

German Original is binding!

Organisation Regulations (Rules) of the University of Music Lübeck Student Body

of 4 January 2010 as amended on 15 August 2011, 15 April 2016 and 7 July 2017

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Pursuant to Section 73 (1) of the Schleswig-Holstein Higher Education Act (Hochschulgesetz - HSG) in the version dated 28 February 2007 as published on 28 February 2007 (GVOBl. Schl.-H. S. 184), last amended by Article 8 of the Law Amending the Civil Service Law of Schleswig-Holstein of 26 March 2009 (GVOBl. Schl.-H. page 93), in accordance with the resolution passed by the student parliament of the University of Music Lübeck on 26 October 2009 and approval of the University Board of the University of Music Lübeck of 28 December 2009, the following rules are hereby enacted:

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Part 1: General provisions

Section 1 Legal status

- (1) The student body comprises all registered students of the University of Music Lübeck.
- (2) The student body is a component body of the University of Music Lübeck holding legal capacity. It operates under the name of 'Student body of the University of Music Lübeck'. It is domiciled in Lübeck.
- (3) The student body independently performs its tasks in accordance with the Schleswig-Holstein Higher Education Act (HSG) and these rules. The student body is subject to the legal supervision of the University of Music Lübeck university board.

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Section 2 Responsibilities

(1) Specifically, the student body is responsible for safeguarding the functional, cultural, university-policy, sporting, ecological and social interests of its members. 2Additional responsibilities are set out in S. 72 (2) HSG.

(2) To fulfil its tasks, the student body may cooperate with the student bodies of other universities.

Section 3 Organs

(1) The student body carries out its tasks through elected organs.

(2) Organs of the student body are

1. Student parliament (StuPa)
2. General student committee (AStA)

Section 4 Contributions, finance and assets

(1) Budgeting and financial management are carried out in accordance with Ss. 105 et seq. of the State Budget Regulations (Landeshaushaltsordnung).

(2) The student body finances expenditure for the performance of its tasks in accordance with these rules from student contributions, third-party donations and other income.

(3) All student body income and expenses are to be costed in a commensurate budget.

(4) To meet its responsibilities, the student body collects contributions from its members, the details of which are governed by the Regulations on University of Music Lübeck Student Contributions (Rules).

Section 5 Student representative responsibilities

(1) All student body representatives are obliged to conscientiously carry out their assigned tasks.

(2) Should a representative fail to meet their obligations in exercising their respectively assigned office, responsibility shall lie with the student body. 2In the case of intentional or grossly negligent infringement, the individual in question will bear personal responsibility to the student body.

Part 2: Procedural regulations

Section 6 Decision-making and election

(1) In the absence of alternative provision, a simple majority of the votes cast will suffice for the adoption of resolutions or election. 2In determining the majority of votes, abstentions and invalid votes will be counted as 'no' votes. 3In the absence of objection by any given voter, votes will be cast by show of hands or alternatively by secret ballot.

(2) In the event of a parity of votes on a resolution, the respective motion will be deemed rejected.

(3) In the event of a tied vote in an election, the respective election will be decided by lot drawn by the election officer.

Section 7 Quorum

(1) Organs of the student body are deemed to have achieved a quorum where all members have been invited and at least half of the members eligible to vote are present.

(2) Should an issue be adjourned due to a lack of quorum and where the organ is reconvened to address the same issue, a quorum shall be deemed to have been achieved regardless of the number of members present, provided reference is made to this fact in the commensurate invitation.

Part 3: Student parliament (StuPa)

Section 8 Responsibilities

(1) 1The StuPa is the central opinion and decision-making organ of the student body. 2It decides all student body matters, provided responsibility for such is not afforded to the AStA in accordance with these regulations.

(2) In particular, the StuPa is responsible for the following tasks:

1. Election and deselection of the StuPa executive committee.
2. Election, deselection, oversight and discharge of AStA members.
3. Calling of plenary meetings.
4. Adoption of resolutions on:
 - the budget
 - contribution regulations (rules)
 - election regulations (rules)
 - plenary meeting regulations (rules)
 - amendment of these regulations.

Section 9 Composition and election officer

(1) 1The StuPa has 17 members. 2If more than 400 students are enrolled at the University of Music Lübeck, the number of StuPa members will increase by two per 100 students. 3The StuPa has the same number of substitute members as members.

