

# House rules Insterburg association

25. Oktober 2024

## **Preamble**

- (1) For ease of reading, the generic feminine is used below for persons of all genders in the singular and plural.
- (2) Due to the nature of the association, the General Meeting is hereinafter referred to as the General Assembly.

## **Rules according to the Constitution**

### **§1 (Membership fee)**

The membership fee is 9 EURO per month. This is to be paid when the rent is collected.

## **General Assembly**

### **§2 (Voting at the general assembly)**

With the exception of the elections for the House Speaker's Office and the Association Board, all votes are open unless a secret ballot has been voted for.

## **Budgets**

### **§3 (Budgets)**

- (1) The budgets are amounts of money that are made available within the organisation for activities to promote the purpose of the organisation.
- (2) All budgets must be disclosed at the plenary house meeting and put up for discussion at the request of the members. This includes the budgets of the tutorials and the floor speaker assembly.
- (3) All budgets must be confirmed at the House Assembly. If no changes are to be made, all budgets can be voted on in one vote.
- (4) If one of the budgets is to be changed, this requires an amendment to the house rules.

#### **§4** **(Amounts)**

The budgets of the house are as following:

- (1) Budget Floorspeaker assembly: 1500€
- (2) Budget SOS-Kinderdorf: 300€
- (3) Budget climbing cards: 728€
- (4) Budget workshop: 700€
- (5) Budget music room: 700€
- (6) Budget garden: 400€
- (7) Budget Ersti/freshers: 100€
- (8) Budget network: 1200€ (accumulating)

### **House Speaker's Office**

#### **§5** **(House Speaker's Office)**

- (1) The House Speaker's Office consists of the first and second House Speaker.
- (2) The power of representation of the House Speaker's Office is limited in such a way that expenditure with an individual transaction value of more than 100€ require the approval of the majority of the House Assembly.

#### **§6** **(Duties of the House Speaker's Office)**

- (1) The first house spokesperson is the treasurer of the association and therefore responsible for the finances.
- (2) The second house spokesperson is responsible for the administration of tenancy agreements and membership entries and exits.
- (3) The house speakers do NOT act as an assistant for problems with the living space. The caretaker employed by the "Studierendenwohnheim des Karlsruher Instituts für Technologie (KIT) e.V." is responsible for such cases.
- (4) The house spokesperson's office is responsible for general association decisions in the house.
- (5) The House Speaker's Office is responsible for the annual event "Tanz in den Mai" on 30 April each year and the "Oldiefete" in the winter semester.
- (6) The House Speaker's Office must inform the Association Board about general Association decisions and, if desired, discuss matters with them.

#### **§7** **(Vote for the House Speaker's Office)**

- (1) The election of the house spokesperson takes place at the general house meeting.

- (2) If several members of the association stand for election, the election must be held by secret ballot. If only a single member stands for election, the election can be held openly.
- (3) If no new candidates stand for election, the existing house spokespersons can be confirmed in the continuation of their office in an open election.
- (4) In the election, each full member has votes in the number of offices to be filled. If only one house spokesperson is to be elected, each full member has one vote. If two house spokespersons are to be elected, each full member has two votes.
- (5) If a member uses two votes, these must be split between two candidates. If a member uses only one vote, the second vote is forfeited.
- (6) After the vote, the votes must be counted by the association's board.
- (7) If only one house spokesperson position is to be filled, the member with the most votes wins the election.
- (8) If both house speaker positions are to be filled, the two members with the first and second most votes win the election. The allocation of the offices is left to the winners.
- (9) In case of a disagreement on the allocation the person with the most votes can choose their office.
- (10) Run-off elections can be organised by the Executive Board in the event of disagreement. In a run-off election, each full member has only one vote.

## Association's Board

### §8

#### (Duties of the Association's Board)

- (1) The association's board is responsible for registering new first house speakers with the bank.
- (2) The association's board is responsible for registering new board members with the local court.
- (3) The association's board members are urged to stand for election to represent the "Studierendenverein Insterburg e.V." on the administrative board or executive board of the "Studierendenwohnheim des Karlsruher Instituts für Technologie (KIT) e.V.". The representative has to report on the results of the meetings at the general house meeting.

## Bodies of the Dorm's Self-Administration

### §9

#### (Bodies of the Dorm's Self-Administration)

The Bodies of the Dorm's Self-Administration in accordance with the statute are:

- (1) The floors
- (2) The floor speakers
- (3) The floor speaker's assembly
- (4) The tutorials
- (5) The tutorial assembly

**§10**  
**(Floors)**

A Floor consists of the inhabitants of a floor.

