

## **CHARTER OF THE STUDENT COUNCIL**

### **Art.1 – Contents of the Charter**

This document describes the functions and meetings of the Student Council based on the General Regulations of SISSA (hereinafter, “the General Regulations”), the organisation of the student representatives, and the procedures for and the limitations on the exercise of the SISSA Student Council's powers.

### **Art. 2 – Approving and modifying the Charter**

1. This Charter has been approved by the Student Council. A two-thirds majority vote of those voting in the Student Council shall be required to modify it.
2. This regulation can be amended upon the proposal of any Councillor by a two-thirds majority of the Student Council.

### **Art. 3 – Repository and advertising of the Charter**

One copy of this document shall be transmitted and registered at the Support for Governing Organs office. Moreover, it shall be published on the student representatives' web page.

### *Section I The Student Council*

### **Art. 4 – Contents of Section I**

The following section regulates the organisation and the operations of the Student Council; it shall be regarded as the internal regulations of a body of SISSA (hereinafter, “the School”), in agreement with the common rules on the operations of collegial bodies (Art. 47 — 49 of the General Regulations).

### **Art. 5 – Objects of the Student Council**

1. According to Art. 12 of the Statute of SISSA (hereinafter, “the Statute”), the Student Council shall be the advisory body for decisions about the activities of the students of the School, in particular about the teaching. The Student Council shall present to the School Council a yearly report about the teaching and student life.
2. The Student Council shall collate the needs and requests of the students. It shall coordinate the activities of the student representatives in all the committees and the collegial bodies where students' representation is required by law and by internal regulations.
3. The Student Council shall name the students in the permanent committees and boards required by internal or external regulations, save that the law or the Statute dictate different procedures. Should the regulations require it, the Council itself shall appoint such representatives.

4. The Student Council shall indicate the nominees for the charge of ombudsperson. The ombudsperson will be selected by the Director of the School from a list of names, not less than two and not more than five names in length, suggested by the Student Council.
5. The Student Council shall promote the informed and democratic participation of all students to school life and to the decision-making process, in the form that the law, the Statute and the regulations prescribe.

#### **Art. 6 – Bodies of the Student Council**

1. The bodies of the Student Council (hereinafter, “the Council”) shall be
  - a) The President of the Council (hereinafter, “the President”);
  - b) The Vice-President of the Council (hereinafter, “the Vice-President”);
  - c) The Students' Board (hereinafter, “the Board”).
2. The term of the Council and of its bodies shall be two years, coinciding with the term of the School Council. Any substitution and supplementary election that may modify the members of the Council shall not affect the ordinary term.

#### **Art. 7 – Members**

1. According to Art. 12.2 of the Statute, the members of the Council shall be the student representatives within the School Council and the Area Councils; specifically, the members shall be:
  - a) The two representatives within the Academic Senate;
  - b) The two representatives within the Board of Directors;
  - c) The representative within the Evaluation Unit;
  - d) The representative within the Student Committee of ARDISS;
  - e) The two representatives of each Area within the School Council;
  - f) The representatives within each Area Council. They shall be elected in proportion of one representative for each PhD course instituted by the Area, with the addition of possible supplementary representatives elected in such a way that the number of the students' representatives within the Area Council should be at least the 18% of the remaining members;
  - g) The International Students' Representative, as described by Art. 12 of these regulations.
2. The representatives of the research personnel within the Academic Senate and the Area Councils are invited to all the meetings of the Council.

3. According to Art. 47.2 of the General Regulations, the Council shall be constituted as required even if some of its members have not been elected or appointed yet. In the course of the election or appointment of the missing members, the Council shall be composed only by the incumbent members. The Council shall not be considered validly constituted for any reason with less than 2/3 of its constituents in office.

#### **Art. 8 – Inauguration meeting**

1. The inauguration meeting shall be chaired by the Senior Councillor (hereinafter referred to as the Doyen), who assumes *ad interim* the same prerogatives as the President. The Doyen is the Councillor elected with the highest number of personal votes. In case of tied vote, the Doyen shall be the Councillor of feminine gender or, as a further alternative, the oldest one.
2. The Doyen shall summon the Council no later than two weeks after the beginning of the term and shall be the chairperson of the meeting.
3. Any Councillor willing to present his or her candidacy for the Presidency may do so, also proposing his or her program. The candidature may be expressed before the meeting, according to what the Doyen has prescribed in the summoning. The polling station for the election of the President shall be presided over by the Doyen and it shall be composed by at least two people. The ballot shall be secret.
4. If any candidate receives more than half of the valid votes at the first call, they shall be elected as President; otherwise, a second election round shall be held contested by the two candidates with the greatest number of valid votes received in the first round. In the case of a tied vote, the younger candidate shall be elected.
5. Any Councillor willing to present his or her candidacy as Vice-President may do so, also proposing his or her program. The ballot shall be secret. The candidate who has received the highest number of votes shall be elected as Vice-President. In the case of a tied vote, the younger candidate shall be elected.
6. After the conclusion of the inauguration meeting, the Doyen and the reporting secretary shall submit to the Support for Governing Organs office the excerpt of the minutes of the meeting about the election of the President and the decree of appointment by the Council. The President shall start their office at the moment of the registration of the decree.

