

Bremen Spatial Cognition Center (BSCC)

Bylaws as of 25 February 2021

I Definition and Objective

1. The BSCC is an institute of the University of Bremen. It is an association of scientists and groups of researchers at the University of Bremen, as well as of their collaborators.
2. The objective of the BSCC is joint scientific research in the area of spatial cognition and related fields.
3. Main missions of the BSCC are:
 - Initiation, development and coordination of research projects of individual members or groups of researchers;
 - Financial planning and acquisition of funds to support research;
 - Coordination of joint facilities and advancement of new projects;
 - Organization of joint activities for exchanging know-how and for communicating research results (e.g., meetings, colloquia, symposia);
 - Facilitation of collaboration and exchange among researchers (e.g., presentations, research visits, joint projects);
 - Advancement of scientific education of junior scientists by providing optimal research opportunities and joint supervision.
4. The name "Bremen Spatial Cognition Center (BSCC)" as well as the logo of the BSCC shall be used by the members in publications, presentations, events, etc. Activities financially supported by the BSCC must be acknowledged appropriately („The work is supported by the Bremen Spatial Cognition Center (BSCC)“).

II Governing Bodies

Governing bodies of the BSCC are

- the director and co-director
- the board
- the assembly of members

III Members

1. Scientists working in the field of spatial cognition or related areas may apply for membership in the BSCC through the board, or they may be recommended by other members of the BSCC.
2. The members of the BSCC are committed to collaborating in the BSCC and they participate in the assembly of members. The members of the BSCC are entitled to vote in the context of the decisions of the assembly of members. BSCC membership does not grant any entitlement to financial resources.
3. Membership ends
 - upon a member's own request
 - by decision of the assembly of members after a request by five BSCC members.

IV Assembly of Members

1. The assembly of members is formed by the members of the BSCC. An assembly is convoked by the director at least once a year, or on demand or by request of at least five BSCC members. The assembly of members may be held onsite, online, or in a hybrid form. Voting may be done using an online service if secrecy of voting is guaranteed.
2. The members of the BSCC are invited to the assembly of members at least two weeks prior to the meeting. Every member is entitled to propose agenda items. The director must accept all items proposed one week before the meeting.
3. Members not able to participate in the meeting may transfer their vote to another member. Transfers of votes must be communicated to the director in a timely manner.
4. The assembly of members has a quorum if at least half of all members attend. Generally, the assembly of members takes decisions with simple majority of the attending members. Vote abstention is counted as non-voting. Elections of the governing bodies (board, director and co-director, members) require a majority of two-thirds of the attending members and must be done through secret ballot.
5. Upon proposal of the board the assembly of members decides about
 - the admission of new BSCC members and the termination of memberships;
 - the inclusion of new BSCC projects.
6. The assembly of members elects the members of the BSCC board through secret ballot. The board is formed by four to six members. Every BSCC member is entitled to propose BSCC members as candidates. Board members are elected if they receive two thirds of the votes of the attending members. Repeated voting is possible. The members of the board are elected for the duration of three years. Upon retirement of a board member the assembly of members must elect a successor at their earliest convenience. Board members can be withdrawn ahead of time by the assembly of members, which must include the election of a successor.

7. Upon proposal of the board, the assembly of members elects the director and the co-director for the duration of three years. Re-election is possible.
8. Once a year the board reports to the assembly of members.
9. A protocol of the assembly signed by the director and co-director must be submitted to all BSCC members within 14 days to be approved by the members.

V Board

1. Meetings of the board are held as necessary, however at least twice a year. Board meetings are open to all BSCC members. Time and location of board meetings must be announced in a timely manner. Decisions of the board are communicated to all BSCC members in a timely manner.
2. Upon proposal by the board, the assembly of members elects one board member as director and one as co-director.
3. The board takes decisions based on simple majority. In the case of tie votes, the director's vote is decisive. Board decisions may also be taken by remote communication. Decisions must be immediately communicated to all BSCC members.
4. The board coordinates the BSCC and organizes its events. The board decides about all questions related to the organization and activities of the BSCC that are not assigned to other bodies according to the bylaws.
5. The board appoints a BSCC member as research manager. The research manager can be a member of the board. The research manager supports the board, the director and the co-director and attends the board meetings. The research manager takes care of the financial administration and coordinates the activities of the BSCC.

VI Director and Co-Director

1. The director co-ordinates the BSCC, and convokes and heads the board meetings.
2. The director convokes the assemblies of members, heads them and implements their decisions. The director reports activities and decisions of the board to the assembly of members.
3. Director and co-director externally represent the BSCC. Toward the University of Bremen they take responsibility for the accounting of the funds provided.

VII Inclusion of projects and utilization of funds

1. BSCC projects are either applied for in the context of the BSCC or they are included upon proposal of a BSCC member. Every member may propose projects for inclusion in the BSCC. Proposals are collected and considered by the board.
2. The BSCC operates on funds approved by the University of Bremen.

3. In addition, principal investigators of BSCC projects shall transfer 50% of the overhead funding granted by the University of Bremen to the BSCC. As possible, projects newly applied for should include funding to contribute to the basic funding of the BSCC.

4. BSCC funds are assigned by the assembly of members upon proposal by the board. Funding applications by BSCC members must contain a detailed project description, its relation to the BSCC, as well as a brief description of previous and current scientific work of the applicant. The decision about the funding application must be communicated to the applicant in written form, and in the case of rejection with detailed reasons for the refusal.

VIII Final Clause

1. Changing these bylaws requires a two-thirds majority of all BSCC members.

2. Any potential invalidity within these bylaws does not affect the validity of the rest of the bylaws.