

UNIVERSITY OF NYÍREGYHÁZA
NYÍREGYHÁZA



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UNIVERSITY OF NYÍREGYHÁZA
STATUTES OF BOARD OF STUDENT GOVERNMENT

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I.
GENERAL PROVISIONS
Status of the Student Government Board

(1) A student self-governing board shall operate as a part of the University of Nyíregyháza (hereinafter referred to as the University) to represent the interests of students. All students shall be members of the student self-government, electors and eligible for election. The Student Self-Governing Board of the University of Nyíregyháza (hereinafter referred to as the "SGB") is a body of student-elected officers, which functions as defined in these Rules. The SGB is not a legal entity.

(2) The Organisational and Operational Regulations of the University (hereinafter referred to as the "OOR") shall determine the matters on which the opinion of the SGB shall be sought and the matters on which it shall decide.

(3) The SGB shall draw up these statutes itself, taking into account the provisions of the Statutes of the National Conference of Student Self-Governments (hereinafter referred to as the "NCSSG"), shall be adopted by the Delegates' Assembly and shall become effective upon approval by the Senate.

(4) The University shall provide the conditions for the functioning of the SGB and the performance of its tasks, the lawful use of which shall be subject to control by the University. In order to carry out its functions, the SGB may use, free of charge, the premises and equipment made available by the University, provided that this does not restrict the operation of the University.

(5) In case of violation of its statutory rights, including refusal to approve its statutes, the SGB may, within thirty days of notification, take legal action for violation of the law or of the institutional regulations.

(6) The SGB shall decide on the use of the financial resources, public funding and its own revenue provided for its operation, on the exercise of its powers, and on the establishment and operation of the university information system which relevant to its own functioning. No instructions may be given to the SGB in the course of its advocacy activities.

(7) The SGB shall exercise the right of consent in the approval and amendment of the OOR, within the following scope:

- a.) Payment and Benefits Policy,
- b.) the regulation of student consultation on teaching work,
- c.) study and examination rules.

(8) The SGB participates in the student's assessment of the teaching work, has the right of consent in the usage of funds for youth policy and student purposes.

(9) The SGB may express its opinion and make proposals on all matters relating to the operation of the University and to students. The Organisational and Operational Regulations of the University shall determine the matters on which the opinion of the Students' Self-Government shall be sought and on which it shall decide.

(10) The SGB shall participate in the organisation of scientific and professional student clubs and in the development of educational, cultural and scientific training contacts of students at home and abroad;

II.

THE ORGANISATION AND FUNCTIONING OF THE SGB

1. Organisational structure

1. Delegates' Assembly: the highest ranking electing and executive body of the SGB.
2. Bureau: The supreme decision-making body of the SGB.
3. Permanent Committees: The executive bodies of the SGB.
 - a.) Scholarship Committee
 - b.) Marketing and PR Committee
 - c.) Sports Committee
 - d.) Cultural Committee
 - e.) Mentoring Committee
4. Ad hoc committees

1.1. Delegates' Assembly

The Delegates' Assembly is the supreme elective and executive body of the SGB. It is chaired by the Chairman of the SGB. The Delegates Assembly shall meet at least once a month, and its meetings shall be open to the public unless a simple majority of the members vote to hold a closed meeting. Its members shall be exclusively officers elected by the SGB in elections. Members of the Delegates' Assembly shall have the right to vote. The number of members may be reduced by up to 2/3 of the number of elected members, in which case the SGB Chairman shall call a by-election. Participation in the Delegates Assembly is compulsory for all voting members of the SGB.

Any decision is only valid on the Delegates Assembly if at least 50% of the officers +1 are present. In the event the required number of members are not being present, a new Delegates' Assembly shall be organised within 8 days at the latest with the same agenda and shall be valid regardless of the number of members present.

Decisions of the Delegates Assembly shall be taken by a simple majority vote of the members present, except in the case of the election or recall of the Chairman of the SGB, where a 2/3 majority of the members present shall be required.

The President shall notify the Officers of the date, place and agenda of the Delegates' Assembly by online means at least 3 days before the date set. In exceptional cases, the President may convene the Delegates' Assembly by online means 1 day before the meeting. The Chairman shall state the reason for the extraordinary meeting at the beginning of the extraordinary meeting and by e-mail.

1.1.1. Duties and exclusive powers of the Delegates' Assembly:

1. To carry out the tasks entrusted to it by the Bureau.
2. To approve the quarterly reports of the SGB Chairman, the SGB Vice-Chairman and the Committee Chairmen.
3. To approve the Statutes of the SGB and any amendments and submit them to the Senate for approval.
4. to elect and recall the Chairman of the SGB, Vice-Chairman and Committee Chairmen of the SGB.
5. Within five working days of becoming aware of a decision of the Bureau, it's possible to submit an objection with suspensive effect to the Chairman of the SGB.

