

Leibniz PhD Network Standing Rules

Preamble

At their first meeting on 21 September 2016, the representatives of the doctoral researchers of the Leibniz Institutes agreed to establish a nationwide Leibniz PhD Network.

Acknowledging the responsibility each researcher has towards society and recognizing the great impact that doctoral education has on the researchers' ability to fulfil that responsibility, the network seeks to contribute to the improvement of the Leibniz doctoral researchers' training and their working conditions in order to enable young researchers to develop a conscientious and constructively critical mind. Therefore, the network represents the interests of doctoral researchers in the Leibniz Association.

The Leibniz PhD Network sees itself as the representative body of the doctoral researchers within the Leibniz Association.

1 Name and Location

1. The name of the network is "Leibniz PhD Network".
2. The network is organized in a decentralized manner. It has no central location.

2 Language

The working language of the "Leibniz PhD Network" is English.

3 Purposes and Approach

1. The Leibniz PhD Network represents the interests of doctoral researchers in the Leibniz Association in order to enhance interdisciplinary cooperation, and facilitates the exchange of experiences and information between doctoral researchers across all Leibniz Institutes.

2. It aims to support and devise the promotion of doctoral researchers across the Leibniz Association by actively participating in the development of common standards within all institutes and research museums across the Leibniz Association.
3. The Leibniz PhD Network is a member organization of N² - The Network of Networks.
4. Collaboration in the Leibniz PhD Network is on a voluntary basis. None of the Leibniz doctoral researchers can be obligated to assume responsibility.

4 Tasks

1. In order to achieve its aims, the network is going to organize network events and facilitate electronic communication.
2. Moreover, the network maintains and updates its communication structure.
3. Further specific tasks remain to be defined by the Steering Group and the working groups.

5 Changes to the Standing Rules

1. Changes to the Standing Rules can be made only at the General Assembly of the Leibniz PhD Network.
2. Members of the Leibniz PhD Network can suggest changes to the Standing Rules.
3. Suggestions for changes to the Standing Rules should be sent to the Steering Group at least two weeks in advance of the General Assembly.
4. The Standing Rules should be presented at the General Assembly. After the presentation, the doctoral representatives have the opportunity to propose changes to the Standing Rules. Before voting on the changes, there has to be an opportunity for discussion in the General Assembly.
5. Changes can only be made if two-thirds of the attendees of the General Assembly voted for them.

6 Members of the Leibniz PhD Network

1. All doctoral researchers of Leibniz institutes and research museums are members of the Leibniz PhD Network.
2. At least one representative of the doctoral researchers should be mandated to represent the interests of the respective Institute's doctoral researchers and to speak on their behalf.
3. Representatives of the doctoral researchers should ideally be elected by the respective Institute's doctoral researchers from their ranks. However, the decision on how the representatives of the doctoral researchers take office is a matter for the respective Leibniz Institute's doctoral researchers.
4. The representatives of the doctoral researchers are the main points of contact for the doctoral researchers; they represent them with regard to all matters concerning the Leibniz PhD Network's affairs.
5. The representatives of the doctoral researchers are asked to inform those whom they represent about all processes and their outcomes at the Leibniz PhD Network level and to provide the Steering Group with relevant information from within their institutes.

7 Structure of the Network

1. The bottom-up structure of the Leibniz PhD Network is designed to provide the highest level of transparency, democracy and inclusiveness while ensuring the functionality of the network. It shall allow for direct, honest and open communication.
2. The Leibniz PhD Network consists of the following bodies:
 - the General Assembly,
 - two Spokespersons,
 - five Section Officers,
 - the Financial Officer,
 - the Steering Group,
 - the Working Groups.

7.1 General Assembly

1. The General Assembly offers the main platform for the exchange of information to all representatives of the Leibniz Association's doctoral researchers. It will be organized once a year at an Institute of the Leibniz Association that is capable of hosting such a meeting.
2. The date of the General Assembly will be announced about 12 weeks in advance. The date is coordinated by the Steering Group in consultation with the Leibniz Headquarters and the respective Institute hosting the General Assembly.
3. All representatives of the doctoral researchers are invited to the General Assembly. Should the representative or representatives of the doctoral researchers of a Leibniz Institute be unable to attend the General Assembly, the doctoral researchers of the respective Institute may appoint a deputy.
4. At the General Assembly, the tasks should be, but are not restricted to, the following:
 1. discussion and determination of the Leibniz PhD Network's general strategic development;
 2. the election of Spokespersons, Financial Officer and Section Officers. These are (re-)elected every year;
 3. changes to the Standing Rules and organizational structure of the network;
 4. establishing of new working groups;
 5. organization of events.
5. The minutes of the General Assembly will be available at the Leibniz homepage from 6 weeks onwards after the General Assembly and will be distributed via e-mail.
6. Representatives of the doctoral researchers shall provide the minutes to all members of the Leibniz PhD Network, the doctoral researchers at their institutes.

