

## **CASA Committee**

### **Committee for the Coordination of Student and Group Activities**

#### **A. Role and Functions**

# 1. INTRODUCTION

This document aims to describe the functions and operational methods of the CASA Committee (Committee for the Coordination of Student and Group Activities).

The objective is to provide useful information to facilitate the promotion and production of events on the Bocconi campus promoted by Student Associations, Representation Groups or students/groups of students not organized within Associations.

The principles stated hereinafter – and any resulting indications, which the University has decided to adhere to – are therefore valid indiscriminately for all students and for all promoted events/initiatives.

## 2. CASA COMMITTEE (COMMITTEE FOR THE COORDINATION OF STUDENT AND GROUP ACTIVITIES)

### 2.1. INTRODUCTION

Bocconi University is orientated towards promoting and supporting the development of activities of a cultural, social and associative nature promoted on campus. Proposals from individual students or Groups or Associations are therefore welcome and received in so far as they contribute to making the campus participatory and active and making a varied Bocconi community.

The University must ensure that all the initiatives that take place on campus are cohesive and are not an obstacle or hindrance to carrying out institutional activities. Institutional activities include not only various forms of teaching, but also all activities that support the teaching-educational process (admissions – support to students – placement and recruiting – etc.).

### 2.2. FUNCTIONS CARRIED OUT BY THE CASA COMMITTEE

The CASA Committee – appointed through a Rectorial Decree – has the primary task of guaranteeing that events and initiatives promoted by Student Associations, Groups and students do not go against the University's underlying principles and mission.

This means ensuring that proposed initiatives and events:

- Are arranged so that they do not harm the University's image and reputation
- Are developed in accordance with the principles of independence and autonomy from any economic or political influence
- Are set up appropriately based on management and organizational profiles

In addition, the CASA Committee periodically defines the criteria that provide student associations access to several particular types of common resources/activities, such as:

- Page on the Bocconi website
- Box in the student diary
- Participation in the initiative Associations on Display
- Participation in some events promoted by the University

The criteria referred to above are published in a related document prepared by the CASA Committee, and made available to the entire student community online on the Campus Life webpages.

### **2.3. APPOINTMENT AND COMPOSITION OF THE CASA COMMITTEE**

The CASA Committee is appointed through a Rectorial Decree.

The CASA Committee is made up of nine members, including:

- Six members recommended by the Rector and the Chief Executive Office, one of whom is a member of the Rectoral Committee, who takes on the role of Chairman of the Committee.
- Three members representing the student body, recommended by the Committee of the Office of the President with a written communication addressed to the organizational office, wherein the names and specific skills of individual members are indicated in relation to association activities and organization of events. The proposal of names must be accompanied by a short résumé that guarantees that the appointment complies with the aims of the Committee.

At the time of establishment, the composition of the CASA Committee's Organizational Office shall be communicated. It is indicatively selected within the Campus Life – Student Affairs Division office. The members of the Organizational Office:

- are permanent guests at meetings of the CASA Committee
- have the right to participate but not the right to vote

### **2.4. OPERATIONAL METHODS FOR THE FUNCTIONING OF THE CASA COMMITTEE**

The CASA Committee makes decisions through a simple majority. The quorum to convene the meeting of the Committee calls for the presence of at least five of the nine appointed members.

In case of a tie, the vote of the Chairman will be worth two votes.

The Rector has the right to decide regarding student proposals, who has delegated the completion of this task to the CASA Committee. At any moment, however, the Rector reserves

the right to make the final decision regarding approval and possible funding of one or more events.

The CASA Committee defines the calendar for meeting during each academic semester (August-February and March-July), posting it on the dedicated section on the website that is accessible to all students, associations and other bodies interested in carrying out activities on campus.

**The Committee meets 9 times per year. The Committee may be convened for an extraordinary session a maximum of twice per year on the condition that the convocation is requested unanimously by all representatives of one of the three parts that make up the Committee.**

The Chairman has the discretion to invite outside parties as listeners in Committee meetings, in case the topics of discussion require informed opinions. All members of the Committee may submit requests to make invitations to the Chairman, at least seven days before the Committee meeting.

In case of the Chairman's absence or impediment, he/she can designate a substitute (chosen from the members of the Committee) to chair an individual meeting. Committee members may not delegate third parties to participate on their behalf.

To allow for analysis of the requests submitted, the following timelines for submitting requests have been defined:

- **internal meetings** (operational meetings for representation groups/associations without guests or external promotion): at least 2 business days before the meeting
- **events open to the public without external guest speakers:** at least 8 business days before the event
- **events open to the public with external guest speakers:** at least 5 business days before the CASA Committee meeting; in addition, the event must be held at least 10 days after the CASA Committee meeting
- **promotional desks:** at least 8 business days before the desk
- **applications for funding:** same timeline as the event related to the funding request

A summary report of the CASA Committee meetings is drafted, with indications of the decisions made.

## **2.5. CAUSES FOR FORFEITURE FROM THE COMMITTEE**

An unexcused absence from three consecutive meetings will result in automatic forfeiture from the role of Committee member, unless in the case of justified reasons that must be expressly indicated and appropriately reported.

Absences are considered excused if they are due to travel abroad or outside Milan for exchanges or internships.

The Rector will take action to reinstate the Committee's performance by appointing the person(s) recommended by the reference person (Chief Executive Officer for administrative staff – Committee of the Office of the President for students).

## **2.6. SANCTIONS THE COMMITTEE MAY APPLY**

The Committee reserves the right to impose sanctions on individuals and associations that do not comply with the guidelines laid out in the three documents related to the CASA Committee (A. Roles and Functions, B. Guidelines for Organizing Events, and C. Technical Manual for Organizing Events).

These sanctions may include temporary suspension of activities on campus for the representation group/association and individuals and submission to the Disciplinary Board of subjects responsible for improper activities, as well as the President of the association or representation group involved in the violation.