

**Statutes of the Student Union of the Corvinus University of Budapest**

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## Statutes of the Student Union of the Corvinus University of Budapest

### Preamble

#### 1. §

- (1) Pursuant to the authorisation granted in Act CCIV of 2011 on National Higher Education (hereinafter Nftv.) we, the students of the Corvinus University of Budapest hereby establish in the present Statutes the competence, organisational structure and functioning of the Students' Union of the Corvinus University of Budapest (hereinafter: SU), as well as the exercise of its rights granted in the Nftv., the rules of cooperation with the University's executives, various organisational units and bodies.

## CHAPTER I: General provisions

### Related documents

#### 2. §

- (1) Related legislation, regulations:
- Nftv.,
  - the internal regulatory documents of the University,

### Scope of the Statutes

#### 3. §

- (1) The scope of the Statutes covers all the activities of the SU, regardless of the place where they are carried out.
- (2) The personal scope of the Statutes shall apply to all students of the University, with the exception of doctoral students, including students whose student status is suspended, irrespective of whether they are studying in a higher education, programme or in a programme that does not lead to a tertiary degree, their programme cycle, study programme, mode of delivery (full-time or part-time) and form of bearing costs (hereinafter referred to as "student").

### Definitions

#### 4. §

- (1) For the purposes hereof, the following terms shall have the meanings provided below:
- case file: any document that is created in the course of the operation of the SU and which is to be filed in the logbook and placed in the temporary registry of the SU in accordance with the SU's rules on document management;
  - quorum:
    - in the case of the Delegates' Assembly: a quorum shall consist of at least fifty percent of the delegates and at least two-thirds of the members of the Presidency are present;

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<sup>1</sup> Amended by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

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- in the case of the Presidency: the quorum is reached if the President is present and at least two thirds of the members are present;
  - in the case of the Supervisory Board: the quorum is constituted if the Chairperson of the Supervisory Board is present and at least fifty percent of the members are present;
  - c) for all other bodies, a quorum shall exist if at least fifty per cent of the members is present; when the quorum is being established (establishing simple majority or two thirds of the members), the fractional number of members shall be rounded upwards. When the majority (fifty per cent and two-thirds of the members, respectively) is being examined, the fractional number of votes shall in all cases be rounded upwards.
  - d) resolution taken by simple majority: a resolution taken with the support of more than half of the voting members present.
  - e) resolution taken by absolute majority: a resolution taken with the support of more than half of all elected voting members.
  - f) resolution taken by qualified majority: a resolution taken with the support of more than half of all the elected voting members.
  - g) day: calendar day, unless otherwise expressly provided in the Statutes;
  - h) advisory capacity: a person who attends the meeting in an advisory capacity has the right to express an opinion on any matter, to propose items for discussion at the meeting, to comment on items on the agenda, to propose resolutions;
  - i) right to vote: a person who attends a meeting with a right to vote automatically has advisory capacity and may also vote on all matters;
  - j) resignation statement: a unilateral written declaration (on paper, electronically or by e-mail) of termination of an office, membership in a body, delegation or mandate for the future, addressed to the body or person who had made the appointment. If the resignation statement does not specify the date of resignation, the date of resignation shall be deemed to be the day following the date of receipt of the statement by the addressee;
  - k) <sup>2</sup> constituency: group of students, by field of study, in which students may cast their votes for individual candidates in the elections to the Delegates' Assembly; the most important consideration in defining constituencies is to ensure the right of students to vote and proportional representation;
  - l) group of representatives: a cooperation, faction of students whose aim is to obtain individual mandates and list mandates by participating in elections to the Delegates' Assembly, and in the event of a successful election outcome for the faction, to represent the common aims of the faction in the Delegates' Assembly.
- (2) With regard to terms not defined in these Statutes, the provisions of the Nftv. and the internal regulations of the University shall apply in the first place.

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<sup>2</sup> Amended by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

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### **Adoption and entry into force of the Statutes**

#### **5. §**

- (1) The Statutes may be adopted and amended by the Delegates' Assembly.
- (2) Amendments to the Statutes may be initiated with the Presidency by any member of the Delegates' Assembly with voting rights.
- (3) The Presidency shall put the proposed amendment on the agenda of its next meeting and the first Delegates' Assembly thereafter.
- (4) The adoption or amendment of the Statutes requires a resolution of the Delegates' Assembly adopted by a qualified majority.
- (5) The Statutes adopted by the Delegates' Assembly shall be submitted by the President of the SU to the next Senate meeting within 15 days of their adoption.
- (6) The Statutes shall become effective once they have been approved by the Senate.
- (7) The adoption of the Statutes shall otherwise be governed by the rules applicable to the adoption of resolutions by the Delegates' Assembly.

### **CHAPTER II: The organisational structure and tasks of the SU**

#### **Operation of the SU**

#### **6. §**

- (1) The organisation of the University's student community, the representation of the University's students at all levels and in all bodies of the University's organisation is the exclusive right of the SU.
- (2) In the course of its activities, the SU shall carry out its duties in accordance with the Nftv., taking into account the interests of all students of the University.
- (3) The SU is a politically, religiously and ideologically independent organisation.
- (4) The main purpose of the SU is to represent the interests of university students, to organise and improve the quality of student community life. The SU provides advocacy and student services. In this area, it shall exclusively exercise the rights of the student union according to the Nftv.
- (5) The SU manages the resources provided for its operation autonomously, in accordance with the law and university regulations, but it is not an independent legal entity, thus the SU is not entitled to enter into commitments with third parties. The rules of entering into commitments of the SU are laid down in the internal rules of the University.
- (6) The SU shall carry out its tasks independently, as defined in these Statutes. It may not be restricted either in the performance of its tasks or in the exercise of its powers.
- (7) The working language of the SU is Hungarian.
- (8) The registered seat of the SU is the registered seat of the Corvinus University of Budapest at any time.
- (9) The English name of the SU is: Students' Union of the Corvinus University of Budapest.

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### **The tasks of the SU**

#### **7. §**

- (1) The activities of the SU shall cover all matters concerning the student community of the University and, if a student concerned requests the SU to be involved, all matters concerning the individual case of the authorising student, including the rights to express its opinion, put questions to the management of the University and make proposals in respect of them. Within this framework, the SU carries out the following activities through its bodies and organisational units:
- a) establishes these Statutes,
  - b) elects its office holders, managers and defines their duties and competence,
  - c) ensures representation in the bodies where student participation is to be ensured according to the Nftv. or other legislation or the University's internal regulatory documents,
  - d) represents the interests of the student community of the University and, if the student concerned requests the involvement of the SU, ensures the representation of the interests of the authorising student,
  - e) is involved in the allocation of resources (grants) for students,
  - f) is involved in the organisation of professional, scientific, sporting and cultural activities of the University's students,
  - g) decides on matters within its competence in accordance with the law and the University's regulations, and exercises the rights granted to the students' union by law and the University's regulations,
  - h) negotiates with the University's management on issues concerning students and student associations,
  - i) is involved in the evaluation by students of education and of the teaching activities of lecturers,
  - j) may make comments and suggestions about the University's operations affecting students,
  - k) develops a unified position on matters within the competence of the University Senate and on all matters where the SU exercises the right of consent,
  - l) cooperates with national and international student associations,
  - m) manages the resources made available to it in accordance with the University's regulations and these Statutes,
  - n) informs its members, as well as the University's lecturers and other employees, about the activities of the SU, issues related to University life, and provides information about calls for application, scholarship and job opportunities,
  - o) performs all the tasks assigned to it by law, university regulations, individual instructions or these Statutes.

### **Bodies and organisational units of the SU**

#### **8. §**

- (1) The bodies of the SU:
- a) the rule-making body is the Delegates' Assembly,

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- b) the chief executive body is the Presidency,
  - c) the operational executive body of the Presidency is the Management Board and the sub-units of the Management Board, the Areas,
  - d) the body that monitors the proper functioning and financial management as well as performs tasks related to the elections is the Supervisory Board.
- (2) A special body of the SU is the Editorial Board of Közgazdász (hereinafter: KöSz). The editor-in-chief is responsible for the work of the KöSz.-
- (3) The Executive Board corresponds to the term Cabinet as referred to in other University's regulations.
- (4) The number and competence of the Areas are set out in the Rules of Procedure of the Management Board, it being understood that the number of Areas is at least three.
- (5) The Rules of Procedure of the Management Board shall determine the duties and powers between and within the Areas of the SU and any other duties and powers not covered by these Statutes. The Rules of Procedure of the Management Board shall be adopted in the form of a resolution by the Presidency, which may be amended at any time by the Presidency at its own discretion.
- (6) The SU Presidency is responsible for the work of the Management Board, and a SU Vice President defined in the Rules of Procedure of the Management Board is directly responsible for the work of the given Area.
- (7) The SU President may set up working groups to carry out ad hoc tasks of a project nature, and may appoint members from the various SU bodies to carry out ad hoc tasks. The number, composition and competence of the working group shall be determined by the President of the SU, who shall inform the members of the SU thereof. The working group is chaired by the chairperson appointed by the President. The designated Vice-President may also exercise this right with the approval of the President.
- (8) The President and Vice-Presidents of the SU shall be the office holders of the SU, irrespective of the procedure for appointment, the nature of the mandate and its duration.
- (9) Regardless of the way in which they are appointed and the nature and duration of their mandate, the representatives of the SU shall be the persons who perform the following duties:
- a) President of the SU
  - b) the Vice-Presidents of the SU,
  - c) the members of the Delegates' Assembly of the SU,
  - d) the members of the Supervisory Board of the SU,
  - e) the editor-in-chief and members of the editorial team of the KöSZ,
  - f) the Managers and members of the Areas of the SU,
  - g) the delegates leading the working groups/project teams of the SU and the members of the working groups/project teams.

### **Representation of the SU**

#### **9. §**



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- (1) The President of the SU is authorised to represent the SU outside the University, both orally and in writing. Exceptions to this rule may only be made on the basis of a mandate issued by the SU President for specific tasks.
- (2) The SU President is entitled to represent the SU within the University, both orally and in writing, except in the Senate, where the Student Senators are entitled to represent the SU, and if otherwise provided for in the Rules of Procedure of the Management Board.

### **CHAPTER III: Election rules of the SU Delegates' Assembly**

#### **General provisions**

##### **10. §**

- (1) The scope of these election rules covers the ordinary and extraordinary elections of the Delegates' Assembly (hereinafter: Elections). The personal scope of the election rules of these Statutes extends to all participants in the Elections, in particular to students and bodies involved in the election process.
- (2) The provisions of these election rules shall be interpreted in accordance with the act on national higher education.
- (3) The purpose of these Election Rules is to ensure that the Elections are clearly regulated.
- (4) Elections are conducted and supervised by the Supervisory Board in order to ensure that they are lawful and orderly.
- (5) The Elections shall be called by the last day of the tenth (10th) week of the fourth (4th) semester following the semester in which the last successful Elections were called.
- (6) The election period consists of the following parts:
  - a) a candidate nomination period of at least five (5) days, the first day of which shall be the first day of the Elections,
  - b) the evaluation period following the candidate nomination period, which shall consist of at least three (3) days,
  - c) a period of at least three (3) days to appeal against the candidate nomination,
  - d) an evaluation period of at least three (3) days following the appeals period for the nomination of candidates,
  - e) a voting period of at least seven (7) days,
  - f) the period for determining the result, which shall consist of at least one (1) day,
  - g) a period of at least three (3) days for appealing the result of the vote,
  - h) an evaluation period of at least two (2) days following the appeals period for voting.
- (7) The results of the ballot shall be established by the Supervisory Board no later than 16.00 on the last day of the period for determining the results. The Supervisory Board shall inform the students of the determination of the election result - if the elections are valid and successful - within two (2) days of the determination, via Neptun message, providing an option for legal remedy. The information includes: the number of eligible voters, the number of votes cast, the number of invalid votes, the

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- number of votes for each candidate, the number of votes for each university list, details of the validity data, the evolution of the allocation of seats and information on legal remedy.
- (8) All data necessary for the determination of the validity and success of the Elections, in particular the composition and number of students eligible to participate as voters or candidates in the Elections, shall be provided by the relevant organisational unit of the University to the Chairperson of the Supervisory Board upon request of the Chairperson of the Supervisory Board. The data must be provided for the status valid at the latest on the 7th day before the first day of the nomination period for the given Elections. The data thus provided are relevant in two respects. On the one hand, this group of students will have the right to vote and will be eligible to stand for election in the given Elections, except for students whose student status subsequently ceases. A student whose student status ceases may not cast a vote or stand for election after the termination of his/her student status, but a vote cast earlier while his/her student status still existed shall not be invalidated subsequently. On the other hand, in the given Elections, this number and composition should be taken into account throughout the whole period of the Elections, i.e. it should serve as the basis for determining validity and success.
- (9) The Elections will close on the last day of the appeal period if no legal remedy request is filed during the appeal period. If a legal remedy request is submitted during the appeal period, the Elections will close on the day on which the last appeal is decided out of the appeals that were received.
- (10) If the voting period is invalid and/or inconclusive because the Supervisory Board establishes that during the result determination period or, in case an appeal is received, during the evaluation period following the appeal period, the criteria set out in the present Statutes or the Nftv had not been met during the Elections, the Supervisory Board shall immediately inform the students by Neptun message of the extension of the election period. The Supervisory Board shall define the following in the Neptun message:
- a) a new voting period of at least three (3) days,
  - b) a result determination period of at least one (1) day,
  - c) a period of at least three (3) days for appealing the result of the vote; and
  - d) an evaluation period of at least three (3) days for appeals.
- (11) It is necessary to extend the election period in this way during the semester until the Elections are validly and successfully completed. If the Elections have not been completed validly and successfully completed by the last day of the semester, the Supervisory Board shall declare the Elections inconclusive during the last period of the Elections, and shall inform the students of this fact by means of a Neptun message. In this case, the Supervisory Board shall call new extraordinary Elections in the following semester, at the earliest in the third (3rd) week of the semester and at the latest in the seventh (7th) week of the semester, in accordance with the general rules for Elections.
- (12) Elections can be held electronically, on paper or in a hybrid system.
- (13) In the case of voting in writing, voters may collect their ballot papers from the Supervisory Board after signing the register and presenting their student or identity cards or passports. Individual candidates shall be listed in random order on the ballot paper. The order shall be drawn by lots by the Chairperson of the Supervisory Board. On the ballot paper, the university lists of the groups of representatives shall also be provided in random order. This order is also drawn by lot by the Supervisory Board. The ballot paper shall feature, next to the university lists of the groups of representatives, the name, study

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programme and year of the candidates running on the list, in the order laid down in the document certifying the formation of the group of representatives.

