

APPROVED at a Senate meeting on 26.06.2000.  
(as amended on 21.06.2003)  
(as amended on 31.05.2007)  
(as amended on 24.11.2010, Minutes No.1.1-07/07)  
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(as amended on 13.01.2016, Minutes No. 16/1.1-07/01)  
(as amended on 11.01.2017., Minutes No.17/1.1-07/01)

## **STUDENT COUNCIL REGULATIONS**

### **OBJECTIVE**

The by-law has been drawn up with the goal of regulating and stipulating the work, rights and duties of the RISEBA Student Council.

### **AREA**

The by-law is binding on all the students at RISEBA, as well as general staff members.

### **ABBREVIATIONS AND CONCEPTS**

*The Student Council (hereinafter referred to in the text as – SC)* – a voluntary and independent institution representing the rights and interests of students at the university.

### **OUTLINE**

#### **1. General Terms and Conditions**

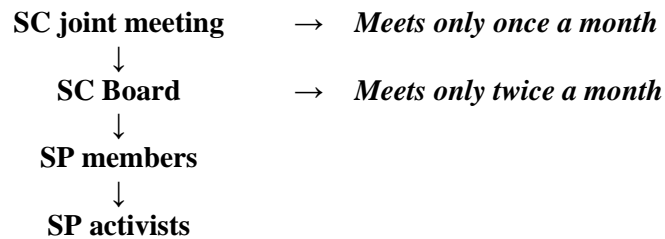
- 1.1. In conformity with the Law on Higher Education Institutions and the RISEBA Constitution, RISEBA students have their own student council.
- 1.2. Involvement in SC activities is voluntary.
- 1.3. In its work, the SC complies with the laws and regulations of the Republic of Latvia, the RISEBA Constitution, internal procedural rules and other documents regulating the work of the university, as well as this by-law and SC regulatory enactments.
- 1.4. The SC by-law and SC regulatory enactments are drawn up by students and approved by the university's Senate. The by-law comes into force on the date of its approval.
- 1.5. The university's management institutions are obliged to support and nurture the work of the SC.
- 1.6. The RISEBA SC is an independent institution. It has its own symbol and seal.
- 1.7. An SC institution can be founded at any RISEBA branch, which operates autonomously and is responsible for the interests of students at the relevant branch.

#### **2. Tasks and assignments of the Student Council**

- 2.1. It is the goal of the Student Council to defend and represent the interests of students in relation to academic, social, cultural and housekeeping matters at RISEBA and other universities.
- 2.2. Tasks of the Student Council:
  - 2.2.1. to form and maintain its organisational and governance structure;
  - 2.2.2. to develop the basic directions of its operations;
  - 2.2.3. to represent RISEBA students nationally and internationally;
  - 2.2.4. to foster collaboration between the Republic of Latvia and foreign educational institutions in the realm of culture, science, sports and other fields;
  - 2.2.5. to facilitate the involvement of students in the development and improvement of the study process;
  - 2.2.6. to engage in the improvement of studies and social conditions at RISEBA;
  - 2.2.7. to represent the interests of students in academic matters;
  - 2.2.8. to nominate competent RISEBA students for the university' Constitutional Council, Senate, Academic Arbitration Court and other university institutions, where student representation is required;
  - 2.2.9. to ensure the participation of elected representatives in the work of the institutions referred to in Sub-Clause 5.1 of this by-law.

- 2.2.10. to organise and support RISEBA students outside student activities;
- 2.2.11. to inform RISEBA students about the work and activities of the SC.

