

PÁZMÁNY PÉTER CATHOLIC UNIVERSITY
STUDENTS' UNION
STATUTES

Pázmány Péter Catholic University (hereinafter: the University) considers its mission to serve the community and the sciences. According to the apostolic exhortation of Pope John Paul II, it was born straight from the heart of the Church. The University is a scientific community that promotes the protection and development of human dignity and cultural heritage with research and education, with a strict and critical approach. It guarantees its members academic freedom, so long as the rights of the individual person and of the community are preserved within the confines of the truth and the common good (see: Ex corde Ecclesiae 1).

The primary task of students is to pursue an education that combines excellence in humanistic and cultural development with specialized professional training. Their progress and preparation shall motivate students to continue the search for truth and for meaning throughout their lives and to recognize the responsibilities of their careers (Ex corde Ecclesiae 23).

PART I
GENERAL PROVISIONS

Section 1

- (1) The University Students' Union (hereinafter: USU) is organized in light of and in the interest of promoting the above objectives and comprises student representatives from the various faculties differentiated according to disciplines.
- (2) The USU is the sole University-level interest representation body for the University's students.
- (3) The USU shall respect the special internal rules of the faculties teaching sacred theology.

Section 2

The USU, as coordinating organization, ensures that the principle of subsidiarity is enforced in the relations between the student's unions of the faculties differentiated according to disciplines (hereinafter: Faculty SU).

Section 3

- (1) The scope of the Statutes extends to determining the jurisdiction, rights, obligations, and order of operations of the USU.
- (2) The USU Presidency passes the Statutes with a majority of 75%, and the Statutes will become valid upon approval by the University Council.

Section 4

The USU seat is located at the seat of the Pázmány Péter Catholic University.

Section 5

The USU may, at its own discretion, decide

- a) its own operations,
- b) the use of the material assets provided for its operations in line with the provisions of relevant legislation and its internal regulations,
- c) the creation and operation of an institutional information system.

Section 6

- (1) The scope of these Statutes extends to all students of Pázmány Péter Catholic University.
- (2) The USU is the sole University-level interest representation body for the University's students, and all University students are members thereof. Membership is created upon the establishment of student status and ends upon termination thereof. Upon suspension of student status, students shall remain a member of the Students' Union but may not exercise their rights and their votes shall not be counted.
- (3) The USU's activities extend to all issues involving students.
- (4) The USU does not have a legal personality and is represented by its President. The University Rector provides legal oversight for the USU's legality, with the condition that the Rector may not provide any instructions pertaining to the USU's interest representation activities.
- (5) The USU and the Faculty SUs have their own seals.
- (6) The President shall have the right to represent the USU by way of his/her right to sign therefor. Faculty SUs are represented by their respective Presidents by way of their right to sign therefor. Additionally, the President and the person designated by the President of the Faculty SU may also exercise the right of representation and signing.

PART II
THE USU ORGANIZATION

USU PRESIDENCY

Section 7

- (1) The USU's supreme decision-making body is the USU Presidency.
- (2) The USU President is elected by the USU Presidency. The members of the USU Presidency shall vote on electing and dismissing the President by way of an absolute majority.
- (3) ¹The USU Presidency shall consists of the President and the Presidents of the Faculty SU organizations.
- (4) If the elected President was already a member of the USU Presidency, the faculty SU that delegated the elected President shall also delegate a full member to the Presidency.
- (5) Each person may be a member of the USU Presidency on the basis of one legal title at one time only.
- (6) At the recommendation of the President, the USU Presidency shall elect a Vice-President. The President shall determine the tasks of the Vice-President. The absolute majority of the members of the USU Presidency shall be required to elect or dismiss the President.

