



## NEW ESG KÖLN RESIDENCE REGULATION, April 14<sup>th</sup>, 2016

### **PREAMBLE**

*The Protestant Student Residence in Cologne is an institution of the Evangelical Church in the Rhineland (EKiR). It is part of the Protestant Student Community of Cologne (ESG Köln). The Protestant Student Residence is a place, where students live together in diversity, regardless of their religious beliefs, their cultural background and their sexual orientation. It should provide a space for intercultural dialogue and integration.*

*The Protestant Student Community (ESG) promotes living together in the student residence through its activities and services. The residents are expected to contribute to the student residence community and to the work of the Protestant Student Community (ESG) by taking responsibility and playing an active role. The student residences of the Evangelical Church of the Rhineland are also characterized by clear efforts to promote the sustainable use of resources, with a particular emphasis on using electricity and water economically. To organize the living together within the student residence and within the Protestant Student Community (ESG), the following boards, committees and functions exist:*

### **1. RESIDENCE EXECUTIVE BOARD**

The student residence is managed by the Residence Executive Board in an independent and responsible way and in accordance with this regulation.

#### **1.1 Composition**

The Residence Executive Board consists of the team of pastors, as well as 2 residence representatives elected at the Residents' Convention.

#### **1.2. Tasks**

1. It presides over the Community Executive Board (see point 2).
2. Together with the Application Committee, it presides over the admission of new residents.
3. Together with the Extension Committee representative, it determines whether a resident's stay can be extended or not.
4. It appoints the Protestant Student Community representatives.
5. Together with the floor representatives, it forms the Residence Committee (see point 5).
6. It is responsible for concluding and terminating the leases.
7. It ensures compliance with the residence regulation and house rules within the residence.
8. It meets as needed, at least three times each semester: at the beginning, in the middle and at the end of the semester. The dates are fixed at the beginning of the semester.

### **2. COMMUNITY EXECUTIVE BOARD**

The Community Executive Board links the common interests of the student residence and of the Protestant Student Community of Cologne (ESG Köln). ESG and student residence form one community under the same roof. They are supposed to support one another and to take responsibility for the shared tasks.

#### **2.1 Composition**

It consists of the team of pastors, two (if possible) Protestant Student Community representatives, one Protestant Student Community staff representative, one representative of the student support program (STUBE), as well as two residence representatives.

#### **2.2 Meetings**

The Community Executive Board meets at least twice a semester. It has a quorum of at least four members present.

### **2.3. Tasks (The Community Executive Board is responsible for...)**

1. modifying the residence regulations.
2. using the budgetary resources the student residence requires and has been assigned.
3. dealing with the student residence's and the Protestant Student Community's concerns; in case of conflict, it provides advice to the Residence Committee and makes the necessary decisions.
4. defining the Protestant Student Community's (ESG) focus on certain topics and contents and its profile.
5. making proposals and taking part in decision-making concerning the maintenance of the buildings and the respective institutions (including construction work and new procurement).

## **3. APPLICATION COMMITTEE**

Together with the Residence Executive Board, the Application Committee is responsible for accepting new residents.

### **3.1 Composition**

The Application Committee consists of the Residence Executive Board, as well as seven residence representatives elected at the Resident's Convention. The Application Committee is reelected every semester. Each semester, two residence representatives who were members of the previous Application Committee should be reelected to the new Application Committee. One committee representative is elected at the first meeting of the newly elected Application Committee each semester. The Committee is composed independently of the different floors.

### **3.2 Application process**

The application process consists of a written application and an interview. The Application Committee has a quorum of at least five members present. The members should be constantly present when carrying out the interviews, in order to ensure comparability.

### **3.3 Accepting new residents**

Particular attention should be paid to the preamble when accepting applicants. Furthermore, the following applies:

- The proportion of international residents is to amount 30 to 40% of the total number of residents.
- Social aspects and language barriers must be taken into account. Further details are outlined in the Application Committee's specific regulations.

## **4. EXTENSION COMMITTEE**

The Extension Committee is responsible for evaluating the activities of all residents each semester. It makes recommendations concerning the extension of a resident's stay for those residents requesting an extension.

### **4.1 Composition**

The Extension Committee consists of five residents elected at the Resident's Convention. One committee representative is elected for each semester, who is responsible for ensuring that all tasks are completed. Each semester, the members of the committee are newly elected.

### **4.2. Tasks**

The committee has two main tasks:

1. Each semester, the Extension Committee requires an activity protocol from each resident and evaluates the commitment of the students in the residence.
2. In the case of students who request an extension, the Extension Committee discusses the request and makes recommendations to the Residence Executive Board. The most important criterion is whether the resident in question has been active in the residence community for at least half of the time period since the beginning of the lease or since the last extension. Furthermore, the study situation and the personal living circumstances must be taken into account. Further details are outlined in the Extension Committee's specific regulations.