### 3. Organisation structure (composition) and work organisation of the Student Council



- 3.1. Structure: SC members elect the SC Board, the SC Board coordinates and keeps track of the work of SC members.
- 3.2. The SC is comprised of its activists, members and Board:
  - 3.2.1. An SC member is any RISEBA student, who has been nominated at a board meeting as a SC member with voting rights with a mandate, who has subsequently been approved in a joint meeting vote. A limit of 30 mandates has been set for mandates.
  - 3.2.2. The membership status will be annulled (or lost) if:
    - 3.2.2.1. the member does not attend 3 joint meeting in a row;
    - 3.2.2.2. the member violates RISEBA's internal procedural rules.
- 3.3. The SC joint meeting takes place at least once a month. Other meetings take place as required.
- 3.4. The following persons are entitled to convene the SC joint meeting:
  - 3.4.1. The majority of SC members (50%+1);
  - 3.4.2. the SC Board;
  - 3.4.3. the RISEBA Senate.
- 3.5. The SC joint meeting:
  - 3.5.1. appoints the SC Board;
  - 3.5.2. studies the activities of the SC Board;
  - 3.5.3. provides recommendations regarding the work of SC and Board.
  - 3.5.4. makes decisions in an open vote with the majority of the votes of the members present;
  - 3.5.5. appoints student representatives to RISEBA University decision-making institutions (Senate, Constitutional Council and Academic Arbitration Court)
  - 3.5.6. appoints advisors to the Latvian Student Association Council;
  - 3.5.7. acts in accordance with the work agenda approved by the SC Board, which is approved with the majority of the votes of the members present;
  - 3.5.8. makes a decision regarding the loss of the SC member's status.
- 3.6. The SC Board is the students' authorised representative and management decision-making institution at the university.
- 3.7. The Board is comprised of the Board Chair, the Deputy Chairman and SC study field heads.
- 3.8. The composition of the Board is authorised to act until the election of the next SC Board.
- 3.9. The Board Chair is appointed by SC members just like the other Board Members.
- 3.10. SC board meetings take place at least twice a month.
- 3.11. A board meeting will be convened at the initiative of the Board Chair or at least two board members.
- 3.12. Board meetings are open, except in instances, when this is requested by the Chairman or at least half the board members.
- 3.13. A board meeting is capacitated to make decision if it is attended by at least half (50%+1) of the board members.
- 3.14. Board meeting are conducted by the meeting chain, who can be any of the SC board members.
- 3.15. Board, study field meetings and joint meetings are recorded in minutes.

- 3.16. SC decisions can be made with a majority of the votes of the board present in an open vote, unless there has been a vote approving another procedure before the decision is made. If the number of votes is the same, the Chairman will have the casting vote. If the Chairman does not attend the meeting, the Deputy Chairman will have the casting vote.
- 3.17. The SC divides the following working areas of work:
  - 3.17.1. Academic and scientific field;
  - 3.17.2. Cultural field;
  - 3.17.3. Marketing field;
- 3.18. After the election of the Board, by decree of the RISEBA Rector, contact persons are designated on behalf of the university in conformity with the SC working fields specified in Clause 3.17 of this by-law.

#### **4. SC rights and duties**

##### **4.1. Rights and obligations of the SC:**

- 4.1.1. to ask for and receive information and explanations from authorised representatives of any RISEBA structural unit in all matters that affect the interests of students;
- 4.1.2. to organise the work of the SC in conformity with the RISEBA Constitution, Internal Procedural Rules and other regulatory documents;
- 4.1.3. use and act with SC property; property entrusted to the use of the SC in accordance with the goals and tasks of the SC;
- 4.1.4. manage the budget awarded to the SC for implementation of the goals and tasks specified in this by-law;
- 4.1.5. SP representatives can participate in decision-making institutions related to studies at all levels, as well as take part as observers in classes and exams;
- 4.1.6. At meetings of the Constitutional Council and the Senate, SC representatives have veto rights on matters that affect the interests of students;
- 4.1.7. After they have been approved by the Senate, SC decisions are binding on all students;
- 4.1.8. to submit proposals to the university's management;
- 4.1.9. make amendments to the SC by-law.

