

Statute of the Residence Committees

1. For every residence operated by Akademikerhilfe an individual Residence Committee will be established.
2. The Residence Committee is an advisory board where the following agenda are dealt with:
 - a) Hearing of the Residence Representatives in accordance with §13 (1) Student Residence Law
 - b) Advice concerning the guidelines of room allocation
 - c) General information of Residence Representatives through Akademikerhilfe
 - d) Consultation about requests and suggestions of Residence Representatives directed to Akademikerhilfe
3. The Residence Committee consists of a member of the honorary board of Akademikerhilfe and the chairperson of the Residence Representation. The latter is entitled to invite his/her deputy or another member of the respective Residence Representation to take part in the meetings. The member of the board may co-opt the Secretary General or delegate his function to the Secretary General.
4. The meetings will be chaired by the member of the honorary board or, if he has delegated his function, by the Secretary General.
5. The Residence Committee may be summoned by the chairperson any time. It must be summoned, however, if the Residence Representative demands a meeting in writing by claiming at least one item on the agenda.
6. Meetings of the Residence Committee will be summoned by the chairperson of the Residence Committee or by the Secretary General on behalf of the chairperson. Requests to place items on the agenda of a Committee meeting must be directed to the administration of Akademikerhilfe, care of the chairperson of the Residence Committee, as soon as possible after receipt of the invitation in order to be dealt with at the meeting.
7. Moreover, Residence Representatives shall contact the chairperson of the Residence Committee and/or the Secretary General directly outside meetings as well, if the situation suggests such a contact.
8. The consultations of the Residence Committee shall be confidential if the item under discussion demands confidentiality in accordance with the Student Residence Law or if confidentiality is agreed upon by the Committee.
9. If minutes are taken they must contain the requests and suggestions of the Residence Representatives. Confidential consultations shall not be part of the minutes. Minutes shall be passed on by the chairperson of the Committee or by the Secretary General to the Residence Representative. If the latter does not raise an objection the minutes will be regarded as acknowledged. The Residence Representatives may publish the minutes of every meeting of the Residence Committee. Only complete minutes may be published.