

# UCF Students Council

## Second Charter

The UCF Students Council is the official students representation (“Fachschaft”) of the Liberal Arts and Sciences programme at the University of Freiburg. It expresses the students’ right and desire for self-determination and carries the spirit of the Liberal Arts and Sciences and its hallmark explorative character into the extracurricular life of the students. It is responsible for establishing and maintaining a peaceful social environment within the UCF marked by the values of equality, tolerance, and responsibility. Thus, the Students Council and its sub organizations strive for decision by consensus, if possible, and they provide for constructive means of settling upcoming disputes.

### 1. Charter

- a) This Charter is accepted by a majority of two thirds of all votes of the UCF’s students through a non-anonymous election. The second UCF Students Council Charter is valid until replaced.
- c) This Charter can be amended by an absolute two-thirds majority of a minimum amount of 60 voting students. Votes on amendments to the Charter must be announced officially both through email and on the website at least two weeks in advance of the respective General Assembly after prior discussion in a Students Council meeting.
- e) The General Assembly interprets the Charter in case it is ambiguous.

### 2. Core ethics

- a) All members have equal power and equal rights.
- b) The language of choice for all Students Council related meetings, letters, minutes, and announcements is English.
- c) No person must be discriminated against in any way (e.g. gender, skin colour, place of origin, age, or language abilities).

### 3. Membership & Rights of Members

- a) Every enrolled student of the Liberal Arts and Sciences programme at the University of Freiburg is a member of the Students Council.
- b) All members have the same right to vote and to be elected.

### 4. General Assembly

- a) The General Assembly is the highest body of the Students Council. It decides on budgeting (exceptions in §6b), elects offices and takes on constitutional matters. It

also has the function of informing the student body about developments of the study programme, activities of the committees and the board.

- b) All votes and resolutions are made by the assembly through a simple majority vote. The assembly has a quorum of 30 members, excluding the board, which must be checked at the beginning of each session.
- b) Two regular assembly sessions are organized and moderated by the Executive Organizers each semester. Exceptional sessions may take place if the board deems it necessary. Dates are announced on the website and all members are invited via e-mail in advance. Regular assembly sessions should be announced at least three weeks in advance. The agenda is set at the beginning of the assembly.
- c) Each session must be properly minuted. Minutes are to be made accessible to all members.
- d) The assembly can delegate responsibilities and competences to the board, committees and individuals.
- e) If the quorum in the assembly cannot be reached and matters require urgent action, the board may decide and take action on behalf of the assembly.
- f) All decisions made by the board can be discussed and, if necessary and possible, revoked by the assembly.

## 5. Board

- a) The board consists of the three Executive Organizers, the four Delegates to the Board of Studies, the Secretary of University Affairs, the Treasurer, and the Secretary of Outreach.
- b) They are the officially elected representatives of the Students Council and therefore have the responsibility to act in the interest of all members.
- c) The board is subject to the General Assembly and all its actions can be revoked by the General Assembly in a simple majority vote. It takes on responsibility for all issues concerning the Students Council. The board may decide independently but shall collaborate with the assembly with regards to all major matters (following §4f).

## 6. Students Council Meetings

- a) Students Council meetings are held regularly and consist of all interested members. Members of the board are required to attend.
- b) Students Council meetings serve to decide upon budgets under 100€, prepare General Assemblies and discuss specific topics.
- c) The quorum is eight Students Council members. Decisions are made by a simple majority vote. Each member holds one vote.

- d) Meetings are organised by the Executive Organizers and announced via e-mail. An agenda is set in advance but allows contributions by all attending members.
- e) The board may meet in private, if it considers such necessary because of confidential information.

## 7. Committees

- a) Committees are groups of students, who dedicate themselves to a certain function. Every student can found a committee. Committees must be democratic, transparent and open to every student.
- b) Newly founded committees must be approved by the Students Council.
- c) Every committee can decide over its internal form of organisation. Restrictions can be applied by the Charter (see 'd').
- d) Every committee must elect a chair, who represents the committee and serves as a connector with the board and the assembly. The chair is financially responsible, but may delegate financial tasks within the committee.
- e) Committees can apply for financial support, which has to be approved by the Students Council or the general assembly.
- f) The committee chair or a delegate is encouraged to present the committee's activities at each general assembly.

