

Central European University Student Union Constitution

PREAMBLE

“We, the students of Central European University seated in New York (hereinafter CEU NY) and Közép-európai Egyetem seated in Budapest (hereinafter KEE) (hereinafter the two entities jointly referred to as CEU or the University) aspire to further academic excellence, independently support student initiatives, and promote values of an open society, service, leadership and democracy. We endeavor to prevent discrimination on any basis and enable fruitful collaboration within the University and outside of it, and to prepare ourselves for a successful and inspiring future. To achieve these goals, we establish this Constitution as the supreme rule of student self-governance at this university.”

SECTION I - General provisions

Article 1. Scope and Purpose

This Constitution, as approved by the Senate of the University, serves as the common foundation for Student Union governance at CEU, with specific rules applicable to the Hungarian accredited Master’s Programs of KEE determined in Annex 1 of this Constitution and to the Hungarian accredited PhD programs of KEE as determined in Annex 2 of this Constitution.

The authority to maintain the existing Constitution and procedures is hereby granted to the Student Union of CEU (the Student Union of CEU includes the SU of the Hungarian accredited master’s programs of KEE, the SU of the Hungarian accredited PhD programs of KEE and the SU of the US accredited programs of CEU NY and shall hereinafter be referred to jointly as the SU) in order to encourage self-autonomy, provided its decisions do not contradict or exceed the power granted by the rules and regulations of CEU.

Article 2. Nature and Role of the SU

The SU is the self-government of students enrolled at CEU. The SU represents the interests of all CEU students. The SU of KEE master’s program, the SU of KEE PhD program and the SU of CEU NY have their own stamp.

The SU shall provide representation in academic, administrative, disciplinary and other matters in accordance with the applicable laws and the internal regulations of CEU.

The SU shall also advise the CEU administration in determining long-term CEU policies in accordance with the applicable laws and internal regulations of CEU.

The SU must organize its functioning in order to perform the rights assigned to it in Act CCIV. of 2011 on National Higher Education (hereinafter referred to as NHEA) , the Charter By-Laws of CEU NY and the Founding Charter KEE, the Organizational and Operational Regulations of KEE, the present Constitution and other internal regulations of the University and the SU.

The SU functions impartially and independently from any influence (formal or informal) on the part of the University or any other third parties unless stipulated by the rules and regulations of CEU.

The SU and its different bodies and members shall strive not to violate any law prohibiting discrimination against any student or employee of CEU on account of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, disability, political membership or other trait(s). The SU promotes equal opportunity for access to CEU and its units for all students and employees.

SECTION II – Composition of the SU

Article 3. Structure:

1. The bodies of the SU are:
 - a. The SU Assembly (SU Assembly),
 - b. The SU Board (SU Board),
 - c. The SU representatives to CEU Committees
 - d. The SU Supervisory Committee (SU Supervisory Committee), and
 - e. Various Standing and Ad Hoc Committees established by the SU Assembly or the SU Board as necessary.
2. The SU Assembly is formed by all the departmental representatives elected (each) at the beginning of the academic year as outlined below.
3. The SU Board is formed of:
 - a. The President of the SU,
 - b. The Vice-president of the SU,
 - c. The Secretary of the SU,
 - d. The Treasurer of the SU, and
 - e. Five elected general members.
4. The SU Standing committees are formed by representatives of the assembly and are (selected) elected by the SU Board (taking in consideration the interest of the assembly members).
5. The SU Board, the SU Supervisory Committee, and the SU Representatives to CEU Bodies are elected by the SU Assembly

Article 4. Members of the SU

1. All enrolled CEU students are members of the SU.
2. Each enrolled CEU student has the right to elect and to be elected to the organs of the SU and to those organs of CEU where student representation is requested.
3. Each program of CEU (including the Hungarian accredited master's programs of KEE, the Hungarian accredited Phd programs of KEE and the US accredited programs of CEU NY) elects two representatives; the election in case of the three

programs at CEU is valid if at least twenty five percent of the students of each program separately have cast their votes. If no candidates run for the position, CEU Departments and Schools can appoint their representatives with their consent.

Article 5. Role of the SU representatives

Each SU representative elected by their departments has a seat at the SU Assembly. The responsibility of the elected students is to act in representation of the interests of their peers in front of the Assembly. Once elected, the representative is the speaker of the common interests of the students who elected him or her. The representatives collect the concerns, complaints and suggestions of the Student community of his or her program and present them to the Assembly.

The representative can only put forward issues related to academic and student life concern of the common student community of his or her program. The representative can mediate between the students and staff or faculty when there is an issue affecting the majority of the students of the program who elected him or her. The representative is expected to participate in the monthly meetings of the SU Assembly. All representatives in the Assembly have to be part of a standing SU committee and it is their duty to draft position papers on general policies of the University to be approved by the Assembly. If a representative is elected as a member of the SU Board it is expected that he/she will meet bimonthly with the SU Board.