1.1.2. Meeting of the Delegates' Assembly

- (1) After the opening of the meeting, the Chairman shall take the roll of those present, establish the quorum and then present the agenda of the meeting. The agenda shall be accepted by a simple majority of those present.
- (2) New items may be proposed at the beginning of the meeting by the Chairman of the SGB or by any member of the SGB. They shall be explained and approved by the Board.
- (3) Decisions of the Delegates' Assembly shall be taken by open voting, and decisions on personnel matters shall be taken by secret voting, except for the person of the Secretary and the recording secretary. For decisions on personnel matters, a ballot paper shall be provided. The ballot paper shall contain the name of the candidate and a space next to the name for indicating "in favour" and "against". A vote which includes a clear 'X' in one of the rectangular boxes marked 'in favour' or 'against' next to the name on the ballot paper shall be valid. No more than 1 (i.e. one) name may be marked on the ballot paper with an 'in favour'. A ballot paper shall be invalid if it contains a correction, a 'in favour' vote next to more than one name.
- (4) The Chairman of the SGB shall give the floor to the speaker at a meeting of the Board. The members of the Board and those invited to participate in the debate shall have the right to speak.
- (5) The Board shall decide by a simple majority of its members whether to limit the duration of the debate or to determine the duration of the speeches.
- (6) The meetings of the Board shall be public, unless the Board decides by a simple majority of its members to hold a closed meeting.
- (7) In the event of an urgent decision which does not allow for the timely convening of a meeting of the Delegates' Assembly, or where the urgent matter to be discussed does not justify the convening of a meeting, it shall be possible to obtain the opinion of the members of the Delegates' Assembly by electronic means (virtual). In this case, the Chairman of the Delegates' Assembly must send the documents relating to the subject to each member by electronic means, specifying the voting deadline (year, month, day, hour) and the website address and e-mail address where the vote is to be held, at least 3 working days before the voting is due to start, and 1 working day in urgent cases. The vote shall be valid and conclusive if at least 50% of the members of the Delegates' Assembly + 1 person have participated in the vote and more than half of the members participating in the vote have voted the same way.

1.2. Bureau

The Bureau is the supreme decision-making body of the SGB. The chairman of the meetings is the current SGB Chairman. The members of the Bureau have the right to vote. The chairman is obliged to notify the members of the date, place and agenda of the Bureau meeting by electronic means at least 3 days before the meeting. In exceptional cases, the Chairman may convene the Bureau by electronic means 1 day before the meeting. The Chairman must state the reason for the extraordinary meeting at the beginning of the meeting and by e-mail. A member of the Bureau shall notify the Chairman in writing in advance of his/her absence. A member of the Bureau shall cease to be a member of the Bureau if he/she has been absent from more than 30% of Bureau meetings in a half-year without justification.

1.2.1 Tasks and powers of the Bureau:

- a) To direct the work of the SGB.
- b) It shall meet at least once a month.

- c) Its members shall prepare a quarterly written report on their work, which shall be submitted to the Delegates' Assembly for approval.
- d) To initiate an amendment to the Statutes of the SGB to the Delegates' Assembly.
- e) To direct the work of the Officers.
- f) To approve the budgets prepared by the Chairman of the SGB.
- g) Vote on the student members of the Senate on the basis of a proposal by the Chairman of the SGB.

1.2.2. Bureau Assembly

- (1) The quorum of the Bureau shall be constituted when more than half of its members are present.
- (2) The Chairman of the SGB shall preside over the meeting and, after opening the meeting, shall take the roll of those present, establish the quorum and then present the items on the agenda. The agenda shall be accepted by a simple majority of those present.
- (3) New items may be proposed at the beginning of the meeting by the Chairman of the SGB or by any member of the SGB. They must be explained and adopted by a simple majority of the Bureau.
- (4) Decisions of the Bureau shall be taken by open voting, and decisions on personnel matters shall be taken by secret voting, except for the decision on the person of the Secretary and the recording secretary. A secret ballot shall also be taken if one third of the members of the Bureau present, who entitled to vote, request that a secret ballot be taken. A ballot paper shall be provided for decisions on personnel matters. The ballot paper shall contain the name of the candidate and a space next to the name for indicating "in favour" and "against". A vote which includes a clear 'X' in one of the rectangular boxes marked 'in favour' or 'against' next to the name on the ballot paper shall be valid. No more than 1 (i.e. one) name may be marked on the

ballot paper with an 'in favour'. A ballot paper shall be invalid if it contains a correction, a 'in favour' vote next to more than one name.

(5) The Chairman of the SGB shall give the floor to the speaker at a meeting of the Bureau. The members of the Bureau shall have the right to speak in the debate and those invited may speak.

(6) The meetings of the Bureau shall be public, unless the Bureau decides by a simple majority to hold a closed meeting.

(7) The Delegates' Assembly may submit a written objection with suspensive effect to the Chairman of the SGB against decisions of the Bureau within five working days of the decision being taken. In such a case, the matter shall be discussed again by the Bureau, in which case the final approval of the decision shall require the affirmative vote of 2/3 of the Bureau members. No further appeal shall be permitted against the decision taken again.

(8) If an urgent decision is required which does not allow the meeting to be convened in good time, or if the matter to be discussed urgently does not justify convening a meeting, it shall be possible, exceptionally, to obtain the opinion of Bureau members by electronic means 24 hours in advance, except in the case of personal matters. In this case, the proposal and the draft resolution shall be sent electronically to all Bureau members, with an indication of the deadline (year, month, day, hour) for the vote. The votes shall be certified by two members of the Bureau appointed by the Chairman of the SGB. The members of the Bureau shall be informed of the result of the vote at their next meeting. The vote shall be valid and conclusive if at least 50% of the members of the Bureau + 1 person took part in the vote and more than half of the members who took part in the vote voted the same way.