- (14) Elections shall be conducted through the University's official IT system if an electronic system is used.
- (15) To cast a valid vote, eligible voters must mark at least one of their individual candidate. Those entitled to vote may support a total of one (1) university list and a maximum number of individual candidates equal to the number of seats to be allocated in their constituency.
- (16) The validity and the success of the Elections shall be determined taking into account the provisions of the Nftv. on elections.
- (17) In the case of matters related to Elections and not covered by this regulation, the Supervisory Board shall decide, taking into account the proposals of the Presidency.
- (18) The minutes on the counting of the votes and the determination of the result shall be drawn up in duplicate and signed by the Chairperson of the Supervisory Board and one of the members of the Supervisory Board appointed to keep the minutes.
- (19) The minutes shall state the place and time of the counting of votes, the names of the candidates, their year, their study programme, the number of valid and invalid votes cast and the number of "yes" votes for each candidate.
- (20) Paper copies of the call for elections, ballot papers, applications, nominations, minutes and other documents relating to the elections shall be kept in the registry of the SU in such a way that they are not accessible to unauthorised persons.
- (21) Access to the data and minutes available to the Supervisory Board may be requested by any member of the Delegates' Assembly and the Rector of the University during the entire period of the Elections and within fifteen (15) days of the publication of the results of the Elections. The Supervisory Board shall provide the requested information to the person requesting it within two (2) days, provided that the disclosure does not violate the confidentiality of the vote and the rights of the person and the protection of personal data.
- (22) The results of the Elections shall be made public and published on the website of the SU and the University within 5 days of the end of the Elections.

### **Modalities of exercising the right to vote**

#### **11. §**

- (1) Every student with active student status and who is granted the right to vote by the Nftv. has the right to vote and be elected (hereinafter referred to as "voter").
- (2) All students eligible to vote have equal voting rights.
- (3) Each voter may exercise their right to vote once per Election.
- (4) Each voter may cast his/her vote in the Elections for exactly one group of representatives and for the number of individual candidates equal to the total number of individual seats that may be obtained in his/her constituency, it being understood that a student who studies in separate study programmes simultaneously and thus belongs to several constituencies of the University shall have a separate right to vote for individual candidates in each constituency in which he/she is studying.
- (5) Voters may not change a vote they have already cast.

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- (6) Each voter may cast two (2) types of votes per Election , one for one (1) group of representatives and one for as many different individual candidates as there are individual seats available in his/her constituency. The voting system is as follows:
- He/she may cast one (1) vote for the list of the group of representatives standing for election at the whole university (hereinafter referred to as a "list vote").
  - He/she may cast the number of votes for candidates standing in the constituency corresponding to his/her academic level equal to the number of seats to be allocated among the candidates of the constituency.
- (7) In the election procedure, the constituency of bachelor programmes includes the first, second and third year students of the bachelor-level study programmes and of the single-cycle programmes at the University who have a right to vote.
- (8) In the election procedure, the constituency of master programmes includes the students of the master level-study programmes, the students of the specialist postgraduate programmes and the fourth and higher year students of the single-cycle programmes at the University who have a right to vote.
- (9) The right to vote in Elections is universal, secret and direct.

### **Call for Elections**

#### **12. §**

- Elections shall be called by the Supervisory Board under the resolution of the Presidency taken by an absolute majority, no later than three (3) days before the day on which the Elections are to begin.
- The launch of the Elections shall be announced in the Call for Elections sent to students via Neptun and published on the same day on the website of the SU, and on the University website. The Elections shall be announced and published no later than three (3) days prior to start date of the Elections.
- The date of official publication is the date of publication on the SU website.
- The Call for Elections (hereinafter: Call) must contain the following:
  - the first and last day of each period of the Elections provided for in these Statutes, and the most important pieces of additional information for each period not covered by these Statutes,
  - the manner in which the Elections are organised,
  - the number of persons entitled to vote,
  - online access to the electoral rules in force,
  - information about nominating candidates and the conditions for a valid application.

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### **Provisions on the electronic election system**

#### **13. §**

- (1) The Electronic Election System (hereinafter: EES) is the electronic platform dedicated to the conduct of Elections.
- (2) The Chairperson of the Supervisory Board shall be entitled to handle the EES.
- (3) With regard to the EES, the tasks of the Supervisory Board include the operation and maintenance of the EES, as well as liaising with the staff of the relevant organisational units of the University and the representative of the legal unit. During the Elections, the relevant organisational unit of the University shall designate in writing the contact person who will liaise with the Supervisory Board during the elections.
- (4) The Supervisory Board shall contact the appropriate organisational unit of the University for support in maintaining the EES.
- (5) In the EES, the members of the Supervisory Board shall be granted access to the interface showing the turnout at least one (1) day before the voting date.
- (6) The Supervisory Board shall monitor, log, record in minutes, archive and register the data relating to the Elections on each working day until the close of the Elections and do the same with respect to the final data at the latest until the last day of the period for determining the election results. The data thus recorded shall be sent electronically by the Supervisory Board to the Presidency on request.
- (7) Persons who have access to the EES data are bound by confidentiality and may not disclose its data to third parties, except as provided for in these Statutes.
- (8) For voters, the EES interface shall list the individual candidates belonging to the electoral constituency of the given voter in random order. The order shall be drawn by lots by the Supervisory Board.
- (9) In the EES interface, the lists of the groups of representatives should be displayed in random order. The order shall be drawn by lots by the Supervisory Board. In the EES, the lists of the groups of representatives shall be accompanied by the names of the candidates on the list, in the order specified in the document certifying the formation of the group of representatives, and the study programme and year of the candidates on the list, if the leader of the group of representatives so requests in an e-mail sent to the Supervisory Board or if the Supervisory Board so requests by way of a resolution.
- (10) If the Supervisory Board breaches its obligations of confidentiality under these Statutes, the mandate of the member of the Supervisory Board concerned may be revoked by the Delegates' Assembly by a simple majority with the approval of the Presidency. The Presidency may appoint a new member to replace a member of the Supervisory Board who has lost his or her mandate in this way, with a mandate until the end of the elections. The Presidency may initiate proceedings against the person concerned on the grounds of a well-founded suspicion of ethical or disciplinary offence.

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### Rules applicable to nominating candidates

#### 14. §

- (1) A student who submits a valid application during the candidate nomination period may stand as a candidate (hereinafter referred to as "candidate") for the election of the Delegates' Assembly.
- (2) A person who is a member of the Supervisory Board of the SU may not stand as a candidate, unless he/she resigns his/her membership in writing beforehand.
- (3) A student who submits a valid nomination for a given Election in person (at the Office of the SU during the official opening hours of the office) or electronically from his/her official university e-mail address to the e-mail address specified in the Call for Elections no later than the end of the candidate nomination period, is eligible to stand as a candidate for that Election. Candidates shall receive a confirmation of submitting their application.
- (4) An application is valid if the candidate submits the following documents:
  - a) a document with his/her name, year, study programme, motivation letter and photo (election poster),
  - b) a document officially certifying his/her active (not suspended) student status,
  - c) a statement that:
    - he/she is familiar with and accepts the provisions of these Statutes,
    - he/she wishes to stand as an individual candidate,
    - the constituency in which he/she is running,
    - 
    - his/her consent to the disclosure of the listed data for the duration of the elections.
- (5) It is possible to stand as an individual candidate in a single constituency.
- (6) In the election, individual candidates can choose which constituency they want to stand in, regardless of their academic level.
- (7) It is equally possible to run as an individual candidate or as a candidate on a university list.
- (8) Candidates standing for election have the possibility to run as a member of a group of representatives. If a candidate is standing as a member of a group of representatives, the candidate must indicate this on his/her election poster. The group of representatives may include both candidates standing as individual candidates and candidates standing only on the university list.
- (9) If the candidate is running as a member of a group of representatives, the name of the group must appear in brackets after the name of the candidate in the EES.
- (10) Candidates who are able to put up a list can stand as a group of representatives. The cumulative conditions for putting up a list are:
  - a) the list must include a minimum of thirty (30) and a maximum of fifty (50) students,
  - b) the list must include students from at least eleven (11) study programmes,
  - c) the university list must include at least four (4) bachelor students and four (4) master students (including students in single-cycle programmes),

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- d) all year groups must be represented on the university list.
- (11) The year of the students shall be defined in such a way that they are considered to be in their first year in the academic year when they start their bachelor programme and in their fourth year in the academic year when they start the master programme. Thereafter, students move up one year for every two completed semesters, with the third year being the highest in the case of bachelor programmes and the fifth year in the case of master programmes, even if they start their 7th semester in the case of a bachelor and their 5th semester in the case of a master programme. In the case of single-cycle programmes, the rules for bachelor programmes apply, the fifth year being the highest.
- (12) A group of representatives may be formed for a given Election during the candidate nomination period. The conditions for putting up a list must be met at the time of setting up the group.
- (13) A group of representatives may be set up by any student who has active student status at the University. The person who sets up a group of representatives shall automatically become the leader of the group. The person who set up the group of representatives. and his/her three substitutes, as well as the order in which they are to be deputised, must be identified in the document certifying the formation of the group of representatives. The document certifying the formation of the group of representatives must be sent to the SU Supervisory Board during the candidate nomination period, as specified in the Call for Elections.
- (14) The formation of groups of representatives shall be approved by the Supervisory Board, which strictly monitors compliance with this regulation.
- (15) A candidate may only be a member of one group of representatives.
- (16) The document certifying the formation of the group of representatives is authenticated by the signature of the leader of the group. The document must include the name of the group of representatives, the name of the leader of the group, the names of the students running as members of the group, their Neptun code, their official university e-mail address and it must clearly reflect that the conditions for putting up a list are met.
- a) The document certifying the formation of the group of representatives must be sent by the leader of the group to the members of the group from his/her official university e-mail address. Members must accept or reject their candidature from their official university e-mail address. If a member does not respond to the group leader within twenty-four (24) hours of receipt of the e-mail, his/her membership of the group of representatives shall be considered null and void. The confirmatory reply emails should be attached to the founding document sent to the Supervisory Board.
- b) By accepting the document certifying the formation of the group of representatives, the candidate declares that he/she accepts the person identified in the document as the leader of the group as the leader of the group of representatives.
- c) The document certifying the formation of the group of representatives must feature the candidates in the order in which they obtained their seats. If the group of representatives obtains seats on a list, the seats are allocated to the students on the list in the order in which the candidates appear on the document certifying the formation of the group of representatives.
- d) The order in which seats are allocated shall be determined by the leader of the group of representatives and may be modified until the last day of the election period. The leader of a group of representatives may withdraw any member from his or her position in the group until the last day of the election period. In the event of any personnel change affecting a group of

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- representatives, the leader of the group must notify the Supervisory Board by official university e-mail, giving details of the change.
- e) By accepting the document certifying the formation of the group of representatives, the candidate declares that he/she accepts the order of acquiring seats established by the leader of the group.
  - f) The document certifying the formation of the group of representatives takes legal effect when it is signed the Chairperson of the Supervisory Board or approved electronically from an official university e-mail address. The Supervisory Board decides on the approval by simple majority vote. Approval is subject to the conditions set out in this regulation.
- (17) No two groups can have similar names. The name of a group of representatives founded later shall not be similar to that of a group founded earlier. Control over the groups of representatives shall be exercised by the Supervisory Board
- (18) The names of the groups of representatives may not contain any term or abbreviation referring to the Corvinus University of Budapest or the Students' Union, nor may they damage the reputation of the University or the Students' Union, nor may they refer to any such activity or grouping.
- (19) Candidates must also fulfil the other obligations set out in the Call for Elections.
- (20) After the close of the nomination period, the Supervisory Board shall examine the applications received to ensure that they comply with these Statutes and the Call for Elections.
- (21) After examining the applications, the Supervisory Board shall inform the persons concerned of the outcome until the end of the evaluation period.
- (22) If the leading role of the leader of the group of representatives ceases, the election may continue in the same way, with the three substitutes appointed by the leader (in the predetermined order of substitution) serving as acting leaders until a new leader is appointed.

