Rules of Procedure *(Version 2, decided on 27.05.2026)*

of the association „Diplomatische Akademie, Studenten-Initiative“

Article 1: General Provisions

1. The association is called „Diplomatische Akademie Studenten-Initiative“. This name is to be used in all external communication. Internally, *Diplomatic Academy Students Initiative* and the abbreviation *DASI* can be used interchangeably.
2. Changes to the Rules of Procedure take effect immediately upon decision. They do not apply retroactively.

Article 2: Membership – Application

1. Membership applications can be filed at any time. In case the application takes place during the third trimester of a year, the timing requirements according to Art. 4 Par. 2 of the Constitution of „Diplomatische Akademie, Studenten-Initiative“ (hereinafter "the Constitution") start on the first day of the following term.
2. In case the Board denies membership, a new application can be filed.
3. The Presidium shall ensure that a current membership directory is maintained. Access to the directory shall be granted to Board members solely to the extent necessary for the performance of their duties and in accordance with applicable data protection law, including the GDPR, and any relevant DA internal policies governing the handling of personal data.

Article 3: Membership – Termination

1. In case a member notifies the President of their voluntary resignation from membership, the termination takes place immediately upon receipt.
2. The Board decides on expulsions of members by a two-thirds majority. Expulsed members can call upon the Court of Arbitration in accordance with Article 18 of the Constitution to appeal the decision. This needs to happen within a week. The affected member keeps the membership until the final decision of the Court.
3. Grave violations of membership obligations according to Art. 6 Par. 2 of the Constitution are specifically those involving members who whether through gross negligence or deliberate intent:
    1. violate the association’s purpose according to Art. 2 of the Constitution;
    2. misuse the association’s financial means thereby violating laws, the Constitution or its decisions;
    3. violate universally accepted rules of behavior and academic integrity.

Article 4: General Assembly – General Provisions

1. The Board will call for a General Assembly at the latest 2 weeks before the event, simultaneously announcing the initial agenda.
2. A potential document containing a transfer of votes in accordance with Article 8 of the Constitution has to include either a general transfer of vote for an entire General Assembly or be limited to specific agenda points.
3. All transferred votes shall be announced at the beginning of the General Assembly to the chair of the assembly in accordance with Article 8 par. 4 of the Constitution (hereinafter "the Chair"). In case members fail to do so, the transferred vote becomes void.
4. The Chair must guarantee General Assemblies proceed undisturbed. He can ban members from participation if said member significantly disrupts the event or repeatedly violates decisions of the Chair.
5. Elections by the General Assembly shall be in secret and in written form or using an online tool. On the request of a member of the General Assembly, members can decide by 2/3 majority to vote by a show of hands instead.
6. The auditors may propose motions to the General Assembly. They may call for a meeting of the General Assembly and are entitled to call a meeting themselves, if the Board consistently and significantly violates accounting obligations.
7. The General Assembly shall be held in a hybrid format with options for in-person and online attendance, unless the sensitivity of information addressed during the meeting precludes the possibility of online attendance.

Article 5: General Assembly – Agenda

1. The Secretary is in charge of the agenda. Each member can ask for agenda points to be added until one week before the General Assembly at the latest. These must be included in the final agenda unchanged except for calls to impeach members of the Presidium that must be in line with Art. 8 Par. 2.
2. Only the Board can call for the dissolution of the association, based on a unanimous decision of the entirety of the Board.

Article 6: General Assembly – Chair, Effects of Decisions

1. The Chair opens, interrupts, reschedules and closes sessions of the General Assembly.
2. The Chair establishes the results of votes and elections and announces them.
3. General Assembly decisions take effect at the end of a session. They must be communicated to all members within one week.

Article 7: Presidium – Elections

1. The current Presidium organizes the elections of the succeeding Presidium.
2. In general, elections are held using the online tool of the Diplomatic Academy.