1.2.3. Members of the Bureau:

1. Chairman of the SGB
2. Vice-Chairman of the SGB
3. Chairman of the Scholarship Committee
4. Chairman of the Marketing and PR Committee
5. Chairman of the Sports Committee
6. Chairman of the Cultural Committee
7. Chairman of the Mentoring Committee

1.2.4: Duties and functions of the members of the Bureau

I.) Duties and functions of the Chairman of the SGB:

- a) The first representative of the Student Government Board of the University of Nyíregyháza, who exercises his/her rights in accordance with the current laws and the regulations of the University of Nyíregyháza.
- b) The Chairman is responsible for the operation of the SGB.
- c) To organise the traditional events of the SGB (Freshman Camp, Freshman Day, Freshman Ball, Masquerade, FŐHE) and other events.
- d) To report to the Delegates' Assembly on the events organised by the SGB.
- e) To be an official member of the Senate.
- f) Coordinate the economic affairs of the SGB.

- g) Ensure that the financial management is established and maintained in accordance with the law and university rules and regulations.
- h) Ensure student delegation where student participation is required by law, regulation or the OOR.
- i) If the number of members of the University Senate delegated by the SGB exceeds one, it shall propose to the Bureau the names of the members.
- j) Convene the Delegates' Assembly and the Bureau and determine the date, place and agenda of their meetings.
- k) Coordinate and supervise the work of the Bureau and chair the Bureau meetings.
- l) Coordinate and supervise the work of the Delegates' Assembly and chair the Delegates' Assembly.
- m) May attend meetings of any committee of the SGB.
- n) The Chairman of the SGB may delegate duties determined by him/her to the Vice-Chairman, which may not be sub delegated.
- o) He/she may delegate the Vice-Chairman of the SGB to consider applications for the office of Vice Chairman of the SGB and the ranking of the Delegates Assembly.
- p) The Committee Chairmen shall be entrusted with the task of considering the applications received for the offices of Committee Chairmen and the ranking by the Delegates' Assembly.
- q) To prepare letters of appointment for the elected SGB Vice-Chairman, elected Committee Chairs and Vice Committee Chairs.
- r) In the event of the interim termination of the mandate of the Vice-Chairman or of the Committee Chairs, to call for applications for the post in question within 8 days.
- s) May, by written request, authorise the inspection of the records of the Delegates' Assembly by the officers of the SGB. It must consider requests within 10 days.
- t) Check all applications for public scholarships not submitted by the him/her and forward them to the Chair of the Scholarship Committee and the Mentoring Committee. All applications for Public Scholarships shall be submitted to the Chair of the University Student Welfare Subcommittee.

II. Duties and functions of the Vice-Chairman of the SGB:

- a) He/she shall be the general deputy to the Chairman of the SGB and shall exercise his/her powers in the event of the absence of the Chairman of the SGB.
- b) In the event of the resignation or termination of the student status of the Chairman of the SGB, to exercise the full powers of the Chairman of the SGB until the election of a new Chairman of the SGB, who shall, acting in this capacity, arrange for the call for nominations for the office of Chairman within 8 days.
- c) At the request of the Chairman of the SGB, draw up a work schedule for the organisation of SGB events.

III. Duties and functions of committee chairmen:

- a) The Committee Chairmen shall be the heads of the Standing Committees. The Committee Chairmen shall be appointed by the SGB Chairman in consideration of the

ranking of the Delegates Assembly. As members of the Bureau, they participate in Bureau meetings with voting rights.

b) To organise and direct the work of the Committees they lead.

c) The Committee Chairmen are required to request reports from the members of the Committees they lead every six months. These shall be forwarded to the Chairman of the SGB.

d) To consider applications for the office of Vice-Chairman of the Committee and the ranking of the Committee concerned. He/she shall forward the applications received to the members of the Committee and send them to the Chairman of the SGB and the Vice-Chairman of the SGB for their comments.

Committee Chairmen:

- Chairman of the Scholarships Committee
- Chairman of the Marketing and PR Committee
- Chairman of the Sport Committee
- Chairman of the Cultural Committee
- Chairman of the Mentoring Committee

Committee Vice-Chairmen:

The Vice-Chairman of the Committee will be proposed by the Committee Chairmen on the basis of the applications received and then decided by a simple majority (50%+1 vote) of the Committee members by secret ballot.

Duties and functions of the Vice-Chairman of the Committee:

1. to act as General Vice-Chairman of the Committee and to exercise his/her powers in the event of the Committee chairman being prevented from attending.
2. in the event of the resignation of the Committee Chairman or the termination of his/her student status, to exercise the full functions of the Committee Chairman until the election of a new Committee Chairman.
3. to perform all other Committee activities as the Committee Chairman may delegate.

Duties and obligations of Committee members:

- a.) Committee members shall be members of standing committees.
- b.) As members of the Committee, they shall be entitled to vote at meetings of the Committee.
- c.) The members of the Scholarship Committee shall be appointed by the Chairman of the Scholarship Committee.
- d.) To carry out the tasks set by the Bureau of the SGB.
- e.) To organise and direct the work of the Committee under their chairmanship.
- f.) Only members of the SGB may be members of the Committee.
- g.) The members of the SGB must hold at least one committee membership.

