

SU Code-Constitution

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The here given code of conduct is the certified project of the Students Union of Westminster International University in Tashkent, executive years 2008-2009. This document will present the codified description of each position, namely: elected positions as President, General Secretary, Education and Welfare Executive, Events and Entertainment Executive, Information and Communication Executive and appointed one as of General Manager. Moreover this document contains all the necessary and detailed information regarding each activity that SU can pretend for, the governance of the SU and all related aspects of the SU life.

This very document is for the students of WIUT and is relevant as well as compulsory for the internal and other relevant (as given in SU Code) regulations of WIUT SU members only. No other student has to follow this document. This SU Code is thought to be legal from the academic year 2008-2009 and must be followed by all students from 2008-2009 and further; any breach of this rigid document would result in corresponding action as further described in this document.

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I. Generally about SU

- 1.1 SU or Students' Union is the representative and self-governance body of the students of Westminster International University in Tashkent, who is concerned to assist, support and engage students with and in their academic and social life, represent their rights and cooperate with the administration on behalf of the Students and in their best favor, as well as organize non-academic activities.
- 1.2 SU consists of the members, who are the official students of WIUT, starting from Level3 (Course of Foundation Studies) and till the graduation after Master's Degree. Membership is free of charge.
- 1.3 Members have the full right to enjoy all the benefits possible from SU activities, participate in SU activities, organize certain activities after the SU Board's approval and vote, henceforth elect SU Executives.
- 1.4 SU Full-Time Officials consist of five elected and one appointed Executives. Any person can be elected or appointed to hold any SU Full-Time Executive position for two office years only. Executives are to be elected and/or appointed during specially selected time each year.
- 1.5 SU Executives are those students who voluntarily decide to devote their time and effort.
- 1.6 Thus, no extra privilege and extra material benefits can be demanded or expected, except for just motivation and compensation of the time and relevant costs, and experience that members can earn depending on their abilities and efforts employed.
- 1.7 SU cannot be employed as a form of monetary benefits' or profit making activities. No SU project can be done on the purpose of earning money more than was discussed and decided upon in the Board.
- 1.8 All SU projects can be monetary profit engaged only for the purpose of refunding the expenses, fund raising, required and fair motivation if success achieved and nothing more.
- 1.9 Primary aim of SU is the interior concerned projects. That is, Executives are firstly responsible for their positions and activities within the borders of the University.
- 1.10 SU is a Public Organization and has to provide per Semester final reports and make it available for anyone interested for the specially stated period of time regarding the outcomes of the work done and plans.
- 1.11 SU operates in accordance with the SU Code-Constitution. Severe breach of the SU Code-Constitution may result in Disciplinary Offense as recommended by the Supreme Court and/or General Manager.

II. The Board

2.1 The Board is the meeting of the officially elected SU members, namely: President, General Manager, General Secretary, Education and Welfare Executive, Events and Entertainment Executive, Information and Communication Executive. Holder of the position of General Manager is the person who will arbitrate the meeting, expressing his/her recommendations towards the matters discussed and voted for.

2.2 The Board is called every time when the project of any executive is ready and in written form and it is to be decided to make it official. Also there are compulsory Meetings per Week during the Teaching Weeks.

2.3 The Board will discuss the project and recommend changes, ratify, postpone or reject the project.

2.4 The Board is the collective form of execution and is the only executive body that can pass the projects that will be tagged as official SU PROJECT. Henceforth, the Board is the only authority that can make projects for the WIUT SU, including projects of President and all other projects that is aimed towards SU and is planned to use WIUT SU rights, media, publicity and et cetera.

2.5 All the decisions of the Board are made by the voting, id est. all executives should vote for the project.

2.6 Voting participants of the Board are the members of the Executive Cabinet and General Manager, who have equal share of votes- 1 vote each. The Board will consider both internal and external projects of SU, within the borders of the SU Code and by the initiation of the SU Executive Cabinet members only; General Manager shall be still arbitrating the voting and consult President. Annual compulsory events and activities as Job Fair and Induction Week will not be decided upon by voting but rather will be discussed and adapted as needed.

2.7 The results of the Board will depend on the number of votes for and against:

- a. Simple majority will decide the final result;
- b. Simple Even number of votes will postpone the project till the next meeting that will be organized within three days after the meeting where the above happened, and will require changes in the project (President, senior executive, executive vs. General Manager, senior executive, executive). Provided that the same result occurs in the following meeting with the consideration of the same project then the project will be decided upon by the Presidential right. President will either put veto or pass the project, ensuring that General Manager went through the project and guaranteed its legality with the SU Code.
- c. Complex Even will give the principally influential power to President. This will occur whenever there is a different combination than the above given Simple Even combination. At

this point the Board members will each describe their point of view in details and provide them to all others. In the next meeting President will vote with 2 votes clearing the result. In case of pass President must ensure that the General Manager went through the project and guaranteed its legality with the SU. In case of even again, President will decide the project as described in **2.7/b**.

2.8 The Board meetings will be on the responsibility of General Secretary; the abovementioned executive is to notify all the executives, prepare the agenda of the day, make a report on the actions made and submit the papers to the General Manager for the further study.

2.9 All the Executives with the project, including President, have the right to call the Board on the project. The importance and validity of the project can be discussed only within the Board. The project must be in written form with 7 copies: one to the each SU Board member officially participating in the Board and rest for the SU archive. Board Meetings can be combined with regular weekly SU meetings if there is no necessity for other date.

2.10 Executives should notify General Secretary and President at least two days before the preferred date of the meeting. General Manager must be informed about any Board meetings and no Board can take place without his presence or representative appointed by General Manager from the Supreme Court in case if General Manager cannot attend the meeting himself/herself.