##### **4.2. A member of the Student Council is entitled:**

- 4.2.1. to be elected to the SC Board;
- 4.2.2. to elect the SC Board;
- 4.2.3. to participate, express their opinion and submit proposals to the SC Board;
- 4.2.4. to study SC financial reports and board meeting minutes;

##### **4.3. The duties of SC members are as follows:**

- 4.3.1. to regularly inform students about the work of the SC, the decisions it makes and their execution;
- 4.3.2. to attend SC joint meetings;
- 4.3.3. to collaborate in the work of the SC;

##### **4.4. Rights and duties of the SC Board:**

- 4.4.1. to manage, organise and represent RISEBA students in all matters related to academic, social and cultural life included in this by-law;
- 4.4.2. to decide on the expenditure of SC financial resources and compile the annual budget;
- 4.4.3. to draw up and amend the SC by-law, submitting it for approval to the university's Senate;
- 4.4.4. to organise new SC Board elections;
- 4.4.5. to keep track of the implementation of the decisions and decrees of RISEBA structural units that are binding on the SC;
- 4.4.6. The SC Board is entitled to be informed about the RISEBA budget overview and an estimate regarding at least one two hundredth of this budget;
- 4.4.7. to arrange SC documents in conformity with the requirements of the laws and regulations of the Republic of Latvia and RISEBA record keeping instructions;

- 4.4.8. to register all incoming and outgoing documents in the SC document register, save all SC minutes in electronic format (in scanned form); and save copies of agreements and invoices related to the SC (in scanned form). All aforementioned documents and/or their copies must be saved in PDF format;
- 4.4.9. saving documents, they must be named according to the following principle: dokumentanosaukums\_studiju\_gads\_numurs\_pēc\_kārtas.paplašinājums (For example: Iesniegums\_09\_10\_Nr.99.pdf );
- 4.4.10. after the elections, to obtain a RISEBA e-mail address: name.surname@riseba.lv, which is awarded for the election term, and the rights to use this e-mail address for six months after the expiry of the work term (loss of office);
- 4.4.11. to post and augment information, which is binding on RISEBA students on the university's homepage and information system;
- 4.4.12. with the approval of RISEBA general staff members, to use study premises at certain times for SC purposes;
- 4.4.13. to place advertising materials intended for students in the university's information stands, with the approval of the RISEBA Communication Department;
- 4.4.14. to receive a tuition fee discount, in accordance with the terms and conditions for the granting of RISEBA tuition fee discounts.

## **5. The procedure according which SC members, as representatives of students, are nominated and elected to RISEBA collegial institutions**

- 5.1. SC members, as representatives of students, are nominated and elected to the following RISEBA collegial institutions;
  - 5.1.1. Constitutional Council;
  - 5.1.2. Senate;
  - 5.1.3. Arbitration Court;
  - 5.1.4. Programme Committees;
  - 5.1.5. RISEBA management meeting.
- 5.2. The number of student representatives in these institutions is stipulated by the documents regulating these institutions: RISEBA Constitution, Senate by-law and Arbitration Court by-law, and the By-law regarding Programme Committees for programmes implemented at RISEBA, etc.
- 5.3. The Chairman or Deputy Chairman will inform SC members about the opportunity to apply by the deadline stipulated by the relevant institution, sending an e-mail to: riseba.sc@gmail.com.
- 5.4. By sending applications/submission electronically, SP members submit their candidacies by the set deadline.

## **6. Organisation of board elections**

- 6.1. During the first week of January, the opportunity is announced for students to submit their candidacies for the SC board elections.
- 6.2. By 23:59 on the third Monday in January, SC members and the existing board nominate their candidacies for the board and electable position (-s) by sending an application to the e-mail address specified in the advertisement. The application must specify the candidate's name, surname, programme and course in which he or she is studying, enclosing an application form, as well as an annual plan for the study field (-s) for which the student is a candidate. In the event that the application is received after the set deadline, then SC members will decide on this candidacy in the board elections.
- 6.3. The Board is appointed by the SC members in a fair, direct and closed election for one calendar until the next SC Board elections.
- 6.4. Only SC members are entitled to vote for candidates for the board.
- 6.5. Any SC member is entitled to be elected to the SC Board.
- 6.6. An SC member can be elected to the position of SC Board Chair, who have actively worked on the SC for at least study semester.