1.3 Committees

The Standing Committees shall be directly managed by the Committee Chairmen. The Committees shall meet at least four times every six months. The Committee Chairs shall notify the Committee members of the date, place and agenda of the Committee meeting by electronic means at least 3 days before the date set. In addition to the standing committees of the SGB, 'ad hoc' committees may also operate. Ad hoc' committees may be established by the Chairman of the SGB.

Structure of committees:

1. Committee Chairman
2. Vice-Chairman of the Committee
3. Committee members

1.3.1. Scholarships Committee

The members of the Scholarship Committee shall become student members of the University Student Welfare Subcommittee (hereinafter referred to as SWS) upon approval by the Senate, the number of members of the Committee being set out in the Rules on Fees and Allowances (hereinafter referred to as the RFA).

Duties of the Scholarship Committee:

- a.) Attend meetings of the SWS.
- b.) Performs its duties in accordance with the SWS Rules of Procedure and the instructions of the SWS Chairman.

1.3.2. Marketing and PR Committee

The number of members of the Committee shall be determined by the Chairman of the Marketing and PR Committee, but shall not be less than 5:

Duties of the Marketing and PR Committee shall:

1. to update the website of the SGB with up-to-date information.
2. Preparing articles for the press on the work of the SGB.
3. to produce a newsletter at the request of the Chairman of the SGB.
4. planning and preparing or procuring complete PR material for events.
5. Placement of advertising material.
6. Keeping advertising spaces tidy.
7. Performing other duties as assigned by the Chairman of the SGB.

1.3.3 Sports Committee

The number of members of the Committee shall be determined by the Chairman of the Sports Committee, but shall not be less than 5.

The duties of the Sports Committee shall be:

1. to propose the use of the University's sports facilities.
2. Organises and coordinates the sporting events of the SGB.
3. In his work, he collaborates with the University's Department of Physical Education and Sport Sciences.

4. Encourage students to adopt a healthy lifestyle and organise free screening tests.
5. Proposing to the Bureau the expansion and development of sporting opportunities for students.
6. To carry out other tasks as assigned by the Chairman of the SGB.

1.3.4. Cultural Committee

The number of members of the Committee shall be determined by the Chairman of the Cultural Committee, but shall not be less than 5.

The duties of the Cultural Committee shall be:

1. assist the Chairman of the SGB in the organisation of cultural programmes.
2. to provide creative ideas for the events of the SGB.
3. ensures that the University's faculty events have an appropriate cultural programme plan.
4. assists the Chairman of the SGB in the organisation of events.
5. to perform other duties as may be assigned by the Chairman of the SGB.

1.3.5 Mentoring Committee

The number of members of the committee shall be determined by the Chairman of the Mentoring Committee, but officers who are not members of other committees shall be members.

The duties of the Mentoring Committee are:

1. Provide daily on-call services at the SGB office to assist students.
2. provide personal assistance to disadvantaged students.
3. It works in cooperation with the Mental Health and Equal Opportunities Center.
4. Organises a forum for first-year students at least once a year.

1.4 Ad hoc Committees

- Ad hoc committees may be set up by the Chairman of the SGB to carry out a specific task.
- The number of members and the working period of the ad hoc committees shall be decided by the Chairman of the SGB.
- The tasks of the ad hoc committees shall be determined by the Chairman of the SGB in the light of the objective to be achieved.
- The chairman of the committee shall report to the Bureau on the work carried out at the end of the committee's term of office.

2. Other regulations relating to the operation of the SGB

2.1 Keeping of records

(1) Records of the meetings of the Board shall be drawn up and signed by the Chairman and the Recording Secretary. The chairman of the meeting shall designate the recording secretary.

- (2) The records shall be certified by two members of the Board elected by the Board on a proposal from the chairman.
- (3) The Bureau and the Delegates' Assembly shall keep the resolutions in the records.
- (4) The records of the meetings and the resolutions shall be filed at the SGB office and shall be preserved.

2.2. Reports

- (1) The officers shall prepare their reports every six month, the members of the Bureau quarterly.
- (2) The reports of the Bureau members and Committee members shall be filed and kept by the Chairman of the SGB in the SGB office.

2.3. Honours and prizes awarded by the SGB

2.3.1. Certificate awarded by the Chairman of the SGB

- (1) The medal may be awarded to students who carry out their duties in the Student Government Board with outstanding competence and diligence and who are active in the public life of the University.
- (2) The awarding of the medal shall be proposed by the leadership of the SGB and decided by the Chairman of the SGB.
- (3) A maximum of 5 certificates may be awarded per year. The award may be presented at the earliest after one year of service in the SGB. Chairman of the SGB shall award the certificate.
- (4) The award shall be a certificate without financial reward.

2.3.2. Pro Discipulis Academiae

The Students Government Board of the University of Nyíregyháza awards the Pro Discipulis Academiae plaque to students and lecturers who have supported the students of the institution or the work of the SGB through their decisions and work over a long period of time.

