Turan-Astana University

 Approved by

Rector of the University “Turan -Astana”

 \_\_\_\_\_\_\_\_\_\_G.A.Dzhaparova

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2018

**Statute of Students’ Parliament of the University “Turan-Astana”**

**Astana 2018**

**Statute of Students’ Parliament**

2.2.9 Creating conditions for increasing the involvement of students in the activities of the SSU

**Procedure of formation and structure of Parliament**

3.1 Parliament is formed at the student's conference

3.2Sessions of Parliament are held on the established dates agreed with the work plan of TAU

3.3The Parliament is a single and only platform for resolving issues related to the activities of the Parliament, whose members have the right to discuss the following issues.

3.3.1to formulate proposals for amendments or additions to the regulation of the Parliament.

3.3.2to hear and approve reports of responsible persons of Parliament.

3.3.3 to determine priority activity areas.

3.3.4 to approve work plan of Parliament.

3.3.5Consider the restructuring and self-liquidation issues of the students’ Parliament.

3.4The work of the Parliament is directed by the speaker.

3.5The Parliament consists of the Committee on social service, the Committee on the development of student self-government, the Committee on information support of the Student Government.

3.6The work of Parliamentary committees is coordinated by the Secretary of Parliament.

**4.Functional duties**

**4.1 Functional duties of the speaker of Parliament.**

4.1.1Acts on behalf of Parliament, presents the Parliament, represents Parliament in all structures of TAU .

4.1.2 Defends the interests of students in cooperation with employees and structural units of TAU

4.1.3Coordinates activity of secretary of Parliament and heads of committees.

4.1.4 Approves the work plan of Parliament, signs resolutions, assigns the Secretary of Parliament and the Chairman of committees.

4.1.5 At the end of each authorities’ term reports about work done to the Parliament and representative of administration TAU in the person of pro-rector of social and youth policy.

4.1.6 Responsible for performance of the assigned duties.

**4.2 Functional duties of the Secretary of the Parliament**

**4.2.**1 Provides work of the speaker of the Parliament and interaction of committees.

4.2.2 Organizes team work of committees of the Parliament.

4.2.3 Responsible for maintenance of documentation of students’ Parliament and database creation of its members.

4.2.4 Responsible for carrying out of the assigned duties.

**4.3 Functional duties of the Chairman of Committee of Volunteer services.**

4.3.1 Responsible for organization of the Committee of Volunteer services.

4.3.2 Organizes, coordinates and provides the work of the members of Committee on organization of university wide volunteer activities.

4.3.3 Promotes interests of volunteer movement outside of TAU.

4.3.4Responsible for carrying out of assigned duties.

**4.4 Functional duties of the Chairman of Committee on development of students’ self government of Turan –Astana University.**

**4.4.1Responsible for organization of students’self government of TAU.**

4.4.2 Coordinates the work on organization and development of SSG of TAU.

4.4.3 Participates in working out of proposals on development of SSG.

4.4.4 Promotes interests of volunteer movement outside of TAU.

.4.4.5 Coordinates the work of students’ associations.

4.4.6 Responsible for carrying out of assigned duties.

**4.5 Functional duties of the Chairman of Committee on informative support of SSG**

4.5.1Responsible for formation of the committee on informative support of SSG activity.

4.5.2 Coordinates team work of the members of Committee on informative support of SSG activity.

4.5.3 In cooperation with Administration of TAU it participates in organization and information content of site of TAU, official groups of TAU through social networking websites..

4.5.4 Responsible for timely informing the members of Committee about events taking place in TAU.

4.5.5 With the approval of administration of TAU represents information in mass media.

4.5.6Responsible for carrying out of assigned duties.

**5. Organization of the work of Parliament**

5.1 For handling of issues in authority of Parliament meetings are held 4 times a year.

5.2 The meeting of Parliament can be moderated by a speaker alternatively, in his absence it can be done by the Chairman of its committees.

5.3 The decisions of Parliament are eligible, if in its work more than 50 percent of the total members are participated.

5.4 According to the results of meetings the secretary of Parliament makes up a protocol of the proceeding at the meeting which is signed by the Secretary and the Chairman.

**6. Providing the work of Parliament**

6.1 Administration of TAU pay expenses necessary for providing of the work of Parliament.

6.2 For providing of the activity of Parliament the administration of TAU supplies with accommodation without charge, communication facilities, office machines and equipment and other necessary materials, equipment. The Chairman of the Parliament is responsible for using provided equipment as intended.