

# **STATUTE**

of the Student Body of AI  
of the Brandenburg University of Technology  
Cottbus-Senftenberg

Version as of July 14, 2023

The Student Body of AI of the Brandenburg University of Technology Cottbus-Senftenberg gives itself in accordance with § 21 paragraph 3 of the Statute of the Student Body of the Brandenburg University of Technology Cottbus-Senftenberg of June 27, 2013 the following statute:

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## **I General**

### **§ 1 Composition and Rights**

- (1) The members of the study programs
  - M.Sc. Artificial Intelligenceenrolled at BTU Cottbus-Senftenberg together form the Student Body of AI.
- (2) Each member of the Student Body of AI has the right:
  - a) to participate in the organs of the Student Body of AI.
  - b) to active and passive voting rights according to the election regulations of the student body of the BTU Cottbus-Senftenberg
  - c) to be heard by organs of the Student Body of AI in matters that affect the interests of at least one of the study programs named in [Paragraph 1](#).

### **§ 2 Organs**

- (1) Organs of Student Body of AI are:
  - a) General Assembly
  - b) Board of AI Students (referred to as “Board of Students” or “FSR AI” in the following)
  - c) Committees.
- (2) The activity in the organs of the Student Body of AI is honorary.
- (3) The meetings of all organs of the Student Body of AI as well as their elections are open to the public.
- (4) Unless otherwise provided by law, by regulations of the student body or by the statutes of the Student Body of AI:
  - the quorum of the individual organs of the Student Body of AI is given, if more than half of the members of the respective organ is present
  - the resolutions of an organ shall be adopted by a simple majority of the votes cast by the members present. Invalid votes shall be considered as non-votes cast.
  - written resolution procedures in the communication medium predominantly used by the Board of Students are permissible.
- (5) The course of the meetings as well as the resolutions of the organs of the Board of Students shall be recorded in writing. The decisions and minutes are to be announced to the public.
- (6) Resolutions of organs of the Student Body of AI are immediately valid.

## *II General Assembly*

### **§ 3 Administration of Property**

- (1) The properties of the Student Body of AI are managed by the Board of Students.
- (2) In the event that there is no Board of Students in office, the General Assembly shall elect a responsible person to manage the properties.
- (3) In the case that none of the associated study programs from [§ 1, Paragraph 1](#) is offered anymore, the properties are signed over to the general Student Council of the BTU Cottbus-Senftenberg.

## **II General Assembly**

### **§ 4 General**

- (1) The general assembly is the highest decision-making body for the Student Body of AI and thus constitutes the legislative body. In particular, it has the right to:
  - a) election of the Board of Students
  - b) acceptance of the reports of the Board of Students as well as of the appointed committees
  - c) formation of committees
  - d) Election of financial auditors
  - e) Decision on amendments to the Statutes of the Student Body of AI.
- (2) Every member of the Student Body of AI is entitled to speak, to propose and to vote at the general assembly of the Student Body of AI.
- (3) The general assembly of the Board of Students can vote by simple majority on the discharge of the Board of Students before dissolution or new election. If the discharge does not take place, the members of the old Board of Students remain accountable to the General Assembly. In this case, the General Assembly has to formulate achievable reworking goals for the old Board of Students, which have to be examined at a later General Assembly meeting. This does not prevent a new election.
- (4) The invitation to the general assembly has to be sent officially by e-mail and at least two weeks in advance. The items on the agenda, the date of the meeting and the meeting room must be enclosed with the invitation.
- (5) Items for resolution are to be attached to the official invitation to the General Assembly.

### **§ 5 Resolution**

- (1) The quorum of the general assembly of the Student Body of AI is given, if it was invited properly and at least 10% of the members of the Student Body of AI are present.

