

**REGULATIONS GOVERNING THE STUDENT COUNCIL OF THE UNIVERSITAT ROVIRA I VIRGILI**

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*Article 1. Definition and functions*

The Student Council of the Universitat Rovira i Virgili (SCURV) is the highest body for representation, consultation, deliberation and coordination of students at the URV. It

ensures that student rights and duties are respected and fulfilled, promotes their participation in all areas of academic, university and extra-mural life, and promotes quality academic and human training for students.

#### *Article 2. Composition of the Student Council*

1. The Student Council of the URV is made up of:
  - a) Student representatives at the Senate of the URV.
  - b) Student representatives on the faculty/school boards.
  - c) Student delegates from each year of the bachelor's and master's degree courses.
  - d) A representative of the student groups and associations at the URV.
2. The Student Council must ensure gender balance in its composition.

#### *Article 3. Competences of the Student Council*

The competences and objectives of the Student Council are to:

- a) Represent all URV students before the governing bodies of the University and any general external bodies that are fully or totally made up of students, such as the Student Council of the Catalan Universities (CEUCAT), the Student Council of the Spanish Universities (CEUNE) or the General Conference of the Inter-University Council of Catalonia (CIC). The student representation bodies of each faculty or school are responsible for representing students in the sectoral external bodies of the University that are fully or partially made up of students, within their area.
- b) Defend the rights and obligations of students of the Universitat Rovira i Virgili.
- c) Be informed about all matters and issues that directly affect students and to inform students about these matters and issues.
- d) Serve as a conduit for students to express their aspirations, petitions and proposals, and to promote, coordinate and defend their concerns, rights and interests
- e) Provide a suitable framework for drawing up, debating and fixing the positions of the URV's students.
- f) Support and disseminate student initiatives.
- g) Manage the resources assigned to it.
- h) Participate in the committee that decides the distribution of grants for cultural

activities organised by the Office of the Vice-Rector for Student Affairs

- i) Advise students, look after their interests and coordinate their representatives.
- j) Draw up the proposal for the Regulations governing the functioning of this body. It must inform the corresponding delegated committee of them and they must be approved by the Governing Council. It can also propose modifications.
- k) Participate effectively in the governing bodies of the University.
- l) Encourage student participation and give them support.
- m) Declare the cessation of academic activity.
- n) Undertake any other function that the governing bodies of the University and the University Student Statute may assign to it.

#### *Article 4. Rights of the members of the URV Student Council*

The members of the URV Student Council have the right to:

- a) Freely exercise their right to act as representatives.
- b) Express themselves freely, with no limitation other than respect for people and the institution, in accordance with the URV's code of ethics
- c) Receive information on the issues that affect students.
- d) Participate responsibly in strategic policies and the decision making process.
- e) Combine their activities as representatives with their studies, without detriment to the latter.
- f) Have their own physical space and material and financial resources to be able to carry out their representative functions.

#### *Article 5. Obligations of the members of the URV Student Council*

The members of the URV Student Council have the obligation to:

- a) Attend meetings and put the proposals, initiatives and opinions of the group they represent before the governing bodies of the University, notwithstanding the right of any individual student to present these directly.
- b) Make good use of the information they receive as a result of their position and respect the confidentiality of any confidential information that is passed to them.
- c) Raise awareness of the rights and duties of students and ensure that these are complied with.
- d) Protect the assets of the URV.

- e) Inform students about the agreements of the governing bodies, and about actions that affect them.
- f) Encourage students to get involved with and to join the Student Council.

#### *Article 6. Functioning*

The functioning of the Student Council is based on the majority will of its representatives, as well as on the general interest of the student body. The maximum consensus of all members must be sought. In the event of a vote being required, agreements must be reached by a simple majority of the votes cast, except in cases where a qualified majority is required. The Bureau for Communications and Marketing of the URV must help to disseminate the information put forward at the plenary session.

