

Approved

EKA University of Applied Sciences Student Self-government Council

General meeting of 07.11.2016, minutes No. 9

Board meeting on 02.11.2016, minutes No. 23

EKA Senate on 21.12.2016, minutes No. 114

EKA UNIVERSITY OF APPLIED SCIENCES STUDENT SELF-GOVERNMENT COUNCIL REGULATIONS

1. General provisions

- 1.1. These regulations govern the activities of the EKA University of Applied Sciences (hereinafter - EKA) Student Self-government Council (hereinafter - SSC), the admission of members and the Board election procedure.
- 1.2. The EKA SSC is an independent, collegial student organization representing the rights and interests of the students of EKA, contributing to the students' growth and providing experience and development opportunities, organizing the internal life of the University and participating in the University's image making. The EKA SSC activities are focused on sustainable development and cooperation with other organizations.
- 1.3. The EKA SSC, in their activities, shall comply with the Latvian Republic's (hereinafter - LR) laws and regulations and the EKA Constitution, the EKA Statutes, and other documents regulating EKA activities as well as these regulations.
- 1.4. EKA governing bodies are obliged to support and encourage the EKA SSC activities.
- 1.5. The EKA SSC welcomes any EKA student who recognizes and respects the EKA SSC regulations, and has submitted an application or shown willingness to participate in the EKA SSC.

2. Aim, objectives and rights of the EKA SSC

- 2.1. The EKA SSC aim is to represent and advocate the EKA students' interests in academic, material and cultural areas at the University and other public institutions and to be the

best SSC in Latvia, as evidenced by the Latvian Student Association (hereinafter - LSA) award acquisition, positive evaluation of other universities' SSCs (joint projects) and EKA student support (surveys, participation in events).

2.2. In order to implement its objectives, the EKA SSC shall perform the following tasks:

- 2.2.1. Create its own management structure;
- 2.2.2. Establish its basic directions of activity;
- 2.2.3. Represent EKA students in national and international environment;
- 2.2.4. Establish cooperation with the LSA and the students' self-government councils;
- 2.2.5. Learn about the students' needs, interests and desires to improve the academic process and make proposals for the implementation of these improvements;
- 2.2.6. Organize EKA student advancement and participation in the decision-making institutions of the University, in which, according to the regulatory documents, student representation is required;
- 2.2.7. Organize and coordinate EKA student extracurricular activities;
- 2.2.8. Inform EKA students about EKA SSC work and activities;
- 2.2.9. Organize cultural, entertainment and educational events for the students of EKA.

2.3. EKA SSC rights are as follows:

- 2.3.1. Request and receive information and explanations from any authorized representatives of the University's structural units in all matters affecting the interests of students;
- 2.3.2. Use and dispose of the property given to the SSC as per the SSC aims, objectives and the decisions of the Board;
- 2.3.3. Implement the budget allocated to the SSC, which, according to the Law of Higher Education Institutions, is not less than one two-hundredth part of the annual budget of the University in order to fulfill the aim and the objectives set out in these regulations;
- 2.3.4. Join and work in other organizations or associations whose activities and statutes do not conflict with the Student Self-government Council regulations;
- 2.3.5. Participate in all of the University's decision-making institutions as stipulated by the Law of Higher Education Institutions;

- 2.3.6. Represent EKA students at the University's Senate with the proportion of not less than 20 per cent of the total number of participants;
- 2.3.7. The SSC has the right of veto at the University's decision-making institutions, at least for 2/3 of the nominated representatives.

3. Organizational structure of the EKA SSC

- 3.1. The EKA SSC consists of its members, some of whose are elected to be the members of the EKA SSC Board.
- 3.2. The General Meeting of members is the highest decision-making body of the EKA SSC.
- 3.3. EKA SSC members:
 - 3.3.1. Obligations of the EKA SSC members are as follows:
 - 3.2.1.1. Comply with the SSC regulations and the SSC Board decisions;
 - 3.2.1.2. Use properly and maintain the SSC property;
 - 3.2.1.3. By their active participation, support the implementation of the aim and objectives of the SSC;
 - 3.2.1.4. Refrain from any action that could adversely affect the reputation of the SSC and cause it harm. In violation of this paragraph, the member of the SSC can be excluded from the Student Self-governing Council.
 - 3.2.2. The EKA SSC member rights are as follows:
 - 3.2.2.1. Participate in the SSC activities;
 - 3.2.2.2. Elect the SSC Board;
 - 3.2.2.3. Be elected to the SSC Board and become the SSC Board assistants;
 - 3.2.2.4. Receive information on activities of the SSC, including to get familiar with minutes, decisions and orders;
 - 3.2.2.5. Participate in all the events organized by the SSC, submit proposals to improve the functioning of the SSC, express opinion;
 - 3.2.2.6. The SSC member shall have the right to withdraw from the SSC at any time by notifying the SSC Board.
- 3.4. The EKA SSC Board:

