Pannon Egyetem
University of Pannonia

STATUTES OF THE STUDENTS' UNION OF THE UNIVERSITY OF PANNONIA

Approved by the Senate on: 26th March 2026
Senate Resolution number: 63/2026. (III.26.)
Effective date: 2nd April 2026
Person responsible for the maintenance of this regulation: President of the SUUP
Version number: 01

version number	date of publication	effective date	date of repeal	Senate resolution number, Board of Trustees resolution number*
00	16.12.2024	16.12.2024	02.04.2026	Senate Resolution 238/2024. (XI.28.)
01	02.04.2026	02.04.2026	-	Senate Resolution 63/2026. (III.26.)

* if the entry into force of the rules is subject to adoption by the Board of Trustees

Table of Contents

Chapter I: General Provisions 8

1. Statutory environment, relating regulations 8

2. Purpose and scope of the Statutes 8

3. Legal status of the SUUP 8

Chapter II: The Rights and Duties of the SUUP 12

Chapter III: The Organisation and Structure of the SUUP 13

1. Structure of the SUUP 13

2. Structure of the Delegates' Assembly 13

2.1. Rights and duties of the Delegates' Assembly 15

2.2. Functioning of the Delegates' Assembly 16

2.3. Decision-making 20

3. SUUP CC 21

3.1. The functioning of SUUP CC 21

3.2. Duties of the SUUP CC 22

3.3. Rights of the SUUP CC 23

3.4. The Chairman of the SUUP CC 24

4. The commission of the SUUP 26

5. The President of the SUUP 27

6. SUUP Deputy President 30

7. SUUP Vice President for Social Affairs 31

8. SUUP Vice President for Communication 32

9. SUUP Vice President for International Student Affairs 33

10. SUUP Vice President for Student and Sports Events 34

11. SUUP Presidential Assistants 35

12. SUUP Presidential Assistant for Social Affairs 36

13. SUUP Presidential Assistant for Communication 36

14. SUUP Presidential Assistant for International Student Affairs 37
15. SUUP Presidential Assistant for Sports and Recreational Activities 37
16. SUUP Presidential Assistant for System Administration 38
17. SUUP Presidential Assistant for Student Events 38
18. SUUP Presidential Assistant for Organizational Development 39
19. SUUP Presidential Officers 40
20. The SUUP Presidential Officer for Zalaegerszeg Affairs 40
21. Obligations pertaining to the mandates of the SUUP President and related positions 42
Chapter IV: SUUP Board Members 43
1. SUUP Board Members 43
2. SUUP Board Meeting 43
Chapter V: Student Representative Group of the Senate 45
Chapter VI: Rules for Electing the Members of the SUUP Board 46
1. Election of the SUUP President, the SUUP Deputy President and the SUUP Vice Presidents 46
2. Election of the Presidents and Deputy Presidents of the Constituent Unions 50
3. Election of the President of the SUUP University Centre Board 54
Chapter VII: General Provisions Applicable to Constituent Unions 58
Chapter VIII: Rights and Duties of the Constituent Unions 59
Chapter IX: Organisation and Structure of Constituent Unions 61
1. Organisation of Constituent Unions 61
2. Structure of the SU Board of the Constituent Union 61
2.1. Rights and duties of the SU Board of the Constituent Union 63
3. Ad hoc committee of the Constituent Union 64
4. President of the Constituent Union 65
5. Deputy President of the Constituent Union 66
6. Student representatives 67

7. Assistants of the Constituent Union 67
8. Presidential Officers of the Constituent Union 68
Chapter X: Rules for the Election of Student Representatives 70
1. SUUP Central Election Committee 70
2. Election of the student representatives 71
3. Voting and the publication of results 74
Chapter XI: General Provisions on the SUUP University Centre Board 78
Chapter XII: Rights and Duties of the SUUP University Centre Board 79
Chapter XIII: Organisation and structure of the SUUP University Centre Board 81
1. Organisation of the SUUP University Centre Board 81
2. Structure of the SUUP University Centre Board 81
3. President of the SUUP University Centre Board 82
4. Student representatives belonging to the University Centre Board 83
5. Student Assistants of the Constituent Union belonging to the University Centre Board 84
Chapter XIV: Excellence in Community Engagement Scholarship 85
Chapter XV: The “Student Pro Studentibus” Award 87
Chapter XVI: Operational Provisions 88
1. Rules on conflicts of interest 88
2. End of mandate 90
3. Recall 91
4. Recall of the President of a Constituent Union 93
Chapter XVII: Transitional Provisions 95
Chapter XVIII: Final Provisions 96
Annex I: SUUP Social Committee 97
Annex II: SUUP Legal Remedy Committee 100
Annex III: Declaration 102
Annex IV: Application Form 103

Annex V: Letter of Appointment 104

Annex VI: Call for Proposals – Excellence in Community Engagement scholarship ...105

Annex VII: Organisational Chart of the Students' Union of the University of Pannonia 106

Preamble

The operational rules of the Students' Union of the University of Pannonia are regulated in these Statutes (hereinafter referred to as: "Statutes") by the University of Pannonia on the basis of the Organisational and Operational Rules (hereinafter referred to as: "OOR"), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: "OORP") approved by the Senate of the University of Pannonia (hereinafter referred to as: "University") and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders' and ownership rights (hereinafter referred to as: "Operator") and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees as well as of Section (2) of Article 60 of Act CCIV of 2011 on National Higher Education (hereinafter referred to as: "NHEA"):

Chapter I: General Provisions

1. Statutory environment, relating regulations

1. §

(1) Act CCIV of 2011 on National Higher Education (hereinafter: “NHEA”);

(2) Act V of 2013 on the Civil Code (hereinafter: "CC");

(3) Government Decree 51/2007 (III. 26.) on grants available for higher education students and certain fees payable by them;

(4) Organizational and Operational Rules (hereinafter: “OOR”).

2. Purpose and scope of the Statutes

2. §

(1) The purpose of these Statutes is to define the legal status, rights, obligations, functions, structure and operations of the SUUP and its constituent unions.

(2) The scope of the Statutes shall extend to the SUUP and its constituent unions, the Board of the University Centre, committees, officials, assistants, officers, the members of committees and bodies and all members of the SUUP.

3. Legal status of the SUUP

3. §

(1) The SUUP is a university-wide organisation of the students of the University.

(2) All the students of the University with an active student status, regardless of the level and form of their studies, are members of the SUUP, with the exception of doctoral students.

(3) The SUUP may exercise the powers provided for in the NHEA after it has elected its officials, its Statutes have been approved and at least twenty-five percent of the University's students having an active student status and enrolled as full-time students have verifiably taken part (hereinafter referred to as "Participation Rate") in the Student Representative Elections (hereinafter referred to as: "SRE"). The provisions of these Statutes shall be taken into account in determining the Participation Rate for the Student

Representative Elections.

(4) Registered address of the SUUP: Building E, 10 Egyetem Str., 8200 Veszprém, Hungary

(5) Registered address of the SUUP FBAZ: Office 009, Building F, Gasparich Márk Str., 8900 Zalaegerszeg, Hungary

(6) Registered address of the SUUP NUC: 18 Zrínyi Miklós Str., 8800 Nagykanizsa, Hungary

(7) The main objective of the SUUP is to represent the interests of university students and assist in the organisation and improvement of the community life of students as well as in providing student services.

(8) In order to achieve its objectives set out in Section (7), the SUUP cooperates with its Constituent Unions and the Boards of the University Centre, and assists and coordinates the activities thereof.

(9) The SUUP shall carry out its functions independently, as defined in these Statutes. In the course of performing of its functions and exercising its powers, it shall act exclusively in accordance with the provisions of the Statutes, the OOR and the applicable University regulations and laws, with the proviso that in the event of a procedure not regulated in these Statutes, no instructions shall be given regarding the exercise of its powers, the performance of its functions, or its interest-representation activities; in such cases, it shall act in a manner approved by the Delegates' Assembly of the SUUP (hereinafter referred to as: "Delegates' Assembly").

(10) The SUUP shall be responsible for the independent management of the financial means necessary for its operation and confirmed as part of the budget approved by the Senate, in accordance with the applicable laws and University regulations, with the approval of the Chancellor and the Rector's and Chancellor's commissioner for Student Affairs.

(11) The working language of the SUUP, its Constituent Unions, Board of the University Centre and the Delegates' Assembly shall be Hungarian.

4. §

(1) The SUUP represents students at faculty level through Constituent Unions organised by the various Faculties (hereinafter referred to as: "Constituent

Union"). The Constituent Unions shall be authorised to act in all cases where issues concerning students of the Faculty arise.

(2) The Constituent Unions of the SUUP:

a. Students' Union of the University of Pannonia – Faculty of Business Administration Zalaegerszeg (hereinafter referred to as: "SUUP-FBAZ")
b. Students' Union of the University of Pannonia – Faculty of Business and Economics (hereinafter referred to as: "SUUP-FBE")
c. Students' Union of the University of Pannonia – Faculty of Engineering (hereinafter referred to as: "SUUP-FE")
d. Students' Union of the University of Pannonia – Faculty of Humanities (hereinafter referred to as: "SUUP-FH")
e. Students' Union of the University of Pannonia – Faculty of Information Technology (hereinafter referred to as: "SUUP-FIT")

(3) The SUUP represents students at university centre level through the SUUP University Centre Board (hereinafter referred to as: "SUUP UC Board") set up by the University Centre. The SUUP UC Board shall be authorised to act in all cases where issues concerning University Centre students arise.

(4) The SUUP University Centre Board:

a. Students' Union of the University of Pannonia – Nagykanizsa University Centre (hereinafter referred to as: "SUUP-NUC")

(5) The officers representing the students of the University (hereinafter collectively referred to as: "Officers"):

a. President and the Acting President of the SUUP,
b. Presidents and the Acting Presidents of the SUUP Constituent Unions,
c. Chairman and the Acting Chairman of the University Centre Board.

(6) Members having a function within the SUUP:

a. Deputy President and Acting Deputy President of the SUUP
b. Vice Presidents and Acting Vice Presidents of the SUUP,
c. Presidential Assistants and Officers of the SUUP,
d. members of the Delegates' Assembly,
e. Student members of the Senate (hereinafter referred to as: "Student Representative Group of the Senate"),
f. members of the standing and ad hoc committees set up by the SUUP,

g. members of the ad hoc committees set up by the Faculty Constituent Unions,

h. Chairman and members of the SUUP Control Committee (hereinafter referred to as: "SUUP CC"),

i. Deputy Presidents and Acting Deputy Presidents of the SUUP Constituent Unions,

j. student representatives,

k. student coordinators of the Constituent Unions and the acting student coordinators of the Constituent Unions,

l. Presidential Officers of the Constituent Unions and the Acting Presidential Officers of the Constituent Unions.

(7) The officer of the Students' Union:

a. may hold office for a maximum term of four years, taking into account the total duration of all their student union positions previously held,

b. shall not hold executive officer positions, shall not be a member of the supervisory board, and shall not perform auditing duties in any institutional company established by the higher education institution or in which the institution holds a share.

(8) The term of office of an officer shall be calculated by including the duration of all offices held, including those held before 1st September 2015.

Chapter II: The Rights and Duties of the SUUP

5. §

(1) The SUUP:

a. draws up its own rules and regulations,

b. elects its officers,

c. determines the duties of its officers,

d. represents the interests of the University's students, particularly in academic and social matters,

e. is involved in the allocation of resources (grants) for students,

f. provides assistance in the organisation and financial support of the professional, scientific, sporting, recreational and cultural activities of the students of the University,

g. decides on matters within its competence under the applicable laws and the regulations of the University,

h. exercises its right of consent in matters specified in Sections (1) to (2) of Article 61 of the NHEA,

i. cooperates in surveying student opinions on teaching and the teaching activities of lecturers,

j. makes comments and suggestions on the operation of the University,

k. exercises control over the lawful functioning of the Constituent Unions through the SUUP CC,

l. exercises control over the lawful functioning of the University Centre Board through the SUUP CC,

m. exercises the powers conferred on the Students' Union by the applicable laws and University regulations,

n. keeps in touch with the National Conference of Students' Unions (hereinafter referred to as: "NCSU") and other student organisations and bodies in Hungary and abroad,

o. contributes to the improvement of the recognition and reputation of the University.

Chapter III: The Organisation and Structure of the SUUP

1. Structure of the SUUP

6. §

(1) The Delegates' Assembly is the main decision-making body of the SUUP.

(2) The standing committees of the SUUP:

a. The Social Committee (hereinafter referred to as: "SUUP SC") whose tasks and rules of procedure are set out in Annex I.

b. The Legal Remedy Committee (hereinafter referred to as: "SUUP LRM") whose tasks and rules of procedure are set out in Annex II.

c. In order to ensure the proper functioning of the SUUP, its Constituent Unions and the University Centre Board, the SUUP shall operate a Control Committee.

2. Structure of the Delegates' Assembly

7. §

(1) The voting members of the Delegates' Assembly:

a. President of the SUUP,

b. Deputy President of the SUUP,

c. Vice President of the SUUP responsible for social affairs,

d. Vice President of the SUUP responsible for communication,

e. Vice President of the SUUP responsible for foreign student matters,

f. Vice President of the SUUP responsible for student and sports events,

g. President of the SUUP NUC,

h. President of the SUUP FBAZ,

i. President of the SUUP FBE,

j. President of the SUUP FE,

k. President of the SUUP FH,

l. President of the SUUP FIT,

m. a delegate of the SUUP FBAZ Board,

n. a delegate of the SUUP FBE Board,

o. a delegate of the SUUP FE Board,

p. a delegate of the SUUP FH Board,

q. a delegate of the SUUP FIT Board.

(2) Members of the Delegates' Assembly with the right of consultation:

a. Presidential Assistants of the SUUP,

b. Presidential Officers of the SUUP,

c. Chairman of the SUUP CC,

d. members of the SUUP CC,

e. Chancellor of the University or his or her delegate,

f. Rector's and Chancellor's commissioner for Student Affairs,

g. Rector of the University or his or her delegate,

h. President of the Doctoral Students' Union of the University of Pannonia (hereinafter referred to as: "DSUUP"),

i. Director of the University's Directorate of Academic Affairs (hereinafter referred to as: "DAA") or his or her delegate.

(3) The term of office of the member delegated by the Constituent Union shall be until 31st March each year, but not longer than 1 year. In the event that the term of office of a member expires before the expiry of the 1-year period, the SUUP Board of the Constituent Union shall be obliged to delegate a new member within one week. The term of office of the new member shall be for the remainder of the 1-year period.

(4) If the new member has not been delegated by the next meeting of the Delegates' Assembly, the Delegates' Assembly shall be held without the delegate of the SUUP Board of the Constituent Union.

(5) When the quorum of the Delegates' Assembly is determined, any vacant mandate of the SUUP Board of the Constituent Union and the mandate of the unfilled position of the SUUP Deputy President or SUUP Vice President shall be disregarded.

(6) If the Vice President with voting rights is unable to attend a Delegates' Meeting, he or she may, at the same time as indicating the reasons of his or her absence, delegate his or her voting rights to the Presidential Assistant engaged in the same area of activity. If no such delegation is made, the

aforementioned Presidential Assistant shall not be entitled to vote.

(7) In October of each academic year, the SUUP CC shall examine if delegated members of the Delegates' Assembly members are delegated according to the relevant rules, in particular with regard to the delegate's student status, his or her period of office in the Students' Union and his or her conflict of interest.

2.1. Rights and duties of the Delegates' Assembly

8. §

(1) Organisational and operational matters:

a. setting out its rules of procedure,

b. adopting the Statutes and the call for applications for the SUUP President,

c. adopting the calls for applications for the Presidents of the Constituent Unions,

d. adopting the call for applications for the Chairman of the University Centre Board of the SUUP,

e. adopting the call for applications for the Student Representative Elections,

f. adopting the calls for applications for the membership of the SUUP CC,

g. acting as a court of appeal in the assessment of appeals filed against the decision of the SUUP Central Election Committee (hereinafter referred to as: "SUUP CEC") in connection with the Student Representative Elections,

h. giving an opinion and making proposals on all matters relating to the operation and students of the higher education institution,

i. giving an opinion in advance on amendments to the university regulations falling within the competence of the Senate,

j. making preparations for the work of the Student Representative Group of the Senate and, where justified, formulate a unified position.

