

## **STUDENTS ASSOCIATION STATUTES**

### **OF "PONTIFICIA STUDIORUM UNIVERSITAS A S. THOMA AQUINATE IN URBE."**

#### **TITLE I - GENERAL RULES**

##### **Art. 1 - The Student Association- ASPUST**

§1. The Student Association of the Pontifical University St. Thomas Aquinas in Rome (ASPUST) is composed by the body of the Students of the "Pontificia Studiorum Universitas a S. Thoma Aquinate in Urbe" and it's a concrete manifestation of their active participation in the life of 'University (Articles 4, 53 § 1 1, and 54, § 1, of the University General Statutes).

§2. Above said Association has its own seat at the Pontifical University of St. Thomas Aquinas in Rome.

##### **Art. 2 - Purpose**

The Association is formed to assume and exercise more effectively the active participation of students in university life (art. 53, § 1 1, of the University General Statutes).

##### **Art. 3 – Ambit of enforcement**

To the present statutes, which must be approved by the Academic Senate, are subject all students of this University (Arts. 53, § 1 and § 2 1, of the General Statutes of the University).

##### **Art. 4 - Sources of law for Students**

§1. The body of the students, however, is governed by the University General Statutes, the Student Academic Code of Conduct (Art. 56 of the General Statutes of the University) and by the decisions of the competent governing bodies of the University.

§2. The legitimate resolutions of each representative body of the students are valid until they are revoked by the same body that issued or by an upper body of the Students.

#### **TITLE II - STUDENTS IN GENERAL**

##### **Art. 5 - Rights and obligations**

§1. Students are subject to the duties and they enjoy rights established in the University General Statutes, the Academic Student Code of Conduct and in the present one. The rights may be revoked only in accordance with the present statutes and regulations of the sources referred to art. 4.

§2. Representation of Students in the University bodies is established in accordance with the General Statutes of the University (cfr. Art. 15, § 1, n. 3; 19, § 1 of 3; 26 § 2 letter. C, 31, § 1 n. 3, 54 § 1 and 79). The election or appointment of representatives of the Students shall be governed by this Statute (Art. 53, § 1 1, of the General Statutes of the University).

§3. At the time of first enrollment at the University each student received an identification card by the Secretary General, and at the beginning of the first semester, a copy of the following statutes by an officer of the Association of Students.

#### **Art. 6 - Relations of Students with the University**

§1. Students can freely express their ideas with due respect to the people and things; can meet freely in both assemblies, councils or commissions lawfully convened and constituted, or in non-institutionalized group, with the purpose of their university life.

§2. When students do acts collectively through their representatives. Students can organize activities to freedom of information and expression of their own ideas, having warned the council of the Association of Students and received the authorization by the competent academic.

§3. The students, aware of the need for their active cooperation, they must work together to improve the business and university facilities, as part of the academic community (Art. 4 of the General Statutes of the University).

#### **Art. 7 - Extra-academic activities.**

Heart University is the Chapel of the Blessed Sacrament; during the academic year, the Chapel will be open for prayer from Monday until Friday during the hours of lessons.

#### **Art. 8 - Penalties**

§1. In the act of imposing a penalty, who impose it must communicate clearly and in a determined way what are the reasons for justifying it and which are legal texts they are based on, respecting fully student's right of defense (art. 56 of the General Statutes University).

§2. All students can appeal to Supreme Organ of the University.

§3. The Council of the various faculties can deprive of the electoral passive law Students who have not fully complied with school attendance (art. 54, § 2, of the General Statutes of the University).

### **TITLE III – STUDENTS' REPRESENTATIVE BODIES**

#### **Art. 9 - The Representative Bodies**

The Students' Representative Bodies are: the General Assembly, the Faculty Assembly and the Assembly of the year, the Chairman of the Association, the Delegates of the year, the Representatives of the Academic Senate (Art. 19, § 1 no. 1 and no. 3 of the General Statutes of the University) and the Faculty Councils (Art. 31, § 1 of 3, of the General Statutes of the University); as well as the Delegates to Advisory Committee for the appointment of the Rector, the

Delegates for the election of the Dean (art. 54, § 1, of the General Statutes of the University) and the Delegate Committee of the Library (art.79 of the General Statutes University).