## 8. Offices

- a) Every member is eligible for offices, which are confirmed through election. This legitimation can be revoked by a motion of no confidence. Particulars are regulated in (§10).
- b) No member may hold more than one office at the same time. From this rule excluded are elected members to the StuRa, except the Secretary of University Affairs.
- c) In the first general assembly of each semester, offices are elected. In winter term, one Executive Organizer, two Delegates to the Board of Studies and one Mediator are elected. In summer term, two Executive Organizers, two Delegate to the Board of Studies, one Treasurer, two Mediators and one Secretary of Outreach are elected.
- d) All offices are assigned for the duration of two semesters. Until successors are elected, the offices are executed provisionally by the predecessors.
- e) When an office becomes vacant throughout the semester, elections to this position must be carried out in the next GA. Until the new position is appointed, the board carries out its function.

f) Offices and their Responsibilities

i. Three Executive Organisers

The three Executive Organisers prepare the General Assemblies and Students Council meetings. This includes preparing an agenda, announcing the sessions, and ensuring that every session is minuted and published.

Furthermore, the three Executive Organisers manage the official e-mail-account, and communicate with the UCF staff or other non-members, who have propositions for the assembly's agenda. They resolve problems discussed in the assembly between the student body and UCF staff members.

The EOs are also responsible for determining a Delegate to the Meeting of the Direktorium at least two weeks before the Meeting of the Direktorium. The nominee should be an office holder of the Student Council.

ii. Treasurer

The treasurer manages the finances of the Students Council. This includes collecting donations based on the assembly's decision and keeping record of all income and expenses. Money must only be spent with the legitimation of the Students Council. The treasurer also coordinates applications for university wide funds, such as, but not limited to, Studierendenvorschlagsbudget and funds distributed by the StuRa. In this respect, collaboration with, and the participation of the Secretary of University Affairs is needed.

iii. Secretary of Outreach

The Secretary of Outreach establishes and continues contact between the students of UCF and other liberal arts colleges, as well as academic and non-academic institutions. The Secretary of Outreach is automatically assigned chair of the Outreach Committee.

iv. Secretary of University Affairs

(A) Office

I. The Secretary of University Affairs (SUA) together with the University Affairs Committee (UAC) aims at better integrating LAS into university affairs and the student representation of the Albert-Ludwigs-Universität.

II. The office of the SUA is exercised by the Delegate to the StuRa ("the StuRa Delegate"; translated: "Fachbereichsvertreter\*in") for Liberal Arts and Sciences.

III. The SUA is automatically assigned chair of the University Affairs Committee and is responsible for its functioning and organization.

IV. The SUA is exempt from regulation §8 e).

(B) Election of Office Holder

- I. The SUA is exempt from regulation §9 a).
- II. The SUA/StuRa Delegate is elected in yearly university-wide StuRa elections (translated: “StuRa-Wahlen”) as announced by the Wahl-, Schlichtungs- und Satzungskommission (“WSSK”; translated: “The Commission for Elections, Mediation and Constitutional matters”) and as regulated in IV §17 (1) of the Organisationssatzung der Verfassten Studierendenschaft der Albert-Ludwigs Universität Freiburg.
- III. The Students Council nominates a list of candidates for the StuRa in a meeting prior to the StuRa elections and the respective deadline for submission of candidates.
- IV. All elected representatives to the StuRa (translated: “Fachbereichstellvertreter\*innen”) are automatically members of the University Affairs Committee (UAC) and are required to regularly attend the StuRa and UAC meetings.

(C) Motion of No Confidence

- I. The SUA is exempt from regulation §9 b).
- II. The legitimation for the SUA and its elected representatives can be revoked according to IV §17 (6) of the Organisationssatzung der Verfassten Studierendenschaft der Albert-Ludwigs Universität Freiburg.

vi. Four Delegates to the University College Freiburg Board of Studies

(A) The Delegates to the Board of Studies represent the Students Council at the Liberal Arts and Sciences Board of Studies of the UCF. This position inherits an imperative mandate of the board. Therefore, they are committed to the decisions of the Students Council.

