

Arbeitsgemeinschaften (AG) Guideline

AStA der TU-Hamburg
Am Schwarzenberg-Campus 3
21073 Hamburg
Resolution of 01.06.2022

§1 General

- (1) This guideline is valid for all AGs and beyond the AStA legislature in which it was passed. It only loses its validity when a new version is decided.
- (2) Working groups serve to bring together members of the TUHH with the same areas of interest and to promote exchange.¹
- (3) Working groups may not pursue religious, commercial or party-political goals.

§2 Foundation and confirmation

- (1) At least five persons, of which at least three belong to the constituted student body of the TUHH, can apply for a working group at the AStA, stating the purpose. The responsible persons are responsible for the proper implementation of this guideline.
- (2) In order to establish a working group, the working group application/registration form must be received by the AStA in writing and signed by both contact persons.
- (3) The AStA decides on the application by resolution, which does not have to be justified.
- (4) The AStA must be informed in writing of any changes in the persons responsible.
- (5) The AGs must report back annually in order to prove the activity of the AG. The re-registration must be received in writing by the AStA by 15.07. of each year.
- (6) If a re-registration is not received by the deadline, the AStA reserves the right not to accept the re-registration. In this case the dissolution of the AG follows according to §34 paragraph 1 SdS.
- (7) In case of a re-registration, an activity and financial report as well as an inventory list must be submitted. The reports must contain the following points:
 1. listing of the events, projects and activities carried out since 01 October of the previous year.
 2. complete list of income and expenses of the AG.
 3. items and other property of the WG with location of storage.It is recommended to use the forms for the reports provided on the AStA homepage.

§3 Members of the AG

- (1) Every TU student may become a member of a working group.
- (2) No membership fees may be charged by AGs.
- (3) At least 80% of the members of an AG must be TUHH students.

§4 Use of rooms

- (1) A working group may apply for the use of the rooms of the Learning and Communication Center (LuK) in accordance with the rental guidelines "Rental of the Learning and Communication Center (LuK)".
- (2) Rooms at the TUHH may also be applied for. The application always takes place via the AStA.
- (3) Assigned rooms may only be used for AG activities or for storing AG property.

§5 Public Relations

- (1) The AStA will set up a mail address via a function account of the TUHH, which is valid as a contact address for the AG. The AG is obligated to call up this mail address regularly.
- (2) If desired, a website can also be requested via the AStA. The content must also be available in German or English. The AStA does not assume any responsibility for the content. The applicable legal regulations, in particular the DSGVO and the Telemedia Act, must be observed.
- (3) An AG must present itself to the university public on campus at least once per fiscal year.
- (4) Permission must be obtained from the TUHH to hold an event or post notices on campus. However, the application form must be submitted to AStA.
- (5) All print publications and graphics must include the AStA logo, be submitted to the AStA prior to publication, and be approved by an AStA member or the secretariat.

§6 Finances

- (1) WGs have the possibility to apply for financial support at the AStA. This happens either
 - a) at the time of foundation and/or re-registration with an application for an annual budgetor

b) for individual projects or events with a financial application. This must be submitted in writing at least 6 days before the meeting in which it is to be discussed.

- (2) The finance department of the AStA manages the allocated budget of an AG. An AG may dispose of it according to §33 SdS.
- (3) Reimbursements from the AStA to a WG are only possible against verifiable documents.
- (4) All expenditures are only to be made in accordance with the statutes as defined in §102 paragraph 2 of the Hamburg Higher Education Act (see Appendix B).
- (5) Working groups may not operate a commercial business and may not keep their own account.
- (6) The funds and valuables of the working groups are the property of the student body for a specific purpose.
- (7) Income from donations, prizes, grants, etc. are the property of the student body and are to be forwarded to it. These are managed by the Finance Department for specific purposes.

See also Appendix C.

§7 Responsibilities

- (1) Each working group must have two contact persons who are members of the student body of the TUHH. The contact persons of a working group are responsible for the communication between the AStA and the working group.
- (2) Leading persons in a working group must be TU students. They are responsible for all events of the AG. Leading persons must be announced to the AStA in writing.
- (3) In each AG there should be at least one person known to the AStA who is responsible for the means of the AG. This person must belong to the student body of the TUHH and signs the financial applications. He/she should also be present during the discussion of the application in the AStA meeting. This person can be represented by another leading person of the AG.
- (4) Alumni and external members of a WG are not allowed to take over leading functions, sign applications or lend keys.

§8 Dissolution

- (1) The dissolution of working groups is effected through
 1. deregistration by the AG,
 2. AStA resolution,

3. lack of re-registration.
- (2) In the case of dissolution, the earmarking of the valuables and funds to the working groups is dissolved.
- (3) The funds provided by the AStA are to be settled and any remaining funds are to be returned to the AStA. Material goods shall be handed over to the AStA.
- (4) An appeal against an AStA resolution to dissolve the AStA may be filed with the Presidium of the Student Parliament. The StuPa shall decide on this.

§9 Association structures

- (1) An AG may only operate on campus as an AG and not as an associated association, company or similar and must take into account the AG guidelines.
- (2) If support services of the AG flow to an associated association, company or similar, the AStA has the right to inspect their economic documents.
- (3) It is to be ensured at all times that funds and objects of value that have been awarded to an AG are and remain the earmarked property of the constituted student body.

