

**DESCRIPTION OF THE PROCEDURE
FOR SELF-GOVERNMENT OF DORMITORIES AT VYTAUTAS MAGNUS UNIVERSITY**

I. GENERAL PROVISIONS

1.1. Description of the Procedure for Self-Government of Dormitories at Vytautas Magnus University (hereinafter referred to as the Description) establishes formation of self-government bodies of dormitories at Vytautas Magnus university (hereinafter referred to as the University), objectives of activities, election procedures, functions, rights, and obligations.

1.2. Terms used in the Description:

1.2.1. SRC – Student Representative Council of the University;

1.2.2. SAD – Student Affairs Department of the University;

1.2.3. Resident – person who has concluded the Agreement for Accommodation with the University, who has been granted place of residence in the dormitory of the University;

1.2.4. Administration of the Dormitory – manager and the administrators of dormitories.

II. SELF-GOVERNMENT OF THE DORMITORY

2.1. Self-government of the residents of the dormitory is the activities of Residents, validated by the University, for solving the community problems of the Residents, that are implemented by the governing bodies, formed in each of the dormitories:

2.1.1. General Meeting of the Residents (hereinafter referred to as the General Meeting of the Residents) is the highest authority of Residents' self-government body to resolve community problems of the Residents;

2.1.2. Dormitory Council (hereinafter referred to as the Dormitory Council) is a collegial self-government body of the University's dormitory, consisting of the Chairman of the Dormitory Council and Dormitory Floor Elders;

2.1.3. Chairman of the Dormitory Council (hereinafter referred to as the Chairman) is a sole self-governing body operating in the dormitory of the University, who legally represents interests of the residents and mediates in resolving conflicts between Residents, Dormitory Floor Elders, SRC, and Administration of the University (Dormitory);

2.1.4. Dormitory Floor Elder (hereinafter referred to as the Dormitory Floor Elder) is a person elected by the Residents of the floor to be responsible for the transmission and dissemination of the

information among the Residents and Chairman, mediation in resolving conflicts between Residents and Administration of the University (Dormitory);

2.2. Activities of the Dormitory Self-Government are coordinated by SAD in cooperation with SRC.

III. SELECTION PROCEDURE FOR THE CHAIRMAN AND DORMITORY FLOOR ELDER

3.1. The selection process for the election of Chairman is administered by SAD, election procedure is conducted by SRC, if the Chairman is being elected by the voting of the General Meeting of the Residents, as set out in Article 4.4.3 of the Description. The election of the Dormitory Floor Elder is organised by the Chairman, in cooperation with SRC if necessary.

3.2. Resident who is applying for the position of the Chairman, must meet the following requirements:

- 3.2.1. to live in the dormitory, to which Chairman position one is applying;
- 3.2.2. to study at the University;
- 3.2.3. not to have disciplinary penalties imposed at the University or dormitory;
- 3.2.4. to submit Curriculum Vitae (CV);
- 3.2.5. to present a plan of activities of the Dormitory Council, which consists of:
 - 3.2.5.1. the problems observed in the dormitory and offered solutions;
 - 3.2.5.2. goals, activities, and initiatives for the term of office;
 - 3.2.5.3. informal activities for community engagement.

3.3. Resident who is applying for the position of the Dormitory Floor Elder, must meet the following criteria:

- 3.3.1. to live in the dormitory, to which Dormitory Floor Elder position one is applying;
- 3.3.2. not to have disciplinary penalties imposed at the University or dormitory.

IV. ELECTION OF THE CHAIRMAN

4.1. Within one month from the beginning of the new academic year, SAD announces the competition for the position of the Chairman, that must last at least one week, and information about it should be published in the public premises of each dormitory and on the website <https://accommodation.vdu.lt/>.

4.2. Within one week of the end of the competition, SAD must hold a meeting with candidates, who meet the formal requirements for the position of Chairman, and Selection Committee.