SECTION III. Elections

Article 6. SU Electoral Committee

1. Every year during the zero week of the actual academic year, the Head of the Student Life Office sends out a call to department coordinators to organize the election of student representatives of each academic program. Once the SU Assembly members are elected, the Electoral Committee is set up. Its task is to organize the elections during the first SU Assembly meeting on the first Thursday in October. During the first SU Assembly meeting, students elect the SU president, and other Board members and the Senate representatives.
2. Minutes must be kept in any such meeting and a list with all present students must be attached. This election procedure is wholly determined by the SU Electoral Committee.
3. The Electoral Committee is formed of five (5) members of the SU Assembly.
4. The five persons, who are continuing students at CEU, must be from different academic programs that have continuity in the following academic year.
5. Membership in the Electoral Committee is not compatible with any elected position in the SU to be established.
6. The Electoral Committee has its own e-mail address which will be used for the elections. The Electoral Committee is responsible for the elections of the representatives for the new Assembly.
7. The Electoral Committee is elected by the SU Assembly on its last meeting in the previous academic year. In a contrary case, they should be elected by the SU Board on its last meeting in the previous academic year.
8. If the Electoral Committee is not operating by the first month of the new academic year, the Student Life Office (hereinafter the SLO) will call the elections and promote

the election of the SU Supervisory committee in the SU Assembly first meeting that direct the elections.

Article 7. Election of the SU Assembly (departmental representatives)

1. Every year, each academic program elects two representatives to the SU Assembly. For Doctoral programs, the representative with the most votes is placed on the Departmental Doctoral Committee. A list with all academic programs must be prepared by the Student Services Department prior to the beginning of each academic year and presented to the SU Electoral Committee.
2. The elections of the SU Assembly (student representatives) shall take place no later than the first Monday of October.
3. The students shall identify themselves with the CEU student identification card and by signing the list of the students' names.
4. Students may cast their votes only once per election.
5. Departments shall keep a record of the voting and report it to the SLO and the Electoral Committee.

Article 8. Election of SU Board

1. Both representatives of each department have the right to run for election in the SU Board, SU Committees, or other positions.
2. The Student Services Department and the SU Assembly still in office organize the first meeting of the new SU Assembly. The SU Board has to make a proposal of the agenda for the first meeting of the new SU Assembly in its last meeting in the academic year. The meeting is to be chaired by a representative of the previous SU Board until the new President is elected.
3. All elections (of the SU Board, the SU Supervisory Committee and other members of the CEU committees) are to be conducted following the simple majority of the voting members. The voting is secret. The counting of the votes and announcement of results is to be made by an Election Commission, which is elected by the SU Assembly before elections start.
4. Electoral procedure:
 - a. The Electoral committee must prepare 3 ballots with all the positions available for the SU Board and the Student representatives to CEU Committees with a description of each position. The first ballot to vote for the positions of President, Treasurer and Secretary. The second ballot to vote for the 5 general members of the SU Board. And the third ballot to vote for the representatives for CEU Committees.
 - b. The ballots will be distributed at the beginning of the first meeting of the SU Assembly.
 - c. The Electoral Committee proceeds to read the description of the positions to be elected.
 - d. After the descriptions, the candidates for each position are called to speak. The candidates for the SU Board positions have 2 min. to speak and present themselves to the SU Assembly. The speaking will be done in the following order: 1. Candidates for the SU President position, 2. Candidates for the SU Treasurer position, 3. Candidates for the SU Secretary position. After the speeches, the voting for these positions takes place.

- e. Following the voting, the candidates for the SU General Members positions will have 1 min to speak and present themselves to the SU Assembly. Once the speaking is done, the voting for these positions takes place.
 - f. Following the voting, members of the Assembly can show their interest to participate in CEU Committees, they will present themselves to the Assembly for the following positions:
 - Candidates for the student representative to the Academic Forum,
 - Candidates for the student representative to the Senate,
 - Candidates for the student representative to the CEU Quality Assurance Committee,
 - Candidates for the 2 student representative positions to the CEU Disciplinary Committee,
 - Candidates for the 2 student representative positions to the CEU Grievance Committee,
 - Candidates for the student representative to the CEU Library Committee,
 - Candidates for the student representative to the CEU Computer Committee,
 - Candidates for the student representative to the CEU Sustainability Advisory Committee,
 - Candidates for the student representative to the CEU Committee on Strategic Development,
 - PhD Candidates for the student representative to the CEU Doctoral Committee,
 - Candidates for the student representative to the CEU Equal Opportunities Committee,
 - Candidates for the student representative to the HOOK (Hallgatói Önkormányzatok Országos Konferenciája / Conference of the Student Unions in Hungary),
 - Candidates for the student representative to the DOSZ (Doktoranduszok Országos Szövetsége / Association of the PhD Students in Hungary).
 - g. The candidates place their name on a board visible for all the members of the Assembly indicating the CEU Committee they want to belong. After the nominations the voting for these positions takes place.
 - h. Each student votes in their ballot in secrecy for the candidates of their preference.
 - i. The position of Vice-president is not voted and it will be assigned to the candidate to the SU presidency with the second most votes.
 - j. The ballots are counted by the SU Electoral Committee and the results are announced right after the voting.
5. The mandate of the previous SU Assembly ends once the first meeting of the new SU Assembly starts.
 6. Once a representative is elected to the SU Board, the Academic Forum or the Senate, it is his or her task to represent the interest of the whole student community.

