

Constitution  
Undergraduate Student Government USG

USG

March 2025

## Contents

<b>1</b>	<b>The Undergraduate Student Government</b>	<b>4</b>
1.1	Preamble . . . . .	4
1.2	Legislative, Executive and Judicial Power . . . . .	5
1.3	General Regulations . . . . .	5
1.3.1	Decision Making . . . . .	5
1.3.2	Committee Responsibilities . . . . .	5
1.3.3	Reprimand and Impeachment of USG members . . . . .	5
1.3.4	Resignation Procedure . . . . .	6
1.4	Power and Duty . . . . .	6
1.5	Student Rights . . . . .	6
1.6	Student Duties . . . . .	6
<b>2</b>	<b>Parliament</b>	<b>6</b>
2.1	Composition of the USG Parliament . . . . .	7
2.2	Duties and Responsibilities . . . . .	7
2.3	Communication Responsibilities . . . . .	7
2.4	The President's Office . . . . .	7
2.4.1	Responsibilities of the President's Office . . . . .	7
2.4.2	Untimely termination . . . . .	8
<b>3</b>	<b>Committees</b>	<b>8</b>
3.1	Academic Affairs Committee (AAC) . . . . .	8
3.1.1	Purpose . . . . .	8
3.1.2	Responsibilities . . . . .	8
3.1.3	Tasks . . . . .	9

3.1.4	Composition and Roles . . . . .	9
3.1.5	Election of the Major Representative Coordinator and Major Representatives . . . . .	9
3.2	Campus Affairs Committee (CAC) . . . . .	10
3.2.1	Purpose . . . . .	10
3.2.2	Tasks . . . . .	10
3.2.3	The structure of student initiatives . . . . .	10
3.2.4	Composition and Roles . . . . .	11
3.2.5	College Representatives . . . . .	11
3.3	Financial Affairs Committee (FAC) . . . . .	11
3.3.1	FAC Workflow . . . . .	12
3.3.2	Fixed and Recurring Tasks . . . . .	12
3.3.3	The Treasurer and Chair of the FAC . . . . .	13
3.3.4	The Secretary of the FAC . . . . .	13
3.3.5	The Events Consultant of the FAC . . . . .	14
3.3.6	Annual Financial Reports . . . . .	15
3.3.7	Right to Apply for Funding . . . . .	15
3.3.8	Funding Applications and Addendums . . . . .	15
3.3.9	Final Regulations . . . . .	16
3.4	Events Committee (EC) . . . . .	17
3.4.1	Duties of the Events Committee . . . . .	17
3.4.2	Tasks . . . . .	17
3.4.3	Composition and Roles . . . . .	17
3.4.4	Procedure for community parties . . . . .	17
3.5	Public Relations (PR) . . . . .	18
3.5.1	Duties of the Public Relations Committee . . . . .	18
3.5.2	Tasks . . . . .	18
3.6	Composition and roles . . . . .	18
<b>4</b>	<b>General Provisions for the Committees</b>	<b>18</b>
4.1	Membership . . . . .	18
4.2	Chair and Co-Chair . . . . .	19
4.2.1	Representation in the USG Parliament . . . . .	19
4.2.2	Representation in the PR Committee . . . . .	19
4.2.3	Power and Duties of the Chair and Co-Chair . . . . .	19
4.3	Workings of Subcommittees . . . . .	19

4.4	Collaboration between different Committees . . . . .	20
4.5	Meetings . . . . .	20
4.5.1	Decision Making and Quorum . . . . .	20
4.5.2	Moderation . . . . .	20
<b>5</b>	<b>Student Court</b>	<b>21</b>
5.1	Power and Duties . . . . .	21
5.2	Formation . . . . .	21
5.3	Procedure . . . . .	22
5.4	Conflicts of Interest . . . . .	22
<b>6</b>	<b>Student Delegates</b>	<b>22</b>
6.1	University Committees with Undergraduate Student Representation . . . . .	22
6.2	Decision Making . . . . .	22
6.3	Tasks of the Undergraduate Student Delegates . . . . .	23
<b>7</b>	<b>Elections</b>	<b>23</b>
7.1	Popular Elections . . . . .	23
7.2	Candidates Eligibility . . . . .	23
7.3	Election of the Members of Parliament . . . . .	23
7.4	Election of College Representatives . . . . .	24
7.5	Election of Major Representatives . . . . .	24
7.6	Election of the Presidents Office . . . . .	24
7.7	Special Elections . . . . .	24
7.8	Election announcements . . . . .	24
7.9	Announcing the Candidates . . . . .	24
7.10	Campaigning . . . . .	24
7.11	Candidates' misconduct . . . . .	25
7.12	Online Ballots . . . . .	25
7.13	Violations . . . . .	25
7.14	Publication of results . . . . .	25
<b>8</b>	<b>Student Voice</b>	<b>25</b>
8.1	Student Opinion . . . . .	25
8.2	Referendum . . . . .	26
8.3	Popular Initiative . . . . .	26

<b>9</b>	<b>Final Provisions and Policy Changes</b>	<b>26</b>
9.1	Amendments to the Constitution . . . . .	26
9.2	Overruling . . . . .	26
9.3	Termination . . . . .	27
<b>10</b>	<b>Appendix</b>	<b>27</b>
10.1	Definitions . . . . .	27
10.1.1	Constitution . . . . .	27
10.1.2	Undergraduate Student Body . . . . .	27
10.1.3	Member of Parliament . . . . .	27
10.1.4	Member of the USG . . . . .	27
10.1.5	Undergraduate Student Representative (USR) . . . . .	27
10.1.6	Undergraduate Student Delegate (USD) . . . . .	27
10.1.7	Student Club . . . . .	27
10.1.8	Student Budget . . . . .	28
10.1.9	Popular Elections . . . . .	28
10.1.10	General Assembly of the student body . . . . .	28
10.1.11	Simple majority . . . . .	28
10.1.12	Absolute majority . . . . .	28
10.1.13	Absolute and simple unanimity . . . . .	28
10.1.14	Reprimand . . . . .	28
10.1.15	Impeachment . . . . .	28

# 1 The Undergraduate Student Government

## 1.1 Preamble

Acting as the voice of all students enrolled at Constructor University, the Undergraduate Student Government, which will be referred to as USG for the remainder of this document, along with the university administration and community as a whole. The purpose of the USG is to work in the best interest of the student body.

According to the Constructor University Academic Constitution, "The responsibilities of the Student Government include representing Students toward the respective bodies within as well as outside Constructor 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 USG shall elect its representatives. 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 students

interests 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 Constructor University Bremen, provide means for responsible and effective participation in the organization of Student affairs and establish guidelines including this Constitution for the USG. The present constitution of the USG at Constructor University is of general character. Any foregoing article of the constitution may be complemented, according to the constitution, with provisions issued by the USG.

