



## THE ESTABLISHMENT OF THE JACOBS UNIVERSITY UNDERGRADUATE STUDENT BODY

### Table of Contents

<b>A CONSTITUTION OF THE UNDERGRADUATE STUDENT BODY</b>	<b>1</b>	<b>IV Student Court</b>	<b>2</b>
<b>I The Undergraduate Student Government</b>	<b>1</b>	17 Power and Duties	2
1 Executive, Legislative and Judicial Power	1	18 Student Court Formation	2
2 Power and Duty	1	19 Student Court Procedure	2
3 Student Rights	2	20 Conflicts of Interest	3
4 Student Duties	2	<b>V Student Delegates</b>	<b>3</b>
<b>II The Undergraduate Student Executive Unit</b>	<b>2</b>	21 University Committees with Undergraduate Student Representation	3
5 The Undergraduate Student Executive Unit Structure	2	22 Decision-Making	3
6 The President's Office	2	23 Tasks of the Undergraduate Student Delegates	3
7 The Academic Affairs Committee	0	<b>B BYLAWS AND PROVISIONS</b>	<b>4</b>
8 The Campus Affairs Committee	0	<b>VI General Provisions</b>	<b>4</b>
9 The Financial Affairs Committee	0	24 Decision-Making and By-Laws	4
10 <sup>S:</sup> The International Affairs Committee	0	25 Membership	4
11 Support structures	0	26 Committee Responsibilities	4
<b>III USG Parliament</b>	<b>0</b>	27 General workings of the subCommittees	4
12 Structure and Elected Offices	0	28 <sup>P:</sup> The Chair <sup>S:</sup> of a committee	4
13 Elections	1	29 <sup>P:</sup> Powers and Duties of the Chair	4
14 Election of the Members of Parliament	1	30 Moderator of a Committee	0
15 Election of the President's office	1	31 Impeachment	0
16 Term Length	1	32 Change of Responsibilities	0
		<b>VII Parliament By-Laws</b>	<b>0</b>
		33 Duties and Responsibilities	0
		34 Chair of the Parliament	0
		<b>VIII Academic Affairs Committee By-Laws</b>	<b>0</b>
		35 General Responsibilities of the Committee	0