## *II General Assembly*

- (2) If the general assembly of the Student Body of AI is not quorate, a new general assembly of the Student Body of AI must be convened within 14 days, which is quorate regardless of the number of those present. The date shall be voted among those present at the General Assembly that is not quorate.
- (3) Business that requires a resolution by the General Assembly may exceptionally be carried out by the Board of Students on its own responsibility if, after a proper invitation, there is no quorum, but the business does not allow a new meeting of the Student Body of AI to be convened.

### **§ 6 Convocation**

- (1) The general assembly of the faculty is convened:
  - at the request of at least 10% of the members of the Student Body of AI
  - on demand of the Board of Students
  - for the purpose of ballots.

### **§ 7 Protocols**

- (1) For the keeping of minutes of the general assembly of the Student Body of AI a person is proposed by the Board of Students, a member of the Student Body of AI or the election management. Nominated persons may refuse to stand for election.
- (2) The person taking the minutes is considered to be elected by the General Assembly (so-called silent election) if at least one other person is not nominated at the General Assembly meeting. Otherwise, the person in charge of the minutes shall be elected openly by a show of hands from among those proposed by a relative majority.
- (3) The person taking the minutes is responsible for the completeness and correctness of the contents of the minutes.
- (4) The minutes have to cover the full meeting of the general assembly in a complete and comprehensible way. The following information must be present at least in the minutes:
  - place, date, start and end time of the general assembly of the student representatives
  - quorum as well as number of participating members of the Student Body of AI and guests
  - the basic contents of essential reports of the Board of Students and speeches
  - notes on changing quorum during the general assembly
  - if an election of the Board of Students took place at the general assembly, results of the individual election rounds with the number of yes-votes, no-votes and abstentions per candidate.
- (5) If presented at the general assembly, accountability and financial reports shall be attached to the minutes. If a Board of Students election was held at the general assembly, the completed ballots, sorted by election cycle, shall be attached to the minutes. If this is not possible, for example in the case of an online election, the ballots may not be attached to the minutes.

## *II General Assembly*

- (6) Another member of the Student Body of AI, who participated in the general assembly, should check the minutes for correctness of content after the general assembly (four-eyes-principle).
- (7) The minutes must be signed by the person taking the minutes and stored appropriately by the Board of Students.

### **§ 8 Board of Students Elections**

- (1) The Board of Students shall issue an invitation to Board of Students elections at the General Assembly at least 14 days in advance in the form of an election notice.
- (2) Members of the Student Body of AI have until one day before the Board of Students election to stand for election. This is done by submitting an application to the currently incumbent Board of Students. The application includes at least family name, first name, semester of study and studyprogram.
- (3) The size of the Board of Students to be elected is determined at the General Assembly. For this purpose, the existing Board of Students makes a proposal regarding the number of members of the new Board of Students, on which the General Assembly openly decides by simple majority. If the proposal is not approved, a new proposal shall be made and decided upon again.
- (4) An election committee consisting of at least one, preferably two persons, who *do not* run for office, is proposed at the General Assembly. Proposed persons may refuse to stand for election.
- (5) The election committee is considered elected by the General Assembly (so-called silent election) if no more than two persons are nominated for the role of election committee at the general assembly. Otherwise, the election leadership is elected openly from those proposed by a show of hands by relative majority.
- (6) The election management conducts the election according to the principles defined in the election regulations of the student body.
- (7) The elections of the Board of Students are secret and function according to the ballot box principle.
- (8) Each member of the general assembly votes for each person running for office by voting yes, no, or abstaining. Failure to cast a vote for a person running for office shall be counted as an abstention for that person.
- (9) The adjusted votes of a person running for office are calculated from the difference between the yes and no votes he or she receives.
- (10) The adjusted votes of all candidates are sorted in ascending order. The candidates with the most votes are considered elected according to the previously determined size of the Board of Students and who have at least one adjusted vote.

