



# UNITA STUDENTS ASSEMBLY INTERNAL FUNCTIONING REGULATION

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## **CHAPTER I: CONSTITUTION, VALUES, DENOMINATION AND OBJECTIVES**

### Article 1 - Constitution and values

1. The UNITA Students Assembly (hereinafter "the SA") is inspired in its work by the European Democratic values, anti-fascism, anti-racism, anti-sexism. The SA repels all forms of discrimination on the basis of colour, language, religion, sex, political or other opinion, property, sexual orientation, gender identity, physical or mental ability, birth, or other status. The SA represents all the students and PhDs enrolled in any of the partner Universities of the UNITA Alliance and promotes, among others, public education and research.

### Article 2 - Objectives

1. The SA has the function of coordinating student representation throughout the Universities members of the Alliance UNITA - Universitas Montium and disseminating information on its activities.
2. The SA nominates among its members, by simple majority:
  - a. 2 representatives in the Governance Board of UNITA.
  - b. 2 representatives in the Quality Evaluation Board of UNITA.
  - c. 2 representatives in the Management Committee of UNITA.
3. The SA gives a mandatory opinion on documents published periodically by UNITA and its different articulations: the annual reports produced by the UNITA Management Committee and by the UNITA Quality and Evaluation Board.
4. The SA can submit any proposal to the Boards of the Alliance.

### Article 3 - Functioning

1. The SA has as its main mandatory objectives to:
  - a. Represent the entire student body of the Alliance and be a valid interlocutor before the Alliance governing bodies and other public or private bodies in matters that concern students.
  - b. Actively contribute to the defence of student rights, cooperating with student associations and student representative bodies.
  - c. Ensure the proper performance of the governing bodies of the Alliance in regard to the rights and duties of students, as established in the statutes.



- d. Receive and, where appropriate, address complaints filed by students of the Universities of the UNITA Alliance.
- e. Establish relations with other institutions and entities for the promotion and development of its institutional purposes.
- f. Submit proposals to the governing bodies of the UNITA Alliance.
- g. Pronounce, when deemed appropriate, on any matter for which it is required by the governing bodies or by any other instance that requests it.
- h. Be represented and participate in setting the criteria for granting scholarships and other aids for students, in accordance with the provisions of current regulations.
- i. Prepare its regulations and any other rules that are necessary for its internal operation.
- j. Approve its annual economic report, and determine the distribution and the allocation of resources with its budget.
- k. Approve the management plan prepared by the Presidency and the Permanent Commissions.
- l. Promote student associations and student participation in university life.
- m. Gathers availability and nominates the Permanent Commissions from among its representatives.
- n. Any other function assigned to it by the Consortium Agreement and Grant Agreement.

## **CHAPTER II: MEMBERS OF THE STUDENTS ASSEMBLY**

### Article 4 - Members of the Students Assembly

1. The SA is made up of 8 elected student representatives for each of all the Universities full-partners and associated-partners of the UNITA Alliance.
2. Each of the partner Universities must express 8 student representatives, of which:
  - a. 7 student representatives are elected through the electoral process established in the Electoral Regulation.
  - b. 1 must be a student nominated by the Student Council of each University within the Student Council itself, or in the case a Student Council does not exist: by the highest Body that represents all the students.



#### Article 5 - Membership status

1. The mandate of the SA members lasts two years and expires prematurely if the member graduates; the early expiry of the mandate occurs at the same time as the degree itself.
2. If a member is absent for 5 or more SA meetings without justification, any member of the SA can request to impeach the member and to give the mandate to a new member as regulated in the electoral regulation. The justification has to be sent via institutional e-mail, answering to the convocation of the meeting. In the event of absence, no member of the SA may have himself or herself replaced by a delegate.
3. If a member has been nominated to participate on behalf of the SA to any Board, project or activity inside or outside the UNITA Alliance, he/she has also the obligation to actually participate in said activity and to report to the SA any discussion, decision and result that took place during the activity. If the member nominated is absent for 3 or more of the activities he has been nominated to by the SA, any other member of the SA can request to impeach the member and to nominate another SA member.

#### Article 6 - Observers status

1. The invitation to SA sessions is extended to students of any Universities of the Alliance that are not officially members of the SA itself, as auditors without the right to speak or vote. (see Art. 22)

### **CHAPTER III: PRESIDENCY OFFICE**

#### Article 7 - Organization

1. The governance body of the SA is the Presidency Office.

#### Article 8 - Composition of the Presidency Office

1. The SA Presidency Office is made up of the President and two Vice Presidents who supply all functions in the event of the President absence or impediment, a Secretary, a Treasurer and two Communication Officers.

