

# Statutes

of the Physics Student Department  
of the Brandenburgische Technische Universität  
Cottbus-Senftenberg

## Constitution of the Physics Student Department of 08.08.2022

The Physics Student Department of the Brandenburgische Technische Universität Cottbus-Senftenberg adopts the following statutes in accordance with § 21 Para. 3 of the statutes of the student council of the Brandenburgische Technische Universität Cottbus-Senftenberg of 27 June 2013:

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## I. General

### § 1 Composition and Organs

(1) The students enrolled in the physics degree programme at BTU Cottbus-Senftenberg form the physics *Student Department*. This includes

1. students of the Bachelor's degree programme
2. students of the German Physics or international Physics Master's degree programme
3. doctoral students and
4. other students enrolled in the Physics degree programme at BTU Cottbus-Senftenberg.

(2) Each member of the *Student Department* has the following rights:

1. participation in the *Student Council* and the committees to be formed
2. the right to vote and stand for election
3. to be heard by the *Student Department*.

(3) The organs of the *Student Department* are

1. the Student Representative Assembly (*Plenary Assembly*)
2. the *Student Council* and
3. committees.

### § 2 Voting and personal elections

(1) The quorum of the *Plenary Assembly* according to § 3 Para. 4 lit. a is a prerequisite for every vote and election of persons.

(2) Each election of persons must be based on a list of candidates.

(3) Invalid votes are considered as votes not cast.

(4) In the event of a tie, the vote shall be deemed not to have been accepted.

## II The Student Representative Assembly

### § 3 Student Representative Assembly (Plenary Assembly)

(1) The Plenary Assembly is the highest decision-making body of the Student Department. It has the following tasks:

1. elect the Student Council
2. approval of the Student Council's accountability report
3. formation of committees
4. electing the student member of the *Examination Committee* and his or her deputy
5. confirmation of amendments to the Statutes

(2) The *Plenary Assembly* shall be convened at the request of

1. by at least one tenth of the members of the *Student Department*
2. the *Student Council*

(3) Every member of the *Plenary Assembly* is entitled to speak, propose and vote at the *Plenary Assembly*. Guests of the *Plenary Assembly* are entitled to speak.

(4) Passing of resolutions:

(a) The quorum of the *Plenary Assembly* is given if it has been properly invited and at least one fifth of the members of the *Student Department* are present.

(b) If the *Plenary Assembly* is not quorate, a new *Plenary Assembly* must be convened within seven days. This must be convened no later than twenty-eight days after the non-quorate *Plenary Assembly*. This Assembly shall then constitute a quorum irrespective of the number of participants.

(c) If a member doubts the quorum according to § 3 para. 4 lit. a, the quorum has to be checked again.

(d) An invitation is deemed to have been duly issued if it is issued at least ten working days before the *Plenary Assembly*, stating the provisional agenda.

## § 4 The protocol

(1) Protocols shall be taken at each *Plenary Assembly*. The protocols shall include:

1. place and date of the *Plenary Assembly*
2. number of participants, quorum
3. content of the reports from the *Student Council*
4. election results, acceptance of the candidate for election
5. motions of any kind
6. Other notes

(2) The protocol-taker is elected by proposal in an open ballot. The person who receives the most votes is elected.

(3) The protocol-taker is responsible for the correctness of the contents of the protocols.

(4) The protocols are signed by the protocol-taker and kept by the *Student Council*.

## § 5 Election Officer

(1) Each election of persons shall be conducted by an *Election Officer*.

(2) The task of the *Election Officer* is to ensure that the elections are carried out in accordance with the rules and statutes. Further tasks are:

1. counting the ballot papers
2. announcing the result of the election
3. determining the acceptance or rejection of a candidate
4. verification of eligibility to vote in the elections.

(3) The *Election Officer* shall be elected by the *Student Council* prior to the *Plenary Assembly*.

(4) The *Election Officer* is responsible for the lists of candidates in the elections.

(5) The protocols, if an election took place, are also to be signed by the *Election Officer* in deviation from § 4 Para. 4.

# III The Student Council

## § 6 Student Council

(1) The *Student Council* is the executive body of the student body and is accountable to it.

(2) The *Student Council* conducts the day-to-day business of the administration on its own responsibility. It represents the *Student Council* internally and externally.

(3) The *Student Council* convenes the *General Assembly* for the purpose of elections, votes, amendments to the statutes and financial regulations. The *Student Council* is responsible for chairing the *Plenary Assembly*.

(4) The *Student Council* consists of the three managing members and other members. The number of members is unlimited.