#### *Article 7. Loss of membership.*

A student loses their status as a member of the Student Council of the URV if:

- a) They cease to belong to the group that they were elected to represent.
- b) They expressly renounce their position.
- c) The period for which they were elected expires.
- d) They cease to be a URV student.
- e) It is decided and approved by a simple majority of the General Assembly, at the request of at least a third of the plenary session or the co-presidency.
- f) They do not attend, without justified cause, two consecutive General Assembly meetings, or four non-consecutive sessions during an academic year, whether ordinary or extraordinary. The co-presidency will determine whether the reasons given are justified and will submit their decision to revoke the student's membership of the Student Council to the General Assembly for ratification. The body that the student represents must be informed so it can elect another member, except in the case of representatives elected to the Senate and the faculties and schools.

Justified reasons for not attending the Student Council are:

If the student has to attend the teaching and assessment activities relating to their course of study or other official exams.

If the student has to attend a medical appointment for an illness or accident, either their own or of a family member.

If a member of the student's family (up to second degree of consanguinity) dies or is seriously ill.

If the student has to attend conferences or inter-university visits, approved by the secretary of the Student Council of the URV.

If attendance is incompatible with work.

2. Members who lose their status must be replaced by substitutes until the next complete renewal of the Student Council, provided this is possible.

#### *Article 8. Renewal*

The Student Council of the URV is renewed every two years, coinciding with elections to the University Senate.

#### *Article 9. Organization of the Student Council*

1. The Student Council of the URV consists of:
  - a) The General Assembly
  - b) The Co-Presidency
  - c) The Permanent Committee
  - d) The Secretary's Office
  - e) The Treasurer
2. In the event that there are several candidates for the individual posts (co-presidency, secretary and treasurer), it is mandatory to take into account the principle of equality in the appointment of the posts, so that there is an equal distribution between men and women, especially in the co-presidency.
3. In the event that there are several candidates for the individual positions (co-presidency, secretary and treasurer), it is mandatory to select a range of students from different campuses.

#### *Article 10. The General Assembly*

1. The General Assembly is the highest representative body of the Student Council of the URV.
2. The General Assembly is made up of all the representatives provided for in article 3 of these regulations. However, any student of the University may attend the meetings of the General Assembly, provided that they demonstrate their status as student and duly notify the Co-Presidency of their intention to participate before the corresponding session or meeting. During the meeting they may

speak but not vote.

3. The General Assembly of the Student Council must be constituted, if possible, one month after the elections of student representatives to the University Senate and to the boards of the faculties/schools. The responsibility for convening the meeting to constitute the General Assembly lies with the Co-Presidency that is completing its term of office, and will involve the collaboration and supervision of the Office of the Vice-Rector for Students and Employability and the Office of the General Secretary.
4. The duties of the General Assembly are to:
  - a) Draw up and put forward the Regulations of the Student Council (and any modifications to these regulations) for approval by the Governing Council of the URV.
  - b) Choose the two co-presidents from among the members.
  - c) Ratify, if necessary, the agreements of the Co-Presidency.
  - d) Approve the annual budget and the closure of the previous financial year.
  - e) Propose initiatives and aspirations, and to express its opinion on problems affecting the university community
  - f) Appoint the members of the Student Council who will represent it in extra-university student representative bodies at the university, in accordance with the regulations established for these bodies.
  - g) Supervise the representations that the members of the Student Council make before internal and external URV bodies
  - h) Create, modify and dissolve working committees within the remit of the Student Council, define their specific competences and appoint a person responsible for the committee to coordinate the work and report to the General Assembly on the decisions taken and actions carried out
  - i) Take the corresponding decisions within the scope of their competences, in accordance with the applicable regulations.
  - j) Coordinate the work of the University's student representatives in the governing and management bodies of which they form part
  - k) Undertake the necessary actions to promote student participation in the governing bodies of the University.
  - l) Convene the cessation of academic activity.
  - m) Undertake any other duty derived from these regulations, the URV Statute and the University Student's Statute.

