



BALTIC INTERNATIONAL ACADEMY

STUDENT PARLIAMENT

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BY-LAW OF THE STUDENT PARLIAMENT OF THE BALTIC INTERNATIONAL ACADEMY

I. GENERAL PROVISIONS

1. The Student Parliament of the BALTIC INTERNATIONAL ACADEMY is an independent institution representing the rights and interests of students of the BALTIC INTERNATIONAL ACADEMY (hereinafter - BIA).
2. The official abbreviation of the BIA Student Parliament is BIA SP (in Latvian: BSA SP).
3. BIA SP is an independent structural unit of the BIA, which is the organisational and legal form of activity of student self-government.
4. The aim of the activity of the BIA SP is to represent BIA SP students, to defend their rights and interests in academic, material and cultural matters in the BIA and other institutions with the aim of ensuring a fulfilling student life.
5. The By-law of the BIA SP is an internal regulatory enactment that determines the organisational structure and rules of the activity of the BIA student self-government in accordance with the first part of Section 53 of the Law on Higher Education Institutions.

6. The rights of the BIA SP are:

- 6.1. to ensure that the opinions and interests of students are taken into account when solving BIA-related issues, including the participation of student representatives in collegial institutions of the BIA in accordance with the internal regulations of the BIA;
- 6.2. to propose the adoption, amendment and cancellation of internal regulatory enactments of the BIA which affect the interests of students;
- 6.3. to use the right of veto in the BIA Senate on any issue affecting the interests of students;
- 6.4. to request and receive information and explanations from any structural unit of the BIA on all issues affecting the interests of students;
- 6.5. to approve the internal regulatory enactments regulating the activity of the SP;
- 6.6. to develop and approve the budget of the BIA SP in the amount of at least one two-hundredth of the BIA budget;
- 6.7. to cooperate with student self-governments and non-governmental organisations of other higher education establishments.

7. The obligations of the BIA SP are:

- 7.1. to permanently nominate student representatives from the Members of the SP in the activities of decision-making bodies of the BIA in accordance with the criteria and procedures set by the SP, as well as to participate in its activities, observing the internal regulatory enactments of the BIA;
 - 7.2. to represent BIA students in Latvia and abroad;
 - 7.3. to discuss and solve the issues of the academic, social and cultural life of the BIA students;
 - 7.4. to develop and keep its internal documentation and records;
 - 7.5. to participate in improving the quality of the study process and programmes;
 - 7.6. to organise educational, cultural and sports events.
8. BIA SP operates in accordance with national and lower-level regulatory enactments, which are binding on the BIA SP.
9. BIA SP has its own symbols and seal.

II. MEMBERS OF THE BIA SP

10. Members of the BIA SP (hereinafter referred to as “Members”) are BIA students elected and/or delegated by BIA study programmes and branches for up to three years.

11. The rights of the Members are:

- 11.1. to freely express their opinions and act to achieve the goals of the BIA SP;
- 11.2. to participate in self-government of the BIA SP;
- 11.3. to be informed about the activities of the BIA SP, including getting acquainted with all SP, decisions and orders;
- 11.4. to participate in all events organised by the BIA SP, to submit proposals on the activity of the BIA SP and its improvement.

12. The obligations of the Members are:

- 12.1. to attend General Meetings of the BIA SP;
 - 12.2. to comply with the By-law of the BIA SP and other decisions of the General Meeting of the BIA SP and the Board;
 - 12.3. to support the implementation of the goal of the BIA SP with its active cooperation;
 - 12.4. to inform BIA students about the activities and events implemented by the BIA SP;
 - 12.5. to promote the building of the image of the BIA SP and its recognition among institutions and higher education establishments;
 - 12.6. other obligations in accordance with external and internal regulatory enactments and decisions.
13. A Member may withdraw from the BIA SP at any time by notifying the Board in writing.
 14. A Member may be withdrawn at any time by the delegating structural unit by notifying the BIA SP Board in writing.
 15. A Member may be withdrawn from the BIA SP based on the decision of the General Meeting of the BIA SP, if he does not fulfill his obligations or fulfills them improperly.
 16. The powers of the Member of the BIA SP end with the termination of the student status of the BIA.

III. GENERAL MEETING OF THE BIA SP

17. The General Meeting of the BIA SP (hereinafter - the General Meeting) is the highest decision-making body of the BIA SP, which consists of the SP Members.
18. Members participate and decide in the General Meeting personally or delegate their voting rights to an elected representative of the student self-government of the study directions or branches, who is not a Member (hereinafter – Eligible Voter).
19. General Meetings are open unless more than two-thirds of the Eligible Voters present vote against it and minutes are taken.
20. The Ordinary General Meeting is convened as necessary, but not less often than once a year.
21. Student self-governments of the BIA study directions and branches delegate their elected representatives to the Ordinary General Meeting by submitting a written application to the SP Board in due time.
22. Extraordinary General Meetings are convened within two weeks after the initiative of the BIA SP Board or at least one-tenth of the Members submitting a written request to the BIA SP Board, if the issue is urgent and cannot be considered at the BIA SP Board meeting.
23. The General Meeting has decision-making power if more than a half of the Members participate

in it.

