

# Rules of Procedure of the „Economics Alumni Association Siegen e. V.“



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## **§1 Scope of Application**

- (1) This rules of procedure is given by the “Economics Alumni Association Siegen e. V.” itself, for the performing of gatherings, meetings and conferences (in the following called meetings) of the association’s institutions and departments.
- (2) All meetings are non-public. On application and decision by the meeting it can be public.

## **§2 Calling of a Meeting**

- (1) The calling formalities are regulated in the articles of the association (§ 10 paragraph 6).
- (2) The full board is informed by the executed copies of the draft orders. This can be done electronically.

## **§3 Quorum**

The quorums of the institutions are regulated in the articles of the association (§§ 9, paragraph 7; 10 paragraph 6; 11 paragraph 2 and 13 paragraph 1).

## **§4 Meeting Leadership**

- (1) The chairman (leader of the meeting) is responsible for the opening, management and closure of the meeting.
- (2) In the case of a prevention of the leader of the meeting and his representatives according to the articles of the association, the present members have to vote a leader of the meeting among themselves. Discussions and counsels affecting personally the leader of the meeting are also obtained as prevention.
- (3) The leader of the meeting may cut off the speaker, suspend persons on time or permanently and is allowed to interrupt or repeal the meeting.
- (4) The correctness of the call, the attendance list and the right to vote is checked by the leader of the meeting or his representatives. The agenda is announced by the leader of the meeting. Any objection against the agenda, the withdrawal of the spoken word or amendments must be decided by the meeting with the simple majority without any discussion.

- (5) All counsels and votes of the items on the agenda have to be done within the pre-determined order. The leader of the meeting can suggest a change of the agenda. In such a case the meeting must vote for this.

## **§5 Calling Speaking and the Order of Speakers**

- (1) In case of many requests of speakers and relevant necessity, a list of speakers needs to be arranged. The registration follows the order of speaking request.
- (2) The leader of meeting gives the calling to speakers. Calling speaking follows the ordering of registration or list of speakers.
- (3) Participants of meeting have to leave the room of meeting after instructions from leader of the meeting, in case agenda items will be treated which the participants will be affected in any material respect.
- (4) Reporters and applicants will receive their speech at the beginning and in the end of discussion about items on the agenda. They can also register their speaking in addition to the list of speakers, their speaking calling should be fulfilled by the leader of meeting.
- (5) The leader of meeting can take word any time independent on the list of speakers.

## **§6 Objections**

Objections against the daily agenda, claims of changes or prohibition of the word can be directly and exclusively contented. In such a case the meeting decides about its validity without discussion via showing of hands with simple majority.

## **§7 Word towards Business Agenda**

- (1) Word regarding business agenda will be called independent of the ordering of speakers list when the last speaker ends his speech.
- (2) The leader of meeting can at any time if it is necessary, take the word regarding business agenda and interrupt the speaker.

## **§8 Applications**

- (1) Regulations about the applications according member meeting should be determined in the articles of association.

- (2) Each member has the right to send an application to the president of the club.
- (3) Applications have to be sent at least one week before the date of meeting, as long as another date is set up.
- (4) Applications have to be sent in written word( electronical version is enough) and submitted with reasons.

## **§9 Urgent Proposals**

- (1) Urgent proposal are only possible when approved by all members of the institution.
- (2) Urgent proposals are not accepted in the general meeting.

## **§10 Votes**

- (1) The sequence of the voting on the proposals should be clearly declared before the beginning of the voting procedure.
- (2) The head of the meeting should read out loud each proposal before the voting.
- (3) In case several proposals were made to the same topic, the voting starts with the one that includes most of the other ones. In case this is not clear, the attendance has to decide on which proposal to vote first.
- (4) Amendments should be voted on separately.
- (5) The voting is always open, unless the constitution states another method. A secret voting can be used when the head of the meeting decides so or when the simple majority of the attendance decides so.
- (6) Unless the constitution states otherwise, the decisions are taken with simple majority of the given votes. A tie is considered as refusal of the proposal. Abstains and invalid votes are considered not given

## **§11 Election**

- (1) Elections are only possible in the cases that the constitution states or when it is necessary due to resignation of a member of the board. It should be announced and be written on the agenda of the meeting.
- (2) Unless the attendance decided otherwise, the election is held by raising hands and are open. This does not apply for the elections in the general meeting.

- (3) An election committee is constructed in the general meeting and consists of three members, who does not include the head of the meeting or any of the candidates in the election. Its task is to collect and count the given votes.
- (4) The members of the committee choose one of them to be its chief, who holds the rights and duties of the head of the general meeting during the voting session.
- (5) The committee checks that the candidates are complied with the requirements stated in the constitution before the start of the voting. A non-attendant can be elected if the head of the election committee receives the approval of the non-attendant in written before the election.
- (6) The candidates will be asked before the election if they accept their candidacy and, after their election, if they accept the position.
- (7) The election committee announces the result of the election and its validity explicitly and it is to be written in the protocol of the meeting.
- (8) If a member of the board or in another position resigned before the end of the legislative period and the case was not described in the constitution, then the board will call on a suitable substitute member to fill the vacancy until the date of the next election.

## **§12 Membership Fees**

- (1) The membership fees are regulated in the contribution rules.
- (2) At least once in a fiscal year, the board has to hold a meeting regarding the membership fees.
- (3) According to requirements adjustments have to be made. They must be noted immediately into the contribution rules.
- (4) If the amount of membership fees changed, every member must be informed. An e-mail to the last known address is sufficient.
- (5) Every member has the right to resign the association immediately, if membership fees rose. The board must be informed in writing within four weeks.

## **§13 Protocols**

- (1) Copies of the protocols must be delivered within two weeks to the meeting participants and the board. The document itself must be signed by the secretary and the chairman.

- (2) A protocol resulting from a general meeting has to be delivered to the meeting participants according to the constitution's time limit.

## **§14 Liability and Severability Clause**

- (1) The members of the board are not liable for any obligations of the Economics Alumni Association Siegen toward third parties.
- (2) In the event that individual provisions of these rules of procedure should be or become ineffective, the effectiveness of all other clauses is not affected.

## **§15 Inception**

These rules of procedure have been adopted by the board at 22<sup>th</sup> of April 2016. Further, at the same date the rules of procedure come into force.

Siegen, 22. 04. 2016

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