36	Composition and Roles . . . . .	0	69	Undergraduate Student Represen- tative (USR) . . . . .	3
37	Major Representatives . . . . .	0	70	Provision . . . . .	3
38	Focus area representatives . . . . .	0	71	<sup>P:</sup> Rules of Procedure . . . . .	3
39	Tasks . . . . .	0	72	Student Club . . . . .	3
40	Duties of the Chair . . . . .	0	73	Student Budget . . . . .	3
<b>IX</b>	<b>Campus Affairs Committee By-Laws . . . . .</b>	<b>0</b>	74	Popular Elections . . . . .	3
1	Duties of the Campus Affairs Committee <sup>0</sup>	0	75	Referendum . . . . .	3
42	Tasks . . . . .	0	76	Student Opinion . . . . .	3
43	Sub-Committees . . . . .	0	77	Popular Initiative . . . . .	3
44	Student Clubs . . . . .	0	78	<sup>P:</sup> General Assembly of the USB . . . . .	4
45	Composition and Roles . . . . .	0	79	Absolute and Simple Majority . . . . .	4
46	College representatives . . . . .	0	80	Absolute and Simple Unanimity . . . . .	4
<b>X</b>	<b>Financial Affairs Committee By-Laws . . . . .</b>	<b>1</b>	81	Campaign Period . . . . .	4
47	General Responsibilities of the Committee . . . . .	1	82	Impeachment . . . . .	4
48	Tasks . . . . .	1	<b>XIV</b>	<b>Election Procedures. . . . .</b>	<b>4</b>
49	Duties of the Treasurer . . . . .	1	83	Election Committee . . . . .	4
2	Establishment of the FAC <sup>1</sup>	0	84	Special Elections . . . . .	4
51	Student's Right to Apply for Funding	0	85	Conflict of Interest . . . . .	4
52	Funding Applications . . . . .	0	86	Rules of Procedure . . . . .	4
53	Profit-Generating Events . . . . .	0	87	Candidates' Applications . . . . .	5
3	Miscellaneous Funding Regulation <sup>0</sup>	0	88	Election Announcements . . . . .	5
<b>XI</b>	<b>International Affairs Committee By- Laws . . . . .</b>	<b>0</b>	89	Candidates' Eligibility . . . . .	5
55	General Responsibilities of the Committee . . . . .	0	90	Announcing the Candidates . . . . .	5
56	Tasks . . . . .	0	91	Campaigning . . . . .	5
57	Procedure and structure of the Committee . . . . .	1	92	Candidates' Misconduct . . . . .	5
58	Structure and subcommittees of the International Affairs Committee . . . . .	1	93	Voter Eligibility . . . . .	6
59	Duties of the chairs . . . . .	1	94	Online Ballots . . . . .	6
60	Composition and Roles . . . . .	1	95	Violations . . . . .	6
<b>XII</b>	<b>President's Office . . . . .</b>	<b>2</b>	96	Publication of results . . . . .	6
61	General Responsibilities of the President's Office . . . . .	2	97	Taking Office . . . . .	6
62	Duties of the President . . . . .	2	<b>XV</b>	<b><sup>S:</sup>Meeting Policies and Student Voice . . . . .</b>	<b>6</b>
63	Duties of the Vice President . . . . .	2	98	Chair and Quorum . . . . .	6
64	Event of Untimely Termination . . . . .	2	99	Regular Meetings . . . . .	6
			100	Decision-Making . . . . .	6
			101	Student Vote . . . . .	7
			102	External Outreach Power . . . . .	7
			103	Communication Responsibilities . . . . .	7
			104	Conflicts of Interest . . . . .	7
			105	Resignation and Impeachment . . . . .	7
			<b>XVI</b>	<b>Final provisions and policy changes . . . . .</b>	<b>7</b>
<b>C</b>	<b>PROVISIONS . . . . .</b>	<b>2</b>	106	Constitution Scope . . . . .	7
<b>XIII</b>	<b>Definitions . . . . .</b>	<b>2</b>	107	Amendments and Referendum . . . . .	8
65	Constitution . . . . .	2	108	Overruling . . . . .	8
66	Students and Undergraduate Stu- dent body (USB) . . . . .	2	4	Internal Changes and Amendments of By- Laws <sup>8</sup>	8
67	<sup>P:</sup> Member of Parliament . . . . .	2	110	Announcing changes . . . . .	8
68	<sup>P:</sup> Member of the USG . . . . .	3	111	Termination . . . . .	8

PART A  
CONSTITUTION OF THE UNDERGRADUATE STUDENT BODY

*N:* Throughout the document the following markups are used to denote changes:

*P:* Parliament approved additions.

*S:* Suggested additions.

*N:* Notes.

*RP:* ~~Parliament approved removals.~~

*RS:* ~~Suggested removals.~~

**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.<sup>*S:*</sup> The USG is a technocratic parliamentary democracy.

**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. ~~RS: 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 USG,
- 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<sup>S: RS: -chaired by a</sup>Focus Area Representative,
- iii. Campus Affairs<sup>S: RS: -chaired by a</sup>Residential College Representative,
- iv. Financial Affairs<sup>S: RS: -chaired by the</sup>Treasurer,
- v. <sup>S:</sup>International Affairs,
- vi. Support structures: Secretaries, IT Department, PR.

The chairs for the <sup>S:</sup>Executive Committees <sup>RS:</sup>Academic and Campus Affairs Committee are <sup>S:</sup>approved<sup>S:</sup>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 USG and be responsible for the coordination of all activities of the USG and its departments, having the following recurring tasks:

- i. ~~RS: preside over meetings of the~~USB Parliament,
- ii. <sup>N:</sup>The moderation of Parliament meetings is regulated in Section 34 inform the USB and the USG about matters falling within their competence, especially when requested by these bodies,
- iii. be the main responsible of the USG's actions and oversee its structure and inner workings,
- iv. oversee the USG's public relations externally, and coordinate the USG'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.