#### Article 9 - President, Vice-Presidents and their functions

1. The President of the SA represents the SA for all legal purposes and is responsible for convening and presiding over the SA itself. Along its responsibilities are:



- a. To be the depository of the SA's signature (*logo and institutional email address*). The President or whoever assumes the proxy may use these tools for communication purposes.
  - b. To summon all UNITA's meetings in time and through the means above mentioned.
  - c. To submit proposals to the governing bodies of the UNITA Alliance, on behalf of the SA.
2. In any case, the President and delegates must represent the opinions of the SA in fulfilling their role.
  3. The functions of the Vice Presidents are:
    - a. To assist the President in the exercise of its functions.
    - b. To substitute the President when absent, and can be in any case delegated by the President to represent the SA.
    - c. Any other function attributed by the SA, these regulations or current legislation.

#### Article 10 - The Secretary

1. The Secretary is chosen by the President from among the members of the SA, performing functions of support and coordination of the SA activities.
2. The functions of the Secretary are:
  - a. To take minutes of the sessions held by the SA.
  - b. To convene the Plenary or the Permanent Commission when so ordered by the President.
  - c. To attest to the agreements adopted to whoever requests information about them.
  - d. To safeguard the seal of the SA.
  - e. To safeguard the documentation held by the SA.
  - f. Any others attributed by the Plenary, these regulations or current legislation.

#### Article 11 - The Treasurer

1. The Treasurer is chosen by the President from among the members of the SA to organise all the SA's accounting requirements.
2. The functions of the Treasurer are:
  - a. To prepare the budget project for approval by the Plenary of the SA at the beginning of the mandate of the SA and then yearly.
  - b. To manage and administer the means available to the SA.



- c. To prepare the annual budget report and present it for approval by the Plenary.
- d. Any others attributed by the Plenary, these regulations and current legislation.

#### Article 12 - Communication Officer

1. The Communication Officers are chosen by the President from among the members of the SA. The Communication Officers have the mandatory objectives to disseminate and promote the SA's mission, goals, activities and initiatives. They have this separate roles:
  - a. Content creator and Social Media Manager
  - b. Public relations, collaborations and social engagement Manager
2. The Communication Officers must collaborate with each other in creating a common communication strategy on behalf of the SA, following the instructions and decisions of the SA itself, fulfilling their roles impartially and despite any personal interest or belief.
3. They have the obligation to update the SA on the work they are doing while fulfilling their roles, once at each meeting.
4. By fulfilling these responsibilities, the Communication Officers have the responsibility to enhance the visibility, reputation, and effectiveness of the SA and of the UNITA alliance.

#### Article 13 - Requirements of the President and Vice-Presidents

1. The President and the Vice-Presidents have to enjoy their civil rights and be from different Universities of the Alliance.
2. The election of the Vice Presidents must ensure the widest representation of the members of the SA.

#### Article 14 - Election of the Presidency Office

1. The elections are valid if at least  $\frac{2}{3}$  of the total members of the SA are voting. The president is chosen by a relative majority.
2. Whoever intends to present his candidacy for President also proposes the candidacy of the two Vice-Presidents, of the Secretary and of the Treasurer.
3. The election is convened by the President-in-office at least fifteen days before the end of the mandate; the Secretary-in-office oversees all electoral operations.



#### Article 15 - Duration of each term

1. The President of the SA and the Presidency Office remain in office for a 2-years mandate and until the subsequent vote of the new Presidency Office.
2. In the event of resignation or forfeiture of the President, the SA proceeds to a new election.
3. In the event of resignation or forfeiture of one or both of the Vice-Presidents, the SA proceeds with the re-election of the individual member, in order to guarantee the widest representation of the members of the SA.

#### Article 16 - Dismissal

1. The President of the SA, the Vice Presidents, the Secretary and the Treasurer can be impeached with a specific motion presented by at least one third of the members of the SA itself, put to the vote in the ordinary session of the SA which decides by an absolute majority of the entitled persons.

#### Article 17 - Handover process between President Offices

1. On the last ordinary meeting scheduled for the outgoing SA (previous than the 30th April on the year of the elections), the Students Assembly members prepare alongside with the outgoing Presidency Office a “transition folder” to inform the incoming SA and the incoming Presidency Office. The “transition folder” must include:
  - a. The minutes of meetings of every meeting the SA had during the mandate
  - b. detailed and adjourned budget report
  - c. Detailed and adjourned task-team reports and SA Commissions report, for each Task Team of the Alliance in which there are members of the SA participating and in each Permanent and Temporary activated during the mandate
  - d. Detailed and adjourned list of the on-going projects, already voted by the SA
  - e. Detailed and adjourned event invitations and appointments already scheduled
  - f. Detailed and adjourned list of all the accounts and mail addresses the SA manage through the Presidency Office or any other member
  - g. Detailed and adjourned datacloud instructions
2. The handover process between the outgoing president and his/her president-office and the newly elected president and president-office shall take place within 30 days following the nomination of the president-elect.



