

As amended by the Annual General Meeting of 2016

IDENTITY:

1. Name:

- 1.1. By means of this statute the University Students' Council (Malta) is formed.
- 1.2. The official translation of this name is the University Students' Council (Malta).
- 1.3. The short name which is to be used internationally is 'KSU'.
- 1.4. In this statute:
 - 1.4.1. All references in the masculine include also a reference in the feminine and vice-versa.
 - 1.4.2. All references to 'working days' mean the days from Monday to Friday but exclude Saturdays and Sundays and public and/or statutory holidays.

2. Aims:

- 2.1. The aims of KSU are:
 - 2.1.1. To be formed by students to serve students and to represent and act in their name in all that concerns them and in all that is in their interest, both on a national institutional level as well as on an international level;
 - 2.1.2. To serve as an official means of communication between students, the relevant authorities and stakeholders concerned and to serve as an open and accessible platform for open and progressive dialogue;
 - 2.1.3. To give voice, strength and power to students to encourage them and provide them with opportunities both in an individual manner as well as a collective one so that they realise how to shoulder responsibilities and participate and contribute towards society;
 - 2.1.4. To promote the value of lifelong learning as a right, as a means for a larger aim, as well as an aim in itself;
 - 2.1.5. To work in favour of democracy and of transparency in education and to eliminate all forms of inequality and/or negative discrimination and/or any form of unjust obstacle to a complete higher education experience;
 - 2.1.6. That when reasonably practicable and possible, to coordinate its activities with those of other organisations without sacrificing its autonomy;
 - 2.1.7. To, always without sacrificing its autonomy, consult with other stakeholders including, particularly, student organisations, University, Government, Unions and other student representatives, teachers and lecturers;
 - 2.1.8. In its behaviour and decisions, to always seek to meet the general interest of all the student body and, particularly, of the Full Members of KSU;
 - 2.1.9. To cultivate an educational, social and cultural awareness among students;
 - 2.1.10. To put pressure on the authorities concerned to ensure that the quality and level of higher education are the best possible;
 - 2.1.11. To help promote educational awareness among the Maltese and Gozitans and to create awareness about a higher education which is diverse, modern and forward-looking;
 - 2.1.12. To strengthen, expand and make the best use of its resources and facilities in the best interest of KSU members;

2.1.13. To work to protect the rights listed in the Charter of Students' Rights attached to this Statute.

3. Members

3.1. The members of KSU include the following:

3.1.1. Full Members and

3.1.2. Associated Members.

3.1.3. The Full Members of KSU are to be students officially registered as students of the University of Malta and institutions and centres officially recognised by the University of Malta.

3.2. While Full Members include Maltese and foreign students, full-time and part-time students as well as mature students, these exclude students who are at the University of Malta on any type of exchange.

3.2.1. The Full Members of KSU are eligible to vote at the next General Meeting of KSU or in the election for a new member of the KSU Executive.

3.2.2. The Associated Members of KSU are:

3.2.3. Students who are at the University of Malta on any type of exchange;

3.2.4. Students or other persons who are not yet registered with the University of Malta but are applying to be so registered.

3.2.5. These Associated Members are not eligible to vote at the KSU General Meeting or at an election for a new member of the KSU Executive.

4. Administration

4.1. Unless the Executive decides otherwise, the principal office of KSU shall be Dar l-IStudenti at the University of Malta.

4.2. The official languages of KSU are Maltese and English, however, unless this is necessary, Maltese should be used.

4.3. The official versions of this Statute are in Maltese and English, however, in any case of disagreement or of a problem of interpretation of the Statute or any part thereof, it is the Maltese version which should apply.

4.4. The emblem of KSU is the owl and the official colour is burgandy.

5. Description

5.1. KSU is a student, socio-political, representative and organisational movement, independent from political parties, civil and religious authorities, and commercial institutions. KSU is a voluntary, autonomous and non-profit organisation. No part of the profit, capital or assets of the organisation can be used for personal benefit, whether direct or indirect, of any promoter, member, administrator, donor or any other person interested in this organisation in a personal manner.

6. Organs

- 6.1. The official organs of KSU are the following:
 - 6.1.1. The General Meeting;
 - 6.1.2. The Executive;
 - 6.1.3. The Education Commission; and
 - 6.1.4. The Social Policy Commission.

GENERAL MEETING

7. General

- 7.1. The General Meeting is the highest institution within the KSU structure.
- 7.2. All KSU members may attend the General Meeting but it is only Full Members who have the right to vote.
- 7.3. The Associated Members of KSU do not have the right to vote at the General Meeting and in any case, the Chair has the right to ask any Associated Member or other member of the public who is not a Full Member to leave the General Meeting in a temporary and/or permanent manner.

8. Annual General Meeting

- 8.1. The General Meeting is called once a year, between the first (1) March and the fifteenth (15) April, by the Executive and is referred to as the Annual General Meeting.
- 8.2. The Annual General Meeting shall proceed according to the procedure listed in Section Four (4) of Appendix 'A' attached to this same Statute.

9. Extraordinary General Meeting

- 9.1. The General Meeting may be called in an extraordinary manner and is referred to as the Extraordinary General Meeting.
- 9.2. The Extraordinary General Meeting may be called by the Executive following a vote of not less than two thirds (2/3) of all the members of the Executive.
- 9.3. The Extraordinary General Meeting may also be called when five hundred (500) KSU Full Members make a written request to the President with this aim. This request must include the following:
 - 9.3.1. The request itself;
 - 9.3.2. The reason(s) for the request;
 - 9.3.3. The name and surname of five hundred (500) Full Members (or in the case of foreign students the passport number).
- 9.4. A request made by five hundred (500) members shall be accepted and executed by the Executive within fifteen (15) working days from when the request is made and this shall be referred to as an Extraordinary General Meeting.
- 9.5. When the Executive fails to fulfil its obligations as explained, those persons who would have made the request have the right to forward their request to the Board of Discipline. This right commences following the lapse of fifteen (15) days from

their original request to the KSU Executive. Provided that the conditions mentioned above in Article 9.2. have been observed, the Board of Discipline, when approached with this sort of request is obliged to call the Meeting, in the place, at the time and on the date determined by it which in any case should not be later than ten (10) days from the date on which the request was forwarded to the Board of Discipline.

- 9.6. The Extraordinary General Meeting shall proceed according to the procedure listed in Section Four (4) of Appendix 'A' of this same Statute.

10. Agenda of the Annual General Meeting

- 10.1. The Annual General Meeting shall, among others, consider the following:
- 10.1.1. Election of the Chair;
 - 10.1.2. Approval of the Agenda;
 - 10.1.3. Minutes: Report of the Minutes and Approval;
 - 10.1.4. Annual Report;
 - 10.1.5. Election of the Board of Discipline and of the Appeals Board;
 - 10.1.6. Election of the Auditor;
 - 10.1.7. Election of the Advocate;
 - 10.1.8. Election of Architect
 - 10.1.9. Election of the Electoral Commission;
 - 10.1.10. Discussion and voting on the motions put forward by the Executive or the partners;
 - 10.1.11. Nomination and presentations of the candidates for the new Executive.

11. Quorum

- 11.1. The Quorum of the General Meeting shall be ten percent (10%) of the members; however the meeting shall commence after half an hour if there are one hundred and fifty (150) members present. If the General Meeting is postponed due to lack of quorum, the postponed General Meeting commences with the number of students present.
- 11.2. The postponed Annual General Meeting should be held not later than fifteen (15) days following the date of the first meeting.
- 11.3. When the General Meeting does not finish the whole agenda, the Meeting is adjourned and shall meet not later than fifteen (15) days from the date on which it was adjourned.

EXECUTIVE

12. Obligations

- 12.1. The obligations of the Executive are the following:
- 12.1.1. To effect the decisions of the General Assembly;
 - 12.1.2. To perform the aims listed in Article 2. of this Statute;
 - 12.1.3. To perform the decisions of the KSU Policy Commissions in the best interest of its Members and of the student body;

- 12.1.4. To draw up a draft agenda for Commission meetings following consultation with members of the same commissions;
- 12.1.5. To provide information to Members and to students regarding the work of KSU throughout the year;
- 12.1.6. To maintain continuous contact with governmental and administrative entities within the University of Malta;
- 12.1.7. To provide Members with current opportunities which are related primarily to education but also to student, socio-political and cultural life;
- 12.1.8. To perform the work plan mentioned in Article 13. according to the needs of KSU as well as the circumstances and the interest of the Members;
- 12.1.9. To represent the interest of Members at institutional, national and international levels;
- 12.1.10. To provide, in the transitional period mentioned in Article 14.4., a satisfactory handover report to Executive elect members by not later than the first (1) June.

