

## *5. Dharma Gate Buddhist College Statutes of the Student Government<sup>1</sup>*

The Student Representation (hereinafter: SR) of The Dharma Gate Buddhist College (hereinafter: College), based on Act CCIV of 2011 on National Higher Education (hereinafter: NHEA) and the Organizational and Operational Regulations of The Dharma Gate Buddhist College (hereinafter: OOR), has adopted the following Statutes (hereinafter: Statutes).

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### Part One

#### The Structure of the Student Government

##### 5.1. The Student Government

5.1.1 The Student Government (hereinafter: SG) of The Dharma Gate Buddhist College is the autonomous student government organisation of the College's students.

5.1.2 Every student of the College is a member of the SG.

5.1.3 The SG represents the interests of all students of the College.

5.1.4 The SG may exercise the rights defined in the NHEA only if:

- a) it has elected its officers, and its Statutes have been approved by the Senate, and
- b) at least twenty-five percent of the full-time students in daytime programmes of the College have verifiably participated in the student government elections.

##### 5.2. Tasks of the SG

5.2.1 The SG

5.2.1.1 supports the improvement of the quality of education, the realisation of academic freedom for both instructors and students, the establishment and maintenance of collegial relations between instructors and students, and the promotion of student life at the College;

5.2.1.2 supports the professional, scientific, sports, cultural, and community activities of the College's students;

5.2.1.3 carries out the advocacy and protection of students' interests at the College;

5.2.1.4 exercises collective decision-making, approval, proposal, supervisory, and opinion-giving rights arising from student status as delegated by laws, other legal regulations, college regulations, and Senate resolutions;

5.2.1.5 organises its own structure and operations, elects its bodies and officers, ensures the conditions for their functioning, and adopts its internal rules;

5.2.1.6 announces calls for applications to support student organisations and self-organised groups of the College;

5.2.1.6 continuously informs students of the College about its own activities, its operations, and events concerning students and instructors;

5.2.1.7 maintains permanent relations with student governments of other institutions, the National Conference of Student Governments, and other domestic and foreign student organisations and bodies;

5.2.1.9 decides by absolute majority on the allocation of financial resources.

##### 5.3. The Structure of the Student Government

5.3.1 The Assembly of Delegates of the SG and its College-level governing body is the Student Representation (hereinafter: SR).

5.3.2 The SG may establish committees to support its work.

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<sup>1</sup> The Statutes of the Student Government, effective from 5 October 2017, were supplemented by point 5.11.8. by Resolution 1/2020. (03.26.) of the Student Representation, approved by the Senate in Resolution 8/2020. (04.10.).

## 5.4. Self-organised Groups

5.4.1 Student self-organised groups or circles (hereinafter: college circles) may be formed at the College.

5.4.2 The SR maintains a register of the college circles. Following the establishment of a circle, a request for registration must be submitted in writing, addressed to the President of the SR. The college circle is created upon registration.

5.4.3 Registration of a student self-organised group may not be refused if it meets the conditions set out in Annex 1 of the Statutes. The SR decides on compliance.

5.4.4 A college circle may only use the name of the College if the Senate – in accordance with the rules of the OOR (Section 10.1) on authorising events organised under the name of the College, and upon the recommendation of the SG – grants written permission. The SG may only propose granting name-use permission for already registered college circles.

5.4.5 Annex 2 of the Statutes (Registration Procedure) regulates the required data and documents for registration, the registration process, the method and deadlines for reporting changes in the data of college circles, and removal from the register.

5.4.6 Only registered college circles may receive support from the SG.

## 5.5. Representation and Rights of Members of the SG

5.5.1 Students exercise SG rights directly, or indirectly through student government bodies, representatives, or delegates.

5.5.2 The governing bodies of the SG are obliged to provide representation – directly or indirectly – for students enrolled in all forms of study at the College.

5.5.3 Every student with active student status has the right to vote and may be elected to any office of the SG for the duration of their active student status (5.13.5).

5.5.4 The governing bodies of the SG may act – upon request – in procedures regulated in the NHEA on behalf of the students of the College.

