

Rules of procedure of the Student Council Aerospace and Geodesy

July 17th 2023

The Student Council Aerospace and Geodesy was created together with the former faculty Aerospace and Geodesy and with the transformation into the School of Engineering and Design became part of the larger Student Council of the School of Engineering and Design . As the number of our active members has now grown to be a considerable group, we, the student representatives, deem it necessary to give ourselves these Rules of Procedure to structure our future working.

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SECTION I

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General Provisions

§ 1 Scope

These Rules of Procedure regulate the work of the Student Council Aerospace and Geodesy, which is part of the Student Council of the School of Engineering and Design as per its rules of procedure.

§ 2 Student Body

The student body represented by the student council is composed of all students that are studying a degree contained within the Professional Profiles 'Aerospace' and 'Geodesy' of the School of Engineering and Design, excluding doctoral candidates.

§ 3 Student Numbers

For the purposes of this provisions, the number of students in the student body is considered of students in the Professional Profiles 'Aerospace' and 'Geodesy' eligible to vote in the last university election. In case the exact number cannot be determined, it can be estimated from the enrolled students at the first day of lectures of the semester the election is held in.

§ 4 Membership

Members of the Student Council of the School of Engineering and Design that are part of the Student Body are automatically members of the student council Aerospace and Geodesy. Any special representatives elected by the student body general assembly or student council meeting are automatically members of the student council.

Any member of the student body Aerospace and Geodesy can become a member of the Student Council Aerospace and Geodesy. This does not grant membership in the Student Council of the School of Engineering and Design.

§ 5 Term

The term of the student council starts on the 1st of October of a year and ends on the 30th of September of the following year.

§ 6 Tasks of the Student Council

The Student Council Aerospace and Geodesy represents its student body within the self-administration of the university and beyond that. Within the Student Council of the School of Engineering and Design it especially represents the interests of its student body. Its core tasks are in particular:

- Representation of its student body,
- Representation of university-political interests of its student body,
- Representation of topic-specific interests of its student body,

- Information and advice for students in questions regarding the university and university life,
- Maintenance of national and international student relations, especially with other student representations in the area of Aerospace and Geodesy,
- Maintenance of relations to student councils in fields related to Aerospace and Geodesy,
- Advancement of the cooperation within the School of Engineering and Design, especially within the Department Aerospace and Geodesy and between the Professional Profiles 'Aerospace' and 'Geodesy',
- Introduction of all new students of the Professional Profiles 'Aerospace' and 'Geodesy' to university life,
- Document maintenance for internal and external knowledge management.

§ 7 Special Relationship

The student council is tasked to uphold a close relationship with the department Aerospace and Geodesy of the School of Engineering and Design, based on their common history in the 'Fakultät Luftfahrt, Raumfahrt und Geodäsie' and the campus management for all locations of the fields Aerospace and Geodesy at TUM, mainly focused on the German locations.

§ 8 Mandate

The student council binds itself to decisions by the student general assembly for Aerospace and Geodesy as per paragraph §19.

§ 9 Political Neutrality

The student council is politically neutral. It does not debate or passes resolutions regarding in general political matters that do not explicitly concern the professional, social and economical situation of its student body.

The resources and rooms of the student council are not made available for the use of political groups.

However, the student council promotes democratic participation of the student body. An example of this is the neutral presentation of information during university elections.

§ 10 Working Language

The official working languages of the student council are German and English.

(1) Document Languages

Documents can be in German or English. It is sufficient to provide a document in one language. Internal documents should be created in English. Upon application, a translation to the other language is prepared by an able member of the student council. There is no right to a translation by a certified translator or to a defined quality level of a translation.

(2) Binding Version

In case of a conflict, the German version of a document is binding, should one exist.

SECTION II

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Student Body General Assembly

§ 11 General

The Student Body General Assembly (General Assembly) is the university-public assembly of the student body of the Professional Profiles 'Aerospace' and 'Geodesy'. General provisions are set in the GOTUM and the GO-FSVSoED.

§ 12 Time

The General Assembly is held at least once every semester, usually in the third week of the lecture period. If the university administration has proposed a date for the General Assembly, this date will be taken preferably.

Outside that time, a special General Assembly can be convened upon request by the student body, as per paragraph §14 or if one is convened by the Student Council of the School of Engineering and Design.

§ 13 Place

The General Assembly can be held within any publicly accessible building, especially within TUM buildings. Preferably, the location alternates between a building at the TUM campus Garching and campus City Center.

It is possible to hold the Assembly via video conference, provided all members of the student body have the possibility to attend. This is generally assumed with all tools used by TUM for remote teaching that support the probably number of attendants.

