

Please note: The German text of the “Satzung und Wahlordnung” is the exclusively legally binding version. The following English translation is merely provided for reference.

Statutes and Election Regulations of the International Student Body of Bielefeld University (ISUB)

On the basis of Article 32, Paragraph 4 of the Statutes of the Student body of Bielefeld University as amended on 15 June 2011 (Announcement Gazette of Bielefeld University - Official Announcements - Volume 40 No. 9 p. 120), last amended by the Second Statutes of Amendment of 30. November 2020 (Announcement Gazette of Bielefeld University - Official Announcements - Volume 49 No. 15 p. 237), the Student Parliament approved the Statutes and Election Regulations of the International Student Body of Bielefeld University (ISUB) adopted by the General Assembly of the International Student Body of Bielefeld University (ISUB) at its meeting on XX. XXX 202X:

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§ 1 General Provisions

(1) The foreign and stateless members of the Student body of Bielefeld University pursuant to Article 1, Paragraph 1 of the Statutes of the Student body of Bielefeld University, as amended from time to time, shall form the International Student Body of Bielefeld University (ISUB).

(2) The International Student Body (ISUB) is part of the Student Body of Bielefeld University. According to § 32 of the statutes of the Student body in the respective valid version, the special concerns of the international Student body are taken care of by the International Student Council (ISR).

(3) The International Student Council (ISR) and the international student body of Bielefeld University (ISUB) manage their own affairs within the framework of these statutes and the statutes of the student body of Bielefeld University.

Section 1: Statutes

§ 2 Composition of the ISR

(1) The ISR shall be composed of four spokespersons who shall be elected jointly as a team.

(2) A maximum of two staff, people of the same gender may belong to the team.

(3) Individual candidatures are not permitted.

(4) The spokespersons must belong to four different nationalities and be members of ISUB.

(5) At least two speakers must be from countries that are not members of the European Union.

(6) At least two continents must be represented in the team.

(7) The Election Committee may, in the course of drawing up the list of eligible voters in accordance with § 14, decide by simple majority on applications from candidates to grant them a nationality other than that written in their passport. The candidate must give reasons for this.

(8) A speaker may be re-elected a maximum of two times.

§ 3 Term of office

(1) The term of office of the ISR shall be two semesters.

(2) The respective term of office begins with the constituent meeting of the newly elected ISR after the election of the speakers by the student parliament according to § 27.

(3) The elected ISR shall remain in office after the end of the term of office until an ISR team for the new term of office has been successfully elected in the course of an election and confirmed by the student parliament in accordance with paragraph 2.

§ 4 ISR-AG (Working Group)

(1) In order to fulfil the tasks assigned to the ISR according to the Statutes of the Student body in Article 32, working groups for certain activities may be formed upon application; the ISR team shall decide on the application by simple majority. The members of an ISR-AG can carry out tasks such as organising and implementing cultural events, festivals, excursions or workshops. Applications for the above activities must be planned and carried out in cooperation with the ISR team.

(2) The members of an ISR-AG must be enrolled students of Bielefeld University, they do not have to be members of ISUB.

(3) The number of members of an ISR-AG depends on the type of task and the scope of the task. A working group consists of at least three members. The ISR team decides on the concrete number of WG members, the time of appointment as well as the project duration of the WG.

(4) The application for the formation of a working group can be submitted to the ISR at any time.

§ 5 Resignation

(1) A spokesperson may resign from his/her office for important reasons. The request for resignation has to be justified in writing to the ISR team, which decides on it with a simple majority. The resignation shall be publicly announced by the ISR without delay by means of a notice board and the chairpersons of the student parliament shall be informed in writing. Sentences 1 and 3 shall apply accordingly in the event of the resignation of the entire ISR team.

(2) If a speaker resigns from the ISR, § 6 paragraphs 2, 4, 5 and 6 shall apply accordingly. If the entire ISR team resigns, § 6 paragraph 2 sentence 2 and paragraph 6 shall apply accordingly.

