

# UCF Student Council Charter

## Third Edition Edited: 10/24/2023

The UCF Student Council is the forum for LAS students' expression. The UCF Student Council carries the values of Liberal Arts and Sciences, and is responsible for establishing and maintaining an amicable social environment within LAS. The UCF Student Council strives for consensus driven decision making, is a platform for students to exchange perspectives, and serves as an intermediary between students and staff.

### Section 1: Definitions

1. Albert-Ludwigs-Universität Freiburg: (ALU)
2. University College Freiburg (UCF): UCF is an interfaculty teaching institution at ALU.
3. Liberal Arts and Sciences (LAS): The four-year, English-taught Bachelor program "Liberal Arts and Sciences (LAS)" is UCF's primary offering.
4. UCF Student Council (SC): The SC is the official "Fachschaft" of the LAS program at UCF.
5. General Assembly (GA): The GA is the highest decision-making body of the SC. Its primary functions are holding votes, holding elections, and adjudicating the UCF Student Council Charter. (See Section 5)
6. LAS Students (Students): Every enrolled student of the LAS program at UCF.
7. Student Council Officers (SCO): Executive Organizers (EO), Treasurer, Mediators, Board of Studies Delegates (BoS), Secretary of Outreach (Outreach), and Secretary of University Affairs (SUA). (See Section 9)
8. Sub-Organizations
  - a. International Representative(s): They provide support for and advocate on behalf of International Students.
  - b. Major Representative(s): They provide support for and advocate on behalf of students in their Major (i.e., Life Sciences, Environmental and Sustainability Sciences, Governance, & Culture & History).
  - c. Cohort Representatives: They provide support for and advocate on behalf of students in their Cohort (e.g., Cohort 11).
  - d. Keeper of Scrolls and Grounds: The primary contact and responsible individual for the Reading Room and the Common Room, and the head of the Reading Room Committee.
  - e. Committees: Committees are student-founded interest groups. They independently define their structure, purpose, and business. (See Section 8)
  - f. UCF Instagram
9. Studierenderrat (StuRa): The StuRa is the highest decision-making body of Student Government at ALU.
10. Quorum: The number of Students who must be present for a GA or SC meeting to make binding decisions.
11. Gender: A self-identification made by an individual, independent of biological sex.

## **Section 2: Charter**

1. Previous UCF Student Council Charters are valid until replaced.
2. This Charter can be amended or replaced by a two-thirds majority of a quorum at a GA. Amendments to this charter must be discussed at a Student Council meeting before going to a vote at the next GA. Votes on amendments to the Charter must be officially announced on official communication platform(s) at least two weeks in advance of the respective GA.
3. The GA interprets the Charter in case of ambiguity or for expediency.

## **Section 3: Core Ethics**

1. Everyone at UCF is to be treated with a bare minimum of respect. No person shall be discriminated against in any way (e.g., on the basis of gender, skin color, place of origin, age, or language abilities).

## **Section 4: Students' Rights**

1. Every enrolled student of the LAS program is vested with the right to vote on SC business and with the right to run for Student Council Offices.

## **Section 5: General Assembly**

1. The General Assembly is the forum where votes are held (e.g., on the budget), elections for SC Offices are held, and matters of the UCF Student Council Charter are addressed. Further, it is a forum for students, faculty, and staff to update Students on relevant matters (e.g., committees, BoS, the study program, etc.).
2. All votes and resolutions succeed with a simple majority vote.
3. A quorum of 30 members, excluding SC officers, must be present for the General Assembly to conduct business.
4. Each semester, two regular General Assemblies are to be organized and moderated by the EOs. Additional General Assemblies can be called by the SC if deemed necessary. General Assemblies should be announced two weeks in advance; the details must be announced on official communication platforms.
5. The agenda is set at the beginning of the assembly.
6. Minutes must be taken at each session. Minutes are to be made accessible to all students.
7. A General Assembly can delegate responsibilities to the SC, committees, and individuals.
8. If the General Assembly does not achieve a quorum but some matters require urgent action, the SC is empowered to act on behalf of the GA.
9. Any decisions made by the SC can be questioned, discussed, and reversed by the General Assembly.

## Section 6: Student Council

1. The Student Council consists of the Student Council Officers listed in Section 1:7.
2. SC Officers are the representatives of the Student Council; they are to act in accordance with the interests of all LAS Students pursuant to see Section 3: Core Ethics.
3. All Student Council business is conducted and published in English.
4. Student Council meetings are held regularly and are open to all LAS Students, attendance is mandatory for Student Council Officers.
5. The SC may meet in private if deemed necessary by a majority of SC Officers present.
6. Meetings are organized by the Executive Organizers and announced on official communication platforms. An agenda is set in advance but all in attendance may contribute points to the agenda.
7. In Student Council Meetings, the Student Council discusses its business, and prepares/approves budgets of less than 100€.
8. The quorum for SC Meetings is 8 LAS Students. Decisions are made by a simple majority vote.
9. Decisions made by the Student Council are subject to retraction by a simple majority vote in a GA. The Student Council is empowered to make decisions independently, but it must regularly seek approval and input on its business from the GA pursuant to Section 5: General Assembly.