(2) Personnel matters:

a. electing the President of the SUUP by absolute majority,

b. upon the proposal of the SUUP President, electing the Deputy President, the Vice Chairmen and the Presidential Assistants of the SUUP by absolute majority,

c. upon the proposal of the SUUP President, electing the student members of the

University committees by absolute majority,

d. electing the members of the SUUP CC by absolute majority,

e. upon the proposal of the SUUP President, electing the members of the Student Representative Group of the Senate by absolute majority,

f. deciding on the recall of the members of the SUUP CC and all the members of the bodies and committees elected by the Delegates' Assembly,

g. in the event of a premature termination of the term of office of the SUUP President, the Delegates' Assembly shall appoint an Acting President to head the SUUP until the election of a new SUUP President but maximum for a period of 30 days, which period can be extended by another 30 days,

h. deciding on any conflict of interest concerning the SUUP President by simple majority.

(3) Economic matters:

a. deciding on the adoption of the annual budget and the annual budget report of the SUUP,

b. deciding on the regulation of the remuneration of the officers of the SUUP in cases where the Statutes provides no guidelines,

c. approving the applications for public scholarships of the SUUP, the Constituent Unions and the Central University Board,

d. approving the assessment of student applications announced by the Delegates' Assembly,

e. deciding on other matters within its competence.

(4) The SUUP's right to agree as provided for in paragraph h) of Section (1) of Article 5 of these Statutes shall be exercised through the Delegates' Assembly.

(5) Unless otherwise provided for in these Statutes, the Delegates' Assembly shall exercise all the rights granted to the Students' Union under the NHEA.

2.2. Functioning of the Delegates' Assembly

9. §

(1) The Delegates' Assembly shall decide on matters within its competence through resolutions which may be adopted only in the manner specified in these Statutes.

(2) The Delegates' Assembly shall consider, in a substantive manner, any matter raised by any of its members or by those invited to attend with the right of consultation, examine the possibility of placing it on the agenda, discuss the matter in a substantive way if it is placed on the agenda and take a constructive decision.

10.§

(1) The Delegates' Assembly shall have a meeting at least once a month during the academic year. In addition to ordinary meetings, extraordinary meetings may be convened on an ad hoc basis.

(2) An extraordinary meeting shall be convened if the President of the SUUP or at least 1/3 of the members of the Delegates' Assembly so request.

(3) The meetings of the Delegates' Assembly shall be convened and chaired by the President of the SUUP or, in his or her absence, by the Deputy President or Vice President of the SUUP appointed in writing by the President of the SUUP, or, in his or her absence, by the President of the SUUP CC.

(4) The meetings of the Delegates' Assembly shall be open to the public, however, its public nature shall be without prejudice to personality rights.

(5) The President of the SUUP shall order a closed session if the public discussion of any matter:

a. violated personality rights,
b. harmed legitimate economic interests, or
c. if it was initiated by any member of the Delegates' Assembly and supported by a simple majority of the Delegates' Assembly.

(6) In the case of an agenda item discussed in a closed session, the minutes of the meeting may be available only to voting members and members with the right of consultation of the Delegates' Assembly. In the case of an open meeting, the minutes of the meeting may be inspected by all members of the SUUP.

(7) At least five days before the meeting, the members of the Delegates' Assembly shall be notified electronically (e-mail, internet content) or in writing (letter) of the convocation of the meeting, its date, venue and agenda.

(8) In the case of an extraordinary meeting, the members of the Delegates' Assembly shall be notified electronically (e-mail, Internet content) or in writing (letter) of the convocation of the meeting, its date, venue and agenda at least 24 hours before the meeting.

(9) If the measures included in Section (8) cannot be taken, a simple majority of the Delegates' Assembly shall be required to vote in favour of the agenda item.

(10) The invitation to the meeting of the Delegates' Assembly shall include a proposal for the agenda of the meeting. The written submissions relating to each item on the agenda shall be sent out together with the invitation, but no later than 24 hours before the meeting.

(11) The members of the Delegates' Assembly may propose items for the agenda of the meeting.

(12) The Delegates' Assembly shall perform its duties according to the agenda adopted at the meeting, which shall be proposed by the President of the SUUP after the opening of the meeting. The agenda shall be adopted by the Delegates' Assembly by a simple majority decision. Items proposed by a member of the Delegates' Assembly shall also be included in the agenda, provided that they are adopted by a simple majority of the Delegates' Assembly.

(13) A meeting shall have a quorum if more than half of the members with voting rights are present. A meeting cancelled due to a lack of quorum and convened within 3 days with an unchanged agenda shall constitute a quorum, irrespective of the number of members present. At a meeting convened this way, decisions may be taken only on proposals for resolutions which may be adopted by a simple majority.

(14) The minutes of the meeting of the Delegates' Assembly shall be taken by the minutes secretary appointed at the beginning of the meeting. An audio recording may be made during the meeting if it is approved by the Delegates' Assembly by open vote. Those authenticating the minutes shall be appointed by the Delegates' Assembly at the beginning of the meeting by a simple majority of those present, at the proposal of the President of the SUUP. One

of the people authenticating the minutes shall be a SUUP CC member, while the other a Delegates' Assembly member present. The minutes shall contain the place and time of the meeting, a statement as to the presence or absence of a quorum and a summary of the proceedings, the results of the votes, the resolutions adopted by the Delegates' Assembly and the list of those present on the basis of the attendance sheet. The minutes shall be authenticated by the signatures of the minutes officer, those authenticating the minutes and the President of the SUUP.

(15) Decisions shall be taken by vote. Each member with voting rights shall have one vote. In the event of a tie vote, the vote of the President of the SUUP shall be decisive in an open ballot. In the absence of the SUUP President, the vote of the Deputy President or the Vice President of the SUUP chairing the meeting shall be decisive. If the Chairman of the SUUP CC with no voting right is chairing the meeting, the subject of the vote shall be rediscussed in case of a tie vote and the vote shall be repeated thereafter. In the event of a repeated tie, the agenda item shall be discussed again within 8 days. In the event of a tie vote in a secret ballot, the Chair of the meeting shall refer the agenda item back to rediscussion. The secret ballot shall then be repeated. In the event of a further tie, the item shall be discussed again within 8 days.

(16) Except as provided for in Section (17) of Article 10, decisions may also be taken by electronic means, and the decision so adopted shall be signed by all the members who participated in the electronic vote as soon as possible, but not later than 25 working days.

(17) A secret ballot shall be held on personal matters or on any question if the President or any member of the Delegates' Assembly requests a secret ballot and a simple majority agrees.

(18) Official notification of the decisions of the Delegates' Assembly shall be sent to all the people and bodies affected by the matter under discussion or the decision taken. The minutes of the meeting containing the decisions shall be published on the website of the SUUP within 15 working days of the meeting.

(19) In matters not specifically provided for in the Statutes, the decision of the Delegates' Assembly or the decision of the Assembly on the matter shall be

binding. The decision of the Delegates' Assembly may not be in conflict with the law, the provisions of the OOR and the regulations of the University. Appeals against the decisions of the Delegates' Assembly may be lodged with the Chancellor within 15 days of the date becoming aware of the decision, solely on the grounds of infringement of the law or the relevant regulations.

(20) When voting on personnel matters, the Delegates' Assembly shall, at the proposal of the President of the SUUP, elect by simple majority at least two vote counters who shall continue to serve as members of the Vote Counting Committee until the end of the meeting. If it is not a personal matter concerning the members of the Control Committee that the vote is taken on, the members of the Vote Counting Committee shall be the members of the CC present at the time. All the members of the Delegates' Meeting shall declare any conflict of interest with regard to the vote counters, if they are aware of such conflicts.

2.3. Decision-making

11.§

(1) Decisions of the Delegates' Assembly are taken:

a. by simple majority – a majority of more than half of the members present and voting in favour,

b. by an absolute majority – more than half (50%+1) of all members voting in favour; and

c. by qualified majority – at least two-thirds of all members voting in favour.

12.§

(1) An absolute majority shall be required for the adoption of all personnel matters, in particular for the election of the President of the SUUP, the Student Representative Group of the Senate and the student members of the University Committees, as well as the members of the SUUP CC.

(2) A qualified majority shall be required for the adoption and amendment of the Statutes and the various regulations, the adoption of the annual budget and the annual budget report, and the recall of persons elected by the Delegates' Assembly.

(3) A simple majority is required for any decision in which Section (1) and (2) do not specify a different decision-making requirement.

(4) The Delegates' Assembly shall state the reasons for second instance decisions.

3. SUUP CC

3.1. The functioning of SUUP CC

13.§

(1) The SUUP CC is a body of at least 4 but not more than 6 members established to oversee the legality of the work of the SUUP and of all the bodies, committees and Constituent Unions of the SUUP, the University Centre Board and the committees established by them.

(2) The SUUP CC shall consist of 1 Chairman and at least 3 and at most 5 other members. The SUUP CC members shall have an active student status in Hungary, at the University of Pannonia. Furthermore, the SUUP CC President shall be a full-time student.

(3) The President of the SUUP is obligated to announce a call for applications for the election of the members of the SUUP CC every December, and the Delegates' Assembly is required to elect the members of the SUUP CC by 15th January of the following year.

(4) The application must include:

a. an application form,
b. a CV,
c. a cover letter,
d. a declaration that, if elected, his or her term of office will not exceed 4 years, including the duration of all his or her terms of office in students' unions. The Declaration forms Annex III and the Application Form is attached as Annex IV to these Statutes.

(5) The application must be signed and scanned and submitted electronically, in accordance with the specifications in the call for applications. All applications received must be filed in accordance with the University's Document Management Regulation. The president of the SUUP CC shall be

responsible for the administrative matters.

(6) The members of the SUUP CC shall be elected by the Delegates' Assembly by absolute majority for a term of 1 year.

(7) The term of office of the members of the SUUP CC shall begin on 1st February of each year and shall end on 31st January of the following year.

(8) The Chairman of the SUUP CC shall be elected by the SUUP CC members from among themselves at the constituent meeting.

(9) In the event of the premature termination of the term of office of the Chairman of the SUUP CC, the members of the SUUP CC shall elect a new SUUP CC Chairman from among themselves within 5 working days.

(10) The term of office of a member of the SUUP CC who has been elected in a by-election shall last until the end of the term of office of the existing body.

3.2. Duties of the SUUP CC

14.§

(1) The SUUP CC shall:

a. verify that the activities of the bodies, officers and delegates of the SUUP, the Constituent Unions and the Board of the University Centre are carried out in accordance with the provisions of the regulations of the SUUP, the Constituent Unions and the Board of the University Centre and also that their activities do not conflict with any laws, the OOR and the provisions of other regulations of the University,

b. review the operation of the SUUP, the Constituent Unions and the Board of the University Centre as part of a semi-annual legality audit, and report the results of the audit to the Delegates' Assembly,

c. assist in the election of the officers and student representatives of the SUUP, the constituent unions and the University Centre, as specified in the timetable,

d. report any suspected abuse or misconduct to the Delegates' Assembly,

e. investigate the conflict of interest motions concerning the officers as well as the members and administrators having a mandate in the Students'

Union,

f. be responsible for the conduct of the Student Representative Elections as members of the Central Election Committee,

g. have the right to make proposals and act on any matter within its competence under the these Statutes, other regulations or entrusted to it by the President of the SUUP or the Delegates' Assembly,

h. check the application forms submitted for the Excellence in Community Engagement scholarship (hereinafter referred to as: "ECE") on a monthly basis and apply the legal sanctions laid down in these Statutes,

i. keep the minutes of the meetings and prepare a summary of the Delegates' Assembly of the SUUP, the Bodies of the Constituent Unions, the Board of the University Centre, the SUUP Board Meeting and the standing and ad hoc committees in the SUUP office in accordance with the provisions of the Document Management Regulation of the University of Pannonia, and store these documents in scanned form in the cloud system set up for this purpose,

j. have its members carry out their work in full knowledge of the provisions of these Statutes.

3.3. Rights of the SUUP CC

15.§

(1) The members of the SUUP CC shall be invited to all meetings of the SUUP with the right of consultation.

(2) The Delegates' Assembly, the Constituent Unions, the Board of the University Centre, the standing and ad hoc committees of the SUUP and their chairmen, as well as the delegates of the Constituent Unions and the Board of the University Centre shall submit their responses given to the written questions of the SUUP CC to the SUUP CC in writing within 5 working days.

(3) The SUUP CC shall take its decisions in accordance with Articles 11-12 of these Statutes.

3.4. The Chairman of the SUUP CC

16.§

(1) The duties of the Chairman of the SUUP CC:

a. convening, making preparations for and chairing the meetings of the SUUP CC at least once a month during term time,

b. ensuring the smooth running of and managing the work of the SUUP CC,

c. signing and authenticating the decisions of the SUUP CC,

d. reporting on its work in the past period at the SUUP CC meetings,

e. reporting on the activities of the SUUP CC and the results of the Student Representative Elections at the Delegates' Meeting following the SRE,

f. he or she shall inform the President of the SUUP of the decisions of the SUUP CC within 3 working days,

g. announcing the ECE call for applications,

h. informing the Rector and the Chancellor of the University in writing of any violations in the operation or management of the SUUP,

i. the Chairman of the SUUP CC is entitled to convene a Delegates' Meeting, a meeting of the University Centre Board or a meeting of the Constituent Union Board in justified cases.

(2) The Chairman of the SUUP CC shall have administrative access to the website of the SUUP.

(3) Election of the Chairman of the SUUP CC:

a. The Chairman of the SUUP CC shall be elected by the Control Committee (hereinafter referred to as: “SUUP CC Chairman election meeting”). The term of office of the Chairman of the SUUP CC shall be from 1st February of the year in question until 31st January of the year following the year in question.

b. The SUUP CC Chairman election meeting shall be convened by the President of the SUUP within one week after the election of the members. The SUUP CC meeting shall be governed by the rules applicable to the Delegates' Meeting.

c. The following shall be indicated on the ballot paper:

i. the word “Ballot Paper”,
ii. the subject matter of the vote,
iii. the names of the candidates,
iv. a checkbox next to the name of the candidates,
v. information on the voting procedure,
vi. the date of the vote,
vii. the official stamp of the SUUP (stamp 1).

d. The votes shall be tallied by the President of the SUUP and the results of the election shall be published on the SUUP website.

e. In the event that no candidate obtains an absolute majority in the election of the Chairman of the SUUP CC, a second round of elections shall be held within eight days after the elections, where the two candidates who obtained the highest number of votes in the first round may be elected. All other provisions for the second round of elections shall be the same as those for the first round.

f. If the second round proves to be invalid or unsuccessful, the President of the SUUP shall call new elections within 8 days.

g. Within 24 hours after the counting of the votes, the President of the SUUP shall draw up the records of the election results and publish them on the SUUP website. Until the election results are officially announced, the decision of the SUUP President put down in the election records shall not be final.

h. Any student with an active student status may lodge an appeal with the SUUP Legal Remedy Committee against the decision of the SUUP President finalising the election results in the election records.

i. The appeal must be delivered in person at the place and time indicated in the election records or sent by post to the address of the SUUP LRC. The appeal must include the student's name, his or her ‘Neptun’ code and the violation he or she believes to have been committed during the voting process. The appeal must be signed to be valid. If the appeal does not contain all the information specified herein, the appeal shall be rejected without consideration of the merits.

j. Appeals may be lodged within 2 working days after the non-final decision

establishing the election results are made public.

k. The SUUP LRC shall decide on the appeal within 3 working days.

l. The SUUP LRC shall dismiss the appeal if the appeal is unfounded.

m. If the SUUP LRC upholds the appeal, it may request the SUUP President to recount the votes or annul the election result and order to call a new election.

n. The SUUP President shall declare and publish the final result of the election if

i no appeal has been lodged against its decision finalising the election results in the election records within the period laid down in these Statutes,

ii the appeal lodged was dismissed by the SUUP LRC.

o. In the event that the appeal is upheld by the SUUP LRC, the decision on the mandate of the President of the SUUP CC, which is the subject of the appeal, shall not become final.

4. The commission of the SUUP

17.§

(1) The SUUP may set up standing and ad hoc committees to carry out its particularly important tasks and to prepare its decisions. The members of the standing committees shall be elected by the Delegates' Assembly at the proposal of the SUUP President for a maximum term of 1 year, except in the case of the SUUP RLC.

(2) The standing committees shall determine their own rules of work, business and procedure.