13. Work Plan and Budget

- 13.1. The Executive shall draft a Work Plan and a Financial Plan (the 'Plan') for the duration of the mandate of that Executive.
- 13.2. While the Plan shall indicate how the general administration of KSU shall be regulated, the same Plan shall give a clear indication of the work of the Executive for that mandate, and therefore should include:
 - 13.2.1. List, description and provisional dates; indication of the time for preparation and a tentative location for each activity and/or planned work;
 - 13.2.2. List of necessary resources, estimates of the income and the expenditure of each activity and/or planned work including human resources.
- 13.3. The first version of the Plan shall be ready by not later than seventy-five (75) days from when the new Executive would have commenced its term.
- 13.4. The Plan shall be updated from time to time.
- 13.5. Each member of the KSU Executive may appoint assistants or committees to help him as may be determined by the Executive.
- 13.6. Each member of the Executive is obliged to report and inform the Executive about his plans and work, particularly with regard to what is written in the abovementioned Plan.

14. Composition and Term

- 14.1. The KSU Executive is composed of thirteen (13) members.
- 14.2. The thirteen (13) members shall occupy one of the following posts:
 - 14.2.1. The President;
 - 14.2.2. The Vice-President;
 - 14.2.3. The Secretary General;
 - 14.2.4. The Financial Officer;
 - 14.2.5. The Public Relations Officer;
 - 14.2.6. The International Officer;
 - 14.2.7. The International Coordinator;

14.2.8. The Education Commissioner;

14.2.9. The Education Coordinator;

14.2.10. The Social Policy Commissioner;

14.2.11. The Social Policy Coordinator;

14.2.12. The Culture and Entertainment Officer;

14.2.13. The Culture and Entertainment Coordinator.

14.3 The term of the executive shall be of one year and shall commence on the first (1) June and terminate on the thirty-first (31) May.

14.4 The period between the elections for the new Executive and the first (1) June shall be for transition between the present members and the elected members.

15. Voting in the Executive

15.1. Each member of the Executive is entitled to one (1) vote.

15.2. Except in those cases specified in this Statute, every decision of the Executive is taken by means of a majority of the votes present. In the case of equality of votes, the President, or in his absence the Secretary General, has the casting vote.

15.3. During the transitional period, the elected members do not have a right to vote.

15.4. Each decision of the outgoing Executive taken during the transitional period may be annulled once the Executive-elect, after a vote taken by the elected members, so votes with not less than two thirds (2/3) of all the votes of the Executive-elect only in the following cases:

15.4.1. Regarding a decision which means or which has the potential to mean a total expenditure of more than one thousand five hundred (1,500) euro on the part of the Executive;

15.4.2. Regarding a decision which binds the Executive to perform or not perform or to enter or not enter into any business, economic or contractual arrangement following the transitional period.

15.5. A discussion regarding a decision taken by means of a vote of the Executive cannot be re-opened; the Executive may vote to re-open the discussion and for the vote to be re-taken.

16. Executive Meetings

16.1. Executive Meetings shall be held regularly; at least once every four (4) weeks.

16.2. Executive Meetings are called by the Secretary General. Each member may request the Secretary General in writing to call an Executive Meeting, and every such request shall be seconded. In this case, the Secretary General shall call a meeting by not later than five (5) working days from the date of the request and the meeting shall be held not later than ten (10) working days after the request has been made.

16.3. The Executive has the right to regulate its own procedure for the Executive meetings. To this end, the Executive-elect shall issue Standing Orders during its first meeting, after the first (1) June and these shall bind the Executive-elect for its term.

- 16.4. No provision in the Standing Orders may go against the provisions of this Statute and in the case of conflict, the provision of the Standing Orders shall be null insofar as it is inconsistent with this same Statute.
- 16.5. The Standing Orders are valid if they are ratified by a vote of two thirds (2/3) of the Executive and every amendment to the Standing Orders shall be done with the same amount of votes.
- 16.6. The meetings and that which is said or decided in the Executive meetings are confidential and the members of the Executive shall regulate themselves in terms of the Code of Ethics attached to this Statute. The obligation of confidentiality shall continue to apply even after the lapse of the mandate of that Executive or of any member of the Executive for any reason.
- 16.7. The President has the prerogative on the request of a Full Member to exercise his discretion and grant access to the minutes or any part thereof.
- 16.8. If a member of the Executive does not attend two (2) consecutive meetings which he is eligible to attend, including the General Meeting, and does not justify this by means of a valid reason which is acceptable to the Executive, this member shall be automatically removed from the said Executive and shall no longer represent the KSU in any way on any Board, Committee, or other institution. A member of the Executive who does not attend a meeting due to a valid reason shall inform the President so that he may be listed as excused on the attendance list. If the member fails to do this within twenty-four (24) hours following the meeting (except in the cases of serious illness, travel or an accident), he shall be considered to have been absent from the meeting.
- 16.9. The Secretary General is responsible for keeping the minutes of the meetings of the Executive and shall provide a copy of them to each member of the Executive by not later than two days prior to the following meeting.

COMMISSIONS

17. Description:

- 17.1. There shall be two (2) Commissions which shall be named as follows:
 - 17.1.1. The Education Commission (KE); and
 - 17.1.2. The Social Policy Commission (KPS).
- 17.2. The two Commissions are independent from each other.
- 17.3. The President of KSU may, at his discretion, consult with a joint meeting between the members of KE and KPS. The two Commissions shall always remain separate organs with distinct functions and powers and at no point may decisions or votes be taken in the joint consultation meetings.
- 17.4. If a decision or vote in one of the Commissions is in principle and substance contradictory to a decision or vote taken in the other Commission, then the KSU Executive shall call a General Meeting to take a new decision or vote on the same subject. This vote of the General Meeting is final and may be amended or revoked only by means of a vote of the General Meeting.

17.5. A full member may formally write to the KE or KPS and call for an online research exercise to be taken, in the form of an online vote on the KSU website to be available for all its members, in the form of open ended and closed ended questions, with regards to any theme that falls under any educational or social policy matter.

17.5.1. This request should be discussed by the appropriate Commission under which the theme falls under, which request should be put forward for consideration after it is approved by 2/3 of the members present (under which Commission it falls under), within fifteen (15) working days once approved.

17.5.2. The Commission under which the theme falls under must conduct this research, for which it will make available for all its full members, in online format.

17.5.3. The result of any online vote to be taken is strictly consultative and should be used as a basis on which KSU's policies should follow.

Education Commission

18. Description, Competencies and Obligations

18.1. The Education Commission drafts the KSU policy relating to education. To this end, the Education Commission members shall under the direction of the Education Commission and the Education Coordinator:

18.1.1. Appoint a Commissioner to serve on the KSU Executive;

18.1.2. Formulate a policy which guides the same Commission members in their work as representatives in Faculties, Boards, Institutions, the Senate and the Council;

18.1.3. Promote an education policy issued by them by proposing campaigns, reports, debates or other activities which they deem fit to be performed by the Executive;

18.1.4. Keep themselves updated with regulations and other information which affects the academic situation of students;

18.1.5. Work so that KSU and the University have effective systems for the hearing and remedy of complaints of an academic nature;

18.1.6. Through the Education Commissioner and the Education Coordinator, maintain adequate relationships with institutions and other constituted bodies which have an academic interest, both within as well as outside the University Campus;

18.1.7. Study, discuss and consider whether international policy in this field applies and whether it can be of benefit in the national context;

18.1.8. Take every initiative, organise every activity and create every other project which they deem to fall within the academic sphere;

18.1.9. Work for a more active representation of the members in all academic fields at the University of Malta;

18.1.10. Approve the Work Plan drafted by the Education Commission and the Education Coordinator;

18.1.11. Create and update the academic policy which is presented for discussion within KPS;

- 18.1.12. Work towards creating ever more awareness about the work of the Education Commission among University students by means of promotion and publication of information articles and criticism articles in the fields relevant to the academic policy of the same Commission;
- 18.1.13. Meet not less than once every three (3) months.

19. Members of the Education Commission

- 19.1. The members of the Education Commission are the following and take their post within the Commission *ex officio* as soon as they are elected to the academic post which they would have contested for:
 - 19.1.1. The Education Commissioner as the *ex officio* head of the Education Commission, without the right to vote.
 - 19.1.2. The KSU Executive, through the President and in the President's absence through the Secretary General;
 - 19.1.3. Student representatives elected in the University Council and Senate;
 - 19.1.4. Student representatives elected by the students on Faculty Boards;
 - 19.1.5. Student representatives elected on the Junior College Board;
 - 19.1.6. Student representatives of each Board belonging to an Institute or Centre which has one hundred (100) students or more and offers courses up to level one. These Institutes and Centres are determined by the Commissioner at the beginning of his term following consultation with the University entities, including the Registrar.
 - 19.1.7. Gozitan Liason Officer.
- 19.2. The representatives mentioned in the preceding parts of this Article are bound to submit a report about their activity to the Education Commission in January and June, before the end of each semester.
- 19.3. When one of the representatives mentioned in the preceding parts of this article fails to attend three (3) consecutive meetings without valid reason or states in a letter addressed to the Commissioner that he does not wish to continue acting as a representative in the Commission, this same person automatically loses the right to attend and vote within the Commission.
- 19.4. The Commission shall be obliged to request the student body, Faculty, Centre or Institute responsible for the nomination or election of the same representative to nominate a person who is capable of occupying the vacant post as a representative in the Commission for the remaining term.
- 19.5. The representative, nominated as per article 19.4., is to be approved by a majority vote from the members present during the Education Commission meeting.