(2) StuPa members and substitute members are elected for a period of one year on the basis of Section 17 HSG.

(3) All members of the University of Music Lübeck student body are entitled to vote and eligible for election.

(4) 1Commensurate details are set out in the election regulations. 2The election regulations are to be issued by the StuPa and require the approval of the University of Music Lübeck university board.

Section 10 Constitution and legislative period

(1) 1The StuPa will convene for its inaugural meeting within six weeks of the respective election. 2The legislative period of the StuPa commences with the inaugural meeting and ends with election of the following StuPa.

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(2) The president of the sitting StuPa will call the inaugural meeting and chair such until election of the new president has been concluded.

(3) In the inaugural meeting, the StuPa will decide upon discharge of the current AStA finance officer on the basis of the financial reporting and will elect the StuPa executive committee and AStA members.

(4) ¹In the inaugural meeting, each new StuPa member is to be provided with a copy of these regulations by the outgoing StuPa. ²The provisions of S. 20 (2) apply accordingly.

Section 11 Hindrance and withdrawal of members

(1) ¹A member of the StuPa will be withdrawn from the StuPa

1. upon exmatriculation,
2. upon resignation, which is to be declared in writing to the president of the StuPa,
3. where the member fails to attend StuPa meetings on two occasions without an adequately justifiable excuse.

²Decisions on any loss of mandate will be taken by the StuPa executive committee. ³In the event of objection by the individual concerned, the StuPa will decide the issue in the absence of the respective individual.

(2) A member who has withdrawn from the StuPa or is prevented from holding office will be replaced in the StuPa by the substitute member with the largest number of votes.

Section 12 Composition and responsibilities of the executive committee

(1) ¹The StuPa executive committee is comprised of a president and two vice-presidents. ²These offices may be held solely by members of the StuPa. ³A member of the StuPa executive committee may not be appointed a member of the AStA.

⁴All executive committee members are required to have comprehensive knowledge of the content of these regulations and the provisions specified in S. 8 (2) 4 of the stated student body regulations.

(2) ¹StuPa meetings are called and chaired by the president. ²The president must facilitate representation by a vice-president with respect to all issues on which the president wishes to speak.

(3) The vice-presidents represent the president wheresoever the latter is prevented from attending or wishes to be temporarily substituted.

(4) ¹The StuPa executive committee tasks are allocated internally. ²Should multiple members of the StuPa executive committee be incapacitated, responsibility for documentation and minute-taking may be delegated to a member of the StuPa.

Section 13 Election and deselection of the executive committee

¹The executive committee is elected and deselected by the StuPa in accordance with S. 6 above. ²A 2/3 majority of StuPa members is required for the election and deselection of the president and vice presidents; S. 6 applies in remainder. ³Should the requisite majority fail to be achieved in two election processes, the candidate receiving the most votes in the third election process will be elected.

4Any application for deselection is to be announced with the public invitation as a proposed agenda item. 5If an executive committee member is deselected, a successor is to be elected immediately.

Section 14 Meetings

(1) Ordinary meetings of the StuPa are held at least once a month during the lecture period.

(2) 1Invitations to StuPa meetings must include details of the place, time and proposed agenda as well as an additional note for StuPa members explaining that any members unable to attend must promptly notify the StuPa executive committee accordingly. 2A public notice of invitation will be posted on the notice board at least eight days prior to the meeting date. 3Invitations are to be verbally communicated to members by no later than the eighth day prior to the meeting date, with written invitations then to be sent to any members not yet invited on the eighth day prior to the meeting date.

(3) Extraordinary meetings of the StuPa are held at the request of

1. the president
2. a majority of the executive board
3. the AStA
4. at least eight members of the StuPa.

(4) In respect of invitations to extraordinary meetings, (2) above will apply accordingly with a deadline of three days prior to the meeting date.

(5) 1StuPa meetings are held in public. 2Upon application by a quarter of the members and with a 2/3 majority of the members present, the public may be excluded for the entire meeting or individual agenda items. 3Reasons for the application as well as consultation and a decision on such will be heard in a non-public session. 4Decisions adopted in a non-public session are to be communicated following restoration of the public setting.

Section 15 Committees

1In preparing its decisions the StuPa may appoint committees, which are responsible in their action to the StuPa. 2A committee must include at least one member of the StuPa.

