Statute and regulations of the International Students’ Board (ISR) of the Student Body of the University of Bielefeld as of July 3\textsuperscript{rd}, 2008.

On the grounds of Article 32, paragraph 4, of the statute of the University of Bielefeld of April 5\textsuperscript{th}, 2006 (announcement sheet of the University of Bielefeld – official publications – Year 35 No. 6 P.

104), the Students’ Parliament, on June 19\textsuperscript{th} 2008, consented to the statute and electoral regulations for the International Students’ Board (ISR), which had been passed by the International
Bielefeld:

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General Regulations
(1) The foreign and stateless members of the Student Body of the University of Bielefeld according to § 1 Paragraph 1 of the statute of the Student Body of the University of Bielefeld in its respective valid version, as well as all foreign and stateless students, who take part in any language course associated with the University of Bielefeld, form the Foreign Student Body of the University of Bielefeld (ASUB).

(2) The Foreign Student Body (ASUB) is a part of the Student Body of the University of Bielefeld. According to Article 32 of the statute of the Student Body of the University of Bielefeld (of April 5th, 2006), the particular interests of the Foreign Student Body will be attended to by the International Student Board (ISR).

(3) The International Student Board (ISR) and the Foreign Student Body of the University of Bielefeld (ASUB) administer their own matters in the context of this statute, the statute of the Student Body of the University of Bielefeld and the fundamental order of the University of Bielefeld.
§ 1 Composition of the ISR

(1) The ISR consists of four speakers, who are jointly chosen as a team.

(2) The team must consist of two female and two male candidates.

(3) Individual candidates are inadmissible.

(4) The speakers of the ISR must belong to four different nationalities and be members of the ASUB.
(5) Two speakers must come from countries, which are not in the European Union.

(6) The general assembly can decide to grant a candidate’s requests for a nationality differing from the one in their passport, if the majority of members is present. The candidate must state a reason.

§ 2

Term of office

(1) The fiscal year of the ISR comprises of two semesters.

(2) The respective fiscal year of the ISR begins in July and ends in July of the following year.
(3) The elected ISR remains in term temporarily after the term of office until the next ISR election.

(4) Re-election is possible for a maximum of two terms.

§ 3

ISR-AG (working-group)

(1) In order for the spectrum of work in the ISR to be expanded, a working-group can be formed.

(2) Members of the ISR-AG can be any students of the University of Bielefeld regardless of their nationality. They can attend to various tasks, such as cultural events, festivals and workshops. The requests for the aforementioned activities must be planned and carried out in cooperation with the ISR team.
(3) The number of ISR-AG members depends on the number of students interested in collaborating with the ISR. However, the ISR-AG must consist of at least three students.

(4) The request to form a working-group can be submitted to the ISR at any time.

§ 4 Resignation

(1) A speaker can submit a written notice of resignation to the ISR to end his/her term of office prematurely. In this case, the reason for the resignation of the speaker must be publicly announced, for example: in an open meeting, which can be convened by the ISR upon the wish of the speaker or per announcement in the ISR, in order for the speaker to give reason(s) for his/her resignation.

(2) If one or more of the speakers of the ISR resigns, a general assembly will be convened in which the continuation of the office-holding team will be decided. In order for this to happen, the office-holding team
recommends candidates as successors, to be confirmed by the general assembly.

§ 5

Motion of no confidence

(1) The office-holding ISR team or a member of the ISR team that infringes upon the interests of the ASUB or the regulations of the ISR statute to a considerable degree can be requested to resign by written motion of no confidence, in which a reason for the request is to be formulated. The motion of no confidence can be put forward by any member of the ASUB or any ISR speaker in a general assembly.

(2) If the majority of all those present at the general assembly of the ISR is in favor of the motion of no confidence, the speaker must resign from office.
(3) The office will be transferred to another speaker, who has been chosen by the office-holding team or who has been recommended by the general assembly.

(4) The candidate for the office must present him-/herself at the general assembly and state his/her wish to accept the office.

§ 6

Responsibilities and duties of the ISR

Due to their position, the speakers of the ISR have specific duties due to the ASUB, which they must fulfill.

