

**Transport and Telecommunication Institute
Student Government
REGULATIONS
1. General Provisions**

- 1.1. This Regulations regulate the status, activities, rights and obligations of the Student Government (hereinafter - SG) of the Transport and Telecommunication Institute (hereinafter referred to as TSI).
- 1.2. SG is an independent, collegiate student organisation representing the rights and interests of students at TSI.
- 1.3. SG in its activities complies with the laws and regulations of the Republic of Latvia, the Constitution of the TSI and other documents regulating the activities of the TSI, as well as these Regulations.
- 1.4. The TSI governing bodies has the responsibility to support and facilitate the work of the SG. The SG cooperates with the TSI administration on the principles of cooperation and autonomy.
- 1.5. The TSI administration takes into account the views of the SG when deciding on the activities and development of the Higher Educational Institution.
- 1.6. Student participation in the activities of the SG is voluntary.
- 1.7. SG organisation may be established at the TSI branch, which operates autonomously and represents the interests of the students of the branch.

2. SG Aims, Tasks and Rights

- 2.1. SG aim is to represent the interests of the students of TSI in academic, scientific, cultural and household issues at TSI and other institutions in Latvia and abroad.
- 2.2. SG carries out the following tasks in order to achieve its aim:
 - 2.2.1. establishes its organisational and administrative structure in accordance with democracy basic principles;
 - 2.2.2. develops guidelines and strategies for its activities that do not contravene the SG Regulations;
 - 2.2.3. represents the interests of TSI students in Latvia and internationally;
 - 2.2.4. promotes co-operation between the TSI and educational institutions of Latvia and abroad and their student Councils in education, culture, science, sports, and other areas;
 - 2.2.5. preserves, defends and develops the TSI traditions;
 - 2.2.6. promotes student involvement in the development and improvement of the higher education institution's study process;
 - 2.2.7. organises and supports extra-curricular and sports activities for students;
 - 2.2.8. participates in the activities of TSI decision-making bodies representing the interests of students;
 - 2.2.9. participates in the involvement of foreign students in the academic and social life of TSI;
 - 2.2.10. informs the HE institution's management and students about SG activities and other activities.
- 2.3. SG has the following rights:
 - 2.3.1. request and receive information and explanations from any TSI official on matters of student interest;

- 2.3.2. to receive funding for SG provided in regulatory enactments; independently manage the funding granted to SG for the implementation of the objectives and tasks set out in these Regulations;
 - 2.3.3. to work in other organisations or their associations whose activities do not contravene the SG Regulations;
 - 2.3.4. to work in all decision-making institutions of TSI, in accordance with the Constitution of TSI;
 - 2.3.5. to use the right of veto in the Constitutional Meetings, the Senate and the Faculty Council on issues related to students' rights and interests. After the application of the veto, the matter is examined by the Conciliation Commission, which is established and makes decisions in accordance with the procedure of the Constitution of TSI;
 - 2.3.6. to propose the adoption, amendment or repeal of TSI legislation affecting students' interests;
 - 2.3.7. to solve other issues within the competence of the SG.
- 2.4. Active SG members (10 people) are eligible for a 10% discount on tuition fees after submitting a semester report on their work to the SG President. The decision on which members of SG to provide a discount is made by the rector on the basis of a statement of the SG President and approved by his order.

3. SG Organisational Structure

- 3.1. The Student Government is the authorised decision-making body for the representation and management of students at a higher education institution.
- 3.2. The SG is composed of its members, the Council and the Board.
- 3.3. The Council is the highest decision-making body of the TSI SG, elected for one year. Its structure is operational until the election of the next Council.
- 3.4. The Council consists of 20 members, who are elected by TSI students.
- 3.5. Members of the Council may be any TSI student who has been nominated for election to the Council and has been elected by TSI students in accordance with the provisions of these Regulations.
- 3.6. The Board is the authorised representative and management body of the TSI SG, consisting of the SG President, the Vice-President and the 7 managers of directions (the organisational structure of the directions may be changed as necessary), elected by the Council at its first session after the election of the Council.
- 3.7. Any TSI student can become an SG member by filling out the application form. Compliance of the application form is verified by the responsible Member of the Board and approved by a decision of the Board.
- 3.8. After the proposal of the SG President, the Council may also elect from the SG members the secretary of the SG, who is responsible for keeping records of the Council, as well as those responsible for carrying out other activities and projects.
- 3.9. One member of the Council may hold several positions.
- 3.10. The Council may decide, if necessary, to dismiss or remove members and members of the Council from the list of members and SG members.
- 3.11. If a member of the Council or a SG member terminates his studies at TSI or expresses a further unwillingness to perform the duties assigned to him or is suspended, the Council elects an acting member from among the other students of TSI in his place.