**§11**  
**(Floor Speakers)**

Each shared flat nominates a floor speaker among its full association members who do not hold the office of house speaker. She is a member of the floor speaker assembly.

**§12**  
**(floor speaker's assembly)**

- (1) The floor speaker assembly consists of members and the chair.
  - (a) The house speaker takes the chair.
  - (b) If a floor spokesperson is not present, the floor can send a full member of the association as an authorised representative member of the floor spokeswoman assembly.
- (2) The floor speaker assembly meets at least once a semester in person; invitations are sent out together with the announcement of the general assembly.
- (3) The meeting is convened by the house speaker's office or at the joint request of at least four floor speakers. The invitation must be publicised via the usual communication channels at least seven days before the meeting.
- (4) The Association Board is authorised to attend the floor speaker meeting without voting rights.

**§13**  
**(Tasks of the floor speaker assembly)**

- (1) The floor speaker assembly decides on the use of a fixed budget.
- (2) The floor speaker assembly also serves to discuss general matters relating to life in the hall of residence, but which do not require an extraordinary plenary house meeting.

**§14**  
**(Quorum of the floor speaker assembly)**

- (1) The floor speaker assembly has a quorum, if eight members with voting rights are present, including at least one house speaker.
- (2) Resolutions are passed by the floor speaker assembly with a simple majority. In the event of a tie, the chair is authorised to decide.

**§15**  
**(Tutorials)**

- (1) The tutorials are interest groups within the House that come together for a common purpose.
- (2) Tutorials can each have a budget, which must be confirmed or can be amended by a simple majority at each General Assembly.

## **§16**

### **(Tutorial Assembly)**

- (1) The tutorial assembly meets at least once a semester to discuss the activities of the individual tutorials and, if necessary, to draw up budget proposals. The invitation to the tutorial assembly must be sent out together with the invitation to the ordinary General Assembly.
- (2) The Tutorial Assembly is chaired by the House Speaker, who has the right to vote.
- (3) Resolutions are passed by the tutorial assembly by a simple majority. In the event of a tie, the chair is authorised to decide.
- (4) Each tutorial council must send at least one representative to the tutorial assembly.
- (5) Each tutorial council has only one vote in the meeting, even if several representatives are present.
- (6) Each tutorial must be able to present minutes of an internal tutorial group meeting from the previous semester at the tutorial assembly, otherwise it will be dissolved. If the participants vote by a simple majority in favour of the continued existence of the tutorial, it will not be dissolved.

## **Events**

## **§17**

### **(Events)**

- (1) Every year on 30 April, the ‘Dance into May’ event takes place. All members are called upon to get involved.
- (2) Every year in the winter semester, the ‘Oldiefete’ takes place, to which former members are invited.
- (3) A Christmas party is held every year in the winter semester, to which the neighbourhood is also invited.
- (4) Every year, a house cleaning takes place in the summer semester, during which the house and its grounds are cleaned.

## **Hausregeln**

## **§18**

### **(Zimmerbelegung)**

- (1) The floors have a binding right to propose new flatmates.
- (2) In the event of disagreements, the house speaker’s office can convene a floor speaker’s meeting, through which the house speaker’s office can be authorised to nominate a new flatmate.

## **§19**

### **(Signature Lists)**

- (1) After the probationary period of one semester, each full member must submit a signature list signed by their flatmates in order to receive another tenancy contract.

- (2) If a full member has signed a long-term tenancy contract after the probationary period, they must submit a list of signatures signed by their flatmates every year, otherwise a mediation meeting must be held with the house speaker's office. If no solution to the problem can be found in the mediation meeting, the administration of the "Studierendenwohnheim des Karlsruher Instituts für Technologie (KIT) e.V." will be called in.

## **§20 (Network)**

- (1) Residents may not operate their own access points to wireless networks.
- (2) The disclosure of access credentials to the Insterburg network is prohibited.

## **§21 (Subletting)**

- (1) In the case of subletting, the consent of the other residents must always be obtained via a signature list.
- (2) Only enrolled students may be subtenants.
- (3) The agreed sublet rent may at most cover the subletter's costs. The rent may not be higher than the sum of the current basic rent, ancillary costs and the association fee.

## **Concluding provisions**

## **§22 (Amendments to the Rules)**

- (1) Amendments to these regulations can be adopted by a simple majority of votes at a General Assembly

Karlsruhe, den 24.10.2024

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