### **Rules on allocating seats**

#### **15. §**

- (1) Elections shall be held for eleven (11) individual seats and for thirty (30) university list seats.
- (2) The term of office of the elected Delegates' Assembly shall last until the next Delegates' Assembly is formed.
- (3) The mandates of individual candidates shall be allocated according to the following system:
  - a) Seven (7) seats shall be allocated among the candidates standing in the primary constituency and shall be won by the first seven (7) students to receive the most votes.
  - b) Four (4) seats shall be allocated among the candidates running in the constituency of master programmes and shall be won by the first four (4) students to receive the highest number of votes.
  - c) The whole election shall be extended if, after the election has been completed, there is a tie in the last place in the order of candidates standing in a constituency.
- (4) The seats of the candidates on the list are allocated in proportion to the votes cast, as follows:
  - a) the number of seats obtained by a group of representatives is equal to the number of votes obtained for that list divided by the number of votes per seat, rounded to the nearest integer.



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- b) in the case of a fractional value, rounding shall be upwards if the digit in the decimal place is five (5) or greater.
- c) the number of votes worth one seat is the number of votes cast for all the lists divided by the total number of list seats that can be obtained.
- d) For each university list, the seats on the list shall be allocated in the order in which they appear on the document certifying the formation of the group of representatives. If the name of a candidate who has obtained a mandate as an individual candidate in the Elections appears in the order included in the document certifying the formation of a group of representatives, the mandate on the list shall be obtained by the next candidate who did not stand or did not obtain a mandate as an individual candidate on the list.

### **Provisions on the election campaign**

#### **16. §**

- (1) The main purpose of these provisions is to safeguard the integrity of elections and prevent electoral fraud.
- (2) These provisions also aim to enable persons with a right to vote, candidates and the Supervisory Board to exercise their rights in relation to elections in a uniform, transparent and simple procedural and legal framework.
- (3) The election campaign runs from the start of the nomination period until the close of the Elections.
- (4) Until the end of the election campaign, candidates may, at their own expense and without special authorisation, produce posters which they may display subject to the restrictions laid down in these Statutes.
- (5) The relevant University regulations shall apply to the placement of self-standing advertising equipment for election campaigning.
- (6) The poster must be placed so that it does not cover the poster of another candidate and can be removed without causing damage.
- (7) The production, placement or distribution of posters or leaflets that are in breach of the law or that damage the reputation of the University or the Students' Union is prohibited.
- (8) Candidates may not remove, cover or damage each other's posters during the campaign period.
- (9) During the campaign, at least one -unpaid- informative post about each candidate standing in the Elections must be published on the social media sites managed by the SU at a time and with a text defined by the Supervisory Board. All candidates must be given equal information.
- (10) The SU may not finance any campaign activities from its own budget.
- (11) If a candidate knowingly damages the human dignity or reputation of another candidate on social media or any other medium, or demonstrably incites another to do so, the Supervisory Board may exclude that candidate or the group of candidates concerned from the Elections with immediate effect, and the vote cast for them, if they are individual candidates, shall be considered null and void.
- (12) If a candidate violates the provisions of these Statutes, the Supervisory Board shall warn the candidate at the email address provided by the candidate.

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- (13) After the first warning, if a candidate again infringes these Statutes, the Supervisory Board shall take a decision on the repeated infringement by means of a resolution adopted by qualified majority. In this case, the Supervisory Board has the possibility to reprimand or exclude the candidate from the election.
- (14) If a candidate seriously violates the campaign rules of these Statutes, the Supervisory Board shall exclude the candidate from the Elections.

### **Legal remedy**

#### **17. §**

- (1) During the Elections, appeals against all decisions of the Supervisory Board may be submitted to the Presidency of the SU, with reasons and supporting evidence, within the deadlines for appeals set out in the Call for Elections.
- (2) The Presidency shall decide on the appeal by the deadline for the assessment of the appeal as stated in the Call for Elections and shall inform the person or persons submitting the appeal of its decision.
- (3) The Presidency shall decide on the basis of the evidence available, in the event of a breach of the rules governing the election:
  - a) without prejudice to the validity of the election procedure, change the decision of the Supervisory Board and decide, without prejudice to the other procedural steps of the election procedure (without repeating the whole election procedure), that the voting stage of the election procedure in question is invalid and that the vote should be repeated or the votes recounted,
  - b) if it finds that there has been a serious irregularity in the election which has materially altered the outcome of the election (i.e. the persons elected), it may, in respect of the persons affected by the irregularity or if it is justified, declare the entire election procedure null and void and annul the result of the election and order the Supervisory Board to call new elections,
  - c) in the case of minor violations not affecting the final result of the election, order the replacement or correction of the missing act, without prejudice to the validity and success of the election.
- (4) The Presidency shall reject the legal remedy request without examining the merits if it is submitted after the deadline, and shall reject the request after examining the merits if it is unfounded.
- (5) There is no further right of appeal against the resolution of the Presidency.
- (6) If a decision of the Presidency infringes a law or regulation, the person affected by the decision may initiate the legality check of the decision.
- (7) If no request for an appeal against the result of the election is received by the deadline referred to in Subsection (1) or if the Presidency rejects it, the result of the election shall become final.

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**CHAPTER IV: Election and appointment of members of the  
Presidency and the Supervisory Board**

**Election of the President of the SU**

**18. §**

- (1) The office of President of the SU may be obtained through an application. The timetable for the regular application procedure is as follows:
  - a) the call for applications shall be published in the fourth (4th) semester following the semester of the previous presidential election and the President of the SU shall be elected within the framework of the call for applications no later than the last day of the examination period of the semester in question,
  - b) the call is published by the Presidency,
  - c) three (3) consecutive days shall be allowed for the submission of applications,
  - d) two (2) consecutive days shall be allowed for the checking of applications,
  - e) the date of the beginning of the term of office of the President of the SU shall be determined by the Delegates' Assembly in the resolution on the election of the President, it being understood that the date of the beginning of the term of office shall not be later than the last day of the examination period of the semester in question,
  - f) the President is appointed for a fixed term of two years.
- (2) Any active student (not in a suspended status) who is a member of the Delegates' Assembly or has been a member of the SU Presidency for at least 3 months or who is a member of the organisational structure according to the Rules of Procedure of the Management Board at the time of the call for applications, who has submitted a valid application within the application deadline and who has no conflict of interest is eligible to apply for the position of President of the SU.
- (3) A student may hold the position of President of the SU for a maximum of four (4) years.
- (4) Candidates must declare that they have no conflict of interest or that they will remove any existing conflict of interest before the start of their mandate. In particular, it is considered a conflict of interest if the candidate has undertaken a task in the student union of another higher education institution or in the organisation of the National Conference of Students' Unions in the two years preceding the declaration.
- (5) Applications shall include:
  - a) an application form bearing the candidate's full name as shown on his/her identity card,
  - b) a certificate of student status no more than 30 days old,
  - c) curriculum vitae,
  - d) election programme plan,
  - e) a declaration of the candidate that there is no conflict of interest,
  - f) declaration on data processing,
- (6) Failure to comply with any of the conditions set out in the call for applications will result in the rejection of the application without a response.

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- (7) The applications received are formally examined by the Presidency, as the committee responsible for giving an opinion on the applications, which decides whether the application is suitable or not. The decision of the Presidency, as the committee responsible for giving an opinion on the applications, may be appealed to the Supervisory Board. The appeal may be lodged within a time limit of one (1) day and the Supervisory Board must reply to the comments received within the same time limit.
- (8) Suitable applications are submitted to the Delegates' Assembly by the President of the SU as the Chairperson of the Committee that gives an opinion on the applications.
- (9) The President of the SU is elected by the Delegates' Assembly. For this purpose, a Delegates' Assembly for the election of the President shall be held, convened by the incumbent President of the SU. The Delegates' Assembly for the election of the President shall be governed by the rules governing the general vote and electronic voting at the Delegates' Assembly.
- (10) If no candidate obtains an absolute majority in the election of the President, a second round of elections shall be held within two (2) days after the elections, at which the two candidates who obtained the highest number of votes in the first round may be elected. Other provisions for the second round of elections are the same as for the first round.
- (11) If the term of office of the President of the SU ends before its expiry, the Vice-President appointed by the SU as his/her first deputy shall act as acting President for a maximum period of 3 months, with full powers of the President. Within this 3-month period, but no later than 30 days after the expiry of the 3-month period, the acting President shall conduct the election of the President in full in accordance with the rules for the ordinary election of the President, including the publication of the call for the election of the President and convocation of the Delegates' Assembly after the end of the application period to elect the new President, where the election of the President shall be put on the agenda. In the event of an invalid or inconclusive election, the process must be repeated by the acting President within the following 30 days until a new President is validly and successfully elected.

### Election of the Vice-Presidents of the SU

#### 19. §

- (1) <sup>3</sup> The minimum number of SU Vice-Presidents is one (1) and the maximum number is three (3).
- (2) <sup>4</sup> The Vice-Presidents of the SU shall be elected by the Delegates' Assembly by simple majority on the proposal of the President of the SU.
  - a) The term of office of the Vice President of the SU shall not extend beyond the end of the term of office of the President of the SU.
  - b) After the election, the President of the SU shall adopt a decision on the order of substitution for the President.
- (3) <sup>5</sup>The office of Vice-President of the SU may be obtained through an application. The timetable for the application procedure is as follows:
  - a) the President of the SU shall call for applications for the positions of Vice-Presidents under the Rules of Procedure of the Management Board in accordance with the provisions of these Statutes, and shall determine the number of Vice-Presidents,

<sup>3</sup> Amended by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

<sup>4</sup> Amended by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

<sup>5</sup> Introduced by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

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- b) three (3) consecutive days shall be allowed for the submission of applications,
  - c) two (2) days shall be allowed to check the applications,
  - d) the term of office of the Vice-President shall be for a fixed term of one year.
- (4) <sup>6</sup> Any active student (whose student status is not suspended) who is a member of the Delegates' Assembly or has been a member of the SU Presidency for at least 3 months, or who has an executive role within the organisational structure according to the Rules of Procedure of the Management Board at the time of the call for applications, has submitted a valid application by the application deadline, and has no conflict of interest may apply for the position of Vice President of the SU.
- (5) <sup>7</sup> Applicants must declare that they have no conflict of interest or that they will remove any existing conflict of interest before the start of their mandate. In particular, it is considered a conflict of interest if the candidate has undertaken a task in the students' union of another higher education institution or is an office holder in the Supervisory Board in the year preceding the declaration.
- (6) <sup>8</sup> Applications shall include:
- a) an application form bearing the candidate's full name as shown on his/her identity card,
  - b) a certificate of student status no more than 30 days old,
  - c) curriculum vitae,
  - d) draft programme,
  - e) a declaration of the candidate that there is no conflict of interest,
  - f) declaration on data processing,
- (7) <sup>9</sup> Failure to comply with any of the conditions set out in the call for applications will result in the rejection of the application without a response.
- (8) <sup>10</sup> The applications received are checked by the President, who decides whether the application is suitable or should be rejected. The decision of the President may be appealed to the Supervisory Board. The appeal may be lodged within a time limit of one (1) day and the Supervisory Board must reply to the comments received within the same time limit.
- (9) <sup>11</sup> The President of the SU submits the suitable applications to the Delegates' Assembly.
- (10) <sup>12</sup> After the submission of the applications, the applicants shall be given a 10 (ten) minute time slot to present their application material to the Delegates' Assembly and then the Delegates' Assembly shall be given the opportunity to ask questions.
- (11) The duties and powers of the Vice-Presidents of the SU are governed by the Rules of Procedure of the Management Board.
- (12) The mandate of the Vice-Presidents shall be terminated:
- a) upon termination of student status,
  - b) upon the expiration of the mandate,
  - c) by submitting a written resignation to the Delegates' Assembly or the President,

<sup>6</sup> Introduced by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

<sup>7</sup> Introduced by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

<sup>8</sup> Introduced by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

<sup>9</sup> Introduced by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

<sup>10</sup> Introduced by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

<sup>11</sup> Introduced by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

<sup>12</sup> Introduced by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

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- d) if the motion of no confidence against him/her is adopted by the Delegates' Assembly,
  - e) if he/she fails to eliminate the conflict of interest is identified in the event of law, these Statutes or other university regulations within the deadline.
- (13) The Vice-Presidents shall have full authority in the absence or incapacity of the President, according to the order of deputising determined by the President. The Vice-Presidents are accountable for their actions in accordance with the applicable laws and university rules.

### **Election of the Supervisory Board**

#### **20. §**

- (1) Timetable for the regular application procedure for membership of the Supervisory Board:
- a) applications are invited annually during the autumn semester;
  - b) a call for applications shall be issued if the number of members of the Supervisory Board is less than three (3),
  - c) three (3) days shall be allowed for the submission of applications;
  - d) two (2) days shall be allowed to check the applications;
  - e) the members of the Supervisory Board are elected by the Delegates' Assembly,
  - f) the term of office of the members of the Supervisory Board shall be one (1) year after their election.
- (2) The election of a member of the Supervisory Board may be held on a different timetable from that set out in Subsection (1) if a vacancy occurs. In this case, the duration of the period for the submission and scrutiny of applications remains unchanged, but the term of office of a member of the Supervisory Board shall run from the day after his/her election until the ordinary elections to the Supervisory Board.
- (3) Any active student (whose student status is not suspended) who has submitted a valid application by the deadline for applications may be elected as a member of the Supervisory Board. Applicant must declare that they have no conflict of interest or that they will remove any existing conflict of interest before their appointment.
- (4) The Presidency is responsible for calling the elections for the members of the Supervisory Board in accordance with the present Statutes, on the proposal of the President of the Student Union, the Presidency as the committee responsible for the evaluation of the application, is responsible for the conduct of the elections, the establishment of the time schedule, the definition of the standard forms to be used, the documentation of the elections, and the Supervisory Board is responsible for the control of the legality of the elections.
- (5) An absolute majority is required for the election of members. If no candidate obtains this majority in the first ballot, a second, repeat ballot shall be held within eight days. If this is unsuccessful, the Presidency appoints acting members of the Supervisory Board from among the students who, according to the Rules of Procedure of the Management Board of the SU, have a function in the SU.
- (6) The members of the Supervisory Board may be recalled by the Delegates' Assembly by qualified majority at the initiative of any member of the Delegates' Assembly.
- (7) Termination of the mandate of the President of the SU shall not result in termination of the mandate of the Supervisory Board.

