
Student Union Constitution of the Central European University and the Közép-európai Egyetem

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 the Student Constitution (hereinafter the Constitution) as the supreme rule of student self-governance at CEU.”

The Student Union (hereinafter: the “SU” or the “Student Union”) holds the following to be true in accordance with its purpose:

A. The elected officers of the Student Union represent the entire Student Body of CEU and shall advocate for the interests of its constituents. The collective needs and concerns of the Student Body supersede all other functions and operations of the Student Union.

B. The SU and its constituent entities do not tolerate discrimination against any student or employee of CEU on account of race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, disability, gender identity, political membership, or other trait(s). The SU promotes equal opportunity for access to CEU and its units for all students and employees and ensures the protection of the privacy of its members and their personal data.

C. The Student Union holds zero tolerance for all forms of sexual harassment against members of the Student Body and is dedicated to advocating for safety and equal opportunity for all students and other members of the CEU community, including victimized parties, and shall direct victimized parties to the Committee on Sexual Harassment.

D. The Student Union Assembly shall endeavor to maintain its public and vocal presence within the CEU community and as a decision-making body. In turn, the SU shall conduct itself to be available for students if and when they should have need of it.

E. The Student Union shall be mindful of its role as a member of the larger academic community of Hungary and Austria and a member of the urban community of Budapest and Vienna and shall act accordingly.

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CHAPTER I. GENERAL PROVISIONS

SECTION I. Scope and purpose

The Constitution serves as the common foundation for student governance at CEU, with specific rules applicable to the Hungarian-accredited Master's and PhD Programs of KEE determined in Appendices 1 and 2, respectively.

The CEU Student Union is granted the authority to maintain the Constitution and its procedures in order to represent best the needs, interests, and concerns of the Student Body.

SU decisions shall be executed in accordance with the power granted by the Hungarian Act CCIV of 2011 on National Higher Education (hereinafter: "NHEA"), the Charter By-Laws of CEU NY, the Founding Charter of KEE, the Organizational and Operational Regulations of KEE, the present Constitution and other internal regulations of the University.

The various CEU Governance bodies and structures shall be recognized by the SU. In turn, the various CEU Governance bodies and structures at large shall act on decisions taken by the Student Union in accordance with the rules and regulations of CEU and the NHEA (see Appendices I & II).

SECTION II. Nature and role of the SU

A. The SU is the representative self-governance structure of students enrolled at CEU regardless of the length of their program. Both full and part-time students enrolled at CEU's higher education programs (including postgraduate specialisation programmes) are members of the SU. In addition, students enrolled in non-accredited U.S. programs are also eligible for SU membership.

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

C. The SU advises CEU administration on short- and long-term University matters and policies in accordance with the applicable laws and internal regulations of CEU.

D. The SU is organized to perform its assigned rights in NHEA, the Charter By-Laws of CEU NY and the Founding Charter of KEE, the Organizational and Operational Regulations of KEE, the present Constitution and other internal regulations of the University.

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

CHAPTER II. STRUCTURE

SECTION I. Scope and composition

A. All students currently enrolled at CEU's higher education programs (including postgraduate specialisation programmes), furthermore students enrolled in non-accredited CEU NY programs are members of the Student Body, and the Student Union. Students enrolled at KEE's non-accredited programs are members of the Student Body, however they are not members of the SU and they cannot vote or be elected.

B. Any concerns or issue brought forward by a member of the Student Body must be investigated and duly addressed by the relevant entities of the Student Union.

SECTION II. SU Entities

A. The Student Union is comprised of the following entities:

1. The SU Assembly
2. The SU Executive Board
3. The SU Supervisory Board
4. The SU Electoral Committee
5. SU Standing and Ad Hoc Committees established by the SU Assembly or SU Executive Board as necessary
6. All other bodies created under the authority of the Student Constitution

CHAPTER III. THE SU ASSEMBLY

SECTION I. Scope and composition

A. The SU Assembly is the highest decision-making body of the SU.

B. The SU Assembly makes decisions to determine actions of the SU, which are binding. The SU Assembly takes decisions by simple majority of the votes of the members present if not otherwise stated in the Constitution.

C. The SU Assembly is formed of the Student Representatives and the publicly elected Executive Board and Senate Representatives. All voting members of the SU Assembly have equal voting rights, each having one vote in voting matters of the SU Assembly. SU Supervisory Boards are non-voting members of the SU Assembly.

D. The SU Assembly is considered in session starting from the election of all Representatives and ending on the last meeting of the Assembly of the Academic Year. When the SU Assembly is not in session the SU Executive Board is the highest decision-making body of the SU.

E. Members of the Student Body may add issues/items to the agenda as well through their respective program representatives within the SU Assembly. The SU Assembly must hear, discuss, and vote on issues brought before it by any member of the Student Body.

F. Any member of the Student Body may observe the meetings of the SU Assembly and may speak in front of the SU Assembly if necessary.

