parliament

The USG Parliament shall have the role to coordinate the USG, to explicitly define its tasks and to distribute workload. The [USG Executive Unit](#) shall work on tasks delegated to them by the USG Parliament, upon common agreement between the two bodies.

SECTION 5. COMPOSITION OF THE USG PARLIAMENT

The Undergraduate Parliament consists of the elected Members of Parliament. The chairs of the USG Executive Committees are invited as standing guests to the Parliament.

Article III The Undergraduate Student Executive Unit

SECTION 6. THE UNDERGRADUATE STUDENT EXECUTIVE UNIT STRUCTURE

The Undergraduate Student Executive Unit Structure shall have the following Committees and departments:

- i. [President's Office](#), consisting of the [President](#) and the [Vice-President](#),
- ii. [Academic Affairs](#),
- iii. [Campus Affairs](#),
- iv. [Financial Affairs](#),
- v. [International Affairs](#),
- vi. [Support structures](#): Secretaries, IT Department, PR Department.

The chairs for the Executive Committees are elected within their committee after each USG election (either in May or December).

SECTION 7. THE PRESIDENT'S OFFICE

The President's Office shall be the main representative figure of the [USB](#) and the USG and be responsible for the coordination of all activities of the USG and its departments, having the following recurring tasks:

- i. inform the [USB](#) and the USG about matters falling within their competence, especially when requested by these bodies,
- ii. be responsible for the USG's actions and oversee its structure and inner workings,
- iii. oversee the USG's public relations externally, and coordinate the USG's presentation in the media, both electronically and printed,
- iv. supervise the appointment and/or selection of the supportive positions and infrastructure.

It defines its own [By-laws](#).

92 SECTION 8. THE ACADEMIC AFFAIRS COMMITTEE

93 The Academic Affairs Committee (AAC) shall be responsible for the representation of the USB in all Aca-
94 demic University Committees and serve as a point of contact for students regarding all academic matters
95 relevant to education (that is, teaching, learning and assessment), having the responsibilities outlined in its
96 By-laws.

97 SECTION 9. THE CAMPUS AFFAIRS COMMITTEE

98 The Campus Affairs Committee (CAC) shall be responsible for the representation of the USB in all non-
99 academic university-enacted-structures that affect student life. Its mission is to ameliorate student experi-
100 ence while at Jacobs University and to serve as a point of contact for students regarding all non-academic
101 matters.

102 SECTION 10. THE FINANCIAL AFFAIRS COMMITTEE

103 The Financial Affairs Committee shall be responsible for all USG matters pertaining to finances and
104 strive to direct the students' budget in ways to benefit the student body. Its By-laws define clear guidelines,
105 funding criteria and procedures.

106 SECTION 11. THE INTERNATIONAL AFFAIRS COMMITTEE

107 The International Affairs Committee shall be responsible for all USG matters pertaining to cooperations
108 with other universities and their student bodies.

109 **Article IV**
110 **Student Court**

111 Thee Student Court shall be an independent body, responsible of checking and judging the legitimacy of
112 the actions of the USG Parliament and Executive Unit. As it is may not have regular tasks, it shall be formed
113 upon request by either the USB via a petition, the USG Parliament or the USG Executive Unit, in order to
114 prosecute an accused body. The student court judges should be impartial.

115 **Article V**
116 **Student Court By-laws**

117 SECTION 12. POWER AND DUTIES

118 The Student Court shall:

- 119 i. at all points of time uphold this constitution in the interests of the USB,
- 120 ii. interpret this constitution, By-laws, amendments and all subsequent legislation in the spirit of com-
121 munity standards,
- 122 iii. mediate between two (2) or more parties of the USG or USB, at the request of any of the members
123 involved,
- 124 iv. determine in a trial, as specified in the By-laws on Student Court procedure, the guilt or innocence
125 of any object of its jurisdiction who is accused of violations of this constitution and its By-laws, and
126 assess penalties for such violations according to the by-laws on Student Court procedure,
- 127 v. be permitted to defer a case to the next higher instance as specified in the By-laws on Student Court
128 procedure, if the case is decided to be beyond its competence to judge,
- 129 vi. review the decisions made and actions taken by the executive or legislative unit of the USG and ensure
130 that they are made under the provisions of this constitution and its By-laws,
- 131 vii. issue an evaluation of the Student Parliament's budget allocation, efficiency and progress on agenda
132 points with recommendations for improvement, whenever asked to do so
- 133 viii. recommend, at its discretion, changes in or additions to this constitution, its By-laws, or subsequent
134 legislation,
- 135 ix. be present at official Student Parliament meetings if requested by the Student Parliament or Govern-
136 ment.

137 SECTION 13. CONFLICTS OF INTEREST

138 All Student Court judges must declare all possible conflicts of interest to the Student Court prior to any
139 hearing. In the interest of impartiality, any judge that has a conflict of interest and in particular if a judge is
140 involved in a trial before the Student Court as the complainant or as the accused, the respective judge shall
141 remove themselves from the case and be replaced.

142 **Article VI**
143 **Student Delegates**

144 The USG shall designate the Undergraduate Student Delegates (USDs) in all official matters and University
145 Committees. The USDs present the USB's perspective and interests of the USB to the Academic Board as
146 laid out in the Academic Constitution of Jacobs University Bremen.

147 SECTION 14. UNIVERSITY COMMITTEES WITH UNDERGRADUATE STUDENT REPRESENTATION

148 The Committees in the [USG Executive Unit](#) carry the task of delegating students to the following Univer-
149 sity Committees with Undergraduate Student Delegates. These USDs are mandated to join the respective
150 University Committee. The USDs don't need to be members of the respective USG executive committee. In
151 particular,

- 152 i. the Academic Affairs Committee is responsible for selecting delegates (and substitutes if necessary)
153 for the:
 - 154 (a) Academic Senate (AS),
 - 155 (b) University Committee on Education (UCE),
 - 156 (c) University Committee on Quality Management (UCQM),
 - 157 (d) University Committee on Academic Integrity (UCAI),
 - 158 (e) Teacher of the Year Delegates,
 - 159 (f) Hiring Committees;
- 160 ii. the Campus Affairs Committee is responsible for selecting delegates (and substitutes if necessary) for
161 the:
 - 162 (a) Equality Committee (EQ),
 - 163 (b) Disciplinary Counsel (DC),
 - 164 (c) College Council (CC).