A maximum of 3 plaques can be awarded per semester. Chairman of the SGB, on the basis of a proposal from the SGB Bureau, decides on the recipients. The award will be presented by the Chairman of the SGB or the Vice-Chairman of the SGB at the award ceremony. The award consists of a commemorative plaque and the accompanying commemorative certificate. The prize does not include a financial award.

Conditions for the award:

- the student must hold a language examination,
- attend the award ceremony.

III. ELECTION PROCEDURE FOR THE OFFICERS AND MEMBERS OF THE BOARD OF THE STUDENT GOVERNMENT

The election procedure of the SGB is based on and operates in accordance with the Election Code of the National Conference of Student Self-Governments and its Member Governments (hereinafter referred to as the Election Code).

1.

Election of members of the Delegates' Assembly

The election of the officers of the SGB (hereinafter referred to as the Delegates' Assembly):

1. The students of the University shall be elected by universal and equal suffrage by secret and direct ballot.

At institutional level, up to 25 members.

All students are eligible to vote and to be elected.

The election of the Delegates Assembly takes place every 2 years. The election shall be valid if at least 25% of the full-time students of the University of Nyíregyháza have verified their participation.

2. In the in presence voting procedure, 4 polling stations will be set up, as follows:

a.) Polling Station No. I: for first year students,

b.) Polling station No. II: for second-year students,

c.) Polling station No III: for third-year students,

d.) Polling station IV: for fourth and fifth year students and for all students beyond the end of their studies,

3. The elected officers shall be elected in the order of the 25 persons receiving the highest number of votes, except in the case of a tie.

4. The term of office of an officer shall be two years, and the term of office of an officer shall not exceed four years, including the term of all student government offices.

5. The voting period shall be completed in the semester in which it starts.

6. Only a student who has an active student status in the semester concerned by the election procedure may exercise his/her right to vote in the election.

7. In exceptional cases, elections may be conducted electronically. The rules for voting by electronic means shall be published by means of a notice at least 30 days prior to the voting.

2.

Date of the election

1. The election shall be called at least 15 days before the election by the Chairman of the SGB in office. The election shall be called by means of a notice of call for applications published by the current Chairman of the SGB in the usual manner in the place of election.

2. The application notice must include:

a.) the notice of the election,

b.) the place, time and method of nomination

c.) the place, time, manner and purpose of voting,

d.) the rules of procedure for the election (e.g. the composition of the election committee, other information relating to the election)

e) information on legal remedies in connection with the election procedure,

3. Within 3 days of the expiration of the deadline for the submission of applications, the Election Committee shall draw up and publish the list of candidates.

4. The voting period shall be at least 3 days. The timetable of full-time students shall be taken into account when fixing the date.

5. Time limits in days shall be calculated in calendar days.

3.

Election Committee and Nominating Committee

1. An Election Committee and a Nominating Committee shall be formed to carry out election-related tasks, to ensure the fairness of the election, to determine the election results and to examine objections. The members of the Election Committee and the Nominating Committee may not be members of the Bureau of the SGB and may not participate in the procedure as candidates.

2. The Election Committee shall consist of 3 members as follows:

- a) 1 instructor
- b) 2 students

The Election Committee shall be in charge of:

- a) ensure the fairness of the elections,
- b) investigate complaints and objections concerning the elections,
- c) to decide on objections relating to elections,
- d) exercise legal remedies,
- e) to announce the results of elections

3. The Nominating Committee shall consist of 10 members as follows:

- a) 2 institutional staff members appointed by the Rector of the institution
- b) 8 students delegated by the SGB.

The Nominating Committee shall be in charge of:

- a) to check the eligibility of the received applications against the criteria of the call for applications,
- b) draw up a list of candidates and send it to the Election Committee
- c) counting the votes,
- d) drawing up the record of the counting of votes,
- e) perform such other duties as may be assigned to it by the regulations.

The Nominating Committee shall, after appointing its members, hold an inaugural meeting at which it shall elect a chairman from among its members. It shall then meet as necessary, convened by the Chairman.

4.

Criteria for candidature

1. The candidate's application must include the candidate's:

- a) name,
- b) his/her degree,
- c) a photo ID,
- d) a cover letter describing the programme,
- e) his/her consent/declaration to the disclosure of the above information during the election period,
- f) a declaration that he/she has read and understood the present Election Regulations and accepts to be bound by its provisions and the decisions of the Election Committee.

2. The application (nomination) must be submitted to the SGB staff by e-mail in scanned format by the deadline specified in the call for applications. The SGB shall ensure that the applications of candidates are published in the usual local way.
3. The application period shall be at least 5 working days. After the application period, the list of candidates shall be published.
4. Any objections to the application must be addressed to the Chairman of the Nominations Committee and submitted to the Elections Committee within 3 working days of the date on which the candidate becomes aware of the alleged violation, together with a written statement of the reasons for the objection.
5. The result of the nomination shall be established by decision of the Nominating Committee. The decision may be appealed to the Election Committee. The objection shall have suspensive effect.

5.

The period before the vote

1. Electoral campaigning compatible with the spirit of the University and the relevant provisions of the National Act on Higher Education is permitted in the period prior to the vote.
2. The SGB will ensure the publication of an abbreviated, edited version of the ideas contained in the application on the SGB website for all candidates.
3. at least 5 working days must elapse after the close of the application period before voting can begin.

