

# **KAUNAS UNIVERSITY OF TECHNOLOGY STUDENT ASSOCIATION DORMITORY COMMITTEE PROVISIONS**

## **CHAPTER I GENERAL PROVISIONS**

### 1.1. List of abbreviations used in the provisions:

- 1.1.1. Kaunas University of Technology – KTU;
- 1.1.2. KTU Student Association – KTU SA;
- 1.1.3. KTU SA Dormitory Committee Regulations – Regulations;
- 1.1.4. KTU SA Dormitory Committee – Committee;
- 1.1.5. KTU SA Parliament – Parliament;
- 1.1.6. KTU SA President – President;
- 1.1.7. KTU SA Rules of Procedure – Rules of Procedure;
- 1.1.8. KTU SA member accreditation test – Accreditation;
- 1.1.9. KTU Central Student Association – CSA;
- 1.1.10. KTU Internal Dormitory Rules of Procedure – IDRП;
- 1.1.11. KTU SA Central Office Dormitory Committee Coordinator – CSA Coordinator;
- 1.1.12. KTU Statute – Statute;
- 1.1.13. KTU SA Regulations – Regulations;
- 1.1.14. Interim – person in charge for a temporary period of time;
- 1.1.15. KTU Dormitory Floor Counsellor – Floor Counsellor;
- 1.1.16. KTU SA Dormitory Committee members – Members;
- 1.1.17. KTU SA Dormitory Coordinator – Dormitory Coordinator;
- 1.1.18. KTU SA Substitute Dormitory Coordinator – Substitute Coordinator.

### 1.2. Clarification of the definitions in the Regulations:

- 1.2.1. CSA Coordinator – leader of the Committee, elected and appointed through the procedures described in the Regulations, responsible for the supervision, representation, informing and organisation of the Committee under the terms and rights of the Provisions. The CSA Coordinator may not at the same time be the Dormitory Coordinator or Substitute Coordinator.
- 1.2.2. Dormitory resident – a student of KTU or another higher education institution, residing in the KTU dormitory.
- 1.2.3. Floor Counsellor – resident of a specific floor of the dormitory and a permanent student of KTU, except for the cases referred to in point 7.2(5) of the Provisions.
- 1.2.4. Interim – in cases of a coordinator losing their mandate, their duties are to be temporarily performed by a dormitory resident and permanent student of KTU under the points 3.2 and 4.2 of the Provisions;
- 1.2.5. Members – permanent students of KTU, dormitory residents and active members of the Committee with a valid Accreditation;

1.2.6. Substitute – in cases of a coordinator being temporarily unable to fulfil their duties, the coordinator is replaced by a substitute who is a permanent student of KTU, dormitory resident, and has been appointed by the coordinator.

1.3. Provisions are drawn up in accordance with the Statute, IDRP, Regulations, Rules of Procedure and other relevant legislation. Provisions are in conformity with the Regulations.

1.4. These Provisions define the structure and operating procedures of the Committee, and the rights and duties of the Members.

## **CHAPTER II**

### **COMMITTEE RIGHTS AND DUTIES**

2.1. The Committee must:

- 2.1.1. participate in all meetings addressing the issues related to dormitory;
- 2.1.2. provide information and support in regards to issues raised by the residents;
- 2.1.3. prepare the monthly activity report of the Committee and provide it to the KTU SA Quality Management Coordinator;
- 2.1.4. hold regular Committee meetings;
- 2.1.5. not have any warnings due to non-compliance with IDPR;
- 2.1.6. ensure feedback on all the implemented changes relevant to the residents;
- 2.1.7. inform new residents about IDRP and other relevant documents and rules;
- 2.1.8. ensure resident access to the half-yearly activity report.
- 2.1.9. members of the Committee must help maintain the general etiquette and order of the dormitory.

2.2. The Committee has the right to:

- 2.2.1. Members of the Committee may obtain access to the documents of the University and receive detailed information on all completed, planned or currently being implemented changes related to the infrastructure, costs and regulations of the dormitory;
- 2.2.2. participate in the parliamentary sitting if issues related to dormitory are being addressed.