## **7. Holding elections**

- 7.1. Board elections take place every year in the third week of January. The specific time is set and announced by the existing SC Board.
- 7.2. Board elections are a public event and can be attended by anybody, participating in discussions or asking candidates questions, but only SC members, who have been registered on a list of SC members prepared in advance on the day of the election, are entitled to vote.
- 7.3. An election commission composed of 3 people comprised of senior members and/or old board members.
- 7.4. A certain number of election voting sheets will be prepared.
- 7.5. The voting sheet specifies the name and surname of the nominated candidate, the study programme and course in which he or she is studying, as well as the field for which he or she is a candidate.
- 7.6. On the voting sheet, opposite the name and surname of each candidate is a place where the voter can make a mark.
- 7.7. On the voting sheet opposite the candidates' names and surnames, the voter can make an "X" mark if he or she supports the election of a specific candidate, whereas if the voter does not support a candidate, he or she does not make a mark, leaving the space empty.
- 7.8. Each voter can only vote for candidates once.
- 7.9. Before the start of the vote, each candidate must make a speech, presenting his or her credentials for election to the SC Board.
- 7.10. Each candidate's presentation must not last longer than seven minutes, four minutes of which will be spent presenting his or her credentials to work on the Board, while three minutes will be spent answering questions.
- 7.11. After the candidate's has completed his or her presentation and answered questions, the candidate will be asked to leave the room. If several members are candidates for one position, then all candidates will leave the room at the same time after their presentations and answering questions in the set order.
- 7.12. When the candidate has left the room, debates take place regarding the candidate's suitability for the position. Debates last for no longer than 10 minutes, unless there are exceptional circumstances.
- 7.13. After the presentation from the first candidate, the election commission will make sure that the election urn is empty. After that the election urn will be sealed.
- 7.14. During the election, supervision of order in the election room will be ensured by the election commission (Commission Chairman, Secretary).
- 7.15. On the voting roll, opposite the voter's surname the Election Commission Secretary, will make a mark conforming the voter's participation in the election. The voter will sign the voting roll.
- 7.16. Each voter will receive a voting sheet stamped with the SC stamp from the Election Commission Secretary, which is signed by the Election Commission Chairman.
- 7.17. The voter will personally drop the completed voting sheet into the election urn in the presence of a member of the election commission.
- 7.18. The election commission is only entitled to accept the voting sheet before the start of the voting process with the approval of the commission.

## **8. Vote counting and collation and announcement of the board election results**

- 8.1. After the election, the election committee will deliver the urn to the commission's room, where it will open it.
- 8.2. The election commission records the results of the election in minutes.
- 8.3. In the minutes, the election commission will note the following:
  - 8.3.1. the initial number of voting sheets;
  - 8.3.2. the issued number of voting sheets;
  - 8.3.3. the number of voting sheets not issued;
  - 8.3.4. the number of voting sheets received after the opening of the urn;
  - 8.3.5. the number of invalid voting sheets.
- 8.4. Voting sheets are invalid in which:

- 8.4.1. the election of a candidate is both supported and rejected;
- 8.4.2. there are deletions, and voting sheets that are torn or otherwise damaged.
- 8.5. After the opening of the voting urn, the election committee will arrange the submitted voting sheets according to positions.
- 8.6. After counting the votes and signing the minutes, all valid voting sheets and minutes will be delivered to the SC Board.
- 8.7. A candidate is elected if the majority of the SC members present have voted for him or her.
- 8.8. On each list of candidates, nominated candidates will be arranged according to the number of votes that they have received. In the event of an equal number of votes, candidates will once again present their credentials for the position and election for the relevant position will be held again.
- 8.9. The results of the election will be published on the RISEBA homepage: studentcouncil.lv and other active social media the day after the election.
- 8.10. Complaints about the conduct of the Election Commission and the elections should be submitted to the new SC board no later than three days after publication of the election results. Submitted complaints will be reviewed by the SC Board within two days. If it recognises the complaints as justified and the violations as such that have significantly influenced the outcome of the elections, SC Board elections will be held once again within the following three weeks. If there are no complaints during this period, the SC Board will be considered to have been elected.

