

Regulations for Rīga Stradiņš University International Students' Association's National Societies

The Regulations shall prescribe the procedure for undertaking the activities of Rīga Stradiņš University (hereinafter – RSU) National Societies (hereinafter – NS), which function under the RSU International Student Association (hereinafter – ISA). The Regulations shall prescribe how the procedure for electing board members, the duties, responsibilities, and rights of the board members, the procedure for organising meetings, the rules for granting certificates, resources to be used for the Societies, as well as the procedure for establishing a new National Society.

1. General purpose

- 1.1. National Societies are organised groups of students of Rīga Stradiņš University, which represent different cultures, languages, and countries.
- 1.2. The aim of a National Society is to educate and learn about different cultures and to promote diversity and inclusion among the students of RSU.
- 1.3. Eligibility for membership or appointed or elected student positions may not be limited based on race, religion, national origin, ethnicity, colour, age, gender, marital status, citizenship, sexual orientation, or disability.
- 1.4. Terms used:
 - 1.4.1. Board member – RSU student, who leads the Societies and is responsible for the activities of the Society within the framework of these Regulations.
 - 1.4.2. Eligible voter – any international RSU student.
 - 1.4.3. Activist – RSU student who assists the Society on different occasions and events.
 - 1.4.4. Statement – Reference that shall be handed out upon request.
 - 1.4.5. Certificates – Reference that shall be handed out at the end of the office period.

2. Procedure for the Election of Board Members

- 2.1. The election should be held within the first two weeks of June. The date shall be announced no later than 10 working days before the election. The situations described in Paragraph 2.6. of these Regulations shall be considered an exception.

- 2.2. Only RSU International student(s) may be a candidate(s) for the position of a board member. The candidate(s) shall nominate themselves in writing at least 3 weekdays before the election. All candidates have the opportunity to present their previous activities and their strategy for the following academic year.

2.2.1 In case less than two candidates submit their applications three days prior to the elections, the society will receive the status of being dormant.

2.3 The board members are elected by a majority of the votes of the eligible voters present at the meeting.

2.2.1. Online election - the voting shall be organised in an online format.

2.2.2. On-site election – the voting shall be organised in an online format.

2.2.3 If two candidates receive the same number of votes for the same position, the candidate with the greater number of positive votes shall be deemed elected to the position.

2.3 To consider the election legitimate, the Election Committee must be established at the election meeting.

- 2.3.1 The election process shall be supervised by the Election Committee consisting of two members, one of whom is the current ISA Liaison Officer, or another person delegated by him/her. The other member of the Committee shall be one of the members of the previous board who will not be continuing in the national society for the next term. In case this requirement is not fulfilled, the other member shall be nominated at the beginning of the meeting from the present participants, excluding the candidates. The Election Committee shall abstain from voting.

2.4. The Election Committee shall have the following functions:

2.4.1. Determining the presence and composition of eligible voters at the particular meeting;

2.4.2. Distribution of ballot papers to eligible voters, if applicable

2.4.3. Counting of votes;

2.4.4. Taking of the election minutes;

2.4.5. Notification of results.

2.5. After the elections, completed forms/results shall remain with the RSU ISA Liaison Officer or his/her delegated person who participates in the meeting for at least 2 weeks.

2.6 The newly elected Board shall take up their duties no later than the 1st of September. The months of June, July, and August shall be considered a transition period, in which the new Board shall work together with the old Board.

2.6.1. If no new Board is elected, the NS shall remain dormant under the supervision of the

ISA Liaisons Officer. All resources should be given to the ISA Liaisons no later than one week of the election date or first meeting in September.

2.6.2. If irregularities are found in the election process, repeated elections shall be organised no later than 2 weeks after the last election. During the mentioned period, the previous board shall continue to perform the duties.

3. Duties, responsibilities, and rights of Board Members

3.1. It is the responsibility of the Board Members to ensure the quality of the Societies in accordance with the following paragraphs.

3.2. A viable Board must consist of at least three board members: President, Treasurer, and Secretary. Additional roles can be created, provided that individuals are elected democratically.

3.3. The responsibilities of the President, Treasurer and Secretary are highlighted in this paragraph.

3.3.1. If the roles are unfulfilled, it is up to the discretion of the President to assign these roles.

3.3.2. President

3.3.1.1. Serve as the chief executive officer of the organisation, preside at all meetings of the organisation, and prepare the agenda for meetings.

3.3.1.2. Shall maintain contact with ISA and other societies and inform the Board about coming events and updates regarding the societies.

3.3.1.3. Shall prepare a monthly report (Annex 1) and send it to ISA no later than 27th for the upcoming month, excluding the months July and August.

3.3.1.4. Ensure that all events/meetings are published at least five weekdays before the scheduled meeting, and emails will be answered as soon as possible. In the case, this is not attainable, an extension can be given provided the ISA Liaison Officer is notified.

