

# **MANUAL/ԿԱՆՈՆԱԿԱՐԳ**

## **MANUAL OF COUNCIL OF YOUNG SCIENTISTS AND SPECIALISTS OF YEREVAN STATE UNIVERSITY OF ARCHITECTURE AND CONSTRUCTION**

### **I. GENERAL PROVISIONS**

1. Council of young scientists and specialists (CYSS) (hereinafter referred to as the Council) of “Yerevan State University of Architecture and Construction” state noncommercial organization (hereinafter referred to as the University) is a university selfgoverning and public-based unit.
2. This Regulation establishes the Council’s goals, objectives, authorities, structure, procedure and management of activities.

### **II. GOALS AND OBJECTIVES**

3. The Council’s objectives are:
  - 3.1 To assist in introduction and implementation process of scientific research activities of students, young research fellows and researchers;
  - 3.2 To bring together the efforts of scientific research activities of young research fellows, lecturers, researchers, doctoral candidates, postgraduates, applicants and students for full realization of creative potential;
  - 3.3 To create an enabling environment for young research fellows and specialists;
  - 3.4 To propagate scientific values among young people;
  - 3.5 To organize scientific research experience exchange events;
  - 3.6 To provide cooperation and membership with international scientific organizations and youth organizations.

### **III. AUTHORITIES OF THE COUNCIL**

4. The Council is entitled:

- 4.1 To coordinate the creative potential of the University;
  - 4.2 To assist in scientific research activities of young research fellows, lecturers, researchers, doctoral candidates, postgraduates, applicants and students;
  - 4.3 To bring together young research fellows and specialists;
  - 4.4 To collect and spread information about international and local programs,
  - 4.5 To provide active participation in scientific activities of the University via implementation of the Council programs,
  - 4.6 To organize symposiums, workshops, contests and other events;
  - 4.7 To encourage the University's postgraduate entrants, conference attendance bidders for participation in scientific and educational programs and other events;
  - 4.8 To develop and implement the working and annual programs of the Council;
  - 4.9 To illustrate the works performed by the Council;
  - 4.10 To create and operate scientific information network;
  - 4.11 To provide consultation on application in the practice of the results of scientific research activities being performed in professional chairs;
  - 4.12 To create groups consisting of young research fellows, researchers of different chairs for implementation of joint experimental and theoretical researches, to do work planning and management;
  - 4.13 To present the best works for encouragement;
  - 4.14 To assist in providing awards and special scholarships.
5. The Council has the right to organize conferences, lectures, workshops, summer schools, debate clubs, discussions on best graduation works and theses and other events.
6. During its activities the Council may cooperate with the University's vice rectors, faculty deans, heads of chairs, as well as with the heads of other units of the University.
7. The Council includes also Student Scientific Company (hereinafter referred to as SSC). SSC's activities are coordinated by the Council and the University's Student Council.
8. SSC is composed of the chairman and members who are enrolled based on application addressed to SSC's chairman.
9. SSC's chairman is elected from among its members, by open voting for 2 years.

#### **IV. STRUCTURE AND MANAGEMENT OF THE COUNCIL**

10. The Council is composed of:
  - 10.1 Members who are enrolled based on application addressed to the chairman of the Council, and student members who are enrolled based on application addressed to SSC's chairman;
  - 10.2 Presidium implementing the Council's general activities the members and number of which is elected by the Council for 2 years, leaders and members of commissions, committees and other organizations may be elected from among the presidium's members;
  - 10.3 Chairman who is elected from among the presidium's members by closed secret ballot and by majority of the total number of presidium's votes for 2 years;
  - 10.4 2 vice chairmen. One of the Council's vice chairmen is the SSC's chairman, while the other is nominated by the chairman from among the presidium's members and is elected by majority of the total number of presidium's votes for 2 years;
  - 10.5 Secretary who is nominated by the chairman from among the presidium's members and is elected by majority of the total number of presidium's votes for 2 years.

11. The chairman of the Council shall report to Scientific Council of the University and the Council.

12. The chairman of the Council:
  - 12.1 Submits the Council an annual report;
  - 12.2 Develops the annual plan of the Council activities with the presidium's members, provides the implementation of goals, objectives and decisions, follows task implementation, represents the Council's interests and bears responsibility for work efficiency;
  - 12.3 Based on necessity of events organized by the Council may create working groups which will be responsible for organization of the planned events.

13. The powers of the chairman may be prematurely terminated by Scientific Council of the University and the Council.

The chairman may waive this position based on his own application.

14. Vice chairmen shall:

- 14.1 Ensure and organize the performance of decisions and tasks of the Council chairman and presidium, coordinate the Council activities as per the chairman's instruction;
- 14.2 In the absence of chairman the vice chairman nominated by him and approved by the presidium shall perform the duties of the chairman.
15. The secretary performs the organizational works of the Council and provides the Council documentation.
16. Members of the Council Presidium shall:
  - 16.1 Adopt the Council regulation which is subject to ratification by the Scientific Council of the University;
  - 16.2 Assist in implementation of the Council's goals and objectives;
  - 16.3 Develop and adopt the Council programs and ensure their implementation.
17. The members of the Council:
  - 17.1 The Council members may be the employees, students, young research fellows and researches of the University under 35 years of age who adopt the Council regulation and contribute to the implementation of the Council's goals and objectives;
  - 17.2 The Council member may leave based on his/her own application on which no decision is made.
18. The Council member has the right:
  - 18.1 To get information on the Council activities;
  - 18.2 To participate in events organized by the Council;
  - 18.3 To express his/her opinion and make proposals;
  - 18.4 To elect and be elected in the Council bodies.
19. The Council member is obliged:
  - 19.1 To take part and assist in solution of the Council's goals and objectives;
  - 19.2 To perform the duties assigned in the frames of the Council;
  - 19.3 To fulfill the requirements of the Council regulation in the frames of the Council.
20. The Council sessions:

- 20.1 The Council sessions are convened at least once a year. The Council members are notified about the agenda in advance through the secretary. The Council sessions are competent and decisions can be adopted in the presence of two-thirds of the members. The discussed issues are put on voting and decisions are adopted by open ballot and by simple majority of the members present in the session;
- 20.2 The Council Presidium session takes place at least once every three months. The chairman of the Council represents the agenda and information about the ongoing activities. The Presidium may make decisions in the presence of two-thirds of the members. The discussed issues are put on open voting and decisions are adopted by simple majority of the members present in the session, except for the cases provided in this Regulation. Minutes of the adopted decisions is prepared which is signed by the chairman and secretary.

#### **V. MATERIAL AND FINANCIAL BASES FOR ACTIVITIES**

21. The Council activities are supported by the University's funds and by other means not prohibited by RA Legislation.

22. An estimate /report/ of each event shall be prepared by the chairman of the Council and submitted to Scientific Council of the University, approved and verified in the prescribed manner.

#### **VI. FINAL PROVISIONS**

23. The Council has a letterhead with its name and symbol.
24. The Council symbol is the following:



25. The Council shall be formed and dissolved by self-nomination by the members in the founding session, approved by the decision of Scientific Council of the University and shall act in accordance with the University Charter and this Regulation.

26. This Regulation shall be approved, amended or supplemented by the decision of Scientific Council of the University.

27. This Regulation shall enter into force on the day following the approval of the decision of Scientific Council of the University.