## Section 7: Committees

1. Committees are groups of students dedicated to a certain topic. Any student may found a committee. Committees shall operate democratically and transparently.
2. Newly founded committees must be approved by the Student Council at a Student Council Meeting.
3. Every committee has independent control over its internal affairs.
4. All committees must have a representative (position title is at the discretion of the committee) for the committee. This representative is responsible for communicating with the SC and UCF staff ensuring the committee is reachable via its official communication platforms.
5. Committees can apply for financial support, which must be approved by the SC or the GA.
6. The committee representative or their proxy is encouraged to present their committee's activities at each general assembly.

## Section 8: Offices

1. All LAS Students are eligible to be Student Council Officers.
2. No LAS Students may hold more than one office in the SC simultaneously.
3. All SC Officers may hold seats in the StuRa.
4. At the first general assembly of each semester, officers are elected. In the winter semester elections are held for one Executive Organizer, two Delegates to the Board of Studies, and one Mediator. In the summer semester elections are held for two Executive Organizers, two Delegates to the Board of Studies, one Treasurer, two Mediators, and one Secretary of Outreach.
5. All offices have a term of two semesters.
6. If an office is vacated during the offices regular term, then elections for that office must be held at the next GA. Until the office is filled, the Student Council delegates the office's responsibilities to other SC Officers.

7. Three Executive Organizers (EOs)
  - a. The Executive Organizers organize General Assemblies and Student Council meetings. They prepare the agenda, announce the sessions, and ensure that minutes are taken and published.
  - b. The Executive Organizers manage all official email accounts.
  - c. The Executive Organizers are the primary contact for the SC.
  - d. The Executive Organizers coordinate and carry out election procedure.
8. Treasurer
  - a. The treasurer manages the finances of the Student Council. This includes collecting donations based on the assembly's decision and recording all income and expenses.
  - b. Money may only be spent with the legitimation of the Student Council.
  - c. The treasurer coordinates applications for university wide funds, e.g., funds distributed by the StuRa. In this respect, collaboration with, and the participation of the Secretary of University Affairs is needed.
  - d. A financial report must be given by the Treasurer at each General Assembly.
9. Secretary of Outreach
  - a. The Secretary of Outreach establishes and maintains 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.
10. Secretary of University Affairs
  - a. The Secretary of University Affairs together with the University Affairs Committee aims to better integrate LAS into university affairs and the student representation of the Albert-Ludwigs-Universität.
  - b. The office of the SUA is exercised by the Delegate to the StuRa (Fachbereichsvertreter\*in) for Liberal Arts and Sciences.
  - c. The SUA is automatically assigned chair of the University Affairs Committee and is responsible for its functioning and organization.
11. Three Mediators
  - a. They mediate disputes within the SC and between the student body and UCF staff.
  - b. They are responsible for conducting election procedure.
  - c. They poll student opinion.
  - d. They are responsible for the management of the SC website.
  - e. They are the primary contact persons for prospective students.
12. Four Delegates to the University College Freiburg Board of Studies
  - a. The Delegates to the Board of Studies represent the Student Council at the Liberal Arts and Sciences Board of Studies of the UCF. This position inherits an imperative mandate of the SC. Therefore, they are bound by the decisions of the Student Council.

## Section 9: Votes and Elections

1. All officers are elected anonymously.
2. Elections are held online on the Student Council website.
3. All Votes and Elections are successful with a simple majority unless otherwise specified.
4. Candidates must announce their candidacy at or prior to the GA. Candidates who cannot introduce themselves at the GA must announce their candidacy to the EOs via email prior to the GA.
5. The GA is empowered to determine election procedure.

### Elections of Office Holders

1. There must be three Executive Organizers: One of them must be an International Student. At least two different genders must be represented in their number.
2. There must be three Mediators: One of them must be an International Student. At least two

different genders must be represented in their number.

3. The Treasurer, Secretary of Outreach, Secretary of University Affairs, and BoS Delegates must have substitutes who can step into the office if an Officer relinquishes their position. This position is automatically assigned to the runner-up, this can be changed in consultation with the office holder and the runner-up. Substitutes are not SC Officers.

#### Vote of No Confidence

1. Any officer can be removed from office by a vote of no confidence.
  2. Any student may move for a Vote of No Confidence. The motion must be announced five days prior to the Vote.
  3. Votes of No Confidence are carried out as anonymous elections. A successful Vote of No Confidence requires an absolute majority.
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#### Election of Office Holder – University and State Regulations

- I. The SUA is exempt from Section 9: Elections 3.
- II. The SUA and StuRa Delegates are elected in annual university-wide StuRa elections (StuRa-Wahlen) as announced by the Commission for Elections, Mediation and Constitutional affairs (WSSK; Wahl-, Schlichtungs- und Satzungskommission) and as regulated in IV §17 (1) of the Organizational Constitution of the ALU Freiburg Student Council (Organisationssatzung der Verfassten Studierendenschaft der Albert-Ludwigs Universität Freiburg).
- III. The Student 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 (Fachbereichstellvertreter\*innen) are automatically members of the University Affairs Committee (UAC) and are required to regularly attend the StuRa and UAC meetings.

#### Motion of No Confidence

- I. The SUA is exempt from Section 9: Vote of No Confidence.
- 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.

#### 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.

(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.

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