## **5. RESIDENCE COMMITTEE**

The Residence Committee represents the different floors of the student residence.

### **5.1 Composition**

It consists of the Residence Executive Board, as well as representatives elected at the floor meeting at the beginning of each semester. The floor meeting is obligatory for all residents of the floor. If possible, two representatives for each floor should be elected. The Residence Committee meets at least three times a semester and as needed. Minutes shall be taken at each meeting of the Residence Committee.

### **5.2. Tasks**

1. The Residence Committee prepares the Residents' Convention.
2. The Residence Committee provides information on the current situation on each floor.
3. The floor representatives are responsible for helping new residents integrate themselves into the communal life on the floor and for providing information about the rules of the shared living situation.
4. The floor representatives are contact persons in case of conflicts, and they are responsible for informing the Residence Executive Board if necessary.
5. The floor representatives provide advice to the Extension Committee in case of requests for extension of stay, if necessary.

## **6. RESIDENT'S CONVENTION**

The Resident's Convention is the general meeting of all residents summoned by the Residence Executive Board at the beginning of each semester. Furthermore, it is to be summoned upon request of the Residence Executive Board or of at least 20 % of all residents. All residents are obligated to attend, provided they are not excused for compelling reasons (e. g. via presentation of a medical certificate or an attestation). The date of the Resident's Convention must be announced and communicated to the residents via e-mail and poster as early as possible and at least 30 days in advance. The non-attendance can lead to the refusal of an extension of stay. The Resident's Convention has a quorum of at least 50 % of the residents present. Decisions are made by a simple majority of the present residents with voting rights (unless other regulations exist or are established).

### **6.1. Tasks**

The Residents' Convention elects the following positions:

1. The Application Committee
2. The Extension Committee
3. Two residence representatives (see point 7)

Furthermore, the voluntary activities are assigned during the Resident's Convention (see point 8).

## **7. RESIDENCE REPRESENTATIVES**

The residence representatives represent the interests of the residents and are part of the Community Executive Board. They are elected at the Resident's Convention for a term of one semester.

### **7.1. Tasks**

1. They support and are responsible for the organization of the voluntary activities in consultation with the respective voluntary work representatives (see point 8).
2. They are part of the Community Executive Board.

## **8. VOLUNTARY ACTIVITIES**

The voluntary activities bring together the voluntary commitment of the residents for the student residence and for the Protestant Student Community (ESG). These voluntary work groups are renewed at each Resident's Convention and a voluntary work representative is elected. Each voluntary work group meets at least twice a semester. They are in close contact with the two residence representatives. Existing voluntary activities can be complemented by new ones.

## **9. STAFF GROUP**

The Staff Group is an open working group for all volunteer students interested in and involved in the Protestant Student Community (ESG). The Staff Group decides on the specifics of the Protestant Student Community's (ESG) work and program. The Staff Group meets at least twice a semester. The Staff Group is presented to the residents at the Resident's Convention.

### **9.1. Tasks**

1. The Staff Group plans and hosts events.
2. It organizes the semester program and is involved in deciding on topics for the semester.
3. It sends one representative to the Community Executive Board.

## **10. PROTESTANT STUDENT COMMUNITY REPRESENTATIVES**

The Protestant Student Community representatives represent the Protestant Student Community (ESG) in public on the student level. If possible, 2 Protestant Student Community representatives are appointed by the Residence Executive Board.

### **10.1. Tasks**

1. The Protestant Student Community representatives are members of the Community Executive Board.
2. They represent the Protestant Student Community of Cologne (ESG Köln) at student conferences organized by the Protestant Student Community (ESG) or the Evangelical Church in the Rhineland (EKiR).
3. They keep in touch with the local congregation.
4. They are members of the Advisory Council of the Protestant Student Community.

## **11. ADVISORY COUNCIL (see EKiR regulatory framework IV)**

1. In order to promote and support the work of the Protestant Student Community (ESG) and its partnership with universities, church districts and congregations, a local Advisory Council is formed.
2. It consists in general of the following members:
  - three students, sent by the Protestant Student Community (ESG).
  - two university lecturers, appointed by the Protestant Student Community (ESG).
  - two representatives of the Association of Protestant University Graduates (Evangelische Akademikerschaft), who are appointed by the latter.
  - Two representatives appointed by the local congregation (if need be in consultation with the Protestant City Church Association).
  - the head of service of the Protestant Student Community (ESG).
3. The Advisory Council elects a chairperson and a deputy chairperson amongst its members.
4. The Advisory Council is summoned for the first time by the head of service.
5. The Advisory Council meets at least once a semester. It has to be summoned upon the request of four members.
6. The term of office is generally four years for Advisory Council members.