Article 9. Membership restrictions for SU bodies.

1. No SU member can be elected to hold several positions when a conflict of interest is present as determined by the Supervisory Committee.
2. No SU Board member can be a full time employee of the University—this provision does not apply to students working on research programs, PhD teaching, or student-jobs.

Article 10. Announcement of SU positions.

The names and responsibilities of the SU Assembly and Board members shall be communicated to the Rector's Office and Student Services within eight (8) working days after their election/appointment, to the student body and made available on the SU webpage.

Article 11. Resignation and removal of representatives.

The SU Assembly members may resign voluntarily or be recalled upon the decision of the students that elected them. The SU Board keeps a public record of attendance at the meetings of the SU Assembly. The SU Board shall recommend to the students of the academic program to recall representatives who fail to attend two consecutive meetings of the SU Assembly without good cause. The representatives proposed for recall have to be informed of the procedure and have the right to attend the Board meeting in which their removal is discussed, hear the accusations and plead for their case. Parallel to this, the coordinator of the Program of the representative nominated for recall shall take the complaint. If the Board decides to continue the complaint the coordinator shall call for a vote of no confidence to be decided by the students of the program. The members of the SU Supervisory Committee and 2 members of the SU Board shall be present in the voting procedure. The representative proposed to be recalled can address to its program peers to present its arguments. If a vote of no confidence is given to the representative, he/she is automatically removed. The candidate with the following most votes in the initial election shall take the place of the removed representative in the Assembly. Holding office and membership in any of the SU bodies ends automatically with the termination of enrollment at CEU.

SECTION IV. Duties of SU Bodies.

Article 12. Competences and responsibilities of the SU Assembly.

1. The SU Assembly is the highest decision-making body of the SU;
2. The SU Assembly is formed of the student representatives. Both representatives of each program take part in the SU Assembly meetings, each having one vote in SU Assembly meetings;
3. The SU Assembly is called by the SU President or at the initiative of the Supervisory Committee or one-third of the SU Board or one-third of the SU Assembly members;
4. The SU Assembly meetings are chaired by its president unless otherwise decided by the simple majority of the present SU Assembly members;
5. The SU Assembly votes on its own agenda proposed by the SU president and can add issues to discuss by simple majority;

6. The SU Assembly meetings are open to all SU Members, unless otherwise decided by a vote of two-thirds of the SU Assembly members present at the meeting;
7. The SU Assembly meetings shall be valid if one third (1/3) of SU Assembly membership votes. If this number is not reached, no decisions should be made;
8. The voting procedures shall be public unless otherwise decided by two thirds (2/3) of the present SU Assembly members;
9. The SU Assembly shall provide for delegation in case the NHEA or other law or the statutes stipulate student participation; has the right of assent concerning the adoption and any modifications of the following regulations of the University that touch upon the rights of students: (1) "Tanulmányi és vizsgaszabályzat" (in English: Student Rights, Rules and Academic Regulations), (2) the "Juttatási és Térítési Szabályzat" (in English: Financial Aid and Student Fee Payment Regulations) and the rules pertaining to teaching staff evaluation by students; The SU Assembly has all the rights and competencies so defined by the applicable legislation; The SU Assembly shall delegate the number of CEU Senate members as stipulated in the OOR of CEU (at least one of them must be a doctoral student). If the representation of the academic programs in the SU Assembly elections is less than 25% of the total, the SU can delegate only one member. The SU Board shall communicate to the Rector's Office the names of delegated members of the Senate within eight (8) working days after their election/appointment;
10. The SU Assembly meets once per month; the SU Assembly meets in advance of the meetings of the Academic Forum and the Senate. In those preceding meetings, the student representatives to the Academic Forum and the Senate shall report the issues to be discussed in their meetings with the CEU Bodies.
11. The SU Assembly elects the members of the SU Board and of the SU Supervisory Committee on its first meeting, which shall be held no later than the second Monday of October,.
12. The SU Assembly has the authority to discharge individuals of the SU Board and/or SU Supervisory Committee upon a two third (2/3) vote of SU Assembly members. The positions will be filled via the voting procedure described in this Constitution.
13. The SU Assembly at its first meeting shall elect the student representatives to the CEU administrative and academic bodies, in which student representation is needed. A list with such bodies must be made available by the Student Services Department two weeks prior to the first meeting of the SU Assembly.
14. The SU Assembly may form any standing or ad hoc committees.
15. The SU Assembly adopts the SU Annual Plan and the Budget on its second meeting in cooperation with Student Services.
16. The SU Assembly adopts the financial and narrative reports of the previous mandate within one month from its election.
17. The SU Assembly adopts the minutes of the previous SU Assembly meeting.
18. The SU Assembly adopts Resolutions, Position Papers, Terms of Reference and other documents. Resolutions and other documents shall be prepared by SU Standing committees specialized by issue. Resolutions and other documents accepted by the SU Assembly and the SU Board must be recorded by the SU

