

Approved by:

Rashad Baghirov

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# **Charter of the Student Community of Western Caspian University**

## **1. General Provisions**

1.1. The “Student Community” (hereinafter referred to as the Community) is an organization established at the initiative of the Board of Trustees, the Academic Council, and the Executive Bodies of Western Caspian University, with the aim of identifying and addressing student-related issues, regulating relations between students and the University’s administrative bodies and academic staff, enriching the social and academic life of students, and supporting the acquisition of additional knowledge, skills, and competencies outside the classroom.

1.2. In order to achieve the objectives set forth in this Charter, the Community may establish or participate in various sub-units comprising its members.

## **2. Scope of Activities of the Community**

2.1. The Community represents the students of Western Caspian University and expresses their will.

2.2. It explains to students the regulations related to education and student affairs, including the normative acts of the University and decisions of the Academic Council, and supports their implementation. 2.2 It contributes to conducting research related to student development, preparing and implementing various projects, organizing international and national scientific

conferences, seminars, sports competitions, exhibitions, presentations, and meetings.

2.3. It comprehensively defends the rights and interests of students and submits motions regarding various student-related matters to the Executive Vice-Rector and the University's Academic Council.

2.4. It closely assists newly admitted students in understanding academic curricula, registration procedures, the credit system, and other university principles.

2.5. It supports the Rectorate and Dean's Offices in governance and establishing close relations with students.

2.6. It submits proposals aimed at eliminating the causes of disciplinary violations and breaches of rules within the university.

2.7. It puts forward proposals for the improvement of the educational process, enhancement of its quality, and development of the university's material-technical infrastructure.

2.8. It organizes discussions and conferences on topics that interest students.

2.9. It implements various programs, projects, and initiatives to address student-related issues.

2.10. It supports the establishment of student organizations based on interests, professions, and other areas. It may address the University's Academic Council and the Rectorate regarding this.

2.11. It organizes competitions, contests, and academic-entertainment games in various fields for students, and arranges diverse activities to ensure the effective use of their leisure time.

2.12. It discusses the recommendations of the Rector and Faculty Deans and may provide organizational support for them.

2.13. It publishes bulletins and informational booklets about the Community's activities.

2.14. Various clubs may be formed within the Community.

2.15. In order to identify current problems and explore new initiatives, it may conduct surveys among university students, report the results of the surveys to university administration—the Academic Council, Rector, and Deans—and present proposals based on thorough analysis of the results. The Community may also be involved in organizing local and international conferences organized by the University.

2.16. It assists international students in adapting to both the university and Azerbaijan.

2.17. The Community may be involved in the implementation of various social and charitable events organized and supported by the University within the country.

2.18. In addition to the aforementioned activities, the Community may operate in other directions as defined by the University's elected and administrative governing bodies.

### **3. Membership in the Community. Rights and Duties of Members**

3.1. Every registered student of Western Caspian University is considered an equal member of the Community, regardless of race, religion, political views, nationality, gender, or any other differences.

3.2. Membership in the Community is limited to the duration of the student's academic studies.

#### **3.3. Community members have the following rights:**

3.3.1. To participate in meetings of all bodies of the Community;

3.3.2. To put forward proposals to the relevant bodies of the Community;

3.3.3. To propose projects that are not contrary to the Community Charter and to request support from the Executive Board of the Community for their implementation;

3.3.4. To elect and be elected to any position within the Community;

3.3.5. To access information regarding the activities of the Community.

#### **3.4. Duties of Community members :**

3.4.1. To comply with the Charter of the Community;

3.4.2. To fulfill their duties responsibly.

### **4. Supreme Governing Body of the Community**

4.1. The supreme body of the Community is the General Assembly.

4.2. The General Assembly is held once (1) a year under normal circumstances. An extraordinary General Assembly may be convened by decision of the Executive Board or upon the motion of the Chairperson of the Community with the approval of the Executive Board.

4.3. Student representatives elected from each faculty participate in the General Assembly. The number of student representatives is determined in proportion to the number of students enrolled in each faculty.

4.4. Preparations for the General Assembly are carried out by the Organizing Committee for the General Assembly, which is formed by the outgoing

Executive Board. Each faculty of Western Caspian University must be represented on the Organizing Committee by two (2) students. The Organizing Committee, in cooperation with the faculty deans' offices, organizes the election process of student representatives, conducts preparatory work for the General Assembly, and facilitates the initial part of the session during the General Assembly. Once the Chair and the Secretary of the General Assembly are elected, the mandate of the Organizing Committee is considered fulfilled.

4.5. The General Assembly is chaired by a Chairperson, elected by the student representatives during the session. The Chairperson's mandate is limited to the duration of the General Assembly.

4.6. Documentation of the General Assembly is carried out by a Secretary, elected by the student representatives during the session.

4.7. The Chairperson of the General Assembly:

4.7.1. Organizes the hearing of the outgoing Chairperson's report.

4.7.2. Organizes the hearing of the report of the outgoing Executive Board.

4.7.3. Submits the Community Charter for discussion; if there are any amendments, organizes their discussion and puts the revised Charter to a vote.

