

APPROVED

ISMA University of Applied Sciences
Senate meeting
14.06.2019,
Protocol No. 2-19

ISMA University of Applied Sciences

REGULATIONS

on

Students' Self-Governance Body

1. General provisions

- 1.1. These Regulations govern the status, activity, rights and obligations of the Students' Self-Governance Body (hereinafter – SP) of ISMA University of Applied Sciences (hereinafter – ISMA).
- 1.2. SP is elected independent collegial body representing the rights and interests of ISMA students.
- 1.3. SP acts in compliance with legal enactments of the Republic of Latvia, ISMA Satversme and these Regulations
- 1.4. SP collaborates with ISMA administration on the principles of cooperation and autonomy.
- 1.5. ISMA Administration considers the viewpoint of SP while making decisions on the matters of ISMA activity and development.
- 1.6. Students' involvement in SP activities is voluntary.
- 1.7. Students of ISMA Branches, which are registered on the territory of the Republic of Latvia, have full rights to participate in the activity of SP.
- 1.8. Students of ISMA foreign Branches can establish SP bodies which operate autonomously and represent the students' interests of a specific Branch.

2. Aim, objectives and rights of Students' Self-Governance Body

- 2.1. SP aim is to represent the interests of ISMA students in academic, scientific, cultural and economic matters at ISMA and other Latvian and foreign institutions, as well as to participate in the improvement of ISMA study process and the solution of domestic and social issues, which are important for students.

- 2.2. SP performs the following objectives to achieve its aims:
- 2.2.1. establishes its own organisational and management structure in compliance with the basic principles of democracy;
 - 2.2.2. represents the interests of ISMA students in Latvia and in international environment;
 - 2.2.3. promotes cooperation of ISMA with the state and foreign educational institutions and their Students' Self-Governance Bodies in education, culture, science, sport, and other fields;
 - 2.2.4. preserves, defends and develops ISMA traditions;
 - 2.2.5. facilitates students' involvement in the development and improvement of ISMA study process;
 - 2.2.6. organises and supports students' leisure and sports activities;
 - 2.2.7. supports and implements the most socially significant initiatives of the youth;
 - 2.2.8. participates in the activities of ISMA decision-making bodies representing students' interests;
 - 2.2.9. participates in the involvement of foreign students in ISMA academic and social life;
 - 2.2.10. informs ISMA administration and students about the activity of SP.
- 2.3. SP rights are the following:
- 2.3.1. to request and receive information from ISMA administration and general staff on the issues related to the interests of students;
 - 2.3.2. to receive SP financing defined in the legal enactments;
 - 2.3.3. to use and dispose of the property transferred to the possession or use of SP in accordance with the aims and objectives of SP;
 - 2.3.4. to participate in all ISMA decision-making bodies in compliance with the provisions of ISMA Satversme;
 - 2.3.5. to exercise the power of veto in compliance with the procedure set by ISMA Satversme;
 - 2.3.6. to propose the adoption, amendment or repeal of ISMA regulatory enactments, which affect the interests of students;
 - 2.3.7. to address other issues within the competence of SP.
- 2.4. The most active SP members, but not more than 10% of the SP membership, are entitled to apply for 10% tuition fee discount. In order to apply for the tuition fee discount, after each semester SP members shall submit to SP President a report on the semester achievements. The decision on the next semester tuition fee discount for the SP members is made and approved by ISMA Rector based on the application of SP President.

3. Procedure of election to Students' Self-Governance Body

- 3.1. SP consists of twenty-one (21) members elected by universal, equal, direct and proportional election for one year. Elections are held electronically on ISMA webpage www.isma.lv, in the second week of October each academic year.

- 3.2. All ISMA students have the right to participate in the elections by presenting a valid student card and signing the voter registration form.
- 3.3. Elections are organized and conducted by the Election Commission consisting of 5 students, which is elected on the proposal of SP and approved by the general meeting of students in the second academic year in the second week of September.
- 3.4. The first meeting of the Election Commission is convened by SP President. At the meeting, the Election Commission shall elect a Chairperson and a secretary. The secretary shall be responsible for taking minutes of the meetings.
- 3.5. The Election Commission organizes and monitors the procedure for nominating students at student meetings by study years (electing 10 candidates from each study year).
- 3.6. The Election Commission provides the list of SP election candidates and candidate motivation letters. Candidates' motivation letters provide their possible action programmes in the SP.
- 3.7. The representatives of each study year students shall submit the lists of election candidates and their motivational letters to the Election Commission no later than 10 days before the election.
- 3.8. The list includes each candidate's:
 - 3.8.1. Name and surname;
 - 3.8.2. Year of studies and group number;
 - 3.8.3. Name of the study programme;
 - 3.8.4. Phone number and email address;
 - 3.8.5. Signature confirming agreement to stand as a candidate.
- 3.9. The Election Commission organizes the candidates' pre-election campaign and places information about the candidates in a freely accessible and visible place at ISMA premises and on ISMA webpage www.isma.lv.

4. Election process

- 4.1. The Election Commission shall determine the date of the election within a week after its establishment, which is in the second week of October of the current academic year.
- 4.2. One week before election the Election Commission places candidates' motivational letters in a freely accessible and visible place at ISMA premises and on ISMA webpage www.isma.lv and organises students' general meeting.
- 4.3. General, equal, direct secret ballot shall take place on the Internet at ISMA webpage www.isma.lv within three days. The number of votes is automatically counted and the voting results are reflected on www.isma.lv
- 4.4. Based on the results of the election the Election Commission draws up the election protocol and places it in a freely accessible and visible place at ISMA premises and on ISMA webpage www.isma.lv.
- 4.5. In the event that a member of the SP fails to perform his or her duties, the SP shall be entitled to remove him or her from office by a simple majority of votes. In this case, the

SP nominates 3 candidates from among the students, who are electronically elected by the students. Voting takes place on the webpage www.isma.lv.

