

Statutes of the HGS-HIRe Doctoral Researchers Council

Content

Preamble

1. Name and Location
2. Purpose
3. Tasks
4. Membership
5. Bodies
6. General Assembly
7. Speakers
8. Treasurer
9. Representatives
10. Committees
11. Convening of the general assembly
12. Quorum
13. Decision making
14. Elections of the speakers
15. Elections of the treasurer

16. Election of the representatives
17. Minutes of the assembly decision
18. Entry into force

Preamble

The Helmholtz Graduate School for Hadron and Ion Research "HGS-HIRe for FAIR" is a joint endeavor of the GSI Helmholtzzentrum für Schwerionenforschung, Darmstadt, the universities at Darmstadt, Frankfurt, Giessen, Heidelberg and Mainz together with FIAS to promote and support structured PhD education for research associated with GSI and FAIR since 2008.

The Doctoral Researcher representation at GSI/FAIR has been elected by Doctoral Researchers participating in HGS-HIRe as the HGS-HIRe student representative. The HGS-HIRe Doctoral Researchers Council (hereinafter DRC) will be hereby founded to represent the Doctoral Researchers participating in HGS-HIRe and whose research is thematically focussed around the GSI (Helmholtzzentrum für Schwerionenforschung) and FAIR (Facility for Anti proton and Ion Research) facilities.

In their activities and collaborations the DRC acts according to the following principles:

- Fairness among themselves
- Open-mindedness to new ideas
- Reliability
- Gender equality

The DRC is formed by Doctoral Researchers whose research activities and work are related to GSI and/or FAIR.

If the masculine form is used when referring to persons in order to simplify legibility, this always refers to both male and female persons.

1. Name and Location

a) The representation of all doctoral researchers of HGS-HIRe and the GSI and FAIR facility is called HGS-HIRe Doctoral Researchers Council (DRC).

b) The DRC is a group that consists of Doctoral Researchers of the GSI and FAIR facility whose research activities and work are related to GSI and/or FAIR (hereinafter DR). For this reason the DRC is based at a central headquarter at the GSI facility.

2. Purpose

- a) Aim is to represent the interests of all DRs, to facilitate communication and the exchange of experiences among themselves and to further improve education of all DRs within the GSI and FAIR facilities.
- b) DRC wants to bundle and offer the wide research areas of the members and the resulting potential to all DRs. The DRC wants to be actively involved in the planning and execution of the promotion of early career researchers.

3. Tasks

- a) The members of DRC act to pursue the purposes listed under 2.
- b) For this purpose the DRC develop networking and communications structures amongst each other and are actively involved in shaping the promotion of early career researchers within GSI and FAIR.
- c) In this sense, the DRC works towards promoting the name “Helmholtz” to become a trademark for Germany’s largest research organization.
- d) Furthermore, the formation of DRC working groups and DR activities in the GSI and FAIR facility is supported by advice and shared experiences.
- e) The DRC and its representatives in the GSI and FAIR facilities want to participate in the promotion of early career researchers within GSI and FAIR by organizing trainings. These trainings must serve the further education of DRs and match the aims and purpose of the DRC.

4. Membership

- a) The DRC consists of representatives of the DRs. The focus of their doctoral thesis is based in either the GSI or FAIR facility. A direct employment with either center is not required.

b) The Membership to the DRC is based on election. Their work is purely voluntary and depends on the dedication/commitment of each individual. In a broader sense: a DR in either the GSI or FAIR center is not automatically a member of DRC.

c) The DRC reserves the rights to change/adapt their organizational structure according to the thematic and strategic directions of the GSI and FAIR facilities.

5. Bodies

a) General assembly

b) HGS-HIRe Doctoral Researchers Council (DRC) (max. 11 persons)

- Mandatory and permanent mandates:
 - HGS-HIRe Doctoral Researchers Speakers (2 persons)
 - Treasurer
 - HeJu-Representatives (2 positions)
- Local voluntary mandates:
 - Institute Representatives (GSI/FAIR, HZM, HZJ) (3 Persons)
 - University Representatives (Darmstadt, Frankfurt, Gießen, Mainz, Heidelberg) (5 Persons)

f) Committees (also working groups)

6. General Assembly

a) The general assembly is responsible for all tasks of DRC as long as these tasks are not assigned to another body based on general law or statutes.