Section 8

- (1) Members shall be appointed to the USU Presidency for a term of 1 year.
- (2) ²The appointment of the member of the USU Presidency shall be terminated upon:
 - a) the expiry of the appointment of the USU Presidency,
 - b) the death of the member,
 - c) the resignation of the member,
 - d) the termination of the member's student status, except if, in the semester following the termination of student status, the student establishes a new student status in another program offered by the University: in this case, the member may not exercise membership rights between the termination of student status and the establishment of the new student status,

¹ Amendment enacted by Decision 61 of November 12, 2020 of the University Council.

² Amendment enacted by Decision 54 of October 21, 2016 of the University Council.

- e) the member losing the position or the dismissal of the member.
- (3) The appointment to the USU Presidency shall be terminated upon the expiry of the fixed term thereof, following which the Presidency shall continue functioning as a management board until the inaugural session of the new USU Presidency. The inaugural session shall be convened within fifteen days of the last day of the period available for electing the faculty SU.
- (4) If the appointment of the USU Presidency member expires for any reason prior to the expiry of the appointment of the USU Presidency, the Faculty SU that delegated the member shall be entitled and obligated to delegate a new member – unless the membership of the previous member was based only on the office thereof.
- (5) By way of a written authorization, the USU Presidency member may transfer voting rights to another student of the delegating organizational unit.
- (6) By way of a written authorization, the USU President may transfer voting rights to the Vice-President.

Section 9

The USU Presidency shall have sole competence for:

- (a) electing the student members of the University Council: the USU shall, regardless of the election results, be represented in the University Council by one person,
- (b) electing the persons delegated to The National Union of Students in Hungary,
- (c) electing the student members of university-level bodies,
- (d) establishing university-level USU committees and electing their presidents and members;
- (e) exercising the right of consent specified by law or in the organizational and operational rules as regards university-level regulations and decisions,
- (f) approving and amending the Statutes of the Students' Union,
- (g) electing and dismissing the President of the USU,
- (h) approving and amending the USU's annual budget, allocating the available finances, and determining the method of use. It informs the Finance Director about the budget and financial decisions.
- (i) informing the University Council about the use of the student normative funding, per calendar year.

Section 10

- (1) The USU Presidency shall have a quorum if half its members are present.
- (2) The USU Presidency shall pass its decisions at sessions. The absolute majority of the attending members of the USU Presidency shall be required for the validity of decisions, unless regulations provide otherwise.
- (3) The USU Presidency shall hold sessions as necessary, but at least twice annually, and it may allocate its tasks to its members.
- (4) Minutes shall be kept of the sessions; the person presiding over the session shall appoint the keeper of the minutes. Decisions passed shall be recorded and retained in a separate registry of decisions.
- (5) Sessions shall be public. The presidents of the standing committees set up by the USU Presidency shall be invited to participate in sessions in an advisory capacity.

Section 11

- (1) The President shall be responsible for the operations of the USU, and the President shall be assisted by the Vice-President and the USU Presidency.
- (2) The President shall inform the USU Presidency of the work performed at all sessions.
- (3) The tasks of the President and the USU Presidency shall include especially:
 - a) representing the USU,
 - b) ongoing liaison with Faculty SUs,
 - c) ongoing liaison with University leadership,
 - d) ongoing liaison with the Conference of the National Union of Students,
 - e) coordinating and managing USU interest representation and other activities,
 - f) performing all tasks that are not subject to the sole competence of the Faculty SUs.

PART III THE FACULTY SU ORGANIZATION

Section 12

- (1) The USU shall operate a faculty organization at each of the University's faculties. The establishment of Faculty SUs shall be compulsory as set out in *Annex I*.
- (2) The Faculty SU shall have autonomy within the boundaries specified in these Statutes and may be instructed only in accordance with the provisions of these Statutes.

- (3) Unless regulations provide otherwise, the competence of the Faculty SU organizations, bodies, and officers extends only to the students and issues of the given Faculty.

