The Constitution of the BISLA Student Council and Student Fund

Article I
Prefatory provisions

The BISLA Student Council (hereafter 'The Council) is a volunteer group of BISLA students, in which each current year of students is represented. The activities of the Council are coordinated with the college administration. The Council works with a coordinator who is a competent employee of BISLA and who helps by providing organizational, technical, and administrative support related to the activity of the Council. The Student Fund (hereafter 'the Fund'), under the management of the Council, provides financial support to students for activities related to student life.

Article II.
BISLA Student Council

The purpose of the Council:

1. To organize events for the college community
    a. Annual events
        i. Fall Semester
            1. Orientation Week (1st week of September)
            2. Beania (Thursday before Reading Week)
            3. Christmas Party (final week of semester)
        ii. Spring Semester
            1. The BISLA Ball (after Feb 15 and before semester starts)
            2. All-School Barbeque (after Reading Week)
            3. End-of-year Cookout (last day of classes)
        iii. Ad hoc events - movie nights, cookouts, trips
2. To assist BISLA Open House events
3. To build stronger relationships with alumni
4. To take part in school-year planning
5. To cooperate with different student bodies inside and outside BISLA
6. To manage the Student Fund

7. To prepare a draft budget for the Student Fund
8. To manage Cultural fund

Article III.
Membership

1. Membership in the Council is voluntary and may be waived in accordance with other provisions of this constitution.
2. Any current BISLA student may request to become a member of the Council, always at the beginning of each semester, when a call for new members is announced.
3. Membership shall be established by a written request or oral declaration in the minutes of the Council's meeting.
4. Membership is waived, if a member:
    a. Graduated from BISLA
    b. Left BISLA (not for an exchange)
    c. Violated the obligations that come from the membership
        i. A majority vote in Council is necessary to waive the membership based on this point.
5. Membership is interrupted, if a member:
    a. Leaves for an exchange program
    b. Requests it for any reason
6. **A member has the right:**
    a. To stand for, to vote, to be elected as one of the two co-chairs of the Council
    b. To propose candidates for the role of co-chair
    c. To freely express their views, comments and complaints
    d. To be well-informed about all the matters that are subjects of the Council’s meetings and to express their opinion about them freely
    e. To vote on all motions
    f. To propose agenda points
    g. To propose changes to these Constitutions

7. **A member is obliged:**
    a. To actively participate in the activities of the Council
    b. To comply with the Constitution and the internal regulations approved for the purpose of activities
    c. To regularly attend the meetings of the Council
    d. To respect the reputation of the Council
    e. To carry out the tasks assigned
    f. To protect the property of the Council

Article IV.
Leadership

1. The Council acts as one body without having precisely defined roles and authorities (except for the two co-chairs). It operates as a team that is subject to change in the competences of its members.
2. Annually the Council elects two co-chairs from its members at the first meeting of the spring semester. This meeting has to take place on 14th of February at the latest in any given year.
3. The two co-chairs are elected for a term of 12 months.
4. Candidates for Council co-chair must meet the following criteria:
    a. A current member of The Council
    b. A current first- or second-year student
    c. A full-time student who will not undertake an exchange program during their term
    d. Nominated by another member of the The Council
5. Co-chair Elections
    a. Candidates are nominated by another member of the Council
    b. Votes are cast anonymously at a Council meeting expressly for this purpose.
    c. The two nominees with the majority vote are named co-chairs
    d. There should be elected one first and one second year co-chair.

6. Responsibilities of Co-chairs
    a. To attend Academic Senate meetings for the purpose of being informed
    b. To speak and represent The Council to the college's leadership and administration
    c. To administer the Student Fund account
    d. To prepare the agenda for meetings
    e. To administer the Council email account
    f. To make a call for new Council members at the beginning of each semester
7. The co-chairs share their responsibilities and divide their tasks accordingly,
8. If any circumstance arise that restrict the ability of a co-chair to continue bearing the responsibilities of the position, that co-chair can resign from the position by giving notice to all members of The Council. A new co-chair is then elected at the next meeting. In the meantime, the responsibilities are transferred to the other co-chair.

Article V.
Meetings

1. The Council meets once each week during the school year. (Wednesday 12:00 noon).
2. The agenda should be shared with The Council members before the meeting via an email and another form of communication accessible to all members . The agenda is approved at the beginning of each meeting.
3. The minutes of the meeting (following the layout in Appendix 1) should be taken and made available within a reasonable time on a public domain (Google Drive folder).
    a. The minutes taker will be appointed at the beginning of each meeting,
    b. Attendance should be noted within the minutes.

Article VI.
The Student Fund

Funding for the Student Fund is earmarked annually from the budget of the institution (BISLA) which is subsequently transferred to a transparent account (Student Fund) managed by a BISLA Student Council and administered by the co-chairs of BISLA Student Council.

1. Any current BISLA student has the right to request funding from the Student Fund for internal or external activities .