§ 6 Motion of censure

(1) The incumbent ISR Team or a member of the ISR Team who has significantly violated the interests of ISUB may be asked to resign by a written motion of no confidence, whereby a reason for the request shall be formulated in the motion. The motion of no confidence can be brought by any member of ISUB or an ISR spokesperson in an ISR plenary meeting. A motion of no confidence by a member of ISUB must be signed by at least 25 other members of ISUB.

(2) If a motion of no confidence fulfilling the requirements mentioned in paragraph 1 is submitted, a plenary meeting shall be held within two weeks, which shall be convened in accordance with § 8 paragraph 4 and whose agenda shall at least provide for the consideration of the motion and the passing of a resolution on it as well as, if applicable, the voting on proposals according to paragraph 4. If the motion of no confidence is directed against the entire ISR team, the plenary assembly shall be convened by the chair of the General Students' Committee (ASTA [Student Union]).

(3) If the absolute majority of all those present at the ISUB plenary meeting agree to the motion of no confidence, the member or the ISR team must resign from office immediately.

(4) If an individual member of the ISR Team resigns from office by vote of no confidence, the ISR Team still in office may propose to the Assembly a person to be co-opted as a member of the ISR Team for the remaining term of office. The Assembly must confirm this co-option by an absolute majority. The team thus formed must meet the requirements of §§ 1 and 2 and be proposed to the Student Parliament for election at the next possible meeting.

(5) The speaker running for office must introduce him/herself to the plenary assembly and express his/her wish to take on the office.

(6) If the entire ISR team leaves office through a vote of no confidence, an election committee shall be elected at the same Assembly, which shall immediately initiate by-elections.

§ 7 Tasks and Obligations of the ISR

(1) By virtue of their position in the ISR, the spokespersons of the ISR have ISR, they have certain obligations which they must fulfil towards the ISUB.

(2) The duties of the ISR in representing the special interests of ISUB according to the statutes of the Student body are in particular:

- (a) to support the members of ISUB in exercising their duties and rights in accordance with Article 1(2) and (3) of the Statutes of the Student body of Bielefeld University,
- (b) to foster and promote the relationship between the foreign and the German members of the Student body,
- (c) to ensure the representation of the members of ISUB as minority protection vis-à-vis the bodies of the Student body.

(3) To improve communication between the different nationalities, events and opportunities for cultural exchange shall be organised.

(4) Each ISR spokesperson shall offer at least two student consulting hours per week to give ISUB members the opportunity to get in touch with the ISR.

§ 8 General Assembly

(1) The General Assembly is the meeting of all members of ISUB. All members of ISUB are entitled to propose motions and to vote. At the start date of the General Assembly, a chairperson and a secretary who records the decisions of the General Assembly shall be elected.

(2) In the General Assembly, members of ISUB have the right to make statements and recommendations about the work of the ISR team.

(3) The General Assembly shall be convened by the ISR as often as the business situation requires, but at least once per semester within the lecture period. The ISR shall decide on the convening of the General Assembly.

(4) The convocation of the General Assembly shall be made by notice of the ISR. The announcement of the date must be made at least seven days in advance. When announcing the dates of the Plenary Assembly, the proposed agenda must also be communicated.

(5) At the Assembly, the ISR team must present a report on its current work.

(6) If the General Assembly has been duly convened, it shall constitute a quorum regardless of the number of members present. Resolutions shall be passed by a simple majority of the ISUB members present, unless otherwise regulated.

(7) The following agenda items shall be mandatory for the Ordinary General Assembly, which shall normally take place by the end of April at the latest:

- a) Acceptance of the ISR's accountability report,
- b) Discharge of the ISR,
- c) Election of an Election Committee.

(8) Immediately after the Plenary Assembly, the constituent meeting of the Election Committee shall take place, at which the election date shall be fixed. The election date shall be announced as soon as possible after the meeting in a first election announcement (§ 15).

§ 9 Taking of minutes

The resolutions and elections at the General Assembly shall be minuted. The minutes shall be signed by the chairperson of the meeting and the secretary of the General Assembly.

Section 2: Election Rules

§ 10 Eligibility to vote

(1) All students who belong to ISUB in accordance with these Statutes and who are enrolled at the University on the 49th day before the first day of the election (cut-off date for eligibility to vote) are eligible to vote and to be elected. The members of the Election Committee are not eligible.

