

Statutes of the Convention

of the Evangelisch -Theologisches Studienhaus Adolf Clarenbach

23rd October, 2021

Evangelisch-Theologisches Studienhaus Adolf Clarenbach e.V.
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Preliminary remark: In the following, the term "residents" includes all residents of the house, including holiday tenants and guests.

§ 1 Scope

- (1) These Statutes are binding for all those who have been admitted to the Ev.-Theol. Studienhaus Adolf Clarenbach as residents of the house, as long as no provisions of the Statutes of the association are affected.
- (2) If a resident moves out of the house, he is released from all rights and obligations of these Statutes.
- (3) Only the generic masculine is used in these Statutes.

§ 2 The Convention of the Ev.-Theol. Studienhaus Adolf Clarenbach

- (1) The members of the convention are all those who have been admitted to the Ev.-Theol. Studienhaus Adolf Clarenbach as residents, but who are not holiday tenants or guests. All members of the convention have full voting rights and exercise both active and passive voting rights.
- (2) The convention is the decision - making body of the house residents.
- (3) The convention meets at the beginning of a semester for the beginning-of-semester convention meeting and at the end of the semester for the end-of-semester convention meeting. Special convention meetings can be convened. Participation at convention meetings is obligatory. At least the Ephorus and the Studieninspektor (study inspector) must be invited as guests. They take part in the convention meetings with the right to make proposals and requests. The business period of the convention extends from the end-of-semester convention meeting of the previous semester to the end-of-semester convention meeting of the current semester. Further details are regulated by the Rules of Procedure.
- (4) The convention serves to form opinions, represent interests and provide internal information for the house residents of the Ev.-Theol. Studienhaus Adolf Clarenbach.
- (5) The convention can formulate opinions and positions on general political issues and on questions of university and church policy and make these public in an appropriate manner.
- (6) All the institutions and bodies elected by the convention must account to it.

§ 3 Self- commitment of the convention

- (1) The structure of the house community is designed for self- administration. Thus, the commitment of the members of the convention forms the essential basis for structural and spiritual living together.
- (2) All members of the convention are therefore required to participate in the following events: Convention meetings, cleaning week, sidewalk sweeping service. Additionally, obligatory are the garden day or the assistance at the Großes Hausfest (large house party).
- (3) It is desirable to hold a duty or participate in the activities proposed below or similar: organizing a devotion, participating in a house service, organizing house excursions, house lectures, hall evenings etc., organizing house workshops (AKs), renovation work in or on the house.
- (4) Since the house community is characterized by a spiritual living together in addition to the self-administration, all residents are sincerely invited to participate in house services and devotions.

§ 4 Rules of Procedure

- (1) The convention gives itself its Rules of Procedure.
- (2) The Rules of Procedure regulates in particular the electoral acts, voting, the management and conduct of the convention meetings and the work of the committees appointed by the convention.

§ 5 The Seniorat

- (1) The Seniorat is composed of the Senior, the Konsenior and the Deputy Konsenior. They stand in for each other.
- (2) The Seniorat is the convention's executive body. It represents the opinions and interests of the convention in the period between convention meetings.
- (3) The members of the Seniorat are elected by the convention for the duration of one semester.
- (4) The Senior is responsible for convening the meetings of the Seniorat. He must convene a meeting of the Seniorat if a member of the Seniorat wishes so.
- (5) The Seniorat may invite both the Studieninspektor and guests to its meetings in an advisory function. Only the members of the Seniorat are entitled to vote.
- (6) The Seniorat advises and decides together with the Studieninspektor on admission to the Ev.-Theol. Studienhaus Adolf Clarenbach as well as on extension of the period of residency and change of rooms within the house. The decision on admissions, extension of the period of residency and change of rooms at the change of semester is the responsibility of the Seniorat of the previous term of office. If desired, the Ephorus can participate.
- (7) The Seniorat keeps duplicates of all keys of the house in a key box.
- (8) The Seniorat receives the new residents, hands over the keys and all the regulations.
- (9) The Seniorat sends a representative to the donation team.

§ 6 The Senior

- (1) The Senior is typically elected by the convention at the end of a semester. All members of the convention are eligible for election.
- (2) The Senior is primus inter pares. He represents the convention to the outside and, together with the other members of the Seniorat, advocates the interests and opinions of the residents to the Association's Board of Directors.
- (3) The Senior assists the duty-holders as necessary. For this purpose, he may invite them to the Seniorat meetings and help develop solutions to problems.
- (4) The Senior informs the convention about decisions and plans of the Association's Board of Directors.
- (5) Further he gives account for the work of the Seniorat during the previous semester at the end-of-semester convention meeting.

