

M O N I T O R

OF THE UNIVERSITY OF WARSAW

Warsaw, 23 May 2007

No 5

Item 261

ORDINANCE NO 17 OF THE RECTOR OF THE UNIVERSITY OF WARSAW

of 4 May 2007

on detailed rules and the procedure for the registration of university student organisations and university doctoral student organisations at the University of Warsaw

Pursuant to Articles 204, 205 and 210 of the Act of 27 July 2005 – Law on Higher Education (Journal of Laws No 164, item 1365, as amended), and § 126 of the Statute of the University of Warsaw (UW Monitor no 7A of 2006, item 95), it is hereby ordered as follows:

§ 1

1. This document specifies the detailed rules and the procedure for the registration of university student organisations referred to in Article 204 s. 1 of the Act, and university doctoral student organisations referred to in Article 210 s. 1 of the Act, operating at the University of Warsaw, hereinafter referred to as “university organisations” or “organisations.”

2. Provisions of this ordinance pertaining to the detailed rules and the procedure for the registration of university student organisations shall apply to university doctoral student organisations respectively.

§ 2

1. University organisations shall be subject to registration in the register kept by the Rector.
2. The register of university organisations shall be public.
3. Technical and organisational matters pertaining to keeping the register of university student organisation shall be handled by the Office for Student Affairs, while the matters pertaining to university doctoral student organisations – by the Office for Personnel Affairs, Education Section.

§ 3

1. The request to the Rector for registration of a university organisation shall include:
 - 1) name and registered office of the organisation;
 - 2) list of founders, including at least five persons, presenting their first names and surnames, faculties or other organisational units conducting studies, years of studies, numbers of the student record books, personal signatures;
 - 3) contact telephone number or e-mail address of the person authorised to represent the organisation in the registration process;
 - 4) consent of an academic teacher to supervise the organisation, subject to s. 5;
 - 5) opinion of a head of the organisational unit, at which the organisation is going to operate, and – at the request of the Rector – an opinion of the Students’ Government Body at the University of Warsaw or the Doctoral Students’ Government Body at the University of Warsaw respectively.

2. The template request for registration of a university student organisation is attached as Appendix no 1 to this ordinance.

3. The rules of the university organisation shall be enclosed to the request: The rules shall specify:

- 1) name and registered office of the organisation;
- 2) objectives and methods of their achievement;
- 3) principles for acquiring and losing membership;
- 4) manner of the appointment of the organisation authorities, scope of their competences and the term of office;
- 5) organisation representation method;
- 6) procedure for adopting the rules and amendments thereto;
- 7) the process of making the decision to wind-up the organisation.

4. The template rules of a university student organisation are attached as Appendix no 2 to this ordinance, for illustration purposes only.

5. An academic teacher holding at least the doctoral degree can be the tutor of a scientific circle.

6. The registered office shall be understood as an organisational unit at which the university organisation is going to operate.

§ 4

1. The university organisation can be registered provided that its rules are consistent with the legal regulations and the Statute of the Warsaw University.

2. The Rector shall provide a written notification of his/her decision on registration of the university organisation to the founders of the organisation, head of the organisational unit and the tutor.

3. Founders of the university organisation shall be entitled to appeal against the decision referred to in the previous section to the minister in charge of higher education. The appeal shall be made through the Rector, within 14 days of receiving the decision.

§ 5

1. The following data shall be gathered in the register of university organisations:

- 1) name of the organisation;
- 2) date of registration and the register number;
- 3) registered office of the organisation and potentially, its address;
- 4) first names and surnames of members of the management board, including the data referred to in § 3 s. 1 point 2;
- 5) information on filing the reports and settlements;
- 6) information on suspension or winding-up the organisation.

2. The documentation obtained in the registration process shall be enclosed to the register of university organisations.

§ 6

University organisations shall be obliged to immediately notify the Rector in writing of any amendments to the rules of the organisation, and changes in the composition of the management board, no later than within 14 days of making the amendment/change. The documentation confirming making the amendments/changes, including the minutes of the meeting of the organisation authorities shall be enclosed to the notification.

§ 7

1. By 31 January each year, the university organisation shall submit to the Rector the report on its activities in the previous year.

2. In case of the authority of the university allocating the material resources to the university organisation, the university organisation shall be obliged to submit to this authority, tutor and the Rector the report on the use of those resources together with a financial statement, at least once every semester, within the time limit set by the Consultation Board for the Student Scientific Movement.

3. The template annual report on activities of a university student organisation is attached as Appendix no 3 to this ordinance.

4. The approval of the report and settlement of the material resources by the tutor and the authority that allocated the material resources shall be the conditions for potential applying for further material resources for financing the activities of the organisation.

5. In particular, material resources shall include financial resources and things within the meaning of the Civil Code.

§ 8

1. The Rector can, at his/her own initiative or at the request of the tutor, suspend the activities of the university organisation if it fails to submit the annual report on its activities within the time limit specified in § 7 s. 1.

2. The Rector shall suspend the activities of the university organisation if it fails to submit the report and the settlement of the material resources allocated, within time limits set based on § 7 s. 2.

3. In case of suspending the university organisation, the consent to the resumption of its activities shall be granted by the Rector, at the request of the management board of this organisation. At the same time, together with submission of the request, the organisation shall carry out the activities subject to the time limit specified.

4. The Rector shall revoke the resolution of the university organisation that is inconsistent with legal regulations, Statute of the University of Warsaw or the rules of the organisation.

5. The organisation shall be entitled to file the request to re-examine the matter in case of the Rector's decision to revoke the resolution of the university organisation, as well as the decision to suspend or resume the activities of the university organisation. The request shall be submitted to the Rector, within 14 days of the day of receiving the decision.

