

# Regulations for Rīga Stradiņš University

## International Student Association's

### Sports Groups

*The Regulations shall prescribe the procedure for undertaking the activities of Rīga Stradiņš University (hereinafter - RSU) Sports Groups (hereinafter – groups) which function under the RSU International Student Association (hereinafter – ISA). The Regulations shall prescribe the procedure for electing board members, the duties, responsibilities and rights of the board members, the procedure for organizing meetings, the rules for granting certificates, resources to be used for the groups, as well as the procedure for establishing a new group.*

#### 1. General purpose

- 1.1. Sport Groups are organised groups of students of Rīga Stradiņš University which represent students interested in a particular sport and its relevant tournaments.
- 1.2. The aim of groups is to provide an environment for like-minded enthusiasts amongst the student population 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 group and is responsible for the activities of the group within the framework of these regulations.
- 1.5. These regulations will come into force on 1 October 2023.
- 1.6. A list of established groups and their members will be kept with the ISA Office of Sports and Integration and will be available when requested.

#### 2. Procedure for the Election of Board Members

- 2.1. The election should be held during the first 2 weeks of June. The date shall be announced no later than 10 working days before the election. The situations described in Paragraphs 2.9.1. and 2.9.2. and 7 and 8 of these Regulations shall be considered an exception.
- 2.2. Only RSU student(s) may candidate for the position of a Board member. The candidate(s) shall nominate themselves in writing by submitting a letter of motivation at least 5 working days before the election to the existing Board. All candidates are given the opportunity to present for 3 minutes their previous activities in the particular SS and their strategy for the following academic year. All candidates must be able to work as board members until the end of the spring semester.
  - 2.2.1. In case less than two candidates submit their application 5 working days prior to the election, the participants of the election meeting may nominate themselves without prior announcement.

- 2.3. Board members are elected by a majority of the votes of eligible voters present at the meeting.
- 2.3.1. Online election – the voting shall be organised in an online format.
- 2.3.2. On-site election – the voting shall be organised in an online format.
- 2.4. The existing Board must send ISA Head of Sports and Integration a list of all eligible voters of the respective SS 5 weekdays before the election date.
- 2.4.1. At the election meeting, the ISA Head of Sports and Integration or his/her delegated representative shall note the present members and record their number.
- 2.5. To consider the election legitimate, the Election Committee must be established at the election meeting.
- 2.7 The election process shall be supervised by the Election Committee consisting of two members, one of whom is the current ISA Head of Sports and Integration or his/her delegated representative. The other member of the Committee shall be nominated at the beginning of the meeting from the present participants, excluding the candidates. The Election Committee shall abstain from voting.
- 2.8 The Election Committee shall have the following functions:
- 2.8.1 Determining the presence and composition of eligible voters at the particular meeting;
- 2.8.2 Distribution of ballot papers to eligible voters, if applicable;
- 2.8.3 Counting of votes;
- 2.8.4 Taking of the election minutes;
- 2.8.5 Notification of results.
- 2.9 After elections, voting results shall remain with the RSU ISA Head of Sports and Integration or his/her delegated representative for at least 2 weeks.
- 2.10 **The newly elected Board shall take up their duties no later than 1 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.
- 2.10.1 If no new Board is elected, the SS shall remain dormant under the supervision of the ISA Head of Sports and Integration. All resources need to be handed out to the ISA Head of Sports and Integration no later than 1 week of the election date or the first meeting in September.
- 2.10.2 If irregularities are found in the election process, repeated elections must be organised no later than 2 weeks after the last election. During the mentioned period, the previous Board shall continue to carry out the duties.

### **3. Duties, responsibilities, and rights of the Board Members**

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

3.2. A viable board must consist of at least one board member: President. Additional roles can be created, provided that individuals are elected according to the group's own election process.

3.3. The responsibilities of the President are highlighted in Paragraph 3.3.1. If the roles are unfulfilled, it is up to the discretion of the President to assign these roles to additional board members.

#### 3.3.1. President

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

3.3.1.2. Shall maintain contact with ISA.

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. Shall oversee the budget and finances of the group.

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

3.3.1.6. Shall prepare an annual budget proposal to be given to the ISA Treasurer according to the budget proposal deadline for groups.

3.3.1.7. Must participate in the ISA Treasurer meeting for groups or another person delegated by them.

3.3.1.8. Sign a contract with the RSU Student Union (hereinafter – RSU SU) indicating the role as representative.

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 Head of Sports and Integration. Each case shall be considered individually.

3.6. The Board members have the right to receive a certificate issued by the ISA Sports and Integration Office as laid out in Section 5, if the Board members have been able to ensure that the duties mentioned in these Regulations are performed during the whole academic year.

## **4. Premises and equipment used for the needs of the group.**

4.1. The premises and study centres available at RSU may be used for the needs of the groups. The reservation of premises must be coordinated with the ISA Head of Sports and Integration no later than 5 weekdays in advance. 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 Sports and Integration Office not later than 5 weekdays before the meeting.

## **5. Issuance of statements and certificates for the activities in the group**

- 5.1. The Board is entitled to a certificate from ISA and will be signed by the ISA President and the ISA Head of Sports and Integration.
- 5.2. The Board is obligated to issue a certificate to activists who have supported at least one event.
- 5.3. Certificates shall be issued to activists and will be signed by the group's President and ISA Head of Sports and Integration.