§ 7 The Konsenior

- (1) The Konsenior is responsible for supervising the occupancy of rooms. This includes the preparation of the room handover protocol, which records an inventory of the condition of the room at the time of handover, and the transfer of the routing slip when moving out of the room. When moving out, special attention must be paid to damage and cleanliness. If the damage is due to gross negligence on the part of the resident or exceeds normal usage, compensation must be arranged in consultation with the Studieninspektor. Also in the case of moving within the house, the previous room handover protocol must be closed and a new one created.
- (2) The Konsenior is responsible for communication with the new residents and their assistance whilst them getting settled. He forwards their email address to the Hausblicker and informs the Finanzwart about the new residents.
- (3) The Konsenior creates a list of residents, updates the doorbell sign and mailboxes, and maintains the occupancy plan of the Refektorium and TV room.
- (4) Together with the Hauswart, he keeps an updated list of the house furniture and its locations.
- (5) The Konsenior maintains a digital register of the protocols and resolutions of the convention on the server.
- (6) He informs the protocol writers in good time about their tasks and provides the template for the protocol.

§ 8 The Deputy Konsenior

- (1) The Deputy Konsenior, together with two Kassenprüfer and volunteers, is responsible for the organization of Großes Hausfest and carries it out. Prior to this event he informs the neighbours about possible noise pollution.
- (2) The Deputy Konsenior supports the new residents in organizing the Kleines Hausfest (small house party).
- (3) He manages the Studikasse (study fund) and ensures that the semester fee is paid in time. Expenses that cannot be paid from the Hauskasse (house treasury) and which benefit all residents (Kleines Hausfest, Großes Hausfest, T-shirts, kitchen equipment, etc.) are covered by the Studikasse.

Study fund projects, which do not exceed the amount of 50 €, can be decided by the Seniorat. The members of the convention will be explicitly informed about these purchases at the convention meetings. Study fund projects exceeding the amount of 50 € must be decided at a meeting of the convention.

§ 9 The Caretaking Duties

- (1) The convention elects members of the convention to the duties described in §§ 10, 11, 15 and 17 for a period of two semesters and to the other caretaking duties for a period of one semester (§§ 12 - 14, 16). The duty-holders are obliged to report and account to the convention.

§ 10 The Hauswart (caretaker)

- (1) The Hauswart may carry out minor renovation work in cooperation with the Reparaturwart. He has a master key and manages the workshop and furniture cellar keys.
- (2) The Hauswart supervises the structural condition of the house and can order and supervise craftsmen in case of minor damage in and around the house. He can determine necessary renovation measures and, in consultation with the Studieninspektor, forward them to the responsible architect working for the Studentenwerk Bonn. If there are no objections based on constructional and financial aspects, appropriate craftsmen will be hired.
- (3) The Hauswart maintains contact with the craftsmen and the responsible architect working for the Studentenwerk Bonn.
- (4) The Hauswart arranges the collection of bins for recyclable materials, bulky waste and electronic waste.
- (5) The Hauswart maintains an overview of the house's furniture and its condition.
- (6) The Hauswart hands out the materials for painting the rooms. The materials needed are funded by the Studikasse.
- (7) The Hauswart prepares the sidewalk sweeping plan and monitors its adherence.
- (8) The Hauswart has an overview of the expenses for new purchases and for maintenance of the house and ensures that these are used properly.

§ 11 The Finanzwart (financial manager)

- (1) The Finanzwart is entrusted with the management of the Hauskasse. He monitors rental payments, deposits and other proceeds. Within the budget, he decides independently on expenses, which should not exceed a maximum amount determined by the association. Expenses exceeding this amount must be approved in advance by the Studieninspektor or the treasurer of the association.
- (2) Regularly, the Finanzwart, together with the responsible clerk of the Evangelischer Verwaltungsverband Bonn, conducts a settlement of accounts.
- (3) He replenishes the Hauskasse with the proceeds from the use of washing machines, holiday rental and other proceeds or requests money from the treasurer.
- (4) He is a member of the donation team.

