

Bylaws of the CRC 1423

2nd funding period, valid from January 01, 2024

Preamble

The high number of researchers participating in the CRC and their affiliation to (often) different departments/faculties of a higher education institution or a non-university research institution make it necessary to establish a formal basis for cooperation, which can be found in the bylaws. The members of the Collaborative Research Center do not wish to create an independent legal entity on the basis of these bylaws or for any other reason. The bodies listed should solely serve to organize and coordinate cooperation within the project.

§ 1 Name, Coordinating University, purpose of the Collaborative Research Center

1. The Collaborative Research Center (CRC) 1423 “Structural Dynamics of GPCR Activation and Signaling“ is a legally dependent institution of the Leipzig University.
2. The CRC is operated by the Leipzig University (UL) and in accordance with the cooperation agreement and the respective university laws and regulations in cooperation with the Martin-Luther-University Halle-Wittenberg (MLU), Charité-Universitätsmedizin Berlin and the Heinrich Heine University Düsseldorf.
3. The CRC conducts interrelated research projects in the areas of Biochemistry, Structural Biology, Bioinformatics, Biophysics, Bioorganic Chemistry and Molecular Pharmacology. The CRC is organized in project areas and projects.
4. Furthermore, the CRC promotes interaction with other research institutions, supports early career, and fosters international collaboration and equal opportunities.

§ 2 Membership

1. All DFG Project leaders, all scientists, funded by the CRC 1423 or included in the research project but funded by different sources are members, however membership is not contingent upon funding under the CRC.
2. A member of the CRC may be any person who belongs to one of the participating universities or cooperating research institutions and has demonstrated in the research field of the CRC the ability to conduct independent research (in general after completing a doctorate). Researchers may apply for membership by contacting the Board of the CRC. The decision about the membership is taken by the General Meeting by simple majority.
3. Membership ends with the written resignation of the member. The resignation has to be sent to the Spokesperson of the CRC.
4. The General Meeting decides about the loss or withdrawal of membership with a two-thirds majority.

§ 3 Rights and Obligations of the Members

1. Members of the CRC (after completing a doctorate) are entitled to submit a project proposal for the preparation of the CRC proposal. The project proposal has to be sent to the Board of the CRC.
2. Members are obliged to cooperate, advise and support the other members of the CRC. Joint facilities and the financial means of the CRC are available for all members of the CRC – within the limits given.
3. Members shall contribute to planning and internal organization, early career support and gender equality promotion within the CRC in accordance with these bylaws.

4. Publications based on research conducted by the CRC must include a reference to DFG funding. (*Funded by the Deutsche Forschungsgemeinschaft (DFG, German Research Foundation) – Project number 421152132 - CRC 1423 - subproject-No.*)
5. Each DFG Project leader is obliged to submit a progress report on the work carried out in the project at the end of the project or the end of the grant period within three months. Termination of membership does not affect this obligation.
6. If a DFG Project leader withdraws from the CRC, he/she is not entitled to transfer the devices and financial means of his subproject to another location. Exceptions from this regulation (*e.g.* transfer of devices) can be made by decision of the Board of the CRC and the head of the administration and finance of the Leipzig University. The DFG is to notify if an instrumentation with a value at over 10,000 EUR is transferred to another location during the term of the CRC.

§ 4 Organizational Structure and Bodies of the CRC

1. The CRC consists of the following bodies:
 - a) Scientific Advisory Board
 - b) General Meeting
 - c) Meeting of the DFG Project Leaders
 - d) Board and
 - e) Spokesperson.
2. DFG Project leaders are persons who conceived a research project in a substantial way.
3. Members are asked to keep the discussions confidential.

§ 5 Scientific Advisory Board

1. The CRC installs a Scientific Advisory Board in order to discuss scientific questions, receives advice on continuation of projects, topics and scientific questions. A minimum of three members is suggested.
2. In case of conflicts, members of the Scientific Advisory Boards will be asked as external referee.
3. The members of the Scientific Advisory Board can be invited to all Scientific Meetings for review of the projects, and asked to support the decision for projects in the next funding period.

§ 6 General Meeting

1. The General Meeting is composed of all members of the CRC. It generally meets at least once a year. The General Meeting has the following duties: a) Discussion of the report of the Spokesperson; b) Discussion and acceptance of the report of the Integrated Research Training Group; c) Discussion and acceptance of new members or withdrawal of membership with 2/3 majority.
2. The General Meeting receives all information on the ongoing and planned activities of the CRC 1423 including the rules for shared use of research results and publication of synthesis papers (incl. definition of terms, rights and obligations, and agreed time limits and waiting periods), gender issues and data management.
3. The General Meeting is convened by the Spokesperson of the CRC with a notice period of at least 14 days. The agenda will be sent to all members at least 7 days before the meeting. The General Meeting also has to be convened if it is requested by a fifth of the CRC members with the same notice period.