2.11 If there is a logical and reasonable excuse then an Executive can miss the actual date of the meeting. The missing Executive has the right to: receive the project through e-mail, vote through the e-mail, and ask for more details but not later than one day after the meeting (so as not to prolong (postpone) the date of the actualization and waste time). Provided that the Executive is not able to participate in decision-making for more than three days in a row, or due to the resignation or illness, then the President, as The Chairman of The Board has the right to represent the missing Executive. If more than one Executive is missing then the Board is postponed, unless the Executives are resigned. In the latter case new Executives should be appointed by the rest of the SU Board within two weeks after the second resignation for dismissal. The preference will be given to the Executive Cabinet members provided that they will want to change their position to the freed one.

2.12 Provided that the missing one is General Manager, and the factor is temporary, then a replacement should be appointed from The Supreme Court by General Manager himself. If General Manager officially resigned then article **4.9** applies.

2.13 The Board is the only body that has the right to appoint or reject the candidates regarding other SU Team members. (Further referred in the “**VI Other SU Team Members and Recruitment**”)

III. Description of the Executive Cabinet's positions

3.1. President

- 3.1.1. President is the first person who represents interests of students of Westminster International University in Tashkent to the Administration and all other viable institutions interested. President is the person who defines and guides the strategy of the SU Executive Cabinet, its members and other Executive Cabinet related position holders and affairs. Henceforth, President is a head of Executive Power and a Chief Representative of Executive Cabinet in other forms of governing the SU.
- 3.1.2. President must regulate the work of each Executive based on the decisions of the Board. President can set specific tasks to the relevant departments under the Executive Cabinet and assures task accomplishment and control. President is responsible for quality enhancement and task accomplishment of the Executive Cabinet.
- 3.1.3. All projects which will be organized and held outside the University are under President's supreme control and the Board's Authority.
- 3.1.4. President initiates and generates the projects regarding sponsors.
- 3.1.5. President has to support Executives with their projects.
- 3.1.6. President is the chief responsible person in SU Executive Cabinet for External Issues which are due to SU, as was defined by the Board. These might be matters regarding the responsibilities and rights of the SU Members in exterior projects. President performs as the head of Cooperation with Outer Institutions.
- 3.1.7. President has the right to call the Special meeting with the requirement to notify and assure the presence of General Manager.
- 3.1.8. President has the right to be present in the confidential meetings of General Manager with each Executive.
- 3.1.9. President has the right to initiate the discussion of the competence of each Executive with General Manager.
- 3.1.10. President has the right to monitor and access the project papers, reports and monetary issues.
- 3.1.11. President has the right to temporarily replace the missing Executive with any other SU Executive from the Executive Cabinet after the latter's approval or maintain the position by himself if no one accepted the offer till the Board will appoint the new In Charge of Affairs to the position.
- 3.1.12. President with General Manager represents SU in Academic Councils. Whenever President cannot visit the Academic Council s/he can be replaced by Education and

Welfare Executive; in the case that the latter is to be absent as well, than any other SU Full-Time Official can be there as decided by General Manager.

3.2. General Secretary

- 3.2.1. General Secretary generates SU fund. General Secretary can invest to projects approved by the SU Board.
- 3.2.2. General Secretary is Senior Executive.
- 3.2.3. General Secretary is responsible for organizing fund- raising projects within the University and General Secretary has the right to initiate fund-raising projects outside the University.
- 3.2.4. General Secretary is responsible to keep and maintain the SU archive, documents on the projects and is responsible to provide the report of the Executive Cabinet to President and General Manager.
- 3.2.5. General Secretary organizes regular-weekly SU meetings and the Board meetings and circulates the results afterwards.
- 3.2.6. General Secretary is responsible for the Treasury keeping, Accounting and documenting all the Complex Projects' financial sides, auditing Partially Commercial SU Projects and maintaining the control over other SU members' financial activities is totally on the General Secretary's primary responsibility.
- 3.2.7. General Secretary has the right to maintain team and financial clubs approved by the Board.

3.3. Education and Welfare Executive

- 3.3.1. Education and Welfare Executive is responsible for the academic support of the SU Board to the students of Westminster International University in Tashkent. Education and Welfare Executive is the Representative in Chief for the Academic and Welfare Matters within the University and Dormitory.
- 3.3.2. Education and Welfare Executive is a person who is to try to maintain the academic life of the students of WIUT in the better quality in the given and logical borders.
- 3.3.3. Education and Welfare Executive has the right to represent and protect the rights of students in Viva Voce sessions and AOP's/DOP's. Education and Welfare Executive is responsible for keeping OP Support Department.
- 3.3.4. Education and Welfare Executive organizes Language courses accordingly with the demand.

- 3.3.5. Education and Welfare Executive holds primary responsibility and authority for organizing Extra tutorials for students and maintaining the Transitional Support accordingly with demand.
- 3.3.6. Education and Welfare Executive is responsible for the CCM's students' participation, presence of the Course Representatives in there and maintenance of the Course Representative's Society (compulsory attendance for CFS and Level4 students). Education and Welfare Executive has the authority to train, test, monitor and assess the effectiveness and efficiency of the Course Representatives. Education and Welfare Executive has the right to dismiss Course Representative after discussing the matter with the Executive for Course Representatives if the strong evidence was presented and should do this together with the Head and Senior Officers for the Quality Enhancement and Quality Assurance in WIUT. In the case of dismissal of the Course Representative Education and Welfare Executive must inform other Course Representatives and can either organize new elections or appoint the candidate next to the dismissed one according to the candidate's votes acquired in the primary elections.
- 3.3.7. Education and Welfare Executive has the right to maintain a fund for educational purposes only, with the regular-monthly report to General Secretary on the activities, amount gathered and used. The purpose for the usage of the money must be approved by the Board.
- 3.3.8. Education and Welfare Executive is Senior Executive.
- 3.3.9. Education and Welfare Executive has the right to keep the team and maintain Educational purpose clubs approved by the Board.