20. Voting in the Education Commission, Quorum

- 20.1. Each member of the Commission is entitled to one vote in meetings. The Commissioner does not vote except in the case of equal votes where then he exercises a casting vote.

- 20.2. Voting within the Education Commission is linked with the post and not the person and therefore where a person occupies more than one post he has the right to one vote for each post. No person may have more than three (3) votes in the Commission.
- 20.3. Each decision of the Commission is taken by means of a majority of votes present. A change in academic policy may only take place when it is approved at least by two thirds (2/3) of the members present.
- 20.4. The quorum of the Commission shall be of one fourth (1/4) of the members.
- 20.5. For the purposes of a quorum, only those posts which are occupied shall be considered. This means that when in a Board, Faculty, in the Council or Senate, not all posts have been filled, the vacant posts do not count for the quorum.
- 20.6. The Education Commission may pass the Standing Orders necessary for its work as long as these conform to the provisions of this Statute. The Standing Orders are considered promulgated when they are approved by the majority of members present and signed by the Commissioner and the Coordinator and may only be amended by the same Commission by means of a decision of the majority of members present.
- 20.7. The Education Commission shall approve guidelines for the functioning of student representatives on University Boards as long as these conform to the provisions of this Statute. The guidelines are considered promulgated when they are approved by a majority within the Education Commission and this is not less than one third of members and signed by the Commissioner and the Coordinator and may only be amended by the same Commission by means of a decision of one third (1/3) of the members. The Education Commission shall renew its guidelines from year to year.
- 20.8. The Education Commission may also, for the purposes of Article 18.5., regulate the functioning of the complaints system.
- 20.9. The Education Commission may, with the aim of facilitating the work for the fulfilment of its objectives, appoint *ad hoc* committees for specific projects, reports or issues.
- 20.10. Each *ad hoc* committee shall be presided by a member of the Education Commission.
- 20.11. Each final decision, report or other work of the *ad hoc* committee shall not be official and valid without the ratification of the Education Commission.

21. Appointment of the Commissioner

- 21.1. In the first meeting of the Education Commission which takes place after the election of the Executive, which should take place not later than two weeks after the same election, there shall be nominated a person to serve in the post of Education Commissioner. Each member of the Commission shall be entitled to nominate a person.
- 21.2. The nominated persons do not necessarily need to be from among the elected representatives.
- 21.3. The election of the Commissioner takes place by means of a secret vote and the Commission is elected by more than fifty percent (50%) of the votes present.

- 21.4. For the purposes of this election, the elected President, or in his absence the elected Secretary General of the Executive, has the right to a vote instead of the outgoing President notwithstanding the fact that the election takes place within the transitional period.
- 21.5. In the case of more than two candidates, if no one exceeds fifty percent (50%) of the votes present, another election between the two candidates who obtained most votes, takes place.
- 21.6. When the elected person is from among the same representative members, he shall keep the original vote as academic representative and this is added on to the powers of the decisive vote.
- 21.7. The elected Commissioner shall remain so for the remaining term of the Executive until the first (1) June. In the transitional period between March and June, the responsibilities of the Commissioner continue to be performed by the outgoing Commissioner. On the first (1) June, the Commissioner-elect takes office with the rest of the Executive.

22. Obligations of the Education Commissioner and the Education Coordinator

- 22.1. The Education Commissioner and the Education Coordinator, together with the International Officer, are jointly responsible for the obligations of the Commission, for the fulfilment of the obligations of the same Commission, and for the execution of Commission projects in the KSU Executive. They are also jointly responsible to keep the Executive informed about their work and that of the Commission.
- 22.2. The Education Commissioner is directly responsible for the drafting and notification of the agenda for meetings, as chair of the same meetings, and for correspondence in the name of the Commission.
- 22.3. The Education Coordinator is directly responsible for the execution of programmes and projects of the Commission.
- 22.4. The Education Coordinator is obliged to attend meetings of the Education Commission and is responsible for keeping minutes of each meeting of the same Commission in the manner stipulated in the Appendix to this Statute with regard to minutes of the General Meeting. He is also responsible for the coordination of the collection of necessary information and regulations. The same Coordinator is not entitled to vote in the Education Commission.
- 22.5. The Commissioner and the Coordinator are responsible to operate the system for the hearing and remedy of academic complaints for KSU. They are obliged to receive the complaints, work to resolve them and keep an updated list of the same complaints and their outcome in each case.
- 22.6. The Commissioner and the Coordinator are jointly responsible for the democratic governance of the Commission, the fulfilment of the obligations of the same Commission, and the execution of decisions and projects of the Commission in the KSU Executive. They are also jointly responsible to keep the Executive informed about their work and that of the Commission.
- 22.7. The Education Commissioner is obliged to call the meetings of the Education Commission.

- 22.8. A meeting of the Education Commission may also be called by three (3) members who represent three (3) different posts, by making such a request in writing to the Education Commission.
- 22.9. In the case where this request is made, this should include the reasons why the meeting is being called.
- 22.10. When the Commissioner fails to fulfil his obligations as explained, those members who would have made the request, are entitled to notify all the members by using the best means possible and call a meeting themselves in the place, time and date determined by them. This right commences after fifteen (15) days from when the request would have been made.

Social Policy Commission

23. Description, Competencies and Obligations

- 23.1. The Social Policy Commission drafts the social policy of KSU. To this end, the members of the Social Policy Commission shall, under the direction of the Social Policy Commissioner and the Social Policy Coordinator:
 - 23.1.1. Appoint a Commissioner to serve on the KSU Executive;
 - 23.1.2. Formulate the position of KSU regarding national and international social policy, and regarding national and international university student policy;
 - 23.1.3. Consult with the International Coordinator and the Education Commissioner regarding affairs that affect them;
 - 23.1.4. Promote their policy by proposing and launching informative campaigns and proposing reports, debates or other activities which they deem appropriate to be considered and executed by the KSU Executive;
 - 23.1.5. Perform research regarding various issues by means of research exercises or any other means they may deem fit;
 - 23.1.6. Work in favour of appropriate representation of all interests which they represent by ensuring that the interests of their members form an integral part of the decisions of the Commission where required, yet at the same time protecting the interests of the KSU Members;
 - 23.1.7. Take every initiative, organise every activity and create every other project which they deem to fall within the sphere of social policy.
 - 23.1.8. Agree upon a year long work plan in order to establish direction for the policies to be discussed

24. Members of the Social Policy Commission

- 24.1. The members of the Social Policy Commission are those student organisations which are approved by the University Senate from time to time, including from KSU.

25. Voting in the Social Policy Commission, Quorum

- 25.1. Each member organisation within the Commission is entitled to one vote during meetings. The Commissioner does not vote except in the case of an equality of votes where he exercises a casting vote.
- 25.2. The President shall exercise the KSU's right to vote, and in his absence the Secretary General; however in the absence of both of them, any other member nominated by the Executive who in neither case should be the Social Policy Commissioner or the Social Policy Coordinator.
- 25.3. Every organisation has the right to send not more than one representative to every meeting of the Commission. Notwithstanding this, the number of representatives which are sent may be increased with the permission of the Commissioner in those cases where the Commissioner, in his discretion, deems it necessary.
- 25.4. The votes in the Social Policy Commission are linked with the organisation and not the person and, therefore, a person who represents more than one organisation of which he is a member is entitled to one vote per organisation. Without prejudice to this, no person may have more than two (2) votes in the Commission.
- 25.5. When the Commission is to take a decision on social policy, the members present have the right to vote to postpone the vote on the same decision to the next meeting. The decision cannot be postponed in this manner more than twice (2).
- 25.6. Every decision in the Commission is taken by a majority of votes present.
- 25.7. The quorum of the Commission shall be one third (1/3) of organisations eligible to vote.
- 25.8. The Commission shall pass the Standing Orders necessary for its functioning as long as these conform to the provisions of this Statute. The Standing Orders are considered promulgated when they are approved by a majority of votes present and signed by the Commissioner and the Coordinator and may only be amended by the same Commission by means of a decision of the majority of the votes present.
- 25.9. The Commission shall, with the aim of facilitating the work towards the fulfilment of its aims, appoint *ad hoc* committees for specific projects, reports or issues.
- 25.10. The Commission is obliged to ensure that updated policies regarding the following subjects are kept:
 - 25.10.1. Equal Opportunities;
 - 25.10.2. Environmental and Sustainable Development Policy;
 - 25.10.3. Economic Affairs.
- 25.11. The Commission shall appoint a chair of the committees it set up which shall be responsible, among other things, to convene the committee and update the Commission regarding the work of the committee, by, among other things, attending the meetings of the Commission and submitting reports to the Commission when these are requested by the same Commission. Every final decision, report, or other work of the *ad hoc* committee shall not be official and valid without the ratification of the Commission.