1. The tasks of the ISR as a representative of the interests of the ASUB according to the statute
of the Student Body specifically include:

a. Assisting the members of the ASUB in attending to their tasks and rights according to Art. 1 (2) and (3) of the statute of the Student Body of the University f Bielefeld,

b. Cultivating and promoting the relationship between foreign and German members of the Student Body,

c. Guaranteeing, as a representative of the members of the ASUB, the protection of minorities within the body of the Student Body.

2. Events and opportunities for cultural exchanges must be organized in order to improve communication between the various nationalities.

3. For the respective fiscal year, additional tasks can be transferred to the ISR by the general assembly.
4. Every speaker of the ISR must have at least two office hours per week in order to give the members of the ASUB the possibility to contact the ISR.

§ 7 General assembly

(1) The general assembly is the gathering of all members of the ASUB. All members of the ASUB are entitled to make an application and to vote. At the beginning of a general assembly, a head of the general assembly will be chosen by show of hands. This also applies to a secretary, who records the decisions made by the general assembly.

(2) During the general assembly, foreign students have the right to state their opinions and give advice concerning the achievements of the ISR team.

(3) The general assembly must be convened by the ISR whenever deemed necessary, but at least once a
semester during lecture time. The ISR decides upon convening the general assembly.

(4) The convention of the general assembly must be done per notice. The announcement of the appointment must be made at least seven days before the appointment itself. The agenda of the general assembly must be announced with the announcement of the appointment of the general assembly.

(5) During the general assembly the ISR team must present a report about its current work.

(6) If the general assembly has been convened in accordance with the regulations, it is entitled to pass a resolution regardless of the number of members present. Resolutions are passed with a simple majority of the present members of the ASUB.

(7) For the proper general assembly ca. beginning of June, the election of the election committee must be provided for.
(8) At the general assembly before the first constituted session of the newly elected IRS, the following agenda points are to be taken into account:

a. Acceptance of the report of the ISR,

b. Reporting of the election committee’s report of the ISR,

c. Discharging of the ISR.

§ 8

Keeping record of the minutes
The resolutions of the general assembly will be recorded. The reports will be signed by the head and secretary of the general assembly.

§ 9 Amendment of the statute

The decision making over the statute as well as changes in the statute requires a majority of present members at the general assembly.

Electoral regulations

§ 1 Voting right

Students who do not possess German citizenship, are eligible to vote if they are enrolled at the University of Bielefeld in accordance with § 1 of the registration regulations of the University of
§ 2 Composition

(1) The International Student Board consists of four members in accordance with § 1 of the ISR statute, who are elected as a team.

(2) The term of office of the members ends with the constituting session of the new ISR.

(3) The term of office is one fiscal year in accordance with § 2 of the ISR statute.
Team choice

(1) The ISR is to be elected by the members of the ASUB in accordance with Paragraph 1 of the general regulations. The elections are to be public, direct, free, equal and secret.

(2) The teams are to be elected directly.

(3) The election takes place by use of ballot boxes. Postal voting is not permitted.

§ 4 Nationality regulation
The speakers of the ISR must belong to different nationalities in accordance with § 1 of the ISR statute.

§ 5 Electoral system

(1) The ASUB forms a constituency. Every voter has one vote, which they may use for one team. The team with the most votes will be elected into the ISR.

(2) If two or more teams receive the same amount of votes, an agreement between the teams will be met, in order for a coalition of teams with the same number of votes to be formed, taking gender proportion into consideration in accordance with § 1 of the ISR statute. If no consensus can be reached between them, the election committee will decide the outcome of the election by drawing of lots.

(3) The drawing of lots will occur publicly and all teams involved in the elections are to be invited to take part.
§ 6

Electoral preparations

(1) In order to prepare, carry out and monitor the election, as well as to draw up a report about the financial administration of the ISR, the general assembly must elect an electoral committee.

(2) The general assembly for the election of the electoral committee must take place at least three weeks before the ISR elections.

§ 7 Electoral committee
(1) The electoral committee consists of three persons of equal rights. These persons must belong to different nationalities and have to be members of the ASUB, but they must not be speakers of the ISR or be candidates for the ISR.

(2) The vote is to be carried out by motion of hands at the general assembly. The candidates must state their nationality, give proof of enrollment and introduce themselves. They should be familiar with the election regulations.