3.4. Events and Entertainment Executive

- 3.4.1. Events and Entertainment Executive is responsible for the Social Activities and Events in the University and Complex Projects' social activities.
- 3.4.2. Events and Entertainment Executive is responsible for Social, Art, Entertaining, Sport, Music and Drama Clubs of WIUT.
- 3.4.3. Events and Entertainment Executive is responsible for Holidays' and parties' Entertainment programs and other related show-programs in the official projects approved by the SU Board.
- 3.4.5. Events and Entertainment Executive has the right to maintain team approved by the SU Board.
- 3.4.6. Events and Entertainment Executive has a privilege right to organize Social and Entertainment purpose Events. If the same event was planned earlier and written by

other SU Executives then Events and Entertainment Executive should be stated as Senior Partner on the same project and should be aware of the progress of the project.

3.4.7. Events and Entertainment Executive is responsible to participate in organizing Visits to Landmarks and support SU President in this together with General Secretary.

3.4.8. Events and Entertainment Executive has the right to organize Social and Entertainment purpose Contests within the University or Plan Complex Projects (refer to section “**V Projects and Finance**”) of the same purpose.

3.5. Information and Communication Executive

3.5.1. Information and Communication Executive is responsible for providing and maintaining the appropriate level and channel of communication between Students and the SU Board members via e-mails, available media and other forms of electronic and printed communication.

3.5.2. Information and Communication Executive is responsible for preparing and presenting SU related media projects to the University public.

3.5.3. Information and Communication Executive is responsible for supporting SU Newspaper and preparing needed comforts and supplying tools for the Media Club.

3.5.4. Information and Communication Executive is responsible for maintaining and organizing the Radio Projects. Information and Communication Executive is automatically appointed as the head of Radio department and Editor-in-Chief for Radio after official appointment to the position of the Information and Communication Executive.

3.5.5. Information and Communication Executive is responsible for creating and maintaining the needed level and channel of communication for the SU Board with other SU Partners, including other Universities and Sponsors.

3.5.6. Information and Communication Executive is responsible for maintaining Official SU Web Site and renewing it when needed.

3.5.7. Information and Communication Executive is responsible for supporting, preparing needed comforts and supplying tools for Media Clubs’ TV team. While Information and Communication Executive cannot be editor for Media Club’s teams as Newspaper and TV, in order to avoid subjectivity regarding SU and limitations of creativity, Information and Communication Executive can participate with his own projects as a team member if agreed by the Media Clubs’ Editorial Board. Media Clubs’ Editorial Board communicates with the SU Board through Information and Communication Executive only.

- 3.5.8. Information and Communication Executive has the right to keep the team approved by the SU Board and maintain Media purpose clubs as Web Masters, Photoshop, Creative Group for Public Relations and et cetera.
- 3.5.9. Information and Communication Executive is responsible for SU's Public Relations and Promotion Actions for the SU Board approved segments.
- 3.5.10. Information and Communication Executive must approve all his projects and actions with the SU Board due to the high importance and diversity of the information flow.

IV. General Manager

- 4.1 General Manager is the separate institution of the SU Full-Time Officials from the Executive Cabinet and represents judicial power, controls the legality of the projects and activities of other SU members at all.
- 4.2 General Manager is a “keeper and guarder of the SU Code” and is the representative of the General SU Public in the SU Board. General Manager is responsible for quality assurance and ensures the fulfillment of the SU Code stated responsibilities. General Manager, based on the evidence, can call for the confidential meeting, Offence Panel, special review of the Supreme Court or review of any SU member's competence.
- 4.3 General Manager acts so as to guarantee that no SU Member conducts a breach of the SU Code.
- 4.4 General Manager is a Vice President and consults President in the SU Board regarding the Executive Cabinet; however cannot initiate the actions and strategy of the Executive Cabinet. General Manager consults President on the strategy chosen and decided upon by the latter. General Manager's main aim is to keep the SU Code system operating.
- 4.5 In any case when President cannot fulfill his position responsibilities as due to the health problems, academic regulations, resignation or any other forms of dismissal General Manager retakes the position of President. In case of temporary absence from the Office of President, General Manager takes the position temporarily as Acting President.
- 4.6 General Manager, unlike the Executive Cabinet Members, cannot initiate projects by himself, especially those of financial character. General Manager only organizes and is responsible for guest lectures and cooperates with administration in organizing Annual Job Fair (together with the whole SU Board) and can initiate projects to better the SU members (grants) or General Public's academic well being and/or knowledge (workshops, seminars, conferences, guest lectures, Academic Council proposals). In other projects than those mentioned in the previous statement General Manager takes part as a controller of the legality of projects and consults

President on how to best perform. All the projects that are stated as eligible for General Manager should be communicated to the Executive Cabinet in the SU Board. Projects of General Manager will be communicated to the public through General Manager himself or by relevant support attained. General Manager's action plan is separate from the Executive Cabinet's action plan.

4.7 General Manager has the right to access any paper, project documents, financial statements and other SU archive material.

4.8 No Board where the Project is to be discussed or weekly progress is checked can take place without General Manager. However, Executive Cabinet can meet without the General Manager so as to discuss other matters with the obligation to provide General Manager with the written report.

