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in its resolution No. 4/2022.(III.25.).

Authorized by the Senate of SU
in its resolution No. 16/2022. (III.28.)



**SEMMELWEIS UNIVERSITY
STUDENTS' UNION**

STATUTES

Budapest

2022



Chapter I: Preamble

The Students' Union (hereinafter referred to as "Union") of Semmelweis University (hereinafter referred to as "SU"), pursuant to Section 60(2) of Act CCIV of 2011 on National Higher Education, shall define its operational rules in the following Statutes (hereinafter referred to as "Statutes").

Chapter II:

General provisions

1. Purpose and Scope of the Statutes

Article 1

- (1) The purpose of these Statutes is to define the legal status, rights, duties, structure and operation of the Students' Union of Semmelweis University (hereinafter referred to as the "Union").
- (2) The scope of the Statutes shall extend to the organs, committees, officers, acting officers, delegates and members of the Union, officers, acting officers and members, and to the election procedure of student members of university bodies.

2. Legal Status of the SU Union

Article 2

- (1) Semmelweis University Students' Union is the organization of the students of Semmelweis University. Its name in **Hungarian** is **Semmelweis Egyetem Hallgatói Önkormányzat**, with the acronym **HÖK**.
- (2) All enrolled students of SU shall be members of the Students' Union, irrespective of the level and form of their studies, with the exception of students who are pursuing exclusively doctoral studies at the university.
- (3) The **English** name of the Union is **Semmelweis University Students' Union**.
- (4) The **German** name of the Union is **Studentische Selbstverwaltung der Semmelweis Universtät**.
- (5) The Union has its seat at 1089 Budapest Nagyvárad tér 4.
- (6) The official stamp of the Union bears the words: Semmelweis Egyetem Hallgatói Önkormányzat.
- (7) The SU Union is a politically independent, ideologically neutral and non-partisan organization, which operates according to the principles of democracy, pluralism, legality and good faith.
- (8) The main objectives of the SU Union shall be to represent the interests of students, to organize and improve student community life and to provide student services.
- (9) The Union shall perform its functions independently, in accordance with the provisions of these Statutes. While performing its functions and exercising its powers, it shall act exclusively in accordance with the provisions of the Statutes, the relevant university regulations and the applicable legislation, provided that in the event of acting in a manner not provided for in these Statutes, it shall not be restricted in the exercise of its powers and in the performance of its functions. In such cases it shall act in a manner approved by the bodies of the Union.
- (10) The Union shall manage the financial framework confirmed by the Senate and the Chancellor and assigned for its operation independently, in accordance with the law and the university regulations.
- (11) The working language of the SU Union, and in particular of the SU Union Delegates' Assembly and the Presidium, shall be Hungarian.

Article 3

- (1) The Officers of the Union (hereinafter collectively referred to as "SU Union Officers") shall be the President, the Vice Presidents and the Head of a faculty.

(2) The student representatives of the Union shall be the representatives of the Delegates' Assembly.

3. Rights and Responsibilities of the Union

Article 4

(1) The SU Union:

- a) shall draw up its own rules of procedure,
- b) shall elect its officers,
- c) shall determine the duties of its officers,
- d) shall represent the interests of the students of SU, in particular in academic and student welfare matters,
- e) shall contribute to the allocation of resources (grants) for students,
- f) shall contribute to the organizational tasks of professional, scientific, sporting and cultural activities of the students of SU,
- g) shall take decisions in matters within its competence under the law and the university regulations,
- h) shall exercise the right of consent in matters provided for by law and university regulations,
- i) shall arrange for delegation where student participation is required by law or other legislation, the Organizational and Operational Regulations or any other regulations of SU,
- j) shall contribute to the task of acquiring student feedback on teaching and the teaching activities of lecturers,
- k) may express opinions and make suggestions concerning the operation of the University,
- l) shall provide assistance in the work of the student members of the University Senate,
- m) may formulate opinions, positions and unanimous positions,
- n) shall exercise the powers conferred on the Union by law and university regulations,
- o) shall liaise with the university leadership, the Hungarian National Conference of Student Unions and other national and international student organizations and bodies.

**Chapter III:
Organization and structure of the SU Union
1. Structure of the SU Union**

Article 5

- (1) The decision-making organs of the SU Union:
 - a) the Union Delegates' Assembly
 - b) the Presidium
- (2) Standing Committees of the SU Union:
 - a) Dormitory Committee
 - b) International Students' Committee
 - c) Media Committee
 - d) Education Committee
 - e) Events Committee
 - f) Student Welfare Committee
- (3) SU Union Officers:
 - a) the President
 - b) the Vice Presidents,
 - c) Head of a faculty,
 - d) the Secretary
- (4) The Acting Officers of the Union are the Heads of the Standing Committees and Commissioners appointed by the President of the Union.

2. Structure of the Union Delegates' Assembly

Article 6

- (1) The voting members of the SU Union Delegates' Assembly shall consist of:
 - a) the President of the Union,
 - b) the Representatives in the Delegates' Assembly.
- (2) Permanent invitees to the Delegates' Assembly:
 - a) SU Union Officers.
- (3) The term of office of a representative to the Delegates' Assembly shall last until the outcome of the second ordinary election following their election becomes final, except in special cases as provided for in the Election Regulations, in which case the term of office shall last until the result of the first ordinary election following their election becomes final.
- (4) The President of the Union shall be a full member of the Delegates' Assembly.
- (5) The number of members of the Delegates' Assembly shall not exceed 20.
- (6) Further rules for the election of the delegates to the Delegates' Assembly are set out in Annex 4 to the Statutes.
- (7) Members of the Delegates' Assembly shall exercise their membership rights in person, may not transfer their voting rights (mandate) to another person, and may not be replaced at the sessions of the Delegates' Assembly.

3. The Rights and Responsibilities of the Union Delegates' Assembly

Article 7

- (1) The main decision-making body of the SU Union is the Delegates' Assembly.
- (2) The Delegates' Assembly shall have exclusive powers in the following:
 - a) organizational and operational matters, such as:
 - aa) to set out its operational rules and adopt the Statutes,
 - ab) to express opinion and make proposals on all matters relating to the operation and the students of the university,
 - ac) to decide on the dissolution of the Union,
 - ad) to decide on the adoption of the annual budget draft of the SU Union.
 - b) personnel matters:
 - ba) to elect the President of the SU Union,
 - bb) to elect the Vice Presidents of the Union who nominate the President,
 - bc) to appoint an acting President in the event of vacancies in both the President and the Vice Presidents, or in the event of the absence of a President, the Vice Presidents declare that they are unable to perform the duties of acting President,
- (3) Unless otherwise provided for in the Statutes, the Delegates' Assembly may exercise all the rights granted to Students' Unions under Act CCIV of 2011 on National Higher Education.

4. Operation of the SU Union Delegates' Assembly

Article 8

- (1) The Delegates' Assembly of the Union shall meet at least once during the academic year. In addition to the regular sessions, irregular sessions may be convened on an ad hoc basis.
- (2) In matters not specifically regulated in the Statutes, measures shall be taken as decided by the Delegates' Assembly or according to the resolution made on the Assembly session. The decision made by the Delegates' Assembly shall not conflict with the law, the Statutes of the Union or the Organizational and Operational Regulations of SU.
- (3) Decisions of the Delegates' Assembly requiring an absolute majority:
 - a) adoption and amendment of the Statutes,
 - b) election of the President and Vice Presidents,
 - c) dissolution of the Delegates' Assembly.
- (4) A qualified majority (two-thirds) is required to recall the President or the Secretary of the SU Union.
- (5) The detailed regulations on the operation of the Delegates' Assembly are set out in Annex 1 to the Statutes.
- (6) For the quorum of the Delegates' Assembly, more than half of the total number of Delegates must be present at the session.

5. The Presidium of SU Students' Union

Article 9

- (1) The members of the SU Union Presidium:

- a) the President
 - b) the Vice Presidents
 - c) Heads of Faculties
 - d) Heads of Committees
- (2) Permanent invitees to the presidium meetings of the Union are: the commissioners appointed by the President and the Editor-in-Chief of Synapsis.
- (3) Rights and responsibilities of the Presidium:
- a) Organizational and operational matters:
 - aa) to make preparations for the decision-making activities of the Delegates' Assembly,
 - ab) to conduct the implementation of the decisions, resolutions and projects of the Delegates' Assembly,
 - ac) to decide on launching of Union projects, and on their content,
 - ad) to act and decide on matters concerning the operation of the Union,
 - ae) to coordinate the operation of the Union,
 - af) to act and make decisions on the day-to-day management of the Union,
 - ag) to decide to set up ad hoc committees.
 - b) Personnel matters: to decide on the creation, discontinuation, reorganization and merger of ad hoc committees, on the definition of their tasks and powers, on the appointment of their members and their head.
- (4) Between two meetings of the Delegates' Assembly, the Presidium shall operate as a decision-making body, exercising the powers of the Delegates' Assembly, excluding the exclusive powers of the Delegates' Assembly.
- (5) The Presidium shall exercise its powers at a plenary meeting, or at a meeting of other decision-making forums of the Presidium, or by electronic decision-making as provided for in these Statutes (for each of these decision-making forums).
- (6) At its meetings, the Presidium may discuss and make decisions on proposals which fall within the competence of the Presidium under the Statutes and which are specifically prescribed by the President.
- (7) Further rules on the operation of the Presidium of the Union are set out in Annex 1 to the Statutes.
- (8) Members of the Presidium may not be replaced at meetings.
- (9) The President of the Union may act alone in matters within the competence of the Presidium and may take decisions on such matters (see Appendix 3).

6. Committees and working groups of the SU Union

Article 10

- (1) The Union may set up standing and ad hoc committees in order to carry out its particularly important tasks and to prepare its decisions.
- (2) The leadership tasks of the committees of the Union shall be exercised by a Vice President chosen by the Union Delegates' Assembly, upon nomination by the President, or a Head of committee delegated by the President of the Union.
- (3) In the absence of a Vice President or a Head of Committee, the Committee shall be temporarily chaired by the President.

- (4) On a case-by-case basis, other students may participate in the work of the committees as assistants on the recommendation of the Head of Committee and by assignment of the President, provided that their duties do not entail financial responsibility.
- (5) The tasks of each standing committee of the SU Union:
- a) Dormitory Committee
 - aa) The SE Students' Union shall set up a Dormitory Committee in order to coordinate the community life of the students and to represent individual interests of students on university level.
 - ab) The members of the Committee shall be the Head of the Committee and the heads of the sub-committees of each dormitory building.
 - ac) The sub-committees of each dormitory building shall operate subordinate to the Dormitory Committee
 - b) Education Committee
 - ba) An Education Committee shall be established at the university level to coordinate academic, advocacy and educational activities of the Union, to prepare its proposals, and to monitor the academic and educational regulations of the university.
 - bb) The members of the Committee shall be the Head of Committee and members chosen by the Head of Committee.
 - c) Student Welfare Committee
 - ca) The SU Students' Union shall establish a Student Welfare Committee for the purpose of carrying out tasks related to student welfare benefits.
 - cb) The members of the Committee shall be the Head of Committee and members chosen by the Head of Committee.
 - d) Events Committee
 - da) An Events Committee shall be set up by the Union to carry out operational tasks related to the organization of Union events and other health care events that are associated with University activities.
 - db) The members of the Committee shall be the Head of Committee and members chosen by the Head of Committee.
 - e) Media Committee
 - ea) The Union shall establish a Media Committee to inform students, to raise awareness of its activities and to promote its events.
 - eb) The members of the Committee shall be the Head of Committee and members chosen by the Head of Committee.
 - f) International Students' Committee
 - fa) The Union shall set up an International Students' Committee to represent the special interests of international students.
 - fb) The members of the Committee shall be the Head of Committee and members chosen by the Head of Committee.
- (6) The Dormitory Committee shall operate Sub-Committees (DSC) as part of the Committee, under the leadership of the Head of Committee, to carry out certain tasks related to the representation of its members living in the dormitories of the University.
- a) The Union shall operate a separate DSC in each of the dormitories of Semmelweis University. Each DSC is responsible only for the dormitory where it operates.