- 3.4.1. The authorized representation and management institution of the SSC is the SSC Board;
- 3.4.2. The SSC Board shall have the decision making power, if more than half of the members of the SSC Board participate in that decision making;
- 3.4.3. The members of the SSC Board shall not be entitled to transfer their powers to third parties;
- 3.4.4. The full duration of the SSC Board member's term shall be the period between the date of election and the next SSC Board election;
- 3.4.5. The SSC Board member may, at any time, submit a notification to the SSC regarding the leaving of the position as the SSC Board member, giving at least one month's prior notice to the President of the SSC;
- 3.4.6. The SSC Board member, before leaving the position, must offer a prospective candidate who can take up his seat and is prepared for the work during the notification month;
- 3.4.7. The SSC Board member, when leaving his position before the full term ends, will consequently trigger early elections, as per Section 9 of these regulations;
- 3.4.8. The SSC Board consists of the President, the Vice-President, direction leaders, and the SSC Board assistants - secretary, financial officer;
 - 3.4.8.1. The right to vote belongs to the SSC President, the Vice-President, and the direction leaders;
 - 3.4.8.2. The SSC Board has the following directions: academic, cultural, public relations and information, international;
- 3.4.9. The number of the Board members shall be determined by the SSC General Meeting before the Board election. As a minimum, there should be five members on the Board;
- 3.4.10. The SSC Board is elected at the SSC General Meeting, in accordance with Sections 3, 5, 7 and 9 of these regulations;
- 3.4.11. Responsibilities of the Board are as follows:
 - 3.4.11.1. Decide on the use of the SSC financial resources;

- 3.4.11.2. Perform duties in accordance with the job descriptions drafted by the SSC Board and approved at the SSC General Meeting;
 - 3.4.11.3. If necessary, draft amendments to the SSC regulations and submit them for approval at the SSC General Meeting and, after that, at the University's Senate;
 - 3.4.11.4. Submit reports to the students and to the SSC General Meeting about the SSC Board's work once a month;
 - 3.4.11.5. When leaving his position ahead of time or after the term, the direction leader has to advise and support the newly elected SSC Board member at least for one month;
 - 3.4.11.6. Manage and organize the advocacy and representation of students' interests related to the issues described in Paragraph 2.1. of these regulations;
 - 3.4.11.7. Nominate the students' representatives in the EKA decision-making institutions to be approved by the SSC General Meeting;
 - 3.4.11.8. Nominate the LSA EKA councilors for approval at the SSC General Meeting;
 - 3.4.11.9. Nominate the EKA Constitutional Assembly representatives for approval at the SSC General Meeting;
 - 3.4.11.10. Organize the SSC Board elections.
- 3.4.12. The SSC Board member in the second Board meeting after the SSC Board elections, shall nominate his or her substitute from among the SSC members, which is reported at the first General Meeting after the SSC Board elections and, who, in case of the Board member's absence, exmatriculation or resignation, shall perform his or her duties;
- 3.4.13. Absence is considered as:
- 3.4.13.1. studies and internship in a mobility program;
 - 3.4.13.2. illness, if the SSC Board has been informed about it;
 - 3.4.13.3. staying abroad, if the SSC Board has been informed about it in writing;
- 3.4.14. The Board member substitute's (hereinafter - the substitute) appointment procedure:
- 3.4.14.1. the substitute of the Vice-Chair shall be nominated by the Chair of the SSC Board, and his approval shall be decided during the next SSC General Meeting;

3.4.14.2. the appointment of the direction leaders or the SSC Chair substitute shall be decided by the SSC Board;

3.4.14.3. in case of the change of the direction leaders or the SSC President, the substitute shall be appointed for the period until early SSC Board elections are held, in which the new SSC Board member shall be elected.