3. The Presidium decides upon start and end of the elections and announces these dates four weeks prior to the start by e-mail.
4. Candidates must announce their application by e-mail until three weeks before the start of the elections, at the latest. The Presidium can decide to reopen applications for another six days, if necessary. Applications shall include a short statement. Applicants for the Presidium positions are advised to candidate as a team covering all Presidium positions.
5. The Presidium announces the candidates at the latest one week before the start of elections ("nomination") by e-mail to all members. The e-mail will include the date of the announcement of the results and a date for the physical presentation of all candidates ("hustings").
6. Candidates may conduct a self-financed campaign from the time of nomination until one day prior to the elections. The candidates can use any means they deem appropriate, with campaigning costs no higher than 100€ per candidate. Severely insulting or abusive statements or actions against other candidates are strongly discouraged. This may lead to the expulsion of the candidate from the association according to Art. 5.3 of the statutes.
7. Concerning the elections to the Presidium, each member may cast one vote for the President, the Vice-President, the Treasurer and the Secretary respectively. Abstentions are to be counted as an invalid vote. For every position, there is also an option to vote for re-opening nominations ("RoN"). These are valid votes. The re-nomination process is to be defined by the current Board.
8. The candidates receiving the most cast and valid votes are elected to their respective positions. In case of a tie, a second vote between the candidates that have received the most votes in the first round must be held within 7 days. The candidate receiving the most votes is elected. In case of another time, the second round is repeated. Should this third round result in a tie as well, draw by lot shall establish the holder of the position.
9. The Presidium establishes the results, guaranteeing anonymity of the voters, and announces the results at the previously defined date.

Article 8: Presidium – Termination of the Position

1. Resignation of a member of the Presidium takes effect after a written announcement to the remaining Board has been delivered.
2. Motion to impeach a member of the Presidium will be added to the agenda of the upcoming General Assembly upon the support, in writing, of no less than 10% of all association members or by unanimous Board decision – excluding the affected Presidium member from said vote. The Board simultaneously sets a date for the General Assembly. The affected Presidium Member is recused from chairing the General Assembly according to Art. 8 Par. 4 of the Constitution.

Article 9: Course Speakers – Elections

1. In general, elections are held using the online tool of the Diplomatic Academy.

2. The Presidium decides upon start and end of the elections and announces these dates two weeks prior to the start by e-mail to all members having active voting rights.
3. Candidates must announce their application by e-mail at least one week before the start of the elections at the latest. Applications shall include a short introduction.
4. The Presidium announces the candidates at the latest six days before the elections (“nomination”) by e-mail to all members. The e-mail shall include the date of the announcement of the results.
5. Candidates may conduct a self-financed campaign from the time of nomination until one day prior to the elections. The candidates can use any means they deem appropriate, with campaigning costs no higher than 100€ per candidate. Severely insulting or abusive statements or actions against other candidates are strongly discouraged.
6. The two candidates receiving the most cast and valid votes are elected to the respective positions.
7. The candidate with the most votes in the respective class of a study program representing a “Höherer Lehrgang”, according to § 4 Abs. 1 Z 2 DAK – Gesetz 1996 is simultaneously elected student representative (“Hörervertreter”) according to § 20 Abs. 2 DAK – Gesetz 1996. In case the number of participants in one of the study programs is lower than 21, according to § 4 Abs. 1 Z 2 DAK – Gesetz 1996, a joint student representative for all classes of that study program is to be elected by a simple plurality.
8. The Presidium establishes the results guaranteeing anonymity of the voters and announces the results at the previously defined date.

Article 10: Course Speakers – Impeachment

1. Course Speakers are impeached by handing to the Presidium a written declaration supported by no less than 50% of the respective class of a study program.
2. The impeachment is to be announced immediately to all students of the affected class of a study pro- gram and the Presidium. The impeachment comes into effect once the announcement is received by the Presidium.

Article 11: Board - Tasks

1. The President represents the association. He coordinates the work of the Board and ensures – jointly with the Treasurer – that the association acts in a lawful way. He represents students before the administration, alumni and external partners; this includes holding regular meetings with the Deputy Director and with the university's Gender Equality Plan Working Group. He is also responsible for supporting the work of the Ombudspersons (Art. 20-23).
2. The Vice President substitutes the President. He coordinates, supports and audits the work of the Societies, including maintaining an overview of the weekly “Tipsy Thursdays” and organizing a meeting with Society Heads every term or as needed (Art. 15). He is also responsible for planning the yearly

"Orientation Week" for incoming first-year students, in coordination with Society Heads, Academic Administration and other Board members as needed.