§ 14 Convention of the Assembly

A statutory assembly is the regular assembly every semester, as per §12 and is convened by the student council. The chair or chairs are designated by the student council.

A special General Assembly is assembled if such a request is supported via signature by least 10% of the student body. In this case it is assembled not earlier than five days after the request and not later than 20 days. The leaders of the request are responsible for organising the event and chair it, the student council will support organising the event, especially in coordinating a suitable appointment with the university administration.

§ 15 Announcement

The time and likely agenda of the assembly must be announced to all students at least electronically. The announcement is made at least 5 days before the assembly together with a preliminary agenda.

§ 16 General Votes

The members of the assembly can hold General Votes on important matters. These votes can, for example, set the direction of the student council representation or decide on an issue with wide-ranging consequences. General Votes are decided by absolute majority.

§ 17 Voting and Speaking Rights

All members of the student body that would be eligible to vote in a university election are entitled to vote. For the election of representatives for a subset of the student body, only the part of the student body concerned is eligible to vote.

All persons present have the right to speak.

§ 18 Exclusions

(1) Exclusion of guests

Any guest can be excluded if previously called to order once, if the conduct of the guest makes an orderly continuation of the Assembly impossible.

(2) Exclusions of members and honorary members

Any member and honorary member can be excluded, if previously called to order twice, if the conduct of the member makes an orderly continuation of the Assembly impossible.

(3) Veto

The exclusion can be vetoed if two thirds of the members present vote to do so. The veto vote can be requested by any member present.

§ 19 Votes

(1) Voting

Votes can be held by paper, show of hands, electronic ballot or otherwise electronically, if uniqueness of the vote can be ensured.

(2) Voting modalities

Voting modalities are decided by the Assembly during the assembly, except in cases of §16.

(3) Standard Procedure

Should no modalities be decided then all votes will be decided by relative majority and all elections will be held 'en bloc'. In the case of several competing candidates, the two candidates with the most votes are voted on in a second vote. There, the candidate with the most votes wins.

(4) Validity of votes

Votes are valid if at least 10% of all eligible people vote within the voting period. Should a vote not be valid, the student council meeting will decide the matter during the session following the General Assembly.

SECTION III

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Student Council Meeting

§ 20 General

The student council meets regularly to discuss current and future issues. These meetings are generally open to the university public. The public can be excluded.

§ 21 Members

Members of the Student Council Meeting are

1. The elected student representatives of the Student Council SoED that are part of the Professional Profiles 'Aerospace' and 'Geodesy' according to the Bavarian University Innovation Law,
2. The student council leadership,
3. The student council department heads and those entrusted with special tasks by the student council, including those that hold special positions within the student representation of the wider university if they represent the student body,
4. The voting student representatives within the study grant commission for ASG,
5. Term Representatives of all study programmes within the PPs AS&G,
6. All other members of the student body.

Any other person is considered a guest.

§ 22 Honorary Members

(1) Honorary Membership

The student council meeting can grant any person the title of honorary member of the student council. The decision is made on request by any member of the Student Council Aerospace and Geodesy by absolute majority vote. Honorary members have the same rights as guests within the student council.

(2) Honorary Titles

Together with the honorary membership, honorary titles without additional rights or responsibilities can be granted. Honorary titles can be granted and revoked independent of the honorary membership by leadership decision or student council absolute majority vote which is held on request by any member of the Student Council Aerospace and Geodesy.

(3) Revocation of Honorary Memberships

If the leadership deems it necessary to distance the student council from an honorary member, the title can be revoked by absolute majority vote of the student council.

A list of all current honorary members including their titles. is kept in the appendix of the current rules of procedure.

§ 23 Convening of a meeting

Meetings can be convened by

1. the leadership of the student council
2. a group of at least 10 percent of all members according to §21 - 1.,3.,4.,5.

If a request for a meeting is given by any member of the student body, this request has to be given good consideration.

§ 24 Time and place

(1) Time

The Meeting is usually held bi-weekly during the lecture period.

(2) Announcement

Time, place, the protocol of the previous meeting and a provisional agenda including important topics to be discussed and voted on should be announced electronically at least one day prior to the meeting.

(3) Place

The Meeting should be held within any publicly accessible building.

(4) Electronic Meeting

It is possible to hold the Meeting via audio or video conference, provided all members of the student body have the possibility to attend. This is generally assumed with all tools used by TUM for remote teaching that support the probably number of attendants. The conference can be set up so that only a part of the attendees take part virtually.

