



# RĪGAS MENEDŽMENTA KOLEDŽA

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**APPROVED**

At the Riga Management College

Council meeting on 17.09.2020.

Minutes Nr. 4

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## **Regulations of the Student Self-Government**

### **1. General Provisions**

1. The Student Self-Government of Riga Management College (hereinafter – the College) is the main independent decision-making body representing the rights and interests of students of the College.
2. The purpose of the Student Self-Government of the College is to represent the students of the College and defend their rights and interests, as well as to promote the development of education and science within the College.
3. The tasks of the Student Self-Government of the College are:
  - 3.1. to discuss and decide on issues related to the academic, material, and cultural life of the students at the College;
  - 3.2. to address institutions and officials with requests, proposals, and demands on behalf of the students of the College;
  - 3.3. to ensure that the opinion of students is taken into account in solving issues related to the College, including the election of student representatives to the College Council, committees, and working groups;
  - 3.4. to ensure representation of the interests of College students in state institutions and non-governmental organizations;
  - 3.5. to determine the procedure for electing student representatives to the College Council;

- 3.6. to appeal to the College Director, Board, or Council with a request to revoke decisions of the College management bodies if they do not correspond to the interests of the students;
- 3.7. to propose the adoption, amendment, and repeal of internal regulatory acts of the College;
- 3.8. to request and receive information and explanations from authorized representatives of any structural unit of the College on all issues affecting the interests of students;
- 3.9. to promote study quality and academic traditions, democracy, student self-awareness and personal development, a healthy lifestyle, youth civic integration, and participation in society.

## **2. Representatives of the Student Self-Government of the College and Their Rights and Duties**

- 4. The representatives of the Student Self-Government of the College are the students of the College.
- 5. The rights of the representatives of the Student Self-Government of the College are:
  - 5.1. to submit proposals to the Student Self-Government in relation to the tasks set out in Clause 3 of these Regulations;
  - 5.2. to request information from the Student Self-Government regarding the implementation of its decisions;
  - 5.3. to withdraw from the Student Self-Government at any time;
  - 5.4. to be elected to the College Council.
- 6. The duties of the representatives of the Student Self-Government of the College are:
  - 6.1. to participate in the meetings of the Student Self-Government of the College;
  - 6.2. to make every effort to ensure that the purpose of the activities of the Student Self-Government of the College is achieved;
  - 6.3. to report to the Student Self-Government of the College any shortcomings observed in the activities of the College;
  - 6.4. in their activities, to comply with the College Regulations, the internal regulatory acts of the College, the Regulations of the Student Self-Government of the College, and the decisions of the Student Self-Government of the College.
- 7. Representatives of the Student Self-Government of the College may be recalled from it on the basis of a decision of the Student Self-Government of the College.

### **3. Establishment, Composition, Election and Removal of Members, and Organization of Work of the Self-Government**

8. The Student Self-Government shall consist of no fewer than five students.
  - 8.1. Every student has the right to nominate themselves as a candidate for participation in the Student Self-Government, providing written justification of their motivation to work in the Student Self-Government.
  - 8.2. The Self-Government shall be renewed at the beginning of each academic year, no later than one month after the start of the academic year, by organizing elections of the Student Self-Government.
  - 8.3. At a meeting of the Self-Government, the applications of candidates submitted to the email address [students@college.lv](mailto:students@college.lv) shall be reviewed, and a survey (vote) of the College students shall be organized to determine the most suitable candidates for the composition of the Student Self-Government.
9. The members of the Self-Government shall elect from among themselves:
  - 9.1. the Chairperson of the Self-Government (hereinafter – the Chairperson),
  - 9.2. the Deputy Chairperson.
10. The Self-Government shall adopt decisions at meetings with at least half of all members present, by open voting, with a simple majority of the votes of those present. In the event of a tie, the deciding vote shall be cast by the Chairperson, or, in their absence, by the Deputy Chairperson.
11. Meetings shall be recorded in minutes, which are kept during the academic year by the President of the Self-Government; electronic copies shall be available on the College server.
12. The election of the Chairperson shall be organized by the Self-Government at the beginning of each academic year, no later than one month after the start of the academic year and the renewal of the Student Self-Government.
13. One or more candidates for the position of Chairperson (hereinafter – Candidate) may be nominated by members of the Self-Government, either on the Candidate's own initiative or by the choice of the students, with the Candidate's consent. If more than one Candidate is nominated, the Candidates must prepare motivation letters for the next meeting of the Self-Government and present them to the members prior to the vote.
14. A Candidate must be a student of the College who has not previously been suspended or removed from any position within the Self-Government.
15. The decision to approve a Candidate as Chairperson shall be made by the Self-Government through a secret ballot. The decision shall be deemed adopted if more than half of all Self-Government members vote in favour of the Candidate.

16. If none of the Candidates receive a sufficient number of votes, a repeat vote shall be held between the two Candidates who received the highest number of votes.
17. The Deputy Chairperson shall be nominated by the Chairperson and confirmed by a vote of the Self-Government.
18. The duties of the Chairperson (or, in their absence, the Deputy Chairperson) are:
  - 18.1. to chair the meetings of the Self-Government;
  - 18.2. to coordinate the activities of the Self-Government;
  - 18.3. to acquaint the members of the Self-Government with the work plan and agenda.
19. A member of the Self-Government shall cease their activities in the Self-Government if:
  - 19.1. they discontinue studies at the College, resign voluntarily, or are removed from office by a decision of the Self-Government;
  - 19.2. any member fails to fulfil their duties or, without justification, misses more than three meetings of the Self-Government.
20. The Chairperson shall be removed if the removal is initiated in writing by two members of the Self-Government and the majority of the students participating in the vote support the removal.
21. In the event of the removal or resignation of the Chairperson, the duties of the Chairperson shall be performed by the Deputy Chairperson until a new Chairperson is elected. After the election of a new Chairperson, the Deputy Chairperson shall also be confirmed anew.
22. The tasks to be carried out shall be voluntarily divided among the members of the Self-Government.
23. The Chairperson of the Self-Government shall have the right to delegate the performance of a task to any member of the Self-Government.
24. Meetings of the Student Self-Government of the College shall be held at least once every three months during the academic year.
25. Meetings of the Student Self-Government of the College shall be open, unless otherwise decided by the Student Self-Government with a justified decision.
26. Meetings of the Student Self-Government of the College may be held either in person or online via an internet platform.
27. A meeting of the Student Self-Government of the College shall have a quorum if more than half of its representatives participate.
28. The Student Self-Government of the College shall adopt its decisions by a majority vote of the representatives present.

#### **4. Procedure for Adoption and Amendment of the Regulations**

29. The Regulations of the Student Self-Government of the College shall be adopted and amended by the Student Self-Government of the College with no less than a two-thirds majority vote of its representatives.
30. The Regulations of the Student Self-Government of the College and its amendments shall enter into force after approval by the College Council.