## Part Two

### College-level Bodies of the SG

## 5.6. The General Assembly of the SG

5.6.1 The highest body of the SG is the General Assembly, in which every enrolled student has voting rights.

5.6.2 The exclusive competences of the General Assembly include:

5.6.2.1 approving the annual report of the SR,

5.6.2.2 establishing alliances with other higher education organisations.

5.6.3 The General Assembly has the right to give an opinion on all issues affecting students, particularly in connection with the following regulations:

5.6.3.1 Student Tuition and Benefits Regulations (STBR),

5.6.3.2 Study and Examination Regulations (SER).

5.6.4 The General Assembly must be convened at least once every year and additionally if necessary. It is convened by the President of the SR.

5.6.5 The President must convene the General Assembly within 14 days:

5.6.5.1 upon a written request including an agenda proposal submitted by 25% of voting students,

5.6.5.2 in any case where the SR deems it necessary.

5.6.6 The President must inform students in writing at least four days in advance of the time, place, public nature, and agenda of the General Assembly, as well as of the time and place of any subsequent Assembly in case of lack of quorum. The notification must be published on the SR website, on the relevant mailing lists, and on the SR notice board.

5.6.7 In case of lack of quorum, the General Assembly must be reconvened within five working days. A reconvened General Assembly with the same agenda shall be quorate regardless of the number of attendees.

5.6.8 The chair of the sessions of the General Assembly is the President, or the Vice-President in case of the President's absence.

5.6.9 The General Assembly makes its decisions by open vote and simple majority.

5.6.10 Detailed minutes must be kept of the General Assembly meetings and stored in the SR archives for five years. Separate minutes must be kept of the resolutions of the Assembly, including the exact text of the resolutions and the voting results. The minutes are public to students. Resolutions must be communicated to students within eight working days.

5.6.11 In case of a tie vote, the issue must be voted on again. If the second vote also results in a tie, the vote of the President decides. In case of the President's absence, this right is exercised by the Vice-President.

## 5.7. The Student Representation (SR)

5.7.1 The SR is the College-level governing and representative body of the SG, its operative managing body, responsible for carrying out the tasks defined in the Statutes.

5.7.2 The SR exercises its competences collectively.

5.7.3 Only members of the SG with voting rights may be student members of the Senate.

5.7.4 The President of the SG is a voting member of the Senate. The other voting student members of the Senate are delegated by the SR, in accordance with the provisions of the OOR.

## Part Three

### Operation of the SR

## 5.8. Competences of the SR

5.8.1 The SR proceeds in all College-level matters concerning the activities of the SG, in particular:

5.8.1.1 exercises the right of approval in the adoption and amendment of the Organizational and Operational Regulations, in the following areas: Study and Examination Regulations; Student Tuition and Benefits Regulations; the system of Student Evaluation of Teaching.

5.8.1.2 exercises the rights granted to it in College regulations and resolutions, and – with its approval – fulfils the tasks assigned to it in the aforementioned legal instruments;

5.8.1.3 directs, organises, and supervises the College-level work of the SG;

5.8.1.4 holds the President of the SG accountable;

5.8.1.5 upon the President's proposal, delegates student members to the Senate, the College Council, and other (College) committees specified in the regulations, evaluates their work, relieves them if necessary, and delegates other students in their place;

5.8.1.6 maintains relations with the leadership of the College, and with domestic and foreign student organisations and bodies;

5.8.1.7 cooperates with College-level student and other organisations, as well as self-organised groups;

5.8.1.8 holds the relevant student and other organisations, as well as self-organised groups, accountable for the use of support provided by it;

5.8.1.9 proceeds in all College-level matters concerning students which are not referred to the competence of another body by College regulations;

5.8.1.10 formulates and publishes collective opinions and positions on matters directly or indirectly affecting the students of the College;

5.8.1.11 supervises and directs the financial management of the SG;

5.8.1.12 may propose the introduction of elective courses or seminars, or the invitation of external instructors (lecturers);

5.8.1.13 participates in organising scientific and professional student circles; in the publication of papers; and in building domestic and international educational, cultural, and academic relations of students;

5.8.1.14 may participate, as defined in the Organizational and Operational Regulations, in organising social, cultural, sports, or other leisure activities, and ensures the proper use and preservation of the premises and equipment provided for these purposes.