24. The decision of the General Meeting is adopted if more than half of the Eligible Voters present vote for it.
25. General Meetings are chaired by the President, and in his absence – by the Vice President or another person appointed by the President.
26. If the General Meeting does not have a quorum, the President determines the place and time of the repeated General Meeting, no later than within a month.
27. The decision on amendments to the By-law of the BIA SP, internal regulatory enactments and their amendments, as well as the recall of a Member or a Board member, is adopted if more than half of the Eligible Voters present vote for it. Internal regulatory enactments of the BIA SP and their amendments enter into force on the day of their adoption. The By-law of the BIA SP and its amendments enter into force after approval by the BIA Senate, which can refuse to approve it only for legal reasons.

IV. THE BOARD OF THE BIA SP

28. The Board of the BIA SP (hereinafter - the Board) is an executive body elected from the Members of the General Meeting and consists of the President of the BIA SP (hereinafter - the President), the Vice President and the secretary.
29. Elections of the Board are held not less frequently than once every three years, immediately after SP elections at the General Meeting, except for cases when a member of the Board resigns by his own choice or a decision of the General Meeting, then a new member of the Board is elected at the next General Meeting for the remaining term of office of the Board. Voting for elections of the Board is open.
30. The board is elected for a term that does not exceed three years, and not more than twice in a row.
31. The President nominates BIA SP Vice President (hereinafter – Vice President) and Secretary from Members of the SP, who are approved by the General Meeting. If the relevant candidate is not approved, then the General Meeting has the right to nominate its own candidate. The General Meeting also has such rights if the President does not have the opportunity to propose relevant candidates or if the President refuses to nominate them.

32. The President performs the following functions:

- 32.1. represents the BIA SP at the BIA and outside it at the local and international level;
- 32.2. convenes and conducts General Meetings of the SP and Board meetings;
- 32.3. manages and organises the work of the SP and the activities of the Board;
- 32.4. organises cooperation of the SP with other organisations;

- 32.5. approves expenses of the SP, coordinating it with the BIA management, controls expenses of the SP and ensures timely submission of financial documentation to the BIA accounting department;
- 32.6. regularly, but not less frequently than once every three months, meets with the BIA management and informs it about the work carried out by the SP and the decisions adopted.
- 32.7. at the end of the academic year, submits a written report to the BIA management on expenses of the SP and the work carried out by the SP;
- 32.8. maintains and keeps the internal documentation of the BIA SP and the Board.

33. The Vice President performs the following functions:

- 33.1. assists in the performance of the President's duties;
- 33.2. replaces the President in his absence;
- 33.3. executes the President's orders.

34. The secretary performs the following functions:

- 34.1. notifies the Members about the General Meetings, place and time thereof and prepares minutes of the General Meetings;
- 34.2. ensures information exchange within the SP;
- 34.3. manages records of the SP.

35. The Board performs the following functions:

- 35.1. manages the work of the BIA SP;
- 35.2. makes financial decisions;
- 35.3. prepares the issues to be considered at the General Meeting;
- 35.4. ensures the implementation of the decisions of the General Meeting;
- 35.5. creates working groups for the implementation of certain tasks;
- 35.6. prepares the BIA SP report for the General Meeting.

36. The Board meetings are chaired by the President or the Vice President in the absence of the President.

37. The Board has decision-making power if more than half of the Board members participate in it. The Board makes decisions with the majority of votes of the Board members present.

38. The meetings of the Board are open, but upon the proposal of at least one of the members of the Board present, the meeting of the Board may be declared closed.

39. A third of the Members or the President may initiate the recall of a Board member.

40. A member of the Board may submit his resignation to the General Meeting at any time.

V. ELECTIONS OF STUDENT REPRESENTATIVES IN THE DECISION-MAKING BODIES OF THE BIA

41. Student representatives in the BIA Senate and the Constitutional Assembly (hereinafter - the decision-making bodies of the BIA) are nominated by leaders of the study groups from among themselves, who are approved in open elections at the General Meeting of the BIA SP for 3 years.
42. The decision of the General Meeting regarding student representatives in the BIA decision-making bodies is adopted if more than a half of the Eligible Voters present vote for it.
43. If there is a vacancy for a student representative during the term of office of the decision-making bodies of the BIA, extraordinary elections are held and the elected candidate is approved in an open voting at the session of the General Meeting held for that purpose.
44. If the student representative is exmatriculated after obtaining the diploma of the BIA and plans to continue his studies at the BIA, he retains the powers of the student representative in the decision-making bodies of the BIA.
45. If one of the student representatives has been exmatriculated, has resigned his powers by his own choice, has been removed from his position or otherwise cannot fulfill his duties, then elections are organised for the relevant position at the session of the General Meeting held for that purpose.