Secretary and their implementation tracked by the SU President and SU Vice-President.

19. The SU Assembly discusses and decides on any complaint regarding SU matters and can adopt position papers to CEU policies.
20. The SU Assembly minutes are to be taken and signed by the SU Secretary and must be signed upon verification by the SU President and one other SU Assembly Member. All documents presented during the meeting of the SU Assembly must be attached to the minutes. The names of the members of the SU Assembly present at the meeting must be included in the minutes.
21. Any SU Assembly member may propose the invitation of Central Administration members of CEU and the faculty to attend its meetings. This has to be approved by the SU Assembly. In that regard, the student who issued the invitation shall inform the SU Secretary about it with at least 1 week in advance to the SU Assembly meeting. The SU Secretary will successively notify the SU Board who will decide on the issue. The secretary will make the decision public no later than 3 days in advance to the SU Assembly meeting.
22. The SU Assembly takes decisions by simple majority of the votes if not otherwise stated in the Constitution.

Article 13. Competences and responsibilities of the SU Committees:

1. The Standing Committees of the SU Assembly are:
 - a. Representation Committee: The Committee is to inform the various student representatives to university Bodies of the unified opinions of the SUA. This Committee represents an effort to achieve coherence in the positions of the SU on a multitude of issues.
 - b. Student Issues and Student Rights: The Committee consider issues concerning students' rights and issues. The Committee can bring position papers to the SUA regarding such issues.
 - c. Academic and Research Issues: This Committee deals with any issues pertaining to academics and research within CEU.
 - d. SU and the Student Body: The Committee deals with issues occurring between the SU and the Student (community) Body. This Committee works closely with the SU Supervisory Committee.
 - e. Student Life, Alumni and Career: This Committee is a liaison between the SU and the Alumni Relations and Career Services office and the Student Life Office. The Committee facilitates the communication between all.
 - f. SU Committee on Monitoring the Financial Situation of CEU Students: This Committee deliberates on issues pertaining to students' financial situations.
2. Each member of the SU Assembly must be part of at least one of the Standing SU Committees.
3. The SU Committees are (selected) by the SU Board after requesting their preferences to the SU representatives.
4. The SU Board has to publish the list of the SU Standing Committees members no later than the first week of November.
5. The SU Committees shall conduct their business as they deem necessary in accordance with the present Constitution. The SU Committees must produce written reports for the SU Assembly every term. These reports are attached to the minutes of

the SU Assembly. The SU Committees draft position papers are to be voted by the Assembly on the issues related to their field of work.

6. All committees shall periodically assess the functionality of the CEU system in their respective fields and contribute actively to the improvement of the CEU environment. When action is to be taken, the Committees shall submit draft Position Papers to the SU Assembly for adoption. The Committees may also instruct the SU Board to act on issues of concern to the student body.
7. The SU Assembly and the SU Board have complete autonomy concerning the establishment and operation of its committees.
8. Standing Committee chairs and vice-chairs shall ex officio have the right to be present and to participate in the discussion at SU Board meetings concerning matters pertaining to their committees.
9. Any SU Assembly member can be the chair of a SU committee. Committee chairs and the SU Board are responsible for the regular functioning of the committees.
10. Committees meet once per semester and their members, the SU Assembly or the SU President can call for extraordinary meetings.

