

Bylaws

of the Student Council

at Skolkovo Institute of Science and Technology

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Article I. Bylaws

Bylaws shall prescribe the procedure of the Council operation at Skolkovo Institute of Science and Technology (Skoltech).

Article II. Duties of the Officers

Section 1. President

The President shall call and preside at meetings of the Council and Standing Committee. The President shall oversee the operations and activities of the Council and all committees. The President shall be responsible for presenting a year-end report of the Council to the International Visiting Committee and at the last General Council Meeting in May before the new Council Officers and Chairpersons begin their term in office. The President may appoint assistants with the approval of the Council.

Section 2. Vice-President

The Vice-President shall perform the duties of the President in the President's absence and coordinate all nomination decisions and elections. The Vice-President shall be responsible for maintaining a record of the activity of Council representatives.

Section 3. Communication Officer (Secretary)

The Communication Officer shall be responsible for recording, posting, and filing of minutes of all Council meetings, notification to all Council members and the general public of all meetings of the Council, maintaining the files of the Council, and liaising with the communications media. Assist the President in setting up Council meetings by consulting all Council members to avoid their absence due inconvenient time. Keep track on meetings attendance and report attendance to the Vice-President. Keep a database of the Council members' contacts; Call in Council members abroad by default in the beginning Council meetings. If absent at a Council meeting, he/she appoints an acting Communication Officer for the time of the meeting.

Section 4. Treasurer

The Treasurer shall receive, disburse, and account for all funds of the Council and its activities, present a written report of finances at least once per semester, coordinate all budget and financial decisions,

prepare the budget for the next fiscal year to be voted upon by the Council, and coordinate the funding of student activities.

Article III. Elections of Council Officers and Committee Chairpersons

Section 1. Eligibility

a) All members of the Student Body at Skoltech are eligible to run for the Council Officers and for the Committee Chairpersons. A candidate shall serve for at least one year as a member of the Council in order to run for the President position.

b) Student representatives to the Institution Committees (e.g. the Education Board, the Campus Planning Committee, the Disciplinary Board, etc.) are eligible to run for the Council Officers and for the Committee Chairpersons.

Section 2. Nominations

a) Nominations for positions of the Officers and the Committee Chairperson remain open seven days. A nomination consists of a nomination by three votes from members of the Student Body. The nomination vote may be carried out electronically from a personal student email account (@skoltech.ru) or signed as a written statement to a specially appointed student - the Holder of Elections - at any time while the nominations are open. In case there is more than one nominee for an office and/or a chair, an electronic ballot shall be maintained throughout the elections in order for the office and/or the chair. An up-to-date list of the nominees shall be kept by the Holder of Elections and shall be publicized by 7 pm in the end of the nominations' closing day.

b) Nominations for unfilled positions may be carried out after the elections by the nomination vote of the Council. A nomination vote consists of two votes by the Council members. The nomination vote may be carried out orally at the meeting or as signed statement to the Vice-President at any other time.

Section 3. Elections of the Council Officers and Committee Chairpersons

a) If there are more nominees on the closing day of nominations than places available, under Article III of the Constitution elections shall be held among the candidates. Elections shall be completed within three days after closing nominations, and the results shall take effect immediately after the elections. If there is only one candidate for the President position the student body shall approve the candidate by electronic voting.

b) Student representatives to the Board of Education shall appoint the Holder of Elections among the members of the Student Body for organization and carrying out the elections procedures one day prior to the opening of the nominations. The Student representatives shall write a notice of appointment and publicize it by 10 am, no later than seven days before opening nominations.

c) The Holder of Elections shall be responsible for organizing the elections. In order to achieve this goal, the Holder of Elections may appoint assistants from the members of the Student Body. The Holder of Elections shall inform all members of the Student Body about the nominations and election procedures one day prior to the nominations.

Section 4. The Elections Meeting with candidates

All candidates shall prepare a statement of purpose stating why they are good candidates for a position within two days of their nomination, which shall be electronically publicized by the Holder of Elections. The Holder of Elections shall organize an informal coffee hour within next three days after the nominations close during which students shall have a chance to meet the candidates and assess candidates.

Section 5. Election Procedures

a) All candidates for an office and/or a chair position shall give a speech at the Elections Meeting of no more than five minutes.

b) Members of the Student Body shall have a chance to ask questions to the candidates. All questions shall be addressed to all the candidates and shall be answered in the following order: the first question shall be answered first by the first candidate, then by the second candidate, etc.; the second question shall be answered first by the second candidate, then by the third candidate, etc., and the first candidate shall answer this question last.

c) After the Elections Meeting an electronic ballot voting shall take place. Voters shall be asked to list the candidates in order of preference and the votes shall be counted using the full preferential method. If no one receives a majority of first choice votes, the candidate with the fewest first place votes shall be eliminated and his/hers votes shall go to the candidate that was listed as a second choice. This process shall continue until a candidate receives a majority of the votes.

