



**BALTIC INTERNATIONAL ACADEMY
STUDENT PARLIAMENT**

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APPROVED

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**REGULATIONS OF THE STUDENT PARLIAMENT OF THE BALTIC INTERNATIONAL
ACADEMY**

1. GENERAL PROVISIONS

1.1. The Student Parliament (hereinafter referred to as the “BIA SP”) of the BALTIC INTERNATIONAL ACADEMY (hereinafter referred to as the “BIA”) is an independent, elected, collegial representative body of BIA students’ rights and interests.

1.2. The BIA SP is an independent structural unit of the BIA and constitutes the organisational and legal form of student self-government.

1.3. In its activities, the BIA SP complies with the laws and regulations of the Republic of Latvia, the BIA Constitution and other documents governing the activities of the BIA, as well as these Regulations.

1.4. The BIA SP cooperates with the BIA administration on the principles of cooperation and autonomy.

1.5. Students participate in BIA SP activities on a voluntary basis.

1.6. Students of BIA branches registered in the territory of the Republic of Latvia have full rights to participate in the activities of the BIA SP.

2. PURPOSE AND TASKS OF THE BIA SP

2.1. The purpose of the BIA SP is to represent BIA students, protect their rights and interests within the BIA and other institutions, with the aim of ensuring a fulfilling student life, as well as participating in the improvement of the BIA study process and in resolving everyday and social issues important to students.

2.2. To achieve its objectives, the BIA SP performs the following tasks:

2.5.1. establishes its organisational and management structure in accordance with the fundamental principles of democracy;

2.5.2. protects students' rights and represents students' interests in academic, social, material and cultural matters within the BIA and other institutions;

2.5.3. promotes cooperation with educational institutions and student self-governments in the Republic of Latvia and abroad, as well as with non-governmental organisations and state institutions;

2.5.4. informs BIA students about the activities and initiatives of the BIA SP;

2.5.5. participates in the activities of BIA decision-making bodies, representing students' interests;

2.5.6. participates in the involvement of international students in the academic and public life of the BIA;

2.5.7. promotes the quality of studies and academic traditions, improves students' social well-being, develops initiative, self-confidence and personality, promotes a healthy lifestyle and the active participation of young people in society, enabling them to contribute to its development and to the resolution of important issues.

3. RIGHTS OF THE BIA SP

3.1. to represent BIA students in matters affecting students' interests, including by ensuring the participation of student representatives in BIA decision-making bodies and other institutions;

3.2. to request and receive information and explanations from the BIA on all matters affecting students' interests;

3.3. to operate in all BIA decision-making bodies, in accordance with the BIA Constitution;

3.4. to propose the adoption, amendment or repeal of BIA internal regulations in accordance with the interests of BIA students;

3.5. to exercise veto rights in the BIA Senate on any matter affecting students' interests;

3.6. in accordance with its needs and applicable laws and regulations, to establish and coordinate its internal structure, organise records management and accounting, recruit personnel and develop the necessary internal regulations;

3.7. to receive funding from the BIA budget in an amount not less than one two-hundredth (1/200) of the BIA annual budget and to use the budget allocated to the SP for the implementation of the objectives and tasks specified in these Regulations.

4. DUTIES OF THE BIA SP

- 4.1. to continuously delegate student representatives to participate in the activities of BIA decision-making bodies in accordance with the procedure established by the BIA SP;
- 4.2. to represent the interests of BIA students in Latvia and abroad;
- 4.3. to review and propose changes to the BIA study process, academic traditions, social support provided to students, regulatory framework and other activities in accordance with the interests of BIA students;
- 4.4. to organise the records management and accounting of the BIA SP according to the needs of the BIA SP and in accordance with the laws and regulations of the Republic of Latvia and BIA regulations;
- 4.5. to participate in processes aimed at improving, evaluating and developing the quality of the study process.