3.4.15. The SSC Board meetings:

3.4.15.1. Shall take place at least once every two weeks, on the date set by the SSC Board adopting it as the SSC Board meeting day;

3.4.15.2. The SSC Board meeting shall have the decision making power, if more than half of the members of the SSC Board participate in that meeting;

3.4.15.3. Meetings are open, if the SSC Board shall not decide otherwise;

3.4.15.4. They shall be run by the SSC President or during the President's absence, by the Vice-President or other designated person;

3.4.15.5. Meeting minutes are taken according to the SSC standard, see Annex 1 of these regulations. The minutes must contain the decisions made, indicating each SSC Board member's vote "for" or "against" each decision. The minutes shall be signed by the SSC Board meeting chair and the person taking the minutes. After the meeting, the minutes shall be sent to the SSC Board within three working days;

3.4.15.6. The SSC Board decisions shall be made by the majority of the SSC Board members present through an open vote, unless any of the SSC Board members propose to do it differently.

3.4.15.6.1. If the vote is tied, then the SSC President's vote is counted twice.

3.5. The SSC General Meeting:

3.5.1. The SSC General Meeting shall be open to anyone interested, whose arrival is coordinated with the SSC Board;

3.5.2. The SSC voting rights shall be granted only to the members approved by the SSC;

3.5.3. The SSC General Meeting shall have a quorum, if more than half of the approved SSC members have registered;

- 3.5.4. If the SSC General Meeting of members is not valid due to the lack of a quorum, within four weeks a repeated SSC General Meeting of members shall be called entitled to make decisions irrespective of the number of members present, provided that at least two SSC members participate.
- 3.5.5. It takes place at least once a month, during the first week, if the SSC Board does not decide otherwise;
- 3.5.6. The SSC members are informed electronically about the SSC General Meeting, at least a week prior to the General Meeting;
- 3.5.7. The SSC General Meeting requires the presence of all SSC members. The SSC Board should be informed about the reason for absence at least three hours before the SSC General Meeting;
- 3.5.8. During the meeting, the SSC Board shall report to the audience on the progress made since the last General Meeting of the SSC and on the planned work;
- 3.5.9. During the SSC General Meeting, the amendments to the regulations prepared by the SSC Board are approved and the duty is delegated to the SSC Board to advance the SSC regulations to the EKA Senate for approval;
- 3.5.10. It approves:
 - 3.5.10.1. The SSC Board member deputies;
- 3.5.11. Acts in accordance with the agenda prepared by the SSC Board, which shall be approved by the majority of the members present at the SSC General Meeting;
- 3.5.12. Makes the decision on the transfer of members from the SSC activists to the SSC members and vice versa, from the SSC members to the Honorary members and on the exclusion from the SSC activists;
- 3.5.13. The SSC General Meeting shall be recorded by taking minutes.

4. EKA SSC projects

- 4.1. Project is considered a work, event or a combination of work and events, which has been initiated by a SSC member, activist or an old member, and approved by the SSC Board and the SSC General Meeting.

- 4.2. The projects may be directly or indirectly related to one of the direction's activities and events.
- 4.3. The project must have a deadline and defined outcomes, the set of activities to achieve the project's aim.
- 4.4. During the meeting, the SSC Board shall decide how many organizers are needed for a certain project. Any SSC activist, member and old member can become the project organizer or organizers.
- 4.5. In order to become the organizer of the project, it is necessary to send a cover letter to the SSC email: ekassp@gmail.com or submit it directly to the SSC (Room 200).
- 4.6. The project organizer shall be approved by the SSC Board and the SSC General Meeting.
- 4.7. Guided by the budget prepared by the SSC or by the SSC Board agreement, individual projects have the opportunity to receive specific funding for their development.
- 4.8. The project organizer directly answers to the SSC President.
- 4.9. Every two weeks, the project organizer is obliged to submit a progress report to the SSC Board, if the SCC Board does not decide otherwise.
- 4.10. If the project manager or managers do not comply with the project manager's job description requirements, then the SCC Board shall be entitled to suspend the project manager from the implementation of the project.