§ 11 Election system

(1) ISUB shall form a constituency. Each voter has one vote, which he/she casts for one team. The team with the most votes is elected to the ISR. The teams are elected directly.

(2) The ISR shall be elected by the members of ISUB entitled to vote in accordance with § 10 in a general, direct, free, equal and secret election.

(3) The election shall be held using ballot boxes; eligible voters may alternatively exercise their right to vote by postal ballot in accordance with § 23. The election shall take place at the same time as the election of the student parliament.

(4) If two or more teams receive the same number of votes, an agreement shall be reached among the teams by forming a coalition between the teams with the same number of votes, taking into account the requirements of § 2. If no consensus can be found between them, the Election Committee shall decide by lottery which team will represent the ISR.

(3) The lottery shall be public and all teams involved in the elections shall be invited.

§ 12 Election Committee

(1) The Election Committee shall be responsible for the preparation and conduct of the election as well as the observance of the election principles and the safeguarding of the election documents.

(2) The election committee shall consist of three staff, who shall be elected in a combined individual election. It shall include a maximum of two staff, people of the same gender. The candidates must state their nationality, prove their matriculation and introduce themselves.

(3) The three members of the Election Committee shall receive a one-off expense allowance of € 250 each after the successful completion of the elections.

(4) The Election Committee shall decide on disputes concerning the interpretation of the Election Regulations.

(5) The Election Committee has a quorum if at least two members are present. It shall decide by simple majority. Minutes shall be taken of its meetings and shall be signed by all members of the Electoral Committee present at the meeting.

(6) The constituent meeting of the Election Committee shall take place immediately after the Plenary Assembly so that the Election Committee can meet the respective deadlines and cope with the tasks incumbent upon it.

(7) The members of the Election Committee shall be responsible for supervising and conducting the election. At least two members of the electoral committee shall be present at the ballot box during the opening hours of the polling station, one member controlling the ballot box while the other member keeps a record of the voting.

§ 13 Incompatibility

Candidates for the ISR may not be members of the Election Committee or the Council of Elders of the Student body.

§ 14 List of those entitled to vote

(1) The Election Committee shall draw up a list of those entitled to vote, in which each person shall be listed by name, first name, matriculation number and nationality.

(2) The list, together with the Statutes and Election Regulations of ISUB, shall be available for inspection from the fifth to the ninth working day after the cut-off date for the eligibility to vote, from 9.00 a.m. to 3.00 p.m., at a place to be determined by the Election Committee.

(3) Objections against the correctness of the list of persons entitled to vote may be declared to the Election Committee in writing or in writing within the period of display; the Election Committee shall decide on the objection on the second working day after the end of the period of display.

§ 15 Notice of election

The Election Committee shall make the election publicly known within ISUB no later than the deadline for eligibility to vote. This shall be done in particular by posting a notice containing at least the following:

1. the place and date of its publication
2. the days of the election,
3. place and time of voting and public counting,
4. the designation of the body to be elected,
5. the number of members to be elected,
6. the period within which nominations may be submitted and a notice of exclusion of nominations not submitted within the period,
7. the body responsible for receiving nominations,
8. a description of the electoral system
9. an indication that only persons entered in the register of persons entitled to vote may vote,
10. a reference to the place and time of the display of the register of persons entitled to vote,
11. the method of proving eligibility to vote,
12. an indication of the possibility to object to the list of persons entitled to vote,
13. the form, place and deadline for applying for postal ballot papers, with an indication of the information required and, if applicable, the forms to be used,
14. the method of announcement of the election result.

§ 16. Time of the election

(1) The election shall be held in the Summer semester. The election shall take place as a ballot box election on three consecutive days that are not lecture-free.

(2) During the election, the ballot boxes must be open for 6 hours a day.

§ 17 Submission of election proposals

(1) Any team entitled to vote may put itself forward for election by submitting a nomination. Nominations must be submitted to the Election Committee by 3.00 p.m. on the twenty-eighth day before the first day of the election. One staff, people may not stand for election on more than one nomination.