2. The procedure of obtaining funding:
    a. The current student (or group of students) fills out the online request form (attached in Appendix 2)
    b. The request must meet the basic requirements as outlined in points 3, 4 and 5
    c. The Council will add the request to the agenda for the following meeting
        i. The student (or group of students) that requests funding can be present at the Council meeting to present their funding request.
    d. The Council votes on the motion, with a majority vote necessary for approval of the request.
    e. The co-chair that administers the Student Fund account will then transfer the funds to the student (or group of students) within 7 days of approval.
    f. The student (or group of students) that received funding must provide proof of use of the funds (receipts, tickets, etc.) within 7 days after the event.
        i. The Council has the right to request the student (or group of students) return the funds in full if the documentation of proof are not provided,
        ii. If not all the funds are not used, the student (or group of students) must transfer the remaining funds back to the Student Fund account or give the equivalent in cash to the responsible co-chair.
3. Requirements for providing funding:
    a. The funds can be used only for the purposes that are specified within the request,
    b. The activity that is being sponsored must respect the reputation of BISLA and BISLA Student Council,
    c. The funds must be used in accordance with local laws,
    d. The funds should not be used to purchase alcohol or tobacco.
4. Special requirements for providing funding for internal events
    a. All students must be invited,
    b. If possible (and appropriate) the event should be open to alumni and college staff,
    c. Pictures and/or text material to be used in BISLA social media accounts and website must be provided.

5. Requirements for providing funding for the external activities :
    a. BISLA must be officially represented by the student awarded the funds (e.g. written contribution to the conference mentions BISLA)
    b. Pictures and/or text material to be used in BISLA social media accounts and website must be provided.
6. The Student Fund accepts donations from other sources by transfer to its transparent account,
7. The management of funds is subject to control by the college administration.

Article VII.
Final Provisions

1. Any changes to the Constitution of the BISLA Student Council and Student Fund can only be made by a majority vote at a Council meeting. Any member has the right to propose changes to the Constitution.
2. By the approval of this Constitution all the previous existing regulations and guidelines of the former BISLA Student Council are no longer valid.
3. The Constitution of the BISLA Student Council and Student Fund was unanimously adopted on 18 April 2018. Signed by all members of BISLA Student Council.
4. The Constitution was approved by the rector of BISLA.

Appendix 1 - Minutes layout

BISLA Student Council meeting on DD MONTH YYYY (ex. 31 March 2018)

Minutes taker: NAME

Attendance: NAME, NAME, …

Agenda:

1. Point
2. Point
3. Point
4. Point

Minutes:

- Point discussion, blah, blah, blah
- Voting: 5 For, 3 Against, 1 Withhold
- Motion passed: **Point one is great.**
- Point discussion

Layout to download (or make copy of it in Google Docs)

Google drive folder to store the minutes

Appendix 2 - Funding request form

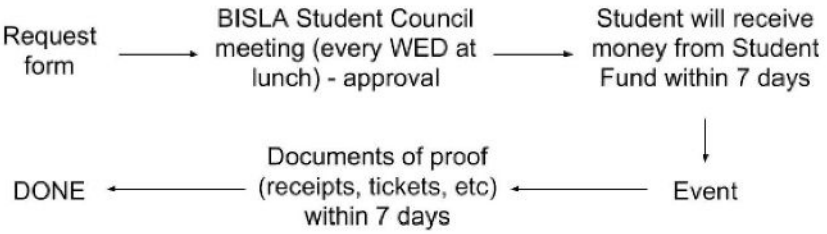
Funding request form

This Google form serves as an funding request form for BISLA students.

* Required

1. **Email address** *

Procedure of funding from Student Fund



Requirements for providing funding:

1. The funds can be used only for purposes that are specified within the request,
2. The event that is being sponsored must protect the name of BISLA and BISLA Student Council,
3. The funds need to be used in accordance with local laws,
4. The funds should not be used for purchase of alcohol and tobacco

2. **Name of requester:** *

3. **I would like to request funding for** *

Mark only one oval.

- ◯ External event, where I would like to represent BISLA *Skip to question 9.*
- ◯ Internal event, that I am organizing at BISLA *Skip to question 3.*

Internal events

This category includes activities within the school, such as movie nights, cooking sessions, school trips, etc.

Student Fund has requirements for providing funding for the internal events:
a. All students must be invited,
b. If possible (and appropriate) the event should be open to alumni and college staff,
c. Provide pictures and/or text material to be used in BISLA social media accounts and website.

4. **Name and place of the activity:** *

5. **Starting date of the event:** *
   If the event takes only one day, put that date here.
   Example: December 15, 2012

6. **Ending date of the event:**
   If the event takes more than one day, put the ending date here
   Example: December 15, 2012

7. **What would be the content of the event?** *

8. **Motivation, why is exactly your event worth of funding?** *

9. **Other notes:**

Skip to question 15.

External events

This category includes funding request for events outside of school, such as conferences, trips, seminars, etc.

Student Fund has requirements for providing funding for the external events:
a. Obligation to officially represent BISLA (ex. written contribution to the conference mentions BISLA),
b. Provide pictures and/or text material to be used in BISLA social media accounts and website.

10. **Name and place of the activity:** *

11. **Starting date of the event:** *
    If the event takes only one day, put that date here.

    Example: December 15, 2012

12. **Ending date of the event:**
    If the event takes more than one day, put the ending date here

    Example: December 15, 2012

13. **What would be the content of the event?** *

14. **Motivation, why is exactly your participation in this event activity worth of funding?** *

15. **Other notes:**

Skip to question 15.

Funding

16. **Approximate costs and their use:** *
    Provide a list of items that need to be purchased and their estimated price. In the end please provide full costs. All prices should be in euros.