93 SECTION 7. THE ACADEMIC AFFAIRS COMMITTEE

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

98 SECTION 8. THE CAMPUS AFFAIRS COMMITTEE

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

102 SECTION 9. 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 Bylaws define clear guidelines,  
105 funding criteria and procedures.

106 SECTION 10. <sup>S:</sup>THE INTERNATIONAL AFFAIRS COMMITTEE

107 <sup>S:</sup>The International Affairs Committee shall be responsible for all USG matters pertaining to cooperations  
108 across universities and student bodies and try to increase students internship and study abroad opportu-  
109 nities.

110 SECTION 11. SUPPORT STRUCTURES

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

115 §1 The Secretaries shall:

- 116 i. set the Agenda for USG meetings,
- 117 ii. be responsible of communication and documents, such as agenda and minutes,
- 118 iii. organize tasks, check for completion;

119 §2 The IT Department shall:

- 120 i. be responsible for the maintenance of the USG related websites and for the updated information,
- 121 ii. be the link between the USB and the IT department of the University.

122 §3 Public Relations Manager shall:

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

125 These roles shall be positions any student can apply for, and the USG shall elect or choose a candidate, i.e.  
126 this decision is to be carried out by USG members only.

127 **Article III**  
128 **USG Parliament**

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

132 SECTION 12. STRUCTURE AND ELECTED OFFICES

133 The Undergraduate Parliament shall be composed of <sup>S:</sup>ten (10) elected Members of Parliament: <sup>RS:</sup>the Elected  
134 Offices:-

- 135 i. President  
136 ii. College Representative: Krupp  
137 iii. College Representative: Mercator  
138 iv. College Representative: College 3  
139 v. College Representative: Nordmetall

- 140 vi. Vice-President  
141 vii. Focus Area Representative: Diversity  
142 viii. Focus Area Representative: Health  
143 ix. Focus Area Representative: Mobility  
144 x. Treasurer

145 S: In order to ensure fair representation of different interest groups on campus, there are additionally the  
146 following elected offices:

- 147 i. College Representative: Krupp  
148 ii. College Representative: Mercator  
149 iii. College Representative: College 3  
150 iv. College Representative: Nordmetall  
151 v. Focus Area Representative: Diversity  
152 vi. Focus Area Representative: Health  
153 vii. Focus Area Representative: Mobility

154 The college representatives become members of the Campus Affairs Committee and the Focus area repre-  
155 sentatives become member of the Academic Affairs Committee, as detailed in the respective bylaws.

#### 156 SECTION 13. ELECTIONS

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

- 158 i. in first week of December for: ~~RS: Vice-President,~~ Focus Area representatives, Treasurer<sup>S:</sup>, 5 Members of  
159 Parliament (and for any open position),  
160 ii. in first week of May for: ~~RS: President,~~ College representatives<sup>S:</sup>, 5 Members of Parliament (and for any  
161 open position).

162 S:  
-

#### 163 SECTION 14. ELECTION OF THE MEMBERS OF PARLIAMENT

164 For the election of the Member of Parliament, each student may distribute three (3) votes on candidates.  
165 Then, the Members of Parliament are selected based on the outcome of the election as follows:

- 166 §1 Firstly, the candidates with most votes (except for a number of candidates equal to the number of  
167 executive Committees) become Member of Parliament.  
168 §2 All remaining positions are filled by the candidate reaching most votes from every Committee, which  
169 isn't already chosen as a Member of Parliament in §1.

170 S:  
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#### 171 SECTION 15. ELECTION OF THE PRESIDENT'S OFFICE

172 In the beginning of each Fall semester, the newly elected Parliament shall elect a President and in the  
173 beginning of each Spring semester they shall elect a Vice-President amongst the Members of Parliament.  
174 Both President and Vice-President can be recalled any time with an absolute 2/3 majority in the Parliament.  
175 In this case, a new President must be elected immediately.