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- (8) The Delegates' Assembly and the Presidency shall ensure that the Supervisory Board has at least three (3) members at all times.

### **CHAPTER V: Functioning, duties and competences of the bodies**

#### **Delegates' Assembly**

##### **Members of the Delegates' Assembly**

###### **21. §**

- (1) The Delegates' Assembly is composed of students who have obtained a mandate either as a result of the Elections or ex officio, and each of whom is entitled to one vote as a member of the Delegates' Assembly.
- (2) The maximum number of the members of the Delegates' Assembly is 45.
- (3) If a member of the Delegates' Assembly who has obtained a mandate from a list ceases to hold office before the Election, the next candidate who has not stood or has not obtained a mandate as an individual candidate on the list shall hold office until the Election on the basis of the list of his/her group of representatives is drawn up when the group was formed. If the list drawn up by the group of representatives at the time of its formation does not allow for the allocation of seats, the Delegates' Assembly shall be reduced in size.
- (4) The term of office of the members of the Delegates' Assembly shall last until the next Delegates' Assembly is formed.
- (5) The Chairperson of the Delegates' Assembly is the President of the SU.
- (6) The members of the Delegates' Assembly elected by election shall receive an assignment letter signed by the President of the Supervisory Board of the SU before the first meeting of the Delegates' Assembly.
- (7) The voting members of the Delegates' Assembly are: the President of the SU, the Vice-Presidents of the SU and the members of the Delegates' Assembly.
- (8) The newly elected body shall be convened within fifteen (15) days of the close of the election.
- (9) Members shall:
  - a) attend the sessions of the Delegates' Assembly and, if unable to attend, notify the SU President in advance,
  - b) acquaint themselves with the proposals, support or express an opinion or comment on them;
  - c) comply with the law and regulations in their work, and keep state, professional and office secrets;
  - d) represent the interests of students on a broad basis;
  - e) carry out the task set by the Delegates' Assembly.
- (10) Invited persons are entitled to:

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- a) put questions to the Chairperson, the President of the SU, members, the submitters and the invited persons, ask for additions to the proposals, ask for explanations, reply thereto and request a rejoinder;
  - b) initiate action at sessions of the Delegates' Assembly on any matter within its competence;
  - c) receive all information and inspect all documents that are necessary for the performance of their duties as members of the body,
  - d) initiate the convocation of a session under these Statutes.
- (11) Members shall be responsible for the decisions they make and the opinions they express; Minority members shall have the right to express their opinion or to have it recorded in the minutes.
- (12) Members shall not suffer any disadvantage by reason of the performance of their duties and related activities.
- (13) Elected members of the Delegates' Assembly with voting rights may not be substituted in deliberations and voting. The order of substitution for the President of the SU in the Delegates' Assembly shall be governed by the relevant subsection of the Statutes concerning the substitution for the President of the SU.
- (14) The term of office of the members of the Delegates' Assembly shall end as follows:
- a) by resignation on the day of the resignation,
  - b) upon termination of student status,
  - c) on the day of forming a newly elected Delegates' Assembly,
  - d) if a member of the Delegates' Assembly does not attend two consecutive Delegates' Assembly sessions and does not inform the President of the SU of this fact within 12 hours of the sending of the invitation to convene the meeting or to take a written vote, by means of an e-mail sent to the President of the SU at his/her official university e-mail address; for the purposes of this paragraph, participation in the written decision making of the Delegates' Assembly shall also be deemed to be participation in the Delegates' Assembly,
  - e) In the event of a conflict of interest under these Statutes or other University regulations, if the cause of the conflict of interest is not eliminated within the time limit for the elimination of the conflict of interest.
- (15) The resignation shall be announced by the member in an e-mail to the official university e-mail address of the President of the SU. A resignation can only be sent from the member's official university email address.
- (16) The members of the Supervisory Board are permanent invitees of the Delegates' Assembly.

### **Competences of the Delegates' Assembly**

#### **22. §**

- (1) The Delegates' Assembly of the SU is the rule-making body of the organisation.
- (2) The Delegates' Assembly has exclusive competences in:
  - a) adopting and amending these Statutes;
  - b) electing the President of the SU;



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- c) <sup>13</sup> electing the Vice-Presidents of the SU
  - d) electing the members of the Supervisory Board of the SU;
  - e) adopting the ordinary and extraordinary budgets of the SU on the proposal of the President of the SU;
  - f) adopting the SU's budget report on the proposal of the SU President;
  - g) <sup>14</sup> deciding on recalling the President and Vice-Presidents of the SU;
  - h) deciding on recalling the members of the Supervisory Board;
  - i) deciding on a constructive motion of no confidence against the President of the SU;
  - j) deciding on proposals on conflicts of interest;
  - k) adopting a resolution on behalf of the entire body on matters relating to the University;
  - l) exercising the right to decide, to express opinions, to approve, to make proposals, to control and to delegate in all matters not covered by these Statutes which are conferred to it by law or by University regulations.
- (3) The competences that may be delegated by the Delegates' Assembly shall be exercised by the Presidency in the cases and within the limits laid down in these Statutes.
- (4) The Delegates' Assembly may exercise its rights in several ways.
- a) The Delegates' Assembly may meet in person (hereinafter referred to as "conventional" session) during which it shall take decisions locally.
  - b) The Delegates' Assembly may meet using an electronic communication device, in which case it shall take its decisions on the platform provided by the communication device.
  - c) The Delegates' Assembly may take decisions by written vote without holding a session.

### **General functioning of the Delegates' Assembly**

#### **23. §**

- (1) The Delegates' Assembly shall be convened and chaired by the President of the SU at least twice a year in accordance with these Statutes.
- (2) The Delegates' Assembly may meet in ordinary and extraordinary session.
- (3) The Chairperson of the Delegates' Assembly may, on his or her own authority or on the proposal of any member of the Delegates' Assembly, convene a closed meeting.
- (4) If the chairperson has convened an open session, the classification of the session as a closed session may be initiated before the meeting, after the opening of the meeting, before the adoption of the agenda items, before each agenda item discussed. A partially closed session may be initiated for a specific item or items on the agenda. In the case of such an initiative is made ahead of the session, the Delegates' Assembly may vote before the agenda to hold an open or partially open session.
- (5) Minutes are taken of the Delegates' Assembly.

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<sup>13</sup> Introduced by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

<sup>14</sup> Amended by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

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- (6) Only members with voting rights and permanent invitees may attend the closed session. In this case, the minutes or parts of the minutes may be accessed only by those present and only in person. Any recordings of a closed session or any copies of the minutes of a closed session may be made only with the joint written permission of the Chairperson of the Supervisory Board and the members of the Presidency of the SU, and any information in this context may be published only with the permission of the relevant bodies.
- (7) The Delegates' Assembly shall be convened and chaired by the President of the SU, or in his/her absence by one of the deputies of the President of the SU. If the Presidency is prevented from attending, it shall be convened and chaired by the Chairperson of the Supervisory Board or, if the latter is prevented from attending, by a member of the Supervisory Board appointed by the Chairperson of the Supervisory Board.
- (8) The President of the SU may invite any person in an advisory capacity whose organisational unit or professional area is affected in the matter under discussion, and shall invite any person with similar rights whose invitation is requested in writing by one third of the representatives of the Delegates' Assembly at least five (5) days before the meeting.
- (9) The leader of a group of representatives in the Delegates' Assembly (group leader) has the right to invite a person to a hearing who has at least senior management rank in the organisation of the SU, according to the Rules of Procedure of the Management Board. Such person is obliged to appear at the next meeting of the Delegates' Assembly. The person invited to a hearing must be notified formally in writing at least ten (10) days before the hearing. With the support of an absolute majority of the Delegates' Assembly, the substitution of the person invited to be heard by his/her direct deputy may be authorised.
- (10) In the case of an ordinary session, the members of the Delegates' Assembly and its permanent invitees shall be notified of the meeting by sending an invitation containing the place, date, agenda and submitters in electronic form (e-mail from an official university e-mail address) at least five (5) days before the meeting. The written proposal for each item on the agenda shall be sent along with the invitation, if possible.
- (11) Extraordinary sessions may be convened when, due to time constraints, they cannot be convened under these Statutes. An extraordinary session shall be convened if the President of the SU, more than half of the members of the Presidency, the entire Supervisory Board or one third of the members of the Delegates' Assembly so request in writing from the Chairperson.
- (12) In the case of an extraordinary session, the invitation shall be sent to the members electronically at least twenty-four (24) hours before the date of the meeting.
- (13) The final agenda shall be adopted by a simple majority of the Delegates' Assembly.
- (14) The session shall begin with the opening of the meeting and the establishment of a quorum.
- (15) The Chairperson shall appoint the keeper of the minutes and, if necessary, a teller.
- (16) <sup>15</sup> In the case of a vote on a personnel matter, the decision shall be taken by secret ballot, during which the chairperson shall appoint tellers to facilitate the counting of votes. All members of the Delegates' Assembly shall declare any conflict of interest with respect to the teller, if they are aware of it.

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<sup>15</sup> Amended by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

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- (17) The Delegates' Assembly shall perform its work according to the agenda adopted at the meeting, which shall be proposed by the Chairperson after the opening of the meeting and decided by the Delegates' Assembly by a simple majority.
- (18) The Chairperson presides over the meeting and shall ensure the order of the Delegates' Assembly. If necessary, he/she may call any person present to order, in the case of repeated disorder, may ask them to leave the room or, in the case of a meeting on an electronic communication platform, may disconnect them.
- (19) The Chairperson shall give the floor or cut off speakers. The quorum must be checked before the discussion of each agenda item.

### **Rules on adopting resolutions**

#### **24. §**

- (1) <sup>16</sup> Decisions are taken by open or secret ballot. Each voting member has one vote. In the case of a tie, the President of the SU shall reintroduce the item for discussion. Voting shall then be repeated.
- (2) The Delegates' Assembly adopts its resolutions:
  - a) by simple majority or
  - b) by absolute majority or
  - c) by qualified majority.
- (3) The vote in favour of a qualified majority of the delegates present shall be required for the adoption or amendment of these Statutes, for the adoption of a resolution of the Assembly, and for the recall of persons elected by the Assembly.
- (4) <sup>17</sup> A simple majority of the delegates present and voting in favour is required to elect the President of the SU, to elect the Vice-Presidents of the SU, to elect the members of the Supervisory Board and to adopt the SU's regular and extraordinary budgets.
- (5) All other matters are decided by a simple majority of the Delegates' Assembly.
- (6) An official notification of the resolutions of the Delegates' Assembly shall be sent to all persons and bodies concerned by the matter under discussion or the resolution.
- (7) <sup>18</sup> In the case of a Delegates' Assembly held with personal presence, the Chairperson presiding over the Assembly may decide to allow delegates to vote online. It is up to the Chairperson presiding over the Assembly to ensure the necessary conditions for this.

### **Rules for decision-making in writing by the Delegates' Assembly**

#### **25. §**

- (1) The President of the SU may order voting and decision-making by electronic means.

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<sup>16</sup> Amended by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

<sup>17</sup> Amended by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

<sup>18</sup> Introduced by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

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- (2) Electronic voting and decision-making are not excluded if a previously adopted proposal contains a typo or a calculation error and the correction does not significantly change the content of the proposal.
- (3) The use of electronic decision-making may be initiated by the President of the SU.
- (4) In case of electronic decision-making, the invitation and the proposals shall be sent to the members and permanent invitees at least twelve (12) hours before the voting time. The rules of the ordinary session shall govern the content of the invitation and its publication.
- (5) Once the invitations have been distributed, every member shall have the right to address their questions and make suggestions for additions and amendments to the President of the SU by the previously specified deadline from their official university email address to the email address provided by the President of the SU.
- (6) If any questions, suggestions for additions or amendments to any of the submissions are raised, the Chairperson of the SU shall invite the submitter to reply these.
- (7) At least two (2) hours shall be allowed for voting.
- (8) If a question, suggestion for addition or amendment is raised on the basis of the proposal, the voting time limit shall be extended by one hour from the time the first question is answered by the submitter or the President of the SU.
- (9) The President of the SU will ensure the technical conditions.
- (10) The President of the SU shall appoint tellers from among the members of the Delegates' Assembly or the Supervisory Board, whose identity shall be communicated to the members of the Delegates' Assembly at the same time as the invitation is sent.
- (11) Electronic voting is only possible from an official university e-mail address.
- (12) Proposals can only be sent to the official university e-mail address.
- (13) The President of the SU shall send the proposals to the official university e-mail address of the members of the Delegates' Assembly. Members of the Delegates' Assembly may vote on these proposals one by one in reply emails sent to the teller. A reply e-mail will only be considered a valid vote if it clearly contains only one of the following words - "yes", "no" or "abstention", according to the intention of the vote - and if it is sent from an official university e-mail address.
- (14) The official e-mail address is the e-mail address provided by the University, which includes the terms "@stud.uni-covinus.hu" or "@uni-corvinus.hu".
- (15) A vote shall be invalid if it is not possible to clearly determine the voter's intention, in particular if the voter has ticked several boxes when only one option can be chosen or has ticked none. Votes received from an e-mail address other than an official e-mail address are not considered as votes cast.
- (16) In case of electronic decision-making, it is the primary responsibility of all members to respect the voting rules, especially as voting can only be done in person.
- (17) Once the the deadline for casting votes expires, the teller shall register the votes received, count them and inform the President of the SU of the result of the count.
- (18) Minutes shall be taken of the counting of votes.
- (19) The content of the minutes is defined in these Statutes, but in addition to the provisions set out therein, the minutes shall also include:
  - a) the date of dispatch of the invitation, the place (e-mail address) and deadline for casting votes;
  - b) the name of the tellers,

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- c) the list of those who voted and their votes.

