



# **CHARTER OF THE STUDENT SENATE** **OF THE AMERICAN UNIVERSITY - CENTRAL ASIA**

## **PREAMBLE**

The Student Senate (hereafter “Senate”) of the American University of Central Asia (hereafter “AUCA”), is the main and only representative, and executive body of the AUCA student self-governance, elected by all AUCA undergraduate students of the AUCA (hereafter Students). The main goal of the Senate is to define and secure students’ rights, provide for the welfare of the whole student body, insure student participation in general governance of the AUCA, and represent students’ interests in the administrative, academic and extracurricular spheres.

## **Article I**

### **Section I. Membership.**

- a. Nine undergraduate full time students with cumulative GPA 3.2, not being on academic or disciplinary probation, not being on exchange program, shall be elected by the whole AUCA Student body (including Master’s degree student) to serve a term of one year.
- b. One senator shall be elected among acting Senate to serve for one more year and share retained experience.
- c. One representative NGA student shall be elected among NGA students by themselves.

## **Article II**

### **Section I. Structure of the Senate.**

- a. Chairperson;
- b. Vice-chair person;
- c. One Senator for the Financial Committee;
- d. Two Senators for Education Policy Committee;
- e. Two Senators for the Public Relations Committee;
- f. Two Senators for the Hearing Committee;
- g. Two Senators for the Social Activities Committee.

## **Section II. Chairperson.**

- a. The Chair leads, directs, and keeps order at the meetings and ensures the attendance of the other members of the Senate. The Chair is the representative and the spokesperson of the Senate to the AUCA Administration and the Student body.
- b. The Chair shall be considered the coordinator of all administrative functions and committees of the Senate. The Chair shall oversee their functions.
- c. The Chair shall be responsible for the proper function and administration of the Senate.
- d. The Chair is a member of the Faculty Senate and attendance of the Chair to the Faculty Senate meetings is obligatory.
- e. The Chair shall use his/her authority to make reasonable requests for Senators in an effort to fulfill the responsibilities of the Senate.
- f. The Chair shall recommend necessary measures to the Committees and in the same time the Chair shall be open to the recommendations and comments of the other Senators and Committees.
- g. The Chair is responsible to communicate the resolutions of the Senate to the appropriate persons.

## **Section III. The Vice Chairperson of the Student Senate.**

- a. The Vice Chair of the Student Senate shall assist the Chair in carrying out his/her duties and shall assume those duties when the Chair is temporarily prevented from doing so.
- b. The Vice Chair of the Student Senate shall monitor the activity of the student representatives to various University and faculty committees and shall report regularly to the Senate about their activities.
- c. The Vice Chair shall submit evaluations of the student representatives to various university and faculty committees to the appropriate bodies upon request.
- d. The Vice Chair of the Student Senate shall assist the Hearing Committee simultaneously with the main duties of the Vice Chair.

## **Section IV. Procedure for election of Chairperson and Vice Chairperson.**

- a. Chairperson of the Student Senate is elected by Senators on the basis of equal and direct suffrage by secret ballot.
- b. Senator who receives majority of votes shall be appointed to the position of Chairperson.
- c. Vice Chairperson of the Student Senate is elected by Senators on the basis of equal and direct suffrage by secret ballot.
- d. Senator who receives majority of votes shall be appointed to the position of Vice Chairperson.
- e. The re-election of Chairperson can be realized by the two-third votes of Senators, on reasonable ground.
- f. If Chairperson cannot perform his\her direct responsibilities, written in article II Sec. II of current charter due to the reasons of academic leave, probation or dismiss, his\her responsibilities shall transfer to Vice Chairman of Student Senate.

## **Section V. Committees.**

### **1. Public Relations Committee:**

- a. All Senators, who serve in this Committee, must attend all the meetings.
- b. The Committee is responsible to produce minutes (protocol) of each Senate meeting and keep record of all the decisions, resolutions, comments that are made at each Senate meeting.
- c. The Committee is responsible to distribute the minutes of the meetings among senators within 3 days after each meeting.
- d. The Committee is responsible to lead a Student Senate column on AUCA newspaper "The New Star" in order to inform and report to AUCA Students about activities and decisions of the Senate. If the Committee members are unable to perform their duties, they are responsible to find an appropriate substitute.
- e. The Committee is responsible to produce\proof read all materials that will be shared with AUCA community.
- f. This Committee is responsible to inform the students of the new decisions and resolutions of the Senate. The information must be spread through Student Senate information platforms (email, social media).