#### **Art. 10 - Enforcement of decisions**

It is up to the Council of the Association the implementation of the General Assembly resolutions. For his part, the President is executor of board resolutions. The Council of the Association and the President can make responsible to respectively deliberative bodies.

#### **Art. 11 - The General Assembly**

§1. The General Assembly, the supreme body of the students, is composed of all the University students. It's its job to decide on matters concerning the students and to elect the President of the Association.

§2. General Assembly can be convened extraordinarily according to statutes to deal with special issues.

§3. The agenda is prepared by the Council of the Association.

§4. The call is for the President, who must do it in writing at least three days in advance and clearly indicating the order of the day.

§5. The General Assembly is presided over by the President of the Association, who may appoint a moderator.

§6. The session of the General Assembly held in academic day, during a two-hour classes established by the President, after consultation with the Rector.

§7. The Extraordinary General Assembly shall be convened within four days from request of the simple majority of the Council of the Association, or by request signed by at least one-tenth of the students with a list of topics to be covered.

§8. The Extraordinary General Assembly session must be opened by a brief report by one of the applicants on the issues in agenda.

#### **Art. 12 - The Assembly of faculty**

§1. The Faculty Assembly is the meeting of all students in each faculty.

§2. Its tasks are:

1 to discuss the affairs of the faculty;

2nd to formulate proposals to the Council of the Association and other representative bodies of the students;

3rd to elect Representatives to the Faculty Council;

4th to elect Delegates for the election of the Dean

§3. The meeting shall be convened and chaired by a delegate of the Dean. The public meeting shall be convened in writing at least three days in advance.

§4. The Assembly shall meet when deemed necessary half of the Delegates of year or if it's requested by a third of the students of the faculty.

#### **Art. 13 - The Assembly of the year**

§1. The Assembly of the year is the meeting of all students in a particular year and a specific Faculty, to treat or decide on matters relating to the academic life and the general trend concerning the same year, and to elect the Delegate of year.

§2. Compete Assembly of year:

1 to deal and decide the affairs of their year and those of general interest which have been examined by the Council of the Association, the General Assembly or by Faculty Assembly;

2<sup>nd</sup> to formulate proposals to the Council of the Association and other representative bodies of students, of corresponding Faculty and of University;

3rd to elect the Delegate of the year;

4th to elect representatives or delegates to the various bodies.

§3. The right to call an Assembly of the year it is up to the Delegate. The convocation is public. And it's enough to be oral and at least one day in advance.

§4. The Assembly of the year shall meet whenever deemed convenient or delegate is requested by at least one third of the students of the year.

#### **Art. 14 - Time of Assembly sessions**

The sessions of the various meetings are held in the ordinary time academic activities.

#### **Art. 15 - The President**

§1. The Association President is the representative of all the students of the University in its various bodies and other entities; he is the general coordinator of the ordinary life of the students, and enjoys the confidence they give with election.

§2. The President is an ex officio member of the Academic Senate. In it he represents all students (art. 19, § 1, of the General Statutes of the University), defends their interests by exercising his functions with personal responsibility. It must inform and be responsible of his office according to this statute.

§3. He chairs the General Assembly, the Student Association and the Council of the Association. He is, of all the above bodies, the authorized spokesman and is the executor of the decisions of the Board.

§4. He gets the position of the General Assembly for election. His term of office begins on the day of acceptance of the appointment and ends with the begin of office of the following President. The outgoing president may be re-elected only once.

§5. The President must consult, to the extent possible, the Council of the Association before to attending the Assembly of the University bodies. In front of them he must be the bearer of the majority opinion of the Board and the defender of the students general interests. He must inform the Council of the Association of what it was discussed in these meetings.

§6. He is responsible of his administration to all students at the end of his office.