(2) The Election Committee shall decide on an extension of the two-day period if only one team is nominated for election.

(3) If this remains unchanged until the extended deadline, the ISR shall be filled by the members of the only team standing for election. §§ 26 to 29 shall apply accordingly.

§ 18 Content of the election proposal

The election proposal must contain:

1. name of the team,
2. the name, first name, date of birth, matriculation number, exact address of the candidates and their nationality,
3. the irrevocable written declaration that, if elected, the office will be accepted,
4. name and address as well as e-mail address or telephone number of the list spokesperson.

§ 19 Validity of nominations

(1) The election proposals submitted within the time limit according to Article 17 shall be examined by the election committee without delay. If they do not meet the requirements, they shall be returned to the proposing team without delay, stating the reasons.

(2) This shall be accompanied by a request to remedy the defects within the deadline pursuant to § 17. If the defects are not remedied within the time limit, the nomination shall be invalid.

§ 20 Posting

All approved election proposals shall be posted in clearly visible places in the university for at least four lecture days.
clearly visible places.

§ 21 Ballot papers

- (1) Official voting documents, in particular ballot papers, shall be used in the election. In the case of postal voting, official ballot paper envelopes and official voting envelopes shall also be used.
- (2) The election committee shall be responsible for the production of the official election documents.
- (3) The ballot paper shall contain the name of the team, the names and first names of the candidates and, in addition, a reference to the voting procedure.

§ 22 Voting

- (1) The voter shall cast his/her vote in such a way that the decision is indicated by a cross placed on the ballot paper.
- (2) Thereupon, the voter shall throw the ballot paper folded with the inscribed side inwards into the ballot box.
- (3) Before voting, the voter's eligibility to vote shall be checked in each case and participation in the election shall be noted in the register of eligible voters in order to prevent multiple voting. The form of proof of eligibility to vote and the verification of eligibility to vote shall be determined by the electoral committee at its first meeting. As a rule, proof of identity shall be provided by means of the student ID card; the election committee may determine exceptions.
- (4) The election shall be public.

§ 23 Postal voting

- (1) Persons entitled to vote may also exercise their right to vote by postal ballot. Applications for a postal vote shall only be granted if they have been received by the election committee by a date to be determined by the election committee at the latest.
- (2) The postal voter shall receive as postal voting documents at least the ballot paper, the voting envelope, the ballot paper and the voting envelope. The participation in the postal vote shall be noted by the Electoral Committee in the list of eligible voters.
- (3) In the case of postal voting, the voter shall submit to the electoral committee in the sealed envelope
 1. his/her signed ballot paper and
 2. his/her ballot paper in a special ballot envelope in time so that the ballot paper envelope is received at the latest on the last day of the election within the fixed project duration of the election period.
- (4) The election committee shall collect the ballot paper envelopes received and keep them under lock and key until the close of the elections.
- (5) Immediately after the degree of the elections and in the course of the public counting, the election committee shall examine the postal ballot envelopes received. After noting the votes in the register of eligible voters, the ballot papers shall be removed from the ballot envelopes without unfolding the ballot papers. These ballot papers are mixed with the ballot papers in the ballot box.

§ 24 Safeguarding provisions

- (1) The election committee shall be responsible for ensuring that voters can mark and fold their ballot papers without being observed, that sufficient ballot boxes are available and that a sufficient number of ballot papers are kept ready in the polling station.
- (2) Lockable ballot boxes shall be used to hold the ballot papers and shall be so arranged that the ballot papers inserted cannot be removed before the ballot box is opened for counting. Before the start date of voting, two members of the election committee shall satisfy themselves that the ballot boxes are empty. They shall close and seal the ballot boxes in such a way that ballot papers cannot be inserted or removed between the polling hours on each day of voting. The ballot boxes shall be kept in

a safe place within the University. During the voting period, the ballot boxes shall be supervised at all times by two members of the Elections Committee.

§ 25 Counting

(1) Immediately after the end of the election, the votes shall be counted by the Elections Committee. The counting shall be public and shall take place without interruption.

The following shall be counted

- a. of all total votes cast,
- b. of all valid and invalid votes cast,
- c. the number of valid votes cast for all the teams standing for election.