## **1.2 Legislative, Executive and Judicial Power**

The USB shall have the right to self-governance through the USG, consisting of:

1. The Parliament, vested with the legislative power of the USB,
2. The Committees, vested with the executive power of the USB,
3. The Student Court, vested with the judicial power of the USB.

## **1.3 General Regulations**

### **1.3.1 Decision Making**

A simple majority is required among the Committee members to reach a decision within any Committee. Conflicts of interest must be declared, and the involved members must be omitted from voting. The Committee's decision can be overruled only with a simple unanimity of the Parliament.

### **1.3.2 Committee Responsibilities**

Each Committee shall:

1. Maintain a detailed documentation of the projects in progress and/or finished,
2. Update the Parliament about its work during the weekly Parliament meetings,
3. Work on any tasks assigned to them by Parliament and keep the Parliament updated about any progress.
4. Update the undergraduate student body every month on USG channels.

### **1.3.3 Reprimand and Impeachment of USG members**

In case of failure of any USG member to live up to their responsibility.bilities towards their Committee or towards the Parliament, the respective body shall take appropriate action, ranging from a reprimand or re-delegation of tasks to impeachment.

1. Any member of the USG shall be impeached by either an absolute 2/3 majority vote within the Parliament or the respective Committee, or a referendum. Such a vote or referendum must clearly state the grounds of impeachment.
2. Repeated unexcused absence of three (3) meetings or more and/or not accomplishing designated tasks automatically start the process of impeachment of a Committee or Parliament memeber.
3. The accused member and the impeacher (if any) have (1) week time to present their case. At the next meeting of the respective body, the impeachment is voted upon.
4. After impeachment, an office may not run again for any position within USG.

### **1.3.4 Resignation Procedure**

In the event of a USG member not being able to or not wanting to continue their tasks, they may resign from their position and responsibilities at any time without a need for reasoning.

1. Any elected member of the USG may only resign provided that the USG is informed (2) weeks before the intended date of resignation.
2. The open elected positions shall be filled at the next elections, although an interim shall be appointed, if necessary, to carry out the resigning member's responsibilities.
3. After resignation, a USG member may not run again for the same office within the term that the resignation took place.

## **1.4 Power and Duty**

The USG shall:

1. Inform the USB on recent, present and future endeavors,
2. Support activities involving the USB and maintain and allocate the student budget
3. Establish Committees to deal with specific subjects, define their mandates, appoint their members, and monitor their activities,
4. Meet regularly to discuss progress in Committees and to address all issues on the respective agenda,
5. At all times uphold and represent the interest of the USB,
6. Serve as a bridge between the USB and the university administration, faculty, staff and college authorities.

## **1.5 Student Rights**

Each student shall have the right to:

1. Vote in popular elections,
2. Apply to be part of a Committee,
3. Initiate a popular initiative or petition to suggest legislative proposals or any kind of executive action to the USG.

## **1.6 Student Duties**

Each student shall have the duty and obligation to:

1. Act in accordance with the provisions stipulated by the constitution
2. Respect decisions taken by the USG as long as they are in accordance with this constitution.

# **2 Parliament**

The USG Parliament shall have the role of coordinating the USG, explicitly defining its tasks, distributing the workload and governing the USG. The Parliament may delegate tasks to the USG Committees upon common agreement between the two bodies.

## **2.1 Composition of the USG Parliament**

The USG Parliament consists of the elected Members of Parliament. The Chairs of the Committees are invited as standing guests to the Parliament. Other members of the USG have the chance to join as Standing guests as well after attending (3) three consecutive meetings and passing a majority vote of the Parliament.

## **2.2 Duties and Responsibilities**

The individual members of the Parliament shall:

1. Attend the weekly Parliament meetings,
2. Represent and act in the interest of the entire student body,
3. Participate actively and consciously in voting and decision-making,
4. Participate actively in at least one of the USG Committees,
5. Become approachable as an official representative for any student to voice their concern,
6. Proactively strive for the improvement of student representation within the university.

## **2.3 Communication Responsibilities**

One of the core mission of the Parliament is to inform the USB about the work of the USG. Therefore the Parliament shall:

1. Publish a regular newsletter at least twice a semester with relevant past, current and future projects of the USG.
2. It shall be the duty of the Chairs of the Committees to contribute a section with news from their respective Committees.

## **2.4 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. At the same time, the President's Office constitutes the leadership of the USG, entrusted with the responsibility to communicate with the student body at large, as well as with the administration and leadership of Constructor University.

Internally, the President's Office shall convene and preside over the weekly meetings of the Parliament. They shall further oversee the workings of the USG Committees, taking their expertise into account when making decisions.

The President's Office consists of the USG President and the USG Vice President who work as a unit and can distribute their tasks at their own discretion. The Vice President shall be the acting head of the USG whenever the President is absent or not legitimized.

The President's Office automatically becomes members of each Committee and shall be included in all communication of the Committees as of their election.

### **2.4.1 Responsibilities of the President's Office**

The President's Office shall at all times:

1. Represent the student body to the best of their abilities,
2. Inform the USB and the USG about matters falling within their competence, especially when requested,

3. Be responsible for the USG's actions and oversee its structure and inner workings,
4. Oversee the USG's public relations externally,
5. Supervise the appointment and election of the supportive positions and infrastructure.
6. Ensure the proper functioning and efficiency of all Committees and the Parliament.

#### **2.4.2 Untimely termination**

In the event that the President or Vice President steps down from their role before the proper conclusion of the term, a new President shall be elected from the existing members of the Parliament at the earliest possible convenience. The Vice President shall become the Interim President of the USG until the proper introduction of the new President into their office. There shall be no role of Interim Vice President until the conclusion of the said election.

### **3 Committees**

The USG Executive Unit shall consist of the following Committees:

1. Academic Affairs Committee (AAC)
2. Campus Affairs Committee (CAC)
3. Financial Affairs Committee (FAC)
4. Events Committee (EC)
5. Public Relations (PR)

#### **3.1 Academic Affairs Committee (AAC)**

##### **3.1.1 Purpose**

The Academic Affairs Committee (AAC) of the USG serves as the primary representative body for undergraduate students on academic matters. AAC is responsible for addressing academic concerns, facilitating communication between students and faculty, and advocating for continuous improvements in the university's academic environment. The Committee acts as a bridge between students and the administration, ensuring that student voices are heard in academic decision-making processes.

##### **3.1.2 Responsibilities**

1. Student representation
  - (a) The AAC shall gather and represent the opinions of undergraduate students on academic issues, ensuring that student concerns are effectively communicated to faculty and administration.
  - (b) The AAC shall mediate between students and university officials to promote constructive dialogue and academic policy improvements .
2. Enhancement of Academic Quality
  - (a) The AAC shall work toward improving overall teaching quality and fostering an environment that supports the student learning and academic success.
  - (b) The AAC shall collaborate with faculty and university departments to propose and implement improvements in curriculum, examination policies, and other academic regulations.
3. Student Advocacy Support
  - (a) The AAC shall serve as the primary point of contact for students with concerns regarding the academic policies and regulations.