- b) The DSC is managed by the Head of the DSC, who liaises with the head of the Dormitory Committee, the head of the financial department, the welfare officer and the staff at the respective dormitory building.
- (7) The DSC shall, in the respective dormitories, organize student life, set up events, with particular emphasis on the involvement of first-year students in those events. It shall be involved in the day-to-day resolution of problems and shall also perform any other tasks assigned to it by the Head of the Dormitory Committee.
- (8) At least once a semester, the DSC shall convene a student forum, to which it shall invite, in addition to the residents, the financial manager and the welfare officer of the respective dormitory building, the Director of the Dormitories, the Head of the Dormitory Committee and the president of the Union or his/her delegate.
- (9) In order to keep in contact with students, the DSC operates an online communication group, where it informs students of current events and responds to student requests. Members of the online channel shall include the residents, the members of the DSC and the Head of the Dormitory Committee.
- (10) The joint work of the DSCs shall be coordinated by the Head of the Dormitory Committee.
- (11) The members of the DSCs and their heads shall be chosen by the Head of the Dormitory Committee for a term of 1 year.
- (12) The Presidium of the Union shall be entitled to establish ad hoc committees on an ad hoc basis in order to perform any task not specified in the Statutes or for the purpose of separating certain tasks of a committee described in the Statutes.
 - a) The head of the ad hoc committee shall be one of the Head of Committees appointed by the President, a presidential delegate or a person appointed by the Presidium.
 - b) At the time of the establishment of the committee, its tasks shall be determined and its members shall be named.

7. The President of the Union

Article 11

- (1) The President shall be entitled to represent the Delegates' Assembly, the Presidium and the Union.
- (2) The President shall organize and manage the activities of the Union. In doing so, the President shall convene, prepare and conduct the meetings, propose their agenda as well as direct the decision-making and its preparation.
- (3) The President shall ensure the implementation of the decisions made by the Delegates' Assembly, by the Presidium and his/her own decisions and make the necessary preparations for their implementation.
- (4) The President shall coordinate the daily work of the Union office and the Student Office, and the President shall oversee the work of the staff involved.
- (5) The President shall direct and organize the financial management of the Union, and shall be responsible for the lawful and regular use of the resources made available thereto.
- (6) The President shall be responsible for his/her activities in accordance with the applicable laws and university regulations.
- (7) The President of the Union may act independently in the performance of his/her duties as defined in the Statutes and in matters referred to him/her by the Delegates' Assembly. In order to clarify or interpret the provisions of the Statutes, the President may issue instructions to Union members acting on behalf of the Union or involved in the administration thereof; furthermore, the

President may lay down administrative rules in instructions which are binding on the members concerned. The person concerned may request the instruction in writing. Members of the Union may not be instructed in respect of their proposals or their votes. The instruction given shall not be contrary to law or university regulations; no such instruction may be given or carried out. The President shall have the right and the duty to represent the organization and to exercise the rights conferred, furthermore, to fulfil the obligations imposed upon the President in all matters which the Statutes do not assign to another organization or person. In the performance of duties not specified in the Statutes, the President's activities shall not breach the law or be in conflict with the provisions of the Organizational and Operational Regulations of Semmelweis University.

- (8) For those members of the Presidium who are enrolled in the English or German programs, the President shall arrange for the translation of the documents which are necessary for the operation of the Union.
- (9) The President shall exercise the right of consent of the Union.
- (10) In recognition of long and outstanding activity in the interests of the students of the University, the President shall award the Pro Juventute Universitatis Prize to a student or former student of the University on the proposal of any member in the Presidium. A maximum of 5 persons per calendar year may be awarded the prize, which may be accompanied by a small token and a certificate. In justified cases, and only once a year, the award may also be presented to a person who is honored for an activity in a capacity other than that of a student of Semmelweis University.
- (11) The President shall delegate the Heads of the committees.
- (12) The President shall delegate the student members of the Senate.
- (13) The President appoints the student members of the Faculty Councils and the committees established by the University.

Article 12

(1) The President of the Union is entitled:

- a) to propose the persons of the Vice Presidents,
- b) to appoint the Heads of the Union committees,
- c) to appoint the President's commissioners,
- d) to set up ad hoc committees,
- e) to propose the appointment of any member of the Delegates' Assembly for any of the tasks related to the operation of the Delegates' Assembly,
- f) to attend – in person or by a commissioner – any meeting of the Union in an advisory capacity,
- g) to make comments or signal issues to any of the decision-making bodies of the University in relation to any action or decision affecting, prejudicing or endangering the interests of students or student organizations,
- h) to suspend the implementation of decisions made by bodies of the Union if they are contrary to law, university regulations or the Union Statutes,
- i) to conclude contracts and agreements on behalf of the Union, within the limits of the financial resources made available thereto, in accordance with its regulations on contracting and commitments; to make statements on behalf of the Union; to propose the budget and financial management principles and to take the necessary measures to ensure liquidity; furthermore, to appoint and commission a person or persons to assist the President in matters within his or her scope of duties and powers, and to fix their remuneration,
- j) to make personnel proposals in other personnel matters referred to the competence of the Delegates' Assembly,

- k) to represent the Union on university forums and other forums, specifically at the General Assembly and other bodies of the Hungarian National Conference of Student Unions,
- l) to take positions on behalf of the Students' Union, to maintain exclusive contact on its behalf and in the course of its advocacy activities. This right may be delegated in writing, in which case the definition of the areas concerned and the related provisions shall be named,
- m) to participate in committee meetings dealing with matters affecting students, acting in a consultative role,
- n) in justified cases, to recall a student member of the Senate delegated by the President in accordance with the Senate rules of procedure, and to delegate a new member in their place.
- o) to recall, at any time, the persons delegated by the President from their office and to delegate a new student in their place.

8. Vice Presidents of the Union

Article 13

- (1) The Vice Presidents shall act with full powers in the President's absence or his/her inability to act, according to the order of precedence set by the President. The Vice Presidents shall be responsible for their activities in accordance with the applicable legislation and university regulations.
- (2) The Delegates' Assembly shall elect for a term of 2 years, upon nomination by the President, at least one and up to five Vice-Presidents of the SE Students' Union, who may be, in addition to the General Vice President, Vice President in charge of Education, Vice President in charge of Events, Vice President in charge of International Students, Vice President in charge of Communication and Media Affairs or Vice President in charge of Internal Administration. The term of office of the Vice Presidents shall expire at the beginning of the term of office of the new President succeeding the President who nominated them.
- (3) If more than one Vice President is elected under the Statutes, the President shall designate in writing the general order of precedence within 10 working days after election, and shall distinguish the Vice Presidents in the name of the position according to the functions assigned to each Vice President.
- (4) The Vice Presidents shall, in addition to the above, have the power to carry out tasks delegated to them by the President.
- (5) In the event of the termination of the President's mandate, the Vice Presidents, in the order of precedence, shall hold the office of President until the next presidential election.

9. The President's Commissioners

Article 14

- (1) The President shall appoint the commissioners from among the members of the Union for a term of office to be determined by the President. The commissioner may be appointed for a specific period of time, or as a permanent commissioner to perform an ongoing task.
- (2) The detailed tasks and duties of the Presidential commissioners shall be determined by the President.
- (3) The term of office of the commissioners appointed by the President shall end when the new President takes office.

- (4) The President may appoint permanent and ad hoc presidential commissioners to carry out presidential operational tasks. The commissioner shall be entitled to use the designation specified in the mandate.

10. Student Members of the Senate

Article 15

- (1) The student members of the Senate shall be delegated by the President of the Union.
- (2) The work of the student Senate members shall be coordinated by the President, who, by becoming elected into office, shall also be elected as a member of the Senate by the Delegates' Assembly.
- (3) The term of office of student members of the Senate shall end upon termination of their student status, or if the President delegates another student to replace them.
- (4) Prior to the termination of the mandate of a member of the Senate, the President shall delegate a new member.
- (5) The student members of the Senate may not transfer their voting rights (mandate) to another person, the members of the Senate may not be replaced at the Senate sessions.

11. The Year Representatives

Article 16

- (1) The President of the SU Students' Union may, in consultation with the Head of the Education Committee, delegate a Year Representative for each Year at each Faculty.
- (2) The delegated Year Representatives are responsible for the specific representation of the interests of the respective year group at the faculty, and for passing on information on academic and other matters concerning the year group. The Year Representatives have the right and the responsibility to act in the interests of the students in their year group and to serve the best interest of their fellow students.
- (3) The Year Representatives are members of the Education Committee. Accordingly, the work of the Year Representatives shall be coordinated by the Head of the Education Committee and the Head of the respective faculty.
- (4) The work of the Year Representatives shall be coordinated and overseen by the Head of the Education Committee.
- (5) The term of office of the elected Year Representatives shall last as long as the term of office of the Head of the Education Committee.
- (6) The President or the Head of the Education Committee may release the Year Representatives from office if the Presidium considers that the Year Representative is not performing his or her duties as set out in the Statutes.

12. The Head of a faculty

Article 17

- (1) The rights and responsibilities of the Head of a faculty shall be the following:
 - a) to propose student members for faculty and other committees,
 - b) to coordinate the work of the Year Representatives,
 - c) to supervise the operation of the year representation system,
 - d) to ensure the implementation of the decisions taken by the Presidium,

- e) to propose the remuneration of the Year Representatives and the faculty staff,
 - f) to participate, in an advisory capacity, at the meetings of all committees dealing with matters affecting students,
 - g) to exercise any other rights provided for by legislation or by the regulations of the University or the Faculty,
 - h) to act as a member of the Presidium and as a delegate of the Union to the Faculty Council, ex officio.
- (2) The Heads of Faculty shall be delegated by the President; the term of office shall not exceed that of the President. In the event that the President prematurely recalls the Head of a faculty from office, the President shall delegate another person to the position.
- (3) The Head of Faculty shall appoint or recall his/her own deputy. The Secretary and the President shall be informed of such decisions.

Chapter IV: Financial and Document Management of the Students' Union

1. Financial Management of the Students' Union

Article 18

- (1) The Union shall make its decisions on its operation and the use of the financial resources provided for its operation, state subsidies and its own revenues, in particular, the university's 'other institutional revenues' from the activities of the Union. These rights shall be exercised by its bodies specified in this Article through the adoption of the budget, while its officers specified in this Article by way of their decisions specified in this section and by attaching their counter-signatures.
- (2) The President of the Union, or the person in charge of economic tasks shall, by 15 October each year, prepare a plan of expenditures for the Union pertaining to the upcoming fiscal year, on the basis of which the President, or the person in charge of economic tasks shall work out the plan of expenditures.
- (3) The distribution of the expenditures referred to in paragraph (2) shall be approved by the Presidium in its resolution. Within the budgetary framework, the President and its Heads of Faculties may reallocate amounts between appropriations up to 20% of the original total expenditure. The Presidium may reallocate amounts between appropriations up to 25% of the original total expenditure. Deviation from the preset percentages may be allowed if it's warranted by a change in management.
- (4) The procurements of the Union shall be made in accordance with the relevant regulations of the University. Decisions on starting procurements (including the transfer of funds and the booking transactions increasing expenditures and decreasing revenues) shall be made by the President. In case it is ordered by actions necessary for ensuring liquidity, the procurement concerned shall require the counter-signature of the President or the persons they shall have commissioned to do so.
- (5) Entitlements are contained in the Regulation of Commitments in force at any time.
- (6) A report shall be prepared on the Union's financial management during the year concerned for the Presidium. Such report may even be presented by the President of the Union by word of mouth, during a presidency meeting, of his or her choice.
- (7) Funding for the effective commitments assumed in accordance with the applicable rules, to the debit of the Union budgets, shall be ensured upon the acceptance of the budget.
- (8) A summary shall be prepared and shown to the Delegates' Assembly once a year of the expenditures of the events organized by the Union.