3. The Treasurer is responsible for the association's bookkeeping and bank account. He prepares Board decisions on financial matters, annual budgets, and financial statements. The Treasurer is responsible for maintaining the relationship with auditors regarding required accounting systems and compliance standards and shall monitor relevant legal and regulatory developments affecting the association's finances. He shall further support Society Treasurers in maintaining accurate and up-to-date bookkeeping and shall take appropriate measures to safeguard the financial stability of the association. The Treasurer shall coordinate with the Head of the Bar Society the organization and administration of the bar system, including in particular: procedures for cash handling and cash exchange; inventory management; compliance with safety obligations for events held on DA premises; access to and administration of cashless payment systems; handling of deposit (Pfand) systems; storage, security, and access control of bar equipment, including keys and associated devices; and the development and implementation of operational bar rules for the weekly "Tipsy Thursdays" events in the 'Tipsy Operational Memorandum'.
4. The Secretary is in charge of the internal and external communication of the association and organizes all events of the association that are not covered by Societies. He regularly informs the association's members about upcoming events and other important dates, as well as about decisions of the Board or the Presidium. He compiles the minutes of all Board meetings and General Assemblies and publishes them on the DASI subpage of the DA intranet. The Secretary oversees the preparation of the yearbook.
5. The Course Speakers represent the interests of their respective class within the Board. They collect ideas, requests and issues of the students they represent and ensure they are included in the agendas for meetings with the Board and with administrative and external partners. Additionally, they have a control function regarding actions of the Presidium. Finally, they inform the students of their respective class about the activities of the Board.
6. The Board is responsible for executing select yearly tasks and customs of the university. The person(s) responsible for each task shall be appointed by the Presidium or may volunteer. Yearly tasks include but are not limited to:
    1. Providing logistical support to Academic Administration and Facilities Management in the organization of the "Christmas Extravaganza" dinner, scheduled after the conclusion of the first term exam period and preceding the start of the Christmas break.
    2. Providing financial or logistic support, as needed and if approved under association regulation, to the Ball Committee in the organization of the "Diplomatic Ball", scheduled for the second or third term.
    3. Organizing the planning and execution of the "Sommerfest Afterparty", scheduled after the Sommerfest, which concludes the academic year.
    4. Coordinating the planning, purchasing, and distribution of the yearbook, scheduled for the third term.

    5. Assisting in the selection and appointment of Ombudspersons for the subsequent year (Art. 21), scheduled for the third term after the election of the succeeding Presidium.

7. Each Board member, under his own responsibility, may delegate specific tasks falling into his area of competence to other members of the association; the delegation of voting rights must still follow Art. 15 Par. 3 of the Constitution.

Article 12: Board – Meetings, Decision Making

1. The President chairs the Board meeting. In case of his absence, the Vice President substitutes him. In case he is absent too, the Treasurer chairs the meeting.
2. Board meetings shall be held monthly. The Board may choose another frequency.
3. The Board shall meet with administrative partners on a regular basis to ensure student interests are represented, pertinent information is exchanged, and widely-shared student concerns are addressed. A monthly meeting cadence with the Heads of Academic Administration and Facilities Management is envisioned; the cadence with other departments is generally on an as-needed basis and shall be decided by the Board.
4. The Presidium announces the Board Meeting, stating the agenda. Each Board member can call upon the Presidium to hold an extraordinary Board meeting in case of important reasons.
5. Each Board meeting may propose agenda points that must be included without changes.
6. Only Board members may attend Board meetings, unless the Board decides otherwise. Association members can ask the Board to be invited until one day before a meeting. Invited association members have the right to speak, subject to the chair giving them the word. Invited members may use this occasion to highlight serious grievances that could, if not eliminated in due time, lead to the start of an impeachment process of single members of the Board.
7. The Presidium and the Board can summon Society Heads and Treasurers to specific agenda points; these summoned Society representatives have the right to speak.
8. Only Board members may be present when Board decisions are being made.
9. The Secretary will compile written minutes of all Board Meetings. They need to cover the agenda points discussed, as well as all the anonymized results of votes. This general summary of Board meetings shall be made available to all association members as soon as possible.
10. The agreement on decision making in the form of a circular resolution can be decided for the entire business year in advance if all Board members agree to it. Circular resolution decisions must be made in writing.