26. Appointment of the Commissioner

- 26.1. In the first (1) meeting of the Social Policy Commission which takes place after the election of the KSU Executive, which shall take place not later than two weeks after the said election, a person shall be nominated to serve in the post of Social Policy Commissioner. Every organisation in the Commission is entitled to nominate not more than one (1) candidate.
- 26.2. The nominated persons may be from among members of all the organisations and not necessarily members of the executive or of their committees.
- 26.3. The election for the Commissioner takes place by means of a secret vote and the Commissioner is elected by means of a majority of the votes present.
- 26.4. For the purposes of this election, the President-elect or, in his absence, the Secretary General-elect of the KSU Executive is entitled to the vote instead of the outgoing President notwithstanding the fact that the election takes place during the transitional period.
- 26.5. In the case of more than two (2) candidates, if no one obtains more than a majority of the votes present, another election takes place between the two candidates who would have obtained most votes.
- 26.6. Every person elected in this post no longer represents the specific organisation and the organisation which would have nominated him cannot re-nominate him as its representative in the Commission.
- 26.7. The Commissioner-elect shall remain so for the remaining term of the Executive until the first (1) June. In the transitional period between March and June, the responsibilities of the Commissioner continue to be performed by the outgoing Commissioner. On the first (1) June, the Commissioner-elect takes office with the rest of the Executive.

27. Obligations of the Social Policy Commissioner and the Social Policy Coordinator

- 27.1. The Commissioner and the Coordinator, in consultation with the International Office and the Education Commission, are jointly responsible for the obligations of the Commission, for the fulfilment of the obligations of the same Commission as listed, and for the execution of the projects of the Commission in the KSU Executive. They are also jointly responsible to keep the Executive informed about their work and that of the Commission.
- 27.2. The Commissioner and the Coordinator shall prepare a work plan for the Commission following consultation with the member organisations of KPS.
- 27.3. The Commissioner shall be directly responsible for the drafting and the notification of the meeting agenda, as the chair of said meetings, and for the Commission's correspondence.
- 27.4. The Coordinator shall be directly responsible for the execution of the Commission's programmes and projects. He is also responsible for keeping the Commission's minutes in the manner stipulated in the Appendix to this Statute with regard to the minutes of the General Meeting. He is also responsible for the coordination of the collection of the necessary information and regulations. In the last two weeks of his mandate, the outgoing Coordinator shall send a copy of all the valid and updated

documents which would have been approved by the Commission to the Commission members.

- 27.5. The Coordinator is obliged to attend the Commission meetings without being entitled to vote.
- 27.6. The Commission shall meet not less than once a month.
- 27.7. A meeting of the Commission may also be called by five (5) different organisations which are members of the Commission if they make a written request to the Commissioner, to this effect.
- 27.8. Where this request is made, this shall include the reasons for which the meeting is being called.
- 27.9. Where this request is made, the Commissioner shall call a Commission meeting at a date not later than ten (10) days from the date of the request.
- 27.10. When the Commissioner fails to fulfil his obligations as explained, those members who would have made a request, are entitled to notify all the members by using the best means possible and themselves call a meeting at a place, time and date determined by them. This right commences after ten (10) working days from the date on which the request would have been made.
- 27.11. The Coordinator is responsible for offering assistance to the members of the student organisations as regards the function and structures necessary for the organisations to become Commission members.

KSU OFFICES

Culture and Entertainment Office

28. Description, Competencies and Obligations

- 28.1. The Culture and Entertainment Office is responsible for coordinating the activities and initiatives of the Executive and the other Commissions in the field of Culture and Entertainment. The Officer and the Coordinator shall therefore:
 - 28.1.1. Draft a plan for activities which may take place and present this for the approval of the Executive. This plan shall include the Students' Festival and cultural activities;
 - 28.1.2. Encourage students to participate more in extracurricular university life by executing the activity plan and by assisting student organisations, university entities and other entities in activities they may organise;
 - 28.1.3. Promote culture and sport among the Members at a national level;
 - 28.1.4. Take every initiative, organise every activity and create every other project which they deem to fall within the sphere of culture and entertainment.
 - 28.1.5. To organise a minimum of twice a month an events forum meeting.
 - 28.1.6. To, organise a minimum of twice a month a Culture Sub Committee meeting.

29. Formation of the Culture and Entertainment Office

- 29.1. The Officer and the Coordinator are elected directly by the students and are obliged to identify a number of persons to form committees for each activity that falls within this department. These committees serve for the fulfilment of the competencies and obligations as listed in this Statute.

International Office

30. Description, Competencies and Obligations

- 30.1. The International Office is jointly coordinated by the International Officer and the International Coordinator, who are elected directly by the students and who shall draft the Council's international policy on the basis of the policy work of the Education Commission and the Social Policy Commission. The International Officer and the International Coordinator are jointly responsible for the international representation of KSU. They are also responsible, together with the Commissioners and the Coordinators of the Education Commission and the Social Policy Commission, according to the circumstances, for the needs of the foreign students at the University of Malta and they shall make an effort to involve said foreign students.
- 30.2. To this end, the International Officer and the International Coordinator shall:
- 30.2.1. By means of consultation and approval by the Commissions (the Education Commission and the Social Policy Commission), draft the KSU position regarding international policy;
 - 30.2.2. Represent KSU at national and international conferences and meetings which relate to the international policy of KSU;
 - 30.2.3. Collect information related to international policy for use by the Commissions;
 - 30.2.4. Create campaigns, projects and debates to promote KSU's international policy;
 - 30.2.5. See that KSU is appropriately represented in national and international university structures which one way or another affect the international dimension of student life;
 - 30.2.6. Keep in contact with national and university organisations which have an international element as well as coordinate with the said organisations events and projects of an international nature;
 - 30.2.7. Create awareness campaigns regarding exchanges and other international opportunities which the university students may benefit from;
 - 30.2.8. Keep themselves updated with the developments in international cooperation between Higher Education institutions;
 - 30.2.9. Be responsible to help in the needs of foreign students at the University of Malta;
 - 30.2.10. To, by means of coordination and consultation with the International Office within the University of Malta, work so that the services offered by this Office are of a high quality;
 - 30.2.11. Contribute with the aim of strengthening the membership of KSU within ESU (European Students' Union), ESN (Erasmus Student Network) and MEDNET (Mediterranean Network of Student Representatives) as well as work

to identify and suggest other international organisations which may be relevant for the work of KSU.

31. The International Officer and the International Coordinator

31.1. For the purpose of fulfilling their obligations, the International Officer and the International Coordinators may jointly:

31.1.1. Nominate other persons to represent KSU in international conferences or meetings;

31.1.2. The International Officer and International Coordinator shall ensure that KSU is represented in said conferences or meetings by the most competent person according to the theme of the conference or meeting in question;

31.1.3. Create coordination committees for events and activities which may be organised.

PRESIDENT AND ADMINISTRATIVE SECRETARIAT

32. Legal representation

32.1. The representation of KSU in every transaction and legal action is the joint responsibility of the President and the Financial Officer unless the Executive decides otherwise with regard to individual transactions or the term of the Executive.

President

33. Description, Competencies and Obligations

33.1. The President is the Chair of the Executive. He has the work of all the other members and consults them in matters which fall within their competency. The President is the principal speaker of the Executive and represents the totality of the representative organs of KSU and acts as such.

33.2. The President represents the elected Executive within the Commissions established by this Statute. He is an *ex officio* member of each structure within KSU and always has the right to vote.

33.3. Among other competencies and obligations, the President shall:

33.3.1. Ensure that the global policy of KSU is coherent and keep the principle of continuity as a basis for this consideration;

33.3.2. Maintain continuous contact with all the parts of the Executive and shall be conscious of the developments in all the spheres of activity of KSU;

33.3.3. Coordinate the administration of KSU with the help of the Vice-President and the Secretary General as he deems, in his absolute discretion, to be necessary;

33.3.4. Maintain continuous contact with the representatives of NSTF.

33.3.5. That together with the Students' House Liason Committee', coordinate and take care the renting of the commercial entities in Students' House. This is to be done in consultation together with the Finance Officer.

Vice-President

34. Description, Competencies and Obligations

- 34.1. The Vice-President is directly elected by the Members and is responsible, under the direction of the President, to assist the President in the coordination of the work of the entire Executive. The obligations of the Vice-President are:
- 34.1.1. To, in the case where the post of President is vacant, take on the role of President, with the obligations and competencies of the said President until he returns or another KSU President is elected;
- 34.1.2. To coordinate the Executive's obligation according to Article 13. of this Statute. He therefore shall:
- 34.1.2.1. Ensure that the executive drafts a Work Plan and a Financial Plan ('the Plan') for the duration of that Executive's mandate;
- 34.1.2.2. See that the Plan is updated from time to time;
- 34.1.2.3. Together with the Financial Officer perform a regular exercise of internal control with all the members of the Executive to ensure that the Executive is abiding as far as possible with the Plan and that, where necessary, amendments are made to meet the needs of the KSU and the Executive and in the best interest of the Members with the aim of long-term planning for the sustainable use of KSU resources, assets and income.
- 34.2. To coordinate relations with KSU's commercial partners. This shall take place in consultation with the Financial Officer.
- 34.3. To seek and maintain agreements for financial assistance (sponsorships) for the long term and the short term and to maintain continuous contact with representatives of these entities. This shall take place in consultation with the Financial Officer.
- 34.4. To maintain continuous contact with third parties and commercial entities which have relations with KSU.
- 34.5. To maintain continuous contact with representatives and managers from NSTS and to coordinate relations between KSU and NSTS.
- 34.6. To, administer and coordinate all sales of promotional material and services offered by KSU.
- 34.7. To, organise Freshers' Week in collaboration with other members of the executive.
- 34.8. To organise Fund Raising activities between Students' Organisations for Charity during Christmas together with othe Executive members.