165 Only in exceptional cases, as decided by the [USG Parliament](#), a student is allowed to be the Undergraduate
166 Student Delegate (excluding substitutes) of more than one University Committee of Jacobs University.

167 SECTION 15. DECISION-MAKING

168 The USDs shall be free to vote in the University Committees as their consciousness dictates. The Student
169 Parliament or the responsible Committee may however dictate the USDs' votes in their University Com-
170 mittees, by a simple 2/3 majority vote. If unable to attend the official meetings, the USD is responsible for
171 finding a substitute.

172 SECTION 16. TASKS OF THE UNDERGRADUATE STUDENT DELEGATES

173 The Undergraduate Student Delegates shall:

- 174 i. attend all meetings of their University Committee,
- 175 ii. attend all meeting of the responsible USG Executive Committee, unless decided so by the respective
176 Committee,
- 177 iii. upon decision by the Parliament, additionally attend all meetings of the USG Parliament,
- 178 iv. present a summary of the work of the University Committee to the responsible Executive Committee
179 and/or the Parliament, after each University Committee meeting or whenever asked to do so,
- 180 v. at their discretion, or when mandated by the responsible USG Committee or the Parliament, invite
181 other students as guests to the University Committee meeting.

Article VII General Regulations

SECTION 17. DECISION-MAKING AND BY-LAWS

A simple majority among the Committee members is required to reach a decision within any committee. Conflicts of interest must be declared and the involved members must be omitted from voting. The Committee's decision can be overruled only with a simple unanimity of the USG Parliament. Each committee shall establish its own By-laws, afterwards to be approved by the Parliament.

SECTION 18. COMMITTEE RESPONSIBILITIES

Each Committee shall:

- i. maintain a detailed documentation of the projects in progress and/or finished,
- ii. update the USG Parliament about its work during its weekly meetings.
- iii. work on any tasks assigned to them by the USG Parliament and keep the Parliament updated about any progress

SECTION 19. CHANGE OF COMMITTEE RESPONSIBILITIES

Any changes related to responsibilities, tasks and duties of an Executive Committee as well as procedures and guidelines within that committee that are of a permanent nature must be approved by a simple majority vote of the USG Parliament, and those of temporary nature are at the discretion of the Committee.

SECTION 20. COMMUNICATION RESPONSIBILITIES

One of the USG's core missions is to inform the [USB](#).

§1 A regular task shall be a bi-monthly newsletter with USG past, current and future projects relevant to the respective time-frame.

§2 Failure to do so for two months consecutively constitutes a valid reason for impeachment of the USG President.

SECTION 21. SUPPORT STRUCTURES

The Support structures shall foster the inner workings of the USG and help both the [USG Parliament](#) and Executive Unit in their actions. Further roles can be defined and must be publicly justified, then they can be attributed to USG members depending on the respective need, in addition to the support structures explicitly listed below:

§1 The Secretaries shall:

- i. set the Agenda for meetings of USG bodies,
- ii. be responsible of communication and documents, such as agendas and minutes,
- iii. organize and follow up on tasks, check for completion;
- iv. organize and update the USG documentation, ensuring full transparency of the USG's actions

§2 The IT Department shall:

- i. be responsible for the maintenance of the USG related websites and for the updated information,
- ii. be the link between the [USB](#) and the IT department of the University.

§3 Public Relations Department shall:

- i. be responsible for the image of the USG, and implicitly of the University,
- ii. cooperate with the Parliament on internal and external communication.

These roles shall be positions any student can apply for, then the candidate is selected within the USG Parliament or the respective Committee.

SECTION 22. EXTERNAL OUTREACH POWER

The USG shall have the right to communicate with external parties, as stated by Academic Constitution of Jacobs University Bremen.

§1 The USG members, as any student, shall have the right to contact any external bodies, only if they do so as individuals and not representing the USG.

§2 In particular, the USG President is the main representative responsible for any external communication.

SECTION 23. IMPEACHMENT OF USG MEMBERS

In case of a failure of any USG member to live up to his/her responsibilities with regards to the committee, the USG Parliament shall take appropriate actions, ranging from a reprimand to impeachment and/or a re-delegation of tasks.

SECTION 24. RESIGNATION AND IMPEACHMENT PROCEDURE

In the event of an elected USG Member resigning, not being able, not being willing to continue their tasks as a Member, or being successfully impeached, the USG Parliament will appoint an interim for the remaining period of the resigning member. For resignations and impeachments the following rules apply:

§1 Any elected member of the USG may resign provided that the USG is informed two (2) weeks before the intended date of resignation.

§2 Any member of the USG shall be impeached by either an absolute 2/3 majority vote within the Parliament or the respective Committee, or a referendum. Such a vote or referendum must clearly state the grounds for impeachment. Repeated unexcused absence of three (3) meetings or more and/or not accomplishing designated tasks automatically start the process of impeachment of a Committee or Parliament member: The accused member and the impeacher (if any) have one (1) week time to present their case. At the next USG Parliament meeting, the impeachment is voted upon.

§3 After resignation or impeachment, an officer may not run again for the same office within the term that the resignation or impeachment took place.

SECTION 25. AMENDMENTS TO THE CONSTITUTION

Any changes to part A, that is article 1–VIII, as well as article XX are treated as changes to the constitution and are amended according to section 105.

Article VIII Elections

SECTION 26. ELECTIONS

The USG shall hold a general election twice a year, in particular:

i. in first week of December for: Focus Area representatives, Members of Parliament (and for any open position),

ii. in first week of May for: College representatives, Members of Parliament (and for any open position).

The number of Members of Parliament to be elected with each election is determined by the number of open positions in the USG Parliament.

SECTION 27. CANDIDATES ELIGIBILITY

The student shall be physically present in the respective semester of being in the office.

§1 Only active members of an USG Executive Committee are eligible to run as a Member of Parliament.

§2 Students in their second year of study who will spend the fifth semester abroad or will do an internship in their fifth semester may not run for an office in the USG in the May elections of their second year.

