

Verfasste Studierendenschaft der Universität Trier
Körperschaft des öffentlichen Rechts



Allgemeiner Studierendenausschuss der Universität Trier
Universitätsring 12b
54296 Trier

Rules and Procedure of the General Student Committee of the University of Trier

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Rules and Procedure of the General Student Committee of the University of Trier

*On January 31st 2024, the General Student Committee adopted the following Rules of Procedure on the basis of Section 27 (3) of the Statutes of the Constituted Student Body of Trier University dated January 19th 1987 (StA RhPf p. 41).
(As amended on January 31st 2024)*

Chapter 1 Basics of the AStA

Section 1 Legal Nature, Tasks and Legal Status

§ 1 Name, Legal Status, Office and Purpose

(1) The General Student Committee of Trier University (Trier University's AStA) is a body of Trier University in accordance with §§ 107 ff. HochSchG RLP and according to section I. § 2 (4) and in connection with Section VI. § 28 (1) S. 1 of the statutes of the student body of Trier University, the executive body of the same. As its collective and executive body, it also has the status of a corporation under public law.

(2) As an executive body, the AStA performs the tasks of the student body according to § 108 (1) No.4 HochSchG RLP and section I. § 4, as well as section II. § 5 and § 6 of the statutes of the constituted student body. It informs the student parliament about the current business, executes its resolutions and is responsible for them.

(3) Trier University's AStA is located at Universitätsring 12b in the Studierendenhaus at the Trier University.

§ 2 Composition and Term of Office

(1) The members of the AStA are the Coordinating Member (KoMi), the main representatives of the indissoluble departments, the established departments, as well as the autonomous departments.

(2) The departments of the AStA are:

1. the office of the coordinating member
2. the finance department
3. the department for university politics
4. the department for social affairs
5. the department for political education
6. the department for antiracism and antifascism
7. the department for culture
8. the department for sustainability
9. the autonomous queer* department
10. the autonomous women`s* department
11. the autonomous department of foreign students
12. the autonomous department for students with disabilities and chronic illnesses

(3) The term of office begins with the completion of the election of the members of the AStA.

(4) It ends with the completion of the election of the new members of the AStA, as well as by dissolution of the student parliament.

- (5) The members of the AStA shall continue to hold office on a provisional basis until a successor is elected.
- (6) In the case of a transition of the election period, the co-representatives remain in office on a provisional basis until the re-election at the first AStA meeting or until they are dismissed by the newly elected member.

Section 2 **Members of the AStA**

§ 3 Authorized Signatories

- (1) The KoMi and the main representative of the finance department (main financier) both have the following rights and duties:

1. they are together authorized signatories for payments from the bank balance according to Section VIII. § 27 (2) of the financial regulations.
2. they may, in accordance with Section VIII. § 27 (1) of the financial regulations, make disbursements from the cash balance by means of a written cash order to the treasurer to third parties.
3. they shall render accounts for each year by means of the closed books.
4. more details are regulated by section VIII. § 36 of the financial regulations.
5. they shall submit a final report on the treasury and the budget in accordance with Section VIII. § 37 of the financial regulations.
6. they shall attend the financial audit according to Section IX. § 43 of the financial audit.
7. they shall prepare a draft budget in accordance with Section III. § 8 of the financial regulations.
8. they shall jointly conclude the employment contracts.

- (2) Furthermore, the KoMi has the following rights and duties:

1. the KoMi coordinates the appearance of the AStA internally and externally. In matters of university politics, the KoMi and the department for university politics shall jointly represent the AStA. Should this not be possible in

individual cases, the representing department shall immediately inform the other about new developments, discussions and their content or similar. If permissible and appropriate, the two departments shall involve each other in communication with third parties.

2. They coordinate the work of the AStA and its departments among each other.
3. They act as a mediator in the event of disputes between departments and try to settle them. Furthermore, they can also be called upon for mediation in case of tensions within the departments. In the event of the deselection of a main representative, the KoMi shall act as a provisional representative for the department.
4. the KoMi has the supervision over the employees of the AStA. They are the immediate superior of the employees.
5. in the case of an incorrect payment the KoMi has to act according to section XII. § 57 of the financial regulations.

