

By-Laws of the TRR 170

§ 1 Name, Coordinating Institution and Purpose of the Collaborative Research Centre

1. The Collaborative Research Centre (CRC) TRR 170 “Late Accretion onto Terrestrial Planets” is a research consortium led by the Freie Universität Berlin (Phase 1, 2016-2019). It is planned that Westfälische Wilhelms-Universität Münster will lead the research consortium in a second funding period.
2. The TRR 170 shall conduct interdisciplinary research projects in the areas of planetary and earth sciences. TRR170 comprises of project areas and subprojects.
3. The TRR 170 aims to address specific research questions, promote close cooperation with other research institutions, support early-career researchers, foster national and international collaboration as well as interdisciplinary research.

§ 2 Membership

1. Principal investigators (PIs), doctoral and post-doctoral researchers involved in the TRR 170 shall automatically be members of the TRR 170. Anyone who is part of the participating universities or other participating research institutions and has demonstrated the ability to conduct independent scientific work within the TRR 170 field of research (generally after the completion of a M.Sc. or Diplom degree) shall be eligible for membership. Members need to be located in the Berlin area or in Münster. Funding from TRR 170 resources is not a requirement for membership.
2. Researchers may apply to the Executive Board (EB) of TRR 170 for membership through a PI of TRR 170. The EB grants membership with all rights. The PI assembly confirms memberships.
3. Membership shall end when the member has given written notice of his/her withdrawal from the TRR 170 to the Speaker of the TRR 170.
4. The PI Assembly may decide to retract a membership with a simple majority vote.

§ 3 Rights and Obligations of Members

1. All members of the TRR 170 have the right to submit project proposals in accordance with DFG regulations to the committee of the TRR 170 that is responsible for the grant application of the TRR 170 main proposal. Generally, this applies for the subsequent funding period but is also applicable to newly appointed professors at TRR 170 member institutions.
2. Members shall collaborate, advise and support each other. All members may use shared facilities and funds of the TRR 170.
3. Members shall contribute to the project’s conceptual planning and organisation, the support of early-career researchers, and the administration of TRR 170 in accordance with the by-laws.
4. Publications (peer-reviewed) resulting from research work conducted with the TRR 170 should make reference of the DFG and TRR 170 funding in the following manner (in this example A1-1 refers to subproject A1 during the first funding period):

“This work was funded by the Deutsche Forschungsgemeinschaft (SFB-TRR 170, subproject A1-1).”

Affiliated researchers and guest scientists who submit manuscripts that reflect research performed as part of TRR 170 and have received central funds (e.g. fellowships, stipends) should simply note:

“This work was funded by the Deutsche Forschungsgemeinschaft (SFB-TRR 170).”

Members should inform the TRR Office & Coordination a prior to submitting a manuscript which contains work partly or fully funded by TRR 170 to a peer-reviewed journal or a book chapter for an edited book. A number will be issue for the manuscript that relates to the last entry in the TRR 170 publication list. This should be mentioned in the Acknowledgements as follows:

“This is TRR 170 Publication No. XX.”

Members are encouraged to publish their TRR related research in open access journals.

5. Each PI is required to report progress of his/her subproject at the end of the funding period or after completion of the subproject. Termination of membership shall not affect these obligations.
6. The withdrawal of a PI from the TRR 170 does not, generally, allow the transfer of project funded instrumentation or funds to a new work place. Any alternative solution shall require the approval of the Executive Board of the TRR 170, the Chancellor of the coordinating university and the DFG.

§ 4 Organisational Structure and Bodies of the Collaborative Research Centre

1. The TRR 170 has following statutory bodies:
 - a) Speaker (Deputy Speaker)
 - b) Executive Board
 - c) Graduate Programme Director
 - d) Coordinator
 - e) Office Manager
 - f) Gender Equality Representative
 - g) Early-Career Researchers Representative
 - h) Principal Investigator (PI) Assembly
 - i) General Assembly
2. The PI(s) shall be the researcher(s) who lead(s) the research project(s).

§ 5 Duties and Tenure of the Spokesperson

1. Anyone who holds a tenured professorship at the coordinating or participating university, and is also a member of the TRR 170 has the possibility to be elected as a Speaker and Deputy Speaker. The Speaker is the PI of the administrative project, but shall not be required to lead a research project.
2. The Speaker shall chair the Executive Board and the General Assembly and shall represent the TRR 170 externally (e.g. in relation to the university administration and the DFG).
3. The duties of the Speaker shall include:
 - a) Overseeing current business, including the on-going management and accounting of funds as well as making decisions on minor reallocation requests.
 - b) Convening meetings of the Executive Board and the General Assembly.
 - c) Communicating to members and staff important information which is relevant to TRR 170 business.
4. The tenure of the Speaker shall be four years.
5. The Speaker may be represented by the Deputy Speaker.