#### 176 SECTION 16. TERM LENGTH

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

178 §1 Exceptions of the above, with one-semester terms, are:

- 179 i. the candidates are third year students elected in the December election of their third year, and  
180 they are graduating at the end of their 6<sup>th</sup> semester,  
181 ii. the candidates are second year students elected in the December election of their second year,  
182 and they are going abroad during their 5<sup>th</sup> semester,  
183 iii. the candidates are running for an open position from a previous one-semester term,  
184 iv. the candidates receive the second highest number of votes in an election where two positions are  
185 to be filled,  
186 v. the candidates receive the second highest number of votes in an election where any Member of  
187 Parliament runs and is elected for a different position within the Parliament,  
188 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 17. 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 18. 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 19. 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 20. 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 21. 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. <sup>S:</sup>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 <sup>S:</sup>selecting delegates for<sup>RS: delegating students to</sup> the:
  - (a) Academic Senate (AS),
  - (b) ~~<sup>RS:</sup>University Education Committee (UEC)~~<sup>S:</sup>University Committee on Education (UCE)
  - (c) ~~<sup>RS:</sup>Quality Management (QM) Team~~<sup>S:</sup>University Committee on Quality management (UCQM), <sup>S:</sup>
  - (d) University Committee on Academic Integrity (UCAI)
  - (e) Teacher of the Year Delegates,
  - (f) Hiring Committees;
- ii. the Campus Affairs Committee is responsible for <sup>S:</sup>selecting delegates for<sup>RS: delegating students to</sup> the:
  - (a) Equality Committee (EQ).

## SECTION 22. DECISION-MAKING

The USDs shall be free to vote in the <sup>P:</sup>**university** Committees as their consciousness dictates. The Student Parliament may however dictate the USDs' votes in their <sup>P:</sup>**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 23. 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.



277 **PART B**  
278 **BYLAWS AND PROVISIONS**

279 **Article VI**  
280 **General Provisions**

281 **SECTION 24. DECISION-MAKING AND BY-LAWS**

282 A simple majority among the Committee members is required to reach a decision within any committee.  
283 <sup>S:</sup>Conflicts of interest must be clearly declared.  
284 <sup>P:</sup>The Committees decision can be overruled only with a full unanimity of the USG Parliament. Each com-  
285 mittee shall establish its own By-Laws, afterwards to be approved by the Parliament.

286 **SECTION 25. MEMBERSHIP**

287 <sup>P:</sup>Next to the Committee chair, the Committee consists of regular members, which are inaugurated by vote  
288 of the Committee after an application process to the respective Committee chair. Memberships continue  
289 until disenrollment, unless the member resigns or is inactive (as decided by the <sup>P:</sup>respective committee).  
290 Members are either:

- 291 i. active members <sup>P:</sup>with voting rights within the Committee and the USG, who need to attend the  
292 mandatory Committee meetings  
293 ii. passive members <sup>P:</sup>as part of the mailing lists, with the option to join the meetings and engage in  
294 discussions, but without voting rights.

295 <sup>S:</sup>

296 **SECTION 26. COMMITTEE RESPONSIBILITIES**

- 297  
298 i. Maintaining a detailed documentation of the projects in progress and/or finished,  
299 ii. Creating a report to be presented to the USG Parliament during its weekly meetings.