4.3. Selection Committee (hereinafter referred to as the Selection Committee) consists of 3 (three) University (SAD) delegated representatives of the administration and 3 (three) representatives of

SRC. Chairman of the Selection Committee is Director of SAD. Decisions of the Selection Committee shall not be a subject to change or appeal.

4.4. Decisions of the Selection Committee may be as follows:

4.4.1. if no candidate has been selected or if there has been no candidate for the position of the Chairman, then re-competition shall be announced within 3 (three) working days, in accordance with the procedure established by Selection Committee, by following the procedures determined in this Description; if the Chairman is not elected a second time, it is considered that Chairman is not elected and the Dormitory Council is not formed until the beginning of the next semester. At the beginning of the next semester, in accordance to requirements set out in this Description, re-election of the Chairman shall be announced and if there are no candidates selected or there were no candidates at all, it is considered that Dormitory Council is not formed in the dormitory. Once elected, the term of office of the Chairman shall last until the end of the current academic year;

4.4.2. after selecting one candidate for the position of the Chairman, information about his appointment as a Chairman shall be announced at the websites of the University and dormitory;

4.4.3. after selecting several candidates for the position of the Chairman, in accordance to procedures established by the Selection Committee, the election of the Chairman shall be announced in the dormitory, where the Residents of the dormitory elect the Chairman in the following order:

4.4.3.1. SRC, in cooperation with SAD and Administration of the Dormitories, notifies Residents of the Dormitory about the election at least 3 (three) working days before the beginning of it;

4.4.3.2. voting takes place in contact or remotely, by ensuring anonymity;

4.4.3.3. voting results shall be deemed valid if more than half of Residents of the dormitory registered at that time has participated in it;

4.4.3.4. the candidate, receiving the most votes shall be declared elected as Chairman;

4.4.3.5. in cases where votes are tied, revoting shall be held until the Chairman will be elected;

4.4.3.6. person authorised by the SRC shall draw up and sign the protocol of the Election. The protocol shall be stored at SAD.

4.5. The term of office of the Chairman shall be one academic year. The term of office of the Chairman begins when the SAD or SRC informs about the election results.

4.6. The Chairman may resign or be relieved from the duties in the following order:

4.6.1. if the Chairman resigns, he / she shall inform about it to the Dormitory Council, SAD and SRC;

4.6.2. if Agreement for Accommodation in the dormitory where he / she lives is terminated;

4.6.3. if he / she receives disciplinary penalty;

4.6.4. The Director of the SAD, with the approval of the President of the SRC, shall remove the Chairman if he / she fails to perform or improperly performs his / her duties.

4.7. In case of resignation or removal of the Chairman, Dormitory Council through the mediation of SRC shall propose the candidate from other members of Dormitory Floor Elders to the position of the Chairman to the Selection Committee, which makes decisions in accordance to the articles 4.4.1.-4.4.3.

4.8. SAD with the approval of SRC, grants all Chairmen 100 % accommodation fees exemption for the duration of their term of office.

V. ELECTION PROCEDURE OF DORMITORY FLOOR ELDERS

5.1. Election of the Dormitory Floor Elder takes place in the following order:

5.2. The Chairman must elect the Dormitory Floor Elders within 2 (two) weeks from the date of his / her appointment (election) and there must be at least 4 (four) of them;

5.3. The Chairman is responsible for the public announcement of the elected Dormitory Floor Elders;

5.4. The Chairman is responsible for the election of a new Dormitory Floor Elder, if he / she:

5.4.1. resigns by informing the Chairman;

5.4.2. by the decision of the Dormitory Council or the director of the SAD, with the approval of the President of the SRC, he / she shall be removed for non-performance or improper performance of duties;

5.4.3. if his / her Agreement for Accommodation in the dormitory, where he / she lives, is terminated;

5.4.4. if he / she receives disciplinary penalty.

5.5. If the Chairman does not elect Dormitory Floor Elder or if there are no candidates to the position, other Dormitory Floor Elders share the responsibilities of that Dormitory Floor Elder.

5.6. SAD with the approval of SRC, may award a one-time scholarships to the Dormitory Floor Elders at the end of the academic year, after taking into consideration their activity during the term of office.

