

Statutes of the Student Union of IBS International Business School

The Representative Body of the Student Union (hereinafter referred to as Representative Body) of the International Business School Budapest has created the following Statutes based on the Act No. 204 (2011) on National Higher Education and on the Organisational and Operational Regulations of IBS.

Part 1 The Student Union

Section 1 The Student Union

- 1) The Student Union of IBS is the independent self-governing body of the students of the school.
- 2) All students with an active student legal relationship with IBS are members of the Student Union.
- 3) When a student of IBS is taking a passive semester, his/her membership in the Student Union is suspended for the passive period. While membership is suspended, students are not allowed to participate in elections or be elected for posts in the Student Union.
- 4) The Student Union represents the interests of all students of IBS.
- 5) The Student Union exercises its rights
 - (a) via elections
 - (b) via its Representative Body elected

Section 2 Duties of the Student Union

- 1) The Student Union
 - (a) represents and protects the interests of IBS students.
 - (b) practices the collective decision, approval, proposal, controlling and commenting rights of students as permitted by legal regulations, institutional regulations and Senate decisions.
 - (c) contributes to the improvement of education, to the freedom of education of tutors and students, to creating a cooperative relationship between teachers and students, and to creating a lively institutional community
 - (d) supports the professional, academic, sports, cultural and community activities of IBS students; participates in the organisation of these activities; maintains

cooperation and contact with the organisational units and clubs aiming to serve these purposes.

- (e) supports the services of IBS provided for students to prepare them for intellectual careers;
- (f) organizes its own structure and activity, elects its bodies, officials, ensures the conditions of their operation, and establishes its internal rules;
- (g) continuously informs students of its activities, IBS life, events affecting students and tutors;
- (h) liaises with student unions of other higher education institutions, the National Conference of Student Unions and other internal and foreign student organizations and bodies;
- (i) may publish a student journal or other printed information.

Section 3

Structure of the Student Union

- 1) The bodies of the Student Union are the Representative Body (SU Presidium) and the ad hoc committees specified in these Statutes. These Statutes contain in particular
 - (a) the structure of the Student Union (bodies, offices, delegates), with special reference to the student bodies and offices referred to in the law, institutional regulations and other rules;
 - (b) the length of the mandate, rights, duties and competences of the Student Union bodies and officers, with special regard to the Representative Body and its President;
 - (c) the terms and conditions for the election of student bodies and officials, the rules of their resignation and recall, as well as those of the appointment and recall of student delegates;
 - (d) the rules of operation of the Student Union bodies
 - (e) the official information channels of the Student Union.
- 2) The leading body of the Student Union is the Representative Body.
- 3) The Student Union has no permanent committees. Ad hoc committees may be appointed to facilitate effective implementation of certain school functions, sports events, representation tasks etc.

Section 4

Representation and rights of the Student Union members

- 1) Students exercise their Student Union rights directly or indirectly through members of the Representative Body or by representatives and assignees.
- 2) The governing body of the Student Union shall be directly or indirectly responsible for the representation of IBS students of all academic programmes.

3) Each student holding an active legal student relationship and attending any of the programmes has the right to elect and may be elected to any of the positions of the Student Union.

4) Any member of the Student Union affected by a Representative Body decision shall be entitled to appeal against the relevant decision within fifteen (15) days from the effective date of the decision or from the date he/she is notified. Appeals against the Student Union decisions will be reviewed by the Rector in accordance with the IBS disciplinary and indemnity rules.

Part 2

Corps of the Student Union

Section 5

Representative Body

1) The Representative Body is the institutional level representation and executive body of the Student Union and is responsible for the implementation of the tasks set out in the Statutes.

2) The Representative Body's competence is exercised in a collective manner.

3) The members of the Representative Body with voting rights shall be elected by the Student Union members as regulated by Section 7/A.

4) Student members of the Senate may only be members of the Representative Body.

5) Voting student members of the Senate (2 persons) are the President and Deputy President of the Student Union, and in the case of their unavailability, any two members of the Representative Body.