### *III Board of Students*

- (11) If there is a tie between candidates with the same number of votes and too few seats on the Board of Students, the General Assembly shall decide whether the Board of Students shall be enlarged by one seat or whether a run-off election shall be held between the candidates with the same number of votes.
- (12) If the election of the Board of Students ends without at least four people being elected to the Board of Students, additional ballots will be held until at least four members have been elected to the Board of Students. Before each of these rounds of elections, spontaneous candidacies from within the general assembly are allowed.

## **III Board of Students**

### **§ 9 General**

- (1) The Board of Students is the executive body of the Student Body of AI and is accountable to the General Assembly. Furthermore, it is accountable to the general Student Council of the BTU Cottbus-Senftenberg and must abide by its decisions.
- (2) The Board of Students is responsible for the day-to-day business of the administration. It represents the Student Body of AI internally and externally.
- (3) Within the first month of each financial year, a new election of the Board of Students shall be held in accordance with the provisions of § 8. The financial year extends from January 1 through December 31 of the year.
- (4) The Board of Students shall not be subject to any political or ideological standpoint. It is not beholden to any organization or political party.
- (5) The Board of Students convenes General Assemblies for the purpose of ballots, amendments to the statute, elections, and to provide information to the Student Body of AI. In doing so, it is responsible for the management of the Student Body of AI.
- (6) The Board of Students proposes members of the Student Body of AI for elections to the examination committees of the study programs and notifies the Faculty Council, represented by the Dean's Office of Faculty 1.

### **§ 10 Members**

- (1) Only members of the Student Body of AI may become members of the Board of Students.
- (2) It is desirable that members of each of the majors listed in § 1, Paragraph 1 be represented on the Board of Students.
- (3) The members of the Board of Students are subject to official secrecy. This includes in particular confidential and personal matters. They act unselfishly and impartially.
- (4) The members of the Board of Students shall, if possible, familiarize themselves with these statutes at the beginning of their membership in the Board of Students.

### *III Board of Students*

#### **§ 11 Positions**

- (1) The Board of Students shall meet no later than the 30th day after the election. At the constitution of the newly elected Board of Students, at least the following positions shall be filled:
  - president as well as their deputy
  - financial officer as well as their deputy
  - minute-taker.
- (2) If possible, there should be representatives for each of the study programs named in [§ 1, Paragraph 1](#). These representatives do not necessarily have to be enrolled in the represented study program.
- (3) The positions of president and financial officer as well as their deputies are to be filled by different persons.
- (4) Other positions may be decided by the Board of Students and are to be filled as needed.
- (5) All positions may be reelected upon verbal request at meetings of the Board of Students.
- (6) It is desirable that the positions of president and financial officer, as well as their deputies, not be reelected during the year of office.
- (7) The president represents the Board of Students externally and is authorized to sign.
- (8) The financial officer manages the budget of the Board of Students and is responsible for the financial accountability to the general Student Council of the BTU Cottbus-Senftenberg. They are obligated to use student funds appropriately. In particular, individual purchases over an amount of 50€ can only be made by decision of the Board of Students.
- (9) The minute-taker records the meetings of the Board of Students. Minutes should at least contain the date, beginning and end of the meeting as well as the names of the present members of the Board of Students. It must reflect the main content of the reports and discussions. Resolutions must be recorded with the numbers of yes/no votes as well as abstentions.
- (10) In case of unavailability or consent of the main responsible occupant of a position, the associated deputy is authorized to regulate their affairs with the same rights and duties.

#### **§ 12 Finances**

- (1) The Board of Students prepares a financial plan, which has to be confirmed by the Board of Students as well as by the general Student Council of the BTU Cottbus-Senftenberg and has to be settled at the end of the financial year. Further details are regulated by the framework financial regulations for Board of Students of the student body of the BTU Cottbus-Senftenberg.
- (2) The financial officer is responsible for the preparation of the budget and other financial matters. They are accountable to the Board of Students and are subject to its right of veto.



