



THE ESTABLISHMENT OF THE JACOBS UNIVERSITY UNDERGRADUATE STUDENT BODY

Table of Contents

<p>A CONSTITUTION OF THE UNDERGRADUATE STUDENT BODY 1</p> <p>I The Undergraduate Student Government 1</p> <p style="padding-left: 20px;">1 Executive, Legislative and Judicial Power 1</p> <p style="padding-left: 20px;">2 Power and Duty 1</p> <p style="padding-left: 20px;">3 Student Rights 2</p> <p style="padding-left: 20px;">4 Student Duties 2</p> <p>II The Undergraduate Student Executive Unit 2</p> <p style="padding-left: 20px;">5 The Undergraduate Student Executive Unit Structure 2</p> <p style="padding-left: 20px;">6 The President's Office 2</p> <p style="padding-left: 20px;">7 The Academic Affairs Committee 2</p> <p style="padding-left: 20px;">8 The Campus Affairs Committee 3</p> <p style="padding-left: 20px;">9 The Financial Affairs Committee 3</p> <p style="padding-left: 20px;">10 ^{s:}The International Affairs Committee 3</p> <p style="padding-left: 20px;">11 Support structures 3</p> <p>III USG Parliament 3</p> <p style="padding-left: 20px;">12 Structure and Elected Offices 3</p> <p style="padding-left: 20px;">13 Elections 3</p> <p style="padding-left: 20px;">14 Term Length 4</p> <p>IV Student Court 4</p> <p style="padding-left: 20px;">15 Power and Duties 4</p> <p style="padding-left: 20px;">16 Student Court Formation 4</p> <p style="padding-left: 20px;">17 Student Court Procedure 5</p>	<p style="padding-left: 20px;">18 Conflicts of Interest 5</p> <p>V Student Delegates 5</p> <p style="padding-left: 20px;">19 University Committees with Undergraduate Student Representation 5</p> <p style="padding-left: 20px;">20 Decision-Making 5</p> <p style="padding-left: 20px;">21 Tasks of the Undergraduate Student Delegates 5</p> <p>B BYLAWS AND PROVISIONS 6</p> <p>VI General Provisions 6</p> <p style="padding-left: 20px;">22 Decision-Making and By-Laws 6</p> <p style="padding-left: 20px;">23 Membership 6</p> <p style="padding-left: 20px;">24 Committee Responsibilities 6</p> <p style="padding-left: 20px;">25 General workings of the subcommittees 6</p> <p style="padding-left: 20px;">26 ^{p:}The Chair^{s:} of a committee 6</p> <p style="padding-left: 20px;">27 ^{p:}Powers and Duties of the Chair 0</p> <p style="padding-left: 20px;">28 Impeachment 0</p> <p style="padding-left: 20px;">29 Change of Responsibilities 0</p> <p>VII Parliament By-Laws 0</p> <p style="padding-left: 20px;">30 Duties and Responsibilities 0</p> <p style="padding-left: 20px;">31 Chair of the Parliament 0</p> <p>VIII Academic Affairs Committee By-Laws 0</p> <p style="padding-left: 20px;">32 General Responsibilities of the Committee 0</p> <p style="padding-left: 20px;">33 Composition and Roles 0</p> <p style="padding-left: 20px;">34 Major Representatives 0</p> <p style="padding-left: 20px;">35 Tasks 0</p> <p style="padding-left: 20px;">36 Duties of the Chair 1</p>
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IX	Campus Affairs Committee By-Laws . . .	1	66	Popular Elections	3
1	Duties of the Campus Affairs Committee	1	67	Referendum	3
38	Tasks	1	68	Student Opinion	3
39	Sub-Committees	1	69	Popular Initiative	3
40	Student Clubs	2	70	^{P:} General Assembly of the USB . . .	3
41	Composition and Roles	2	71	Absolute and Simple Majority . . .	3
X	Financial Affairs Committee By-Laws . . .	2	72	Absolute and Simple Unanimity . .	3
42	General Responsibilities of the Committee	2	73	Campaign Period	3
43	Tasks	2	74	Impeachment	3
44	Duties of the Treasurer	0	XIV	Election Procedures.	4
2	Establishment of the FAC	0	75	Election Committee	4
46	Student's Right to Apply for Funding	0	76	Special Elections	4
47	Funding Applications	0	77	Conflict of Interest	4
48	Profit-Generating Events	0	78	Rules of Procedure	4
3	Miscellaneous Funding Regulation	0	79	Candidates' Applications	4
XI	International Affairs Committee By- Laws	1	80	Election Announcements	4
50	Duties of the International Affairs Committee	1	81	Candidates' Eligibility	4
51	Tasks	1	82	Announcing the Candidates	5
52	Composition and Roles	1	83	Campaigning	5
XII	President's Office	1	84	Candidates' Misconduct	5
53	General Responsibilities of the President's Office	1	85	Voter Eligibility	5
54	Duties of the President	1	86	Online Ballots	5
55	Duties of the Vice President	1	87	Violations	5
56	Event of Untimely Termination . . .	1	88	Publication of results	5
			89	Taking Office	5
			XV	^{S:}Meeting Policies and Student Voice . .	6
C	PROVISIONS	2	90	Chair and Quorum	6
XIII	Definitions	2	91	Regular Meetings	6
57	Constitution	2	92	Decision-Making	6
58	Students and Undergraduate Stu- dent body (USB)	2	93	Student Vote	6
59	^{P:} Member of Parliament	2	94	External Outreach Power	6
60	^{P:} Member of the USG	2	95	Communication Responsibilities . .	6
61	Undergraduate Student Represen- tative (USR)	2	96	Conflicts of Interest	6
62	Provision	2	97	Resignation and Impeachment . . .	7
63	^{P:} Rules of Procedure	2	XVI	Final provisions and policy changes . .	7
64	Student Club	2	98	Constitution Scope	7
65	Student Budget	2	99	Amendments and Referendum . . .	7
			100	Overruling	7
			4	Internal Changes and Amendments of By- Laws	7
			102	Announcing changes	7
			103	Termination	7