5. Order by which students are elected to the University's collegiate institutions

- 5.1. The order by which students shall be nominated for the EKA Constitutional Assembly elections:
 - 5.1.1. The number of the EKA student representatives in the EKA Constitutional Assembly is determined by the EKA Constitution.
 - 5.1.2. The EKA student candidates are nominated to the EKA Constitutional Assembly elections at the SSC General Meeting of members by openly voting for the candidates. If the General Meeting reaches agreement, then the voting for each candidate may occur separately;

- 5.1.3. The student is considered to be nominated for the EKA Constitutional Assembly elections, if he or she has won more than half of the present EKA SSC members' votes.
- 5.2. Order by which students shall be elected to the EKA Senate:
 - 5.2.1. the number of student representatives in the EKA Senate is determined by the EKA Senate Rules and the Law on Higher Education Institutions;
 - 5.2.2. the student shall submit his application for candidacy to the position of the EKA Senator to the SSC Board in writing no later than 24 hours prior to the General Meeting;
 - 5.2.3. The student representatives to the EKA Senate shall be elected by the SSC General Meeting of members for two years by open vote in the presence of at least half of the EKA SSC members;
 - 5.2.4. the student is considered to be elected in the EKA Senate, if he or she has won more than half of the votes of the members present;
 - 5.2.5. The EKA SSC Vice-President shall prepare the extract of the minutes with the EKA SSC General Meeting's decision and the EKA SSC President shall submit it to the EKA Senate's Secretary.
- 5.3. Order by which students shall be elected to the EKA Academic Court of Arbitration:
 - 5.3.1. the number of student representatives in the EKA Academic Court of Arbitration is determined by the EKA Constitution and the Law on Higher Education Institutions;
 - 5.3.2. the student shall submit his application for candidacy to the position at the EKA Academic Court of Arbitration to the SSC Board in writing no later than 24 hours prior to the General Meeting.
 - 5.3.3. The student is considered to be elected to the EKA Academic Court of Arbitration, if more than half of the present EKA SSC members at the General Meeting voted "for" the election of the particular student to become a part of the EKA Academic Court of Arbitration;
 - 5.3.4. the student representatives to the EKA Academic Court of Arbitration shall be elected for two years by the EKA SSC General Meeting of members.
- 5.4. Order by which students shall be elected to the LSA Council:

- 5.4.1. the number of student representatives shall be equal to the number of the EKA mandates at the LSA Council;
- 5.4.2. the student shall submit his application for candidacy to the position at the LSA Council to the EKA SSC Board in writing no later than 24 hours prior to the General Meeting;
- 5.4.3. The student representatives to the LSA Council shall be elected by the SSC General Meeting of members for one year by open vote in the presence of at least half of the EKA SSC members;
- 5.4.4. The student is considered to be elected to the LSA Council, if more than half of the present EKA SSC members at the General Meeting voted "for" the election of the particular student;
- 5.5. Order by which the student shall be recalled from the EKA collegiate institutions:
 - 5.5.1. if after the calendar year, the student is not reelected;
 - 5.5.2. if the student completes his studies;
 - 5.5.3. if the confidence is lost in the student;
 - 5.5.4. if the student is no longer a member of the EKA SSC.

6. Admission of the new EKA SSC activists and the EKA SSC member approval

- 6.1. Admission of activists:
 - 6.1.1. During the first week of September of each academic year, if the SSC Board does not decide otherwise, the EKA website shall publish information on "EKA SSC Open House" events to be held;
 - 6.1.2. During the second week of September, if the SSC Board does not decide otherwise, the Open House events shall take place at least three times - twice for full-time students, once for part-time students;
 - 6.1.3. Students shall fill in the application forms that are available in the SSC room. Application form can also be created electronically and sent to the emails of those interested;

- 6.1.4. The application form has to include name, surname, study program title, course, study form, email, phone number and motivation description on why the student has decided to participate in the EKA SSC;
 - 6.1.5. The filled application form has to be left in the SSC premises (Room 200) or it has to be sent directly to the SSC Board electronically;
 - 6.1.6. The application's compliance is validated by the SSC Vice-President or a representative of the SSC, if the SSC Board does not decide otherwise;
 - 6.1.7. As valid those applications are recognized, which are filled in accordance with the mentioned requirements containing all the necessary information;
 - 6.1.8. All candidates whose application forms are validated and who have come to the EKA SSC General Meeting and have been approved by the General Meeting, have been admitted to become the SSC activists;
 - 6.1.9. At the General Meeting, the SSC Board members repeatedly introduce the new SSC activists and members with the SSC directions and their activities;
 - 6.1.10. The SSC Board welcomes new interested students also after the "EKA SSC Open House" events, i.e. during the whole academic year. After the "EKA SSC Open House" events in September, the application can be obtained in the SSC premises (Room 200) as well as it is possible to fill and submit an electronic application form;
 - 6.1.11. The decision on the EKA SSC activist admission shall be approved by the SSC Board.
- 6.2. The EKA SSC member approval:
- 6.2.1. During the second week of October, SPEKA Trip, the new member seminar is organized, after which, the SSC activists become the EKA SSC members;
 - 6.2.2. The decision on the member's admission shall be approved by the SSC Board, after that by the SSC General Meeting;
 - 6.2.3. The membership rights and obligations are stipulated in Clauses 3.3.1. and 3.3.2. of these regulations;
 - 6.2.4. The member can be excluded from the membership (Paragraph 10.10.) or appointed as an activist;

