Internal standard of UCT Prague No. 20.27/14

STATUTES OF THE DORMITORY COUNCIL

of the Administration of University Facilities of the University of Chemistry and Technology, Prague

This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail.

PART ONE

THE DORMITORY COUNCIL AND ITS ACTIVITIES

Article 1

Introductory provisions

1. The Statutes of the Dormitory Council (hereinafter referred to as the 'DC') of the student dormitories of the University of Chemistry and Technology, Prague (hereinafter referred to as the 'UCT Prague dormitories') regulate the activities of the DC and the procedure for electing its members.
2. The DC consists of 3 members (with at least one representative from each dormitory); the term of office of each member is two years.
3. Membership in the DC is non-transferable.
4. The term of office of the DC shall terminate if:
   a) the DC has not met for a period of three months during the academic year,
   b) at least 20% of resident students have passed a petition of no confidence in the DC,
   c) at least two members of the DC have resigned their mandates pursuant to Article 8(3)(c).

Article 2

Activities of the Dormitory Council

In particular, the Dormitory Council:

1) submits proposals to the Director of the Administration of University Facilities of UCT Prague (hereinafter referred to as 'AUF') for improving accommodation and catering services,
2) comments on proposals by the AUF management to terminate dormitory accommodation agreements in cases arising from breaches of the Dormitory Rules,
3) submits proposals to the Director of AUF regarding the use of communal areas, the equipment and furnishing of the buildings and similar matters,

4) may participate in meetings of AUF bodies when matters concerning dormitories and canteens that directly affect students' accommodation and catering are discussed,

5) cooperates with the Head of the Student Accommodation Department in resolving issues related to assignment of students to individual rooms,

6) facilitates communication between students and AUF,

7) provides resident students with up-to-date information concerning the dormitories,

8) receives suggestions and complaints from resident students and addresses them, depending on their severity, with the dormitory manager or the AUF Director.

9) defends the legitimate interests of resident students,

10) uses their authority to foster a favourable environment for living and studying in the dormitories, encourages residents to comply with the Dormitory Rules, maintain order, behave appropriately and treat the AUF property with due care.

Article 3 Provision of resources for the Dormitory Council's activities

1) AUF provides technical and material conditions necessary for the activities of the DC based on written requests from the DC addressed to the AUF Director.

PART TWO

ELECTIONS TO THE DORMITORY COUNCIL

Article 4
Organisation of elections

1) The organisation of the new DC is handled by the current DC or, in justified cases, by the student section of the Academic Senate of UCT Prague (hereinafter referred to as 'SSAS').

2) Elections are held electronically over a period of two working days.

3) Elections are held within 30 calendar days of the expiry of the DC's term of office. By-elections are held if the number of DC members drops to two and there is no substitute member available.

4) The election organiser referred to in Article 4(1) shall determine further details concerning the organisation of the elections (including the time, composition of the election committee, eligibility requirements for candidate) and publish them together with the announcement of the election date no later than 14 calendar days before the election date.

Article 5
Elections to the Dormitory Council

1) Elections to the DC shall be held by secret ballot.

2) Every student residing in the dormitories of UCT Prague has the right to vote.

3) Any person shall be eligible to stand for election to the DC provided that such person:

   a) is a student of UCT Prague,

   b) resides in the dormitories of UCT Prague,

   c) is not a member of SSAS,

   d) submits an application containing all the particulars specified by the election organiser to the Electoral Committee at least three calendar days before the elections.

4) The Electoral Committee shall publish the list of candidates no later than 48 hours before the commencement of the elections.

Article 6
Electoral Committee

1) The Electoral Committee consists of three members.

2) The members are students of UCT Prague who are neither standing for election to the DC nor currently serving as members of the DC.

3) Members of the Electoral Committee are appointed by the Vice-Chair of the Academic Senate of UCT Prague representing the SSAS, on the recommendation of the election organiser.

4) The Electoral Committee shall elect a Chair from among its members.