(3) The Chief Financial Officer shall also have the following rights and duties:

1. the chief financial officer shall manage the income and expenses of the student body. They are also responsible for ensuring compliance with the of the financial regulations according to section VII. § 23 (1).
2. If they see the financial or economic interests endangered by decisions of the AStA or the StuPa, they shall be entitled to a veto with suspensive effect according to Section VII. § 23, (2) of the financial regulations.
3. If they consider the budget balance to be endangered, they may impose a budget freeze in accordance with Section VII. (3) of the financial regulations.
4. they shall have the technical supervision of the financial administration in accordance with section VIII. § 26, (4) of the financial regulations.
5. they shall keep inventories and other records of AStA property in accordance with Section VIII.
6. they shall transfer the cash holdings to a successor in accordance with section VIII. § 35 (2) of the financial regulations.
7. they shall advise the student councils on budget preparation as needed, accounting and auditing in accordance with Section X § 49, (3) of the financial regulations. In addition, they shall have the right to audit the finances of the student bodies in accordance with § 52, (2) of the financial regulations, they have the right to audit the finances of the student councils.

§ 4 The Main Representatives

- (1) The main representatives represent their department internally and externally and preside over it.
- (2) Each main representative has to manage their own area of responsibility independently and under their own responsibility.
- (3) The main representatives plan and carry out events and other projects in their respective field in order to fulfill the tasks listed in § 108 HochSchG.
- (4) They have the right to speak and vote for their respective department at AStA meetings.
- (5) Simultaneous appointment as an employee of the constituent student body and as a main representative at the same time is not permitted.

§ 5 The Co-Representatives

- (1) They support their main representatives in their tasks as deputies. They have the right to vote for their department at the AStA meetings as a substitute of the main representative.
- (2) The exact distribution of tasks among the representatives will be decided in consultation with the department and recorded in writing.
- (3) Every enrolled student can be elected as a co-representative in each department. In the case of a substitute function for a main representative at AStA meetings, the right to vote is only possible for one department at a time.
- (4) In the case of premature termination of office of a main representative, the respective co-representatives remain in office on an interim basis. The positions of the co-representatives are to be filled at the request of the newly elected main representative.

- (5) The co-representatives of the non-autonomous departments are elected by a simple majority of the members of the AStA present at the meeting by secret ballot.
- (6) Co-representatives of non-autonomous departments can be voted out of office at a meeting of the AStA with a simple majority of all AStA departments. The co-representative in question must be informed of this with the invitation to the meeting. They must be given the opportunity to speak. The application for deselection can only be submitted by members of the AStA.
- (7) In urgent individual cases, co-representatives may be removed from the department by their main representatives in consultation with an authorized signatory. At the next possible meeting the AStA must be informed of the exclusion and it can then be revoked by the AStA with a 2/3 majority of all departments. This must be included in the invitation to the meeting and it must be a separate item on the agenda. If the exclusion is revoked it is not legally binding.
- (8) The co-representatives of the autonomous departments are elected at the respective plenary meeting and confirmed by the AStA with a simple majority.
- (9) As a justifiable exception to the above regulation, the main representatives of the autonomous departments may, in agreement with their already elected co-representatives, propose new co-representatives at an AStA meeting. These candidates will be elected provisionally by simple majority, the final election will take place at the next general assembly.
- (10) Newly elected co-representatives must introduce themselves to the StuPa in a timely manner.
- (11) Simultaneous appointment as an employee of the constituent student body and as a co-representative at the same time is not permitted.

§ 6 Free Members

- (1) Free members support their departments in their tasks, events and projects. Their tasks are assigned by the elected members.
- (2) Free members must be confirmed or elected by a simple majority in the AStA. Employees of the AStA may not be elected free members.

- (3) They may not collect any compensation.
- (4) Non-elected free members may not be granted access to content relevant to data protection regulations and are not allowed to receive transponders.
- (5) They do not have the right to vote for their department.

§ 7 Equal Opportunity Representative

- (1) The AStA establishes the position of the Equal Opportunities Representative.
- (2) The Equal Opportunity Representative has the task of supporting the departments of the AStA with the processing of equality-specific topics.
- (3) The equal opportunity representative is elected by a simple majority of the AStA's departments.
- (4) The equal opportunity representative has the right to postpone a vote of the AStA on one and the same matter by one meeting. The postponement must be justified by a gender equality issue. A decision on the application must be made at the following meeting.
- (5) The equal opportunity representative has a permanent seat on all AStA appointment committees with full voting rights.

