

UNICA INTERNAL RULES

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Internal Rules of 15 June 2023 on the formation, the composition of and the powers conferred to Working Groups and Committees, and on the election of the Coordinators of the Working Groups

1. Working groups on selected topics are one of the instruments of the Association for encouraging the cooperation of member Universities.
2. The creation of a Working Group is decided by the Steering Committee or may be accepted by the Steering Committee upon proposal by at least three member universities.
3. Each Working Group is co-ordinated by one or two of the universities of the Association, in collaboration with the UNICA Secretariat.
4. The Working Groups are platforms for the sharing of experiences and good practices, peer learning and networking among UNICA member universities. However, the working groups may agree with the UNICA Secretariat about inviting representatives from partner organizations and institutions to contribute and participate in their events and activities.
5. The Co-ordinator(s) is/are responsible for facilitating, supervising and monitoring the planning and implementation of the activities and initiatives of the Working Groups.
6. In case of protracted inactivity of a Working Group, the Steering Committee may take the decision to dissolve it.
7. In addition to the Working Groups, informal groups and committees may be created, with the approval of the Steering Committee, to carry out research or activities on specific issues.

Election of the Coordinators of the Working Groups

The Co-ordinators of the Working Groups shall be elected for a period of two years and may be re-elected twice.

Procedure for the elections of the Coordinators

- Each member university may nominate one candidate.
- Each member university holds one vote.
- The candidate who has obtained the most votes is elected. In case of several candidacies, the second person who has obtained the most votes, shall assume the role of co-Coordinator.
- If the Co-ordinator ceases her/his activity due to resignation, death or exclusion of her/his university, the co-Coordinator shall complete the term of office. In absence of a co-Coordinator, complementary elections will be carried out until the next election.

Internal Rules of 15 June 2023 on the election of the President, of the members of the Steering Committee, and of the IRO Observer to the Steering Committee

A. Election of the President and of the members of the Steering Committee

1. Timetable

At least six months before the General Assembly, during which the elections take place, the Steering Committee shall invite all member universities of the Association to propose a candidate from their university for the position of President and for that of member of the Steering Committee. It shall also inform the member universities of the President's intentions if he/she is re-eligible and of the intentions of the members of the Steering Committee.

A University may also propose as President a maximum of one person and as members of the Steering Committee a maximum of two persons, drawn from another institution.

Proposals must reach the General Secretariat of the Association at least two months before the General Assembly.

The nominations shall be sent to the General Secretariat via email or post. The nominations received after the deadline indicated in the invitation letter shall not be considered.

The nomination letter shall contain a statement indicating that the nominee is willing to carry out in person the mandate for which she/he is proposed and a letter of support from the university of the candidate.

The Steering Committee shall control the validity of the candidatures in conformity with the statutes.

The out-going Steering Committee draws up the list of candidates and circulates it to the members of the Association at least one month before the General Assembly.

2. Quorum and Procedures of Election

The election of the President and the Steering Committee is valid only if one half of the member universities participates in the vote either through the presence of a representative or by proxy.

Blank voting slips are not taken into account.

The election is held during the General Assembly by anonymous vote.

If the quorum is not met at the General Assembly, the election will be carried out by circulating written procedures under the responsibility of the Steering Committee.

3. Procedure for Election of the President

For the election of the President, in the first round of voting, an absolute majority (half the votes plus one) is required.

If none of the candidates obtains an absolute majority in the first round, then a second round shall be held between the two candidates obtaining the most votes in the first round. The candidate with the relative majority in the second round (a difference of one vote) shall be declared President.

4. Procedure for Election of the Members of the Steering Committee

For the election of members of the Steering Committee:

- the candidacy proposed by one of the Member universities based in Brussels shall be validated by the General Assembly;
- the other candidacies shall be put to vote, and the four persons who have obtained the most votes are elected.

The composition of the Steering Committee shall respect, as far as possible, the geographical balance between the different regions of Europe and the gender balance.

In case two or more candidates receive the same number of votes in the first ballot, a second ballot among the tied candidates will be carried out, and the candidate(s) who have obtained the most votes are elected.

5. Complementary Elections

If any member of the Steering Committee should renounce or be unable to continue to serve for the remainder of her/his term, a complementary election will be held during the next General Assembly following her/his departure and/or resignation.