300 <sup>S:</sup>

301 **SECTION 27. GENERAL WORKINGS OF THE SUBCOMMITTEES**

302 SubCommittees can be created within the Committee in order to foster the work with the diverse range of  
303 issues the Committee is interested in. <sup>N:</sup>Deleted the suggested phrase: The current tasks and responsibilities  
304 are: <sup>S:</sup>

- 305 §1 Membership of any of these subCommittees is fluid and can be freely changed.  
306 §2 A Committee member can freely decide to be in any number of such subcommittees.  
307 §3 The subCommittee is free to accept any non-committee member into its membership.  
308 §4 The heads of the subCommittees are decided internally by the interested members

309 **SECTION 28. <sup>P:</sup>THE CHAIR<sup>S:</sup>OF A COMMITTEE**

310 <sup>RS:</sup>~~The Chair usually is an elected member of the Parliament.~~ <sup>S:</sup><sup>P:</sup>However, the Committee may elect its own chair among its own  
311 members, if deemed necessary. <sup>S:</sup>Each semester after the USG elections each committee shall elect its chair amongst  
312 its members. The chair can, but doesn't need to be a Member of Parliament. In case the chair is not a member  
313 of Parliament, they will be invited as a standing guest to the Parliament to represent their committee. They  
314 are given the right to propose agenda points (including ad-hoc agenda points and comments) and they will  
315 be included in Parliament internal communications, however they are not given voting rights. The chair  
316 takes full accountability and responsibility for the work of and within the committee and, thus, it shall  
317 be the duty of the chair to ensure that all committee tasks are being duly implemented. Each committee  
318 <sup>S:</sup>~~defines~~ <sup>S:</sup>may define additional duties.

319 **SECTION 29. <sup>P:</sup>POWERS AND DUTIES OF THE CHAIR**

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

§1 Communication with the USG Parliament. The chair shall <sup>P:</sup>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.

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### SECTION 30. 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 31. IMPEACHMENT

In case of a failure of any Committee member (including the chair) 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.

<sup>P:</sup> After a successful impeachment of a Committee member, an additional member shall be elected or appointed as soon as possible to fill the open position.

P:

### SECTION 32. CHANGE OF RESPONSIBILITIES

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

P:

## Article VII Parliament By-Laws

### SECTION 33. DUTIES AND RESPONSIBILITIES

The individual members of the USG Parliament shall:

- i. <sup>P:</sup>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, <sup>S:</sup>aware of consequences for different constituencies<sup>P:</sup> -
- v. participate in at least of the USG Executive Committees. <sup>S:</sup>or supporting structures

S:

368 SECTION 34. 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 VIII

381 Academic Affairs Committee By-Laws

382 SECTION 35. GENERAL RESPONSIBILITIES OF THE COMMITTEE

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

386 §1 The Committee shall strive for the best solution for the USB as a whole. It is the objective of the  
387 committee to enhance overall teaching quality.

388 §2 The Committee shall be the contact institution for students who have problems with or suggestions  
389 about academic policies and regulations. The committee shall maintain an open mind and look for  
390 solutions and new ideas within the academic realm at Jacobs University.

391 P:

392 SECTION 36. COMPOSITION AND ROLES

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

- 396 i. P: AAC Chair<sup>S:</sup>
- 397 ii. Focus area representatives<sup>P:</sup>
- 398 iii. Undergraduate Student Representative<sup>S:</sup> (and substitute)<sup>P:</sup> in the Academic Senate<sup>S:</sup>
- 399 iv. Undergraduate Student Representatives (and substitutes) in the University Committee on Education
- 400 v. Undergraduate Student Representative (and substitute) in the University Committee on Quality Man-  
401 agement
- 402 vi. Undergraduate Student Representatives (and substitutes) in the University Committee on Academic  
403 Integrity<sup>P:</sup>
- 404 vii. Hiring Committees Ombudsperson
- 405 viii. AAC Secretary
- 406 ix. USR for Awards Committees, such as the Teacher of the Year and Lecture Hall Awards.

407 S:

408 SECTION 37. MAJOR REPRESENTATIVES

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

- 413 i. serve as a point of contact for students of their major,
- 414 ii. address major specific issues autonomously, wherever possible,
- 415 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.