4. Council

- 4.1. To become a member of the Council, a TSI student must take part in the declared Council elections.

- 4.2. The term of office of the members of the Council shall be valid until the election of the next Council, unless the Council decides otherwise on the basis of these Regulations.
- 4.3. The first meeting of the new Council is convened within two weeks of the announcement of the results of the Council elections. The Election Commission determines and announces the specific time and place.
- 4.4. If any member of the Council resigns the mandate or ceases to hold office, the mandate is offered to the next candidate who obtains the highest number of votes in the Council elections.
- 4.5. In case if all remaining candidates resign from the Council, the total number of mandates shall be reduced to the number of members of the Council which shall not be less than 15.
- 4.6. If the number of Council members is less than 15, extraordinary Council elections are held.
- 4.7. Absence of a meeting of the Council must be notified in advance to the SG President or the responsible Member of the Board.
- 4.8. If a member of the Council, without prior notice, does not attend 2 (two) consecutive meetings of the Council, it is decided at the next meeting of the Council to remove this member of the Council from the list of Council members.
- 4.9. The Council is an autonomous decision-making body of the SG, which meets at least once a month during the academic year, unless the Council decides otherwise.
- 4.10. In the absence of a quorum, the Council is hold a second meeting within two weeks entitled to make decisions irrespective of the number of members present, provided that at least 3 (three) members of the Council are present.
- 4.11. Responsibilities of the Council:
- 4.11.1. to plan and organise the work of the SG;
 - 4.11.2. to oversee SG activities and make decisions about new lines of action or projects;
 - 4.11.3. to monitor the implementation of the SG budget;
 - 4.11.4. to elect, remove and supervise the Board;
 - 4.11.5. to elect student representatives in the TSI collegiate decision-making bodies;
 - 4.11.6. to elect councillors in the Council of the Student Union of Latvia and other decision-making bodies;
 - 4.11.7. to decide on the loss of the status of a Council member and SG member;
 - 4.11.8. to consider other issues relevant to TSI students.

5. The Board

- 5.1. Duties of Board members:
- 5.1.1. to develop an action plan of SG for the next year;
 - 5.1.2. to develop the budget plan for SG and forward it to the Council for approval;
 - 5.1.3. to prepare and report to the Council on the performance of the Board during the month at monthly meetings of the Council, unless the Council decides otherwise;
 - 5.1.4. to enforce decisions taken by the Council;
 - 5.1.5. oversee and coordinate the work of directions and working groups;
 - 5.1.6. to hold elections to the Council;
 - 5.1.7. to provide students with information on the work done by the SG.
- 5.2. Rights of Board members:
- 5.2.1. attend meetings of the Board and the Council and receive information on their work;
 - 5.2.2. to make proposals for amendments to the SG Regulations, amendments to the SG operational plan and budget and to submit them to the Council for consideration.
- 5.3. The members of the Board carry out their duties in accordance with job descriptions established by the Board and approved by the Council.
- 5.4. If a Board member graduates from TSI within his term but resumes his studies at TSI within a month, the Council does not need reaffirm this Board member.

5.5. In the event of a change of a member of the Board, the executive member is appointed temporarily until the extraordinary elections of the Board, in which a new member of the Board is elected.

5.6. The members of the Council, the members of the SG and the candidates themselves may nominate candidates for the position of President of the SG, Vice-President and Heads of Directions.