4.9 Whenever General Manager cannot perform fully and fulfill position's responsibilities due to the health, academic regulations, resignation or other matters, the position is to be replaced by one member of the Supreme Court not including the President.

4.10 General Manager is a member and Chairman of the Supreme Court.

4.11 General Manager with the President represents SU in Academic Councils. Whenever General Manager cannot visit the Academic Council s/he can be replaced by Education and Welfare Executive; in the case that the latter is to be absent as well, than any other SU Full-Time Official can be there as decided by President.

4.12 While appointing General Manager, preference will be given to the Candidates who previously worked as Full-Time SU Official, Supreme Court Member or twice held the position of Course Representative in a row. SU General Manager for the succeeding academic year is appointed by the existing General Manager who considers both existing and elected Executives' recommendations and consent of the Supreme Court.

V. Projects and Finance

5.1 SU Projects can be of two categories: Internal and Complex.

5.2 Internal Projects are all the projects that are in the competence of one definite SU Executive (as described in the "**Description of the Executive Cabinet's positions**"). Internal Projects can be only within the borders of the University. Internal Projects are decided upon in the SU Board.

5.3 Complex Projects are all the projects where the action plan is covering outside of the University: major sport events, trips, major celebrations as Navruz, parties and balls. Since they involve more responsibility, funds and thus care, and moreover as they intercept with different departments of the SU Executive Cabinet, President is the Chief in Charge of Affairs on all of the Complex Projects. All the projects of this category should be connected through the President's representation and will be tagged as the SU Team Project. No single name of the

Executive is to appear as the project holder. Complex Projects are decided upon in the SU Board. General Manager must be present in the all Complex Projects' discussion.

5.4 The benefits sought and gained from the Complex Projects are to be distributed accordingly to the departments found relevant: money to the fund, financial matters to General Secretary, events to be organized to Events and Entertainment Executive, notification and media coverage to Information and Communication Executive, and to the other Executives according to their responsibilities.

5.5 All the Complex Projects must be monitored by General Manager and controlled by President. The information access should be provided by General Secretary. General Secretary will be responsible for the report preparation on the Complex Project for General Manager's authority. General Manager will communicate with the SU Executive Cabinet through either President or Special Meetings. General Manager has the right to demand for any information needed.

5.6 Complex Projects are discussed in Special Meetings where General Manager together with President will discuss the limits and responsibilities of each Executive in the given project.

5.7 All Complex Projects should be communicated with the whole SU through Information and Communication Executive or SU President.

5.8 Complex Project can be of partially commercial purpose. The amount of money charged from the Complex Project should be decided in the Board. Project Initiators have the just right to refund their funds, compensate their efforts to the normal and logical amount which are included to the costs and shown in accounts. Since the Project may be of commercial character it will have the offer and the final result will be decided upon by the public, or students who are receiving the proposal. Complex SU Projects with partially commercial character are parties, trips, SU Fund raising activities (SU and WIUT "logo" objects as shirts, pens, notebooks and et cetera) and special SU offered courses for students. Any Complex Project like the above mentioned will be charged the fixed amount of payment for SU Fund in two forms: the net profit after all the costs fully charged whenever the project is by SU Executives (costs, including motivation and compensation for mental and physical efforts, as well as all project associated costs) and tax; whenever the project is by the SU member who is not recruited in SU Office by any means (meaning that the project initiator is not an Executive, part-time member or appointed position holder in the SU Team) which will be decided upon in the Board, 40-50% from the net profit.

5.9 Only the SU Board has the right to conduct Complex Projects at the given schedule. University is by no means market or place for making constant or any monetary benefit, thus no other SU member is allowed to organize commercial projects without the SU Boards' permission

and approval, which will negotiate it with the administration. No one else is allowed to advertise or sell within the University without permission and authorization.

5.10 Official Complex SU Projects with partially commercial outcomes are: 4 parties per year, including Freshmen Party, New Year Ball, New Semester Party, Summer Party- End of the year party; SU and WIUT logo objects as early stated, official annual trips to landmarks. Also SU has the privilege right to participate in Graduation Ball's organization and organize trips abroad if it was demanded so. Anything not mentioned should be negotiated with the SU Board beforehand. No Project of the same aim and content can be conducted at the same month or earlier than the SU Project is complete, without permission. No student can conduct commercial projects within WIUT SU without the permission of the SU Board, which will solely communicate the required parts to the University administration.

5.11 SU can keep a Fund, raised from the projects or sponsors.

5.12 SU Fund is kept by General Secretary and is used only after the full SU Board's approval.

5.13 SU Fund can be used only for the purposes of SU and invested in SU activities only. No money can be used to make individual projects, make profit or no money can be risked in any other financial activities without the SU Board's permission even if stated to increase them in transactions. No Fund money can be used in projects that will not, at least, refund the initial investment made to the given project.

5.14 Any SU Full-Time Official can prepare the project and ask for SU Fund support if needed. When this occurs, the project is discussed in the already stated fashion in the SU Board.

5.15 General Secretary is responsible to keep track of the Fund allocations, prepare reports of financial character and provide weekly report of the money retained in the compulsory Board meetings.

5.16 At the end of the SU Office year limited portion of the SU Fund can be used for appraisals of SU members for their effort and work after the Boards' approval and with the full report. The rest of the money must be retained and passed to the next SU Officials. No money can be taken as a form of salary or end-of-the-year wage by any SU Member.

5.17 All the SU Board organized and owned local projects are free of charge to SU Full-Time Officials and special discounts can be applied to the other members of the SU Team by the SU Board's decision.

VI. Other SU Team Members and Recruitment

6.1 Together with the Official SU Executives there are other SU active members as well: Part-time appointed SU coordinators and volunteers.