Article 14. Competences and responsibilities of the SU Board:

1. Once elected, the new SU Board shall participate in training organized by the Student Services Department and the outgoing SU.
2. The SU Board is the main decision-making body of the SU in-between meetings of the SU Assembly.
3. The SU Board is formed of: the SU President, SU Vice-president, SU Treasurer, SU Secretary, and five general SU Board members.
4. The SU Board meets at least twice a month, when school is in session.
5. The SU Board meetings are open to all SU Members unless otherwise decided with a two thirds (2/3) majority of present members. The SU Secretary shall inform the SU Assembly members about the SU Board meetings one week in advance.
6. The SU Board implements the decision of the SU Assembly and must respect in its work the regulations of the SU and CEU.
7. The SU Board meets no later than one week after elected by the Assembly and approves the SU Annual Plan and Budget.
8. The SU Board decides by simple majority which projects will be identified as SU projects once approved as part of the SU Annual plan.
9. The SU Board will manage the website and social media of the SU. The Board speaks on behalf of the SU. The SUB will appoint a communication officer from the five general members of the Board in charge of this task.
10. The SU Board is responsible for the implementation of the SU Budget and Annual Plans, and will consult with the Student Life Office in preparing these documents to ensure that they comply with university regulations and legal requirements.
11. The SU Board is responsible for the general management of the SU affairs.
12. The SU Board is responsible for the development of the CEU Student Community.
13. The meetings of the SU Board are called by the SU President or by one third (1/3) of its members and the Supervisory Committee.
14. The SU Board takes decisions by simple majority of the votes if not otherwise stated in the Constitution. The vote is valid if more than half of the members vote. SU Board members may delegate their vote to another SU Board member. Vote delegations must be recorded by the SU Secretary and attached to the meeting minutes.

15. The agenda for the meetings is proposed by the SU President and adopted by the SU Board.
16. SU President chairs the meetings of the SU Board unless otherwise decided by the simple majority of the present SU Board members.
17. The minutes of the SU Board meetings are taken and signed by the SU Secretary, and must be signed upon verification by the SU President and one other member of the SU Board. All documents presented during a meeting of the SU Board must be attached to the respective minutes.
18. The SU Board adopts the minutes from its previous meeting.
19. The names of the members of the SU Board present must be included in the minutes. The SU Board may ask the SU Assembly to dismiss SU Board members who miss more than two consecutive meetings of the SU Board.
20. Voting during the SU Board meetings is public, unless otherwise agreed with simple majority of present members.
21. The SU Board shall cooperate fully with the SU Supervisory Committee.
22. The SU Board prepares the meetings of the SU Assembly.
23. The SU Board receives the draft documents redacted by the SU Standing committees and edits them to present them to the SU Assembly.
24. Each SU Board member shall submit to the SU Assembly his/her Terms of References for voting on the second meeting of the SU Assembly.
25. If there is a disagreement between two bodies, the issue is taken to the SU Assembly for decision.
26. The SU Board shall have meetings with the CEU President and Rector, the CEU COO and the Vice-President of Student Services each term, where students' and CEU issues are to be discussed. An extraordinary meeting may be called by these participants when necessary.
27. The SU will be consulted by Student Services on policies and practices that affect students.
28. The SU Board members may be remunerated for their work, from the SU Budget, upon the decision of the two thirds (2/3) of the voting SU Assembly members.
29. Two thirds of the SU Board with the approval of the simple majority of the SU Assembly can discharge one of its members. The Board member proposed for discharge has the right to hear the accusations against them and has the right to defend themselves in front of the Board and the Assembly. Also, when the board discusses the removal of a Board member, the Supervisory Committee must be present and they must present the Assembly with a report that all Constitutional procedures have been respected.

Article 15. Competences and responsibilities of the SU President:

1. The President of the SU officially represents the SU.
2. The SU President decides on SU issues between meetings of the SU Board.
3. The SU President has the right of signature in the name and on behalf of the SU.
4. The SU President is responsible for the activity of the SU in accordance with the SU Constitution, the CEU Founding Charter and OOR, and the Hungarian Legislation (See also: Appendix 1).
5. The SU President may assist without voting right (unless so mandated by the SU Assembly and/or by the University) in the meetings of any forum of CEU.

6. The SU President is responsible for carrying out the decisions of the SU Assembly.
7. The SU President is responsible for his/her work in front of the SU Assembly.
8. The SU President shall cast the vote in case of parity.
9. The SU President shares the responsibility for finances with the SU Treasurer.
10. The SU President coordinates the development of the Annual Report of the SU.

Article 16. Competences and responsibilities of the SU Vice-president:

1. The SU Vice-president replaces the SU President when s/he is not in capacity of fulfilling his/her tasks. The SU Board and SU Supervisory Committee shall decide by simple majority upon the incapacity of the president to fulfilling its tasks.
2. Further responsibilities can be assigned by the SU Board.
3. The SU Vice-president shall take under its responsibility the coordination and oversight the SU committees along with the SU General Board members.

Article 17. Competences and responsibilities of the SU Secretary:

1. The SU Secretary manages the communication within the SU.
2. The SU Secretary takes the minutes at the meetings of the SU Assembly and SU Board.
3. The SU Secretary is responsible for keeping the Archive of the SU.
4. The SU Secretary is responsible for the management of the SU Office.
5. The SU Secretary is responsible for ensuring the continuity of the SU work.