(B) Election of the Office Holders

- I. Two Board of Study delegates are elected in the first General Assembly of the summer semester and two Board of Study delegates are elected in the first General Assembly of the winter semester unless the conditions of paragraph II are met. Each term is limited to two semesters. A re-election as a Board of Studies delegate is possible.
- II. If one LAS student is elected as an official member of the Faculty Council (“Fakultätsrat”) or as an advisory member (“Beratendes Mitglied”) of the Faculty Council (“Fakultätsrat”), this person automatically becomes the fourth member of the Board of Studies in

the winter semester following the university-wide elections (in compliance with the Baden Württemberg Law on Higher Education /“Landeshochschulgesetz Baden Württemberg” §26 (1)).

- (a) The official member/ advisory member of the Faculty Council is elected in yearly university-wide elections (“Universitätswahlen”) as announced in the official election notice (“Amtliche Bekanntmachung der Wahlen”) and as regulated in § 25 (2) and (3) of the Landeshochschulgesetz and § 15 (2), (3) and (4) of the Charter (“Grundordnung”) of the University of Freiburg. Therefore, this member of the Board of Studies is exempt from regulation §8 c) and regulation §9 a).
- (b) The member of the Faculty Council can decline the position as a delegate to the Board of Studies. In this case, the Board must be informed about the decision within four weeks after the publication of the university-wide election results.
- (c) In the case that two or more LAS students are elected into the Faculty Council, the position as a Board of Studies delegate is offered to the LAS student who received most votes in the university-wide elections. If the person previously offered the position declines it, the position is offered to the LAS student with the next highest vote count who in turn must inform the Board about their decision within four weeks.
- (d) In the case of the election of a LAS student into the Faculty Council (see above) and the acceptance of the position as a delegate to the Board of Studies, only one Board of Studies delegate is regularly elected in the first General Assembly of the winter semester.

vii. Three Mediators

- (A) The mediators are an independent organ and not part of the board.
- (B) They confidentially resolve individual conflicts within the Students Council or conflicts of members with the University staff on a personal level.
- (C) Further they:
  - I. try to assess students opinion by conducting polls.
  - II. are responsible for the management of the online means of communication.
  - III. are contact persons for prospective students.

## 9. Votes and Elections

### a) Elections of office holders

- i. All offices are elected in anonymous elections.
- ii. In order to include all members, elections ought to be held online. Still, the General Assembly has to decide on the feasibility and duration of such vote from case to case and can return to conventional voting in case of doubt. In case of online voting, candidates need to announce their candidacy at the latest during the GA. Candidates that cannot be present during the GA have to announce their application in advance via email to the Executive Organizers.
- iii. The Mediators and the Executive Organizers prepare and execute the election procedure.
- iv. Office (Vii) must be carried out by at least two different genders and one international student. Office (i) must be carried out by at least two different genders and one international student within an academic year.
- v. Offices (v) and (vi) require substitutes for every position. These are automatically assigned to the runner-ups in the election. Substitutes are not part of the board.

### b) Motion of No Confidence

- i. A position can be deprived of by a motion of no confidence.
- ii. Every member can request a motion of no confidence. The motion must be announced five days in advance via email and on the website and approved by an absolute majority.
- iii. Motions of no confidence are carried out as anonymous elections, analogously to elections of position holders by the Students Council (see 'a').

## 10. Financial Matters

### a) Account

- i. The Students Council funds are administered by the Treasurer.
- ii. A financial report has to be given by the Treasurer at each General Assembly.

### b) Donation Request

The students council can announce a donation request through which students back expenses in advance.

### c) Financial Responsibility

The treasurer is responsible for all financial obligations of the Students Council.

11. Self-dissolution

- a) The Students Council can dissipate itself with an absolute two-thirds majority.
- b) This vote must be separately and visibly announced on the website and via e-mail to all members at least two weeks in advance of the voting assembly session.
- c) In case of dissolution of the Students Council the remaining assets have to be transferred to the StuRa, unless differently determined by the dissipating General Assembly.

*This Charter entered into force on 24/10/13 and was last amended on 18/05/2021.*