



# Statutes of the Association of Scientific Staff at ETH Zürich

Only the German version of the statutes is legally binding.  
This version is for consultation purposes only.

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## Contents

I.	Legal form, Purpose, Membership .....	2
II.	Organisation .....	2
II. 1	Academic Staff Assembly (ASA).....	3
II. 2	Board .....	4
II. 3	Departmental associations (DA) .....	6
II. 4	Ballot vote .....	7
II. 5	Telejob .....	7
II. 6	Working groups .....	8
II. 7	Delegation of the University Assembly .....	8
II. 8	Representations .....	9
III.	Rights and obligations of members .....	10
IV.	Finance .....	10
V.	Revision of the Statutes, dissolution.....	11
VI.	Final provisions .....	11

## **I. Legal form, Purpose, Membership**

### **Art. 1 Legal form, Name, Location, Liability**

The Association of Scientific Staff at ETH (AVETH) is an association within the meaning of Art. 60ff of the Swiss Civil Code. The registered office of AVETH is in Zurich. The association is only liable with its assets.

### **Art. 2 Definition, Purpose**

The Academic Association of the Scientific Staff of ETH Zurich (AVETH) represents the interests of the scientific staff {assistants, doctoral students, senior assistants, postdocs and the higher scientific cadre (scientific adjuncts)} of ETH Zurich regardless of gender, gender identity, sexual orientation, race, skin colour, ethnicity, citizenship, cultural background, socio-economic status, age, disability or religion. The AVETH sees itself as the official representative of mid-level scientific staff at ETH Zurich, supporting and facilitating communication among all scientific staff at ETH and beyond. It also acts as a hub for interdepartmental connections between scientific staff and supports graduates in their job search.

### **Art. 3 Membership**

- 1 All members of the mid-level faculty (doctoral students, assistants, research associates and scientific staff) in the ETH Domain can become members of the Association.
- 2 Other persons who are involved in teaching and research activities in the ETH Domain may apply to the Board for membership. Membership requires confirmation by the Academic Staff Assembly (ASA). Appeals against a negative decision by the Board must be submitted to the ASA.
- 3 Every AVETH member automatically belongs to the Departmental Association of their department or institute.

### **Art. 4 Admission, Resignation, Expulsion**

- 1 Membership of AVETH is upon application and comes into effect on the 1st of the following month. In particular, online registration via "mystudies" and the AVETH website is considered an application.
- 2 Resignations must be notified in writing to the Board or the AVETH Secretariat and take effect at the end of a month. They become legally binding when all liabilities to the association have been settled.
- 3 If the membership criteria are no longer met, the membership expires.
- 4 A member may be expelled from the association by resolution of the Board, stating the reasons. The exclusion requires confirmation by the ASA.

## **II. Organisation**

### **Art. 5 Organs**

- 1 The bodies of the association are
  - a. Academic Staff Assembly (ASA)
  - b. Board
  - c. Management of Telejob
  - d. Departmental Associations (DA)
  - e. Working Groups
  - f. Delegation of the University Assembly
  - g. Representations
  - h. Ballot vote of all members

## **Art. 6 Financial year**

The financial year begins on 1 January and ends on 31 December of the same calendar year.

## **II. 1 Academic Staff Assembly (ASA)**

### **Art. 7 Definition**

- 1 The General Assembly is the highest body of the association. It is authorised to decide on all AVETH matters.

### **Art. 8 Composition**

- 1 All AVETH members are authorised to speak and submit proposals.
- 2 Delegates of the departmental associations and delegates of the Working Groups are entitled to speak, submit proposals and vote.
  - a. The appendix to the statutes regulates the voting key and is approved by the ASA with a two-thirds majority.
  - b. When the number of DAs or Working Groups changes, the ASA revises the appendix.
  - c. A person can only be a delegate of a DA or Working Group.
  - d. Members of the AVETH Board cannot be delegates.
- 3 Guests are authorised to speak.

