

BSU Representative Council

The regulations

Article 1. General Provisions

1. The Regulation of the Representative Council of Batumi Shota Rustaveli State University ("University" or "BSU"), legal entity of public law, defines the procedure and rule of the authority executing.
2. The Representative Council carries out its activities in accordance with the Constitution of Georgia, the Law of Georgia on Higher Education, the University Charter and other Acts.
3. The Representative Council has a seal and a letter of inscription: "Legal Entity of Public Law - Batumi Shota Rustaveli State University Representative Council".

Article 2. Rules for Electing the Representative Council

1. The Representative Council is a university representative body that is elected for a term of four years, based on the representation of university faculties, separately from students and academic personnel.
2. The number of faculty members in the Representative Council is determined by the order of the Rector, proportionally to the number of students and academic personnel on faculties. The minimum number of members of the Representative Council can not be less than double the number of members of the Academic Council.
3. The Representative Council shall be elected within the university, on the basis of universal, direct and equal elections by secret ballot, in accordance with the procedure established by the Charter.
4. Students constitute one third of the full membership of the Representative Council. In order to determine the number of students, the rounding is carried out in favor of the students.
5. Representative council is composed of the head of the university library selected by the majority of the academic council, as well as one university elected from each independent scientific-research unit of the university.
6. The representatives of the administrative and support staff, as well as members of the Academic Council, can not be elected in the Representative Council.
7. Students in the Representative Council elect all faculty students, including assistant. She participates in elections as a student.
8. The academic personnel are elected by the faculty academic personnel in the Representative Council except for the Assistant.
9. One of the representatives of scientific personnel will be elected as a member of the Representative Council by the university administrative and scientific personnel of each independent scientific-research unit.
10. Unacceptable:
 - A) The same person be the representative of two or more independent scientific-research units at the University Academic Council and the Representative Council;
 - B) One and the same person be an independent scientific-research unit representative at the university academic council and university representative board;
 - C) The director of independent research-research unit be a member of the Representative Council;
 - D) A person who holds academic and scientific positions at the university be in an academic and representative councils as relevant faculty as well as scientific-research entities;
 - E) Member of the BSU Representative Board at the same time be a member of the BSU Academic Board;
 - F) Speaker of the Representative Board at the University at the same time to hold an administrative

position.

Article 3. Recognition of the powers of the Representative Council, the Speaker and the Secretary

1. The first meeting of the Representative Council shall be convened by the University Rector no later than 5 days after the final results of the elections.
2. The first meeting of the Council is chaired by the senior member of the Representative Council. The session is authorized if the majority of the list is present. At the same session the authority of the newly elected Representative Council shall be authorized.
3. After the recognition of the authority of the Representative Council, by secret ballot, from its composition, the term of the Council shall be elected by a majority of the members of the Board of the Speaker, who is chaired by the Representative Council and organizes its work. The University election commission is carrying out voting.
4. Speaker of the Representative Council is not an administrative officer.
5. At least 10 percent of the full membership of the Representative Council shall be submitted to the university electoral commission no later than 3 days before the Speaker's election. The person who receives more than half of the board members shall be deemed to be elected. If the candidate is more than two and no candidate can collect the required number of votes, the same day between the two candidates with the majority of votes will be repeated. If in this case the winner is not revealed, no later than 5 days, the new elections will be held in the same manner. Candidates participating in the previous elections will not be able to participate in the next elections.
6. The Secretary of the Representative Council shall be elected from the Board (except for the student), for the term of office of the Council.

Article 4. Termination of the term of office of a member of the Representative Council

1. The grounds for early termination of the authority of a member of the Representative Council are:
 - A) personal desire;
 - B) Entry into the legal force of the conviction sentenced by the court to him;
 - C) Death;
 - D) Recognition by the Court as a restraint or acknowledgment of receipt if otherwise provided by the Court's decision;
 - E) Exemption from the academic / scientific position of this institution or termination of student status;
2. It is not permissible to be elected student instead of a terminated academic staff and vice versa.
3. In case of early termination of the authority of a member of the Representative Council, the member of this Representative Council shall become a member of the term of office, who has collected the most votes after the termination of power in the relevant elections. In the absence of such an election, the elections shall be held for the remainder of the term of a terminated member.
4. The basis for early termination of the authority of the Speaker and the Secretary of the Representative Council is:
 - A) personal desire;
 - B) Entry into the legal force of the conviction sentenced by the court to him;
 - C) Death;
 - D) Recognition by the Court as a restraint or acknowledgment of receipt if otherwise provided by the Court's decision;
 - E) Dismissal from the university academic position;
5. In case of reorganization of the Faculty, its representatives are elected member of the Representative Council and the elections are announced for selection of reorganized faculty / faculty members. Before the elections, the Council continues to work with the old composition.