## **6. Financing of the Sports Groups**

- 6.1. The Board shall send the budget proposal of the group for the following calendar year according to the regulations set by the ISA Treasurer.
- 6.2. The budget proposal of the group is reviewed primarily 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 Board of the group may be invited to the ISA Board meeting.
- 6.3. The budget is approved according to the RSU SU financial regulations.
- 6.4. The Board shall be entitled to use the financial resources allocated for the performance of the group within the framework of the budget.
- 6.5. Before any goods for groups' needs 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 prior to the event taking place, but not later than the 27<sup>th</sup>, and await the ISA Head of Sports and Integrations and ISA Treasurers approval 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 of the 'report' of the monthly report (Annex 1). If the event took place up to the 20<sup>th</sup> of the month, it is to be filled in by the 27<sup>th</sup> of the same month. If the event took place after the 20<sup>th</sup> of the month, it is to be filled in by the 27<sup>th</sup> of the following month.
- 6.5.3. The Board shall ask the respective company to issue an invoice using RSU SU properties (Annex 2), immediately deliver this invoice to ISA Treasure who will forward it to RSU SU Finance Administrator. After the invoice is paid, the Board shall be entitled to receive the goods.

- 6.5.4. When paying for goods in a store, a reimbursement can be requested in accordance with the RSU SU Financial regulations. 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 2), as well as a stamp on the check. The check and an application for reimbursement must be submitted to RSU SU Finance Administrator within determined deadlines (Annex 2), and the ISA Treasurer needs to be informed about it. The name and surname, contact details and the account number of the purchaser need to be indicated on the check.
- 6.6. When conducting a charity event, it is required that the information regarding the amount of money raised and the usage of said money be publicly available.
- 6.7. Group events are obligated to be held in English provided that they are funded by RSU SU. Alternatives can be considered after discussion with the ISA Sports and Integration Office and ISA Treasurer.
- 6.8. Groups reserve the right to place and receive membership fees which will be used as co-funding for their tournament organising, which can include technical support, catering, etc.
- 6.8.1. The amount of the membership fee is decided upon discussion by the President of the group, ISA Treasurer, and RSU SU Finance Administrator, and will be posted on the ISA website (isa.rsu.lv).
- 6.8.2. The membership fee must be transferred to the RSU SU bank account.
- 6.8.3. Received membership fees will not be returned.

## **7. Establishment of a New Group**

- 7.1. Any RSU student is entitled to establish a new group at the beginning of each semester.
- 7.1.1. At least one student shall sign the application to establish a new group. The student shall automatically be the President for the following academic year if the ISA Board decides in their favour.
- 7.1.2. Additional Board members may be assigned on start-up.
- 7.2. To establish a new group at the beginning of the respective semester, the student interested shall apply not later than two weeks before the beginning of the respective semester, addressed to the ISA Sports and Integration Office with a request to establish the particular group.
- 7.3. Applicants shall prepare a 3-minute presentation for the ISA Board, including the board member descriptions, the objective of the group, and a draft of the year for approval.
- 7.4. The new Board shall be formed according to Paragraph 3.

- 7.5. When establishing a group 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.

## **8. Reviving a Dormant Group**

- 8.1. Any RSU student has the right to revive a dormant group at the beginning of either semester.
  - 8.1.1. At least one student shall sign the application to revive the group. These students shall automatically form the new Board for the following academic year.
- 8.2. To revive a dormant group at the beginning of the respective semester, the student interested shall apply not later than two weeks before the beginning of the respective semester, addressed to the ISA Sports and Integration with a request to revive the particular group.
- 8.3. Applicants shall prepare a 3-minute presentation for the ISA Board, including the board member descriptions, the objective of the group, and a draft of the year for approval.
- 8.4. The new Board shall be formed according to Paragraph 3.

## **9. Evaluation of the performance of the Group**

- 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 27<sup>th</sup> 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 group, including budget estimates, must be submitted within the established 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 group 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 RSU international student.

## **10. Making amendments**

- 10.1. Amendments shall be approved by the RSU SU Council.
- 10.2. The amendments shall enter into force upon their adoption.

- 10.3. Amendments shall be proposed and developed by ISA board or a quorum from a number of groups Presidents by mutual agreement.
- 10.4. The amendments are voted on by a simple majority of the members of the RSU SU Council at the Council meeting.
- 10.5. Groups are allowed to have additional regulations provided they do not contradict the regulations in this document. The additional regulations are approved by the ISA Board.

President of the RSU ISA  
Lucas Risters

Head of Sports and Integration of the RSU ISA  
Wafaa Valiyakathu

Assistant to the Head of Sports and Integration for the RSU ISA  
Mazeen Mazhar

## Sports Groups

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## **Annex 2**

to Regulation of Rīga Stradiņš University  
International Student Association's

Sports Groups

### **1 Abbreviated version of RSU SU particulars for checks:**

Nodibinājums "RSU SPF"

Dzirčiema iela 16, Rīga,

Reģ.nr. :40008109367

### **2 Full RSU SU particulars for invoices:**

Nodibinājums "RSU Studējošo pašpārvaldes fonds" Reģ.nr.

:40008109367

Dzirčiema iela 16, Rīga, LV-1007

Banka: AS SEB banka

LV11UNLA0050009430605

UNLALV2X

### **Deadlines**

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