- (b) The Committee shall maintain an open, solution-oriented approach, seeking innovative ways to enhance the academic experience at Constructor University.

### **3.1.3 Tasks**

The AAC shall address relevant suggestions, concerns, and requests from individual students, faculty, and university institutions. The Committee's recurring responsibilities include:

1. Academic Feedback and representation
  - (a) Provide structured and constructive feedback on academic matters to faculty, administration, and university Committees, particularly through the University Committee on Quality Management and the University Committee on Education.
2. Communication and Transparency
  - (a) Regularly update the USB and USG Parliament on Committee activities, academic initiatives, and key discussions with university leadership and academic Committees.
3. Collaboration with University Leadership
  - (a) Engage with the University Leadership of Academic Operations and the Dean's Office at least once per semester to discuss academic developments and student concerns.
4. Representation in University Committees
  - (a) Act as the primary student representative in University Committees, ensuring that student interests are effectively communicated and advocated for in academic decision-making processes.
5. Policy and Curriculum Evaluation
  - (a) Assess the structural changes, academic policies, and major evaluations to ensure that they align with student needs and academic standards.
6. Constructor Track Course Review
  - (a) Evaluate the quality of Constructor Track courses at the end of each semester and submit feedback to the University Committee on Quality Management for necessary improvements.

### **3.1.4 Composition and Roles**

The AAC shall aim to represent all schools and try to gather students representing all academic disciplines and majors. Any undergraduate student has the right to apply for membership in the Committee.

Roles and Responsibilities:

1. Chair - Leads the Committee, oversees its activities, and represent academic concerns at various university levels.
2. Co-Chair - Supports the Chair in their responsibilities and acts as interim Chair when the Chair is not available.
3. Secretary - maintains records, documents meetings, and ensures effective communication within the Committee.
4. Major Representatives - Serve as the primary point of contact between students in their respective majors and the AAC
5. Major Representative Coordinator - Supports and coordinates the activities of Major Representatives, ensuring efficient communication and collaboration.

### **3.1.5 Election of the Major Representative Coordinator and Major Representatives**

Any eligible undergraduate student may run for the position of Major Representative while the Major Representative coordinator shall be elected from existing AAC members.

1. Major Representative Coordinator
  - (a) Serve as the primary liaison between Major Representatives, AAC, and higher faculty bodies.
  - (b) Address academic concerns and issues raised by Major Representatives
  - (c) Conduct monthly meetings with Major Representatives to ensure they effectively advocate for their majors within and outside of AAC discussions.
  - (d) Maintain ongoing communication with major representatives, providing support, and ensuring that their concerns are represented within the AAC.
2. Major Representative The Major Representatives responsibilities include:
  - (a) Acting as the primary point of contact for students in the respective major.
  - (b) Addressing major-specific concerns independently, when possible.
  - (c) Advising the AAC, through the Major Representative Coordinator.

## **3.2 Campus Affairs Committee (CAC)**

### **3.2.1 Purpose**

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. The CAC shall consider any student initiative presented to them within the committees discretion.

### **3.2.2 Tasks**

The CAC shall work on relevant suggestions and requests from individual students or other constituencies. The fixed and recurring tasks of the committee shall pertain to:

1. The CAC Chair must coordinate with the Presidents Office to organize recurring meetings with Student Life and Support. The CAC Chair must attend said meetings. This task can be delegated to a current CAC member.
2. Evaluating campus life policies and giving feedback about non-academic matters to campus life.
3. Creating Subcommittees through a majority vote to deal with specific issues on campus.
4. Documenting the meetings via detailed meeting notes handled by the Secretary which contain all relevant information of each CAC meeting.

### **3.2.3 The structure of student initiatives**

Any student shall have the right to request the USG to investigate the internal workings of a student initiative or club, particularly regarding the appointment or election of leadership positions or the proper use of funds. This applies only to initiatives that receive USG funding. Additionally, any club member shall have the right to request the USG to impeach the president of a club and hold new elections if necessary.

1. To trigger an investigation, the following process must occur:
  - (a) The accuser shall present their concerns to the Campus Affairs Committee (CAC) in a session that excludes anyone who might have a conflict of interest with the case. The accuser holds the right to request to remain anonymous following the report, or to initially report the accused anonymously via email.

- (b) Upon receiving the concerns, the CAC shall conduct a thorough investigation. The committee reserves the right to request the accused individual for information in the next scheduled CAC meeting.
2. Once the investigation concludes, the CAC Chair shall present the findings to Parliament in the next available meeting. The decision of what to be done from this will be up to Parliament following their procedure.

### **3.2.4 Composition and Roles**

Along with the regular committee membership acquired through attending 3 consecutive sessions and a simple majority vote, the CAC reserves the right to establish internal roles within the committee through a simple majority vote. These roles include but are not limited to:

1. Chair - leads the Committee, oversees its activities, and represent campus affairs concerns at various university levels
2. Co-chair - Supports the Chair in their responsibilities and acts as interim Chair when the Chair is not available.
3. Secretary - maintains records, documents meetings, and ensures effective communication within the Committee.
4. Head of College Representatives - Coordinates the activities of the College Representatives. Serves as the primary contact for College Representatives regarding concerns or questions related to their role.

### **3.2.5 College Representatives**

The residents of the four student colleges on the Constructor University campus (Krupp, Mercator, College III and Nordmetall) shall each elect one individual to serve as their respective College Representative in the committee through fair elections. The college representatives do not automatically obtain membership of the committee, but may choose to become members through the proper procedure. The College Representatives shall:

1. Attend committee meetings at least once a month.
2. Serve as a point of contact for students of their college and the respective college office.
3. Represent the interest of their college in CAC-internal discussions, thus ensuring that the needs of all colleges are taken into account.
4. Report to the Head of College Representatives in case of issues and/or confusion regarding their duties and not their colleges.
5. Work on issues specific to their college,
6. 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, event organizers, and the CAC.

## **3.3 Financial Affairs Committee (FAC)**

The Financial Affairs Committee (FAC) shall be responsible for all USG matters related to finance and shall strive to manage and direct the Student Budget in ways that benefit the student body. The FAC shall operate according to the work flow and the procedures outlined in the following subsections, which provide clear guidelines, funding criteria, and decision-making processes.

### **3.3.1 FAC Workflow**

1. The Financial Affairs Committee (FAC) shall manage the USG Budget, which is funded by semester student fees, after deductions by Constructor University for student-related institutional expenses. These deductions are agreed upon by both USG and Constructor University.
2. The FAC shall oversee and monitor financial activity across other committees using the systems in place. This includes, but is not limited to, the funds used and generated by the Events Committee to facilitate campus events.
3. With the available budget, the FAC and USG aim to support student-led, non-profit events and initiatives that benefit the student body. These may include on-campus events, competitions, excursions, and student projects. Funded initiatives must:
  - (a) Be open to all students and non-exclusive
  - (b) Enhance the student life academically, socially, culturally, or in terms of well-being;
  - (c) Not harm the image or reputation of Constructor University.
4. The FAC shall evaluate all funding applications and addendums, distribute and account for funds, and coordinate with relevant administrative staff at the university.
5. The FAC may directly approve funding applications where the total amount requested (including any addendums) does not exceed 1,500. Applications exceeding this threshold must be forwarded to the USG Parliament for additional approval, as specified in Subsection 3.3.8 and Subsection 3.3.9.
6. The leadership of the FAC shall consist of three defined roles: the USG Treasurer (who serves as Chair), the FAC Secretary, and the Events Consultant.