Article 5. Authority of the Representative Council

1. The Representative Council shall take into account the individual administrative-legal act within its competence - the decision, as well as the application and the address signed by the speaker. In case of absence of a speaker, the chairperson of the board is elected.
2. Representative Council on the Law of Georgia on Higher Education and the BSU Statute:
 - 2.1. Elaborates the University Charter with the participation of the Academic Council and submits it to the Ministry of Education and Science of Georgia for approval;
 - 2.2. Elaborates and approves the University Regulations, the Code of Universal Ethics and the disciplinary liability standards;
 - 2.3. Approves the provisions of the university budget and the provisions of structural units;
 - 2.4. Elects the Speaker of the Representative Council;
 - 2.5. Approves the regulation of the Representative Council by a majority of the composition of the list.
 - 2.6. From its composition elects the Secretary of the Representative Council whose functions are determined by the present Rules of Procedure;
 - 2.7. Approves the university budget by the head of the administration;
 - 2.8. Approves annual report of the head of the administration;
 - 2.9. Approves the structure of the university administration upon the submission of the head of the administration;
 - 2.10. Approves the approval of the support staff at the service, the amount and the remuneration of the labor payments by the head of the administration;
 - 2.11. Academic Council is motivated by its own initiative or by its own initiative to terminate the authority of the head of the administration with the majority of the members of the Board;
 - 2.12. By The Academic Board submission approves:
 - 2.12.1. The uniform rules for getting academic staff service, the amount and the remuneration of labor;
 - 2.12.2. Rules / rules for the availability of scientific personnel of independent scientific-research units of the university;
 - 2.12.3. Additional conditions for the holding of scientific position of independent university research universities;
 - 2.12.4. The amount of loading of academic personnel defined by the Academic Council, the amount and conditions of remuneration;
 - 2.12.5. Decision on the reorganization, liquidation or new faculty of faculty / faculty.
 - 2.12.6. Approves the Candidates of the Head of the University Quality Assurance Service and the Head of Administration;
 - 2.13. On the basis of the decision made by a majority of the composition of the list, the authority is authorized to terminate the authority of the Head of the University Quality Assurance Service;
 - 2.14. Approve the Statute of the University's independent scientific-research unit;
 - 2.15. Approves the Procedural Issues and Procedure of Working of the Competition-Attestation Commission developed by the Academic Council.
 - 2.16. Determines the cost of learning at the university's educational programs and develops the tuition fees.
 - 2.17. Approve various programs of student social protection within the university budget, including the procedure for the implementation of social program "Students' allowances in tuition fees";
 - 2.18. Establishes a one-time promotional prize for participation in a variety of events by a university student;
 - 2.19. Elaborate the rules of internship in the university;
 - 2.20. Approves the rules for appointing and issuing scholarships for university students;
 - 2.21. Procedure for submitting and financing student initiatives and projects at the BSU;
 - 2.22. Establishes the rules of financing the participation of BSU personnel and students in various events (conference, congress, seminar, training, educational, cultural and sport, etc.);

- 2.23. Approves the draft budget project of independent university research universities and the use of property;
- 2.24. Annual Action Plan for independent scientific-research units of the University considered by the Academic Council (with appropriate budget);
- 2.25. Carries out other powers granted by the Statute, Internal Regulation and Georgian legislation.
3. The decision on amendments and / or additions to the Charter shall be made by the Representative Council by a majority of the total composition.
 4. In order to approve the budget, elect the head of the administration and approve an annual report of the head of the administration, the Representative Council shall make a decision by a majority of the Council.
 5. Acquisition or lease of university real estate can only be made by the decision of the Representative Council, with the consent of the Ministry of Education and Science of Georgia and the Ministry of Economy and Sustainable Development of Georgia, in accordance with the Georgian legislation.
 6. Any decision on university movable property if it goes beyond the scope of educational and research activities may only be made by the decision of the Representative Council, in accordance with the Georgian legislation, with the consent of the Ministry of Education and Science of Georgia.

Article 6. The rule of work of the Representative Council

1. The Representative Council usually gathers once a month or, if necessary, the session shall be convened by the initiative of no less than 1/3 of the speaker or representative board.
2. The session of the Representative Council is authorized if it is attended by more than half of the total composition. The Board of Directors is chaired by the Speaker or one of the members of the Council by the order of the Speaker, in case of absence of a speaker, the chairperson of the board is elected.
3. Before the commencement of the meeting of the Representative Council, a representative of the Representative Council confirms the signing of the relevant registration form in the session (registration in the Secretariat), which will be attached to the minutes of the meeting. A member of the Representative Council is also obliged to notify the Head of the Secretariat of the Representative Council before the meeting and notify the relevant documentation (notification and / or other evidence, if any) before the next meeting.
4. The Secretariat shall submit to the Representative Council the information (documentation) provided for in paragraph 3 of this Article upon the commencement of the session of the Representative Council.
5. During the vacation of a member of the Representative Council (in the city) or on a business trip, the Representative Council shall be authorized to engage in the session and participate in voting through electronic communication in order to ensure the direct visual contact of a member of the Representative Council and to identify its vote.
6. At a meeting of the Representative Council, at the meeting of the Representative Council and / or any other scheduled workshop, 3 times in a row for a reasonable reason, and 6- times absence within a year is considered as a gross disciplinary violation committed by a member of the Representative Council and unethical action.
7. The application on the issue at the meeting of the Representative Council shall be submitted to the Secretariat of the Representative Council, together with the Decision Project, no later than 1 (one) week before the meeting. The head of the Representative Council Secretariat shall submit the draft agenda (along with decision-making projects) to the Representative Council members, who can issue additional issues in the agenda project within two (two) days. The final project of