(3) The committees of the SUUP may propose to have a financial framework for the performance of their duties, which may be included in the budget of the SUUP through the decision of the Delegates' Assembly.

(4) The President of the SUUP shall be entitled to set up ad hoc committees and define their tasks. The committee shall draw up its rules of procedure.

5. The President of the SUUP

18.§

(1) The President shall be entitled to represent the Delegates' Assembly and the SUUP and to make statements on its behalf.

(2) Within the limits of the budget made available to the SUUP, the Rector's and Chancellor's commissioner for Student Affairs shall be authorised to enter into commitments on behalf of the SUUP.

(3) In matters relating to ‘Excellence in Public Life’ scholarships, the power of referral may be exercised on behalf of the SUUP with the concurrent professional responsibility of the SUUP President and the President of the SUUP CC and with the consent of the Rector's and Chancellor's commissioner for Student Affairs and of the Chancellor.

(4) The President of the SUUP shall organise and direct the work carried out by the SUUP. In doing so, he or she shall convene, prepare and chair the Delegates' Assembly and the SUUP Leadership Team Meetings, propose the agenda of such meetings and manage the decision-making and decision-preparatory activities of the SUUP.

(5) The President of the SUUP shall ensure the implementation of the decisions of the Delegates' Assembly and the SUUP and the preparation of such implementation.

(6) The President of the SUUP shall supervise the operations of the SUUP office.

(7) The President of the SUUP shall manage and organise the financial management of the SUUP and shall be responsible for the lawful and compliant use of the resources made available to the SUUP.

(8) The President of the SUUP shall be responsible for his or her activities in accordance with the applicable laws and university rules.

(9) The President of the SUUP shall be responsible for the performance of tasks specified in the Reglation on the organisation of events at the University of Pannonia with regard to events organized for students.

(10) The President of the SUUP may act independently in the performance of his or her duties specified in these Statutes and in matters delegated to him or

her by the Delegates' Assembly. In order to clarify and interpret the provisions of the Statutes, he or she may issue resolutions or lay down rules of procedure in the form of resolutions which shall be binding on the people concerned.

(11) In the exercise of the powers set out in Section (9), the SUUP President shall not be entitled to give instructions to the SUUP CC, the SUUP LRC or the SUUP CEC.

(12) The President of the SUUP shall have the right and the duty to represent the SUUP in all matters not reserved by the Statutes to any other officer or person. In the performance of his or her duties not provided for in the Statutes, he or she shall not act in violation of the law and shall not contradict the provisions of the OOR or any other regulation of the University.

(13) Within one year of the previous amendment of the Statutes and without delay if necessary, the SUUP President shall ensure that the Statutes be reviewed, and, if justified, amended. He or she shall submit the results of the revision to the Delegates' Assembly and inform its members thereof.

(14) If, after the Student Representative Elections, none of the officers of the Constituent unions convene the Constituent meeting of the SU Board of the Constituent Union by the tenth day at the latest, the constituent meeting shall be convened by the SUUP President.

(15) The SUUP President may appoint permanent and ad hoc presidential officers to carry out operational tasks. The President shall be obliged to inform the Delegates' Assembly in writing of the identity and duties of the officers so appointed.

(16) The information shall include:

a. the name and e-mail address of the delegate,
b. his or her tasks in detail,
c. the start and duration of his or her mandate.

(17) He or she shall make a report on his or her work on or before the last day of each month, and submit it to the SUUP CC by the deadline for the submission of the ECE applications.

(18) If he or she fails to comply with his or her reporting obligations for two

consecutive months, the Chairman of the Control Committee shall issue a written request to remedy the non-performance and shall also specify the deadline for doing so.

(19) In the event of a failure to fulfil his or her reporting obligation for three consecutive months, the Chairman of the Control Committee shall notify the University's senior management in writing of the non-performance of the SUUP President.

(20) The SUUP President shall prepare a letter of appointment for the SUUP Deputy President and Vice Presidents, the President of the Board of the University Centre, Presidential Assistants and Officers, the members of the Delegates' Assembly delegated by the Constituent Unions and elected student representatives. In the case of a constituent union, it is the SUUP President's duty to prepare a letter of appointment for the members elected for an ad interim period following the resignation of the President of the constituent union. A draft letter of appointment is set out in Annex V to these Statutes.

(21) The SUUP President shall submit proposals to the Delegates' Assembly for the conferment of the 'Student Pro Studentibus' award established by the SUUP.

19.§

(1) The SUUP President shall be entitled to:

a. make a proposal for the appointment of the SUUP Deputy President, the Vice Presidents and the Presidential Assistants,

b. make a proposal for the appointment of the chairmen of the SUUP committees, unless otherwise provided for in the Statutes,

c. appoint and recall the President's representatives,

d. propose that any member of the Delegates' Assembly be entrusted with any of the tasks of the Delegates' Assembly,

e. participate in the meetings of the SU Boards of the Constituent Unions and the SUUP University Centre and the SUUP Committees with the right of consultation,

f. make a comment or report to any decision-making body of the University

on an action or decision that concerns, negatively affects or endangers the interests of students or student organisations,

g. propose that the SUUP CC should review the legality of decisions taken by the Delegates' Assembly and the constituent unions, if they violate the law or a university regulation,

h. make a statement on behalf of the SUUP,

i. make a proposal for the budget and management principles of the SUUP,

j. announce the calls for applications for the Student Representative Elections, for the membership of the Control Committee, for the President of the University Centre Board and for the Presidents of the Constituent Unions,

k. make proposals on other personnel-related matters delegated to him or her by the Delegates' Assembly,

l. represent the SUUP in university and other forums,

m. represent the SUUP at the General Assembly and the Electoral Board meetings of the NCSU,

n. set up ad hoc committees,

o. issue resolutions as provided in the Statutes,

p. access the SUUP website as an administrator.

6. SUUP Deputy President

20.§

(1) The Deputy President of the SUUP shall substitute the SUUP President with full powers in his or her absence or in the event of the SUUP President is prevented from attending. The Deputy President of the SUUP shall be responsible for his or her own activities in accordance with the applicable laws and university rules.

(2) The Deputy President of the SUUP shall be entitled to:

a. participate with voting rights in the meetings of the Delegates' Assembly,

b. participate in the meetings of the SU Boards of the Constituent Unions and the SUUP University Centre and the SUUP Committees,

c. make a proposal to the SUUP CC for an extraordinary call for applications

for the ECE scholarship.

(3) The Deputy President of the SUUP shall:

a. deal with the matters delegated to him or her by the SUUP President and the Delegates' Assembly,

b. assist, prepare and support the work of the SUUP President.

7. SUUP Vice President for Social Affairs

21.§

(1) The SUUP Vice President for Social Affairs shall be responsible for his or her own activities in accordance with the applicable laws and university rules.

(2) The SUUP Vice President for Social Affairs shall be entitled to:

a. participate with voting rights in the meetings of the Delegates' Assembly,

b. participate in the meetings of the SU Boards of the Constituent Unions and the SUUP University Centre and the SUUP Committees,

c. entrust any member of Constituent Unions with a task relating to social affairs, subject to the agreement of the President of the Constituent Union,

d. supervise the work of the member of the Constituent Union entrusted with the task,

e. make a proposal to the SUUP CC for an extraordinary call for applications for the ECE scholarship,

f. make a proposal to the Delegates' Assembly, with the agreement of the SUUP President, for the appointment of the SUUP Presidential Assistant for Social Affairs.

(3) The SUUP Vice President for Social Affairs shall be responsible for:

a. announcing the call for applications for regular and exceptional social grants and basic grants,

b. assessing the applications received, coordinating the assessment process and developing the assessment system.

(4) The SUUP Vice President for Social Affairs shall:

a. deal with all social issues affecting students,

b. publish the application criteria and requirements on the website of the SUUP no later than 3 working days before each social support application

period,

c. announce and conduct a student forum during each social support application period,

d. draw up the rules of procedure for the social support application period, which must be approved by the Delegates' Assembly,

e. review its rules of procedure at the beginning of each semester to comply with legislative changes,

f. publish its rules of procedure on the website of the SUUP by the last working day of the 4th week of each semester,

g. deal with the matters delegated to him or her by the Delegates' Assembly.

8. SUUP Vice President for Communication

22.§

(1) The SUUP Vice President for Communication shall be responsible for his or her own activities in accordance with the applicable laws and university rules.

(2) The SUUP Vice President for Communication shall be entitled to:

a. participate with voting rights in the meetings of the Delegates' Assembly,

b. participate with the right of consultation in the meetings of the SU Boards of the Constituent Unions and the SUUP University Centre and the SUUP committees,

c. delegate any member of the Constituent Union, with the agreement of the President of the Constituent Union, to carry out communication-related tasks,

d. supervise the work of the member of the Constituent Union entrusted with the task,

e. make a proposal to the SUUP CC for an extraordinary call for applications for the ECE scholarship,

f. make a proposal to the Delegates' Assembly, with the agreement of the SUUP President, for the appointment of the SUUP Presidential Assistant for Communication.

(3) The SUUP Vice President for Communication shall:

a. assume responsibility for all social media platforms managed by the SUUP,
b. provide information on all events, changes and decisions which affect students and which fall within the competence of the SUUP,
c. participate in the drafting, graphic design and publication of official communications and decisions of the SUUP,
d. keep in touch with the staff of the Directorate of Communication.

9. SUUP Vice President for International Student Affairs

23.§

(1) The SUUP Vice President for International Student Affairs shall be responsible for his or her own activities in accordance with the applicable laws and university rules.

(2) The SUUP Vice President for International Student Affairs shall be entitled to:
a. participate with voting rights in the meetings of the Delegates' Assembly,
b. participate with the right of consultation in the meetings of the SU Boards of the Constituent Unions and the SUUP University Centre and the SUUP committees,
c. delegate any member of the Constituent Union, with the agreement of the President of the Constituent Union, to carry out tasks relating to international student affairs,
d. supervise the work of the member of the Constituent Union entrusted with the task,
e. make a proposal to the SUUP CC for an extraordinary call for applications for the ECE scholarship,
f. make a proposal to the Delegates' Assembly, with the agreement of the SUUP President, for the appointment of the SUUP Presidential Assistant for International Student Affairs.
g. make a proposal to the Directorate of Academic Affairs if a mentor of the International Mentoring Programme fails to fulfil, or partially fulfils, the obligations set forth in the document specifying the details of compensation for mentoring.

(3) The SUUP Vice President for International Student Affairs shall:

a. keep in touch with the staff of the International Mobility Department as well as the Director and the staff of the Directorate of Academic Affairs,

b. take part in the organisation of all the activities involving foreign students and coordinate the International Mentoring Programme.

10. SUUP Vice President for Student and Sports Events

24.§

(1) The SUUP Vice President for Student and Sports Events shall be responsible for their activities in accordance with the relevant laws and university regulations.

(2) The SUUP Vice President for Student and Sports Events shall be entitled to:

a. participate with voting rights in the meetings of the Delegates' Assembly,

b. participate with the right of consultation in the meetings of the SU Boards of the Constituent Unions, the SUUP University Centre and the SUUP committees,

c. delegate any member of the Constituent Union, with the agreement of the President of the Constituent Union, to carry out tasks relating to event management,

d. supervise the work of the member of the Constituent Union entrusted with the task,

e. make a proposal to the SUUP CC for an extraordinary call for applications for the ECE scholarship,

f. make a proposal to the Delegates' Assembly, with the agreement of the SUUP President, for the appointment of the SUUP Presidential Assistant for Sports and Recreational Activities,

g. make a proposal to the Delegates' Assembly, with the agreement of the SUUP President, for the appointment of the SUUP Presidential Assistant for Student Events.

(3) The SUUP Vice President for Student and Sports Events shall:

a. respond to students inquiries related to student events,

b. provide outstanding cooperation in the organization of the following student events:

i. Freshman Camp,

ii. Freshman Ball,

iii. University Days of Veszprém,

iv. University Sports Day and other sports events organized by the University,

v. any student event proposed for organisation by the Delegates' Assembly

c. prepare the Student Event Authorisation Requests for SUUP events in support of the SUUP president,
d. perform the tasks assigned by the SUUP President,
e. maintain active contact with the staff of Egyetemi Centrum Ltd., VESC, and the IPES,
f. inform students about university sports opportunities and the possibilities provided by the 'Sports and Studies' program.

11. SUUP Presidential Assistants

25.§

(1) The SUUP Presidential Assistants shall be appointed by the SUUP Delegates' Assembly at the proposal of the SUUP Vice Presidents, with the agreement of the SUUP President, for a maximum term of office of the SUUP President. The SUUP Presidential Assistants can be entrusted with the performance of an activity on a permanent basis.

(2) The detailed duties and responsibilities of the SUUP Presidential Assistants shall be determined by the SUUP President and shall be communicated in writing to the Delegates' Assembly. They shall send reports on their activities on a regular basis.

(3) The termination of the mandate of the SUUP President for any reason shall entail the termination of the mandate of the SUUP Presidential Assistants. The SUUP President may propose the recall of the SUUP Presidential Assistants to the Delegates' Assembly, with appropriate justification. This shall be decided on by a qualified majority of the Delegates' Assembly.

12. SUUP Presidential Assistant for Social Affairs

26.§

(1) The SUUP Presidential Assistant for Social Affairs shall be responsible for his or her own activities in accordance with the applicable laws and university rules.

(2) The SUUP Presidential Assistant for Social Affairs shall be entitled to:

a. participate with the right of consultation in the meetings of the Delegates' Assembly,

b. participate with the right of consultation in the meetings of the SU Boards of the Constituent Unions and the SUUP University Centre and the SUUP committees.

(3) The SUUP Presidential Assistant for Social Affairs shall:

a. take part in the drafting and review of all social policies affecting students,

b. carry out the tasks assigned to him or her by the SUUP President and the Vice President for Social Affairs.

13. SUUP Presidential Assistant for Communication

27.§

(1) The SUUP Presidential Assistant for Communication shall be responsible for his or her own activities in accordance with the applicable laws and university rules.

(2) The SUUP Presidential Assistant for Communication shall be entitled to:

a. participate with the right of consultation in the meetings of the Delegates' Assembly,

b. participate with the right of consultation in the meetings of the SU Boards of the Constituent Unions and the SUUP University Centre and the SUUP committees,

(3) The SUUP Presidential Assistant for Communication shall:

a. carry out the tasks assigned to him or her by the SUUP President and the Vice President for Communication.

14. SUUP Presidential Assistant for International Student Affairs

28.§

(1) The SUUP Presidential Assistant for International Student Affairs shall be responsible for his or her own activities in accordance with the applicable laws and university rules.

(2) The SUUP Presidential Assistant for International Student Affairs shall be entitled to:

a. participate with the right of consultation in the meetings of the Delegates' Assembly,

b. participate with the right of consultation in the meetings of the SU Boards of the Constituent Unions and the SUUP University Centre and the SUUP committees,

(3) The SUUP Presidential Assistant for International Student Affairs shall:

a. carry out the tasks assigned to him or her by the SUUP President and the Vice President for International Student Affairs.

15. SUUP Presidential Assistant for Sports and Recreational Activities

29.§

(1) The SUUP Presidential Assistant for Sports and Recreational Activities shall be responsible for his or her own activities in accordance with the applicable laws and university rules.

(2) The SUUP Presidential Assistant for Sports and Recreational Activities shall be entitled to:

a. participate with the right of consultation in the meetings of the Delegates' Assembly,

b. participate with the right of consultation in the meetings of the SU Boards of the Constituent Unions and the SUUP University Centre and the SUUP committees.

(3) The SUUP Presidential Assistant for Sports and Recreational Activities shall:

a. carry out the tasks assigned to him or her by the SUUP President, and the SUUP Vice President for Student and Sports Events,

b. keep in touch with representatives of the Institute of Physical Education

and Sports,

c. support the implementation of sport and recreational events organised by the University.

16. SUUP Presidential Assistant for System Administration

30.§

(1) The SUUP Presidential Assistant for System Administration shall be responsible for his or her own activities in accordance with the applicable laws and university rules.

(2) The SUUP Presidential Assistant for System Administration shall be entitled to:

a. participate with the right of consultation in the meetings of the Delegates' Assembly,

b. participate with the right of consultation in the meetings of the SU Boards of the Constituent Unions and the SUUP University Centre and the SUUP committees.

