

Common Rules for Student Clubs

Version 2021/2022 accepted by DSVS, ISSA and HÖK representatives

General Rules

- Student Clubs are introduced to connect German, International and Hungarian Semmelweis students more.
- Every Semmelweis Student is invited to join Student Clubs, regardless of their language, nationality, gender or skill-level.
- All Student Clubs are organized over the Moodle Platform
- All Student Clubs shall use english as a common language
 - Exception for those clubs that are set in a specific language (E.g. debate or book)
- Student Clubs shall be run by their members and an elected leader
- If a club is very popular and Spaces are limited, a quota system of $\frac{1}{3}$ German $\frac{1}{3}$ International and $\frac{1}{3}$ Hungarian Students shall be applied
 - If a quota is not reached, the remaining spots may be opened up to the other programs
 - All students who want to participate will be welcome, more options can be offered to accommodate the interested participants
- All the Information about the Club including training times, possible fees, current leader, contact information, needed equipment and internal rules must be displayed in the moodle section corresponding to the club.
- Clubs may set up their own internal rules but those must not interfere with the common Rules for Student Clubs.
- Future changes to the Common Rules can only be realised by a majority vote of DSVS, ISSA and HÖK committee members.
- Disputes shall be mediated by the individual Clubs or by a Committee of DSVS, ISSA, HÖK.
- New Clubs can be added, they must apply to the Committee of DSVS, ISSA, HÖK.

Committee

- The Committee consists of 2 DSVS, 2 ISSA and 2 HÖK Members.
- Members can be chosen by the individual Student Unions (DSVS, ISSA, HÖK).
- Their role is to help Clubs, mediate any Problems, watch the rules and to add new Clubs.
- Votes are counted with majority vote
- Any voting ties shall be mediated by the presidents of DSVS/ISSA/HÖK.
- The committee has the power to remove any leader after complaints.

- A log entry shall be made about every Vote, counting the votes pro, contra and comments if wanted.
- Once a semester the Committee shall publicly announce news about all clubs and give Club leaders a forum to discuss changes and improvements.
- If needed, clubs/members can submit an evaluation form at the end of the semester regarding feedback on the club.

Club Leadership

- Club Leaders are elected at the start of every new University Year by the Club members.
- Elections shall be publicly posted on moodle, announced at least 1 week prior.
- Club Leadership shall rotate every year between German/English/Hungarian students.
- If the incumbent leader runs unopposed, the leader may continue for a 2nd year.
- In this instance one language program may hold the position for 2 years, after the 2 years another language program must hold the position.
- Club leaders shall inform their fellow students about changes in due time and display all changes in Moodle.
- An outlet of complaints in moodle that the committee has access to without the leaders, so members can easily send in their complaints in case a leader is not behaving correctly or is mistreating anyone.
- Complaints regarding leadership will be taken on a case by case basis and can be evaluated at any point during the semester by the committee.

Club Membership

- Every Semmelweis Student can join any club.
- Club members shall contact their Club leaders to join.
- Club membership is confirmed with the moodle entry.
- Students can leave a club at any time without a specific reason.
- Students can be removed from a club if their behavior is harmful or disruptive to their fellow students or the running of the Club.
- Disruptive behaviour may be: - Any aggression, threat, or vile verbal use. - Any form of disrespect, discrimination, or mockery,
- Leaders; - Unequal attention and inclusion of students, any form of bias. - Late arrival. - Disinterest or lethargic mannerisms during a session. - Mockery or condescending talk towards a member. - Dismiss feedback, lack of cooperation. - Any form of power abuse.
- Club leaders have the power to remove club members.
- Club members that have been removed have the right to appeal their removal from the club. Appeals will be evaluated by the committee, majority vote will determine the return of the club member.

- In the case of an issue that the leader may have with the committee members, they can report it to the Internal Affairs of DSVS, ISSA and HÖK.

Finance

- Student Clubs can apply for financial or other support to DSVS, ISSA, HÖK.
- Clubs are allowed to take membership fees to cover costs associated with running the club
- Membership fees must be set as low as possible.
- Decision on appropriate prices: The leader can request a suggested price according to some given information he/she has and then the committee accepts the final price or changes it.
- Club finances can only be used to pay for needed equipment, location rental, or professional trainers.
- No individual club member shall gain a financial profit.
- A digital account has to document all income and spendings must be accessible to the Committee by request.
- Spendings and incomes shall be fully transparent and posted on moodle to the members of the given club.
- Every leader must hand in documented financial details by the end of each semester. (Funds can be managed by an elected club treasurer if the club wants to separate funds from the leader).

Guests

- Guests can join and spectate without partaking in the actual session.
- If guests are allowed to partake in a session, possessing the appropriate equipment must be a thought of.
- Leaders should accommodate the guest by a swift overview and catch up.
- Names must be signed in upon entry.
- Guests are required to oblige to the rules and regulations of a club.
- Leaders have the authority to dismiss guests, preferably after a couple of warnings based on disruptive behaviour, or if the session is overcrowded.