§3 Students in their third year of study or Foundation Year students who will not stay as bachelor students afterwards may not run as Focus area or College representatives in the May elections of their last year.

§4 Foundation Year students may affiliate themselves with a Focus area and are allowed to run as representative for that Focus area. In case they have been offered admission for undergraduate studies and accepted that offer, this must be the Focus area of their future study program.

SECTION 28. ELECTION OF THE MEMBERS OF PARLIAMENT

For the election of the Members of Parliament, each student may vote for at most as many candidates

as positions to be filled. Afterwards, the Members of Parliament are selected based on the outcome of the election as follows:

§1 Firstly, the candidates with most votes (except for a number of candidates equal to the number of Executive Committees) become Members of Parliament.

§2 All remaining positions are filled by the candidate reaching most votes from each Committee, which isn't already chosen as a Member of Parliament in §1. If there is no such candidate, the candidate with most votes (from any Committee) that isn't already chosen will be chosen as Member of Parliament.

SECTION 29. ELECTION OF THE COLLEGE AND FOCUS AREA REPRESENTATIVES

Any eligible student according to section 27 may run as a college or Focus area representative in their College or Focus area. Focus area and College representatives are elected by the USB from within their Focus area or College.

SECTION 30. ELECTION OF THE PRESIDENT'S OFFICE

After the election in May, the newly elected Parliament shall elect a President and after the election in December, they shall elect a Vice-President, each amongst the Members of Parliament. Both President and Vice-President can be recalled any time with an absolute 2/3 majority vote in the Parliament. In this case, a new President or Vice-President must be elected immediately.

SECTION 31. TERM LENGTH

By default, all elected positions' terms within the USG shall be one year long.

§1 Exceptions are:

- i. the candidates are third year students elected in the December election of their third year, and they are graduating at the end of their 6th semester,
- ii. the candidates are second year students elected in the December election of their second year, and they are going abroad during their 5th semester,
- iii. the candidates are running for an open position from a previous one-semester term,
- iv. elected members choose to have a one semester term.

§2 The current members at the time of the election will remain in office until the end of the respective semester. After the elections, the newly elected members are already invited as standing guests in the meetings. They obtain voting power already at the beginning of the respective break (winter or summer break). In particular, this means that for the breaks between semesters, both previous and newly-elect students are members of the Parliament and thus have voting rights.

§3 A student can run for a position as many times as they wish.

PART B BYLAWS AND PROVISIONS

Article IX General Provisions for the Executive Committees

SECTION 32. MEMBERSHIP

Next to the Committee chair, the Committee consists of regular members, which are inaugurated by a vote of the Committee. Memberships continue until disenrollment, unless the member resigns or is inactive (as decided by the respective committee). Members are either:

- i. active members with voting rights within the Committee and the USG, who need to attend the mandatory Committee meetings
- ii. passive members as part of the mailing lists, with the option to join the meetings and engage in discussions, but without voting rights.

SECTION 33. THE CHAIR OF A COMMITTEE

Each semester after the USG elections each committee shall elect its chair amongst its members. The chair can, but doesn't need to be a Member of Parliament. In case the chair is not a Member of Parliament,

they will be invited as a standing guest to the Parliament to represent their committee. They are given the right to propose agenda points (including ad-hoc agenda points and comments) and they will be included in the Parliament internal communications, however they don't have voting rights. The chair takes full accountability and responsibility for the work of and within the committee and, thus, it shall be the duty of the chair to ensure that all committee tasks are being duly implemented. Each committee may define additional duties.

SECTION 34. POWERS AND DUTIES OF THE CHAIR

The Chair is a leading figure for their Committee. They shall ensure the following.

§1 Communication with the USG Parliament. The chair shall attend the USG Parliament meetings, represent and communicate relevant projects and suggestions of the Committee work to the USG Parliament and vice versa.

§2 The chairs shall preside over the meetings of their Committee.

§3 At the beginning of each year, the chair must present a project list for the respective task and how to accomplish them. The chair shall write Committee reports if required by the USG.

§4 Establishment of the Committee. Upon assignment of the committee the chair shall nominate committee members.

§5 It is at the discretion of the chair to invite additional members to attend their respective official meetings. If unable to attend, the chair is responsible for finding substitutes.

§6 The chair shall provide general advice concerning the Committee's work for the succeeding committee chair, specifying the activities which were pursued and completed, stating any pending activities, and including suggestions for improved performance in the committee in the next academic year. The chair shall ensure that all relevant documents and materials are handed over to the succeeding committee chair.

§7 At any time during the semester the chair of a Committee, may be recalled by an absolute 2/3 majority of members. In this case, a new chair must be elected immediately.

SECTION 35. MODERATOR OF A COMMITTEE

The chair may yield their moderation right to another Committee member, either for a specific meeting or for the entire semester. The moderator may yield the moderation right to a different committee member at any time during a meeting for:

- i. the discussion of an agenda point,
- ii. the introduction of a proposal,
- iii. the remaining meeting.

SECTION 36. GENERAL WORKINGS OF THE SUBCOMMITTEES

Subcommittees can be created within the Committee in order to foster the work with the diverse range of issues the Committee is interested in.

§1 Membership of any of these subcommittees is fluid and can be freely changed.

§2 A Committee member can freely decide to be in any number of such subcommittees.

§3 The subcommittee is free to accept any non-committee member as members.

§4 The heads of the subcommittees are selected within the subcommittee

Article X Parliament By-laws

SECTION 37. DUTIES AND RESPONSIBILITIES

The individual members of the USG Parliament shall:

- i. attend the weekly USG meetings,
- ii. proactively strive for the betterment of student representation within the University,
- iii. be familiar with the workings of the USG and Jacobs University,
- iv. participate in voting and decision-making, aware of consequences for different constituencies
- v. participate in at least of the USG Executive Committees or supporting structures

368 SECTION 38. CHAIR OF THE PARLIAMENT

369 The chair of the Parliament presides over Parliament meetings.

370 §1 By default the USG President is the chair and moderator of the USG Parliament.