6.2.5. Every activist is able to recover the status of the member, if it is decided so at the SSC Board meeting and approved by the SSC General Meeting;

7. EKA SSC Board elections

- 7.1. The SSC Board elections shall be organized by the previous year's SSC Board.
- 7.2. After the calendar year's last SSC General Meeting, but not later than two weeks before the elections, the application for the new SSC Board elections shall be announced.
- 7.3. Candidacy for the SSC Board position is voluntary.
- 7.4. The right to be elected as the SSC President belongs only to a SSC member, who has been a member of any SSC for not less than one semester or to a SSC member, whose candidacy by its decision has been put forth by the existing SSC Board.
- 7.5. The right to be elected in one of the SSC Board positions belong only the SSC members.
- 7.6. The SSC President and Board members shall be elected by the SSC members by equal and secret ballot for the term until the next SSC Board elections.
- 7.7. Candidates may stand for a number of positions, but they can be elected only in one.
- 7.8. One day before the elections, the election bulletins shall be prepared, providing the option of revote.
 - 7.8.1. The ballot paper shall specify:
 - 7.8.1.1. Position of the respective SSC Board member;
 - 7.8.1.2. Name and surname of the respective candidate;
 - 7.8.1.3. The EKA SSC logo, see Annex 3 of these regulations;
 - 7.8.1.4. The election date.

8. Procedure of the EKA SSC Board elections

- 8.1. The elections of the SSC President and the SSC Board direction leaders shall be held in the second week of January, if the SSC Board does not decide otherwise.
- 8.2. The SSC members, no later than 48 hours before the elections until 23:59 electronically apply for the positions of the SSC President and the desirable SSC Board direction leader, by sending an email to ekassp@gmail.com.

- 8.2.1. The application must include the candidate's CV, cover letter, the SSC action plan, aim and vision;
 - 8.2.1.1. The candidate for President must include the SSC annual work plan;
 - 8.2.1.2. The Board direction leader position candidate must include the SSC half-year plan.
- 8.2.2. The documents should be prepared according to the SSC model form or the available templates;
- 8.2.3. If the candidate has not sent in any of the necessary documents, he is personally reminded that it is a mandatory requirement for candidature;
 - 8.2.3.1. If a candidate sends in documents after the deadline, the General Meeting shall vote for his candidacy before the election begins.
- 8.3. Immediately after the election, the new SSC President shall nominate his selected candidate for the position of SSC Vice-President to be voted for or against by the General Meeting, until the position is approved by more than half of those present SSC members who have the right to vote.
- 8.4. During the elections, the election commission shall be appointed:
 - 8.4.1. It shall be composed of three SSC representatives who may be SSC members, activists, old members and/or honorary members who voluntarily applied and got approved;
 - 8.4.2. The election commission is responsible for the voting procedure;
 - 8.4.3. The SSC members are assigned ballot papers in proportion to the number of candidates;
 - 8.4.4. It is responsible for the counting of votes, taking minutes on the election results and the announcement of the official voting results.
 - 8.4.5. The counting of votes takes place in a separate room and it is only occupied by the election commission.
- 8.5. Each SSC member shall receive electoral bulletins, the number of which is proportional to the number of candidates nominated.
- 8.6. The SSC member may vote for the candidates only once, entering into the ballot paper one candidate.