S:

-

#### SECTION 38. 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.

P:

#### SECTION 39. 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. <sup>P:</sup>give feedback about academic matters to faculty, administration and the respective <sup>S:</sup>university<sup>P:</sup>Committees (<sup>S:</sup>primarily the <sup>RS:</sup>Quality-Management<sup>S:</sup>University Committee on Quality Management<sup>P:</sup> / <sup>S:</sup>University Education Committee/Education Advisory Panel<sup>S:</sup>University Committee on Education),<sup>P:</sup>
- 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,<sup>N:</sup>  
<sup>Colin: That sounds rather questionable, I would rather propose:</sup> <sup>S:</sup>
- v. represent the USB's interest in the university Committees<sup>P:</sup>
- vi. structure changes and their implications, evaluate academic policies, major evaluations.

RS:

#### SECTION 40. 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 41. 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 **USB 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 <sup>N:</sup>more text

P:

## SECTION 42. TASKS

The Committee shall work on relevant suggestions and requests from individual students or other institutions. <sup>S:</sup>The fixed and recurrent tasks of the committee shall pertain to:<sup>P:</sup> -

- 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 43. SUB-COMMITTEES

Current sub-Committees are, but not restricted to:

- i. Food and Environmental SubCommittee
  - (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 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 purse 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 44. 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 45. 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

S:

## SECTION 46. 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 X Financial Affairs Committee By-Laws

### SECTION 47. 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 48. 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 49. 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 X, Section 2.

### SECTION 50. 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".



558 SECTION 51. STUDENT'S RIGHT TO APPLY FOR FUNDING

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

561 P:

562 SECTION 52. FUNDING APPLICATIONS

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

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

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

570 SECTION 53. PROFIT-GENERATING EVENTS

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

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

578 SECTION 54. MISCELLANEOUS FUNDING REGULATION

579 §1 The FAC has the authority to approve or reject Addenda for redistribution of funds, as long as they  
580 remain in the limit of the initial budget. Addenda intent on raising the initial budget stipulated in the  
581 initial Funding Applications can only be approved by the FAC if they request up to €200, as otherwise  
582 they have to be approved by the USG Parliament.

583 §2 The FAC has the authority to waive the requirement according to which the organizers are obliged to  
584 portray the USG logo in certain events or clubs.

585 §3 The FAC has the authority to lend out USG property with reasonable assurance of return. The Chair  
586 is responsible for the management of property loans. If the Chair shall be indisposed for an extended  
587 period of time, the USG Parliament can opt for ceding this power to the USG President for the dura-  
588 tion of the Chair's absence if the Chair has provided a signed temporary removal of power.

589 S:

590 **Article XI**

591 **International Affairs Committee By-Laws**

592 S:

593 SECTION 55. GENERAL RESPONSIBILITIES OF THE COMMITTEE

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

597 SECTION 56. TASKS

598 The IAC shall:

- 599 i. act as a mediator of information from Jacobs University, to other universities and vice versa,
- 600 ii. raise international presence and prestige of Jacobs University,
- 601 iii. serve to give students more opportunities for small-scale exchange programs and projects on a local  
602 and international level,
- 603 iv. serve as a communication channel in order to make students from partner universities participate in  
604 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 57. 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 58. 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 59. 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.

S:

#### SECTION 60. 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 XII**  
**President's Office**

**SECTION 61. 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 62. 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 63. 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 64. 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 63, 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.

**PART C**  
**PROVISIONS**

**Acronyms**

**Article XIII**  
**Definitions**

**SECTION 65. 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 66. STUDENTS AND UNDERGRADUATE STUDENT BODY (USB)**

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

**SECTION 67. <sup>P:</sup>MEMBER OF PARLIAMENT**

<sup>P:</sup>The members of the USB Parliament, Members of Parliament or MP for short, are the President, Vice-President, Treasurer, College Representatives and Focus Area Representatives.

SECTION 68. P:MEMBER OF THE USG

P:All members of the USG Parliament, all members of the USG Executive Unit<sup>P:</sup>, all Secretaries or members of Support Structures <sup>S:</sup>and all major-representatives are Members of the USG.

SECTION 69. UNDERGRADUATE STUDENT REPRESENTATIVE (USR)

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

SECTION 70. PROVISION

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

SECTION 71. P:RULES OF PROCEDURE

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

SECTION 72. STUDENT CLUB

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

SECTION 73. STUDENT BUDGET

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

SECTION 74. 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 75. 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 76. 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 **USG Parliament** votes in absolute unanimity against it.