§ 6 Duties and Composition of the Executive Board

1. The Executive Board shall consist of the Speaker, the Deputy Speaker, the Coordinator and up to six other members including an early-career researcher and the gender equality representative. A member of the Executive Board shall also act as the graduate programme director. The Executive Board shall make decisions with a simple majority vote. The Executive Board shall be quorate if at least three of its members, including the Speaker, are present. All institutions involved in the TRR 170 shall have, when possible, a representative on the Executive Board.
2. The tenure of the members of the Executive Board shall last until the end of the respective funding period. The PI Assembly may, at any time, vote the Executive Board, or rather any of its members, out of office with a simple majority vote. If a member of the Executive Board resigns, the Executive Board will appoint a temporary replacement member. At the following PI Assembly, the temporary replacement member shall either be voted onto the Executive Board or a new member shall be elected. The Speaker may be voted out of office only if a new Speaker is elected at the same time.
3. In addition to any duties assigned by the PI Assembly (§ 10 (2)), the Executive Board shall be responsible for the following:
 - a) Matters of personnel.
 - b) Supporting the participating universities or institutions with the hiring and termination of contracts of employees who are funded by TRR 170. The relevant PIs must be consulted first.
 - c) Nominating researchers to be elected as committee members.
 - d) Making suggestions regarding the admission and suspension of members.
 - e) Consulting with the university administration, the head of a department or the head of a faculty regarding basic equipment/facilities and appointments.
 - f) Conceptualising and organising measures that shall support and advance early career scientists.
 - g) Managing all other matters that do not fall within the jurisdiction of another statutory body or that of the speaker.
4. The Executive Board shall convene at least four times a year, either in person or with the aid of communication media.

§ 7 Duties of the Coordinator

1. The Coordinator shall be assigned to the organisational unit of subproject Z (management).
2. The Coordinator shall support the Spokesperson and the Executive Board with concepts and organisation of measures that shall ensure the proper operation of the TRR 170.

§ 8 Duties of the TRR 170 office

1. The office of TRR 170 shall be assigned to the organisational unit of subproject Z (administration).
2. The office shall assume the responsibility of ensuring that the administrative activities within the TRR 170 run efficiently.
3. The office shall support the Coordinator.

§ 9 Duties of the Gender Equality Representative

1. A Gender Equality Representative shall be appointed by the PI Assembly.
2. The Gender Equality Representative shall ensure the implementation of measures specified in the TRR 170 proposal.

3. The Gender Equality Representative's tenure shall be four years. A re-appointment can be voted upon by the PI Assembly.

§ 10 Duties of the Principal Investigator Assembly

1. The PI Assembly shall have the following duties:
 - a) Admission of members and decision-making regarding the termination of memberships.
 - b) Making decisions about and amending these regulations.
 - c) Approval of the overall funding proposal.
 - d) Electing the Speaker, the Deputy Speaker, and other Executive Board members.
 - e) Accepting the Speaker's report.
 - f) If applicable, electing members of committees.
2. The PI Assembly shall assign the following duties to the committees or the Executive Board:
 - a) Development and coordination of the research program.
 - b) Preparing the overall funding proposal, the preliminary internal assessment of project proposals, and making decisions regarding modifications of the financial aspects of project proposals.
 - c) Making decisions regarding the participation of new projects during the funding period.
 - d) Making decisions regarding financial arrangements that could alter the programme during the current funding period (e.g. content-related termination of a project or the initial funding of a new project).
 - e) Giving guidance on the application or purchase of equipment used by several projects.
 - f) Preparing and organizing scientific events related to the TRR 170.
3. Principal Investigators may invite external guests and proposed members to attend PI Assemblies. Each member may make suggestions regarding invitees. The guests shall have no voting rights.
4. The election of the Speaker and of the members of the Executive Board, as well as amendments to these regulations, shall be decided by an absolute majority vote of the PI Assembly. According to § 2 (2) of the By-Laws, the PI Assembly shall decide all other cases with a simple majority vote of those present at the PI Assembly. The PI Assembly shall be quorate if at least half of its members are present.
5. The PI Assembly shall be convened by the Speaker of the SFB-TRR with a notice period of at least fourteen days; the agenda shall be sent to all members no later than seven days before the meeting. A General Assembly shall also be convened at the request of the members of the TRR 170 with the same notice period. A PI assembly shall be convened at the request of PIs with the same notice period.

§ 11 Allocation of Central Funds

1. The central funds shall be allocated by the administration project. Decisions regarding the allocation shall be made by the Executive Board of the TRR 170 upon request by the PIs.
2. The central funds shall be used for:
 - a) Travel expenses that are not directly related to a specific subproject (i.e., internal meetings, etc.).
 - b) The purchase of essential scientific literature, journals and other information.
 - c) Funds for publications.
 - d) Funds for visiting scientists.
 - e) Funds for colloquia, seminars and scientific conferences.
 - f) Funds for equality policies, the advancement of women and family support.
 - g) Funds for work regarding public relations.
 - h) 'Flexible Funds: coverage of unforeseen costs.

§ 12 Concluding Provisions

The TRR 170 shall, in agreement with the applicant university and following prior consultation with the DFG, adopt these regulations.

CERTIFICATION

These by-laws were approved unanimously by all members of the executive board at a meeting in Hodenhagen on November 24, 2016.



Prof. Dr. Harry Becker (Speaker)

Berlin, 16 January, 2017