### **Art. 9 Carrying out the ASA**

- 1 The board is responsible for convening ordinary as well as extraordinary academic staff assemblies.
- 2 The academic staff assembly is announced and the agenda items are disclosed 14 days ahead of the assembly.
- 3 The chair of an ASA is the responsibility of the President. In the case of a co-presidency, the chair is held by the longest-serving co-president unless the co-presidency agrees on a different arrangement by unanimity. Upon procedural request, the chair may be handed over to a third person appointed by the ASA on an item-by-item basis.
- 4 The board is responsible for the proper keeping of the minutes.

### **Art. 10 Publicity of the ASA**

The ASA is public. Upon procedural request, the ASA can decide otherwise.

### **Art. 11 Agenda items**

The agenda announced prior to the ASA is considered temporary and adopted at the ASA by a simple majority. Changes to the agenda can be made any time, in accordance with Art. 52.

### **Art. 12 Rules of procedure**

The ASA is adopting “Rules of procedure”, which regulate details of the procedure and the contents of which must not contradict the statutes. A change to these rules of procedure has the same majority requirement as the revision of statutes.

### **Art. 13 Ordinary Academic Staff Assemblies**

Each fiscal year, one ordinary ASA takes place.

### **Art. 14 Extraordinary Academic Staff Assembly**

- 1 An extraordinary ASA can be convened upon request of the board or a minimum of 20 members. Agenda items need to be included in the announcement.
- 2 An extraordinary ASA needs to take place no later than 4 weeks after its request and adhere to Art. 9.

#### **Art. 15 Tasks of the ASA**

- 1 The ASA is responsible for the activities of the association; it monitors the work of the board. The ASA supervises the work of the board. The ASA discusses and decides on matters of AVETH as well as requests of members. In particular, it has the following tasks:
  - a. Elect the Board and the auditors.
  - b. Approve the annual financial statements and budget proposal.
  - c. Elect the delegates for the university assembly.
  - d. Elect the representatives in the committees of ETH.
  - e. It defines the guidelines for the constitution and activities of committees and elects their members and chairpersons.
  - f. It is the final instance of appeal in all election, voting and membership matters.
  - g. In response to a request on the agenda, the ASA may decide by a 2/3 majority to take disciplinary measures against a departmental association, up to and including its exclusion.
  - h. It establishes new Working Groups by a simple majority and can dissolve existing ones at any time by a 2/3 majority.
  - i. It elects the head of the Working Groups. If a working group already exists, the right of the working group to make proposals in accordance with Art. 38 Para. 2 must be considered.

#### **Art. 16 Quorum of the ASA**

An ASA is quorate if at least one third of the delegates are present.

## **II. 2 Board**

#### **Art. 17 Composition**

- 1 The Board is composed of
  - a. The Presidency (consisting of the President and a Deputy President or up to three Co-Presidents with equal rights).
  - b. The Treasurer
  - c. The Secretary-General
  - d. The chairmanship of Telejob (consisting of the chairperson and a deputy chairperson or up to two co-chairpersons with equal rights)
  - e. The Treasurer of Telejob
  - f. The chairs of the Working Groups
  - g. The responsible for the exchange with the departmental associations

#### **Art. 18 Election**

- 1 All members of AVETH are eligible for election to the Board.
- 2 Candidates for the Board can be proposed by all members.
- 3 The Board constitutes itself. In the case of a Co-Presidency, the Co-Presidents inform the Board of their allocation of responsibilities.

#### **Art. 19 Term of office**

- 1 The members of the Board are elected for a term of office of one year.

- 2 The ASA may remove and replace any member of the Board during their term of office.

#### **Art. 20 Board meetings**

- 1 The President or a Co-President of the AVETH chairs the meetings of the Board.
- 2 Representatives of the departmental associations pursuant to Art. 26 Para. 3 are invited to the Board meetings and are entitled to speak.