(3) The SUUP Presidential Assistant for System Administration shall:

a. manage the website of the SUUP,

b. provide access for the Chairman of the SUUP CEC to the SUUP website during the Student Representative Elections,

c. carry out the tasks assigned to him or her by the SUUP President,

d. check the proper functioning of the IT equipment in the SUUP office on a weekly basis,

e. investigate and fix errors in the IT ecosystem reported from the SUUP office,

f. keep in touch with the staff of the Directorate of Information Technology.

17. SUUP Presidential Assistant for Student Events

31.§

(1) The Presidential Assistant for Student Events shall be responsible for his or her own activities in accordance with the applicable laws and university rules.

(2) The Presidential Assistant for Student Events is entitled to:

a. participate with the right of consultation in the meetings of the Delegates' Assembly,

b. participate with the right of consultation in the meetings of the SU Boards of the Constituent Unions and the SUUP University Centre and the SUUP committees,

c. entrust any member of the Constituent Unions with tasks related to event organization matters, subject to the agreement of the President of the Constituent Union,

d. supervise the work of the member of the Constituent Union entrusted with the task.

(3) The Presidential Assistant for Student Events shall:

a) answer student questions related to student events,

b) particularly contribute to the organization of the following student events:

i. Freshman Camp,

ii. Freshman Ball,

iii. University Days of Veszprém,

iv. any student event proposed by the Delegates' Assembly for organization,

c) perform tasks assigned by the SUUP President and the SUUP Vice-President for Student and Sports Events,

d) keep in touch with the staff of the Egyetemi Centrum Ltd.

18. SUUP Presidential Assistant for Organizational Development

32.§

(1) The Presidential Assistant for Organizational Development shall be responsible for his or her own activities in accordance with the applicable laws and university rules.

(2) The Presidential Assistant for Organizational Development is entitled to:

a. participate with the right of consultation in the meetings of the Delegates' Assembly,

b. participate with the right of consultation in the meetings of the SU Boards of the Constituent Unions and the SUUP University Centre and the SUUP committees.

(3) The Presidential Assistant for Organizational Development shall:

a) organize trainings and professional programs for the members of the organization,

b) professionally prepare the newly elected student representatives,

c) provide training materials, supporting materials and other resources for the participants,

d) contribute to the development of training materials with the instructors of the training programs,

e) carry out the tasks assigned to him or her by the SUUP president.

19. SUUP Presidential Officers

33.§

(1) The SUUP President shall appoint the Presidential Officers of the SUUP for a term not exceeding the term of office of the President. Presidential Officers can be entrusted with a specific task on a temporary basis.

(2) The detailed duties and responsibilities of the Presidential Officers shall be determined by the SUUP President and shall be communicated in writing to the Delegates' Assembly of the SUUP. They shall send reports to the SUUP President on their activities on a regular basis.

(3) The termination of the mandate of the SUUP President for any reason shall entail the termination of the mandate of the Presidential Officers. The SUUP President may recall the Presidential Officers without having to give any reasons.

20. The SUUP Presidential Officer for Zalaegerszeg Affairs

34.§

(1) The SUUP Presidential Officer for Zalaegerszeg Affairs shall be responsible for their activities in accordance with the relevant laws and university regulations.

(2) The SUUP Presidential Officer for Zalaegerszeg Affairs shall organize and direct the work of the SUUP in Zalaegerszeg.

(3) The SUUP Presidential Officer for Zalaegerszeg Affairs shall supervise the operation of the SUUP office in Zalaegerszeg.

(4) The SUUP Presidential Officer for Zalaegerszeg Affairs shall be entitled to:

a. participate with the right of consultation in the meetings of the Delegates' Assembly,

b. participate with the rights of consultation in the meetings of the SU Boards of the Constitutent Unions, the SUUP University Centre Board, and the SUUP committees,

c. assign tasks related to student affairs in Zalaegerszeg to the members of the Constituent Union of the Faculty of Business Administration Zalaegerszeg, while keeping the President of the respective Constituent Union informed,

d. supervise the work of the Constituent Union member assigned with the task,

e. make a proposal to the SUUP CC for an extraordinary call for applications for the ECE scholarships,

f. represent the SUUP in Zalaegerszeg and to make statements on its behalf.

(5) The SUUP Presidential Officer for Zalaegerszeg Affairs shall:

a. create and maintain unity between the members of the SUUP FE Constituent Union active in Zalaegerszeg and the members of the SUUP FBAZ,

b. maintain regular contact with the President of SUUP FBAZ,

c. continuously inform the SUUP President regarding the processes and activities in Zalaegerszeg,

d. respond to student inquiries in Zalaegerszeg,

e. prepare Student Event Authorisation Requests for SUUP FBAZ events in support of the SUUP President.

21. Obligations pertaining to the mandate of the SUUP President and related positions

35.§

(1) The following apply to each of the positions with a mandate granted by the SUUP President:

a. They shall prepare a report on their work by the last day of each month and send it to the SUUP CC by the deadline for the submission of the ECE applications.

b. If they fail to comply with their reporting obligations for two consecutive months – with the exception of the months of the examination period and the months of July and August –, the Chairman of the Control Committee shall issue a written request to remedy the non-performance and shall also specify the deadline for doing so.

c. If they fail to comply with their reporting obligations for three consecutive months – with the exception of the months of the examination period and the months of July and August –, the Chairman of the Control Committee shall notify the SUUP President of the non-performance and may request their removal from their position.

d. They shall hold consultation hours for 2*45 minutes per week in the SUUP office.

e. The positions with a mandate granted by the SUUP President are not mandatory in the absence of a suitable candidate. In such a case, the rights and obligations of the position shall be exercised by the SUUP Deputy President or, for lack of that, by the SUUP President.

f. The SUUP President, Deputy President, Vice Presidents and Presidential Assistants may be elected from among full-time students with an active student status in Hungary, in the University of Pannonia.

Chapter IV: SUUP Board Members

1. SUUP Board Members

36.§

(1) The SUUP Board members include:

a. the SUUP President and its Acting President,

b. the SUUP Deputy President and its Acting Deputy President,

c. the SUUP Vice Presidents and its Acting Vice Presidents,

d. the Presidents of the Constituent Unions and the Acting Presidents of the Constituent Unions,

e. the Chairman of the SUUP University Centre Board or its Acting Chairman.

f. the SUUP Presidential Officer for Zalaegerszeg Affairs.

2. SUUP Board Meeting

37.§

(1) Invitees to the SUUP Board Meeting:

a. SUUP Presidential Assistants,

b. SUUP Presidential Officers, except for the SUUP Presidential Officer for Zalaegerszeg Affairs

c. Deputy Presidents of Constituent Unions,

d. Chairman of the SUUP CC,

e. Members of the SUUP CC,

f. Rector's and Chancellor's commissioner for Student Affairs.

(2) The current SUUP President shall convene at least 2 Board Meetings per semester and chair the meetings.

(3) The purpose of the Board Meeting is to prepare the agenda items to be discussed at the Delegates' Meeting. It shall convened before each amendent of the Statutes.

(4) The Board Meeting may be attended by the members of the SUUP Board and invited guests.

(5) At least five days prior to the meeting, the members of the Board and the permanent invitees shall be informed electronically (e-mail, internet

content) or in writing (letter) of the convening of the meeting, its date, venue and agenda.

(6) In the case of an extraordinary meeting, the members and permanent invitees of the Board Meeting must be notified of the convening of the meeting, its time, place and agenda in electronic form (e-mail, internet content) or in writing (letter) no later than 24 hours before the meeting.

(7) An extraordinary meeting shall be convened if the SUUP President or at least 1/3 of the members of the Board so request.

(8) The invitation to the Board Meeting shall include a proposal for the agenda of the meeting. The written submissions for each item on the agenda shall be sent out with the invitation, but no later than 24 hours before the meeting.

(9) The members of the Board may propose items for the agenda of the meeting.

(10) The Board Meeting shall be conducted on the basis of the agenda items sent out in advance.

(11) A summary of the Board Meeting shall be prepared by a Board member or CC member designated at the beginning of the meeting. An audio recording may be made for the duration of the meeting if the members of the Board present, without exception, agree to it. The summary of the meeting shall be authenticated with the signature of the SUUP President and also signed by the person preparing the summary.

(12) No decisions shall be taken at a Board Meeting.

Chapter V: Student Representative Group of the Senate

38.§

(1) The members of the Student Representative Group of the Senate shall be elected by the Delegates' Assembly by an absolute majority on the basis of a proposal by the SUUP President.

(2) The term of office of the members of the Student Representative Group of the Senate shall start on 1st November of each year and end on 31st October of the following year. In the event of the termination of the mandate of a member of the Student Representative Group of the Senate, a new member shall be elected for the remainder of the mandate of the old member.

Chapter VI: Rules for Electing the Members of the SUUP Board

1. Election of the SUUP President, the SUUP Deputy President and the SUUP Vice Presidents

39.§

(1) Any full-time student who has an active student status in Hungary at the University of Pannonia and who has submitted a valid application by the application deadline may be elected as SUUP President, provided that, if elected, the total duration of his or her previous mandates as a students' union official does not exceed 4 years.

(2) The Delegates' Assembly shall be responsible for calling the election of the SUUP President, and the SUUP CC shall be responsible for the lawful conduct of the election. The call for applications shall be authenticated by the signature of the current SUUP President.

(3) The election for the SUUP President shall be announced not later than the 1st day of October of the autumn term of each academic year and shall be completed not later than the 31st day of October of the same academic year.

(4) The call for applications shall be published on the official website of the SUUP.

(5) The written applications must be submitted to the Delegates' Assembly within one week of the date of the call for applications, in accordance with the call criteria.

(6) The application must include:

a. the application form,

b. a CV,

c. a cover letter,

d. a draft election programme,

e. a declaration that, if elected, his or her term of office will not exceed 4 years, including the duration of all his or her terms of office in students' unions. The Declaration is attached as Annex III and the Application Form as Annex IV to these Statutes.

(7) The application must be signed on all pages, scanned and submitted electronically, in accordance with the specifications in the call for applications. All the applications received must be filed in the University's filing system. The Chairman of the SUUP CC shall be responsible for administrative matters relating to the filing of applications.

(8) Failure to comply with any of the conditions set out in Sections (6) and (7), or incomplete compliance therewith, shall result in the rejection of the application. The applications received are checked by the SUUP CC.

(9) The SUUP President shall be elected by the Delegates' Assembly (hereinafter referred to as: “Delegates' Assembly for Presidential Election”). The term of office of the SUUP President shall be from 1st November of the year in question to 31st October of the year following the year in question.

(10) The Delegates' Assembly for Presidential Election shall be convened by the incumbent SUUP President within one week after the closing of the application period. The Delegates' Assembly for Presidential Election shall be governed by the rules applicable to the Delegates' Assembly. The Delegates' Assembly for Presidential Election shall elect the President of the SUUP by absolute majority.

(11) The ballot paper shall indicate:

a. the word “Ballot Paper”,
b. the subject matter of the vote,
c. the name(s) of the candidate(s),
d. a checkbox next to the name(s) of the candidate(s),
e. information on the voting procedure,
f. the official stamp of the SUUP (stamp 2).

(12) The votes shall be tallied by the SUUP CC and the results of the election shall be published on the SUUP website.

(13) In the event that no candidate obtains an absolute majority in the election of the President, a second round of elections shall be held within eight days after the elections, where the two candidates who obtained the highest number of votes in the first round may be elected. All other provisions for

the second round of elections shall be the same as those for the first round.

(14) If the second round proves to be invalid or unsuccessful, the Delegates' Assembly shall call a new election within 8 days and, if the mandate of the President has already expired, shall elect the Acting President of the SUUP. Any member of the Delegates' Assembly may be elected as Acting President of the SUUP, subject to the rules of conflicts of interest. The primary task of the Acting President of the SUUP shall be to conduct elections and to carry out interest representation activities. He or she may undertake commitments on the basis of a specific decision of the Delegates' Assembly within the limits of the current budget. The election must be completed as soon as possible after the call for a new election, but not later than 30 days. The term of office of the Acting President of the SUUP shall be for a maximum period of 30 days, which may be extended once for a further period of 30 days by an absolute majority of the Delegates' Assembly.

(15) After the election of the SUUP President, the election of the SUUP University Centre Board President, the SUUP Deputy Presidents, the SUUP Vice Presidents and the SUUP Presidential Assistants may take place.

(16) A voting shall be held separately for each person to be elected.

(17) Within 24 hours after the counting of the votes, the SUUP CC shall draw up the records of the results of the election of the SUUP President and publish them on the SUUP website. Until the election results are officially announced, the decision of the SUUP CC put down in the election records shall not be final.

(18) Any student with an active student status may lodge an appeal with the SUUP LRC against the decision of the SUUP CC finalising the election results in the election records.

(19) The appeal must be delivered in person at the place and time indicated in the election records or sent by post to the address of the SUUP LRC. The appeal must include the student's name, his or her 'Neptun' code and the violation he or she believes to have been committed during the voting process. The appeal must be signed to be valid. If the appeal does not contain all the information specified herein, the appeal shall be rejected without

consideration of the merits.

(20) Appeals may be lodged within 2 working days after the non-final decision establishing the election results are made public.

(21) The SUUP LRC shall decide on the appeal within 3 working days.

(22) The SUUP LRC shall dismiss the appeal if the appeal is unfounded.

(23) If the SUUP LRC upholds the appeal, it may request the SUUP CC to recount the votes or annul the results of the election of the SUUP President and order to call a new election.

(24) The SUUP CC shall declare and publish the final result of the election if

a. no appeal has been lodged against its decision finalising the election results in the election records within the period laid down in these Statutes,

b. the appeal lodged was dismissed by the SUUP LRC.

(25) In the event that the appeal is upheld by the SUUP LRC, the decision determining the results of the election shall not become final.

40.§

(1) The minutes of the meeting shall be filed and kept among the records of the SUUP for a period of time as specified in the Document Management Regulation.

(2) All the documents related to the election shall be kept by the SUUP CC until the completion of the appeal procedure. The minutes and records of the election, with the corresponding specimen documents, shall be kept by the SUUP CC at the SUUP office until the deadline specified in the Document Management Regulation.

41.§

(1) The terms of office of the SUUP Deputy President, the SUUP Vice Presidents, the SUUP Presidential Assistants and the SUUP Presidential Officers shall be from the 1st day of November in the year of election to the 31st day of October in the following year, at most until the end of the term of the President.

(2) Where a by-election is held for electing the SUUP President, the term of office of the elected SUUP President shall last until the end of the term of office of

the SUUP President in office at the time of his or her election.

42.§

(1) In matters not covered by these Statutes, the provisions set out in the election notice shall prevail.

2. Election of the Presidents and Deputy Presidents of the Constituent Unions

43.§

(1) Any full-time student of the Faculty in question who has an active student status in Hungary at the University of Pannonia and who has submitted a valid application by the application deadline may be elected as President of a Constituent Union, provided that, if elected, the total duration of his or her previous mandates as a students' union official does not exceed 4 years.

(2) The call for applications shall be published on the official website of the SUUP.

(3) The election for the President of a Constituent Union shall be announced no later than the 1st day of October of the autumn semester of each the academic year and shall be completed no later than the 31st day of October of the same year.

(4) The written application shall be submitted to the SU Board of the relevant Constituent Union within one week of the date of the call for applications, in accordance with the call criteria.

(5) The Delegates' Assembly shall be responsible for calling the election for the President of a Constituent Union, and the SUUP CC shall be responsible for the lawful conduct of the election.

(6) The application must include:

a. an application form,
b. a CV,
c. a cover letter,
d. a draft election programme,
e. a declaration that, if elected, his or her term of office will not exceed 4 years, including the duration of all his or her terms of office in students'

unions. The Declaration is attached as Annex III and the Application Form as Annex IV to these Statutes.

(7) The application must be signed on all pages, scanned and submitted electronically, in accordance with the specifications in the call for proposals. All the applications received must be filed in the University's filing system. The Chairman of the SUUP CC shall be responsible for administrative matters relating to the filing of applications.

(8) Failure to comply with any of the conditions set out in Sections (6) and (7), or incomplete compliance therewith, shall result in the rejection of the application. The applications received are checked by the SUUP CC.

(9) The President of a Constituent Union shall be elected by the SU Board of the Constituent Union in question (hereinafter referred to as: “SU Board Meeting of the Constituent Union for Presidential Election”). The term of office of the President of a Constituent Union shall be from 1st November of the year in question to 31st October of the year following the year in question.