### **3.3.2 Fixed and Recurring Tasks**

1. Convene weekly meetings chaired by the Treasurer, in accordance with the general provisions for USG committees described in Section 4.
2. Evaluate all incoming Funding Applications and Addendums.
3. Approve or reject funding applications and addendums based on relevance, quality, and appropriate pricing of requested items.
4. Maintain clear meeting notes that include: Date of the meeting, a list of members present or absent, the meeting agenda, and a detailed record of discussions and voting outcomes regarding agenda points and funding applications.
5. Follow post-approval procedures, such as forwarding applications to Parliament (when necessary) or to the Community Coordinators for implementation.
6. Regularly update the FAC SharePoint, maintain a searchable record of meeting notes, and manage databases and software tools used for tracking funding.
7. Track and report on the USG budget, including monthly reimbursements for TOS bar nights and updates related to oversight of the Events Coimmittee's financial activities.
8. Review the financial situation of TOS parties organized by the Events committee and present an end-of-semester report to Parliament on the use of funds.
9. Maintain communication with Campus Life officials and ensure timely submission of applications or addendums to Community Coordinators.
10. Ensure all applications, internal or external to the USG are treated equally, with no exceptions made. FAC members must abstain from voting on their own applications.

### **3.3.3 The Treasurer and Chair of the FAC**

The Financial Affairs Committee (FAC) shall be led by a member elected by the committee to serve as both the Treasurer of the USG and Chair of the FAC.

1. The Treasurer shall be elected by FAC members in accordance with the general provisions for USG committees and will serve for the duration of the following academic semester, unless unusual circumstances arise. Should the Treasurer resign, be impeached, or otherwise become unable to continue in office, a new Treasurer shall be elected from within the FAC. This replacement shall serve for the remainder of the academic year.
2. The Chair holds full responsibility for the work and functioning of the FAC. They are tasked with ensuring that all FAC responsibilities are properly implemented. This includes maintaining up-to-date member and mailing lists and keeping all committee members informed of developments.
3. The Chair shall maintain direct communication with the Campus Life Department on all matters related to the undergraduate student funds and the USG Budget.
4. The Chair shall prepare an annual financial report, as specified in subsection 3.3.7
5. At the end of their term, the Chair shall:
  - (a) Provide guidance and advice to their successor,
  - (b) Inform the incoming Chair of any pending tasks,
  - (c) Offer suggestions for improving FAC operations,
  - (d) Ensure the complete transfer of all relevant documents and materials.
6. The Chair shall supervise all FAC voting procedures and ensure that a quorum of at least fifty percent (50%) rounded down of current FAC members is present or participating for a vote to be valid.
7. The Chair has the authority to propose and establish new roles within the FAC to address emerging issues. These roles must be approved by a majority vote in the FAC.
8. The Treasurer is primarily responsible for the maintenance of all FAC related software tools and databases, using any method they deem suitable.
9. The Treasurer must review all funding applications that exceed 1,000 before FAC meetings, checking their completeness, accuracy, and compliance with funding guidelines.
10. The Treasurer shall divide submitted applications among other FAC leads for pre-meeting checks. This includes ensuring accuracy and coordination with existing funding criteria.
11. The Treasurer may call for an urgent vote in the FAC group chat for time-sensitive FAC-related issues. The treasurer also has the right to call for an urgent vote for applications under 100 within the funding applications allocated to the Treasurer in accordance with the RoP of FAC. If no objections are raised, the vote may proceed outside of the office meetings. If any FAC member objects, the issue must be discussed at the next scheduled meeting.
12. The Treasurer may nominate a Co-Chair from among the other elected FAC leadership roles specifically the Events Consultant or the Secretary. This nomination must be approved by a vote of the FAC.

### **3.3.4 The Secretary of the FAC**

The Secretary shall be one of the elected leadership roles within the Financial Affairs Committee (FAC), tasked with maintaining accurate documentation and assisting the Chair in the committees operation.

1. The Secretary shall support the Chair in the execution of FAC responsibilities and provide assistance in organizing committee tasks when needed.
2. The Secretary shall take detailed and structured notes during all official meetings. These notes must accurately reflect discussions, decisions, votes, and any action points raised.
3. The Secretary shall assist the Chair in making informed decisions when requested or appropriate, offering perspective on past meeting notes, procedures, or budgetary context.
4. The Secretary shall collaborate with the Treasurer to maintain a written record of the annual budget plan, including updates and revisions throughout the fiscal year.
5. The Secretary shall be assigned a portion of funding applications, which they are responsible for reviewing before the weekly meeting. This includes checking for correctness, consistency, and alignment with FAC funding guidelines.
6. For applications allocated to the Secretary with a total amount under 100, the Secretary has the right to call for an urgent vote in the FAC group chat if the application is straightforward and requires no further discussion. If no objections are raised by other FAC members, the vote may proceed. However, if any member raises concerns, the application must be discussed in the next scheduled FAC meeting.

### **3.3.5 The Events Consultant of the FAC**

The Events Consultant is one of the elected leadership roles within the Financial Affairs Committee (FAC), responsible for managing the financial relationship between the FAC and the Events Committee, and ensuring responsible event funding practices across campus.

1. The Events Consultant shall serve as the primary liaison between the FAC and the Events Committee, ensuring coordination and clarity in all finance-related communication.
2. They shall oversee the budget allocated to the Events Committee and ensure that all funds are used appropriately and in accordance with USG financial guidelines.
3. The Events Consultant shall provide consultation to the FAC Chair and members on applications and proposals related to campus cultural, social, or community events.
4. They shall actively participate in the evaluation and approval of funding requests submitted by the Events Committee, ensuring they meet established FAC criteria.
5. The Events Consultant shall maintain ongoing communication with event organizers to advise on budgeting, reimbursements, and appropriate documentation of expenditures.
6. They shall contribute to the development of FAC guidelines specific to event funding and support the Chair in compiling content for annual financial reports when needed.
7. The Events Consultant shall be allocated a portion of funding applications to review prior to official meetings. They are responsible for checking the applications for completeness, accuracy, and alignment with FAC expectations.
8. For applications assigned to the Events Consultant that are under 100 and deemed straightforward, the Events Consultant has the right to initiate a vote in the FAC group chat. If no objections are raised, the vote may proceed. Should any FAC member object, the application must be postponed to the next official meeting for discussion.