5.8.1.15 gives an opinion on the rules for using premises, tools, and equipment available to students;

5.8.1.16 decides on matters defined in the Student Tuition and Benefits Regulations, and, as set out therein, takes part in the administration of students' academic scholarships, social benefits, and other forms of support;

5.8.2 Within the exclusive competence of the SR

5.8.2.1 elects, on the President's proposal, the Vice-President of the SR and the other officers of the SR;

5.8.2.2 exercises the non-delegable rights set out in the Statutes of the SG and in other regulations;

5.8.2.3 decides on the appointment of officers and, where necessary, requires them to report and may recall them;

5.8.2.4 represents the SG and issues positions in its name;

5.8.2.5 delegates – and, where necessary, recalls – representatives in accordance with College regulations, Senate resolutions, and other legal instruments;

5.8.2.6 drafts and adopts the SG Statutes or their amendments and submits them to the Senate for approval;

5.8.2.7 plans and adopts the SG's annual budget.

## 5.9. Rules of Procedure of the SR

5.9.1 Meetings of the SR are convened by the President of the SR with an agenda determined by the President.

5.9.2 The SR must be convened:

5.9.2.1 at least monthly during the teaching period;

5.9.2.2 within one week prior to a meeting of the Senate;

- 5.9.2.3 within one week from written notification, including the proposed agenda, at the request of 50% of the SR, with the proposed agenda included;
- 5.9.2.4 whenever the President of the SR deems it necessary;
- 5.9.3 Persons invited by the President of the SR may attend SR meetings with the right to speak.
- 5.9.4 The body has a quorum if more than 50% of its members are present. Any SR member who, despite proper notification, is absent from two consecutive SR meetings and has not provided a valid excuse shall not be taken into account when determining the quorum. In that case, the SR meeting has a quorum if at least one third of the SR membership is present.
- 5.9.5 The body decides by a qualified majority, on a roll-call or open vote on the President's proposal, when adopting or amending the Statutes and their annexes.
- 5.9.6 The body decides by an absolute majority, on an open or secret ballot on the President's proposal, on persons to be delegated to College bodies.
- 5.9.7 Beyond the matters specified in points 5.9.5 and 5.9.6, the body shall adopt its decisions by simple majority – unless the SR decides otherwise – by secret ballot.
- 5.9.8 At the meeting, SR members may submit reports, proposals, and motions. Every proposal and motion made at the meeting by a member with voting rights must be put to a vote, provided it has also been submitted in writing to the President no later than on the second day following the convening of the meeting. Exceptions are the cases listed in points 5.10.3.7, 5.10.3.8, and 5.10.3.9, for which only the President is entitled to make proposals.
- 5.9.9 Minutes must be taken of SR meetings and published on the SR website within one week after the meeting. The full-text minutes shall include:
- 5.9.9.1 the place and time of the meeting,
- 5.9.9.2 the names and status of the representatives and invitees present; late arrivals/early leavers, absentees, and those requesting to be excused must be indicated,
- 5.9.9.3 the agenda,
- 5.9.9.4 the key points of the discussion of each item,
- 5.9.9.5 the draft resolutions and any amending motions submitted,
- 5.9.9.6 the resolutions adopted and the numerical results of the votes.
- 5.9.10 Annexes to the minutes:
- 5.9.10.1 the invitation,
- 5.9.10.2 the attendance sheet,
- 5.9.10.3 the written submissions placed on the agenda,
- 5.9.10.4 written contributions submitted,
- 5.9.10.5 the minutes of any secret ballot,
- 5.9.10.6 the record of any roll-call vote.
- 5.9.11 A register must be kept of SR resolutions. Without exception, resolutions must be published on the SR website within one week of their adoption.
- 5.9.12 Resolutions must be prepared as follows:
- 5.9.12.1 Resolutions must be numbered consecutively, starting each year with number 1 (..... /year/SR /month, day/).
- 5.9.12.2 An SR resolution shall include the decision of the body in verbatim wording, the deadline for implementation and the person/body responsible for implementation, as well as the numerical result and the mode of the vote.
- 5.9.12.13 Acceptance of invitees to SR meetings requires an absolute-majority vote.