(3) The elected members of the electoral committee must hand a written statement, which states that they will commit themselves to the statute and election regulations of the ISR and that they will keep these commitments and carry out their tasks conscientiously.

(4) The three members of the electoral committee will receive a once-off expense allowance of the sum of 200 € each at the end of the elections and after the drawing up of the cash audit report (from the budget of the AEen and the ISR).

(5) In the case of disputes, the electoral committee will decide on the statutory interpretation of election regulations.
(6) The electoral committee is permitted to make decisions if at least two members are present. The decision is made with a simple majority. A report of each session must be drawn up, which all present members of the electoral committee must sign.

(7) The constituting session of the electoral committee must take place immediately after the general assembly, in order for the respective statutory period to be kept as well as for the electoral committee to manage the tasks for which they are responsible.

(8) The members of the electoral committee are responsible for the supervision and carrying out of the election. At least two members of the election committee must be next to the ballot box during the election, during which one member checks the ballot box while the other member keeps record of the electoral role.

(9) The electoral committee compiles a financial administration report and announces the result at the first general assembly. This report is presented to the ISR as well as the AStA for approval of the general assembly.
§ 8 Incompatibility

Candidates for the ISR are not permitted to be members of the electoral committee, the AstA or the council of elders of the Student Body.

§ 9

List of persons eligible to vote

(1) The electoral committee must compile a list of eligible voters, in which every eligible voter is listed by name, surname, matriculation number, faculty membership and nationality.

(2) The list must be available for access on an appropriate medium at least seven weekdays before the election.
(3) Objections to the accuracy of the list of eligible voters can be presented to the electoral committee in written form within the statutory interpretation period; the electoral committee must decide on the objection at least two days after the statutory interpretation period.

§ 10

Election announcement

The electoral committee must announce the election within the ASUB. This occurs particularly through notices, which contain at least the following:

1. Place and date of the announcement,

2. The election days,

3. Place and time of the election and public counting,
4. The designation of the committee to be elected,

5. The number of electable members,

6. The date up to which candidates can be nominated, and an indication of exclusion of ineligible nominations,

7. The committee responsible for the acceptance of candidate nominations,

8. A portrayal of the electoral system,

9. An indication that only those listed to be eligible are permitted to vote,
10. Indication of time and place of statutory interpretation of the list of eligible voters,

11. Type of proof of eligibility to vote,

12. Indication that it is possible to object to the list of eligible voters,

13. Type of announcement of election results.

§ 11 Time of election

(1) The election takes place in the summer semester. The election takes place as a ballot vote on three consecutive lecture days.
(2) The ballot boxes must be accessible daily for at least six hours during the election.

(3) The election days will be decided by the general assembly. At least three weeks must lie between the general assembly and the election.

§ 12

Submission of nominations

(1) Every team eligible for election can nominate itself by handing in a nomination. Nominations can only be handed in during the period stated by the election announcement. This period consists of at least seven lecture days.

(2) The electoral committee must decide on an extension of the statutory period if only one team is nominated for the elections.
(3) If the situation does not change up to the end of the extended period, the candidate team will receive the office.

§ 13

Content of nominations

The nomination must include

1. The team’s name, surname, name, date of birth, matriculation number, address of residency, nationality and faculty of each team member,

2. The irrevocable statement that, in case of election, the team will take up the office,
3. Name and address of the nominators.

§ 14

Validity of nominations

(1) The nominations that are handed in, in accordance with § 12, will be checked by the electoral committee immediately. If they do not fulfill the requirements, the electoral committee must give reason and refuse them.

(2) Therefore the team is required to eliminate their shortcomings within the statutory period, in accordance with § 12. If their shortcomings are not eliminated by the end of the period, their nomination will be invalid.

§ 15 Announcement
All authorized nominations must be announced per notice for at least four lecture days and in a visible place.

§ 16 Ballot

1) Official ballot papers are to be used for the election.

2) The electoral committee is responsible for the production of ballot papers.

3) The ballot paper includes the name of the team, the surname, name, nationality and faculty of each team member; including an indication of the proceedings of the vote.