6.

Voting

1. Students may only exercise their right to vote in person and in secret, with the exception of electronic voting.
2. Students shall receive their ballot papers at the ballot boxes. The names of the candidates shall appear on the ballot paper in alphabetical order.
3. The ballot papers shall be stamped with the Chairman's stamp by a designated member of the SGB staff.
4. Any ballot paper not bearing the official stamp shall be invalid.
5. The name of the candidate and his/her profession must be clearly indicated on the ballot paper.
6. A ballot paper is valid if it bears a supporting nomination with no more than 25 names.
7. A ballot paper shall be invalid if it contains a correction or if it contains more than 25 supporting votes.
8. The ballot papers shall be placed in the ballot box prepared for the election, checked, sealed and stamped by the Election Committee with the University of Nyíregyháza No. stamp
9. A szavazás lebonyolítását a szavazókörökben a 10 tagú Jelölő Bizottság végzi.
10. The ballot boxes shall be handed over by the designated member of the Nominating Committee to the Election Committee at the close of the day's voting.

11. The top of the ballot box shall be sealed at the end of each election day by at least two members of the Election Committee, who shall sign and authenticate the seal. The Electoral Commission shall place the ballot box in the designated room of the Centre for Administration and Human Policy outside the election day.

12. The list of students participating in the election may be used only by the Election Committee.

13. The ballot papers shall be placed in the designated room of the Centre for Administration and Human Policy and shall be kept for 30 days in such a way that they cannot be accessed by unauthorised persons.

7.

The counting of votes

1. The ballot boxes shall be opened by the Nominating Committee on the first working day following the close of voting, the ballot boxes shall be counted on the day of opening and the record of the count shall be forwarded to the Chairman of the Election Committee without delay. At least half of the members of the Nominating Committee must be present at the opening of the ballot boxes.

2. No other person may be present at the place where the ballot boxes are opened.

3. The record of the counting of the votes shall be kept by a member of the Nominating Committee and shall be authenticated by the signatures of all members of the Nominating Committee present.

4. The record shall show the time and place of the counting, the names of the candidates, the number of votes cast, the number of valid and invalid votes and the number of votes cast for each candidate.

5. The record may be inspected at the place designated by the Election Committee after the counting of the votes has been completed.

8.

Results of the election

1. The results of the elections shall be announced by the Election Committee no later than on the 3rd working day after the completion of the counting of the votes, in accordance with the content of paragraph (8) of Article 3 of Annex 4 of the Statutes of the HÖÖK. The announcement shall be made by publication on the SGB website.

2. In case of an invalid election, a new ballot shall be ordered within 30 days.

9.

Legal remedies

1. Complaints concerning elections shall be submitted to the Electoral Committee, addressed to the Chairman of the Electoral Committee, within 24 hours of the date on which the act allegedly constituting an infringement is brought to the attention of the declarer, but no later than the 2nd working day after the voting closes, together with the written grounds for the complaint.

2. The Election Committee shall consider the complaint within 3 working days of its submission. No appeal may be lodged against the decision of the Election Committee.
3. Anyone may lodge a complaint alleging a breach of the election and the electoral procedure.
4. Objections may be submitted until the 2nd working day after the voting closes. The Election Committee shall consider the objection within 3 working days of its submission. No appeal may be submitted against the decision of the Election Committee.
5. If the Election Committee accepts the objection, determines that an infringement has occurred, prohibits the infringer from further infringements of the law or, in more serious cases, annuls the part of the election procedure affected by the legal remedy and repeats it. If the Election Committee does not accept the objection, it shall reject it.
6. A decision of the Election Committee shall require the presence of a majority of the members and an equal vote of a majority of the members present. Votes may be cast in the affirmative or negative. A record of the meeting shall be made, in which the minority opinion, together with the reasons for it, shall be recorded.
7. The Election Committee is obliged to establish the facts necessary for its decision. In its proceedings, it may use any evidence (in particular, the document, the applicant's statement, the statement of a witness, etc.) that may facilitate the establishment of the facts. Facts which are officially known to the Election Committee and which are in the public domain need not be proved. The Committee shall evaluate the evidence individually and as a whole and shall establish the facts on the basis of its conviction.
8. The Election Committee shall provide the applicant with the opportunity to make an oral statement upon request. In this case, the opposing party, if present, shall also be given the opportunity to make an oral statement.
9. The Election Committee shall decide by resolution. The resolution shall be in writing on the day it is taken and shall be delivered either in person or by electronic means. The applicant shall indicate the means of communication of the resolution.

10.

Procedure for the election of members of the Bureau

1. After the election of the officers of the SGB, the Delegates Assembly shall elect the members of the Bureau from among its members within 30 days. The SGB Chairman until the SGB Vice-Chairman is elected shall elect a chairman to preside over the meetings of the Delegates Assembly. The election of Bureau members shall be called by the Delegates Assembly. The election shall be called by means of a call for nominations published by the Delegates Assembly on the SGB website.
2. The application notice must include:
 - a.) the names of the positions of the Board of Directors which are open for nomination,
 - b.) the deadline and place for submitting applications,
 - c.) the time and place of publication of the applications submitted,
 - d.) the content requirements of the candidate's application,
 - e.) the time and place of voting,

3. To ensure the fairness of the voting and to establish the result of the voting, a Counting Committee shall be formed. A member of the Counting Committee may not participate in the procedure as a candidate. The Counting Committee shall be composed of 3 members, whose membership shall be approved by the Delegates' Assembly by a simple majority of votes cast, on the proposal of the Chairman of the Delegates' Assembly.

