

APPROVED WITH
NDAL Senate meeting of 24.03.2023.
Decision No.1 of Minutes No 3/2023
In force by NDAL Rector's Order No. 67 of 27.03.2023

National Defence Academy of Latvia Regulations on the Student Council

I. General rules

1. The Student Council of the National Defence Academy of Latvia (hereinafter - NDAL) is the supreme decision-making body of the student self-government of the NDAL, which is the main independent body representing the rights and interests of the students of the NDAL. It shall operate in accordance with these Statutes.

2. The aim of the activities of the Student Council is to represent the students of the NDAL and to defend their rights and interests, as well as, in cooperation with other institutions, to promote the development of educational, scientific, cultural and sporting activities in the military sphere.

3. The Student Council shall comply with Latvian laws and external normative acts, internal normative acts issued by the Ministry of Defence and the National Armed Forces, as well as the Constitution of the NDAL and other normative acts and order documents related to the Student Council's activities and organization.

4. The Student Council has its own symbol and stamp, which is approved by the Rector of the NDAL.

5. The management of the Student Council shall support and facilitate the activities of the Student Council by providing it with funding of not less than 1/200th of the NDAL maintenance costs.

6. The address of the Council is Riga, Ezermalas iela 8, LV-1014.

II. Tasks and principles of the Student Council

7. The tasks of the Student Council:

7.1. develop and implement an annual plan for its activities;

7.2. represent and promote the NDAL in Latvia and abroad;

7.3. cooperate with students and student councils of other universities in Latvia and abroad;

7.4. to identify students' needs, interests and aspirations for the improvement of the academic process and to make proposals to the NDAL management for the implementation of improvements, as well as to represent and defend students' interests;

7.5. organize and coordinate students' extra-curricular activities;

7.6. inform students about the activities of the Student Council;

7.7. draft and monitor the spending of the Student Council budget;

7.8. determine the procedure for the election of students to the collegiate bodies of the University.

8. The principles of the Student Council:

8.1. The Student Council is an independent and collegial supreme decision-making body of the student self-government;

8.2. Individual members of the Student Council do not have their own interests as they represent and protect the interests and rights of all NDAL students;

8.3. The Student Council gives every student an opportunity to be elected to Student Council positions and to participate in its work;

8.4. The decisions of the Student Council are taken in an open and democratic manner;

8.5. The work of the Student Council is focused, efficient and transparent.

III. Organizational structure of the Student Council

9. The Student Council is made up of 8 elected representatives of students.

10. The Student Council shall be represented and administered by the Supervisor of the Council, Chairman of the Student Council (i), or his elected assistant, and the Administrator of the Student Council.

11. For the successful implementation of the work of the Council, the Council establishes independent working groups involving students of the NDAL. Each such working group shall have at least one member of the Student Council who is the working group leader.

12. The Supervisor of the Student Council (i) and the Chairman of the Student Council are the officers of the Student Council who establish and maintain liaison with the management of the NDAL.

13. The Student Council is subordinate to the Rector of the NDAL.

14. The members of the Student Council shall be released from their immediate duties and posting for the duration of the meeting of the Student

Council.

IV. Rights and obligations of the Student Council and its members

15. The rights of the Student Council:

15.1. request information and clarification from NDAL departmental officials on all matters relating to the interests of students, if necessary in writing;

15.2. defend and represent the interests of students in matters of academic, material, cultural and sporting life at the university and in other state institutions;

15.3. submit questions and information to the NDAL management on matters of interest to students;

15.4. submit proposals to the NDAL management for rewarding or punishing students, in accordance with the laws and regulations;

15.5. call elections for the members of the Student Council and its bodies, take decisions in the interests of students within the limits of its competence, survey students, call competitions, organize cultural and sporting events;

15.6. create working groups, internal units for the accomplishment of the functions of the NDAL Student Council and for the representation and advocacy of students' interests;

15.7. be familiar with and informed of the decisions of the NDAL decision-making bodies that apply to students.

15.8. take decisions on the reorganization of the NDAL Student Council;

15.9. elect the Chairperson of the Student Council, his assistant, and the administrator of the Student Council;

15.10. make proposals for the withdrawal of the Supervisor of the Student Council from his/her duties by submitting a reasoned report to the Rector of the NDAL;

15.11. recall the Head of the Student Council from his/her duties;

15.12. consider and take decisions on matters falling within the competence of the Student Council of the NDAL;

16. The decisions of the Student Council are binding for the students after they have been approved by the Rector of the NDAL.