5. STRUCTURE OF THE BIA SP

- 5.1. The BIA SP consists of fifteen (15) members, elected in general, equal, direct and proportional elections for a term of one year.
- 5.2. The procedure for electing BIA SP members and Board members is established by the Regulations on the BIA SP Election Procedure, developed by the SP Board and approved by the General Meeting.
- 5.3. The BIA SP consists of the Board, four (4) organisational structural units (departments), and SP members.
- 5.4. Members have the right:
 - 5.4.1. to freely express their views and participate in achieving the common objectives of the BIA SP;
 - 5.4.2. to submit proposals for consideration at BIA SP General Meetings, including proposals concerning the activities of the BIA SP;
 - 5.4.3. to elect the BIA SP Board and to be elected to the BIA SP Board;
 - 5.4.4. to be informed about the activities of the BIA SP and to request information and explanations from BIA SP Board members, including access to all SP decisions and orders;
 - 5.4.5. to renounce their BIA SP membership mandate at any time by submitting an application to the Board and withdrawing from the BIA SP;
 - 5.4.6. to participate in all events organised by the BIA SP.
- 5.5. Members have the following duties:
 - 5.5.1. to attend BIA SP General Meetings;
 - 5.5.2. to comply with BIA internal regulations, these BIA SP Regulations and other decisions of the BIA SP General Meeting and Board, and to actively contribute to the achievement of the objectives of the BIA SP;
 - 5.5.3. to inform BIA students about activities and events implemented by the BIA SP;
 - 5.5.4. to contribute to building the image and recognition of the BIA SP among institutions and educational establishments;
 - 5.5.5. to perform other duties in accordance with external and internal laws, regulations and decisions;

5.6. Membership status may be revoked on the basis of a decision of the BIA SP General Meeting if a member:

5.6.1. fails to perform or improperly performs their duties;

5.6.2. fails to attend three consecutive BIA SP General Meetings without valid reasons;

5.6.3. intentionally harms or causes damage to the BIA SP through their conduct;

5.6.4. automatically loses their authority in the BIA SP upon losing student status at the BIA (exmatriculation).

6. BOARD

6.1. The BIA SP Board is the executive body of the BIA SP responsible for ensuring the management of the BIA SP. The Board consists of the President, Vice-President and four Department Heads.

6.2. Board members are elected by the General Meeting for a term of three (3) years, except where a Board member resigns voluntarily or is removed from office by a decision of the General Meeting. Board members are entitled to hold office until the expiry of the prescribed term of office, subject to annual rotation.

Board members are elected at the next regular General Meeting in accordance with the Regulations on the BIA SP Election Procedure for the remaining term of office of the Board. Voting on Board elections is open.

6.3. The Board:

6.3.1. ensures continuous representation of the interests of BIA students in all matters of academic, research, international, cultural and social life covered by these Regulations;

6.3.2. manages the work of the BIA SP;

6.3.3. prepares matters to be decided by the General Meeting;

6.3.4. considers complaints concerning the activities of the BIA SP;

6.3.5. ensures implementation of the decisions of the General Meeting;

6.3.6. establishes working groups to carry out specific tasks;

6.3.7. prepares a report on the activities of the BIA SP for the General Meeting;

6.3.8. ensures succession within the BIA SP and in its offices.

6.4. The President:

6.4.1. represents the BIA SP, without special authorisation, within and outside BIA at national and international level;

6.4.2. convenes and chairs BIA SP General Meetings and Board meetings;

6.4.3. leads and organises the work of the BIA SP and the activities of the Board;

6.4.4. organises cooperation between the BIA SP and other organisations;

6.4.5. approves the use of the BIA SP budget, coordinates it with BIA management, manages SP expenditures, and maintains or delegates the records management and accounting of the BIA SP in accordance with applicable regulatory requirements and submits them to the BIA in a timely manner;

6.4.6. regularly, but not less than once every three months, informs BIA management about the work completed by the SP and decisions adopted;

6.4.7. at the end of each academic year, submits to BIA management a written report on the use of the BIA SP budget and the work completed;

6.4.8. is responsible for the performance or delegation of the duties of unelected Board members.