4. The application of a candidate shall include the candidate's:

- a) name,
- b) his/her degree,
- c) the title of the office applied for,
- d) a cover letter, plans and objectives,
- e) his/her consent/declaration to the disclosure of the above information during the election period
- f) a declaration that he/she has read and understood these Election Regulations and accepts to be bound by its provisions and the decisions of the Election Counting Committee.

11.

Election of members of the Bureau

1. The members of the SGB Bureau are:

- a) the Chairman of the SGB,
- b) the Vice-Chairman of the SGB,
- c) the Committee Chairmen,

2. Election of the SGB Chairman:

- a) The SGB Chairman shall be elected by the Delegates Assembly by secret ballot on the basis of a call for nominations for officers. A successful vote requires the support of at least 2/3 of the members of the Delegates Assembly present. If the election fails to reach a decision, the election shall be repeated within 8 days. A second successful election shall require the affirmative vote of 50%+1 of the members present.
- b) The quorum of the Delegates' Assembly shall be at least 60% of its members.

3. Election of a SGB Vice-Chairman:

- a) The SGB Vice-Chairman shall be appointed by the SGB Chairman by secret ballot from among the officers applying for the vacant leadership position, after considering the ranking of the Delegates Assembly. A successful vote shall require the affirmative vote of more than half of the members present at the Delegates Assembly, and if the vote is inconclusive, the SGB Chairman shall propose a new candidate on the basis of the nominations received.
- b) The quorum of the Delegates' Assembly shall be at least 60% of its members.
- c) If the election is inconclusive, the Delegates Assembly must call a new election within 8 days.

4. Election of Committee Chairs:

- a) The Committee Chairmen shall be appointed by the Chairman of the SGB by secret ballot from among the officers applying for the vacant leadership position, after considering the ranking of the Delegates Assembly. A successful vote shall require the affirmative vote of more than half of the members present at the Delegates Assembly, and if the vote is inconclusive, the SGB Chairman shall propose a new candidate on the basis of the nominations received.
- b) The quorum of the Plenary Assembly shall be at least 60% of its members.
- c) If the election is inconclusive, the Delegates Assembly must call a new election within 8 days.

5. Election of Vice-Chairmen of Committees:

- a) The Chairman of the Committees concerned shall decide on the Vice-Chairmen of the Committees, after considering the applications received and the ranking of the Committee.
- b) The quorum of the Commission shall be at least 60% of its members.

12.

Interim election

1. In the interim election, all students are eligible to vote and stand for election, except those who have been subject to a legally binding disciplinary sanction within 1 year prior to the date of submission of their application.
2. The Chairman of the SGB shall call an interim election if the number of elected members of the Delegates Assembly falls below 2/3,
3. The elected officers are, in order, the students with the most votes.
4. The term of office of an officer shall not exceed the expiry of the term of office of the SGB and may be repeated.
5. In the case of interim elections, the rules of procedure for the general election procedure shall apply (Chapter III, points 1-9).

IV. TERMINATION AND WITHDRAWAL OF THE MANDATE OF MEMBERS OF THE STUDENT GOVERNMENT BOARD

1. The term of office of a SGB member shall end:

- a) at the end of the fixed term mandate,
- b) at the same time as the termination or suspension of the student status, or if the student is inactive during the semester in question,
- c) if he/she has been absent from more than 40% of the Delegates' Assembly/Executive Board meetings in a semester without justification,
- d) disciplinary offences,
- e) resignation,
- f) in the event of withdrawal of the mandate.

The termination of the mandate of the SGB shall be recorded by the SGB Chairman.

2. The mandate of the SGB may be revoked in particular in the following cases:
 - a) misconduct,
 - b) infringement of the law or of the rules,
 - c) wilful damage to property,
 - d) long-term incapacitation (more than 60 days) from his/her duties,
 - e) conduct unbecoming the SGB and the NCSSG Code of Ethics adopted by the SGB
 - f) if his/her voters are not satisfied with his/her work.

3. Resignation from the SGB mandate
 - a) An SGB member may resign from the SGB at any time. The resignation must be submitted in writing to the Chairman of the SGB.
 - b) A member of the SGB Bureau may resign from the SGB Bureau at any time. The resignation must be submitted in writing to the Chairman of the SGB.
 - c) In the event of resignation, the Chairman of the SGB shall, within 8 days of receiving the resignation, call for applications for the vacant post.

4. Withdrawal of the mandate of a member of the SGB Bureau:
 - a) Withdrawal must be initiated by stating the reasons and the grounds for it.
 - b) The revocation of the mandate of a SGB Bureau member may be initiated by the Chairman of the SGB or by a proposal of at least 50%+1 of the members of the Delegates Assembly.
 - c) The Delegates Assembly shall decide on the withdrawal of the mandate by secret ballot within 7 days following the initiative.
 - d) The revocation of the mandate of the President of the SGB shall require the affirmative vote of at least 2/3 of the members of the Delegates Assembly present.
 - e) The revocation of the mandate of the Vice-Chairman of the SGB and of the Committee Chairmen requires a vote in favour by 50% + 1 of the members present at the Delegates Assembly.
 - f) For a vote to be valid, at least 70% of the Delegates Assembly must be present. If a quorum cannot be established, the Delegates' Assembly must be reconvened within 2 working days.