6.2 Part-time appointed coordinators are the SU members, official students of WIUT of any Level who expressed the willingness to participate in the activities of one definite department and help one definite SU Executive.

6.3 Part-time coordinators can be recruited by any SU Executive except SU President, whose team is SU Executive Cabinet; and General Manager who due to the objectivity cannot employ others in the audit, though General Manager can cooperate with others in other projects of his competence as Guest Lecturing, Workshops and Job Fair.

6.4 Course Representatives are automatically becoming Part-time coordinators and enjoy the right to receive the information, participate in relevant SU Projects, and receive the exemplary motivations after the SU Board's approval. Also they can participate in other department's activities and be a member of any SU Department if approved by the SU Board. This is the only exception together with the Media Club's members.

6.4-1 Each year there should be appointed an Executive for Course Representatives (CR) by the Education and Welfare Executive. The Executive for CR's is official SU Executive and the first Senior part-time SU Coordinator. The position holder should be currently running as CR for him/herself and had at least one year experience being a CR in WIUT, or similar system employing university. The Executive CR will be responsible for the CR Society, its successful operation and quality assurance and must operate obeying SU Code-Constitution. Executive CR and the CR Society are part of the Education and Welfare Executive's authority related system and are superiorly controlled by the latter. Education and Welfare Executive, in addition, holds the right to change or dismiss the Executive CR if the strong evidence is present and approval of the SU Board is obtained.

6.5 Each Executive's team members are Part-time coordinators as well. The numbers of each Executive's team members are to be decided in the Board and reviewed each year for necessary alterations.

6.6 Part-time coordinators can be employed only in one department at the same time. However, they can participate in the Clubs and other Projects as volunteers.

6.7 Part-time SU members will sign the special registration form prepared and approved by the SU Board. Each member will pass the Boards' consideration, which is the compulsory element of recruitment. Part-time coordinators are recruited for one Semester. If there is a mutual interest to cooperate further between the SU Executive Cabinet and candidates, then the agreement can be lengthened.

6.8 Volunteers are the SU members who are willing to participate, contribute or support the particular SU Project and are not recruited for more than one event or project at once. This would be the starting-operational level of the SU hierarchy.

6.9 Other SU Team members are appraised by the SU with special Honours and other forms of appraisals that are up to the each year's Board's consideration after the relevant Department's proposal.

6.10 Part-time SU coordinators should follow the Board's regulations and have no right to interfere into major discussions and decision-makings without permission or strong reason. No Part-time members and Volunteers have the right to vote in the Board. Their initiation should pass through the Board's consideration and then can be realized in the form of Complex SU Project, id est. the project would be the relevant departments' project, not the individual one.

6.11 SU Media Coordinator, who is the appointed SU Executive for the one year, is official SU Executive and the second Senior part-time SU Coordinator. He is to closely work with the SU Board and Information and Communication Executive particularly, so as to fulfill the position's requirements. Media Coordinator is responsible for SU Promotion actions through media, radio activities and newspaper. In order to maintain the freedom of speech, impartiality, professionalism and independence of creativity, SU Newspaper will be based upon the Media Club's personnel and coordinated by its Editor-in-Chief (or Editors-in-Chief, maximum two Editors-in-Chief one for content and one for technical parts). Media Coordinator and Information and Communication Executive will be responsible for financial and other relevant support.

6.12 Nonetheless Media Club's members are considered neither as Part-time nor as volunteers. For the same impartiality purpose Media personnel might be called as Media Members. However they enjoy the right to be simultaneously in any other department as Part-time SU coordinators if they are selected to be.

6.13 Research and Development department's members are considered as Part-time SU coordinators. The number of the members is to be decided each year in the Board. R&D department will be under the supervision of Senior Full-Time SU Executives (Education and Welfare Executive and General Secretary).

6.14 Part-time SU members can change their departments only once per semester.

6.15 Other SU team members will be recruited in the following way:

a) Executive for Course Representatives is appointed by the Education and Welfare Executive as stated in 6.4.

b) SU Media Coordinator is appointed by the Information and Communication Executive after the approval of President; President can propose a candidate for consideration in the Board.

c) Other SU Departmental members, as Full-Time Officials' team members in stated positions (which are reviewed each year as required) are nominated by the relevant head of the Department and approved by the Board.

- d) Volunteers are gathered as on wish and will be decided upon in the Board meetings regarding their personal profiles.
- e) Members of the clubs are gathered upon their own will and enthusiasm and should follow clubs' internal rules.

VII. Performance and Quality Assurance

7.1 Every single SU member holding the position is responsible for the full completion of the stated responsibilities as on SU Code or additional agreements for other SU team members.

7.2 The SU Board regularly meets every week to discuss the projects, their outcomes, feedback and deadlines. First three weeks including the Intensive week must be used for outlining the action plan of the Executive Cabinet for one year ahead. SU President is responsible for Quality Enhancement and General Manager is responsible for Performance Assurance of the Executive Cabinet. President also controls the successful progress of the project and expected performance.

7.3 All the complex projects are to be monitored by SU President and audited ultimately by General Manager. Any fact of offence will be the serious theme for the Special Meeting.

7.4 Offence should be considered as taken place, if:

- a) SU Executive or SU related Department's or any team's member violates his/her duties,
- b) manipulates with numbers and statistics,
- c) not fulfilling his/her duties and responsibilities,
- d) constantly being absent,
- e) interferes or violates other member's rights and responsibilities,
- f) violates any of the articles and statements of the SU Code.