Article 18. Competences and responsibilities of the SU Treasurer:

1. The SU Treasurer is responsible for the financial management of the SU.
2. The SU Treasurer is responsible for keeping the books of the SU.
3. The SU Treasurer has to ask for an explicit decision of the SU Board before particular payments are made from the SU Budget.
4. The SU Treasurer will meet bi-weekly with the Student Life Office.
5. The Treasurer is responsible for the preparation of monthly financial reports and for the preparation of the Annual Financial Report.
6. The SU Treasurer is responsible for the execution of funding proposals by the SU bodies.
7. The SU Treasurer may delegate executive positions within the SU structure but retains responsibility.

Article 19. Competences and responsibilities of the General members of the SU Board:

1. The five general SU Board members have responsibilities decided upon by the SU Board and adopted by their respective Terms of Reference.
2. The Members of the SU Board shall assume responsibility for the coordination of different sections of the SU.
3. The Members shall take under their responsibility the coordination of one the SU committees along with the Vice-President of the SU
4. Any SU general member of the Board may delegate executive positions within the SU structure but retains responsibility.

Article 20. Competences and responsibilities of the SU Supervisory Committee:

1. The Supervisory Committee is formed of three members of the SU Assembly, elected at the first SU Assembly meeting. If the previous SU did not set up the Electoral Committee, the Assembly will vote firstly for the SU Supervisory Committee and they will act as Electoral Committee for the rest of the election.
2. The three members of the SU Supervisory Committee must be from different academic programs.
3. Membership in the Supervisory Committee is not compatible with any other elected or executive position in the SU.
4. The Supervisory Committee takes decisions with the majority of votes.
5. The Supervisory Committee monitors the activity of the SU Board and of the SU Assembly, ensuring that they respect the current Constitution and implement the decisions.
6. The Supervisory Committee monitors the finances of the SU and has the right to ask for written reports from the SU Board.
7. If the Supervisory Committee considers that the SU Constitution, legislation, or decisions of the SU Assembly have been breached or unsatisfactorily respected/implemented, it must, after preliminary warning, call for a meeting of the SU Assembly.
8. Members of the Supervisory Committee can participate in the work of any Standing and Ad-Hoc Committees, but shall not chair them.
9. The Supervisory Committee presents a Supervisory Report in front of the SU Assembly every year.
10. The Supervisory Committee is responsible for its activity in front of the SU Assembly.
11. The Supervisory Committee shall monitor the activity of the SU Board by:
12. Attending every board meeting and evaluating the activity of the board members
13. Noting the attendance of the board members at the meetings
14. Observing if the board members fulfill their tasks as specified in the terms of reference and the annual plan of activities
15. Following the e-mails exchange between the board members that involve voting, decision making, and important announcements. All such e-mails should be sent to the Supervisory Committee's separate e-mail address.
16. The Supervisory Committee has the authority to issue a preliminary warning in the event of a breach of SU by laws or Terms of references, and shall consult Student Services on the matter.
17. The Supervisory Committee has the shared authority with the SU Board to contact the academic program coordinator and the students from the particular academic program in case of more than two (2) absences in two consecutive SU Assembly meetings without medical justification or the existence of a programmed academic engagement previously set by their department.
18. In case of a dispute between a member of the SU and the SU Board or SU Assembly, the matter can be taken to the Supervisory Committee for an appeal.
19. Members of the Supervisory Committee can be removed by proposal of 2/3 majority of the SUB and with the approval of 2/3 majority of the SU Assembly. The representatives recommended to be recalled have to be informed of the procedure and have the right to attend the Board and Assembly meetings in which their removal is discussed, hear the accusations and plead for their case.

Article 21. Competences and responsibilities of the SU Representatives to CEU Committees:

1. The SU Assembly shall elect in its first meeting the SU representatives to CEU Committees, the Academic Forum and the Senate.
2. CEU Bodies:
 - a. CEU Quality Assurance Committee: advises the Provost and the President on university-wide academic quality matters. In particular, it approves the Institutional Assessment and Quality Assurance (IAQA) Manual and the IAQA Plan as defined by the CEU IAQA Policy.
 - b. CEU Disciplinary Committee: Together with the Grievance Committee, implements the provisions of the Code of Ethics.
 - c. CEU Grievance Committee: Makes proposals to the Senate relating to rules affecting the equal and fair treatment of each member of the University community, sits as an appellate body to the decisions of the Disciplinary Committee.
 - d. CEU Library Committee: Advises the Senate and the CEU Library on the expansion and improvement of CEU's Library collections.
 - e. CEU Computer Committee: Advises the Senate and other CEU decision-making bodies on issues related to the computing services of the University, determines CEU's policy regarding the development of computer hardware and software systems and the rules for using these, oversees the allocation of computing-related resources.
 - f. CEU Sustainability advisory Committee: advises on strategy and actions towards the achievement of the CEU Sustainable Development Policy and fulfillment of CEU's commitments as a signatory to the University Charter for Sustainable Development (COPERNICUS). More broadly, CSAC seeks to contribute further to the fulfillment of CEU's university mandate under Agenda 21 (UN Programme of Action from Rio, Earth Summit, 1992), UNESCO Decade of Education for Sustainable Development, and the Millennium Development Goals.
 - g. CEU Committee on Strategic Development: Advises the Senate and the Rector on university strategic planning matters.
 - h. CEU Doctoral Committee: The Committee has decisional prerogatives on all major aspects regarding doctoral studies, as spelled out in CEU's Doctoral Regulations.
 - i. CEU Equal Opportunities Committee: Monitors the proportionate representation of women and men in the operations of the University.
3. The SU representatives to the Academic Forum and the Senate shall present to the SU Assembly their positions to the CEU meetings in advance.
4. The SU Representatives to CEU Committees must present, upon a request by the SU Assembly or SU Board, a written report from the meetings they take part in. Such Reports shall contain the relevant issues for the student body and the SU.
5. The chair of each Standing or Ad-Hoc Committees have the duty to inform in due time all SU Representatives of the meetings of their committees.
6. The SU Representatives shall ensure that all the documentation for the meetings they take part in is available for the SU by way of the SU website or the SU Secretary.

SECTION V. Financial Means of the SU

Article 22. SU Budget:

1. The financial allocation for the SU Budget is approved by the Rector.
2. The SU makes an annual budget plan based on this allocation at the beginning of the academic year after consulting the Student Services and the Head of the Budget and Finance Office.

Article 23. Budget Limitations

The SU cannot be indebted. The financial resources not used in one year are transferred to the next.

Article 24. Administration of the budget

The Union shall administer its own finances. The Student Life Office of the CEU can provide information guiding the expenditure of the Budget. However, the SU Assembly decides how to allocate their budget.

Article 25. Fundraising

The SU may organize fundraising campaigns for its activities and may receive donations/sponsorships in accordance with the applicable laws and the CEU Founding Charter, CEU internal regulations, and Hungarian law.

The SU shall discuss with the Student Life Office and other CEU units the best ways to fundraise. The SU can negotiate requests for funding on its own.

SECTION VI. The University and the SU

Article 26. Legal bond with the CEU

The SU constitutes a part of the University and is an independent body of CEU in accordance with the applicable laws and regulations, in particular with the provisions of the NHEA. (See also: Appendix 1 and 2.)

Article 27. Administrative and logistical support.

The SU may use the premises and equipment of CEU for the performance of its duties free of charge unless it hinders the operation thereof.

The SU and the Student Groups shall receive all the needed support from the administrative services of the University. A list of the contact people shall be distributed to all departments and the SU by the first Monday in November of the academic year.

Advisors to the SU are the Head of the Student Life Office and a member of the staff who will serve as ex officio members of the SU with no voting privileges. Duties: to offer advice, as needed or deemed necessary, to be present, whenever willing and able, at events organized by the SU.

Article 28. External employment.

The SU may employ student personnel via the student employment procedures of CEU out of its budget. In the selection process the approval of the SU Board is required. These employees are directly responsible for their work to the SU Board and SU President.

SECTION VII. The SU and CEU Student Groups**Article 29. SU facilities**

The SU Office is available for all CEU students' activities. An appropriate schedule for the rooms must be kept by the SU Secretary in the SU Office.

Article 30. SU groups and Clubs registration.

The SU shall maintain a database with Student Clubs and Research Groups functioning in the University. All Student Clubs and Research Groups must register with the SU as well as registering with the Rector's Office and the Student Life Office every year in case they request financial support.

The SU must provide assistance to the Student Groups in their registration with the Student Life Office and Rector's Office. The registration is outlined on the SU website.

Article 31. SU Clubs funding

1. All Student Clubs requesting funding from the SU must submit the funding application form to the SU. The SU Board will decide on funding requests under €500. When deciding on the funding, the SU Board and Assembly shall consider the number of students who will benefit with their project.
2. The SU Board and Assembly can establish requirements to the expenditure of the funding given to Student Clubs.
3. The Student Clubs can dedicate a maximum of 30% of their request for catering services.
4. The purchases above to €20 per/item, of Student Clubs funded by the SU are property of CEU and they shall be returned at the end of the Academic Year.
5. All SU registered Student Clubs must file an Annual Report with the SU, which shall become a part of the SU Annual Report. The report has to be submitted to the SU Secretary with three weeks of anticipation to the end of the academic year.
6. The SU Board will request the reimbursement of funding from any club promoting discrimination, hate speech or any other values against open society and democracy, or committing any other actions contrary to Hungarian laws and CEU existing policies.