§ 11a The Deputy Finanzwart (deputy financial manager)

- (1) The Deputy Finanzwart stands in for and supports the Finanzwart as required.
- (2) In case of substitution, he is generally responsible for the maintenance of the current processes (forwarding invoices, checking rental receipts, etc.). The Finanzwart communicates these respective tasks directly to the Deputy Finanzwart. These may vary depending on the duration and/or date of absence.
- (3) A handover of the Hauskasse and the corresponding keys (also the key for the safe) to the Deputy Finanzwart is forbidden. If required, the Finanzwart can pay an advance for the completion of smaller cash transactions.
- (4) The Deputy Finanzwart documents all transactions he carries out for the Finanzwart.

§ 12 The Wäschewart (laundry manager)

- (1) The Wäschewart keeps the laundry corner tidy and provides a supply of toilet paper, soap and dishwashing equipment.
- (2) In addition, he washes and distributes the household linen on a weekly basis.

§ 13 The Putzwart (cleaning manager)

- (1) The Putzwart and the residents are responsible of keeping the house and their storey clean.
- (2) The Putzwart ensures a supply of cleaning utensils and updates the cleaning kits.
- (3) He continuously provides cleaning lists and checks whether these are filled in.
- (4) He calls two general cleaning weeks every semester. For this purpose he assigns tasks and controls their execution.
- (5) The house residents are obliged to follow the instructions of the Putzwart. In the event of violation of the cleaning duties, substitute services may be agreed upon; in addition, the Studieninspektor may be asked to issue a warning notice.

§ 14 The Reparaturwart (repairing manager)

- (1) The Reparaturwart takes over easy craft activities within the house, which do not require craftsmen.
- (2) The Reparaturwart buys and keeps stock of the materials needed for repairs. He keeps the workshop tidy.
- (3) He consults with the Hauswart and supports him in larger projects.

§ 15 The Gärtner (gardeners)

- (1) The Gärtner organises the maintenance of the outdoor facilities: the garden (pruning, planting, beet care, lawn mowing) and front garden are kept in order by him with the help of the house residents.
- (2) The Gärtner calls a garden day every semester.
- (3) The Gärtner puts the organic waste bin out for collection.

- (4) The Gärtner waters the indoor plants in the common rooms.
- (5) The Gärtner waters the garden and the outside areas of the house in dry weather.

§ 16 The Netzwerkwart (network manager)

- (1) The Netzwerkwart manages the house network. He is the administrator of the house server.
- (2) The Netzwerkwart sets up the access to the internet via the house network for house residents after them signing the network and privacy policy. He enables access to the house server for the residents.
- (3) The Netzwerkwart requests offers from telephone and internet providers and makes suggestions for possible changes of the provider.
- (4) The Netzwerkwart receives a computer magazine subscription free of charge.
- (5) The Netzwerkwart is responsible for the maintenance of the telecommunication hardware.
- (6) He oversees the official email addresses of the duty-holders and provides access to them.

§ 17 The Spendenwart (donations manager)

- (1) In cooperation with a donation team, the Spendenwart solicits money and material donations for the Ev.-Theol. Studienhaus Adolf Clarenbach. The advertising for donations should take place at least once a year.
- (2) The donation team consists of a representative of the Seniorat, the Hausblicker and the Finanzwart. In addition to these, other members of the convention should be part of the donation team. With the help of the donation team, the Spendenwart conducts public relations activities.
- (3) The Spendenwart maintains an address list of all former residents. He maintains and completes the databases of the CiviCRM person management system.
- (4) He keeps track of the donations registered by the Finanzwart, writes letters of thanks and fills out donation receipts, which must be signed by the treasurer of the Association Ev.-Theol. Studienhaus Adolf Clarenbach.
- (5) The Spendenwart is jointly responsible for the public appearance of the house. This appearance also takes place on the internet (homepage, social networks etc.).

§ 18 The Non - caretaking Duties

- (1) The convention elects members of the convention to the duties described in §§ 19–21, 23–26 for a period of one semester, and the Hausblicker (§ 22) for a period of two semesters.
- (2) The duty-holders are accountable to the convention.
- (3) The respective duty descriptions also apply to the duty-holders.

§ 19 The Bibliothekar (librarian)

- (1) The Bibliothekar gives the new books a shelf mark and has magazines binded. He carries out a library revision every semester.
- (2) The Bibliothekar convenes a book-ordering meeting every semester. He announces the date of the meeting at least one week in advance. Written suggestions can be submitted to him by this date. All residents, the Ephorus and the Studieninspektor are invited to the book-ordering meeting. At least two of the invited persons, in addition to the Bibliothekar, take part in the book-ordering meeting.
- (3) He orders books in accordance with the decision of the book-ordering meeting.
- (4) The Bibliothekar obtains theological newspapers and magazines.
- (5) The Bibliothekar ensures order in the book stock and on the bookshelves, he can call for order on the working desks.
- (6) The Bibliothekar may lend books from the library on request and keeps a list of this.