PART A
CONSTITUTION OF THE UNDERGRADUATE STUDENT BODY

Preamble

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

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

Believing in the right of self-governance, the Undergraduate Student Body (USB) shall elect its representatives. Its Undergraduate Student Government (USG) is entirely student-run and politically independent of any administrative bodies.

Article I

The Undergraduate Student Government

The USG is formed in order to provide an official and representative organization to receive student questions and suggestions, investigate student problems and take appropriate action, provide the official voice through which the student opinion may be expressed, encourage the development of responsible student participation in the overall policy and decision making processes of the university community, foster an awareness of the students' role in the academic community, enhance the quality and scope of education at Jacobs University Bremen, provide means for responsible and effective participation in the organization of student affairs, and establish guidelines and this Constitution for the Undergraduate Student Government at Jacobs University.

SECTION 1. EXECUTIVE, LEGISLATIVE AND JUDICIAL POWER

The Undergraduate Student Body (USB) shall have the right to self-governance through the Undergraduate Student Government (USG), which is the main authority body of the USB, through:

- i. the USG Executive Unit (composed out of the [Student Committees](#)), having the executive power of the [USB](#),
- ii. the USG [Parliament](#) (composed out of the [Elected Offices](#)), having the legislative power of the [USB](#),
- iii. the USG [Student Court](#), having the judicial power.

SECTION 2. POWER AND DUTY

The **USG** shall:

- i. inform the Student Body on recent, present and future endeavours,
- ii. organize activities involving the USB and maintain the student budget,
- iii. establish student committees to deal with specific subjects, define their mandates, appoint their members, and monitor their activities,
- iv. meet regularly to discuss progress in student committees and to address all issues on the respective agenda,
- v. at all times uphold and represent the interests of the USB,
- vi. enact legislation governing the conduct of the USB after consultation with the USB,
- 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. ~~S: run for elections or appointments for the offices of the~~USG. This includes students currently a part of the USB at the time of the elections, and excludes students on disciplinary probation,
- iii. apply to be part of a committee,
- iv. affiliate themselves with a college of her/his choice, in case of living off-campus,
- v. affiliate themselves with a focus area of her/his choice, for Foundation Year students,
- vi. start a student club and to join any club (regardless of background), according to the requirements set by the Campus Life and the by-laws of the USB,
- vii. initiate a popular initiative or petition to suggest legislative proposals or any kind of action to the USB.

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. accept final decisions of the Disciplinary Board,
- iii. respect decisions taken by the USB as long as they are in accordance with this constitution.

Article II

The Undergraduate Student Executive Unit

SECTION 5. 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^{S:}, ~~chaired by a Focus Area Representative,~~
- iii. Campus Affairs^{S:}, ~~chaired by a Residential College Representative,~~
- iv. Financial Affairs, chaired by the Treasurer,
- v. ~~S:International Affairs,~~
- vi. Support structures: Secretaries, IT Department, PR.