- the agenda of the Representative Council is 3 (three) days before the BSU official website and information boards of structural units (chancellery, faculties and independent research units).
8. Speaker of the Representative Council shall present the agenda as soon as the session begins, which is approved by the majority vote of the members present, but no less than 1/3 of the total composition.
 9. The meeting of the Representative Council is public. Participants may be invited to attend a meeting of the Council meeting with the issues stipulated by the session agenda. In addition to the cases envisaged by the legislation, the voting at the session of the Representative Council is open (the consent is confirmed by the signature). It is prohibited to leave the session hall by a member of the Representative Council during voting.
 10. By a decision of 2/3 of the Representative Council members, a meeting of the Representative Council or its part (in case of any issue) may be closed or held to be a secret ballot.
 11. The Council meeting is held no more than 3 (three) hours. The proceedings can be extended by a decision of 2/3 of the Council members.
 12. The time of speech (presentation of the project) should not exceed 15 minutes, and the board member submits the opinion - 5 minutes. The Board member can only comment twice on the same issue. This time can be changed by the board speaker's decision. The Speaker of the Representative Council may suspend the proceedings for a certain period of time or stop at all if the issues under the agenda are no longer relevant or exhausted.
 13. The decision shall be deemed to be valid if the majority of the members of the meeting will vote, but no less than 1/3 of the total composition. The vote of the board speaker is divisive when dividing the votes. A member of the Representative Council has no right to refrain from voting.
 14. In the frames of the legislation and the present Rules of Procedure, a decision shall be made and signed by the Speaker (chairperson of the meeting) and attached to the protocol.
 15. The decision made at the Representative Council meeting is published on the official website of BSU and BSU official print outlet in the newspaper "Batumi University" - in the cases defined by the Representative Council.
 16. Head of the Secretariat of the Representative Council on each session of the Representative Council (and in case of his absence the Secretary of the Council) sets the protocol. The session can also be recorded on audio tape (Recording and retention of the record is provided by the Secretariat of the Representative Council).
 17. The protocol of the Representative Council shall include:
 - A) Date, time and place of the session;
 - B) Identity of the chairman, members and invited persons of the meeting;
 - C) The agenda;
 - D) The content of the text of the speakers (short);
 - E) Results of voting;
 - F) decision made.
 18. The minutes of the meeting is accompanied by written materials presented by speakers (rapporteurs).
 19. The protocol is signed by the Speaker of the Representative Council (Chairman of the Meeting) and the Head of the Secretariat of the Council (Secretary of the Council). On the last page of the protocol the seal of the Representative Council will be laid.

Article 7. Secretariat of the Representative Council

1. Organizational, documentary and information services of the Representative Council is executed by the Secretariat of the Representative Council.
2. Head of the Secretariat of the Representative Council:

- A) By agreement with the Speaker of the Representative Council, present the draft date of the meeting and the BPU Representative Board together with the attached Projects and other materials in accordance with this Regulation;
 - B) Organizes the agenda of the meeting and publishing the decisions made on the meeting on BSU official website, as well as the BSU official newspaper "Batumi University";
 - C) Provide information on the announcement of the meeting of the Representative Council members (in case of announcement - verification of signatures, in case of absence - indicating a good reason);
 - D) Conduct a protocol of the meeting of the Representative Council and ensures the authentication of the audio recording;
 - E) Is obliged to provide the acts of the Representative Council on time (within no later than 3 working days after the meeting) to the relevant structural units and individuals of the BSU;
 - F) Provides the proceedings of the Representative Council (service correspondence, registration of the minutes of the session / decisions / applications / appeals and preservation in accordance with the legislation, as well as keeping audio recordings);
 - G) Is responsible for the use and storage of the Representative Council;
 - H) Provides information (legal acts), as reactive and proactive (public information) in the competence of the Representative Council, in cooperation with BSU related structural units;
 - I) Procure and store the contact data of the members of the Representative Council, as well as the statistical record of the absence data on their meeting (providing information at the next meeting from the date of the incident established by the Representative Council of this Regulation).
3. The Secretariat of the Representative Council shall notify the Bureau of the Chancellery (archive) of the Representative Council no later than one month after the end of the calendar year.

Article 8. Rules for amendments and additions to the Rules of Procedure

Changes and amendments to the Regulatory Board regulations are made by the decision of the Representative Council.