#### **Art. 9 – The President**

1. The President shall represent the Council as a whole in all activities both within the School and with external authorities.

2. The President shall chair the Council meetings. In particular, he or she shall:
  - a) summon the meetings, settle the agenda, and chair the meetings themselves;
  - b) sign and confirm, together with the reporting secretary, the minutes of the meetings.
3. The President shall submit the yearly Students' Report and make a presentation of it to the School Council.
4. The President shall summon and chair the PhD Students' Plenum, according Art. 20 of these regulations.
5. The President, with the help of the Vice-President, shall be the administrator of the Student Council mailing list.
6. The President shall have the power to appoint the International Students' Representative in accordance with the conditions laid out in Art.12.5 — 6 of these regulations.

#### **Art. 10 – The Vice-President**

1. Should the President be temporarily absent or unavailable, the Vice-President shall conduct the tasks of the President stated in Art. 9.1 — 2.
2. Should the President conclude his or her office before the end of the term, the Vice-President shall undertake all his or her duties until the next meeting of the Council, when a supplementary election for the President shall be held. The term of the new President shall be the same of the Council.

#### **Art. 11 – The Board**

1. The Board is constituted of the President, the Vice-President and the student representatives elected in the Academic Senate, the Board of Directors, and the Evaluation Unit.
2. The Board shall prepare the meetings of the Council and enact its resolutions.
3. The Board can sanction counsel and proposals to be submitted to the Director, the Academic Senate, and to the Board of Directors. Moreover, the Board shall interact with the Director, the Secretary-General and the Administration in general.
4. The Board, according to the Statute and the internal regulations, shall appoint the student representative in the Committee for Wellbeing (CUG).
5. The Board shall name the student representatives in the temporary or *ad hoc* committees of the School.

6. The Board shall manage the student representative e-mail address [studentreps@sisssa.it](mailto:studentreps@sisssa.it), and it shall have the network privileges to send messages to the student mailing list.

#### **Art. 12 – The International Students’ Representative**

1. The International Students’ Representative (hereinafter, “International Representative”) shall represent within the Student Council the interests of all foreign students at the School. This responsibility should be understood to complement and supplement, but not replace, the representative duties of any other member of the Student Council with respect to the body of foreign students at the School.
2. The position of International Representative may only be held by a student at the School who does not possess Italian citizenship, subject to the exceptions laid out in Art. 12.5 — 6.
3. A vote for a candidate for the position of International Representative will only be considered valid if it is cast for an eligible candidate, and it is cast by a student at the School who possesses non-Italian citizenship.
4. The election of the International Representative shall be conducted according to the following regulations.
  - a) Any student considered eligible (with respect to Art. 12.2) may nominate their candidacy for the position, also proposing their program. A vote cast for an eligible student who has not nominated their candidacy shall nonetheless be counted valid.
  - b) The successful election of a candidate to the position of International Representative shall require the participation of 10% or more of valid electors (as outlined in Art.12.3).
  - c) The ballot shall be secret. If a single candidate receives more valid votes than any other at the first call, they shall be elected to the position. If multiple candidates equally receive the greatest number of valid votes, the winner shall be determined by process of elimination, and the criteria to select a single winner shall be as follows:
    - (i) the lack of possession of citizenship of an EU country;
    - (ii) the greatest period of time spent at the School as measured from the matriculation date of the candidates’ current course, excluding any leave of absence (such as leave taken for health or maternity, but not including missions);