§ 9

1. The university organisation shall be wound-up based on the decision of members of the organisation taken in accordance with the rules of the organisation. Provisions of § 6 shall apply respectively, provided that the organisation shall transfer the notification of winding-up also to the head of the organisational unit and the tutor.

2. The university organisation can be wound up also based on the resolution of the Senate of the University of Warsaw passed at the request of the Rector if the activities of the organisation result in gross or repeated violations of statutory provisions, Statute of the University of Warsaw or the rules of the organisation.

3. As a result of winding up, the organisation shall be removed from the register.

§ 10

1. Doctoral students can apply for membership in the university student organisation by filing a written membership declaration to be examined by the management board of this organisation, and the students can apply for membership in the university doctoral student organisation in keeping with the same rules.

2. Template request, report and the rules pertaining to university student organisations shall apply to university doctoral student organisations respectively.

§ 11

Ordinance no 5 of the Rector of the University of Warsaw of 2 July 1997 on detailed rules and the procedure for the registration of university student organisations shall be hereby cancelled.

§ 12

The ordinance shall enter into force as of the day of its signing.

Rector of the University of Warsaw:
K. Chałasińska-Macukow

TEMPLATE

Request for registration of the university student/doctoral student organisation

Name of the organisation

.....
.....

Registered office of the organisation (organisational unit), telephone number, e-mail
of the person authorised to represent the organisation

.....
.....

Founders (at least five persons)

No	First name	Surname	Organisational unit	Year of studies	Record book no	Signature
1*						
2.						
3.						
4.						
5.						

* president or a person authorised to represent the organisation

Academic tutor* first name and surname, degree Signature of the tutor and the seal of the unit employing the tutor
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* this function can be fulfilled only by an academic teacher, but not by a doctoral student

I express a positive/negative* opinion with respect to the request
.....
..... Signature of the head of the organisational unit

* delete as appropriate

Appendix:
Rules of the organisation

TEMPLATE

**RULES OF THE UNIVERSITY STUDENT ORGANISATION
AT THE UNIVERSITY OF WARSAW**

Name and registered office of the Organisation

§ 1

1. The University Student Organisation at the University of Warsaw, hereinafter referred to as the Organisation, operates based on the Act – Law on Higher Education, Statue of the University of Warsaw and these Rules.

2. The registered office of the Organisation is located in

Objectives of the Organisation and methods of their achievement

§ 2

The objective of the Organisation is:

- a)
- b)
- c)

§ 3

The Organisation pursues its objectives by:

- a)
- b)
- c)

Membership

§ 4

Any student at the University of Warsaw can become a member of the Organisation. A doctoral student at the University of Warsaw, who presents a justification of his/her interest in pursuing objectives of the Organisation, can also apply for membership in the Organisation.

§ 5

1. Membership in the Organisation shall be acquired as a result of the resolution of the Management Board of the Organisation approving a written membership declaration.

2. Membership shall be lost as a result of the resolution of the Management Board of the Organisation, declaration of will on withdrawing from the Organisation submitted to the Management Board, death of the member, and as a result of removal from the list of students.

3. The member can appeal against the decision of the Management Board on exclusion from the Organisation to the General Meeting of Members.

§ 6

A member of the Organisation shall have the right to:

- a) active and passive electoral participation at Organisation authority elections;
- b) participate in works of the Organisation, use any equipment, facilities and opportunities created by the Organisation;
- c) use badges and signs of the Organisation, as well as to represent it during any events and meetings that are not inconsistent with objectives and the philosophy of the Organisation's activities;
- d) present opinions, motions and demands to authorities of the Organisation.

§ 7

Duties of the members shall include:

- a) active participation in works and realisation of objectives of the Organisation;
- b) maintaining the compliance, in his/her activities, with resolutions and guidelines of the authorities of the Organisation;
- c) pay membership premiums to the Organisation on a regular basis.

Authorities of the Organisation: appointment, recalling, competencies

§ 8

Authorities of the Organisation shall include:

- a) General Meeting of Members;
- b) Management Board.

§ 9

The competences of the General Meeting of Members shall include:

- a) passing and amending the Rules of the Organisation;
- b) selection of the president and other members of the Management Board, at his/her request;
- c) examining reports of the Management Board;
- d) making the decision to wind-up the Organisation;
- e) examine other matters reported by the members of the Organisation.

§ 10

1. The General Meeting of Members shall be convened by the president of the Management Board of the Organisation, at least once a year, or at the request of at least half of members of the Organisation.

2. All members of the Organisation shall participate in the General Meeting.

§ 11

The General Meeting of Members shall take decisions by an absolute majority of votes, in the presence of at least half of entitled members.

§ 12

The management board of the Organisation shall comprise the president, vice president, secretary, treasurer and other members if the General Meeting of Members decides so.

§ 13

The term of office of the Management Board shall be one year.

§ 14

The Management Board shall take its decisions by an absolute majority of votes of its members, in all matters that do not fall within the competencies of the General Meeting of Members.

§ 15

1. The president of the Management Board shall manage the works of the Management Board and represent the Organisation externally.

2. By 31 January each year, the president of the Management Board shall submit to the Rector the annual report on activities of the Organisation in the previous year.

3. The president of the Organisation shall be obliged to submit to the Rector notifications of any amendments to the Rules of the Organisation and changes in authorities of the Organisation, and the up-to-date list of members of the Organisation.

Signature and stamp of the head
of the organisational unit

Signature of the tutor and the
seal of the unit employing the
tutor

Signature of the president