Assembly of Delegates

Section 13

- (1) The Assembly of Delegates shall be the supreme decision-making body of the Faculty SU.
- (2) The President of the Assembly of Delegates shall be the President of the Faculty SU, who shall be elected by the Assembly of Delegates from among its own members.
- (3) The members of the Assembly of Delegates shall be elected by the students who have a student status with the University's respective Faculty. When electing the Assembly of Delegates, all students may vote and may be elected.
- (4) *Annex 1* contains the number of the members in the Assembly of Delegates.
- (5) The Assembly of Delegates shall be appointed for a term of 1 year.
- (6) ³The appointment of the member of the Assembly of Delegates shall be terminated upon:
- a) the expiry of the appointment of the Assembly of Delegates,
 - b) the death of the member,
 - c) the resignation of the member,
 - d) the termination of the member's student status, except if, in the semester following the termination of student status, the student establishes a new student status in a program offered by the Faculty: in this case, the member may not exercise membership rights between the termination of student status and the establishment of the new student status.
- (7) If the appointment of the member is terminated, the Assembly of Delegates may decide to initiate by-elections to fill the open position. To be valid, the decision must be passed with a 2/3 majority. The by-elections shall be announced by the Dean of the respective Faculty, in accordance with the rules for regular elections.

Section 14

- (1) ⁴The following shall fall under the exclusive authority of the Assembly of Delegates:

³ Amendment enacted by Decision 54 of October 21, 2016 of the University Council.

⁴ Amendment enacted by Decision 61 of November 12, 2020 of the University Council.

- a) electing and dismissing the Faculty SU President and Presidency,
 - b) electing the student members of faculty-level bodies, at the recommendation of the Faculty SU President,
 - c) exercising the right of consent specified by law or in the organizational and operational rules as regards faculty-level regulations and decisions,
 - d) determining the structure and the delegation of tasks of Faculty SU committees,
 - e) establishing Faculty SU committees and electing their presidents and members,
 - f) making recommendations to Faculty leadership about optional subjects, the introduction of seminars, and inviting guest professors (lecturers),
 - g) commenting on the rules for using the rooms, equipment, and tools available to students,
 - h) approving and amending the Faculty SU's annual budget within the limits of the USU faculty budget, allocating the available finances, and determining the method of use.
- (2) The Assembly of Delegates may express opinions and make recommendations regarding any issues involving students.
 - (3) The Assembly of Delegates may hear the Presidency at any time concerning the Presidency's work, and shall do so at least once a year.
 - (4) The Assembly of Delegates may request information from the Presidency at any time regarding issues involving students.

Section 15

- (1) The Assembly of Delegates shall exercise its rights by way of sessions. The Faculty SU President may convene sessions. The Assembly of Delegates shall be convened as necessary, but at least once a semester.
- (2) The Assembly of Delegates shall be convened, for a date within 15 days and indicating the agenda, if at least 25% of its members initiate the convening at the Faculty SU President. If the Faculty SU President fails to convene the Assembly of Delegates, any of the members who initiated the convening of the session may do so after the expiry of the above time limit.
- (3) When convening the Assembly of Delegates, it shall be ensured that the members receive their invitations, including the agenda, at least 7 days in advance, either electronically or in writing.

- (4) The session shall have a quorum if 50% of the members + 1 member is present. If the session does not have a quorum, the session shall be rescheduled by repeating the invitation process. A repeated session of the Assembly of Delegates shall have a quorum regardless of the number of attending members, which information shall be included in the applicable information.
- (5) The Faculty SU President shall open and preside over the session. The session may also be presided over by a president requested by the Faculty SU President. The session shall be public unless the Assembly of Delegates decides on holding a private session. Secret ballots shall be held regarding issues pertaining to persons or if the Assembly of Delegates so decides.
- (6) Only members shall have voting rights; Faculty SU officers (members of the Presidency, committee presidents) shall also be invited to attend in an advisory capacity.
- (7) The Assembly of Delegates shall pass its decisions with a simple majority: 50% of attendees + 1 vote. 50% + 1 vote of the Assembly of Delegates is required for electing and dismissing members of the Presidency.
- (8) Minutes shall be taken of the sessions of the Assembly of Delegates. The person presiding over the session shall appoint the keeper of the minutes.