SECTION II. Meetings of the SU Assembly

A. The SU Assembly meets a minimum of once per month during the Academic Year, beginning in October on the first week following University-wide elections. Student Representatives must ensure that the SU Assembly meeting is attended by at least one representative of their program.

1. The dates of regularly scheduled monthly meetings for the SU Assembly must be made available to the Student Body at least one week before its first meeting of the Academic Year via an official SU communication channel.
2. All members of the Student Body have the right to attend any assembly meeting after notifying the communication officer one week prior to the meeting.

B. Additional SU Assembly meetings may be convened at the initiative of:

- i. The SU President

ii. The SU Supervisory Board

iii. One-third (1/3) of voting SU Assembly members

The agenda, date, and location of an additional or extraordinary SU Assembly meeting must be made available to the Student Body at least twenty-four (24) hours in advance before the meeting may be called to order. An official SU communication channel must be used.

C. The quorum for a meeting of the SU Assembly is one-third (1/3) of all voting SU Assembly members. Should this condition not be met, no decisions may be taken. In this instance, provisional decisions may be proposed, to be voted on during the next SU Assembly meeting.

D. All SU Assembly meetings are chaired by the SU President. In the absence of the SU President, the SU Vice-President will assume the role of Acting President. In the absence of both the SU President and SU Vice-President, the SU Executive Board selects one of its members to assume the role of Acting President.

E. The SU Assembly minutes are to be taken and signed by the SU Communication Officer 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.

F. The agenda for a meeting of the SU Assembly is set by the President with the agreement of the SU Executive Board and approval of the SU Assembly by a vote at the beginning of the meeting. The agenda must be shared with the Student Body via an official SU Communication Channel at least three (3) days in advance of a regularly scheduled SU Assembly meeting. The agenda must include an opportunity for general concerns and issues to be brought forward by the Student Representatives.

G. Following the adoption of the agenda, the Senate Representatives and SU Committee members each report on developments in their respective Committees or discussions and decisions of the Senate. The Senate Representatives and Committee members inform the SU Assembly in the case of no updates since the previous meeting. The SU Executive Board Vice-President is responsible for ensuring that every Committee has provided a report.

H. The SU Assembly adopts the minutes of the previous SU Assembly meeting electronically. The minutes should be made available to the Student Body on an official communication channel of the SU no later than seventy-two (72) hours after the conclusion of the meeting.

SECTION III. Exclusive powers of the SU Assembly

A. The SU Assembly shall provide for delegation in case the NHEA or other law or the statutes stipulate student participation; has the right of consent 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 (3) the rules pertaining to teaching staff evaluation by students; The SU Assembly has all the rights and competencies as 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 Executive 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;

B. The SU Assembly adopts the Annual Report of the previous SU Executive Board at the first SU Assembly meeting.

- C. The SU Assembly adopts the SU Annual Plan and Budget on its second meeting. The current Student Leadership and Service Office (Student Liaison Office) cooperates in the development of the budget.
- D. The SU Assembly may form any Standing or Ad Hoc Committee as necessary to perform its functions. Voting members of the SU Assembly may form Ad Hoc committees by simple majority and Standing Committees by two-thirds (2/3) majority.
- E. The SU Assembly adopts Resolutions, Position Papers, Terms of Reference and other documents. Resolutions and other documents shall be prepared by SU Standing or Ad Hoc Committees specialized by issue. Resolutions and other documents accepted by the SU Assembly and the SU Executive Board must be recorded by the SU Communication Officer, with implementation tracked by the SU President and SU Vice-President.
- F. The SU Assembly discusses and decides on any complaint regarding SU matters and can adopt position papers to CEU policies.
- G. Any SU Assembly member may propose the invitation of parties external to the Student Body to attend a meeting. Proposals to invite parties external to the Student Body are passed by two-thirds (2/3) majority of the voting members of the SU Assembly. The SU Assembly member who issued the invitation shall inform the SU Executive Board via the Communication Officer at least one (1) week prior to the next SU Assembly meeting.

CHAPTER IV. THE SU EXECUTIVE BOARD

SECTION I. Scope and organization

- A. The SU Executive Board is the administrative and agenda-setting branch of the SU Assembly. Its members facilitate Student Union operations, as outlined in the Constitution, to guide the development of the Student Body agenda and collaborate with University partners in faculty and administration on behalf of student interests.
- B. The SU Executive Board consists of the SU President, SU Vice-President, SU Treasurer, SU Communication Officer, and five general SU Executive Board Members.
- C. No SU Executive 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.
SU Executive Board members a) shall hold office for a total period of not more than four years, taking into account the terms of all offices held as an officer of the students' union, b) shall not perform tasks as a senior executive officer, a member of the supervisory board or an auditor of a company which was established by the higher education institution or in which the higher education institution holds a participation.
- D. Once elected, the new SU Executive Board participates in training organized by the Student Liaison Office.
- E. The SU Executive Board meets at least once a week during each term.
- F. Emergency meetings of the SU Executive Board can be called by any member of the SU Executive Board.
- G. The SU Executive Board meetings are open to any member of the Student Body who wish to attend the meeting. The prospective meeting attendee must inform the SU Communications Officer about their intention to attend the meeting, one (1) week prior to the meeting.
- H. The SU Executive Board implements the decisions of the SU Assembly and must respect in its work the regulations of the SU and CEU.