5. The General Assembly of the Student Council may be convened by:
  - a) The Co-Presidency in an ordinary meeting, at least once every three months. Every attempt should be made to hold a General Assembly meeting before each University Senate meeting, once the date is known.
  - b) The Co-Presidency in an extraordinary meeting, at the initiative of at least 20% of the members, whenever they deem it necessary. The meeting must be take place within fifteen days of being requested and the request must be signed by all the persons who have asked for it to take place.
6. All sessions must be convened by via the University's institutional email, at least five working days in advance. The notice must include the date, time and place of the meeting (in person or, preferably, remotely via the Internet), the items on the agenda and any necessary documentation.
7. The agenda must state the items proposed by the persons calling the meeting and the order in which attendees will be able to intervene. Items may be added up to two working days before the date of the meeting, provided that the proposal has the support of 20% of the members of the Council, even if only a simple majority vote is required.
8. The Co-Presidents chair the meetings and, at the beginning, state who has been invited and the reason for their invitation.
9. It is the duty of all members of the Student Council to attend the face-to-face or virtual meeting to which they have been convened or, if they cannot, to justify their absence to the Co-Presidency.
10. All decisions must be taken by a simple majority of the votes cast, in accordance with the provisions of articles 15.2 and 18.3 of these regulations. A minimum of 10% of the quorum shall be required for any decision to be taken.
11. Any ballot where more than 50% of the votes are blank is invalid.
12. Voting shall be by show of hands or in the manner provided for in the case of remote meetings. Voting is secret only in cases where the vote affects individuals or if the General Assembly so determines.
13. The members of the Council have the right to a single vote, which they may exercise in person or by proxy, but never by delegation.
14. Votes may be cast electronically, provided that this medium guarantees the legitimacy and validity of the votes cast.

*Article 11. The Co-Presidency*

1. The Co-Presidency is the permanent representative body of the Student Council. It is also the collegiate body that carries out the management and political decision-making tasks of the Student Council at the Universitat Rovira i Virgili. In addition, it maintains dialogue with the management team and the vice-rectors' offices responsible for student affairs.
2. The Co-Presidency is made up of two Co-Presidents, one male and one female, each with the same rank of representation at the Student Council, and who act jointly. Whenever possible, gender parity must be maintained.
3. The Student Council's General Assembly chooses the co-presidents by means of an electoral process;
  - a) Each time a new plenary session is constituted, the co-presidents are to be elected for a two-year term of office.
  - b) The election can be held face-to-face or online.
  - c) Members' votes are secret and may not be delegated.
  - d) Candidates must formalise their candidacy 15 days before the day of the elections, so that the outgoing co-presidents can send their candidacies to the members of the General Assembly.
  - e) Those aspiring to the presidency may, if they wish, make a brief presentation on the day of the vote.
  - f) The male and female candidates with the most votes shall be elected co-presidents.
4. The duties of the Co-Presidency are to:
  - a) Represent the Student Council before University bodies and other external bodies.
  - b) Ensure that the Regulations of the Student Council are complied with.
  - c) Convene and chair the sessions of the General Assembly, moderate the debates and suspend them if there is good cause.
  - d) Coordinate the functioning of the Student Council and promote relations with student committees or delegations.
  - e) Elevate to the Governing Council, the delegated committees, the Senate and the Social Council the proposals and agreements of the General Assembly, the student committees, the student delegations of the URV's Faculties and schools, the student associations and the student groups.
  - f) Ensure that the General Assembly receives information from the Governing



Council, the delegated committees, the management team and the Social Council.

- g) Put forward an annual work plan to be approved by the General Assembly.
  - h) Draw up and manage the budgets to be approved by the General Assembly.
  - i) Ensure the execution of the agreements passed by the General Assembly of the Student Council.
  - j) Administer the internal work platform of the Student Council via the URV's virtual campus.
  - k) Carry out all those functions delegated by the General Assembly or derived from these regulations, the URV Statute and the University Student Statute.
5. The Co-Presidency must meet with the student representatives on the Governing Council at least once every academic month. The meeting may be called by the Co-Presidency or, if requested, by at least two of the representatives on the Governing Council through the Student Office. A communiqué of the agreements reached must be published after each meeting.
6. Once the term of office has expired, the Co-Presidency shall remain in office until the new General Assembly is constituted. Outgoing Co-Presidents may put themselves forward to be elected for a second term of office.