The Presidency

Section 16

- (1) The Faculty SU President shall be responsible for the operations of the Faculty SU, and the President shall be assisted by the Presidency.
- (2) The Faculty SU President shall be the head of the Presidency, and its members shall be the Vice-Presidents and the presidents of the standing committees.
- (3) The Faculty SU President is elected by the Assembly of Delegates at its inaugural session from among its own members by way of a secret ballot. 50% + 1 vote of the Assembly of Delegates is required for electing and dismissing members the Faculty SU President. Any member of the Assembly of Delegates may nominate themselves for the post of Faculty SU President.
- (4) At the recommendation of the elected Faculty SU President, the Assembly of Delegates elects the members of the Presidency at its inaugural session from among the Faculty's students.

- (5) Any person subjected to a disciplinary sanction may not be a Faculty SU President or a member of the Presidency or a committee.
- (6) ⁵The appointment of the member of the Presidency shall be terminated upon:
 - a) the termination of the appointment of the Assembly of Delegates,
 - b) dismissal,
 - c) the death of the member,
 - d) the resignation of the member,
 - e) the termination of the member's student status, except if, in the semester following the termination of student status, the student establishes a new student status in a program offered by the Faculty: in this case, the member may not exercise membership rights between the termination of student status and the establishment of the new student status,
 - f) dismissal by the Assembly of Delegates at the recommendation of the Faculty SU President.
- (7) If the appointment of the Presidency is terminated upon the termination of the appointment of the Assembly of Delegates, the Presidency shall continue to function as a management board until the election of the new Presidency.
- (8) At least 1/3 of the members of the Assembly of Delegates may initiate the dismissal of the members of the Presidency, in which case they shall also designate the person recommended for the position. The Assembly of Delegates shall vote simultaneously on dismissal and the election of the new Presidency member.
- (9) If the appointment of the member of the Presidency is terminated, a new member shall be elected in lieu thereof at the recommendation of the Faculty SU President, at the upcoming Assembly of Delegates session but no later than within 30 days.

Section 17

- (1) The competence of the Faculty SU President and the Presidency shall extend to:
 - a) representing the Faculty SU,
 - b) performing the tasks in connection with convening and organizing the sessions of the Assembly of Delegates,
 - c) ongoing liaison with Faculty leadership,
 - d) ongoing liaison with the USU Presidency,

⁵ Amendment enacted by Decision 54 of October 21, 2016 of the University Council.

- e) coordinating and managing of Faculty SU interest representation and other activities,
 - f) liaison with the student members of committees delegated by the Assembly of Delegates,
 - g) performing the tasks of Faculty SU committees,
 - h) performing all tasks that are not subject to the sole competence of the USU Presidency or the Assembly of Delegates.
- (2) The Presidency may hold sessions as necessary and may allocate its tasks to its members.
- (3) The competence of the Faculty SU President shall extend to:
- a) exercising the right to sign on behalf of the organization and using the official seal,
 - b) performing tasks involving representation,
 - c) acting as patron of Faculty SU events,
 - d) participating in maintaining foreign relations,
 - e) assuming responsibility for the work of the Presidency,
 - f) supporting the work of officers in the implementation of their tasks,
 - g) permitting the posting of advertisements on the Faculty SU bulletin board.
- (4) The Faculty SU President may delegate his/her powers to other members of the Presidency.
- (5) The Faculty SU President shall have sole competence to:
- a) suspend Faculty SU officers and initiate their simultaneous dismissal at the Assembly of Delegates. Such suspension shall be valid until a decision is passed by the Assembly of Delegates or until withdrawal.
 - b) exercise the right to veto the determination of the times, locations, and budgets of Faculty SU events.
- (6) The Presidency shall inform the Assembly of Delegates of the work it performed upon request, but at least every semester.