(10) The SU Board Meeting of the Constituent Union for Presidential Election shall be convened by the incumbent President of the Constituent Union after the closing of the application period. The SU Board Meeting of the Constituent Union for Presidential Election shall be governed by the rules applicable to the Delegates' Assembly.

(11) The ballot paper shall indicate:

a. the word “Ballot Paper”,
b. the subject matter of the vote,
c. the names of the candidates,
d. a checkbox next to the names of the candidates,
e. information on the voting procedure,
f. the official stamp of the SUUP (stamp 2).

(12) The votes shall be tallied by the SUUP CC and the results of the election shall be published on the SUUP website.

(13) In the event that no candidate obtains an absolute majority in the election of the President of a Constituent Union, a second round of elections shall be held within eight days after the elections, where the two candidates who

obtained the highest number of votes in the first round may be elected. All other provisions for the second round of elections shall be the same as those for the first round.

(14) If the second round proves to be invalid or unsuccessful, the SU Board of the Constituent Union shall call a new election within 8 days. If the mandate of the President has already expired, the SU Board of the Constituent Union shall elect the Acting President of the Constituent Union. Any student who is a member of the SU Board of the Constituent Union may be elected as Acting President of the Constituent Union. The primary task of the Acting President of the Constituent Union shall be to conduct elections and to carry out interest representation activities. The election must be completed as soon as possible after the call for a new election, but not later than 30 days. The term of office of the Acting President of the Constituent Union shall be for a maximum period of 30 days, which may be extended once for a further period of 30 days by an absolute majority of the SU Board of the Constituent Union.

(15) After the election of the President of the Constituent Union, the election of the Deputy President of the Constituent Union may take place.

(16) A candidate for the position of Deputy President of the Constituent Union shall be proposed by the President of the Constituent Union. A voting shall be held separately for each person to be elected.

(17) Within 24 hours after the counting of the votes, the SUUP CC shall draw up the records of the results of the election and publish them on the SUUP website. Until the election results are officially announced, the decision of the SUUP CC put down in the election records shall not be final.

(18) Any student with an active student status may lodge an appeal with the SUUP LRC against the decision of the SUUP CC finalising the election results in the election records,

(19) The appeal must be delivered in person at the place and time indicated in the election records or sent by post to the address of the SUUP LRC. The appeal must include the student's name, his or her ‘Neptun’ code and the violation he or she believes to have been committed during the voting

process. The appeal must be signed to be valid. If the appeal does not contain all the information specified herein, the appeal shall be rejected without consideration of the merits.

(20) Appeals may be lodged within 2 working days after the non-final decision establishing the election results are made public.

(21) The SUUP LRC shall decide on the appeal within 3 working days.

(22) The SUUP LRC shall dismiss the appeal if the appeal is unfounded.

(23) If the SUUP LRC upholds the appeal, it may request the SUUP CC to recount the votes or annul the results of the election and order to call a new election for the given Constituent Union.

(24) The SUUP CC shall declare and publish the final result of the election if

a. no appeal has been lodged against its decision finalising the election results in the election records within the period laid down in these Statutes,

b. the appeal lodged was dismissed by the SUUP LRC.

(25) In the event that the appeal is upheld by the SUUP LRC, the decision on the mandate of the President of the Constituent Union concerned by the appeal shall not become final.

44.§

(1) The minutes of the meeting shall be filed and kept among the records of the SUUP for a period of time as specified in the Document Management Regulation.

(2) All the documents related to the election shall be kept by the SUUP CC until the completion of the appeal procedure. The minutes and records of the election, with the corresponding specimen documents, shall be kept by the SUUP CC at the SUUP office until the deadline specified in the Document Management Regulation of the University of Pannonia.

45.§

(1) The term of office of the Deputy President of a Constituent Union shall be for the duration of the term of office of the President of a Constituent Union.

3. Election of the President of the SUUP University Centre Board

46.§

(1) Any full-time student of the faculty in question who has an active student status in Hungary, at the University of Pannonia and who has submitted a valid application by the application deadline may be elected as President of the SUUP University Centre Board, provided that, if elected, the total duration of his or her previous mandates as a students' Union official does not exceed 4 years.

(2) The call for applications shall be published on the official website of the SUUP.

(3) The election for the President of the SUUP University Centre Board shall be announced no later than the 1st day of October of the autumn semester of each the academic year and shall be completed no later than the 31st day of October of the same year.

(4) The written application shall be submitted to the Delegates' Assembly within one week of the date of the call for applications, in accordance with the call criteria.

(5) The Delegates' Assembly shall be responsible for calling the election for the President of the SUUP University Centre Board, and the SUUP CC shall be responsible for the lawful conduct of the election.

(6) The application must include:

a. an application form,
b. a CV,
c. a cover letter,
d. a draft election programme,
e. a declaration that, if elected, his or her term of office will not exceed 4 years, including the duration of all his or her terms of office in students' Unions. The Declaration is attached as Annex III and the Application Form as Annex IV of the present Regulation to these Statutes.

(7) The application must be signed on all pages, scanned and submitted electronically, in accordance with the specifications in the call for applications. All the applications received must be filed in the University's

filing system. The Chairman of the SUUP CC shall be responsible for administrative matters relating to the filing of applications.

(8) Failure to comply with any of the conditions set out in Sections (6) and (7), or incomplete compliance therewith, shall result in the rejection of the application. The applications received are checked by the SUUP CC.

(9) The President of the SUUP University Centre Board shall be elected by the Delegates' Assembly. The term of office of the President of the SUUP University Centre Board shall be from 1st November of the year in question to 31st October of the year following the year in question.

(10) The Delegates' Assembly shall be convened by the incumbent SUUP President within one week after the closing of the application period. The Delegates' Assembly shall elect the President of the SUUP UC by an absolute majority.

(11) The ballot paper shall indicate:

a. the word "Ballot Paper",
b. the subject matter of the vote,
c. the name(s) of the candidate(s),
d. a checkbox next to the name(s) of the candidate(s),
e. information on the voting procedure,
f. the official stamp of the SUUP (stamp 2).

(12) The votes shall be tallied by the SUUP CC and the results of the election shall be published on the SUUP website.

(13) In the event that no candidate obtains an absolute majority in the election of the President of the SUUP University Centre Board, a second round of elections shall be held within eight days after the elections, where the two candidates who obtained the highest number of votes in the first round may be elected. All other provisions for the second round of elections shall be the same as those for the first round.

(14) If the second round proves to be invalid or unsuccessful, the Delegates' Assembly shall call a new election within 8 days and, if the mandate of the President has already expired, shall elect the Acting President of the SUUP UC. Any student who is a member of the SU Board of the University Centre may be elected as Acting President of the SUUP UC, subject to the rules of

conflicts of interest. The primary task of the Acting President of the SUUP UC shall be to carry out interest representation activities in matters relating to the University Centre. The election must be completed as soon as possible after the call for a new election, but not later than 30 days. The term of office of the Acting President of the SUUP UC shall be for a maximum period of 30 days, which may be extended once for a further period of 30 days by an absolute majority of the Delegates' Assembly.

(15) Within 24 hours after the counting of the votes, the SUUP CC shall draw up the records of the results of the SUUP UC election and publish them on the SUUP website. Until the election results are officially announced, the decision of the SUUP CC put down in the election records shall not be final.

(16) Any student with an active student status may lodge an appeal with the SUUP LRC against the decision of the SUUP CC finalising the election results in the election records,

(17) The appeal must be delivered in person at the place and time indicated in the election records or sent by post to the address of the SUUP LRC. The appeal must include the student's name, his or her 'Neptun' code and the violation he or she believes to have been committed during the voting process. The appeal must be signed to be valid. If the appeal does not contain all the information specified herein, the appeal shall be rejected without consideration of the merits.

(18) Appeals may be lodged within 2 working days after the non-final decision establishing the election results are made public.

(19) The SUUP LRC shall decide on the appeal within 3 working days.

(20) The SUUP LRC shall dismiss the appeal if the appeal is unfounded.

(21) If the SUUP LRC upholds the appeal, it may request the SUUP CC to recount the votes or annul the results of the SUUP UC election and order to call a new election.

(22) The SUUP CC shall declare and publish the final result of the election if

a. no appeal has been lodged against its decision finalising the election results in the election records within the period laid down in these Statutes,

b. the appeal lodged was dismissed by the SUUP LRC.

(23) In the event that the appeal is upheld by the SUUP LRC, the decision on the mandate of the President of the SUUP UC Board concerned by the appeal shall not become final.

47.§

(1) The minutes of the meeting shall be filed and one copy thereof shall be kept among the records of the SUUP, for a period of time as specified in the Document Management Regulation.

(2) All the documents related to the election shall be kept by the SUUP CC until the completion of the appeal procedure. The minutes and records of the election, with the corresponding specimen documents, shall be kept by the SUUP CC at the SUUP office until the deadline specified in the Document Management Regulation.

Chapter VII: General Provisions Applicable to Constituent Unions

48.§

(1) The SUUP Constituent Unions operate as part of the SUUP but in an autonomous manner. The Constituent Unions shall exercise their rights as set out in the Statutes autonomously.

49.§

(1) All students with an active student status at the Faculty in question shall be members of the Constituent Union.

(2) The Constituent Union shall represent the interests of the students of the Faculty, decide on the personal and other matters delegated to it by these Statutes, exercise the decision-making, proposal and opinion-making powers conferred upon it by the regulations of the University and the Faculty and by the applicable law, and shall carry out other activities compatible with the purpose of the Constituent Union.

50.§

(1) Students shall exercise their right of self-government through elected student representatives in the manner set out in these Statutes. At the Student Representative Elections, any student with an active student status in a given constituency and any student with an active student status in Hungary, at the University of Pannonia may be elected.

(2) The President of the Constituent Union may propose to elect student officers at the Board meeting to carry out the duties and exercise the rights of the Constituent Union in accordance with these Statutes and may appoint Presidential Officers to perform ad hoc tasks.

(3) All students of the Faculty in question with an active student status may be entrusted with the tasks specified in Section (2).

51.§

(1) The lawful operation of the Constituent Unions shall be supervised by the SUUP CC.

Chapter VIII: Rights and Duties of the Constituent Unions

52.§

(1) Rights of a Constituent Union:

a. may make proposals concerning the model curriculum and the subjects included in the model curriculum,

b. contribute to the organisation of scientific and professional student circles,

c. may participate in the organisation of social, cultural, sporting and recreational activities,

d. the Constituent Union may set up or dissolve ad hoc committees in order to carry out its tasks more efficiently,

e. if the term of office of the President of the Constituent Union is terminated prematurely for reasons provided for in the Statutes, or if the election of the President of the Constituent Union has not been completed before the termination of the term of office of the President of the Constituent Union, the Constituent Union shall elect an Acting President to perform the functions of the Constituent Union. A Deputy President and a student assistant may be elected for the term of office of the Acting President of the Constituent Union.

(2) The Constituent Union may express its opinion and make proposals on all matters related to the operation of the University, the University Centre, the Faculty and the students.

(3) The Constituent Union shall have the right of consent in the use of the Faculty's funds allocated for student purposes.

53.§

(1) The functions of the Constituent Union:

a. arranging for delegation, if student participation is (also) required for the performance of a task in accordance with the law or other legislation, or any University or Faculty regulation,

b. deciding on matters delegated to it by any University or Faculty regulation,

c. assisting in the performance of the tasks defined by any legislation or the University or Faculty regulations,
d. determining the duties of its student representatives, the Presidential Assistants of the Constituent Union and the officers of the Constituent Union,
e. setting up or dissolving its committees, defining their functions and powers,
f. negotiating with the Faculty management on matters concerning students,
g. participating in the cultural and social life of the Faculty's students,
h. informing the students of the Faculty on matters concerning them,
i. cooperating with the Faculty management, its organisational units, student organisations, other Constituent Unions, University Centre Board and the SUUP,
j. acting in all possible fora to defend and represent the interests of students.

Chapter IX: Organisation and Structure of Constituent Unions

1. Organisation of Constituent Unions

54.§

(1) The decision-making body of the Constituent Union is the SU Board of the Constituent Union.

(2) The head of the Constituent Union is the President of the Constituent Union.

(3) A Constituent Union may appoint Presidential Officers for the Constituent Union to assist it in the performance of its functions.

(4) The student representatives are the members of the SU Board of the Constituent Union directly elected by the students.

2. Structure of the SU Board of the Constituent Union

55.§

(1) The voting members of the SU Board of the Constituent Union:

a. President of the Constituent Union,

b. student representatives belonging to the Faculty.

(2) Permanent invitees who may be present at the meeting of the SU Board of the Constituent Union with the right of consultation:

a. management members of the SUUP,

b. Chairman of the SUUP CC,

c. members of the SUUP CC,

d. person proposing the agenda,

e. Deputy President of the Constituent Union,

f. Student Assistants of the Constituent Union,

g. Presidential Officers of the Constituent Union.

56.§

(1) The convocation of the SU Board of the Constituent Union may be initiated by:

a. the President of the Constituent Union,

b. at least 1/3 of the student representatives of the Constituent Union in writing with the President of the Constituent Union,

c. the President of the SUUP in duly justified cases,

d. the Chairman of the SUUP CC in duly justified cases.

(2) At least five days before the meeting, the members and permanent invitees of the SU Board of the Constituent Union shall be notified electronically (e-mail, internet content) or in writing (letter) of the convocation of the meeting, its date, venue and agenda.

(3) In the case of an extraordinary meeting, the members and permanent invitees of the SU Board of the Constituent Union shall be notified electronically (e-mail, Internet content) or in writing (letter) of the convocation of the meeting, its date, venue and agenda at least 24 hours before the meeting.

(4) The President of the Constituent Union shall convene a meeting of the SU Board of the Constituent Union within one month of the beginning of the semester, and shall otherwise hold a meeting at least once a month during term time, but may convene an extraordinary meeting at any time as necessary.

(5) The SU Board of the Constituent Union has a quorum when more than half of the voting members are present. A meeting cancelled due to lack of quorum and convened within 3 days with an unchanged agenda shall have a quorum, regardless of the number of members present. At the meeting convened in this way, decisions may be taken only on proposals for decisions which can be adopted by a simple majority.

(6) Decisions of the SU Board of the Constituent Union shall be taken by open or secret ballot.

(7) Formal notification of the decisions of the SU Board of the Constituent Union shall be sent to all people and bodies concerned with the matter under discussion or the decision taken.

(8) The minutes of the meeting of the SU Board of the Constituent Union shall be sent to the Chairman of the SUUP CC by the minute-taker appointed at the beginning of the meeting within 5 working days after the meeting. The Chairman of the SUUP CC shall ensure that the minutes are published on the SUUP website within 15 working days of the meeting.

In other matters not covered by this Chapter, the provisions applicable to the

Delegates' Meeting shall prevail.

2.1. Rights and duties of the SU Board of the Constituent Union

57. §

(1) Organisational and operational matters:

a. decides on the setup and the rules of operation of the organisational units run by the constituent union, and appoints its head and members at the proposal of the President,

b. may propose amendments to the regulations in force at the University,

c. decides on motions submitted by student representatives,

d. decides on its own working and operational rules.

(2) Personal matters:

a. on the basis of the proposal of the President of the Constituent Union, it elects the Vice Chairman of the SU Board of the Constituent Union, its assistants, the student Chairman and members of the Faculty Council, the Faculty committees and student ad hoc committees, and the members of the Delegates' Assembly who can be delegated by the Constituent Union,

b. the President of the Constituent Union may appoint Presidential Officers and may nominate a student for the position of Student Assistant of the Constituent Union at a Board meeting,

c. at the proposal of the President of the SUUP University Centre Board, the SU Board of the Constituent Union elects the Student Assistants of the Constituent Union belonging to the University Centre Board,

d. decides on the recall of the President of the Constituent Union and of officers, assistants and committee members elected by the President,

e. decides on the person delegated by the Constituent Union to the SUUP LRC.

(3) Decides on other matters delegated to it.

(4) The convening, conducting and documenting the SU Board of the Constituent Union shall be governed by the rules applicable to the Delegates' Assembly.

58.§

(1) The SU Board of the Constituent Union shall take its decisions in accordance with the provisions set forth in Articles 11-12 of the Statutes.