### **3.3.6 Annual Financial Reports**

1. The Treasurer of the FAC shall be responsible for preparing and presenting financial reports in accordance with the Terms of Reference between the USG and Constructor University.
2. A budget plan for the fiscal year must be drafted at the beginning of each year and submitted to Parliament for approval. This plan shall include major funding categories and dedicated allocations as defined in the FAC Rules of Procedure, including but not limited to USG Dedicated Budget, and Allocated TOS Bar Nights Funds.
3. A full financial report must be compiled at the end of each fiscal year, detailing income, expenditures, and a comparison to the original budget.
4. In addition to annual reports, semester reports must be prepared at both the beginning and end of each semester, summarizing budget status and expenditures.
5. All reports shall be made available to Parliament and properly archived. Further procedures and format are defined in the FAC Rules of Procedure.

### **3.3.7 Right to Apply for Funding**

1. All undergraduate students of Constructor University shall have the right to apply for funding for their initiatives, club activities, or student-led projects.
2. Applications shall be accepted regardless of the applicants age, gender, race, religion, major, or year of study, provided that the application meets the criteria outlined in the official FAC Application Guidelines.
3. All applicants must ensure that their submissions comply with the current funding procedures and deadlines as established by the FAC.

### **3.3.8 Funding Applications and Addendums**

All funding applications submitted to the USG Budget must be reviewed by the Financial Affairs Committee (FAC). The FAC reserves the right to decline any application and shall engage in discussion or negotiation with the applicant prior to a decision. All approvals and rejections of funding applications shall follow a simple majority vote within the committee according to the quorum detailed in the Rules of Procedure of FAC.

1. The FAC shall evaluate and vote on all funding applications submitted by students, clubs, or event organizers, provided they comply with USG Application Guidelines.
2. The FAC may approve addendums requesting a redistribution of funds, as long as the total amount remains within the original budget approved for the application.
3. Addendums that request to increase the total approved budget may also be approved by the FAC if the new total (initial application + addendum) does not exceed 1,500. If the total budget after combining the initial application and addendum exceeds 1,500, the application must be forwarded to Parliament for an additional approval vote, in accordance with the procedure outlined in Subsection 3.3.2.
4. The FAC may set funding limits, percentages, and caps for specific expense categories such as prizes, travel, merchandise, or similar costs. These thresholds and conditions are defined in the FAC Rules of Procedure and may only be changed through a formal proposal by the FAC followed by approval by the USG Parliament. These limits are to be clearly communicated to applicants via the updated Application Guidelines.

5. The FAC may consider funding profit-generating events or initiatives, only if:
  - (a) The profits are reinvested into future club or event activities.
  - (b) The profits are donated to a cause deemed appropriate by the approving body.
  - (c) The profits are returned to the USG Budget.
6. The FAC and USG shall not fund exclusive events designed for a limited group of students, unless the event:
  - (a) Is an external competition or excursion considered appropriate by USG.
  - (b) Involves a fair, transparent, and USG-approved selection process due to capacity constraints.
  - (c) Is clearly communicated to all students, with open opportunity for participation.
  - (d) Falls under an exceptional case, at the discretion of the USG.
7. All funding applications and addendums must be submitted at least two weeks prior to the final Parliament meeting of the semester.
  - (a) The FAC does not guarantee the evaluation of applications during intersession or summer break.
  - (b) Reviewing late applications is at the discretion of the FAC.

### **3.3.9 Final Regulations**

1. The Financial Affairs Committee (FAC) section of this Constitution shall be accompanied by the FAC Rules of Procedure, which provide detailed guidance on the internal operations and work flow of the committee.
2. The general provisions for decision-making and quorum requirements for meetings of all USG Executive Committees shall apply to the FAC decision making process on any voting procedure, except only for voting on funding applications which will be held according to the Rules of Procedure (RoP) of the FAC.
3. If any member of the FAC, including the Chair, fails to fulfill their responsibilities as outlined in in this Constitution and the FAC Rules of Procedure, the USG Parliament holds the authority to take appropriate action. This may include a formal reprimand, impeachment, or re-delegation of the member s tasks, all in accordance with general provisions for committees.
4. The USG logo must be visibly displayed on all events, initiatives, or publications funded through the USG Budget. This requirement may be waived by an internal vote of either the FAC or the USG Parliament.
5. The FAC may lend out USG-owned property, provided there is reasonable assurance of its return. The Chair of the FAC shall oversee the management and tracking of all property loans.
6. Applicants are advised not to advertise their events or products before receiving official funding approval from the FAC.
7. The FAC may amend the Application Guidelines, Application Form, and Addendum Form, with approval from both the USG President and the Campus Life Department. The Treasurer and Secretary are responsible for recording any amendments and ensuring they are published to the official FAC SharePoint for transparency.
8. The FAC shall not fund Community Impact Projects (CIPs) under any circumstances.

## **3.4 Events Committee (EC)**

### **3.4.1 Duties of the Events Committee**

The primary function of the Events Committee (EC) is to facilitate events on campus desired by a student or a student-led organization. The EC shall consider and discuss this within the committee and with appropriate university authorities as long as it does not interfere with fields supervised under other committees or university colleges, which is determined by either:

1. The Committee's and/or Parliament's discretion or
2. The Community Coordinators.

### **3.4.2 Tasks**

The Committee shall work with relevant suggestions and requests from all students and student-led organizations. The fixed tasks of the Committee include:

1. Electing a Chair and Co-Chair to organize and attend regular meetings with the Community Coordinators,
2. Evaluating suggestions and issues on campus events and providing necessary feedback to the Community Coordinators,
3. Fixing of the events that are set to be conducted in the approaching semester with the Community Coordinators,
4. Regularly update the Community Coordinators about the discussions reached within the Committee and establish the procedure for the discussed event.

### **3.4.3 Composition and Roles**

The EC consists of special roles that are but not limited to:

1. Chair
2. Co-Chair
3. Secretary
4. Head of Planning - Responsible for the documentation of all of the EC's purchases, expenses, reimbursements and inventory management.
5. PR Representative

### **3.4.4 Procedure for community parties**

The EC is required to facilitate the suggestions of community party organisers at the discretion of the Community Coordinators. The EC is thus required to:

1. Communicate with the event organizers, The Other Side (TOS) team and the Stage, Lights and Sound (SLS) team to host and coordinate the event,
2. Facilitate and help with event coordination in any way that is deemed appropriate.

The EC and the FAC shall collaborate with each other to facilitate an event. The FAC shall provide the funding for beers and mixers via funding application and is then reimbursed by the EC with the money collected through ticket sales. This is handed to the Community Coordinators. Decorations, wristbands, and posters are also reimbursed by the Ec to the event organizers as long as the expenses mentioned are

not above 150€ each. Reports for final financial calculations will have to be presented to the FAC and the Community Coordinators to showcase transparency.

## **3.5 Public Relations (PR)**

### **3.5.1 Duties of the Public Relations Committee**

The Public Relations Committee (PR) of the USG strives to facilitate better communication between the Student body and the USG. The PR Committee shall support USG transparency, promote engagement and uphold USG's image.