3. The outgoing president of the SA and his/her president-office is obligated to fully cooperate with the president-elect to ensure an effective and seamless transition.
4. During the handover process, the outgoing president is responsible for:
  - a. Providing a comprehensive overview of the body's ongoing activities and pending matters.
  - b. Handing over all official documents, records, and resources of the SA to the president-elect.
  - c. Collaborating with the president-elect to ensure a smooth transition and briefing the president-elect on relevant or outstanding issues.
5. During the handover process, the president-elect is required to:
  - a. Actively collaborate with the outgoing president to become familiar with the body's operations.
  - b. Identify goals and priorities for their term in collaboration with the outgoing president.
6. The handover process is considered complete when the president-elect feels ready to fully assume the duties of their office, and the outgoing president officially acknowledges the transfer of responsibilities; and in any case not after the 30 day period referred to above.
7. In the event of disputes or difficulties during the handover process, the SA may intervene to resolve outstanding issues.

## **CHAPTER II: ORGANISATION OF THE SA**

### Article 18 - Meeting schedule

1. The SA holds a regular meeting once every month, summoned by the President: whether in presence, online or in hybrid mode.
2. Whenever it is needed, and with the justified request of at least 6 members of the SA, an extraordinary meeting can be summoned.
3. If any of the different Student Councils (or anyway the highest Body that represents all the students in each University, as mentioned in Art.4 comma 2b) that should nominate a member to the SA has not nominated its member yet, the meetings of the SA can be held anyway.





### Article 19 - Agenda

1. The agenda of the meetings is proposed by the Secretary and the President and it has to be attached to the convocation for each meeting. The convocation, with the agenda and all the documents relating to the points contained in the agenda, has to be sent via institutional email at least 7 days prior to the meeting date.
2. Any member of the SA can integrate the agenda with a specific subject up to 3 days before the meeting, communicating it to the President and the whole SA via institutional e-mail.

### Article 20 - Summing procedure

1. For the meetings to be considered valid, all of the members have to be properly summoned, and at least the majority of them is present at the meeting. In exceptional cases, upon proposal of at least 5 members of the SA or of the President, the SA can invite experts to the meetings, when they may be helpful in discussing the daily agenda.

### Article 21 - Students' Initiatives

1. Students from all the Universities of the Alliance can directly request the inclusion of a topic on the agenda, through a proposal signed by at least 100 students. Acceptance of this proposal must be confirmed by the Presidency Office within 1 week from the reception. The signatories of the proposal have the right to select one student to present the proposal during the meeting of the SA where the topic will be discussed, they will have the right to participate in the discussion but not the right to vote. Only proposals concerning a subject already discussed by the SA in the same Academic Year can be considered invalid and will not be included in the agenda. The SA is obliged to discuss the above proposals that have been placed on the agenda, within 1 month from the reception.

### Article 22 - Situation of observers' assistance to the meetings

1. The SA meeting is open to the general public, limited by the capacity of the room hosting the meeting, who can listen to the discussion as auditors without the right to speak or vote.
2. In each meeting, members must be guaranteed the ability to participate remotely via an online connection.
3. All assemblies must be made available in streaming to all students of the Alliance Universities.



4. For the protection of confidentiality and privacy, the President may decide not to make the entire session or part of it public. For other justified reasons, any member of the SA may request not to make public the whole session or part of it: in such cases, the reasons must be indicated and the request must be discussed by the whole SA.
5. In any case, it is strongly recommended to describe the reasons for the suspension publicly in the minutes of the session.

#### Article 23 - Meetings organisation

1. At the start of the meeting, the President will:
  - a. Open the votings to approve the transcript of the previous meeting;
  - b. Give any eventual communication of interest to the members of the SA;
  - c. Open the discussion on the topics on the agenda.

#### Article 24 - Discussing procedure and time management

1. During the discussion of each point of the agenda, any member can express their opinion on the matter at hand.
2. The Presidency, taken into account how many people want to intervene, the number and the importance of each point on the Agenda, can decide to give a maximum time to intervene for each member, with the power of interrupting said member in case he/she does not respect this indication. Said time must be equal for all the participants in the meeting.
3. Once the voting session on a point of the Agenda has started, a member that was not present at the beginning of the voting session, loses the right to vote on that subject.
4. Any member of the SA can ask for a 5 minute break between the discussion of a point of the Agenda and the next one.
5. Once the discussion on a point of the Agenda has started, the session cannot be suspended until the conclusion of the discussion and the end of the voting session on the same point.

#### Article 25 - Voting requisites

1. In the event of an act articulated into several parts, any member can ask to vote each of the individual parts separately.  
If, pursuant to the previous paragraph, the request for split votes has been approved, this type of vote is carried out and, subsequently, the text resulting from the previous split votes is voted as a whole.