§ 8 Women's* Representative

- (1) The AStA establishes the position of the women's* representative. The Women's* Representative has the task of supporting the departments of the AStA in all feminist issues and represents the political interests of the AStA's women* in the AStA.
- (2) The Women's* Representative is elected by the elected speakers, as well as the freelancers, and the working group members as well as the employees of the AStA, in a closed women's* plenary.

- (3) The Women's* Representative has the right, after consultation with the persons identifying themselves as female* in accordance with § 8 (2) of these Rules of Procedure, to postpone a vote of the AStA on one and the same matter once for one meeting. The postponement must be justified by a gender equality issue. A decision on the motion must be made at the following AStA meeting.
- (4) The Women's* Representative has a permanent seat on all AStA appointment committees with full voting rights.

§ 9 Inclusion Officer

- (1) The AStA establishes the positions of Inclusion Officer and Deputy Inclusion Officer.
- (2) The Inclusion Officer and the Deputy Inclusion Officer have the task of supporting the departments of the AStA in dealing with inclusion-specific topics.
- (3) The Inclusion Officer and the Deputy Inclusion Officer are elected by a simple majority of the AStA's departments.
- (4) The autonomous department for students with disabilities and chronic illnesses has the option of vetoing the election. Members of the status group can submit a statement on the election result. This must reach the KoMi office within two weeks of the election, if possible in text form via email, and discussed at the following AStA meeting.
- (5) The Inclusion Officer or the Deputy Inclusion Officer has the right to postpone a vote of the AStA on one and the same matter once by one meeting. The postponement must be justified with an inclusion issue. A decision on the motion must be made at the following AStA meeting.
- (6) The Inclusion Officer or Deputy Inclusion Officer has a permanent seat on all AStA appointment committees with full voting rights.

Chapter 2

Constitution and Administration of the AStA

Section 1

Other Bodies of the AStA

§ 10 Student Representative for the University of the Greater Region

- (1) The student representative for the University of the Greater Region represents the the student body of Trier University at the meetings of the Student and Doctoral Advisory Board of the University of the Greater Region.
- (2) The student representative for the University of the Greater Region also has the task of maintaining contact with the representatives of the doctoral students, as well as the representative of the University of the Greater Region at Trier University, the student bodies of the partner universities and the Central Office of the University of the Greater Region. The goal of the mandate holder should always be the improvement of the accessibility of the University of the Greater Region for the students of Trier University.
- (3) The mandate is set up within the department for university policy and can be represented by its members.

§ 11 AStA Representative for the International Center (IZ)

- (1) The AStA elects by simple majority a person from among its members as the permanent representative of the AStA on the board of the IZ.
- (2) Another person for the board of the IZ will be delegated from the department for foreign students.

§ 12 AStA Representative for Public Relations

- (1) The AStA elects one or more public relations officers by simple majority.
- (2) If a working group for public relations is set up, this/these person(s) shall chair it.

§ 13 Autonomous Departments

- (1) The autonomous departments each have their own Rules of Procedure, which are part of the AStA's. These must:

1. be adopted at least every two semesters by a plenary meeting of the respective autonomous department.
 2. be sent to the KoMi and must also be available for inspection at the department upon request. They must not contradict the AStA's Rules of Procedure and the statutes of the constituted student body and their regulations.
- (2) The election of the main representatives of the autonomous departments is governed by §30 of the SatzgVerfStudschaft. The election has to take place at least every two semesters. In the following semester, the main representative can be confirmed in office. Further details are regulated by the Rules of Procedure of the autonomous departments.