2. Official Electronic Mailing Lists of the Union

Article 19

- (1) The Union shall maintain official electronic mailing lists for its bodies.
- (2) The mailing list shall include:
 - a) the members of the respective board,
 - b) the President, the Vice Presidents (at the discretion of the President), Head of Committees and the President's commissioners in the list of each board.

- (3) The official mailing list of the board shall be used to send out the documents required by these regulations and the notices for the meetings of the board.
- (4) In addition to the official mailing list, the Union may also operate other electronic mailing lists, in particular in order to inform students.
- (5) The operation of the mailing lists shall be regulated by the President of the Union.
- (6) The Secretary of the Union shall verify the proper operation of the mailing lists in accordance with the rules laid down in the Statutes and their compliance with the requirements as to content and form.

2. Regular Publications of the Union

Article 20

- (1) The Union publishes a periodical called **Synapsis** in order to regularly inform students.
- (2) The Editor-in-Chief is responsible for the production of the publication.
- (3) The Union shall establish the Synapsis Editorial Board, which shall be headed by the Editor-in-Chief, in order to carry out the tasks related to the publication more efficiently. The members of the Editorial Board shall be delegated by the Editor-in-Chief. The tasks of the members of the Editorial Board are set by the Editor-in-Chief.
- (4) The Editor-in-Chief shall be delegated by the President of the Union, and shall be subject to the provisions applicable to Head of Committees.
- (5) The tasks of the Editor-in-Chief shall be:
 - a) to coordinate the tasks of the Synapsis Editorial Board,
 - b) to organize:
 - ba) the task of writing of articles,
 - bb) dissemination of information about events concerning the Union and the students, and for this purpose the Editor-in-Chief shall ensure the attendance of members of the Editorial Board at meetings of the Union bodies, when invited,
 - bc) editing for publication and distribution.
- (6) If so requested by the President, the Editor-in-Chief and the Editorial Board shall also perform the tasks referred to in paragraphs (3) and (5) in connection with other publications of the Union, whether informative or otherwise.
- (7) The President shall be the responsible publisher of the publications. Publications require the consent of the responsible publisher. The President may exercise these powers through the person entrusted with this task.
- (8) Expenses related to the publication of the periodical shall be borne by the Union, and income and subsidies related to its publication, regardless of their form and value, shall be paid to the Union, subject to the relevant university regulations.
- (9) The President shall be entitled to determine the strategy for any publications of the Union.

4. Data Management

Article 21

- (1) The Secretary of the Union shall keep records of the following data of officers, representatives, commissioners and delegates of the Union.
 - a) their names,
 - b) their position,

- c) their telephone number,
 - d) their e-mail address,
 - e) the declarations pursuant to Article 24 and their content,
 - f) their current student status.
- (2) By accepting nomination for an office, nominees give their consent, in the form of a written declaration, to the recording of their data referred to in paragraph (1) and to a verification of their student status by the Secretary of the Union at the organizational units of the university.
- (3) The following information shall be published on the Union website:
- a) minutes of the meetings of the boards,
 - b) the list of resolutions taken by the boards,
 - c) the names of the members of the boards,
 - d) public scholarships paid,
 - e) invitations (notices) to open meetings.

5. Student Office

Article 22

- (1) In order to facilitate the operation of the Union and the work of Union Officers, and to carry out certain administrative tasks, a Student Office shall operate at SU.
- (2) The Student Office is operated by employees of the university in accordance with the decision and job descriptions set by the university management. They may be assisted in their work by members of the Union commissioned by the President of the Union.
- (3) Tasks of the Student Office:
- a) to assist the officers and commissioned members of the Union in their daily work,
 - b) to draft the minutes and memos of the meetings of Union boards, and the repository of resolutions,
 - c) to perform tasks related to the financial management of the Union,
 - d) to file and archive documents generated in the course of Union activities in accordance with the Document Management Rules and Regulations of the University,
 - e) to ensure the availability of documents in accordance with the provisions of the Statutes,
 - f) to receive students and telephone enquiries as determined by the President of the Union, during the working hours of the Student Office,
 - g) to oversee the premises, technical and other equipment used by the Union at its seat,
 - h) to oversee the computers used by the Student Office staff and by the officers and representatives of the Union, to ensure that they are in working order.

6. Document Management of the Union

Article 23

- (1) The President of the Union is entitled to forward documents generated in the course of or in connection with the activities of the Union to an external body or person.
- (2) For the purposes of this Article, an external body or person may include any other organizational unit of the university, their staff, or any head of the university.
- (3) For the purposes of paragraphs (1) to (2) of this Article, a letter and an electronic mail shall also be deemed to be a document.

- (4) The powers provided for in paragraph (1) may be delegated by the President of the Union to another member or to a member of staff at the Student Office on an ad hoc basis or for a limited period of time, or for a limited range of matters.
- (5) All documents issued in the course of Union activities shall be filed, filing shall be carried out by the Student Office.
- (6) The signatory of a document shall send a copy of the document or the original document to the Student Office for copying.
- (7) The minutes and memos of Union meetings must be sent to the Student Office within 7 days of the meeting, and kept there for 15 years.
- (8) The resolutions taken by the boards shall be kept in a register and published on the Union website. The register shall be certified by the President or the Head of the respective faculty.
- (9) The minutes summarizing Union board meetings shall be public to the members of the Union.
- (10) If protected personal data are disclosed during the discussion of a specific agenda item, the part of the records containing protected data shall be deleted (in particular with regard to welfare benefits, study grants and the personal data of students referred to, as well as data regarding disciplinary proceedings).

Chapter V: Regulations applicable to officers and members of boards

1. Nomination and Commission

Article 24

- (1) The election of a member as an officer and assignment of a function shall be for a specific office or function. Unless a conflict of interest is provided for in these Statutes, a person may be elected to more than one office or entrusted with more than one function.
- (2) Candidates for offices such as the Secretary, an Electoral Representative, a Senate Member, a Committee Chair, a Faculty Council Member, a Delegates' Assembly Member, a Year Representative, or a Head of a faculty shall declare, before the voting on their election and at the same time as accepting the nomination, the following:
 - a) whether they hold a leading position in a political party or its youth organization,
 - b) whether they are under disciplinary sanction,
 - c) what studies they pursue and the duration they have been a student at the university, the expected date of graduation,
 - d) if elected, that they will undertake office or accept membership in a board,
 - e) that they acknowledge the provisions of these Statutes and recognize them as binding upon them,
 - f) that they are aware of and accept the duties and obligations arising from the office or membership of the board,
 - g) whether there is any conflict of interest in relation to the office or membership of the board,
 - h) that they will adopt the Code of Ethics of the National Conference of Students' Unions and its Members,
 - i) that they agree to keep the contents of the declaration public during their term of office as an officer or member of a Union board, and to make it available to Union members in connection with the election, the office or the board membership, and, if being a candidate for membership in the Delegates' Assembly, to publish the contents of this declaration on the Union website in connection with the election.
 - j) that they agree that, in the event of any questions concerning the veracity of the contents of this declaration, the Secretary may request the necessary clarification from the Dean's Office or the Academic Department.
 - k) that they agree that the Secretary may at any time request the Dean's Office or the Academic Department to issue a student status certificate and to agree that the Dean's Office or the Academic Department may issue the status certificate to the Secretary.
- (3) This declaration is a condition for becoming a valid candidate.
- (4) Officers or board members must declare when there is any change in the information contained in their declaration.
- (5) A person whose term of office exceeds four years in total, shall no longer be eligible for election as an officer. The nomination of such a person and any votes cast for this person shall be invalid.

2. Conflict of Interest Regulations

Article 25

- (1) The members of the Union may not engage in any activity directly or indirectly involving the Union which is directed at or results in personal gain.
- (2) The President of the Students' Union may not be a head of a committee, a deputy head or a member of the committees of the Union, except for the purposes set out in paragraph (3) of Article 10.
- (3) The president of the Union may not be a Head of a faculty or an officer in the students' union of another higher education institution at the same time.
- (4) The Vice President of the Union may not be a Head of a faculty or an official of the students' union of another higher education institution at the same time.
- (5) The Secretary of the Union shall not hold the following offices:
 - a) member of the Delegates' Assembly or the Presidium of the Union,
 - b) member of the Faculty Council,
 - c) member of the SU Senate,
 - d) President of the Union,
 - e) Vice President of the Union,
 - f) Head of Committee,
 - g) presidential commissioner,
 - h) Election Officer.
- (6) The Election Officer may not be elected to the following offices:
 - a) member of the Delegates' Assembly or the Presidium,
 - b) President of the Union,
 - c) Vice President of the Union,
 - d) Secretary of the Union.

Article 26

An officer of the Union shall not hold a leading position at companies related to the University, shall not be a member of their supervisory board, and shall not act as an auditor for such companies.

Article 27

In the event of a conflict of interest, the person concerned may not exercise the powers deriving from the office held at the Union.

Article 28

- (1) In the cases of conflict of interest provided for in these Regulations, the person concerned shall, within 15 working days of the adoption of a motion of conflict of interest (submitted to the Delegates' Assembly by the Secretary of the Union), eliminate the grounds for conflict of interest contained in the motion. If the conditions described in the conflict of interest motion are not terminated within this period, the office or position shall automatically be terminated.
- (2) If necessary, a new election shall be called or a new candidate shall be nominated to fill the vacancy caused by a conflict of interest.

3. Termination of mandate

Article 29

- (1) A mandate shall be terminated:
 - a) by resignation,
 - b) by recall,
 - c) in the event of a conflict of interest,
 - d) with loss of capacity to act,
 - e) with suspension of student status,
 - f) for the mandate of a student representative of the Delegates' Assembly, at the time when taking a course at a foreign university is announced,
 - g) with termination of student status,
 - h) upon the expiry of the last day of term in office,
 - i) in the event of missing two consecutive meetings of the Delegates' Assembly without an approved excuse,
 - j) upon death.
- (2) For Union officers, the term of office shall terminate when the total duration of holding offices in the Union reaches four years.
- (3) Where the reason for the termination of the President's term of office is as in Article (2), the incumbent President shall continue to act as acting President until the election of the next President, which period shall not be counted as a period served as an officer.
- (4) The term of office of the representatives of the Delegates' Assembly shall end upon the dissolution of the Delegates' Assembly.
- (5) Where the loss of office has occurred as provided in subsection (1)f), the member shall regain the mandate when the member declares that the period of studies abroad is completed, provided that in respect of the vacant office no election with a definitive result was held.

4. Recall, Termination of Mandate

Article 30

- (1) The recall of the President of the Students' Union may be initiated in writing by one third of the members of the Delegates' Assembly if the President
 - a) has not taken part in the work of the Union for 60 days, or
 - b) is in serious breach of obligations as a student or as an officer, or
 - c) causes financial damage in connection with presidential activities, or
 - d) commits a serious breach of law or regulation in the course of duties.
- (2) The motion for recall shall be included in the agenda of the Delegates' Assembly and shall be put to a vote. A qualified majority of two thirds of the votes cast shall be required for the recall of the President.
- (3) If the Delegates' Assembly decide to recall the President, the President's term of office shall end and, if a candidate for the office of President has been named in the motion of no confidence, the Union shall elect the person proposed in the motion as President.
- (4) The termination of the office of a Commissioner shall take place on the basis of a decision by an absolute majority by the board entitled to elect the Commissioner. The officer assigning the commissioner shall terminate the assignment without justification and it shall be binding on the Commissioner concerned.