Section 6. Unfilled Committee Chairs' positions

The President shall assume the power to appoint the Vice-President, the Communication Officer, the Treasurer, or itself to unfilled Committee Chairs' positions. The appointment shall be temporal, until the next nomination of a Skoltech student to a Committee Chair position.

Article IV. Elections of Council Representatives

Section 1. Nominations for Council Representatives

a) Nominations for positions of the Council Representatives shall remain open during three days. The Holder of Elections shall be responsible for ensuring that all students are made aware of the opening of nominations for Council representatives and all relevant related information by the day of opening nominations. Nominations shall be submitted as written statements or by email (@skoltech.ru accounts) from 10 members, or 20% (whichever is less), of their constituency, to the Holder of Elections. Nominees shall be members of their constituency.

b) Nominations for unfilled positions may be carried out after the elections. A nomination consists of signatures from 10 members or 20% (whichever is less) of the constituency submitted to the Vice President

Section 2. Election of Council Representatives

a) If there are more nominees on the day of closing nominations than places available, under Article III of the Constitution elections shall be held among members of that constituency. The Holder of

Elections shall be responsible for ensuring the fairness and validity of these elections. The Holder of Elections may receive assistance in conducting the elections from departmental student groups, departmental administrators, or other individuals or groups deemed by the Officers to be sufficiently neutral. Elections shall be completed within three days after closing nominations, and the results of the elections shall take effect on the next day after closing elections.

b) Every member of the constituency shall have an opportunity to vote. Nominee with the majority votes wins.

c) Members of a constituency may nominate for unfilled positions representing that constituency after closing elections. Those positions shall be filled in the order in which applications are received.

d) Students shall be notified of their Council representatives on the next day after closing elections.

e) Members shall be recalled automatically if they fail to attend three consecutive meetings or five meetings during a year without giving sufficient reason or submitting a proxy in writing to the Vice-President or their designate.

f) If there is no nomination for a constituency representation, the position shall remain unfilled until next nomination for a position.

Article V. Committees

Section 1. Committees Structure

Standing Committees of the Council shall be those defined in Article V, Section 4 of these Bylaws. Other committees may be formed by a majority vote of the Council; these shall be referred to as ad hoc committees. All ad hoc committees shall terminate with the Officers under whom they were established. Unless specified otherwise, the membership of committees shall consist of student volunteers who:

i. serve at the pleasure of the Council;

ii. ex officio members as Specified in the Constitution, the Bylaws and committee guidelines;

iii. appointed by the Council.

Standing committees shall elect their chairpersons, unless otherwise indicated. The chairpersons of ad hoc committees shall be appointed by the President and approved by the Council. The chairpersons shall call and preside over all meetings, and shall be responsible for ensuring that all committee procedures are followed.

Section 2. Committees Procedures

Committees established by the Council must operate under the Council Constitution and the Bylaws. Committees shall report on their activities to the Council once per week, inform the Officers of current developments, maintain pertinent documentation, and handle the responsibilities of distributing publicity or otherwise communicating with the student body. In addition, committees may be called upon by the Nominations Committee to nominate representatives to relevant Institute Committees, as specified in Article V, Section 4b of these Bylaws. Committees may form subcommittees as deemed

necessary by the chairpersons. These subcommittees shall terminate with the committee chairpersons under which they serve. Committees may establish or modify formal operating guidelines through the passage of legislation at a General Council Meeting.

Section 3. Suspension of Committees

A majority of the full membership of the Council may initiate an inquiry into the proceedings of any committee and may suspend a committee until such a time as a vote is cast by the Council's majority to return the committee to active status.

Section 4. Committees to be established and their functions

a) ***Executive Board*** shall consist of the officers of the Council. The Executive Board shall have general supervision of the affairs of the Council, have overall coordination of finances, and budgets not delegated to other committees, prepare an agenda for each Council meeting, and may deal with all matters pertinent to the Council. All decisions on finances and budget must be made after open hearings and be approved by the Council. The Executive Board shall convene at the call of the President, or at the request of two members of the Council.

b) ***Nominations Board*** is concerned with nominating graduate student representatives to all presidential and faculty appointed Institute Committees. The Vice President a minimum of one session per academic year shall call the Nominations Committee and three Council members shall constitute a quorum. If the Nominations Committee chooses to recommend more than one individual for a committee seat, the recommendations may be listed in order of preference.

c) ***Funding Board*** is responsible for the following:

i) Awarding funds to organizations involving Skoltech students for their activities;

ii) Setting funding guidelines and priorities; and

iii) Auditing disbursements of awarded funds.