Article 13: Working with Administrative and External Partners

To fulfill the purpose of the association according to Art. 2 of the Constitution, the Presidium and the Board shall regularly inform, lobby and collaborate with both administrative and external partners. This includes but is not limited to the following envisioned activities:

1. Administrative partners:
    1. Academic Administration: The Board shall inform the Head of Academic Administration regarding widely-shared student concerns and requests. The Board shall submit requests for changes or improvements to academic procedures to Academic Administration; requests focusing on improving accessibility and accommodation for underrepresented students, such as but not limited to student-parents and students with disabilities, shall take priority. The Board shall be consulted on and collaborate with Academic Administration on matters concerning student life and student affairs, including but not limited to receiving the outcomes to the yearly student-wide survey, providing inputs on improvements to academic procedures, and supporting DA digitalization efforts.
    2. Facilities Management: The Board shall submit requests for additions or renovations to the DA premises to Facilities Management; requests focusing on improving accessibility and accommodation for underrepresented students, such as but not limited to student-parents and students with disabilities, shall take priority.
    3. Development Department: The Board shall submit IT-related requests to the Head of the Development Department. The Development Department may request the Board to speak with incoming students or applicants, insofar as the request is not within the scope of work executed by DA Student Ambassadors.
    4. Event Management: The Board shall contact the Event Manager to request the use of rooms on the DA premises; this use of rooms pertains to both Board activities and association events.
2. club.da: The Presidium shall attend the regular meetings of club.da, the alumni association of the university, therewhile providing updates regarding student life. The Presidium shall facilitate introductions between current students and alumni and assist in the organization of events fulfilling the association’s purpose.
3. Vienna-based and other relevant Universities: The Presidium shall represent the association during meetings and events with other Vienna-based or relevant universities including DA study program partners, exchange partners or those hosting similar study programs as those of the DA. The Presidium shall facilitate introductions between students of the DA and the partner university and assist in the organization of events fulfilling the association’s purpose.

Article 14: Court of Arbitration

1. The Court of Arbitration consists of three association members acting as arbitrators. In case of disagreements, each party names an arbitrator. The arbitrators of both parties together select a third arbitrator that serves as chair.
2. The Court sets the Rules of the Case unanimously.

3. Both parties can ask their respective Course Speakers to support them in front of the Court.

Article 15: Societies

1. The Board can form Societies consisting of association members and delegate tasks to them.
2. Two association members can apply to found a new Societies. The application needs to provide proof of how and why the Society would help to fulfill the association's purpose and be of benefit to at least 10% of the association's members. Additionally, the application needs to include the name of the Society, envisioned activities, a list of potential events, and a preliminary budget.
3. The name of the new Society can be freely chosen but should reflect the purpose of the Society.
4. Each Society must be headed by a Society Head and a Society Treasurer. The Society Head is responsible for the internal organization of the Society.
5. After the Society Head and the Society Treasurer are inaugurated, the Presidium has to provide them with power of attorney covering joint agency of the association, limited to the activities of the Society. The document shall allow Societies to conduct daily business in an unrestrained manner. Power of attorney have to be signed by the Presidium and the Heads of the Societies and the Treasurers of the Societies respectively. Legal transactions that exceed an initially defined sum must be approved by the Treasurer of the association.
6. The Society Heads answer to the President and are supported by the Vice President. They will regularly inform the Vice President about their activities. They will attend the meeting of Society Heads organized by the Vice President every term or as needed. They shall implement the procedures of and, in coordination with the Vice President, regularly update the 'Society Events Code of Conduct', hosted on the DASI subpage of the DA intranet.
7. The Society Treasurers answer to and are supported by the Treasurer of the Association. They will regularly inform the Treasurer of the association about their activities.
8. Each year in the first term (September or October), the Board organizes a "Society Fair" that gives Societies the opportunity to present their activities.
9. The impeachment of Society Heads or Society Treasurers can be decided by a majority of Society members or the Board. Before making its decision, the Board will hear out the affected Society Head or Treasurer.
10. The dissolution of a Society is decided by the Board. A motion can be filed by the Board or the respective Society Head. The motion must be discussed in a Board meeting, no earlier than two weeks after it has been filed. The Society Head has the right to be heard before a decision is taken. Reasons for dissolution are primarily inactivity of the Society for more than 6 months or Society activities harming the association.
11. The Treasurer must prepare a list of all Societies and their activities, differentiating between so called "entbehrliche" and "unentbehrliche Hilfsbetriebe" (according to Austrian law). Each member may ask to get access to this list.