The first meeting of the newly elected SP is opened by ISMA Rector one of ISMA Vice-Rectors. SP President, Vice-President and secretary are elected by a simple majority at this meeting. The SP members develop the SP structure.

5. Structure and management of Students' Self-Governance Body

- 5.1. SP is an authorized decision-making body for ISMA student representation and management.
- 5.2. SP consists of the Board, five (5) direction organizational structural units - sectors that can be changed as needed, Student organizations, clubs and other formations and SP members.
- 5.3. **Board** is the executive body of the SP, which ensures the management of the SP. The Board consists of SP President, SP Vice President and the Heads of 5 directions.
- 5.4. Obligations of the members of the Board:
 - 5.4.1. to develop SP action plan for the next year;
 - 5.4.2. to develop SP budget plan;
 - 5.4.3. to ensure the implementation of the decisions made;
 - 5.4.4. to monitor and coordinate the activity of directions; ;
 - 5.4.5. to organise elections to SP;
 - 5.4.6. to provide students information about the work done by SP;
- 5.5. Rights of the members of the Board:
 - 5.5.1. to participate in the meetings of the Board and receive information about its activity;
 - 5.5.2. to develop proposals on the amendments to SP Regulations, action plan and budget.
- 5.6. **President:**
 - 5.6.1. Manages the activity of SP;
 - 5.6.2. Organizes the daily work of SP and plans the long-term development of SP;
 - 5.6.3. Organises and manages the preparation of the project of SP budget for the next year of activity;
 - 5.6.4. Coordinates the cooperation of SP working groups and structural units;
 - 5.6.5. Represents the interests of SP at ISMA and in other institutions;
 - 5.6.6. Convenes and chairs SP meetings;
 - 5.6.7. Ensures SP communication with ISMA administration and general staff;
 - 5.6.8. Supervises the work of SP structural units.
- 5.7. **Vice-President:**
 - 5.7.1. Chairs SP meetings during SP President absence;

- 5.7.2. Sets tasks to SP members in relation to the duties performed by them;
- 5.7.3. Promotes the internal cooperation of SP;
- 5.7.4. To supervise the use of SP financial resources in cooperation with SP Presidents and Heads of directions.
- 5.8. **Secretary:**
 - 5.8.1. Establishes and keeps SP records;
 - 5.8.2. Ensures the flow of SP information;
 - 5.8.3. Collects, processes and stores all types of SP documents;
 - 5.8.4. Protocols SP meetings;
 - 5.8.5. Prepares extracts for submission to the relevant institutions;
 - 5.8.6. Announces SP meetings and their agendas.
- 5.9. **Organisational units - sectors** (hereinafter - Sector):
 - 5.9.1. Sports sector;
 - 5.9.2. Culture sector;
 - 5.9.3. International Relations sector;
 - 5.9.4. Academic and scientific research work sector;
 - 5.9.5. Environment protection sector.
- 5.10. Each Sector works in compliance with its annual operational plan.
- 5.11. **Head of Sector** - duties:
 - 5.11.1. To manage and organise the work of the Sector;
 - 5.11.2. To organise and chair the meetings of the Sector;
 - 5.11.3. To represent the Sector and inform SP about the work of the Sector, the decisions made and the activities planned.
 - 5.11.4. To perform other duties set by SP President or defined in other regulatory enactments.

6. Audit Commission of Students' Self-Governance Body

- 6.1. Audit Commission consisting of three (3) members is elected to revise the operation of SP. Audit Commission is elected for one year in equal and direct elections by secret ballot at the General Meeting.
- 6.2. Audit Commission shall meet no later than two weeks after its election.
- 6.3. Audit Commission is entitled to decide if more than half of the members of the Commission participate in its meeting. The Audit Commission shall take its decisions by a majority of the members of the Commission present.
- 6.4. Audit Commission inspects the operation of SP at least once a year and examines the documentation of SP.

7. Financial and economic activity of Students' Self-Governance Body

- 7.1. SP activity is financed from ISMA budget in the amount of not less than one two hundredth of the annual budget of ISMA.
- 7.2. SP budget of ISMA foreign branches is approved separately.
- 7.3. SP has the right to manage its financial resources in the interests of students, performing the objectives specified in these Regulations and relevant regulatory enactments.
- 7.4. SP complies its activities with ISMA total budget and procurement planning, accounting and reporting system.
- 7.5. Procedure for SP budget approval and use:
 - 7.5.1. In order to receive financial resources SP shall develop an action plan, estimate and procurement plan for the respective budget period;
 - 7.5.2. The action plan and the planned use of the budget shall be agreed with the Head of ISMA Finance Department and ISMA Rector;
 - 7.5.3. SP shall register the invoices it receives and transfers the invoices to ISMA Finance Department on the basis of the previously approved budget and relevant agreements;
- 7.6. SP President is the person who is materially responsible for the property and other material values of SP.
- 7.7. SP budget period is from January 1 to December 31.

8. Procedure of adoption and amendment of the Regulations on Students' Self-Governance Body

- 8.1. Amendments to the Regulations may be proposed by SP President SP Board members.
- 8.2. The Regulations or amendments thereto shall be adopted at the meeting of SP Board by not less than a two-thirds majority of all members of the Board.
- 8.3. The Regulations and amendments thereto shall enter into force after their approval by ISMA Senate.