(2) A record of the counting shall be drawn up and signed by the Election Committee.

(3) Ballot papers shall be invalid if they are

- a. have not been cast in the prescribed form and manner,
- b. are recognisable as not having been produced for the election; or
- c. do not show the will of the voter beyond doubt or contain additions.

(4) In the case of postal voting, the ballot paper shall furthermore be invalid if

- a. the ballot paper envelope is not sealed,
- b. the ballot paper has not been signed,
- c. the ballot paper envelope has not been placed in an official ballot paper envelope,
- d. one ballot paper envelope contains several ballot papers.

(5) The election committee shall prepare a record of the entire history of the voting, which shall contain at least:

- a. the names of the members of the electoral committee
- b. the number of eligible voters entered in the register of eligible voters
- c. the respective time, start and end of the counting process,
- d. the total number of votes cast,
- e. the total number of valid and invalid votes,
- f. the total number of valid votes for each team; and
- g. the signatures of the members of the Election Committee.

(6) After the counting has been completed, all election documents shall be handed over to the Council of Elders of the Student body for safekeeping. The ballots shall be kept under lock and key until the expiry of the contestation period, in the event of a contestation until the final decision; they shall then be destroyed by the Council of Elders.

§ 26 Publication of the election results

(1) The election result shall be made public by the election committee without delay by posting it in the University.

(2) The Election Committee shall immediately notify the Chair of the General Students' Committee in writing of the result of the election.

§ 27 Election of the ISR / Vote of No Confidence by the Student Parliament

(1) The AStA [Student Union] Chair shall propose to the Student Parliament the team that received the most votes according to the election results for election as spokespersons of the International Student Council.

(2) Section 32, Paragraph 3, Sentences 1 to 3 in conjunction with Section 17, Paragraph 2 of the Student body statutes shall apply accordingly.

§ 28 Election verification

The election audit shall be conducted by the Council of Elders of the Student body.

§ 29 Election contestation

(1) The election shall be valid after the election result has been posted, without prejudice to an election review procedure.

(2) Any person entitled to vote may contest the election result in writing to the Council of Elders within one week after the election result has been posted, stating the reasons. Thereupon, the chairperson of the Council of Elders shall convene the Council of Elders without delay, at the latest within one week.

(3) The challenge shall be accepted if the election rules were violated during the election and the violation had an influence on the distribution of votes.

(4) If the determination of the election result is deemed invalid, it shall be annulled and a new determination ordered.

(5) If, in the election review proceedings, the election is declared invalid in whole or in part, it shall be repeated without delay to the extent to be determined in the decision.

30 Cost recovery

The ISR shall cover the election costs for the ISR elections from the funds earmarked for the ISR in the Student body's regular budget.

§ 31 Meeting of the ISR

The AStA [Student Union] Chair shall convene the newly elected ISR for its constituent meeting within 10 days of the successful election by the Student Parliament.

Section 3: Final Provisions

§ 32 Amendment of the Statutes and Election Regulations of the International Student Body (ISUB)

These Statutes and Election Regulations may be amended in ordinary or extraordinary General Assemblies of ISUB by an absolute majority of the members of ISUB present. Amendments require the approval of the Student Parliament in accordance with § 32 paragraph 4 of the Student Body Constitution.

§ 33 Entry into force and publication

These Statutes and Election Regulations shall enter into force on the day following their announcement in the Bielefeld University Gazette - Official Announcements. At the same time, the Statutes and Election Regulations for the International Student Council (ISR) of the Student body of Bielefeld University of 3 July 2008 (Announcement Gazette of Bielefeld University - Official Announcements - Jg. 37 No. 12 p. 148), last amended by the Third Statutes of Amendment of 14 March 2016 (Announcement Gazette of Bielefeld University - Official Announcements - Jg. 45 No. 4 p. 61), shall cease to have effect.

Issued on the basis of the resolution of the General Assembly of the international student body of Bielefeld University on xxx and the approval of the Student Parliament of Bielefeld University on xxx.

Bielefeld, the

The Chairperson
of the Student Parliament
of Bielefeld University
xxx