5. Revocation of the mandate of the Vice-Chairman of the Committee:
 - a) The revocation must be initiated by stating the reasons and the grounds for it.
 - b) The revocation of the mandate of a Vice-Chairman of the Committee may be initiated by the Chairman of the SGB, the Chairman of the Committee or by a proposal of at least 50% +1 of the members of the Committee.
 - c) The withdrawal of the mandate shall be decided by the Commission by secret ballot on the basis of a 50%+1 affirmative vote of the members present, within 7 days of the initiative.
 - d) If a quorum cannot be established, the Commission meeting shall be reconvened within a maximum of 2 working days.

6 Withdrawal of the mandate of the SGB:

- a) Withdrawal must be initiated by stating the reasons and the grounds for it.
- b) The revocation of the mandate of the SGB may be initiated by the Chairman of the SGB or by the Delegates Assembly on the proposal of at least 50%+1 of the members.
- c) The Delegates Assembly shall decide on the revocation of the mandate of the SGB by secret ballot within 7 days of the initiative. The revocation requires a 50% + 1 affirmative vote of the members present. For the vote to be valid, at least 70% of the Delegates Assembly must be present. If a quorum cannot be established, the Delegates' Meeting must be reconvened within 2 working days.

7. If the term of office of a member of the Delegate Assembly ceases for any reason, the Delegate Assembly shall decide by a simple majority of votes whether it is necessary to call a interim election for the Chairman of the SGB or, if he/she is affected, for the Vice-Chairman of the SGB. In the cases set out in point III.12.2, the SGB Chairman shall call a interim election. If necessary, interim election shall be called within 8 days.

8. If the term of office of a member of the Bureau is terminated for any reason, the SGB Chairman - or, if he/she is affected, the Vice-Chairman of the SGB - shall call for applications for the vacant office within 8 days.

**V. THE RESPONSIBILITIES AND DUTIES OF THE STUDENT
ACCOMMODATION GROUP (HEREINAFTER REFERRED TO AS: STACG)**

1) It shall be a proposing board for dormitory matters and shall assist in the preparation of decisions that apply to the residents of the dormitory.

2) To assist the work of the University Dormitory Committee (hereinafter referred to as the "UDC").

3) The STACG is a group of 1 student per building, who are appointed for 4 semesters by the Council of the SGB, with the agreement of the group leader. The position in the group is called Building Officer.

4) Membership of the group shall cease:

- a) upon the expiry of the mandate,
- b) resignation,
- c) by recall by the Bureau of the SGB,
- d) termination of student status,
- e) termination of the student's residence hall membership.

5) Responsibilities of STACG:

- a) to exercise the power of recommendation to the UDC in all matters that concern the student resident in the dormitory or the dormitory community,
- b) to keep UDC informed about issues, events, activities and damages affecting the students and the dormitory community,
- c) to be on duty,
- d) enforce the rules of the dormitory,

- e) actively participates in the organisation of events, programmes and activities in the dormitory,
- f) monitor the condition of the living quarters,
- g) managing the administration of the check-in of students and guests admitted to the dormitory,
- h) carrying out other administrative tasks assigned to him/her by the UDC and the Group Manager.

FINAL PROVISIONS

Acceptance

The Delegates' Assembly of the Student Government Board of the University of Nyíregyháza has accepted these Rules at its extraordinary virtual meeting held on 10 May 2023 by the resolution No. HÖT-KGY/13-1/2023.

On behalf of the Delegates' Assembly:

Ákos Gönczy
Chairman of the Delegates' Assembly

Approval

The Senate of the University of Nyíregyháza has examined the Statute of the Student Government Board of the University of Nyíregyháza from the point of view of legality, has not raised any objections to it, and approves it electronically (virtually) with the resolution of the IHK/34-12/2017 (20 February), with in effect from 21 February 2017. The Statutes shall become effective upon approval.

The Senate of the University of Nyíregyháza has examined the Statute of the Student Government Board of the University of Nyíregyháza from the point of view of legality, has not raised any objections to it and approves it by resolution of the IHK/25-43/2021 (27 April), with in effect from 27 April 2021. The Statutes shall become effective upon approval.

The Senate of the University of Nyíregyháza has examined the Statute of the Student Government Board of the University of Nyíregyháza from the point of view of legality, has not raised any objections against it, and approves it with the resolution of the IHK/24-136/2022 (September 20), with effect from September 22, 2022. The Statutes shall become effective upon approval.

The Senate of the University of Nyíregyháza has examined the Statutes of the Student Self-Governing Body of the University of Nyíregyháza from the point of view of legality, has not raised any objections to them, and approves it with the resolution of the IHK/44-80/2023 (16 May 2023), in effect from 18 May 2023. The Statutes shall become effective upon approval.

Nyíregyháza, 16 May 2023.

On behalf of the Senate:

Dr. György Szabó
Rector