- (iii) random chance, such as by coin toss, dice roll or short straw as appropriate for the number of remaining candidates.
- d) Once a winning candidate has been determined, they shall be notified immediately, and must decline the position to the President within five full business days or otherwise be considered to have accepted the position. If the winning candidate declines the position, the President must offer it to the losing candidates in decreasing order of tie-break (in the case of a tie), followed by the number of overall valid votes received until the position is accepted or all candidates who received valid votes have declined the position.
5. If an election is called and no valid votes are cast, or if an election is held and all eligible candidates receiving valid votes decline to accept the position, a new election shall be called as soon as possible and carried out in accordance with Art. 12.4, subject to the exception laid out in Art 12.8. In the new election, any student may be considered an eligible candidate, regardless of citizenship. If the new election is unable to determine a winner, the position of International Representative shall be held by one of the student representatives sitting on the Student Council, who shall be appointed by the President without restriction of citizenship.
  6. The term of the International Representative shall coincide with the term of the student Council as outlined in Art. 6.2, subject to the exception laid out in Art. 12.8. If the position should become vacant before the completion of the term, an election to fill the position should be held as soon as possible, unless the conclusion of the term of the Student Council is anticipated within three months, in which case the position shall be held by one of the student representatives sitting on the Student Council, who shall be appointed by the President without restriction on citizenship.
  7. No person shall hold the position of International Representative for more than four years in total.
  8. If within three years of February 11, 2020, all holders of the position of International Representative obtained said position by appointment of the President due to the circumstances laid down in Art. 12.5, the entirety of Art. 12 of these regulations, and any and all references to it elsewhere, shall be considered null and void. During this period, the term of the International Representative shall be one year with elections carried out in accordance with Art. 12.4. However, if an election is called and no valid votes are cast, or if an election is held and all eligible candidates receiving valid votes decline to accept the position, no new election shall be called, but rather the position of International Representative shall be held by one of the student representatives sitting on the Student Council, who shall be appointed by the President without restriction on citizenship. If

within three years of February 11, 2020, any holder of the position of International Representative was elected to the position, this clause (Art. 12.8) shall be deleted and no further action shall be taken.

#### **Art. 13 – Meeting summoning and agenda**

1. The ordinary meetings are summoned by the President once a month, in the week preceding the meeting of the Academic Senate. The President conducts a survey to ascertain the availability of Councillors and communicates through e-mail the summoning at least four days before the scheduled date.
2. The Council may be summoned to an extraordinary session, in circumstances of exceptional gravity and urgency, by e-mail, telephone or verbal communication; the notice shall be 48 hours before the start of the session.
3. The President must summon the Council upon the request of 30% of the Councillors, or of the Director.
4. The notice of summoning, in addition to the date, time and place where the meeting will take place, shall contain a list of the topics under discussion.
5. Each Councillor may request the inclusion of an item on the agenda. Such requests must be submitted to the Council within the time limits set for the summoning of the next regular session.
6. The available documentation related to items on the agenda should be sent to the Councillors by 48 hours before the start of the session.

#### **Art. 14 - Validity of meetings**

1. Meetings of the Council are valid if the majority of the Councillors participate. The absence of a Councillor will be considered to be validly justified if it has been notified to the President before the scheduled start of the session.

#### **Art. 15 - Participation of non-members**

1. Save what laid down in Art. 7.2, any Councillor has the faculty to invite anyone who is able to present or provide clarification on certain topics, after the admission of the President and inclusion in the agenda of the session.
2. The Director, the Secretary-General, the President of the SISSA Club or their delegate, the Workers' Representatives for Safety elected by the students, as well as student representatives appointed in committees, collegial bodies and committees who are not members of the Student's Council according to Art. 7 can independently address the President to request an audience. The President shall allow for their intervention in the next meeting of the Council.

## Art. 16 - Conduct of Meetings

The conduct of the meetings shall be governed by the following procedure.

1. The President arranges the execution of the roll call of the Councillors.
2. The meeting is opened as soon as the quorum stated in Art. 13 is reached.
3. In case of a lack of quorum, the beginning of the session is deferred by 30 minutes. If at the new time of summoning quorum is not reached, the Council is summoned again by the President within 48 hours.
4. The President is entitled to all powers relating to discipline in the sessions and during discussion.
5. Discussion takes place in the order of entry of the objects, save the possibility of voting at any time during the session, on the proposal of the President or of any Councillor, the rearrangement of the arguments to discuss.
6. The President may determine, at the beginning of the discussion, the time limit for each speech.
7. Each Councillor has the right to conclude his speech without being interrupted, except in cases in which the President may interrupt to allow the continuation of the session, to suspend or to ensure the quiet progress of business.
8. Discussion ends with the vote on the proposed resolutions summarized at the end of the debate by the President.
9. In the case of the excessive length of business, the President may update the meeting to a later date or propose the inclusion of the missing points on the agenda of the next ordinary session.

## Art. 17 - Standing committees

1. In order to make the work of the Council easier, appropriate committees may be delegated to preliminarily examining or preparing the topics to be discussed in the meetings. The Council may appoint standing committees or working groups on specific topics and themes.
2. Such committees shall be composed of at least three members, among which the Councillors elect a spokesperson.
3. The Council shall establish the following three permanent Commissions:
  - I. Didactics;
  - II. Services;



### III. Communication.

At least one member of the Board and the student representatives in the School committees of analogous subjects shall be members of each permanent Commission.