PART IV

FACULTY SU ELECTIONS

Section 18⁶

- (1) The USU President shall announce Assembly of Delegates elections by way of a decision of the University Students' Union Presidency. The USU Presidency shall inform the University Rector of the elections. The University Rector or the person appointed the Rector shall provide legal oversight for SU elections.
 - a) No more than seven consecutive days may be made available for the elections, which may differ between Faculty SUs.
 - b) Upon the expiry of the time available for the election, the University Election Committee (hereinafter: UEC) may extend the time available for the election on one occasion – for an additional seven days – if the election has not reached the required threshold for validity upon the expiry of the original time period.
 - c) The elections shall be announced at least one month prior to the starting date of the election period.
 - d) As the election takes place electronically, days without teaching may also be included. Elections are held using the Neptun-Unipoll system, on an online form, separately for each Faculty.
- (2) The UEC shall be established within a week of the announcement of the elections, the members of which are:
 - a) one person delegated by each of the Faculty Student's Unions
 - b) one person delegated by the USU
- (3) Candidates and the close relatives of candidates may not be members or the president of the UEC. The USU President may not be a member of the UEC. The member of the UEC shall be obligated to declare any conflicts of interest, even if such arose following the election. In this case, the member shall forfeit his/her UEC membership and another member shall be appointed in his/her stead. The committee shall elect the president of the UEC from among its members, by a simple majority. The USU Presidency may appoint observers to ensure the compliance of the election procedure.
- (4) The candidates shall, at least two weeks prior to the start of the election period, submit

⁶ Amendment enacted by Decision 61 of November 12, 2020 of the University Council.

their applications for the UEC using the appropriate form. The UEC shall ensure that voters are properly informed of the candidates. The institution of student representation specifically aims to ensure that the requirements laid out in the Mission Statement of the Pázmány Péter Catholic University and the Statutes enacted on their basis are enforced in everyday practices. Accordingly, candidates for SU Assembly of Delegates elections are expected to be committed to Christian values and to play an active and responsible role in student public life.

- (5) The UEC shall, with the participation of the Education and Registrar's Office and the cooperation of the Faculty's competent organizational units, prepare and close the electoral register at least three workdays prior to the start of the election period.
- (6) The UEC shall ensure that:
 - a) the elections run smoothly,
 - b) supervision is provided to guarantee the fairness and legality of the elections,
 - c) votes are counted,
 - d) the results of the election are announced,
 - e) any complaints received during the course of the election are examined,
 - f) mandates are certified at the inaugural session of the Assembly of Delegates.
- (7) During the course of the performance of its tasks, the UEC shall proceed in an impartial and unbiased manner, with the greatest possible diligence.

Section 19⁷

- (1) All candidates shall be listed on the Neptun-Unipoll ballot in ABC order. Information shall also be included as to how many candidates each voter may cast votes for: in total, the number of the members in the given Assembly of Delegates as specified in *Annex I*. The number of votes that can be cast in the Neptun-Unipoll ballot shall be set accordingly.
- (2) Completed ballots shall be submitted using the Neptun-Unipoll system during the election period. Ballots shall be submitted in person after logging in to the Neptun system, during the window made available. Each student may cast only one ballot.
- (3) Notices pertaining to the elections may be posted only in the University and on the USU, Faculty SU, and Faculty official websites and social media pages.

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Amendment enacted by Decision 61 of November 12, 2020 of the University Council.