### **3.5.2 Tasks**

The PR committee shall work on relevant instructions and requests from Parliamentarians and other Committee Chairs. The fixed and recurrent tasks of the Committee include:

1. Regularly post meeting timings and locations for each Committee on Social Media on their assigned account.
2. Meet every two weeks to work on a printed version of the Student Newsletter and put it around campus.
3. Organize one photoshoot per semester where the whole USG has to be present.
4. Use the photos from the aforementioned photoshoot and create Social media posts for each Committee, the Parliament, the President's Office and individual posts for Parliamentarians.
5. Review promotion requests made by other Committees and determine an appropriate communication strategy for reaching the student body.
6. Create posters and social media posts for USG events and collaborate, if asked, with other Campus Clubs for PR.

## **3.6 Composition and roles**

The members of the PR Committee shall represent every Committee in the USG. Any Committee member is free to apply to become a PR representative for said Committee. If, however, no member volunteers to become a PR representative, the tasks default to the Chair until they have elected a representative. **It is required that every committee has at least one (1) PR representative.** The PR Committee consists of but is not limited to the following roles:

1. Chair
2. Co-Chair
3. One (1) PR Representative from every Committee

## **4 General Provisions for the Committees**

These general provisions shall apply to all Committees of the USG, excluding Public Relations.

### **4.1 Membership**

The Committees of the USG may be joined by attending three consecutive meetings of the respective Committee and being voted in with a majority vote of the Committee members. Before the vote, the applicant has to hold a speech and face any questions by the member of the Committee. After an internal

vote, they shall be added to the internal communication and enjoy voting rights. Members of a Committee automatically become a member of the USG and have voting rights in the meetings. The President's Office of the USG is automatically a member of each Committee.

## **4.2 Chair and Co-Chair**

At the beginning of each semester each Committee shall elect a Chair and a co-Chair amongst its members. The Chair takes full accountability and responsibility for the work of and within the Committee. The co-Chair is to support the Chair in the execution of their powers and duties as well as to substitute them in case they are unable to attend a meeting.

### **4.2.1 Representation in the USG Parliament**

The Chair of a Committee can but does not have to be a Member of Parliament. In case the Chair is not, they will be invited as a Standing Guest to the Parliament to represent their Committee. As Standing Guests, they shall be included in the internal communication of the Parliament but do not enjoy voting rights.

### **4.2.2 Representation in the PR Committee**

It is required that every Committee has at least one (1) PR representative.

### **4.2.3 Power and Duties of the Chair and Co-Chair**

The Chair is the leading figure for their respective Committees and as such they shall:

1. Organize and moderate the weekly Committee meetings,
2. Communicate with the USG Parliament: Each Committee shall have at least one delegate to Parliament, who attends all meetings to represent the Committee and communicate relevant projects and suggestions between the Committee and Parliament in both directions. This role may be delegated to Committee members, but defaults to the Chair.
3. Establish and maintain the Committee: The Chair shall be responsible for organizing the Committee's efforts to recruit new members. This shall actively happen at least at the beginning of each academic year, and ideally each semester.
4. Train their successor: 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. They shall reflect on mistakes and give suggestions to improve the work of the Committee in the next semester. The Chair shall ensure that all relevant documents and materials are handed over to the succeeding Committee Chair.

## **4.3 Workings of Subcommittees**

Subcommittees, also known as working groups, can be created within the Committee in order to foster the work on specific projects and manage the diverse range of issues within the Committee's jurisdiction.

1. Membership of any of these Subcommittees is fluid and can be freely changed. A Committee member can freely decide to join any number of Subcommittees.
2. The heads of a Subcommittee are selected within the Committee.
3. Every Subcommittee reports to the parent Committee that instantiated it.

## 4.4 Collaboration between different Committees

Committees of the USG are encouraged to collaborate on issues that fall into both of their areas of work. The USG Parliament shall be a room for the committee Chairs to be informed about the doings of all committees of the USG to then collaborate on issues, if deemed appropriate.

## 4.5 Meetings

These provisions will apply to all Committees of the USG and the USG Parliament, excluding Public Relations. For this section 4.5 the term committee shall be used to refer to the affected bodies.

Each Committee holds regular weekly meetings until exam season. The Chair and co-Chair can decide to cancel up to (3) three meetings per semester.

These meetings are generally open to the undergraduate student body, other parties can be invited if deemed convenient, unless the Committee needs to discuss confidential agenda items.

1. Attendance of the Committee members is mandatory. Absent members shall excuse their absence to the Chair of the meeting (24) hours in advance. The Committee may invite non-undergraduate students to join any specific meeting.
  - (a) If a member fails to attend (3) meetings over the span of the semester unexcused then, they will be impeached in the next scheduled meeting of said Committee.
2. In the case that a member of a Committee has not attended (7) meetings of said Committee in an academic semester, they will be impeached at the next scheduled meeting.
  - (a) This also applies to standing guests of Parliament.
  - (b) For standing guests who are Chairs of a Committee, their attendance in Parliament can be delegated to a member of their Committee. If the Chair fails to attend or send a delegate (7) times, then the Chair will get impeached from their role as Chair in the next scheduled meeting of the relevant Committee. In this case, a delegated member of Parliament will attend the Committee meeting to lead the impeachment and new election of the Chair.
3. Both the agenda and minutes of the meeting shall be available upon request for the entire student body.
4. Confidential agenda items are discussed with elected members only. The committee may choose to include any other student in a confidential discussion by a simple majority vote, if allowed and considered appropriate.

### 4.5.1 Decision Making and Quorum

1. The quorum for a Committee to make decisions is at least 51% of its members. That means that at least 51% of its members have to be present in the meeting and voting procedure. Each member shall have one (1) vote in all matters.
2. From the attending members, a simple majority is valid for all decisions if not further specified.
3. By default, voting takes place publicly and the number of votes in favor, against and the number of abstentions shall be recorded in the minutes. With a simple majority, the Committee may declare a secret vote. Alternatively, also with a simple majority, the Committee may declare a vote by roll call in which case the individual votes of all members shall be recorded in the minutes.

### 4.5.2 Moderation

By default, the Committees are Chaired by the committee Chair and the USG Parliament is Chaired by the President. In case of the absence of the Chair, the moderation defaults to the co-Chair and the vice

president. The respective committee may decide for another committee member to moderate either one specific meeting or all meetings in the respective semester. The moderator may yield the moderation right to a different committee member at any time during a meeting for:

1. The discussion of an agenda point,
2. The introduction of a proposal,
3. The remaining meeting.

## 5 Student Court

The Student Court shall be an independent body, responsible for checking and judging the legitimacy of the actions of the Parliament and the USG Committees. As it may not have regular tasks, it shall be formed upon request by either the USB via petition, the Parliament or one of the Committees to prosecute an accused body. The student court judges should be impartial.

