



Rules and Regulations of the Structure and the Activities of the Student Council at Varna University of Management

Section 1. General

Article 1. The Student Council (SC) is a body which protects the interests of the students in the Varna University of Management.

Article 2. The Student Council (SC) establishes its internal rules of organization and operates on the basis of the Higher Education Act (HEA) of the Republic of Bulgaria and the provisions of these Rules.

Article 3. This Rules and Regulations document regulates the organization and the structure of the SC and the SC's interactions and communication with the university bodies and the administration.

Article 4. The SC is the legal representative of all undergraduate and postgraduate students, studying in the University, under the delegation of Article 72 of the HEA Act.

Article 5. Student Council Representatives

(1) All VUM undergraduate and postgraduate students have the right to vote, to be elected, to participate in the process of constituting the Student Council and its bodies and to participate in amending the rules of the SC.

(2) All VUM students have the right to take part in constituting the Student Council and its bodies, regardless of their age, gender, race, nationality, social origin and status, political views and religion.

(3) The members of the Student Council are not allowed to carry out any political or religious activities in the SC or on behalf of the SC.

Article 6. The Student Council has the rights:

(1) To organize the election of SC's representatives in the governing bodies of the University, and in the Rector's Council.

(2) To make curricular proposals for changes and introduction of new compulsory or elective programme courses.



- (3) To make proposals for inviting external lecturers.
- (4) To organize the creation of specialized student research societies and to facilitate publishing their work.
- (5) Where necessary to create and manage its organizational units.
- (6) To establish internal, intercultural and educational communication between VUM students and alumni.
- (7) To express opinions and make proposals for the development strategy of the VUM.
- (8) To participate in the management of the student campus and residence halls.
- (9) To participate in the organisation of studies and in the distribution of scholarships and grants to VUM students.
- (10) To participate through SC's representatives in the monitoring of the internal system for assessment and maintaining the quality of education and faculty at the university, as well as in the development of questionnaires to research students' opinion.
- (11) To express opinions and make proposals for the programme development and the organisation of sports activities in the educational institution.

Article 7. The SC at VUM has its own sign depicting the logo of the Varna University of Management.

- (1) The SC gives awards to recognize outstanding contribution to the organization.

Article 8. The SC at VUM is represented by the Chairperson of the Student Council or by another member of the SC authorized by the Chairperson.

Article 9. The SC at the Varna University of Management is composed of the students' representatives elected by the General Assembly (GA) of the VUM Student Council.



Section 2. Constituting the Student Council

Article 10. Term of office and selection of the SC

(1) The term of office for the SC member students is two years. A student can be eligible for membership for a maximum of two terms.

(2) At the end of the SC term of office, the Chairperson makes a proposal for appointment of Central Student Election Commission (CSEC), which shall conduct the elections for new SC, under the supervision of a representative of the University governing body and after being voted on and approved by the General Assembly (GA) of the SC.

1. Student members of the Central Election Commission (CSEC) are elected by the General Assembly through simple majority vote. CSEC and its representatives organize and lead the election procedures for the selection of the SC. CSEC shall appoint election observers to monitor the implementation of the election procedure.

2. The election observers shall perform the counting of votes and announce the results.

Article 11. Constitutive general meeting of the SC

(1) The Student Council shall be convened at a constitutive meeting, by the former Chairperson of the SC within two weeks after conducting the election, to fill the vacancies of the students' quota in the General Assembly of the Varna University of Management.

(2) The Constitutive meeting of the Student Council shall be opened by the Chairperson of the former SC. He/she presents a performance report, covering the activities of the SC during the previous term. The Chairperson of the former SC chairs the GA until the election of a new Chairperson of the SC.

(3) Only debates over the performance report of the previous SC and the election of Chairperson of the new SC can be held under the presidency of the former chairperson.

(4) In the event that a Chairperson or a Deputy Chairperson is not elected at the first meeting, the election is deferred until the next meeting.



Section 3. Bodies of the SC

Chapter 1. General Provisions

Article 12. Management bodies - the General Assembly and the Student Senate.