Article 31

The recall of the Vice Presidents of the Union may be initiated by the President in writing or 1/3 of the members of the Delegate Assembly on the grounds set out in Article 30(1). Other rules on the recall shall be those on the recall of the President.

Article 32

The recall of the Secretary of the Union may be initiated by the President in writing, in a reasoned submission, on the grounds set out in Article 30(1) to the Delegates' Assembly. The decision on the recall of the Secretary shall be taken by the Delegates' Assembly by a qualified two-thirds majority.

Article 33

The President may decide single-handedly on the recall of officers, acting officers, students delegated to university bodies or other members chosen by the President.

Article 34

- (1) The recall of a Head of Faculty may be initiated by at least 25% of the full-time students enrolled in the faculty concerned, on the grounds specified in Article 30(1), to the Secretary, who shall examine the matter within 8 working days. The Secretary shall inform the President whether the Secretary considers it justified to recall the Head of Faculty and to appoint a new head.
- (2) The President may decide on the recall of the Head of Faculty if it is considered that the Head of Faculty is not performing his/her duties properly, or the actions of the Head of Faculty are considered to be in breach of the Statutes.
- (3) In the event of the recall of the Head of Faculty, the Deputy Head of Faculty shall act as Head of Faculty until the election of a successor.

5. Obligations on Reporting

Article 35

- (1) All officers, acting officers, board and committee members of the Union shall report on their work each month if any work was done.
- (2) The reports shall be made public to the students.
- (3) Further detailed regulations on reporting may be laid down by the President, including more frequent reporting than in paragraph (1) or exemptions from reporting in particularly justified cases. A summary written by the person concerned and a list of tasks justifying the work done may be considered a report.

Chapter VI: Annex 1

Rules of Procedure of SU Students' Union Boards

Article 36

These Rules of Procedure shall apply to meetings of the Delegates' Assembly and the Presidium.

1. Board meetings

Article 37

- (1) The Delegates' Assembly and the Presidium shall hold regular and irregular sessions, and in addition to the above, the Delegates' Assembly shall hold an inaugural session and a session to elect the President.
- (2) The sessions of the Delegates' Assembly shall be open to the members of the Union, with the exceptions provided for in these Rules of Procedure; members may participate in the public sessions without a right to vote or deliberate. The President, or a person designated by him, shall ensure that the date and time of the sessions is published on the Union website promptly after the session is convened.
- (3) Meetings of the boards referred to in paragraph (1) shall be open to permanent invitees who (if they are not members of the board) may attend with the right to deliberate:
 - a) the President or the President's delegate,
 - b) the Secretary of the Union,
 - c) those invited by the President or the Board by means of a decision complying with the Procedure.
- (4) The Chairs of the boards (hereinafter referred to as "the Chair") shall order a closed session if any member of the board so requests and the motion is supported by an absolute majority of the board.
- (5) Only members with voting rights, those invited to the session, those involved in the discussion of the matter, if necessary, and an expert invited by the Chair may attend a closed session.
- (6) No information other than the decision taken in closed sessions may be given to those not present. Decisions taken in closed sessions shall be public.
- (7) Sessions of the Boards shall be convened and chaired by their Chair, except in the cases provided for in Annex 4 to the Statutes. In the event of the Chair being prevented from attending, the person designated by the Chair shall be entitled to do so, failing whom the Vice Presidents shall be entitled to do so in their order of precedence.

2. Convocation of meetings

Article 38

- (1) A regular session of a Board shall be convened at least five days before.
- (2) In addition to regular sessions, irregular sessions may be convened on an ad hoc basis.
 - a) An irregular session shall be convened if the Chair of the Board or at least a third of the Board members so request in writing.
 - b) In the case of an irregular session, notice shall be given to the members no later than 24 hours before the beginning of the session.
- (3) The notice shall include
 - a) the date of the session,

- b) the place of the session,
- c) the proposals submitted before the session is convened, and an indication that the discussion of the agenda is to be held in a closed session.
- (4) The members of the Board shall be sent the invitation and the proposals submitted before the meeting is convened through of the official mailing list of the Board. This is the responsibility of the Head of the Board or a designated person.
- (5) At the same time as the session is convened, the persons referred to in Article 37(3) shall also be invited.

3. Submissions

Article 39

- (1) The Submissions to the Board may contain a proposal for a decision (proposed resolution) or information without a proposed decision and without a need for adoption.
- (2) Any member of the Union may initiate the discussion of a matter by the Board.
- (3) Any member of the board concerned may hand in a submission, as may the President of the Union or the SU Students' Union Election Officer in connection with the election of the Student Head of the Faculty.
- (4) Submissions shall be drafted by the proposer and sent directly to the Chair or his/her delegate, who shall ensure that they are forwarded to the members.
- (5) The time limit for handing in a submission to be discussed at a Board session shall be 24 hours before the session.
- (6) The proposer may, with the consent of the Board, withdraw a submission from the agenda before the decision is taken.

4. Emergency Motions

Article 40

- (1) In justified cases, the Chair of the Board shall be entitled to submit an emergency submission.
- (2) The reasons for the urgency shall be stated by the proposer. An emergency submission must be handed in no later than the beginning of the session. The urgency must be communicated as quickly as possible to the members of the Board and to those invited.
- (3) The title of the emergency submission shall indicate that it has been submitted as a matter of urgency.

5. Proposed resolutions

Article 41

- (1) Mandatory content of proposed resolutions:
 - a) all individual proposals which are part of the proposed resolution shall appear as separate items, in chronological and logical order, fully formulated and numbered with a Roman numeral,
 - b) in the case of alternatives, the options shall be indicated in capital letters,
 - c) where necessary, an indication of the financial resources required to implement decision shall be included,
 - d) a proposal to amend or repeal the wording of previous resolutions,
 - e) if necessary, the name of the person responsible and the deadline for implementation.

6. Motion of Amendment

Article 42

- (1) The members of the Board may submit a motion of amendment to a submission, provided that the motion of amendment does not substantially change the original submission.
- (2) A motion of amendment may
 - a) be submitted in writing or electronically before the beginning of the session in the same way submission are to be handed in; or
 - b) be entered in the minutes during the discussion of the submission.
- (3) A motion to amend a proposed resolution may be submitted no later than the time at which the vote is to begin.
- (4) The proposer or the Board shall decide by a simple majority whether to adopt the motion of amendment.

7. Rights and Duties of the Chair Presiding over Sessions

Article 43

- (1) The person entitled to chair the session may request another person to chair the session. The request may be withdrawn during the session.
- (2) The Chair presiding over sessions shall ensure that order is maintained during the meeting. In order to ensure this, the Chair shall be entitled
 - a) to warn the speakers if they deviate from the subject under discussion, are offensive to others or exceed the defined limits,
 - b) to order any person who behaves in a manner unbecoming to a board session, disregards the conduct of the meeting, or repeatedly or persistently obstructs the work of the Board to be brought to order,
 - c) in the event of repeated disorder, to order the disorderly person to leave the room and to suspend the session until the Chair's order has been complied with, and to take the necessary measures to comply with this order,
 - d) to order a vote,
 - e) to decide to hold several secret ballots together,
 - f) to order a break,
 - g) to give the floor to members,
 - h) to fix a time limit for speeches or items on the agenda.
- 3) The person named in the measure under subsection (2)(c) shall leave the room of the session or, where appropriate, the building. If the person named in the measure contests or fails to comply with the decision of the Chair presiding over the session, the Board shall decide, without debate and by a decision on a point of order, to suspend the member. The presiding chair shall take the necessary measures to implement the content of this paragraph in respect of the suspended member.
- 4) No objection, refusal or dispute may be raised against the measures taken by the presiding Chair under paragraph (3), except as provided for in paragraph (4).
- 5) During the discussion of the agenda, or between two items on the agenda, the chair shall, as necessary, order a break.

8. Rights and Obligations of Members

Article 44

- (1) Members shall have the right and duty to promote the effective operation of boards.
- (2) A member shall be entitled:
 - a) to attend sessions of the board,
 - b) to raise questions, initiate measures, amendments, propose agenda items, submit motions and speak at meetings of the board on any matter within the board's competence,
 - c) to have access to all information necessary for the performance of a member's duties.
- (3) A member shall:
 - a) In case of absence from a meeting, report the absence to the Chair, in the case of absence from a session of the Assembly of Delegates, to the Union Secretary as well, requesting his/her excusal.
 - aa) The excusal must include the name of the member, the exact date of the meeting of the board and the reason for the excusal.
 - ab) If the excusal is incomplete, the Secretary shall decide if it shall be accepted.
 - ac) A member shall lose his/her seat in the Delegates' Assembly after missing two consecutive regular sessions without an accepted excuse.
 - b) comply with the law and the university regulations when performing activities for the board.

9. Order Sessions

Article 45

- (1) Sessions shall proceed in the following order:
 - a) establish quorum,
 - b) in the absence of the Secretary, appoint a minute-taker,
 - c) appoint two certifiers and, if necessary, a vote counting committee,
 - d) make a decision on the agenda,
 - e) discuss proposals, decisions, miscellaneous.

Article 46

- (1) A quorum shall exist at board sessions if more than half of the members are present.
- (2) Unless otherwise provided for in the Statutes, the adoption of a proposed resolution requires the affirmative vote of more than half of the members present.
- (3) A session cancelled or interrupted due to the absence of a quorum, with an unchanged agenda, convened for more than 1 day but within 7 days, shall constitute a quorum with at least 1/3 of all members present. At a session convened in this way, proposals for decisions are limited to those which may be adopted by a simple majority.

Article 47

- (1) Boards shall discuss matters in the order of the agenda adopted. Each agenda item shall be presented by the member of the Board indicated as proposer.
- (2) After the item has been presented, the Chair shall put it to the debate. During the debate, the Chair shall give the floor to the members. The Chair may close the debate, but shall ensure that each

member wishing to speak on the matter is allowed to do so at least once and that the proposer may reply once to each intervention.

- (3) Amendments may be tabled during the debate. If amendments have been tabled in writing prior to the session, they shall be presented.
- (4) The proposer or the board shall decide by a simple majority whether to accept the proposed amendments.
- (5) The Chair shall then put the final version of the agenda to the vote.
- (6) Where justified, the Chair may set a time limit for agenda items or speeches.

Article 48

- (1) Board resolutions are taken:
 - a) by simple majority (the number of votes in favor exceeds the number of votes against),
 - b) by absolute majority (more than half of all members vote in favor), and
 - c) by qualified majority (at least two-thirds of all members vote in favor).
- (2) Except for electronic voting, the boards may only take decisions on the basis of a duly submitted proposed resolution at a duly convened session at which a quorum is present. A duly convened session is a meeting convened in compliance with the rules laid down in these Statutes, in particular the rules on sending out the invitations.
- (3) The Board shall decide on the inclusion of submissions on the agenda, and a decision shall be taken on all items on the agenda. By means of a decision on a point of order, the Board may defer a decision until the next meeting.
- (4) In the case of an open vote, the proposed decisions shall be put to the vote in the order they are placed in the submission, unless the board decides by a decision on a point of order that a different voting order shall be adopted.
- (5) If amendments were submitted to the proposed decision, the amendment shall be put to the vote first.
- (6) An amendment adopted by the proposer shall not be put to the vote.
- (7) In the case of mutually exclusive amendments, if one amendment is adopted by the board, the next amendment shall not be put to the vote.
- (8) The Head shall then present the proposed resolution as adopted and corrected by the amendments and put it to the vote. If the proposed resolution contains mutually exclusive versions, they shall be put to the vote in the order in which they have been tabled. If one of them is adopted by the board, the next one shall not be put to the vote.
- (9) Open voting shall be by show of hands. If there is any doubt as to the validity of an open vote, it shall be repeated at the discretion of the Chair. The vote may be repeated until the next item on the agenda is taken up.
- (10) In the event of an open vote, the Chair or the board may, by decision of the board, order a roll-call vote.
- (11) In an open vote, a "yes" or "no" vote may be cast or abstention may be made.
- (12) By way of derogation from the rules in these regulations, the Presidium (including a full meeting of the Presidium) shall take a resolution as follows: the board deliberate on the proposed resolution, the President summarizes what has been said in the deliberations and pronounces the the decision of the board. If a member of the board considers it necessary to vote on the resolution as stated by the President, this member may, immediately after the resolution was

stated, call for a vote to be taken on the resolution (or on any amendment proposed during the discussion), in which case the vote shall be binding in order for the resolution to be valid. The vote thus taken may be subject to the secret ballot procedure, or conducted by roll call.