b) The general assembly is the central body for the mutual exchange of information and coordination of DRC at the GSI and FAIR centers, in the drafting of proposals to the GSI and FAIR centers or the discussion of the strategies regarding the training of DRs of the GSI and FAIR centers. During the meeting the strategies of the GSI and

FAIR centers. are discussed, so that the speakers of DRC can approach the president and the office of the GSI and FAIR centers. with constructive proposals.

c) The general assembly is composed of all DRs whose focus of their doctoral thesis is based in either the GSI or FAIR centers.

d) The general assembly has the following responsibilities:

- Coordination of the procedure of DRC
- Election of the speakers at the annual general assembly
- Dismissal of the speakers for good cause
- Election of the treasurer at the annual general assembly
- Dismissal of the treasurer for good cause
- Election of the representatives at the annual general assembly
- Dismissal of the representatives for good cause
- Propose amendments to the statutes and bring them to a voting
- Formation or dissolution of committees (see also 6.)

e) With the consent of the members guests may participate in the general assembly. Guests may be invited by the speakers independently or by suggestion of the GSI and FAIR centers. The guests have no right to vote.

f) The general assembly may establish additional committees. For all committees the rules of the general assembly on the quorum and decision-making (see 9.) apply.

7. Speakers

a) The DRC is represented by two speakers who hold office with equal rights.

b) The designated tasks of the speakers include:

- Representing DRC to the general public

- Official contact persons for:
 - GSI and FAIR centers
 - every member in the centers
 - general contact persons for questions and remarks given to DRC
- Convoke general assemblies including a proposal for the corresponding agenda. Might be subject to delegation.
- Representing DRC within the Helmholtz Association and N², the network of networks, whose DRC is a association.

c) One period of office is defined as the time between the annual general assemblies. A one-time re-election is feasible.

8. The treasurer

a) Moneyed interests of the DRC are represented by the treasurer.

b) Designated tasks of the treasurer include:

- Management of expenses and earnings of DRC.
- Set up balance sheet (annual budget, event budget).
- Account management of DRC for the purpose of invoice routing.
- Contact person for moneyed interests.
- Guarantee that money is only spent in accordance with 2. and 3.
- Report the annual accounting to the general assembly.

c) One period of office is defined as the time between the annual general assemblies. A one-time re-election is feasible.

9. Representatives

a) The DRC is supported by 8 representative who hold office with equal rights.

b) The designated tasks of the representative include:

- Representing their local institute to the general public and within the DRC.
- Official contact persons for:
 - GSI and FAIR centers
 - every member in the centers
 - general contact persons for questions and remarks given to DRC

c) One period of office is defined as the time between the annual general assemblies. A one-time re-election is feasible.

10. Committees/working groups

a) Each DR has the possibility to be part of one Working Group. The following four Working Groups are permanently established:

- Working Conditions Group (evaluating and helping to improve the working conditions of DRs)
- Survey Group (conducting and analyzing the annual DRs survey)
- Communications Group (exchanging information and broadcasting news)
- Events Group (organizing interdisciplinary events for DRs)

b) Committees are used in order to directly address certain questions. The formation of such committees is decided in the general assembly.

c) It is up to the DRs to decide in which committee they want to voluntarily participate. The committees may include other members directly from the GSI or FAIR centers during their working period. After consultation with the speaker, the admittance of external representatives is permitted.

d) The committees are formed during the annual general assembly and work for an initial period until the next annual general assembly. There, reports on the work and progress of the committee is represented by the respective committee speaker.

e) If the activities of a committee are concluded, it will be dissolved after presenting the report to the general assembly.

11. Convening of the general assembly

a) The general assembly has to be summoned:

- at least once a year
- on reasoned request to the DRC. This needs then a confirmation of 2/3 of the DRC members.

b) The general meeting is convened by the organizing committee in writing or by e-mail within a period of at least four weeks. Furthermore, notification of the agenda and the meeting time and location has to be sent.

c) The period begins with the known date of dispatch of invitations to the last members address and the office of the center administration.

12. Quorum

a) The general assembly is quorate if it was duly called

13. Decision-making

a) Every DR owns one voting right.

b) Elections shall be conducted by show of hands. At the request of at least one voter elections are conducted in writing and secret.

c) Decisions require a simple majority of the general assembly, unless the statutes do not provide for different.

