

Bylaws of the Collaborative Research Centre - Transregio (CRC) 358

§1 Name and purpose of the Collaborative Research Centre

- (1) The Collaborative Research Centre/Transregio (CRC) “Integral Structures in Geometry and Representation Theory” is a legally dependent institution of Bielefeld University and Paderborn University.
- (2) The CRC conducts interrelated research projects in the areas specified by the title. It is divided into project areas and projects.
- (3) The CRC promotes interaction with other research institutions, supports early career researchers, and fosters international cooperation and equal opportunities.
- (4) The CRC organises joint seminars, colloquia, conferences and workshops.
The CRC furthers scientific contacts in Germany and abroad by inviting visiting researchers to participate in joint research projects and by enabling members of the CRC to take part in conferences and other events which are important for the scientific work of the CRC.

§2 Membership

- (1) Principal investigators are automatically members of the CRC. The same holds for scientific employees whose positions are funded by the CRC.
- (2) Any graduated (PhD) scientific employee of one of the participating universities can apply for membership in the CRC. In addition, each principal investigator can propose further persons (e.g. PhD students) for membership.
The assembly of principal investigators decides on those applications and proposals.
- (3) The membership of principal investigators terminates with the end of their status as principal investigator.
- (4) The membership of members who are not principal investigators ends when the member leaves the participating institution or submits a letter of resignation to the spokesperson.
- (5) By suggestion of the management committee, the assembly of principal investigators can decide on the dismissal of a member. A two-thirds majority of the present members who are entitled to vote is necessary to dismiss a member.

§3 Rights and obligations of members

- (1) Members shall collaborate, advise and support each other. Shared resources of the CRC may be used by all members to the extent possible.
- (2) Members shall contribute to planning and organisation, early career support, gender equality promotion and internal organisation within the CRC in accordance with these bylaws.
- (3) Publications based on research conducted by the CRC must include a reference to DFG funding.

- (4) If a principal investigator withdraws from the CRC, the funds awarded for the project may not be transferred to another institution. Exceptions require the approval of the management committee of the CRC and of the respective university's leadership.

§4 Organisational structure and bodies of the CRC

- (1) The CRC has the following bodies:
- a) General assembly.
 - b) Assembly of principal investigators.
 - c) Management committee.
 - d) Spokesperson and deputy spokesperson.
 - e) Equal opportunity managers.

§5 Principal investigators

- (1) Principal investigators are the scientists listed in the most recent funding proposal provided that the respective project has been approved and the respective principal investigator has been confirmed by the DFG in the course of the evaluation. Principal investigators are also those scientists who have been subsequently confirmed by the DFG.
- (2) Principal investigators are personally responsible for reports, proposals, etc. and their timely submission.
- (3) By suggestion of the management committee, the assembly of principal investigators can nominate a new principal investigator by a unanimous resolution.
- (4) A principal investigator loses her/his status if she or he is no longer involved in a current project or a project submitted.

§6 General assembly

- (1) The general assembly consists of all members of the CRC.
- (2) The general assembly has the following duties:
1. Adoption and amendments of the bylaws, which are suggested by the assembly of principal investigators.
 2. Acceptance of the report of the spokesperson.
 3. Election of equal opportunity managers.
- (3) The spokesperson convenes and chairs the general assembly. The convocation must take place and the agenda must be sent to all members no later than seven days before the meeting. The general assembly is convened at least once a year. The general assembly must also be convened at the request of two-thirds of the members of the CRC with the same notice period.
- (4) The general assembly shall decide by a simple majority (majority of those present). The general assembly shall be quorate if at least a quarter of its members are present.

§7 Assembly of principal investigators

- (1) The assembly of principal investigators consists of all principal investigators of the CRC.
- (2) The spokesperson convenes the assembly of principal investigators with a week's notice. The assembly of principal investigators has to be convened if at least three principal investigators apply for it to do so with specific topics of discussion.
- (3) The assembly of principal investigators constitutes a quorum if at least half of the principal investigators are present or substituted.

Unless otherwise agreed, the assembly of principal investigators decides with a simple majority of voters present. If a principal investigator is absent, she or he can nominate a deputy to vote in her/his place. The deputy shall be a member of the CRC. The vote of each principal investigator is counted once, irrespective of the number of projects she or he is involved with.
- (4) The assembly of principal investigators is responsible for all fundamental affairs of the CRC, in particular on the following:
 1. Admission of members and decision on the termination of membership.
 2. Adoption of the combined funding proposal and reports.
 3. Election of the spokesperson, the deputy spokesperson and other members of the management committee.
 4. Development and coordination of the scientific programme.
 5. Preparation of the combined funding proposal and internal preliminary assessment of project proposals.
 6. Decision on the inclusion of new projects for the combined funding proposal or for supplementary proposals during the funding period.
 7. Any actions taken during the current funding period that modify the way funds are allocated (e.g. termination of a project for substantive reasons, initial funding of a new project).
 8. Nomination of new principal investigators in accordance with [§5](#).
 9. Decisions on start, modification and termination of a project in accordance with [§12](#).
 10. Decisions on all affairs submitted by the management committee or at least three principal investigators.
- (5) For all sessions of the assembly of principal investigators, a decision memorandum will be issued. If it is not confidential, this memorandum is accessible to all principal investigators.
- (6) Urgent issues that cannot wait until the next session can be decided via e-mail circulation and need to be confirmed at the next session of the assembly of principal investigators.

