

Bylaws

of the Group Representation

for Technical and Administrative Staff at RWTH Aachen University

Dated April 25, 2018

Please note that the English version of this guideline is purely for your convenience and is not legally binding. Only the German version is legally binding.

On the basis of § 2 (4) of the law governing the Universities of the Federal State of North Rhine-Westphalia (Higher Education Act – HG) in the version of the announcement dated September 16, 2014 (Law and Official Gazette of the State of North Rhine-Westphalia p. 547), most recently amended by Art. 3 of the Act to Ensure the Accreditation of Degree Programs in North Rhine-Westphalia dated October 17, 2017 (Law and Official Gazette of the state of North-Rhine-Westphalia p. 806) in conjunction with § 9 of the Basic Regulations of RWTH Aachen University dated September 21, 2007, in the sixth revised version dated April 4, 2018, published as a complete version, RWTH Aachen University (RWTH) has issued the following regulations:

§ 1 General

In accordance with § 5 and § 8 of the Basic Regulations of RWTH Aachen University, the Technical and Administrative Staff of RWTH Aachen University form Group Representations at the central level and in the faculties. They shall organize themselves in accordance with these Bylaws (GO). Insofar as these Bylaws refer to members, representatives, and officers, these belong exclusively to the group of Technical and Administrative Staff.

§ 2 Composition of the Central Group Representation for Technical and Administrative Staff (ZGV BTV)

- (1) The voting members are:
 1. The four members of the Senate pursuant to § 8 (1) number 1 Basic Regulations (GrO)
 2. The eight next representatives of the Senate members according to the election regulations (WO)
 3. Two representatives each from the Group Representations from the Faculties according to the election regulations, of which at least one representative should be a member of the Faculty Council
 4. Two representatives each from the areas of representation outside the faculties in accordance with § 8 (1) number. 3 Basic Regulations
 5. The officers of boards, committees and commissions pursuant to § 12 (1) number 9 of the Bylaws (GO)
 6. The member belonging to Technical and Administrative Staff (BTV) from the group of Equal Opportunity Officers
 7. Members of the Group Representations from the Faculties and Represented Areas according to paragraph 3
- (2) The members of the boards, committees, and commissions and their deputies are members in an advisory capacity, unless they are full members.
- (3) Furthermore, Group Representations from the Faculties and other Represented Areas outside the Faculties in accordance with § 3 (1) with more than 200 Technical and Administrative Staff can send a further representative to the Central Group Representation for Technical and Administrative Staff for every further 200 Technical and Administrative Staff or part thereof. The structure of the faculty or other Represented Area should be taken into account when selecting these representatives.
- (4) Each member can only be delegated by one body or Represented Area. In this context, the membership in the Senate and its representatives according to § 2 (1) number 2 Bylaws, Faculty Council and Represented Area, shall take precedence over the Group Representation in the faculty and other Represented Area. In each case, the next representative according to the election regulations is then to be delegated as a member.
- (5) If a body or Represented Area does not send a member or if the electoral list is exhausted, the number of statutory members shall be reduced accordingly for the duration of the absence. This does not apply to the stand-in regulation according to § 5 of these Bylaws.

§ 3

Represented Areas Outside the Faculties

- (1) Technical and Administrative Staff outside the faculties form the following Represented Areas:
 1. Institution code number ranges 00* to 0109* (such as the Rectorate, staff units, and the departments 1-9)
 2. Institution code number ranges 0110* to 0800* (in particular departments 10-11, central facilities and operating units, as well as all other Technical and Administrative Staff (BTV) from the staff councils, group representations, equal opportunity office, special facilities, etc.)
- (2) These Represented Areas each send two representatives to the Central Group Representation for Technical and Administrative Staff. The election is held in the associated voting areas.
- (3) The election is carried out in accordance with the election regulations by the incumbent board of the Group Representation.

§ 4

Term of Office

The term of office of the members in the Group Representations begins with the academic year (October 1) and is two years. However, the term of office ends at the latest when the new body is constituted. The election periods are synchronous with those of the Senate in accordance with § 15 (6) Basic Regulations.

