BY-LAWS

OF THE PhD STUDENTS' SELF-GOVERNMENT OF THE INSTITUTE OF OCEANOLOGY

OF THE POLISH ACADEMY OF SCIENCES

Approved by the Head of the Institute of Oceanology
of the Polish Academy of Sciences

On 6.11.2024

Section 1

The PhD Students' Self-Government of the Institute of Oceanology of the Polish Academy of Sciences (hereinafter called the "Self-Government") comprises all PhD students of the PhD schools run by the Institute.

Section 2

The Self-Government's member is every student of the Institute's PhD schools.

Section 3

The Self-Government is the only unit representing all PhD students of the Institute of Oceanology of the Polish Academy of Sciences.

Section 4

The Self-Government acts pursuant to the Act of 20 July 2018 – The Law on Higher Education and Science, Act of 3 July 2018 – Implementing Provisions for the Law on Higher Education and Science, these By-Laws of the PhD Students' Self-Government of the Institute of Oceanology of the Polish Academy of Sciences, hereinafter called the "By-Laws" and other legislation internally binding within the Institute in the scope in which it refers to actions of the PhD Student 'Self-Government and its bodies, as well as to rights and duties of its members.

Section 5

The Self-Government may cooperate with Polish and foreign organisations whose objectives are similar to its objectives or overlap with them.

Section 6

The Self-Government aims to:

1) represent interests of the Institute's PhD students,
2) protect the PhD students' rights,
3) express the PhD students' opinions on its own initiative or as requested by the Institute's authorities,
4) file motions to the Institute's authorities,
5) run actions in the Institute concerning PhD aspects, including social conditions, accommodation and culture,
6) participate via its representatives in activities of the Institute's collective bodies (in the Scientific Council), as well as in commissions appointed by the Institute,
7) co-operate with the Institute's authorities and bodies in activities concerning the PhD students' education process,

8) co-decide on distributing the scholarship fund among the PhD students,
9) decide on distributing the financial resources allocated for PhD matters,
10) make reports on financial distributions and settle these funds at least once an academic year, as well as make the reports available for the Head of the Institute and on the BIP Institute's website.

Section 7

1. If any collective dispute appears in the Institute on significant PhD matters, the self-government may organise a protest action provided that:

   1) the resolution on the protest action and its form has been passed by the PhD Students' Council by an absolute majority of votes,
   2) the PhD Students' Council informs the Head of the Institute about the resolution on the protest action not later than three days before starting the action,
   3) the Self-Government assures that the protest action will not endanger anybody's health or life, assets of the Institute or of other people, or infringe rights of the Institute's employees or PhD students not participating in the action.

2. The Self-Government may organise a strike of PhD students in the form of refusing to participate in lessons with a possibility to stay in the Institute, but only when the protest action has not resolved the dispute. The Self-Government assures that the strike will not endanger anybody's health or life, assets of the Institute or of other people, or infringe rights of the Institute's employees or PhD students not participating in the strike.

Section 8

Pursuant to the rules specified in the By-Laws and in decisions of other bodies, the Self-Government's members have:

   1) active and passive suffrage for self-governmental bodies,
   2) the right to file opinions and motions to self-governmental bodies,
   3) the right to participate in sessions of the PhD Students' Council,
   4) the right to participate in activities of the PhD Students' Self-Government,
   5) the right to use the Self-Government's instruments and funds.

Section 9

The Self-Government's members are obliged to abide by the Law on Higher Education and Science, the By-Laws and resolutions of the PhD Students' Council.

Section 10

Membership in the Self-Government ceases when the member:

   1) graduates from the Institute's PhD school,

2) resigns from the PhD school,
3) is removed from the list of the PhD school's members,
4) dies.