17. Responsibilities of the Student Council:

17.1. defend the rights and interests of all NDAL students;

17.2. inform and report on the activities of the Student Council to the students at least once every six months, by organizing a general meeting at which the NDAL management is invited to participate;

17.3. uphold and develop the traditions of the NDAL.

17.4. decide on matters of organization of the work of the Student Council, and to keep the members of the Student Council regularly informed of the decisions taken;

17.5. draw up and adopt a budget for the Student Council once a year.

18. Rights of the members of the Student Council:
- 18.1. access to the decisions, minutes, reports and other documents of the Student Council;
 - 18.2. attend meetings of the Student Council;
 - 18.3. express your views and make proposals to the Student Council.

19. Obligations of the members of the Student Council:
- 19.1. to abide by the Rules of Procedure of the Student Council;
 - 19.2. participate in the work of the Student Council;
 - 19.3. inform the Student Council of any shortcomings or deficiencies in its work, and make proposals to remedy them;
 - 19.4. consider proposals, suggestions submitted by the NDAL students, complaints, reports, etc., and provide written answers as necessary;
 - 19.5. inform NDAL students of the decisions taken by the NDAL decision-making bodies insofar as they affect the rights and interests of NDAL students in academic, social, material, cultural and sporting matters.

20. Obligations and rights of the Supervisor of the Student Council:
- 20.1. to consider the decisions of the Student Council related to financial matters and to decide on their relevance to the needs of NDAL students;
 - 20.2. inform the NDAL management of the decisions taken by the Student Council;
 - 20.3. express his/her views and make proposals at meetings of the Student Council;
 - 20.4. control and coordinate the activities of the Student Council.

V. Decision-making procedures

21. Decisions of the Student Council shall take effect on the date of their adoption, unless the Student Council determines otherwise.

21.1. Vote "for", "against" or "abstain" in the elections to the Student Council.

21.2. The result of a candidate for the Student Council is obtained by adding together the votes for and against. "For" equals "+1", "against" equals "-1", abstention equals "0".

21.3. A quorum for a meeting of the Student Council shall be at least five members.

21.4. A decision of the Student Council is adopted if more than half of the members present vote in favour.

22. Extraordinary meetings of the Student Council shall be convened by the Supervisor of the Student Council or by the Chairman of the Council at his own request or at the request of at least 1/3 of the members of the Council.

23. The Student Council meets at least once every two weeks.

VI. Funding of the Student Council

24. The activities of the Student Council are not for profit or profit-making.

25. The financial resources of the Student Council consist of:

25.1. Financial resources allocated by the NDAL;

25.2. donations and gifts from legal and natural persons

25.3. other income, the acquisition of which is not contrary to the laws and regulations in force in the Republic of Latvia.

26. The Student Council shall be entitled to decide on the use of its own funds in accordance with the rules governing the financial management of the NDAL.

27. The Student Council shall keep its own accounts of its financial activities and submit quarterly reports to the Supervisor of the Student Council.

VII. Elections of the members of the Student Council

28. General rules:

28.1. The election of the members of the Student Council shall be held by open ballot once at the beginning of the school year;

28.2. Members of the Student Council shall be re-elected at the beginning of the second semester of each academic year if they have not participated in the work of the Student Council or have performed their duties carelessly, formally and/or without initiative.

29. Election procedure:

29.1. the elections are organized by the Chairman of the Student Council;

29.2. Elections are held if at least 75% of NDAL students participate;

29.3. No more than 2 NDAL students shall be elected to the Student Council from each course of study;

29.4. a candidate for the election to the Student Council may be considered elected if he/she has received more than 50% of the total number of votes;

29.5. if no candidate has obtained the number of votes specified in Article 30.4, the election shall be repeated until the required number of votes has been obtained.

30. A member of the Student Council shall cease to be a member of the Student Council before the expiry of his term of office if he/she:

30.1. is expelled from the NDAL;

30.2. has expressed his/her wish to withdraw from the Council by submitting a letter of resignation addressed to the Council;

30.3. is expelled from the Student Council by a decision of the Student Council for non-compliance with these Regulations or other internal and external regulatory enactments or for breach of ethical standards.