371 §2 With approval of the previous chair, the USG Parliament may elect a new chair amongst its members
372 at any time during the semester

373 §3 The chair may be recalled at any time with an absolute 2/3 majority of the Members of Parliament. In
374 this case a new chair must be elected.

375 §4 The chair can yield the moderation right to another present USG member at any time during a meeting
376 for

377 i. the discussion of an agenda point

378 ii. the introduction of a proposal

379 iii. the remaining meeting

380 **Article XI**
381 **President's Office**

382 SECTION 39. GENERAL RESPONSIBILITIES OF THE PRESIDENT'S OFFICE

383 The President's Office and its Support Structures shall convene and preside weekly meetings of the USG
384 Parliament. The President's Office shall oversee the workings of the Committees of the USG, taking the
385 information and their opinions into account when making decisions.

386 SECTION 40. DUTIES OF THE PRESIDENT

387 The President shall act as the primary representative of the USG to the USB, and the primary represen-
388 tative of the USB to the University Administration. The President shall ensure the proper functioning and
389 efficiency of the Committees of the USG.

390 SECTION 41. DUTIES OF THE VICE PRESIDENT

391 The Vice President shall aid the President in any matters pertaining to the duties of the President to the
392 best interest of the USG. The Vice President shall further:

393 i. be the Acting Head of the USG whenever the President is absent and/or not legitimized,

394 ii. be the foremost contact for further developing and advancing the disciplinary procedures at Jacobs
395 University together with its administration.

396 SECTION 42. EVENT OF UNTIMELY TERMINATION

397 In the event that the President/Vice-President steps down from his/her role before the proper conclusion
398 of the term, a new President shall be elected from the existing members of the USB Parliament in the earliest
399 possible convenience.

400 §1 In accordance with Article XI, Section 41, Point i, the Vice President shall become the Interim President
401 of the USG until the proper introduction of the new President into his/her office.

402 §2 There shall be no role of interim Vice President until the conclusion of the said election.

403 **Article XII**
404 **Academic Affairs Committee By-laws**

405 SECTION 43. GENERAL RESPONSIBILITIES OF THE COMMITTEE

406 The Academic Affairs Committee (AAC) of the Undergraduate Student Government (USG) shall gather
407 undergraduate student opinions on current academic issues and represent and mediate the students' opin-
408 ions towards faculty and staff.

409 §1 The Committee shall strive for the best solution for the USB as a whole. It is the objective of the
410 committee to enhance overall teaching quality.

411 §2 The Committee shall be the contact institution for students who have problems with or suggestions
412 about academic policies and regulations. The committee shall maintain an open mind and look for
413 solutions and new ideas within the academic realm at Jacobs University.

SECTION 44. COMPOSITION AND ROLES

The AAC shall be represented by students of all focus areas, and all majors. Each focus area shall elect its representative, who is a member of the Parliament as well. Students may become members of the AAC representing their majors. Special roles within the AAC are, but not limited to:

- i. AAC Chair
- ii. Focus area representatives
- iii. Undergraduate Student Representative (and substitute) in the Academic Senate
- iv. Undergraduate Student Representatives (and substitutes) in the University Committee on Education
- v. Undergraduate Student Representative (and substitute) in the University Committee on Quality Management
- vi. Undergraduate Student Representatives (and substitutes) in the University Committee on Academic Integrity
- vii. Hiring Committees Ombudsperson
- viii. AAC Secretary
- ix. USB for Awards Committees, such as the Teacher of the Year and Lecture Hall Awards.

SECTION 45. MAJOR REPRESENTATIVES

In order to better represent the interest of students of all major's on campus, the AAC selects major representatives among the Undergraduate Student Body for undergraduate study programs. Ideally, there should be one to two major representatives for each major, especially if there are no AAC members of that major. Major representatives don't need to be AAC members. Major representatives shall:

- i. serve as a point of contact for students of their major,
- ii. address major specific issues autonomously, wherever possible,
- iii. advise the AAC on matters related to their major,
- iv. collect feedback and complaints from students of their major and either address them themselves or present them to and collaborate with the AAC in order to address them.

SECTION 46. FOCUS AREA REPRESENTATIVES

The elected Focus area representatives shall become AAC members. The Focus area representatives shall:

- i. serve as a point of contact for students and major-representatives of their focus area,
- ii. work on issues specific to their focus area,
- iii. represent the interest of their Focus area in AAC internal discussions, thus ensuring the needs of all Focus areas are taken into account,
- iv. stay in contact with and support the work of the major representatives of their focus area, serving as a link between the major representatives and the AAC.

SECTION 47. TASKS

The Committee shall work on relevant suggestions and requests from individual students or other institutions. The fixed and recurrent tasks of the committee shall pertain to:

- i. give feedback about academic matters to faculty, administration and the respective university Committees (primarily the University Committee on Quality Management and University Committee on Education),
- ii. regularly update the USB and the Parliament about its workings as well as the meetings with the university leadership and the Academic University Committees,
- iii. be responsible for meeting with the University Leadership of Academic Operations at least once per semester, to discuss academic developments,
- iv. represent the USB's interest in the University Committees,
- v. structure changes and their implications, evaluate academic policies, major evaluations.

Article XIII
Campus Affairs Committee By-laws

SECTION 48. DUTIES OF THE CAMPUS AFFAIRS COMMITTEE

§1 The primary purpose of the Campus Affairs Committee (CAC) is to facilitate and improve life on campus for students. The CAC shall consider and discuss with the appropriate university authorities any relevant issue for which there is a proven student interest, as long as the area of interest does not infringe upon the areas supervised by other Committees, determined by either of:

- i. the Committee and/or the Parliament's discretion,
- ii. any student petition that has more than 50 signatures.

§2 Any student shall have the right to approach the CAC for initiation of the proceedings described above upon consideration of the [USG Parliament](#). The CAC shall have the right to file an official complaint to Campus Life against any employee on campus provided that there exists evidence beyond reasonable doubt on the issue, and with an absolute majority vote of the Parliament.