§10 Violations of the Guidelines

- (1) Should a WG fail to comply with individual or several provisions of this guideline or the SdS, the AStA may decide on the following measures:
 - (a) Withdrawal of the publication permit
 - (b) Withdrawal of the event permit
 - (c) Withholding of the budget
 - (d) Dissolution of the AG

Annex A

VI. Working Groups (AG) SdS (16.03.2017)

§31 Purpose

- (1) The purpose of working groups is to bring together members of the TUHH with the same areas of interest and to promote exchange.
- (2) Working groups are not allowed to pursue religious, commercial or party-political political goals.

§32 Foundation

- (1) At least five persons, at least three of whom belong to the student body of the TUHH, may form a working group.
- (2) The AStA decides on the application by resolution, which does not have to be justified. need not be justified.

§33 Finances

- (1) Working groups are not allowed to run commercial business operations.
- (2) Working groups may be allocated a budget by the AStA.
- (3) Funds and valuables of the working groups are earmarked property of the constituted student body.
- (4) Income from donations, prizes, grants, etc. is the property of the student body and must be passed on to it. These funds shall be managed by the AStA Financial Department for a specific purpose.
- (5) The AG can be exempted from paragraphs 2 to 4 upon special request by the AStA. be exempted. The exemption can only be made for all paragraphs at the same time.

§34 Dissolution

- (1) The dissolution of working groups is effected through
 1. deregistration by the AG,
 2. AStA resolution,
 3. lack of re-registration.
- (2) In the event of dissolution, the earmarking of the valuable objects and funds to the working groups.
- (3) An appeal against an AStA resolution to dissolve a working group can be lodged with the presidium of the of the student parliament. The StuPa shall decide on this.

§35 Duties of the working group

- (1) Each working group must have two contact persons who are members of the student body of the TUHH.
- (2) Working groups must report back annually.

§36 Working Group Guidelines

- (1) Further regulations are contained in the AG guidelines adopted by the AStA.

Annex B

§ 102 HmbHG - Legal Status, Tasks, Bodies

(1) The students enrolled at the university shall form the student body, subject to §36 paragraph 3 sentence 2 the student body. The student body shall be a legally constituted body of the of the university. It shall be responsible for its own affairs.

(2) The student body has the task of representing the interests of the students. and to participate in the realization of the goals and tasks of the university.

In particular, its task is to,

1. to represent the political interests of students at the university within the scope of its duties as defined in sentence 1 of the students; it has no general political mandate,
2. to promote political education and a sense of civic responsibility among the students students as well as their willingness to stand up for basic and human rights and tolerance on the basis of the constitutional order.
3. to take a position on all questions relating to the application of scientific knowledge to, and the assessment of scientific knowledge and the assessment of its consequences for society and nature.
4. to safeguard the economic and social interests of the students; this may also include This may also include measures to enable students to use public transport at low cost. public transportation,
5. to support the intellectual and cultural interests of the students;
6. to foster relations with German and foreign students,
7. to participate in procedures for evaluating the quality of teaching,
8. to cooperate in complaint procedures in examination matters.

(3) The bodies of the student body shall be the Student Parliament and the General Student Committee.

(4) The students of a faculty shall form a student body which may elect its own organs. In other cases, Fachschaften may also be provided for. The statutes of the student body shall regulate the details.

(5) The members of the bodies of the student body and of the student representative bodies shall not be bound by instructions and orders.

Attachment C

Notes from the AStA Finance Department

Budget:

1. The budget is set once a year at an extended board meeting. The AGs will be informed in writing about the fixed amount.
2. The AGs can dispose of this budget.
3. The money is not paid out in cash, but is administered by the AStA. The AG submits original receipts to the finance department/accounting department along with an overall accounting form in order to be reimbursed for the amounts spent.
4. If the AG members are not able to pay for larger purchases in advance, the invoice can be submitted to the finance department and transferred directly from the AStA AG account.
5. With planned purchases starting from 150,- € a financial request must be made generally before the acquisition, which must be co-ordinated then on an AStA meeting. If this financial request is confirmed, it is not necessarily considered as additional budget, but as approval of the planned purchase. First, the budget must be spent.
6. Receipts must always be from the current budget year/semester. Vouchers submitted too late cannot be considered.

Financial request:

1. if a WG has exhausted its budget, it has the possibility to submit a financial request. The financial request must be received in writing at least 6 days before a meeting. If it is not received within this period, it will be discussed at the following meeting.
3. Financial requests can also be submitted for special events or projects, taking into account a budget that is still available.
4. no money may be spent until the financial request has been approved. Original receipts must be submitted along with an overall invoice form for billing purposes. Receipts with dates prior to the approval of the financial application cannot be taken into consideration.
The receipts must always be from the current budget year/semester. Receipts submitted too late cannot be considered.

What AStA considers worthy of support:

- Projects, purchases, and events that benefit the entire student body.
- Projects, purchases and events that only affect AG members, or travel expenses may be approved on a pro-rata basis if this results in a benefit for the student body.
- Projects and events that promote political education, further education, and cultural exchange.