

# I. General Provisions

## § 1 Scope of Applicability

These By-Laws apply to accepted doctoral students at the Faculty of Economics and Behavioral Science [Fakultät für Wirtschafts- und Verhaltenswissenschaften] ("the Convention"). The Convention conducts its business in compliance with the stipulations of the State Higher Education Act [Landeshochschulgesetz], general state laws [Grundordnungen], and these By-Laws.

## § 2 Interpretation of By-Laws

The authority of interpretation of these By-Laws lies with the managing board. Disputes are decided by the Convention.

## § 3 Appropriate Application of the Rules of Procedure

(1) The Rules of Procedure [Verfahrensordnung] of the University of Freiburg dated March 5, 2015 apply to the Convention in accordance with the following paragraphs.

(2) § 11 of the Rules of Procedure [Verfahrensordnung] applies for violations of these By-Laws.

# II. The Convention

## § 4 Composition

The Convention consists of all accepted doctoral candidates of the Economics and Behavioral Science Faculty [Wirtschafts- und Verhaltenswissenschaftlichen Fakultät] (hereafter referred to as "Doctoral Students").

## § 5 Tasks

(1) The Convention represents the interests of the Doctoral Students.

(2) Tasks of the Convention in particular:

The establishment of a representative of the Doctoral Students' interests in relation to positions within and outside of the university;

- a) Response to drafts for by-laws and ordinances which apply to the Doctoral Students;
- b) To support networking of Doctoral Students among themselves, to represent their interests in interdisciplinary settings, and to support networking with representatives of doctoral students of other faculties.

(3) It is the goal of the Convention to achieve the right to vote in the doctoral committee of the Faculty as well as in the Senate.

## § 6 Board

- (1) The Convention acts through its Board.
- (2) The Board of the Convention consists of 2 to 5 people.
- (3) The term of members usually lasts for one year. Reelection is possible.
- (4) Upon withdrawal from the Convention, Board membership is automatically ended.
- (5) If membership on the Board ends prematurely, the Convention will choose a successor for the remainder of the term.
- (7) Upon the wishes of other institutions, bodies, committees, or other representations, the Board may send a member of the Convention as a representative to these bodies.

## § 7 Tasks of the Board

The Board/a member of the Board/at least one member primarily represents the Convention in other representative bodies of the Doctoral Students. For the respective term of office, the Convention may also select another person to be a representative.

## § 8 Committees

The Convention may form advisory committees. Convention committees may be deployed for ongoing tasks (permanent committees) or for preparing particular, time-limited matters (non-permanent committees). The committees may only attend to matters to which they are assigned. A committee may be dissolved by the Convention at any time. The committees report to the Convention.

## § 9 Convention Meetings: Meeting Leadership and Procedure

- (1) The Board opens and closes the meetings. The Board ensures an orderly proceeding of the meeting, specifies the keeper of the minutes, manages the agenda, and guides the discussion.
- (2) The Board prepares an agenda for every meeting. This agenda is based on petitions for the Convention's opinion and, if applicable, on previous meetings. The agenda will be made public one week before the meeting, according to the Code of Procedures [Verfahrensordnung].
- (3) The meeting of the Convention are generally public. An exception are issues which pertain to the personal rights of the members. For such matters, members are bound to confidentiality. In such applicable cases, the Board will alert members to this requirement.
- (4) Any person may file a motion for this discretion when it applies to him or herself. The motion must be granted. The Convention will vote whether to hear any opposing motions. If the opposing motion passes, there is still a requirement for confidentiality pertaining to the original motion.

## § 10 Adoption of Resolutions

- (1) At the beginning of every meeting it will be determined whether a quorum is present. The Convention may adopt resolutions if at least 10\* of its members are present.

\*The actual number in this Quorum is subject to the current number of Doctoral Students. It is determined at least once per year, as per a resolution according to these By-Laws.

(2) If the lack of a quorum is determined to exist, the meeting will be halted by the meeting leadership. The meeting will normally continue the following week at the usual time. For this meeting the meeting leadership will invite the members per e-mail. This meeting is automatically quorate.

(3) Unless otherwise settled, resolutions will be determined by simple majority.