§3

SECTION 49. TASKS

The Committee shall work on relevant suggestions and requests from individual students or other institutions. The fixed and recurrent tasks of the committee shall pertain to:

- i. delegating an USR (usually the CAC Chair) to attend the weekly meetings with CampusLife,
- ii. maintaining the weekly CAC meeting as mutually agreed by the entire CAC,
- iii. evaluate campus life policies give feedback about non-academic matters to CampusLife,
- iv. be responsible for meeting university leadership at least once a semester to discuss non-academic developments,
- v. regularly update the [USB](#) and the Parliament about its workings as well as about meetings,
- vi. oversee and foster the student clubs and events, as well as doing campaign about social welfare.

SECTION 50. SUB-COMMITTEES

Current Sub-committees are, but not restricted to:

- i. Food and Environmental Sub-committee
 - (a) ursuing students' interest in all things related to University-provided food,
 - (b) Striving to restore and maintain the environmental integrity of the campus,
 - (c) Creating various projects and workgroups to pursue the above interests.
- ii. Equality and Diversity Sub-committee:
 - (a) Headed by a current Undergraduate Student Representative of the Equality and Diversity Committee (EQC),
 - (b) Working closely with the EQC and assisting it with its current projects wherever possible,
 - (c) Working with other clubs and communities on campus that aim for a similar goal,
 - (d) Creating various projects and workgroups to pursue the above interests.
- iii. Event Sub-committee
 - (a) Assisting student organizers in planning for various events and parties,
 - (b) Organising the end-of-the-year party.

SECTION 51. STUDENT CLUBS

Any student shall have the right to ask the [USG Parliament](#) to check the respective club's inner workings. *Only for clubs that receive USG funding*, any club member shall have the right to ask the USG to impeach the respective club's president and hold club elections.

§1 Should an impeachment proceeding occur, the decision shall be decided by a simple majority vote of the USG Parliamentarians.

§2 Should a member of the [USG](#) be involved in the impeachment procedure (accused or member of the club), he/she shall not have the right to vote on the impeachment for the sake of impartiality.

SECTION 52. COMPOSITION AND ROLES

The CAC shall be represented by students of all residences and student clubs. Each College shall elect its representative, who is a member of the Parliament as well. Students may become members of the CAC representing their own communities and/or student clubs.

Special roles within the CAC are, but not limited to:

- i. CAC Chair
- ii. Two Undergraduate Student Representatives in the Equality and Diversity Committee
- iii. Campus Life Ombudsperson
- iv. CAC Secretary

SECTION 53. COLLEGE REPRESENTATIVES

The elected College representatives shall become CAC members. The College area representatives shall:

- i. serve as a point of contact for students of their college,
- ii. work on issues specific to their college,
- iii. represent the interest of their College in CAC internal discussions, thus ensuring the needs of all colleges are taken into account,
- iv. stay in contact with and support the work of the college office and organizers of college specific events in their college, serving as a link between the College offices and event organizers and the CAC.

Article XIV

Financial Affairs Committee By-laws

SECTION 54. GENERAL RESPONSIBILITIES OF THE COMMITTEE

The Financial Affairs Committee (FAC) of the Undergraduate Student Government (USG) shall manage the USG Budget. The USG and FAC shall, with their available funds, endeavor to financially support public, non-profit events, initiatives and the like of students, which are to the potential benefit of the student body as a whole. These include events on campus, competitions attended by a delegation of the student body, student-led projects and student-led excursions. These are only examples; general rules are that the initiative shall:

- i. not be exclusive but potentially open to any student to attend or be a part of,
- ii. be carried out to the advancement of the student body and the benefit in improving student life in academic, socio-cultural or other aspects,
- iii. not be harmful to Jacobs University's image or reputation.

The Chair of the FAC shall have direct contact with the Campus Life Department regarding the undergraduate students' funds and the USG Budget.

SECTION 55. TASKS

The fixed and recurring tasks of the FAC shall be:

- i. to convene weekly in meetings chaired by the Treasurer,
- ii. the evaluation of Funding Applications or Addenda,
- iii. the approval or rejection of a Funding Application or an Addendum
- iv. the writing of confidential, USG-internal reports on why respective Funding Applications or Addenda were approved or rejected, containing specific recommendations for the USG Parliament,
- v. the submission of approved Funding Applications and Addenda as well as the corresponding reports to the USG Parliament,
- vi. the checking and approval of receipts and invoices and their submission of such receipts and invoices to the Campus Life Department,
- vii. the accounting of the USG Budget and notification of the USG Parliament about the situation of the USG Budget,
- viii. communication to the respective staff within the administrative body of Jacobs University.

SECTION 56. DUTIES OF THE TREASURER

The FAC shall be led by an USG Parliamentarian who has been directly elected in the position of "Treasurer" by the student body. The Treasurer takes the responsibility for:

- i. all work of and within the Financial Affairs Committee,
- ii. attendance of all USG Parliament meetings and presentation of current FAC matters,
- iii. communication with the USG such as recommendations or reports on Funding Applications,
- iv. the submission of an annual budget report at the end of each academic year to the USG Parliament,

- v. passing on all relevant information to the succeeding Treasurer,
- vi. the establishment of the FAC as defined in Article XIV, Section 49.

SECTION 57. ESTABLISHMENT OF THE FAC

- §1 The Treasurer shall conduct a formal application procedure in conjunction with a second USG Parliamentarian for students wishing to join the FAC.
- §2 The size of the FAC for effective and efficient functioning shall be decided by the Treasurer.
- §3 Committee members of the FAC shall hereafter be referred to as “Financial Experts”.

SECTION 58. STUDENT’S RIGHT TO APPLY FOR FUNDING

All students of Jacobs University shall have the right to apply for funding of the USG for their initiatives and/or club activities, as long as the criteria specified in these By-laws are met.

SECTION 59. FUNDING APPLICATIONS

All Applications have to go through the FAC first, and the FAC has the right to decline any incoming application.
The FAC has the authority to fund Applications or Addenda that amount up to €500 and the obligation to emit a formal notification about such funding to the USG Parliament. This shall be valid only if the FAC consists of more than seven (7) members.
Any amount exceeding €500 will require an additional approval by the President’s office, and any amount exceeding €1000 will require vote of approval by a simple majority in the USG Parliament.