If the President renounces or is unable to continue her/his function, the Vice-President shall take up her/his responsibility until elections may be held at the next General Assembly (according to the procedures in Articles 2 and 3 of the statutes).

Each new President, Vice-President and Steering Committee member who is elected by the General Assembly to replace a President, Vice-President or Steering Committee member, whose mandate has terminated before the expiry of its term, shall only be elected for the remainder of the term, being replaced. The partial term shall not be taken into account for the computation of the number of terms of office as referred to in Section 2 - Article 13 of the Statutes.

6. Supplementary elections

If the number of candidacies submitted for the position of President and/or Steering Committee Member does not cover all the positions available, supplementary elections may be carried out by circulating written procedures under the responsibility of the Steering Committee with a prior notice of at least two months.

B. Election of the IRO Observer to the Steering Committee

The Group of International Relations Officers (IROs) elects a Coordinator who also assumes the role of IRO Observer to the Steering Committee.

The IRO Observer shall be elected for a period of two years and may be re-elected twice. She/he shall attend the Steering Committee personally and shall act in a personal capacity.

The responsibilities of the IRO Observer to the UNICA Steering Committee comprise:

- Representing the IROs at the UNICA Steering Committee meetings,
- Voicing the opinions and recommendations of IROs to the Steering Committee,
- Reporting to the IROs about relevant decisions of the Steering Committee,
- In cooperation with the UNICA Secretariat, coordinating the preparation of the IRO annual meeting and the implementation of the IRO activities and assuming the role of Chair of UNICA IRO meetings.

Procedure for the election of the IRO Observer

- Each member university may nominate one candidate. Each member university may also support a candidate from another member.
- The IRO Observer cannot be from the same university or country as a Steering Committee member.
- Each member university holds one vote.
- The candidate who has obtained the most votes is elected.
- In case of several candidacies, the second person who has obtained the most votes, shall assume the role of Deputy IRO Co-ordinator and Observer.
- If the IRO Observer ceases her/his activity due to resignation, death or exclusion of her/his university, the Deputy IRO Observer shall complete the term of office until the next election.

Internal Rules of 15 June 2023 on the appointment of the Secretary General and the role of Office Coordinator

A. Appointment of the Secretary General

- The Secretary General shall be appointed by the Steering Committee through a public call that will be circulated by the UNICA Secretariat to all members and published on the UNICA website.
- The Steering Committee shall evaluate the candidacies based on the criteria set in the call.
- The office of Secretary General is remunerated.
- The term of office of the Secretary General shall be of four years, renewable.
- The working contract with the newly appointed Secretary General shall enter into force only after the validation of the appointment by the next General Assembly.

- The contract can be renewed by the General Assembly before the mandate is complete.

B. The role of Office Coordinator

The Office Coordinator shall be responsible day to day for the operational management of the Association and for the tasks specifically conferred on her/him in these Internal rules or delegated to her/him by the Secretary General.

Upon invitation from the Secretary General, she/he may attend the meetings of each of the bodies of the Association but without voting rights.

The principal duties of the Office Coordinator shall include managerial and administrative activities. In performing his/her duties, she/he shall report to the Secretary General.

The Office Coordinator shall support the Secretary General in the following functions:

- Implementation of the strategy and policies determined by the Steering Committee and the General Assembly;
- Management of the Association's funds, on the basis of the budget approved by the General Assembly and subject to oversight by the Steering Committee;
- Manage the interface with external suppliers;
- Manage the office and the staff;
- More generally, all acts and measures necessary for the proper functioning of the Association,
- all other tasks specifically (sub-)delegated to him/her by the Secretary General.

Internal Rules of 15 June 2023 on the start and termination of membership

Start of Membership

The membership of any university which has been admitted to the Association by decision of the General Assembly shall be effective starting from the date of the General Assembly deciding on such admission to membership.

The payment of the annual membership fee for newly admitted members shall start from 1 January of the year following the date of admission.

Termination of Membership

Membership may be terminated by resignation letter signed by the Head of the institution and sent to the Steering Committee by post or email, **no later than 30 November**.

The annual membership fee is due for the year when the decision of terminating the membership is communicated. The termination of membership shall be effective at the end of the calendar year.