Section 6

Scope of authority and duties of the Representative Body

1) The Representative Body

(a) exercises the rights conferred on it in institutional regulations and decisions and, in the event of its agreement, performs the tasks entrusted to it by legal instruments;

(b) its members participate in the end-of-semester programme committee meetings and in the IBS accreditation and validation sessions during the quality audits of the visiting teams of the relevant organizations as 'Student Representatives',

(c) manages, organizes and controls the work of the Student Union at institutional level;

(d) audits the President of the Student Union;

(e) accepts the Statutes of the Student Union;

(f) delegates the student members of the Senate's permanent and working committees and other committees set out in the regulations, evaluates the delegates' work and may exempt them and delegate other students;

(g) liaise and collaborate with the IBS management, with domestic and foreign student organizations and bodies;

(h) audits student- and other organizations about the use of the subsidies it provides;

(i) may establish ad hoc committees and make their leaders report on their activities;

- (j) acts on institutional level in any matter concerning students except for cases referred to other bodies by the institutional regulations;
 - (k) issues and communicates collective opinion on matters related directly or indirectly to IBS students;
 - (l) supervises and directs the use of funds and financial operations of the Student Union.
- 2) The Representative Body shall have sole discretion to
- (a) approve the Statutes of the Student Union and its amendments and to submit them to the Senate for approval,
 - (b) elect its president and officers;
 - (c) exercise the non-transferable rights set forth in the Statutes of the Student Union and other regulations;
 - (d) decide to set up, dissolve its own committees, to appoint and, where necessary, to query or recall its officers;
 - (e) represent the Student Union and issue resolutions on its behalf;
 - (f) delegate and, if necessary, recall representatives as set out in the institutional regulations, Senate resolutions and other legal instruments;
 - (g) plan and accept the annual budget of the Student Union.
- 3) The detailed description of the activity of the Representative Body, the rules of its internal administration and the operation of its office shall be governed by Section 7/B of the Statutes (RB rules of procedure).
- 4) Should the student status of the SU president cease, the Representative Body shall elect a new President.

Section 7

Election and operative procedures of the Representative Body

Section 7/A

Student Election

- 1) The highest decision-making forum of the Student Union is the Student Election (hereinafter: Election). Elections are to be held each academic year during the first month of the teaching period of the autumn semester and in case of cohorts starting in spring during the first month of the spring semester.
- The sole non-transferable power of the Election is to elect members of the Representative Body.
- 2) Election shall be organized in such a way that its final result - if the Election is not to be extended - shall be reached within 15 days from the Election.
- 3) Election may be initiated by 10% of IBS students or by the Representative Body. The Representative Body shall organize the election within 90 days if the number of its members with a mandate falls below 50% of those elected. The Representative Body shall call the Election in cooperation with the staff of the School appointed for SU contact.

- 4) Prior to the Election, the Rector, the Secretary General and the Head of the Centre for Student Services shall be duly notified of the election, informing them also about questions to be voted on.
- 5) Election must be announced at least two weeks before the date on the official information channels of the Student Union: the IBS internal electronic mail system and the Intranet.
- 6) Any student of IBS as defined in Section 1 Article 2) may take one vote. The Election is secret.
- 7) Election takes place through the votes cast on the students named on the slate. Candidates may be included in the list when offered by other students or voluntarily.
Each cohort of every academic programme with at least 15 students must have at least two candidates and student communities of more than 150 members shall nominate at least four candidates, i.e. twice the number of the representatives to be elected. At least 50% of the candidates must be foreign nationals. Voters shall only vote for candidates of their own programme cohort.
The compilation and finalization of the list of candidates shall end on the day before the start of the Election.

Election takes place through the internal electronic system, whereby students with a voting right shall choose and mark the people they wish to elect on the closed candidate list by electronic means, according to the accompanying instructions. The system ensures that all eligible students can cast their votes only once, and that they can elect no more candidates than the maximum number of members of the Representative Body. At the end of the election, the report obtained from the electronic system contains the number of voters and the number of votes per candidate.

The election is valid if at least 20% of the students of the given grade and programme have attended and have given a valid vote. A vote is valid if the student entitled to vote has voted for at least one candidate.

The deadline for the election is up to 8 calendar days, starting from the start date.

The election result: in case of valid voting one or two nominees with the highest number of votes of the given student community – i.e. grade and programme - shall be considered as members of the Representative Body.

In case of invalid voting, the election must be repeated within two weeks from the first election. In this case the voting shall be valid regardless of the students' participation rate. The result of the election must be announced within five days from the closing of the election. The outcome shall be announced by the President of the Election Committee provided for in Article 10).

- 8) The Election Committee (hereinafter referred to as "the Committee") shall be responsible for the conduct of the Election, for ascertaining the election results and the announcement thereof. Members of the Committee:
 - a. the Secretary General,
 - b. the Head of the Centre for Student Services,
 - c. two members delegated by the Representative Body,

Consultants:

d. an IBS IT specialist to grant the fluent and secure operation of the IT background of the closed electronic election,

e. an expert with legal qualification representing IBS's Legal Office to enforce compliance with the Act on National Higher Education and other relevant regulations.

9) The President of the Committee shall be appointed by the Representative Body.