§ 14 Working Groups

- (1) The AStA can set up working groups (AKs) and apply to the student parliament for funding for these.
- (2) The working groups are chaired by at least one working group leader. These are elected by the AStA with a simple majority.
- (3) The current permanent working groups are:
 1. AK Sport
 2. AK Cineasta
 3. AK Campusradio
- (4) Non-permanent working groups can be established upon request at an AStA meeting. The motion should state the purpose of the working group. The working group will be assigned to one or more departments.
- (5) The AK Sports shall adopt its own Rules of Procedure.
- (6) The AStA's AK Campusradio has four working group leader positions, these are:
 1. programme management
 2. editorial management
 3. project management

4. coordination

- (7) For the permanent working groups, §13 of the FinanzOverfStudschaft applies accordingly.
- (8) Ordinary AK members can be elected by the AStA. Not elected members are not allowed to have access to data protection-relevant content and no transponders. AK members are listed in the business distribution plan of the AStA. Employees of the AStA may not be elected AK members.

Section 2 **The AStA Meeting**

§ 15 General Issues, Convening and Agenda

- (1) The AStA only makes decisions in meetings.
- (2) AStA meetings and meetings of other bodies from §§ 9-13 AStA GO may also be conducted in such a way that access is granted either in addition to or exclusively by electronic means of transmission.
- (3) Unless the AStA has decided on a regular meeting date, the KoMi shall call meetings as needed. A meeting is also convened at the request of a department, which must be communicated to the KoMi by e-mail. This shall be considered an extraordinary meeting. After receipt of the request, the KoMi shall convene a meeting within three days, which shall be held within seven days after receipt of the request.
- (4) During the lecture period, as well as in the lecture-free time, AStA meetings take place at least every two weeks.
- (5) The convening of the AStA meetings is the responsibility of the KoMi. The departments need to be invited in writing or electronically (e-mail distribution list asta-referate@uni-trier.de) with a provisional agenda.
- (6) There must be at least two calendar days between the invitation and the meeting. The day of the invitation is the first of the two calendar days mentioned above.

- (7) Time, place and provisional agenda of the meeting are to be announced publicly (notice in the AStA - service office B 15, notice in the Studihaus and e-mail distribution list afat@uni-trier.de).
- (8) In case of an extraordinary AStA meeting, there must be at least two calendar days between the invitation and the meeting.
- (9) AStA departments and students can request the inclusion of agenda items. The final agenda is decided at the beginning of each meeting.
- (10) An agenda must contain at least the following items, but not necessarily in this order:
 - 1. Welcome and Formalities
 - 2. Student Council Issues
 - 3. Exchange of the Departments
 - 4. Motions
 - 5. Other Matters

§ 16 Public Sitings

- (1) AStA meetings are public.
- (2) The public must be excluded in the following cases:
 - 1. Personal matters in which the right to privacy would be severely interfered with.
 - 2. Personnel matters concerning employees of the Student Body.
- (3) In the case of the awarding of contracts by the AStA, the public can be excluded by the chair of the meeting.
- (4) At the request of a department of the AStA, the public may be excluded by a qualified majority of 2/3 of its members present. This is only permissible if it is objectively justified and necessary. The public is to be restored after the end of the debate with a qualified majority of 2/3 of the present departments. The exclusion or restoration of the public is discussed and decided in a non-public meeting.

§ 17 Chairmanship and its Powers

- (1) The AStA meeting is chaired by the KoMi; their co-representatives (KoMi office) by proxy.
- (2) In the event that the KoMi Office is not present, the AStA shall appoint a substitute (chair of the meeting) from among its members. The provisions regarding the rights and duties of the chair shall apply accordingly.
- (3) The chair opens and closes the meeting, presides over the proceedings, maintains order and exercises domiciliary rights during the meeting.
- (4) The chair may:
 1. call to order
 2. call to the topic at hand
 3. expel participants from the meeting room after three calls of order
- (5) If a participant in a meeting disregards a call to order, the chair may withdraw the right to speak.
- (6) If a department of the AStA lodges an objection against a disciplinary measure of the the chair, it must be confirmed by a simple majority of the members present.
- (7) In the event of an AStA representative being expelled from a meeting, it must be ensured that the department they represent in the meeting can continue to participate in voting and elections.
- (8) If these Rules of Procedure do not clearly regulate a procedural question, the Chair shall decide on the further procedure.

§ 18 Quorum

- (1) AStA meetings are quorate if more than half of the departments are present in person or digitally.
- (2) The quorum shall be established at each meeting by the Chair.

- (3) The meeting shall be deemed to have a quorum as long as the absence of a quorum is not established at the request of a department.