### 5.1 Power and Duties

The Student Court shall:

1. At all points of time uphold this constitution in the interest of the student body,
2. Interpret this constitution, bylaws, amendment and all subsequent legislation in the spirit of community standards,
3. Mediate between two (2) parties of the USG or the USG and the USB, at the request of any members involved,
4. Determine in a trial, as specified in the procedure part, the guilt or innocence of any object of its jurisdiction who is accused of violations of this constitution, and assess penalties for such violations according to the procedure,
5. Be permitted to defer a case to the next higher instance, namely the Student Life and Support department, if the case is decided to be beyond its competence to judge,
6. Review the decisions made and actions taken by the executive or legislative unit of the USG and ensure that they are made under the provisions of this constitution,
7. Issue an evaluation of the USG's budget allocation, efficiency and progress on agenda points with recommendations for improvement, whenever asked to do so,
8. Recommend, at its discretion, changes in or additions to this constitution or subsequent legislation,
9. Be present at official Parliament meetings if requested by the USG Parliament or a Committee.

### 5.2 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 Committees take on the task of forming the Student Court. Two (2) judges shall be members of the USG Committees, and three (3) shall be elected from the USB.
2. In case that one of the USG Committees is accused of wrong-doings, then the USG Parliament takes on the task of forming the Student Court. Two (2) judges shall be members of the USG Parliament, and three (3) judges shall be elected from the USB.
3. In case both the USG Parliament and the Committees are accused of wrong-doings, then the initiators of the petition against the two bodies take the task of forming the Student Court. In this case, all five (5) judges shall be elected from the USB.

### **5.3 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.

### **5.4 Conflicts of Interest**

All Student Court judges must declare all possible conflicts of interest to the Student Court prior to any hearing. In the interest of impartiality, any judge that has a conflict of interest, in particular if a judge is involved in a trial before the Student Court as the complainant or as the accused, the respective judge shall remove themselves from the case and be replaced.

## **6 Student Delegates**

The USG shall designate the Undergraduate Student Delegates (USDs) in all official matters and university Committees with student representation. The USDs shall present the students' interest to the Committee or decision-making body they are appointed to.

### **6.1 University Committees with Undergraduate Student Representation**

The Committees of the USG carry the task of delegating students to the following university Committees with Undergraduate Student Delegates.

1. The USDs are mandated to join the respective university Committee. In particular,
  - (a) The Academic Affairs Committee is responsible for selecting delegates and substitutes for the:
    - i. Academic Senate (AS),
    - ii. University Committee on Education (UCE),
    - iii. University Committee on Quality Management (UCQM),
    - iv. University Committee on Academic Integrity (UCAI),
    - v. Teacher of the Year Delegates
    - vi. Hiring Committees
  - (b) The Campus Affairs Committee is responsible for selecting delegates and substitutes for the:
    - i. Equality Committee (EQ)

In order to protect individuals from assuming too many responsibilities, it is recommended that a student is the Undergraduate Student Delegate to only one university Committee. This excludes being a substitute for delegates in other Committees.

### **6.2 Decision Making**

The USDs shall be free to vote in the University Committees as their consciousness dictates. The Student Parliament or the responsible Committee may, however, dictate the USDs' votes in their University Committees by a simple majority. If unable to attend the official meetings, the USD is responsible for notifying their substitute and ensuring that the substitute can attend.

## 6.3 Tasks of the Undergraduate Student Delegates

The Undergraduate Student Delegates shall:

1. Attend all meetings of their university Committee,
2. Attend all meetings of their responsible USG Committee,
3. Upon decision by the Parliament, additionally attend the requested meetings of the USG Parliament,
4. Present a summary of the work of the University Committee meeting to the responsible USG Committee and/or the Parliament after each University Committee meeting or whenever asked to do so,
5. At their discretion, or when mandated by the responsible USG Committee or the Parliament, invite other students as guests to the University Committee meeting.

## 7 Elections

### 7.1 Popular Elections

The USG shall hold popular elections twice a year. The elections shall be organized and supervised by an Election Committee whose formation is further defined in sections 7.3 and 7.4. It shall define its own bylaws with the approval of Parliament.

1. The elections are held:
  - (a) In the first week of December or the first week of February: Members of Parliament and College Representatives,
  - (b) In the first week of May or the first week of September: Members of Parliament, Major Representatives and College Representatives.

### 7.2 Candidates Eligibility

Students shall be physically present in the respective semester of being in office. In this regard, students who plan to spend their next semester abroad, plan to do an internship or plan to graduate and leave the university may not run for an office in the elections preceding that semester.

### 7.3 Election of the Members of Parliament

For the election of the Members of Parliament, each student may vote for as many candidates as they please. Afterwards, the Members of Parliament are selected by the outcome of the election. The term for a Parliamentarian is an academic year.

The Election Committee follows the following guidelines:

1. The Election Committee is composed of members of parliament who have another semester to complete their term.
2. It can propose a procedure for the upcoming elections to the Parliament, which has to approve it.
3. The Election Committee is formed upon the President's initiative, ad-hoc for each semesterly election.
4. The Election Committee shall meet in official, documented meetings at least once before, and at least once after the general semesterly elections.

The elections of members of parliament have to follow the following regulations:

1. The number of members of Parliament to be elected with each election is determined by the number of open positions in the USG Parliament.
2. Only active members of a USG Committee are eligible to run for the position of Members of Parliament.

## **7.4 Election of College Representatives**

The following regulations apply to the election of College Representatives:

1. Any eligible student according to section 7.2 may run as College Representative.
2. The student has to be a resident of the College they are running for during their term.
3. The term of a College representative is an academic semester.
4. The elected College Representatives shall join the Campus Affairs Committee.
5. The College Representatives are elected by the USB from within their college.

## **7.5 Election of Major Representatives**

To ensure that the interests of students across all majors are effectively represented, the AAC organizes the election of Major Representatives from the USB for each study program. Each candidate running for the position of Major Representative must be at the very least in their second semester of their respective Bachelor program. While Major Representatives are not required to be AAC members, their active participation in AAC meetings is highly encouraged and compulsory when requested by the AAC Chair.

## **7.6 Election of the Presidents Office**

After the Fall Parliament elections, the new Parliament shall elect a President, and after the Spring Parliament elections, the new Parliament shall elect a Vice-President, each among the members of Parliament. Both the President and Vice-President can be recalled at any time with an absolute 2/3 majority vote in the Parliament. In this case, a new President or Vice-President must be elected immediately.

## **7.7 Special Elections**

Any elections other than the ones specified by this article shall be organized by the President's Office of the USG, who chairs the respective Election Committee.

## **7.8 Election announcements**

All elections shall be open for at least five (5) days, naming the options or candidates and functions they are running for. In case of in-person elections, the election shall be announced no later than two (2) days prior to the elections, including the place, date and time of the elections and the candidates and functions they are running for. Such announcements shall take place through a notification sent to the all-students email and by other platforms deemed appropriate by the Election Committee.

