

# Statutes of the WWU “Center for Digital Humanities”

– Updated: 16 December 2019 –

*Note: This translation is for informational purposes only.  
Only the German version shall be legally binding.*

## § 1 Legal Status

The WWU “Center for Digital Humanities” (CDH) is an association of academics at the University of Münster (WWU) with the aim of supporting the Digital Humanities and developing appropriate structures, services and programmes at the WWU. The CDH works closely with the “Service Center Digital Humanities (SCDH)” at the University Library (ULB).

## § 2 Tasks

In accordance with its aims as expressed in § 1, the CDH shall undertake the following tasks:

1. to identify and prioritise requirements and develop recommendations for the expansion of the service portfolio of the “Service Center Digital Humanities”,
2. to develop guidelines and recommendations for the strategic orientation of the Digital Humanities at the WWU,
3. to sharpen the academic profile of the Digital Humanities, in particular through supporting an awareness for the potential of the Digital Humanities in research and the visibility of their activities at the WWU,
4. to develop and coordinate the reciprocal use of diverse competences in the field of Digital Humanities within the WWU,
5. to support and coordinate the establishment of a programme of the Digital Humanities in teaching and further training,
6. to participate in personnel decisions concerning the “Service Center Digital Humanities”.

### **§ 3 Membership**

- (1) Any interested members of the WWU can become members of the CDH provided they
  1. have successfully completed a masters or comparable degree and
  2. are employed as a doctoral researcher, research associate or professor at one of the following faculties:
    - Faculty of Protestant Theology
    - Faculty of Catholic Theology
    - Faculty of Educational and Social Science
    - Faculty of History and Philosophy
    - Faculty of Philology
    - Faculty of Mathematics and Computer Science
  3. or are involved in the Cluster of Excellence “Religion and Politics” or any other interdisciplinary association which is concerned with theological or humanities issues, and are members of the CDH at its inception.
- (2) Members of the WWU who fulfil the requirements of § 3 (1) but were not members of CDH at its inception are admitted as members by the executive board upon application.
- (3) Upon resolution of the executive board, members of other faculties or external parties may be granted membership.

### **§ 4 General Assembly**

- (1) The general assembly has the following tasks:
  1. to elect the members of the executive board in accordance with § 5 (1),
  2. to hear the report of the executive board,
  3. to advise the executive board concerning operative and strategic issues, in particular with regard to determining required action,
  4. to decide upon changes to the Statutes.
- (2) The general assembly is convened at least once a year by the spokesperson of the executive board with at least two weeks’ written notice. An extra-ordinary meeting has to be called if requested by representatives of at least three of the faculties involved in the CDH.
- (3) The general assembly has a quorum regardless of the number of members present.

- (4) Decisions are taken by simple majority of the votes given. With the exception of elections, abstentions are disregarded in determining the majority.
- (5) Minutes are taken of the decisions made by the general assembly. They are signed by the spokesperson of the CDH and the minute-taker and sent to all members. If no objections are raised within two weeks of the sending date, the minutes are considered as approved.

### **§ 5 Executive Board**

- (1) The executive board is made up of five elected members with voting rights in accordance with § 3 (1) and one member appointed by the Cluster of Excellence “Religion and Politics in Pre-Modern and Modern Cultures”.
- (2) Members of the executive board in an advisory role are:
  1. the Director of the University Library,
  2. the Chief Information Officer and
  3. a member of the Rectorate or a representative appointed by the Rectorate.
- (3) The members of the executive board in accordance with § 5 (1) are elected for a period of two years.
- (4) The executive board discusses and decides upon issues of general or fundamental importance. The board regularly reports to the general assembly on its activities.
- (5) The executive board has a quorum if at least half of its voting members are present. It is considered to have a quorum unless a member present at the meeting raises a motion to ascertain the opposite.
- (6) Decisions are taken on the basis of a simple majority of the board members present. In the case of a tie, the spokesperson has the casting vote. Minutes are to be taken of all decisions made. These minutes are sent to all members of the CDH by the spokesperson.
- (7) With the consent of the executive board or, in exceptional cases, also on his/her own initiative, the spokesperson can conduct voting in written form or by email.
- (8) The executive board is to meet at least twice per semester.

### **§ 6 Spokesperson**

- (1) The executive board elects the spokesperson and a deputy spokesperson from among its voting members to serve for the duration of two years.

- (2) The spokesperson is responsible for the following tasks:
1. to represent the CDH toward any organs, committees and institutions of the WWU and to independently manage the affairs of the CDH,
  2. to call and chair the meetings of the executive board and the general assembly,
  3. to implement decisions of the executive board.
- (3) With the approval of the University Library (ULB), a staff member of the “Service Center Digital Humanities” is assigned to support the spokesperson in the management of the CDH.
- (4) The spokesperson has an obligation to disclose information to the members of the CDH and is accountable to them.
- (5) The spokesperson can be voted out of office by a two-thirds majority of the members of the executive board provided a new spokesperson is elected at the same time. The same applies to the deputy spokesperson.

### **§ 7 Coming into Force**

These Statutes (in their original German version) come into force on 16 December 2019.