6.5. The Vice-President:

6.4.1. replaces the President and performs the President's duties during the President's absence;

6.4.2. assigns tasks to BIA SP members in connection with their official duties;

6.4.3. promotes internal cooperation within the BIA SP;

6.4.4. in cooperation with the BIA SP President and Department Heads, supervises the use of BIA SP financial resources.

6.6. Department Heads:

6.5.1. manage and organise the work of the department based on the functions of the respective Department Head (see Appendix 1);

6.5.2. represent the department and present to the BIA SP information on the department's work, decisions adopted and planned activities;

6.5.3. perform other duties assigned by the BIA SP President or established by other regulatory acts.

6.7. The Secretary:

6.7.1. records the minutes of Board and General Meetings;

6.7.2. notifies members of General Meetings, including their venue and time, and records the General Meetings, with the minutes signed by the chair and the Secretary;

6.7.3. ensures the exchange of information within the BIA SP;

6.7.4. maintains records management and the list of members.

6.8. Procedure for Board meetings:

6.8.1. Board meetings are chaired by the President or another person delegated by the President;

6.8.2. The Board has a quorum if more than half of the Board members are present;

6.8.3. Board meetings are open; however, at the proposal of at least one Board member present, a Board meeting may be declared closed;

6.8.4. Board meetings are convened as necessary, but at least once per semester;

6.8.5. Board meetings are recorded in minutes and decisions are adopted by a majority of the votes of the Board members present;

6.8.6. The minutes of a Board meeting are signed by the chair of the meeting and the Secretary;

6.8.7. The recall of a Board member may be proposed by one-third of the members or by the President;

6.8.8. A Board member may resign at any time by submitting a resignation to the President.

7. GENERAL MEETING OF THE BIA SP

7.1. The BIA SP General Meeting (hereinafter – the “General Meeting”) is the highest decision-making body of the BIA SP and consists of BIA SP members.

7.2. At the General Meeting, BIA SP members:

7.2.1. elect BIA SP Board members in accordance with the procedure established by the BIA SP Election Regulations;

- 7.2.2. review the activities and report of the BIA SP Board and raise questions, complaints or matters concerning students' interests;
- 7.2.3. provide recommendations regarding the activities of the BIA SP and the Board;
- 7.2.4. once a year review or, where necessary, elect student representatives to BIA decision-making bodies in accordance with the procedure established by the BIA SP;
- 7.2.5. decide on other matters that do not conflict with external or internal BIA regulations.
- 7.3. General Meetings are recorded in minutes and are open, except where more than two-thirds of the BIA SP members present vote otherwise.
- 7.4. A regular General Meeting is convened as necessary, but at least once every three months. Extraordinary General Meetings are convened within two weeks following an initiative of the BIA SP President or Board or upon a written request submitted to the BIA SP Board by at least one-tenth of BIA SP members, provided that the matter is urgent and cannot be considered at a BIA SP Board meeting.
- 7.5. The General Meeting has a quorum if more than half of all BIA SP members are present.
- 7.6. A decision of the General Meeting is adopted if more than half of the members present vote in favour.
- 7.7. The General Meeting is chaired by the President or, in the President's absence, by the Vice-President or another person appointed by the President.
- 7.8. If the General Meeting lacks a quorum, the President determines the venue and time of a repeat General Meeting no later than one (1) month, but not earlier than two weeks, from that time.
- 7.9. General Meetings are recorded in minutes. The minutes of the General Meeting are signed by the chair and the Secretary.