7.5 Offences are to be treated in the following ways:

- a) Provided that the violator is Elected Full-Time SU Executive and there is a report from SU Executive or strong evidence of breach then there are three stages of treatment. If so then General Manager and SU President will meet with the person confidentially and assess the situation locally (1st stage). The date for first stage's review must be set for assuring that the change happened. Second offence will be discussed within the Board and the date should be set for reviewing the progress and expected improvement (2nd stage). Third offence will be final and person must be nominated for dismissal and voting should take place (Offence Panel, 3rd stage). If person stays, the date should be set and the person should write an official document stating that unless improvement takes place he/she will resign. The progress should be controlled by General Manager and reported to the Supreme Court.
- b) Provided that the violator is a Part-time coordinator than the case firstly should be discussed in the Department. Second time violator can be dismissed; Head of the Department has the right

to dismiss person. Dismissed Part-time coordinator cannot join any other team earlier than the new semester. SU Board should be informed about the case and given details of offence, dismissal and person. If there is information that the person is continuing aggressive breach then his/her information can be made public-available.

c) Provided that the violator is a volunteer, then the person will be dismissed from the project and next time should get the Board's approval. Twice violating person will not be allowed to participate in any other project for two months. Third violation will dismiss the person for one year and the information about the person can be made available for public.

d) SU President can be subject to the Offence Panel if all the rest of the Executive Cabinet (through General Manager), or at least both of the Senior Executives (through General Manager) or General Manager (without the initiation of the Executive Cabinet) provides strong evidence to the Supreme Court. General Manager can be subject for report to the Supreme Court and dismissal (after Supreme Courts' decision) from all the meetings and information if the majority of the SU Executive Cabinet votes for this and provides very strong evidence to the Supreme Court and Senior Advisory Board and to the public. Both President and General Manager will follow the same three stages but will be reviewed by the Supreme Court who will have to consider the opinion of Senior Advisory Board, plaintiffs and all the evidence. General Manager acts as Prosecutor in the Supreme Court in all cases except for his own. When the latter occurs President is a Prosecutor. The one who is reviewed by the Supreme Court should present his rights by himself/herself or ask any other SU Full-Time Official except President and General Manager to act as an attorney.

7.6 Offence Panel consists of the Supreme Court and Senior Advisory Board and SU Board that will vote for dismissal or stay of a particular Executive. Offence Panel can be started only after Supreme Courts' sanction. First voting happens in the SU Board. All the Board members hold 1 vote, except that the nominated person cannot vote. The voting then happens in the Senior Advisory Board separately. Final results will be delivered to the Supreme Court's attention by General Manager and once more presented. Then it is up to the Supreme Court only, to make the final decision (refer to the section describing the Supreme Court and Senior Advisory Board). Offence Panel is relevant to the SU Full-Time Officials only. Other SU Team members are dealt locally in the SU Board and relevant Departments.

7.7 Dismissed Executive will be officially notified and informed about his/her outcome through e-mail via General Manager. Unless the violation is of kind as described in 7.5/b-c then the information will be kept secret and will be made available for only existing Board members and succeeding ones.

7.8 General Manager has the right to meet any Executive for the discussion of progress. If so then SU President has the right to be present in the meeting. Any Senior Executive as was wished by President will be present if the chosen person for meeting is President.

7.9 General Manager has the ultimate right for any information access on any given project. Also General Secretary is responsible for keeping and maintaining SU Archive which is also open for General Manager's review. For SU members other than SU Full-Time Officials the Archive is confidential and can be accessed after SU Board's approval only. Regular information sharing must be held per semester and then SU Archive will be open for two weeks.

7.10 General Manager should control that no Executive or SU member interferes into other's competence or conducts other breach. In case when any breach is found to be conducted, the project will be discussed in Special Meeting so as to re-distribute, re-organize or froze the project or pass through the procedure described in 7.5

7.11 The person found interfered into other's competence or conducted breach regarding the case that was due to the lack of knowledge on SU Code must pass special test on SU Code. Failure in test will pass the person to the first stage of offences as described in 7.5.

7.12 Any decision in the discussion stage in the SU Board that is found to be contradicting to the SU Code must be banned and rejected. General Manager controls this and reports the case to the Supreme Court.

VIII. Special Meetings

8.1 Special Meetings are those that held on special purposes that are of high urgency and/or not relevant to be discussed in standard-compulsory SU meetings. The attendance and organization in and of Special Meetings is regulated similarly as in **II (The Board)**.

8.2 Special Meetings can be called by only two SU Full-Time Officials, namely: SU President and SU General Manager.

8.3 All the Complex Projects are to be discussed in Special Meetings. Due to the outer relation and relatively complex nature Complex Projects cannot be discussed in regular meetings, where the attention should be paid to the most important operations of SU- internal projects. However, Special Meetings can be started after the regular meeting is finished, the same day as the regular one so as to save time. It is up to the each year's SU Board to decide accordingly with situation.

8.4 In Special Meetings the matters considering the share of responsibilities, relevance of the project and progress made, as well as outstanding issues should be discussed and decided upon.

8.5 President calls special meetings when there is an initiation of a new Complex Project or the need to discuss the planned one.

8.6 General Manager can call the meetings after the decision to conduct a certain project was made.

8.7 General Manager must initiate re-distribution of tasks and responsibilities, re-structuring of the project, review or even refusal and abandonment if required so by the SU Code.

8.9 Special Meetings' are organized by General Secretary as regular Board Meetings as described in sections **II (The Board)** and **III-3.2 (of Description of the Executive Cabinet's positions)**.

8.10 Special Meetings are held to discuss and vote for proposed Amendments for the SU Code and Dismissal of SU Team members. Recruitment can be combined within the regular Board meetings.