Administrative Secretariat

35. Secretary General

- 35.1. The Secretary General is elected directly by the students; he is responsible for the internal organisation and administration of the Executive. The principle obligations of the Secretary General are:

- 35.1.1. To assist the President in the coordination of the execution of decisions taken by the Executive;
 - 35.1.2. To, together with the Financial Officer, take care of the booking and use of the various facilities offered by KSU like the Board Room, the Clinic and other facilities that may be provided, except for those which are administered by the Vice-President;
 - 35.1.3. To coordinate the administration of KSU and especially the property of KSU, the KSU Office and Dar l-Istudenti following directives of the Executive;
 - 35.1.4. To take care of legal and administrative contacts with the relevant authorities;
 - 35.1.5. To organise Freshers' Week together with the other members of the Executive;
 - 35.1.6. To, together with the President, coordinate the Executive's correspondence;
 - 35.1.7. To coordinate the Executive's system for the keeping of information and filing and take care of the Council archives;
 - 35.1.8. To be responsible for the keeping of an efficient and clean office and, together with the President, to draft a programme for the use of the office and to ensure that it is accessible to every student;
 - 35.1.9. To, together with the Commissioner and the Coordinator of the Social Policy Commission, regulate the administration of the offices of Dar l-Istudenti, allocated to student organisations according to criteria approved by KPS;
 - 35.1.10. To maintain continuous contact with managers from NSTF and to coordinate relations between KSU and NSTF;
 - 35.1.11. To, when the President (or in his absence, the Vice-President as per Article 34.1.1.), in his discretion, represent KSU within Commissions established by this Statute, in other structures within KSU and/or in other fora where KSU has representation such as the Youth Council of Malta (KNŻ) and the National Council for Higher Education (NCHE). In these cases the Secretary General, as an Executive representative, is entitled to KSU's vote within these structures and shall vote according to the Executive's decisions.
- 35.2. As part of the administrative work, the Secretary General is requested:
- 35.2.1. To see that the Executive-elect issues Standing Orders during its first (1) meeting according to this Statute;
 - 35.2.2. To draft an agenda and call meetings of the Executive;
 - 35.2.3. To keep minutes of meetings of the Executive in the manner stipulated in the Appendix to this Statute with regard to the minutes of the General Meeting and collect, summarise and distribute all relevant information to all the members of the Executive;
 - 35.2.4. To keep correspondence with other institutions in matters relating to the administration of KSU;
 - 35.2.5. To prepare an Administrative Report to be attached to the Annual Report of the Executive;
 - 35.2.6. To assist the President in the coordination of the execution of administrative decisions taken by the Executive;
 - 35.2.7. To, from time to time, ensure that the Executive is proceeding according to the provisions of this Statute and the Standing Orders and where necessary, or where there are deficiencies, he shall inform the Executive to regulate itself as necessary.

36. The Financial Officer

- 36.1. The Financial Officer is elected directly by the students and coordinates all the financial activity of KSU, according to the work plans of the Executive. The Financial Officer is responsible, among others:
- 36.1.1. As cosignatory with the President for every contractual relationship;
 - 36.1.2. For the keeping of the books which show the financial transactions, for the keeping of an inventory and fixed assets of KSU. In no way and under no circumstance should the financial bookkeeping be stopped for more than three (3) consecutive weeks.
 - 36.1.3. To seek long-term financial assistance agreements (sponsorships) and to maintain continuous contact with representatives from these entities;
 - 36.1.4. To ensure that every commitment and activity of KSU shall not be an extra financial burden on the Council and that there is appropriate distribution of finances for each activity;
 - 36.1.5. That where the expenditure amounts to more than six hundred (600) euro for the same activity, there shall be the need for a vote by the Executive (with a simple majority);
 - 36.1.6. To prepare a Financial Report for the Annual General Meeting, which shall include the audited accounts of the Council for the period from the first (1) January until the thirty-first (31) December of the year which would have just ended, as well as interim accounts from the first (1) January until two weeks prior to the Annual General Meeting;
 - 36.1.7. To prepare management accounts every three (3) months;
 - 36.1.8. To draft and maintain an adequate system of finances built upon the principle of continuity of the Executive;
 - 36.1.9. To take care of the toga rental service;
 - 36.1.10. To maintain continuous contact with companies within which the Council has a majority of shares;
 - 36.1.11. To ensure that transactions above two thousand (2,000) euro are evidenced by a formal contract;
 - 36.1.12. To maintain a detailed inventory of fixed assets;
 - 36.1.13. To take care that a substantial amount of the surplus of during the year which goes beyond the immediate needs of KSU is invested in financial assets. The investment risk shall be diversified and limited. Therefore the Financial Officer shall prepare a report with the assistance of a financial expert. This report shall guide the Council on financial investment decisions so that the wealth and income of KSU may increase over a long period of time.

37. The Public Relations Officer

- 37.1. The Public Relations Officer is elected directly by the students and coordinates all public relations of KSU in terms of the Executive's work plan.
- 37.2. The Public Relations Officer is responsible, among others:
- 37.2.1. To update and follow the Council mark guidelines as approved by the Executive;

- 37.2.2. To formulate a strategy of how the Council shall convey its message and policy to the students as well as to the public in general;
- 37.2.3. To, in particular, include in this strategy the Junior College, and any other institution that from time to time is registered officially as part of the University of Malta.
- 37.2.4. To coordinate relations with the media;
- 37.2.5. To, according to circumstances, take care of the marketing of every activity, Commission position as well as every service or opportunity which the Council offers to students;
- 37.2.6. To coordinate the Council publications and see that there are regular publications so that students are kept aware of the work being performed by the Council;
- 37.2.7. To give importance to and update the Council website;
- 37.2.8. To, with the Executive's approval, appoint a media team to assist in its work;
- 37.2.9. To keep the Executive aware of the opinion of students regarding the Council;
- 37.2.10. To draft a written policy which clearly explains how, when and who may use the trademark and the intellectual property of KSU and ensure that this drafted policy is followed and implemented.

BOARD OF DISCIPLINE AND APPEALS BOARD

38. For the purposes of this Part (VIII), the Members include also student organisations as defined in clause 24.

39. Description, Competencies and Obligations of the Board of Discipline and the Appeals Board

- 39.1. (A) The Board of Discipline is obliged to see that the Statute is being observed and that the members of the Executive are fulfilling their statutory obligations. The Board regulates the behaviour of the individual members in every KSU structure and all the student members and shall do this by considering also the following provisions in the following order:
 - 39.1.1. This Statute and the Appendices annexed to it;
 - 39.1.2. The decisions of the General Meeting.
- 39.2. (B) The Appeals Board shall be empowered to hear and decide every appeal from the Board of Discipline.
- 39.3. The Board of Discipline shall have the following powers:
 - 39.3.1. When so requested or when it sees, at its discretion, that there is an issue or problem, including of interpretation, it shall be obliged to:
 - 39.3.1.1. Investigate and analyse the issue or problem;
 - 39.3.1.2. Provide an interpretation which shall apply insofar as this interpretation is not changed or amended by means of a decision of the Appeals Board according to this

Statute or by the General Meeting by means of a vote of two thirds (2/3) of the members present.

39.3.2. When so requested, or at the discretion of the Board sees the need, it may issue general opinions and/or recommendations regarding the interpretation of the Statute and its Appendices and its own decision:

39.3.2.1. The general proceeding of the Executive;

39.3.2.2. The behaviour of members of the Executive;

39.3.2.3. Issues regarding a KSU member/s ;

39.3.3. To take one or more of the following measures:

39.3.3.1. To condemn or warn a Member who is found guilty of breaching the KSU regulations;

39.3.3.2. To suspend for a definite period a Member from attending meetings within the organs or committees of KSU within which he is nominated or elected;

39.3.3.3. To suspend or terminate the mandate of a member of the Executive if the post of the said member is provided by means of provisions of this Statute;

39.3.3.4. To suspend for a definite period or terminate the benefit or participation enjoyed by a Member within the KSU structures, including the right to vote or contest in any election which takes place in terms of this Statute. No decision which takes place in terms of this sub-Article shall be taken to mean that the student does not have the right for KSU to represent his academic complaints before competent authorities;

39.3.3.5. To order the Executive and/or an official to take action according to this Statute and/or to refrain from taking action when the action is in breach of this Statute.

40. Composition of the Board of Discipline and the Appeals Board

40.1. The Annual General Meeting appoints the Members of the following organs:

40.1.1. The Board of Discipline is composed of five (5) members who in their first (1) meeting appoint a Chairperson and Secretary from among themselves.