The chairs for the Academic^{S:} and^{S:} Campus Affairs Committees^{S:} and S:International Affairs Committee are elected with a simple majority within the USB Parliament.

SECTION 6. THE PRESIDENT'S OFFICE

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

- i. ~~S: preside over meetings of the~~USB Parliament,
- ii. ~~N:~~The moderation of parliament meetings is regulated in Section 31 inform the USB and the USB about matters falling within their competence, especially when requested by these bodies,
- iii. be the main responsible of the USB's actions and oversee its structure and inner workings,
- iv. oversee the USB's public relations externally, and coordinate the USB's presentation in the media, both electronically and printed,
- v. supervise the appointment and/or selection of the supportive positions and infrastructure.

It defines its own Bylaws.

SECTION 7. THE ACADEMIC AFFAIRS COMMITTEE

The Academic Affairs Committee (AAC) shall be responsible for the representation of the undergraduate USB in all Academic University Committees and serve as a point of contact for students regarding all academic matters relevant to education (that is, teaching, learning and assessment), having the responsibilities outlined in its Bylaws.

SECTION 8. THE CAMPUS AFFAIRS COMMITTEE

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

SECTION 9. THE FINANCIAL AFFAIRS COMMITTEE

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

SECTION 10. ^{S:}THE INTERNATIONAL AFFAIRS COMMITTEE

^{S:}The International Affairs Committee shall be responsible for all USG matters pertaining to cooperations accross universities and student bodies and try to increase students internship and study abroad opportunities ^{N:}More content

SECTION 11. SUPPORT STRUCTURES

The Support structures shall foster the inner workings of the USG and help both the USB Parliament and Executive Unit in their actions. Further roles can be defined and must be publicly justiiied, 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 USG meetings,
- ii. be responsible of communication and documents, such as agenda and minutes,
- iii. organize tasks, check for completion;

§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 Manager 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, and the USG shall elect or choose a candidate, i.e. this decision is to be carried out by USG members only.

Article III
USG Parliament

The USG Parliament shall have the role to coordinate the USG, to explicitly define its tasks and to distribute workload. The USB Executive Unit shall fulfill the proposals of the USG Parliament, upon common agreement between the two bodies.

SECTION 12. STRUCTURE AND ELECTED OFFICES

The Undergraduate Parliament shall be composed of the Elected Offices:

- | | |
|---------------------------------------|---|
| i. President | vi. Vice-President |
| ii. College Representative: Krupp | vii. Focus Area Representative: Diversity |
| iii. College Representative: Mercator | viii. Focus Area Representative: Health |
| iv. College Representative: College 3 | ix. Focus Area Representative: Mobility |
| v. College Representative: Nordmetall | x. Treasurer |

SECTION 13. ELECTIONS

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

- i. in first week of December for: Vice-President, Focus Area representatives, Treasurer (and for any open position),

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

SECTION 14. TERM LENGTH

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

§1 Exceptions of the above, with one-semester terms, 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. the candidates receive the second highest number of votes in an election where two positions are to be filled,
- v. the candidates receive the second highest number of votes in an election where any Member of Parliament runs and is elected for a different position within the Parliament,
- vi. 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.

Article IV Student Court

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

SECTION 15. POWER AND DUTIES

The **Student Court** shall:

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

SECTION 16. 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**, 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 17. 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.

SECTION 18. CONFLICTS OF INTEREST

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

Article V Student Delegates

The USG shall designate the Undergraduate Student Delegate (USD) in all official matters and University Committees. The USDs bring the perspective of Undergraduate Students to the Academic Board as laid out in the Academic Constitution of Jacobs University Bremen.

SECTION 19. UNIVERSITY COMMITTEES WITH UNDERGRADUATE STUDENT REPRESENTATION

The committees in the **USG Executive Unit** carry the task of delegating students to the following university committees with Undergraduate Student Delegates. These USDs are mandated to join the respective university committee. §:The USD's don't need to be members of the respective USG executive committee. In particular,

- i. the Academic Affairs Committee is responsible for §:selecting delegates for~~§:delegating students to~~ the:
 - (a) Academic Senate (AS),
 - (b) ~~§:University Education Committee (UEC)~~, §:University Committee on Education (UCE)
 - (c) ~~§:Quality Management (QM) Team~~ §:University Committee on Quality management (UCQM), §:
 - (d) University Committee on Academic Integrity (UCAI)
 - (e) Teacher of the Year Delegates,
 - (f) Hiring Committees;
- ii. the Campus Affairs Committee is responsible for §:selecting delegates for~~§:delegating students to~~ the:
 - (a) Equality Committee (EQ).

