

## **Riga Stradins University International Students' Association Articles of Association**

### Section 1. General provisions

1.1. The name of the organization shall be "RSU International Students Association" (hereafter - ISA). The abbreviation "RSU 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 SU) and acts autonomously but in harmony with its bylaws and governing documents.

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

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 SU Council.

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 concerning international students about 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 SU Board to improve the students' 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 Articles of Association. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at a 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 SU Board 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 of ISA shall propose an annual budget to RSU SU no later than two weeks before RSU SU Council will vote for their budget. Executive Board is authorized to approve expenditures.

2.4. Other organizations affiliated under the ISA have the right to request funds with a proposed budget.

2.4.1 The budget must be submitted no later than two weeks before the budget for ISA is voted upon.

2.4.2. The budget has to be verified by Executive Board before submission to RSU SU as part of the ISA budget.

2.4.3. 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.

## Section 3. Membership

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

3.1.1. Membership on ISA Executive Board is closed for those who have had any disciplinary responsibility (according to RSU Internal Rules paragraph 5.5.2., 5.5.3., 5.5.4.).

3.1.2. RSU SU Council member cannot be simultaneously a member of the RSU ISA Board. If an RSU SU Council member gets elected in a head officer position in the RSU ISA Board, this RSU SU Council member needs to lay down the RSU SU Council membership status for the period of the RSU ISA Board membership status. (This point shall come into force after the year 2019 ISA elections).

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 vote or run for Executive Board positions.

3.3. Non-RSU students 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

4.1.2. Vice President

4.1.3. Treasurer

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. Internal Collaborations & Human Resources Officer

4.1.8. Medical Science Director

4.1.8.1 Assistant to the Medical Science Director

4.1.9. Liaison Officer

4.1.10. Head of Integration and Sports

4.1.10.1. Assistant to the Head of Integration and Sports

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 Integration and Sports.

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 an ISA project, event or activity, but has no position on the Executive Board.

4.3.2. An activist works in an ad-hoc committee, chaired by an 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 witnessed by 50 voters.

5.1.2. The election is only eligible with a minimum of 50 voters.

5.1.3. The ISA-board decides if votes will be casted electronically or in paper-form.

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 two 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 Integration and Sports, the Treasurer, the Medical Science Director, the Liaison officer, the Public Relations officer, the Internal Collaborations & Human Resources officer, the Assistant to the Head of Academic Affairs, Assistant to the Head of Medical Science and Assistant to the Head of Integration and Sports.

5.4. Officers shall be elected by majority vote.

5.4.1. If no candidate receives a majority vote, a runoff election shall be held without the candidate(s) receiving lowest number of votes.

5.4.2. If a candidate can not receive the majority of vote, the candidate is not elected

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

5.5.1. The appointed committee shall consist of at least 3 RSU students, 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 Executive Board 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 Chairman of the RSU SU Board, 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 and Advisors to the ISA.

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

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

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

6.5. Meetings must be protocoled.

6.5.1. Protocols, upon request, shall be made available to all RSU students and be sent to RSU SU Board.

## Section 7. Advisors

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

7.2. RSU SU shall appoint at least one individual to serve as the Association'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 at least once an academic month, and special meetings if necessary.
- 8.3. When a majority of the Executive Board is abroad, Executive Board meetings can be conducted 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.
- 8.5. At least 70% of Board meetings need to be attended by each Executive Board member for them to be eligible for an End-of-the-Year Certificate, unless otherwise agreed upon with the President.

## 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.
- 9.5. There can be affiliated organizations under ISA
  - 9.5.1. National Societies
    - 9.5.1.1. Submitted Statutes (at least 2 weeks before announcing the elections) that are verified by Executive Board.
    - 9.5.1.2. Every year are held democratic elections of the Board.
    - 9.5.1.3. There has to be at least 4 elected Board members.
    - 9.5.1.4. Fulfill purpose of the society, represent and serve the members of the respective society.
    - 9.5.1.5. Have the right to apply for a budget by fulfilling all of the points mentioned in 2.4.
    - 9.5.1.6. At the end of the elected term, the Board of each society shall hand in a report about their term that includes the meetings, events and usage of budget.

## 9.5.2. Academic Societies

9.5.2.1. Academic societies can be announced only after it is verified by Executive Board during a regular board meeting to which one member of the RSU SU Board and the founder from the society is invited.