- I. The SU Executive Board oversees the development and reporting of all SU Committees.
- J. The SU Executive Board will manage the Communication Channels of the SU. The SU Executive Board may charge one of its general board members with the task of managing these platforms as necessary.
- K. The SU Executive Board is responsible for the implementation of the SU Budget and Annual Plans in accordance with University regulations and legal requirements and will regularly consult with the Student Liaison Office to ensure timely delivery, compliance with regulations, and quality assurance.
- L. The SU Executive Board takes decisions by simple majority of the votes unless otherwise stated in the Constitution. The vote count must be recorded by the SU Communication Officer and attached to the meeting minutes.
- M. The agenda for the SU Executive Board meetings is proposed by the SU President and adopted by the SU Executive Board. They should be made public and accessible to members of the Student Body at least seventy-two (72) hours before the meeting. The minutes of the SU Executive Board meetings are taken by the SU Communication Officer and must be approved by the SU President. All documents presented during a meeting of the SU Executive Board including the names of the members who attended the meeting must be attached to the respective minutes. The SU Executive Board shall send the minutes to the Supervisory Board within seventy-two (72) hours after the meeting.
- N. The SU Executive Board meets with the CEU President and Rector, the CEU Provost, and the CEU Dean of Students a minimum of once per term to discuss shared issues. Extraordinary meetings may be called by the parties when deemed necessary.
- O. The Student Liaison Office consults the SU Executive Board on planned, new, and modified policies and practices that impact the Student Body.

SECTION II: Positions and their roles

A. The SU Executive Board is comprised of the following positions:

1. SU President

- i. The SU President is the primary official representative of the Student Union and the Student Body. The role of the SU President is defined as per Terms of Reference.
- ii. The SU President is responsible for surveying and meeting the needs of the Student Body in accordance with the Constitution, the Charter By-Laws of CEU NY, the Founding Charter of KEE, the Organizational and Operational Regulations of KEE, , and the relevant Hungarian, Austrian and US Legislation (see Appendix I, II).
- iii. The SU President is the Chair of the SU Executive Board and the SU Assembly.
- iv. The SU President shares responsibility for managing, tracking, and reporting SU finances along with the SU Treasurer.
- v. The SU President coordinates the development of the SU Annual Report.

2. SU Vice-President

- i. The SU Vice-President assists the SU President. The role of the SU Vice-President is defined as per Terms of Reference.
- ii. The SU Vice-President assumes all duties of the SU President in the event of the absence of the latter, or if the latter is no longer capable of fulfilling the duties of the office.

iii. The SU Vice-President assumes the duties of managing the Communication Channels along with the SU Communication Officer unless otherwise decided by the SU Executive Board.

3. SU Communication Officer

i. The SU Communication Officer is the official spokesperson and record-keeper of the Student Union. The role of the SU Communication Officer is defined as per Terms of Reference.

ii. The SU Communication Officer, along with the SU Vice-President, is responsible for maintaining and updating the email and other official Communication Channels of the Student Union.

iii. The SU Communication Officer is responsible for recording, preparing, maintaining, publishing and archiving the minutes of all SU Executive Board and SU Assembly meetings on the relevant official Communication Channel(s) of the Student Union.

iv. The SU Communication Officer is responsible for maintaining, updating, and publishing all relevant Student Union governing documents, including the Constitution, on the relevant official Communication Channel(s) of the Student Union.

v. The SU shall provide any support necessary to give publicity to student club/group events or campaigns. The SU Executive Board facilitates communication through SU Communication Channels to help clubs/groups to reach a large number of students.

4. SU Treasurer

i. The SU Treasurer is responsible for the financial management of the Student Union. The role of the Treasurer is defined as per Terms of Reference and the Reimbursement Procedure Manual.

ii. The SU Treasurer is responsible for creating, maintaining, and sharing both the Monthly Financial Reports and the Annual Financial Report of the Student Union to the Student Body on the relevant official Communication Channel(s) of the Student Union.

iii. The SU Treasurer facilitates the execution of funding proposals from members of the Student Body. Funding proposals may only be approved by simple majority within the SU Executive Board.

iv. The SU Treasurer meets weekly with the Student Liaison Office.

5. Five (5) General SU Executive Board members

i. The five (5) general SU Executive Board members have responsibility of liaising the work of the Ad-Hoc committees, among other responsibilities decided upon by the SU Executive Board and adopted by their respective Terms of Reference.

ii. The five (5) general SU Executive Board members assume responsibility for the coordination of varying needs, sections, and tasks of the Student Union as necessary.

iii. Two (2) general SU Executive Board members must be returning CEU students having completed one Academic Year at the University prior to the start of their tenure on the SU Executive Board. This shall be enforced during the election by the SU Electoral Committee.