VI. DORMITORY COUNCIL

6.1. The Dormitory Council consists of the Chairman and Dormitory Floor Elders for a term of one academic year, and is headed by the Chairman.

6.2. The Chairman is responsible for presenting the list of members of the Dormitory Council with their contacts to the SAD and the SRC.

6.3. Duties of the Chairman:

6.3.1. to elect the Dormitory Floor Elders;

6.3.2. to coordinate and implement activities of the Dormitory Council at the Dormitory;

6.3.3. to solve the problems arising in the dormitory, to provide suggestions for the improvement of the dormitory activities, in cooperation with the Administration of the Dormitory, SAD, and SRC;

6.3.4. to ensure dissemination of information, news, and other relevant information in the dormitory, its social media, by also including the representatives of the SRC in the addressees of the dormitory social networks;

6.3.5. to represent the interest of the Residents in the Dormitory Council, as it is determined in the articles 6.6.-6.8 of this Description, and in relations with the Administration of the Dormitory;

6.3.6. to mediate in resolving problems between the Residents and the Administration of the Dormitory or in between the Residents;

6.3.7. to foster integrity of the community of Residents;

6.3.8. to carry out social and cultural activities;

6.3.9. to perform other activities specified by SRC and SAD;

6.4. The Chairman is accountable for the activities of the Dormitory Council to the SAD and SRC, to whom upon their request or at his / her own discretion, one must inform on the planned and ongoing activities at the dormitory and must coordinate it with them.

6.5. Duties of the Dormitory Floor Elders:

6.5.1. to inform the Chairman about the problems encountered by the floor (-s) of the dormitory he / she represents or present proposals on the improvement of the dormitory activities;

6.5.2. to ensure dissemination of information on the floor (-s) he / she represents;

6.5.3. to assist the Chairman in cooperation with the Administration and represented Residents of the floor (-s);

6.5.4. to assist the Chairman in carrying out social and cultural activities;

6.5.5. to monitor order in the common areas of the represented floor (-s) and to inform the Chairman and the Administration of the Dormitory in case of any violations.

6.6. The Dormitory Council performs following functions:

6.6.1. identifies problems observed in the dormitory and proposes possible solutions to the Administration of the Dormitory, SRC, and (or) SAD;

6.6.2. discusses and implements objectives, activities and initiatives set by the Chairman for the term of office;

6.6.3. organises activities that bring together the community of the dormitory;

6.6.4. resolves operational and other questions tasked by the Administration of the Dormitory, SAD, and SRC, that are related to the dormitory;

6.6.5. carries out other activities, related to the dormitory;

6.7. University Dormitory Council shall be established for the purpose of dealing with common affairs of all dormitories. It consists of all Chairmen or their authorised Dormitory Floor Elders, Director of SAD, and 2 (two) persons delegated by SRC.

6.8. Meetings of the University Dormitory Council, chaired by the Director of SAD, shall be convened at least 1 (one) time per semester, by the decision of Director of SAD, or by the initiative of the President of SRC or ½ of the Chairmen, addressed to the Director of SAD.

6.9. Decisions of the University Dormitory Council are of an advisory nature for the Director of SAD.

VII. GENERAL MEETING OF THE RESIDENTS

7.1. The General Meeting of the Residents shall be convened according to the need to discuss and (or) resolve common issues of the Residents of the dormitory.

7.2. The right of initiative to convene the General Meeting of the Residents, by publicly announcing its date, time, and provisional agenda, shall belong to at least ¼ of Residents living in the dormitory at the time, by a request addressed to the Chairman, by a decision of the Dormitory Council or the decision of the Director of SAD or the President of SRC.

7.3. The Meeting shall be chaired by the Chairman who is representing the initiative of the convening of the Meeting, representative of the University (dormitory) administration, the Director of the SAD, or the President of the SRC, or their authorised persons.

VIII. FINAL PROVISIONS

8.1. This Description, its alterations, and (or) additions shall be approved by the Rector's order.