- (1) The supreme management body of the SC is the General Assembly of the members of the SC.
- (2) The governing body of the SC is the Student Senate
- (3) The members of the management bodies of the SC have a two-year term of office, unless otherwise provided for under these Rules.
- (4) The members of the management bodies of the SC are required to regularly attend the duly convened meetings of the same.
- (5) The meetings of the bodies of the SC are public, unless otherwise provided for under these Rules.

Chapter 2. Convening and holding of the General Assembly of the SC

Article 13. Members of the General Assembly

- (1) The General Assembly of the SC consists of elected representatives of the students at the VUM pursuant to Art. 72, paragraph 1 of the Higher Education Act.
- (2) Partial changes of the GA governing body may be made at the suggestion of a member of the Student Senate and after a vote by the General Assembly, due to the need to accept new members as well as graduation, maternity leave, systematic violations of these Rules and periodical non-involvement in the SC activities.

Article 14. Convening of the General Assembly

- (1) The General Assembly shall be called for by proposal of the Chairperson of the SC at least twice a semester.



(2) The General Assembly may be called for an emergency session either by the Chairperson of the SC or at the written request of one quarter of the members of the SC.

(3) In the cases under the preceding paragraph the General Assembly shall be convened by the Chairperson within 3 days from the date the written request is filed.

Article 15. The Secretariat of the SC shall notify the SC Members of the agenda, time and place of the meeting.

Article 16. Conducting of General Assembly Meeting

(1) A meeting shall be valid if more than half of the members are present. The number of the members present at the meeting shall be determined by a roll call.

(2) If a quorum under the preceding paragraph (1) is not present the meeting shall be postponed for up to 10 minutes. If there is still no quorum after the 10 minutes have passed, the meeting shall be scheduled for another date no later than 7 days from the convened meeting.

(3) In determining the quorum in the first paragraph (1) are not taken into account members absent due to pregnancy, childbirth and child-raising, training abroad, sickness as well as members who have stepped down or have been removed. The total number of such persons cannot be more than a quarter of the total number of the SC.

(4) Pursuant to these Rules, when a member does not attend meetings and/or cannot participate in the SC activities, they can step down after filing a written request to the SC Chairperson.

(5) The meeting is chaired by the Chairperson of the General Assembly (first deputy secretary).

(6) In the course of discussions the chairing person of the meeting shall call upon the speakers in the order of the requests.

(7) No student has the right to speak without being called upon. Every member shall ask to speak by raising their hand or by requesting in advance.

(8) The Chairperson shall determine the order of speakers, and if necessary, shall draw up a list.



(9) The meetings are public unless otherwise decided.

Article 17. Making decisions

(1) The General Assembly shall reach decisions by voting with a majority of more than half of those present at the meeting, unless otherwise provisioned by these Rules.

(2) The General Assembly shall make decisions with a majority - more than half of the members when:

1. Amending these Rules;

2. Electing or dismissing the Chairperson, Deputy Chairpersons, Secretary and the person chairing the GA meeting (Deputy Secretary) of the SC;

Article 18. Voting of the General Assembly

(1) The General Assembly shall make its decisions by open vote, unless otherwise provided for under these Rules.

(2) The General Assembly shall make its decisions by secret ballot in all cases when a secret ballot decision has been made.

Article 19. Powers of the General Assembly (GA) of the Student Council (SC):

(1) Adopts and amends the Rules and Regulations of the Structure and the Activities of SC.

(2) Elects the Chairperson, the Deputies, the Secretary and the host of the GA (Deputy Secretary) of SC.

(3) Discusses and adopts the annual report of the Chairperson on the state of the SC, as well as guidelines for its prospective development.

(4) The GA of SC expresses opinions and suggestions about the development of educational activities to the competent authorities of the VUM.



(5) The GA of the SC is involved in the management of the student residential halls through its body, the “Scholarships and Residential halls” Committee, pursuant to Art. 73, para. (1), item 8 of the Law of Higher Education.

(6) Decides on the removal of a member of the GA and other organs of the SC, if absent for more than three of the meetings of the body that is elected, unless otherwise provided in the Rules.

(7) Approves the budget of the SC.