## **CHAPTER III**

### **CSA DORMITORY COMMITTEE COORDINATOR DUTIES**

3.1. CSA Coordinator (if unavailable – Interim Coordinator or a Substitute Coordinator) must:

- 3.1.1. represent the interests of the Committee during meetings with the administration of the University, discussions, communication with other management bodies or other organisations;
- 3.1.2. provide any information acquired from the administration or any other inaccessible sources to the Committee;
- 3.1.3. hold Committee meetings and produce reports for them. Reports are to be made public no later than three days after the meeting;

- 3.1.4. inform the Committee about the time of the meeting no later than 24 hours prior to its start;
  - 3.1.5. carry out training/gatherings or other activity related to the improvement of cooperation and competencies of the Members once a year;
  - 3.1.6. ensure a democratic election of Floor Counsellors and Dormitory Coordinators, as well as the preparation and storage of election reports;
  - 3.1.7. delegate tasks for the Members and oversee their completion;
  - 3.1.8. take responsibility for any mistakes or incomplete tasks of the Committee;
  - 3.1.9. hold meetings with the Committee at least twice a month;
  - 3.1.10. oversee the dormitory resident needs analyses, provide the feedback, as well as suggestions related to the terms of accommodation at the dormitory, and improvement of living and resting conditions in the dormitory, to the administration.
  - 3.1.11. initiate the establishment of an activity plan for the Committee;
  - 3.1.12. be accredited.
- 3.2. CSA Coordinator (Interim Coordinator or a Substitute Coordinator) loses their mandate in case of:
- 3.2.1. loss of permanent KTU student status or resident status at the dormitory;
  - 3.2.2. receipt of one warning due to non-compliance with IDPR (see Chapter VI of IDPR: Liability for Violation of the Rules);
  - 3.2.3. other cases provided for in the Regulations.
- 3.3. If CSA Coordinator is unable to perform their duties:
- 3.3.1. due to loss of mandate, one of the committee members appointed by the President becomes an Interim Coordinator;
  - 3.3.2. due to temporary unavailability, their duties are to be performed by the Substitute Coordinator.

## **CHAPTER IV**

### **DORMITORY COORDINATOR DUTIES**

- 4.1. The Dormitory Coordinator (if unavailable – Interim Coordinator or a Substitute Coordinator) must:
- 4.1.1. appoint the Substitute Coordinator;
  - 4.1.2. organise and moderate the meetings of the residents. Inform about the location and time of the meeting no later than 24 hours prior to its start;
  - 4.1.3. represent the residents of the dormitory during the meetings with the administration and communication with other management bodies, as well as provide feedback to the residents;
  - 4.1.4. delegate tasks to the dormitory Floor Counsellors.
  - 4.1.5. take responsibility for all personal mistakes and incomplete tasks;
  - 4.1.6. carry out meetings with the dormitory Floor Counsellors at least once a month. Inform about the time of the meeting no later than 24 hours prior to its start;
  - 4.1.7. ensure the representativeness of the communication channels of the dormitory and dissemination of relevant information to the dormitory residents;

- 4.1.8. The Dormitory Coordinator is accountable for the activities carried out to the CSA Coordinator;
  - 4.1.9. prepare and carry out the dormitory resident needs analyses under the oversight of the CSA Coordinator, provide feedback to the CSA Coordinator and dormitory residents;
  - 4.1.10. regularly inform the dormitory Floor Counsellors regarding any changes and information relevant to the residents;
  - 4.1.11. be accredited.
  - 4.1.12. contribute to the promotion of sociality in the dormitory.
- 4.2. Dormitory Coordinator (Interim Coordinator or a Substitute Coordinator) loses their mandate in case of:
- 4.2.1. loss of permanent KTU student status or resident status at the dormitory where they are the Coordinator;
  - 4.2.2. removal from the post by the CSA Coordinator due to failure to perform their duties;
  - 4.2.3. receipt of more than one warning due to non-compliance with IDPR (see Chapter VI of IDPR: Liability for Violation of the Rules);
  - 4.2.4. end of term;
  - 4.2.5. resignation.
- 4.3. If the Dormitory Coordinator is unable to perform their duties:
- 4.3.1. due to loss of mandate, their duties are to be performed by the Substitute Coordinator;
  - 4.3.2. due to temporary unavailability, their duties are to be performed by the Substitute Coordinator.