5.7. The Board meetings are open to all members and interested parties. By prior agreement with the Board, the Board has the right to make decisions on certain issues in closed meetings.

5.8. The extraordinary Board meeting is convened by the President of the SG or not less than 3 (three) Board members or not less than one fifth of the Council members upon written request to the SG President.

5.9. A meeting of the Board is valid if more than half of the Board members are present.

6. Elections of the Council of Student Government

6.1. Elections of the new Council is organised by the existing TSI Student Government in accordance with the procedure set in these Regulations.

6.2. The Council is elected by direct universal suffrage for a period of one year with a list of candidates could be amended.

6.3. The Council decides on the place, time, deadline for nomination and composition of the Election Commission not later than one month prior to the Council elections and informs TSI students thereof.

6.4. Elections of the Council is organised by an Election Commission, elected by the Council, consisting of at least 3 persons, where are elected the President, Vice-President and the Secretary of the Commission.

6.5. Applications for membership of the Council must be submitted to the Election Commission not later than 10 days before the election. The candidate must specify in application:

6.5.1. name, surname;

6.5.2. title of the study programme;

6.5.3. student card number;

6.5.4. motivation to become a member of the SG Council;

6.5.5. signature confirming his / her agreement to stand.

6.6. The Election Commission ensures that at least one week prior to the election, all TSI students are sent electronic information about the planned election time, place, election procedure and information about all candidates, as well as an invitation to all TSI students to vote.

6.7. All TSI students are eligible to participate in the Council elections by presenting a valid student card and signing on the voter registration page.

6.8. The Election Commission can organise candidates' presentations, where candidates present their candidacy, a vision of the follow-up of the SG and answers questions from interested parties.

6.9. The Election Commission issues ballot papers to all registered voters with the number, name, surname and specified place for tagging of each candidate.

6.10. A voter personally enters a completed ballot paper in the presence of a member of the Election Commission in a sealed ballot box. Each voter may vote only once.

6.11. After the election, the Election Commission opens the ballot box, counts the votes cast, records and informs TSI students of the election results.

6.12. The Election Commission notes in protocol:

6.12.1 the number of persons entitled to vote;

6.12.2. the number of issued ballots;

6.12.3. the number of ballots in the ballot box;

6.12.4. the number of invalid ballots (they are numbered to indicate the causes of the invalidity);

6.12.5. for each candidate, the number of ballots in which his or her candidature has been accepted and rejected.

6.13. Unless the Election Commission decides otherwise, the ballot papers are invalid in which:

6.13.1. the candidate is both supported and rejected at the same time;

6.13.2. there are deletions, ballots are torn or have other damages.

6.14. The candidate with the highest number of votes of registered voters is elected.

6.15. The result of the candidate is obtained by summing the votes "For" and "Against". "For" equals "+1", "Against" equals "-1", abstentions equals "0". In the case of a tie, the number of votes "For" is decisive. If this result is the same, the order in which the application file is submitted will be decisive.

6.16. The results of the elections are to be published on the TSI website - www.tsi.lv within three days after the elections and on other active social networks.

6.17. Complaints about the actions of the Election Commission and the organisation of the elections must be submitted to the TSI Academic Arbitration Court not later than three days after the publication of the election results. If it finds complaints well founded and irregularities that have had a material effect on the outcome of the election, the SG Council has to be re-elected within three weeks.

6.18. In the event that the existing Student Council has ceased its activities, the election of the new Council is organised by the Election Meeting Organising Committee appointed by the students and approved by the order of the Rector of TSI, which decides on the place, time and deadline for nomination of the Council elections and informs the TSI students about it. In this case, the timing of the election and the nomination of candidates may differ from those set out in clauses 6.3, 6.5 and 6.6 of these Regulations.

7. Meetings of the Council

7.1. Meetings of the Council take place at least once a month and are recorded in protocols.

7.2. The right to convene a Council meeting has:

7.2.1. SG President;

7.2.2. the majority of members of the Council (50% + 1).