- 8.7. The SSC member may vote against a candidate by drawing a line in the election bulletin.
- 8.8. Before the presentation of the first candidate, the election commission shall announce the quorum.
- 8.9. Speaking sequence shall be determined by the election commission.
- 8.10. Before the presentation of the first candidate, the election commission shall ascertain whether the ballot box is empty. Then the ballot box shall be sealed.
- 8.11. The SSC President's election procedure:
 - 8.11.1. There is just one of the candidates in the election room, the other candidates, if any, during the presentation, remain outside the election room;
 - 8.11.2. Seven minutes are allocated for the SSC President candidate's presentation, during which, he or she shall tell about themselves and present the developed action plan;
 - 8.11.3. After the presentation, there are five minutes allocated for questions for a particular candidate;
 - 8.11.4. After the first candidate's presentation and question time, the next candidate shall be welcome in the room, as per Clauses 8.11.1.-8.11.4. of these regulations;
 - 8.11.5. After answering the questions, all candidates shall leave the room. The participants are given five minutes to debate the candidates;
 - 8.11.6. The new SSC President shall appoint the Vice-President. The SSC members shall approve the appointment, as per Paragraph 8.3. of these regulations.
- 8.12. The SSC direction leaders' election procedure:
 - 8.12.1. There is just one of the candidates for the position of the direction leader present in the election room, the other candidates, if any, during the presentation, remain outside the election room;
 - 8.12.2. The SSC direction leader candidates shall be given five minutes for the presentation about themselves and the annual plan of activities for the direction;
 - 8.12.3. After the presentation, there shall be five minutes allocated for questions;
 - 8.12.4. The next candidate shall be welcome to the room, as per Clauses 8.12.1.-8.12.4. of these regulations;

- 8.12.5. After all of the candidates' presentations, the candidates shall leave the room. The participants are given five minutes to debate the candidates;
- 8.13. The SSC member with the voting rights shall fill in the ballot for the particular candidate. The ballot paper shall be cast into the ballot box.
- 8.14. The election commission shall count the results of the valid ballots.
- 8.15. All of the candidates are welcome in the room and the election commission shall announce the results of the voting.
- 8.15.1. The announcement shall include:
- 8.15.1.1. The initial number of the ballots;
 - 8.15.1.2. The number of issued ballots;
 - 8.15.1.3. The number of recalled ballots;
 - 8.15.1.4. The number of valid and invalid ballots;
 - 8.15.1.5. The number of marks.
 - 8.15.1.5.1. The particular candidate's name and surname shall be written, which indicates the support for the candidate;
 - 8.15.1.5.2. A drawn line next to the candidate's name and surname, suggesting that it was voted against all candidates;
 - 8.15.1.5.3. A blank bulletin, which indicates a neutral vote.
- 8.15.2. In each candidate list, the number of submitted candidates shall be arranged according to the number of votes they received. If the voting results show that two or more candidates have received the same number of votes, then the current SSC President shall ask the candidates the final question, after which, a repeated voting shall occur;
- 8.15.3. The candidate shall be deemed elected, if more than half of the present members of the SSC have voted in favor of the candidate;
- 8.15.4. The SSC members, eligible to vote, after at the election commission report has been read, shall validate it, and it enters into force.
- 8.16. During the Board elections, the newly elected SSC President shall nominate the SSC secretary and the financial officer for approval. The SSC members shall either approve or

reject the nominated candidates, until they are approved by more than half of those SSC members who are eligible to vote.

- 8.17. The election results shall be published on the EKA website and put in the information stands, sent to the LSA and other SSCs in two days after the elections.
- 8.18. The new SSC Board shall convene for the first meeting no later than a week after the elections.
- 8.19. Complaints about the conduct of the election commission and the elections shall be submitted to the new SSC Board no later than three working days after the publication of the election results. The complaints submitted shall be reviewed by the previous SSC Board within two working days. If it considers the complaint to be legitimate and violations as having had significant impact on the outcome of the election, within three weeks the SSC Board shall be elected again. If, during the period, there are no complaints, the SSC Board shall be deemed to be elected.

9. EKA SSC early elections

- 9.1. Shall occur, if:
 - 9.1.1. During the SSC Board elections, one of the EKA SSC Board direction leaders has not been elected;
 - 9.1.2. One of the EKA SSC Board members has submitted a written application of resignation to the SSC Board before the term expiry date;
 - 9.1.3. One of the SSC Board members has been exmatriculated from EKA;
 - 9.1.4. The SSC Board or any of the members suggest that a SSC Board member be suspended from the position by submitting a written notice stating reasons to the SSC Board.
 - 9.1.4.1. The notice shall be examined during the nearest SSC General Meeting, which shall vote for the certain person to be recalled from the position.
 - 9.1.5. The election results have been challenged, referring to Paragraph 8.19. of these regulations.
- 9.2. The early election announcement procedure is as follows:

- 9.2.1. The SSC Board, after receiving the notice, shall electronically announce the application for the free vacancy to all EKA SSC members, no later than one week after receiving the notice;
- 9.2.2. The early elections shall take place no later than two weeks after the announced application for a vacant position.
- 9.3. The EKA SSC President, by the decision of the SSC Board, is entitled to appoint exclusively a different candidate to the specific position, who shall be the acting leader and shall have the right to run the activities of the direction.
- 9.4. The SSC Board's early elections shall be organized by the existing SSC Board.
- 9.5. The early elections shall take place in accordance with the existing election procedure, as per Paragraph 7.3. of these regulations.

