

ISUS

CONSTITUTION

## **Mission statement**

The mission of ISUS is to create a vibrant campus community by organizing academic as well as extra academic activities for its members, and advocating for the needs and interests of the international students in the faculties of Medicine, Dentistry and pharmacy.

## **Article 1: Name of organization**

The name of the organization shall be International student Union of Szeged. 'ISUS' shall be used as an abbreviation to refer to the organization.

## **Article 2: Status**

ISUS derives its existence and authority from the University's Statutes.

## **Article 3: Purpose**

*The aims and objectives of ISUS shall be:*

3.1 To promote the general and particular interests of its members and to represent them in all matters affecting their interests the University of Szeged.

3.2 To promote equality of opportunity and a safe and relaxed environment for all its members

3.3 To promote the interests of its members in relation to freedom from discrimination, harassment or intimidation.

3.4 To organize a range of academic and extra academic activities for its members

3.5 Raise awareness in relation to issues arising as a result of the representational role of ISUS

3.6 To promote to its members the opportunity to participate in ISUS elections and activities

## **Article 4: Membership**

### *4.1 ISUS members*

-The Members of ISUS shall consist of all current, full-time international students at the respective faculties of Medicine, Dentistry and Pharmacy.

-The Members shall have the right to vote at the Annual Meeting

-Only Members of ISUS shall hold official positions

### *4.2 ISUS representatives*

-ISUS representatives are all members of the board and ISUS councils.

-Any of the ISUS members can become an ISUS representative via an application found on the website.

- The new ISUS representative will require to do a voluntary semester in ISUS before gaining the ISUS representative membership.

-Shall a member decide to quit his position as an ISUS representative; he/she will lose their ISUS privileges. Shall they decide to join ISUS again; will have to complete a voluntary semester before re-gaining back the ISUS privileges

## **Article 5: The organizational structure**

*ISUS shall have the following entities:*

### 5.1 The Annual meeting

a. Shall be the legislative body of ISUS, and the entity with the highest authority,

b. Shall be assembled yearly, every spring semester at a time appointed by the Board

c. Shall have the power to make amendments to the Constitution by a 2/3<sup>rd</sup> majority vote.

d. Shall be the venue for

- Electing the Board, Management council and Academics council

- Choosing a nomination committee

- Evaluating the year that passed, and setting the main goals and objectives for the year to come

## 5.2 The Board

- a. Shall be the governing body of ISUS ensuring that all ISUS events and activities are carried out, deal with administrative tasks related to the foreign student secretariat, and represent the students in meetings with the Dean's Office.
- b. Shall be elected by the Annual Meeting

## 5.4 Academics Council

- a. Shall be the student affairs entity of ISUS , and will be under the supervision of the Board
- b. Shall be concerned with student matters related to the academic life of the students, and represent the students in relation to Departments and staff members.
- c. Shall consist of Academic Officers elected by the Annual Meeting, and Class Representatives elected by each class for every academic year.
- d. Shall form temporary Working groups consisting of interested council members, to tackle specific issues or specific aims of the council through goal directed work.

## 5.5 Management council: Committees and Working groups

- a. Shall be the organizing entity of ISUS dealing with the day to day activities of the student union, and will be under the supervision of the Board
- b. Shall consist of committees, and concern itself with organizing a wide range of activities for its members
- c. Shall be selected by the Annual Meeting
- d. Shall be promoted for involvement and participation by any ISUS member interested in contributing to the improvement of the student environment through initiative and enthusiasm.