4. Officials or experts from outside the Council may also be included among the members of the committees.

### Art. 18 - Voting and Resolutions

1. Save what is laid down in these Rules, all votes are decided by the majority of those present. In the event of a tie, the vote of the President prevails.
2. Each member shall cast only one vote regardless of the number of charges held.
3. Voting shall be recorded and carried out by raising of hands or by verbal call.
4. Apart from the cases provided for in this article, voting will be by secret ballot on indication of the President, or at the suggestion of a Councillor approved in manifest form.
5. Resolutions of the Council are normally executive at the approval of the minutes of the meeting at which they are taken, with the exception of the cases provided by these rules and the resolutions whose immediate execution is proposed and voted on by the Council by absolute majority.

### Art. 19 – The meetings' minutes

1. When opening the meeting, the President shall designate a reporting secretary among the Councillors to record the meeting minutes. The final minutes shall be signed by the President and the secretary, and they shall be published on the designated area on the representative's web page.
2. The minutes shall contain the list of participants and a short summary of the discussion, granting each Councillor the right to request his or her speech to be fully reported. In this case the Councillor shall provide the secretary with a written account of his or her speech after the end of the meeting.
3. The minutes shall be approved at the beginning of following meeting. Corrections pointed out by the Councillors that do not raise any objection shall automatically be included in the minutes.

### Art. 20 – Online meetings

1. One or more Councillors can ask to participate to the Council meetings online, provided that the chosen medium allows them to participate actively in the meetings' activities. The President shall be responsible for providing all necessary technological means.
2. In cases of exceptional urgency, or to approve limited topics, the Council can resolve online as laid down in Art. 49 in the General Regulations. In particular, the President shall send the proposal to be approved to the mailing list 'students-council' (hereinafter, "the mailing list") and he or she shall set the period of time in which the Councillors can vote. The Councillors shall vote through the Reply All function of the e-mail client. Any votes sent only to the President shall not be considered valid.
3. Upon the request of at least 4 Councillors, the online meeting shall be suspended and the issues under discussion shall be inserted in the agenda of the next ordinary or extraordinary meeting. Any vote that has been cast before the suspension of the meeting shall not be noted.

## *Section II*

### *Student participation, communication and outreach*

#### **Art. 21 – The PhD Students' Plenum**

1. The students have the right to convene autonomously in an assembly any time they feel it is necessary, while respecting the organizational needs of the School, according to Art. 12.5 of the Statute.
2. The Plenum shall be summoned by the President, on his or her own initiative, upon the request of at least 1/3 of the Councillors, or upon the request of at least 40 students of the PhD courses.
3. The Plenum shall be summoned in ordinary form at least two times per year by the President, giving notice at least one week before, and it shall be given the maximum publicity.
4. In case of matters of exceptional seriousness and urgency, the Plenum can be summoned in extraordinary form with at least 48 hours notice.
5. The Plenum is the main moment of discussion between students and representatives. The results of the debate shall be included in the agenda of the next ordinary meeting of the Council.

#### **Art. 22 – Area, PhD course and Year assemblies**

1. The students enrolled in a particular year, from one or more PhD courses, as well as from one of the scientific Areas of the School, can convene in an assembly on the School premises to debate issues pertaining their year, course, or Area.
2. Such assemblies shall be summoned by the Area representatives or by the PhD course representatives, on their own initiative, on the initiative of the Board or on the initiative of the students themselves.
3. The Council shall be given notice of any such assembly through the mailing list.

#### **Art. 23 – Other assemblies and democratic participation**

1. The Council shall support and facilitate all forms of the students' participation to the life of the School and to internal debate. In particular, it shall protect the students' freedom of assembly, including when autonomously summoned, under the proscription they occur with forms and aims compatible with those of the School.
2. The Councillors shall cooperate among themselves and with the involved students to pursue a constant and reciprocal communication, keeping the Council informed about the topics of its concern or when otherwise requested.

#### **Art. 24 – Polls and referenda**

1. The Council can ask the opinion of the whole student body on specific topics by means of an online poll, carried out through the School platform.
2. The result of the poll shall be binding for the Council if more than 1/3 of the students participate in the vote.

#### **Art. 25 – Representatives' web page**

1. The student representatives shall manage a dedicated web page, on a web space made available by the School.
2. On the web page, all activities conducted by the Council and related documentation shall be made public, in particular the summoning notes and the minutes of all the meetings.
3. The web page shall also include all the documentation and pieces of information the representatives wish to provide to the students of the School, including indications about the procedures, the regulations and the possibilities offered by the School.
4. The web page shall be managed by the Communication Commission of the Council.