§ 17 Vote
(1) The voter votes in such a way that his/her decision is clearly decipherable by a cross on his/her ballot.

(2) Following that, the voter will fold his/her ballot with the written side facing inwards and put it in the ballot box.

(3) Before the vote, the voter’s eligibility will be checked and his/her participation in the election will be recorded in the list of eligible voters, in order to prevent repeated votes. The type of proof of eligibility to vote and the examination of eligibility are to be decided by the electoral committee at their first session. As a general rule, the identity of the voter is checked by their student identification card; exceptions can be decided by the electoral committee.

§ 18

Security regulations
(1) The electoral committee is responsible for allowing the voters to mark and fold their ballot paper unobserved and that enough ballot boxes have been made available. The ballots must be stamped by the electoral committee before being put into the ballot boxes.

(2) The ballot boxes used to collect the ballot papers must be lockable, in order to prevent it from being opened and the ballots removed before the official ballot box opening. Before voting begins, two members of the electoral committee must prove that the ballot boxes are empty. They must seal the ballot boxes in such a way that no ballots may be put in or taken out between the individual election days. The ballot boxes must be kept in a safe place. During the election two members of the election committee must supervise the ballot boxes.

§ 19 Counting

(1) Immediately after the conclusion of the election follows the counting of votes by the electoral committee. Counting is public and is to be carried out without interruptions. Numbers to establish:
a. All received votes

b. All valid and invalid votes

c. All votes for candidate teams

(2) A record will be kept of the counting of the votes, which is to be signed by the electoral committee.

(3) Ballots are invalid if they,

a. Have not been completed in the required form, or,

b. Have not been produced for the election,

c. Do not show the choice of the voter clearly or include additional comments.
(4) The electoral committee is to draw up a report on the whole proceeding, which is to include:

a. The names of the members of the electoral committee,

b. The number of eligible voters listed,

c. The time at the beginning and end of the counting process,

d. The total number of votes,

e. The total number of valid and invalid votes
f. The total number of votes for each team and,

g. The signatures of each member of the electoral committee.

(5) After concluding the counting, all election documents are to be handed over to the council of elders of the Student Body for safekeeping. The ballots will be withheld until the end of the time period in which it is possible to appeal. In the case of an appeal, they must be withheld until the final verdict has been given. Subsequently, the election documents will be destroyed by the council of elders.

§ 20

Publication of the election results

The election results are to be announced per notice in the university immediately by the
§ 21 Examination of elections

The examination of the election results is to be carried out by the council of elders.

§ 22 Appeal of election

(1) The election is valid after the announcement of the election results.

(2) Every eligible voter can appeal the election with reasons given in written form within seven lecture days after the announcement of the results. As a result, the chairperson of the council of elders must immediately convene the council of elders, at the latest within a week.
(3) The appeal is to be granted if the election regulations were violated during the election.

(4) If the election results can be proved to be invalid, they are to be annulled and a reselection arranged.

(5) If the election can be partly or wholly proved to be invalid in the election examination procedure, the decisive part must be repeated immediately.

§ 23

Cost coverage

The cost of the election for the ISR are to be covered by the ISR’s proper budget, provided that, for other reasons, the costs are not to be covered by the Student Body or the University.
§ 24 Convention of ISR

The electoral committee appoints the newly elected ISR to their constituting session within 10 days after the announcement of the election results.

§ 25

Amendment of the electoral regulations

These electoral regulations can be changed with a simple majority of all present members of the ASUB at proper or exceptional general assemblies. Changes must be accepted by the Student Parliament in accordance with § 32 Paragraph 4 of the statute of the Student Body.
§ 26 Transitional arrangement

(1) These regulations come into force the day after their announcement in the announcement sheet of the University of Bielefeld – official publications. Simultaneously, the electoral regulations for the International Student Board (ISR) of the Student Body of the University of Bielefeld from January 16th, 2006, (announcement sheet of the University of Bielefeld – official publications – Year 35 No. 1 P. 19) cease to be in force.

(2) These regulations will begin to be applied in elections of the summer semester 2008.

Bielefeld, July 3rd, 2008
Chairperson of the Student Parliament of the University of

Bielefeld

Vanessa Kleinekathöfer