

Guidelines for Working Groups of the Student Body of TU Dortmund University

Of 13 July 1993, as last amended on 13 July 1993 August 2018

The formation of working groups is to be welcomed. The AStA strives to set up AGs and support existing ones.

§ 1 Definition

Working groups (AG) within the meaning of this Directive are groups which consist mainly of students of TU Dortmund and have been recognized by the StuPa. The AGs recognised by the StuPa are published on the StuPa website. Each AG has a fixed budget in the student body budget. They may use the premises of the university, with priority that of the student body.

§ 2 Publicity

- (1) Dates and places of the meetings of the AGs are to be announced publicly. How the announcement is made, determines the AG itself. However, publicity via social networks alone is not enough. In addition, the AG must be advertised via the AStA and/or StuPa homepage.
- (2) The AGs are obliged to publish a self-expression at least once a year. This can be done both in existing university-wide publications of the student body (e.g. first semester info), as well as in own publications (e.g. leaflets).
- (3) AGs must be open to all students. Its internal structure must be democratic.
- (4) The exclusion of certain categories of persons for factual reasons relating to the substantive work of the group is permissible.

§ 3 Cooperation and Accountability

- (1) The AGs appoint two persons to the AStA and the StuPa Presidium, who act as correspondents and as possible representatives to the relevant organs of the student body.
- (2) The AGs provide the StuPa with a substantive report on their work and further planning twice a year (deadline dates: 01.02. and 01.08.). If an AG does not receive any funds, it only has to report once a year (date 01.08.).
- (3) Clubs may not receive the status of an AG.
- (4) If an AG does not comply with the reporting obligations, a written request must first be made by the StuPa Presidium after one month. If, despite the request, the

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reason for the request is still not resolved within a further month, the group shall be considered inactive. The AG will be informed about this.

- (5) Inactive groups the budget of the AG is blocked and the AG loses all further rights. After a further three months after the inactivity has been established, if existing deficiencies have still not been remedied, the StuPa Presidium will submit an application to dissolve the AG.

§ 4 Finances

- (1) The AGs are obliged to provide the AStA and the Budget Committee with information on expenditure-related projects in the next financial year when drawing up the budget.
- (2) The AGs submit to the Budget Committee twice per financial year (deadline dates: 01.02. and 01.08.) account for the funds used.
- (3) The AGs receive the funds provided for in the budget only against proof of expenditure.
- (4) Acquisitions of a permanent nature made by AGs (e.g. books, cabinets, etc.) are property of the student body and are to be inventoried by the AStA. The inventory must be made available to the AStA on request.
- (5) Revenue generated by AGs is the property of the student body and must be represented in the household. The amount, origin and whereabouts of the funds shall be reported to the AStA.

§ 5 Dissolution of an AG

An AG is dissolved by StuPa decision. This can be achieved by

1. Application by the AG via the StuPa Presidium
2. Inactivity of AG
3. Application of an applicant