Article 49

- (1) Voting shall be held by secret ballot on personnel matters and on other matters specified in the Statutes. A secret ballot may be ordered on any question by the presiding chair or by a decision of the board on a point of order. A secret ballot may be dispensed with by a decision of the board, by a vote in favor by all members present, if the number of candidates does not exceed the number of persons eligible for election.
- (2) In the case of a secret ballot, where several submissions requiring a secret ballot are on the agenda, the votes may be taken simultaneously and in a grouped manner, at the discretion of the Chair.
- (3) The secret ballot shall be held on a ballot paper stamped on the spot or authenticated by the signatures of the members of the ballot counting committee. In a secret ballot, a vote in favor may be cast by indicating the word "yes" next to the name of the supported candidate in the case of a single candidate, or by marking two intersecting lines in the box next to the name of the decision or candidate indicated on the ballot paper in the case of several candidates or alternative decisions. If there is only one candidate, a 'no' vote may be cast by indicating the word 'no' next to the name of the candidate. Failing to complete the ballot paper in the manner described above, or not placing the ballot paper into the ballot box or not handing it to the ballot counting committee shall be considered an invalid vote. A vote shall be invalid if the voter's intention cannot be ascertained from the completed ballot paper (e.g. there are more 'yes' votes than the permitted number of variants). In duly justified cases, the board may decide to defer from this procedure by a decision on a point of order.
- (4) Secret ballots shall be conducted by a ballot counting committee of three members chosen by a decision of the board by a show of hands. The person subject to the secret ballot shall not become a member of the ballot counting committee.
- (5) The ballot counting committee shall distribute the ballot papers, collect the ballot papers after the voting is completed, and count the votes. It shall establish the number of valid and invalid votes and draw up minutes of the ballot. The minutes shall state the subject, place and date of the vote, the names of the members of the counting committee and the result of the vote. The minutes shall be signed by all members of the counting committee. The results of the vote shall be presented by the counting committee to the Chair, who shall announce the decision. The minutes of the vote shall be annexed to the minutes of the session.

Article 50

- (1) In the cases provided for in these Rules of Procedure, boards shall decide by a decision on a point of order.
- (2) Any member of the board may propose a point of order at any time during a session.
- (3) The board shall then decide on the proposal by open vote.

Article 51

No decision may be taken on any matter raised as miscellaneous.

10. Electronic Voting

Article 52

- (1) In the period between two sessions, boards may make decisions by electronic voting, on the initiative of the Chair or with the Chair's permission, with the exception of personnel matters.
- (2) The Secretary shall be responsible for conducting electronic voting.
- (3) Members may cast their votes from their registered e-mail address.
- (4) The time limit for casting votes in electronic voting shall be set by the Chair. The time limit shall not be shorter than 72 hours from the date the submission was handed in.
- (5) Votes may be cast in the form of a "yes" or "no" vote, signaling abstention, or stating: "decision should not be made outside of meeting".
- (6) A vote cast shall be invalid if
 - a) it is received after the time limit,
 - b) the vote cast cannot be clearly ascertained,
 - c) the vote is not cast from the e-mail address specified in the register,
 - d) the vote cast was not using the ballot paper sent out.
- (7) If more than half of the votes of the members participating in the vote is "decision should not be made outside of meeting", the vote shall be considered invalid.
- (8) To determine the validity and majority of a vote, the general rules shall apply.

11. Minutes and Decisions of Meetings

Article 53

- (1) Minutes shall be taken of the sessions, which shall contain:
 - a) the place and time of the meeting,
 - b) the agenda adopted,
 - c) the names and functions of those present,
 - d) in the case of a session of the Delegates' Assembly, the names of those members requesting to be excused from the meeting, if the presiding chair accepted the excusal,
 - e) the submissions and proposed resolutions discussed at a public meeting,
 - f) the substantive decisions taken at the meeting, indicating, in the case of a public meeting, the proportion of votes cast,
 - g) in the case of a public meeting, decisions not on the substance, i.e. decisions on points of order, amendments, variants and partial votes, with an indication of the number of votes cast, without a decision number; and
 - h) in the case of a public meeting, where possible, a summary of each intervention, with a verbatim quotation at the request of the speaker.
- (2) The minutes shall be drawn up based on a note taken by the Secretary or an audio recording of the meeting. The note and the minutes, after being drawn up, shall be certified by two certifying officers chosen from among the members and signed on each page at the end of the meeting. The minutes shall be signed by the minute-taker and the presiding chair personally. The notes and the audio recording shall be kept at least until the minutes are certified. The note or the audio recording shall be made available to the President, the presiding Chair, the minute-taker, the certifiers, the members present at the meeting and the Secretary. The note or the audio recording may be viewed or listened to only in the Student Office and no copies may be made. If typed minutes were taken on the spot and they contain the necessary authentic signatures, no separate notes need to be had.

- (3) Minutes shall be sent to board members via the board's electronic mailing list by the 15th business day after the meeting.
- (4) The minutes shall be accompanied by a list of those attending the meeting, the proposed resolutions, the annexes to the submissions, the agenda and the notice of the meeting.
- (5) Resolutions in force shall be preserved and kept on record.
- (6) The President of the Union shall make sure that the minutes, the resolutions and regulations in force are made available to the members of the Union in the Student Office.

Article 54

- (1) Unless it is provided otherwise in the relevant resolution, resolutions shall enter into force upon their authentication.
- (2) Registered resolutions shall contain the following:
 - a) the registration number of the resolution,
 - b) the title of the resolution,
 - c) the exact text of the resolution,
 - d) the date of entry into force,
 - e) the signature of the Chair of the Board and the Secretary of the Union.
- (3) In case of special urgency, the signature referred to in (2)(e) may be provided by the Vice President of the Union instead of the President, or by the Deputy Head instead of the Student Head of Faculty, under special authorization. The Secretary of the Students' Union is entitled to determine whether there is a case of special urgency.
- (4) Resolutions taken at meetings of boards shall be marked with a resolution number.
- (5) Coding for resolutions is as follows:
 - a) "serial number"/"year".("month". "day".) SE HÖK "abbreviation of the board." sz. testületi határozat,
 - b) Resolution for a Delegates' Assembly Session: "*serial number*"/"*year*".("*month*".*day*".) SE HÖK Kgy sz. küldöttgyűlési határozat,
 - c) Resolution for a Presidium: "*serial number*"/"*year*".("*month*".*day*".) SE HÖK Eln. sz. küldöttgyűlési határozat.
- (6) If a proposed resolution concerns several persons, the proposed resolution and thus the numbers of the resolutions may be provided an additional letter in the code.

12. Interpretative Provisions

Article 55

- (1) Where these Rules of Procedure refer to a President, in the context of the Delegates' Assembly and the Presidium, this shall be understood to mean the President of the Union.
- (2) Invitations sent to electronic mailing addresses registered by a board or by the Union shall be deemed to constitute the sending of a notice for a meeting.

Chapter VII:
Annex 2
Secretary of the Union

1. Duties and Competences of the Secretary

Article 56

- (1) The Rules of Procedure regarding the Secretary of the Students' Union of Semmelweis University (hereinafter referred to as "Secretary"), detailed in the annex to the Statutes of the Semmelweis University Students' Union, shall define the duties of the Secretary, the framework for his/her procedures, and shall apply to all the procedures of the Secretary.
- (2) The President shall delegate a Secretary in order to ensure the regular operation of the Union.
- (3) The Secretary shall be the person elected to oversee the legality of the work of the Union and of all boards and committees of the Union.

2. Election of the Secretary

Article 57

- (1) The Secretary of the Union shall be delegated from among active students with an active status of Semmelweis University.
- (2) The Secretary shall be delegated annually by the President by means of a call for applications.
- (3) The application must include a Curriculum Vitae, a motivational letter and a student status certificate not older than 15 days. All pages of the application must be certified by the applicant's signature.
- (4) Once delegated, the Secretary may not be instructed by the President.
- (5) The Secretary shall notify the President of his/her intention to resign, if possible one month before the departure is planned.
- (6) The recall of the Secretary may be initiated by the President in writing, in a reasoned submission, on the grounds set out in Article 30(1) to the Delegates' Assembly. A decision on the recall of the Secretary shall be taken by the Delegates Assembly by a qualified two-thirds majority.

3. Duties of the Secretary

Article 58

- (1) The Secretary shall have the following obligations:
 - a) to check that the activities of the Union and of those of its officers are in accordance with the Union regulations and that their activities do not conflict with the law or the University Organizational and Operational Regulations,
 - b) to examine, at least every six months, the operation of the Union in the framework of a legality supervision, the results of which shall be reported at least every six months to the Delegates' Assembly of the Union,
 - c) to assist in the conduct of re-elections, by-elections and the elections of new officers of the Union in accordance with the Statutes,
 - d) to report to the President and to the Delegates' Assembly on any suspicion of abuse or omitted obligation,
 - e) to conduct an investigation of any conflict of interest concerning the executive officers,

- f) to make proposals for the appointment of officers, acting officers, delegate members of the Assembly and the recall of a student delegate,
 - g) to make proposals and act on any matter referred to the Secretary by these Statutes, other regulations, the President, or the Delegates' Assembly, if it is considered necessary,
 - h) to conduct an investigation into a resolution suspended by the President, to decide whether to terminate the suspension of this resolution, or to annul the resolution,
 - i) to verify the active status of officers, acting officers and representatives at least once in every semester,
 - j) to examine requests for excuses from regular sessions of the Delegates' Assembly.
- (2) The Secretary may attend the sessions of the Delegates' Assembly and the meetings of the Committees as a permanent guest, in an advisory capacity.
- (3) In order to perform the duties described in paragraph (1)(i), the Secretary may request a certificate of student status from the members under consideration, as well as from the Dean's Office, the Academic Departments or other university units entitled to issue such a document.
- (4) If, pursuant to paragraph (3), the Secretary is unable to determine whether an officer, acting officers, representative or commissioner has an active student status, and thus a mandate, because of their failure to submit a certificate of student status, the Secretary may suspend the exercise of the rights deriving from the mandate of the person concerned, and, in justified cases, terminate the mandate of the person concerned.
- (5) With respect to paragraph (1)(f), the Secretary shall propose the recall of an officer in the following cases:
- a) if the officer has not participated in the work of the board for 60 days; or
 - b) if the officer is in serious breach of the obligations arising from his/her status as a student or his/her mandate as an officer; or
 - c) if the officer commits a serious breach of law or regulation in the course of his/her duties.
- (6) The Secretary shall keep and file the minutes of the Delegates' Assembly and of the meetings of the Presidium.