§ 25 Chair

The Meeting is chaired by the student council leadership. The Chair can be delegated by text to another member of the Meeting. Special Meetings are always chaired by the leadership. Only in case of absence of the leadership, the meeting can be chaired by a member of the Cabinet.

§ 26 Constituting Meeting

(1) Time

The first meeting of a term is the constituting meeting. It must be held before the application closing time of constituting meeting of the Student Council of the School of Engineering and Design.

(2) Mandatory Contents

During the meeting, the representatives of the student council for ASG that are delegated to the leadership of the student council SoED and representatives for the school-wide study grant commission must be elected. Should no representatives be found during the meeting, the representatives will be chosen by the leadership.

(3) Quorum

The constituting meeting has a quorum if at least one third of all members according to §21 - 1 are present

§ 27 Voting rights

(1) Requirements

Generally, all members of the student council meeting are eligible to vote, as long as they have expressed an interest in student council work and no conflicts of interest or legal reasons are standing against this.

(2) Proof

The chair can demand proof of membership of the student body, generally a TUM student card or proof of enrolment.

§ 28 Quorum

The Meeting has a quorum if at least one third of all elected members as per paragraph §21 - 1-3 are present at the time of a count-out. The constituting meeting is excluded from this provision.

§ 29 Votes and Elections

(1) Majority Definitions

The following terms are defined for use in these RoP:

1. Relative majority: The voting option that receives the largest amount of votes out of all valid votes.
2. Absolute majority: The voting option that receives more than half of all valid votes.
3. 2/3-Majority: The voting option that receives more than two thirds of all valid votes
4. Special voting modes: For special cases, special voting modes are defined

(2) Abstentions

Abstentions are counted as members present but do not go towards the total vote tally. Should more members abstain than vote in favour and against a motion combined, the vote is inconclusive and should be debated further or postponed.

(3) Voting Mode

Votes are conducted publicly by show of hands unless otherwise specified or otherwise decided by procedural motion.

(4) Attendance

Only present members can stand for election or be discharged. This can be waived by the Chair or the Student Council Meeting by relative majority.

(5) Transfer of votes

Any member of the student council according to §21 - 1-5 (including) can transfer their vote to any member of the student council. Any member can hold at most their

own and one other vote. The chair must be given written notice of a transfer of vote before the official start of the meeting.

§ 30 Procedural Motions

Any member of the student council meeting present can put procedural motions before the meeting. Commonly a procedural motion is put forward by show of both hands and the sentence: "I hereby put a procedural motion to [...]" or its German equivalent "Hiermit stelle ich einen GO-Antrag auf [...]". Motions can be especially:

1. Closing the list of speakers.
2. Immediate vote.
3. Postponement to the next Meeting. In case of the first postponement, this motion is always granted, unless the matter is urgent.
4. No further consideration of the matter.
5. Secret vote or vote by name. A motion to vote in secret is always granted, unless a motion to vote by name has been accepted for the same vote. A secret vote is any type of vote where the name of the voter is not visible to the chair or persons present.
6. Overruling the chair in a decision. Passing this motion requires a 2/3 majority.
7. Counting the members present to establish whether a quorum exists. This motion is always accepted.
8. Limitation of voting rights. This motion is voted on and decided by a 2/3 majority of the present members according to §21 - 1-5 (including). It excludes all other members from voting on a certain topic.

Unless any member of the student council speaks up, the motion is considered accepted. A motion to close the list of speaker is always voted on immediately without further discussion. All present members are eligible to vote, abstentions are not permitted. The motion is decided by absolute majority unless otherwise specified.

§ 31 Minutes

Minutes are taken by a present member of the Meeting. Any member can be required to take the minutes. Guests, members present for the first time and the minute taker of the last meeting are excluded from this. If no minute taker can be decided upon at the beginning of the meeting, a person can be chosen by lottery as per chair decision. The chair can exclude any member that is expected to have a high amount of talking during the meeting from this lottery.

The minutes must contain date, time and place of the meeting, members and guests present and, for each point on the agenda: All votes, the result and the ratio of votes in favour, not in favour and abstentions. It should contain the main result of discussions.

SECTION IV

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Specific Motions

§ 32 Finance Motions

(1) Threshold

The student council meeting must vote on all expenditure motions with a total volume of 250 or above. Below that threshold, the student council finance officer can decide the matter but must report to the cabinet. For all motions with a total volume of 150 or less, a sheet (paper or electronic) that is accessible to the members of the cabinet showing the expenditure (e.g. spreadsheet of financial year) is sufficient as report. For any expenditure of 150 or above, the members of the cabinet must be specifically made aware. A message in a group chat with all members of the cabinet is sufficient. This requirement is not applicable if the contents and volume of the motion has been announced previously or in a budget that was ratified by the student council meeting.

