

Riga Stradins University International Students' Association statutes

Section 1. General provisions

1.1. The name of the organization shall be "International Students Association". The abbreviation "ISA" shall be employed as an acronym to the name of the organization.

1.2. The ISA is established by and affiliated with the Rīgas Stradiņa universitātes Studējošo pašpārvalde (RSU SP), and acts autonomously but in harmony with its bylaws and governing documents.

1.3. The ISA is a recognized student organization at Riga Stradinš University, and adheres to all campus policies. When representing ISA, members must behave in accordance with RSU Ētikas kodekss.

1.4. In pursuit of their goals, the ISA may cooperate with the Latvian public administration and its authorities, with scientific, public, political and social organizations, as well as all recognized student organizations at Riga Stradins University.

1.5. ISA has its own symbol and seal, approved by RSU SP Padome.

1.6. The purpose of this organization is to represent, serve and help improve the life of international students at Riga Stradins University. The ISA will do so in the following areas:

1.6.1. Implement and maintain efforts to facilitate the integration of international students into the Riga Stradins University community.

1.6.2. Further the interests of the international students at Riga Stradins University in promoting cross-cultural competence through the organization of cultural social events and cultural education programs.

1.6.3. To work with a common goal, to improve the quality in higher education at Riga Stradins University.

1.6.4. To promote constructive collaboration among students, staff, organizations and other entities at Riga Stradins University.

1.6.5. To provide information, offer advice and regulate to the appropriate entities in order to assist students with academic questions or concerns.

1.6.6. Represent the opinions and interests of the international students in social, cultural and academic matters at Riga Stradins University.

1.6.7. To organize and coordinate student centered academic activities.

1.6.8. To provide information to international students concerning scientific work, research programmes, and workshops.

1.6.9. To promote the quality of studies and academic tradition at Riga Stradins University.

1.6.10. To work with the RSU SP Valde to improve the student' social well-being, sense of democracy and respect for individual initiative, students' self-esteem and personal development, healthy lifestyle, youth civic integration and participation in society.

1.7. The ISA is established for an indefinite period of time.

1.8. The ISA may establish Standing Rules to govern administrative and procedural matters. Standing Rules shall not conflict with these statutes. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an regular meeting where a quorum is present. A quorum is defined as a majority of the Executive Board. The Standing Rules must be presented and approved by the RSU SP Valde prior to adoption.

Section 2. Finances

2.1. Membership is free of cost.

2.2. This organization has the ability to receive donations for participation in ISA programs, events and activities.

2.3. The Executive Board shall propose an annual budget to be voted upon no later than two weeks before RSU SP Padome vote for their budget. Executive Board is authorized to approve expenditures.

2.4. Other organizations affiliated under the ISA, through submission of their statutes and verification of the Executive Board, have the right to request funds with a proposed budget. This budget must be submitted no later than two weeks before the budget for ISA is voted upon. This budget will be verified by the Executive Board before submission to RSU SP as part of the ISA budget.

2.4. Unaffiliated organizations cannot seek funding from the ISA.

2.5. Organization funds shall not be used to purchase or reimburse members for alcoholic beverages, tobacco products or illegal substances.

2.6. The ISA is to submit its budget, and reviews of it to the RSU SP Valde two weeks before the final vote on the SP budget

Section 3. Membership

3.1. Membership in the organization shall be open to those regularly enrolled RSU students and exchange students under the responsibility of the Erasmus Office.

3.1.1 Membership in ISA Executive Board is closed for those who have had any disciplinary responsibility (according to RSU Internal Rules paragraph 6.4.).

3.2. Honorary membership may be bestowed upon former RSU students who do meet the above criteria. Honorary members shall have all membership privileges, except that they may not run for Executive Board positions.

3.3. The ISA can have associated members who are non-RSU students. Associated members shall have restricted membership privileges. Associated members may participate in and attend events and other activities, but do not have the right to vote or hold office.

3.4. Eligibility for membership, or appointment, or election to student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, colour, age, gender, marital status, citizenship, sexual orientation, or disability.

Section 4. Officers

4.1. Officer positions of the Executive Board:

4.1.1. President

4.1.1.1. External adviser officer

4.1.2. Vice President

4.1.3. Treasurer

4.1.4. Secretary

4.1.5. Head of Academic Affairs

4.1.5.1. Assistant to the Head of Academic Affairs

4.1.6. Public Relations Officer

4.1.7. Human Resources Officer

4.1.8. Medical Science Director

4.1.9. Liaison Officer

4.1.10. Head of Social and Integration Affairs

4.1.10.1. Assistant to the Head of Social and Integration Affairs

4.2. It is advisable that the positions that need to be filled, as a minimum, are; the President, the Head of Academic Affairs, and the Head of Social and Integration Affairs.

4.3. The Executive Board can recruit “Activists” to assist with projects.

4.3.1. An activist is a member, who wishes to assist in a ISA project, event or activities, but has no position on the Executive Board.