Section 16 StuPa and AStA

(1) 1The StuPa and its committees may request the presence of AStA members at StuPa meetings. 2With regard to its official business, the AStA has a duty of disclosure vis-à-vis all StuPa members.

(2) 1AStA members may attend public and non-public meetings of the StuPa and its committees. 2They are entitled to speak at any time and may also present motions. 3The AStA must also be invited to committee meetings.

(3) The AStA may instigate a legal dispute or conclude such through abandonment of a complaint, acknowledgement, waiver or settlement solely with the prior approval of the StuPa.

Part 4: General student committee (AStA)

Section 17 Responsibilities and composition

(1) 1The general student committee (AStA) is the central management organ of the student body and carries out the tasks of the student body as per S. 2 in accordance with StuPa instructions. 2The AStA is bound by resolutions of the StuPa, to whom it is responsible.

(2) 1The AStA is comprised of the chair, deputy chair, financial officer and additional representatives. 2With the exception of StuPa executive committee members, these offices may be held by any member of the student body. 3All AStA executive members are required to have comprehensive knowledge of the content of these regulations.

(3) 1The chair is responsible for central administration of the AStA and also acts as spokesperson for the student body. 2AStA meetings are called and chaired by the chair. 3The chair seeks to ensure that AStA members meet their responsibilities and also monitors the work of the AStA.

(4) The deputy chair represents the chair if the latter is hindered or wishes to be temporarily substituted.

(5) The financial officer manages ongoing finances and assets of the student body as per Ss. 105 et seq. of the State Budget Regulations (Landeshaushaltsordnung) and in accordance with the student body budget.

Section 18 Election and deselection of AStA members

1AStA members are elected and deselected by the StuPa in accordance with S. 8 above. 2A 2/3 majority of StuPa members is required for the election and deselection of the chair and deputy chair. 3Should the requisite majority fail to be achieved in two election processes, the candidate receiving the most votes in the third election process will be elected. 4Any application for deselection is to be announced with the public invitation as a proposed agenda item. 5If a chair, deputy chair or financial officer leaves office, a successor is to be elected immediately.

Section 19 Term of office

(1) 1The term of office of AStA members commences upon their election and ordinarily ends upon re-election of the StuPa. 2Until such time as the new AStA has been elected by the new StuPa, the current AStA will continue to provisionally manage the ongoing affairs. 3The current AStA may, however, only enter into new commitments insofar as necessary for the management of ongoing affairs.

(2) The term of office of AStA members will end prematurely in the event of deselection, exmatriculation or resignation, which is to be declared in writing to the president of the StuPa.

Section 20 Financial officer

(1) 1The financial officer of the ASa is to propose a budget, to be discussed by the StuPa in the first session following the inaugural meeting. 2The budget is to include a list of assets and debts as well as all anticipated income and expenditure expected for the budget year. 3The StuPa adopts the budget for the budget year, which is commensurate with the period of office of the StuPa. 4Prior to adoption of the new budget, proceedings will continue as if a budget identical with that of the preceding year had been adopted.

(2) 1Following conclusion of the budget, the financial officer is required to prepare a statement of account detailing assets and debts as well as total income and expenditure. 2Budgetary management of the student body is to be examined by the president of the University of Music Lübeck. 3The StuPa will decide upon formal discharge of the current ASa finance officer on the basis of the respective officer's verbal and written financial reporting. 4Formal discharge of the current financial officer is subject to prior confirmation of due and proper budgetary management.

(3) Any assumption of credit must be decided by the StuPa.

(4) 1The financial officer may undertake liabilities exceeding the sum of EUR 200 solely in joint action with the chair or deputy chair of the ASa. 2All such undertakings are to be documented accordingly.

Part 5: Transitional and concluding provisions

Section 21 Expiry

Upon entry into effect of these regulations, the Organisation Regulations of the University of Music Lübeck Student Body of 4 October 1995 and all commensurate amendments will expire.

Section 22 Amendment of regulations

(1) 1These regulations may be amended solely by resolution of the StuPa with a 2/3 majority of members. 2Amendment of these regulations is subject to the approval of the University of Music Lübeck university board.

(2) Wording of the application for amendment must be posted on the student body bulletin board 14 days prior to the respective vote.

Section 23 Entry into force

These regulations enter into force on the day following their date of publication.

Issued: Lübeck, 4 January 2010

Johanna Recke
Chair of the General Student Committee of the University of Music Lübeck