Section 20⁸

- (1) Following the expiry of the election period, the Education and Registrar's Office shall prepare a report on the votes received and submit the report to the UEC. The UEC shall tally the votes on the results of the report. With the exception of the members of the UEC, the person providing legal oversight, and the observers delegated by the USU Presidency, no other persons may be present in the room during the tallying of the results.
- (2) After the votes have been tallied, minutes shall be drawn up of the number of votes cast for each candidate as well as the number of valid and invalid votes cast. The count shall then be repeated. If the result is different, the counting shall continue until results are recorded that are identical on at least two occasions.
- (3) If the election is valid, the candidates shall be ranked in decreasing order according to the number of votes they received. Starting from the top of the list, the number of candidates shall be given membership in the Assembly of Delegates equal to the number of members thereof.
- (4) Simultaneously to announcing the results of the election, the UEC shall inform the USU President and the Faculty SU Presidents of the results, the number of eligible voters, the number of votes cast, and how many people cast valid and invalid votes.

Section 21⁹

- (1) Appeals may be lodged against the results of the election within eight days of the announcement of the election results. Appeals shall be addressed to the UEC and shall include the name and Neptun code of the applicant, the subject of the appeal, and the detailed justification therefor.
- (2) The appeal shall be rejected without consideration of its substance if:
 - a) it is submitted by a student without active student status or without active student status for the given semester,
 - b) the appeal does not specify its subject.
- (3) The UEC President shall judge the received complaints within 5 days of submission and announce and inform the University Rector and USU Presidency of the decision.

⁸ Amendment enacted by Decision 61 of November 12, 2020 of the University Council.

⁹ Amendment enacted by Decision 61 of November 12, 2020 of the University Council.

PART V

COMMITTEES

Section 22

- (1) The Students' Union may establish university-level and faculty-level standing and ad hoc committees. The USU Presidency may establish university-level committees and the Assembly of Delegates may establish faculty-level committees, indicating the composition, scope, and rules of the respective committee.
- (2) Taking into account the provisions of the present regulations, standing committees shall be established at the university and faculty level pertaining to the following issues:
 - a) education-related issues,
 - b) social issues,
 - c) financial issues.
- (3) The members of the committee shall be elected by the body that established the given committee, at the recommendation of the president of the committee. Based on the decision of the body that established the committee, a committee may be responsible for more than one issue.
- (4) When establishing a university-level committee, it shall be ensured that each Faculty SU is represented.

Section 23

- (1) Education-related issues shall, in particular, include:
 - a) commenting on the system of student requirements (thus especially: the Education and Exam Policy, Student Evaluation of Teaching Work, model curriculum) and preparing applicable recommendations,
 - b) conciliating requirements with teachers at the start of the academic year and approving those,
 - c) conciliating the schedules of tests and examinations,
 - d) notifying students of information involving important education-related issues,
 - e) handling non-unique education-related issues,
 - f) providing interest representation primarily for those studying under the model curriculum.

- (2) Social issues shall, in particular, include:
 - a) participation in evaluating social aid, according to the provisions of effective University regulations,
 - b) calculating scholarships,
 - c) commenting on the system of student requirements (thus especially: the Student Reimbursement and Benefit Policy) and preparing applicable recommendations.
- (3) Financial issues shall, in particular, include:
 - a) administering to the financial affairs of the Students' Union within the framework of applicable legislation, regulations, and decisions,
 - b) preparing a budget plan,
 - c) ongoing liaison and accounting with the Finance Department.

PART VI

TRANSITIONAL AND FINAL PROVISIONS

Section 24

- (1) These regulations were approved by the October 18, 2010 session of the Pázmány Péter Catholic University Students' Union (USU).
- (2) The regulations were approved by Decision 716 of December 17, 2010 of the University Council.

THE FACULTY ORGANIZATIONS OF THE STUDENTS' UNION

The official name of the organizational unit	Number of members in the Assembly of Delegates
Pázmány Péter Catholic University, Faculty of Humanities and Social Sciences, Students' Union	19 persons
Pázmány Péter Catholic University, Faculty of Theology, Student Association	10 persons
Pázmány Péter Catholic University, Faculty of Information Technology and Bionics, Students' Union	12 persons
Pázmány Péter Catholic University, Faculty of Law and Political Sciences, Students' Union	17 persons

¹⁰ Amendment enacted by Decision 61 of November 12, 2020 of the University Council.