8. REPRESENTATION OF BIA STUDENTS IN BIA DECISION-MAKING AND OTHER BODIES

- 8.1. Student representatives are nominated and elected to BIA decision-making bodies and other institutions in accordance with the requirements of internal regulations specifying the number of BIA student representatives in the respective decision-making bodies;
- 8.2. No later than 7 (seven) days before the election, members electronically nominate themselves as candidates for participation in one of the BIA decision-making bodies by submitting an application to the BIA SP Board. By signing the application, the candidate confirms that they have no objection to the BIA SP Board providing the BIA SP General Meeting with access to the documents submitted by the candidate;
- 8.3. The procedure for electing student representatives is established by the Regulations on the BIA SP Election Procedure;
- 8.4. If a student representative position becomes vacant during the term of office of a BIA decision-making body, an extraordinary election is held and the elected candidate is approved by open vote at a General Meeting;
- 8.5. If a student representative is exmatriculated upon obtaining a BIA diploma and submits an application to the General Meeting stating their intention to commence studies at the BIA in the

following academic year, they retain their authority as a student representative in BIA decision-making bodies without student status, but no longer than until the beginning of the following academic year;

8.6. If a student representative is exmatriculated, resigns voluntarily, is removed from office or is otherwise unable to perform their duties, an election for the respective position is organised at the General Meeting convened for this purpose.

9. FINAL PROVISIONS

9.1. Amendments to these Regulations may be proposed by the SP President or Board members;

9.2. BIA SP internal regulations and amendments thereto enter into force on the date of their adoption;

9.3. The BIA SP Regulations and amendments thereto enter into force upon approval by the BIA Senate, which may refuse approval only on legal grounds.

FUNCTIONS OF DEPARTMENT HEADS:

Head of the Marketing and Cultural Department:

- plans, organises and manages cultural, entertainment and social events;
- cooperates with other organisations and institutions to develop cultural and social relations and improve cultural and social life;
- provides support and protects students' interests in matters related to their well-being, involvement in society and social activities;
- ensures marketing and communication activities, including information exchange, publicity and the promotion of student engagement;
- cooperates with other organisations and institutions, manages communication channels and promotes awareness and recognition of the Student Parliament.

Head of the Academic and Research Department:

- familiarises students with BIA internal regulations governing the study process;
- represents students' interests in matters related to the study process before the BIA administration, ensuring a student-centred approach and feedback;
- submits proposals concerning improvements to BIA study programmes, study processes, methods and resources used in studies;
- organises consultations, seminars and other activities to help BIA students navigate the academic environment;
- analyses the results of surveys of BIA students and graduates and submits proposals concerning them to the BIA administration;
- promotes student involvement in research activities, informs students about research opportunities and supports participation in projects, conferences and other academic activities;
- cooperates with academic staff and institutions to promote the development of research activities and students' academic growth.

Head of the International Department:

- provides support to international students studying at BIA, assisting in organising orientation activities, providing information about life and studies in the local environment, and helping to resolve issues related to cultural differences or administrative challenges;
- represents students' interests in Erasmus+ and international relations matters, thereby promoting the international recognition of BIA;
- promotes student participation in various international exchange programmes (Erasmus+ and other exchange programmes) to help students gain experience abroad;
- establishes and maintains contacts with student self-governments of foreign higher education institutions, international student organisations, and other organisations, institutions and companies in order to promote international cooperation and develop joint initiatives;

- assists in organising and planning academic, cultural and other events related to international cooperation (guest lectures, international conferences, discussions, forums, entertainment events, etc.);
- assists in organising and planning international projects and represents BIA students at international student events (conventions, forums, conferences, etc.), thereby promoting student participation in such events;
- promotes student mobility and the importance of international experience, encouraging student involvement in international projects and activities.

Head of the Regional Department:

- ensures the organisation and coordination of Student Parliament activities at a branch, promoting student participation and the development of initiatives in the region;
- represents the interests of branch students and ensures their protection in cooperation with the university administration and other institutions;
- plans, organises and supports students' academic, cultural and social activities at the branch, considering students' needs and the specific characteristics of the region;
- promotes cooperation with local organisations, institutions and partners in order to expand opportunities for students and strengthen the recognition of the Student Parliament in the region.