CHAPTER V. THE SU SUPERVISORY BOARD

SECTION I. Scope and composition

A. The SU Supervisory Board monitors and evaluates the operations of the Student Union, ensuring compliance with the Student Union Constitution and the implementation of passed directives. The SU Supervisory Board monitors the activity of the SU Executive Board and of the SU Assembly, ensuring SU

Executive Board members and Student Representatives conduct themselves within the terms of their roles and functions as set out in this Constitution.

B. The SU Supervisory Board acts as an observer over proper handling of the finances of the Student Union and reserves the right to request written reports from the SU Executive Board concerning the budget.

C. The SU Supervisory Board mediates and decides on disputes between members of the Student Union and aims to find common ground between the parties of dispute.

D. The SU Supervisory Board may call for a meeting of the SU Assembly, which can take place a minimum of five (5) days after its announcement, if it assumes that existing SU Assembly decisions, the Student Constitution, University by-laws and regulations, and/or Hungarian/Austrian/US legislation have been breached.

E. The SU Supervisory Board consists of three members of the SU Assembly, elected at the first SU Assembly meeting.

- i. No two members of the SU Supervisory Board can be enrolled in the same academic program.
- ii. Members of the SU Supervisory Board are ineligible for any other elected or appointed positions in the Student Union.
- iii. Members of the Supervisory Board are non-voting members of the SU Assembly.

SECTION II. Meetings of the SU Supervisory Board

A. The SU Supervisory Board attends each SU Assembly meeting and meets as a separate body on an ad-hoc basis. In addition, the SU Supervisory Board will attend at least one (1) SU Executive Board meeting per semester and is encouraged to attend more.

B. The quorum of voting members of the SU Supervisory Board is all three (3) members.

C. The SU Supervisory Board takes decisions by majority. All votes are recorded by a designated SU Supervisory Board member.

SECTION III. Exclusive powers and responsibilities of the SU Supervisory Board

A. The SU Supervisory Board reserves the right to issue a warning in the event that the Student Constitution, University by-laws and regulations, CEU Code of Ethics and/or Hungarian/Austrian/US legislation have been breached. In case of a suspicion of a potential breach of the Student Union Constitution, University by-laws, the CEU Code of Ethics or Hungarian/Austrian/US legislation, the SU Supervisory Board shall raise the issue immediately with the Student Liaison Office and the CEU Disciplinary Committee.

B. The SU Supervisory Board takes note of the attendance sheet at the start of every SU Assembly meeting. In the event that a program is not represented by at least one representative at the SU Assembly meeting, the SU Supervisory Board may inform the members' academic coordinator and student constituency. This action may not be performed if sufficient medical, personal, or academic justifications are provided.

C. The SU Supervisory Board hears appeals between disputing members of the Student Union.

- i. Statements and evidence from all involved parties must be submitted within twenty-four (24) hours of the appeal's lodging.
- ii. The SU Supervisory Board may call for a meeting between all involved parties.
- iii. The SU Supervisory Board may deliberate on the appeal for a maximum of fourteen (14) days.

iv. The SU Supervisory Board must present its decisions and justifications on appeals to the involved parties no later than fourteen (14) days after the appeal's lodging. The SU Supervisory Board must submit its decisions and justifications to the SU Communications Officer.

CHAPTER VI. SU COMMITTEES

SECTION I. Scope and composition

A. SU Committees are student groups empowered with a specific mandate to facilitate the operation of the Student Union.

B. These are 'Standing Committees,' whose mandate to exist and facilitate the operation of the Student Union is maintained year-on-year unless modified or removed by Constitutional Amendment, and 'Ad-Hoc Committees,' whose mandate to exist and facilitate the operation of the Student Union commence and terminate at the discretion of the SU Assembly.

D. Minutes of all CEU Committee meetings must be transmitted to the appointed SU Assembly Representative and the SU Communications Officer within twenty-four (24) hours after the meeting's conclusion. The SU Communications Officer must then publish all CEU Committee meeting minutes on the relevant SU Communication Channels.

E. SU Committees not set forth in this Constitution nor solicited by the current Student Liaison Office may be proposed by any member of the SU Assembly. These committees shall be referred to as 'Ad-Hoc Committees.' The establishment of the Ad-Hoc Committee requires a two-thirds (2/3) majority of the voting members of the Assembly. The SU Executive Board will prepare and make public the draft Terms of Reference prior to the SU Assembly meeting at which the vote on the establishment of the Ad-Hoc Committee takes place.

F. Unless otherwise mentioned, SU Standing and Ad-Hoc Committees shall comprise at least three (3) members. Committee members shall be elected by simple majority from self-nominated candidates during the first meeting of the SU Assembly. Further appointments are voted upon during the year, as necessary.