- d) For a decision requiring amendment of the statutes, a majority of three quarters of the members is required.
- e) To change the purpose of the DRC consent of all DRs present is required.
- f) If over-determined at a decision, a member may request that his dissenting opinion, where appropriate, is passed on to a decision addressee and that it is recorded in the minutes.

14. Election of the speakers and HeJu-representatives

- a) Every invited individual of the general assembly is eligible to propose candidates. Every invited individual can be proposed as a new speaker as long as he/she is presumably working as a doctoral researcher at the GSI or FAIR centers for the upcoming year.
- b) The election of the speakers is conducted as a secret ballot.
- c) Every eligible voter who has one voting right (see 12.) has one vote for each of the speaker positions (currently 2 DRC speakers therefore 2 votes). The votes have to be given to different candidates from the list of candidates.
- d) The HeJu-representatives are being elected internally by members of the DRC. Every member of the DRC has one vote for each of the speaker positions (currently 2 DRC speakers therefore 2 votes). The votes have to be given to different candidates from the list of candidates.
- d) The top two candidates, who combine each more than half of the possible votes in their names, are elected as speakers, who hold office with equal rights.
- e) If no candidate combines more than half of the possible votes in his/her name the election will be repeated with the four candidates who combined most of the votes on their names.
- If only one candidate combines more than half of the possible votes in his/her name he/she is elected as one speaker. A second ballot between the two runners-up is carried out.
- f) The results of the election including the number of votes for every candidate are subject to protocol.

g) If one of the speakers/representatives is not able to accomplish the designated tasks of his/her doctoral research within GSI or FAIR is ended, the third-place candidate moves up. All members have to be informed immediately about this change. If the third-place candidate does not agree on moving up or if there is no third place candidate, an extraordinary general assembly has to be convoked. If the election of new speakers/representatives is the only item on the agenda the deadline for invitation (see 9.) is reduced to two weeks.

15. Election of the treasurer

a) Every invited individual of the general assembly is eligible to propose candidates. Every invited individual can be proposed as a new treasurer as long as he/she is presumably working as a doctoral researcher at the GSI or FAIR centers for the upcoming year.

b) The election of the treasurer is conducted as a secret ballot.

c) Every eligible voter votes for one candidate from the list of candidates.

d) The candidate, who combines more than half of the possible votes in his/her name, is elected as treasurer.

e) If no candidate combines more than half of the possible votes in his/her name the election will be repeated with the two candidates who combined most of the votes on their names.

f) The results of the election including the number of votes for every candidate are subject to protocol.

g) If the treasurer is not able to further accomplish the designated tasks or his/her doctoral research within GSI or FAIR is ended, the second-place candidate moves up. All members have to be informed immediately about this change. If the second-place candidate does not agree on moving up or if there is no second place candidate, an extraordinary general assembly has to be convoked. If the election of a new treasurer is the only item on the agenda the deadline for invitation (see 9.) is reduced to two weeks.

h) As part of the annual general assembly the treasurer is cleared of charged by the vote of all members once an annual balance sheet is presented.

16. Election of the representatives

- a) Every invited individual of the general assembly is eligible to propose candidates. Every invited individual can be proposed as a new representative as long as he/she is presumably working as a DR at their respective institute for the upcoming year.
- b) The election of the representatives is conducted as a secret ballot.
- c) Every eligible voter who has one voting right (see 12.) has one vote for each of the representative positions (max. 8 representatives therefore 8 votes). The votes have to be given to different candidates from the list of candidates.
- d) The candidate, who combines more than half of the possible votes in his/her name, is elected as representative.
- e) If no candidate combines more than half of the possible votes in his/her name the election will be repeated with the two candidates who combined most of the votes on their names.
- f) The results of the election including the number of votes for every candidate are subject to protocol.
- g) If a representative is not able to further accomplish the designated tasks or his/her doctoral research within their respective institute is ended, the second-place candidate moves up. All members have to be informed immediately about this change. If the second-place candidate does not agree on moving up or if there is no second place candidate, an extraordinary general assembly has to be convoked. If the election of a new representative is the only item on the agenda the deadline for invitation (see 9.) is reduced to two weeks.

16. Minutes of the assembly decision

- a) Minutes have to be taken about the general conduct and main findings of the assemblies.
- b) A copy of the minutes may be obtained by any member in writing or in electronic form.

17. Entry into force

These statutes are put into action on 99. Derpitary 9999.