4.7.4. Includes the proposals of the General Assembly participants in the agenda and organizes their discussion.

4.7.5. Organizes the adoption of new decisions, including the Community's annual strategy, and puts them to a vote.

4.7.6. Organizes the formation of the Election Committee to conduct the election of the new Chairperson. The Election Committee must consist of one student from each faculty and two members of the Western Caspian University Academic Council. Faculty representatives participating in the General Assembly elect their representatives to the Election Committee and submit their names to the Chairperson of the General Assembly. Once fully formed, the Election Committee elects its own Chairperson and commences its activities.

4.7.8. The date of the election of the new Chairperson and Deputy Chairperson of the Community is determined by voting during the General Assembly.

4.7.9. During the General Assembly, the Chairperson, Deputy Chairperson, and the Executive Board consisting of 13 members are elected.

## **5. Current Governance Bodies of the Community**

### **5. The Executive Board and Its Rights and Duties**

5.1. It organizes the overall activities of the Community in the periods between General Assemblies and is formed by a vote of the General Assembly, consisting of 13 members. The Chairperson of the Community leads the Executive Board.

5.1.1. The Executive Board determines the Community's activity plans and strategies in various directions and is responsible for reviewing all inquiries addressed to the Community by students and solving their problems. Every student of Western Caspian University has the right to directly address the Executive Board and the Chairperson.

5.2. The Executive Board consists of the following sections:

5.2.1. Cultural and Mass Events Section – organizes students' cultural and mass activities.

5.2.2. Legal Section – protects students' rights and organizes various events for this purpose.

5.2.3. Foreign Students Section – organizes activities reflecting the interests and needs of international students studying at the university.

5.2.4. Education Section – strives to solve students' educational issues, organizes various events for this purpose; supports the improvement of the quality of education and the university's material-technical infrastructure.

5.2.5. Public and External Relations Section – Establishes relations with various organizations operating both within Azerbaijan and abroad, including student organizations; publishes brochures and booklets about the Community's activities; creates and oversees the Community's website.

5.2.6. Alumni Relations Section – Establishes contact with university graduates and ensures their participation in the Community's various projects and events.

5.2.7. Grant Research Section – Investigates grant competitions conducted by local and international donor organizations that are related to student life and tries to ensure the Community's participation in them.

5.2.8. Sports Section – Organizes student activities related to sports.

5.2.9. Communication and Information Section – Delivers important news about university life to the academic and student community of Western Caspian University (WCU).

5.4. The establishment, dissolution, or modification of sections must be approved by the Executive Board.

5.4. The Chairperson leads the Executive Board.

5.5. The Chairperson is responsible for ensuring the implementation of the Community's decisions.

5.6. The Chairperson is a full member of the Academic Council of Western Caspian University.

**5.7. The Chairperson of the Community:**

5.7.1. Leads the activities of the Executive Board and bears responsibility for them;

5.7.2. Represents the Community and signs documents on its behalf.

5.7.3. Appoints the heads of the Executive Board's sections.

5.7.4. Organizes and chairs Executive Board meetings, which are held no less than twice a month.

5.7.5. Ensures the implementation of the decisions made by the Executive Board.

5.7.6. Has the right to raise issues or submit inquiries to the Executive Vice-Rector and the Academic Council of Western Caspian University.

5.7.7. Performs other duties assigned to the Chairperson under this Charter.

5.8. Every student of Western Caspian University has the right to nominate themselves as a candidate for the position of Chairperson during the elections.

5.9. The Chairperson is elected for a term of one (1) year.

5.10. No individual may be elected as a Chairperson more than twice.

5.11. To be registered, a candidate for Chairperson must submit the following document to the Election Committee:

5.12.1. A certificate from the relevant department of Western Caspian University confirming the student status of the candidate and stating that this status will remain valid for at least two academic semesters after the elections;

5.12.2. A document by the relevant department of Western Caspian University confirming that the candidate's GPA (Grade Point Average) is 70 (seventy) or higher;

5.12.3. Signatures of 50 (fifty) students of Western Caspian University supporting the candidate's registration for the Chairperson position.

5.13. Prior to the elections, the candidate for Chairperson presents their platform and organizes their election campaign.

5.14. Chairperson elections are held on the date set by the General Assembly. The elections are conducted via a secret ballot. If none of the candidates for Chairperson receives the required number of votes (50% + 1), the two candidates with the highest number of votes proceed to a second round of elections. In this round, the candidate who receives a simple majority of votes is elected as the Chairperson of the Community.

#### **5.14. The Deputy Chairperson of the Community:**

5.15. The Deputy Chairperson of the Community leads the organization until the next scheduled or extraordinary General Assembly if the Chairperson is unable to fulfill their duties or voluntarily resigns. During this period, the Deputy Chairperson has the same legal authority as the Chairperson.

5.16. Elections for the Deputy Chairperson are conducted under the same rules and conditions as those for the Chairperson of the Community.

### **6. Financial Activity**

6.1. The Community's budget depends on the financial means it attracts through its activities.

6.2. The Finance Section, reporting directly to the Executive Board, oversees the Community's budget .

6.3. The head of this section is appointed by the Executive Board

### **7. Termination of the Community's Activities**

7.1. The termination of the Community's activities may only be decided by the General Assembly of Western Caspian University students. Adoption of this decision requires a two-thirds (2/3) majority of votes of the General Assembly participants.