G. SU Committee members are responsible for ensuring that their Committee is represented at meetings of the SU Assembly.

H. The Standing Committees of the Student Union are:

1. SU Electoral Committee – Composed of five (5) returning students and charged with facilitating election procedures at the beginning of the following Academic Year. The Committee is established, and members are elected between the final SU Assembly meeting of the Winter term and the final SU Assembly meeting of the Academic Year.

2. The SU Representation Committee – Works with the SU Executive Board's Communication Officer to handle communication and public presence of the SU Assembly and its decisions within the University.

3. The SU Academic and Research Issues Committee – This Committee deals with any issues pertaining to academics and research within CEU.

4. The SU Student Issues and Student Rights Committee – The Committee considers issues concerning students' rights and issues. The Committee can bring position papers to the SU Assembly regarding such issues.

5. The SU Career Services Committee – 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 parties.

6. SU Community Engagement Committee – Facilitates civic engagement projects by and for the Student Body.

7. SU Student Finances Committee – This Committee deliberates on issues pertaining to students' financial situations including but not limited to: financial aid, transport cost, travel grants, and University fees.

8. SU Committee on Sexual Harassment – Maintains and enforces the SU no tolerance stance towards sexual harassment. Works as an informed resource for the Student Body. Coordinates with department representatives and the SU Vice-President to ensure student have a venue to be able to report incidents. Organizes a session regarding consent, sexual harassment, and the existing recourse during the first month of its operations each academic year to spread awareness about this committee in the SU, its purpose and reachability, and to give this issue high priority and the notion of zero tolerance at CEU.

9. SU Transition Committee – Serves to address the needs of the Student Body during transitions, such as, campus moves, structural reforms of CEU, or any other significant changes that may require addressing the needs of the Student Body.

10. SU Gender Equality Hub - All Student Representatives in the SU Assembly who are neither members of the SU Executive Board nor members of the SU Supervisory Board are eligible to run as representatives for the Gender Equality HUB, a horizontal body at CEU coordinated by the Gender Equality Officer that participates in the design and implementation of the University's Gender Equality Plan.

I. All Committees shall periodically assess the functioning 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 Executive Board to act on issues of concern to the Student Body.

J. 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 SU Assembly on the issues related to their field of work.

K. SU Committee meeting minutes must be finalized and shared with the SU Communications Officer within twenty-four (24) hours of the meeting's conclusion.

L. SU Committees take decisions by simple majority, unless otherwise stated in the Terms of Reference.

CHAPTER VII. ELECTIONS

SECTION I. Electing the SU Electoral Committee

A. The SU Electoral Committee is a group of five (5) members of the Student Union tasked with overseeing and facilitating the SU departmental representatives' elections and with organizing University-wide Elections for the SU Executive Board representatives and Senate student representatives at the beginning of the Academic Year. The SU Electoral Committee also organizes the election for the SU Supervisory Board during the first meeting of the SU Assembly.

B. The SU Electoral Committee is elected by the incumbent SU Assembly on or before the final incumbent SU Assembly meeting. The SU Executive Board prompts members of the SU Assembly who wish to be a member of the SU Electoral Committee to self-nominate during the SU Assembly meeting. The incumbent SU Assembly elects the members of the SU Electoral Committee by simple majority.

C. Members of the SU Electoral Committee shall not stand for elections themselves, nor serve the Student Union in any capacity beyond their role in the SU Electoral Committee.

D. If the SU Electoral Committee is not operating by the first week of the Academic Year, the Student Liaison Office is responsible for facilitating the departmental elections and requesting volunteers from the Student Body to run the University-wide Elections.

E. The SU Electoral Committee requests at least one (1) timeslot for Zero Week to host an information session on the role and function of the Student Union for incoming students.

F. The SU Electoral Committee is tasked with ensuring that the departmental elections for representatives are run correctly.

G. In no case shall the SU Electoral Committee members disclose any information on the vote count before the final vote count is to be made public to the Student Body.

SECTION II. Electing the SU Assembly Representatives

A. During the Zero Week of the Academic Year, the SU Electoral Committee sends a call to academic department coordinators to organize the election of Student Representatives.

i. Each program of CEU (including the Hungarian accredited master's programs of KEE, the Hungarian accredited PhD programs of KEE and the US accredited and non-accredited programs of CEU NY) elects two (2) Student Representatives. For two-year programs, each year should elect one (1) Student Representative.

ii. The elections for each academic program commence the Monday after Welcome Week and will be concluded no later than three weeks after that date.

iii. The Electoral Committee is responsible for ensuring that departmental coordinators conduct the election process for their respective program(s) and that voting students are well informed of the procedure as well as the structure and role of the SU Assembly.

iv. Student Representatives are elected by simple majority.

v. The quorum of voting members for one (1) academic program is two-thirds (2/3) of its student roster.

vi. Results are collated, tallied, and double-checked by academic department coordinators. The results must be sent to the Electoral Committee, which will communicate the results of SU Assembly elections via email to the Student Body. This process must take place within twenty-four (24) hours of the last vote.