(2) Finance Applications

All finance motions that would be required to be paid by the F.S.L.R.G. e.V. charity are automatic applications for funding for this motion. All financial resources budgeted otherwise are overseen by the respective budget administrators.

§ 33 Motions in the context of the Student Council of the School of Engineering and Design

(1) Special Sessions of the Student Council SoED

The student council ASG can by absolute majority pass a motion to demand a session of the Student Council SoED.

(2) Elections in the Student Council SoED

Candidate proposals for offices that are elected by the Student Council SoED are decided by absolute majority. In case of more competing candidates than positions available to be filled by the proposal of the student council ASG, the election procedure of the student council SoED applies.

§ 34 Changing these rules of procedure

These rules of procedure can be changed by 2/3 majority vote within the Student Council Meeting. Changes that are purely editorial in nature can be passed without vote. The changed provisions take effect upon the completion of a successful vote. Purely editorial changes take effect upon publication of the new rules of procedure. The motion to change the RoP is to be announced at least one week before the Student Council Meeting where the vote is to take place, with the text of the change made available to all members of the student council meeting. A purely editorial change has to be announced in the next student council meeting. This requirement cannot be waived.

After a successful vote, the new rules of procedure are made available to the student

body for at least two weeks or until the next General Assembly. It is sufficient to release the rules of procedure on the student council website. If at least 5% of the student body object to the change within that time, the changes of the rules of procedure are annulled, a special General Assembly is called or the matter is postponed until the next General Assembly. The objection can be via signature or text, as long as the objector is uniquely identifiable. The TUM-provided e-mail addresses are sufficient for identification.

SECTION V

Offices and positions of the Student Council

§ 35 Terms of Office

Unless otherwise specified, the term of office for all offices and positions is the currently running semester. After discharge has been given, office holders fulfil the duties of the office provisionally until a new election for the office has been held successfully.

§ 36 Leadership

(1) Composition

The student council leadership consists of two members that are equal. The leadership acts as union. Representation of both professional profiles is desirable.

(2) Election

They are elected by the student council meeting. All candidates put forth their application before the meeting. The members according to §21 - 2 & 3 have to nominate a candidate for that candidate to be eligible to be elected. A nomination is granted by the agreement of the members according to §21 - 2 & 3. This vote can occur in a special meeting, in the general student council meeting or by collection of paper ballots. If an applicant is not granted a nomination, the members should consider giving an explanation.

In the election, every member eligible to vote has two votes which they give to two of the candidates, one vote per candidate. If two members can gain 25 percent of the vote, corresponding to the votes of 50 percent of the voting members, they are elected. If this is not reached, the candidate with the least votes is removed from the list. Following a debate about the candidates in the student council meeting, a second voting round is performed with the same procedure. This process is repeated until two candidates gain 25 percent of the vote each. The election process is chaired by that member according to §21 - 1, which had the most votes in the previous university election. Abstentions are not permissible in this process.

(3) Requirements to stand for election

At least one member of the Leadership must be an elected member as per §21 - 1. All members must be members of the student council. Members do not also hold office in the leadership of the F.S.L.R.G. e.V. or any other elected office within the student council. All members must have passed the "Grundlagenorientierungsprüfungen" of their respective study program.

(4) Leadership of the Student Council of the School of Engineering and Design

One member of the leadership or the current representative to the school council are delegated to be members of the leadership of the student council SoED.

(5) Duties

The core duties of the Leadership consist of:

1. Coordination of the Student Council activities,
2. Managing the daily operations of the Student Council,
3. Execution of Student Council resolutions and report to the Student Council meeting,
4. Promotion of cooperation between the Professional Profiles Aerospace and Geodesy,
5. Representation of the Student Council, especially within the Student Council of the School of Engineering and Design and the Department Aerospace and Geodesy,
6. Convening of meetings,
7. decisions in urgent matters can be done by the leadership but have to be ratified in the following meeting. Any responsibilities towards third parties have to be kept even in case ratification is not granted,
8. decisions in confidential matters.

The authority to make urgent decisions does not extend to matters of professional profile specific university politics.

§ 37 Heads of Student Representation

Each Professional Profile may elect one or more heads of student representation. Their responsibility is to coordinate all student representation specific to their respective professional profile. Urgent decisions in matters of professional profile specific student representation that cannot be postponed to the next student council meeting or decisions in confidential matters relating to the professional profile specific student representation may be decided by the respective Head of Student Representation.