SECTION 60. PROFIT-GENERATING EVENTS

The FAC shall only fund profit-generating events, initiatives, and the like as long as they meet one of the following criteria:

- i. profits are reinvested in the continuity of the club or event,
- ii. profits are donated to a cause deemed appropriate by the Parliamentary Finance Committee if the Funding Application is €250 or less, and by the Undergraduate Student Government if the application exceeds €500,
- iii. profits are returned to the USG Budget.

SECTION 61. MISCELLANEOUS FUNDING REGULATION

- §1 The FAC has the authority to approve or reject Addenda for redistribution of funds, as long as they remain in the limit of the initial budget. Addenda intent on raising the initial budget stipulated in the initial Funding Applications can only be approved by the FAC if they request up to €200, as otherwise they have to be approved by the USG Parliament.
- §2 The FAC has the authority to waive the requirement according to which the organizers are obliged to portray the USG logo in certain events or clubs.
- §3 The FAC has the authority to lend out USG property with reasonable assurance of return. The Chair is responsible for the management of property loans. If the Chair shall be indisposed for an extended period of time, the USG Parliament can opt for ceding this power to the USG President for the duration of the Chair’s absence if the Chair has provided a signed temporary removal of power.

Article XV International Affairs Committee By-laws

SECTION 62. GENERAL RESPONSIBILITIES OF THE COMMITTEE

The Primary purpose of the international Affairs Committee is to create ties with the student government of other universities around the globe, by creating exchange of informations/opportunities in between the USG and the student government of partner universities.

SECTION 63. TASKS

The IAC shall:

- i. act as a mediator of information from Jacobs University, to other universities and vice versa,
- ii. raise international presence and prestige of Jacobs University,
- iii. serve to give students more opportunities for small-scale exchange programs and projects on a local and international level,
- iv. serve as a communication channel in order to make students from partner universities participate in Jacobs University Events,
- v. develop projects where universities close by (e.g. Hamburg, Bremen), World Track Universities and other universities by strengthening the interaction of our university and other universities,
- vi. serve as a bridge of communication in order to improve collaboration with Clubs/ Societies of Jacobs University and partner universities,
- vii. embrace collaboration between different majors of the partner universities,
- viii. embrace collaboration with Universities in countries of Jacobs University Students,
- ix. serve as a point of contact for students and students' requests and complains,
- x. determine students' preference for partnering universities and base their activities on this. These universities need to follow the targeting universities criteria.

SECTION 64. PROCEDURE AND STRUCTURE OF THE COMMITTEE

The IAC will have weekly meetings where they discuss relevant projects and opportunities for the student body.

§1 The International Affairs Committee tries to establish links to other universities based on the targeting universities criteria from the International Office.

§2 Get in contact with the target university and generate the link

§3 Exchange Information about the universities and its events

SECTION 65. STRUCTURE AND SUBCOMMITTEES OF THE INTERNATIONAL AFFAIRS COMMITTEE

The IAC structure shall work with constant interaction of its three main sub-Committees:

§1 The Development Projects subcommittee: This subcommittee organizes events to improve the interaction with other universities and their students

§2 The IAC World: The IAC World is in charge of expanding the IAC alliances, based on the targeting university criteria. The IAC World should be composed of representatives by mother tongue, that are in charge of expanding the alliances of the IAC, in the regions where the language is spoken. IAC-World is in charge of serving as a bridge of communication between event organizers and university societies at Jacobs and allied universities and their student governments in order to boost recruitment, communication and collaboration.

§3 The IAC News: The IAC News researches and the informs the Jacobs student body about opportunities, both locally and worldwide, for instance career fairs, jobs fairs and conferences. This communication takes place via E-mail and social media.

SECTION 66. DUTIES OF THE CHAIRS

The IAC chairs:

- i. organize at least monthly meetings with the International Office to support the development of the internationalization process,
- ii. coordinate the work of the IAC subcommittees,
- iii. ensure chairing of the weekly meetings of the IAC subcommittees,
- iv. communicate the requests and initiatives of the student body to the IO and the subcommittees,
- v. ensure communication of the subcommittees with the student body,
- vi. recruit members for the IAC Committee from the student body.

SECTION 67. COMPOSITION AND ROLES

The IAC shall be comprised of students of all majors.

Special roles within the IAC include, but are not limited to:

- i. IAC Chair(s)
- ii. Head(s) of the IAC World
- iii. Head of the IAC News
- iv. IAC Secretary

Article XVI Student Court By-laws

SECTION 68. STUDENT COURT FORMATION

The **Student Court** shall consist of five (5) judges directly elected.

§1 In case the **USG Parliament** is accused of wrong doings, then the **USG Executive Unit** takes the task of forming the Student Court. Three (3) Judges shall be members of the **USG Executive Unit** without the Parliament, and two (2) judges shall be elected from the USB.

§2 In case the **USG Executive Unit** is accused of wrong doings, then the **USG Parliament** takes the task of forming the Student Court. Three (3) Judges shall be members of the **USG Parliament**, and two (2) judges shall be elected from the USB.

§3 In case both the **USG Parliament** and Executive Unit are accused of wrong doings, then the initiators of the petition against the two bodies takes the task of forming the Student Court. In this case, all five (5) judges shall be elected from the USB.

SECTION 69. STUDENT COURT PROCEDURE

The **Student Court** shall form within a week of the accusation and shall take the responsibility to reach a decision within two weeks after its formation.

§1 A quorum for the meetings shall consist of three (3) Student Court judges and decisions shall be made by simple majority vote.

§2 Each judge shall have one vote.

PART C PROVISIONS

Acronyms

USG Undergraduate Student Government
USB Undergraduate Student Body
AAC Academic Affairs Committee
CAC Campus Affairs Committee
FAC Financial Affairs Committee
USD Undergraduate Student Delegate
MP Member of Parliament
PARL USG Parliament
EXE Executive Unit
EXEC USG Executive Committees
EC Election Committee

Article XVII Definitions

SECTION 70. CONSTITUTION

Unless stated otherwise, the term "constitution" refers to the text of the present constitution, as legislative document of the Undergraduate Student Body (USB).

SECTION 71. STUDENTS AND UNDERGRADUATE STUDENT BODY (USB)

Unless stated otherwise, the term "students" refers to undergraduate students as defined in the university

695 constitution, i.e. Bachelor and pre-degree students currently enrolled at Jacobs University. Unless stated
696 otherwise, the term "student body" refers to the Undergraduate Student Assembly, as defined by Jacobs
697 University constitution.