10. Order by which the EKA SSC Board members are recalled from the position and the EKA SSC members excluded from the membership list

- 10.1. The SSC Board member may be excluded from the SSC Board, if, without a valid reason, he or she does not properly perform their direct duties, that are listed in the job description, the interests of the SSC have been harmed, as well as in the case of the loss of confidence.
- 10.2. After a written petition of at least half of the SSC Board members or half of the SSC General Meeting, the SSC Board shall be obliged to call a vote to recall the specific SSC Board member.
- 10.3. As a valid excuse is considered the following:
 - 10.3.1. studies and internship in a mobility program;
 - 10.3.2. illness, if the SSC Board has been informed about it in written form;
 - 10.3.3. internship abroad within the framework of an EKA study program;
 - 10.3.4. staying abroad, if the SSC Board has been informed about it in writing.
- 10.4. Must not be absent for more than one month.
- 10.5. The SSC Board member's absence of more than one month is the basis to decide on the SSC Board member's recalling.

- 10.6. The SSC President or, in his absence, the Vice-President, or any other person designated by the SSC Board, during five working days before the date of the meeting shall convene the SSC General Meeting of members, which shall vote to recall the SSC Board member.
- 10.7. The SSC General Meeting of members is entitled to decide on the recalling of the SSC Board member, if there is a quorum present. The SSC Board member is deemed to be recalled, if for the SSC Board member's recalling more than half of the present members have cast their votes. In the case of a split vote, the SSC President shall have the casting vote.
- 10.8. If to the SSC General Meeting of members, which decides to recall the SSC Board member, less than half of the SSC members arrive, the meeting shall be convened again as per Clause 3.5.4. of these regulations. The SSC Board member shall be deemed recalled, if more than half of those present have cast their votes for it.
- 10.9. If the SSC Board member expresses reluctance to fulfill his duties in writing or is removed from the position, the SSC General Meeting shall elect a new member of the SSC Board as per the procedure specified in these regulations.
- 10.10. The SSC member exclusion from the EKA SSC:
 - 10.10.1. A member, who fails to attend two SSC General Meetings in a row without a good reason, shall be given a notice of warning. If the member fails to appear a third time, he or she shall lose their membership status by the SSC Board decision and the SSC General Meeting approval. The SSC Board should be informed about the reason for absence from the SSC General Meeting at least three hours before the SSC General Meeting.
 - 10.10.2. The SSC Board may propose the recall of members, if:
 - 10.10.2.1. The member fails to comply with the SSC and/or the SSC Board decisions;
 - 10.10.2.2. The member does not fulfill his or her responsibilities and obligations, as per Clause 3.3.1. of these regulations;
 - 10.10.2.3. The member has been exmatriculated;
 - 10.10.2.4. The member performs an activity which is contrary to these regulations.

- 10.10.3. The SSC member may be recalled, if at the SSC General Meeting more than half of the SSC members who have come to the SSC General Meeting vote for the move.
- 10.11. If for the reasons mentioned in Clauses 10.10.2.3. or 10.10.2.4. the SSC Board member has been recalled from the SSC, then his or her responsibilities shall be taken over by the SSC Vice-President. If for the reasons mentioned in Clauses 10.10.2.3. or 10.10.2.4. both the Board member and the SSC Vice-President are excluded from the SSC list, the SSC Board shall nominate and approve another acting substitute during the next SSC General Meeting of members; if until the new SSC Board elections less than 6 (six) months have remained, the acting substitute's mandate shall be valid until the next regular elections, if not less than half of the present members vote for the proposal.
- 10.12. The SSC member exclusion from the list of members shall be decided at the SSC General Meeting of members, after the SSC President's proposal, if not less than half of the present members vote for it.