40.1.2. The Appeals Board is made up of three (3) members who shall appoint a Chairperson from among themselves.

40.2. The Annual General Meeting shall also appoint two (2) reserve members on the Board of Discipline and one (1) reserve member on the Appeals Board.

40.3. No person may be a member of the Board of Discipline and the Appeals Board within the same term, even as a reserve.

40.4. The first (1) meeting of each Board shall take place within a period not longer than three (3) weeks following the appointment of the Board.

41. Commencement of the Procedure of the Board of Discipline and of the Appeals Board

41.1. To publish information that elections are going to be held and a list of roles that will be contesting, showing the candidate's names with their respective roles, in each building as decided by the Electoral Commission.

41.2. The disciplinary procedure commences when a student or Member writes a letter with the name of the Member whom he is accusing, the reasons why he believes

that disciplinary steps should be taken against the person indicated by him, including the article/s of the Statute which he deems was/were breached, and lists the evidence which he may produce to prove his allegation, including a list of witnesses, to the Secretary of the Board of Discipline.

- 41.3. The Secretary shall call a meeting within two (2) days from when he would have received the letter and shall convene the Board of Discipline within not later than eight (8) days following receipt of the letter.
- 41.4. The Board of Discipline shall decide whether there exists a *prima facie* case, according to the information and details contained in the letter and, if need be, shall briefly hear the student or member who would have written the letter.
- 41.5. The Board may not accept the letter mentioned in the preceding article if it does not contain the elements listed in this Article. When the Board decides that there is no case, a letter shall be sent to the person who wrote the letter and in it he should be advised about this decision together with reasons as to why there is no case. When the Board decides that there is the possibility of a case, the Board shall inform the student or the Member who would have sent the letter and the accused Member and establish a date and time for the case to be heard. The date and time shall give at least five (5) working days for the parties concerned to prepare for the hearing of the case.
 - 41.5.1 In the letter that is sent for the hearing of the case, the Secretary shall take care to include or attach:
 - 41.5.2 A copy of the KSU Statute;
 - 41.5.3 A copy of the accusatory letter;
 - 41.5.4 A notification to the parties that they are entitled to bring forward witnesses and every other evidence they may have;
 - 41.5.5 He shall also inform them that they are entitled to be assisted by another person or other persons;
 - 41.5.6 A warning about the confidentiality of the Board meetings.
- 41.6. Every Board meeting shall be confidential.
- 41.7. Every decision of the Board of Discipline shall be published on the KSU notice board and a notification of the decision shall be sent by means of a letter addressed to the KSU President.

42. Procedure of the Board of Discipline

42.1. The Board members are bound by an obligation of confidentiality. They shall proceed with impartiality in fulfilling their obligations, according to the principles of natural justice. Therefore:

- 42.1.1. No member may participate in any proceedings before the Board or in any decision when he has a direct interest in these proceedings or decision or if he himself is being accused before the Board;
- 42.1.2. The Board shall hear each party who has an interest in any proceedings before the Board;
- 42.1.3. Whosoever brings forward allegations before the Board against other persons is bound to prove this allegation, in fact and at law;

42.1.4. The accused shall be presumed innocent unless is proven otherwise;

42.1.5. The Board shall not allow proceedings to take place before it when it is clear that the case does not fall within its competencies and thus shall refer the case to the competent Board or other authority/ies.

42.2. No meeting of the Board of Discipline may take place without the presence of at least three (3) Board members. Every decision taken by the Board shall be taken unanimously as far as this is possible. In the case where this consensus is not reached, the decision is taken by a majority of the members present.

42.3. The decisions of the Board of Discipline are taken by means of a secret vote and no member may abstain.

42.4. Hearing of the case:

42.4.1. When the case is opened, the Board Secretary shall write to the KSU President to inform him about this and about the reasons why the case was opened;

42.4.2. Except for cases in which the President himself is being investigated, the President may request the Board to suspend the investigation of the case for a period of not less than five (5) days so that the necessary steps may be taken so that the lack of observance of the KSU Statute may be remedied;

42.4.3. In case the President fails to take action or if the Board is not satisfied that the remedy is adequate, the Board shall continue with the investigation into the case and inform the KSU President in writing about this;

42.4.4. If the Board believes that the action taken by the President is adequate, the case is closed and the Secretary presents a Report signed by the Chairperson and the Secretary to the President;

42.4.5. Once the Board decides to continue the investigation into the case, the Secretary must inform in writing the Member who may be responsible for the lack of observance of the KSU Statute;

42.4.6. The case shall be heard in the shortest time possible, but with full respect to the rights of each party involved in the case;

42.4.7. At any point, the Board may decide to refer the case or the Member concerned to the Board of Discipline of University Students and/or to the Police of Malta where this is required or requested by the Laws of Malta.

42.5. In order to be able to fulfil his obligations in terms of the KSU Statute, the Board shall have the facility and freedom to undertake every necessary investigation. To this end, the KSU President shall facilitate the investigation of the Board by providing it with all necessary information including access to the minutes of the meetings of the Executive and the Commissions, and assisting the Board in its investigations.

42.6. When a KSU member does not cooperate with the Board of Discipline as explained in the preceding sub-Article, a case against him is automatically opened before the Board of Discipline.

42.7. A KSU Member may be suspended by the Board from attending meetings where he has been nominated or elected and/or suspended from exercising the functions of the post he may have within KSU when, in the opinion of a majority of Board members, this is in the interest of the investigation and/or the hearing of the case before the board. The suspension applies

until the end of the hearing of the case. The Secretary shall inform in writing the KSU President about this decision within twenty-four (24) hours.

43. Procedure of the Appeals Board

43.1. In the case of an appeal a meeting of the Appeals Board shall be called within three (3) working days from when a Board member or the Board Chairperson receives the sent letter which requests the appeal from the decision of the Board of Discipline. During the meeting of the Appeals Board, the Board shall once more hear the parties, the witnesses and the evidence. The rules that regulate the procedure of the Board of Discipline shall also apply to the Appeals Board.

43.2. The Appeals Board may:

43.2.1. Decide to confirm the decision of the Board of Discipline; or

43.2.2. That the decision of the Board of Discipline does not apply; or

43.2.3. Confirm part of and/or not apply part of the decision of the Appeals Board; and/or

43.2.4. Vary the decision and/or penalty (or part of these).

43.3. The Appeals Board shall, with every decision it takes, present a report with the decision and all the reasons for the decision.

43.4. The Appeals Board shall, when it sees that the Board of Discipline did not fulfil its obligations under this Statute, shoulder the responsibility to see that the obligation is fulfilled or to perform that obligation itself in terms of the Statute.

CODE OF ETHICS

44. Every Member at all times and in every post shall observe and act in accordance with the provisions of the Code of Ethics in Appendix B attached to this Statute as they apply to him.

OTHER STRUCTURES

45. Sub-Committee for Revisions of the Executive and Statutory Revisions

45.1. The Executive shall appoint a sub-committee which is composed of KSU Executive alumni of not less than four (4) persons from different Executives and not more than eight (8) to discuss the following:

45.1.1. To consider reducing the posts in the Executive or their roles;

45.1.2. To consider that the Executive members are given a financial allowance from KSU.

45.2. This sub-committee shall appoint a Chair. This sub-committee shall, through the KSU Executive, put forward a motion in the following AGM as a result of this; or a position on said considerations. This shall be the sole aim of the sub-committee. This sub-committee shall meet at least four (4) times a year. This sub-committee shall consult where necessary.

46. ADMINISTRATIVE FORUM

- 46.1. The executive is to take care that an administration forum is established for students organisations.
- 46.2. The Secretary General shall organise a meeting at least once every three months. Other executive members should be present as well., ideally the President or the Vice President.
- 46.3. The aim for this forum is to discuss subjects regarding administration between the organisations' members and the KSU Executive.
- 46.4. The members of this forum are to be two executive members of different organisations, ideally from the administration of the same organisation, recognised by the University of Malta Senate.

47. Culture Sub Committee / Events Forum

- 47.1. The executive shall establish a subcommittee of not less than four (4) members with the purpose of encouraging dialogue on cultural activities and establish KSU's cultural direction.
- 47.2. The Culture and Entertainment Coordinator is obliged to call the meetings at least once every two months. Another member from the executive shall attend, preferably either the Vice-President or Secretary General.
- 47.3. The members of the subcommittee shall be members of the general student population. At the beginning of the new executive's term, a call for applications shall be issued to form the subcommittee. Should the number of applicants exceed the stipulated number issued by the Culture and Entertainment Office, the applicants shall be requested to justify their interests.
- 47.4. Constant dialogue on various cultural events shall be mandatory, with the purpose of raising awareness amongst the student population. Full participation shall be required in all cultural events organised by the executive, primarily Students' Fest, and any other event.

48. Contact Committee between KSU and the University of Malta Council

- 48.1. The student's representative on the University of Malta Council, which are elected according to the Maltese Law terms has to have a place as an ex-officio member of the Contact Committee between KSU and the University of Malta Council.
- 48.2. A meeting is to be held between the members of the Contact Committee, KSU and the University of Malta Council at least 4 times (4) a month.
- 48.3. Discussions exclusively about politics and proposals should be discussed during these meetings held by the Contact Committee, KSU and the University of Malta Council, which are to be presented by KSU for the consideration of the University of Malta Council.