## 5.10. The President, Vice-President, and Members of the SR

- 5.10.1 The President of the SG and of the SR is the same person, who is the legal representative of the SG. The President is responsible for the functioning of the SR. This responsibility is exercised by signing SR resolutions.
- 5.10.2 The President of the SR is elected directly by the SG by secret ballot, until recalled or resignation, but for a maximum of one year, except in the case of election at an extraordinary election (5.13.7). The term of office of the same person – counting together all periods served as President, Vice-President, and member of the SR – may not exceed four years. The President, Vice-President, or a member of the SR may not hold executive office, serve on a supervisory board, or act as an auditor in any institutional company established by the College or in which the College holds an interest.
- 5.10.3 The President of the SR**
- 5.10.3.1 represents the SG before external bodies and in College forums, and in all College bodies where issues affecting students arise;
- 5.10.3.2 maintains contact with the leaders of the College, the College-level officers of the SG, and the leaders of student and other organisations operating at the College;
- 5.10.3.3 convenes, organises, and chairs SR meetings and its operative work, monitors the implementation of its resolutions, and directs the College-level financial management of the SG;

5.10.3.4 is obliged to report at body meetings on the work carried out by the SR during the period between the two meetings;

5.10.3.5 upon expiry of the mandate, must ensure continuity of the SG's work and duly hand over current affairs, information, documents, and records to the new President;

5.10.3.6 exercises the rights granted by College regulations and Senate resolutions;

5.10.3.7 proposes to the SR the person of the SR Vice-President;

5.10.3.8 proposes to the SR the persons to be delegated to College bodies and the Statutes or their amendment;

5.10.3.9 may assume obligations on behalf of the SG.

**5.10.4 The Vice-President of the SR**

5.10.4.1 to ensure the continuous performance of the SG's work, one SR Vice-President works alongside the SR President.

5.10.4.2 the SR Vice-President is elected by the SR from among the elected SR members on the President's proposal.

5.10.4.3 the task of the SR Vice-President is to substitute for the SR President in case of the latter's impediment.

5.10.4.4 when substituting for the SR President, the SR Vice-President – on the basis of the SR President's written authorisation – exercises in full the rights and fulfils the obligations pertaining to the SR President.

5.10.5 The **members of the SR** are required to hold office hours during the teaching period on teaching days for two hours per day, and for seven hours per week during the examination period. The times of office hours must be published.

## Part Four

### Election of Student Representatives

#### 5.11. The Election Committee

5.11.1 The Election Committee consists of 3–5 members, who are invited by the President of the SG in the week preceding the call for elections.

5.11.2 Only an enrolled student of DGBC may be a member of the Election Committee.

5.11.3 The Election Committee:

5.11.3.1 prepares, based on College data, the register of those entitled to vote,

5.11.3.2 conducts the acceptance of nominations,

5.11.3.3 prepares the ballot papers,

5.11.3.4 ensures the authentication and safekeeping of the ballot papers and the ballot box,

5.11.3.5 inspects the area designated for voting,

5.11.3.6 conducts the voting and ensures that students can cast their ballots every day of the week between 09:00 and 16:00,

5.11.3.7 ensures that the voting is conducted in accordance with the rules,

5.11.3.8 counts the votes and determines the result of the vote,

5.11.3.9 draws up minutes on the result of the vote,

5.11.3.10 publishes the final result of the election,

5.11.3.11 continuously records the number of votes cast and provides daily public updates thereon.

5.11.4 A member of the Election Committee may not be:

5.11.4.1 a member of the SR,

5.11.4.2 a candidate standing in the election.

5.11.5 The mandate of a member of the Election Committee ends:

5.11.5.1 upon publication of the final election result,

5.11.5.2 upon termination of student status,

5.11.5.3 by resignation,

5.11.5.4 by withdrawal of the mandate.

5.11.6 The Election Committee may order electronic voting if the following conditions are met:

- a) in an urgent matter the vote would have to be held outside the academic year, during the summer break; and
- b) the question put to the vote concerns an extraordinary election or a matter within the exclusive competence of the General Assembly of the SG (5.6.2); and
- c) the detailed process of electronic voting, the rules for casting and counting votes and for establishing the election result have been approved by the Senate and previously communicated to the students, and must fully comply with the Council of Europe Recommendation on standards for e-voting adopted on 4 June 2017 [CM/Rec(2017)5].

