

STATUTES OF THE STUDENT ASSOCIATION OF THE *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 of St. Thomas Aquinas in Rome (ASPUST) is composed of the student body of the “*Pontificia Studiorum Universitas a S. Thoma Aquinate in Urbe*” and is a concrete manifestation of their active participation in the life of the University (arts. 4; 53, §1, 1°; and 54, § 1 of the *General Statutes of the University*).

§2. The Association has its official address at the Pontifical University of St. Thomas Aquinas in Rome.

Art. 2 – Purpose

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

Art. 3 – Scope

§1. These Statutes, which require the approval of the Academic Senate, apply to all students of the University (art. 53, § 1 1° and § 2 of the *General Statutes of the University*).

§2. These Statutes are available for students to consult on the websites of the University and of ASPUST.

Art. 4 – Regulations Applicable to Students

§1. The student body is subject to the regulations of the *General Statutes of the University* and of the Student Code of Academic Conduct (art. 56 of the *General Statutes of the University*), and to the decisions of the competent authorities of the University.

§2. The legitimate resolutions of each student representative body are valid until they are revoked by the same body that issued them or by a higher student representative body.

TITLE II - STUDENTS IN GENERAL

Art. 5 - Rights and obligations

§1. Students are subject to the duties and enjoy the rights established in the *General Statutes of the University*, in the Student Code of Academic Conduct, and in these Statutes. These rights may be withdrawn only in accordance with these Statutes and the regulations listed in art. 4.

§2. The *General Statutes of the University* provide for student representation in University bodies (cfr. arts. 15, § 1, 3°; 19, § 1, 3°; 26, § 2 c; 31, § 1, 3°; 54, § 1; and 79). The election or appointment

of such student representatives is governed by these Statutes (art. 53, §1, 1° of the *General Statutes of the University*).

§3. On initial enrolment in the University each student receives an identification card from the Secretary-General.

Art. 6 - Relations of Students with the University

§1. Students may freely express their ideas with due respect to people and things, and may meet freely both in duly convened and constituted assemblies, councils or commissions, and in informal groups with purposes related to university life.

§2. When students act collectively, they do so through their representatives. Students may organize activities to share information and express their own ideas, having informed the council of the Student Association and received the permission of the competent University authorities.

§3. Conscious of the need for their active cooperation as part of the academic community, students should work together to improve the functioning and structures of the University (art. 4 of the *General Statutes of the University*).

Art. 7 – Extra-curricular activities

At the heart of the University is the Blessed Sacrament Adoration Chapel; during the academic year, the Chapel will be open for prayer from Monday until Friday during the hours of lectures.

Art. 8 – Penalties

§1. When a penalty is imposed, the reasons for the penalty and its basis in written rules shall be communicated clearly and specifically, with due respect to the student's right to a defence (art. 56 of the *General Statutes of the University*).

§2. All students may appeal to the highest authorities of the University.

§3. The relevant Faculty Council may deprive of passive voice in elections students who have not completely fulfilled their academic duties (art. 54, § 2 of the *General Statutes of the University*).

TITLE III – STUDENT REPRESENTATION

Art. 9 – The Means of Representation

The means of student representation are: the General Assembly, the Faculty Assembly and the Class Assembly, the President of the Association, the Class Delegates, the Representatives to the Academic Senate (art. 19, §1, 1° and 3° of the *General Statutes of the University*) and to the Faculty Councils (Art. 31, §1, 3° of the *General Statutes of the University*); likewise the Delegates to the 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 to the Library Committee (art. 79 of the *General Statutes University*).

Art. 10 – The Implementation of Resolutions

The implementation of resolutions of the General Assembly is the responsibility of the Council of the Association. The President in turn is responsible for implementing the Council's decisions. The Council of the Association and the President are answerable for their actions in this regard to the respective bodies which made the decisions.

Art. 11 – General Assembly

§1. The General Assembly is the highest instance of student representation and is composed of all the students of the University. Its function is to make decisions on matters concerning the students and to elect the President of the Association.

§2. The General Assembly may be convened extraordinarily in accordance with these Statutes to deal with special issues.

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

§4. It belongs to the President to convoke the Assembly; he shall do thus in writing at least three days in advance, clearly indicating the agenda.

§5. The General Assembly is chaired by the President of the Association, who may appoint a moderator for the meeting.

§6. Meetings of the General Assembly are held during the University day over two hours of ordinary lecture time determined by the President in agreement with the Rector.

§7. An Extraordinary General Assembly shall be convoked within four days of a request made by a simple majority of the Council of the Association or signed by at least one tenth of the students, with a list of items to be discussed.

§8. The Extraordinary General Assembly meeting shall begin with a brief report from one of those who requested it on the matters to be dealt with.

Art. 12 – Faculty Assembly

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

§2. Its tasks are:

1° to discuss matters relating to the faculty;

2° to formulate proposals to the Council of the Association and other student representative bodies;

3° to elect Representatives to the Faculty Council;

4° to elect Delegates for the election of the Dean.