§ 20 The Konbibliothekar (con-librarian)

- (1) The Konbibliothekar receives the non-theological magazines. He keeps the newspaper table orderly.
- (2) The Konbibliothekar assists the Bibliothekar with giving the books a new shelf mark and with library revision.
- (3) The Konbibliothekar requests the moving-out residents to set up a mail forwarding order. He marks the mail that arrives anyway as undeliverable and throws it back into the mailbox.

§ 21 Die Kardinäle (cardinals)

- (1) The Kardinäle, usually three, delegate the preparation of a devotion twice a week, if possible. Every resident of the house may hold devotions.
- (2) The Kardinäle prepare the devotional room, provide a supply of candles and songbooks and clean the devotional room.
- (3) The Kardinäle collect the offering and transfer it to the recipient they designate.
- (4) The Kardinäle organise the semester beginning and semester ending services.

§ 22 The Hausblicker (PR-manager)

- (1) The Hausblicker sends out a newsletter regularly and on special occasions. The newsletter includes dates, the convention to-do list and editorial sections.
- (2) The Hausblicker designs, creates and distributes the Hausblick. He takes care of the editorial work, suggests articles that are also based on the results of the donation team meetings, and can invite residents to write. The Hausblick consists of an overview of the newsletters sent out during the semester. In consultation with the Seniorat and the Spendenwart, the Hausblick is to be published and sent out annually within the month before the Großes Sommerhausfest (large summer house party).

- (3) The Hausblicker forwards emails to all members of the convention and, in case of interest, to other residents and, if necessary, sorts out emails with unsuitable content after consultation with the sender.
- (4) The Hausblicker updates the flyer of the house, the internet presence and the advertising flyer for members.
- (5) The Hausblicker maintains the address lists in consultation with the Spendenwart and the Kon-senior.
- (6) The Hausblicker is responsible for the editorial work in consultation with the Seniorat.
- (7) The Hausblicker is a member of the donation team.

§ 23 The Waschmaschinenwart (washing machine manager)

- (1) He ensures that lists and pens are available for the use of the washing machines. He purchases detergent, laundry baskets, drying racks, ironing boards and clotheslines on house expenses.
- (2) In consultation with the Weinkellerwarte, he draws up the invoice for the use of the washing machines in order to maintain a one-month interval between the laundry invoice and the Weinkeller invoice. The proceeds from this will benefit the Hauskasse. If the payment deadline for the laundry bill is exceeded, the Waschmaschinenwart will inform those concerned and default fees as determined by the convention will be charged.
- (3) The Waschmaschinenwart organises the cleaning of the laundry cellar.
- (4) He is entitled to free use of the washing machines.
- (5) He ensures the proper operation of the washing machines (cleaning, emptying of the lint strainers, repairs, etc.).

§ 24 The Brandschutz- and Verbandskastenwart (fire prevention officer and first aid kit manager)

- (1) He ensures that the first aid boxes are in good condition and that the smoke detectors are maintained.
- (2) He sets the fire drill dates. He contacts the maintenance company of the fire extinguishers and fire protection system and arranges regular maintenance dates.
- (3) He ensures compliance with the fire protection regulations. In particular, he ensures that escape routes are kept clear. Should these be blocked due to the negligence of a resident, the Brandschutzwart will ask him to clear the escape route. If this is not done, he reports it to the Seniorat and the Studieninspektor.

§ 25 The Weinkellerwarte (wine cellar team)

- (1) The Weinkellerwarte are responsible for the weekly Weinkeller evening chilled drinks and maintenance of the Weinkeller equipment.
- (2) The Weinkeller buys the drinks left over from the house parties, if possible. The Weinkellerwarte sell these at the usual prices for the Weinkeller and ensure the return of the empty bottles.

- (3) They provide a Weinkeller schedule for private celebrations of the residents and also ensure that not too many events take place in a short time, in order to, among other things, spare the neighbours. They hand the Weinkeller over orderly to private organizers and take it back after the event just as cleaned. The respective organizer is responsible for the final cleaning.
- (4) They ensure order and cleanliness in all areas belonging to the Weinkeller. In addition, they clear bottles and cigarettes from the smoking area, also emptying ashtrays in the garden.