§ 7 Meeting of the DFG Project Leaders

1. The Meeting of the DFG Project leaders is composed of all DFG Project leaders with a granted project in the current funding period of the CRC 1423.
2. The graduate students' representative is full member of the Meeting of the DFG Project leaders, the scientific and administrative coordinators are consulting members of the Meeting of the DFG Project

leaders.

3. The Meeting of the DFG Project leaders has the following duties:
 - a) Adoption and amendment of the bylaws;
 - b) Election of the Spokesperson, the Vice Spokesperson, and other members of the Board;
 - c) Decision on the rules for shared use of research results and publication of synthesis papers (incl. definition of terms, rights and obligations, and agreed time limits and waiting periods);
 - d) Establishment of the Scientific Advisory Board after suggestion of DFG Project leaders;
 - e) Discussion and acceptance of the report of the Spokesperson;
 - f) Decision on the allocation procedure (§10) for centrally managed funds;
 - g) Approval of the final proposal for the establishment and continuation of the CRC.
4. The Meeting of the DFG Project leaders assigns the following task to the Board:
 - a) Development and coordination of the scientific program;
 - b) Decision about integration of new projects during the funding period;
 - c) Preparation of the final proposal for the establishment or continuation of the CRC, the preliminary review of subproject proposals, decision about alterations of financial aspects of the subproject proposals;
 - d) Alterations in the program and finances of the CRC during the grant period (e.g. termination of subprojects on substantive grounds or initial financing of new projects);
 - e) Deliberation on application or purchase of equipment used by several projects;
 - f) Handling and decision of centrally managed funds in line with §7 (3e) of the bylaws;
 - g) Preparation and organization of scientific CRC events.
5. The Meeting of the DFG Project leaders is convened by the Spokesperson of the CRC with a notice period of at least 14 days. The agenda will be sent to all members at least 7 days in advance. The Meeting of the DFG Project leaders also has to be convened if it is requested by a fifth of the CRC DFG Project leaders with the above mentioned 14 days' notice.
6. Every DFG Project leader of the CRC has one vote regardless of the number of subprojects he/she is heading. Resolutions shall be adopted by a majority of the votes of the members present. The Meeting of the DFG Project leader shall be quorate if at least half of its members are present. In the event of votes being equal the CRC Spokesperson decides by his/her vote.

§ 8 Duties and Composition of the Board

1. The Board is composed of the Spokesperson, the Vice spokesperson, the Head of the Integrated Research Training Group, three further members of the CRC and the graduate students' representative. The coordinators (scientific, administrative, graduate school) are consulting members of the Board. Internal discussions have to be kept confidential. The Board takes decisions by a simple majority vote. The Board shall constitute a quorum if the majority of the board members is present. In the event of a tied vote, the vote of the Spokesperson counts twice.
2. The members of the Board are elected for a term of four years by the Meeting of the DFG Project leaders. The Meeting of the DFG Project leaders can remove the Board or individual board members at all times by a two-thirds majority vote. The removal of the Spokesperson takes only effect if a new Spokesperson is elected at the same time.
3. In addition to the tasks assigned by the Meeting of the DFG Project leaders (§7 (4) of the bylaws) the Board is responsible for the following:
 - a) Participation in the hiring and termination (by the university or participating institutions) of employees who are paid from CRC funds (after consultation with the relevant project leaders);
 - b) Nominations for the election of committee members;
 - c) Suggestions for the inclusion and exclusion of members;
 - d) Decisions on major internal reallocation requests;
 - e) Consultations with the university administration / heads of department or faculties regarding coresupport and appointment issues;
 - f) Design and organization of measures to promote early career researchers and equal opportunities;
 - g) Allocation of CRC Fellowships;
 - h) All matters not within the jurisdiction of the Spokesperson or any other body.

§ 9 Duties and Term of Office of the CRC Spokesperson

1. Anyone holding a permanent, full-time professorship at the Leipzig University, appointed in accordance with the applicable employment law, who is a DFG Project leader of the CRC and can represent the CRC within the bodies of the university is eligible to be elected Spokesperson or Vice Spokesperson. He/she shall lead the central administrative project.
2. The Spokesperson is the Chairperson of the Board, the Meeting of the DFG Project leaders, and the General Meeting. He/she represents the CRC externally.
3. The duties of the Spokesperson include:
 - a) Operational management of the CRC including the ongoing management and accounting of travel funds, funds for invited guests and speakers as well as decisions on minor reallocation requests;
 - b) Convening meetings of the Board, the DFG Project leader Meeting, and the General Meeting;
 - c) Informing members and staff and others participating in the CRC.
4. The Spokesperson`s term of office shall be four years. Re-election is possible.