The Funding Board shall be composed of the following 4 voting members: the Treasurer, who shall act as chairperson for the Board and three other members of the Council. If a Funding Board member does not fulfill the responsibilities of the position, the Treasurer may petition for a new Board member to be appointed by the corresponding represented body. Funding awards shall be decided upon once a semester in an open meeting. Funding is to be approved by majority vote of the Funding Board. Awards shall be in the form of offerings of reimbursement for expenses, following submission of receipts, as specified in the Funding Board Guidelines and the funding award.

d) ***Housing Committee*** is a standing committee concerned with on- and off-campus housing, transportation, health, welfare, and related matters. Members of the committee shall be all those interested in these activities, including representatives from students who live both on- and off-campus. The committee shall handle relations with the Institute officials and committees in its areas of responsibility; coordinate the activities of the Council, representatives, and living groups in these areas; make recommendations to the Council for funding in these areas; and make recommendations for nominations to relevant Institute Committees.

e) *Activities Committee* is a standing committee concerned with the sponsorship, advocacy, financing, and organization of social activities for students. Its purpose shall be to communicate the needs and interests of student groups to the Council, to promote student activities on the Skoltech campus, to serve the common interests of student activities, and to arbitrate conflicting interests. Also, the Activities Committee shall organize and oversee the orientation of new students.

f) **Committee on Academics, Research, and Careers** is a standing committee concerned with the coordination of student activity on academic matters. It shall also coordinate efforts to help graduate students with their professional development through activities such as a student career fair. Graduate student members of Institute Committees which concern themselves with academic matters shall be encouraged to attend meetings of the Committee regularly and keep the Committee informed of the deliberations of those Institute Committees.

Article VI. Procedures for Council Meetings

Section 1. Scheduling of Council Meetings

a) The President shall call monthly meetings of the Council. At the end of each meeting, the next meeting time shall be set, and schedule changes may only be made with at least two week notice. All meeting times and locations shall be posted publicly either via email, website, or poster. All members of the student body are welcome to attend any general Council meeting.

b) Special meetings of the Council may be called to consider a special item or items of business by two members of the Executive Committee, by four Council members, or by petition of any ten students. Special meetings must be announced at least two weeks in advance and may not take place within two weeks of a regularly scheduled meeting.

c) Normally scheduled council meetings shall not take place the week of final examinations.

d) The Procedure for Committee Meetings shall be defined by the Chairs of that committee and must be in accordance with the Constitution and the Bylaws.

Section 2. Conduct of Council Meetings

a) Items shall be placed on the agenda for Council meetings from the minutes of the previous meeting, from the past Executive Committee meeting, or through petition in writing by ten students. Additional agenda items may be placed at the discretion of the President. Every Council meeting must allow time for Open Floor.

b) The conduct of meetings shall be the responsibility of the President, the Vice-President in the President's absence, or their designated presiding officer. Robert's Rules of Order shall prevail unless they are in conflict with the Constitution or the Bylaws. The Council may make additional rules for the conduct of a meeting through the passage of immediate legislation at that meeting.

c) In case of absence of a Council member for two consecutive meetings or three meetings during a year, the Communication Officer informs the President, the Vice-President and the Student Council member about the attendance issue.

d) In case of absence of a Council member for three consecutive meetings or five meetings during a year, the Communication Officer informs the President and the Vice-President. The Council member shall resign from its responsibilities to the Council. The Vice-President shall make an announcement to the student body and sets up new elections to fulfill the position.

Section 3. Legislative Process for Council Meetings

a) Issues to be voted on shall be introduced into a two-month cycle in which the subject is first brought up for an initial discussion at a Council meeting, and voted upon at the subsequent Council meeting. Representatives shall be expected to discuss the matter with their constituencies in the intervening period between these Council meetings, and a venue for further discussion during this time shall be provided if deemed necessary by the Executive Committee.

b) Incidental issues, committee appointments, Council housekeeping, and Council rules of conduct may be voted upon in the same legislative session in which they are introduced.

c) All motions brought to the floor by a standing committee, which have received a majority support of that committee and have been on the meeting agenda for at least two weeks, may be voted upon at the legislative session in which they are introduced.

d) An item of legislation already voted upon by the Council may be reconsidered if one of the following holds:

i) it is shown that there has been substantive change in either the wording of the legislation or related circumstances since the earlier vote;

ii) neither the current set of Council representatives nor Council officers were in place when the earlier vote was taken.

e) In order to proceed with a vote, quorum must be established. A majority of the Council shall constitute a quorum. A Council member may appoint a proxy by written request submitted to the Vice President or the presiding officer.

f) When a vote is taken, the taking of the roll of voting members and the vote count shall be the responsibility of the Vice President, or of a Council member designated by the presiding officer if the Vice President is absent or recused from the vote.

g) Unless specified otherwise in the Constitution or Bylaws, an article of legislation shall pass if a majority of those voting members present vote in its favor.

h) The Council may vote to temporarily suspend the process described in this Article allowing immediate action on a legislative item. Doing so shall require a majority vote of the full Council. This suspension shall only be used when following the prescribed legislative process can be shown to substantially diminish the utility of the vote due to external factors.