§3. The meeting shall be convoked and chaired by a delegate of the Dean for the purposes listed in §2, 3° and 4°, and in other cases by a Representative to the Faculty Council. The convocation shall be made publicly in writing at least three days in advance.

§4. The Assembly shall meet when deemed necessary by half of the Class Delegates or when requested by one third of the students of the faculty.

Art. 13 – Class Assembly

§1. The Class Assembly is the meeting of all the students in a particular year in a given Faculty to discuss or decide on matters concerning the class in respect of academic life and general organisation, and to elect the Class Delegate.

§2. It is the task of the Class Assembly:

- 1° to discuss and decide on matters relating to the class, and those matters of general interest which have already have been examined by the Council of the Association, the General Assembly or by Faculty Assembly;
- 2° to formulate proposals to the Council of the Association and other student representative bodies, to the relevant Faculty and to the University;
- 3° to elect the Class Delegate;
- 4° to elect representatives or delegates to various bodies.

§3. It belongs to the Class Delegate to call a Class Assembly. The convocation is to be made publicly; it is sufficient that it be made verbally and at least one day in advance.

§4. The Class Assembly shall meet as often as the Delegate deems suitable or when it is requested by at least one third of the students of the year.

Art. 14 – Time of Assembly meetings

The meetings of the various assemblies are held during the ordinary time of academic activities.

Art. 15 - The President

§1. The Association President represents all the students of the University before its various bodies and before other entities; he is the general coordinator of the ordinary life of the students, and enjoys the confidence conferred by their election of him.

§2. The President is a member *ex officio* of the Academic Senate. In it he represents all the students (art. 19, § 1, of the *General Statutes of the University*) and defends their interests, taking personal responsibility for his fulfilment of the role. He shall provide information on and give an account of his exercise of office in accordance with these Statutes.

§3. He chairs the General Assembly of the Students and the Council of the Association. He is the authorised spokesman of these bodies and is responsible for implementing the decisions of the Council.

§4. The President is elected by the General Assembly. His term of office begins on the day of acceptance of the appointment and ends when the next President takes office. The outgoing president may be re-elected only once.

§5. As far as possible the President shall consult the Council of the Association before attending meetings of University bodies. To such bodies he shall present the majority opinion of the Council and shall defend of the general interests of the students. He shall inform the Council of the Association of what was discussed in these meetings.

§6. He shall give an account of his exercise of the office to all the students at the end of his term.

§7. To carry out his role the President has at his disposal the sum of money allocated to ASPUST and paid by each student at registration. At the end of his term of office, he must give an account, through the Treasurer, of the expenses incurred.

Art. 16 – The Class Delegate

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

§2. The Class Delegate:

- 1° represents the class at the Council of the Association;
- 2° presides over the Class Assembly;
- 3° coordinates the ordinary activities of the class and is their spokesman, especially in relations with the Professors.

§3. The Class Delegate is elected 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 held for elections for the following year. He can be re-elected as many times as is deemed necessary.

§4. As far as possible he shall consult the students of the year he represents before participating in meetings, and shall take personal responsibility for his fulfilment of the role. He shall inform the class of his activities.

Art. 17 – Representatives to the Faculty Council

In accordance with art. 31 §1 3°, of the *General Statutes of the University*, the students of each Faculty are to elect such number of Representatives to the Faculty Council as will form one fifth of the members of that Council; thus, in the Faculty Assembly, they shall elect the aforementioned Representatives from among the Class Delegates. If the number of Representatives required is equal to the number of Delegates, they are elected automatically; if the number of Representatives required is higher, the Assembly must elect the rest.

Art. 18 - Representatives to the Academic Senate

In accordance with the *General Statutes of the University* (see Art. 19, § 1, n. 3), the General Assembly of the students of all faculties shall elect two representatives to the Academic Senate; the election shall take place under the supervision of the Secretary General (art. 20 of the *General Statutes of the University*)

Art. 19 – Council of the Association

§1. The Council of the Association is composed of:

- 1° the President;
- 2° the Representatives to the Academic Senate;
- 3° Faculty Councillors;
- 4° Class Delegates;

5° the Vice-President, the Secretary and the Treasurer.

§2. It belongs to the Council of the Association to discuss and decide on all matters relating to the students which are not the responsibility of any other representative body.

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

- 1° to receive proposals and initiatives from Class and Faculty Assemblies, and to submit them in turn;
- 2° to draw up proposals to submit to the Academic Senate and to the Rector;
- 3° to receive draft texts from the Academic Senate and to draw up documents relating to them;
- 4° to elect or appoint student representatives to various committees of the Association and outside organizations; and also to approve those proposed by the President to take responsibility for various activities.

§4. If such a step is voted for by two-thirds of the members of the Council, matters considered most important are brought to the General Assembly for further consideration.