#### **Art. 21 Duties, Representations**

- 1 The Board is the executive body of the association.
- 2 The presidency represents AVETH externally, unless the Statutes or the Board authorise others with clearly defined areas of responsibility. The presidency, the treasurer, the (co-)chairperson of the management of Telejob, the deputy of the management of Telejob and the treasurer of the management of Telejob shall collectively have two legally binding signatures for the association in accordance with Art. 34 Para. 2.
- 3 The Board has the following tasks in particular:
  - a. It implements the resolutions of the ASA and reports to it on its activities.
  - b. It manages the finances and submits the annual accounts and the budget proposal to the ASA for approval.
  - c. It is responsible for publications within AVETH. It determines the type of publication and the publication medium.

#### **Art. 22 Resolution**

- 1 The Board passes its resolutions openly and with an absolute majority.
- 2 Every resolution is recorded in writing.
- 3 The Board may pass resolutions by a circular procedure. The approval of an absolute majority of the members of the Board is required for the resolution to be adopted. The circular procedure is initiated by the presidency and lasts at least 48 hours. If an absolute majority is not reached within the specified time, the circular procedure must be extended or terminated without a resolution. Any member of the Board may request an oral discussion of the resolution, whereupon the circular procedure is terminated without a resolution. All resolutions by circulations and initiated circular procedures have to be recorded in the next minutes.

#### **Art. 23 Compensation**

- 1 Members of the Board are entitled to reimbursement of all expenses related to their position.
- 2 The members of the Board receive a monthly compensation of at least 5% per person or a maximum total of 30% of the standard rate for doctoral students in accordance with the ETH salary ordinance, depending on the Association's financial resources. The amount and distribution of the compensation is proposed at the election of the presidency.
- 3 The Board may grant compensation to AVETH members for extraordinary tasks. The compensation paid is listed in the annual accounts and presented at the ASA.

## **II. 3 Departmental associations (DA)**

### **Art. 24 Definition**

- 1 A departmental association (DA) is a section of the AVETH. It is an association that represents the interests of members of the scientific staff at the level of one or more departments.
- 2 The ASA votes on the admission of an association of scientific staff members at the level of one or more departments as a DA of AVETH. The AVETH Board may decide on provisional admission until the next ASA.
- 3 There are only DAs with legal personality. DAs with legal personality are associations within the meaning of Art. 60 ff. ZGB. They are independent legal entities that can be the bearer of rights and obligations.

### **Art. 25 Statutes**

Their status as part of the AVETH must be expressly mentioned in the Statutes of the DA, with reference to the legal consequences arising from this. This must be done within one year of admission to the AVETH. The statutes of the DA are checked by the AVETH Board for compatibility with the objectives of the AVETH. In any case, they must comply with the provisions of the AVETH statutes.

### **Art. 26 Organisation**

- 1 The bodies of the DA are at least the General Assembly and the Board. Organisational details are regulated in the Statutes of the DA.
- 2 The General Assembly comprises all AVETH members of the DA and must be convened at least once a year. In addition:
  - a. 10% of all members of the DA or
  - b. the majority of the DA board or
  - c. the ASA of AVETHcan request a DA General Assembly, stating the business to be discussed.
- 3 The DA General Assembly elects the delegates of the DA for the ASA and appoints a representative of the DA on the AVETH board. After a DA General Assembly, the DA board informs the AVETH board of the elected delegates and the representative. In the event of vacancies, the DA Board may appoint delegates ad interim and informs the AVETH Board of any changes.

### **Art. 27 Finances**

The ordinary income of the DAs consists of a portion of the AVETH membership fees in accordance with Art. 54. The amount of the contribution to the DA (percentage of the ordinary membership fee that the member pays to the AVETH) is determined by the AVETH General Assembly. A guideline value is 50% of the ordinary membership fee. The DA may not demand any additional membership fees. However, they may tap into other sources of income.

### **Art. 28 AVETH's right of assistance**

- 1 Inactive DAs may be requested by the ASA to submit an activity report. If this is not submitted, the ASA may appoint an interim management and convene a DA General Assembly to fill the positions on the Board.
- 2 In urgent cases, the AVETH Board may appoint an interim Board until the next DA General Assembly or convene a DA General Assembly.