5.11.7 The rules of ballot-box voting shall apply to electronic voting with the following differences:

- a) ballot papers must be produced electronically,
- b) an electronic interface must be provided instead of a ballot box;
- c) ensuring the possibility of voting for all students, registering voters, counting and authenticating the votes cast, and ensuring and verifying the regularity of the electronic voting system and of the voting conducted – in a manner transparent to the Election Committee and to the College bodies exercising legality supervision – must all be implemented electronically.

5.11.8 In a state of emergency ordered by the Government of Hungary, the Election Committee shall conduct ordinary elections called by the President of the SR by electronic voting as set out in point 5.11.7.<sup>2</sup>

## 5.12. Establishment of SR Mandates

5.12.1 Election of SG representatives:

5.12.1.1 Each academic year, the SR election must be called in the spring semester, no later than 31 March. The call for elections is the responsibility of the President of the SR.

5.12.1.2 Voting takes place on three lists simultaneously. Separate lists on the ballot papers are used to vote for the President, the student representatives, and any additional Senate members.

5.12.1.3 Students decide for themselves which office(s) they nominate themselves for.

5.12.1.4 The election consists of three parts. In the first week, there are two briefings, one of which must be attended by anyone wishing to stand for any position; by the end of this week, presidential candidates must submit their programmes. The second week is the nomination period, during which SR member candidates submit their programmes and presidential candidates collect signatures. In the third week, voting on the candidates takes place. Each of the three periods lasts seven consecutive days; voting may be extended until the validity threshold is reached, but by no more than five working days.

5.12.1.5 Extended voting ends at 16:00 on the day the validity threshold is reached; if this does not occur, it ends on the fifth working day.

5.12.1.6 If the first election is unsuccessful, a by-election must be held by 31 May; no new candidates may be nominated at that time.

5.12.1.7 The mandate of elected representatives lasts from 1 June to 31 May of the following year.

5.12.1.8 The President of the SG and its representatives are elected directly and by secret ballot by the students; in this process, every student is eligible and entitled to vote. The election is valid if at least 20% of students participate.

5.12.1.9 Only those listed in the register of eligible voters may vote in the election.

5.12.1.10 The Election Committee establishes the identity of the person wishing to vote and whether they appear in the register.

5.12.1.11 On the first day of voting, the Election Committee seals the ballot box in the presence of the first voter – who may not be a member of the Election Committee – and draws up minutes thereof.

5.12.2 On each voting day, before the start of voting, the Election Committee shall examine the condition of the ballot boxes in the presence of the first eligible voter – who may not be a member of the Election Committee. A record of integrity shall be drawn up of the inspection.

### 5.12.3 Rules for electing the President of the SG:

5.12.3.1 The President of the SG is elected directly by the voters together with their programme.

5.12.3.2 Any student entitled to vote may nominate themselves for President for the duration of their active student status (5.13.5), publishing a short programme of their professional and community commitments on the relevant mailing lists and the notice board, and submitting it in printed form to the Election Committee. Nominations submitted by a student not entitled to vote, and nominations that do not include a written programme, are invalid.

5.12.3.3 In addition to the programme, at least 15 students' written support is required for nomination for President of the SG. A student may support only one candidate.

5.12.3.4 The student receiving the highest number of votes becomes President of the SG. In the event of a tie, the student who received written support from more students during nomination shall be deemed President. If this number is also equal, the student who has demonstrably participated for at least two months in the work of the SR as an assistant in the manner described in point 5.12.6 shall be deemed President; if the mandate still cannot be decided on this basis, the student whose family name's initial letter (or, in case of further identity, the next letter) comes earlier in the alphabet shall be deemed President of the SG.

5.12.3.5 The President of the SG is also a member of the College Senate.

### 5.12.4 Rules for list-based election of SG representatives:

5.12.4.1 Any student entitled to vote may nominate themselves as a representative, publishing a short programme of their professional and community commitments on the relevant mailing lists and the notice board, and submitting it in printed form to the Election Committee. Nominations submitted by a student not entitled to

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<sup>2</sup> Point 5.11.8. was added by Resolution 1/2020. (03.26.) of the Student Representation, approved by the Senate in Resolution 8/2020. (04.10.).

vote, and nominations that do not include a written programme, are invalid. Candidates must be listed on the ballot paper one below the other in alphabetical order.