### **2. Financial Committee:**

- a. A member of financial committee must attend all Senate meetings.
- b. This committee shall consists of one Senator.
- c. The Committee is responsible to keep track of the Senate budget.
- d. The Committee is responsible to receive financial proposals from AUCA Students and clubs through the Student Life Office.
- e. The Committee might ask the students and clubs who submitted proposals to have an oral presentation of their project.
- f. The Committee if necessary is responsible to assist the Student Life Officer with collecting all the receipts from those who receive the Senate's money (i.e. other Senate Committees, students, clubs).
- g. The Committee is responsible to assist the Student Life Officer to keep the other committees, clubs, and students countable for the money they were given by the Senate. It may require those who received money to submit a written report of how money was spent.
- h. The Committee is responsible for giving a monthly report to the Senate of how much money was spent from the budget, and how much money is left.
- i. The Financial Committee is responsible to receive financial proposals, making decision and transferring the proposal to the Chair, returning signed or declined proposal to the Student Life Officer.
- j. Senators who are a leader of social club cannot be a member of a financial Committee.

### **3. Social Activities Committee:**

- a. All members of Social Activities Committee must attend all Senate meetings.
- b. This committee will consist of two Senators.

- c. The Committee is responsible to organize and direct social events, meaning entertainment, informative, and fund raising gatherings<sup>1</sup>.
- d. The Committee is responsible to assist the students' initiatives, clubs, and other AUCA related organizations in organizing social events.
- e. The Committee members are responsible to represent the Student Senate at social events if the Chairperson or Vice Chairperson is unable to attend them.
- f. This Committee should organize at least one social event per semester during the academic period.

#### **4. Hearing Committee:**

- a. All members of Hearing Committee must attend all Senate meetings.
- b. The Committee is responsible to hold hearings in case of disputes among students, clubs, and complains related to the Senate.
- c. This committee will consist of two Senators and a Vice Chairman.
- d. The committee is responsible for monitoring the Student Senate appeal forms on the AUCA website every two weeks and reports them at the closest meeting.
- e. Plaintiffs who wish their case to be considered by this Committee should submit a written petition to the Committee.
- f. When a petition is submitted to this Committee a hearing should be held within one academic week.
- g. The hearings shall be held public unless otherwise is decided by the two third of Senators present at the meeting.
- h. No hearing can be held unless both parties (plaintiffs and defendant) are present at the hearing.
- i. This committee will not have judicial power to sanction anyone, since at AUCA this power is reserved for the Student Life Officer and Appeals Committee. However Hearing committee can make recommendation.

#### **5. Education Policy Committee:**

- a. All members of education policy committee must attend all Senate meetings.
- b. This committee shall consist of two Senators.
- c. The Committee is responsible to keep track of the academic issues of students.
- d. The Committee is responsible to receive complaints, proposals from AUCA Students in terms of academic life.
- e. The Committee is a member of the different bodies at AUCA that related to the academic life at AUCA (SILC, IRB etc.) and attendance to the meetings is obligatory.

Appointment of Senators into the Committees should be made by self-nomination. If there is more than one candidate for the position, the secret poll should be organized. Senators can change their positions in committees with other Senators only by mutual consent. Senator can change position in committee only two times.

Each member and each committee must report results of their work at the every Student Senate meeting.

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<sup>1</sup> Fund raising is the gathering of money for special Student Senate purposes