4.3.2. An activist works in an ad-hoc committee, chaired by a ISA Executive Board Member.

Section 5. Selection of Officers

5.1. The officers are elected annually. Elections are held each November, in approximately the second week of the month, and shall take place at a General Assembly of the organization where all members are invited. At least two weeks’ notice shall be provided for any meeting at which an election is to be held.

5.1.1. Minimum requirement for the General Assembly is attendance of 50 Members.

5.1.2. Record must be taken of the attendees at the beginning of the General Assembly.

5.2. Nominations for officers shall be made via a predetermined communication channel. Members wishing to be nominated, must submit a formal letter to the current Executive Board 2 weeks prior to the election of officers.

5.3. During the annual elections, the Officers shall be elected in this order: the President, the Vice President, the Head of Academic Affairs, the Head of Social and Integration Affairs, the Treasurer, the Medical Sciences officer, the Liaison officer, the Public Relations officer, the Human Resources officer, the Secretary and Assistant to the Head of Social and Integration Affairs.

5.4. Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held without the candidate(s) receiving lowest number of votes. This process is continued until there is a candidate with a majority of the votes.

5.5. Vote shall be cast by a secret ballot, and votes counted by an independent committee appointed by RSU SP Valde.

5.5.1. The appointed committee shall only consist of 3 individuals, who are not candidates for any electable position on that day.

5.6. Officers shall assume office in January after the elections and shall serve until the end of the year. This follows a Handover Period starting in November.

5.7. Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of the Executive Board, and must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

5.8. If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President, in an interim capacity. Vacancies in any elected office shall be filled by an election held at the next regular meeting. where the vacancy was announced. The President may appoint an interim officer to fill the vacancy until the election is held.

5.8.1. In the event of inability to recruit members to fill the positions of the organization, the President may appoint interim officers from outside the international student community at RSU, meaning any RSU student.

5.8.2. If the organization fails to recruit a President, the Vice President of the ISA, or the Chairpersons Assistant of the RSU SP Valde, must assume office as an interim officer to fill the vacant position.

Section 6. Meetings

6.1. Regular meetings shall be scheduled monthly during the academic year.

6.2. Regular meetings are attended by the Executive Board, Advisors to the ISA.

6.2.1. Regular meetings can be attended by invited ad hoc committee members and members of the ISA.

6.2. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours' notice prior to the meeting time.

6.3. Absentee or proxy voting during meetings is permitted, when an electronic communication platform is utilized.

6.4. Meetings must be protocoled.

6.4.1. Protocols, upon request, shall be made available to all RSU students.

Section 7. Advisors

7.1. The International Office may appoint one individual to serve as an Advisor for the ISA.

7.2. RSU SP shall appoint at least one individual to serve as the Council's advisor(s) for the ISA.

Section 8. Executive Board

- 8.1. The Executive Board shall consist of the elected and appointed persons only.
- 8.2. The Executive Board shall have regular meetings, and special meetings if necessary.
- 8.3. When necessary, Executive Board meetings can be conducted via email or via online meetings.
- 8.4. The Executive Board shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 9. Committees and Other Organizations

- 9.1. The organization shall appoint temporary standing and ad hoc committees with special tasks as may be necessary to carry out the work of the organization.
- 9.2. The member of the Executive Board, who established that particular ad hoc committee or standing committee, may chair that committee.
- 9.3. The ad hoc or standing committees shall comprise of student activists and Executive Board members.
- 9.4. Working with the Organizations that ISA oversees, a Standing Committee for Collaboration, with the ISA President as chairman, shall be formed, to consolidate efforts to achieve the goals of ISA.

Section 10. Amendments

- 10.1. Preliminary amendments to these statutes shall be presented to the membership, in writing, prior to the meeting where the amendment will be voted upon. The official approval of amendments will be by vote of the RSU SP Padome.
- 10.2. Statute amendments require approval by two-thirds of the voting members present at a General Meeting. The amendment shall be effective, once approved by RSU SP Padome.
- 10.3. Copies of any amendments to these statutes must be submitted to the Student Council, Dean's Office, and International Office within two weeks after adoption.

Section 11. Order of Dissolution

- 11.1. The dissolution of this organization requires a petition signed by one-third of all members. A dissolution meeting must be arranged within 4 weeks of the submission of the petition to RSU SP Valde. A notice must be given to the membership at least 2 weeks prior to the meeting. A two-thirds vote is required to dissolve this organization.
- 11.2. RSU SP Padome can initiate the dissolution of this organization if there is compelling evidence that 1.6. is not fulfilled. 10 working days prior to the meeting, ISA has to be notified.. The dissolution must be approved in RSU SP Padome meeting by absolute majority. If they vote

that the organization shall be dissolved then the second vote shall be held, where the absolute majority of votes are necessary to dissolve the organization.

11.2.1. The ISA has to write a review about the improvements about this time period.

11.2.2. During this period RSU SP Advisor(s) has to make workshops with the ISA Executive Board and write a review about it.