SECTION 20. DECISION-MAKING

The USDs shall be free to vote in the **P:university** committees as their consciousness dictates. The Student Parliament may however dictate the USDs' votes in their **P:university** committees, if a two-thirds (2/3) majority of the Members of Parliament or respective USG Executive Committee decides so. If unable to attend the official meetings, the USR is responsible for finding a substitute.

SECTION 21. TASKS OF THE UNDERGRADUATE STUDENT DELEGATES

The Undergraduate Student Delegates shall:

- i. attend all meetings of their delegated University Committee,
- ii. attend all meetings of the responsible USG Executive Committee,
- iii. upon decision by the Parliament, additionally attend all meetings of the USG Parliament (as is the case for the USD in the Academic Senate),
- iv. present a summary of the university committee to the USG in the responsible Executive Committee and/or the Parliament, after each University Committee meeting or whenever asked to do so,
- v. at their discretion, or when mandated by the responsible USG Committee or the Parliament, invite other students as guests to the University Committee meeting.

PART B BYLAWS AND PROVISIONS

Article VI General Provisions

SECTION 22. DECISION-MAKING AND BY-LAWS

A simple majority among the committee members is required to reach a decision within any committee.

^{S:}Conflicts of interest must be clearly declared.

^{P:}The committees decision can be overruled only with a full unanimity of the USG Parliament. Each committee shall establish its own By-Laws, afterwards to be approved by the Parliament.

SECTION 23. MEMBERSHIP

^{P:}Next to the Committee chair, the Committee consists of regular members, which are inaugurated by vote of the committee after an application process to the respective Committee chair. Memberships continue until disenrollment, unless the member resigns or is inactive (as decided by the ^{P:}respective committee).

Members are either:

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

^{S:}

SECTION 24. COMMITTEE RESPONSIBILITIES

- i. Maintaining a detailed documentation of the projects in progress and/or finished,
- ii. Creating a report to be presented to the USG Parliament during its weekly meetings.

^{S:}

SECTION 25. 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. The current tasks and responsibilities are:

- i. Membership of any of these subcommittees is fluid and can be freely changed.
- ii. A committee member can freely decide to be in any number of such subcommittees.
- iii. The subcommittee is free to accept any non-committee member into its membership.
- iv. The heads of the subcommittees are decided internally by the interested members

SECTION 26. ^{P:}THE CHAIR^{S:}OF A COMMITTEE

The Chair usually is an elected member of the Parliament. ^{P:}However, the committee may elect its own chair among its own members, if deemed necessary.^{S:} In this case, the chair will be invited as a standing guest to the USG Parliament and given voting rights for issues concerning the responsibility of their committee. 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 defines additional duties.

281 SECTION 27. ^{P:}POWERS AND DUTIES OF THE CHAIR

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

283 §1 Communication with the USG Parliament. The chair shall ^{P:}attend the USG Parliament meetings,
284 represent and communicate relevant projects and suggestions of the committee work to the USG
285 Parliament and vice versa.

286 §2 The chairs shall preside over the meetings of their committee.

287 §3 At the beginning of each year, the chair must present a project list for the respective task and how to
288 accomplish them. The chair shall write committee reports if required by the USG.

289 §4 Establishment of the committee. Upon assignment of the committee the chair shall nominate commit-
290 tee members.

291 §5 It is at the discretion of the chair to invite additional members to attend their respective official meet-
292 ings. If unable to attend, the chair is responsible for finding substitutes.

293 §6 The chair shall provide general advice concerning the committee's work for the succeeding committee
294 chair, specifying the activities which were pursued and completed, stating any pending activities,
295 and including suggestions for improved performance in the committee in the next academic year.
296 The chair shall ensure that all relevant documents and materials are handed over to the succeeding
297 committee chair.

298 SECTION 28. IMPEACHMENT

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

302 ^{P:} After a successful impeachment of a committee member, an additional member shall be elected or ap-
303 pointed as soon as possible to fill the open position.