§ 5

Stand-In Arrangements

If they are unable to fulfill their duties, the members of the group representations shall be filled in for by a deputy in accordance with the rules of the respective valid election regulations.

§ 6

Tasks of the Central Group Representation for Technical and Administrative Staff

- (1) The Central Group Representation for Technical and Administrative Staff (ZGV BTV) has the following tasks in particular:
 1. Upholding the rights and obligations pertaining to university self-government preparing the higher education policy decision-making process, and advising the group representatives in the University committees (according to § 5 (1) Basic Regulations).
 2. Coordinating the work of the Group Representations at the faculty level and preparing recommendations to these Representations
 3. Supporting the organization and implementation of elections for Group Representations
 4. Informing Technical and Administrative Staff about decisions of the University's self-government bodies.
- (2) The Central Group Representation for Technical and Administrative Staff elects the Board of Directors from its own ranks in accordance with the provisions of these Bylaws (GO).

- (3) The Central Group Representation for Technical and Administrative Staff proposes the candidates from the group of Technical and Administrative Staff for the boards, committees, and commissions at the central level of RWTH by majority.
- (4) If there is a dispute as to whether a decision is to be made by the group representation at faculty level or by the Central Group Representation for Technical and Administrative Staff, the Central Group Representation for Technical and Administrative Staff shall decide.

§ 7 Elections

- (1) Elections within the group representations are usually made in writing. A roll call vote is not permitted in elections. Unless otherwise provided for in these Bylaws, the candidate who receives the most votes shall be deemed elected. In the event of a tie, the decision shall be made by drawing lots by the presiding officer.
- (2) The removal of an office holder of a group representation can be accomplished by the respective group representation electing a new office holder with the majority provided for in these Bylaws (constructive vote of no confidence).
- (3) If an incumbent resigns for a reason other than that specified in paragraph 2, a successor shall be elected without delay.
- (4) If the number of candidates standing for election is equal to the number of candidates to be elected, elections may be held by acclamation with the consent of the group representation. This shall not apply if a member of the group representation requests a secret ballot in accordance with § 9 (2).

§ 8 Resolutions

- (1) In the Technical and Administrative Staff (BTV) bodies, resolutions are passed by simple majority, unless these Bylaws provide otherwise. If a resolution has been adopted by a simple majority, it may be amended or revoked by an absolute majority. A resolution that had to be adopted by an absolute majority or a 2/3 majority in accordance with these Bylaws may be amended or repealed by a majority of 2/3 of the statutory voting members of the respective body.
- (2) The Group Representations may form working groups to prepare resolutions.

§ 9 Voting

- (1) Voting shall be by show of hands unless otherwise specified.
- (2) At the request of a voting member of the Group Representation, voting shall be by secret ballot.
- (3) If the number of votes cast exceeds the number of voters present according to the attendance list, the vote shall be repeated.
- (4) Procedural motions are to be voted on openly.

§ 10 Majorities

- (1) A simple majority exists if more votes are cast in favor than against. Abstentions and invalid votes are not counted. In the event of a tie, a motion shall be deemed rejected.
- (2) A majority of the votes cast shall be deemed to exist if the votes in favor outweigh all votes against, abstentions, and invalid votes.
- (3) The absolute majority shall be the majority of the voting members belonging to a body in accordance with these Bylaws.

§ 11 Procedural Regulations

- (1) The Procedural Regulations are set out as Rules of Procedure to these Bylaws. Faculty Group Representations may supplement the Procedural Regulations as part of their work.
- (2) Regulations of these Bylaws take precedence over regulations of the Rules of Procedure.

§ 12 Group Representation Executive Board and their Tasks

- (1) Voting members of the Executive Board are:
 1. The spokesperson
 2. The deputy spokesperson
 3. The second deputy spokesperson
 4. The presiding officer
 5. The deputy of the presiding officer
 6. The secretary
 7. The deputy of the secretary
 8. The member from the group of equal opportunity officers pursuant to § 2 (1) number 6
 9. The advisors of the boards, committees, and commissions
 10. The chairpersons from the facultiesEach member of the Executive Board has only one vote.
- (2) The Executive Board prepares the meetings of the Central Group Representation for Technical and Administrative Staff (ZGV BTV) and sets the agenda. It implements the resolutions and is responsible for current business.
- (3) The Executive Board decides on urgent matters that do not allow for postponement if the Central Group Representation for Technical and Administrative Staff cannot be assembled in time.
- (4) Decisions are to be announced in the next meeting of the Central Group Representation for Technical and Administrative Staff. The urgency must be justified.