#### *Article 12. The Secretary*

1. One of the members of the Student Council, appointed by the General Assembly, will act as secretary.
2. The duties of the secretary are to:
  - a) Write, organise and keep the minutes and documentation of the Student Council.
  - b) Certify the agreements taken by the General Assembly of the Student Council of the Universitat Rovira i Virgili.
  - c) Receive and channel communications, requests and notifications sent by and addressed to the members of the Board.
  - d) Write up the minutes of the General Assembly.
  - e) In general, undertake all other functions inherent to the position of secretary that may be assigned to him/her by the Council.

*Article 13. Treasurer*

1. One of the members of the Student Council, appointed by the General Assembly, will act as Treasurer
2. Under no circumstances may the responsibilities of treasurer and secretary fall to the same person.
3. The duties of the treasurer are to:
  - a) Administer the finances and manage the accounts of the Student Council. The Student Office must supervise all expenses and economic operations.
  - b) Authorise the payment of expenses generated by the activities of the Student Council.
  - c) Advise the Co-Presidency in the preparation of the budget and the settlement of accounts for previous financial years.
  - d) Monitor the execution of the budget, to present the financial report, and to report on it to the General Assembly and the Co-Presidency.
  - e) In general, to undertake any other functions inherent to the position of treasurer that may be assigned to him/her by the Council.

*Article 14. Permanent Committee*

1. The Permanent Committee is the consultative, deliberative and support body for the tasks pertaining to the Co-Presidency, it helps to carry out the activities proposed by the Student Council and it promotes the participation, activity and smooth running of the Council.
2. The Permanent Committee consists of:
  - a) The Co-Presidents.
  - b) The Secretary.
  - c) The Treasurer.
  - d) All the coordinators of the student councils of the faculties or schools.
  - e) A member of the General Assembly responsible for external matters (CEUCAT, CEUNE, etc.).
  - f) Other members appointed by the Council and/or the Co-Presidency, such as the communication manager or the heads of working groups.
3. The duties of the Permanent Committee are to:
  - a) Actively collaborate in maintaining the census of representatives of the

Faculty/School Board, Senate and the persons delegated by the faculties and schools.

- b) Establish and develop policies for informing students and fostering their participation.
- c) Ensure that the General Assembly receives any information derived from the faculty/school councils and from the activity of the faculties and schools.
- d) Undertake any other functions that may be delegated to it by the General Assembly and the Co-Presidency.

#### *Article 15. Funding*

1. The URV Student Council has a financial endowment assigned to it in the annual budget of the URV.
2. This financial endowment is administered by the Student Council through the Student Office, always in accordance with the indications of the Student Council's General Assembly and/or the Co-Presidency, and with the technical supervision of the Student Office and the Office of the Vice-Rector for Students and Employability.

#### *Article 16. Motion of no confidence*

1. A motion of no confidence can be submitted if demanded by at least three student representatives on the Governing Council or by at least 30% of the members of the General Assembly.
2. The motion of no confidence may be intended to substitute one or both members of the Co-Presidency.
3. The motion of no confidence must be submitted in writing and requires the presentation of one or two candidates to replace the members who are the subject of the motion.
4. The vote on the motion of no confidence will be held in an extraordinary meeting of the General Assembly, which must take place between ten and fifteen working days following the date on which the motion of no confidence was submitted.
5. Members may not submit their votes by post or delegate someone to vote on their behalf.
6. Once the meeting is open, the first signatory of the motion has a maximum of 30 minutes to explain their reasons for submitting the motion. After this, the members who are the subject of the motion must be given the same amount of

time to reply. This is followed by a speaking time of a maximum of one and a half hours, to be allocated by the Co-Presidency. When the debate has finished, members vote individually and in secret on the motion of no confidence.

7. For the motion of no confidence to pass, it requires the support of an absolute majority of the current full members of the Council.
8. If the motion of no confidence fails, no further motion of confidence may be presented against the individual concerned until the following academic year and, in all circumstances, not before six months have passed.