§5. The President of the Association chairs the Council of the Association.

§6. The President shall convene the Council at least three times a year and whenever he deems it appropriate, and also when a meeting is requested by at least one third of the members. The convocation must be made at least 10 days in advance.

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

§8. The Council shall meet at least once every three months during the academic year, when deemed necessary by the President, or within three days of the request of the Councillors, referred to in §6.

§9. The Council is quorate to make decisions when the President and at least a third of the members of the Council are present. A Councillor who misses two Council meetings without being excused is deprived of active voice.

§10. At the end of the academic year, the Council prepares a handover document for the following year, in order to ensure continuity in student activities.

Art. 20 – Delegate to the Advisory Committee for the appointment of the Rector

§1. The Council of the Association shall elect from among its members a delegate to participate in the Advisory Committee for the appointment of Rector (art. 15, § 1 3°, of the *General Statutes of the University*).

§2. The delegate should sound out the opinion of the students regarding possible candidates.

Art. 21 – Delegates for the election of the Dean

§1. As many students as required to form a fifth of the electoral college have a vote in the election of the Dean; such students are to be elected for this purpose in accordance with these Statutes (Art. 26, § 2 c, of the *General Statutes of the University*)

§2. The Delegates for the election of the Dean shall be elected by the Faculty Assembly from among the Class Delegates.

Art. 22 – Representative to the Library Committee

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

Art. 23 – Officers

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

§2. Other Officers may be appointed by the President with the approval of the Council of the Association and hold their office until the election of a new President.

§3. The Vice-President assists the President in the exercise of his functions. If the President is impeded, the Vice-President can take his place only in convoking and chairing the Council of the Association.

§4. The Secretary:

1° composes the minutes of meetings of the Council of the Association and informs the members of the Council of the convocation of a meeting;

2° prepares the agenda as instructed by the President;

3° is responsible for the archive of the Student Association.

§5. The Treasurer is responsible for the accounts of the Association and administers its funds. At every meeting he shall present give an account of ASPUST's financial situation; moreover, he shall prepare accounts at the end of his term which must subsequently be approved by the Council.

§6. The powers and duties of the other officers are established by the President after consulting the Council of the Association.

TITLE IV - ELECTIONS

Art. 24 - Mode of Election

§1. Only ordinary Students may vote or be elected.

§2. Voting by proxy is not permitted.

§3. All elections shall take place during the hours of lectures.

§4. When a ballot has duly taken place, that student is to be deemed elect who has obtained an absolute majority, exceeding half of the votes cast (not counting abstentions and invalid votes). If the first two ballots are inconclusive then a third ballot will be held for the two candidates who received the most votes in the second ballot or, if there are more than two, for the two senior in age. Whoever then receives more votes is deemed elected. If they receive an equal number of votes, the one senior in age is so deemed elected.

§5. Once the election has taken place, its result must be communicated to the General Secretariat in a document in the name of the chairman of the election, 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, on a date determined by the Rector and within the month of October.

§2. The election is chaired 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 to the Assembly.

§4. Candidates for the office of President shall submit a request for authorization of their candidacy at least 10 days before the date of election to the General Secretariat; the request should also contain a brief presentation of the candidate and his reasons for wanting to serve the University in this capacity. He should also enclose his electoral programme. After this deadline, it shall not be possible to put oneself forward as a candidate for 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 as the President is elected.

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

Art. 27 – Election of the Class Delegate

§1. The Class Delegate is elected by the Class Assembly of each year in each Faculty.

§2. The assembly is convoked and chaired by the outgoing delegate or, in his absence, by a student appointed by the dean.

Art. 28 – Election of Representatives to the Faculty Councils

§1. To the Council of each Faculty shall belong as many students elected in accordance with these Statutes as are required to form one fifth of the members of that Council.

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

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

Title V – The Economic System

Art. 29 – Financing of the activities of the Association

§1. To carry out its activities, the Student Association has at its disposal a sum of money formed from a proportion of the amount paid by Students to register in the University.

§2. If the Student Association is dissolved, its remaining property shall devolve to the University.

§3. The financial year runs from 30th October to 30th September.

§4. Expenditure of more than 100 euros must be approved by an absolute majority of the Council of the Student Association.

Title VI – Revision of the Statutes

Art. 30 – Revision of the Statutes

§1. The present Statutes of the Student Association may be modified only on the initiative of the students themselves. A proposal to modify the Statutes must be supported by at least one fifth of the students of the University, or by two thirds of the members of the Council, and approved with a two-thirds majority by the General Assembly. The possibility shall be granted to one of the students supporting the proposal to defend it before the General Assembly.

§2. The proposal shall be presented to the Academic Senate by the President of the Association for approval (art. 53 §2 of the *General Statutes of the University*).

*Approved in the Academic Senate
20th November 2014*

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Secretary-General