5.12.4.2 In addition to the presidential candidate who secured the most votes, the six students receiving the highest number of valid votes on the list shall be considered student representatives. Two months in the work of the SR as an assistant in the manner described in point 5.12.6 shall rank higher on the resulting list; if the mandate still cannot be decided on this basis, the student whose family name's initial letter (or, in case of further identity, the next letter) comes earlier in the alphabet shall rank higher.

5.12.4.3 Based on the election results, in addition to the President, the student representatives are also members of the Senate, up to the maximum number of student delegates to the Senate under the OOR.

#### 5.12.5 Rules for electing members of the Senate:

5.12.5.1 Candidates may decide to nominate themselves solely for membership of the Senate, in which case they do not need to submit a programme. They acquire Senate membership only if at least twenty-five percent of the College's full-time day students have verifiably participated in the election.

5.12.5.2 Members of the Senate elected in this way are not members of the SR, only of the Senate.

5.12.5.3 In addition to the SR members, as many candidates on the list become members of the Senate as are still needed to reach the maximum number of student delegates to the Senate under the OOR. The order is determined as described for the election of representatives.

5.12.6 To ensure the transfer of experience between the outgoing and the newly elected SR, the sitting SR provides an opportunity for students intending to stand as candidates to take part in the work of the SR as assistants – without voting rights.

### 5.13. Termination of SR Mandates

5.13.1 Expiry of the SR mandate (31 May)..

5.13.2 Written resignation of the mandate submitted to the SR, with immediate effect or with a 30-day notice period.

5.13.3 Removal on disciplinary grounds.

5.13.4 Termination of the representative's student status.

5.13.5 Upon loss of student rights – for example upon the end of student status, or if the student suspends their studies in the current semester – SR membership also becomes invalid for the full remaining term of the mandate.

5.13.6 An extraordinary election may be called, under the general rules, if both the President's and Vice-President's mandates terminate simultaneously, or if the number of SR members falls to one third of those elected or below.

5.13.7 The SG President and SR members elected at extraordinary elections continue the terminated SR mandate, i.e. their mandate ends on 31 May of the given academic year. An exception is where the circumstance giving rise to the extraordinary election occurs during the spring semester, in which case the mandate obtained at the extraordinary election is also the mandate for the following academic year and thus runs until 31 May of the following calendar year.

5.13.8 The SR shall inform the Rector of changes in mandates.

## Part Five

### Clauses

#### 5.14. Definitions

For the purposes of these Statutes:

5.14.1 *Qualified majority*: the concurring vote of two thirds of all members of the given body.

5.14.2 *Absolute majority*: the concurring vote of more than half of all members of the given body.

5.14.3 *Simple majority*: the concurring vote of more than half of the members present of the given body.

5.14.4 *Roll-call vote*: representatives, in alphabetical order, stand up one by one and state their vote, which is recorded in the minutes accordingly.

5.14.5 *Open vote*: representatives indicate their vote by a show of hands, which is counted in three categories (yes, no, abstention). Only the voting results are recorded in the minutes.

5.14.6 *Secret ballot*: may only take place on a ballot paper bearing the SR stamp, with boxes for "yes", "no", "abstention", and including the submission containing the question put to the vote.

5.14.7 *Closed session*: only invitees may be present in addition to the members of the given body. The minutes of a closed session must be treated as confidential.

5.14.8 *Delegate*: a representative elected by the members of the SG.

5.14.9 *Assembly of Delegates*: the meeting of the SG's elected representatives (SR).

5.14.10 *Absent member*: members who fail to attend at the set time are to be regarded as absent.

5.14.11 *Excused member*: those who are verifiably absent from the set time are to be regarded as excused.

5.14.12 *Late arrival*: a member who has not arrived within 15 minutes after the start of the meeting.

5.14.13 *Early departure*: a member who leaves within the last 15 minutes of the meeting.

## 5.15. Transitional and Final Provisions

5.15.1 The Statutes shall enter into force with the approval of the Senate<sup>3</sup>. The proposer of the Statutes is the Student Representation (SR).

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<sup>3</sup> Point 5.11.8. was added by Resolution 1/2020. (03.26.) of the Student Representation, approved by the Senate in Resolution 8/2020. (04.10.).