(8) Votes resolutions tabled by a proposal from the Student Senate.

(9) Each member of the General Assembly has the right of a deliberative vote in the Student Senate.

(10) The GA of the SC elects its representatives in the General Assembly of the VUM under Art. 72, para. (2) of the Law of Higher Education.

(11) The GA of the SC elects its representatives to participate in the Academic Council of the VUM.

(12) Votes the number of committees and creates temporary and permanent committees that elect their own coordinators.

Chapter 3. Student Senate

Article 20. The Student Senate is the executive body of the SC. The members of the Student Senate are:

Chairperson(s), four Deputies , Secretary, Host of the General Assembly (deputy secretary) as well as committee chairs.

(1) The Student Senate is elected for a term of one year. Members of the Senate may be reelected for a maximum of two terms.

Article 21. Convening of the Student Senate



- (1) The meetings of the Student Senate are closed unless the members of the Senate decide otherwise.
- (2) The decision to hold an open meeting requires a majority – more than half of the members of the Student Senate.
- (3) The Student Senate is convened by the Chairperson, at least twice a month.
- (4) The Secretariat of the Student Council notifies the Members of the Student Senate about the agenda, time and place of the meeting.

Article 22. Meetings of the Student Senate

- (1) The meeting of the Student Senate is official when more than half of all members of the Student Senate are present.

- (2) If there is no quorum, required under the preceding paragraph (1), at the announced time of the meeting, it is postponed for 10 minutes. If then there is no quorum again, the meeting is cancelled and a new date is scheduled, but not later than 7 days ahead.

Article 23. Vote in the Student Senate

- (1) The vote in the Student Senate is open, unless otherwise provided in these Rules.
- (2) The vote in the Student Senate may be secret too, if proposed by a member of the Student Senate and once the proposal is approved by the Student Senate with a simple majority.
- (3) The members of the Student Senate who cast a dissenting vote of the Student Senate's decision approved with a simple majority shall sign the minutes of the meeting with "dissent" and shall have the right to present written reasons why they opposed the decision.
- (4) All members of the Student Senate have one vote each.

Article 24. Powers of the Student Senate:

- (1) Prepares a draft budget for the specified year and submits it for approval to the GA of SC, enabling its compliance through approval of the financial statements.



- (2) Establishes and manages organizational units to support its activities.
- (3) Discusses the submitted projects and decides on their implementation, rejection, or eligibility.
- (4) Prepares draft decisions, which are offered for a vote of the GA of SC.
- (5) Implements the decisions of the General Assembly.
- (6) Decides on the current activities of the SC.
- (7) Reports to the General Assembly.
- (8) Approves through a ballot internal acts of committees.
- (9) Appoints ad hoc committees.
- (10) Determines the number of committees.
- (11) Appoints and dismiss the members of the committees of the GA of S

Chapter 4. Chairperson of the Student Council

Article 25. Chairperson of the Student Council

- (1) The Chairperson of the Student Council manages and coordinates the overall activities of the Student Council.
- (2) The Chairperson of the Student Council may be elected for a maximum of two terms.
- (3) During his/her term of office, the Chairperson has no right to participate in decision-making bodies of political and trade union organizations.

Article 26. Election of the Chairperson of the Student Council

- (1) The Chairperson shall be elected by the General Assembly of the Student Council through a qualified majority under Article 17, (2) for of one year term of office.



(2) The election voting of the General Assembly of the Student Council is conducted in the absence of the candidates for Chairperson from the hall.

(3) The General Assembly of the Student Council shall be entitled to elect two members to perform the duties of the Chairperson of the Student Council and to exercise his/her authority.

Article 27. Authority of the Chairperson of the Student Council

(1) The Chairperson of the Student Council manages its activities protecting the rights of all students in the Varna University of Management and fights for prestige and future development of VUM.

(2) Officially represents the Student Council before the governing bodies of the university, the main and auxiliary units in it.

(3) Organizes the implementation of the decisions made by the General Assembly and the Student Senate.

(4) Signs all official documents of the General Assembly and the Student Senate, except as provided in these Rules, or if the General Assembly of the Student Council decides otherwise.