§ 19 Adoption of Resolutions, Elections, Motions and Entitlement to Make Motions

- (1) Resolutions of the AStA meeting require a majority of the votes of the departments present. In the event of a tie, a motion shall be deemed rejected. Resolutions shall be voted on by show of hands or by electronic means of communication, unless the Rules of Procedure state otherwise or the AStA meeting decides by a majority of 2/3 of the votes cast in individual matters.
- (2) In the case of elections, only those persons can be elected who have been proposed to the AStA meeting prior to the election. An election in absentia is permissible. A presentation of the person is desired in any case.
- (3) If several persons are standing for election, the person who receives more than half of the votes shall be elected. If no one receives this majority of votes in the first ballot, the election shall be repeated. If no one receives more than half of the votes, the election shall be held between the two persons who received the highest number of votes. In the event of a tie, the decision as to who is elected shall be made by the chair drawing a lot.
- (4) Elections are to be held in secret.
- (5) Elections and deselections via electronic means of communication are not permissible.
- (6) Abstentions and invalid votes do not count when determining the majority of votes. This applies mutatis mutandis to votes on motions. In the case of voting by ballot paper, empty ballot papers are considered as abstentions. Voting slips from which the will of the person voting is not unambiguously discernible, and ballot papers that contain an addition, a caveat, or a reservation are invalid.
- (7) AStA departments may submit written motions to the AStA meeting on paper or electronically two calendar days prior to the respective meeting by 6pm. The motion must be accompanied by an English translation.

- (8) In justified exceptional cases, an urgent motion can be submitted by the departments during an AStA meeting. The urgency must be justified before the AStA can agree to its handling by a simple majority. Motions of urgency must be submitted in writing or electronically at the time of the vote, or at least be recorded in the minutes.
- (9) Students, university groups, student councils, the student parliament and its organs, as well as committees can submit written motions to the AStA. For these bodies it is sufficient to submit the motion to the chair at the beginning of a meeting.
- (10) Natural persons or legal entities that do not belong to the above-mentioned are only eligible to apply in cooperation with these persons. are eligible to apply. Explicitly excluded from this are:
1. employees of the constituent student body, if they submit motions concerning their work
 2. the employee council as a body of the employees of the constituted student body
- (11) The AStA and its other bodies from §§ 9-13 AStA GO may pass resolutions in writing or by electronic circulation in urgent, exceptional cases which must be justified. A resolution shall only be passed if the majority of the members of the body or of a group of the respective body entitled to vote agree to the urgency as well as to the subject of the motion no later than three days after receipt. The respective motion is to be sent to the members of the body or a voting group of the respective body by mail. At the motion of a voting member, the resolution shall be passed in a meeting.
- (12) In addition to the provisions of Paragraph 11, in the case of a circular resolution procedure, minutes shall be taken of the participation in the resolution and the voting ratio, as well as of the result, which shall be signed by the chairperson and a member or a person of the voting group of the relevant body. The minutes are to be forwarded to the members of the body without delay or be made known publicly to the group entitled to vote.

§ 20 Right to Vote and Speak at AStA Meetings

- (1) Every student of Trier University has the right to speak.

(2) The individual departments of the AStA have the right to vote and to speak through their main or co-representatives.

(3) The following persons have the right to speak and an advisory role in the AStA:

1. free members of the departments
2. the leaders and members of working groups
3. the employees of the student body and the employee council
4. the equal opportunity representative and the women's* representative, without prejudice to their rights under the respective regulations concerning their work.

(4) The presidency and the members of the student parliament, as well as their organs/committees have the right to speak.

§ 21 Department Attendance at AStA Meetings

(1) The AStA departments have the duty to fully attend every AStA meeting.

(2) Should an AStA department be fully unable to attend, this must be communicated to the KoMi until one calendar day before the meeting. In justified exceptional cases, a later cancellation to the KoMi may be possible.

(3) In the case of unexcused absences from more than three meetings within one semester or two unexcused absences in a row, the KoMi will hold a discussion with the department regarding the reasons for the absence.

§ 22 List of Speakers and Motions on Points of Order

(1) The chair keeps a double-quoted list of first speakers in the order of the requests to speak.