2. Once the discussion is closed, the President summarises the key points and opens the voting session, which is held openly. The item on discussion is considered approved if the number of those in favour is greater than the number of those against, net of abstentions. All the votes are then registered by the Secretary in the minutes.

#### Article 26 - Voting procedure

1. Any vote that directly concerns a person or that contains sensitive data relating to a specific person, is carried out by secret ballot.
2. Any voting procedure must take place by secret ballot if at least 10% of the members of the SA present at the meeting deems it appropriate. In the event of serious irregularities in the vote, the President cancels it and orders it to be repeated by roll call.
3. Once the votes have been verified, the President announces the outcome of the vote.

#### Article. 27 - Finances

1. The SA budget is public and will be submitted to yearly examination by the whole SA in an extraordinary mandatory meeting for that sole purpose.

#### Article. 28 - Minutes of the meeting

1. The minutes of each meeting must contain a list of all the names of all the members of the SA that notes the members present at the meeting and the members that had justified their absence. The minutes must also contain a summary note of each intervention, a list of the open on-going actions, a list of the decisions taken and an initial draft of the proposed Agenda for the next meeting. The list of open on-going actions is integrated with a deadline for each action, useful to track down processes, to summarise next steps and to ensure continuity between mandates. Any item on the list can be modified by the third ordinary meeting after the decision has been taken.
2. Each member has the right to include their own full statements or full interventions in the minutes of the meeting; in this case the member must provide the written text to the Secretary of the SA.
3. In the event of a vote, “abstentions” and “against” must be indicated. The minutes are signed by the President and the secretary, after the approval of the whole SA during the following meeting.



4. The minutes of the ordinary meeting are made available to members at least seven working days before the next ordinary meeting and are approved if no observations or remarks are presented.
5. The minutes of the meetings must be published on the website of the Alliance and of all the Universities inside the Alliance, available to any student, administrative staff, researcher and professor of the Alliance.

### **CHAPTER III: TASK-TEAMS and SA COMMISSIONS**

#### Article 29 - Task Team participation

1. The UNITA objectives are distributed in WorkPackages (WPs) with dedicated members. Each WP is organised in Task Teams. At least 2 SA members should be nominated as members of each Task Team by the SA itself.
2. The SA members of any Task-Team must attend the meetings of their Task-Team. If a member is absent for the meeting, he/she must send a justification via institutional email to the Task-Team coordinator, answering to the convocation of the meeting.
3. Any SA member that participates in any Task Team has the duty to report the actions and decisions taken in the Task Team to the SA at the first possible meeting scheduled after said activity or decision, summarising the events that took place during the meeting.

#### Article 30 - Permanent and Temporary Commissions

1. The SA is organised in Permanent and Temporary Commissions.
2. The Permanent Commissions are:
  - a. Education
  - b. Orientation, Student Services, Placement and Alumni
  - c. Transparency and Elections
  - d. EU Citizenship
  - e. PhD: engage, create and maintain a network, facilitate cooperation, support individual/specific issues
3. Any Temporary Commission can be created by the SA by simple majority. The Temporary Commissions are divided by their topics. Each Commission will be in charge of organising an area of the SA's work or developing an activity.
4. In order to be part of a Commission it is mandatory to be part of the SA.



5. Each Commission nominates a coordinator at its first meeting. Commissions are autonomous to schedule their own meetings and working activities but they have to update on their progress at the monthly SA meeting.
6. Upon its creation, the SA will assign each Commission the specific goal they have to achieve.
7. All the progresses and proposals from each Commission has to be approved by the whole SA by simple majority after each mandatory monthly progress presentation to the SA.

## **CHAPTER IV: FURTHER REGULATIONS AND SUBSEQUENT AMENDMENTS**

### Article 31 - Further regulations

1. The SA has the decision domain to create new regulations to organise its activities as long as said activities remain within the SA's objectives. The SA approves any further regulation by simple majority. This Internal Regulation cannot be modified or disregarded by subsequent laws or regulations in any way.

### Article 32 - Subsequent Amendments

1. The SA has the mandatory objective to formally revise the official periodic documents published by the Alliance to check if there are new strategic documents that should be included in the list at Art.2 comma 3.
2. It will be possible to modify this regulation, totally or partially, with the agreement of at least two thirds of the total members of the SA, following the proposal of any member.
3. Within 1 week after any proposal the submitters must share with the whole SA a document that compares in detail all the modifications they are willing to propose to the current official Regulation. The President of the SA must convocate a dedicated meeting within 1 month from the submission of the document mentioned before, to discuss in detail the modification. Any other meeting necessary to conclude this discussion must be dedicated only to amendment proposals.
4. Any new version of this Regulation must be presented to the Governance Board and to the Quality Evaluation Board in order to receive from these Boards any recommendation before the final approval by the SA itself.