#### **9. The procedure according to which board members are compelled to leave the positions they hold**

- 9.1. If, without due justification, an SC board member fails to fulfil the tasks specified in the outline for his or her field (see the by-law annex regarding the duties of the person responsible for a specific field) after they have been signed off and approved at a board meeting, then at the written request of at least two board members or two members, the SC Board is obliged to propose a vote regarding the fitness of the relevant board member for the position held and to relieve him or her from the fulfilment of the duties of the position held.
- 9.2. One week before, all SC members will be notified of the meeting in which the vote will be held regarding the dismissal of the board member. If less than half the board members attend this meeting, the board will meet for a second time a week later.
- 9.3. A board member will be considered to have been dismissed, if, in the vote, over half the board members present vote "for" the dismissal of the relevant board member. If the number of votes is the same, the Chairman will have the casting vote. If the Chairman does not participate in the vote, the Deputy Chairman will have the casting vote.
- 9.4. If an SP Board Member ceases his or her studies at RISEBA or states that he or she no longer wishes to fulfil their official duties (see the annex to the by-law), or relieved of his or her duties, the SC Board will elect an acting board member from among the SC members to fulfil these duties.
- 9.5. In the event of an extraordinary election, the acting board member fulfilling the duties will be elected to the board.
- 9.6. If the SC Chairman fails to fulfil his duties, acts negligently or fails to comply with this by-law or other SC internal documents, a majority vote by board members can relieve the Chairman of his position, in which case the fulfilment of his duties would be assumed by the Deputy Chairman.
- 9.7. A new Board Chair will be appointed by the Board.

#### **10. SC property and funding**

- 10.1. Property used by the SC is comprised of movable and immovable property entrusted to the use of the SC by RISEBA, as well as that which the SC has bought or received as a gift.
- 10.2. The work of the SC is funded from the RISEBA budget in an amount that is not less than one two hundredth of the university's annual budget.
- 10.3. The budget of each University branch SC is separately approved by each branch.
- 10.4. The SC is entitled to use its property and financial resources in the interests of students, carrying out the tasks specified in this by-law.

- 10.5. The SC budget is compiled for the period from 1 August until 31 July.
- 10.6. The SC budget approval procedure is as follows:
- 10.6.1. in order to receive financial resources, the SC must draw up an action/activity plan (cost estimate) for the relevant budget period;
  - 10.6.2. the action plan and planned budget expenditures will initially be approved by the RISEBA Financial Director, Rector and the university's contact persons specified in Clause 3.18.
  - 10.6.3. at the end of the budget period, in September of each year, the SC Board will inform the RISEBA Rector, Financial Director and the university's contact persons specified in Clause 3.18 about the planned performance of work and the costs involved;
  - 10.6.4. Incoming invoices charged to the SC are registered by the SC, approved by the SC Board and the RISEBA Chief Accountant, in accordance with the budget approved beforehand (Clause 10.6.1) and the relevant agreements;
  - 10.6.5. Assets purchased by the SC will be approved by the SC Board Chair.

Enclosed: Duties of SC board members (persons responsible for the relevant field) on 3 pages.