59.§

(1) In the event of the dissolution of the SU Board of the Constituent Union, the SUUP Delegates' Assembly shall act in matters within the competence of the SU Board of the Constituent Union until the new SU Board of the Constituent Union is formed.

(2) Dissolution may be effected in two ways:

a. the dissolution is decided by a qualified majority of the Constituent Union SU Board,

b. the number of Student Representatives elected on the date of the establishment of the Constituent Union is halved.

(3) At the time of the dissolution, the SUUP President shall call Student Representative Elections if this is feasible before the end of the semester or if the time until the next Student Representative Election exceeds two months.

(4) In the event of dissolution of the Constituent Union, the Delegates' Assembly shall delegate members to the Faculty Boards and Committees.

3. Ad hoc committee of the Constituent Union

60.§

(1) The Constituent Union may set up ad hoc committees to carry out its particularly important tasks and to prepare its decisions. The Chairman and the members of the committee shall be proposed by the President of the Constituent Union and shall be decided upon by the SU Board of the Constituent Union.

(2) The chairmen of the committees shall organise and manage the work of the committees as well as prepare and chair the meetings of the committee.

(3) The ad hoc committees of the Constituent Union shall determine their own rules of work and procedure, which shall become effective upon approval by

the SU Board of the Constituent Union.

4. President of the Constituent Union

61.§

(1) Rights and duties of the President of the Constituent Union:

a. the President of the Constituent Union is the leader of the SU Board of the Constituent Union, and coordinates and leads the activities of the Constituent Union,

b. convenes and chairs the meetings of the SU Board of the Constituent Union at least once a month during term time,

c. represents the Constituent Union,

d. makes a proposal for the student assistants of the Constituent Union and appoints the presidential officers of the Constituent Union,

e. makes a proposal for the student members of Faculty and other committees,

f. initiates the call for the election of the President of the Constituent Union with the President of the SUUP no later than two months before the expiry of his or her term of office,

g. ensures the implementation of the decisions of the SU Board of the Constituent Union,

h. proposes the amount of the Excellence in Community Engagement scholarship for officers of the Constituent Union, in agreement with the Chairman of the SUUP CC and the SUUP President,

i. prepares a letter of appointment for the Deputy President, Presidential Officers and Student Assistants of SU Board of the Constituent Union. A draft letter of appointment is included in Annex V to these Statutes,

j. may convene any committee of the Constituent Union,

k. may exercise other rights provided for by law, the University or Faculty regulations,

l. prepares a report on the work of the President of the Constituent Union by the last day of each month and sends it to the SUUP CC by the deadline for the submission of the ECE applications,

m. If he or she fails to comply with his or her reporting obligations for two consecutive months – with the exception of the months of the examination period and the months of July and August –, the Chairman of the Control Committee shall issue a written request to remedy the non-performance,

n. If he or she fails to comply with his or her reporting obligations for three consecutive months – with the exception of the months of the examination period and the months of July and August –, the Chairman of the Control Committee shall notify the SUUP President of the non-performance and may request his or her removal from his or her position.

5. Deputy President of the Constituent Union

62.§

(1) The Deputy President of the Constituent Union may substitute for the President of the Constituent Union if he or she is prevented from attending. A Constituent Union may elect only one Deputy President of a Constituent Union.

(2) The Deputy President of the Constituent Union shall perform the duties which the President of the Constituent Union delegates to the Deputy President of the Constituent Union from the President's own duties or which the President of the Constituent Union may assign to him or her on an ad hoc or permanent basis. The functions of the President may be exercised by the Deputy President of the Constituent Union in accordance with the instructions of the President of the Constituent Union.

(3) The Deputy President of the Constituent Union shall be elected by the SU Board of the Constituent Union within 30 days of the President of the Constituent Union body taking office, at the proposal of the President. The term of office of the Deputy President of the Constituent Union shall be the same as that of the President of the Constituent Union.

6. Student representatives

63.§

(1) It is the right and duty of a student representative to work to the benefit of the students who elected him or her, and to serve the interests of his or her fellow students to the best of his or her ability.

(2) The term of office of a student representative shall start on 1st April of the year of his or her election until 31st March of the year following the year of his or her election. Any deviation from the date of the beginning of the student representative's term of office shall be possible in the event of inconclusive or interim Student Representative Elections.

(3) A student representative shall represent the students who elected him or her at the meetings of the SU Board of the Constituent Union.

64.§

(1) A student representative shall be entitled to:

a. participate with a voting right in the meetings of the SU Board of the Constituent Union,

b. speak and propose resolutions at the meetings of the SU Board of the Constituent Union,

c. ask the President of the Constituent Union for information on their operation, and the President of the Constituent Union shall be obliged to provide such information,

d. propose the agenda of the SU Board of the Constituent Union.

7. Assistants of the Constituent Union

65.§

(1) It is the right and duty of an Assistant of the Constituent Union to work to the benefit of the students in his or her constituency, and to serve the interests of his or her fellow students to the best of his or her ability.

(2) The Assistants of the Constituent Union shall be elected by the SU Board of the Constituent Union at the proposal of the President of the Constituent Union for a maximum term of office of the President of the Constituent Union. An Assistant of the Constituent Union may be appointed to carry out

the duties of a specific major.

66.§

(1) The Assistant of the Constituent Union shall be entitled to:

a. speak at the meetings of the SU Board of the Constituent Union,

b. propose the agenda of the SU Board of the Constituent Union.

8. Presidential Officers of the Constituent Union

67.§

(1) The President of the Constituent Union shall appoint the Presidential Officers of the Constituent Union. His or her term of office shall not last longer than the term of office of the President of the Constituent Union. The Presidential Officers of the Constituent Union may be appointed to perform a specific task for a specified period.

(2) The detailed duties and responsibilities of the Presidential Officers shall be determined by the President of the Constituent Union. They shall send reports to the President of the Constituent Union on their activities on a regular basis.

(3) The termination of the mandate of the President of the Constituent Union for any reason shall entail the termination of the mandate of the Presidential Officers of the Constituent Union. The President of the Constituent Union may recall the Presidential Officers at any time.

68.§

The following apply to each of the positions with a mandate granted by the President of the Constituent Union and to each of the student representatives:

(1) They shall prepare a report on their work by the last day of each month and send it to the SUUP CC by the deadline for the submission of the ECE applications.

(2) If they fail to comply with their reporting obligations for two consecutive months – with the exception of the months of the examination period and the months of July and August –, the Chairman of the Control Committee

shall issue a written request to remedy the non-performance and shall also specify the deadline for doing so,

(3) If they fail to comply with their reporting obligations for three consecutive months – with the exception of the months of the examination period and the months of July and August –, the Chairman of the Control Committee shall notify the President of the Constituent Union and the SUUP President of the non-performance and may request their removal from their position.

(4) They shall hold consultation hours for 2*45 minutes per week in the SUUP office.

(5) The holders of the positions with a mandate granted by the President of the Constituent Union shall be entitled to receive their letter of appointment from the President of the Constituent Union, while the student representatives from the SUUP President.

(6) The termination of the mandate of the President of the Constituent Union for any reason shall entail the termination of the positions with a mandate granted by the President of the Constituent Union.

Chapter X: Rules for the Election of Student Representatives

1. SUUP Central Election Committee

69.§

(1) The SUUP CEC is a body -centrally- established to conduct the Student Representative Elections.

(2) The SUUP CEC shall consist of a minimum of 5 and a maximum of 40 members. The Chairman of the SUUP CEC is the current Chairman of the SUUP CC.

(3) The members of the SUUP CEC shall be the members of the SUUP CC and members elected by the Delegates' Assembly.

(4) The members of the SUUP CEC shall be elected by the Delegates' Assembly by an absolute majority at the proposal of the SUUP President. (Membership of the CEC shall not be held by: the person specified in Section (4) of Article 94)

(5) The SUUP CEC shall be responsible for the conduct of the Student Representative Elections.

(6) The SUUP CEC shall be responsible for the legality of the Student Representative Elections.

(7) The SUUP CEC shall decide on the completion of the election procedure and determine the final results of the Student Representative Elections.

(8) The Chairman of the SUUP CEC shall publish the results of the elections on the SUUP website.

(9) The term of office of the elected members of the SUUP CEC shall expire on the 60th day following the close of the elections.

(10) The recall of an elected member of the SUUP CEC may be initiated in writing by the SUUP President with the Delegates' Assembly, which may recall the member concerned by qualified majority.

2. Election of the student representatives

70.§

(1) The Student Representative Elections shall be called by the SUUP President no later than the 1st of March in the spring term of each academic year, based on the decision of the Delegates' Assembly.

(2) The Student Representative Elections shall be held in a separate procedure for each Faculty, but on the same date.

(3) Student Representative Elections shall be held in each Faculty according to a constituency system determined by the Delegates' Assembly prior to the announcement of the election procedure.

(4) The constituencies are made up of students from one or more Faculties.

(5) If a major is jointly offered by several Faculties, it must be assigned to a constituency at the Faculty responsible for the major (the faculty that maintains it).

(6) In the Student Representative Elections, each student may cast his or her vote for the student(s) standing as a candidate in his or her constituency, depending on the number of members eligible for being elected from that constituency to the SU Board of Constituent Union.

(7) The number of student representatives to each SU Board of the Constituent Union shall be determined by the Delegates' Assembly in proportion to the number of students in the Faculty. For every 100 students with an active student status at the Faculty, 1 representative may be nominated, unless the Delegates' Assembly decides otherwise. A maximum of 6 student representatives may be elected to an SU Board of the Constituent Union.

(8) Unless otherwise specified, all students with an active student status in the given constituency and all students with an active student status who are studying in Hungary at the University of Pannonia may be elected in the Student Representative Elections.

(9) At least 7 days must be allowed for the submission of applications.

(10) If the mandate of an elected student representative is terminated in the meantime, the student who received the next highest number of votes in

the list in the same constituency may get the mandate.

(11) If the number of applications submitted by the deadline is lower than the number of mandates available, the application period may be extended by a maximum of 7 additional days.

(12) The application must include

a. the application form,
b. a cover letter,
c. an ID photo,
d. a declaration that, if elected, his or her term of office will not exceed 4 years, including the duration of all his or her terms of office in students' unions.

(13) The Declaration is attached as Annex III and the Application Form as Annex IV to these Statutes.

(14) The application must be submitted electronically, in accordance with the specifications in the call for applications. All the applications received must be filed in the University's filing system. The Chairman of the SUUP CC shall be responsible for administrative matters relating to the filing of applications.

(15) In the period between the end of the application period and the beginning of the voting, the Chairman of the SUUP CEC shall organise a Student Representative Election Forum, where students running for the post of student representative can present their plans and ideas for interest representation and answer any questions.

(16) When electing student representatives to the SU Board of the Constituent Union, the SUUP CEC shall act.

(17) In the case of the election of student representatives, voting shall begin no later than 7 working days after the close of the application period.

(18) All the students with an active student status in the Faculty in the semester in question may vote for the candidate within their constituency.

(19) Elections held at several Faculties at the same time are valid if, on the basis of the aggregated Faculty results, at least 25% of the full-time students have

verifiably participated in the election. After the close of the nomination period, voting shall be allowed for a minimum of 5 days and a maximum of 15 days as determined by the Delegates' Assembly.

(20) In the event of a tie vote, the election procedure shall be repeated in the constituency concerned.

(21) The recall of a student representative may be initiated in writing by at least 25% of the full-time students of the given major with the Chairman of the SUUP CC. The Chairman of the SUUP CC shall inform the Delegates' Assembly that a vote must be called in order to recall the student representative.

(22) If the student representative fails to fulfil his or her obligations as laid down in these Statutes, by unanimous decision of the SUUP President, the Chairman of the SUUP CC and the President of the Constituent Union, the President of the Constituent Union may initiate the recall of the student representative with the Delegates' Assembly.

(23) All the documents related to the election shall be kept by the SUUP CC until the completion of the appeal procedure. The minutes and records of the election, with the corresponding specimen documents, shall be kept by the SUUP CC at the SUUP office until the deadline specified in the Document Management Regulation of the University of Pannonia.

(24) The term of office of the student representatives shall start on 1st April of the year in question and ends on 31st March of the year following the year in question.

71.§

(1) A by-election shall be called if, after the termination of the mandate of a student representative, there is no candidate for student representative who stood for election in the same constituency to replace him or her, or if none of the candidates who received the next highest number of votes during the election accept the mandate. By-elections may be called if it is possible to hold the SRE by the end of the term time.

(2) The rules of the regular Student Representative Elections shall apply to by-elections, with the exception that the SUUP CEC shall have a maximum of 30

members and the voting period shall last for at least one day.

(3) The term of office of student representatives elected in by-elections shall begin on the first working day following their election and shall last for the remainder of the original term of office (until 31st March).

3. Voting and the publication of results

72.§

(1) Voting shall take place by electronic means.

(2) Voting shall be secret, and elections shall be conducted via the electronic voting interface provided by the University.

(3) Voters may cast their votes in person, after logging into the 'NEPTUN' system, via the UniPoll interface. A user name and a password are required for login.

(4) Students may cast their votes on the UniPoll platform only for those candidates who belong to the constituency which corresponds to the respective major.

(5) The interface must include:

a. the subject matter of the vote,

b. the name(s) of the candidate(s),

c. information to voters on the voting process, and

d. a blank checkbox next to the name(s) of the candidate(s).

(6) Students shall be given a minimum of 5 days and a maximum of 15 days to cast their votes on the online platform.

(7) During the voting process, voters may cast their votes by clicking on the blank checkbox next to the name of the candidate they wish to elect. Their attention shall be drawn to this fact on the interface.

(8) During the election, a voter may cast a valid vote for a maximum number of candidates equal to the number of mandates allocated as a result of the election procedure. Votes cast for more than the number of candidates allocated shall be invalid.

(9) During the election procedure, the number of votes cast for the candidates as well as the list of voters and the identification data related to this list shall be provided to the SUUP from the University's IT system. Such data may be accessed and processed only by the members of the CEC and only for the purpose of the assessment of the elections. Students must in each case be informed of the scope of the personal data being processed in accordance with the law. A Privacy Notice reviewed by the Department of Legal Affairs and Procurement shall be posted on the SUUP website.

73.§

(1) The list of names made available by the Directorate of Academic Affairs shall be published electronically on the official website of the SUUP 5 days before the start of the 'Neptun' code-based voting. A student who is not included in the officially published list may lodge a complaint with the President of the SUUP CEC before the start of the election. The President of the SUUP CEC shall investigate the complaint within 2 working days and inform the student concerned. If the reason for the complaint is due to an error in the data in the 'Neptun' system, the student may send the complaint to the Student Legal Remedy Committee.

74.§

(1) Within a maximum of 3 working days after the close of the voting, the members of the SUUP CEC shall draw up a record of the results of the election, in which the result of the voting shall be finalised. The person or persons who receive(s) the highest number of votes according to the number of mandates to be allocated in a given constituency shall become student representative(s).

(2) Within 5 working days after the announcement of the final results of the Student Representative Elections and the allocation of the student representative mandates, the President of the Constituent Union shall convene the constituent meeting of the SU Board of the Constituent Union.

75.§

(1) Until the results of the elections have been officially announced, the decision of the SUUP CEC recorded in the minutes shall not be final. The minutes and

records shall be drawn up in duplicate. The minutes shall be filed in the University's filing system. The Chairman of the SUUP CEC shall be responsible for administrative matters relating to filing.

(2) The minutes of the Student Representative Elections shall be drawn up by constituency and by Faculty, including:

a. the total number of students eligible to vote,
b. the number of full-time students eligible to vote,
c. the total number of votes, expressed as a percentage of the number of students eligible to vote,
d. the total number of valid votes, expressed as a percentage of the number of students eligible to vote,
e. the number of votes cast by full-time students, expressed as a percentage of the number of full-time students entitled to vote,
f. the number of invalid votes,
g. the number of votes cast for each candidate,
h. a reference to legal remedies,
i. the signatures of the members of the SUUP CEC present,
j. the date,
k. the location,
l. the registration number of the minutes.

(3) Any student with an active student status may lodge an appeal with the Delegates' Assembly against the decision of the SUUP CEC finalising the election results in the election records,

(4) The appeal must be delivered in person at the place and time indicated in the election records or sent by post to the address of the Delegates' Assembly. The appeal must include the student's name, his or her 'Neptun' code and the violation he or she believes to have been committed during the voting process. The appeal must be signed to be valid. If the appeal does not contain all the information specified herein, the appeal shall be rejected without consideration of the merits.

