

Internal Regulations of the Queer Department of the Student Council “Queer Campus” at Otto von Guericke University Magdeburg

This is a courtesy translation of the internal regulations of “Queer Campus”, the queer department of the Student Council. **It is not legally binding.** Contextual information in *italic formatting* was added.

Amendment adopted by resolution of the department meeting on 02.07.2025

§1 The Department

- (1) The department is named “Queer Campus - the Queer Department of the Student Council”.
- (2) It is based at Otto von Guericke University Magdeburg.
- (3) It is a temporary department of the Student Council of Otto von Guericke University Magdeburg. It operates independently and reports to the Student Council about its work and goals.
- (4) The department pursues the goals of the Student Council and the Landeshochschulgesetz (*the law universities in Germany operate on*).
- (5) The department is accountable to the Student Council regarding its financial situation. The legislative period of the department is the same as that of the Student Council.
- (6) The department submits a work report to the Student Council regularly. The frequency is determined by the Student Council.

§2 Self-Understanding

- (1) The department defines itself as a free, independent, and grassroots democratic group that acts in its own interest and in the interest of the Student Council.
- (2) All opinions are considered within the department, regardless of gender, sexual, and romantic identity.
- (3) Discrimination of any kind based on origin, skin color, appearance, disability, gender, sexuality, romantic orientation, educational background, religion, physical and mental health, and (*social*) class is not tolerated within the department.
- (4) Further guidelines on handling and procedures for boundary violations are regulated by the Awareness Concept.

§3 Tasks

- (1) The department represents the interests of LGBTQIA* (lesbian, gay, bisexual, trans*, queer, inter*, agender, asexual, and aromantic) as well as other non-heterosexual and non-cisgender students.
- (2) The tasks of the department include, in particular:
 - Reducing discrimination in university everyday life
 - Providing a safe space and community for queer students

§4 Higher Regulations

- (1) The statutes, internal regulations, and financial regulations of the Student Council of Otto von Guericke University Magdeburg apply.

§5 Representatives

- (1) The department is represented by two equal representatives.
- (2) The representatives must be members of the student body and of Queer Campus at the time of their confirmation.
- (3) A term usually lasts one year. At the beginning of a new term, the representatives are elected anew. The department members propose these representatives. The representatives must be confirmed by the Student Council.

- (4) The term of office of the representatives ends prematurely through a constructive vote of no-confidence, a resignation request, or at the behest of the Student Council. The position must then be filled again.

§6 Rights and Duties of the Representatives

- (1) The representatives are responsible for the operational capability of the department and represent it externally.
- (2) The representatives prepare meetings.
- (3) The representatives are also responsible for the budget plan, accounting, cash management, fundraising, and inventory.

§7 Membership

- (1) Any member of the student body can become a member of the department with an informal application. This must be informally confirmed by at least one representative. In case the department has no spokesperson at the time of the application, an elected member of the student council is also able to confirm the application.
- (2) Membership ends with an informal declaration of withdrawal, through a constructive vote of no confidence, or through the end of one's studies.
- (3) Memberships are documented. Name, and email address must be recorded. This data is only accessible to the representatives.
- (4) In the event of changes to the internal regulations, all members must be informed of the changes via the provided email address. They must agree to the changes before the amended regulations come into effect; otherwise, they will lose their membership status.
- (5) Department members can be excluded from active participation in the department due to harmful activities. A resolution from the arbitration board is required for this. Harmful activities are described in the department's Awareness Concept.

§8 Rights and Duties of Department Members

- (1) Department members have the right to vote.
- (2) Department members are entitled to propose agenda items for meetings, actively participate in department meetings, and submit motions of no confidence and other proposals.
- (3) Department members are authorized to independently exercise a defined area of responsibility within the department, based on a resolution of the department meeting. This assigned department member must regularly report to the representatives.

§9 Meetings

- (1) The department meetings are generally to be held every two weeks during the lecture period. During the lecture-free period, meetings should take place at least once a month.
- (2) Meetings can be held in person, in a hybrid format, or digitally.
- (3) The date, time, location, and format of each meeting will be decided at the preceding meeting.
- (4) Department members can request a change in the meeting format informally up to three days before the next scheduled meeting. The request will be granted if both representatives agree.
- (5) Before the meeting, the proposed agenda must be made accessible to the department members.
- (6) At the request of at least one member, the representatives can convene a special meeting.

§10 Public Access

- (1) The department meetings are open to university members.
- (2) At the request of present department members, the public can be excluded by a 2/3 majority of the present department members. In this case, only members are allowed to participate in the meeting.

§11 Quorum

- (1) Department meetings are quorate as long as at least one representative is present.

