

Bylaws of the Collaborative Research Center 1342 “Global Dynamics of Social Policy”

§ 1 Name, coordinating university, and purpose of the Collaborative Research Centre

1. The Collaborative Research Centre 1342 (CRC 1342) “Global Dynamics of Social Policy” is a legally dependent institution of the University of Bremen.
2. The Collaborative Research Centre conducts interrelated research projects in the areas of political science, sociology, health science, history, law, and informatics. It is divided into project areas and projects.
3. Furthermore, the Collaborative Research Centre promotes interaction with other research institutions, supports early career researchers, and fosters international cooperation and equal opportunities.

§ 2 Membership

1. Full members with voting rights are all scientists who have completed a university degree and belong to a project as research fellow, which has been applied for in the Collaborative Research Center CRC 1342 and which has been approved by the German Research Foundation.
2. Full members with advisory vote are all other scientific and non-scientific employees of the Collaborative Research Center CRC 1342, as well as the Mercator Fellows.
3. Membership shall end after employment at the CRC 1342 or when the member notifies the Spokesperson in writing of his/her withdrawal from the Collaborative Research Centre.
4. After the end of employment, former members of the CRC 1342, as well as guest researchers who cooperate with CRC 1342 projects, may apply for the status of an "affiliated member" in the CRC 1342. The management committee decides on the application by simple majority. Affiliated members have no voting rights and cannot apply for financial support of the CRC 1342.
5. The loss or revocation of membership shall be decided by a two thirds majority vote of the General Body.

§ 3 Rights and obligations of members

1. In accordance with the general rules (one predominant institution, requirements for project leaders, etc.), full members of the Collaborative Research Centre 1342 are eligible to submit project outlines to the committee of the Collaborative Research Centre 1342 that is responsible for the preparation of the combined funding proposal.
2. Members shall collaborate, advise and support each other. Shared resources of the Collaborative Research Centre may be used by all members to the extent possible.
3. Members shall contribute to planning and organisation, early career support, gender equality promotion, and internal organisation within the Collaborative Research Centre 1342 in accordance with these bylaws.
4. Publications based on research conducted by the Collaborative Research Centre 1342 must include a reference to DFG funding.
5. Each principal investigator must submit a progress report after the end date of the funding period or project completion. Termination of membership does not affect this obligation.
6. If a principal investigator withdraws from the Collaborative Research Centre 1342, the instrumentation and funds awarded for the project may not be transferred to another institution as a general rule. Any other solution (e.g. transfer of instrumentation) requires the approval of the Management Committee of the Collaborative Research Centre and of the coordinating university's chancellor or responsible Executive Board member. The DFG must be notified of any transfer of instrumentation valued at over €10,000 during the term of the Collaborative Research Centre.

§ 4 Organisational structure and bodies of the Collaborative Research Centre

The Collaborative Research Centre has the following bodies:

- a) General Body
- b) Assembly of Principal Investigators
- c) Equal Opportunity Committee
- d) Management Committee
- e) Spokesperson

§ 5 Duties and Composition of the General Body

1. The General Body is composed of all members of the CRC 1342. It is its discussion and decision-making body and coordinates the cooperation between the projects. The General Body has the following duties:

- a) Adoption and amendment of the bylaws
- b) Adoption of the combined funding proposal
- c) Election of the Spokesperson, the Deputy Spokesperson, and other members of the Management Committee, among them the representatives of the doctoral and postdoctoral researchers and the Equal Opportunity Committee
- d) Decision on the rules for shared use of research results and publication of synthesis papers (incl. definition of terms, rights and obligations, and agreed time limits and waiting periods)
- e) Acceptance of the report of the Spokesperson
- f) Decision on the allocation procedure (§ 8) for centrally managed funds

2. The General Body shall assign the following duties to the Assembly of Principal investigators :

- a) Development and coordination of the research programme
- b) Decision on the inclusion of new projects during the funding period
- c) Decision on the rules for joint use of research results and publications (including definitions of terms, distribution of rights and obligations, and agreed deadlines and waiting periods); and
- d) Preparation / organisation of scientific events of the CRC 1342

3. The General Body shall assign the following duties to the Management Committee:
 - a) Preparation of the combined funding proposal and internal preliminary assessment of project proposals as well as changes in the budget planning of project proposals
 - b) Deliberation on the proposal / purchase of instrumentation used by multiple projects
 - c) Programme-modifying funding actions during the current funding period (e.g. termination of a project for substantive reasons, initial funding of a new project)
4. The election of the Spokesperson, Deputy Spokesperson and of the members of the Management Committee, and amendments to the bylaws shall be decided by an absolute majority vote of the General Body. Subject to the provision of § 2 par. 5 of the Bylaws, the General Body shall decide in all other cases with a simple majority vote (majority of those present).
5. The General Body shall be convened by the Spokesperson of the CRC 1342 with a notice period of at least 14 days; the agenda must be sent to all members no later than 7 days before the meeting. The General Body must also be convened at the request of 20 percent of the members of the CRC 1342 with the same notice period.
6. The General Body shall constitute a quorum if all members have been duly invited and at least 20 members from at least half of the projects are present.
7. The General Body shall meet at least once a year.