## *IV Committees*

### **§ 13 Sessions**

- (1) As a general rule, the president leads meetings and gives the floor to the speakers.
- (2) Meetings should be held as regularly as possible.
- (3) Members of the Student Body of AI should be appropriately informed of the location and date of upcoming Board of Students meetings.

### **§ 14**

- (1) The Board of Students is dissolved
  - by decision of the general assembly of the Board of Students
  - by resolution of the Board of Students with a  $\frac{2}{3}$ -majority.

In the event of such early dissolution, replacement elections for the current term of office shall be held within four weeks of lectures. In the case of a dissolution by decision of the general assembly, reelections may also be organized by the members of the Student Body of AI.

### **§ 15 Exclusion**

- (1) Members of the Board of Students can be expelled from the Board of Students by
  - de-registration from the university
  - change of study program to study programs which do not belong to the Student Body of AI
  - deselection by the general assembly of the student body
  - deselection by the Board of Students after own request.
  - deselection by the Board of Students in  $\frac{2}{3}$ -majority of the total members in justified exceptional cases. This includes, for example, the repeated absence from meetings under threat to the quorum of the Board of Students.

## **IV Committees**

### **§ 16 General**

- (1) Committees may be appointed by the General Assembly or by the Board of Students.
- (2) Each committee is accountable to the Board of Students and the General Assembly.
- (3) The scope of responsibilities of each committee must be clearly defined. A committee shall not have the authority to act outside its scope of responsibility without the consent of the Board of Students or the General Assembly.
- (4) A committee may request funds from the Board of Students.

## **V Statute**

### **§ 17 General**

- (1) The statute in its current form must be available for inspection at all times.
- (2) The Board of Students undertakes to review the statutes once per term to ensure that they are up to date and, if necessary, to submit any proposals for improvement to the general assembly for a vote.
- (3) The general Student Council of the BTU Cottbus-Senftenberg must be notified of the statutes and any amendments to these statutes.
- (4) The German version of this statute is legally binding. This does not apply to any translations of the statute.

### **§ 18 Effectivity**

- (1) The statutes shall be adopted by the Board of Students with a  $\frac{2}{3}$ -majority of the votes cast. It comes into effect immediately after the resolution.
- (2) With the entry into effect of these statutes, all previous statutes of the Student Body of AI as well as statutes of the study programs mentioned in [§ 1, Paragraph 1](#) shall cease to be in force.

### **§ 19 Amendments to the Statute**

- (1) A petition to amend the statute may be submitted by the Board of Students or by any member of the Student Body of AI. An application to amend the statute must be submitted in writing to the Board of Students no later than 14 days prior to the general assembly. The application must contain the desired amendment verbatim.
- (2) The Statutes may be amended only by resolution of the General Assembly of the Board of Students. An amendment is legally valid if it is adopted by a  $\frac{2}{3}$ -majority of the votes cast. Minor adjustments to the proposed amendment, such as wording changes, are possible in discussion with the Board of Students. In case of rejection or major disagreements concerning the statements of the amendment proposal, the proposal can be revised and submitted to a vote at the next General Assembly.
- (3) A change of the statute must be attached verbatim to the invitation to the general assembly. If the proposal has not yet been submitted at that time, it must be added to the invitation as soon as possible.
- (4) Proposals for amendments to the statute must be announced in a form from which the proposed amendments, deletions or additions can be easily seen. In particular,
  - the full wording of the currently valid bylaws to be amended and
  - the full text of the proposed amended bylaws.must be recognizable.

*V Statute*

- (5) A publication of this statute in a different form, but with the same wording, does not constitute an amendment to the statute.

# Appendix

## A Definitions

**Simple Majority** A *simple majority* exists when a matter receives more votes in favor than against it.

**$\frac{2}{3}$ -majority** An  *$\frac{2}{3}$ -majority* exists when at least two-thirds of those present vote in favor of a matter.

**Relative majority** In an election of persons, a *relative majority* is given to the person who combines the most yes votes among all candidates.