304 ^{P:}

305 SECTION 29. CHANGE OF RESPONSIBILITIES

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

309 ^{P:}

310 **Article VII**
311 **Parliament By-Laws**

312 SECTION 30. DUTIES AND RESPONSIBILITIES

313 The individual members of the USG Parliament shall:

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

319 ^{S:}

320 SECTION 31. CHAIR OF THE PARLIAMENT

321 The chair of the Parliament presides over Parliament meetings.

322 §1 By default the USG President is the chair and moderator of the USG Parliament.

323 §2 With approval of the previous chair, the USG Parliament may elect a new chair amongst its members
324 at any time during the semester

325 §3 The chair may be recalled at any time with a 2/3 majority of the members of parliament. In this case
326 a new chair must be elected.

327 §4 The chair can yield the moderation right to another present USG member at any time during a meeting
328 for

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

Article VIII Academic Affairs Committee By-Laws

SECTION 32. GENERAL RESPONSIBILITIES OF THE COMMITTEE

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

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

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

P:

SECTION 33. 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. P: AAC Chair
- ii. Undergraduate Student Representative^S: (and substitute)^P: in the Academic Senate^S:
- iii. Undergraduate Student Representatives (and substitutes) in the University Committee on Education
- iv. Undergraduate Student Representative (and substitute) in the University Committee on Quality Management
- v. Undergraduate Student Representatives (and substitutes) in the University Committee on Academic Integrity^P:
- vi. Hiring Committees Ombudsperson^N: Personally, I don't like this idea, maybe this question should be left to the AAC (e.g. in their RoPs) - Colin^P:
- vii. AAC Secretary
- viii. USB for Awards committees, such as the Teacher of the Year and Lecture Hall Awards.

S:

-

SECTION 34. MAJOR REPRESENTATIVES

In order to better represent the interest of students from all major on campus, the AAC selects major representatives of undergraduate study programs. Ideally, there should be one to two major representatives for each major to support inform about and advise the AAC on issues and tasks relevant specifically to their major. Major representatives don't need to be AAC members.

P:

SECTION 35. 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. P: give feedback about academic matters to faculty, administration and the respective S: university^P: committees (Quality Management, University Education Committee/Education Advisory Panel),
- 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 concerns and opinions in any relevant internal discussions,^N:
That sounds rather questionable – Colin^S:

- v. represent the USB's interest in the university committees^{P:}
- vi. structure changes and their implications, evaluate academic policies, major evaluations.

SECTION 36. DUTIES OF THE CHAIR

The AAC chair shall become the undergraduate student representative and a member to the UEC for the respective academic year. The chair shall attend all UEC meetings. It is at the discretion of the chair to invite additional members of the AAC to attend UEC meetings.

Article IX Campus Affairs Committee By-Laws

SECTION 37. 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 ^{N:} more text

^{P:}

SECTION 38. TASKS

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

- i. delegating an USB (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.

^{S:}

SECTION 39. SUB-COMMITTEES

Current sub-committees are, but not restricted to:

- i. Food and Environmental Subcommittee
 - (a) pursuing 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 Subcommittee:
 - (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 Subcommittee
 - (a) Assisting student organisers in planning for various events and parties,
 - (b) Organising the end-of-the-year party.

SECTION 40. 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.

P:

SECTION 41. 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

Article X

Financial Affairs Committee By-Laws

SECTION 42. 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 43. 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.

471 SECTION 44. DUTIES OF THE TREASURER

472 The FAC shall be led by an USG Parliamentarian who has been directly elected in the position of “Trea-
473 surer” by the student body. The Treasurer takes the responsibility for:

- 474 i. all work of and within the Financial Affairs Committee,
- 475 ii. attendance of all USG Parliament meetings and presentation of current FAC matters,
- 476 iii. communication with the USG such as recommendations or reports on Funding Applications,
- 477 iv. the submission of an annual budget report at the end of each academic year to the USG Parliament,
- 478 v. passing on all relevant information to the succeeding Treasurer,
- 479 vi. the establishment of the FAC as defined in Article X, Section 2.

480 SECTION 45. ESTABLISHMENT OF THE FAC

481 §1 The Treasurer shall conduct a formal application procedure in conjunction with a second USG Parlia-
482 mentarian for students wishing to join the FAC.

483 §2 The size of the FAC for effective and efficient functioning shall be decided by the Treasurer.

484 §3 Committee members of the FAC shall hereafter be referred to as “Financial Experts”.

485 SECTION 46. STUDENT’S RIGHT TO APPLY FOR FUNDING

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

488 P:

489 SECTION 47. FUNDING APPLICATIONS

490 All Applications have to go through the FAC first, and the FAC has the right to decline any incoming
491 application.