(5) The managing members are

1. the Chairperson of the *Student Council*
2. the Deputy Chairperson of the *Student Council*
3. the Finance Officer

(6) Each member of the *Student Council* can only hold one office in the *Student Council*.

(7) The meetings of the *Student Council* are public.

## § 7 Election of the Student Council

(1) The *Student Council* is elected for one year.

(2) The managing members according to § 6 Para. 5 are elected in a free, equal and secret ballot. A candidate shall be elected if he or she receives at least fifty per cent of the votes cast. If no candidate has this majority, there shall be a second ballot in which those persons shall be elected who had the second most votes and the most votes in the first ballot.

(3) The other members shall be elected by open ballot. The persons who have the majority of the members present are elected.

(4) If an open election according to § 7 paragraph 3 is not possible, elections shall be by secret ballot.

(5) Elections shall be held in accordance with the statutes in force at the time of the invitation to the *Plenary Assembly*.

## § 8 Constitution of the Student Council

(1) The *Student Council* shall meet no later than the thirtieth day after the election.

(2) The following positions are elected at the constitution:

1. secretary
2. webmaster of the physics *Student Council* website
3. public relations officer
4. representative for university politics

(3) In the event of changes in executive members, a change in the powers of attorney of the *Student Council* account must be made at the responsible credit institution.

## § 9 Meetings of the Student Council

(1) The meetings of the *Student Council* are public.

(2) The *Student Council* has a quorum if half of the members of the *Student Council* are present.

(3) The *Student Council* may pass resolutions concerning the *Student Council* itself. Resolutions are passed with a simple majority.

(4) Protocol must be kept of every meeting.

## § 10 Loss of membership of the Student Council

(1) A member may lose membership of the *Student Council* for the following reasons:

1. exmatriculation
2. change of degree programme
3. deselection by the *Plenary Assembly*
4. own request
5. loss of legal capacity
6. five unexcused absences from meetings of the *Student Council* per semester.

(2) If a managing member loses membership in accordance with § 10 Para. 1, this position must be re-elected by the Plenary Assembly.

## § 11 Dissolution of the Student Council

(1) The *Student Council* shall be dissolved

1. by resolution of the *Plenary Assembly*
2. if there are fewer than three members on the *Student Council*.

(2) If the *Student Council* is dissolved, new elections shall be held.

## IV. Committees

### § 12 Committees

(1) Committees are temporary organs appointed by the *Plenary Assembly* or the *Student Council*.

(2) Each committee is accountable to the *Plenary Assembly* and the *Student Council*.

## V. Ownership

### § 13 Administration of the properties

(1) The properties of the *Student Department* are administered by the *Student Council*.

(2) If no *Student Council* is in office, the *Plenary Assembly* shall elect a person responsible for managing the property.

(3) If the physics degree programmes at BTU Cottbus-Senftenberg and thus the physics *Student Council* no longer exist, the properties shall be transferred to the Student Council of BTU Cottbus-Senftenberg.

## VI The Statutes

### § 14 Amendments to the Statutes

(1) A motion to amend the constitution may be submitted by the *Student Council* or by any member of the *Student Department*.

(2) An amendment proposal must be submitted to the *Student Council* at least fourteen days before the *Plenary Assembly*. This must then be sent to all members of the *Student Department* at least ten days before the *Plenary Assembly*.

(3) The amendment must be submitted in such a form that the changes made are clearly recognisable.

(4) At the Plenary Assembly, further amendments to the amendments to the motion may be made by means of a resolution. This resolution shall be passed by a simple majority.

(5) An amendment to the Statutes shall be deemed adopted if at least two-thirds of the votes cast are in favour.

## § 15 Entry into force

(1) The Statutes shall enter into force directly after their adoption by the *Plenary Assembly* in accordance with the present Statutes. All older statutes are superseded. § 7 paragraph 5 remains unaffected.

## VII. Other elections and the right to stand for election

### § 16 The Student Member of the Examination Committee

(1) A student member and his/her deputy shall be elected to the Examination Committee for one year.

(2) A candidate shall be elected if he or she receives at least fifty percent of the votes cast. If no candidate has this majority, a second ballot shall be held, in which those persons shall be elected who had the second most and highest number of votes in the first ballot.

(3) Doctoral students are excluded as candidates for this election.

### § 17 Exercise of the right to stand for election in absentia

(1) The right to stand for election in absentia may be exercised for the positions specified in § 6, subsections 4 and 5 and § 16, subsection 1.

(2) The candidate must declare to the *Election Officer* or the *Student Council* for which posts he/she wishes to run.