IX. Supreme Court and Senior Advisory Board

9.1 There are two more institutions in the SU organizational structure that fill the two more power balances left: judicial (together with General Manager) and legislative (together with the SU Board). They are namely Senior Advisory Board and Supreme Court.

9.2 Senior Advisory Board consists of the Full-Time Executives who are to free their positions to the elected Executives in the succeeding academic year. They will automatically become Senior Advisors to the new Executives in the positions they held.

9.3 Senior Advisors perform as consultants to the new Full-Time Executives, although they cannot vote, make decisions for the new Full-Time Executives or control their actions. They are to help the new Full-Time Executives with consultancy and share their experience with the latter.

9.4 Senior Advisors cannot be forced to perform specific tasks or any other orders from the Executives if they do not want to. Their primary responsibility is advising.

9.5 Senior Advisors will meet with General Manager when the latter required, so as to do progress check or performance evaluation of acting Executives.

9.6 Senior Advisors will form the Senior Advisory Board whenever there are at least three of them present. Senior Advisors can be graduates as well. They perform as long as their personal life, health and time will allow this.

9.7 The Senior Advisory Board can be accessed by General Manager to obtain necessary information and comments on the performance of the Executives acting in the positions at present time.

9.8 The Senior Advisory Board will have to vote for Offence Panel (**VII Performance and Quality Assurance**, 7.5/d-7.6) and Amendments (the last section).

9.9 The Senior Advisory Board members all hold one vote in formal voting as described above and the result will be reported to the Supreme Court through General Manager.

9.10 Senior Advisors can be only those people who have been the SU Full-Time Officials the year before the present (acting) Executives, including the General Manager. People eligible for Senior Advisors' position can apply to General Manager and the Supreme Court as well. In the

case that a person is chosen to any of the above given positions, then s/he cannot act in the Senior Advisory Board, though still performing as a Senior Advisor.

9.11 The Supreme Court is the highest instance for judicial performance and legalization of amendments to the SU Code. Unlike General Manager, who is more concerned with assuring the judicial decisions and operation accordingly with the SU Code; the Supreme Court is the highest institution where the final decisions are made regarding the Offence Panels, Amendments and complex cases.

9.12 Only people who worked as SU Full-Time Officials (first preference) or Course Representatives elected at least twice in a row for Course Representation and at least Level 5 when will be in a position (second preference) shall be selected to the Supreme Court.

9.13 The Supreme Court consists of 5 members appointed for one academic year, which will consist of: SU President, SU General Manager and three appointed members.

9.14 The Supreme Court will evaluate the cases forwarded to the Offence Panel and prepared amendments for the SU Code, as well as complex cases where there is a strong controversy between the Executive Cabinet's decision and the SU Code that cannot be dealt locally with General Manager. In addition, each year's Supreme Court has to approve the action plan of the Executive Cabinet of the same office years' as theirs.

9.15 Before voting for the case forwarded in the Offence Panel, the Supreme Court will be presented the results of votes that took place in the SU Board and the Senior Advisory Board. The results shall be interpreted as recommendations. SU General Manager (unless subject to the Offence Panel) will perform as a prosecutor and chairman; present and deal with all the evidence and information for the Supreme Court.

9.16 Each member of the Supreme Court will hold one vote only. SU President and SU General Manager shall vote in both the SU Board and the Supreme Court. The final decision is up to the Supreme Court and no change is to be done after the Supreme Court made a decision.

9.17 The Supreme Court shall vote for amendments proposed in the SU Code.

9.18 While voting in the SU Supreme Court, either for the Offence Panel or Amendments, the following principle will be normally expected: President considers the best for the Executive Cabinet, General Manager acts in the best interest of the original SU Code and the rest of the Supreme Court will be impartial and consider only the best for all the SU public.

9.19 The Supreme Court members will be appointed by the end of the each academic year (during the last teaching week or a week later) by the members of the acting Supreme Court. The same rule as for Offense Panel in the SU Board applies whenever there is a need to replace or appoint the new Supreme Court member.

9.20 The Supreme Court has the right to investigate and access the Archive and any relevant data in the case of the Offence Panel and Amendments.

9.21 The Supreme Court will not participate in any other forms of decision making, executing or planning in the SU Life than those stated above. Their chief and the only responsibility are to validate the most important procedures, namely: Offence Panels, Amendments and complex cases.

X. Electoral College and Amendments

10.1 The SU Code is supremely written considering WIUT students' environment, need, culture and traditions of the WIUT SU; all of the stated articles in the SU Code are compulsory for all the students-members of the SU. Necessary changes and amendments to the SU Code can be done only through the formal process that will happen in the Electoral College (the SU Board, the Senior Advisory Board and ultimately the Supreme Court) as described further below.

10.2 The SU Board is the sole Body that can prepare project of amendments to the SU Code. In order to adjust, change, abandon or add particular article/s, existing SU Board will have to prepare a formal project that will be classified under one of the three categories.

10.3 Category One. The project will consider amendments (additions) to any article/s except those in Sections **IV**, **VII**, **IX** and **X** and in case those proposals are affecting not more than the 25% of the original Section/s allowed under the Category One. The Board will prepare project stating: the original articles, the affected parts, the need for additions to be made, justification of the proposal and the new article/s in the preferred format. The project will be prepared in the SU Board there President will allocate responsibilities and control the progress to and of the Executive Cabinet members under supervision of General Manager. General Manager will be recording all actions taken and happening in the process. After, the proposal will be passed to the Supreme Court. Both President and General Manager will present their view of the proposal (normally, but not necessarily, contradicting) and the Senior Advisory Board (if to be existing) will provide report stating their view. The Supreme Court will then vote for or against the proposal. The Supreme Court may require particular changes in the proposals and send the project back to the preparation stage. Overall proposal of the same content (even with required changes) can be reviewed three times only in one Semester; the third time made decision will be the last one. The results will be communicated to the public via General Manager.