698 SECTION 72. MEMBER OF PARLIAMENT

699 The Members of the [USG Parliament](#) of MP for short, are USG committee members elected into the
700 Parliament as described in section 28.

701 SECTION 73. MEMBER OF THE USG

702 All members of the [USG Parliament](#), all members of the [USG Executive Unit](#), all Secretaries or members
703 of Support Structures and all major-representatives are Members of the USG.

704 SECTION 74. UNDERGRADUATE STUDENT REPRESENTATIVE (USR)

705 The Undergraduate Student Representative (USR) is the person physically participating at the University
706 meeting, as stipulated by the Jacobs University Constitution.

707 SECTION 75. PROVISION

708 A provision is a complementary law adopted by the Student Government according the constitution.
709 They shall be referenced in the text of the constitution as soon as they are adopted. They are approved or
710 amended by a simple majority vote of the [USG Parliament](#).

711 SECTION 76. RULES OF PROCEDURE

712 Rules of Procedure are complementary provisions of a unit, a Committee or the election committee re-
713 garding their internal working procedures. Consequently, they don't violate nor affect the USG constitu-
714 tion and existent bylaws which are not themselves Rules of Procedure. They also don't affect any other
715 constituency of the USG. They shall be amended by a simple majority of members of the respective unit or
716 committee and approved by a simple majority of the [USG Parliament](#).

717 SECTION 77. STUDENT CLUB

718 A student club is a student-run organization focused on a social/academic/sport or leisure purpose. To
719 be official, it has to be registered with Campus Life.

720 SECTION 78. STUDENT BUDGET

721 The student budget refers to the aggregate amount of money paid by students as the USG tax collected
722 by the university.

723 SECTION 79. POPULAR ELECTIONS

724 All elections in the [USB](#) shall be general, direct, free, fair, secret and held accordingly to the Election
725 Procedure By-laws of Article [XVIII](#).

726 SECTION 80. REFERENDUM

727 A referendum is a legislative act of the USG decided upon by a popular vote of the [USB](#). The outcome of
728 a referendum shall be binding on the USG.

729 §1 The organization of a referendum requires a simple majority of all Members of the USG to pass it to a
730 student vote.

731 §2 A referendum is considered to be successful if a simple majority votes in favour, with a threshold
732 quorum of a fifth (20%) of all eligible voters.

733 §3 No decisions shall be implemented if a referendum is pending on an issue.

734 SECTION 81. STUDENT OPINION

735 The USG may consult the USB for future decisions via the Student Opinion on the voting platform. Its
736 purpose is to give more information and leverage to the actions of the USG. However, the outcome of
737 the Student Opinion shall be binding on the USG, unless the USB Parliament votes in absolute unanimity
738 against it.

739 SECTION 82. POPULAR INITIATIVE

740 A popular initiative is an issue, not voted on by the USG, relating to the USB. It is put directly to a popular
741 vote by the USB without prior consultation with the USG. The outcome of the popular initiative shall be
742 binding on the USG. The organization of popular initiatives requires a petition signed by at least twenty
743 (5%) of all students. The Members of the USG shall approve the initiative or add options to the ballot to
744 ensure feasibility with an absolute majority vote. Ballot options included on the petition for the popular
745 initiative may only be excluded by the Members of the USG for reasons of feasibility.

746 SECTION 83. GENERAL ASSEMBLY OF THE USB

747 A general assembly is an official meeting called for by the USG to which all undergraduate students are
748 invited.

749 SECTION 84. ABSOLUTE AND SIMPLE MAJORITY

750 An absolute majority refers to a voting outcome in which more than fifty percent (50%) of the total num-
751 ber of the respective constituency (present or not) votes in favor. A simple majority refers to a voting out-
752 come in which there are more "in favor" votes than "against" votes among the physically present members;
753 abstentions are part of the pool.

754 SECTION 85. SIMPLE UNANIMITY

755 A simple unanimity refers to a voting outcome in which all physically present members vote in favour.
756 Additionally, a majority of members of the respective constituency needs to be present during the vote.

757 SECTION 86. CAMPAIGN PERIOD

758 The period from announcing a candidature and before the voting for it starts shall be known as the
759 campaign period.

760 SECTION 87. IMPEACHMENT

761 The process of removing someone from their office.

762 **Article XVIII**
763 **Election Procedures**

764 The provisions of this article shall only apply to elections for positions in the USG.

765 SECTION 88. ELECTION COMMITTEE

766 The election Committee (EC) consists of the elected members of the USG who do not finish their term at
767 the respective election time. If requested, they shall be supported by any remaining members. The election
768 committee has to form itself at the president's initiative. The committee then elects a head of elections.

769 SECTION 89. SPECIAL ELECTIONS

770 Any other elections (except the two specified by the constitution in 26) during the academic year shall be
771 organized by the President of the USG who chairs the respective election Committee.

772 SECTION 90. CONFLICT OF INTEREST

773 Each Parliament and secretariat member shall have the duty to report any irregularities to [Student Court](#).
774 No member of the student court, Parliament and secretariat who is supervising the election shall be a
775 candidate in or initiator of the election in question.

776 SECTION 91. RULES OF PROCEDURE

777 The election is carried out in accordance with the provisions set forth in the Constitution of the [USB](#) and
778 these provisions.

779 SECTION 92. CANDIDATES' APPLICATIONS

780 Students wishing to apply shall submit their application to the EC, which will collect the applications
781 and prepare them for the election. Applications may consist of a letter of intent (one-pager), explaining the
782 motivation for applying, past experience in student governments or university administration, an outline
783 of an agenda they plan to pursue and proposed solutions, a strategy for engaging with the USG and other
784 stakeholders.

785 SECTION 93. ELECTION ANNOUNCEMENTS

786 All elections shall be announced no later than two (2) days prior to the election, naming the options or
787 candidates and functions they are running for, place, date, and time of the election. Such announcements
788 shall take place through a notification sent to all student email accounts and by other platforms set by the
789 USG via the EC.