### Presidency

#### Members of the Presidency

##### 26. §

- (1) The Presidency is the main executive, governing body.
- (2) The voting members of the Presidency (hereinafter referred to as: Presidency) shall be:
  - a) the President of the SU,
  - b) the Vice-Presidents of the SU,
- (3) The President of the SU shall serve as the Chairperson of the Presidency..
- (4) Every member with a voting right shall have one vote.
- (5) Members of the Presidency have the right and the duty to participate in the work of the Presidency, and to contribute to its effective functioning with their suggestions, opinions and decisions.
- (6) The Chairperson may invite anyone to attend a meeting of the Presidency, and anyone may propose to the Chairperson that an invitation be made.
- (7) The members of the Presidency shall:
  - a) attend meetings of the Presidency and, if they are prevented from attending, notify the Chairperson in advance of their absence;
  - b) acquaint themselves with the proposals, support or oppose them, or express an opinion or comment on them;
  - c) during their activities, comply with the law and the rules of the institution , and keep state, professional and official secrets;
  - d) carry out the task set by the President of the SU,
  - e) after the termination of their mandate, hand over to the new member of the Presidency all closed and pending cases, information necessary for their activities and all related documents in an orderly manner.
- (8) Invited persons are entitled to:
  - a) put questions to the Chairperson, members, submitters and invited persons at meetings of the Presidency, ask for additions to the proposals, ask for explanations, reply thereto and request a rejoinder;
  - b) initiate action at Presidency meetings on any matter within its competence;
  - c) receive all information and inspect all documents that are necessary for the performance of their duties as members of the body,
  - d) ask the Chairperson to convene a meeting.
- (9) Members shall be responsible for the decisions they make and the opinions they express. A minority member has the right to express his/her dissenting opinion or to request that it be recorded in the memo.

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- (10) Membership of the Presidency shall be terminated in accordance with the provisions of Section 19(12) on the mandate of Vice-Presidents, membership of the SU President shall be terminated in accordance with Section 28(7).
- (11) Members shall not suffer any disadvantage by reason of the performance of their duties and related activities.

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### Competences of the Presidency

#### 27. §

- (1) The Presidency is the main executive and governing body of the SU.
- (2) The members of the Presidency of the SU are ex officio voting members of:
  - a) the Delegates' Assembly,
  - b) the Senate,
  - c) the Management Board.
- (3) The Presidency shall take its decisions in the form of resolutions. Resolutions shall be taken by open ballot, and with the exception of the matters referred to in Subsections(4) and (5) by a simple majority of the members present. In the event of a tie, the SU President's vote shall be decisive.
- (4) <sup>19</sup> The Presidency shall decide on the following matters with the support of an absolute majority of those present and with the approval of the President of the SU:
  - a) taking decisions on the operational functioning of the Management Board;
  - b) modifying the budget headings;
  - c) investigating any motions on conflict of interest concerning the members of the Supervisory Board and deciding on them,
  - d) approving the official communication platforms of the SU and the SU's image;
  - e) deciding on calling ordinary and extraordinary elections to the Delegates' Assembly;
  - f) deciding on launching the call for applications for the position of President of the SU, setting the date for the call;
  - g) deciding on the detailed rules of the accreditation of student associations, on the publication of the calls for accreditation, on the appointment and dismissal of the members of the assessment committee responsible for accreditation, on the acceptance and rejection of appeals concerning accreditation;
  - h) deciding on launching the call for applications for membership of the Supervisory Board, setting the date for the call;
  - i) appointing and recalling the members of the Assessment Committee for Student Association Scholarships,
  - j) deciding on the allocation of seats,
  - k) acting as an appeal body in the case of ordinary and extraordinary elections to the Delegates' Assembly;
  - l) drawing up, amending and adopting the Rules of Procedure of the Management Board,
  - m) deciding on the recruitment and dismissal of members working in the Areas,
  - n) performing all the tasks assigned to it by the Statutes,
  - o) Deciding on the appointment of an acting Supervisory Board after the third unsuccessful attempt to elect a Supervisory Board,

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<sup>19</sup> Amended by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

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- p) deciding on the number and name of the Areas of the SU and which Vice-Presidents have direct authority over them;
  - q) deciding on the number and name of the coordinator positions associated with each Area.
- (5) Other competences: +
- a) at the request of the Senators, giving a preliminary opinion on the University regulations falling within the competence of the Senate and on all matters which come before the Senate;
  - b) coordinating and monitoring the functioning of the organisation, representatives, bodies and other units of the SU;
  - c) ensuring the implementation of the provisions of these Statutes and the resolutions of the Delegates' Assembly;
  - d) acting and deciding on all matters not expressly assigned by the Statutes to another body or member of the Management Board.
- (6) Between two Delegates' Assemblies, the Presidency shall ensure the continuity of the business. In this context, if the convening of the Delegates' Assembly or electronic decision-making is unsuccessful or not possible due to lack of time as provided for in these Statutes, the Presidency may express its opinion or make proposals on all matters within the competence of the SU and concerning the operation of the University for the benefit of students.
- (7) A meeting of the Presidency shall be convened if at least one third of the members request it in writing. The meeting is chaired by the Chairperson or if he/she is prevented from attending, the member of the Presidency designated by him/her.
- (8) In the case of an ordinary session, the invitation containing the exact place, time and agenda of the meeting shall be communicated to the members at least 72 hours before the date of the meeting, and the proposals for the items on the agenda at least 24 hours before the date of the meeting.
- (9) In urgent cases the Presidency may meet immediately if the reason or circumstance arises, provided that at least half of the members are present (extraordinary session).
- (10) Minutes shall be taken of the meetings of the Presidency, including the resolutions taken and the voting percentages.
- (11) Each member of the Presidency shall be obliged to provide information on its work at meetings of the Delegates' Assembly on request.

### **President of the SU**

#### **28. §**

- (1) The President organises and directs the work of the SU. In doing so, he/she convenes the Delegates' Assembly, convenes, prepares and conducts the meetings of the Presidency, proposes the agenda and directs its decision-making and preparatory activities.
- (2) The President of the SU is an ex officio member of:
  - a) the Senate,
  - b) the Delegates' Assembly,
  - c) the Presidency,
  - d) the Management Board.



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- (3) The President of the SU directs the operations and work of the entire organisation of the SU.
- (4) The President of the SU directs and organises the financial management of the SU, and is responsible for the lawful and regular use of the resources made available to the SU.
- (5) The President of the SU is responsible for his/her actions in accordance with the applicable laws and university rules.
- (6) The President of the SU may act autonomously in the performance of his/her duties as set out in these Statutes and in matters delegated to him/her by the Delegates' Assembly. In this context, he has general rights to give instructions with regard to the management Board and the representatives of the SU, but may not give instructions to the Delegates' Assembly or the Supervisory Board. Such instructions are binding on the persons concerned.
- (7) The term of office of the President of the SU is terminated:
  - a) upon the expiration of the mandate,
  - b) upon termination of student status,
  - c) upon submitting a written resignation to the Delegates' Assembly,
  - d) in the event of the adoption by the Delegates' Assembly of a motion of no confidence against him/her,
  - e) if, in the case of a conflict of interest provided for by law, these Statutes or other University regulations, he or she fails to eliminate the cause of the conflict of interest within the time limit for eliminating the conflict of interest.
- (8) The President of the SU is entitled to:
  - a) decide which members of the Presidency will represent the SU in the Senate,
  - b) appoint the members of the Assessment Committee for Public Affairs Scholarships,
  - c) exercise the right to give instructions over the Vice-Presidents and the members of the Management Board of the SU and over persons appointed by the SU to chair ad hoc working groups or project groups,
  - d) submit the present Statutes;
  - e) appoint and recall the President's Head of Cabinet, who assists the President in his day-to-day tasks as an ad hoc project manager,
  - f) appoint and recall the chair, vice-chairs and voting members of the Student Social Committee;
  - g) participate in meetings of the areas, divisions and working groups/project teams, as well as other bodies of the SU;
  - h) exercise the right of consent, express his/her preliminary opinion on all other matters which are not assigned to another representative or body by these Statutes, but in which, according to the Nftv. or at the request of the Rector, President or Chancellor, the SU has the right to decide, express its opinion or make proposals;
  - i) make a comment to or warn any decision-making forum of the University on any action or decision that is prejudicial or harmful to the interests of students or student organisations;
  - j) make a proposal for the review of the legality of decisions taken by the Delegates' Assembly or the Presidency, if they are contrary to law or university regulations;

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- k) initiate contracts and agreements on behalf of the SU, within the limits of the financial framework made available to the SU, in accordance with the rules on the conclusion of contracts and on entering into commitments;
  - l) make a press statement on behalf of the SU; make a proposal for the budget and financial management principles of the SU;
  - m) invite or appoint a person or persons to assist him/her in matters within its scope of his/her duties and powers;
  - n) make further personnel proposals on other personnel matters referred to the Delegates' Assembly and the Presidency;
  - o) issue assignment letters to student members of the Delegates' Assembly and of university committees;
  - p) delegate student members to university committees, bodies or ad hoc university projects, except in cases falling within the competence of the Presidency;
  - q) report to the Delegates' Assembly on the agendas of the areas, divisions and working groups;
  - r) determine the order of substitution in the event of his/her absence or incapacity.
- (9) Deputising for the President of the SU:
- a) in the event the President of the SU is absent, prevented from attending or individually concerned, the SU Vice-Presidents are entitled to replace the President in the order of precedence determined by the President.
  - b) if the Vice President appointed by the SU in the first round is also prevented from attending or is unable to attend due to absence, the Vice- President appointed by the SU President in the second round may act as a full substitute, and if he/she is also prevented from attending, the Vice President appointed in the third round may act as a full substitute.
- (10) <sup>20</sup> Any member of the Presidency can be recalled in a collective and constructive manner.
- a) The motion to this effect shall be submitted in electronic form to the Chairperson of the Supervisory Board by a simple majority of the members of the Delegates' Assembly. The Chairperson of the Supervisory Board shall convene a meeting of the Delegates' Assembly within three (3) days, where he/she shall put the motion on the agenda.
  - b) The motion must include the names of the movers.
  - c) The constructive motion of no confidence shall name the person whom the Delegates Assembly, if it passes, will automatically elect as President of the SU from among its own members, or the persons whom the Chairperson proposes to appoint as Vice-Presidents.
  - d) The proposal shall be adopted and become final by the affirmative vote of a qualified majority of the members of the Delegates' Assembly.
  - e) The term of office of the President of the SU automatically elected by the adoption of a constructive motion of no confidence shall be for the remainder of the original term of office of the SU President recalled by the constructive motion of no confidence.

### Vice-Presidents of the SU

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<sup>20</sup> Amended by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

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### **29. §**

- (1) The Vice-Presidents of the SU are entitled to:
  - a) participate in meetings of the areas and working groups and other bodies of the SU;
  - b) have access to the balance and details of the financial centres that make up the budget of the SU;
  - c) appoint and recall the area managers under their direct supervision, subject to the approval of the President of the SU;
  - d) deal with the matters referred to it by the President.
- (2) The duties and competences of the Vice-Presidents of the SU are governed by the Rules of Procedure of the Executive Board.
- (3) The Vice-Presidents of the SU may, with the agreement of the President of the SU, appoint in writing any member of the Delegates' Assembly as an alternate.
- (4) In the event of the incapacity to attend or termination of the term of office of a Vice President of the SU, his/her substitute may replace him/her with full powers and act as Vice President until the end of the original term of office of the SU Vice President.

### **Management Board**

#### **Members of the Management Board**

### **30. §**

- (1) The Management Board is an operative executive body.
- (2) The members of the Management Board are:
  - a) The President of the SU,
  - b) The Vice--Presidents of the SU,
  - c) the Area Managers,
- (3) The duties and competences of the Management Board are defined in the Rules of procedure of the Management Board.