49. Contact Committee between KSU and the University of Malta Senate

- 49.1 The students representatives which are part of the University of Malta Senate, which are elected , are to be part of as ex-officio members of the Contact Committee between KSU and the University of Malta Senate.

- 49.2 A meeting is to be held a minimum of four (4) times a month between the Contact Committee and the University of Malta Senate.
- 49.3 During the meetings held by the Contact Committee between KSU and the University of Malta Senate, politics and proposals are to be exclusively discussed, which are intended to be presented by KSU for the consideration of the University of Malta Senate.

50. Sub Committee for Solidarity

- 50.1 The Executive are to take care that a sub committee is established of not less than four (4) persons with the aim that a dialogue on solidarity takes place between the students. The aim for this sub committee is to hold dialogues as regards to various companies involved with Charity and Voluntary Organisations.
- 50.2 The Vice President is to organise a meeting with the Sub Committee at least twice a month whereby the Finance Officer should be present.
- 50.3 The members of the sub committee need to be students in general. A call for application for the formation of a sub committee is to be issued towards the beginning of the Executive's new term. In the case that more applications are received than those stipulated, the applicants are to give reasons explaining their interest for applying

51. Gozitan Liason Officer

- 51.1 The Officer is to be President of GUG, *ex-ufficio*.
- 51.2 The purpose of this officer is to ensure continuous direct contact between KSU and the Gozitan University students' representatives, GUG.
- 51.3 A regular meeting is to be held between KSU representatives and the Gozitan Liason Officer.

52. NSTF

- 52.1. The Executive shall be responsible, in its first (1) meeting, for appointing from among itself the necessary directors to represent the interests of students in the National Student Travel Foundation (NSTF). These shall be the KSU President *ex officio* and four (4) other members nominated and approved by the KSU Executive.
- 52.2. All the KSU Executive shall understand and appreciate its relationship with NSTF and shall ensure that all the resources which belong to KSU (whether fully or partially) are not abused or misappropriated.
- 52.3. The Secretary General shall organise, within forty (40) days from the appointment of the new Executive, a joint meeting between the KSU Executive and NSTF representatives which shall serve as an information meeting regarding:
- 52.3.1. NSTF, NSTS and related companies;
 - 52.3.2. Their relations with KSU;
 - 52.3.3. The obligations of the KSU Executive members in their regard, particularly of those members of the Executive who are appointed as directors.

STATUTORY CHANGES

53. Changes

- 53.1. Permanent and temporary changes and suspensions for a period of time in this Statute or its Appendices may only take place after being presented and approved by two thirds (2/3) of the votes of the members present in a General Meeting.
- 53.2. The changes must be on the agenda and affixed on the KSU notice boards before the General Meeting commences.
- 53.3. Every change (whether amendment, revocation, suspension for a period of time or new provision) to the Statute shall start to apply only after the General Meeting ends.

DISSOLUTION

54. In the case of dissolution of the organisation, any assets still left at KSU shall devolve to another non-profit organisation as decided in the Annual General Meeting or Extraordinary General Meeting, upon a proposal of the KSU executive, which organisation shall have similar aims to those of KSU, as described in Article 2. of this statute.

APPENDIX A

General Procedures

Section 1: The Chair

1. There shall be a Chair at every meeting and in the case of the General Meeting he shall be appointed from among the members present.
2. The powers of the Chair are to:
 - 2.1. Declare the commencement and closing of the meeting;
 - 2.2. Direct the discussion;
 - 2.3. Ensure observance of the regulations and procedures in terms of this Statute;
 - 2.4. Give the right to speak;
 - 2.5. Put forward proposals for motions to vote;
 - 2.6. Announce decisions;
 - 2.7. Accept or refuse motions or counter-motions;
 - 2.8. Decide what is or is not a point of order;
 - 2.9. Keep the discussion restricted to the subject;
 - 2.10. Keep order;
 - 2.11. He may refuse to open a discussion;
 - 2.12. He may refuse to open a discussion on an issue which goes beyond the agenda;

- 2.13. He may adjourn meetings when:
 - 2.13.1. There is extreme disorder;
 - 2.13.2. There is general consensus;
 - 2.13.3. There is a regular motion by the members present approved by three fourths (3/4) of the valid votes.

Section 2: Motions

3. These motions shall take precedence over other motions, always with the priority being as follows:
 - 3.1 Countermotion to the motion;
 - 3.2 Motion for the suspension or adjournment of the meeting;
 - 3.3 Motion for the adjournment of an agenda (subject under discussion);
 - 3.4 Motion for the termination of a debate with a subsequent vote;
 - 3.5 Motion to refer a subject to a Commission or Committee or to be discussed at another meeting.
4. Each motion, amendment or countermotion must have a proposer and a seconder:
 - 4.1. The proposer has the right to speak in favour of the motion which he is going to propose and has the right to replicate before the vote is taken.
5. The motions put forward shall only be related to the fields that fall within the competencies of KSU.
6. The motions shall be subject to discussion.
7. The motions may be amended.
8. In the case of a General Meeting, as regards motions which fall outside the agenda, the General Meeting must pass a vote as soon as the Meeting commences as to whether certain motions should be subject to a vote or not, and attached to the agenda.
9. A motion or amendment shall be put to a vote *unu contextu*.
10. When an amendment to a motion is put forward, the first vote that is taken is the one least related *in substantia* with the original motion.
11. An amendment to a motion may:
 - 11.1. Add to the principal motion;
 - 11.2. Remove from the principal motion;
 - 11.3. Review part of the principal motion.
12. In the case of a countermotion to the principal motion or countermotion or amendment, it is the countermotion presented to the Chair that is first put to vote.
13. During the voting, no one may interrupt unless due to a point of order connected with the current proceedings of the voting.
14. A member has the right to a recorded vote or may request a secret vote.
15. Voting takes place in this sequence: votes in favour, votes against, abstentions.

Section 3: The Right to Speak

16. The right to speak is given according to the following priorities:
 - 16.1. Point of order;

- 16.2. Point of information;
- 16.3. Others.
17. The Chair may read a list of speakers and, with the consent of the members present, declare the list of speakers to be closed and final, always if the proposer of the motion is given the right to speak before the vote is taken.
18. No one may speak for longer than three (3) minutes. A speaker may only speak for five (5) minutes if he is presenting a report. For the proposal of motions or countermotions, the speaker cannot take longer than three (3) minutes.

Section 4: Procedure of the General Meeting

19. The notice must be published and affixed on all the KSU means not less than five (5) working days and not more than ten (10) working days prior to the date of the General Meeting as is also stipulated in Clause 20. and/or Clause 21. of this Section. Notice shall also be given by means of an e-shot.
20. A notice of the General Meeting shall be sent electronically to every partner by e-shot through the University's database not less than five (5) working days prior to the General Meeting or else notice is to be received at every partner's home not later than ten (10) working days prior to the date of the General Meeting.
21. A notice shall be sent for publication in the issue of daily newspaper/s which is popular from time to time within a period of not less than five (5) working days and not earlier than five (5) working days from the date of the General Meeting and it shall be requested for the notice to be broadcast as a news statement on the media.
22. In the case of the Annual General Meeting, it should be announced in a clear manner in every notice that the Annual General Meeting shall receive the nominations of candidates for the election of members of the Executive.
23. The minutes of the preceding General Meeting shall not be read, however, they shall be at the disposal of the partners at least three (3) days before. In every General Meeting, the Executive may present a report with recommendations about what shall be discussed.
24. Only matters listed on the agenda shall be discussed. Every member may put forward a motion for the consideration of the General Meeting. This shall be put forward in writing to the Secretary General by two (2) days prior to the Meeting to be included in the agenda.
25. The General Meeting shall nominate its own Chair. This point shall be the first agenda item of every General Meeting.
26. Only the Chair has a casting vote.
27. The Chair may ask anyone who does not behave in an appropriate manner to leave and he may suspend the General Meeting for not longer than an hour.
28. A Decision by the Chair during the General Meeting may only be contested in the manner stipulated in this Article. At the point when the decision in question is taken, a member who wants to contest shall declare verbally that he shall do this and, not later than five (5) minutes later, shall present the Chair with a motion in writing to this end. When a motion is presented to the Chair in writing, a vote is taken on the motion. The

- vote needs to obtain a two third (2/3) majority of the valid votes. Before the vote is taken one person may speak in favour of the motion and another may speak against it.
29. It is only the Annual General Meeting that receives nominations for candidates for the new Executive, and these are to reach the KSU Secretary General forty eight (48) hours before the commencement of the Annual General Meeting.
 30. Every candidate shall be nominated for a particular post from those which in terms of this Statute (Clause 32. of the Appendix) are elected directly by the Members. Every candidacy shall be given before the Annual General Meeting commences or to the Chairperson of the meeting once this has commenced.
 31. In the said agendum, the Chair shall read the list of candidates for the posts in order depending on the post. Every candidate shall have the right to speak about his candidacy for not longer than one (1) minute.
 32. The President, Vice-President, Secretary General, Financial Officer, Public Relations Officer, International Officer, International Coordinator, Culture and Entertainment Officer, Culture and Entertainment Coordinator, Education Coordinator and Social Policy Coordinator shall be elected directly by the students while the Education Commissioner and the Social Policy Commissioner are elected directly by the respective members, as described in the Statute.
 33. In the case where there is more than one candidate contesting for a particular post, an Electoral Commission shall be appointed to launch an election within ten (10) working days. If there is only one candidate contesting a particular post, he shall be elected automatically and he has the obligation to request a vote of no confidence, by secret vote.
 34. In the case of the absence of a member for reasons of resignation, accident, casualty or other reasons, the Executive shall give fifteen (15) days within which it shall receive nominations for the vacant post and in the case of more than one nomination, an election shall be called within a period of not longer than fifteen (15) working days. If in the last Annual General Meeting no Electoral Commission is elected, an Extraordinary General Meeting shall be called to elect an Electoral Commission. In this case, the said ten (10) days commence to run from the date of the Extraordinary General Meeting. A partner who is an ex-member of the Executive whose term has expired may never again contest for a post in the Executive.
 35. Typically the election date as a rule needs to be established eight (8) days after the Annual General Meeting, unless there are any Public Holidays or any other circumstances.