#### **Art. 29      Referendum and initiative**

The DAs can take a referendum or initiative (Article 41). The signatures of a majority of the DA presidents are required for the referendum to be successful. In the case of a co-presidency in a DA, all co-presidents must sign. The deadline for the realisation of the referendum or initiative is one month from the ASA.

### **II. 4    Ballot vote**

#### **Art. 30      Definition**

A ballot vote is a secret vote of all AVETH members.

#### **Art. 31      Preparation and realisation**

- 1      The Board must organise a ballot within 30 days of a corresponding resolution by the ASA or after a referendum or initiative has been held.
- 2      The Board is responsible for organising and monitoring the ballot.

### **II. 5    Telejob**

#### **Art. 32      Definition**

AVETH operates a non-profit, volunteer-run company under the name Telejob. Its aim is to support university graduates in their search for a job.

#### **Art. 33      Composition of the Executive Board**

The Executive Board is made up of the Chairperson and Deputy Chairperson (or two Co-Chairpersons with equal rights) of the Board, the person responsible for finances (Treasurer) and other honorary members. The chairperson, the deputy chairperson (or two co-chairpersons with equal rights) and the treasurer are also members of the AVETH board, where they represent the interests of Telejob. The Executive Board is elected by the ASA and is responsible for the activities of Telejob.

#### **Art. 34      Responsibilities of the Executive Board**

- 1      The Board manages the operation of Telejob in accordance with its rules of procedure.
- 2      The (co-)chairperson, the deputy chairperson and the treasurer shall have joint legally binding signatures and may conclude legal transactions collectively in twos, insofar as these relate to the area of Telejob.
- 3      The AVETH Board has no influence on day-to-day business operations.

#### **Art. 35      Duties of the Executive Board**

- 1      The Executive Board must regularly inform the AVETH Board about business operations.
- 2      The Executive Board submits an activity report to the ASA once a year.
- 3      The AVETH Board has the right to inspect Telejob's finances at any time.

#### **Art. 36      Finances**

The use of Telejob funds to support AVETH activities is permitted on a case-by-case basis and is subject to prior discussion and approval by both the Telejob and AVETH Boards.

## **II. 6 Working groups**

### **Art. 37 Tasks**

Working groups work on specific business relating to academic staff to relieve the Board or to supplement its content.

### **Art. 38 Composition**

- 1 Working Groups are made up of members of the academic staff.
- 2 A Working Group proposes a leader for election at the ASA.
- 3 A Working Group elects a treasurer if it conducts financial transactions.
- 4 The head of the Working Group may also be the treasurer.

### **Art. 39 Competences and duties**

- 1 Working Groups work independently.
- 2 They may conclude their legal transactions independently.
- 3 The leader may conduct financial transactions for the working group within the scope of the annual budget approved by the ASA and authorise other members of the working group to do so.
- 4 They present an annual activity report at the ASA once a year.

### **Art. 40 Relation to AVETH**

- 1 The head of a Working Group is also a member of the AVETH Board. They represent the interests of the Working Group and report to the Board on its activities.
- 2 The AVETH Board may, at the request of the treasurer(s) of a Working Group, keep its accounts.
- 3 The AVETH Board has the right to inspect the finances of the Working Groups at any time.
- 4 Unless otherwise agreed with the Board, university policy statements by the Working Groups are made in agreement with the AVETH Board.
- 5 If a Working Group does not have an elected head, the AVETH Board may appoint an interim head.

## **II. 7 Delegation of the University Assembly**

### **Art. 41 Definition of**

- 1 AVETH sends a delegation to the University Assembly to represent the interests of academic staff.
  - a. The delegation consists of five regular delegates and two deputy delegates.
  - b. The delegates must belong to the ETH academic staff.

### **Art. 42 Choice**

- 1 The delegates are elected by the ASA.
- 2 The delegates proposed as representatives for the ordinary and extended committees of the University Assembly must be elected unanimously by the AVETH Board and the other delegates of the University Assembly.

### **Art. 43 Term of office**

- 1 The delegates are elected for a term of office of one year.
- 2 The ASA may deselect and replace delegates during their term of office.