### **Supervisory Board**

#### **Members of the Supervisory Board**

### **31. §**

- (1) The Supervisory Board (hereinafter SB) is a body of at least three (3) and not more than five (5) members elected by the Delegates' Assembly.
- (2) Every member shall have one vote. Substitution is not allowed.
- (3) Voting rights can be exercised in person or from the official university mailing address.
- (4) Members shall:
  - a) Attend the meetings of the Supervisory Board and, in case of absence, notify the Chairperson in advance;

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- b) acquaint themselves with the proposals, support or oppose them, or express an opinion or comment on them;
  - c) comply with the law and the rules of the institution during their activities, and keep state, professional and official secrets.
- (5) Invited persons are entitled to:
- a) put questions to the Chairperson, members, submitters and invited persons at the meetings of the Supervisory Board, task for additions to the proposals, to ask for explanations, reply thereto and request a rejoinder;
  - b) initiate action at meetings of the Supervisory Board on any matter within its competence;
  - c) receive all information and inspect all documents that are necessary for the performance of their duties as members of the body;
  - d) ask the Chairperson to convene a meeting.
  - e) the member is entitled to express his/her dissenting opinion or to request that it be recorded in the minutes.
- (6) SB membership may be terminated for the following reasons:
- a) termination of student status,
  - b) resignation,
  - c) Removal by the Delegates' Assembly,
  - d) expiry of the mandate,
  - e) if, in the case of a conflict of interest provided for in these Statutes or other University regulations, he or she fails to eliminate the cause of the conflict of interest within the time limit for the elimination of the conflict of interest,
  - f) if he/she does not attend two consecutive sessions of the Supervisory Board and does not inform the Chairperson of the Supervisory Board of this fact within 24 hours of the sending of the invitation to convene the meeting or to take a written vote, by means of an e-mail sent from his/her official university email address to the official university e-mail address of the Chairperson. Participation in the written decision-making process shall be deemed to qualify participation at the session of the SB.

### **Chairperson of the Supervisory Board**

#### **32. §**

- (1) The Supervisory Board is the body responsible for monitoring the legality, regularity and economy of the SU, for the fairness and regularity of nominations, voting and election campaigns, and for the conduct of elections. The competences of the Chairperson of the Supervisory Board shall be:
- a) to keep a record of the members of the bodies and organisational units of the SU and the seats held,
  - b) to verify that the activities of the bodies and members of the SU are in accordance with these Statutes, the University's regulations and the relevant legislation;

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- c) on a proposal by the Chairperson of the Supervisory Board, to elect by a simple majority of those present and voting in favour, a deputy Chairperson of the Supervisory Board, who may act in his/her place if the Chairperson of the Supervisory Board is prevented from doing so,
  - d) in particular, to check the regularity of the Delegates' Assembly and other elections, and reports any suspicions of abuse or abuse to the Presidency;
  - e) to examine conflict of interest motions;
  - f) to establish the success and validity of the Elections;
  - g) able to make proposals and act on any matter referred by these Statutes to the President of the SU, the Presidency or the Delegates' Assembly;
  - h) to elect its Chairperson and, on the nomination of the President, its Deputy President by an absolute majority of its members at its constituent meeting;
  - i) to recall its President or Deputy President by a qualified majority of those present and voting in favour,
  - j) to monitor the implementation of the SU's budget.
- (2) The Supervisory Board may hold its meetings using electronic communication devices.
- (3) Minutes shall be taken of the meetings of the Supervisory Board; the content of the minutes, the time limit for their preparation, the rules for their publication and their management are set out in these Statutes.
- (4) A caretaker Supervisory Board may not exercise the competence set out in paragraph e) of Subsection (1).
- (5) In order to perform its inspection duties, the Supervisory Board may request information from all bodies, office holders and other persons performing other duties in the Union, which information may not be refused by such bodies, office holders and other persons, and may inspect all documents generated in the course of operation and financial management, and may also request information from the University bodies.
- (6) The Supervisory Board shall draw up an inspection report as a result of the inspection, which shall be submitted to the next session of the Delegates' Assembly. The Supervisory Board shall make the findings of the investigation report public on its website and by other means, without prejudice to personality rights and the confidentiality of professional and business secrets.
- (7) The Supervisory Board shall define its own rules of procedure with regard to the following:
- a) the rules of procedure must be drawn up within thirty (30) days of its establishment; and revised;
  - b) the rules of procedure are adopted by the Supervisory Board and signed by the Chairperson of the Supervisory Board,
  - c) the Chairperson of the Supervisory Board shall be responsible for convening the meetings,
  - d) the meeting shall be convened by sending out an invitation to the meeting, stating its place, time and agenda, preferably at least 24 hours before the date of the meeting.
- (8) The Supervisory Board is entitled to take the following decisions in relation to the Elections:
- a) establishing the validity of the applications,
  - b) approving the creation of groups of representatives,
  - c) determining the success and validity of the Elections,

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- d) determining any rule violations.

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### Editorial Board of the Közgazdász journal

#### 33. §

- (1) The Editorial Board of Közgazdász (hereinafter KöSZ), which is a special professional body of the SU and is professionally supervised by the Directorate of Communication, is in charge of student media services at the University.
- (2) The Editorial Board is composed of the following persons:
  - a) Head of the Communication Directorate or his/her delegate;
  - b) the Rector's delegate and
  - c) an editorial board member of the KöSZ delegated by the President of the SU and one other person.
- (3) The editorial board's duties shall be as follows:
  - a) The Editorial Board develops and oversees the implementation of the strategy of the KöSZ. In doing so, it shall:
  - b) Decide on the media operated by the KöSZ and the services provided by the KöSZ,
  - c) Have the right to give an opinion on economic matters necessary for the operation of the KöSZ,
  - d) Elect its Chair by a simple majority,
  - e) Adopt the annual budget of the KöSZ,
  - f) Adopt the annual marketing strategy of the KöSZ, the advertising strategy of the KöSZ,
  - g) Have the right to give a preliminary opinion on the appointment of the editor-in-chief and the right to consent with respect to the dismissal of the editor-in-chief,
  - h) Directly supervise the operation of the KöSZ.
- (4) The Editorial Board shall define its own rules of operation with regard to the following:
  - a) the rules of procedure must be drawn up within thirty (30) days of its establishment; and revised;
  - b) the rules of procedure are adopted by the Editorial Board and signed by the President of the SU,
  - c) the meeting shall be convened by sending out an invitation to the meeting, stating its place, time and agenda, preferably three (3) days, but at least 24 hours before the date of the meeting;
  - d) the quorum for any meeting of the Editorial Board shall be subject to the presence of more than half of its members.
- (5) Editor-in-Chief of the KöSZ:
  - a) The editor-in-chief is the head of the KöSZ, who organises and directs its work, represents the KöSZ and liaises with the KöSZ Editorial Board, the Communication Directorate, the leaders of the SU and the Area Manager of the relevant Area;
  - b) The rules applicable to the Heads of Area and Division shall apply to the election of the editor-in-chief, it being understood that the Editorial Board and the members of the Editorial Team have the right to give a preliminary opinion and the right to consent on the dismissal of the Editor-in-Chief;

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- c) The professional coordination of the different media is carried out by the managing editors, working under the direct supervision of the editor-in-chief. The managing editors are appointed, dismissed and recalled by the President of the SU on the proposal of the Editor-in-Chief.
- (6) The editorial team of the KöSZ:
- a) The Editorial Team shall be in charge of the preparation of the content and format as well as of the production and distribution of the online and offline media belonging to the KöSZ. KöSZ organises the advertising content on the media platforms, liaises with advertisers and manages the administrative tasks related to revenue, in accordance with the advertising strategy of the KöSZ;
  - b) The precise duties of the members of the editorial team are laid down in the Rules of Procedure of the KöSZ;
  - c) The members of the editorial team are appointed by the President of the SU on the proposal of the Editor-in-Chief. The number of members is determined by the editor-in-chief on the basis of the volume of work;
  - d) The editorial team has autonomy over the content of the media products it edits.

### **Conflict of interest rules**

#### **34. §**

- (1) Conflicts of interest in the case of members of the Presidency, the Supervisory Board and the Delegates' Assembly:
  - a) they shall not engage in any activity with the purpose or effect of making a profit in which the SU is directly or indirectly involved;
  - b) they shall not be members of a political party, youth organisation or youth section of a political party;
  - c) they shall not act as office holders of the PhD Students' Union or of the students' union/ PhD students' union of another higher education institution or of the HÖÖK (National Conference of Students' Unions) at the same time;
  - d) other grounds of conflict of interest provided for in these Statutes.
- (2) Members of the Supervisory Board shall not be members of the Delegates' Assembly or the Presidency.
- (3) The President and the Vice-Presidents of the SU may not hold any other office or position in the SU.
- (4) In the cases of conflict of interest provided for in these Statutes, the person concerned shall, within fifteen (15) working days of the adoption of the conflict of interest motion (submitted by the Supervisory Board to the Delegates' Assembly), eliminate the conflict of interest grounds contained in the motion. During the transitional period, the person concerned may exercise the powers deriving from his/her mandate only with the countersignature of the Presidency. The proposal of the Supervisory Board shall be included by the President of the SU in the agenda of the next meeting on a compulsory basis. The Delegates' Assembly shall decide on the proposal by a simple majority.
- (5) If the conflict of interest is not removed by the person concerned within the time limit, the mandate of the person affected by the conflict of interest shall automatically terminate by virtue of these Statutes. If necessary, a new election must be called to fill the vacancy or a new candidate must be nominated.



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- (6) If the Statutes refer the assessment or review of the application to a body of which the person concerned is a member, the Supervisory Board shall be obliged to delegate an alternate member from among its members to substitute for the person concerned.
- (7) Where the Supervisory Board acts as an appeal body for the evaluation or review of any application, no member of the Supervisory Board who was involved in the evaluation or review of the application in the first instance may participate in the work of the appeal body. In such a case, the Supervisory Board shall meet with a composition reduced by the members who acted in the first instance in the appeal.

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### **CHAPTER VI: Financial management of the SU**

#### **General rules of financial management**

##### **35. §**

- (1) The finances of the Students' Union of the Corvinus University of Budapest (hereinafter referred to as the SU) shall be managed in an independent, uniform manner within the budgetary framework approved by the Senate and the University's maintainer. The SU constitutes a single indivisible financial management and accounting unit:
- (2) The finances of the SU are managed from the normative support specified in the act on higher education and other relevant legislation in force and from its own resources generated in connection with its operation in accordance with the relevant legislation, the Statutes and the financial regulations of the University.
- (3) The financial management and accounting units of the SU are covered by independent financial centres.
- (4) Areas funded by the SU:
  - a) central operating costs
  - b) costs of areas and projects,
  - c) expenditure incurred to protect the interests of students in each of the Areas,
  - d) personnel costs,
  - e) other expenditure.

#### **The rules of financial management**

##### **36. §**

- (1) For matters not regulated in these Statutes, the relevant internal regulations of the University and the applicable laws shall be considered to be authoritative with respect to the financial management of the SU.
- (2) The person designated in the University's internal regulatory documents shall be entitled to enter into commitments, certify performance and issue payment orders.
- (3) The President of the SU and the head of the organisational sub-unit defined in the Rules of Procedure of the Management Board as the one responsible for the financial management of the SU, together with the person with the right to enter into commitments and certify performance with respect to the financial framework, shall be authorised to physically receive and certify the purchase ordered in advance by the person entering into the commitment.
- (4) In all cases, the person entering into the commitment shall be responsible for certifying performance.

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### **The process of planning the SU budget**

#### **37. §**

- (1) To ensure the annual functioning of the SU, it prepares a detailed budget, which is part of the annual budget of the University.
- (2) The budget of the SU shall be prepared in accordance with the law, university regulations, and the budgetary guidelines and concept approved by the Senate.
- (3) The budget of the SU should be made up of two parts:
  - a) a numerical part, which presents the budgetary structure for the calendar year, by expenditure item and the associated figure,
  - b) a textual part which should include a description of the activities planned by the SU for the year.
- (4) The process for preparing the SU budget is set out in the Rules of Procedure of the Management Board.
- (5) The detailed budget adopted by the SU, coordinated in advance with the University's financial executives, is submitted by the President of the SU to the relevant organisational unit of the University. The budget of the SU must be discussed at the same meeting as the university budget. The budget shall enter into force at the same time as the University's annual budget.

## **CHAPTER VII: Use of premises and document management**

### **Rules on the use of the SU offices**

#### **38. §**

- (1) The Vice President delegated by the President of the SU shall determine the key pick-up procedure for the university premises and other premises used by the SU.
- (2) As part of the key pick-up procedure, the list of persons entitled to receive keys and the obligations associated with key acceptance shall be defined, ensuring that such obligations are enforceable. A person entitled to pick up the key must be a person active in an organisation as defined in these Statutes by the Rules of Procedure of the Management Board of the SU.
- (3) The list of persons entitled to receive keys must be signed, stamped, dated and forwarded to the relevant university organisational unit, along with its period of validity.
- (4) The SU shall be entitled to use the premises granted to it on a permanent basis exclusively for the performance of its tasks as defined in the Nftv. and these Statutes and in accordance with the internal rules of the University.
- (5) In the event of improper use of the premises assigned to the SU, or use of the premises in a manner unbecoming to the University or the SU, the student representative who becomes aware of such use shall immediately notify the Vice-President of the SU mandated by the President of the SU.. The Vice President mandated by the President of the SU will investigate the complaint, possibly with the involvement of the Supervisory Board, and may, if necessary, order an internal investigation, as a result of which the Presidency of the SU may initiate an ethical or disciplinary procedure.