§ 26 The Ferienvermietungswart (holiday rental manager)

- (1) He is elected at the beginning-of-semester convention meeting and rents out the rooms provided by members of the convention as well as the guest room.
- (2) The billing is carried out according to the duty regulations.
- (3) He collects the money, paid to him by the holiday tenant for the use of the washing machines, and pays it into the Hauskasse, latest by the end of the semester break.

§ 26a The Ferienvermietungsassistent (holiday rental manager assistant)

- (1) The Ferienvermietungsassistent is elected at the end-of-semester convention meeting of the summer semester and supports the Ferienvermietungswart during the summer months of August and September.
- (2) During this period, he will receive an amount equal to the reduction in rent of the Ferienvermietungswart from the Studikasse as compensation.

§ 27 The Kassenprüfer (auditors)

- (1) Two Kassenprüfer are elected by the beginning-of-semester convention meeting to audit the treasuries run by duty-holders (except for the Hauskasse).
- (2) The cash audits take place one week before the meetings of the convention. The results are reported to the Seniorat.
- (3) They support the deputy Konsenior in organizing house festivities. The Kassenprüfer usually should be new residents.
- (4) The two Kassenprüfer report the results of the cash audits at the convention meetings.

§ 28 Committees

- (1) The convention may set up committees to take care of special tasks. Details are regulated by the Rules of Procedure.

§ 29 Re-election

- (1) A member of the convention is allowed to be re-elected in the following duties: §§ 6-8, 10–17 and 19–27.

§ 30 Holding Multiple Duties Simultaneously

- (1) It is possible to hold two official duties at the same time, but it is not recommended for caretaking duties, Bibliothekar and Seniorat.
- (2) It is not allowed to hold more than two official duties at the same time.

§ 31 Resignation and by-election

- (1) In case of an early exit of an duty-holder due to illness or on personal grounds a successor needs to be elected or appointed in a special convention meeting.

§ 32 Handover of Duties

- (1) The term of duty ends with the acceptance of the election by the successor. The former duty-holder fulfills the duties provisionally until the handover to the successor takes place.
- (2) The current regulations and materials like treasuries (cf. §32), keys, tools, books etc. are to be handed over to the successor within one week. Justified exceptions can be made in consultation with the Seniorat. A signed protocol of handover has to be turned in to the Seniorat within the deadline (which can also be postponed).
- (3) In case the handover did not happen within one week without giving notice of reasons to the Seniorat the handover will take place with the Seniorat in the second week.

§ 33 Handover of Treasuries

- (1) The Studienkasse, Wäschekasse, Ferienvermietungskasse, Weinkellerkasse and the Bibliothekskasse will be locked in the safe after each cash audit. They remain there until they are handed over to the appropriate officials after the convention meeting. The Kassenprüfer will keep the key to the safe until all cash registers have been handed over to the duty-holders.

§ 34 Stand-in

- (1) If needed, the duty-holder will organize a suitable stand-in for the time of his absence (Finanzwart excluded). All residents will be given notice of the stand-in.
- (2) The stand-in only fulfills day - to - day business. Treasuries will not be passed on. If required the duty-holder will pass on a provisional treasury with the necessary cash only.

§ 35 Vote of No Confidence

- (1) Upon request (according to §26 regulations of procedure) the convention can deliver a vote of no confidence to a duty-holder at a special convention meeting.
- (2) The request has to be signed by at least half of the members of the convention. Requests that do not fulfill this condition are not allowed to be announced on the agenda.
- (3) Even when there is more than one candidate the successor has to be elected by secret ballot. To be elected the candidate has to reach a two-third majority.
- (4) The special convention meeting has to be announced within three days after the request (saturdays, sundays and public holidays excluded).

§ 36 Amendment of the Statutes

- (1) An amendment to the Statutes requires the agreement of at least two thirds of the members of the convention. Details are regulated by the Rules of Procedure.

§ 37 Knowledge of the Statutes and Rules of Procedure

- (1) The Statutes and the Rules of Procedure are handed over to all new residents by the Konsenior.

§ 38 Coming Into Effect of the Statutes

- (1) The convention establishes the adoption of these Statutes in a convention meeting.
- (2) These Statutes come into effect with the beginning-of-semester convention meeting of the winter semester 2021 on the 23rd of October, 2021. The Statutes of the convention of the Ev.-Theol. Studienhaus Adolf Clarenbach of the 7th of November, 2020 are then no longer valid.
- (3) They are published on the notice board.

§ 39 Period of Validity

- (1) These Statutes lose their validity on the day the new Statutes which have been adopted by at least two thirds of the convention member come into effect.

Bonn, 23rd October, 2021