(5) Member of the Student Senate of the Student Council

(6) Brings submitted projects for consideration by the Student Senate.

(7) Authorizes in writing the Deputy Chairpersons to represent the Student Council in his absence or inability to perform temporary duties.

(8) Convenes the Student Senate and the General Assembly.

(9) Opens, leads and closes meetings of the Student Senate and provides order and their conduct, unless another member is authorized to perform these duties.

(10) Verifies by signing the minutes of meetings.

(11) Verifies by signing the content of the decisions.



(12) Ensures compliance with those rules.

(13) The Chairperson shall submit all relevant information to the new Chairperson upon expiry of the term of office.

Article 28. Powers of the Chairperson, Deputy Chairpersons, the Secretary and the Leading General Assembly Secretary (Deputy Secretary) shall be terminated in the following cases:

(1) The expiration of the term of office.

(2) Resignation.

(3) Upon the request of two thirds of the composition of the General Assembly and vote under Article 17, (paragraph 2), item 2, the Chairperson is released and ceases to perform his/her functions.

(4) The Chairperson shall continue to exercise his/her powers until a new chairperson is elected or another person is temporarily appointed to perform the duties.

Chapter 5. Deputy Chairperson of the Student Council

Article 29. Deputy Chairpersons of the Student Council

(1) Deputy Chairpersons shall be elected by a majority of the General Assembly of the Student Council for a term of office of one year.

(2) Deputy Chairpersons shall assist the Chairperson in implementation of his authority.

(3) Deputy Chairpersons, authorized by the Chairperson, act for him on his absence.

(4) Deputy Chairperson cannot sub-delegate authority, given by the Chairperson, to another one.

(5) Deputy Chairpersons control standing and ad hoc committees and overall performance of the Student Council.



(6) Deputy Chairpersons are responsible for internal and external activities of the Student Council.

Article 30. Deputy Chairpersons

(1) The Deputy Chairperson may be re-elected for no more than one term of office.

(2) The authority of the Deputy Chairperson shall be terminated on one of the grounds under Article 28, para (1) to (4).

(3) Deputy Chairpersons are required to convey all the necessary information to the new Deputy Chairpersons after the expiration of their term of office.

Chapter 6. Secretariat

Article 31. Secretary and Deputy Secretary

(1) The Secretariat is a subsidiary body of the Student Council.

(2) The Secretariat shall consist of:

1. The Secretary of the Student Council;
2. Deputy Secretary of the Student Council - Moderator of the General Assembly of the Students

Article 32. Secretary shall be the chief of protocol and member of the "Legal and administrative issues, Complaints and Suggestions" committee.

Article 33. The Secretariat shall prepare the sessions of the General Meeting of the Student Council and the Student Senate by:

(1) providing the necessary materials.

(2) supplementing technical support and a room, as well as the preparation and adoption of the acts of the Student Council and the Student Senate.



(3) notifying the members of the General Meeting agenda, time, date and place of the meeting.

Article 34. Duties of the Secretariat

(1) The Secretariat is headed by the Secretary of the Student Council.

(2) The Secretariat shall assist the Chairperson and manage the administration of the Student Council.

(3) The Secretary and the Deputy Secretary of the Student Council must be members of the General Assembly of the Student Council and eligible members of the Student Senate.

(4) The Secretariat shall be elected by the General Assembly for one year.

(5) The Secretariat may be re-elected for no more than one more term of office.

Article 35. Legal rights of the Secretary

(1) The legal rights of the Secretary and / or Deputy Secretary shall be terminated on the grounds specified in Article 28 Item (1) to (4).

(2) Legal rights of the Secretariat:

1. To control and be responsible for the meeting, preservation and protection of all records of the Student Council.

2. To keep minutes of all meetings of the Student Council and the Student Senate.

3. To distribute materials and information, necessary for normal functioning of the work of the meetings.

4. To prepare and sign all the relevant protocols.

5. To be responsible for the preparation of the travel documents.

6. To keep the seal of Student Council.



7. To report his/her activities to the Student Senate.
8. To provide all the necessary documents at the request of the Committees Chairpersons, or, of the competent authorities of VUM.
9. To control and organize the funding of the Student Council, keeping track of all the necessary documents.
10. To report periodically on the changes in the financial situation of the Student Council, but not less than once every three months.
11. To be responsible for keeping records available for inspection by any member of the Student Council.
12. To assist the implementation of information and publicity campaigns aimed at the promotion of the Student Council.
13. To be responsible for maintaining the notice boards of Student Council.