§7. In relation to his carrying out his function, the President has the money allocated to ASPUST and paid by each student at registration. At the end of his office, he is responsible, through the treasurer, the costs incurred.

#### **Art. 16 - The Delegate of the year**

§1. The students of each year are represented by a delegate of the year. If a faculty has more than one section, a delegate is elected for each section.

§2. The delegate of the year:

1° represents the students at the Council of the Association;

2° presides over the Assembly of the students;

3° coordinates the daily activities of the students and is a spokesman, especially in relations with the Professors.

§3. He gets office through election by the students of the year to which he belongs. He assumes his office on the day of the election and ends on the day on which the Assembly is convened for election the successive year. He can be re-elected as many times as the necessity is felt.

§4. Before participating in various meetings he/she should consult, to the extent possible, the students of the year he/she represents and should exercise his/her functions with personal responsibility. He/she should inform the students of the outcome.

### **Art. 17 - Representatives to the Faculty Council**

In accordance with Article 31 § 1 of 3, of the General Statutes of the University, one-fifth of the Faculty Council members are to be elected. Thus the Students of all faculties, gathered in Assembly, must elect these representatives among the delegates of the year. If the required number of representatives is equal to that of the delegates, the latter are automatically elected; if the required number of representatives is higher, the Assembly must elect the remaining members.

### **Art. 18 - The Representatives to the Academic Senate**

In accordance with the General Statutes of the University (see Art. 19, § 1, n. 3), General Assembly of students of each faculty shall elect two representatives to the Academic Senate; the election shall be under the supervision of the Secretary General (Art. 20 of the General Statutes of the University)

### **Art. 19 - The Association's Council**

§1. The Association's Council is made up of:

- 1° the president;
- 2° representatives to the Academic Senate;
- 3° Faculty councilors;
- 4° the Vice-President, Secretary and the treasurer.

§2. It is the responsibility of this Association's Council to deal with and decide on all matters relating to students, which do not come under the jurisdiction of any other representative body.

§3. Some of specific functions of the Council are:

- 1° To receive proposals and initiatives from the Assemblies of year and faculties, and present them in the Council;
- 2° to study proposals for submission to the Senate and to the Rector;
- 3° to receive the draft of the Academic Senate and to study the relative documents;
- 4° to elect or appoint student representatives to various committees of the Association and outside organizations; to approve the heads of the various activities presented by the President.

§4. With the affirmative vote of two-thirds of the board members, the issues are considered most important and pass to the General Assembly for further consideration.

§5. President of the Association presides over the Council of the Association.

§6. The President shall convene the Council at least three times a year and whenever it deems it appropriate and when requested by at least one third of the members. The convocation notice shall be given at least 10 days in advance.

§7. The agenda is determined by the President, after having listened to the members of the Council. The issues that are proposed by at least three Councilors must be included in the agenda.

§8. The Council shall meet at least once in every trimester of the academic year, and when it is deemed necessary by the President, or within three days of the request of the Directors, referred to in paragraph 6.

§9. The council has the power to deliberate only when the President and at least one third of the members of the Council are present. Council members who do not participate twice in the Council meeting, without just cause, are deprived of their active voice.

§10. At the end of the academic year, the Council prepares a project of implementation for the following year, in order to ensure continuity in the activities of the Students

**Art. 20 - The delegate to the Advisory Committee for the appointment of the Rector.**

§1. The Association Council shall elect from among its members, a delegate to participate in the Advisory Committee for the appointment of Rector (art. 15, § 1, no. 3, of the General Statutes of the University).

§2. The delegate should put forth the opinion of the students regarding the possible candidates.

**Art. 21 - the delegates for the election of the dean.**

§1. For the election of the Dean, many students have active voice who, to this end, have been elected under this Statute, whose number does not exceed a fifth of the College of electors (Art. 26, § 2 letter. C, of the General Statutes of the University)

§2. The delegates for the election of the Dean shall be elected by the Assembly of the faculty from among the Delegates of year.