31. If a member of the Student Council has ceased to be a member of the Student Council in the cases referred to in Paragraph 31 of these Regulations, the position, rights, duties of the member shall be assigned to the next candidate with the highest number of votes (according to the results of the last election).

32. Candidates for the post referred to in Paragraph 32 of these Regulations shall be nominated from the NDAL Cadets, all NDAL students being eligible to stand for the elections.

33. An election shall be called for the post in question, in which the number of NDAL Cadets specified in Paragraph 30.3 of these Regulations shall participate, the candidate being elected after receiving the number of votes specified in Paragraph 30.4.

34. The elections of the head of the Student Council:

34.1. Candidates for the post of the head of the Student Council are nominated from among the members of the Student Council;

34.2. The Chairman of the Student Council is elected if he/she has received more than 50% of the votes of the members of the Student Council;

34.3. The Chairman of the Student Council is elected at the first meeting of the newly elected Student Council from among the members of the Student Council from later study years, or in the event that an elected Candidate withdraws from the NDAL and is removed from the list of students.

35. The Supervisor (or several supervisors) shall be nominated by the members of the Student Council from among the officers of the NDAL. If the potential Supervisor candidate confirms his/her willingness to serve in this capacity, the rector of the NDAL gives final approval for the election of the chairperson.

VIII. Duties of the Student Council members

36. The Chairman of the Student Council is the chairperson of the Student Council, who:

36.1. supervises the work of the Student Council;

36.2. draws up a list of the tasks to be carried out by the Student Council;

36.3. organizes meetings of the Student Council;

36.4. listens to and summarizes students' questions and problems;

36.5. liaises with the NDAL management;

36.6. plans the budget for the Student Council;

36.7. organizes the accounting of financial activities;

36.8. gets acquainted with the decisions taken by the decision-making bodies of the NDAL, which are relevant to the rights and interests of NDAL students in matters of academic, social, material, cultural and sporting activities. The Chairman of the Student Council shall inform the Student Council of these decisions;

36.9. cooperate with the Supervisor.

37. Deputy head of the Student Council:

37.1. perform the duties of the Head of the Student Council, if necessary;

37.2. support the Head of the Student Council in decision-making;

37.3. participates in the work of the Student Council, providing support on topical issues;

37.4. keeps track of the activities of the Student Council's, making sure the work goes smoothly.

38. Administrator:

38.1. takes the minutes of meetings of the Student Council and the general meetings of the members of the Student Council;

38.2. carries out the administrative tasks necessary for the events organized;

38.3. if necessary, prepares amendments to these Regulations;

38.4. keep abreast of current developments in the NDAL and informs the members of the Student Council thereof.

39. Student Council's member responsible for the material and technical means:

39.1. be responsible for the material and technical means, their use, accounting;

39.2. monitor the condition and damage of the material and technical means, write off the material and technical means and make all arrangements for the necessary the material and technical means.

40. The member of the Student Council who is responsible for the Civil-Military Cooperation organizes and is responsible for the conduct of events, in compliance with security regulations during events, and cooperation with the NAF and civilian structures.

41. The member responsible for PR and technical issues produces visuals for events, takes photos, and is responsible for the placement and operation of technical equipment.

42. Student Council's member responsible for external relations:

42.1. establishes and maintains cooperation with the Latvian Students' Association and student self-governments of other higher education institutions;

42.2. follows student development, promotes collaborative activities;

42.3. represent the NDAL.

43. Student Council's member responsible for the Cadet Club's:

43.1. organizes and coordinates the activities of the Cadet Club's board

43.2. is responsible for the Cadet Club;

43.3. is responsible for the provision of the Cadet Club;

43.4. is responsible for the Cadet Club's finances;

43.5. organizes events at the Cadet Club

44. Board of the Cadet Club;

44.1. participates in the organization of the Cadet Club;

44.2. monitors compliance with the Cadet Club's Internal Regulations;

44.3. cooperates with the members of the Student Council, if necessary.

IX. Procedure for amending the Regulations

45. The Regulations shall be approved by the Senate of the NDAL.

46. The Regulations or amendments thereto shall enter into force by an order of the Rector of the NDAL after their approval by the Senate.