(4) In the Convention all members are eligible to vote, and Board members likewise have the same right to vote as all other members.

(5) The Convention normally decides by public hand signals or other appropriate gesture. Upon request by one or more members a secret vote may be held. As soon as it is technically realizable an online vote as defined by "liquid democracy" should be made available. Transparent, comprehensible, and barrier-free.

(6) In the case of a tie, a new vote is held. If this again results in a tie, the result will be decided by the Board.

## § 11 Minutes

(1) At the beginning of the meeting, objections to the minutes of the last meeting may be raised. If an objection is approved by a vote, the minutes must be corrected by the meeting leadership and approved during the next meeting, with the same procedure applied. If no objections are raised, the minutes are accepted.

(2) The minutes contain at least the date, beginning and ending times of the meeting, the general procedures, and if applicable the results of votes upon resolutions. Matters where confidentiality applies will not appear in the minutes, but solely the resulting decisions.

(4) After every meeting the minutes will be made available to members of the Convention for informational purposes. This occurs 14 days after the meeting at the latest.

## § 12 Proposals

(1) Every member of the Convention may informally make a proposal to the Board. Matters for proposals may be:

- a) Discussions and rulings relating to a question which collectively or individually applies to the Doctoral Students
- b) The formulation of a statement related to doctoral degree regulations [Promotionsordnung].

(2) Proposals may be informally submitted by e-mail to the Board.

(3) Proposals must contain a written draft of a statement or recommendation for a response by the Convention. Confidentiality by the Board may be declined in the case of inadequate preparation by the proposer.

(4) Proposals must be answered within 4 weeks by the Board. The Board decides the time for a meeting of the Convention after careful deliberation. If applicable the Board may listen to proposers in advance.

## § 13 Election By-Laws

- (1) The elections occur at least once per year.
- (2) The date of the election will be made known one month in advance.
- (3) Doctoral Students of the Economics and Behavioral Science Faculty [Fakultät für Wirtschafts- und Verhaltenswissenschaften] of the University of Freiburg who are accepted by the date of the election are active and passive eligible voters.
- (4) The secret majority vote occurs between all people who are willing to assume the office of Board member.
- (5) Every voter has five votes, of which a maximum of one vote may be given to any one eligible candidate.
- (6) The names chosen by a voter upon the ballots must be clearly marked.

## § 14 Invalid Ballots and Votes

- (1) Invalid ballots are those which:
  - a) were not submitted in the prescribed manner;
  - b) are not recognizable as having been created for the election;
  - c) leave doubt as to the intentions of the eligible voter;
  - d) exceed the maximum number of allowed votes per person.
- (2) Invalid votes are those which:
  - a) are for people who are not eligible candidates;
  - b) contain names of candidates on the ballot which are not readable, or the given person is not unambiguously identifiable, or if some other doubt about the identity of the chosen person exists;
  - c) exceed the limit of one vote per candidate by a single voter.

## § 15 Allocation of Seats

- (1) From every department of the faculty (Educational Science, Cognitive Science, Psychology, Sports Science, Economic Science) the candidate with the most votes receives one seat on the Board. If no candidate was elected from a department, this seat is not occupied.
- (3) Upon a tie, seats are allocated by drawing lots.
- (4) The elected persons must express their acceptance of their election within 14 calendar days of being notified, otherwise their election is not accepted.

## § 16 Succession

- (1) Persons which receive at least 3 votes and to whom no seat has yet been awarded according to §14 succeed in the order of the number of their received votes.

(2) If fewer members of the Board are elected than there are seats to fill, these seats remain vacant.

(3) If fewer than two seats are occupied, a new election is scheduled. If a member of the Board resigns, loses eligibility, or does not accept their election, the seat will be filled as follows:

If in the succession there is at least one person from this department available, the person with the most votes succeeds.

(4) For the successor, § 15 sections 3 and 4 apply.

### III. Final Provisions

#### § 17 Changing of the By-Laws

These By-Laws may only be changed by a two-thirds majority vote by the Convention. The date of the vote will be made known university-wide by the Board or a committee appointed for this purpose at least four weeks in advance.

#### § 18 Effective Date

These By-Laws take effect with the approval of the meeting of the Convention on 10.09.2015.