(5) Appeals may be lodged within 2 working days after the non-final decision establishing the election results are made public.

(6) The Delegates' Assembly shall decide on the appeal within 3 working days.

(7) The Delegates' Assembly shall dismiss the appeal if the appeal is unfounded.

(8) The CEC shall declare and publish the final result of the election if

a. no appeal has been lodged against its decision finalising the Student Representative Election results in the election records within the period laid down in these Statutes,

b. if the appeal has been rejected by the Delegates' Assembly.

(9) In the event that the appeal is upheld by the Delegates' Assembly, the decision determining the result of the Student Representative Elections shall not become final in the constituency concerned by the appeal. In such a case, the SUUP CEC shall announce the final result in the constituencies not affected by the appeal.

76.§

(1) The minutes and records shall be filed, and one copy thereof shall be kept in the files of the SUUP and one copy in the files of the Rector's and Chancellor's commisioner for Student Affairs for a period of time in accordance with the provisions of the Document Management Regulation of the University of Pannonia.

(2) All the documents related to the election shall be kept by the SUUP CC until the completion of the appeal procedure. The minutes and records of the election, with the corresponding specimen documents, shall be kept by the SUUP CC at the SUUP office until the deadline specified in the Document Management Regulation of the University of Pannonia.

Chapter XI: General Provisions on the SUUP University Centre Board

77.§

(1) The Body of the SUUP UC operate autonomously as part of the SUUP Constituent Unions. The SUUP UC Body shall exercise its rights under the Statutes independently.

78.§

(1) All the students with an active student status at the given training location shall be members of the SUUP UC Board.

(2) The SUUP UC Board shall represent the interests of the students of the University Centre, exercise the rights of proposal and opinion conferred to it by the regulations of the University, the Faculties and the University Centre, and shall carry out other activities compatible with the purpose of the SUUP UC Board.

79.§

(1) The President of the Constituent Union may, with the consent of the President of the SUUP UC, propose the election of student representatives to the SU Board of the Constituent Union to perform its duties and exercise its rights in accordance with the Statutes, and may appoint the Presidential Officers of the Constituent Union to perform ad hoc or permanent duties.

a. A Student Assistant elected for the respective training location or the delegated Presidential Officers of the Constituent Union shall be a permanent member of the SUUP UC Board.

(2) The tasks specified in the previous sections can be assigned to any of the active students of the Faculty concerned.

80.§

(1) The lawful operation of the SUUP UC Board shall be supervised by the SUUP CC.

Chapter XII: Rights and Duties of the SUUP University Centre Board

81.§

(1) Rights of the SUUP UC Board:

a. participating in the organisation of scientific and professional student circles at the University Centre,

b. may participate in the organisation of social, cultural, sporting and leisure activities.

(2) The SUUP UC Board may express its opinion and make proposals on all matters related to the operation of the University, its related Faculties and University Centre and to students.

82.§

(1) Duties of the SUUP UC Board:

a. assists in the performance of duties as prescribed by law and the regulations of the University, the related Faculty and the University Centre,

b. determines the duties of the student representatives, Student Assistants and the Presidential Officers of the Constituent Union at the University Centre, in agreement with the Constituent Union,

c. negotiates with the management of the University Centre on matters concerning students,

d. participates in the cultural and social life of the students of the University Centre,

e. informs the students of the University Centre on matters concerning them,

f. collaborates with the management of the University Centre, its organisational units, student organisations, other Constituent Unions and the SUUP,

g. acts in all possible fora to defend and represent the interests of students.

83.§

(1) Organisational and operational matters:

a. may propose amendments to the regulations in force at the University,

b. decides on motions submitted by student representatives belonging to the University Centre Board,

c. decides on its own working and operational rules.

(2) Decides on other matters delegated to it.

(3) The convening, conducting and documenting the SUUP UC Board shall be governed by the rules applicable to Management Meetings.

84.§

(1) The SUUP UC Board is not entitled to take decisions.

Chapter XIII: Organisation and structure of the SUUP University Centre Board

1. Organisation of the SUUP University Centre Board

85.§

(1) The President of the SUUP UC shall be the coordinator of the SUUP UC Board.

(2) The student representatives belonging to the University Centre Board are the members of the SU Board of the Constituent Union who are directly elected by the students and who belong to the constituency established at the University Centre.

(3) The University Centre Board may also include the Student Assistants of the Constituent Union elected at the respective training location.

2. Structure of the SUUP University Centre Board

86.§

(1) Permanent participants of the SUUP UC Board meetings:

a. President of the SUUP UC,

b. student representatives belonging to the University Centre Board,

c. Student Assistants belonging to the University Centre Board (if elected),

d. the Presidential Officers of the Constituent Union belonging to the University Centre Board.

(2) Permanent invitees who may be at present at the meetings of the SUUP UC Board:

a. management of the SUUP,

b. Chairman of the SUUP CC,

c. members of the SUUP CC,

d. the person proposing the agenda.

87.§

(1) The convocation of the meeting of the SUUP UC Board may be initiated by:

a. the President of the SUUP UC,

b. at least 1/3 of the student representatives belonging to the University Centre Board, in writing with the President of the SUUP UC,

c. the SUUP President in duly justified cases ,

d. the Chairman of the SUUP CC in duly justified cases.

(2) At least five days before the meeting, the members and permanent invitees of the SUUP UC Board shall be notified of the convening of the meeting, its date, venue and agenda, either electronically (e-mail, internet content) or in writing (letter).

(3) In the case of an extraordinary meeting, the members and permanent invitees of the SUUP UC Board shall be notified of the convening of the meeting, its date, venue and agenda by electronic means (e-mail, internet content) or in writing (letter) no later than 24 hours before the meeting.

88.§

(1) The President of the SUUP UC shall convene a meeting of the SUUP UC Board within one month of the beginning of the semester and shall hold a meeting at least once a month during term time, but may convene an extraordinary meeting at any time as necessary.

3. President of the SUUP University Centre Board

89.§

(1) Rights and duties of the President of the SUUP UC:

a. the President of the SUUP UC, as the leader of the SUUP UC Board, coordinates and manages the activities of the SUUP UC Board,

b. convenes and chairs the meetings of the SUUP UC Board at least once a month during term time,

c. represents the SUUP UC Board he or she belongs to,

d. makes a proposal for the student members of the University Centre committees,

e. initiates the call for elections for the President of the SUUP UC with the SUUP President no later than two months before the expiry of his or her term of office,

f. proposes the amount of the Excellence in Community Engagement scholarship for the members of the SUUP UC Board to the President of the Constituent Union concerned,

g. may exercise other rights provided for by law and by the regulations of the University, the Faculty and the University Centre,

h. President of the SUUP UC shall prepare a report on his or her work by the last day of each month and send it to the SUUP CC by the deadline for the submission of the ECE applications,

i. If he or she fails to comply with his or her reporting obligations for two consecutive months – with the exception of the months of the examination period and the months of July and August –, the Chairman of the Control Committee shall issue a written request to remedy the non-performance,

j. If he or she fails to comply with his or her reporting obligations for three consecutive months – with the exception of the months of the examination period and the months of July and August –, the Chairman of the Control Committee shall notify the SUUP President of the non-performance and may request his or her removal from his or her position.

4. Student representatives belonging to the University Centre Board

90.§

(1) The student representatives belonging to the University Centre Board shall be members of the SU Board of the Constituent Union of their constituency and permanent members of the SUUP UC Board of their training location.

(2) A student representative shall represent the students who elected him or her at the meetings of the SU Board of the Constituent Union.

(3) A student representative shall represent the students who elected him or her at the meetings of the SUUP UC Board.

(4) The rights and obligations of student representatives belonging to the University Centre Board shall be exercised and fulfilled as defined for student representatives.

5. Student Assistants of the Constituent Union belonging to the University Centre Board

91.§

(1) It is the right and duty of a Student Assistant of the Faculty Constituent Union belonging to the University Centre Board to work to the benefit of the students in his or her constituency, and to serve the interests of his or her fellow students to the best of his or her ability.

(2) The Student Assistants of the Constituent Union belonging to the University Centre Board shall be elected by the SU Board of the Constituent Union at the proposal of the President of the SUUP UC and, after the election, shall be appointed by the President of the Constituent Union for a maximum period of the term of office of the President of the Constituent Union. A Student Assistant of the Constituent Union belonging to the University Centre Board may be appointed to carry out the duties of the specific major(s) at the training location.

(3) The rights and obligations of the Student Assistants belonging to the University Centre Board shall be the same as defined for student advisers.

Chapter XIV: Excellence in Community Engagement Scholarship

92.§

(1) Any student of the University with an active student status may be awarded a regular or an exceptional scholarship depending on the tasks undertaken and completed by him or her.

(2) Applications for the Excellence in Community Engagement scholarship shall be submitted in accordance with the call for applications. The conditions for the award of the scholarship shall be decided by the Delegates' Assembly at the recommendation of the SUUP President. The call for applications for the regular ECE scholarship is set out in Annex VII to these Statutes.

(3) To be eligible to apply for a regular ECE scholarship, students must submit a report on their work carried out within the framework of the SUUP in the previous month to the SUUP CC by the deadline for submission of applications each month. The monthly report shall be assessed by the Chairman of the SUUP CC, together with the SUUP President. The SUUP President shall propose candidates for the scholarship and the Delegates' Assembly shall decide on it. If the Chairman of the SUUP CC becomes aware of any false data or information in the report, he or she shall report this to the Delegates' Assembly. After hearing the arguments of both parties, the Delegates' Assembly shall investigate the case and make a decision on the basis of the information provided.

(4) For those holding an office within the SUUP, the application shall be the same as the monthly report on the work carried out. No other documents are required.

(5) Students who submit an application to the Chairman of the SUUP CC in accordance with the call for applications shall be eligible to apply for an extraordinary ECE scholarship. The report attached to the application shall be assessed by the Chairman of the SUUP CC, together with the SUUP President. The SUUP President shall propose candidates for the scholarship

and the Delegates' Assembly shall decide on it.

(6) The ECE scholarship shall be provided by the SUUP from its own budget.

(7) The payment of the ECE scholarship shall be initiated by the SUUP President on the basis of the decision of the Delegates' Assembly. The Chairman of the SUUP CC shall take care of any related administrative matters.

(8) Maximum monthly amount of regular ECE scholarships:

a. For the SUUP President: HUF 120,000,
b. For the Deputy President of the SUUP: HUF 60,000,
c. For SUUP Vice Presidents: HUF 60,000,
d. For SUUP Presidential Assistants: HUF 45,000,
e. For SUUP Presidential Officers: HUF 30,000,
f. For the Presidents of Constituent Unions: HUF 60,000,
g. For the Deputy Presidents of Constituent Unions: HUF 35,000,
h. President of the SUUP University Centre Board: HUF 60,000,
i. For student representatives: HUF 30,000,
j. For the Assistants of Constituent Unions: HUF 20,000,
k. For the Presidential Officers of Constituent Unions: HUF 15,000,
l. For the Chairman of the SUUP CC: HUF 75,000,
m. For the members of the SUUP CC: HUF 30,000,
n. For non-SUUP officials: HUF 15,000

(9) The maximum amount of the extraordinary ECE scholarship that may be awarded for specific assignments shall not exceed HUF 45,000 per month. Several assignments may be carried out in one month.

Chapter XV: The “Student Pro Studentibus” Award

93.§

(1) The SUUP may confer the “Student Pro Studentibus” Award (hereinafter: “Award”) in recognition of dedicated and selfless contributions to the student community and the enrichment of student life.

(2) The Award may be granted to a student who holds active student status at the University of Pannonia, or who completes their studies in the semester in which the Award is granted, and who has performed outstanding activity over an extended period in the fields of student representation, student community organization, or university student life, thereby significantly contributing to the well-being of students.

(3) The President of the SUUP shall submit a proposal for the granting of the Award to the Delegates’ Assembly. The proposal must include the name of the nominee, as well as a detailed justification for the nomination, with particular regard to the community work performed.

(4) The Delegates’ Assembly shall decide on the granting of the Award by resolution. During the voting process, the Delegates’ Assembly shall decide on the granting of the Award by an absolute majority.

(5) The presentation of the Award shall take place within a ceremonial framework, whenever possible, at a prominent student or university event.

(6) The Award shall be accompanied by a certificate and a commemorative plaque.

(7) One Award may be granted per year.

Chapter XVI: Operational Provisions

1. Rules on conflicts of interest

94.§

(8) The officials of the SUUP shall not engage in any activity for or with the purpose or effect of making a profit in which the SUUP is directly or indirectly involved.

(9) The SUUP President, the SUUP Vice Presidents and the SUUP Deputy Presidents may not be members of other constituent unions and students' unions of other higher education institutions at the same time.

(10) The members of the SUUP CC may not hold any other office within the SUUP or in the students' union of another higher education institution. This provision shall not apply to the office held by SUUP CC members in the CEC.

(11) The members of the CEC shall not be:

a. a voting member of the current SU Board of the Constituent Union,

b. a voting member of the Delegates' Assembly,

c. candidates in the elections.

(12) SUUP members holding an office may not be members of a political party, a youth organisation of a political party, a youth branch of a political party, a trade union, a youth organisation of a trade union, a youth branch of a trade union, or a students' union of another higher education institution. In addition, paragraph b of Section (2a) of Article 60 of the Act on National Higher Education also applies, which states that "he or she may not hold an executive position, be a member of the supervisory board or act as auditor of an institutional company established by the higher education institution or in which he or she holds a share".

95.§

(1) The President of a Constituent Union or the Deputy President of a Constituent Union shall not be the President of the SUUP, the Vice President of the SUUP, the Deputy President of the SUUP, a Presidential Assistant of the SUUP or a Presidential Officer of the SUUP at the same time.

(2) The President of the Constituent Union shall not be a chairman of the committees of the Constituent Union or the student organisations of the Faculty, nor may he or she be a member of a students' committee of a dormitory, i.e. Dormitory Administrative Committee (hereinafter: "DAC"), Special College Administrative Committee (hereinafter: "SCAB"), Dormitory Committee (hereinafter: "DC").

(3) The President of the Constituent Union shall not be an officer of another Constituent Union at the same time.

(4) The management members of the SUUP shall not be:

a. members of the SUUP CEC,

b. members of the SUUP CC,

c. members of the SUUP LRC.

(5) A student representative shall not be the President of the Constituent Union at the same time.

(6) A member of the SUUP shall not be an executive officer of, a member of the Supervisory Board of or an auditor of an institutional company established by the University or in which the University has a shareholding.

(7) Officers of the SUUP and its Constituent Unions, as well as members of a committee of the constituent union, and student members of the University and Faculty committees shall not be members of the DSUUP or the National Association of Doctoral Students (hereinafter referred to as: "NADS"), nor may they be committee members delegated by them.

(8) A conflict of interest shall exist from the moment a conflict of interest arises.

96.§

(1) After the election of the President and the Deputy President of the Constituent Union, the SUUP CC shall examine ex officio the existence of a conflict of interest.

(2) In the event of a conflict of interest, the official concerned shall not exercise the powers deriving from his or her office or position until the conflict of interest has been resolved.

97.§

(1) A new election shall be called or a new candidate shall be nominated to fill

vacancies.

(2) Student Representative Elections may only be called during term time, when the student data necessary for the conduct of the election can be made available to the SUUP and the infrastructure of the University can be seamlessly used.

(3) In matters not regulated in relation to the Constituent Unions, the provisions applicable to the SUUP shall prevail.

98.§

(1) In the cases of conflict of interest provided for in this regulation, the person concerned shall, within 15 working days of the adoption of the conflict of interest motion, eliminate the grounds for conflict of interest specified in the motion. If the conditions set out in the conflict of interest motion are not met within this period, the mandate shall end on the 16th working day.

(2) In the event of a conflict of interest with regard to the President of the SUUP, the SUUP CC shall convene the Delegates' Meeting. In such a case, the Delegates' Meeting shall be chaired by the Chairman of the SUUP CC. The Delegates' Assembly shall decide on the conflict of interest by simple majority. The SUUP President may not vote on a conflict of interest.

2. End of mandate

99.§

(1) A mandate shall end:

a. at the end of the term of office,
b. by resignation,
c. by recalling,
d. by dissolution,
e. on grounds of conflict of interest,
f. upon loss of capacity to act,
g. upon suspension of the student status,
h. upon termination of the student status,
i. by death.