§ 6 Duties and composition of the Assembly of Project Leaders

1. Members of the Assembly of Principal investigators are all principal investigator, i.e. those researchers who have significantly conceived the research project approved by the DFG and who are named as principal investigator in the establishment or continuation proposal for the CRC 1342 (or a new proposal).
2. The Assembly of Principal Investigators shall fulfill the tasks according to § 5 paragraph 2 and shall meet at least once a year.
3. The Assembly of Principal Investigators decides by simple majority (majority of those present) and each project has one vote.

4. The Assembly of the Principal Investigators shall be convened by the spokesperson of the CRC 1342 with a notice period of at least 14 days; the agenda shall be sent to all members at least 7 days before the meeting. It shall also be convened at the request of 20 percent of the project leaders of the CRC within the above-mentioned period.
5. The Assembly of the Principal Investigators has a quorum if all members are properly invited and at least half of the projects are represented by at least one principal Investigator.

§ 7 Equal Opportunity Committee and Equal Opportunity Officer

1. The Equal Opportunity Committee consists of six members of the CRC 1342 and up to six substitutes. At least one of the members belongs to the group of female professors, female postdocs and female PhD students. The members of the Equal Opportunities Committee shall be determined by election by all members of the CRC 1342 in the General Assembly.
2. It elects from among its members an Equal Opportunity Officer and her deputy, who is a member of the Board in an advisory capacity.
3. The Equal Opportunity Committee is dedicated to gender equality, diversity and anti-discrimination within the CRC 1342. It develops new measures, takes on training tasks and advises the Equal Opportunity Officer in cases of conflict. The Equal Opportunity Committee participates in all hiring processes and, for positions located at the University of Bremen, can obtain a postponement of the process for further consultation for 4 weeks by filing an objection. For positions located at other universities, the local equal opportunity regulations apply.

§ 8 Duties and composition of the Management Committee

1. The Management Committee consists of the spokesperson, the deputy spokesperson, as well as three other principal investigators (together referred to as the spokesperson team) and a member of the junior scientific staff or their deputies, as well as a member of the equal opportunities committee (with an advisory vote). It decides by simple majority. It has a quorum if at least two thirds of the board members are present.
2. The members of the Management Committee are elected for a term of office of one funding period. The office of the deputy spokesperson may rotate annually within the principal investigators represented in the Management Committee. The election shall take place in accordance with the provisions of §5 (4). The General Assembly may vote the Managing

Committee or individual members out of office at any time by an absolute majority of the members. The voting out of office of the spokesperson is only effective if a new spokesperson is elected at the same time.

3. In addition to any duties assigned by the General Body (§ 5 (2) of the bylaws), the Management Committee is responsible for the following:
 - [a] Personnel matters;
 - [b] Participation in the hiring and dismissal of employees (by the university or participating institutions) who are paid from CRC 1342 funds (after consultation with the relevant principal investigators). The right to make a personnel proposal for the hiring of employees of the university administration remains with the researcher (the project leader) with whom the new employees to be hired will work;
 - [c] Nomination for the election of committee members;
 - [d] Proposals for the admission and exclusion of members;
 - [e] Decisions on major internal reallocation requests;
 - [f] Consultations with the university management or the heads of departments or faculties regarding core support and appointments;
 - [g] Design and organization of measures to promote early career researchers, equal opportunities and diversity; and
 - [h] All matters not within the jurisdiction of the Spokesperson or other body

§ 9 Duties and term of office of the Spokesperson

1. Anyone holding a permanent, full-time professorship at the University of Bremen, appointed in accordance with the applicable employment law, who is a member of the Collaborative Research Centre and can represent the CRC 1342 within the bodies of the university is eligible to be elected Spokesperson. He/she shall lead the central administrative project but shall not be required to lead a research project.
2. The Spokesperson shall chair the Management Committee, the Assembly of Project Leaders and the General Body, and represent the Collaborative Research Centre externally (e.g. towards the university administration and the DFG).
3. The duties of the Spokesperson include:
 - a) Managing current business including the ongoing management and accounting of funds as well as decisions on minor reallocations
 - b) Convening meetings of the Management Committee, the Assembly of Principal Investigators and the General Body
 - c) Informing members and staff and others participating in the CRC.

4. The deputy shall represent the spokesperson in the event that he or she is prevented from attending or upon request in individual cases.

§ 10 Procedure for the allocation of centrally managed funds

1. Travel funds, funds for scientific guests, lump sum funds, and equal opportunity funds are administered in the central administration project Z. These funds are awarded according to the following criteria:
 - [a] Travel Costs: For the allocation of travel costs, the information provided in the application for each project is decisive and binding. If needs change, travel costs may be changed between projects. The spokesperson must be informed about this and the settlement will take place via the central administration project Z.
 - [b] Funds for scientific guests: The board decides on the allocation of funds for scientific guests. Applications can be submitted by all projects.
 - [c] Lump sum funds: The board decides on the allocation of lump sum funds for orders of 1,000 EUR or more. In urgent cases and for smaller amounts, the spokesperson can allocate the funds and reports on this at the following board meeting.
 - [d] Equal Opportunity Funds: The Equal Opportunity Committee decides on the allocation of equal opportunity funds autonomously.

§ 11 Final Regulations

After prior consultation with the DFG, the CRC 1342 shall decide on the regulations in agreement with the applicant university.