§8 Management committee

- (1) The management committee is composed of the spokesperson, the deputy spokesperson and three other members. It shall decide by a simple majority. The management committee shall be quorate if at least half of its members are present.
- (2) Members of the management committee are elected for a term of two years on the proposal of the spokesperson.
- (3) The general assembly may vote the management committee out of office at any time with a two-thirds majority. The spokesperson may be voted out of office only if a new spokesperson is elected at the same time.
- (4) The management committee is responsible for the following:
 1. Organisation of central events of the CRC, e.g., joint seminar, colloquium, annual retreat.
 2. Management and control of funds and positions in accordance with §13. Making efforts to optimise those means subject to grant conditions and all resolutions of the assembly of principal investigators.
 3. Design and organisation of measures to promote early career researchers and equal opportunities.
 4. Initiation of funding proposals and research reports.
 5. Nomination of equal opportunity managers (see §10).
 6. All matters which are not assigned to other bodies or committees.

§9 Spokesperson and deputy spokesperson

- (1) The assembly of principal investigators elects a spokesperson and a deputy spokesperson for a period of two years via secret ballot. The spokesperson must be a tenured professor. If the spokesperson is a member of Bielefeld University, the deputy spokesperson shall be a member of Paderborn University, and vice versa.
- (2) A two-thirds majority is necessary to elect a spokesperson or a deputy. Reelection is admissible. The first election takes place immediately after the bylaws of the CRC become effective.
- (3) The duties of the spokesperson and the deputy spokesperson include:
 1. Managing current business including the ongoing management and accounting of funds as well as decisions on minor reallocations.
 2. Convening and chairing meetings of the management committee, the assembly of principal investigators and the general assembly.
 3. Representing the CRC externally (e.g. towards the university administration and the DFG).
 4. Consultations with the university administration / heads of departments or faculties regarding core support and appointments.
 5. Informing members and staff and others participating in the CRC.
 6. Coordination of the organisational and administrative tasks in the CRC.

§10 Equal opportunity managers

- (1) Upon suggestion of the management committee, the general assembly elects among the members of the CRC two equal opportunity managers, one from Bielefeld University and one from Paderborn University.
- (2) The duties of the equal opportunity managers are as follows:
 1. The equal opportunity managers manage and control the gender-equality funds of the CRC.
 2. The equal opportunity managers attend the meetings of the management committee as advisory members.
 3. For each advertised position in the CRC, the respective equal opportunity manager takes part in the recruiting processes and cooperates with the equal opportunity officer (Gleichstellungsbeauftragte) of the respective faculty.
 4. The equal opportunity managers develop proposals on how to extend the range of gender equality measures in the CRC according to the DFG-concept “Research-Oriented Standards on Gender Equality”. The proposals are submitted to the management committee or the assembly of principal investigators.

§11 Commissions

- (1) In order to prepare proposals and reports, to organise a conference or for other large-scale tasks of the CRC, commissions may be constituted.
- (2) All members of a commission have to be members of the CRC. The assembly of principal investigators nominates members of a commission by suggestion of the management committee.
- (3) The chair of the commission reports to the assembly of principal investigators on the commission’s work. After finishing their task, the commission is dissolved by resolution of the assembly of principal investigators.

§12 Start, modification and termination of projects

- (1) The admission of a new project to a new funding proposal or for a supplementary proposal has to be coordinated with the spokesperson. The spokesperson suggests the proposal to the assembly of principal investigators, which decides on the admission.
- (2) For a modification of the subject of a project, the agreement of the assembly of principal investigators is necessary.
- (3) The termination of a project has to be indicated to the spokesperson. It is the responsibility of the principal investigator that the final scientific report and the report on using funds is composed duly and on schedule.
- (4) When a project is terminated or a principal investigator leaves the CRC, the material means (equipment, office supplies and other research assistance), which the CRC procured, remain at the CRC’s disposal.

§13 Procedure for the allocation of centrally managed funds

- (1) At the beginning of a new funding period, the management committee proposes how funds for travel and visiting researchers are allocated and distributed among the projects and the three locations. The assembly of principal investigators decides on the proposal.
- (2) The principal investigators can request funds for project-specific workshops at any time. The management committee decides on these requests.
- (3) The equal opportunity managers manage and control the gender-equality funds of the CRC.
- (4) The management committee manages and controls the lump-sum funds of the CRC. Principal investigators can request funds for exceptional needs from the lump-sum funds.

§14 Final resolutions

Following prior consultation with the DFG, the CRC shall adopt these bylaws in consultation with Bielefeld University and Paderborn University.