



Regulations and Parliamentary Procedure of the Dietrich Bonhoeffer House (Student Residence Hall of the ESG Bonn)

Preamble

The Protestant Student Residence Hall Dietrich Bonhoeffer House (DBH), Venusbergweg 4, 53115 Bonn (Buildings: Venusbergweg 4, Venusbergweg 6, Königstr. 88, Poppelsdorfer Allee 77, Poppelsdorfer Allee 75) is a dependent establishment of The Evangelical Church in the Rhineland. It is a part of the Evangelical Student Congregation of Bonn (ESG).

The DBH is a place where students of different religious and cultural identities live together. It offers space for intercultural dialog and should be conducive to integration. The ESG supports coexistence through its activities and offers. It is expected that the residents actively help shape the community and be open-minded to the work of the ESG.

Striving for ecological utilization of resources belongs to the profile of the student residences of The Evangelical Church in the Rhineland. Careful attention to the use of energy and water are of great value.

1. The Curatorium

The Curatorium of the DBH is responsible for the administration of the assets of The Evangelical Church in the Rhineland in accordance with all applicable regulations.

1.1 Structure

The Curatorium is comprised of seven representative members and four non-representative members. The representative members, the chairperson, and the vice-chairperson shall be elected to duty for a term of four years upon recommendation by the Curatorium on behalf of The Evangelical Church in the Rhineland.

The following shall be represented in the Curatorium:

- a) The respective head of department of the DBH
- b) A professor from the Faculty of Theology of the University of Bonn and one further professor from an institution of higher education in the vicinity of Bonn
- c) One representative of The Association of Protestant University Graduates in the Rhineland
- d) One representative recommended by the district chairperson of the Parish of Bonn
- e) One representative of the neighboring evangelical parishes
- f) One representative of the Office of the Church

The leader of the house shall deputize for the Chairperson of the Curatorium should they be unable to attend.

The four non-voting members of the Curatorium shall be comprised of one member of the ESG and three members of the house who shall be chosen at the House General Assembly and who shall serve for one year. The names of the non-voting members shall be recorded in the meeting minutes.

Should a member of the Curatorium leave before the end of their term, a replacement shall be called upon by the Office of the Church

Administrative employees of the house shall take part in Curatorium proceedings as a non-voting, consulatory voice.

1.2 Responsibilities

The following are the assigned tasks of the Curatorium:

- a) Propose the new appointment of the Curatorium, chairperson, and vice-chairperson to the Regional Church Office.
- b) The preparation of the partial budgets of the DBH
- c) Make decisions concerning the house relevant lease agreements, the rent controls, and the Rules and Regulations of the house
- d) Determinations of the House Regulations (subject to approval of the Regional Church Office)
- e) To make decisions concerning applications of lease renewal from residents of the house
- f) To make decisions concerning the distribution of free rooms
- g) To made decisions concerning house repairs which would need to be budget into the Annual budget of The Evangelical Church in the Rhineland, eg: those of more than 2000€
- h) Consultation and application for funds for restoration measures for the house
- i) Consultation and application for approval of changes made to the rented rooms, or target groups
- j) Increasing contact with the ESG locally

The tasks under the letters e) and f) may be fully or partially delegated by the Curatorium to student lead committees.

1.3 Sittings

The sittings of the Curatorium shall take place as necessary, but no less than once a semester. The Chairperson shall invite the members of the Curatorium in writing with a copy of the intended agenda at least 10 days beforehand. If 5 members or the Department VI.3 of the Regional Church Office request for a meeting of the Curatorium, then the Chairperson shall convene a meeting. The Curatorium shall have a quorum when 4 Voting and 2 non-voting members are present.

2. The House Management Team

The responsibility of independent direction of the residence hall is transferred to the House Management Team by this regulation. The House Management Team is accountable to the Curatorium.

2.1 Composition

The House Management Team is comprised of:

- a) The leader of the house
- b) Two representatives elected at the House General Assembly, or alternatively through the Senior Council. One representative should be a student from a foreign country.

The groundskeeper, administrative employees and other responsible employees of the house shall offer a conciliatory voice.

2.2 Sitzings

The House Management Team meets regularly: during the semester approximately every two weeks. The meetings are open to the public as long as no personal questions are being considered or The House Management Team decides otherwise. The House Management Team will have a quorum when at least two of the voting members are present.