Article 32. SU Logistic support to Student groups

1. The SU may support, with grants, the activity of CEU Student Clubs upon formal request.
2. The SU shall provide, upon request of a student group (registered or not as a club), any support necessary to give publicity to their events or campaigns. To do this the SU Board can use the SU media means to help groups reaching large amount of students. Not compromising the positions SU members.

SECTION VIII. Amendment Procedures

Amendments to this SU Constitution shall be adopted by a simple majority of present SU Assembly members and subsequently approved by the CEU Senate. The Amendment procedure shall be initiated by the SU President or by the Supervisory Committee, two-thirds (2/3) of the SU Board members or one-third (1/3) of the SU Assembly members.

All proposed amendments must be transmitted to the CEU Senate at least two weeks prior to meetings.

The SU constitution can be supplemented at a later date by a document that outlines the existing functions and roles of the existing SU bodies but cannot propose new bodies or functions or extend the powers of the existing SU bodies.

Miscellaneous provisions

Final resolutions and decisions of the SU Assembly shall be made available to the administration, Faculty, Staff, and Students via publication on the SU website.

In case of questions not regulated by the present Constitution, the laws and regulations of the Hungarian Republic, with special regard to the provisions of Act no. CCIV. of 2011 on National Higher Education shall prevail.

The Constitution was adopted by the Assembly of the Student Union on and was approved by the CEU Senate on April 4, 2014.

This Constitution shall enter into force on May 26, 2014 replacing any previous versions of the Constitution.

Signed by CEU President and Rector John Shattuck

The original document is filed at the Office of the Academic Secretary

Appendix 1.

Specific Regulations Applicable to Students Enrolled in Hungarian Accredited Master's Programs of Közép-európai Egyetem

This Constitution shall apply to all students enrolled in Hungarian accredited programs of Közép-európai Egyetem (with the registered seat at 1051 Budapest, Nádor u. 9. and registered by the Hungarian Higher Educational Registration Centre under reg. no. FI27861), hereinafter as KEE), with the exceptions and specific provisions indicated in this Appendix 1 and in Sections 60-62 of the NHEA, as applicable.

As it is set forth in Section 60 (1) of the NHEA, all students enrolled in a Hungarian accredited master's programs of KEE shall be members of the student union and shall be eligible for election and for being elected.

According to Section 60 (1) b), the SU may exercise its rights if at least 25% of students enrolled in full time programs of KEE have participated in the SU elections as evidenced by the appropriate records.

In accordance with Section 60 (1) of the NHEA, the SU is part of the University.

In order to fulfill its duties set forth in the NHEA, the SU of the Hungarian accredited master's programs of KEE shall

- form a separate body with the relevant decision making committees,
- take its own decisions by its own members only,
- retain its integrity within the SU of the University,
- elect one candidate as the student representative to the Conference of the Student Unions in Hungary (Hallgatói Önkormányzatok Országos Konferenciája, HOOK).

Appendix 2.

Specific Regulations Applicable to Students Enrolled in Hungarian Accredited PhD Programs of Közép-európai Egyetem

This Constitution shall apply to all students enrolled in Hungarian accredited programs of Közép-európai Egyetem (with the registered seat at 1051 Budapest, Nádor u. 9. and registered by the Hungarian Higher Educational Registration Centre under reg. no. FI27861), hereinafter as KEE), with the exceptions and specific provisions indicated in this Appendix 2 and in Sections 60 (1)-(6), 61 and 63 of the NHEA, as applicable.

As it is set forth in Section 63 (1) of the NHEA, all doctoral students enrolled in a Hungarian accredited PhD program shall be members of the PhD student union and shall be eligible for election and for being elected.

According to Section 60 (1) b), the SU may exercise its rights if at least 25% of students enrolled in full time programs of KEE is proven to have participated in the SU elections.

In accordance with Section 60 (1) of the NHEA, the SU is part of the University.

In order to fulfill its duties set forth in the NHEA, the SU of the Hungarian accredited PhD programs of KEE shall

- form a separate body with the relevant decision making committees,
- take its own decisions by its own members only,
- retain its integrity within the SU of the University,
- elect one candidate as the student representative to the Association of the PhD Students in Hungary (Doktoranduszok Országos Szövetsége, DOSZ).

Document information	
Type	Policy
Number	P-1105-4 v 1404
Title	Student Union Constitution
Distribution	Internal
Filename	P-1105-4 v 1404 Student Union Constitution
Notes	
Related documents	
For final documents	
Approved by:	Senate
Date of approval	May 13, 2011 amended April 4, 2014
Enters force	May 26, 2014