9.5.2.2. Represent medical field, that is of interest for the members of the academic society

9.5.2.3. Every year in November at least one leader shall be elected for the Board of each society

9.5.2.4. Every academic society is supervised by a mentor.

9.5.2.5. A mentor is a doctor or resident who will approve the content of the meetings. It is recommended that each meeting is supervised by a mentor.

9.5.2.6. Collaboration with Latvian Interest groups can be made

9.5.2.7. There has to be at least four meetings per academic year, which include two practical interactive meetings

9.5.2.8. Have the right to apply for a budget by fulfilling all of the points in 2.4.

9.5.2.9. The Board of the Academic society has to write a report for their term and organize new elections

9.5.2.10. Eligibility for participation is limited to currently enrolled RSU students.

9.5.2.11. All students who have attended at least one meeting prior to the election can participate in the election. Participation in the election includes voting and being able to run for a board member position.

9.5.2.12. Academic Society can be discontinued by the RSU ISA - Board under the circumstances defined in the Academic Society Statutes.

## Section 10. Amendments

10.1. Justified suggestions for amendments can be made by RSU students and the RSU ISA executive board must be informed of any suggestions made.

10.2. Preliminary amendments to these Articles of association shall be presented to the RSU ISA Executive Board, in writing, prior to the meeting where the amendment will be voted upon. RSU ISA Executive Board shall vote upon the preliminary amendments and the results of said vote shall be clearly presented together with the preliminary amendments to the RSU SU Council. The official approval of amendments will be by vote of the RSU SU Council.

10.3. Articles of Association amendments require approval by two-thirds of the voting members present at the RSU SU Council meeting. The amendment shall be effective, once approved by RSU SU Council.

10.4. Copies of any amendments to these Articles of Association 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 SU Board. A notice must be given to the RSU ISA Executive Board at least 2 weeks prior to the meeting. A two-thirds vote by the RSU SU Council is required to dissolve this organization.

11.2. RSU SU Council 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, RSU ISA Executive Board has to be notified. The dissolution must be approved in RSU SU Council 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 SU 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 towards External Relations.

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

12.1.7. Appoint one member of the board to document the board meeting in a protocol and being responsible for making it available to all board members, the person in charge may vary each board meeting.



## 12.2. Role of the Vice President:

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

12.2.2. Perform all legal duties assigned by the President.

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

## 12.3. The Treasurer shall:

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

12.3.2. Collect and deposit all dues and fees.

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

12.3.4. Apply for financial support from the RSU SU and submit all necessary documents required by RSU SU.

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

12.3.6. Prepare the financial analysis to be presented in RSU Student Council twice a year.

## 12.4. The Head of Academic Affairs shall:

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

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

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

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

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

12.4.8. Be responsible for the semester leaders, including organizing (mini-seminar, meeting) at least once per year for semester leaders

12.4.9. Be responsible for organization of meetings with the Dean, including the communication on the designated Facebook group.

12.4.10. Have an assistant to help in above mentioned points and whom is responsible for Academic Societies.

12.5. The Public Relations Officer shall:

12.5.1. Maintain, promote and encourage Internet activities.

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

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

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

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

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

12.5.7. Maintenance of PR through the social media platforms.

12.5.8. Be responsible for remitting correspondence to the board member in charge of the specific topic and answer general requests to the ISA.

12.6. Internal Collaboration & Human Resources Officer shall:

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

12.6.2. Shall organize trainings and team building activities for ISA members.

12.6.3. Actively involve and recruit new ISA members.

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

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

12.7. The Medical Science Director shall:

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

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

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

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

12.7.5. Have an assistant that helps with the above-mentioned points.

12.8. The Liaison Officer to Student Organizations shall:

12.8.1. Maintain strong ties between ISA and all International student organizations as defined by the Articles of Association, by laws or as appointed by the Executive Board.

12.8.2. Maintain links with any other relevant student organizations.

12.8.3. Be responsible for arranging an event with all National societies involved, such as the World Wide Event.

12.9. The Head of Integration and Sports shall:

12.9.1. Organize social events and activities.

12.9.2. Be responsible for the coordination and organization of the Teddy Bear Hospital event, as well as the Orientation Week for new International students

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

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

12.9.5. Help improve university spirit and morale among international students.

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

12.9.7. Develop and encourage opportunities for students to participate in sports activities.

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

RSU SP Valdes priekšsēdētājs

Māris Lapšovs

RSU ISA President

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Once approved by RSU Council in a Council meeting the document replaces the version of the Articles of Association from 20th September 2017.