Section 11

1. The Self-Government acts via its bodies.
2. The Self-Government's bodies are:

    1) the PhD Students' Council,
    2) the President of the Self-Government,
    3) Deputy of the President of the Self-Government,

3. Bodies of the PhD Students' Self Government keep their powers until new bodies are appointed.

Section 12

1. Only members of the PhD Students' Self-Government are entitled to active and passive suffrage.
2. Passive suffrage does not apply to a PhD student who was:

    1) lawfully punished by a disciplinary commission,
    2) lawfully sentenced for a deliberate crime,
    3) deprived of public rights or suffrage pursuant to a lawful decision.

Section 13

1. The PhD Students' Council is a legislative body of the PhD Students' Self-Government.
2. The PhD Students' Council represents PhD students of the Institute of Oceanology of the Polish Academy of Sciences.
3. Actions of the PhD Students' Council particularly cover:

    1) setting principles and directions of activities taken by the PhD Students' Self-Government in the Institute of Oceanology in the Polish Academy of Sciences,
    2) passing by-laws of the PhD Students' Self-Government or changing them,
    3) passing regulations for the management of financial resources of the doctoral students' self-government or amendments to the regulations,
    4) passing resolutions on activities taken by the PhD Students' Self-Government,
    5) agreeing or formulating opinions on the content of the by-laws or changes to the by-laws of the PhD schools, as well as other by-laws or laws,
    6) supervising activities taken by representatives of the PhD Students' Self-Government in the Institute's collective bodies and commissions appointed by the Institute,
    7) distributing the funds allocated for PhD matters.

Section 14

The PhD Students' Council is appointed for one year. The term in office starts on February 1st of the academic year in which the elections for the Council are held and terminates on January 31st of the academic year in which the new Council's term in office starts.

Section 15

1. The PhD Students' Council comprises of minimum of 3 and a maximum of 7 members. The PhD Students' Council includes the President of the Self-Government and his/her Deputy.
2. The remaining members of the Council are elected from among doctoral students representing individual doctoral schools, with at least one representative from each represented school.
3. The President of the Self-Government acts also as the President of the PhD Students' Council.

Section 16

1. At least one month before the new PhD Students' Council starts its new term, the President of the Self-Government in office organises and runs elections for the PhD Students' Council.
2. Members of the PhD Students' Council are elected in the result of votes cast by PhD students from the PhD schools. The results in every PhD school are binding if the number of valid votes is equal to at least two-thirds of the total number of PhD students of the PhD school.
3. Every member of the Self-Government, subject to section 12 item 2 of the By-Laws, may apply for the position of a PhD Students' Council's member or may propose another person for such position in his or her PhD school. The candidate must express his or her approval to apply for the position of a PhD Students' Council's member in a written form or by e-mail.
4. The candidates who received respectively the biggest number of votes among the candidates of the PhD school become members of the PhD Students' Council.
5. If two or more candidates for the PhD Students' Council receive the same number of votes and it is not possible to fill all the mandates for the PhD school, by-elections are run between those candidates.

Section 17

Elections for the PhD Students' Council's members may be held by voting during a meeting of PhD students of the PhD schools, or by e-mail voting:

1) the President of the Self-Government decides on the form of voting,
2) if the elections are held during a meeting of all PhD students of the PhD schools, the President informs about the meeting at least one week before the agreed elections date,

3) if the elections are run by e-mail, the President sends a request to PhD students of the PhD schools to vote for the candidates who are applying for the position of a PhD Students' Council member within the PhD school. The result is binding if the valid vote count amounts to at least two-thirds of the total number of PhD students of the PhD school,

4) elections by e-mail must not take longer than seven days from the day when the President sent the information on starting the elections to all the persons entitled to vote.

Section 18

1. By-elections for the PhD Students' Council are run if:

   1) some of the positions are still vacant after the first elections round,
   2) the mandate of the PhD Students' Council member has expired during the term in office.

2. By-elections are governed by sections 12 and 15-17 of the By-Laws.
3. The positions that are still vacant after by-elections specified in item 1 point 1 remain vacant until the term in office expires, unless the PhD Students' Council decides to run other by-elections.

