

STUDENT'S UNION REGULATIONS

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PART I — Definitions

Article 1 - Nature, Membership, Duties

1. The Student's Union (the "Union") is an elected body representing the students.
2. The Union membership is three elected students, as specified by the RUFA Bylaws.
3. The Union designates the student members serving on the Academic Council.
4. Besides providing the opinions referred to in the Bylaws and regulations, the Union may address requests and make proposals to the Academic Council, especially with regard to matters such as the organization of teaching and student services.

5. The Union promotes the integration of and inter-communication between students, also by organizing semi-institutional activities and student events and preparing notices and rules for the performance thereof.
6. The term of membership of the Union is of three consecutive years.

PART II — Election procedures

Article 1 - Call for candidates

1. At least 60 days before the expiry of the Union members' term, the Director shall issue a call for candidates to replace the outgoing members. The call shall specify:
 - the election dates, being three consecutive days within a one-week period, the polling venue and hours;
 - the eligibility requirements for both candidates and voters;
 - the deadline for submitting a candidacy application.
2. The above call shall be posted on the announcement board, published on the RUFA website and emailed to all the students entitled to vote.

Article 2 - Election Board

1. The Election Board shall be appointed by the Director at least 3 days before the date fixed for the election, in order to supervise the procedures herein. The membership of the Board shall be
 2. students who are not standing as candidates and 1 member of the teaching staff and may be assisted, in its formalities, by the administration staff. The activities of the Election Board are public. The start of activities and the related schedule shall be promptly notified. The Election Board shall also serve as the polling station and shall elect its Chair from among its members.
2. The RUFA offices shall publish the list of persons entitled to vote. The Board is tasked with enforcing compliance with the provisions herein.
3. Any omissions or undue inclusions in the above mentioned lists shall be reported to the Chairperson of the Board up to and no later than seven days before polling begins. The Board shall then make the necessary changes.
4. The Board members shall meet at the polling station and hand out the ballot papers to the eligible voters. The ballot papers must be stamped by the Academy and authenticated by the Chairperson. The Board is also responsible for supervising the polling operations and preparing a polling report with the number of voters and the analytical results based on the ballot paper count.
5. The Board may request the assistance of the administration offices and the teaching services secretariat.

Article 3 - Vote base

1. The voter base consists of all the students duly enrolled students in the Bachelor of Arts and Master of Arts degree programs.

2. Students with a disciplinary record are not eligible for voting.

Article 4 - Candidacy applications

1. Candidacy applications, signed by the applicant, shall contain a declaration to the effect that the applicant is eligible to stand at the election and must be received within thirty days from the call for candidates, under penalty of forfeiture, and may be handed in directly at RUFA.
2. The teaching services secretariat is responsible for transmitting the candidacy applications received to the Election Board, which verifies whether or not the applicant is eligible and, if he or she is found to be ineligible, excludes him or her from the election process.
3. The Chairperson of the incumbent Union shall call a general students assembly at least 15 days prior to polling day, at which the candidates may introduce themselves and outline their election platform. The names of the candidates, and their election platforms, shall also be posted on the student announcements board.

Article 5 - Polling procedure

1. Voters will be required to show suitable ID at the polls.
2. Voting is individual and secret. Voters may select up to two candidates on the pre-printed ballot paper.
3. Ballots on which votes are given for more candidates than specified in the preceding paragraph or which do not clearly present the voter's choice or which have been marked in ways other than those necessary to complete them shall be declared void and cancelled.

Article 6 - Ballot counting process and declaration of winners

1. The election procedure is valid only if there is a voter turnout of at least 15%, otherwise the ballots are not counted and, without prejudice to the candidate applications already received, the election is repeated at the end of the academic year. In this case, the election shall be valid regardless of voter turnout.
2. On completion of the polling operations the Board members open the sealed ballot boxes and, having determined the turnout percentage as stated above, count the ballot papers to verify that they correspond to the number of voters. Only then are the votes counted and the winners declared.
3. If there is an equality of votes, the less senior candidate, in terms of years of enrolment, consecutive or otherwise, is declared the winner. In the case of a further equality of votes, the oldest candidate, by age, shall prevail.
4. The Board shall transmit the election report to the Director who, based on the recorded results, declares the winners by means of a specific document, the issuing of which shall also effectively mark the start of their term of office. The elected Union members shall remain in office for a term of three years.

Article 7 - Vacancies and by-elections

1. If a member of the Union (i) is found to no longer possess the eligibility requirements referred to in section 4 above, (ii) receives a disciplinary sanction by the Disciplinary Board or the Director, (iii) is absent from the ordinary Union meetings for more than 3 times consecutively for no justifiable reason presented to the Director, (iv) tenders his/her resignation to the Chairperson of the Union, before the expiry of his/her term, it shall become necessary to replace him/her by means of a by-election procedure, according to sections 1 to 6 above. To ensure the continued operation of the Union the outgoing member shall, in any case, remain in office until a new member has been elected.
2. The newly elected member(s) of the Union shall remain in office until the natural expiry of the Union 's term.