SECTION III. University-wide elections for SU Executive Board and Senate student representatives

A. All students enrolled at the Hungarian accredited master's and PhD programs of KEE and the US accredited and non-accredited programs of CEU NY are eligible to run for higher elected positions in the SU Executive Board, as well for a representative position in the academic Senate.

B. The SU Electoral Committee is responsible for organizing the University-wide election process. The following twelve (12) elected positions will be open to candidates:

1. SU Executive Board – President
2. SU Executive Board – Vice-President
3. SU Executive Board – Communications Officer
4. SU Executive Board – Treasurer
5. SU Executive Board – General Board Member (returning students only) (2 total)
6. SU Executive Board – General Board Member (no restrictions) (3 total)
7. Academic Senate Seat – 1st year MA representative
8. Academic Senate Seat – 2nd year MA representative
9. Academic Senate Seat – PhD Representative

C. The SU Electoral Committee, as stated previously, will have presented on the roles and responsibilities of these positions during Zero Week. The SU Electoral Committee will re-circulate this information by e-mail along with a call for candidates on the first full day following the posting of the departmental election results.

D. The University-wide election will be held over two (2) days on the Thursday and Friday of the second week after the publication of departmental election results. Voting will take place at CEU premises. The SU Electoral Committee is responsible for ensuring adequate supplies of ballots as well as the counting of the votes after the voting has concluded.

E. Elections will take place online when circumstances allow for fair elections through these means. When voting takes place on campus, offline, students abroad or unable to be present for the voting days can contact the SU Electoral Committee and request to vote absentee. The SU Electoral Committee will fill out a ballot with the full name and student number of the voting student and add it to the ballot box. All five (5) members of the SU Electoral Committee must be made aware of each absentee ballot added to the box.

F. The SU Electoral Committee accepts candidates for one (1) week following the call for candidates. During this time candidates will be solicited to draft statements of intent and/or campaign posters that will be posted publicly on campus and be circulated via e-mail and any other relevant communication channels. The SU Electoral Committee will ensure fair and equal exposure of candidates' statements during the election process.

G. The SU Electoral Committee facilitates a minimum of one public meeting with candidates in the 2nd week of campaigning, where students can hear speeches for each elected position and ask questions, organized top-to-bottom per the list of positions in CHAPTER VII, Section III, Subsection B. Candidates may speak for a maximum of five (5) minutes each. The SU Electoral Committee moderates subsequent Q&A.

H. The SU Electoral Committee collates, tallies, and double-checks the results of voting during the weekend following the vote.

I. Election results for the SU Executive Board are published by the Electoral Committee no later than the following Monday morning via e-mail, in the first edition of the CEU Weekly, and on any other relevant communication channels.

J. Following the publication of final election results, the SU Electoral Committee has fulfilled its function and its members transfer responsibility for organizing Student Union affairs to the newly elected SU Executive Board.

SECTION IV. SU Assembly Internal Elections - SU Supervisory Board

- A. The SU Assembly will elect the SU Supervisory Board in the first SU Assembly meeting.
- B. The SU Electoral Committee provides the SU Assembly with brief descriptions of the powers and responsibilities of the SU Supervisory Board, as set out in the Terms of Reference, seventy-two (72) hours prior to the first SU Assembly meeting.
- C. The SU Electoral Committee prompts eligible members of the SU Assembly who wish to run for an SU Supervisory Board position to present themselves to the SU Assembly.
- D. The SU Electoral Committee facilitates speeches for candidates, in alphabetical order. Each candidate may speak for a maximum of three (3) minutes.
- E. Upon the conclusion of speeches for all candidates, the SU Electoral Committee facilitates the voting process of the SU Supervisory Board. Members of the Electoral Committee shall be responsible for the counting of votes.
- F. Election results for the SU Supervisory Board are shared with the SU Assembly, the Student Liaison Office, and the Student Body via an official Communication Channel of the Student Union.
- G. The role of Departmental Representative, held by the members prior to their election to the SU Supervisory Board, must be fulfilled by a new candidate. Elections for these positions will be held by the academic unit and executed in the same manner as the initial SU Departmental Representative elections.

SECTION V. SU Assembly Internal Elections – Representatives to Standing Committees

- A. All Student Representatives in the SU Assembly who are neither members of the SU Executive Board nor members of the SU Supervisory Board are eligible to run as SU Assembly Representatives to CEU Committees.
- B. The SU Executive Board provides the SU Assembly with brief descriptions of the powers and responsibilities afforded to SU Assembly Representatives to CEU Committees, as set out in the Terms of Reference, seventy-two (72) hours prior to the first SU Assembly meeting.
- C. The SU Executive Board prompts eligible members of the SU Assembly who wish to represent the Student Body in a CEU Committee to self-nominate during the SU Assembly meeting. Each eligible SU Assembly member may represent the Student Body in no more than one (1) CEU Committee.
- D. The SU Executive Board facilitates speeches for candidates to each CEU Committee, in alphabetical order. Each candidate may speak for a maximum of three (3) minutes.
- E. Upon the conclusion of speeches for all candidates, the SU Executive Board facilitates the voting process for Representatives to each CEU Committee.
- F. Election results for SU Assembly Representatives to CEU Committees are shared with the SU Assembly, Student Liaison Office, and the Student Body via an official communication channel of the Student Union.