**Art. 44      Vacancies**

Vacancies can be filled ad interim by the AVETH Board and require confirmation by the ASA.

**Art. 45      Duty to report**

The delegation reports on its activities to the Board on an ongoing basis and to the ASA at ordinary and extraordinary meetings.

**II. 8 Representations****Art. 46      Definition**

The Association may delegate representatives to other organisations to represent the Association's interests.

**Art. 47      Election**

- 1      The Presidency proposes appointments and changes to the representatives of the committees, which must be approved by the Board.
- 2      The representatives must be ETH academic staff members.

**Art. 48      Vacancies**

The Board can fill vacant positions at its own discretion.

**Art. 49      Duty to report**

The representatives report on their activities to the Board on an ongoing basis and to the ASA at the ordinary annual meeting.

### **III. Rights and obligations of members**

#### **Art. 50 Rights of members**

- 1 Every member is entitled to vote in the ballot.
- 2 Members have the right of referendum and initiative.
- 3 The members have the right to convene an extraordinary ASA.

#### **Art. 51 Duties of members**

- 1 Every member must pay their membership fee on time.
- 2 Each member must inform the AVETH secretariat of any changes to their correspondence address.
- 3 Each member must maintain confidentiality and observe data protection. Members who perform activities on the Board (Section II.2), Telejob (Section II.5), working groups (Section II.6), the delegation of the university assembly (Section II.7) and representations (Section II.8) also sign a declaration of commitment to maintain confidentiality and observe data protection.

#### **Art. 52 Motions to the ASA, submission, handling**

- 1 Every member has the right to submit written proposals to the Board for the attention of the ASA. Proposals for amendments to the Statutes or regulations must be submitted to the Board three weeks before the ASA.
- 2 These motions must be included on the agenda of the next ASA and must be dealt with at this meeting. The ASA may decide to postpone the discussion of the motion once until the following ASA.

#### **Art. 53 Referendum and initiative**

- 1 The purpose of the referendum is to subject resolutions of the ASA to a ballot vote. Elections are not subject to a referendum.
- 2 The purpose of the initiative is to submit proposals from one or more members to a ballot vote. Elections cannot be the subject of an initiative.
- 3 The signatures of 20% of AVETH members are required to organise a referendum or initiative.
- 4 The deadline for the referendum to be held is one month from the date of the ASA.

### **IV. Finance**

#### **Art. 54 Membership fees**

The amount of the membership fee is set annually by the ASA.

#### **Art. 55 Auditors**

The finances of AVETH and Telejob are audited by at least two auditors or a professional auditor. The auditors may not be members of the AVETH Board.

## **V. Revision of the Statutes, dissolution**

### **Art. 56 Revision of the Statutes**

- 1 The ASA may instruct the Board to prepare a revision of the Statutes. The amendment will be voted on at the following ASA.
- 2 For a revision of the Statutes to be valid, it must be approved by two-thirds of the members present at the ASA.
- 3 If several articles of the Statutes are revised that are related to each other, the individual articles are voted on by a simple majority. The entire amendment to the Statutes is then decided in the final vote in accordance with paragraph 2.

### **Art. 57 Dissolution of the association**

- 1 A motion to dissolve the association must be submitted to the ASA for preliminary discussion and resolution. If the ASA supports the motion for dissolution, the Board must submit the dissolution resolution to a ballot vote.
- 2 The resolution to dissolve the association is subject to the same majority requirement at the ASA and in the ballot as the revision of the Statutes.
- 3 If the Association is dissolved, its assets shall be handed over to the administration of ETH Zurich for safekeeping by a successor organisation, unless the dissolving ASA decides otherwise. The members have no claim to the Association's assets.

## **VI. Final provisions**

### **Art. 58 Approval, Implementation**

These Statutes were approved by the AVETH General Assembly on 9 April 2025. They enter into force on 9 May 2025, unless a referendum is held in accordance with Art. 53. They replace the Statutes dated 08 October 2020.