7.2 Spokespersons and Section Officers

1. The General Assembly elects two Spokespersons.
2. The Spokespersons represent the doctoral researchers' interests within the Leibniz Association and beyond. Moreover, they are charged with administrative tasks. They should attend meetings of the official Leibniz organs if they have the option, e.g. the Leibniz Senate or the Presidium of the Leibniz Association. They represent the Leibniz

PhD Network as Board members in N² - The Network of Networks. Spokespersons are bound by the decisions made at the General Assembly.

3. At the General Assembly, the representatives of the doctoral researchers of each section elect one Section Officer.
4. The Section Officers ensure the communication and dissemination of information within their section. They are the main points of contact for representatives of the doctoral researchers within their section. Thus, they should maintain contact with those representatives. Moreover, they can function as the Spokesperson's deputies.
5. The mandates of both the Spokespersons and the Section Officers are limited to two terms.

7.3 The Financial Officer

1. The General Assembly elects one Financial Officer.
2. The Financial Officer's responsibilities comprise and include the management of the Leibniz PhD Network's budget. The approval of payments is always made in agreement with or by the responsible person for the Leibniz PhD Network at the Headquarters of the Leibniz Association.
3. The Financial Officer reports every transaction to the Spokespersons in a timely manner. He or she provides a final statement of account to the Spokespersons, the succeeding Financial Officer, the General Assembly, and the responsible person in the Headquarters of the Leibniz Association at the end of his or her term. The Financial Officer is not liable for any transactions.
4. The name of the Financial Officer will be communicated to the Leibniz Association's Headquarters within four weeks after the General Assembly.
5. The mandate of the Financial Officer is limited to two terms.

7.4 The Steering Group

1. The Steering Group consists of the Spokespersons, the Section Officers, and the Financial Officer.
2. The Steering Group is responsible for coordinating all activities of the Leibniz PhD Network and determines the strategic direction of the network for the elected term. It is thereby bound to the decisions taken by the General Assembly.

7.5 The Working Groups

1. The Working Groups are formed by the General Assembly as required. Each Working Group is open to all members of the Leibniz PhD Network.
2. A Working Group can be established temporarily or for an indefinite period.
3. The involvement in the work of a Working Group is voluntary.
4. The Working Groups deal with topics which are identified during the General Assembly.
5. Each Working Group should be accompanied by at least one Section Officer to ensure good communication across all groups and the Steering Group. Section Officers or the responsible coordinating member of the working group report the results of the Working Groups to the Steering Group in regular meetings and at the General Assembly.

8 Elections and Voting

8.1 Elections at the Leibniz PhD Network level

1. The General Assembly elects the Spokespersons and the Financial Officer every year. Moreover, the Section Officers are elected by the representatives of the doctoral researchers within their section. This election is performed during the General Assembly.
2. The terms of the Spokespersons, Financial Officer and the Section Officers expire after one year, but not before successors are elected.
3. For the election of the Spokespersons, every Institute has one vote for each Spokesperson position, which is cast by the representatives of the respective Institute's doctoral researchers.
4. For the election of the Section Officers, every Institute has one vote for the Section Officer's position of its respective section, which is cast by the representatives of the Institute's doctoral researchers. The elected Section Officer has to be a member of the respective section.
5. The election of the Spokespersons and the Section Officers will only be valid if at least half of the eligible voters are present at the election.

6. If there are more than two candidates for the Spokesperson positions, the two with the most votes are elected.
7. The newly elected Steering Group officially takes over the office four weeks after the election took place. This is to ensure a proper handover of information, responsibilities and contacts.

8.2 Voting at the General Assembly

1. During the General Assembly, the representatives of the Institutes' doctoral researchers are able to influence the course of the Leibniz PhD Network's work for the coming term.
2. Every Institute's representatives of its doctoral researchers can suggest draft resolutions for the General Assembly, which may concern, for example, the strategic orientation of the network. These resolutions need to be forwarded to the Steering Group 2 weeks in advance of the General Assembly. During the General Assembly, the attending representatives of the doctoral researchers vote for the draft resolutions.
3. Resolutions are adopted by a simple majority of the attending representatives of the doctoral researchers.

9 Entry into Force

1. These Standing Rules entered into force at the Leibniz PhD Network's first General Assembly on 22 September 2016.
2. The Standing Rules are published on the Leibniz PhD Network's website. They will be updated by the Steering Group in a timely manner after changes are made at the General Assembly. After the adoption of these Standing Rules, the Steering Group must publish these Standing Rules on the Leibniz PhD Network's website.

The Standing Rules were edited and paragraphs were changed at and by the General Assembly in Rostock on 7 September 2017 and in Jena on 28 September 2018.