**PREPARED BY:**

SC Board Chair Agnese Lāce

SC Board External Communication Field Head Linda Upeniece

SC Board Academic and Scientific Field Head Inese Muciniece

SC Board Financial Field Head Laura Zommere

SC Board Cultural Field Head Toms Āboliņš

## Annex No.1 to Student Council By-law NL 0010-07

Approved by:  
\_\_\_\_\_ SC Board Chair

**Duties of the SC Board Chair**

1. To plan, organise and coordinate the work of the SC and the Board.
2. To keep track of the current annual plan and SC annual strategy.
3. To provide representation of the Student Council (hereinafter referred to as - SC) in all the university's collegial institutions.
4. To resolve the SC's internal problems, which could disrupt the productive work of the SC.
5. To approve the SC budget and submit it to the school's management.
6. To organise collaboration with RISEBA institutions, other universities and student organisations;
7. To resolve issues related to SC premises and technical provisioning in consultation with the university employees responsible.
8. To keep track of justified and rational expenditure of funds.
9. To ensure communication of the SC's official opinion to all RISEBA decision-making institutions, as well as domestically and internationally.
10. To provide information to the mass media.
11. Every month, to visit or delegate a representative to attend meetings of SC heads organised by the LSA.
12. To engage and collaborate with the Latvian Students' Association (hereinafter referred to in the text as - the LSA), forming collaborations with other universities and organisations favourably disposed towards the SC.
13. To regularly provide information about event between meetings at SC and board meetings, the course of the fulfilment of SC agreements and regarding events planned until the next meeting.
14. To develop proposals for the strategic development of the SC and assess the operating results of the SC, providing continual upgrading.
15. To arrange organisation of seminars and events educating members.
16. To ensure communication between the SC and RISEBA management and administration, submitting information once every two weeks about the latest SC news.
17. To convene board meetings at least once every 2 weeks and joint meetings at least once a month.
18. To send out invitations to the Latvian Students' Association (hereinafter referred to in the text as - the LSA) and other universities regarding events organised by the SC.
19. To organise circulation and review of correspondence (including by e-mail).
20. To supervise all processes taking place within the SC.

**Duties of the SC Deputy Board Chair**

1. To collaborate and communicate with all SC fields.
2. In collaboration with the Head of the Marketing field, to analyse and make proposals for rational expenditure of SC funds.
3. To compile an annual plan for the expenditure of the budget together with the SC Chair.
4. To plan and keep track of the SC budget.
5. To supervise the SC document management system (including registration of documents, project reports, etc.).
6. To organise circulation and review of correspondence (including by e-mail).
7. To announce applications for SC organised projects, announcing them on active social media, as well as preparing information, in order to include in the "SC news" newsletter, which is sent out to the e-mail addresses of SC members.
8. To supervise the performance of the event project manager's duties and the course of the event itself.
9. To prepare a project report form and ensure submission of project reports.
10. To ensure and supervise internal communication between board members and SC members.
11. To submit invitations to the LSA and other universities to events organised by the SC.



12. To carry out other tasks that are related to the work of the SC, in accordance with the instructions and orders of his or her immediate superior.
13. In the absence of the Chair, to fulfil her specified duties.
14. To submit proposals to his or her immediate superior about the improvement and upgrading of work, offering solutions for the rectification of shortcomings in the organisation of work.
15. To ensure that other university SCs are greeted at events.

#### **Duties of an SC Board Member**

1. To collaborate with all SC fields.
2. To organise working groups as required.
3. By the first board meeting of each month, to submit a report on the activities carried out during the previous month.
4. During the first board meeting every month, to discuss duties and the goals of the relevant field.
5. During the first board meeting each month, the Board will agree on the most active member for that month.
6. Four hours before the board meeting, agenda items shall be submitted.
7. If necessary, organise experience exchange visits with other SC representatives from other universities.
8. To regularly provide information to the SC and during board meetings regarding the details of field meetings, accomplishments and planned activities.
9. Compilation and submission of project cost estimates to the Deputy Board Chair.
10. To choose and train a deputy in his or her field within one month of the date of his or her appointment.

#### **Duties of the position of the Head of the Marketing Field**

1. To make proposals for attracting sponsors/supporters.
2. To administer the SC homepage in Latvian, Russian and English, regularly updating it with the latest information. The same applies to SC accounts on Facebook, Twitter and flickr.
3. To be responsible for the representative SC materials and event press releases.
4. To reflect and explain SC decisions and accomplishments on social networks; and provide press releases regarding SC events.
5. To ensure the availability of quality, clear and up to date information for students - creating and designing university information stands, posters and press releases, and harmonising their design in good time and receiving approval from the RISEBA Communication Department.
6. To attract sponsors and supporters for SC and inter-university events and projects.
7. For create and update a database of sponsors and supporters.
8. To create (write) offers for sponsors and supporters.
9. To be responsible for ensuring that activities offered to sponsors and supporters are implemented.
10. To maintain communication with sponsors and supporters including after the event they have supported (preparation and delivery of reports, thank you notes and festive greetings).
11. Inform the work group in his or her field about and attend various event organised by other universities with a view to obtaining experience.
12. In collaboration with SC Board Members, to conduct an inventory of the SC warehouse.
13. To collaborate with the university's Communication Department in providing regular information about the latest news from the SC.

