

Bylaws of the Assistants' Association of the University of Basel (avuba)

Complete revision compared to the version of 17.12.2018
Approved at the General Meeting of 27 November 2020

A) Legal form, registered office, purpose (sections 1-3)

1. Legal form

The Assistants' Association of the University of Basel ("avuba") is a body representing doctoral and postdoctoral researchers at the University of Basel. It is organized in accordance with the law of associations as set out in the Swiss Civil Code (ZGB).

2. Registered office

avuba has its registered office in Basel.

3. Purpose

The purpose of avuba is to represent the interests of its members and early career researchers in the Senate and, in accordance with their regulations, on faculty and department committees and university committees, as well as in public and when dealing with public authorities.

avuba is a non-profit association, politically neutral, and non-denominational.

avuba provides services for doctoral and postdoctoral researchers.

Within the purpose of the association, avuba performs tasks for the University of Basel that are defined in a performance agreement with the President's Office.

B) Membership (sections 4-6)

4. Membership

Doctoral and postdoctoral researchers at the University of Basel are automatically enrolled in avuba upon recruitment or matriculation.

Once per semester (semester of membership), avuba collects from its members a membership fee that is determined by the General Meeting.

Doctoral researchers in their first matriculated semester are not required to pay avuba membership fees.

5. Withdrawal from and termination of membership

Doctoral and postdoctoral researchers at the University of Basel who do not wish to belong to avuba must give written notification to the President's Office of the University of Basel if they have not already waived their avuba membership during the recruitment or matriculation process.

Members can leave avuba at any time. By terminating their membership, assistants relinquish their right to participate in avuba.

Membership automatically ceases through official resignation from the group of doctoral/postdoctoral researchers at the University of Basel or through failure to pay the membership fee.

The full membership fee must be paid to avuba for the semester of membership in which membership is withdrawn or terminated.

6. Expulsion

At the request of the Executive Board and on objective grounds, the ordinary or extraordinary General Meeting may exclude a member from avuba with a two-thirds majority of members present.

The full membership fee must be paid to avuba for the semester of membership in which expulsion takes place.

C) Organization (sections 7 -13)

7. General Meeting

The General Meeting is the highest body of avuba. It has the following functions in particular:

- Election of the Executive Board, the Co-Presidium, and the Auditors;
- setting of the membership fee;
- approval of the annual financial statement and the report of the Auditors;
- discharge of the Executive Board, the Auditors, and the General Management;
- amendment of the Bylaws;
- dissolution of the Association.

Resolutions: Resolutions are passed with a simple majority of members present via the raising of hands. This means that the majority of members present must agree with the resolution.

Candidate elections: If there are more candidates than seats, an election will be held as follows:

- Ballots will be prepared on which the name of each candidate will appear once.
- Each person entitled to vote can choose as many candidates as there are seats to fill.
- Cumulative voting is permitted.
- The candidates themselves are not entitled to vote.
- The candidates who receive the most votes will be elected.
- In the event of a tie, a second ballot will be held following the same procedure.

The ordinary General Meeting takes place once a year and is convened by the Executive Board. The invitation is sent at least 30 days prior to the meeting via email or publication on the avuba homepage.

Extraordinary general meetings may be convened by the Executive Board or by a minimum of 30 members or a fifth of the membership.

Matters for which resolutions are to be passed must be properly listed on the agenda in the invitation to the General Meeting.

Motions from members regarding agenda items are to be submitted to the Executive Board in writing at least seven days before the General Meeting.

Ordinary and extraordinary general meetings can be held online via video conference. The regulations for physical general meetings apply to online general meetings as appropriate.

8. The Executive Board

The Executive Board is the executive body of avuba. It conducts its business and represents avuba in the University, when dealing with public authorities, and in public.

The Board consists of at least 7 members and comprises:

- two co-presidents;
- Senate representatives who represent faculty assistants in the Senate;
- Senate representatives' deputies;
- additional Executive Board members who are elected by the General Meeting, especially.

The Executive Board is committed to ensuring that its composition reflects the diversity of the avuba members.

Executive Board members are elected for a period of office of one year and can be reelected.

Membership of the Executive Board ceases through resignation or when an Executive Board member is voted out.

The Executive Board is responsible for all tasks and has all powers that are not transferred to another body by law or by these Bylaws, especially:

- carrying out the day-to-day business, including the handling of all applications for assistance from avuba funds up to a single amount of CHF 10,000. Any individual applications exceeding this amount must be approved by the General Meeting;
- convening and organizing the ordinary and extraordinary General Meetings;
- implementing resolutions passed by the General Meeting;
- managing the finances for which the Executive Board is held accountable to the General Meeting;
- preparing the annual financial report and the budget proposal for the General Meeting;
- coordinating elections of candidates to represent Group III on cross-faculty university committees and commissions. Elections of faculty-specific Group III representatives are conducted in the relevant faculties.

The Presidium is to convene an Executive Board meeting at least three times per year, in which resolutions may be passed with a simple majority of the members present.

Each co-president has one vote. In addition, each faculty has one vote even if more than one Executive Board member from the same faculty is present.