4. Rights and Obligations of the Secretary

Article 59

- (1) The Secretary shall have the right and responsibility to promote the effective operation of the Union.
- (2) The Secretary shall have the right and responsibility to act as follows:
- a) to attend meetings to which he/she is invited, if possible,
 - b) in the event of his/her absence, to notify the President of this absence,
 - c) to have access to all information necessary for the performance of his/her duties as Secretary,
 - d) to raise questions, initiate action or make amendments on any matter within the competence of the Secretary at any meeting of the Union,
 - e) to comply with the law and University regulations in the course of his/her actions.
- (3) The Secretary shall report on completed tasks to the Delegates' Assembly at least once every six months.

5. Conflict of Interest

Article 60

- (1) The Secretary shall report, ex officio, any conflict of interest to the President.
- (2) In the event of a conflict of interest, the Secretary shall not exercise the powers of his/her office.
- (3) The Secretary shall be obliged to terminate any conflict of interest against him/her, in accordance with the provisions of the Statutes within 15 days.
- (4) If the Secretary does not remove the conditions described in the conflict of interest motion within the deadline, his/her office shall automatically be terminated.

6. Rules of Operation of the Secretary

Article 61

- (1) The person of the Secretary may not be replaced.
- (2) The Secretary shall inform the President about the implementation of his/her decisions.

Article 62

The Secretary shall draw up a six-months' plan and inform the boards where a supervision is due.

7. Resolutions

Article 63

- (1) When a resolution on any conflict of interest is taken, the Secretary shall notify the President, and the student or the board concerned in writing within 8 working days of the resolution.
- (2) The resolution shall include the following:
 - a) the name and place of residence of the student, the student's NEPTUN code, the case number and the subject of the case,
 - b) the resolution of the Secretary, in the operative part of the decision,
 - c) information on appeal,
 - d) a summary of the facts established, the evidences on which they are based and the legal provisions cited in the statement of reasons,
 - e) the place and date of the resolution, its file number and the signature of the Secretary.

Article 64

- (1) Unless otherwise provided for in the resolution, resolutions shall enter into force upon their certification.
- (2) Resolutions taken in other matters and any registered resolutions shall contain:
 - a) the file number of the resolution,
 - b) the title of the resolution,
 - c) the exact text of the resolution,
 - d) the date of entry into force.
- (3) Resolutions shall be certified by the Secretary.

8. The Secretary's Powers and the Election Procedure

Article 65

The Secretary shall act as a second instance body in relation to the decisions of the Election Officer, as described in the Election Regulations.

9. Powers of the Secretary to issue Opinions

Article 66

- (1) The President may request the opinion of the Secretary on any matter falling within the competence of the Union.
- (2) Upon receiving the position of the Secretary, the President or other boards of the Union may only deviate from this by stating reasons.
- (3) The opinion of the Secretary shall be reasoned, and shall not be contrary to law or university regulations.

10. Supervisory Duties of the Secretary

Article 67

The Secretary shall, at the request of the President, supervise the financial management of the Union.

Article 68

- (1) The Secretary shall be present at Presidium and Delegates' Assembly sessions, and it is the Secretary's duty to write the minutes.
- (2) The Secretary may deviate from the above point only in very well justified cases, and an absence from these meeting shall be approved by the President.

Chapter VIII: Annex 3

The Election Officer

1. Duties and Competences of the Election Officer

Article 69

- (1) The Rules of Procedure regarding the Election Officer of Semmelweis University Students' Union (hereinafter referred to as the Election Officer), detailed in the annex to the Statutes of Semmelweis University Students' Union, shall define the framework of the tasks of the Election Officer, and shall apply to all procedures to be followed by the Election Officer.
- (2) For the purpose of conducting the election of delegates and officers, the Delegates' Assembly shall elect an Election Officer.

2. Election Officer as a One-person Board

Article 70

- (1) The Election Officer shall be elected from among students of Semmelweis University with an active student status.
- (2) The Election Officer shall be elected by the Delegates' Assembly.
- (3) If possible, the Election Officer shall notify the President of his/her intention to step down one month before leaving office.
- (4) Recall of the Election Officer may only be possible by the Delegates' Assembly by a qualified majority vote (2/3 majority). In such a case, a new person shall be appointed to replace the Election Officer as soon as possible.
- (5) The Presidium may not give instructions to the Election Officer in connection with his/her activities.

3. Election of the Election Officer

Article 71

- (1) The election of the Election Officer shall be conducted annually by the Delegates' Assembly, by means of a call for candidates. The application shall include a Curriculum Vitae, a motivational letter and a certificate of student status not older than 15 days. All pages of the application shall be certified by the applicant's signature.
- (2) The Election Officer is elected by the Delegates' Assembly for two election cycle.
- (3) They may be re-elected at a time determined by the SE Student's Union President.

4. Duties of the Election Officer

Article 72

The Election Officer shall have the following obligations:

- a) to call re-elections, by-elections as well as the election of new officers of the Union, to decide on the deadlines to be set for elections,
- b) to register those candidates and proposed priority lists that meet the conditions laid down in the regulations no later than the fourth working day following the last day of the application period, or to refuse to register a candidate or a proposed priority list if the conditions laid down in the regulations are not met,

- c) to make decisions on complaints,
- d) to determine the result of the election,
- e) to present, ex officio, the registered presidential candidates to the Delegates' Assembly for the presidential election session.

5. Rights and Obligations of the Election Officer

Article 73

- (1) The Election Officer shall have the right and obligation to promote the effective operation of the Union.
- (2) The Election Officer shall have the right and obligation to the following:
 - a) to participate in the first, inaugural session of a new Delegates' Assembly.
 - b) in the event of being prevented from performing his/her duties, to report to the Secretary,
 - c) to have access to all information necessary for the performance of the obligations of the Election Officer,
 - d) to comply with the law and university regulations while performing his/her obligations.
- (3) It shall be the duty of the Election Officer to coordinate the elections of the Union. The Election Officer shall organize and conduct the elections.
- (4) The Election Officer shall report to the Delegates' Assembly after the election.
- (5) The resolutions of the Election Officer shall be made public on the Union website.

Article 74

- (1) Unless otherwise provided for in the resolution, resolutions shall enter into force upon their certification.
- (2) The registered resolution shall contain the following:
 - a) the registration number of the resolution,
 - b) the title of the resolution,
 - c) the exact text of the resolution,
 - d) the date of entry into force,
- (3) The resolution shall be certified by the Election Officer.

Chapter IX: Annex 4 Election Regulations

1. General rules

Article 75

- (1) Elections in the SU Students' Union shall include:
 - a) the election of the members in the Assembly of Delegates,
 - b) the election of the President.
- (2) In the event of the dissolution of the Delegates' Assembly, a full election shall be conducted.

General rules

Article 76

- (1) During the elections, a President and the members of the Delegates' Assembly shall be elected, as provided for in these Regulations.
- (2) The Union shall hold an election for delegates once a year. The number of delegates corresponding to at least half of the total number of delegates shall be elected every second year. The President and the Vice Presidents are also elected every second year during a presidential election.
- (3) Elections shall be called by the Election Officer, who shall also have the power to set the specific dates for the procedures. The deadlines shall be stated to the hour and minute. In the case of general elections, the procedural deadlines shall be set with a view to ensuring that the inaugural sessions can be held before the beginning of the regular examination period.
- (4) Students with an active student status at Semmelweis University shall have the right to vote and to stand as a candidate, provided that they are not subject to any of the grounds for exclusion set out in the Statutes.
- (5) The election period includes the nomination period (application period) and the voting period.
- (6) The decision to register candidates shall be taken by the Election Officer.
- (7) The Election Officer shall ensure that the list of candidates, including the following data: their names, their faculty, their study program and the details of their declaration – which they shall provide in accordance with the Statutes – are published on the website of the Student Union, together with their motivational letter and their election program. If a digital publication is not possible, this information must be available in a printed form after the decision on registration became final.

Rules on Drafting the Voters' Register

Article 77

- (1) If the electronic system used for the conduct of the election ensures that only those specified in these Statutes may participate in the election, due to its links to the University dataset, there shall be no need for drafting the voters' register. Failing this, paragraphs (2) to (6) shall apply.
- (2) Prior to casting votes, the Election Officer shall establish the preliminary electoral constituency registers.
- (3) Students shall be informed of the fact that preliminary electoral constituency registers were established and of their rights in this respect. Information shall be sent in the NEPTUN System or, if this is not possible, in other suitable ways.

- (4) Students may obtain information about being listed in the preliminary electoral constituency registers, or the fact that they are absent from all of the registers, at the Student Office during its opening hours. The Office shall provide 5 working days and at least 4 hours on each day for this purpose.
- (5) Students who presume to be wrongly absent from the lists, may request, until the end of the nomination period, to be included by providing their student status certificate. The application must indicate in which constituency the student wishes to vote. A form for this purpose, approved by the Election Officer or the President, must be made available to students at the Student Office.
- (6) The Election Officer shall add to the voters' register those whose application is approved, and shall remove from the provisional register those who, to his/her knowledge, ceased to be active students after the compilation of the provisional register, and shall thus compile the final constituency registers.

Support of Nomination

Article 78

- (1) The number of required supports for a nomination shall be determined by the Secretary in a decision, no later than at the time of the announcement of the elections. To exactly determine this number, the most recent data on the number of students shall be taken accounted for. This may be the data released on 15 March or 15 October, as provided by the competent departments of the university, or, in the absence thereof, the most recent publicly available data.
- (2) Any student may support a candidate for President and a candidate for a member of the Assembly of Delegates.
- (3) Each student may support more than one candidate. Each student may place only one support for one candidate. Supports may not be withdrawn.
- (4) Supports for nomination may be collected from the day the election is announced until the end of the nomination period.
- (5) Supports for nomination shall be verified by the Election Officer during the registration process. A support is valid if:
 - a) the student issuing the support was eligible to propose a candidate for an office or board membership at any time between the date of the notice of election and the date of submission of the nomination form,
 - b) on the support form, the name and the NEPTUN code of the student issuing the support match the data in the student register,
 - c) the support meets the conditions set out in paragraphs (3) to (4) and in Article 79.
- (6) It shall not be a ground for invalidity if, on the support form, the student
 - a) did not indicate his/her title "dr." but it appears in the student register,
 - b) indicated only one of his/her several first names from those that appear in the student register,
 - c) indicated a prefix such as "junior", "senior", "widow" or any other prefix or abbreviation of such prefixes but the student record does not include it as part of his/her name.

The Support of Nomination Form

Article 79

- (1) Candidates may be nominated, and a support may be placed, on a pre-certified nomination form.

- (2) A student intending to stand as a candidate may obtain a support of nomination form at the Student Office after the election is announced.
- (3) In the request for the form, the student or the student's delegate must state the name, NEPTUN code, faculty, and the office(s) or board(s) and constituency(s) of the student wishing to stand for as a candidate.
- (4) The support of nomination form shall be given to the applicant or his/her delegate upon request, and shall bear the name of the applicant.
- (5) Supporting signatures for more than one candidacy may be collected on a single nomination form if the group of students eligible for support is the same, if the student wishing to stand as a candidate has indicated this in his/her application under paragraph (1), and if all offices or board memberships that the student intends to run for are indicated on the nomination form.
- (6) The name and NEPTUN code of the student placing the support for the nomination shall be entered on the nomination form, and the study program may also be indicated for information. The nomination form shall be signed by the supporter in his/her own hand.
- (7) Supports for nominations may be collected by candidates or other students acting on his or her behalf without disturbing other students.