12. To raise the financial means to fulfill the purpose of the association, the Board and Societies shall host weekly bar nights, referred to as "Tipsy Thursdays", on the DA premises. Procedures governing the preparation, operation and clean-up of these events are specified in the 'Tipsy Operational Memorandum', to be hosted on the DASI subpage of the DA intranet and regularly updated by Bar Society leadership in coordination with the Presidium and Ombudspersons.
13. The Head of the Bar Society shall exercise authority, under the approval of the Presidium and in accordance with association regulation, in the management, coordination and decision-making of "Tipsy Thursdays". As it pertains to this scope, members of the association shall comply with the decisions of the Head of the Bar Society. In no case shall the Head of the Bar Society take a decision or implement a change that supersedes the authority of the Presidium or that is in violation of association regulation.
14. During the third term, the Presidium shall facilitate the transition of leadership between outgoing and incoming Heads of Societies by organizing a centralized society election timeline and procedure.

Article 16: Financial Matters

1. In general, all legal transactions necessitate the decision of the Board. Any legal transactions need to be applied for no later than one week prior to the envisioned due date, using a form prepared by the Treasurer of the association. Applications for transactions not benefitting at least 10% of the association's members or 50% of any class will not be approved.
2. The following exceptions to Par. 1 apply:
    1. Spending by the Presidium of a maximum of 50€ per outlay, amounting to a total of 500€ per association per year; spending exceeding 50€ must be approved by the majority of the Board.
    2. Spending of Societies covered by power of attorney according to Art. 14 Par. 5 of the Rules of Procedure.
3. The Board decides on how to allocate unintentional profits ("zufällig erzielte Gewinne") of each Society. The respective Society Heads have the right to propose how the funds should be spent.
4. The President, jointly with the Treasurer of the association, has the right to decline sponsoring by organizations that are not in line with the association's purposes. This decision must be discussed in a Board Meeting in case of disagreements and can eventually be addressed by the Court of Arbitration.
5. Societies shall finance their activities independently.
6. By way of exception, Societies may apply to the Treasurer for funding up to a maximum of €200 per academic year. Approval is discretionary and subject to the submission of a budget and proof of intended expenditure. Approval shall be granted by the Board. Approved funds shall be strictly purpose-bound.
7. Where a Society receives funding under Par. 6 and organizes an income-generating event, including but not limited to Tipsy events, such funds shall be treated as an advance and shall be reimbursed from the revenues of such event.
8. Societies not generating income from the relevant activity shall be exempt from reimbursement obligations under Par. 7.

9. Both the Treasurer of the association and the Treasurers of the Societies must continuously engage in bookkeeping, listing all income and expenditure. Each expenditure must be accompanied by a corresponding receipt. In case costs occur that can not be proven with a receipt, the member that was responsible for said costs will personally bear these costs. A bookkeeping template will be provided by the Treasurer.
10. The financial year equals the calendar year. The Treasurer must prepare a yearly financial statement and a statement covering the first six months of a year when handing over to the succeeding Treasurer.
11. All outgoing receipts need to have the form of a "DASI-Receipt". Alternatively, if the clients wish so, the association has the capacity to issue e-receipts. The Treasurer holds authentication data.
12. The association is exempted from Value Added Taxes due to its status as a non-profit organization ("gemeinnütziger Verein"). Accordingly, all receipts need to be issued without taxes and must include a note on the tax exemption.
13. The Board must prepare and continuously update a written summary of all applicable tax rules.