Article 7
Election record

1) The election results are published in the election record.
2) The election record is approved by the Electoral Committee by a simple majority of votes.
3) The election record shall contain:
   a) The date of the elections,
   b) The number of eligible voters,
   c) the number of votes cast,
   d) the number of invalid votes cast,
   e) the ranking of individual candidates according to the number of votes received,
   f) the number of votes received by each candidate,
   g) the names and signatures of the members of the Electoral Committee,
   h) the date when the election record was approved,
4) The Electoral Committee shall publish the election record at the designated location and online no later than 48 hours after the conclusion of the elections. It shall also inform the Director of AUF and the Vice-Chair of the Academic Senate of UCT Prague representing the SSAS.

PART THREE

MEMBERS OF THE DORMITORY COUNCIL

Article 8
Mandate of a Dormitory Council member

1) The mandate of a DC member shall commence upon election.
2) The three candidates receiving the highest numbers of votes shall become members of the new DC. In the event of a tie, the ranking shall be determined by drawing lots. The next two candidates in the ranking shall become substitute members.

3) The mandate of a DC member shall terminate:

a) upon expiry of the electoral term,

b) upon expiry of the DC's term of office,

c) upon written resignation from the mandate (DC members submit their resignations to the Chair of the DC, while the Chair submits their resignation to the Vice-Chair of the Academic Senate of UCT Prague representing the SSAS),

d) upon termination or interruption of studies at UCT Prague,

e) upon termination of accommodation in the dormitories of UCT Prague,

f) if the member fails to attend three consecutive DC meetings.

Article 9

Substitute members

1) The two candidates who were not elected as DC members but received the next highest numbers of votes shall be designated as substitute members, in descending order of votes received.

2) In the event of a tie, the order shall be determined by drawing lots.

3) A vacancy arising from the termination of a DC member's mandate shall be filled by a duly elected substitute member for the remainder of the DC's electoral term.

4) A substitute member may decline membership of the DC. In such case, the membership shall be offered to the next substitute member in the ranking.

5) If a vacant position cannot be filled by a substitute member, by-elections shall be called.

PART FOUR

MEETINGS OF THE DORMITORY COUNCIL

Article 10

Inaugural meeting of the Dormitory Council

1) Following their election, the newly elected DC members attend an inaugural meeting of the DC, convened by the Chair of the Electoral Committee.

2) The inaugural meeting of the DC shall take place no later than two weeks after the elections.

3) At the first meeting, the DC shall elect its Chair.

Article 11

Meetings of the Dormitory Council

1) The Dormitory Council meets as necessary, but no later than 14 days after receipt of a request to convene a meeting pursuant to Article 11(2).

2) Requests to convene a DC meeting are received by the Chair, namely from:

a) students residing in the dormitories of UCT Prague,

b) the Director of AUF,

d) members of the Academic Senate of UCT Prague.

3) DC meetings are convened and chaired by the Chair or by a member authorised by the Chair.

4) The Chair sends invitations DC meetings to DC members, the Director of AUF and other invited persons no later than one week before the meeting.

5) DC meetings are open to public.

Article 12

Voting

1) The DC has a quorum and is entitled to pass decisions if more than half of its members are present.

2) Each DC member has one vote.

3) Decisions and resolutions of the DC require the approval of more than half of the members present; in the event of a tie, the Chair shall have the casting vote.

Article 13

Minutes of Dormitory Council meetings

1) Minutes are taken at DC meetings.

2) The DC shall publish the minutes in the customary manner no later than one week after the meeting.

PART FIVE

FINAL PROVISIONS

Article 14

1) This internal standard was discussed and approved by the Rector's Collegium on 17 December 2013 and the Academic Senate of UCT Prague on 18 March 2014.
2) This internal standard shall enter into force on the date of its signing by the Rector of UCT Prague. On the same date, Internal Standard No. 20.27/09 shall be cancelled.

Prague, 27 March 2014

Prof. Ing. Karel Melzoch, CSc.
Rector