10) Members of the Committee

a. supervise the composition and finalization/closure of the list of nominees;

b. control the legality of the voting and its compliance with the Statutes in cooperation with the appointed IT and legal expert;

c. evaluate the results of the voting based on the votes cast on the electronic system; archive, print out and authenticate the results and file them as part of the Secretary General's documentation.

11) The anonymity of the election shall be ensured, including the information contained in the evaluation memo or record and the contents of the ballot papers printed / stored during the archiving.

Section 7/B

The elected Representative Body

12) The size of the Representative Body depends on the number and headcount of the institution's programmes on different grades. Each programme per grades of at least 15 but up to 149 students shall delegate 1, while each with 150 or more students shall delegate 2 members to the Representative Body by voting.

13) Members' mandates last for one year from the date of their election and / or until the end of their student status (or passivation).

14) If the legal status of an elected representative of an academic programme / grade is terminated or becomes passive or if the number of members falls below 50%, the Representative Body shall call election for the vacancy as per Section 7/A Article 3) of these Statutes.

15) The elected Representative Body will hold an inaugural meeting within 15 days of the date of the election and will elect the President of the Student Union (= President of the Representative Body) and the Vice-President(s) from among its members. The number of vice-presidents shall be no more than two. To ensure student representation in the institutional Senate, two persons should be appointed.

16) The Representative Body shall be convened:

a. at least every 2 weeks during the teaching period;

b. within 8 days before the Senate meeting;

c. at the request of at least two members of the Representative Body within a week of written notification;

d. if the President of the Representative Body deems it necessary;

17) The meetings of the Representative Body may be attended by persons invited by the President of the Representative Body as consultants.

18) The Body's decisions are brought by unanimous votes of more than 50% of all members, on personal matters secretly while on other issues openly, unless otherwise decided by the Representative Body.

19) A supporting vote of at least two-thirds of all members is required when the Statutes (and their Annexes) are adopted or amended;

20) Members of the Representative Body shall present reports, proposals and motions at the meetings. Voting shall be taken on all proposals and motions submitted by a member with voting rights participating.

21) A memorandum shall be prepared on each meeting of the Representative Body in accordance with IBS Organizational and Operational Rules.

22) A record of the decisions of the Representative Body shall be kept.

23) A request for renegotiation of the decision of the Representative Body shall be accepted subject to the signature of at least ten students supporting the retrial.

Section 8

The President of the Representative Body

1) The President of the Student Union and that of the Representative Body is the same person, who is also the legal representative of the Student Union. The President is responsible for the functioning of the Representative Body. This responsibility is exercised by signing the decisions of the Representative Body.

2) The President of the Representative Body shall be elected by the Body at its inaugural meeting by secret ballot, effective until recall, resignation, or termination of Representative Body membership.

3) President of the Representative Body shall

a. represent the Student Union before external bodies and at institutional fora, as well as in any institutional body where matters concerning students arise;

b. liaise with IBS management, leaders of other student (or other) organizations in the institution;

c. convene, organize and chair the Representative Body's meetings, lead the operational work, oversee the implementation of the decisions, supervise the finances of the Student Union at institutional level;

d. report to the Representative Body at each session on the work done since the previous meeting;

e. hold consultation hours every week during the teaching period and every two weeks in the examination period (this can be replaced with publishing an electronic mail address assigned to consultation);

f. at the expiry of his/her mandate, he/she must ensure the orderly continuity of the Student Union's work, transfer current issues, information and documents to the new President;

g. delegate any of his/her duties and rights to any member of the Representative Body (with the consent of the Body), except the right to undertake commitments;

h. exercise his/her rights granted by institutional regulations and Senate resolutions;

i. have the right to undertake commitments on behalf of the Student Union.

The President may delegate his/her powers to other member(s) of the Presidium, appointed as a deputy(ies).

Section 9

The Representative Body's conditions of operation

- 1) The material conditions of the operation of the Representative Body are ensured through close cooperation with the Chief Financial Officer and the institutional foundation.
- 2) The address of the Representative Body is the same as the IBS institutional address.

Section 10

Stamp of the Student Representation

Coat of arms of the Student Representation:

IBS International Business School Student Representative Body - Student Union

Section 11

Transitional and final provisions

- 1) The Statutes shall come into force with the approval of the Senate. The Statutes are presented by the Representative Body. The Representative Body shall publish/ announce the new or modified Statutes within 8 days after the Senate's acceptance and approval.
- 2) By the adoption and the Senate's approval of these Statutes, the existing Statutes shall cease to have effect.
- (3) The Representative Body is entitled to issue a resolution with respect to the interpretation of the Statutes.

Budapest, 04 October 2018

Ditta Molnár
President of the Student Representative Body

The Senate of IBS approved the Statutes by its Resolution No. ... / 2018 (*in progress*)

Dr László LÁNG
Rector