Elimination of a Candidate or a Proposed Priority List

Article 80

- (1) A candidate is eliminated if, before the start of voting
 - a) the Election Officer finds that since his/her registration his/her student status has been terminated or suspended, or the candidate is no longer pursuing studies in the course of study required for his/her eligibility to stand for election,
 - b) the Election Officer receives a written resignation from candidacy from the candidate.
- (2) A proposed priority list is eliminated if the Election Officer finds that candidates proposing the priority list became eliminated in such a number that the remaining number of candidates proposing the priority list is fewer than the required number indicated in the call for elections.
- (3) An eliminated candidate or proposed priority list shall not be indicated on the ballot paper (or, if possible, shall be removed from the ballot paper), failing which the elimination shall be indicated on the website of the Students' Union. Any vote for an eliminated candidate or eliminated proposed priority list on the ballot paper shall not be taken into account.
- (4) Resignation of a candidate received by the Election Officer after the deadline set out in paragraph (1) shall be invalid, and shall not have legal consequences. A candidate who, after the commencement of voting but before the determination of the result, is found by the Election Officer to have ceased or suspended his/her student status or to have ceased to pursue studies in the course of study required for eligibility shall not be taken into account in the allocation of seats.
- (5) In order to verifiably ascertain those conditions referred to in paragraph (1)(a), the Election Officer may, if deemed necessary, request data from the competent department of the University.

Procedure of Direct Voting

Article 81

- (1) Voting shall be conducted electronically, unless the Election Officer finds that the conditions for this are not met; in which case voting shall be conducted physically.

- (2) The voting period shall last for at least 5 working days. The voting period shall not commence earlier than the 8th day after the end of the nomination period or later than the 10th day after the last decision on registration became final. The Election Officer shall determine the beginning of the voting period no later than the 2nd working day after the last decision on registration became final. The Election Officer shall determine the end of the voting period, in a resolution, no later than 3 days before the end of the voting period.
- (3) On the last two days of the voting period, if voting is conducted on ballot paper, those who did not exercise their right to vote up to that day may cast their votes at a location determined by the Election Officer. A period of minimum 4 hours per day shall be provided for this purpose.
- (4) The end of the voting period may only be determined if the Election Officer finds – on the basis of the electoral registers pursuant to Article 77, or the data of the electronic voting system – that at least twenty-five per cent of the full-time students of the university are verified to have participated in the election.
- (5) During electronic elections, the Election Officer shall continuously monitor the changes in the participation data and shall take decisions on any objections or complaints.

Paper Ballot

Article 82

- (1) In the case of a paper-based voting procedure, the Election Officer or the ballot counting committee(s) set up by the Election Officer shall print out the lists of voters or, if deemed necessary for the conduct of the voting, an extract from the lists of voters (together: voters' register). If an extract from the register is used, it must also be ensured that each student may cast only one ballot, and therefore each student shall be included in only one extract from the register.
- (2) During voting, the Election Officer or the present members of the ballot counting committee set up by Election Officer shall collect the votes, and each student may vote only once after signing the voters' register.
- (3) The ballot papers shall also bear a reference to the valid way of voting.

Electronic Voting

Article 83

- (1) Electronic voting may only be conducted by a system that ensures:
 - a) that no student's vote can be identified,
 - b) that each student can be identified and assigned to constituencies prior to voting by means of the student's NEPTUN code and NEPTUN password or by using unique identifiers generated using these codes,
 - c) that no more than one vote may be cast by a student using the same identification data,
 - d) if the Election Officer provides so, is able to ensure that invalid votes may not be cast.
- (2) In the case of electronic voting, the provisions of Articles 80-81 shall be applied to the extent that the technical possibilities of the system allow.

2. Call for Applications

Article 84

- (1) This section shall apply to the election of the President and the members of the Delegates' Assembly.
- (2) A call for applications shall be made public on the website of the Union after the call for an election was announced.
- (3) The nomination period shall commence not earlier than the 15th day after a new election was announced, and shall last for at least 7 days.
- (4) An application must include:
 - a) the application form,
 - b) a certificate of student status not older than 15 days and a Curriculum Vitae,
 - c) a letter of motivation,
 - d) a declaration by the candidate in accordance with Article 24 of the Statutes,
 - e) in case of a presidential or delegate application, a support for nomination by 2% of the active students of the university,
 - f) an election program – in applications for President,
- (5) Each page of the application shall bear the signature of the candidate.
- (6) The deadline for submission shall be at least 22 days after the date of the call for applications.
- (7) The application, together with the required number of nominations, may be submitted to the Election Officer in person, or by proxy, by the end of the nomination period in a manner specified in the call.
- (8) Failure to comply with any of the conditions set out in paragraph 4 shall result in the rejection of the application without a reply. Applications received will be verified by the Election Officer.

3. Regulations for the Election of the President

Article 85

- (1) Any student with an active status and who submitted a valid application by the deadline may be elected as President, provided that the student is not subject to the restrictions in Article 24(5) of the Statutes.
- (2) An application for President shall be announced by the Election Officer. A presidential election shall only be called separately in the case of a by-election.
- (3) The President and Vice Presidents are elected indirectly by the students. For the duration of this process the body of electors shall constitute of:
 - a) those with a seat in the Delegates' Assembly through direct election by the students,
 - b) the President of the Union.
- (4) Voting shall take place not earlier than the eighth day following the last day of the nomination period. In general elections, the election of the President shall be conducted at the inaugural session of the Delegates' Assembly.
- (5) The term of office of the President shall, unless otherwise decided by the Delegates' Assembly, commence on 1 May in the year of election, or if that date has elapsed or the office of President is vacant, with the election of the President; and it shall last until the commencement of the term of office of the new President.
- (6) Ballots for the President and Vice Presidents shall be cast by the electors at a Delegates' Assembly session convened by the incumbent President or the person exercising presidential powers.

- (7) The session shall not be chaired by any person who is standing as a candidate in the presidential election. In such a case, the chair shall be determined by the order of precedence; however, the board may decide otherwise, and may delegate the chairperson's duties to any person. Any such delegation shall be decided by the Assembly without debate.
- (8) At the session, the electors shall hear the presidential candidates. During the hearing, the presiding Chair shall present the number of supports for their nomination and the contents of their declarations pursuant to Article 24. The electors may then ask questions to the candidate, to which the candidate shall reply. In the case of more than one candidate, the order to hear the candidates shall be determined by drawing lots. Candidates may be present at each other's hearings, including the question and answer sessions, but the debate on the candidates shall be conducted in their absence. After hearing all the candidates present, the Delegates' Assembly shall hold a debate on the candidates in their absence.
- (9) The ballot paper shall bear the following:
 - a) the words "Ballot Paper",
 - b) the subject of the ballot,
 - c) the names of the candidates,
 - d) blank boxes next to the names of the candidates with "yes" "no" options,
 - e) information on how to cast a valid vote.
- (10) The ballot shall be conducted by the Election Officer or by a ballot counting committee appointed by the Election Officer. If no ballot counting committee was appointed by the Election Officer, the electors shall appoint such a committee from among those present.
- (11) Voting shall be valid if the majority of all electors voted. Only one candidate shall be marked in a valid vote. In the first round of voting, the candidate who obtains the votes of the majority of all electors shall be elected. If no candidate obtains an absolute majority, a second round of elections shall be held, at the earliest at the same meeting and at the latest within eight days. In the second round, those two candidates who obtained the highest number of votes in the first round shall participate. If, because of a tied vote, two such candidates cannot be determined, all the tied candidates shall also advance. In this case, a new round of voting shall be held at the same session, before the second round, in accordance with the rules of the first round, at which all the tied candidates may also be present. In the second round of voting an absolute majority shall also be required for being elected.
- (12) If there is a tie in the second round of voting, or no candidate is elected for any other reason, the election shall be inconclusive. If the repeated election is not valid or is inconclusive, the Election Officer shall call a new presidential election within 8 days; at the same time the Delegates' Assembly shall elect an acting President if the mandate of the President and the Vice Presidents already expired or would expire, or if they declare that they are unable to perform the duties of the acting President. Any member of the Delegates' Assembly, including the outgoing President, may be elected as acting President. The primary responsibility of the Vice President or acting President shall be to conduct the presidential election and to carry out advocacy activities. The election shall be conducted as soon as possible, but not later than 30 days after the call for a new election. The term of office of the acting President shall last until the election of the new President. The acting President may exercise the powers of the President only with the approval of the Delegates' Assembly.
- (13) The election of the Vice Presidents may take place after the President is elected. The President-elect shall propose candidates to fill these positions. Votes shall be held separately for each person. The Vice President's term of office shall begin no earlier than the beginning of the President-elect's term of office.

- (14) The President of the Union shall also become a member of the Senate, as the result of the election.

Article 86

When the new President takes office after the termination of the President's or the acting President's term of office, all former Union officers' term of office shall also end. This shall not affect the Secretary's term of office. In the event of a by-election of an officer, the term of office of the elected officer shall not extend beyond the end of the term of office of the President who is in office at the time of their election.

Article 87

In matters not regulated in the Statutes, the provisions set down in the election call shall prevail.

4. Election of Members of the Delegates' Assembly

Article 88

- (1) The President of the Students' Union shall become the President of the Delegates' Assembly, who shall take office and thus, if he/she does not hold a seat the Delegates' Assembly, shall become a member of the Delegates' Assembly as provided for in Article 85.
- (2) The members of the Delegates' Assembly shall be directly elected, as provided for in Article 89. In this process, all students shall form a single constituency.
- (3) Between two elections for delegates, at least six months shall pass.

5. Election of the Members of the Delegates' Assembly

Article 89

- (1) The call for the election of students' representatives, who form the Delegates' Assembly, shall be announced and published on the Union website and, if possible, in the NEPTUN system as well.
 - a) The election of the members of the Delegates' Assembly shall also be the election of the electors, who are entitled to vote for the President as part of the presidential election.
 - b) The call for election shall indicate the number of seats to be allocated and shall inform the students about the fact that the elected delegates shall become the presidential electors.
 - c) The President may stand as a candidate for election as a delegate, and may be elected as a delegate if currently not a delegate.
- (2) In the election of members of the Assembly of Delegates, all the students of the University shall form a single constituency, and each student shall have one vote.
- (3) Any student with an active student status who submitted a valid application by the application deadline may be elected as a representative.
- (4) Voting shall begin no earlier than the 8th day following the last day of the nomination period. When calculating this deadline, days that are academic holidays shall be disregarded.
- (5) Support priority lists that are based on a joint declaration of at least half of the registered candidates may be created. These proposed support priority lists shall be submitted to the Election Officer by the candidates no later than the day after the decision on their registration becomes final. Proposed support priority lists shall be numbered by the Election Officer in the order in which they were submitted.

- (6) On the ballot paper, the proposed support priority lists shall be listed in the order determined by the Election Officer by lot, identified by their serial number, and then the names of the candidates shall be listed in the order determined by the Election Officer by lot.
- (7) Completed ballot papers shall be handed in at the Student Office.
- (8) Each student shall have one vote. Voting shall be done by marking a proposed support priority list, or by indicating on the ballot paper, next to the name of any number of candidates, a whole number greater than 0 but not greater than the number of candidates. The name of the candidate with the strongest support shall be followed by "1" and the name of the candidate with the weakest support shall be followed by the largest possible number.
- (9) The vote shall be valid if the ballot paper is properly completed and more than one candidates are not marked with the same number. When a student votes for a support priority list, it shall be considered that the priority order of the student is the same as indicated in the list.
- (10) The support priority lists shall also be communicated to the voters through the NEPTUN or SeKA systems.
- (11) Voters may also cast their votes through the NEPTUN or SeKA systems.
- (12) Voters may rank the Candidates in their own order of support, or vote on one of the indicated lists.