2.3 Tasks

The following are the assigned tasks of the House Management Team

- a) The distribution and use of the DBH's annual budget in accordance with the decisions and directives of the Curatorium
- b) Proposals and the codetermination of the upkeep of the buildings and facilities (including constructional changes and new building projects).
- c) Proposals regarding the House Rules and Regulations and the House Rules for Residents
- d) Approval and termination of lease agreements
- e) Proposals to the leader of the house concerning the hiring or firing of house staff
- f) Decisions regarding complains from or against residents and guests when it cannot be settled by itself.
- g) Upkeep of order within the house
- h) Distribution of rooms to new residents

2.4 Selection of new residents

The House Management Team will make use of a selection committee in the selection of new residents. This committee will be comprised of The House Management Team as well as four other residents chosen at the House General Meeting or alternatively through the Senior Council. Should there be applicants for the Family House a representative family may also take part in the deliberations. Application to live in the residence hall happens through an application form, which will be drawn up by the Selection Committee. The Selection Committee shall have a quorum when at least 4 voting members are present.

During selections it should be kept in mind that:

- The percentage of residents who are from foreign countries should be between 30 and 40%
- There should be an equal representation of women and men
- Social and communicative aspects should be considered

If a room becomes available during the semester a reserve list should be made

3. The House Self-Administration

The Residence Hall of the DBH is self-administrative. It governs special concerns of the house residents and represents their interests in relation to those of the House Management Teams and the House Holders.

The members of the House Self-Administration are:

- a) The House General Meeting
- b) The Senior Council

3.1 The House General Meeting

3.1.1 Composition and Convocation

Attendance at the House General Meeting is mandatory, only reasonable grounds will be excused. The student pastor will take part in the House General Meeting, but without voting right. The House General Meeting will convene at least once per semester at the beginning of the lecture period. The House General Meeting may also be convoked upon request by the House Management Team, the student pastor, or at least 20% of the house residents. The date of the House General Meeting must be made known at least 10 days in advance. The House General Meeting will have a quorum with 50% of the residents in attendance. Ratification occurs with a simple majority of those present unless other rules apply.

3.1.2 Tasks

The following are the assigned tasks of the House General Meeting

- a) The reception of the Semester Report of the Senior Council as well as important information from the House Management Team.
- b) Proposals regarding the House Rules and Regulations and the House Rules for Residents
- c) Making decisions about applications to The House Management Team or Curatorium
- d) Election the representatives and alternate representatives of the:
 - The House Management Team
 - Curatorium
 - Selection Committee
- e) Election of the Chairperson of the Senior Council
- f) Election of mentorship positions
- g) Election of the treasurer of the solidarity account and the person of trust

3.2 The Senior Council

3.2.1 Composition

The Senior Council is the representation of the house residents. It is comprised of the senior members and their alternate representatives. There shall be one representative per apartment from Königstraße 88, one person from Venusbergweg 4, one person from Venusbergweg 6, one or two people from Poppelsdorfer Allee 75 as well as one or two people from Poppelsdorfer Allee 77. The senior members shall be elected for

one semester. A senior is only allowed to give up their post with approval of the other members.

3.2.2 Sittings

The Senior Council meets regularly; normally once per week during the lecture period. The sittings are open to all house members, members of the Curatorium, members of the House Management Team, and members of the ESG municipal council as long as no other rules are in place. The Senior Council will have a quorum with 7 members present.

3.2.3 Tasks

- a) consultation and organization of concerns of the house residents
- b) distribution of funds from the solidarity fund according to the regulations of the House General Meeting. The deliberations over tenancy extensions shall take place secretly. The most important question therein is if the applicant has been active in the house for at least half of the semesters either since they moved in, or since their last tenancy extension. Other special circumstances in the applicant's life (studies or family) should be taken into consideration.
- c) Make recommendations regarding tenancy to the House Management Team
- d) Allocation of vacant rooms to the residents in the case of internal room changes
- e) Reception of complaints from and against house residents as well as solving conflicts inside of the house community
- f) Organization of events put on by house residents
- g) Execution of decisions from the House General Meeting
- h) Determination and assessment of the active status of house residents in regard to possible future tenancy extension.
- i) Reception and verification of the bank statements of the solidarity fund
- j) Determination of dues for the solidarity account

This new version of the Regulations and Parliamentary Procedure of the DBH was unanimously adopted 11.06.2012 after approval from the National Church.

It will go into effect on 11.07.2012.

Other small changes were made during the sittings on 27.05.2014 and 10.11.2015 also after approval from the National Church