

Circle U. Student Union

Terms of references

Between student representatives at:

Aarhus Universitet (Aarhus, Denmark),

Univerzitet u Beogradu (Belgrade, Serbia),

Humboldt-Universität zu Berlin (Berlin, Germany),

King's College London (London, UK),

Université Catholique de Louvain (Louvain-la-Neuve, Belgium),

Universitetet i Oslo (Oslo, Norway) and,

Université de Paris (Paris, France)

Article 1 – Purpose

The role of The Circle U. Student Union (CUSU) is to represent the student's opinions and to provide strategic direction for the Circle U. alliance.

The Circle U. Student Union is the interest group for the Students of the participating universities and is independent and non-partisan.

Article 2 - Term

This Terms of Reference is effective from (xx.xx.xx) and continues until terminated by a new agreement between the different parties or until one party notifies the others of its wish to terminate the agreement at least ninety days ahead of time.

Article 3 - Members

CUSU is made up of each student council of the alliance wishing to be a part of it:

- *AGL - Assemblée générale des étudiant.e.s de Louvain,*
- *King's College London Students' Union,*
- *Studenterrådet ved Aarhus Universitet,*
- *StudentInnenschaft der Humboldt-Universität zu Berlin,*
- *The Student Parliament of University of Belgrade,*
- *The Student Parliament of the University of Oslo,*
- *Pour Université de Paris, les trois vice-doyens étudiants facultaires, le vice-président étudiant, et leurs équipes (tous les élus facultaires et tous les élus centraux).*

Article 4 - Missions

Our association pursues the following main missions:

- Representing students in the governing bodies of Circle U.
- Designating student representatives in the Circle U. governing bodies.
- Defending student interests by delivering recommendations for the strategic directions of the Circle U. alliance.

Article 5 – Democracy

§5-1 Representation

Each student council/assembly is represented in CUSU by two student representatives designated by local democracy. Each student representative is called a Circle U. ambassador.

- An ambassador should, if possible, be elected for no less than 1 year at a time, to ensure continuity in CUSU.
- In case of ambassador vacancy, the other ambassador from that university engages local democracy to appoint a new ambassador within a month.

§5-2 Local democracies

Considering the need to respect our local democracy, the terms of references are presented to them.

§5-3 Sovereignty

Local student democracies are sovereign, and decisions made by CUSU cannot interfere with the jurisdiction of local student democracies.

Article 6 - Ordinary meetings

CUSU ambassadors meet physically for ordinary meetings at least three times a year. These meetings last at least 2 days.

Ordinary physical meetings must be notified at least 1 month in advance. Ordinary virtual meetings must be notified at least 1 week in advance.

Article 7 - Extraordinary meetings

Extraordinary meetings can be organized to deal with matters of urgency. Extraordinary physical meetings must be notified at least fifteen days in advance. Extraordinary virtual meetings must be notified at least 3 days in advance.

Article 8 - Funding and Budget

§8-1 Funding

CUSU is funded by the Circle U. alliance. The source of funding for CUSU will depend on the Circle U. leadership. However, CUSU will not accept funding from any external partners or external stakeholders as fundraising.

§8-2 Budget Year

Budget year for CUSU will be organised from 1st of July of the year till 30th June of the following year. Yearly budgeting will be discussed and organised by all members of CUSU two months before implementation and will be approved unanimously a month before the start of a new budget year. This is to ensure that all activities are outlined, and any errors are amended before the start of the new. Financial budgeting model will be used to work out the yearly budgeting. The financial budget will be calculated and discussed in Euro.

Article 9 – Voting

§9-1 Presence

The presence quorum required to make decisions is as follows:

- In the instance all universities are present, 1/2 of the ambassadors must be present or represented by another ambassador from any Circle U. university.
- Otherwise, 3/4 of the ambassadors must be present or represented.
- In case that an ambassador is not able to attend a meeting, they will either:
 - (1) Be substituted with respect for the local democratic process.
 - (2) Give prior approval/disapproval for decisions to be made without them present, and thus form part of the presence quorum.

§9-2 Decisions

The voting quorum is as follows:

- Decisions are made by qualified majority of 3/4 of the present ambassadors at meeting in quorum.
- In case an ambassador is neither for or against a voting matter, the ambassador has the possibility to cast a blank vote, the vote will neither count as for or against.
- A blank vote does not partake as countable in the qualified majority

If one or more ambassador(s) is expressing disagreement with the majority opinion, they may request the dissent to be explicitly recorded.

Article 10 - Elections for the General Assembly

Circle U. General Assembly includes two student representatives. These student representatives are elected by the CUSU ambassadors, among the CUSU ambassadors. Election voting is a secret and decided by a simple majority.

Two substitute representatives are elected by CUSU.

The mandate for the Circle U. Student Union representation in the General Assembly is elected for one ordinary General Assembly. An ambassador is limited to two periods in the General Assembly.

We will pursue fair university representation and gender representation in the two mandates.

Article 11 - Student participation in Work Packages

The CUSU ambassadors will delegate the responsibility of the work packages among themselves.

It will be the responsibility of the local student association to appoint students to the Work Packages that their respective universities have been assigned to by Circle U.

Article 12 - Changing terms of references

Changes to and additions to the Terms of References including any appendix need, to be lawfully valid, to be decided on two ordinary meetings with no less than two months apart and no more than 12 months apart.

The proposition wording has to, prior to both passing's, be announced in writing to the ambassadors together with an agenda two weeks before the ambassador meeting.

Spelling mistakes, grammatical errors and errors in references to articles can be corrected in the Terms of References as long as it does not change the intention of the reference.

Article 13 – Dissolution

§13-1 Decisioning

Dissolution must be agreed in an ordinary meeting.

In the event of voluntary liquidation, CUSU shall appoint one or two liquidators and determine their powers.

§13-2 Assest

In the event of dissolution, whether voluntary or judicial, the remaining net corporate assets will be allocated to an association with a corporate purpose similar to that of CUSU or will be allocated to serve Circle U. student interests.