(2) The Chair may make procedural proposals to the meeting without raising a point of order. If there is opposition to a proposal, the meeting shall decide on the proposal by simple majority.

(3) Motions for the Rules of Procedure can be made at any time by any elected member of the AStA. These are to be indicated by raising both arms.

(4) Motions of order have priority, but do not interrupt an ongoing speech.

(5) If there is no objection to a motion on a point of order on the part of a representative, the motion shall be adopted. Otherwise, a vote shall be taken after hearing a counter-speech by a representative. A substantive (substantiated) counter-speech takes precedence over a formal counter-speech.

(6) The AStA decides on motions of order with a simple majority of the departments present immediately.

(7) Each AStA department with the right to cast a vote has the right to make a request for a secret ballot. This request must be granted.

(8) Motions of order are:

1. motions to close the debate,
2. motions for an immediate vote,
3. motions to close the list of speakers,
4. motions to reopen the list of speakers,
5. motions to postpone the agenda item/motion,
6. motions not to take up the agenda item/motion,
7. motions to recess the meeting,
8. motions to adjourn the meeting,
9. motions to suspend the meeting,
10. motions to exclude the public,
11. motions to restore the public,
12. motions to establish a quorum,
13. motions to transfer the chair or the chairing of the meeting to another representative,
14. motions to refer a debate to a committee of the student parliament or to a working group of the AStA or student parliament,
15. motions to limit the speaking time, this does not apply to verbally or cognitively impaired persons.

§ 23 Establishment of Gender Plenums

- (1) Motions to establish and hold a gender plenary are made orally by a person from the AStA and justified if needed. The motion must state the gender(s) that may participate in the plenary and an estimate of how long it will take. The motion is not to be discussed or voted on. Thereupon, the gender plenary is conducted and all persons who do not feel they belong to the named gender(s) leave the room. The meeting will not continue until the plenary has been completed with all persons.
- (2) If desired, plenaries of the gender(s) not involved in the motion can be held at the same time. These are public and must be announced to the chair before leaving the room.
- (3) The gender-specific plenary has the right to postpone a vote of the AStA on one and the same matter once for one meeting. The postponement must be justified with a gender equality issue. In the subsequent AStA meeting, a decision on the motion must be made.

§ 24 Establishment of Inclusion Support Plenums

- (1) An inclusion support plenum (IFP) comprises all persons who feel that they belong to the group of people with disabilities, chronic illnesses or other health impairments and/or who feel restricted by the lack of inclusion of people with disabilities, chronic illnesses or other health impairments.
- (2) Motions to establish and hold an IFP are made orally by an AStA member or an AStA employee and justified if requested. The motion must include an estimate of the duration. The motion is not to be discussed or voted on. The IFP is then carried out and all persons who do not feel that they belong to the group of people covered by the IFP leave the room. The meeting will only continue with all persons after the IFP has ended.
- (3) If desired, a plenary meeting of people who do not feel that they belong to the group of people covered by the IFP can be held at the same time. This is public and must be announced to the chair before leaving the room.
- (4) The IFP has the right to postpone a vote of the AStA on one and the same matter once by one meeting. The postponement must be justified with an inclusion issue. A decision on the motion must be made at the following AStA meeting.

§ 25 Translation at AStA Meetings

(1) Upon notification, the AStA will provide a person for non-German-speaking students to perform translation duties during meetings of the AStA. The translation is done in English.

(2) The notice must be sent no later than the second day before the meeting date by:

1. the person in need of translation themselves,
2. the AStA department to which the person in need of translation belongs as a representative or free member,
3. the student council to which the person in need of translation belongs belongs to,
4. the university group to which the person in need of translation belongs. If a regular need for a definable period of time is communicated the obligation to notify for all further meetings during this period of time is dropped.

(3) The translator should not attend the meeting as a member of the AStA. They must have the ability to translate adequately, which can be demonstrated in particular by proof of language skills of at least the level B2 of the Common European Framework of Reference for Languages or equivalent evidence of the language level.

(4) During the meeting, the Chair shall ensure that the translation can be provided.

§ 26 Minutes

(1) Minutes must be taken by a minute-taker of the decisions made at a meeting of the AStA. The minutes must contain:

1. the names of the AStA members and the guests present,
2. the place and time of the meeting,
3. the subjects discussed,
4. the motions put forward,
5. the resolutions passed and the results of elections and votes.