Article 36. Duties of the Secretary

- (1) The Secretary shall keep minutes of meetings of the Student Senate.
- (2) The Secretariat shall submit the originals of the records to the Secretary for signature and application of relevant stamps within three days of the end of the meeting.
- (3) The minutes of meetings of the bodies of Student Council are to be kept by the Secretary of the Student Council, and copies of these records shall be properly submitted to the relevant authority.
- (4) The Secretary shall submit all relevant information to the new Secretary after the expiry of the term of office.



Article 37. The Deputy Secretary represents the Secretary in his absence of a General Assembly meeting and / or the Student Senate, and is responsible for all functions of the Secretariat.

Chapter 7. Committees

Article 38. Committees of the SC

(1) The Student Council creates committees to facilitate and support its activities.

(2) They are ad hoc and standing.

Article 39. Standing and ad hoc committees

(1) The standing committees are:

1. Scholarships and Residence Hall Committee
2. IT and Maintenance Service Committee
3. Scientific Research, Training and International Activities Committee
4. International Students Committee
5. Projects and Events Committee
6. Sports activities and Competitions Committee
7. Legal and administrative issues, Complaints and Suggestions Committee

(2) Ad hoc committees on specific issues shall be appointed by the Student Senate and voted by the General Assembly of the SC for a certain time or until the goals and objectives are achieved.

Article 40. Rights and duties of committees

(1) All committees shall consist of a Chairperson and members.

(2) Committees Chairpersons must be members of the General Assembly of the SC.



(3) Committees Chairpersons shall determine the internal rules and the procedures for the operation of the committees by regulations, which are approved through the SC Chairperson's signature.

(4) The Chairpersons lead committees through their activities and report the work progress and development of their entrusted committees to the Student Senate at least once a month.

(5) The chairpersons of the standing committees are required to hand over all committee records and information to the new chairperson of the committee and to the Student Senate after the expiration of their term of office.

Article 41. The number of committee members shall be determined by the committees chairpersons - students who are not members of the General Assembly of the SC may also be acting as committee members.

Section 3 . Funding and provisions of basic facilities

Article 42. Funding

(1) The SC is funded through administered budget.

(2) Funds for this budget shall be raised from:

1. Part of the VUM budget in an amount not less than 0.3% of the tuition fees for all VUM students, pursuant to Art. 72, para . (5) of the HE Act.

2. Alternate monetary and non-monetary contributions by VUM, other Bulgarian or foreign organizations or third parties to support the activities of the SC and the implementation of joint projects.

3. Donations from Bulgarian and foreign individuals and legal business entities to support the activities run by the SC.

4. Revenues from projects and activities carried out under the authority of the SC.

5. Copyright.

Article 43. Provision of basic facilities of the SC is performed by VUM through:



- (1) Providing comfortable and spacious work area with the necessary technical equipment and its maintenance.
- (2) SC official notice boards in all VUM premises.

§ Transitional and final provisions

- (1) These Rules and Regulations shall come into force with their adoption by the General Assembly of the SC.
- (2) The Rules and Regulations document of the structure and the activities of the SC is presented to the Academic Council (AC) after its adoption by the SC.
- (3) AC may object to provisions that contradict with the HEA and the Academic Regulations of VUM.
- (4) Disputable provisions shall not apply pending the settlement of the dispute by the Minister of Education and Science.
- (5) For additional conditions, not arranged by this Rules and Regulations document, the Student Senate shall provide solutions which are reviewed and approved by the General Assembly.
- (6) The adopted Rules and Regulations document shall be signed by both the Chairperson of the Student Council and the Rector of the Varna University of Management. §

Chairperson of the Student Council at VUM:

Rector of VUM:

Assoc. Prof. Todor Radev, PhD