(2) In addition to the reasons listed above, the mandate of SUUP members who do not continue their studies in Hungary shall be terminated. Exceptions to this rule are positions for which there is no obligation to pursue studies in Hungary.

(3) With the termination of the mandate of a student holding a position, all Committee and Board delegations also terminate.

(4) Upon the dissolution of the SU Board of the Constituent Union, the mandate of the student representatives and the persons holding positions belonging to the Constituent Union shall cease. An exception in this is the President of the Constituent Union who, after the dissolution, shall continue to act as the Acting President of the Constituent Union and a voting member of the Delegates' Assembly until the constituent meeting of the Constituent Union.

(5) If the term of office of an official ceases to exist as a result of the provisions of Section (1), the competent person shall call for applications or elections to fill the vacancy.

(6) If the mandate of the SUUP President terminates prematurely, the rule set out in paragraph g) of section (2) of Article 8, shall be applied simultaneously with the calling of the presidential election. The conduct of the presidential election shall be governed by the provisions specified in paragraphs (1)–(25) of Article 39, with the proviso that the deadlines tied to the academic year as set out in paragraph (3) of Article 39, shall not apply. If the election fails to yield a result under the application of the provisions of Article 39, a new election shall be called. The Chairman of the SUUP CC shall inform the person concerned in writing of the termination of the mandate.

3. Recall

100. §

(1) The recall of the SUUP President may be initiated in writing by 1/3 of the members of the Delegates' Assembly if the SUUP President

a. fails to comply with his or her reporting obligations for 3 months, or

b. is in serious breach of his or her obligations as a student or as an official, or

c. causes material damage in connection with his or her activities; or

d. commits a serious breach of law or regulation in the course of his or her work.

(2) The initiative for the recall shall be included in the agenda of the Delegates' Assembly and a vote shall be taken on it. The recall of the SUUP President shall require a qualified majority in accordance with Section (2) of Article 12. The President of the SUUP may not vote on his or her recall.

(3) If the Delegates' Meeting decides to recall the SUUP President, an Acting President of the SUUP shall be elected at the meeting to head the SUUP, as provided for in paragraph g) of Section (2) of Article 8 of these Statutes.

101. §

(1) The recall of the Deputy Presidents, Vice Presidents and Assistants of the SUUP may be initiated in writing by the SUUP President or 1/3 of the members of the Delegates' Assembly on the grounds set out in Section (1) of Article 100 of these Statutes. Otherwise, the rules for the recall of the SUUP President shall apply mutatis mutandis.

102. §

(1) The recall of the President of the SUUP UC may be initiated in writing by the SUUP President or by 1/3 of the members of the Delegates' Assembly, or by 1/3 of the members of the University Centre Board on the grounds set out in Section (1) of Article 100 of these Statutes. Otherwise, the rules for the recall of the SUUP President shall apply mutatis mutandis.

103. §

(1) The recall of a member of the SUUP CC may be initiated by the SUUP President in writing, in a reasoned submission, with the Delegates' Assembly, which may recall the member concerned by qualified majority.

104. §

(1) The recall of the members of the Student Representative Group of the Senate may be initiated by 1/3 of the members of the Delegates' Assembly in writing by means of a reasoned submission. The decision on the recall shall be taken by the Delegates' Assembly by qualified majority.

105. §

(1) The recall of a committee member elected by the Delegates' Assembly may be initiated in writing with the Delegates' Assembly by the SUUP President or 1/3 of the members of the Delegates' Assembly. The decision on the recall shall be taken by the Delegates' Assembly by qualified majority.

4. Recall of the President of a Constituent Union

106. §

(1) The recall of the President of a Constituent Union may be initiated by 1/3 of the members of the SU Board of the Constituent Union, on the grounds specified in Section (1) of Article 100, with the Chairman of the SUUP CC, who shall bring the matter before the SUUP CC within 8 working days. The SUUP CC shall be obliged to investigate the circumstances of the recall without delay. If it finds the initiative to be well-grounded, it shall make a proposal for the recall to the SU Board of the Constituent Union.

(2) The SU Board of the Constituent Union shall decide on the recall of the President by a qualified majority. If the President of a Constituent Union is recalled, the procedure shall be as provided for in paragraph f) of Section (2) of Article 8 of these Statutes.

(3) If the President of a Constituent Union is recalled, the mandate of all the Presidential Officers the Constituent Union shall cease. Until the election of the Acting President of the Constituent Union, the Deputy President of the Constituent Union shall act as President.

(4) If the SU Board of the Constituent Union decides to not approve the proposal for the recall of the President of a Constituent Union made by the SUUP CC, it shall give reasons for its decision.

107. §

(1) The recall of the Deputy President and the Student Assistants of the Constituent Union or the members delegated to the committees may be initiated by the President of a Constituent Union or 1/3 of the SU Board of the Constituent Union. The decision to recall a member shall be taken by a

qualified majority of the SU Board of the Constituent Union.

Chapter XVII: Transitional Provisions

108. §

(1) Due to the termination of the University of Pannonia Zalaegerszeg University Centre as of December 31, 2025, the former Board of the Students' Union of the Zalaegerszeg University Centre of the University of Pannonia, along with the position of President of the Zalaegerszeg University Centre, shall cease to exist.

(2) Upon the entry into force of these Regulations, the duties and responsibilities of the former President of the Zalaegerszeg University Centre shall be assumed by the SUUP Presidential Officer for Zalaegerszeg Affairs. The legal status, duties, and powers of this officier shall be governed by the provisions set out in Article 33-35 of these Regulations.

(3) Simultaneously with the adoption of these Regulations, the organizational structure of SUUP shall be supplemented by the following new positions:

a. SUUP Vice-President for Student and Sports Events

(4) The Delegates' Assembly shall decide on the appointment to the newly established Vice-Presidential position at its first meeting following the entry into force of these Regulations.

(5) Regarding the "Student Pro Studentibus" Award, the Delegates' Assembly records that awards granted in the fall semester of the 2025/2026 academic year, prior to the adoption of this amendment to the Regulations, shall be considered valid and issued in accordance with the procedures set out in these Regulations.

Chapter XVIII: Final Provisions

109. §

(1) These Statutes were discussed by the Delegates' Assembly at its meeting on 8th December 2025 and were adopted by Resolution 6/2025 (XII.08.)

(2) These Statutes were discussed by the Senate at its meeting on 26th March 2026 and were approved by Resolution 63/2026 (III.26.)

(3) These Statutes shall enter into force on 2nd April 2026.

(4) At the same time, the Statutes approved by the Senate through Resolution 238/2024. (XI.28.) shall cease to have effect.

Veszprém, 8th December 2025

Roland Németh
SUUP President

Veszprém, 26th March 2026

Dr. János Abonyi
Rector

Zsolt Csillag
Chancellor

On behalf of the Foundation for the University of Pannonia, as Operator, approved by:

Veszprém, 26th March 2026

Dr. Péter Bartus
Operational Director

Annex I: SUUP Social Committee

(1) The duties of the SUUP SC:

a. performing the administrative tasks delegated to the SUUP in relation to the benefits of a (partially or fully) social nature available to students,

b. preparing decisions on the applications referred to in paragraph a),

c. collecting and announcing social grant applications available for students within the competence of the University.

(2) It shall be chaired by the current SUUP Vice President responsible for Social Affairs, or in his or her absence, by the SUUP President. Its members shall include the SUUP President as well as the SUUP Presidential Assistant(s) and Presidential Officer(s) for Social Affairs.

(3) The work of the SUUP SC shall be coordinated by the Chairman of the Committee.

(4) Tasks of the SUUP SC:

a. preparation of social grants,

b. preparation of the scoring system used for grants,

c. development of the scoring system used for grants,

d. assessment of applications submitted for social grants.

(5) The applications shall be assessed by the members of the SUUP SC and by students with an active status elected by the Delegates' Assembly. Those assessing applications must sign a confidentiality agreement. The violation of the provisions of the confidentiality agreement shall result in disciplinary action. The term of office of the members specifically chosen to assess the application shall be for the assessment period of social applications.

(6) Any student with an active student status, regardless of whether he or she holds an office within the Students' Union, may be selected as an assessor of social grant applications.

(7) The Chairman of the SUUP CC shall be an exception to Sections (5) and (6).

(8) Only the Chairman of the SUUP CC shall be entitled to assess appeals filed against the results of social applications.

(9) The meetings of the Committee shall be convened by its Chairman at least once every six months, during which the experience gained in the previous semester shall be assessed and, if the Committee deems it necessary, the handbook for students shall be revised, the students who have been elected to assess social grant applications shall be prepared for the assessment, and, if necessary, a proposal for amendments shall be submitted to the Delegates' Assembly.

(10) The items of the agenda sent out in advance shall be discussed in closed session.

(11) At least five days before the meeting, the members of the Committee and the persons elected by the Delegates' Assembly to assess social grant applications (if elected) must be informed of the date, place and agenda of the meeting, either electronically (e-mail, Internet content) or in writing (letter).

(12) In the case of an extraordinary meeting, the members of the Committee and the persons elected by the Delegates' Assembly to assess social grant applications (if elected) shall be notified electronically (e-mail, Internet content) or in writing (letter) of the convocation of the meeting, its date, venue and agenda at least 24 hours before the meeting.

(13) The invitation to a meeting of the SUUP SC shall include a proposal for the agenda items of the meeting. The written submissions for each agenda item shall be sent out with the invitation, but no later than 24 hours before the meeting.

(14) The members of the Committee may propose items for the agenda of the meeting.

(15) The discussion shall be conducted on the basis of the agenda items sent out in advance.

(16) A summary of the meeting shall be taken by the person designated at the beginning of the meeting. The summary of the meeting shall be authenticated with the signature of the Chairman chairing the meeting and

the person preparing the summary.

(17) No decisions shall be taken at the meetings of the SUUP SC.

(18) The active period of operation of the SUUP SC shall be from the first day of the month preceding the deadline for the submission of applications for social grants until the last day of the month following the deadline for the submission of applications.

Annex II: SUUP Legal Remedy Committee

(1) The SUUP LRC is a 5-member body established to oversee the legality of the SUUP management elections.

(2) The SUUP LRC consists of 1 chairman and 4 other members. The members shall elect a chairman from among themselves at the constituent meeting and the meeting for electing the chairman.

(3) The SUUP LRC's constituent meeting and the meeting for the election of the chairman shall be convened within 30 days after the Constituent meetings of the Constituent Unions. The SUUP LRC's constituent meeting and the meeting for the election of the chairman shall be convened by the Chairman of the SUUP CC, and all subsequent meetings shall be convened by the Chairman of the SUUP LRC.

(4) The members of the SUUP LRC shall be elected by the SU Boards of the Constituent Unions from among themselves – one delegate per Constituent Union – by an absolute majority. The term of office of the members shall start on 1st May of the year in question and end on 30th April of the following year. If the term of office of a delegated member is terminated before the expiry of his or her term of office, the Constituent Union concerned shall appoint a new member within 10 working days of the expiry of the term of office.

(5) The members of the SUUP LRC shall not be:

a. a voting member of the Delegates' Assembly,

b. President of a Constituent Union,

c. Deputy President of a Constituent Union,

d. a candidate in the election.

(6) Duties of the SUUP LRC:

a. supervising the election of the board,

b. assessing submissions for legal remedy.

(7) Duties of the Chairman of the SUUP LRC:

a. ensuring the smooth running and management of the work of the SUUP LRC,

b. signing and authenticating the decisions of the SUUP LRC,

c. shall inform the SUUP President and the SUUP CC of the decisions of the SUUP LRC within 3 working days,

d. the Chairman of the SUUP LRC shall convene an extraordinary meeting no later than 3 working days after the receipt of an appeal.

(8) The Chairman and the members of the SUUP CC shall be permanent invitees to the meetings of the SUUP LRC.

(9) At least five days before the constituent meeting and the meeting for the election of the chairman, the members of the Committee and the invitees shall be informed of the date, venue and agenda of the meeting by electronic means (e-mail, internet content) or in writing (letter).

(10) In the case of an extraordinary meeting, the members of the Committee and the invitees shall be notified of the date, place and agenda of the meeting by electronic means (e-mail, internet content) or in writing (letter) at least 24 hours before the meeting.

(11) The invitation to the SUUP LRC meeting shall include a proposal for the agenda of the meeting. Written submissions relating to each item on the agenda shall be sent out with the invitation, but no later than 24 hours before the meeting.

(12) The meeting shall be conducted on the basis of the agenda items sent out in advance.

(13) The minutes of the meeting of the SUUP LRC shall be taken by the minutes secretary appointed at the beginning of the meeting. An audio recording may be made during the meeting if it is approved by the members of the Committee by open vote. Those authenticating the minutes shall be appointed by the Committee at the beginning of the meeting by a simple majority of those present, at the proposal of the Chairman. One of the people authenticating the minutes shall be a SUUP CC member, while the other a Committee member present. The minutes shall contain the place and time of the meeting, a statement as to the presence or absence of a quorum and a summary of the proceedings, the results of the votes, the resolutions adopted by the Committee and the list of those present on the basis of the attendance sheet. The minutes shall be authenticated by the signatures of the minutes officer, those authenticating the minutes and the Chairman of the SUUP LRC.

Annex III: Declaration

DECLARATION

FOR A SUUP POSITION

The undersigned: .....

ID Card no.: .....

Address: .....

Under penalty of perjury I declare that:

- if elected, my term of office will not exceed 4 years, including the duration of all my terms of office in students' unions,
- I am not a member of a political party, a youth organisation of a political party, a youth branch of a political party, a trade union, a youth organisation of a trade union, a youth branch of a trade union, or a students' union of another higher education institution.
- I do not hold managerial positions in an institutional company established by the higher education institution or in which it has a stake, nor am I a member of the supervisory board, and I do not perform auditing tasks.

Place and date:

Veszprém, ...

.....

Signature of the Declarant

Annex IV: Application Form

APPLICATION FORM

FOR A SUUP POSITION

Name: ……

'Neptun' code: ……

Major: ……

E-mail address:……

Position: ……

Place and date:

Veszprém, ……. ……. …….

……

Signature of the Applicant

Annex V: Letter of Appointment

John Doe
UP FE
Student

Locally

Filing no.: SUUP-___/20XX
Subject: Appointment – SUUP position
Administrator: Jane Doe
Reference number: **-**

Dear John Doe,

In accordance with the provisions of the Statutes of the Students' Union of the University of Pannonia and SUUP Resolution *resolution number* of the SUUP Delegates' Assembly held on *date*, I hereby appoint the following person to hold the office of *position name*.
The mandate shall start on *first day of the term of office* and end on *last day of the term of office*. You are kindly required to support the development of the University and the SUUP through your activities.

Veszprém, *date*

Kind regards,

Jane Doe

SUUP President

I hereby accept the appointment. I declare that I am familiar with the rules of the University of Pannonia concerning the operation of the Students' Union and that I am responsible for compliance with them.

Veszprém, *date*

John Doe

position

To be sent by electronic means to:

- *name*, Rector's and Chancellor's commissioner for Student Affairs

Annex VI: Call for Proposals – Excellence in Community Engagement scholarship

EXCELLENCE IN COMMUNITY ENGAGEMENT SCHOLARSHIP

CALL FOR PROPOSALS

The Students' Union of the University of Pannonia announces a scholarship application for the month of <*month*> in 20XX.

Who can apply:

1. SUUP officials, persons holding a SUUP position,
2. non-SUUP officials

Application criteria:

1. SUUP officials must submit their application for the ECE scholarship by filling in the form below and uploading an attachment.
   <link to the form >
2. Non-SUUP officials must sign and send their applications to the Chairman of the Control Committee at eb@hok.uni-pannon.hu. The application must include:
   a) a brief CV of the applicant, including a description of the activities carried out (with a postal address),
   b) a student status certificate for the current semester.

Assessment of the applications: the amount of the scholarship is decided by the Delegates' Assembly on the basis of the applications received, at the proposal of the SUUP President, in agreement with the Chairman of the SUUP CC.

Deadline for submitting applications: 05 XX 20XX, 23:59

Veszprém, 28.XY.20XX

<name of the Chairman of the SUUP CC >
Chairman of the
SUUP CC

Annex VII: Organisational Chart of the Students' Union of the University of Pannonia