## **Article 6: Members of the Board**

6.1 The board members of ISUS shall be the President, the Vice President of Management, the Vice President of Academics and the Vice President of administration and structural coordinator

6.2 All members of the Board shall hold a period of two years in Office

### 6.3 Duties of the President

*The President of the student union shall:*

- a. Act as the official representative of the Student Union
- b. Take part in the regular Academic Board Meetings and University Council Meetings of the University of Szeged, except at such times when this function has been delegated to the Vice President of Academics or Vice President of administration and structural coordinator
- c. Act as chairman of the Board, except at such times when this function has been delegated to one of the Vice Presidents
- d. Posses the final decision making authority through approval from other Board members, when consensus is not reached
- e. Attempt to take part in both meetings for the Management Council and the Academics Council when possible
- f. Ensure that the activities of the Board are known to the student Body
- g. Responsible for organizing and leading the monthly ISUS meetings; where all the committees give updates and present any current problems

- h. Responsible for presenting and approving the yearly budget for ISUS to the University.
- i. Responsible for appointing the Treasurer
- j. Responsible for appointing the Hungarian Communication Advisor
- k. Responsible for communicating with the secretariat and relaying any relevant information to the other board members

#### 6.4 Duties of the Vice President of *management*

*The Vice President of management:*

- a. Act on behalf of the President in matters relating to the day to day activity of ISUS, when this has been delegated by the President
- b. Act as the Chairman of the Management Council
  - Coordinate and ensure that ISUS activities and events are carried out through the committees of the Management Council (PR and Media, Sports, Social events and the Arts)
  - Work toward creating a good cooperation among the Officers of the Management Council
  - Ensure that the activities of Management Council are known to the student body, and that the committees are open for participation by interested ISUS members
  - Coordinate activities for the new students with the goal of ensuring a smooth start to their life in Szeged, or ensure that this is managed by another board member
  - Recruitment of new members for the management council

#### 6.5 Duties of the Vice President of Academics

*The Vice President of Academics shall:*

- a. Act on behalf of the President in matters relating to the Academic activities of ISUS, when this has been delegated by the President
- b. Act as the Chairman of the Academics council
  - Ensure that information about the Universities rules and regulations regarding midterm, end semester and final examinations are fully understood by the Council members
  - Coordinate the work of the Academic Officers and Class representatives
  - Initiate and encourage the formation of working groups to reach the aims set by the Council as well as tackle specific issues that arise during the year
  - Ensure that the activities of the Academics council are known to the student body
  - NEW! -Ensure there are regular meetings with the Academic council and deal with any issues that arise during the meeting
    - Create and manage individual yearly facebook groups to enable the communication of students
    - Responsible for communicating with students via the academic email.
    - Appoint members to take charge of individual projects and events

#### 6.6 Duties of the Vice President of *administration and structural coordinator*

*The Vice President of administration and structural coordinator shall:*

- a. Act on behalf of the President in matters relating to student wellbeing, when this has been delegated by the President
- b. Work toward ensuring student wellbeing and equality of opportunity for the student body in relation to the University as well as the Student Union
- d. Act as the main student contact in the Board

- e. Responsible for documentation: Minutes of ISUS meetings, meetings with officials and documentation ISUS events.
- f. Has the responsibility to organize the annual meetings
- g. Responsible for reinforcing the ISUS constitution and presenting it in the Annual meeting
- h. Responsible for reviewing and assessing application to ISUS and present new applicants to the board and the relevant head of committee.
- i- Responsibility to organize social events for the ISUS members.
- j- Responsible for communicating with students via the ISUS email

## **Article 7: Members of the Management Council**

7.1 The members of the management council shall be the Sports and Recreation Officer, the Promotion and Media Officer, the Social Events Officer and the Culture and Arts Officer

7.2 All members of the Management Council shall hold a period of one year in office

7.3 Duties of the Culture and Arts Officer

a. Shall be the Head of the Culture and Arts Committee, thus coordinating and being responsible for the work that should be carried out by the committee:

- The Culture and Arts Committee is responsible for creating a community where interested students can engage in extracurricular activities involving music, performing arts and visual arts.
- The committee is responsible for the maintenance and safe use of any equipment which is provided by the student union
- The committee is responsible for organizing an informal music event, called the Jam session, once every semester. This event should be open for participation by all interested members

7.4 Duties of the Promotion and Media Officer

a. Shall be the Head of the Promotion and Media Committee, thus coordinating and being responsible for the work that should be carried out by the committee:

- The Promotion and Media Committee is responsible for enhancing cooperation between the Student Union and outer supporting businesses for the purpose of easing students financial lives, as well as easing finances for the various ISUS events
- The committee is responsible for website maintenance and graphic design
- The committee is also responsible for promoting the various ISUS events and activities toward the student body, ensuring greater student participation.