Senate member deputies are entitled to participate and receive information, but are not entitled to vote themselves. If the Executive Board member for whom they serve as deputy is prevented from participating, the deputy will exercise their right to vote at the Executive Board meeting.

In the case of a tied vote, the Presidium decides together.

The resolutions are recorded in the minutes and published. Members are informed of the publication.

Executive Board members are entitled to reimbursement of all expenses incurred through their official duties. They are also entitled to appropriate compensation for extraordinary tasks performed with the approval of the Executive Board. Details are to be defined in the financial regulations, which must be aligned with the specifications of the University.

9. Presidium

Ideally, the Presidium comprises two equal presidents who are elected by the General Meeting. The presidents are elected for one year and can then be reelected. The Presidium is part of the Executive Board and ideally comprises one doctoral researcher and one postdoctoral researcher from different faculties. If possible, both genders should be represented.

The co-presidents may decide how they wish to share the duties of internal and external university representatives of avuba.

They are also responsible for the negotiation of the performance agreement between the University of Basel and avuba, and they make decisions concerning avuba publications in consultation with the Executive Board, such as the contents, type of publication and the publication body.

To safeguard the interests of members and with the consent of the Executive Board, the Presidium is authorized to lodge complaints and draft statements on behalf of members of the association.

The Presidium must present a activity report to the General Meeting.

The co-presidents are compensated for their work through avuba. The employment level, which is paid according to the DOC2 tariff of the University of Basel, is proposed by the Executive Board and approved by the General Meeting.

The co-presidents are entitled to reimbursement of all expenses incurred through their official duties. They are also entitled to appropriate compensation for extraordinary tasks performed with the approval of the Executive Board. Details are to be defined in the financial regulations, which must be aligned with the specifications of the University.

10. General Management

The General Management supports the Co-Presidium and the Executive Board of avuba in their day-to-day administrative business.

The Co-Presidium appoints members to the General Management and decides on the workload and compensation in consultation with the Executive Board.

The General Management is also entitled to appropriate compensation for additional, extraordinary work performed in consultation with the Co-Presidium and to reimbursement of all expenses incurred through its official duties. Details are to be defined in the financial regulations, which must be aligned with the specifications of the University.

The General Management is paid using the financial resources of avuba.

11. Signature regulations

The signatures of one co-president and another Executive Board member or the General Manager are legally binding.

12. Auditors

The annual financial report is checked each year by two members of avuba. The Auditors may not comprise members of the Executive Board and must be impartial.

13. avuba working groups

avuba working groups are committees that support one or more of the avuba objectives defined in the Bylaws. Their role includes developing opinions and proposals for submission to the avuba Executive Board.

Applications to form working groups are submitted to the avuba Executive Board in writing. The simple majority of the Executive Board approves the setting up of an avuba working group and may dissolve it again at a later point in consultation and upon mutual agreement with the project manager.

Working groups are responsible for their own organization. All members of the University of Basel and, if need be, external persons are entitled to join a working group. The principal goal is to achieve equal representation for all faculties. Further details of voting procedures are to be set out in the application to be submitted to the Executive Board.

The working group appoints a project manager from among its number to act as a link between the working group and the avuba Executive Board. As a rule, the project manager and avuba Executive Board review the progress of the project and the working group's general mandate and objective once per semester. The project manager may attend avuba Executive Board meetings in an informal capacity. The resolutions of the avuba Executive Board meetings are published. The working group reports on its work at the annual avuba General Meeting.

Communication that goes beyond internal communication within the working group is conducted in consultation with the avuba Co-Presidium.

The avuba working groups can apply to the avuba Executive Board for financial support.

D) Funds, liability (sections 14-15)

14. Funds

avuba has at its disposal funds from the global budget of the University, from membership fees as well as from other sources of income for the performance of its tasks.

The sum from the University is defined in a performance agreement between the President's Office of the University of Basel and avuba. In addition to the financial obligations of each contractual partner, the performance agreement also defines the general rights and tasks of each party.

The membership fee is approved annually by the General Meeting.

The funds of avuba are to be implemented in accordance with the purpose of avuba. The Executive Board may take decisions regarding funds up to a single amount of CHF 10,000. Any single expenditure exceeding this amount must be authorized by the General Meeting.

The Presidium is responsible for the administration of the funds with the support of the General Management. The scope and use of the funds are to be reported to the General Meeting on an annual basis.

15. Liability

avuba's liability is limited to its own assets, only. The members, Executive Board members, and General Management have no personal liability for the liabilities of avuba.

E) Dissolution (section 16)

16. Dissolution of avuba

avuba may be dissolved with a two-thirds majority of members present at a General Meeting.

Any remaining assets go to the University of Basel, to be passed on to a successor organization.

F) Final regulations (sections 17-18)

17. Amendments to the Bylaws

The General Meeting may amend the Bylaws with a two-thirds majority of those present.

18. Entry into force

These Bylaws were accepted on 27 November 2020 by the General Meeting of avuba and came into force following the completion of this General Meeting.

Basel, 11 December 2020

In cases of doubt, the German version of this document is the legally binding version.