Section 19

1. Any member of the PhD Students' Council may be dismissed by an absolute majority of votes in a referendum participated by PhD students of the PhD school for which the candidate was elected.
2. The referendum is run by the President if it is applied for by at least two-thirds of the total number of PhD students of the PhD school, not later than 14 days from the day when the application was received.
3. The referendum result is binding if the valid vote count amounts to at least two-thirds of the total number of PhD students of the PhD school.

Section 20

1. Sessions of the PhD Students' Council are ordinary or extraordinary.
2. Ordinary sessions are convened by the President of the Self-Government at least twice a year. The President of the Self-Government e-mails the information about a PhD Students' Council's meeting at least 14 days before the meeting.
3. The President of the Self-Government may convene an extraordinary session on his or her own initiative, on application of one-thirds of the Council's members or on application of the Head of the Institute of Oceanology of the Polish Academy of Sciences. An extraordinary session must be convened within 14 days from the day of submitting the application.
4. The first session of a newly elected Council is convened for the day that is not later than 14 days from the day when the term in office of the PhD Students' Council starts.

5. Sessions of the PhD Students' Council are run by the President. The President may appoint another member of the Council to run the session.
6. Sessions of the PhD Students' Council are open.
7. All members of the PhD Student's Self-Government, as well as invited guests, particularly coordinators of the PhD schools may participate in sessions of the PhD Students' Council with advisory votes.
8. Sessions of the PhD Students' Council are recorded in minutes.
9. Members of the PhD Students' Council are obliged by their mandates to participate in the Council's work, including its sessions.

Section 21

1. The PhD Students' Council makes decisions and issues its opinions in the form of resolutions.
2. If the By-Laws do not state otherwise, the PhD Students' Council passes resolutions by a simple majority of votes provided that at least a half of the total number of members are present. If the number of votes is equal, the vote of the President of the PhD Students' Council is decisive.
3. The PhD Students' Council passes resolutions in open voting.
4. Secret voting is run in personal matters and if a Council's member files such motion.

Section 22

1. The PhD Students' Council is entitled to pass resolutions in a circular mode, including the electronic mode.
2. Voting must be run in a way allowing to cast only one vote only by the Council's members, as well as to keep the voting open or secret, as required. Members of the PhD Students' Council must receive the resolution's draft not later than five days before the date of closing the voting.
3. The day of passing a resolution in a circular mode is the day of closing the voting.
4. Information on voting in a circular mode together with the results is presented at the next session of the PhD Students' Council and included in the minutes.

Section 23

The Head of the Institute revokes any resolution passed by the PhD Students' Council that infringes legal provisions including these By-Laws.

Section 24

1. The President of the Self-Government is obliged to:

   1) run the Self-Government activities, subject to the matters reserved for the PhD Students' Council,
   2) run the Council's work as the President of the PhD Students' Council,

3) represent the Self-Government before the bodies and authorities of the Institute and the Polish Academy of Sciences, as well as before other authorities, institutions and bodies,
4) enact the Council's resolutions,
5) manage and distribute the Self-Government's funds,
6) prepare and send for publication the reports and settlements of financial resources,
7) act for the benefit of the PhD students' rights,
8) make sure that bodies and authorities of the Self-Government abide by these By-Laws, resolutions and binding legal provisions.

2. The President's Deputy is obliged to support the President in his or her tasks, as well as to replace the President while he or she is absent.

Section 25

The term in office of the President of the PhD Students' Self-Government and his or her Deputy is one year and is equal to the term in office of the PhD Students' Council. The term in office starts on February 1st of the academic year in which the elections for the President and the Deputies are held. It expires on January 31st of the academic year in which the term in office of the newly elected President and Deputy of the PhD Students' Self-Government starts.

Section 26

The President and the Deputy are delegates for the General Meeting of the Self Government of PhD Students of the Polish Academy of Sciences.

Section 27

Elections for the President and the Deputy of the Self-Government for the new term are convened and run by the presiding President at least one month before the new term in office starts.