790 SECTION 94. ANNOUNCING THE CANDIDATES

791 The EC is responsible for officially announcing the candidates.

792 §1 Candidates in or initiators of an election shall be allowed to have an official public profile using an
793 online forum set-up by the EC, in order to present their ideas and opinions relevant to the election.

794 §2 A General Assembly (GA) organized by the EC will take place during the campaigning period, i.e.
795 after the candidates announcement and before the voting starts.

796 §3 The purpose of the GA is to (physically) present the candidates, and to have a debate forum where
797 any member of the Jacobs Community shall have the opportunity to ask questions, especially towards
798 the candidates.

799 SECTION 95. CAMPAIGNING

800 Candidates shall have the right to democratically campaign in an appropriate and honest way. The
801 Election Committee shall have the responsibility to more explicitly define the above, if requested by any
802 student. All candidates agree and accept that:

803 i. campaigning is only allowed during the campaign period,

804 ii. slander is strictly prohibited,

805 iii. in the case that candidates by their own wish shall need financial resources for campaigning, no
806 funding from USG or Campus Life shall be used.

807 SECTION 96. CANDIDATES' MISCONDUCT

808 The election Committee shall have the right to establish additional regulations regarding public cam-
809 paigning if deemed appropriate and impose sanctions/disqualify candidates. These additional regulations
810 must comply with the Constitution of the [USB](#).

811 SECTION 97. ONLINE BALLOTS

812 The IT Department has the task to set up an election platform for online voting. Ballots have to be
813 approved by the election Committee prior to the election. To be considered fit for being used in voting, a
814 ballot has to contain all options presented in an equal way without discriminating any of them.

815 SECTION 98. VIOLATIONS

816 Violations of the election rules and regulations set forth in these By-laws may result in:

- 817 i. the violator losing his or her status as a candidate in the election
818 ii. the election being invalid
819 iii. new election results being issued.

820 Such cases shall be handled and decided upon by the EC.

821 SECTION 99. PUBLICATION OF RESULTS

822 Immediately after the vote-tallying is finished, the election Committee shall inform the secretariat about
823 the results of the election. The secretariat shall then publish the results of the election, including the num-
824 ber of eligible voters, the number of votes cast, the number of valid votes, the number of invalid votes, the
825 number of votes for each of the options or candidates, the number of votes for each of the options or can-
826 didates per college, and naming the winning option or candidate. This shall be done through a notification
827 sent to all student email accounts and an announcement posted on the student forum.

828 SECTION 100. TAKING OFFICE

829 Once the newly-elected members of the [USG Parliament](#) are determined, the newly-elect members of the
830 [USG Parliament](#) and the outgoing members take responsibility that the newly-elected members of the [USG](#)
831 [Parliament](#) are trained in their respective tasks.

832 **Article XIX**

833 **Meeting Policies and Student Voice**

834 The provisions in this article exclusively apply to ?.

835 SECTION 101. CHAIR AND QUORUM

836 The chair of the [USG Parliament](#) meetings is the President, and if missing, the Vice-President. A meeting
837 consists of at least a quorum of five [Members of Parliament](#) which have to include the President or the
838 Vice-President.

839 SECTION 102. REGULAR MEETINGS

840 Meetings have to take place regularly and are open to the general public of Jacobs University, unless the
841 Parliament needs to discuss confidential agenda items.

842 §1 Attendance of [Members of Parliament](#) is mandatory.

843 §2 The meetings have to be made public at least two days prior to the meeting.

844 §3 Confidential agenda items are discussed with elected or appointed members only. The [USG Parlia-](#)
845 [ment](#) may choose to include any other student if allowed and considered appropriate by a simple
846 majority.

847 SECTION 103. DECISION-MAKING

848 Each member of the [USG](#) shall have one (1) vote in all matters. Decisions shall be made by a simple
849 majority vote with at least fifty percent (50%) of all members voting. Voting takes place publicly and the
850 names of the "ayes", "nays", and "abstentions" shall be recorded in the minutes. With a simple majority vote
851 the [USG](#) may declare a secret vote (ballot) in which case only the number of votes shall be recorded.

852 SECTION 104. STUDENT VOTE

853 The [USG](#) may ask the [USB](#) via a [Student Body Opinion](#) procedure regarding [USG](#) decisions and future
854 actions. However, the Student Body Opinion may be overruled with a full unanimity of the [USG Parlia-](#)
855 [ment](#).

Article XX
Final provisions and policy changes

SECTION 105. AMENDMENTS OF THE CONSTITUTIONAL DOCUMENT

- §1 [Part A](#) of this document forms the Constitution, which has to be amended according to Article [XX](#), Section [106](#).
- §2 [Part B](#) represents By-laws and secondary provisions, which can be changed internally by the [USG Parliament](#) according to Article [XX](#), Section [62](#)
- §3 [Part C](#) represents complementary provisions, definitions and guidelines.

SECTION 106. AMENDMENTS AND REFERENDUM

Amendments of this constitution or the ratification of a new constitution can only be passed in a successful referendum by the [USB](#). Before the organization of a referendum, any new constitution or amendments to the old constitution must be introduced via a general assembly to the [USB](#).

SECTION 107. OVERRULING

The provisions of this constitution shall not violate in any way general provisions of German, European, or international law as far as applicable. If such provisions exist, they shall be immediately revoked and/or amended.

SECTION 108. INTERNAL CHANGES AND AMENDMENTS OF BY-LAWS

- §1 Existing By-laws and provisions can be amended or replaced and new ones can be introduced only with a two-thirds (2/3) majority of members voting in favour.
- §2 If the name of a document, Committee, unit, or office mentioned in this constitution changes without the change of the respective entity violating this constitution, this document may be updated by substitutions of the old name with the new name upon approval of the [USG](#) by a simple majority vote.

SECTION 109. ANNOUNCING CHANGES

If additional provisions are issued in form of complementary By-laws, the publicly available text of this constitution must clearly mention the names and articles of the relevant by-laws.

SECTION 110. TERMINATION

This constitution shall expire upon ratification of a new constitution by the [USB](#).

Version 2.0 of this constitution is proposed for amendment. This document has been last edited on November 6, 2018.

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