§ 13 Spokesperson

- (1) The spokesperson represents the group of Technical and Administrative Staff. They speak for this group in the Senate and chair the Executive Board.
- (2) The Central Group Representation for Technical and Administrative Staff elects a senator as spokesperson by absolute majority. If no proposed member achieves this majority in the first vote, a second vote shall be held. The member who receives the majority of the votes cast shall then be elected. If no member achieves a majority of the votes cast, the election procedure shall be repeated from the beginning.

§ 14 Deputy for the Spokesperson

- (1) The deputies of the spokesperson shall fill in for the spokesperson if they are prevented from attending.
- (2) The 1st deputy spokesperson must be a Senator and is elected by simple majority.
- (3) The 2nd deputy is elected from the eight Deputy Senators by a simple majority.

§ 15 Presiding Officer

- (1) The Presiding Officer chairs the meetings of the Central Group Representation for Technical and Administrative Staff and the General Assembly. They shall issue invitations to these meetings and to the General Assembly on behalf of the Board.
- (2) The Presiding Officer must be a member of the Central Group Representation for Technical and Administrative Staff. At the constituent meeting, the Presiding Officer is elected first. This election is usually chaired by the oldest member present. The Presiding Officer shall be elected from among the members of the meeting by an absolute majority. If no candidate achieves this majority in the first vote, a second vote shall be held between the two candidates who received the most votes in the first vote. The person who achieves a simple majority is elected. In the event of a tie, the election officer shall cast the deciding vote by drawing lots.

§ 16 Deputy for the Presiding Officer

- (1) The deputy shall fill in for the Presiding Officer.
- (2) The election of the deputy shall take place in accordance with § 15 (2).

§ 17 Secretary

- (1) The secretary prepares the minutes of the meeting of the Central Group Representation for Technical and Administrative Staff (ZGV BTV).
- (2) The secretary must be a member of the Central Group Representation for Technical and Administrative Staff. She or he is elected by the assembly by simple majority.

§ 18
Deputy of the Secretary

- (1) The deputy shall fill in for the secretary.
- (2) The election of the deputy shall take place in accordance with § 17 (2).

§ 19
General Assembly

- (1) For information and briefing of the Technical and Administrative Employees, the Central Group Representation for Technical and Administrative Staff may convene a General Assembly of the Technical and Administrative Staff in consultation with the Rectorate.
- (2) All Technical and Administrative Employees are entitled to participate in the General Assembly. They must not suffer any disadvantages as a result of their participation in the General Assembly.
- (3) The General Assembly can make recommendations to the Central Group Representation for Technical and Administrative Staff for its work by a simple majority.

§ 20
Group Representation in the Faculties

- (1) The Technical and Administrative Staff form Group Representations in the faculties according to § 8 (3) Basic Regulations.
- (2) Generally, Group Representation is established in each RWTH faculty. However, joint Group Representation for two or more faculties may be arranged by resolution of the General Assemblies of the Technical and Administrative Staff of the faculties involved.

§ 21
Composition of the Group Representation in the Faculty

- (1) The Group Representation in the faculty shall consist of the following members:
 1. The representatives in the Faculty Council
 2. The representatives in the expert committees of the faculty's departments
 3. Other Technical and Administrative Staff (BTV) from the faculty's institutions
- (2) If a joint Group Representation has been formed for several departments, paragraph 1 shall apply accordingly.

§ 22
**Composition of the Group Representation for the
Faculties Without Their Own Rules of Procedure**

- (1) The Faculty Group Representations shall consist of the Technical and Administrative Staff representatives on the Faculty Council and twice the number of deputies according to the elected list.