3.3.1.5. Shall issue certificates for activists who helped the society with events. The certificates should be sent to ISA for signing.

3.3.1.5.1 Shall prepare a report to record the activity of the activists and include the details:

- Name of the event
- Name of the participant
- Participant's contribution to the event

3.3.1.6. Ensure all the board members are added to the necessary channels on Microsoft Teams

3.3.1.7 Maintain a permanent record documenting the names and roles of the founding members, as

well as the composition of each elected board throughout the society's history.

3.3.2. Treasurer

3.3.2.1. Shall oversee the budget and finances of the society.

3.3.2.2. Shall inform and stay in contact with the ISA Treasurer throughout the course of a purchase.

3.3.2.3. Shall prepare an annual budget proposal to be given to ISA's Treasurer according to the budget proposal deadline for societies.

3.3.2.4. Shall participate in the ISA Treasurer meeting for societies or another person delegated by him/her.

3.3.3. Secretary

3.3.3.1. Take minutes at all meetings of the organisation, keep these on file, and submit required copies to all organisation members.

3.3.3.2. Be responsible for all organisation and correspondence and keep copies of it on file.

3.3.3.3. Maintain the flow of information to all members through the communication channels employed by the organisation, including the Facebook page, the ISA website, and others.

3.3.3.4. Record the attendance of all the participants and the present board members for all the events/meetings.

3.4. Additional duties may be split accordingly with other Board Members.

3.5. In case the duties mentioned in Paragraph 3.3 are not met within the given time frame, an extension of the submission deadline for a candidate may be agreed by submitting a written explanation to the ISA Liaison Officer. Each case shall be considered individually.

3.6. Board members have the right to receive a certificate issued by the ISA Liaison Officer as laid out in Section 5, if board members have been able to ensure that the duties mentioned in these Regulations are performed throughout the academic year and have attended a minimum 75% of all the events each semester.

4. Premises and equipment used for the needs of the Society

4.1. The premises and study centres available at RSU may be used for the needs of the societies. The reservation of premises needs to be coordinated with the ISA Liaison Officer no later than the deadlines specified. The Board shall have to follow the rules and regulations of the used

premises.

- 4.2. The Board shall have the right to request necessary technical provision for the needs of the meetings according to the availability, coordinating the necessary matters with the ISA Liaison Officer not later than 5 weekdays before the meeting.

5. Issuance of statements and certificates for the activities in the Society

- 5.1. The Board is entitled to an ISA certificate and will be signed by the ISA President and ISA Liaison Officer.
- 5.2. The Board is obligated to issue a certificate to activists who have supported **at least 50% of all the events organized each semester.**
- 5.3. Certificates shall be issued to activists and signed by the Society's President and ISA Liaison Officer.
- 5.4. The Board shall be entitled to receive a statement issued by the ISA Liaison Officer upon request.
- 5.5. The Board shall submit the certificates and statements to the ISA Liaison Officer for signing two weeks prior to the issuance.

6. Financing of the National Societies

- 6.1. The Board shall send the budget proposal of the Society for the following calendar year according to the regulations set by the ISA Treasurer.
- 6.2. The budget proposal of the Society is primarily reviewed at a meeting of the ISA Board, with the members of the ISA Board reserving the right to suggest changes to the budget. If necessary, the Society Board may be invited to the ISA Board meeting. The budget is submitted to the Council for approval.
- 6.3. If the Council does not approve the budget proposal of the Society, the Board shall submit a new budget proposal within the deadline given by the ISA Treasurer, after consulting the ISA Liaison Officer and ISA Treasurer.
- 6.4. The Board shall be entitled to use the financial resources allocated for the performance of the Society within the framework of the budget.
- 6.5. Before goods may be purchased, the ISA Treasurer must be informed and approve the planned purchase.
 - 6.5.1. The Board shall fill in the first part 'application' of the monthly report (annex 1) at least the month before the event taking place, but not later than the 27th, and wait for the approval of the ISA Liaisons and ISA Treasurers for the event, before making

any purchases, reservations, etc.

6.5.2. After completion of the project / meeting, the board shall fill out the second part 'report' of the monthly report (annex 1). If the event took place up to the 20th of the month, it is to be filled in by the 27th of the same month. If the event took place after the 20th of the month, it is to be filled in by the 27th of the following month.

6.5.3. The Board shall ask the respective company to issue an invoice using RSU SU properties (Annex No.2), immediately deliver this invoice to ISA Treasurer, who will forward it to RSU SU Finance Administrator. After the RSU SU Finance Administrator has paid the invoice, the Board shall be entitled to receive the goods.