SECTION VI. Election for University-wide Committees

- A. In addition to the Standing Committees set forth in this Constitution, the current Student Liaison Office may request Student Representatives to University-wide Committees on behalf of the University.
- B. A comprehensive list of CEU Committees will be procured and provided by the Student Liaison Office in time for the first meeting of the SU Assembly.

SECTION VII. Gender Equality in Student Union leadership.

- A. CEU is committed to the promotion of gender equality at the leadership level across all its constituencies (students, administrative and academic staff) and therefore strongly recommends that the SU leadership positions are filled with gender balance in mind.
- B. The call for candidates for all positions and the call for elections will include a paragraph written by the Gender Equality Officer on the importance of gender equality in SU leadership encouraging students to keep gender balance in mind both at the candidacy level and when casting their votes.
- C. Awareness-raising campaigns on the importance of gender balance in leadership positions will be held before and during the election process, in consultation with the Gender Equality Officer.

CHAPTER VIII. CONFLICT RESOLUTION AND DISCHARGE MEASURES

SECTION I. Conflict Resolution

A. The SU Supervisory Board plays the role of mediator between parties in dispute within the Student Union in seeking common ground between the parties to the dispute.

B. The Supervisory Board calls for a meeting between the parties to the dispute. If the parties to the dispute are not satisfied with the reconciliation agreement, they hold the right to take the issue to the SU Assembly.

Section II. Impeachment of SU Assembly members

A. Any Student Representative of the SU Assembly may motion for the discharge of an individual holding an elected or appointed position within the Student Union. The motion must be sent to all three (3) members of the SU Supervisory Board along with a reasoned justification for the motion.

B. Any member of the Student Body may motion for the impeachment of the Student Representative(s) elected to represent their specific program. The motion must be sent to all three (3) members of the SU Supervisory Board along with a reasoned justification for the motion.

C. The SU Supervisory Committee is to refer the issue to the University Disciplinary Committee in case the motion includes an accusation of a violation of CEU's Code of Ethics. In that case the investigation within the SU Assembly is postponed until the end of the investigations of the Disciplinary Committee.

D. When a motion for impeachment is filed, the SU Supervisory Board facilitates debate between the author of the motion, the concerned party and their constituents. If the motion has been filed by a Student Representative within the SU Assembly, the SU Supervisory Board will facilitate debate between the involved parties at the SU Assembly in the next SU Assembly meeting.

E. Following debate, the SU Supervisory Board facilitates a vote within the SU Assembly.

i. When the author of the motion is an elected member of the SU Assembly, a positive two-thirds (2/3) vote of the SU Assembly's voting members is required to impeach the individual in question.

ii. When the author of the motion is a member of the Student Body, a positive two-thirds (2/3) vote of the relevant student representative's constituency is required to impeach the individual in question.

F. Impeachment voting results are shared with the SU Assembly, the Student Liaison Office, the committee on which the representative served (if any), and the Student Body via an official communication channel of the Student Union.

G. All elected positions and committee appointments are relinquished upon impeachment.

H. Upon impeachment, the SU Electoral Committee or the SU Executive Board (in case of the representatives to Standing Committees) facilitates the appropriate election processes detailed in CHAPTER VII.

I. Publicly elected positions may be discharged following a motion stating no-confidence brought forward by one-third (1/3) of the Student Body and voted by a two-third (2/3) majority of the SU Assembly.

CHAPTER IX. STUDENT ORGANIZATIONS

SECTION I. Registration of student clubs

A. The SU Vice President, in conjunction with the SU Treasurer, maintains a comprehensive database of student clubs past and present at CEU.

B. All student clubs must register their status with the SU Student Activities Officer via the appropriate form, which can be found on the Student Union website. The SU Student Activities Officer shares all club registrations with the Student Liaison Office and the Dean of Students.

C. Where necessary, the SU Executive Board can provide assistance to student clubs throughout the registration process.

D. All SU registered Student Clubs or groups must file an Annual Report with the Student Union, which shall become a part of the SU Annual Report. The report has to be submitted to the SU Communication Officer with three weeks of anticipation to the end of the Academic Year.

SECTION II. Funding

A. Student clubs, ad hoc student organizations or individual initiatives of the enrolled student (from which the wider CEU Community shall benefit) may request funding from the Student Union via the relevant application form, which is publicly available. The SU Executive Board reserves the right to adjust the funding given (from the initial requested amount) to requesting organizations. The SU may support, with additional funding, upon formal request.