Section 5: Minutes

36. The minutes of the General Meeting shall include:
 - 36.1 The date of the Meeting;
 - 36.2 The place of the Meeting;
 - 36.3 The members present;
 - 36.4. The absent Members;
 - 36.5 The excused Members and the reason for their absence;

- 36.3 The times when members of the Executive entered and/or left the Meeting;
- 36.7 The preliminary agenda of the Meeting;
- 36.8 The approval of the minutes of the preceding Meeting;
- 36.9 The title of each point which is placed on the agenda for discussion;
- 36.10 The name of the person who put forward the point on the agenda;
- 36.11 A summary of the discussion;
- 36.12 A verbal note of the points which a Member would wish to be included in a precise manner in the minutes of the discussion;
- 36.13 Details regarding the vote which may be taken about the point (including the Members present, the number of Members who voted, the number of Members who abstained, the result and the proceeding of the voting – approved and/or not approved);
- 36.14 Other items which were discussed or which were considered to be important;
- 36.15 Follow-up plan for after the meeting;
- 36.16 The signature of the person who drafted the minutes.

Section 6: Electoral Commission

- 37. There shall be an Electoral Commission which shall be composed of the Head Commissioner and a number of Commissioners which is not less than four (4) and not more than ten (10), from among whom Assistant Commissioners are chosen. The Commission is appointed exclusively by the General Meeting, following the advice of the Executive. This advice shall represent the participants in the election in a fair manner and shall therefore create a balance.
- 38. The Annual General Meeting shall also appoint two reserve members.
- 39. The Electoral Commission shall be impartial at all times, during the electoral campaign, on the voting day and also during the counting of votes. Once a member of the Electoral Commission is caught breaching this Article, the Head Commissioner shall send a letter in writing to the Chairperson of the Board of Discipline so that the necessary steps are taken, which steps must be decided immediately.
- 40. The Electoral Commission which is appointed shall meet for the first time not later than twenty-four (24) hours from its appointment in the Annual General Meeting.
- 41. Other meetings of the Electoral Commission shall take place according to the needs of the Commission itself and shall be called by the Head Electoral Commissioner.
- 42. Immediately following the Annual General Meeting, the Head Commissioner shall write to the Registrar of the University of Malta and ask him to provide him with a list of all the students registered with the University of Malta. This should include all the Full Members of KSU.
- 43. It shall publish the information that an election is going to take place and a list of posts for which the election is going to be held, with the names of the candidates and their respective posts, in every building as decision taken by the Electoral Commission.
- 44. The Electoral Commission shall see that appropriate ballot boxes and seals are provided for the secret electoral consultation.

45. The Electoral Commission shall take care that the ballot sheets are printed. On each ballot sheet there shall be the Commission stamp in order for this to be valid and any other stamp or other sign of the candidate should he so wish.
46. The Electoral Commission shall advise all the candidates that their electoral campaign must end at ten in the evening (10:00pm) on the day before the election date, and it shall ensure that this rule has been observed.
47. This means that after midnight:
 - 47.1 No public activities related to the election may take place;
 - 47.2 No discussions, programmes, written propaganda, on television and/or on the radio and/or on the internet and/or through any other electronic means, may take place;
 - 47.3 Papers, posters and/or other documents (even electronic) related to the election may not be distributed;
 - 47.4 Posters, banners, papers, etc, may not be hung in new places and/or none of these may be replaced by others which are related to the election;
 - 47.5 Every poster, banner, paper, information, photos and other type of propaganda related to the election shall be removed from inside the building within which voting is going to take place;
 - 47.6 Despite this, it is anyway permissible for t-shirts, badges and other paraphernalia to be worn on the election date except within one hundred (100) metres from the place of voting.
48. In terms of this, the Electoral Commission is entitled to demand that any person who enters the building where the election is taking place leaves and may confiscate and/or tear off and/or throw away this paraphernalia and every poster or document that is in breach of the abovementioned provisions.
49. The Commission is entitled to publish regulations which regulate the procedure and the proceedings of the election insofar as these regulations conform to the provisions of this Statute.
50. On the day of the election, the ballot boxes must be sealed by the Electoral Commission together with students who are contesting the election or their representatives.
51. The sealing of the boxes shall take place early in the morning before voting takes place, at the time stipulated by the Electoral Commission. It is the obligation of those entitled to be present during this process to be at the place established by the Commissioner at the time stipulated.
52. The voting duration should be that of one day only. The Electoral Commission should establish the specific start time and end time for the election. The electoral Commission should establish the polling booths for which the ballot boxes should be situated at the University Campus at tal-Qroqq with an appropriate number of ballot boxes being set up taking into proportion the number of students that would be eligible to vote at each location to ensure that election runs smoothly. The Electoral Commission needs to ensure that there is at least a polling Booth at each of the campuses that form part of the University of Malta and more than one box is the need arises.

53. On the election day, no propaganda or advertising material or other material that may otherwise influence the voting shall be distributed.
54. The Electoral Commission shall take care that there are always enough members of the Electoral Commission to monitor the voting.
55. Every candidate has the right to nominate representatives so that there will be his representative with each ballot box.
56. The Electoral Commission shall establish a time when the counting of votes commences, as well as a place where this shall take place.
57. If there is the need for voting, the counting of votes shall commence immediately after the time for voting ends, as advised.
58. During the counting of votes, only the members of the Electoral Commission and the candidates or one representative respectively, may be present. When, at the discretion of the Electoral Commission, it is clear that a number of candidates undertook joint propaganda as a group of candidates during the entire proceeding of the election, the Electoral Commission may order that a limited number of representatives may represent that group of candidates.
59. Not later than twenty-four (24) hours from the closing of the counting of votes, the Electoral Commission shall publish the results which are signed by not less than half the Commission members.
60. It may take other measures to lead the election fairly and to keep order during the election, and adopt procedures where this Statute does not mention anything.
61. The Electoral Commission has no power to impose financial sanctions.
62. All the partners are entitled to vote by giving their preference to that candidate whom they think should be elected.
63. The Electoral Commission shall present a report to the KSU Executive within a period of not less than five (5) days from the election. This report shall include an account of the work of the Electoral Commission, the procedures adopted, an account of all the expenditure of the election and, where possible, recommendations.

Section 7: Students Board Representatives & Institutes or Centres that make part of the Education Commission.

64. Students Board Representatives of these Institutes or Centres make part of the
64.1 Education Commission:
 - 64.1 Institute for European Studies
 - 64.2. Institute of Anglo-Italian Studies
 - 64.3. International Institute of Baroque Studies
 - 64.4. Institute for Climate Change & Sustainable Development
 - 64.5. Confucius Institute
 - 64.5. Institute of Digital Games
 - 64.6. Institute of Earth Studies
 - 64.7. The Edward De Bono Institute for Design & Development of Thinking
 - 64.8. Institute of Linguistics

- 64.9. Islands & Small States Institute
- 64.10 Institute of Maltese Studies
- 64.11 Institute for Physical Education & Sport
- 64.12 Institute of Space, Sciences & Astronomy
- 64.13 Institute for Sustainable Energy
- 64.14 Institute for Tourism, Travel & Culture
- 64.15 Mediterranean Institute
- 64.16 Mediterranean Academy of Diplomatic Studies
- 64.17 Centre for Biomedical Cybernetics
- 64.18 Centre for English Language Proficiency
- 64.19 Centre for Entrepreneurship & Business Incubation
- 64.20 Centre for Environmental Education & Research
- 64.21 Centre for Labour Studies
- 64.22 Centre for the Liberal; Arts & Sciences
- 64.23 Centre for Literacy
- 64.24 Centre for Resilience & Socio-Emotional Health
- 64.25 Euro-Mediterranean Centre for Educational Research
- 64.26 School of Performing Arts

THE END