Section 28

Elections for the President and the Deputy can be run in the form of voting at a session attended by all participants of the the PhD schools, or by electronic voting:

1) the decision on choosing the form of voting is made by the President,
2) any PhD student may candidate for the position of the President and/or the Deputy, but may be elected only for one of the positions. Proposing a candidate for a given position must have a written or electronic form (e-mail),
3) if the elections are run during a meeting of all members of the PhD schools, the President informs all the participants about the meeting at least one week before the scheduled elections date,

4) if the elections are run by e-mail, the President sends a request to every member of the PhD schools to vote for the persons who proposed themselves as candidates for the position of the President or Deputy for the next term in office. The elections result is binding if the number of all the votes cast within one week from the moment of distributing the request is not less than two-thirds of the total number of the PhD students,

5) the time for e-mail voting must not exceed seven days from the day on which the President sent the information of starting the elections to all members of the PhD schools.

Section 29

1. The person who received the biggest number of votes in the elections is appointed President. Other person with the biggest number of votes is appointed Deputy of the President.

2. If two or more candidates receive equal number of votes and it is not possible to fill all the vacancies, by-elections are held between those candidates.

3. If the same person running for more than one position received the biggest number of votes for both or all the positions, the person chooses the position and the next person with the biggest number of votes is appointed for the vacated position.

Section 30

1. By-elections for the position of the President and Deputy are run if:

1) the positions of the President or Deputy are still vacant after the first elections;
2) the mandate of the President or Deputy expires during the term in office.

2. By-elections for the position of the President and Deputy are governed by sections 29 and 30 of the By-Laws.

Section 31

1. The President sends to all PhD students the information on the results of elections for the PhD Students' Council, as well as for the President and Deputy.

2. The President in office informs the Head of the Institute, coordinators of the PhD schools, member of the Team for PhD Students' Education and the Institute's Secretary about electing the new President and Deputy within seven days from the day of electing them.

Section 32

1. The President or Deputy may be dismissed by an absolute majority of votes in a referendum participated by PhD students of all the PhD schools.

2. The referendum is run by a member of the PhD Students' Council who is not the President or Deputy, followed by a motion of at least two-thirds of the total number of PhD students of all the PhD schools, not more than 14 days from the day of receiving the motion.
3. The result of the referendum is binding if the number of the valid votes amounts to at least two-thirds of the total number of PhD students of all the PhD schools.

Section 33

The mandate of a member of the Council, President or Deputy expires due to:

1) resigning from the position in writing,
2) absence longer than six months,
3) losing membership in the Self-Government because of the circumstances specified in section 10 of the By-Laws,
4) the circumstances specified in section 12 of the By-Laws,
5) dismissal in the cases specified in the By-Laws.

Section 34

The representative of PhD students, elected in compliance with the Articles of Association of the Institute of Oceanology of the Polish Academy of Science, represents the PhD Students' Self-Government in the PhD Students' Scientific Council in the Institute of Oceanology of the Polish Academy of Science.

Section 35

1. The By-Laws of the PhD Students' Self-Government may be passed or changed by the PhD Students' Council following a motion filed by the President or by one-third of the total number of the Institute's PhD students, by an absolute majority of votes, with at least two-thirds of all the members of the PhD Students' Council present.
2. The By-Laws of the PhD Students' Self-Government or changes to of the By-Laws of the PhD Students' Self-Government passed by the PhD Students' Council are enacted after the Head of the Institute of Oceanology of the Polish Academy of Sciences certifies that the By-Laws or their change are compliant with the Law on Higher Education and Science and with the Articles of Association of the Institute of Oceanology of the Polish Academy of Sciences.

Section 36

The President is obliged to inform all the PhD students, representatives of the PhD schools and the Team for PhD Students' Education about every change in the By-Laws.

Section 37

Any cases not specified in the By-Laws are resolved by the binding law provisions, including the Law on Higher Education and Science.

Section 38

In order to settle a given matter the President may convene a meeting of all PhD students of the PhD schools.

Section 39

The By-Laws of the PhD Students' Self-Government of the Institute of Oceanology of the Polish Academy of Sciences passed and approved on October 11th 2023 expire and become null and void.