**Art. 22 - Representative to the Library Committee**

The representative to the Library Committee shall be elected by the Association's Council, from among its members (Art. 79 of the General Statutes of the University).

**Art. 23 is missing**

**Art. 24 - The Officers**

§1. The officers are Vice-President, Secretary, Treasurer and all other members in accordance with § 2

§2. Other officers may be appointed by the President with the approval of the Association's Council and hold the position until the election of a new President.

§3. Il Vice-Presidente aiuta il Presidente nell'esercizio delle sue funzioni. Può sostituire, se impedito, unicamente nel convocare e presiedere il Consiglio dell'Associazione. The Vice-President assists the President in the exercise of his/her functions. If the pPresident is impeded, the Vice President can replace solely in convening and chairing the Association's Council.

§4. The Secretary:

1° draws up the minutes of meetings of the Association's Council and shall inform the convening of meetings to the members of the Council;

2° prepares the agenda on the recommendation of the President;

3° take care of the archive of the Student Association.

§5. The treasurer manages bookkeeping and administers the funds of the Student Association. At every meeting shall present the financial position of the Association; He also prepares a report at the end of his term of office which must then be approved by the Council.

§6. The powers and duties of the other officers are drawn up by the President, after hearing his Council.

#### TITLE IV - ELECTIONS

##### **Art. 24 - Mode of Election**

§1. To be elected one must be an ordinary (regular) student.

§2. Voting by proxy is not permitted.

§3. Every election should be carried out during school hours.

§4. After the legitimate the ballot, the student who obtains an absolute majority, exceeding half of the votes cast - not counting the abstentions and invalid votes - is to be considered elected. If the first two ballots are inconclusive then a third ballot will be held for

two candidates who received the most votes in the second or, if they are more, for the two senior by age. Whoever has received more votes is considered elected. If they receive an equal number of votes, senior by age is considered to be validly elected.

§5. The successful election must be communicated to the Secretary-General, with a document drafted by the Chairman of the election and signed by himself, by the actuary and by the two scrutineers.

##### **Art. 25 - Election of the President**

§1. The President is elected by the General Assembly held at the beginning of the academic year, at a date determined by the Rector and within the month of October.

§2. The election is presided over by the Rector and under the supervision of the Secretary General (Art. 20 of the General Statutes of the University).

§3. The President may be elected from among the ordinary students who officially present themselves at the meeting.

§4. I candidati alla carica di Presidente dovranno presentare, almeno 10 giorni prima della data di elezioni, alla Segreteria Generale, una richiesta di autorizzazione alla candidatura; contenente, inoltre una breve presentazione della propria persona, i motivi per cui vorrebbe svolgere questo servizio per l'Università e in

allegato il proprio programma. Oltre il termine suddetto, non sarà più possibile presentare la candidatura alla nomina di Presidente. Candidates for the office of President must submit a request for authorization of his/her candidature at least 10 days before the date of election to the General Secretary; It should contain a brief presentation of his own person, the motives for offering this service to the University. He/she should also attach his/her own program. Beyond this time limit, one can no longer submit the application to the candidature of the President.

#### **Art. 26 - Election of Representatives to the Academic Senate**

§1. The two representatives to the Academic Senate are elected by the General Assembly on the same day of the election of the President.

§2. The Assembly is convened and chaired by the Rector and under the supervision of the Secretary General (Art. 20 of the General Statutes of the University).

#### **Art. 27 - Election of the delegate**

§1. The delegate for every faculty is elected by the assembly every year.

§2. The assembly is convened and chaired by the out-going (former) delegate or, in his or her absence, by a student appointed by the dean.

#### **Art. 28 Election of Representatives to the Council of each Faculty**

§1. Al Consiglio di ogni Facoltà parteciperanno tanti studenti, eletti secondo il presente Statuto, quanti bastino a formarne un quinto dei membri.

§2. Representatives to the Council of each Faculty shall be elected from the Delegates of the year by the Assembly of the faculty.

§3. The Assembly is convened and chaired by a student or other person authorized by the Dean of each Faculty.