## Article III

### Section I. Elections.

- a. The date of elections, beginning of registration of candidates, and all deadlines shall be established by the Student Life Officer with the approval of Senate.  
Elections announcement and beginning of registration of candidates must be announced by explicit public advertisement.
- b. The Elections to the Senate are organized and carried out by:
  1. Student Life Officer
  2. The current Student Senate
  3. Observers from the candidates
- c. Each AUCA full time Student, who wishes to declare his/her candidacy to the Senate, and corresponds with all the requirements should register with Student Life Officer. Candidates must confirm their registration with their own signature. Registration without confirmed signatures cannot be deemed as authorized.
- d. Each AUCA full time Student can register his/her candidacy for the Elections to the Senate no later than established deadline.
- e. Immediately after the common deadline for registration each candidate is allowed to run his/her pre-election campaign.
- f. During the pre-election campaign all candidates must participate in the debates organized by current Student Senate. The date, time and place shall be established by the Chairperson of the senate. All acting senators are required to assist in the organizational process.
- g. **Each AUCA Student may vote for one candidate.**
- h. The first nine candidates with the highest number of votes can be deemed as members of new Student Senate. **For the purpose of Democracy and Gender Equality Student Senate should consist of no less than 3 members of other gender than the majority one. If as the result of elections the gender equality rule will not be satisfied, then from the first nine majority gender those students who received the less number of votes will be replaced by the student of another required minority gender.**
- i. In order to contain Student Senate more functional and experienced shape, it allows **only two students from freshmen pool to be in the final Student Body**. However, the head positions cannot be obtained by freshmen candidates.
- j. In order to contain Student Senate more functional and experienced shape, it allows **only two students from senior pool to be in the final Student Body**.
- k. Representative NGA Senator is elected among themselves.
- l. If more than one candidate for the 9<sup>th</sup> place receives the same number of votes, the current Student Senate shall hold elections among them no later than 5 days after the elections day.
- m. Under the request of observers (minimum 3/4) the re-count of votes can be held.
- n. The new elected Senate shall meet first time no later than 7 days after the result of Elections.

## Article IV

### Section I. Inauguration.

- a. New elected Student Senate should be officially introduced to the community of AUCA by inauguration of Senate, on the official AUCA Student “Initiation” ceremony.
- b. On the official “Initiation” ceremony, previous Student Senate should delegate responsibility of Senate to the new elected Student Senate.
- c. Ceremony of inauguration should be made by taking an oath; chairman (representative) of the previous Senate should officially pronounce AUCA Student Senate oath to the new elected Senate body. New Senate should accept the oath by saying “I pledge”. After, symbols of the power; sign of Senate should be given to senators.

“I pledge to make my every effort to represent the interests of the student body” (*I pledge!*)

“I pledge to exercise the highest ethic and follow the Senate Charter of the student” (*I pledge!*)

“I pledge to respect and honor the differences among AUCA students” (*I pledge!*)

“I pledge to take an active role in creating a community culture of responsibility” (*I pledge!*)

“I pledge to carry these principles with me beyond my term as a student senator” (*I pledge!*)”

## Article V

### Section I. Removals.

- a. Petition of 30% of the whole AUCA
- b. Students may require a referendum to remove any Senator (including the Chair) from the Senate. Such referendums shall be held within two academic weeks after the petition is submitted to the Senate.
- c. Two-thirds of all Senators can vote to remove a senator if he/she proved to have a persistent failure to abide by the Senate Charter.
- d. Senators may resign from their position if they submit their letter of resignation to the Chair two academic weeks in advance.
- e. If a senator takes academic leave, s\he is automatically excluded from the senate.
- f. If a senator is accepted to the exchange program during her\his senatorship, s\he is obligated to report to the Chairperson and Student Life Officer. Expectations of her\his performance are the same to on-campus senators. If s\he fails to fit these requirements then this senator abide by the general rule for removals (art. V; Sec. I; p. C).

### Section II. Attendance Policies.

- a. A senator who accrues more than three absence points from the Student Senate Meetings must forfeit his/her senatorship. An absence due to objective reasons may be counted as excused at the discretion of the Chair. An excused absence shall be counted one quarter of an absence point. A senator who is late for the Senate meeting shall accrue one quarter of an absence point.
- b. Student Government committees shall enforce attendance policies similar to the Senate one. If a member of a Student Government committee accrues three absence point

within the committee one full absence point shall be recorded in his/her absence record within the Senate. Absence points for committee meetings which exceed the number of three shall be counted in full towards the Senator's absence record within the Senate.

### **Section III. Activity Policies.**

- a. Each senator is expected to be involved in all initiatives\activities\projects unless the participation affects their academic performance.
- b. Each senator is expected to lead and complete at least two projects per senatorship.
- c. Communication requirement: all senators are responsible to inform other members of the senate if they struggle or fail to fulfill their duties.