7.5 Duties of the Social Events Officer

a. Shall be the Head of the Social Events Committee, thus coordinating and being responsible for the work that should be carried out by the committee:

- The Social Events Committee is responsible for giving the foreign student body in Szeged a social outlet in the midst of a stressful academic life
- The committee is responsible for creating a wide range of social events with the aim of gathering the student body and creating a relaxed community atmosphere.

7.6 Duties of the Sports and Recreation Officer

a. Shall be the Head of the Sports and Recreation Committee, thus coordinating and being responsible for the work that should be carried out by the committee:

- The Sports and Recreation Committee is responsible for providing information to the students about different sports and recreational activities in Szeged.
- The committee is also responsible for managing the ISUS football team.

## **Article 8: Members of the Academic Council**

8.1 The official members of the Academics Council shall be the Academic Officers for Basic, Preclinical and Clinical modules in Medicine respectively, as well as Academic Officers for the German Program, Dentistry and Pharmacy respectively.

8.2 The Academic Council shall also consist of class representatives from each Academic year to ensure a direct monitoring of the academic progression of each year

8.3 All members of the Academics Council shall hold a period of one year in office

8.4 Duties of Academic Officers

- a. To actively work for the improvement of the academic life of students
- b. To have a clear knowledge about the rules and regulations of the University of Szeged, especially in regards to exam regulations, and to ensure that this information is communicated clearly and in due time to the module which they represent
- c. To meet with the Departments and their Educational advisors, together with the class representatives, of the module they represent to give feedback and constructive criticism with the aim of improving the academic life of students
- d. To arrange for the election of Class Representatives of the module they represent at the beginning of each academic year, and to have regular meetings with the representatives

8.5 Duties of Class Representatives

- a. To have a clear knowledge about the rules and regulations of the University of Szeged, especially in regards to exam regulations
- b. To be a visible representative for their year by being easily approachable, and willing to communicate with practice teachers and faculty members on behalf of their entire year or on behalf of a groups students when challenges and problems arise
- c. To strive for acquiring a complete knowledge about the progression and challenges of the year they represent, and to communicate this knowledge to the ISUS Academic Officers and the Academic council with the aim of improving the academic life of the students

## **Article 9: Elections**

9.1 The Board shall be responsible for announcing the election to its members and calling for nominees no later than 2 weeks prior to the Annual Meeting

9.2 All official positions shall be open for nominations at each Annual Meeting, reelections shall be possible

9.3 Eligibility criteria for heads of committee

- a. The member must currently be an active participant in ISUS
- b. No Member may hold more than one ISUS official position at the same time
- c. Board and Council members must be in good disciplinary standing with the University
- d. Only an active participant to one of the ISUS Councils or Committees for at least one complete semester may run for elections.
- e. The member must not be scheduled to graduate or study abroad less than one year from the date of election

9.4 Eligibility criteria for the board

- a) The member must currently be an active participant in ISUS (ISUS representative)
- b) A position in the Board requires two complete semesters of active participation as an ISUS representative.
- c) The member must not have previously failed a year

d) . The member must not be scheduled to graduate or study abroad less than two years from the date of election

#### 9.5 Election process

A- Elections for presidency will be held once in two years in the Annual Meeting via two election processes

1) ISUS representatives' elections:

- Shall be held before the public elections

- Voting rights go to the ISUS representatives; being members of the board and all members of ISUS councils who have been active in ISUS for more than one semester.