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### Rules on keeping minutes and handling documents

#### 39. §

- (1) Where these Statutes provide for the taking of minutes in the case of a meeting of a body, the procedure laid down in this Section shall apply.
- (2) The meeting shall be audio-recorded for the purpose of taking the minutes, subject to the approval of the Chairperson. The audio recording must be destroyed within 30 days of the minutes being drawn up.
- (3) The minutes shall include:
  - a) the place, date and time of the meeting, and those present;
  - b) announcements made before the agenda,
  - c) the decision on adopting the agenda;
  - d) the establishment of the quorum;
  - e) the items on the agenda, the submitters and a brief summary of the proposal;
  - f) the speakers contributing to the discussion of the agenda item, if the speakers make amendment proposals, then the proposal of the speakers or the key points thereof;
  - g) the number of votes cast and the number of valid votes, the result of the vote, the determination of the success, failure of the vote, the share of voting options, and the votes of the members by name;
  - h) the list of resolutions, the text of the resolutions adopted;
  - i) the fact that the meeting is closed.
- (4) The minutes shall be authenticated by the signature of the Chairperson and the minute-taker or by confirmation via the university e-mail address.
- (5) The minutes shall be prepared within thirty (30) days of the day of the meeting and shall be made available at the office of the SU to the members of the Delegates' Assembly and to the employees of the University for the performance of their duties.
- (6) The minutes are prepared and stored electronically or in paper form by the Supervisory Board of the SU.
- (7) Minutes that contain non-public information and that constitute business secrets of the SU or the University shall not be disclosed or released to third parties.
- (8) Minutes and other official documents must otherwise be handled in accordance with the University's relevant regulations.

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**CHAPTER VIII: Miscellaneous, transitional and final provisions**

**40. §**

- (1) The present Statutes have been adopted by the Delegates' Assembly and the SU considers itself bound by them.
- (2) The Statutes shall enter into force on the day following their approval by the Senate. At the same time, the Statutes of the Students' Union of the Corvinus University of Budapest adopted by the Senate under Resolution No SZ-71/2020/2021 (18 May 2011) are repealed.
- (3) The mandate of those elected before the entry into force of these Statutes shall continue until the date of their election in accordance with the rules in force at the time of their election, i.e. the mandate of the members of the current Delegates' Assembly, office-holders and representatives shall not be affected.
- (4) The provisions of these Statutes relating to elections, mandates and terms of office shall apply to elections, mandates and terms of office starting after their entry into force.

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### **Annex No I: Rules on the accreditation procedure of student associations and other provisions relevant to the functioning of student associations<sup>21</sup>**

#### **Preamble**

##### **1. §**

- (1) The CORVINUS SU considers the self-motivated organisations of the students of the Corvinus University of Budapest, the student associations engaged in professional, academic, community and cultural activities (hereinafter: student associations) to be indispensable and vital components of the Corvinus University of Budapest, as communities that fundamentally determine the value-creating processes, overall performance and prestige of the Corvinus University of Budapest as a whole, and therefore the CORVINUS SU endeavours to support and coordinate the operation, prosperity and development of these organisations with all means at its disposal.
- (2) The CORVINUS SU has the exclusive right to accredit student associations at the Corvinus University of Budapest, i.e. to authorise, suspend or withdraw the operation of such student associations within certain limits, as detailed later, and to supervise the activities of student associations from the student side. The SU shall perform the tasks stipulated in the present regulation with the help of the Student Associations Area of the Students' Union of the Corvinus University of Budapest (hereinafter referred to as the "Student Associations Area") - in its absence, the Presidency of the CORVINUS SU - and the Accreditation Committee of the Students' Union of the Corvinus University of Budapest (hereinafter referred to as the "Accreditation Committee").
- (3) The CORVINUS SU exercises the powers detailed above in accordance with Chapter II herein.

#### **CHAPTER I: General provisions**

##### **The Student Associations Area**

##### **2. §**

- (1) The provisions of the Statutes shall apply to the election of members of the Area.
- (2) The rules of procedure of the Area shall be determined by the Area itself, it being understood that the rules of procedure of the Supervisory Board of the CORVINUS SU shall also apply to the Area.
- (3) In order to carry out its tasks, the Area may propose the establishment of a financial framework, which may be included in the budget by the Delegates' Assembly.
- (4) The activities of the Area are overseen by the Presidency of the CORVINUS SU.
- (5) The meetings of the Area are convened by the Area Manager at least once a month.

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<sup>21</sup> In the Annex, the name CUB SU has been changed to CORVINUS SU: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

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### The Student Associations Area Manager

#### 3. §

- (1) The activities of the Student Associations Area, the Colleges for Advanced Studies Council and the Student Associations Council are coordinated by the Student Associations Area Manager (hereinafter: Area Manager). He/she is elected in accordance with the Statutes.

### The Accreditation Committee

#### 4. §

- (1) The Accreditation Committee is the body that manages the accreditation process for student associations and assesses applications for accreditation.
- (2) The Accreditation Committee is also responsible for the allocation and control of rights to use equipment and premises in accordance with the relevant parts of the Statutes.
- (3) The Accreditation Committee is directly responsible to the Student Associations Area Manager.
- (4) The composition of the Accreditation Committee and the functioning of the Accreditation Committee shall be subject to the following provisions:
  - a) <sup>22</sup> the Student Associations Area Manager may invite at least two and up to three members of the Student Associations Area, with the unanimous agreement of the Presidency of the CORVINUS SU, from among whom the Area Manager shall appoint the Chairperson of the Accreditation Committee, who shall coordinate the work of the Accreditation Committee;
  - b) The Presidency of CORVINUS SU may, by an absolute majority and with the agreement of the President, appoint three additional members to the Accreditation Committee;
  - c) the Student Associations Area manager shall be an ex officio member of the Accreditation Committee.

### The Colleges for Advanced Studies Council

#### 5. § <sup>23</sup>

- (1) The Colleges for Advanced Studies Council of the CORVINUS SU (hereinafter referred to as: Colleges for Advanced Studies Council) is the consultative body of the student associations accredited at Corvinus University of Budapest, which belong to the "College for Advanced Studies" category. Its task is to facilitate communication between the CORVINUS SU and the student associations of the "College for Advanced Studies" category, and to provide the opportunity to express opinions on the most important issues concerning the student associations of the "College for Advanced Studies" category of the Corvinus University of Budapest
- (2) The members of the Colleges for Advanced Studies Council are:
  - a) the top leader of the student association accredited by the CORVINUS SU as a "College for Advanced Studies" and his/her deputy;

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<sup>22</sup> Amended by: Resolution No. SZ-32/2022/202 (7 February 2023) Effective date: 8 February 2023

<sup>23</sup> Amended by: Resolution No. SZ-35/2023/2024 (7 May 2024) Effective date: 8 May 2024

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- b) the Student Associations Area Manager;
  - c) the members of the Presidency of the CORVINUS SU.
- (3) If necessary, but at least twice per semester, the meeting of the Colleges for Advanced Studies Council shall be convened by the Student Associations Area Manager of the CORVINUS SU by sending an invitation with the place, time and agenda of the meeting, preferably in electronic form, to all members of the Colleges for Advanced Studies Council 7 days before the day of the meeting.
- (4) The participation in the meetings of the Colleges for Advanced Studies Council is mandatory for the top leaders of the associations in the “Colleges for Advanced Studies category and their deputies, subject to the following:
- a) attendance at meetings is confirmed by the attendance sheet provided by the Student Associations Area, duly completed by the heads of the associations: on the attendance sheet, the heads of the associations shall include their name, their signature and the name of the association they represent;
  - b) in the event of their being prevented from attending, the top leaders of the associations may delegate up to one person to attend meetings of the Colleges for Advanced Studies Council;
  - c) <sup>24</sup>
- (5) <sup>25</sup>

### The Student Associations Council

#### 6. § <sup>26</sup>

- (1) The Student Associations Council of the CORVINUS SU (hereinafter referred to as: Student Associations Council) is a consultative body of the student associations accredited at the Corvinus University of Budapest that do not belong to the “CORVINUS the category . Its task is to facilitate the communication between the CORVINUS SU and the student associations that do not belong to the “College for Advanced Studies” category, and to provide the opportunity to express opinions on the most important issues concerning the student associations of the Corvinus University of Budapest that do not belong to the College for Advanced Studies category.
- (2) The Student Associations Council of the CORVINUS SU (hereinafter: Student Associations Council) is a consultative body of the student associations accredited at the Corvinus University of Budapest that do not belong to the college for advanced studies category. Its task is to facilitate communication between the CORVINUS SU and the student associations that do not have a college for advanced studies status , and to provide the opportunity to express opinions on the most important issues affecting the student associations of the Corvinus University of Budapest that do not qualify as colleges for advanced studies.
- (3) The members of the Student Associations Council are:
- a) the top leader of a student association accredited by the CORVINUS SU that do not have a “College for Advanced Studies” status and his/her deputy;

<sup>24</sup> Deleted by: Resolution No. SZ-32/2022/202 (7 February 2023) Effective date: 8 February 2023

<sup>25</sup> Deleted by: Resolution No. SZ-32/2022/202 (7 February 2023) Effective date: 8 February 2023

<sup>26</sup> Amended by: Resolution No. SZ-35/2023/2024 (7 May 2024) Effective date: 8 May 2024



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- b) the Student Associations Area Manager;
  - c) the members of the Presidency of the CORVINUS SU.
- (4) If necessary, but at least twice per semester, the Student Associations Council meetings are convened by the Student Associations Area Manager of the CORVINUS SU by sending an invitation with the place, time and agenda of the meeting, preferably in electronic form to all members of the Student Associations Council 7 days before the day of the meeting.
- (5) The participation in the meetings of the Student Associations Council is mandatory for the top leaders of student associations that do not have a “College for Advanced Studies” status and their deputies, subject to the following:
- a) attendance at meetings is confirmed by the attendance sheet provided by the Student Associations Area, duly completed by the heads of the associations: on the attendance sheet, the heads of the associations shall include their name, their signature and the name of the association they represent;
  - b) if they are unable to attend, the top leaders of the associations may delegate up to one person to attend the meetings of the Student Associations Council;
  - c) <sup>27</sup>
- (6) <sup>28</sup>

## CHAPTER II: Accreditation categories

### Accreditation categories, criteria and entitlements

#### 7. §

- (1) <sup>29</sup> The CORVINUS SU may classify student associations operating at the Corvinus University of Budapest into one of the following categories during the accreditation process:
- a) Category “A”
  - b) <sup>30</sup>“Colleges for Advanced Studies” category
  - c) Category “B1”
  - d) Category “B2”

#### Category “A”

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<sup>27</sup> Deleted by: Resolution No. SZ-32/2022/202 (7 February 2023) Effective date: 8 February 2023

<sup>28</sup> Deleted by: Resolution No. SZ-32/2022/202 (7 February 2023) Effective date: 8 February 2023

<sup>29</sup> Amended by: Resolution No. SZ-32/2022/202 (7 February 2023) Effective date: 8 February 2023

<sup>30</sup> Introduced by: Resolution No. SZ-35/2023/2024 (7 May 2024) Effective date: 8 May 2024

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### 8. § <sup>31</sup>

- (1) The conditions for classification in category "A, as examined by the Accreditation Committee, are regulated under a separate resolution adopted by the Presidency of the CORVINUS SU, for which the following provisions apply:
- The Presidency of CORVINUS SU publishes the resolution no later than 3 days before the start of the accreditation procedure;
  - The resolution shall be published on the official website of the CORVINUS SU.
- (2) A category "A" student association has the following rights:
- participating as an applicant in the application for office premises launched by the CORVINUS SU;
  - being eligible to receive a Student Association Scholarship in the semesters in which the association was awarded the category;
  - participating as an applicant in other calls for applications addressed to student associations by the CORVINUS SU.
  - operating autonomously, recruiting members, electing their leaders, adopting and amending their rules of organisation and operation, organising community and professional programmes, courses and lectures.

### **"Colleges for Advanced Studies" category<sup>32</sup>**

#### 8/A. §

- (1) The conditions for the classification in the category of "College for Advanced Studies", as examined by the Accreditation Committee, are regulated under a separate resolution adopted by the Presidency of the CORVINUS SU, for which the following provisions apply:
- the Presidency of the CORVINUS SU shall adopt a resolution no later than the start of the accreditation procedure in question  
, the resolution shall be published 3 days in advance;
  - The resolution shall be published on the official website of the CORVINUS SU.
- (2) A student association classified as a "College for Advanced Studies" has the following rights:
- participating as an applicant in the application for office premises launched by the CORVINUS SU;
  - being eligible to receive a Student Association Scholarship in the semesters in which the association was awarded the category;
  - participating as an applicant in other calls for applications addressed to student associations by the CORVINUS SU.

<sup>31</sup> Amended by: Resolution No. SZ-32/2022/202 (7 February 2023) Effective date: 8 February 2023

<sup>32</sup> Introduced by: Resolution No. SZ-35/2023/2024 (7 May 2024) Effective date: 8 May 2024

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- d) operating autonomously, recruiting members, electing their leaders, adopting and amending their rules of organisation and operation, organising community and professional programmes, courses and lectures.

### Category “B1”

#### 9. § 33

- (1) The conditions for classification in category “B1”, as examined by the Accreditation Committee, are regulated under a separate resolution of the Presidency of the CORVINUS SU, for which the following provisions apply:
- The Presidency of CORVINUS SU publishes the resolution no later than 3 days before the start of the accreditation procedure;
  - The resolution shall be published on the official website of the CORVINUS SU.
- (2) <sup>34</sup>A student association classified as a “B1” has the following rights:
- participating as an applicant in the application for office premises launched by the CORVINUS SU;
  - participating as an applicant in other calls for applications addressed to student associations by the CORVINUS SU;
  - operating autonomously, recruiting members, electing their leaders, adopting and amending their rules of organisation and operation, organising community and professional programmes, courses and lectures.