Article 90

- (1) The result of the election of the Members of the Delegates' Assembly:
 - a) To determine the number of representative seats to be allocated in the course of the General Elections, the number of those vacant seats that would expire at the following year's General Election (based on the information available to the Election Officer) shall be added to half of the total number of delegates, before the decision on the call for elections was taken. This shall include, if such information is available to the Election Officer before the decision on the call for elections was taken, those seats which would become vacant within 28 days of the date of the call for election, or which were conditionally relinquished pending the finalization of the result of the election.
- (2) The total number of seats to be allocated in an election shall be as set out in Article 6 of the main text of the Statutes. The number of votes required to win a seat (the quota) shall be determined, the value of which shall be:

$$quota = \frac{\textit{number of valid votes}}{\textit{number of assembly delegates to be elected} + 1}$$

(rounded up to the nearest greater number)

- (3) Candidates obtaining a seat shall be determined using the single transferable vote system and the Wright method, as described in Appendix 1.
- (4) Filling unallocated delegate seats or seats which become vacant in the meantime may take place in the course of the following general elections or in a by-election.

6. By-elections and Other Special Provisions

Article 91

- (1) The Election Officer may call by-elections for vacant seats of the President or delegates.
- (2) In a by-election, a number of representatives corresponding to the number of seats vacant at the time of the call for by-elections may be elected.

- (3) The term of office of the persons elected in in the course of a by-election shall have the duration of the term of office of the delegate or President whose seat they take.
- (4) If the seats to be filled include both seats which expire at the next regular election and seats which expire at the second general election, the candidates who are ranked higher shall be given the longer mandate, and the candidates who are ranked lower in the list shall be given the shorter mandate.
- (5) Paragraph (4) shall also apply if the number of seats to be allocated in the course of a general election exceeds half of the total number of delegates (total number of seats). In this case, the mandate of the candidates occupying those seats that exceed half of the total number of seats shall be valid until the next general election.
- (6) If an election is to be held in the event of the dissolution of the Delegates' Assembly, the number of seats corresponding to the total number of delegates shall be allocated, in which case paragraph (5) shall apply appropriately.
- (7) Neither an election of the delegates, a presidential election nor a by-election shall be called, and the election called shall be suspended in the following cases:
 - a) they cannot be scheduled for the period between the call for applications for the office of Rector is announced and the election of the Rector,
 - b) if the election for Rector is unsuccessful for the first attempt, until a Rector becomes elected,
 - c) if the office of Rector becomes vacant prematurely, until the election of a new Rector.
- (8) If a suspended election would only be completed in the following semester or if, for other reasons, the direct election is postponed to the following semester, the Election Officer shall decide on the necessary measures or on the cancellation of the election and the calling of a new election.
- (9) In the cases provided for in paragraphs (7) and (8), the term of office of persons concerned shall be extended until election results become finalized.

7. Determination and Publication of Election Results

Article 92

- (1) If the Election Officer has decided to set up a ballot counting committee, this committee shall draw up the minutes of the ballot results no later than the second working day following the last day of voting. The minutes shall be sent to the Election Officer without delay. The counting of ballots may also be carried out by the Election Officer. The Election Officer shall establish the election result upon receipt of the minutes, but no later than the 3rd working day following the last day of voting.
- (2) The election results shall be published on the Union website.
- (3) The election results for Delegates' Assembly members shall include the following data:
 - a) the number of eligible voters,
 - b) the number of full-time students eligible to vote;
 - c) the number and percentage of students who participated in the election;
 - d) the number and percentage of full-time students who participated in the election,
 - e) the number of ballots cast;
 - f) the number of invalid ballot papers;
 - g) the number of ballots cast for each candidate at each allocation stage;
 - h) the candidates who obtained a seat and the order in which they obtained their seat;
 - i) information on appeals.

- (4) The election results for President and Vice Presidents shall include the data set out in Article 49(5).
- (5) Using the sample set out in Appendix 2, the Election Officer shall take the resolution containing decisions on the election results. The sample resolution may be amended by the Secretary; however, the document shall indicate that the election is valid, effective and properly conducted. The resolution and its annexes shall be archived in accordance with the provisions of the Document Management Regulations of the University.
- (6) After the results become final, the Election Officer, or in the Election Officer's absence, the person delegated by him/her, shall issue a Letter of Credentials to the elected President, Vice Presidents and to the members of the Delegates' Assembly, and the Election Officer shall hand the letters to the persons concerned.
- (7) The Senate of the University shall be informed of the results of the elections in writing after the results of the elections have become final, by the next Senate meeting at the latest.

Procedure for Appeals

Article 93

- (1) An application for an appeal shall be submitted according to the following:
 - a) the appeal may contest the clause in the call which states the number of seats to be allocated and the circle of voters,
 - b) the appeal may contest the decision on voter registration,
 - c) the appeal may contest the decision concluding the result.
- (2) The appeal, accompanied by the supporting reasons and evidence, may be submitted by 15:00 on the third working day following the public disclosure of the decision, by submitting it in person to the Student Office, addressed to the Secretary of the SU Students' Union (hereinafter referred to as the Secretary) or sent to the official e-mail address of the Secretary, which is available on the website of the Union. This e-mail address shall also be included in the Appeals Bulletin. Public disclosure shall be deemed to be public information sent to candidates through the NEPTUN system or information published on the Union website. In the absence of appeal, the decision, the election results or the part of the decision not subject to appeal shall become final after the expiry of the time limit.
- (3) The Secretary shall consider an appeal submitted pursuant to paragraph (2) within 3 working days or, in the case of a decision contesting the result, within 15 working days. The Secretary may also request the opinion of the Chancellor on the appeal, in the Chancellor's capacity to perform a legality review. In this case, the time elapsing before the Chancellor's reply is received shall not be calculated in the above time limit. The person submitting the appeal shall be notified about the decision by means of a public notice or by a message sent in the NEPTUN system. There shall be no further appeals within the University against the Secretary's decision.
- (4) The Secretary shall make a decision based on the evidence available, in the course of which he or she may change the decision of the Election Officer in the event of a violation of the rules governing the election, may decide to recount the ballots, or to repeat the vote in part or in full. If the Secretary finds that a serious irregularity has occurred during the direct election which substantially influenced the final result of the election (i.e. the persons elected), the Secretary shall annul the result of the election in respect of the persons affected by the irregularity or, if justified, the entire election, and shall establish the final result of the election or decide on the issues necessary for a (partial) rerun of the election.

- (5) The decision of the Election Officer shall be final if no appeal may be filed against the decision pursuant to paragraph (1), or if the time limit for appeal has expired without an appeal being submitted. The decision of the Secretary shall be final upon being rendered.
- (6) The final election result may not be changed subsequently, and no appeal shall lie against it.

Appendix 1

The allocation of seats in the Single Transferable Vote system

Article 94

(1) Definitions:

- a) *Eliminated candidate*: A candidate who can no longer obtain a seat. The priority numbers next to names of eliminated candidates shall be disregarded.
- b) *Candidate declared provisionally elected*: A candidate who is likely to obtain a seat; therefore, the surplus ballots cast on this candidate – the number of votes received minus the quota (the number of ballots required to obtain a seat) – shall be transferred.

Rules to determine the Result

Article 95

- (1) For all candidates who are still running for a seat and are not declared provisionally elected, the number of valid votes where the voter has assigned the lowest number to the candidate in question shall be summed up. In determining the number of votes for a candidate, votes which have already been counted in the number of votes for a candidate to be declared provisionally elected shall be counted with a weighting of less than one. The weight of a vote not yet taken into account in the number of votes for a candidate declared provisionally elected shall be 1. The number of votes shall be established by rounding it down to the nearest whole number.
- (2) The candidate with the highest number of votes among the candidates to be taken into consideration (i.e. not yet eliminated and not yet declared provisionally elected) and with a number of votes above the number necessary for obtaining a seat shall be declared provisionally elected.
- (3) If the number of votes obtained by a candidate declared provisionally elected exceeds the number of votes required to win a seat, the ratio of the number of votes above the quota of the candidate to the total number of votes shall be determined. The weight of the votes which have been taken into account in determining the number of votes for the candidate shall be multiplied by this quotient. Taking these votes into account with this new weighting, the procedure described in paragraphs 2 to 4 shall be repeated until the number of candidates declared provisionally elected reaches the number of seats to be allocated, or until there are no more candidates to be declared provisionally elected.
- (4) If the number of candidates declared provisionally elected equals the number of seats to be allocated, the calculations shall be completed, and the candidates provisionally elected shall obtain a seat.
- (5) If the number of candidates still running who have a positive number of votes (but not yet declared provisionally elected) does not exceed the difference between the number of seats to be allocated and the number of candidates declared provisionally elected, the calculations shall be completed, and such candidates, together with the candidates declared provisionally elected, shall obtain a seat.
- (6) If neither the conditions in the above paragraphs are met, the candidate with the lowest number of votes shall be eliminated, and the procedure under paragraphs (2) to (5) shall be restarted without regard to the serial numbers allocated to the eliminated candidate, all votes being restored to 1, and all candidates losing their status as provisionally elected. In the event of a tie for the last place, the candidate preceding the other candidate on the ballot paper shall be eliminated.

Appendix 2
Sample resolution to determine the election results
by the Election Officer

File No:

“serial number”/”year”(“month, day”) SE HÖK VK sz. választási képviselői határozat
(Resolution of the Election Officer)
on determining the result of the “year” election

Pursuant to Article 60(1) of Act CCIV of 2011 on National Higher Education, a Student Union (hereinafter referred to as Union) is established in higher education institutions to represent the interests of students as part of the higher education institution. All students, with the exception of those specified in Article 63, are members of the Union and are eligible to vote and be elected. The Union may exercise the powers provided for in this Act if it has elected its officers, its statutes have been approved, and at least twenty-five per cent of the full-time students of the institution have verified participation in the elections. Pursuant to Annex 3, Article 70(2) of the Statutes, the Union operates an Election Officer for the purpose of conducting the elections for the renewal, by-elections and elections of its officers.

The Election Officer ascertains that the number of persons entitled to vote in the election is persons. full-time and part-time students participated in the election, of which persons cast a valid vote.

The Election Officer ascertains that the number of full-time students participating in the election is, which constitutes% of all full-time students, and therefore the requirements of Article 60(1)(b) of the National Act on Higher Education (CCIV) *is / is not* fulfilled.

The election was conducted electronically via the UNIPOLL system. The system was closed after the ballots were cast.

The Election Officer verified the data relating to the result of the ballot count, and then declared the result of the election in accordance with Annex 3, Article 73(1)(d) of the Statutes.

The Election Officer of the Students' Union of Semmelweis University ascertains that the election of Delegates **was valid / invalid**.

Based on the above, the Election Officer shall make the results of the election public as follows:

The number of full-time students eligible to vote:

The number and percentage of students who participated in the election:

The number and percentage of full-time students participating in the election:

The number of ballots cast:

The number of invalid ballots:

The number of ballots for each candidate in each allocation step:

Based on the above election results, the following students won seats:

Name	Faculty	Year
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A request for appeal, accompanied by the reasons and evidence supporting the request, may be submitted by 15:00 on the 3rd working day following the public disclosure of the decision, by submitting it in person to the Student Office, addressed to the Secretary of the SU Students' Union. Public disclosure shall be deemed to be public information sent to candidates through the NEPTUN system or information published on the Union website. In the absence of appeal, the decision, the election results or the part of the decision not subject to appeal shall become final after the expiry of the time limit.

Effective date:(year) (month)... (day)

Budapest, (year) (month) (day)

.....
Election Officers's signature

Appendix 3
Sample Resolution

File number:

Resolution number ofof the Students' Union of
Semmelweis University entitled

[Text of Resolution]

Effective date:(year) (month)... (day)

Budapest, (year) (month) (day)

.....
[office of person providing signature]