- This counts for 30% of the total votes

2) Public elections:

- All ISUS members have the right to vote

- Counts for 70% of the total votes

Simple addition of those two elections will decide the winner (3 decimal places)

- In case of a tie, the nomination committee will make the final call

B- Elections for rest of the positions will be held once a year in the Annual Meeting

Simple majority will win the election

#### 9.6 The Nomination committee

a. The board consisting of four people appointed at the general assembly will have the responsibility for the next year's elections

- Shall a member of the board want to keep his/her position and participate in the elections; another senior member is to replace him in the nomination committee.

b. The nomination committee will be responsible for the followings:

- Invite all interested members that meet the eligibility criteria to send in application within an appointed deadline.

- Assess the interest for reelection by those who are already holding official positions and invite them to send applications

#### 9.7 The annual meeting

a. The vice president of administration and structural coordinator is responsible to hold the annual meeting yearly during which ISUS constitution is presented,

b. On that day elections for the Heads of committees takes place yearly. And election of the board happens every second year

c. The nomination committee shall present all applicants, and suggest their choice for members of the Board and Officers of the Councils. The Committee must give thorough reasoning for their final decision.

d. Members present at the Annual Meeting may vote for each position, a simple majority will decide

e. Motions from the floor shall be permitted ( someone that has not sent in an application, is still able to go up for voting on the day of the Annual Meeting if the person fits the eligibility criteria). Motions from the floor will need a 2/3 rd majority vote.

f. Event should announced two weeks prior to the set date, and candidates should be announced a week prior to the event.

#### 9.8 The old board

- a. will be a supporting body for the new board during the first transitional semester  
-They are expected to pass on previous experiences and guide the new board
- b. will not lose the ISUS privileges for the duration of university life.
- c. Will have voting rights during the first transitional semester; however these rights are forfeited in the second semester.

### **Article10: Replacement of Board and Council Members**

10.1 In case of a vacant official position due to resignation or removal from office, the Board shall be responsible for finding a suitable temporary replacement until the next Annual Meeting

10.2 Any Board or Council member who repeatedly fails to attend meetings as well as fulfill their duties and responsibilities may be removed from their official position

- a. The person in question must be notified about the problems and given an opportunity to improve
- b. If the problems still persist, a group of minimum three Official ISUS members may ask for an extraordinary meeting inviting the Board and the Councils to discuss the problems and vote for the removal of the person through a majority vote
- c. All official ISUS members from the Board and the Councils must be present for the voting

### **Article 11: Meetings**

#### 11.1 The Board

- a. Shall attempt to meet weekly, but no less than twice a month.
- b. Other constituents of the Student Union and the Student Body may be invited to the Board meetings at the Boards own discretion.
- c. Shall reach decisions based on consensus

#### 11.2 The Management Council and Academics Council

- a. Shall meet at least once a month
- b. Meetings shall be open for the student body, but they will not have voting rights
- c. Decisions shall be reached based on a majority vote among the Officers of the Councils

11.3 Minutes from both Board and Council meetings shall be made easily available to the student body to ensure transparency of the student union.

11.4 An 'Extraordinary Annual Meeting' may be asked for by the Board and the Student Body, in circumstances where collective decisions must be made in regards to the Student Union, or academic and non academic issues.

### **Article 12: Amendments to the constitution**

12.1 This constitution shall be reviewed annually at the Annual Meeting

12.2 Amendments to the Constitution may be approved by the ISUS members through a 50% majority vote. All members of ISUS present shall have the right to vote.

12.3 Amendments shall be presented in writing prior to the Annual Meeting

### **Article 13: Dissolution**

The organization can be dissolved through a 3/4<sup>th</sup> majority vote at the Annual Meeting.  
Dissolution requires a 60% quorum at the Annual Meeting.