B. Student clubs and organizations, or individual enrolled students may dedicate any single funding request for catering services, from which the wider CEU Community shall benefit. Funding shall be used in accordance with the CEU Financial Guidelines. Single item purchases whose value exceeds €20.00 are property of the University (CEU) and must be returned to the Student Liaison Office at the conclusion of the Academic Year.

C. The SU Executive Board will decide on funding requests under €500. Requests greater than this amount must be voted upon by the SU Assembly. When deciding on the funding, the SU Executive Board and/or SU Assembly shall consider the number of students that will benefit from the project.

D. The SU Vice-President presents all funding requests for debate to the SU Executive Board at the next SU Executive Board meeting, or the SU Assembly meeting depending on the amount requested. Funding requests are approved by simple majority vote in the SU Executive Board meeting or the SU Assembly meeting.

E. The SU Executive Board and SU Assembly can establish requirements to the expenditure of the funding given to beneficiary.

F. The SU Executive Board reserves the right to rescind funding and/or require the organizer to reimburse the allocated funding for activities that violate the values of the CEU Community or Hungarian/Austrian/US law.

CHAPTER X. FINANCIAL MEANS OF THE SU

SECTION I. The SU Budget

A. The financial allocation for the SU Budget is approved by the Rector of the University.

B. The SU Assembly creates and approves an annual budget plan based on the aforementioned financial allocation at the beginning of the Academic Year.

SECTION II. Debt

A. The Student Union cannot be indebted. Financial resources not used in one Academic Year are transferred to the following Academic Year.

SECTION III. Administration of the budget

A. The Student Union administers its own finances, which are primarily managed by the SU Treasurer per their responsibilities outlined in the Student Constitution and Terms of Reference.

B. The Student Liaison Office may advise the SU Assembly on SU Budget administration but may not make formal decisions thereon.

SECTION IV. Fundraising

A. When deemed appropriate, the Student Union may organize fundraising campaigns for its operation and activities and may receive donations/sponsorships in accordance with the applicable CEU policies and Hungarian/Austrian/US laws.

B. When fundraising is deemed appropriate, the Student Union discusses the matter with the Student Liaison Office. The Student Union reserves the right to negotiate funding requests on its own accord.

CHAPTER XI. THE UNIVERSITY AND THE SU

SECTION I. Legal bond with CEU

A. 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 Appendices I and II).

SECTION II. Administrative and logistical support

A. The SU may utilize the premises and equipment of CEU to facilitate its operation free-of-charge unless significant hindrances are involved.

B. The SU, its entities, and its members shall receive all necessary support from the CEU administration wherever and whenever applicable.

C. The Dean of Students (DoS) and members of the Student Leadership and Service Office (the Student Liaison Office) are the primary contact points for the SU. Where applicable, the DoS and the Student Liaison Office may offer advice, as needed or deemed necessary, and maintain a presence, wherever and whenever possible, at SU events.

CHAPTER XII. Amendment Procedures

SECTION I. Regulations

A. Amendments to the Constitution can be adopted by a two-thirds (2/3) of the SU Assembly's voting members and subsequently approved by the CEU Senate.

- B. The Amendment procedure shall be initiated by the SU President or by the SU Supervisory Board, two-thirds (2/3) of the SU Executive Board members or one-third (1/3) of the SU Assembly members.
- C. All proposed amendments must be transmitted to the CEU Senate at least two weeks prior to meetings.
- D. 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 existing SU bodies.

CHAPTER XIII. MISCELLANEOUS PROVISIONS

SECTION I. Regulations

In case of questions not regulated by the present Student Constitution, the laws and regulations of Hungary, Austria and the State of New York shall prevail, with special regard to the provisions of Act CCIV of 2011 on National Higher Education.

CHAPTER XIV. ESTABLISHMENT

SECTION I. Adoption

The Student Constitution was adopted by the SU Assembly on and approved by the CEU Senate on October 22, 2020

SECTION II. Entry into force

The Student Constitution shall enter into force on October 22, 2020 replacing any previous versions.

Signed by *CEU President and Rector Michael Ignatieff.*

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

APPENDIX I. SPECIFIC REGULATIONS APPLICABLE TO STUDENTS ENROLLED IN HUNGARIAN ACCREDITED MASTER'S PROGRAMS OF KÖZÉP-EURÓPAI EGYETEM

APPENDIX I. 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 higher education program 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 and postgraduate specialisation programs of KEE shall:

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

APPENDIX II. 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:

1. form a separate body with the relevant decision making committees,
2. take its own decisions by its own members only,
3. retain its integrity within the SU of the University,
4. 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 2010
Title	Student Union Constitution
Distribution	Internal
Filename	P-1105-4 v 2010 Student Union Constitution
Notes	
Related documents	
For final documents	
Approved by:	Senate
Date of approval	May 13, 2011 amended April 4, 2014, June 8, 2018 and October 22, 2020
Enters force	May 26, 2014