Article 17: Dormitory and Residential Matters

1. For the purposes of association affairs, "Dorm Speakers" are the residential students in charge of student matters relating the dormitory of the DA. They are elected or designated by either administrative partners or through a separate procedure. Dorm Speakers may hold master keys, monitored by Facilities Management, unlocking all student dormitories.
2. Matters concerning dormitory and residential affairs of students who live on the DA premises and are members of the association may be handled by the Dorm Speakers in consultation with the Presidium.
3. Matters concerning dormitory and residential affairs of students who live on the DA premises who are not members of the association may be referred by the Presidium to the Dorm Speakers as appropriate, and the Dorm Speakers may work with the Presidium to share information, resolve issues, and promote the health, safety, and wellbeing of residential students.
4. The Presidium may request information concerning student affairs, including if needed for disciplinary purposes, such that this information does not violate student privacy.
5. Upon the request of the Presidium, Dorm Speakers may provide advice or input on association matters concerning or impacting residential affairs.

Article 18: Contracts of employment

Any contracts of employment ("Dienst- or Werkverträge") e.g. for sports, dance or fitness instructors may only be concluded after consulting a professional tax advisor.

Article 19: Digital Infrastructure and Communication

1. The Presidium shall use DA-provided email accounts, Microsoft 365, and a shared Drive to conduct its work and to store and transfer official documents. Any personal data processed in this context shall be

processed only for legitimate association purposes, with access limited to persons who need it for their duties, and subject to applicable data protection law and DA policies.

2. The DASI subpage of the DA intranet shall host documents relating to the work of the Presidium, the Board, and relevant partners, including Ombudspersons and Societies. The responsible person(s) shall ensure the accuracy of documents on the page, and members shall have access only to the extent provided by DA policy and applicable data protection rules. Documents published on this page shall be considered authoritative for the purposes of the association and binding on members, who must comply with them.
3. A WhatsApp-based Community is envisioned as the main communication tool for DA students and association members; the Presidium may choose another platform. The Presidium shall have sole administrative access and shall ensure that communication on the platform remains in accordance with Art. 6 of the Constitution, applicable data protection law, and internal communication rules. The Announcement group shall be used by the Presidium to share updates regarding association and student activities. Other groups in the Community, such as those for Societies, dorm residents or study program cohorts, may be created by members with the approval of the Presidium; this excludes societies outside the auspices of the association. Upon the conclusion of the academic year, the Community is decommissioned, and the Presidium is no longer expected to manage communications within it.
4. Members shall obtain the prior consent of identifiable individuals before publishing or sharing images, recordings, or other content featuring them, unless another lawful basis clearly applies under applicable data protection law.

Article 20: Ombudspersons – Purpose and Duties

To fulfill the purpose of the association according to Art. 2 of the Constitution, the Board shall support the work of student Ombudspersons. The provisions of their selection, appointment, and duties are detailed in Art. 20-23 of the Rules of Procedure. Amendments to the Ombudspersons section shall be proposed in coordination with the incumbent Ombudspersons and shall be decided by the Board in accordance with Art. 15 of the Constitution.

1. The Ombudspersons shall:
    1. Provide confidential peer-to-peer support to students who approach them regarding mental health concerns, harassment, discrimination, abuse of power, or other welfare-related issues.
    2. Inform students of available support mechanisms, reporting procedures, and institutional resources.
    3. Advocate for students in interactions with faculty, administration, staff, student representatives, or other relevant parties when requested and consented to by the affected student.
    4. Organize regular online and/or in-person office hours, particularly during periods of increased student stress such as but not limited to study periods, examination weeks, and holidays.
    5. Maintain anonymous statistical documentation of cases, incidents and trends in order to support institutional awareness and long-term policy improvements.
    6. Increase awareness of the Ombudsperson system through the following envisioned activities:

        1. Communicate regularly with students regarding individual Ombudspersons' contact information, office hours, available mental health resources and relevant support initiatives.
        2. Participate in relevant DA initiatives related to mental health, harassment, discrimination, abuse of power, and student welfare.
        3. Participate in relevant association events including, but not limited to, the Orientation Week (Art. 11 Par. 2), the Society Fair (Art. 15 Par 8) and General Assemblies (Art. 4-6).
        4. Participate in or host Mental Health Month initiatives or other relevant community events.
        5. Maintain visibility and accessibility within the student community.
    7. Contribute to the promotion of a safe, inclusive, and respectful student environment.
2. Cases brought to the Ombudspersons shall be handled within the Ombudsperson body or referred to the appropriate DA or association partner in accordance with Art. 22.