PART III – Election procedures

Article 1 - Chairperson and Deputy Chairperson

1. The Union, at its first meeting, shall elect a Chairperson from among its members, based on the candidacies presented at the start of the meeting. Each member shall cast a ballot for one candidate and the Chairperson shall be elected by an absolute majority of the incumbent members. The candidate receiving the highest number of ballots shall be elected.
2. The Chairperson's task is to call the ordinary and extraordinary meetings of the Union, decide the business to be transacted thereat and coordinate the activities by the Union.
3. The Chairperson shall also appoint a Deputy Chairperson from among the members, for the purpose of assisting him/her in directing the Union and to replace him/her if he/she is absent or incapacitated in any way.

Article 2 - Procedure for designating the student representatives on the boards and committees

1. The Union, in accordance with the By-laws, shall, as soon as possible, designate its representatives on the RUFA Academic Council. The representatives, in the number of two, shall be selected from among the Union members.
2. The procedure for selecting the Union representatives serving on the Academic Council is as follows: after a discussion, and having verified the availability of the candidates to fill this position, their appointment is formalised by recording in the minutes of the meeting.
3. The representatives may propose the designation of people from outside the Academy to carry out academic-related activities.
4. The student representatives thus appointed shall be required to take part in the meetings of the Academic Council and to convey the views, resolutions and opinions of the Union in that body. They shall also regularly update the Union with regard to the agenda, progress and resolutions of the Board.
5. If a representative is found to no longer meet the eligibility requirements set out in Part II, section 7, of these regulations, or if he/she is voted out by a no-confidence motion passed by a majority

of the elected members of the Union, he/she shall be invited to tender his/her resignation, within 5 days, to the Director of RUFA.

6. The resulting vacancy in the Union shall be filled by the runner-up candidate at the elections.

Article 3 - Union committees

1. The Union may set up committees to carry out preliminary investigations, research work or further investigations, in relation to specific matters, and appoint a coordinator of the committee.
2. Each committee shall independently decide on its organization and proceedings.
3. At the completion of its work, the committee shall report to the Union, which shall discuss and approve the report.
4. Once it has carried out the work for which it was appointed, the committee shall be dissolved.

Article 3b - Course representatives

1. The Union, in order to establish close relations with the student base and effectively communicate its activities may decide to appoint a student representative for each course, who shall act as the spokesperson for the problems affecting his/her course.
2. Such representatives shall be duly enrolled in a Bachelor of Arts or Master of Arts program and not have a disciplinary record.
3. The term of each course representative shall be the entire academic year and he/she shall be dismissed if he/she no longer complies with the eligibility requirements in the preceding paragraph.
4. The procedure for designating a course representative shall be established independently by the Union.
5. Periodically, the Chairperson of the Union shall call and chair a Plenary Assembly of all the course representative at the presence of the Union.

Article 4 - Calling and validity of the Union's meetings

1. Union meetings shall be called by the Chairperson and the notice calling a meeting shall be emailed to all the members.
2. The notice calling a Union meeting shall specify the nature of the business to be transacted at the meeting, together with any support documents, and shall be sent at least seven days before the date fixed for the meeting. Urgent meetings may be called in extraordinary cases and notified directly to the members at least two days before the date fixed for the meeting.
3. Extraordinary meetings may be called by the Chairperson, on the basis of urgent communications received from the students' representatives in the governance bodies, with respect to matters that need to be urgently addressed and cannot be postponed.
4. The Chairperson may include in the agenda of the meeting any matters for discussion at the request of one or more members of the Union.
5. At the start of the meeting the Chairperson may include any particularly urgent matters in the agenda.

6. The Union meetings are valid if and until there is a quorum of a majority of the members.
7. Union members are required to assiduously take part in the Union meetings. Any absence must be justified to the Chairperson of the Union.

Article 5 - Proceedings and ballots at Union meetings

1. The Chairperson ensures that proceedings and ballots at Union meetings are conducted in an orderly and disciplined manner and decides on any point of procedure.
2. The Chairperson may decide whether voting shall be by name or secret ballot.
3. A vote is valid if there is a quorum of an absolute majority of the Union members.
4. In the event of an equality of votes the Chairperson shall have the casting vote.

Article 6 - Minutes of Union meetings

1. At each meeting the Chairperson shall designate a Secretary of the meeting among the attendees.
2. The Secretary shall take short minutes of the meetings.
3. Each member is entitled to request his/her dissent or abstention from the discussion or the vote to be recorded in the minutes, with respect to single matters on the agenda of the meeting, and to request the inclusion of a statement made during the meeting.
4. The minutes of Union meetings shall be kept at the administrative offices of the Academy and posted on the announcement boards.

Article 7 - Assembly of students

1. The Assembly of students is called with at least 15 days' notice at least twice a year by the Union, which also decides the nature of the business to be transacted thereat.
2. The notice calling a student assembly shall be posted on the announcement board and specify the agenda, date and venue of the assembly. Members of the teaching staff are requested to ensure maximum exposure of the Assembly and to favour student participation.
3. The Director shall order the suspension of all lessons for the entire duration of the Assembly.
4. The Assembly of students shall be chaired by the Chairperson of the Union who, at the start of the proceedings, shall appoint a secretary minutes-taker and a moderator from the among the attendees.
5. All students of RUFA are required to take part in the Assembly.

PART IV – Final provisions

Article 1 - Entry into force of and amendments to the Regulations

1. Pursuant to the By-laws, these Regulations, as resolved by the Union and approved by the Academic Council, is adopted by the Director of the Academy.
2. Any amendments hereto shall require the same procedure set out in the preceding paragraph.

Secretary: Elisa Pelliccioni