492 The FAC has the authority to fund Applications or Addenda that amount up to €500 and the obligation to
493 emit a formal notification about such funding to the USG Parliament. This shall be valid only if the FAC
494 consists of more than seven (7) members.

495 Any amount exceeding €500 will require an additional approval by the President’s office, and any amount
496 exceeding €1000 will require vote of approval by a simple majority in the USG Parliament.

497 SECTION 48. PROFIT-GENERATING EVENTS

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

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

505 SECTION 49. MISCELLANEOUS FUNDING REGULATION

506 §1 The FAC has the authority to approve or reject Addenda for redistribution of funds, as long as they
507 remain in the limit of the initial budget. Addenda intent on raising the initial budget stipulated in the
508 initial Funding Applications can only be approved by the FAC if they request up to €200, as otherwise
509 they have to be approved by the USG Parliament.

510 §2 The FAC has the authority to waive the requirement according to which the organizers are obliged to
511 portray the USG logo in certain events or clubs.

512 §3 The FAC has the authority to lend out USG property with reasonable assurance of return. The Chair
513 is responsible for the management of property loans. If the Chair shall be indisposed for an extended
514 period of time, the USG Parliament can opt for ceding this power to the USG President for the dura-
515 tion of the Chair’s absence if the Chair has provided a signed temporary removal of power.

516 S:

Article XI
International Affairs Committee By-Laws

N: Probably the IAC should be tasked with this.

P:

N: Should be written by the IAC

P:

S: The IAC shall be comprised of students of all majors. N: More content

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

i. *S: IAC Chair*

ii. *S: IAC Secretary*

iii. *N: More, ...*

Article XII
President's Office

SECTION 52. COMPOSITION AND ROLES

SECTION 53. GENERAL RESPONSIBILITIES OF THE PRESIDENT'S OFFICE

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

SECTION 54. DUTIES OF THE PRESIDENT

The President shall act as the primary representative of the USG to the USB, and the primary representative of the USB to the University Administration. The President shall ensure the proper functioning and efficiency of the Committees of the USG.

SECTION 55. DUTIES OF THE VICE PRESIDENT

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

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

ii. oversee the matters of the Disciplinary Council and attend the hearings when they occur,

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

SECTION 56. EVENT OF UNTIMELY TERMINATION

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

§1 In accordance with Article XII, Section 55, Point i, the Vice President shall become the Interim President of the USG until the proper introduction of the new President into his/her office.

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

555 **PART C**
556 **PROVISIONS**

557 **Acronyms**

558 **Article XIII**
559 **Definitions**

560 SECTION 57. CONSTITUTION

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

563 SECTION 58. STUDENTS AND UNDERGRADUATE STUDENT BODY (USB)

564 Unless stated otherwise, the term "students" refers to undergraduate students as defined in the university
565 constitution, i.e. Bachelor and pre-degree students currently enrolled at Jacobs University. Unless stated
566 otherwise, the term "student body" refers to the Undergraduate Student Assembly, as defined by Jacobs
567 University constitution.

568 SECTION 59. ^{P:}MEMBER OF PARLIAMENT

569 ^{P:}The members of the USG Parliament, Members of Parliament or MP for short, are the President, Vice-
570 President, Treasurer, College Representatives and Focus Area Representatives.

571 SECTION 60. ^{P:}MEMBER OF THE USG

572 ^{P:}All members of the USG Parliament, all members of the USG Executive Unit^s, all university committee
573 members, all major-representatives^{P:} and all Secretaries or members of Support Structures are Members of
574 the USG.

575 SECTION 61. UNDERGRADUATE STUDENT REPRESENTATIVE (USR)

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

578 SECTION 62. PROVISION

579 A provision is a complementary law adopted by the Student Government according the constitution.
580 They shall be referenced in the text of the constitution as soon as they are adopted. They are approved or
581 amended by a simple majority vote of the **USG Parliament**.

582 SECTION 63. ^{P:}RULES OF PROCEDURE

583 ^{P:}Rules of Procedure are complementary provisions of a unit, a committee or the election committee
584 regarding their internal working procedures. Consequently, they don't violate nor affect the USG consti-
585 tution and existent bylaws which are not themselves Rules of Procedure. They also don't affect any other
586 constituency of the USG. Thus, they shall be amended by a simple majority of members of the respective
587 unit or committee and approved by a simple majority of the USG Parliament.