Article 21: Ombudspersons – Selection and Appointment

1. The Ombudsperson body shall consist of a number of Ombudspersons determined by the Presidium in accordance with the needs of the student community.
2. Any student enrolled at the DA may apply to become an Ombudsperson, except for students elected to the subsequent year's Presidium or selected to serve as the subsequent year's Bar Society Head. Additional restrictions may be established by the Presidium.
3. The two-round Ombudsperson selection process shall ensure transparency and inclusion of students from diverse backgrounds and experiences.
4. The first-round selection panel shall consist of members of the incumbent and succeeding Presidiums and incumbent Ombudspersons. The second-round interview panel shall total three members, with one member each of the incumbent and succeeding Presidiums and incumbent Ombudspersons.
5. The application process shall be publicly announced to the student body and shall include a written application.
6. The first-round written application and the selection procedure shall focus on five criteria necessary in the Ombudsperson role. The written application shall include questions designed to assess the applicant's competencies with regard to these criteria. The selection procedure shall measure candidates' levels of competencies with regard to these criteria. The five criteria envisioned include:
    1. Trustworthiness and confidentiality
    2. Communication skills
    3. Interpersonal skills
    4. Commitment to student welfare
    5. Resilience
7. Submitted applications will be anonymized and reviewed by the selection panel. Each member of the selection panel will review the candidates' applications and score their competency levels per criterium from 1 to 10, with 10 being the highest level of competency. Scores per criterium will be averaged, and the

sum of the averaged five criteria will serve as the candidates' final score. Candidates receiving the highest scores will be invited for the second-round interview.

8. The second-round interview shall focus on candidates' overall suitability to the Ombudsperson role. The interview panel will conduct a simple majority vote to finalize the appointment of candidates to the Ombudsperson body, ensuring the body meets the requirements as laid out in Par. 1.
9. At any time in the selection process, members of the selection and interview panels may recuse themselves from deliberations concerning any application where they have a conflict of interest.

Article 22: Ombudspersons – Interaction with DASI and Administrative Partners

The Ombudspersons shall regularly inform, collaborate with and transfer cases to both DASI and administrative partners. This includes but is not limited to the following envisioned activities:

1. DASI: The Ombudspersons shall provide regular updates on their work to the Board. The Ombudspersons may be invited to attend internal Board meetings or Board meetings with administrative partners. The Ombudspersons shall submit logistical, institutional or financial support requests to the President and Treasurer.
2. Bar and SAGE Societies: The Ombudspersons shall coordinate with the SAGE Society to prepare the weekly list of sober monitors, the "Awareness Team", for "Tipsy Thursdays". The Ombudspersons shall transfer cases pertaining to "Tipsy Thursdays" to the Head of the Bar Society. In accordance with Art. 15 Par. 12, the Ombudspersons shall support Bar Society leadership to regularly update the 'Tipsy Operational Memorandum'.
3. Administrative partners: The Ombudspersons shall transfer cases to the relevant administrative partner(s), such as but not limited to Academic Administration, Facilities Management or the (Deputy) Director, when the matter handled in the case constitutes a violation of DA regulations or represents a grievous or repeated concern the Ombudsperson body could not be reasonably expected to handle internally.

Article 23: Ombudspersons – Confidentiality, Ethical Obligations and Termination

1. Ombudspersons shall treat all personal information shared with them as confidential.
2. Information may only be shared with the explicit consent of the affected student, except where required by law, where there is a serious and immediate risk to the safety of any person, or where mandatory institutional reporting obligations apply.
3. Ombudspersons shall maintain impartiality and avoid conflicts of interest wherever possible.
4. Ombudspersons must act respectfully, professionally, and in the best interests of the student body.
5. Ombudspersons shall not use their position for personal, political, or disciplinary purposes.
6. In case of inappropriate behavior, failure to comply with the purpose and duties of the Ombudsperson, or serious and/or multiple accusations from the student body, an Ombudsperson may be terminated. Cases for termination shall be decided by the Board in accordance with Art. 15 of the Constitution. When an

Ombudsperson is terminated, the Board shall select a candidate from the previous selection and appointment cycle.