## **CHAPTER V**

### **SUBSTITUTE COORDINATOR DUTIES**

- 5.1. The Substitute Coordinator (if unavailable – another substitute) must:
- 5.1.1. prepare, manage and store any required documents: requests, notes, Floor Counsellor and Dormitory Coordinator election reports and resident meeting reports. The reports must be made public no later than three days after the election or meeting;
  - 5.1.2. prepare documents in compliance with the document forms (templates) on the KTU SA website. The CSA Administrative Matters Committee Coordinator regularly updates the aforementioned forms (templates);
  - 5.1.3. ensure that the documents are clean, without any grammar or punctuation errors, and abide the General Rules for Document Preparation. If the document is prepared by another person – supervise, consult and examine the documents prepared.
  - 5.1.4. be accredited;
  - 5.1.5. call extraordinary elections in 10 working days, in case of the Dormitory Coordinator losing their mandate;
- 5.2. The Substitute Coordinator loses their mandate in case of:
- 5.2.1. loss of permanent KTU student status or resident status at the dormitory where they are the Substitute Coordinator;

- 5.2.2. removal from the post by the Dormitory Coordinator due to failure to perform their duties;
  - 5.2.3. receipt of more than one warning due to non-compliance with IDPR  
(see Chapter VI of IDPR: Liability for Violation of the Rules);
  - 5.2.4. end of term;
  - 5.2.5. resignation.
- 5.3. If the Substitute Coordinator is unable to perform their duties:
- 5.3.1. due to loss of mandate, the Dormitory Coordinator must appoint a different Substitute coordinator in 10 working days;
  - 5.3.2. due to temporary unavailability, a substitute must perform the duties of the Substitute Coordinator.

## **CHAPTER VI**

### **FLOOR COUNSELLOR DUTIES**

- 6.1. The Floor Counsellor (if unavailable – a substitute) must:
- 6.1.1. vote in the Dormitory Coordinator election;
  - 6.1.2. participate in the elections organised by the Dormitory Coordinator;
  - 6.1.3. represent the residents of the assigned floor in meetings with the CSA Coordinator, Dormitory Coordinator and KTU administration;
  - 6.1.4. ensure the resident participation in student needs analyses;
  - 6.1.5. ensure that all residents have read the IDPR and any updates of these rules and share information that is relevant for the residents of the assigned floor.
- 6.2. The Floor Counsellor loses their mandate in case of:
- 6.2.1. loss of permanent KTU student status or resident status at the dormitory or floor where they are the Floor Counsellor;
  - 6.2.2. removal from the post by the Dormitory Coordinator due to failure to perform their duties;
  - 6.2.3. receipt of more than one warning due to non-compliance with IDPR (see Chapter VI of IDPR: Liability for Violation of the Rules);
  - 6.2.4. end of term;
  - 6.2.5. resignation.
- 6.3. If the Floor Counsellor is unable to perform their duties:
- 6.3.1. due to loss of mandate, the Dormitory Coordinator must call extraordinary Floor Counsellor elections in 10 working days
  - 6.3.2. due to temporary unavailability, a substitute, possessing a Letter of Authorisation, must perform the duties of the Floor Counsellor.

## **CHAPTER VII**

### **ELECTIONS**

### 7.1. Dormitory Coordinator elections:

7.1.1. if there are less than 100 or a 100 residential places in the dormitory, a meeting of all residents elects the Dormitory Coordinator (50%+1 vote to be elected) (in this case the elections may take place through ktu.edu e-mail and the candidates must organise their public introduction to the voters), if there are more than 100 residential places in the dormitory, a meeting of all Floor Counsellors elects the Dormitory Coordinator (50%+1 vote to be elected).

7.1.2. The decisions of the meeting are binding when 50%+1 of all voters are present. The meeting decisions are binding if they receive the majority of the votes (50%+1 vote);

7.1.3. The Dormitory Coordinator is elected for a year-long term. The same person may not be elected for more than two terms in succession.

7.1.4. candidates for the post of Dormitory Coordinator must submit a candidature request to the CSA Coordinator a month before the elections.

### 7.2. Floor Counsellor elections:

7.2.1. The Floor Counsellor is elected for a two-year-long term;

7.2.2. Only permanent KTU students elect the Floor Counsellor.

7.2.3. Floor Counsellors are elected during a democratic election (the election may take through ktu.edu e-mail), with the majority of votes from all dormitory floor residents required to be elected (50%+1);

7.2.4. if there are 24 or less residential places on the dormitory floor, one Floor Counsellor is to be elected, if there are more than 24 residential places on the dormitory floor, two Floor Counsellors are to be elected.

7.2.5. if more than 50% of all dormitory residents are permanent students of institutions other than KTU or Erasmus + students, the Floor Counsellor may be a student that is not a permanent KTU student.

### 7.3. Voting methods:

7.3.1. an online election ktu.edu e-mail, only in the cases specified in points 7.1.1 and 7.2.3;

7.3.2. a physical meeting of all voters.

7.4. Reports must be produced for all elections. The reports are to be stored for five years.

## **FINAL PROVISIONS**

8.1. These provisions may be amended, expanded and withdrawn by the Parliament during parliamentary sitting.