11. Old and honorary members of the EKA SSC

- 11.1. The EKA SSC old member status:
- 11.1.1. Is acquired by persons who have been actively involved in the EKA SSC at least for 1 year, but have lost the EKA SSC member status;
- 11.2. The EKA SSC honorary membership status:
- 11.2.1. Any SSC Board member, who has completed his or her full term;
- 11.2.2. In some cases, the SSC Board may grant the honorary membership to the member.
- 11.3. The EKA SSC old and honorary member privileges:
- 11.3.1. To participate in the SSC General Meetings, the SSC Board and direction meetings, by informing about their presence the existing SSC Board;
- 11.3.2. Express their opinions, make proposals at the SSC General Meetings, the SSC Board and direction meetings.
- 11.4. The SSC Board is eligible to use the SSC honorary and old member contact information for their needs to facilitate the SSC development.

11.5. The SSC honorary members are required to provide proposals to improve the functioning of the SSC, if the SSC Board requests it.

12. The EKA SSC property and financing

12.1. The EKA SSC property consists of movable and real property that has been given to the use of the SSC by the EKA management orally or in writing and what the SSC has purchased or has received as a gift.

12.2. The EKA SSC budget shall consist of not less than 1/200 (one two-hundredth part) of the University's budget and of additional sponsorship funds raised or the funds granted by the University.

12.2.1. The EKA SSC financial arrangements:

12.2.1.1. The SSC Board by Monday of the third week of July of the current year shall draw up an annual plan and budget and shall submit it for consideration by the EKA Board;

12.2.1.2. In case of the budget approval:

12.2.1.2.1. The SSC Board is free to change the position size of the final budgetary figures, while realizing all the activities that have been provided for in the annual plan, if possible;

12.2.1.2.2. The SSC Board representative, two weeks before the event, shall establish a financial estimate and submit it for approval to the SSC President and the financial officer, if the SSC Board does not decide otherwise;

12.2.1.2.3. The funding, according to the request of the SSC Board and the financial officer, shall be transferred from EKA to the financial officer's bank account, if the SSC Board does not decide otherwise;

12.2.1.2.4. The SSC Board shall report back on the spent funding within one week after the event, by submitting a written and electronic financial report (by sending it to the EKA SSC finance email - ekasp.finanses@gmail.com) and giving the payment orders (receipts) to the SSC financial officer.

- 12.2.1.2.5. The SSC Board shall set up its own financial accounting system in which to record incoming and outgoing amounts.
- 12.2.1.3. In case the budget is rejected from the management's side, the SSC Board shall establish two more annual budget plan options by modifying the headings and the expected amounts;
- 12.3. The SSC has the right to dispose of its property and financial resources in EKA students' interests as per the SSC aims and objectives described in these regulations, referring to Section 2 of these regulations.
- 12.4. The use of the property and funds owned by the SSC shall be determined by the SSC Board.
- 12.5. At the end of the academic year, the EKA SSC financial officer shall create an annual financial report describing the funds used, approve it at the SSC Board meeting, and introduce the members with the results of the report at the SSC General Meeting.

EKA Student Self-government Council President

Rolands Juris Zibins



EKA University of Applied Sciences Student Self-government Council
 Reg. No. LV40003402986, Riga, Lomonosova iela 1, korp. 5
 email: ekassp@gmail.com
 http://www.augstskola.lv/

Board meeting / General Meeting

Minutes No. X

dd.mm.yyyy

Participate at the meeting: [Name / Surname], [Name / Surname], [Name / Surname]

Chair of the meeting: [Name/ Surname]

Secretary (taking minutes): [Name/ Surname]

Agenda:

1. _____;
2. _____;
 - 2.1. _____;
 - 2.2. _____;
3. _____;

Decided at the meeting:

1. _____;
2. _____;
 - 2.1. _____;
 - 2.2. _____;
3. _____;

Secretary (taking minutes) _____
 /signature/

 /full name/

Chair of the meeting _____
 /signature/

 /full name/

EKA University of Applied Sciences Student Self-government Council
 Reg. No. LV40003402986, Riga, Lomonosova iela 1, korp. 5
 email: ekasp@gmail.com
 http://www.augstskola.lv/

[Event title] costs

Date

Headings and subheadings	unit	number of units (A)	unit costs (B)	amount (EURO)
				TOTAL (A*B)
Date, place of event Description of event				
name of goods/service				
			Total costs:	

[Position] [Name, Surname]

signature

Financial Officer [Name, Surname]

signature

President [Name, Surname]

signature



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EKA SSC Logo