### Category “B2”

#### 10. § 35

- (1) The conditions for classification in category “B2”, as examined by the Accreditation Committee, are regulated under a separate resolution of the Presidency of the CORVINUS SU, for which the following provisions apply:
- The Presidency of CORVINUS SU publishes the resolution no later than 3 days before the start of the accreditation procedure;
  - The resolution shall be published on the official website of the CORVINUS SU.
- (2) A student association classified as a “B2” has the following rights:
- participating as an applicant in all calls for applications addressed to student associations by the CORVINUS SU, except for the office application;
  - operating autonomously, recruiting members, electing their leaders, adopting and amending their rules of organisation and operation, organising community and professional programmes, courses and lectures.

<sup>33</sup> Amended by: Resolution No. SZ-32/2022/202 (7 February 2023) Effective date: 8 February 2023

<sup>34</sup> Amended by: Resolution No. SZ-35/2023/2024 (7 May 2024) Effective date: 8 May 2024

<sup>35</sup> Amended by: Resolution No. SZ-32/2022/202 (7 February 2023) Effective date: 8 February 2023

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### 11. § 36

a)

### 12. § 37

a)

## CHAPTER III: Accreditation

### General rules applicable to the accreditation procedure

#### 13. §

- (1) The accreditation procedure is a process carried out by CORVINUS SU to enter a student association in the register of accredited associations and to classify it in one of the categories of student associations listed in Chapter III. Accredited student associations are recognised by the CORVINUS SU as student associations operating at the Corvinus University of Budapest.
- (2) The accreditation procedure includes the accreditation of associations that have not yet been accredited and the review of the accreditation of associations that have already been accredited.
- (3) In any case, the category of association awarded as a result of the accreditation procedure is valid until the association loses its accreditation or is transferred to another category. The Accreditation Committee of the CORVINUS SU may, at its own discretion, in exceptional cases, modify, extend or withdraw the accreditation category outside the accreditation procedure, for the reasons listed in this Regulation, in particular in the case of a student association which is in serious breach of the Statutes of the CORVINUS SU or the University's regulations.
- (4) <sup>36</sup>The accreditation procedure will take place twice a year, preferably in June and December of the same year, with the possibility of derogation in exceptional cases with the agreement of the Presidency of the CORVINUS SU. The autumn accreditation procedure must take place in June and is valid from 1 July to 31 December of the year in question. The spring accreditation procedure must be carried out in December and is valid from 1 January of the following year until 30 June of the following year.
- (5) The Accreditation Committee shall be responsible for the accreditation procedure.
- (6) The accreditation period lasts from the announcement of the accreditation procedure by the Chairperson of the Accreditation Committee until the end of the accreditation procedure.
- (7) The Accreditation Committee is required to keep up-to-date records of accredited student associations.
- (8) During the accreditation procedure, the president of the accredited student association is obliged to notify the Accreditation Committee of the Student SU of any changes to the data provided by the student association submitting the application, in particular to the list of members of the student association, within 72 hours of the change. If there is a change in the composition of the management

<sup>36</sup> Deleted by: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

<sup>37</sup> Deleted by: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

<sup>38</sup> Amended by: Resolution No. SZ-35/2023/2024 (7 May 2024) Effective date: 8 May 2024

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body, the president of the student association must also notify the Accreditation Committee of the date of the termination of the position or the date the new position begins, and if there is a change in the composition of the non-executive members, the date of the termination or creation of membership. Failure to do so may result in the immediate withdrawal of accreditation.

- (9) <sup>39</sup> If, within a given accreditation period, the Accreditation Committee finds that there has been a persistent and significant change in the recorded data of any association compared to the accreditation procedure, such that it no longer meets the criteria for its accreditation category, the Accreditation Committee may initiate a review of the accreditation category, which may result in the withdrawal or modification of the accreditation category for the remainder of the accreditation period. The Accreditation Committee may, at any time, at its discretion, exclude a given student association from future accreditation procedures, if justified. The Accreditation Committee must notify the president of the student association concerned of these changes, together with the reasons for them. The President of the student association may file an appeal against the decision to the Presidency of the CORVINUS SU and to the Student Associations Area Manager, the latter for the purposes of providing information, within 72 hours of such notification. The Presidency of the CORVINUS SU shall decide on the appeal within 3 days of receipt of the appeal at the latest, and may annul, modify or uphold the decision of the Accreditation Committee. The decision on the appeal will be notified to the person who lodged the appeal by a member of the Presidency of the CORVINUS SU.

**The process of the accreditation procedure****14. §**

- (1) <sup>40</sup> The accreditation procedure can take up to 20 calendar days from start to finish.
- (2) <sup>41</sup> The accreditation procedure starts with the announcement by the Chairperson of the Accreditation Committee, and covers all accredited and non-accredited student associations of Corvinus University of Budapest. At the time of the announcement, the Chairperson of the Accreditation Committee will provide information to all students in both English and Hungarian on the entire accreditation procedure.
- (3) <sup>42</sup> The next step in the accreditation process is to fill in the electronic accreditation application form published when the accreditation procedure is announced. The Accreditation Committee must allow at least 4 days for completing the form. Any association wishing to become an accredited student association must complete this application form.
- (4) When completing the electronic accreditation application, the following provisions apply to the applicant association:
- it must provide the name, e-mail address and telephone number of the person submitting the request;
  - it must provide the full name of the association, the abbreviated name of the association (if any), the address of the association's website or Facebook page (if any), the association's central email address (if any), the names, email addresses and telephone numbers of the association's leaders;

<sup>39</sup> Amended by: Resolution No. SZ-32/2022/202 (7 February 2023) Effective date: 8 February 2023

<sup>40</sup> Amended by: Resolution No. SZ-32/2022/202 (7 February 2023) Effective date: 8 February 2023

<sup>41</sup> Amended by: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

<sup>42</sup> Amended by: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

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- c) <sup>43</sup>it must indicate whether it is applying for the "College for Advanced Studies" category or one of the "A", "B1" or "B2" categories;
  - d) <sup>44</sup>;
  - e) it must upload as an attachment a table containing the details of each member of the association who is an active student, indicating for each member in the table the surname, first name and the name of the university where the member is an active student, the member's university faculty, study programme, Neptun code (for CUB students) and e-mail address, the start date of the membership and, in the case of a senior member, the status of the senior member as defined in the accreditation procedure terminology below, the date on which the status was taken and the telephone number of the senior member;
  - f) in the accreditation procedure the President, Vice-Presidents and Middle Managers are considered to be the leaders of the association - when filling in the electronic accreditation application form, all leaders can only be indicated according to this terminology, regardless of the terminology used in the applicant student association's own rules of organisation and operation, no other leadership categories are recognised by CORVINUS SU, therefore the Accreditation Committee will carry out a matching procedure for the different leadership positions as part of the accreditation process as follows: in the terminology of the accreditation procedure, a President is defined as the supreme leader, the person in charge and the representative of the student association, a Vice-President is defined as a person who directly assists the President and to whom the President delegates tasks directly, and a Middle Manager is defined as a person whose work is directly coordinated by a Vice-President;
  - g) <sup>45</sup>
  - h) it must attach any supporting documents required by the specific resolution of the Presidency of the CORVINUS SU on the criteria to be examined by the Accreditation Committee for the award of the category.
- (5) On the basis of the electronic accreditation applications sent, the Accreditation Committee assesses the applications and classifies each applicant association into one of the possible categories. The evaluation period can last up to 7 days.
- a) <sup>46</sup>If an applicant association applies for the "College for Advanced Studies" category, but the association does not meet the criteria for the "College for Advanced Studies" category set by the special resolution of the Presidency of the SU, the Accreditation Committee will assess the application submitted by the association according to the criteria for the categories "A", "B1" or "B2".
- (6) An application will only be successful if the following conditions are met, otherwise the application will be rejected:
- b) the applicant has fulfilled all the conditions for the category of association for which it is applying, as specified in the electronic accreditation application;

<sup>43</sup> Amended by: Resolution No. SZ-35/2023/2024 (7 May 2024) Effective date: 8 May 2024

<sup>44</sup> Deleted by: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

<sup>45</sup> Deleted by: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

<sup>46</sup> Introduced by: Resolution No. SZ-35/2023/2024 (7 May 2024) Effective date: 8 May 2024

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- c) <sup>47</sup> the applicant has completed and submitted the electronic accreditation application form by the deadline, in full and in accordance with the requirements, and has duly attached all the necessary documents. The Student Associations Area reserves the possibility of prior consultation for all associations to check the documents.
- (7) <sup>48</sup> As a next step in the procedure, the Accreditation Committee will notify applicants of successful or unsuccessful accreditation via the e-mail address of the person who submitted the application, no later than 24 hours after the evaluation period.
- (8) In case of rejection of an application, the applicant may appeal to the Presidency of the CORVINUS SU on behalf of the applicant association. The appeal will be sent by the applicant to all members of the Presidency of the CORVINUS SU and, for information, to the the Student Associations Area Manager. The appeal shall contain a detailed statement of the grounds of appeal and a reference to the point or points of these Statutes which the appellant considers to have been infringed. Appeals may be sent no later than 24 hours after the Accreditation Committee has communicated the outcome of the application.
- (9) <sup>49</sup> The Presidency of the CORVINUS SU decides whether to accept the appeal. In case of acceptance, the association submitting the appeal will be awarded the category identified by the Presidency of the CORVINUS SU, in case of rejection, it will be awarded the category originally named by the Accreditation Committee. The Presidency of the CORVINUS SU will take a decision on the appeals received within 24 hours of receipt, of which a member of the Presidency of the CORVINUS SU will inform the person who submitted the appeal.
- (10) The accreditation procedure ends when no appeal has been received by the deadline for appeals or when the Presidency of the CORVINUS SU has decided on all appeals received.
- (11)<sup>50</sup>The Accreditation Committee will update the records of CORVINUS SU on student associations within 7 days of the accreditation procedure and notify the relevant university bodies.

### **CHAPTER IV: Use of premises**

#### **The application for office premises**

##### **15. §**

- (1) The Presidency of the CORVINUS SU may grant of use of premises to accredited student associations by means of a call for applications (hereinafter referred to as “application for office premises”).
- (2) The aim of the application for office premises is to help student associations by providing them university office infrastructure. Such associations, owing to their size or the quality of their activities, create a unique, special or outstanding value for society, the University or the university community, and which require a space at the University for their activities, which can be used effectively for their associative work.

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<sup>47</sup> Amended by: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

<sup>48</sup> Amended by: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

<sup>49</sup> Amended by: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

<sup>50</sup> Amended by: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

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- (3) <sup>51</sup> The call for applications will be launched by the Presidency of the CORVINUS SU by sending an e-mail to the eligible associations.
- (4) The call for applications includes the evaluation criteria, the scope of the premises concerned, the period for which the right of use of each office may be applied for, the deadline for submission of applications and any other details.

### **Exclusion from premise use**

#### **16. §**

- (1) The right to use the premises awarded in an application for office premises may be revoked at any time by the Presidency of the CORVINUS SU or the CORVINUS SU Committee authorised by it, and the student association may be asked to leave the premises.
- (2) The Presidency of the CORVINUS SU or the CORVINUS SU committee authorised by it must notify the President of the student association concerned of the decision, together with the reasons for the decision.
- (3) <sup>52</sup> The President of the student association may appeal against the decision to the Presidency of the CORVINUS SU, informing at the same time Student Associations Area Manager within 24 hours of such notification. The Presidency of the CORVINUS SU shall decide on the appeal within 24 hours of receipt of the appeal at the latest, and may annul, modify or uphold it.

### **CHAPTER V:**

#### **17. §** <sup>53</sup>

- (1)

### **CHAPTER VI: Miscellaneous, transitional and final provisions**

#### **18. §**

- (1) Annex I to the Statutes was adopted by the Delegates' Assembly and the CORVINUS SU considers itself bound by the provisions contained therein.
- (2) Annex I to the Statutes shall enter into force on the day following its approval by the Senate. At the same time, the former Annex I to the Statutes of the Students' Union of the Corvinus University of Budapest, approved under Senate Resolution No. 71/2020/2021 (18 May 2021) is repealed.
- (3) <sup>54</sup> The term of office of those elected before the entry into force of these Statutes shall continue until the date defined in the rules in force at the time of their election, i.e. the term of office of the currently elected members of the Delegates' Assembly, office holders and representatives shall not be affected.

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<sup>51</sup> Amended by: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

<sup>52</sup> Amended by: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

<sup>53</sup> Deleted by: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

<sup>54</sup> Introduced by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022



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- (4) <sup>55</sup> The provisions of these Statutes relating to elections, mandates and to the terms of office shall apply to elections launched, mandates received after their entry into force.
- (5) <sup>56</sup> Annex I to the Statutes was amended by the Delegates' Assembly on 6 December 2022. The amendments shall enter into force on the day following their approval by the Senate, on 8 February 2023.
- (6) <sup>57</sup> Annex I to the Statutes was amended by the Delegates' Assembly on 20 April 2024 by written decision. The amendments shall enter into force on the day following their approval by the Senate, on 8 May 2024.

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<sup>55</sup> Introduced by: Resolution No. SZ-42/2021/2022 (21 June 2022) Effective date: 21 June 2022

<sup>56</sup> Introduced by: Resolution No. SZ-32/2022/2023 (7 February 2023) Effective date: 8 February 2023

<sup>57</sup> Introduced by: Resolution No. SZ-35/2023/2024 (7 May 2024) Effective date: 8 May 2024