Section 12. Appendix

12.1. The President Shall:

12.1.1. Serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings.

12.1.2. Be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large.

12.1.3. Be responsible for the general management of ISA and coordination of the Executive Board, as well as share the responsibility of their tasks.

12.1.4. Prepare preliminary agendas for face to face meetings and chair them. Present an official annual report regarding the activities to the General Assembly.

12.1.5. Together with the Vice-President represent ISA toward External Relations.

12.1.6. Is co-responsible for the financial stability of the organization together with the Treasurer.

12.2. External adviser officer is not a mandatory position, person in the position:

12.2.1. Is nominated by the President and elected by ISA Executive Board.

12.2.2. Has no voting rights during ISA Executive Board Meetings.

12.3. Role of the Vice President:

12.3.1. Preside at organization meetings in the absence of the President.

12.3.2. Perform all legal duties assigned by the President.

12.3.3. Assume the position of President if the office becomes vacant, in an interim capacity.

12.4. The Treasurer Shall:

12.4.1. Handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare financial reports for the membership every trimester. Said records shall be maintained in accordance with generally accepted accounting principles.

12.4.2. Collect and deposit all dues and fees.

12.4.3. Formulate a written analysis of the general financial situation of ISA to be presented to the General Assembly.

12.4.4. Apply for financial support from the RSU SP and submit all necessary documents required by RSU SP.

12.4.5. Actively attempt to reduce the financial burden via available sponsors and funds.

12.5. The Secretary Shall:

12.5.1. Take minutes at all meetings of the organization, keep these on file and submit copies to anyone upon request.

12.5.2. Be responsible for all organization correspondence and shall keep copies thereof on file.

12.5.3. Maintain information flow to all members via communication channels employed by the organization, including the Facebook page, the RSU SP website and others.

12.6. The Head of Academic Affairs Shall:

12.6.1. Acquire and share knowledge about the study process, as well as student rights and obligations at RSU.

12.6.2. Get acquainted with current academic concerns and develop programs that will address these concerns.

12.6.3. Develop and encourage participation in work-groups and seminars about academic matters.

12.6.4. Be the coordinator of Student Guided Tutorials thereby actively acquiring tutors and maintaining communication with them.

12.6.5. Develop and maintain constructive systems to deal with academic issues (evaluation forms, complaint forms, syllabus, etc).

12.6.6. Be responsible for the semester leaders and organization of meetings with the dean including the communication on the designated Facebook group.

12.7. The Public Relations Officer Shall:

12.7.1. Maintain, promote and encourage Internet activities.

12.7.2. Be responsible for the development of promotional material for ISA.

12.7.3. Be responsible for the coordination and working progress of ISA Review, and actively seek new writers for an upcoming volume.

12.7.4. Ensure that online communication tools of ISA (website, mailing lists, etc.) are functional and updated at all times.

12.7.5. At all times allow access to the administration of domain rsuisa.org and all of services associated with the domain to the President.

12.7.6. After termination of his/her mandate transfer all administrative rights and services to the next web-master within 30 days after appointment.

12.7.7. Maintenance of PR through the social media platforms.

12.8. Human Resources Officer Shall:

12.8.1. Work with the President on internal ISA communication and team dynamics.

12.8.2. Shall organize trainings team building activities for ISA members.

12.8.3. Actively involve and recruit new ISA members.

12.8.4. Be responsible for the activities of Social Responsibility projects and can keep a sub-committee for this cause.

12.9. The Medical Science Director Shall:

12.9.1. Coordinate all tasks related to ISA activities in the field of science.

12.9.2. Promote scientific activities in the faculty, including scientific congresses, guest lectures and symposia.

12.9.3. Establish and maintain contacts with other institutions pursuing similar objectives or activities.

12.9.4. Supervise scientific projects as defined by the internal rules, the bylaws or as appointed by the Executive Board.

12.9.5. Works with EMSA Local Coordinator. (Comes in to affect from November 2016.)

12.10. The Liaison Officer to Student Organizations Shall:

12.10.1. Maintain strong ties between ISA and all student organizations as defined by the statutes, by laws or as appointed by the Executive Board.

12.10.2. Maintain links with any other relevant student organizations.

12.11. The Head of Social and Integration Affairs Shall:

12.11.1. Organize social events and activities.

12.11.2. Be responsible for the coordination and organization of the Teddy Bear Hospital event.

12.11.3. Develop and encourage participation in work-groups dealing with integration matters.

12.11.4. Develop and participate in programs facilitating integration (mentor program, couple learning program).

12.11.5. Help improve high school spirit and morale among international students.

12.11.6. Maintain a constructive collaboration with the Student Council's Head of Social affairs and Head of Cultural affairs, as well as the International Office, Erasmus Office and other relevant entities at RSU.

12.11.7. Have an Assistant that helps with points mentioned above.

RSU SP Valdes priekšsēdētāja
ISA President

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