- (2) If there are not as many persons on the lists as there are seats to be filled, the statutory number of faculty group representatives shall be reduced accordingly.
- (3) The acting chairperson or their deputy shall invite the participants to the constituent meeting.
- (4) The inviting person shall chair the meeting until the election of the chairperson in accordance with § 24.

§ 23 Responsibilities

The Faculty Group Representation shall have the following specific responsibilities:

1. Upholding the rights and responsibilities of Technical and Administrative Staff (BTV) in all matters of university self-governance at the faculty level
2. Ensuring a comprehensive flow of information between the members of its institutions on the one hand and the Central Group Representation of Technical and Administrative Staff (ZGV BTV) on the other hand
3. Advising the members in all self-governing bodies
4. Supporting the organization and holding elections for self-governing bodies
5. Preparing the General Assembly
6. Giving recommendations to the Central Group Representation for Technical and Administrative Staff
7. Giving recommendations to the members in the Faculty Council and to the Technical and Administrative Staff representatives in the boards of the academic institutions
8. Electing the chairperson and their deputies
9. Electing members and possibly further advisory members to the Central Group Representation for Technical and Administrative Staff
10. Proposals for appointments to committees or commissions on faculty committees. Candidates do not have to be members of the Faculty Group Representation
11. Proposals for composition or change of Faculty Group Representation

§ 24 Chairperson

- (1) The members of the Group Representation of the faculty elect a chairperson and deputies from among their number. Only those who are represented as members on an elected list to the Faculty Council in accordance with § 33 Basic Regulations can be elected as chairperson. This election is usually chaired by the oldest member.
- (2) If a joint Group Representation has been formed for several departments, paragraph 1 shall apply accordingly. The deputy of the chairperson should not belong to the same department if there are several departments in one faculty.

§ 25 General Assembly of a Faculty

- (1) All Technical and Administrative Staff (BTV) at a faculty form the General Assembly.
- (2) The chairperson elected by the Group Representation of the faculty shall convene the General Assembly at least once in the election period at least ten weeks before upcoming elections to

the self-governing bodies. The General Assembly is chaired by the chairperson or the deputy chairperson. If the General Assembly cannot be held, at least an activity report should be presented and the composition of the list must be ensured in another manner.

- (3) The General Assembly has the following tasks in particular:
 1. It accepts the activity report of the chairperson. The report can be submitted in advance in writing to the Technical and Administrative Staff.
 2. It decides on the composition of the Group Representation in the faculty in accordance with these Bylaws.
 3. It decides whether a Group Representation should be formed together with other faculties.
- (4) All Technical and Administrative Staff of the faculty are entitled to participate in the General Assembly. They must not suffer any disadvantages as a result of their participation in the General Assembly.

§ 26

General Assembly in the Area of Representation Outside the Faculties

- (1) All Technical and Administrative Staff (BTV) of a Representation Area according to § 3 (1) form the General Assembly of the corresponding Representation Area.
- (2) The elected representatives of the Representation Area shall convene the General Assembly at least once in the election period at least ten weeks before upcoming elections to the self-governing bodies. If the General Assembly cannot be held, at least an activity report should be presented.
- (3) The General Assembly is chaired by a representative of the Representation Area.
- (4) The General Assembly receives the activity report. This can be submitted in advance in writing to the Technical and Administrative Staff.
- (5) All Technical and Administrative Staff in the Representation Area are entitled to participate in the General Assembly. They must not suffer any disadvantages as a result of their participation in the General Assembly.

§ 27

Amendments

An amendment to these Bylaws is possible upon written request and requires the approval of 2/3 of the statutory voting members of the Central Group Representation for Technical and Administrative Staff (ZGV BTV).

§ 28

Entry Into Force

These Bylaws were adopted by the Central Group Representation for Technical and Administrative Staff (ZGV BTV) on April 11, 2018. In accordance with § 9 of the Basic Regulations, they were submitted to the Senate for information at the meeting on April 19, 2018. These regulations shall be published in the Official Announcements of RWTH Aachen University and shall enter into force on the day after publication.

Rector
of RWTH
Aachen University

Aachen,
dated

April 25, 2018

sgd. Schmachtenberg

Univ.-Prof. Dr.-Ing. E. Schmachtenberg