## **Article VI**

### **Section I. Procedures.**

- a. The Senate Committees may organize their own working groups, the members of which are selected among the AUCA students. These non-Senator members, however, do not have a right to vote in the Senate.
- b. Quorum (meaning the minimum number of senators who must be present at a Senate meeting in order to make a decision) to conduct business in the Senate meetings shall be seven.
- c. Chair shall NOT vote unless there is tie vote.
- d. Senate shall hold general meetings at least twice a month.
- e. Student Senate is expected to conduct at least one public meeting with students per semester.
- f. All the meeting of the Senate shall be open to public, unless otherwise is decided by majority of the Senate.

## **Article VII**

### **Section I. Powers.**

- a. The Senate is the student legislative body of the AUCA. Its resolutions must be binding among all AUCA Student organizations, Committees, and assemblies, as far as they are not contradictory to the AUCA Charter.
- b. The Senate shall have the ultimate authority to provide for the betterment and general welfare of the AUCA Student body.
- c. The Senate shall have the ultimate authority to ensure meaningful participation of AUCA Students in total university governance.
- d. The Senate shall have power to set minimum standards for the Senator. These standards shall be set forth in the Charter and By-Laws. Failure to meet these standards will be grounds for disqualification.
- e. The Senate shall be responsible for determining student opinion.
- f. The Senate shall have the ultimate authority to determine the distribution of its budget.
- g. The Senate shall have the ultimate authority to coordinate AUCA Students participation in established channels of university policy-making (e.g. Faculty Senate, SILC, etc.) through the appointment of students to all university committees and positions, which have student representation.
  1. Such appointments shall be made in accordance with the university policy.

2. The Senate shall have the power to remove any of these appointees if it's so decided by a majority vote of the Senate.
- h. The Senate shall have power to hold referendum in the following situations:
  1. If a two-third majority of the Senate votes to hold a referendum;
  2. If 30% of AUCA Students appeal for a referendum.

## **Article VIII**

### **Section I. Responsibilities and Limitations.**

- d. The Senate shall ensure proper channels of communication both internally and externally.
- e. The Senate shall receive and act within two academic weeks, upon all valid petitions.
- f. The Senate shall consider any issue presented by an AUCA Student or group to the Hearing Committee.
- g. The Senate shall channel its resolutions through Chair to the AUCA Administration within two academic weeks.
- h. The Senate is responsible to lead a Student Senate column on AUCA newspaper "The New Star" in order to inform and report to AUCA Students about activities and decisions of the Senate.
- i. The Senate shall ensure that it is perpetuated under this Charter and shall provide for a smooth transition to a new Senate by ensuring the education and training of newly elected senators. Chair shall organize such training workshops and in the same time oversee their functions.

## **Article IX**

### **Section I. Amendments.**

- a. Amendments to the Student Senate Charter can be made by two-third of all Senators. The changes made through amendments shall be made public within two academic weeks by the Student Senate email.
- b. A 60% of AUCA students in referendum can lead to amendments. The changes made through amendments shall be made public within two academic weeks by public announcements and it as well shall be published via the Student Senate email.
- c. Chair of Student Senate can advance amendments to the Student Senate or for the referendum, among students, by his/her own decision.
- d. Amendments to the Student Senate Charter should not contradict to the Legal acts of the Kyrgyz Republic and AUCA Charter.
- e. Any student in the University may present proposal for an amendment to this Charter to the Chair of the Student Senate. A Proposal for Amendment must be signed by at least 50 students who endorse the proposal. The Chair shall put the Proposal for Amendment to a vote by the whole student body within fourteen days of classes upon receiving the Proposal. Prior public notice of at least ten days of classes shall be needed for the referendum to be held. An amendment shall be considered adopted if 60% of all valid votes cast at the referendum are in favor.

## **Article X**

### **Section I. Implementation.**

- a. This document shall become the official Charter of the AUCA students upon approval by the AUCA Student Community and by unanimous decision of AUCA Student Senate.
- b. This Charter shall supersede all previous Charters of AUCA student Senate.
- c. This Charter is approved by the student community of university therefore it is an only and highest legal source of law for the Students, Student organizations and for the Student Senate of AUCA.

## **Appendix**

Current text of the Charter shall enter into force at August 8<sup>th</sup>, 2022

May 26, 2022