

This document is the english translation of the document «Geschäftsordnung der Studierendenorganisation (GO VERSO)» and is not legally valid.

Rules of Procedure of the Student Organization (GO VERSO)

as per May 16, 2019¹

The Student Council, based on § 21 sec. 3 of the University of Applied Sciences Act (FaHG) and § 11 sec. 4 of the ZHdK University Regulations (Hochschulordnung), decided:

A. Foundations

§ 1 Name

The student organization operates under the name «VERSO» and is referred to as such in the following.

§ 2. Purpose of VERSO

All enrolled students at ZHdK are a part of VERSO. VERSO represents the interests of all students at ZHdK and is responsible for exercising their rights of participation.

§ 3. ...²

§ 4 Scope

The rules of procedure govern the organization, tasks, rights, and obligations of VERSO. VERSO may issue its own regulations to govern further details (deadlines, extraordinary meetings, etc.).

B. Organization

§ 5. Committees¹

¹ VERSO maintains the following committees:

- a. Student Council (StR);
- b. one student assembly in each department (StV);
- c. Semester Council (SR);
- d. General Assembly (VV);
- e. Presidium;
- f. Administrative Office.

² If necessary, VERSO may establish additional committees and working groups.

§ 6. Student Council (StR)¹

¹ The Student Council acts as the executive board within VERSO.

² The Student Council consists of ten students elected by the student assemblies (StV). Each department appoints two representatives. These students are members of the ZHdK Student Association.

³ The Student Council constitutes itself.

⁴ Terms of office are regulated in the StV. Re-election is possible.

⁵ The VERSO Student Council holds annual elections in the second quarter to fill the following positions:

- a. President and Vice President or Co-Presidency of VERSO;
- b. Secretariat;

and informs the students about the filling of these offices.

⁶ The Student Council elects the delegates to the University Assembly (HSV) in accordance with the rules of procedure of the University Assembly (GO HSV).

⁷ The Student Council

- a. represents the interests and concerns of students within the ZHdK, in particular towards the Director and the University Board (Hochschulleitung);
- b. is the point of contact for student concerns, provided these do not relate to individual interests;
- c. has the right to submit motions to the University Board on matters affecting students;
- d. has the right to comment on matters affecting students;
- e. discusses and decides on motions and consultations for the attention of the University Board;
- f. determines and coordinates student representation in internal and external commissions, committees, and working groups at all levels and has delegated sovereignty over student representatives;
- g. ensures the flow of information to members of the university in the interests of students and provides regular updates on VERSO's activities;
- h. maintains regular contact with the student representatives on the ASVZ board;
- i. Submits motions to the University Assembly (HSV);
- j. provides information about the constitution of the student council, to the Director in particular;
- k. adopts the rules of procedure of VERSO for the attention of the University Board;
- l. prepares an annual report for the students and the University Board.

⁸ The Student Council (StR) works in accordance with the regulations governing departmental, mandate, and committee work. The StR may delegate tasks and areas of responsibility within and outside the Student Council.

⁹ The Student Council has a quorum if at least five voting members of the Student Council are present.

§ 7. Student Assembly (StV)¹

¹ Each department has a student assembly (StV).

² Rules of procedure for student assemblies are issued. These are subject to approval by the University Board.

§ 8. Semester Council (SR)¹

¹ The semester council meets at least once per academic semester. It is prepared and conducted by the semester council chair and communicated to the members in an appropriate manner.

² The SR comprises thirty persons with voting rights. The seats are distributed in accordance with the Semester Council Regulations.

³ The SR has the following tasks in particular:

- a. Discussing and determining VERSO's strategic objectives;
- b. Adopting regulations;
- c. Approving VERSO's membership in organizations and associations that require membership fees.

⁴ All students may submit agenda items to the SR that do not fall within the competence of another body. In case of doubt, the Presidium shall decide.

⁵ An SR has a quorum if each department is represented by at least three students.

⁶ If an SR does not have a quorum, votes are nevertheless held as consultative votes. Decision-making authority is transferred to the Student Council. Votes that the General Assembly has transferred to the Semester Council in a consultative capacity cannot be transferred to the Student Council.

§ 9. General Assembly (VV)¹

¹ The general assembly of VERSO takes place once per calendar year, in the last quarter, as needed, and is prepared and conducted by the student council and communicated to all students in an appropriate manner.

² All enrolled students may participate in the VV.

³ The VV advises the Student Council as a consultative body.

§ 10. Presidium¹

¹ The Presidium consists of the President and Vice President or a Co-Presidium of the Student Council.

² The Presidium represents VERSO both within and outside the ZHdK. Information to the media is provided exclusively by the Presidium or a person delegated by it.

³ The Presidium chairs meetings, coordinates work and business in terms of content, and regularly informs the Student Council thereof.

§ 11. Office

¹ The office is managed by the secretariat of the ZHdK Student Association.

² The administrative office is responsible for administrative and organizational processes.

³ The administrative office manages the student office in accordance with the guidelines of the presidium.

⁴ The administrative office is responsible for the following tasks, among others:

- a. Responsibility for the financial accounting of the ZHdK Student Association,
- b. Administration of VERSO and the ZHdK Student Association,
- c. Maintaining the communication channels of VERSO and the ZHdK Student Association,
- d. Handling student concerns, provided these do not relate to individual interests.

C. Finances

§ 12. Financing

¹ VERSO is financed by the ZHdK Student Association. Support from ZHdK is regulated in the service agreement between the ZHdK Student Association and ZHdK.

² The funding is used in particular

- a. to compensate the various student delegates and representatives in the administration of the Student Office, in commissions, working groups, and committees, insofar as they are not compensated in any other way;
- b. to support student events and projects, if they are in the general student interest.

§ 13. Compensation

Work reports are checked and approved by the office.

D. Certificates

§ 14. Certification of participation

The VERSO office, in cooperation with the ZHdK, will issue a certificate of participation to students who are active in the Student Council upon request.

E. Final provisions

§ 15. Final provisions

These rules of procedure were adopted by the Student Council on May 16, 2019, and approved by the University Board on August 28, 2019. They shall enter into force on August 1, 2020.

¹ Version as adopted by the general assembly on October 5, 2023, and resolution of the Student Council on June 15, 2025, approved by the University Board on July 2, 2025, effective as of August 1, 2025.

² Section 3 of the original version contained the legal basis. This is now listed in the preamble.