§ 10 Procedures for the Allocation of Centrally Managed Funds

The Board takes decisions according to §7(4) on

- Travel funds;
- Funds for visiting scientists;
- Stipends and fellowships for graduate students;
- Distribution of lump-sum funds after announcement to all DFG Project leaders;
- Publication costs;
- Gender-equality funds;
- Basic equipment funds provided by Leipzig University for UL projects after announcement

by a simple majority.

§ 11 Gender-equality and Diversity

1. The CRC 1423 is committed to gender equality and gender justice and regards the implementation of corresponding standards as a strategic management task. The Board will facilitate activities and discussions to achieve that everyone at CRC 1423 should be able to work with pleasure and without severe limitations, independent of whether they have a family, come from a different culture or have a disability.
2. Gender equality and diversity measures within the CRC/IRTG to ensure a family-friendly environment include, but are not limited to:
 - A mentoring program for female scientists for research development and/or career planning;
 - Finance career development workshops and networking events for female graduate students, postdoctoral researchers, junior group leaders and habilitation candidates;
 - Scientific talks and round table meetings with female scientists to foster the topic;
 - Options for extended funding and support by student assistants (especially in labs) of the candidate are available and will be fostered in case of pregnancy, nursing period and family-related part-time working;
 - Actively promote recruitment of female postdocs, female group leaders and female researchers in general;
 - Possibilities and infrastructure to do work from home will be structurally and, if needed also financially, supported in order to reduce conflicts with child care;
 - Providing child care during IRTG-events if child care is not covered otherwise;
 - Local events will preferably be held during common childcare facility opening hours and annual conventions, summer schools and other Research Training Group specific scientific conferences will preferably be organized outside of local school vacation periods;
 - Maximal flexibility of working hours for CRC members with family obligations will be offered;
 - An emergency family care fund for CRC members will be established;
 - Travel allowances for researchers with children under 3 years who need to take their child and a caretaker to a conference;

- Financing participant costs for school holiday programs for children up to 12 years;
 - Opportunity for parents to bring their child to work when there are unexpected problems with the normal childcare. In this case the CRC offers a special mobile piece of furniture (the so-called KidsBox), which enables parents to create a small playroom for kids nearby their office desk;
 - Relief funds for committee activities in academic self-governance, journal reviewer activities, etc.;
 - Promotion (financing or provision) of quiet rooms for medical measures (medication), family related issues or for intercultural rituals (e.g., prayers) will be provided in the facilities – if possible.
3. All members of the CRC can make use of equal opportunities' funds after application to the Board in advance. We will use the DFG Diversity definition for eligibility for these funds. Application shall be sent to the scientific coordinator and have to be accepted by the Board prior to starting.

§ 12 Promotion of Young Talent

1. The CRC 1423 is also responsible for the promotion of graduate students within the Integrated Research Training Group (IRTG) by offering courses, individual supervision, laboratory rotation and financial support.
2. The Board shall issue more detailed implementing provisions governing the selection of doctoral candidates, the quality assurance of supervision and the doctoral process, the coordination of the supervision and funding process, as well as the co-determination opportunities of doctoral candidates and the connection to the structured graduate programs of the universities.
3. The members of CRC 1423 participate in the graduate student education according to the regulations and curricula of the respective faculties according to their official duties.
4. Further, the CRC 1423 supports postdocs in their career development and mentoring. All postdocs of the CRC can request for individual support after application to the Board in advance. Application shall be sent to the scientific coordinator and have to be accepted by the Board prior to starting.

§ 13 Good Scientific Practice

1. The CRC 1423 conforms to the DFG Guidelines for Safeguarding Good Scientific Practice, and is committed to academic integrity, fairness and exemplary scientific conduct. The members also act according to their Regulations of Good Scientific Practice of the respective faculties according to their official duties.
2. All members are encouraged to continuously update their knowledge about new features and additions in good scientific practice. Specific courses have been established in IRTG's qualification program and are mandatory for all postdocs and graduate students.

§ 14 Research Data Management

1. The CRC 1423 conforms to the DFG Guidelines for Research Data Management and in according to the regulations of the respective faculties according to their official duties.
2. All related and additional provisions are defined in the Regulatory for Research Data Management of the CRC 1423 and apply to all members of the CRC 1423. All members are encouraged to continuously update their knowledge about new features and additions in research data management.

§ 15 Closing Provisions

The CRC resolves on these bylaws after consultations with the DFG and the Leipzig University.