§ 38 Cabinet

(1) Members

In addition to the Leadership, a cabinet is formed, consisting at least of the

1. Leadership,
2. One Head of Student Representation for each Professional Profile
3. Student council department Heads,
4. the representative to the school council,
5. at least one presiding officer or member of the leadership of the association F.S.L.R.G. e.V.

The leadership may invite additional members to join meetings in the cabinet

(2) Membership Requirements

Members must be part of the Student Body.

(3) Duties

The cabinet has no power in decision making. It is a purely supporting committee. The core duties of the cabinet consist of

1. Supporting the Leadership in all its duties,
2. Creating a platform for the quick exchange and decision making in daily operations,
3. Prepare particularly difficult decisions for the student council meeting.

§ 39 Departments

Departments serve to structure the work of the Student Council. They function as independent sub-entities of the Student Council meeting. They determine their own inner structure. The departments report important developments to the Student Council and put important issues up for discussion. A department is created by appointment of a department head and dissolved by decision of the student council meeting.

§ 40 Department Heads

Departments consist of at least one department head. The head represents the department in the Student Council Aerospace and Geodesy, School of Engineering and Design and other parts of the university and coordinates the departments work and inner structure. Department heads are not required to be elected members as per §21, 1. They confer with the Student Council Leadership regarding matters that are important enough to be decided by the whole Student Council. Urgent matters regarding a specific department can be decided jointly by the department heads with the student council leadership as leadership decision. Any person that is standing for election as Department Head must have passed all "Grundlagenorientierungsprüfungen" of their respective Study program.

§ 41 Study Grant Commission

(1) Professional Profile-level Study Grant Commission

The student council elects four representatives for the study grant commission of the Professional Profiles Aerospace and Geodesy. The representatives are not required to be member of the student council as per §21 - 1.

(2) School of Engineering and Design-level Study Grant Commission

At the beginning of each term as per §5, the student council elects one representative for the Study Grant Commission of the School of Engineering and Design. The candidates must be elected members

§ 42 Council of Student Representations

The student council chooses a group of its members according to §21 - 1 as its representatives to the Council of Student Representations. These representatives closely work alongside the according members in the Student council SoED.

§ 43 Leadership committee members for the F.S.L.R.G. e.V.

The leadership committee of the charity F.S.L.R.G. e.V. allows the Student Council, as per its constitution, to elect a number of its members. These are elected by absolute majority vote.

§ 44 Requirement of Discharge

All elected offices require discharge at the end of their time in office.

Should a person have held an elected position requiring discharge within the student council in the past, that person can only be elected if discharge has been granted by the student council meeting or the term for that position is still ongoing. The Heads of Student Representation are given discharge by their respective Professional Profile.

A person that has not been discharged cannot receive a certificate for that office for which discharge has not been given.

The decision to discharge is voted on by the Student Council Meeting by simple majority. The person to be discharged is not eligible to vote.

§ 45 Automatic end of term

An office holders term ends at the end of each student council term, exmatriculation, voting out or withdrawal.

§ 46 Removal from office

Excepting members elected in the university elections and positions elected by the Student Council of the School of Engineering and Design, all office holders may be voted out by electing a new candidate for that position with the same majority required to elect the office they are holding. Replacement of a member of the leadership requires an absolute majority.

SECTION VI

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Concluding provisions

§ 47 Coming into effect

These rules of procedure come into effect on the 17th of July 2023. All office holders at the time of coming into effect retain their office until the next term according to §35.

§ 48 Competing provisions

In case of competing provisions, the rules of procedure of the student council SoED or the fundamental order of TUM (GOTUM) take precedence.

§ 49 Missing provisions

Should the rules of procedure to be found lacking provisions for a certain situation, the Student Council Meeting or General Assembly may vote on rules by simple majority that are in effect until the end of the session.

§ 50 Severability of provisions

In the case that a provision should be found invalid, the remaining provisions remain in effect nonetheless, unless likewise shown to be invalid.

§ 51 Final Decision

The final decision regarding the application and interpretation with the rules of procedure for a session lies with the chair, unless overruled by a procedural motion.

Appendix 1

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List of Honorary Members

Maximilian Hasenau

”Leadership for Life”

”Seine Altnasigkeit”

Katharina Lechner

Jaspar Sindermann

”The All-Knowing”

Oliver Geissendörfer

Cedric Kotitschke

Julia Lechner

Friedrich Segnitz von Schmalfelden

Felix Nitschke

Leon Feidicker

Alfons Eder

”Meister Eder