588 SECTION 64. STUDENT CLUB

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

591 SECTION 65. STUDENT BUDGET

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

SECTION 66. POPULAR ELECTIONS

All elections in the USB shall be general, direct, free, fair, secret and held accordingly to the Election Procedure By-Laws of Article XIV.

SECTION 67. REFERENDUM

A referendum is a legislative act of the USG decided upon by a popular vote of the USB. The outcome of a referendum shall be binding on the USG.

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

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

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

SECTION 68. STUDENT OPINION

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

SECTION 69. POPULAR INITIATIVE

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

SECTION 70. ^{P:}GENERAL ASSEMBLY OF THE USB

^{S:}A general assembly is an official meeting called for by the USG to which all undergraduate students are invited.

SECTION 71. ABSOLUTE AND SIMPLE MAJORITY

An absolute majority refers to a voting outcome in which more than fifty percent (50%) of the total number of the respective constituency (present or not) votes in favor. A simple majority refers to a voting outcome in which there are more "in favor" votes than "against" votes among the physically present members^{S:}
abstentions are part of the pool.

SECTION 72. ABSOLUTE AND SIMPLE UNANIMITY

An absolute unanimity refers to a voting outcome in which all members of the respective constituency (present or not) votes in favor. A simple unanimity refers to a voting outcome in which all physically present members vote in favour.

SECTION 73. CAMPAIGN PERIOD

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

SECTION 74. IMPEACHMENT

The process of removing someone from their office.

Article XIV Election Procedures

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

SECTION 75. ELECTION COMMITTEE

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

SECTION 76. SPECIAL ELECTIONS

Any other elections (except the two specified by the constitution in 13) during the academic year shall be organized by the President of the USG who chairs the respective election committee.

SECTION 77. CONFLICT OF INTEREST

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

SECTION 78. RULES OF PROCEDURE

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

SECTION 79. CANDIDATES' APPLICATIONS

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

SECTION 80. ELECTION ANNOUNCEMENTS

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

SECTION 81. CANDIDATES' ELIGIBILITY

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

§1 ^sOnly students that have been USG members in a previous semester are eligible to run for an office in the USG. In case of membership in committees, active membership is required.

§2 Students in their third year of study may not run for an office in the USG in the May elections of their last year.

§3 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.

§4 Foundation Year students may only run for an office if they have been offered admission for undergraduate studies at Jacobs University and have accepted that offer.

§5 Only in exceptional cases, as decided by the [USG Parliament](#), one student is allowed to be the Undergraduate Student Representatives of more than one official committees of Jacobs University with student representatives (USR).^{N:}

Maybe restrict chairs from being members of too many committees instead. Given the high number of USRs and substitutes, this might otherwise be too restrictive.

678 SECTION 82. ANNOUNCING THE CANDIDATES

679 The EC is responsible for officially announcing the candidates.

680 §1 Candidates in or initiators of an election shall be allowed to have an official public profile using an
681 online forum set-up by the EC, in order to present their ideas and opinions relevant to the election.

682 §2 A General Assembly (GA) organized by the EC will take place during the campaigning period, i.e.
683 after the candidates announcement and before the voting starts.

684 §3 The purpose of the GA is to (physically) present the candidates, and to have a debate forum where
685 any member of the Jacobs Community shall have the opportunity to ask questions, especially towards
686 the candidates.

687 SECTION 83. CAMPAIGNING

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

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

692 ii. slander is strictly prohibited,

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

695 SECTION 84. CANDIDATES' MISCONDUCT

696 The election committee shall have the right to establish additional regulations regarding public cam-
697 paigning if deemed appropriate and impose sanctions/disqualify candidates. These additional regulations
698 must comply with the Constitution of the USB.

699 SECTION 85. VOTER ELIGIBILITY

700 Every member of the USB who has not lost his or her right to vote shall be eligible to vote in any election
701 by the USB.

702 SECTION 86. ONLINE BALLOTS

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

706 SECTION 87. VIOLATIONS

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

708 i. the violator losing his or her status as a candidate in the election

709 ii. the violator losing his or her status as eligible voter for future elections

710 iii. the election being invalid

711 iv. new election results being issued.

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

713 SECTION 88. PUBLICATION OF RESULTS

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

720 SECTION 89. TAKING OFFICE

721 Once the newly-elected members of the USB Parliament are determined, the newly-elect members of the
722 USB Parliament and the outgoing members take responsibility that the newly-elected members of the USB
723 Parliament are trained in their respective tasks.