#### **Duties of the Head of the Cultural Field**

1. To organise various cultural events for the university's students.
2. In collaboration with the Marketing field, to provide timely information to the university's students about cultural events.
3. To participate in cultural events organised by other universities.
4. To always be informed about events organised by students to provide information to students in collaboration with the marketing field.

5. To regularly provide information to the SC and during board meetings regarding the details of cultural field meetings, accomplishments and planned activities.
6. To plan and keep track of event budget expenditure.
7. To designate the person or persons responsible for managing sports projects including organisation of regular sports events and formation of RISEBA sports teams.
8. To facilitate integration of foreign students into the RISEBA student community, as well as to organise regular (traditional) events to demonstrate a sense of affiliation to the RISEBA community and culture.
9. To provide a coordinator responsible for communicating with foreign students from day to day and providing them with the support they require.
10. To represent the SC at events, meetings and gatherings, which are directly or indirectly linked to foreign students.

#### **Duties of the Head of the Academic and Scientific Field**

1. To listen to, and, in collaboration with the university's administrative personnel, to solve students' problems related to the study process.
2. To participate in drafting and reviewing documents binding on students at university level, as well as to make proposals and show initiative.
3. To develop proposals for the university's management regarding improvement of the study process.
4. To update the Course Seniors' (CS) By-law during his term in office, and to inform existing and future course seniors about this.
5. To regularly maintain and update the CS list, in consultation with an administration representative with access to this information.
6. At least once every six months, to address course seniors about the importance of and need for circulation of information at the university, and to organise a course seniors' meeting together with the SC Board.
7. To inform SC members about current issues related to the study process at the university.
8. To consult student about issues that are related to RISEBA regulatory enactments, specifying their rights and duties.
9. To facilitate the course of educational and creative activities for university students aimed at improving the study process, ascertaining problems and obtaining successful solutions.
10. To provide answers to students about ambiguous issues related to studies and their process and specifics.
11. To engage in study quality improvement activities (surveys, working groups, programme meetings, etc.).
12. To attend LSA academic field meetings or working groups or delegate at least one representative in her place.
13. To inform SC members about the latest news from the LSA, SCs at other universities, events and competitions, etc.
14. To ascertain and collate the common opinion of the university's SC on any public issue, in accordance with processes taking place, SC activities and attitudes on LSA matters, etc., and expressing this opinion persuasively.
15. To ensure that the SC is represented at LSA Council meeting, working groups and inter-university projects.

#### **Duties of the Office Administrator**

1. To maintain and upgrade the organisation's SC document management system (including registration of documents, project reports, etc.).
2. To organise the development, circulation and record keeping of documents, as well as ensure the internal functioning of the Student Council.
3. To conduct SC financial record keeping, organise accounting documents (contracts, invoices, etc.), delegating a person responsible for the fulfilment of duties.
4. To manage the organisation's SC archive, ensuring archiving of files.

5. To inform the SC Chair and Board Members about the expenditure of the budget hitherto.
6. To conduct physical and digital record keeping of all documents binding on the SC, structuring each documents, arranging them into folders and scanning them in the course of digital record keeping.
7. To register the organisation's joint meetings, coordinate the recording of field meeting minutes and to ensure preparation of meeting minutes within 7 days of a meeting being held. To post ready minutes in the place specified by her superior by the set deadline.
8. To provide for the work of the organisation's office in a material-technical sense (including by purchasing stationery products, optimising the arrangement of the office, and buying equipment).
9. To organise circulation and review of correspondence (including by e-mail).
10. To send out information materials/e-mails regarding future events at the university and outside it to SC Board Members and all senior members of each course at the university.
11. To compile reports on the work of the SC every other Tuesday by 12:00.
12. To update the contact information database of SC senior members and contacts from other universities.