*Article 17. The student councils of the faculties and schools*

1. The student councils of the faculties and schools are the highest representative body of the students at each of the URV's faculties and schools, notwithstanding the functions attributed to the URV Student Council.
2. A student council may be constituted at each of the URV's faculties and schools.
3. The student councils of the faculties and schools have full autonomy within the scope of their competences and functions, and act in full compliance with the principles of collaboration between the different faculty/school student councils and the URV Student Council, with which it can establish joint plans and programmes of action, although the URV Student Council will be pre-eminent in the event of conflicts of competence or interests.
4. The faculty/school's student council will consist of representatives of the courses taught by the faculty/school with representation on the following bodies:
  - a) The University Senate.
  - b) The board of the respective faculty/school.
  - c) The departmental councils that are responsible for teaching on some of the courses affiliated to the faculty/school. In these cases, each representative can only form part of the student council of one faculty or school.
  - d) The group delegates. The number of group delegates on the faculty/school student council cannot exceed 50% of the total number of members. In the event that the number of group delegates exceeds the aforementioned 50%, the delegates must appoint representatives to the student council from among their number, in proportion to the number of students registered for each of the courses assigned to the school.
5. The term of office of representatives on the Senate, the /school boards and the departmental councils is governed by the provisions of the URV Statute. The term

of office of the other representatives lasts for one academic year.

6. The duties of the faculty/school student councils of the URV are to:
  - a) Draw up and put forward the Regulations of the faculty/school student council (and any modifications to these regulations) for approval by the Student Council of the URV and faculty/school board.
  - b) Choose the coordinator.
  - c) Ratify, if necessary, the decisions of the coordinator.
  - d) Propose initiatives and state opinions regarding problems that affect the university community and, in particular, the faculty/school and the courses that they are responsible for.
  - e) Set up delegated committees and other advisory bodies, and to establish their composition and functions.
7. Once constituted, each faculty/school student council must draw up its internal operating regulations, in accordance with the model attached to these regulations as annex 1 (annex of faculty/school student council regulations). Under no circumstances may the content of the internal operating regulations contradict the provisions of the present regulations.

#### *Article 18 Cessation of academic activity*

1. Cessation of academic activity is when the students cease their academic activities voluntarily and in a previously agreed upon manner with the aim of defending their rights, interests and demands in the terms established in these regulations.
2. Cessation of academic activity may be general or partial and it may cover the entire URV or only some faculties/schools or degree courses.
3. A proposal for a cessation of academic activity must be included on the agenda of the meeting of the General Assembly of the Student Council and an extraordinary meeting may also be called to deal with this point. Any decision to call for the cessation of academic activity requires a vote in favour by one quarter of the full members of the Student Council of the URV.
4. The decision taken by the Student Council must be communicated in writing to the Office of the Vice-Rector responsible for student affairs, either by email or by submitting it to the URV's General Registry. As a general rule, this communication must be made at least 10 calendar days before the date set for the cessation of academic activity, but this can be reduced to 2 working days if the proposed

cessation is in response to unforeseen and unforeseeable events. The communication must include the start and end dates of the cessation, the students' reasons and demands, if applicable, the area affected (whether it is total or partial and which faculty/school or degree programme is affected) and the result of the vote.

5. The URV Student Council (represented by a member of the Permanent Committee) must meet, if necessary, with the Vice-Rector responsible for student affairs to confirm that the requirements are met.

Once the requirements have been verified, the office of the vice-rector must communicate by email the Student Council's decision to cease academic activity and the resolution confirming compliance with the requirements of the office of the vice-rector to the entire university community or to the faculty/school concerned.

#### *Article 19. Revision of the Regulations*

1. Any initiative to reform these regulations must come from the co-presidents or from one third of the members of the General Assembly.
2. Any project to reform these regulations must be approved by an absolute majority of the members present at the meeting of the General Assembly convened for this purpose.
3. The regulations proposed by the General Assembly of the Student Council must be approved by the Governing Council of the URV.

#### **REVOCATION PROVISION**

1. From the moment that the present regulations enter into force, any regulation of the same or lower rank that opposes the content of this document is hereby annulled.
2. The provisions of the Regulations of the Student Council of the URV approved by the Governing Council on 22 December 2011 are hereby expressly repealed.

#### **FINAL PROVISION. ENTRY INTO FORCE**

These regulations enter into force on the day that they are approved by the Governing Council.