## **7.9 Announcing the Candidates**

The Election Committee is responsible for officially announcing the candidates. Candidates in or initiators of an election shall be allowed to have an official public profile using the resources of the Election Committee in order to present their ideas and opinions relevant to the election.

## **7.10 Campaigning**

Candidates shall have the right to campaign democratically 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:

1. Campaigning is only allowed during the campaign period,
2. Slander is strictly prohibited and any campaigning has to be in line with the university's policies,
3. 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.

### **7.11 Candidates' misconduct**

The Election Committee shall have the right to establish additional regulations regarding public campaigning if deemed appropriate and to impose sanctions/disqualify candidates. These additional regulations must comply with the Constitution of the USG.

### **7.12 Online Ballots**

The Elections Committee has the task of setting up an election platform for online voting. This defaults to a Microsoft Form. 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.

### **7.13 Violations**

Violations of the election rules and regulations may result in:

1. The violator losing his or her status as a candidate in the election,
2. The election being invalid,
3. New election results being issued.

Such cases shall be handled and decided upon by the Election Committee.

### **7.14 Publication of results**

Within a week after the end of the election, the Election Committee shall make the results of the election public to the USG and announce the winning candidates.

## **8 Student Voice**

### **8.1 Student Opinion**

1. Each committee of the USG may consult the student body via an opinion vote regarding its decisions and future actions. The purpose of such consultations is to give more information and leverage to the actions of the USG.
2. Should the rate of participation surpass the quorum required for a formal referendum as defined in section 8.2, the outcome of the opinion vote shall be binding on the USG. The committee may only take action against the preference of the student body with absolute unanimity.

## 8.2 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 Parliament to pass it to a student vote.
2. A referendum is considered to be successful if a simple majority votes in favor, with a threshold quorum of at least twenty percent (20%) of all eligible voters casting a vote or an abstention.
3. No decisions shall be implemented if a referendum is pending on an issue.

## 8.3 Popular Initiative

A popular initiative is an issue, not voted on by the USG, relating to the USB. A successful popular initiative mandates the USG to directly put the issue to a popular vote of the student body. The following procedure applies:

1. The organization of popular initiatives requires a petition signed by at least five percent (5%) of all students. The petition shall have one spokesperson responsible for communication with the USG. Initiatives that meet the above-mentioned requirement shall be submitted by their spokesperson to the USG Parliament.
2. The Parliament shall determine which committee in the USG is responsible for the issue, and request a report with background information, an assessment of the feasibility of the issue and an action recommendation. The responsible body may also be the Parliament itself. Upon receipt of the report, by a simple majority vote, the Parliament may add further options to the originally proposed ballot to ensure feasibility.
3. Existing ballot options that were included in the popular initiative may only be modified with the consent of the initiative's spokesperson. If deemed adequate, the Parliament shall make recommendations for such modifications to the spokesperson.
4. The final ballot shall be put to vote in the same manner as a USG referendum no later than two (2) weeks after the initial submission of the issue to Parliament. Seeing that the initiative will already have obtained a significant number of student signatures, there is no quorum for the official vote to be considered valid. The result of the popular initiative shall be binding on the USG.

# 9 Final Provisions and Policy Changes

## 9.1 Amendments to the Constitution

Amendments to the constitution or the ratification of a new constitution can only be passed in a successful general assembly of the USB. The changes first have to be approved by the USG Parliament with a 2/3 majority and can then be given to the general assembly. There, the constitution has to be once again passed with a 2/3 majority to replace the old one.

## 9.2 Overruling

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

### **9.3 Termination**

This constitution shall expire upon ratification of a new constitution by the USB.

## **10 Appendix**

### **10.1 Definitions**

#### **10.1.1 Constitution**

The Undergraduate Student Government Constitution is the foundational document by which the USG shall be governed and held accountable. All processes, regulations, and actions of the USG shall be consistent with and bound by this Constitution.

#### **10.1.2 Undergraduate Student Body**

Unless specified differently, the term students refers to undergraduate students as defined in the academic constitution of Constructor University, that is, all students currently enrolled in a bachelor or pre-degree program such as International Foundation Year (IFY) and Pre-Bachelor Semester (PBS) students at Constructor University. Unless specified differently, the term student body refers to the body of all students in the above sense, which has established and is represented by the Undergraduate Student Government.

#### **10.1.3 Member of Parliament**

A Member of Parliament is an elected Parliamentarian during the semesterly elections of the USG Parliament. To run for becoming a member of Parliament, the student has to be a member of the USG at the time of the application.

#### **10.1.4 Member of the USG**

To be a member of the USG you have to be voted into one of the Committees of the USG, meaning you have to attend at least three consecutive meetings and then be voted in.

#### **10.1.5 Undergraduate Student Representative (USR)**

An Undergraduate Student Representative is a bachelor student who is assigned or elected to represent the student body's opinion in specific discussions.

#### **10.1.6 Undergraduate Student Delegate (USD)**

An Undergraduate Student Delegate is a student delegate to one of the university's Committees and decision-making bodies.

#### **10.1.7 Student Club**

Officially recognized groups within the university, founded and led by students, that are open for all students to join, offering various offers in different areas of interest. These clubs provide numerous learning opportu-

nities outside the traditional classroom setting and serve as a platform to meet new people who share similar passions and goals.

#### **10.1.8 Student Budget**

The USG budget is funded by student-body contributions, collected each semester and included in the tuition for all undergraduates. The amount may change according to regulations and decisions made by the CUB.

#### **10.1.9 Popular Elections**

Popular elections in the USG are those elections in which active suffrage is enjoyed by the undergraduate student body. All popular elections in the USB shall be general, direct, free, fair, secret and held accordingly to the Election Procedures specified by the respective Election Committee.

#### **10.1.10 General Assembly of the student body**

A General Assembly is an official meeting of the undergraduate student body, called for by the USG Parliament. All members of the undergraduate student body are invited to a general assembly and enjoy voting rights during the general assembly.

#### **10.1.11 Simple majority**

A simple majority is achieved in a vote where there have been more votes cast in favor than against.

#### **10.1.12 Absolute majority**

An absolute majority is achieved in a vote when more than fifty percent (50%) of all eligible members (present or not) who enjoy voting rights in the respective body have cast their vote in favor. Specific decisions may also require stronger absolute majorities where more than a specific fraction  $p/q$  of all eligible votes have to be cast in favor. Such decisions are said to require an absolute  $p/q$  majority, for example, an absolute  $2/3$  majority.

#### **10.1.13 Absolute and simple unanimity**

Unanimity, full unanimity, or absolute unanimity is achieved when all eligible members who enjoy voting rights in the respective body cast their vote in favor. A simple unanimity is achieved when all present and eligible members who enjoy voting rights in the respective body cast their vote in favor.

#### **10.1.14 Reprimand**

An official warning from the President's Office that may be followed by a penalty at the discretion of the USG Parliament.

#### **10.1.15 Impeachment**

The process of removing someone from office.