10.4 Category Two. The project will consider amendments (additions) to any article/s or Section/s except those in Sections **IV**, **VII**, **IX** and **X** and in case those proposals are affecting more than the 25% of the original Section/s allowed under the Category Two. The Board will prepare project stating: the original article, the affected parts, the need for additions to be made,

justification of the proposal and the new article in the preferred format. The project will be prepared in the SU Board there President will allocate responsibilities and control the progress to and of the Executive Cabinet members under supervision of General Manager. General Manager will be recording all actions taken and happening in the process. After, the proposal will be passed to the Supreme Court. Both President and General Manager will present their view of the proposal (normally, but not necessarily, contradicting) and the Senior Advisory Board (if to be existing) will provide report stating their view. The Supreme Court will then vote for or against the proposal. The Supreme Court may require particular changes in the proposals and send the project back to the preparation stage. Overall proposal of the same content (even with required changes) can be reviewed three times only in one academic year; the third time made decision will be the last one. After the voting has taken place in the Supreme Court and the outcome was positive (approval for the proposal), then voting will take place in Course Representatives' Society. At least 60% of the all Course Representatives per faculty must participate in voting for or against the proposal so as to make the action legal. Course Representatives will be gathered in special place. Each faculty level's Course Representatives' number will be divided to the number of students registered in that faculty's level and the result will be allocated to the faculty level's relevant Course Representatives as number of votes. Simple major (51% or more) will decide the destiny of the proposal. In case of the negative result, the proposal of the same content cannot be offered for that academic year again. The results will be communicated to the public via General Manager.

10.5 Category Three. The project will consider alterations (changes) to article/s in Section/s **I**, **II**, **III**, **V**, **VI**, **VIII**; amendments (only additions no changes) to Section/s **IV**, **VII**, **IX** and **X** and in case that proposals are affecting more than the 25% of the original Section/s under the Category Three. The Board will prepare project stating: the original article, the affected parts, the need for additions or changes to be made, justification of the proposal and the new articles in the preferred format. The project will be prepared in the SU Board there President will allocate responsibilities and control the progress to and of the Executive Cabinet members under supervision of General Manager. General Manager will be recording all actions taken and happening in the process. After, the proposal will be passed to the Supreme Court. Both President and General Manager will present their view of the proposal (normally, but not necessarily, contradicting) and the Senior Advisory Board (if to be existing) will provide report stating their view. The Supreme Court will then vote for or against the proposal. The Supreme Court may require particular changes in the proposals and send the project back to the preparation stage. Overall proposal of the same content (even with required changes) can be reviewed three times only in one academic year; the third time made decision will be the last

one. After the voting has taken place in the Supreme Court and the outcome was positive (approval for the proposal), then voting will take place in Course Representatives' Society. At least two third of the all Course Representatives per faculty must participate in voting for or against the proposal so as to make the action legal. Course Representatives will be gathered in special place. Each faculty level's Course Representatives' number will be divided to the number of students registered in that faculty's level and the result will be allocated to the faculty level's relevant Course Representatives as number of votes. Complex major (60% or more) will decide the outcome for the proposal. In case of the negative result, the proposal of the same content cannot be offered for that academic year again. The results will be communicated to the public via General Manager.

10.6 Amendment or an addition can be:

- a) Adding sentences to an article/s below the original content thus not changing the original meaning- in case of Category One;
- b) Proposing the changes as stated in 10.6/a and/or adding sentences to the Section/s allowed thus adding meaning to the Section/s allowed, yet not essentially changing the original meaning of the Section/s allowed- in case of Category Two and Category Three

10.7 A change can be (only in case of Category Three):

- a) Rewriting an article/s or parts of it and/or Sections allowed;
- b) Omitting an article/s or parts of it in the Sections allowed and/or adding an article/s to the Sections allowed;
- c) Changing the meaning of an article/s or parts of it and/or Section/s allowed in the Sections Allowed.

10.8 When the numbers of the students are divided by the number of the Course Representatives in per level of faculty manner, rounding will be always done to the upper number (e.g. 5.3 will be made 6). When the Course Representatives of any level of any faculty will vote, the simple majority will decide where the all number of votes of that faculty level's Course Representatives will go (e.g. Course Representatives of the same level of the same faculty vote in 3 to 1 or 5 to 4 manner. All number of votes will go to the choice of the majority (in the given case 3 or 5) of the Course Representatives of the same level of the same faculty). In case of even (2 to 2, 5 to 5, et cetera) votes will be divided into equal proportions and will be appointed equally to the given options.

10.9 Course Representatives must be informed about the possibility of the voting 2 weeks ahead, about the voting 10 days ahead, and given all the instructions and necessary information regarding the proposal 10 days ahead the date of voting. In case when Course Representatives' Society's voting is required, the Executive Cabinet has the right to organize activities, events or

other forms of motivation in favor of the proposal; if the Executive Cabinet is doing so, then General Manager will supervise those activities and report them to the Supreme Court. The limits and borders of the independence allowed in those activities are to be set and monitored by the Supreme Court.

10.10 Course Representatives' Society's voting has to be monitored by the Supreme Court so as to avoid any forms of cheating, breaches or any other forms of immoral and unethical actions and activities and one administration representative can be in a working group with the Supreme Court if senior management of the WIUT decides so.

10.11 All proposals must be in written form and must be archived whether ratified or rejected.