Article XV

s:Meeting Policies and Student Voice

s:The provisions in this article exclusively apply to ?.

SECTION 90. CHAIR AND QUORUM

The chair of the **USG Parliament** meetings is the President, and if missing, the Vice-President. A meeting consists of at least a quorum of ^{P:}five Members of Parliament which have to include the President or the Vice-President.

SECTION 91. REGULAR MEETINGS

Meetings have to take place regularly and are open to the general public of Jacobs University, unless ^{P:}the Parliament needs to discuss confidential agenda items.

§1 Attendance of **Members of Parliament** is mandatory.

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

§3 ^{P:}Confidential agenda items are discussed with elected or appointed members only. The USG Parliament may choose to include any other student ^{P:}if allowed and considered appropriate by a simple majority.

SECTION 92. DECISION-MAKING

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

SECTION 93. STUDENT VOTE

The USG may ask the **USB** via a **Student Body Opinion** procedure regarding USG decisions and future actions. However, the Student Body Opinion may be overruled with a full unanimity of the **USG Parliament**.

SECTION 94. 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 The whole USG (Parliament and Executive Unit) has to be informed of any intention for external communication.

§3 A simple majority vote in the **USG Parliament**, among the USG members or a Student Opinion Decision may enact or prevent any external communication.

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

SECTION 95. COMMUNICATION RESPONSIBILITIES

One of the USG's core missions is to inform the **USB**.

§1 A regular task shall be a monthly newsletter of one page 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.

SECTION 96. CONFLICTS OF INTEREST

Conflicts of interest must be declared and the involved members must be omitted from voting. In case of a tie in the voting procedure, the final decision is made jointly by the President, Vice-President and the respective Committee Head.

767 SECTION 97. RESIGNATION AND IMPEACHMENT

768 In the event of an USG Member resigning, not being able, not being willing to continue their tasks as a
769 Member, or being successfully impeached, the [USG Parliament](#) will appoint an interim for the remaining
770 period of the resigning member.

771 §1 Any Member of the USG may resign provided that the USG is informed two (2) weeks before the
772 intended date of resignation.

773 §2 Any member of the USG shall be impeached by either of the two: Two thirds (2/3) of the (other)
774 elected members or referendum. Such a vote or referendum must clearly state the grounds for im-
775 peachment. Repeated ^{S:}[unexcused](#) absence ^{P:}[of three \(3\)](#) ^{S:}[consecutive](#) ^{P:}[meetings or more](#) and/or not
776 accomplishing designated tasks automatically start the process of impeachment of a member:

777 i. The accused member and the impeacher (if any) have one (1) week time to argument and present
778 their case.

779 ii. At the next [USG Parliament](#) meeting, the impeachment is voted upon.

780 §3 After resignation or impeachment, an officer may not run again for the same office within the term
781 that the resignation ^{P:}[or impeachment took place](#).

782 **Article XVI**

783 **Final provisions and policy changes**

784 SECTION 98. CONSTITUTION SCOPE

785 The constitution of the [USB](#) at Jacobs University is of a general character. Any foregoing article of the
786 constitution may be complemented, according to this constitution, with provisions issued by the USG.

787 §1 [Part A](#) of this document is the explicit Constitution, that has to be amended according to Article [XVI](#),
788 Section 99.

789 §2 ^{S:}[Part B represents By-Laws and secondary provisions, that can be changed internally by the USG](#)
790 [Parliament according to Article XVI, Section 4](#)

791 §3 ^{S:}[Part C represents complementary provisions, definitions and guidelines.](#)

792 SECTION 99. AMENDMENTS AND REFERENDUM

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

796 SECTION 100. OVERRULING

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

800 SECTION 101. INTERNAL CHANGES AND AMENDMENTS OF BY-LAWS

801 §1 Existing by-laws and provisions can be amended or replaced and new ones can be introduced only
802 with a two-thirds (2/3) majority of members voting in favour.

803 §2 If the name of a document, committee, unit, or office mentioned in this constitution changes without
804 the change of the respective entity violating this constitution, this document may be updated by
805 substitutions of the old name with the new name upon approval of the USG by a simple majority
806 vote.

807 SECTION 102. ANNOUNCING CHANGES

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

810 SECTION 103. TERMINATION

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

Version 1.1 of this constitution is proposed for amendment. This document has been last edited on October 25, 2018.

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