§12 Decision-Making and Announcement

- (1) The department members decide on proposals by simple majority, unless this internal regulation specifies otherwise.
- (2) A 2/3 majority of the department members is required for voting on the budget plan, for a constructive vote of no confidence, and for amendments to the internal regulations.

§13 Proposals

- (1) Financial proposals for planned expenditures must be submitted in writing to the representatives before the meeting or verbally to the meeting chair during the meeting.
- (2) Financial proposals for reimbursement of expenses incurred by members for the department must be submitted in writing to the representatives before the meeting or verbally to the meeting chair during the meeting.
- (3) Amendments to the internal regulations must be submitted in writing to the representatives at least three days before the meeting and included in the agenda. They must be voted on during the next meeting after the three-day period has expired.
- (4) Before each vote, the meeting chair must clearly state the voting question.
- (5) Before voting on a proposal, all additional and amendment proposals submitted must be voted on in the corresponding order. Only after that can the main proposal be decided.
- (6) Proposals that have been voted on once cannot be put to a vote again during the current meeting.
- (7) The representatives have a veto right, which can be raised during a vote or decision in a meeting. The veto can postpone the vote, reject it, or release it for further discussion. A veto from one representative is sufficient. The representatives cannot override each other's vetoes.
- (8) The representatives can acquire useful or consumable items for the department and its work up to a (converted) value of a total of €25 without a resolution at the department meeting, provided that this acquisition is funded by the Student Council's financial resources. This acquisition must be justified at the next department meeting.

§14 Minutes

- (1) A summary minutes is kept by one of the attendees. It is approved by a simple majority of the present department members.
- (2) The minutes of each meeting must be confirmed at a subsequent meeting.
- (3) The confirmation of the minutes is only quorate if the minutes have been sent to the department members at least three days before the meeting.

§15 Arbitration Board

- (1) The arbitration board is to pursue violations of the members against the internal regulations or the awareness concept of the department and to mediate conflicts that cannot be resolved by the department itself.
- (2) The arbitration board is convened at the request of the representatives, a spokesperson of the Student Council, or by a simple majority of the department members. It must first be clarified whether the problem can be resolved in another way.
- (3) The task of the arbitration board is, if possible, to find a fair solution for all parties involved in the conflict and, if necessary, to decide on the withdrawal of membership status or the exclusion of individuals from the department.
- (4) The arbitration board consists of one representative, another department member, and a member of the Student Council. The department member and the representative are elected by a simple majority in the department meeting. The member of the Student Council is elected at a meeting

of the Student Council. Individuals with dual roles must be defined in their role for the arbitration board.

- (5) Individuals directly affected by the request to the arbitration board may not be members of the arbitration board.
- (6) The member of the Student Council chairs the arbitration board.
- (7) The working basis of the arbitration board consists of the internal regulations of the department, the awareness concept of the department, the statutes of the student body, the financial regulations of the student body, the contribution regulations, and the distribution plan of the Student Council, as well as the internal regulations of the student body.
- (8) The arbitration board meets in a special session to discuss and decide on the further course of action in the respective conflict case. Affected individuals may submit a statement. This can be done either in writing before the special session or personally at the beginning of the special session. Affected individuals should not be present during the course of the meeting to prevent any further potential conflicts.
- (9) Decisions are made within the arbitration board by simple majority. These become legally binding unless a contradiction is submitted within seven days after the special session.

§16 Budget Plan

- (1) The representatives are responsible for preparing the budget plan.
- (2) The budget year coincides with the calendar year.
- (3) The budget plan must be submitted to the Student Council in a timely manner before the start of the budget year.
- (4) Every member of the student body has the right to view the budget plan.
- (5) All expenditures must align with the interests of the department.
- (6) An amendment to the budget plan is only possible through a supplementary budget, which must meet the same requirements as the budget plan.

§17 Petty Cash

- (1) The representatives are responsible for the petty cash.
- (2) The petty cash should not exceed a value of €200. If exceeded, the money must be spent as quickly as possible in the interest of the department.
- (3) The petty cash is generated from donations.
- (4) The contents of the petty cash must be used for expenditures that are in the interest of the department.
- (5) The balance of the petty cash must be continuously documented by the representatives. At least one representative must be present for reimbursements.

§18 Inventory List

- (1) The representatives must maintain an inventory list. It should include all items with a value of (converted) over €25 that are in the possession of the department. Consumables are excluded from this.
- (2) An inventory number must be assigned to the acquired items in the inventory list.

§19 Basis for Amendments

- (1) The internal regulations can only be amended by a 2/3 majority.
- (2) Amendments come into effect seven days after a message has been sent to all department members informing them of the change.

§20 Severability Clause

- (1) The liability disclaimer is to be considered part of these internal regulations.

- (2) If parts or individual formulations of this text do not, no longer, or not completely comply with the applicable legal situation, the remaining parts of the internal regulations remain unaffected in their content and validity.