6.5.4. When purchasing goods in a store, the properties of RSU SU must be included in the check. If it is not possible to enter full particulars, at least an abbreviated version of the particulars must be indicated (Annex No. 2), as well as a stamp on the check. The check must be submitted to the RSU SU Finance Administrator by the twentieth day of the current month or the fifth day of the following month (Annex No.2), and the ISA Treasurer needs to be informed. The name and surname, contact details, and the account number of the purchaser needs to be indicated on the check. When all receipts for the current month have been collected and submitted to the RSU Accounting Unit, the corresponding amount on the receipt shall be returned to the purchaser.

6.6. ISA does not endorse or officially support any charity events, nor are any financial resources of the Association allocated for such purposes. Should any charity event be organized independently of the ISA, information regarding the amount of money raised and the usage of the said money must be publicly available.

6.7. Societies events are obligated to be held in English if they are funded by RSU SU. Alternatives can be considered upon discussion with the ISA Liaison Officer and ISA Treasurer.

6.8. Dormant societies that are revived, as well as newly established societies one month prior to the annual elections, may be considered for financial support. However, the provision and amount of such financial resources shall depend on the timing of the society's establishment and the outcome of the consultation with the Treasurer.

7. Establishment of a New National Society

7.1. Any RSU student has the right to establish a new national society **during** each semester.

7.1.1. At least three students shall sign the application to establish a new society. These students automatically form the new Board for the following academic year if the RSU ISA Board decides in their favour.

7.2. To establish a new Society **during the semester**, the student interested shall **send an application** addressed to the ISA Liaison Officer with a request to establish the Society.

7.3. Applicants shall prepare a 3-minute presentation for the RSU ISA Board, including the Board Member descriptions, the aim of the National Society, and a draft of the year plan for approval.

7.4. The new Board shall be formed according to Paragraph 3.

7.5. When establishing a society at the beginning of the academic year, its members shall be entitled to receive the relevant certificates at the end of the academic year for the months of their performance according to the Regulations. **In case a society is established at least one month prior to the annual elections, eligibility for certification is contingent upon the organization of a minimum of two events by the end of the semester.**

8. Reviving a Dormant National Society

8.1. Any RSU student has the right to revive a dormant National Society **during the** semester.

8.1.1. At least three students shall sign the application to revive the Society. These students automatically form the new Board for the following academic year.

8.1.2. **In the event that a dormant society is revived within one month prior to the annual elections, its founding members shall be required to serve as board members for the subsequent academic year.**

8.1.3. **In case a society is established at least one month prior to the annual elections, eligibility for certification is contingent upon the organization of a minimum of two events by the end of the semester.**

8.2. To revive a dormant Society **during the semester**, the student interested shall submit an application addressed to the ISA Liaison Officer with a request to revive the particular society.

8.3. Applicants shall prepare a 3-minute presentation for the RSU ISA Board, including the Board Member descriptions, the aim of the National Society, and a draft of the year plan for approval.

8.4. The new Board shall be formed according to Paragraph 3.

9. Evaluation of the performance of the National Society

9.1. The activity of the Board shall be evaluated monthly during the academic year according to the criteria and indicators stipulated in the Regulations.

9.2. The activities shall be written down in a monthly report (Annex 1), which shall be submitted by the 27th of the previous month, to the events/ meetings taking place, for the academic year excluding the months of July and August.

9.3. All reports on the activities of the National Society, including budget estimates, must be submitted within the set deadline.

9.4. If the stipulated criteria are not met at the end of the term, it may be decided not to grant the certificate to the Board of the Society or individual board members.

9.5. ISA reserves the right to take necessary action in the event of complaints raised from fellow board members or any international student of RSU.

10. Making Amendments

10.1. The amendments shall be approved by the RSU SU council.

10.2. The amendments enter into force upon their adoption.

10.3. Amendments shall be proposed and developed by the RSU ISA board or a quorum from the number of National Societies Presidents by mutual agreement.

10.4. The amendments shall be voted on by a simple majority of the members of the RSU SU Council at the Council meeting.

10.5. National societies are allowed to have additional regulations provided that they do not contradict the regulations in this document.

President of RSU ISA

Mazeen Mazhar

Liaison Officer of RSU ISA

Zahraa Merchant

Annex 1

to Rīga Stradiņš University
Regulations for National Societies

Monthly report

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Annex 2

to Rīga Stradiņš University
Regulations for National Societies

Abbreviated version of RSU SU particulars for checks:

Nodibinājums "RSU SPF"

Dzirčiema iela 16, Rīga,

Reģ.nr. :40008109367

Full RSU SU particulars for invoices:

Nodibinājums "RSU Studējošo pašpārvaldes fonds"

Reģ.nr. :40008109367

Dzirčiema iela 16, Rīga, LV-1007

SEB Latvijas Unibanka

LV11UNLA0050009430605

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Deadlines

1. Purchase from 1st until 15th (including), submitting until 20th day of current month;
2. Purchases from 16th until 31st (including), submitting until 5th of following month.