

Regulations of the Student Council of English Division, Medical University of Lodz

§ 1 General Provisions

1. The Regulations define the rules of organization and mode of operation of the Student Council of English Division at the Medical University of Lodz, including the election of the Year Representatives and the Presidium.
2. The Student Council of English Division is a direct successor of the English Division Student Government.
3. The Student Council of English Division is established under University and must operate according to any rules and regulations issued by the University for the benefit of the University and Student Members.
4. The implementation of tasks of the Presidium of the Student Council of English Division is supported by the University authorities by providing material means.
5. The Presidium is obliged to apply, settle expenses and prepare the financial reports according to the University rules described in a separate document.
6. The Student Council of English Division is an independent, self-govern and democratic body; it does not represent any interest (specifically political one) of a particular nation, country or region.
7. The Student Council of English Division is a body of Student Government of Medical University of Lodz and represents the affairs of students of English Division, in particular:
 - 1) respect the student rights in accordance with the Study Regulations;
 - 2) actively and passively participate in decision-making didactic process;
 - 3) develop and promote the Student's Code of Ethics;
 - 4) cooperate with the student and youth organizations and departments operating at the University,
 - 5) support and organize scientific, cultural, sports and other student initiatives;
 - 6) in cooperation with the Dean's Office, preparing and conducting trainings for students starting their studies at the University regarding their rights and obligations and undertaking promotional activities regarding student rights and obligations;
 - 7) promotion of the strategic values of the University, in particular of the internationalisation aspect and the intercultural integration and education.

§ 2 Terms

1. The terms used in the Regulations mean:
 - 1) Council – the Student Council of English Division;
 - 2) Presidium – the elected body that governs the Council;
 - 3) University – the Medical University of Lodz;
 - 4) Student – the student of the Medicine and Dental Medicine program conducted in English;

§ 3 Membership

1. The Student Council of English Division consists of all Year Representatives and Vice-Year Representatives of Medicine and Dental Medicine programs and of the Polish speaking delegate elected by the Student Council of English Division.
2. The Polish-speaking delegate will be at the same time the representative of the Student Council of English Division and the member of the University Council of the Student Government of Medical University of Lodz and will be responsible for the active cooperation with that body.
3. If there is no Polish-speaking Year Representative, then the Student Council of English Division elects the student of English Division who becomes also a member of the Students Council of English Division.

§ 4 Election of the Year Representative

1. The Year/ Vice-Year Representative is elected in accordance with the rules described in the Student Government Regulation of the Medical University of Lodz:
 - 1) the representative of the year and the vice-representative of the year are elected in a secret vote from among the students of the year;
 - 2) all students of a given year have the active right to vote;
 - 3) the term of office of the representative and vice-representative lasts until the end of the education cycle in the field of studies;
 - 4) the term of office of the representative and vice-representative of the year may end earlier for the following reasons:
 - a) removal from the student list;
 - b) graduation;
 - c) resignation from a mandate;
 - d) conviction by a final judgment of an intentional crime or an intentional fiscal crime or being punished with a disciplinary penalty depriving of passive electoral right by the Disciplinary Committee;
 - e) dismissal by voters;
 - f) permanent inability to perform functions;
 - g) failure to fulfill the obligations specified in the Regulations;
 - h) loss of the opportunity to represent their year e.g. repetition of the semester, Dean's leave of absence.

§ 5 Election of the Presidium

1. The Student Council of English Division elects in a secret vote the Presidium consisting of:
 - 1) the President;
 - 2) the Vice-President;
 - 3) the Treasurer;
 - 4) the Social Director;
 - 5) the Secretary;
 - 6) the Polish speaking delegate.
2. The President is the student of Medicine program, whereas the Vice-President is the student of Dental Medicine program.
3. The term of office of the Presidium of the Student Council of English Division lasts two years.
4. The term of office begins from 1st November and ends 31st October.
5. A candidate for elections to the Presidium must fulfill the following requirements:
 - 1) is a student of the University, whose student rights are not suspended;
 - 2) the President, Vice-President and Treasurer cannot be a last year student;
 - 3) has given written consent to stand as a candidate;
 - 4) has the right to present their electoral program on the principles of equality.
6. Candidates proposals are sent on e-mail: deans.office@umed.lodz.pl
7. Voting is not carried out when the number of candidates nominated is equal to the number of

mandates or smaller, with the exclusion of the election for the position of the President and Vice-President.

8. Election is held during the official stationary meeting of all Year and Vice-Year Representatives.
9. Voting is secret by a simple majority of votes.
10. Election can be held when at least 50% of eligible members are present during the election meeting.

11. All members of Student Council of English Division receive an e-mail about election details, including:
 - 1) list of candidates for Presidium;
 - 2) the rules of voting;
 - 3) the time of voting;
 - 4) the date of announcement of voting results.
12. Each member can vote only for one candidate for each position.
13. If the mandate of a Presidium member expires due to the reasons mentioned in § 4 point 4, by-elections are held without delay.
14. The retiring Presidium is obliged to submit the report on the tasks performed and financial expenses.

§ 6 Duties of the Presidium

1. The role of the President and Vice-President is to coordinate all tasks of the Council in accordance with the rules and regulations issued by the University.
2. The President and Vice-President represent the affairs of students of English Division.
3. The President and Vice-President organize the tasks for the students of English Division that reflects the current needs of the students regarding the social and university strategy.
4. The President establishes and prepares (in consultation with the Presidium) the budget and expenses for the upcoming calendar year, the expenditure plan, substantive and financial reports for the past calendar year.
5. The President appoints members responsible for organizing planned tasks.
6. The President and the Vice-President appoint regular online/stationary meetings to all Council members in order to establish the schedule of planned tasks for coming year.
7. In the situation of justified absence of the President, their duties shall be performed by the Vice-President.
8. The tasks of the Treasurer include timely submission of applications for funding and providing all invoices necessary to settle events covered by funding.
9. The Social Director is responsible for promotion of planned events.
10. The tasks of the Secretary include ensuring the continuity and correctness of documentation and ensuring the efficient flow of information between members of the Council and between the Council and the Dean's Office.
11. The Secretary prepares the report after each meeting of the Council.
12. The Polish-speaking delegate is responsible for the active cooperation with the Student Government of Medical University of Lodz.

§ 7 Meetings Schedule

1. The Council meetings are held on dates agreed and announced to the members for a minimum of 7 days before the scheduled date, at least once a semester.
2. The Council meetings are convened, chaired and supervised by the President or by a member designated by the President.
3. Participation in the Council meetings is obligatory for its members; attendance at the meeting is confirmed by the attendance list (on a paper or electronic).
4. The members are obliged to inform the President or the Secretary about the inability to participate in the meeting.
5. Persons invited from outside may participate in the meetings for consultative purposes.
6. The Council meetings are public and any student of English Division may participate in them.
7. The Council meetings are recorded in protocols. The protocols should include: agenda, list of students present at the meeting, signature of the Secretary and the President.