SECTION 77. 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 78. <sup>P:</sup>[GENERAL ASSEMBLY OF THE USB](#)

<sup>S:</sup>[A general assembly is an official meeting called for by the USG to which all undergraduate students are invited.](#)

#### SECTION 79. 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<sup>S:</sup>[; abstentions are part of the pool.](#)

#### SECTION 80. 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 81. CAMPAIGN PERIOD

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

#### SECTION 82. 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 83. 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 84. 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 85. 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 86. 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 87. 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 88. 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 89. CANDIDATES' ELIGIBILITY

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

§1 Only students that have been active members of an USG Executive Committee in a previous semester are eligible to run for an office in the USG.

§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).<sup>N:</sup>

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.

SECTION 90. ANNOUNCING THE CANDIDATES

The EC is responsible for officially announcing the candidates.

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

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

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

SECTION 91. CAMPAIGNING

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

i. campaigning is only allowed during the campaign period,

ii. slander is strictly prohibited,

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

SECTION 92. CANDIDATES' MISCONDUCT

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



SECTION 93. VOTER ELIGIBILITY

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

SECTION 94. ONLINE BALLOTS

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

SECTION 95. VIOLATIONS

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

- i. the violator losing his or her status as a candidate in the election
- ii. the violator losing his or her status as eligible voter for future elections
- iii. the election being invalid
- iv. new election results being issued.

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

SECTION 96. PUBLICATION OF RESULTS

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

SECTION 97. TAKING OFFICE

Once the newly-elected members of the USG Parliament are determined, the newly-elect members of the USG Parliament and the outgoing members take responsibility that the newly-elected members of the USG 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 98. 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 99. 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 100. 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 101. 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 102. 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 103. 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 104. 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.

#### SECTION 105. RESIGNATION AND IMPEACHMENT

In the event of an 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.

§1 Any 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 of the two: Two thirds (2/3) of the (other) elected members or referendum. Such a vote or referendum must clearly state the grounds for impeachment. Repeated <sup>S:</sup>[unexcused](#) absence <sup>P:</sup>[of three \(3\)](#) <sup>RS:</sup>~~consecutive~~ <sup>P:</sup>[meetings or more](#) and/or not accomplishing designated tasks automatically start the process of impeachment of a member:

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

ii. 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 <sup>P:</sup>[or impeachment took place](#).

### Article XVI

#### Final provisions and policy changes

#### SECTION 106. CONSTITUTION SCOPE

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

906 §1 Part A of this document is the explicit Constitution, that has to be amended according to Article XVI,  
907 Section 107.  
908 §2 <sup>s</sup>Part B represents By-Laws and secondary provisions, that can be changed internally by the USB  
909 Parliament according to Article XVI, Section 4  
910 §3 <sup>s</sup>Part C represents complementary provisions, definitions and guidelines.

911 SECTION 107. AMENDMENTS AND REFERENDUM

912 Amendments of this constitution or the ratification of a new constitution can only be passed in a success-  
913 ful referendum by the USB. Before the organization of a referendum, any new constitution or amendments  
914 to the old constitution must be introduced via a general assembly to the USB.

915 SECTION 108. OVERRULING

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

919 SECTION 109. INTERNAL CHANGES AND AMENDMENTS OF BY-LAWS

920 §1 Existing by-laws and provisions can be amended or replaced and new ones can be introduced only  
921 with a two-thirds (2/3) majority of members voting in favour.  
922 §2 If the name of a document, Committee, unit, or office mentioned in this constitution changes without  
923 the change of the respective entity violating this constitution, this document may be updated by  
924 substitutions of the old name with the new name upon approval of the USB by a simple majority  
925 vote.

926 SECTION 110. ANNOUNCING CHANGES

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

929 SECTION 111. TERMINATION

930 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 November 3, 2018.*

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