

Regulations for Associations at the University of Potsdam¹

(Registration Regulations)

Dated July 12, 1993

The founding senate of the University of Potsdam has approved the following regulations on July 12, 1993 on the basis of Section 4 of the Preliminary Basic Constitution of the University of Potsdam (enacted as an ordinance by the Minister of Science, Research and Culture on July 5, 1993):

Section 1 Concept of Association

(1) Associations whose members are exclusively members of the higher education institutions and universities of applied sciences in the State of Brandenburg, but predominantly of the University of Potsdam, are associations within the meaning of these regulations, provided that the purpose defined in their articles of association does not conflict with the mission and tasks of the University of Potsdam.

(2) Associations within the meaning of these regulations are free to unite with other associations or become a part of another association.

Section 2 Registration

Registered associations within the meaning of these regulations shall, upon application and in accordance with the procedure in Section 6, be entered in a register kept by the University of Potsdam, provided that the requirements specified in Section 5 are met.

Section 3 Rights of Registered Associations

Registered associations shall have the following rights:

- a) They can apply to be included in student guide brochures or other similar university publications.
- b) They can call themselves a registered association at the University of Potsdam, adding, where appropriate, the exact name of the group.
- c) They can use bulletin boards at the locations designated by the Rector.
- d) They can be provided rooms at the university free of charge for association events in accordance with the

¹ This translation is for informational purposes only. In the event of inconsistency or discrepancy between the German and English versions of these regulations, the German-language version shall prevail.

detailed provisions of the Rector (room allocation guidelines - *Raumvergabeberichtlinien*)

e) They can include information on events organized by the association in publications of the University of Potsdam, as well as their own contributions to an appropriate extent, as far as the university's resources permit.

Section 4 Obligations of Registered Associations

(1) Registered associations have the following obligations:

1. The association must be founded on the basis of articles of association in accordance with the association law defined in the German Civil Code. These articles of association must include the following regulations in particular:

a) Name, official seat and purpose of the association. The name shall be clearly distinguishable from the name of existing registered associations.

b) Provisions on members joining and leaving the association or on how to obtain or lose membership as well as on the type and amount of financial contributions.

c) Establishment of the board, whose majority is to be made up of members of the University of Potsdam.

d) Regulations on the convening of the general assembly, on its control functions with regard to the board, on the obligation to take minutes of relevant resolutions and determinations, on the fact that changes to the articles of association and the dissolution of the association require a two-thirds majority in the general assembly.

e) The minimum number of members is to be set at seven.

f) Obligation to notify the university of status changes as laid down in Section 1 subsection 2.

2. Changes to the articles of association are to be communicated to the Rector without undue delay. They must meet the requirements defined in no. 1.

3. After their election, the names of the members of the board, including their addresses and, if applicable, their student registration numbers, are to be communicated in writing to the Rector without undue delay.

(2) The association may not violate applicable law or the regulations of the University of Potsdam; it shall be conducive to the mission of the university.

(3) Upon request from the Rector, the association

must provide information on the number of its members. If the association falls short of reaching the minimum number of members for more than three months, the association must inform the university of this of its own accord. The Rector has the right to request information on the articles of association and the board.

Section 5 Prerequisites for Registration

- (1) The board of the association can send a request for registration to the Rector.
- (2) The application must include:
 - a) a copy of the articles of association; they must meet the requirements of Section 1 subsection 1 and Section 4 subsection 1 no. 1;
 - b) a copy of the minutes pertaining to the election of the board;
 - c) the names, addresses and, if applicable, student registration numbers of the members of the board as well as the total number of members, the proportion of university members and other members.

Section 6 Registration Procedure

- (1) The Rector will review if the prerequisites defined in Section 1, Section 4 subsection 2 and Section 5 of these regulations are met.
- (2) If the prerequisites are not met, the Rector shall reject the request for registration in writing, stating the reasons for this decision.
- (3) If the prerequisites are met, the Rector shall enter the association in the register kept at the University of Potsdam and notify the university's Senate of the new entry. The association shall be informed in writing that the registration has been carried out.
- (4) The registration is to be published in the Official Announcements of the University of Potsdam.
- (5) The articles of association and the names of the board members of registered associations can be accessed by any member of the University of Potsdam.

Section 7 Procedure in Case of Breach of Obligations

- (1) Should the obligations defined in Section 4 subsections 1 and 3 not be fulfilled, the rights applicable according to Section 3 will be suspended for the duration of one

semester if requests from the Rector to amend the situation remain in vain.

- (2) In case of a breach of the obligations under Section 4 subsection 2, the Rector can immediately suspend the association regardless of his obligations according to Section 8.

- (3) The Rector's decision shall be communicated in writing to the association including a statement on the reasons for his decision.

Section 8 Removal of the Registration

- (1) The association shall be removed from the register of registered associations if
 - a) the request for registration was based on false statements and registration would not have been carried out if the true circumstances had been known,
 - b) it subsequently comes to light that the purpose or activities of the association are incompatible with the mission of the University of Potsdam,
 - c) the association is dissolved;
 - d) there is no board and if no board has been appointed within an appropriate deadline set by the Rector,
 - e) the association fails to reach the minimum number of members over a period of six months or longer,
 - f) a repeated breach of the obligations defined in Section 4 subsection 2 has been ascertained,
 - g) the obligation to notify the university of changes according to Section 4 subsection 1 no. 3 is not fulfilled within a specified deadline even after the association has been called upon to do so.

- (2) The association's board has to be given the opportunity to make a statement before the removal from the register. Once the association has been removed, it can re-apply for registration after at least one year has passed.

- (3) The removal from the register is to be communicated in writing to the association and to be published in the Official Announcements of the University of Potsdam.

Section 9 Entry into Force

- (1) These regulations take effect on the day after their publication in the Official Announcements of the University of Potsdam.