- (2) In the event that the minute-taker is unable to attend, a note-taker is to be appointed from among the representatives of the AStA who are present.
- (3) The minutes are to be approved by the AStA in a timely manner at one of the following regular AStA meetings.

Chapter 3 **Special Provisions**

Section 1 **Expense Allowances**

§ 27 Expense Allowances of the AStA

- (1) The individual departments are granted an expense allowance in accordance with § 54 (I) of the Financial Regulations of the Student Body of Trier University.
- (2) The expense allowance per department is a maximum of 5100€ per financial year. Per person, the expense allowance may not exceed 250€ per month.
- (3) The amount of the expense allowance in the office of the KoMi and the finance department amounts to a maximum of 7800€ per financial year. The expense allowance may not exceed 250€ per person per month.
- (4) The distribution of the expense allowance within the framework of the regulation from (2), shall be made by the respective main representatives of the departments. The AStA decides in case of objections by individuals.
- (5) Payment of the expense allowance will only be made after the following documents have been submitted to the Finance Department signed and in full:
 1. personnel sheet,
 2. confidentiality agreement/ declaration on DSGVO,
 3. list of signatures of the elected department members,
 4. distribution sheet of the expense allowances within the departments

- (6) The payment of the expense allowance can only be suspended after a corresponding AStA resolution with a 2/3 majority.
- (7) The leaders of the working groups may be granted an expense allowance in accordance with § 54 (1) of the Financial Regulations of the Student Body of Trier University, § 13 of these regulations applies accordingly. The amount of the expense allowance for the leaders of the working groups is a maximum of 1200,00€ per person per year. The amount of 3600,00€ per year per working group may not be exceeded.
- (8) The CampusRadio may not exceed the amount of 4800€ per year.
- (9) The expense allowance of the AK Sport is exempt from the limitations of para. 6 and is taken from the AK Sport budget title and from the sports reserves.
- (10) A list of expense allowances is available for inspection by members of Trier University in the finance department's office.

Section 2 **Order and Security**

§ 28 Order, Cleanliness and Security of the AStA Premises

- (1) The departments ensure order and cleanliness in their own premises.
- (2) Should this not be the case despite repeated requests by the KoMi, the rooms of the affected department will be cleaned at the department's expense.
- (3) The departments are responsible for maintaining their libraries. A corresponding, up-to-date inventory list must be provided to the finance department or the main financial officer.

Section 3 **Other Regulations**

§ 29 Handling of the Advertising Ban

- (1) There is a general ban on advertising third-party events in the Studihaus.
- (2) The advertising ban can be lifted as follows:
 1. The advertising ban is lifted after the applicant has submitted the advertising draft and is subject either to an examination by the authorized signatories, in critical cases, by the AStA.
 2. The examination is based on the formal guidelines and the regulations of the posting system of Trier University. If there is a case of discrimination in the advertising projects, the AStA has to uphold the advertising ban.
- (3) It is the responsibility of the AStA to inform the applicant of the applicable requirements for lifting the advertising ban in advance. For this reason, the advertising ban is part of the rental agreement of the Studihaus.
- (4) If the organizer violates one of the conditions listed in paragraph (2), the AStA can withhold possible financial support.

Chapter 4

Final and Transitional Provisions

§ 30 Final Provisions

- (1) Each AStA department must be given a copy of the Rules of Procedure, this can also be done by mail. The current Rules of Procedure must be available on the website. The Rules of Procedure are provided in German and English.
- (2) Amendments to the Rules of Procedure require a 2/3 majority.
- (3) Components of these Rules of Procedure are:

The Rules of Procedure of the autonomous departments

§ 31 Coming Into Effect

- (1) These Rules of Procedure come into force immediately after the passing of the resolution in the AStA. At the same time, all previous Rules of Procedure lose their validity.
- (2) The KoMi office is free to make editorial changes to these Rules of Procedure with reference to the AStA. This includes grammar and spelling as well as standardising the use of gender-equitable language. Contents may not be changed in the process.

Trier, January 31st 2024,
for Trier University's AStA

Benedict Fey
Speaker/Coordinating Member

Fabian Althoff
Financial Officer