

# Constitution

## For the dormitory council of the Studierendenwerk's dormitory at Koblenz

### Paragraphs

#### **§I Purpose**

- (1) The council is promoting the dormitory's fellowship.
- (2) They represent the residents' interests and the dormitory's administration.

#### **§II Members**

- (1) The council will be elected by the residents.
- (2) There will be maximally nine members\*.

#### **§III Departments**

- (1) Each member has his own office.
- (2) A spokesman and a deputy spokesman will be assigned.
- (3) Other administrative bodies will be formed for areas such as finances, events, communication and recruitment, sports and the environment.
- (4) The councils' members assume the responsibility for the actions concerning their administrative body.

#### **§IV Meetings**

- (1) It is mandatory to have three meetings per semester.
- (2) At least one will be public.
- (3) For each meeting, a report will be written.

### Details/Explanation

*The dormitory's council influences the life at the dormitory and its quality. It promotes the community and the integration of all residents. They support the dormitory's administration while giving feedback about the students' needs and helping to find solutions.*

*A member of the dormitory's council is a person elected by the residents based on the election procedure.*

*The council consists of max. nine members, at least three are preferable.*

*You are responsible for your own administration body. Every member can help out with issues of other administration bodies.*

*The spokesman has following duties:*

- *Communication with the Studierendenwerk*
- *Assures that the work of the council's members will be properly executed*
- *Gets a certificate (i.e. proposal for longer renting time) after doing his/her job responsibly and at least for a year*

*Examples of administration bodies:*

*Controlling & Finance Manager (CFM): The CFM is the treasurer, who takes care of the finances as it is described in §VI Finances.*

*Social Event Manager (SEM): The SEM organizes events which promote the social life, such as cooking-, games- and movie night, etc. It is possible to have more than one SEM.*

*Communication & Recruitment Manager (CRM): The CRM is responsible for the public work at the dormitory like giving information about decisions, advertising new events and recruitment of new members.*

*Sports manager (SPM): The SPM takes care of everything concerning the topic sports.*

*Environmental Specialist (ESP): The ESP deals with issues concerning the environment i.e. waste separation, energy savings etc.*

*Confidant: One male and one female member should carry out the additional duty of confidant. Their email addresses can be found in the glass showcase, so that every resident with unsolved personal issues can contact him or her discretely. It is the confidant's duty to keep all shared information strictly to him- or herself. Not even the council may know about the conversations.*

*There will be at least three mandatory meetings per semester for the dormitory's council.*

*There will be one public meeting, which will be announced in advance. This meeting is open for any resident.*

*For every meeting, one person will be assigned to write a report, summarizing the meeting's most important content. This report will be published and sent out per email.*

## **§V Decisions**

Can be made if...

- (1) at least half of the members are present.
- (2) there is a majority.

## **§VI Finances**

- (1) Only members can make decisions about the council's budget.
- (2) It can only be used for matters concerning the dormitory and its residents.

## **§VII Studierendenwerk (STW)**

- (1) There will be a regular exchange with the STW.
- (2) A meeting between all administration bodies and the STW will take place once per semester.
- (3) A protocol has to be sent to the STW once per semester.

## **§VIII Handover of one's duties**

- (1) New members have to be introduced to their office.
- (2) Members who are no longer in power, shall be duly dismissed.

At the first meeting after the election\*...

- (3) ...the spokesman will be chosen by the members.
- (4) ...the offices will be distributed.
- (5) ...this constitution has to be handed over to each member.

*The council is competent to make decisions if at least half of the members are present.*

*Decisions are made by the simple majority of the members who are present. In case of a tie, the spokesman can make the final decision.*

*Only council members have the right to decide about the finances.*

*There is regular communication with the Studierendenwerk for constructive cooperation.*

*Once per semester, there will be a meeting between the STW and the dormitory's council of every dormitory, which at least the dormitory's announcer or his/her deputy should attend. The meeting will take place mid-semester.*

*At the end of the semester, a short report about the most important accomplishments of the council should be sent to the STW (mail).*

*Experienced members should fully inform the new members about the dormitory council, in order to assure a long-lasting operation.*

*After the new elections, the constitution should be distributed to every new member of the council (Receipt and notice will be confirmed by signature).*

**\*Please pay attention to the election procedure!**