7.3. Meetings of the Council are open to the public, unless requested by the President of the SP or at least half of the Council members.

7.4. A meeting of the Council has a quorum if at least half (50% + 1) of its members are present.

7.5. The Council meeting is chaired by the SP President, his deputy or other President of the SG, who may be any of the SG board members, if so agreed by the Council members present at the meeting.

7.6. In the event of a prolonged absence of the SG President, the meetings of the Council are organised by the SP Vice President.

7.7. Decisions of the Council may be taken by a majority of the members present in open vote, unless otherwise decided before the decision is taken. If there are an equal number of votes, the vote of the SP President is prevailing. If the President is not present, the vote of the Vice-President of the SP is prevailing.

8. Procedure for Nomination and Election of Students in TSI Collegiate Decision-Making Bodies

8.1. Student representatives are nominated and elected to the following TSI collegiate decision-making bodies:

- 8.1.1. The Constitutional Meeting;
 - 8.1.2. Senate;
 - 8.1.3. Academic Arbitration Court;
 - 8.1.4. Faculty Council;
 - 8.1.5. Council of Study Directions.
- 8.2. The number of representatives of TSI students in these bodies is determined by the governing documents of these bodies - Constitution of TSI, Regulations of the Senate, Regulations of the Academic Arbitration Court, Regulations on Faculty and Regulations on Study Councils.
- 8.3. Procedures by which Students are nominated for TSI Constitutional Meeting elections and elected to TSI collegiate decision-making bodies:
- 8.3.1. TSI students apply in writing to the Council for nomination of own or another student for election to TSI Constitutional Meeting and election to TSI collegiate decision-making bodies;
 - 8.3.2. The Council discusses the nominated student candidates for election to the Constitutional Meeting and to the TSI collegial decision-making bodies of the TSI and then votes for each candidate by secret ballot in the presence of at least half of the Council members;
 - 8.3.3. the student is considered to be nominated for elections to the Constitutional Meeting of the TSI and is elected to the respective TSI collegial decision-making body if he / she has received more than half of the votes of the present Council members. In the event that a larger number of students, than provided for in regulatory documents of this body, received more than half of the votes of the members of the Council present, then those students who have received more votes of the members of the Council are considered elected;
 - 8.3.4. The President of the SG draws up a transcript of the protocol of the election meeting with the decision of the meeting and submits it to the person responsible for organising the elections of the Constitutional Meeting of the TSI or the relevant decision-making body or to the President of the Senate.

9. SG property and operational financing

- 9.1. The property is used by the SG consists of movable and immovable property transferred to the SG by TSI and acquired or received as a gift by the SG.
- 9.2. The activities of the SG are financed from the budget of TSI not less than one-twentieth of the annual budget of the Higher Education Institution.
- 9.3. The SG budget of the branch of the Higher Education Institution is approved by the branch separately.
- 9.4. The SG has the right to dispose of its property and financial resources in the best interests of the students by performing the tasks specified in these Regulations and the binding normative acts.
- 9.5. The SG acts in accordance with TSI's overall budget and procurement planning, accounting and reporting system.
- 9.6. Procedures for the approval and implementation of the SG budget:
- 9.6.1. In order to receive financial resources, the SG must develop an activity plan, an estimate and a procurement plan for the relevant budget period;
 - 9.6.2. the action plan and the planned use of the budget first is agreed with the TSI Financial Director and Rector;
 - 9.6.3. The incoming invoices of the SG are registered by the SG and then transferred to the TSI accounting office on the basis of the budget approved in advance and the respective contracts;

- 9.6.4. the responsible person on the property and other material valuables of SG is the President of the SG.
- 9.7. The budget period for the SG is from 1 January to 31 December.

10. Procedures for the adoption and amendment of the SG Regulations

- 10.1. Amendments to the SG Regulations may be proposed by the SG President, the Board or at least 5 (five) Council members.
- 10.2. The Regulations or amendments thereto are adopted by the Council by a majority of not less than two-thirds of all the members of the Council.
- 10.3. The Regulations and amendments thereto are entering into force after their approval by the TSI Senate.