

HOTEL SCHOOL



"HOTEL SCHOOL" Hotel Management College

Educational Institution Reg. No: 3347802926, Address: Smilšu Street 3, Riga, LV-1050

Tel: (+ 371) 67213037, e-mail: info@hotelschool.lv, <http://www.hotelschool.lv>

APPROVED

"HOTEL SCHOOL" Hotel Management College

Council Meeting January 11, 2018

Protocol 19

STUDENT PARLIAMENT REGULATIONS "HOTEL SCHOOL" Hotel Management College

1. General questions

- 1.1. Student Parliament (hereinafter the SP) of "HOTEL SCHOOL" Hotel Management College (hereinafter the College) is an independent College institution representing student rights and interests.
- 1.2. The SP operates in accordance with the College Rules and Regulations and the SP Regulations, as well as in accordance with other College and SP documents, and normative acts of the Republic of Latvia.

2. SP objectives and tasks

- 2.1. Defend students' interests in academic, material and cultural matters;
- 2.2. Represent College students' interests in Latvia and abroad;
- 2.3. Nominate student representatives for work at the College Council;
- 2.4. Develop a work plan for each semester that includes a well-planned program of the social and cultural activities of the College with the aim of ensuring a wholesome student life;
- 2.5. Encourage students to express their views on the College work by gathering and submitting proposals to the management of the College.

3. SP election

- 3.1. The members of the SP are the elected College students.
- 3.2. SP elections are held once a year at the beginning of the academic year.
- 3.3. SP elections are organized by the previous SP Board.
- 3.4. All College students hold rights to be elected in SP, based on a free initiative of participation.
- 3.5. The number of SP members is not limited.
- 3.6. The term of office for members of the SP is one year.

4. SP Board Election

- 4.1. The SP is managed by a board of 3 persons – a President, a Vice President and a Secretary.
- 4.2. The SP Board elections are held every year right after the SP elections.
- 4.3. The SP Board elections are organized by the newly elected members of the SP.
- 4.4. Any of the newly elected SP members can be elected to the SP Board.
- 4.5. The elections are held by secret ballot.
- 4.6. If two candidates receive the same number of votes, a repeat voting of these two candidates is held.
- 4.7. The term of office of the SP Board is one year.
- 4.8. If a SP Board member leaves the post before the deadline, the members of the SP organize early elections to elect a new member of the board.

5. Obligations and rights

5.1. Responsibilities of the SP members:

- 5.1.1. Attend the SP meetings;
- 5.1.2. Review proposals from all College students;
- 5.1.3. Participate and represent the College student interests in the meetings;
- 5.1.4. Plan and implement SP activities;
- 5.1.5. Elaborate and approve the estimates of costs of the activities organized by the SP;
- 5.1.6. Inform the College students about the activities carried out by the SP by encouraging them to participate in social, cultural life of the College;
- 5.1.7. Cooperate and liaise with the College management, staff and other institutions.

5.2. Rights of the SP members:

- 5.2.1. The SP is free to use the auditorium for the SP meetings, if previously agreed with the College;
- 5.2.2. The SP is entitled to place advertisements on the official website of the College, on the bulletin board, as well as to send out information to student e-mail addresses;
- 5.2.3. The SP has the right to create interest groups available to all College students;
- 5.2.4. The SP has the right to request and receive information and explanations from the authorized representatives of the College in all matters concerning the student interests;
- 5.2.5. Qualify for tuition fee discounts that are applied for an active participation in the SP.

5.3. Duties of the SP President:

- 5.3.1. Represent the College student interests in the College and outside it;
- 5.3.2. Represent the SP in the College and outside it, ensuring the dissemination of official SP statements throughout the College, as well as at local and international levels;
- 5.3.3. Convene and run the SP and SP Board meetings;
- 5.3.4. Approve the work plan of the SP for each semester, to direct and organize the work of the SP and implement the work plan accordingly
- 5.3.5. Approve the expenses of the SP in coordination with the College;
- 5.3.6. Cooperate with other organizations;
- 5.3.7. At the beginning of the SP meeting, briefly inform about the events that had taken place during the period between the meetings;
- 5.3.8. Meet the management of the College once a month and inform about the performed activities and accepted decisions of the SP;
- 5.3.9. Convene emergency meetings of the SP;
- 5.3.10. submit a written report on the SP performance to the College management at the end of the semester;
- 5.3.11. Nominate candidates for a tuition fee discount competition due to an active participation in the work of Student Parliament at the end of the semester

5.4. Duties of the SP Vice-President:

- 5.4.1. Assist the President of the Student Parliament in the performance of his/her duties;
- 5.4.2. Take the position of the President of the SP in his/her absence
- 5.4.3. Fulfil the assignments given by the President of the SP.
- 5.4.4. Control the expenses of the SP by ensuring a timely transfer of the financial documentation to the College Accounting Department;
- 5.4.5. At the end of the semester, to submit a written report on the expenses of the SP to the College management.

5.5. Duties of the Secretary of the SP:

- 5.5.1. Notify SP members and other interested parties of the venue and time of the current SP meetings;
- 5.5.2. Ensure the information exchange within the SP;
- 5.5.3. Organize the records of the SP.

5.6. Responsibility:

- 5.6.1. The SP is entitled to exclude its members or the members of the Board from the SP or their posts if they fail to fulfil the obligations under the Regulations of the SP.

6. SP meeting procedure

- 6.1. The SP meetings are open to all interested parties.
- 6.2. Only the SP members can vote in the SP meetings.
- 6.3. The SP is competent if more than half of the members of the SP attend the meeting (quorum: 50% + 1).
- 6.4. The SP meets once a month. The venue and time of the meetings is communicated in advance, but not later than two working days before the date of the meeting. If the place and/or time of the meeting changes, the Secretary of the SP communicates it to all members.
- 6.5. SP meetings and emergency meetings are chaired by the President. The Vice-president of SP chairs the meetings in President's absence.
- 6.6. Important decisions concerning student interests that are taken during the SP meetings are recorded in writing.
- 6.7. The SP meeting minutes are stored in College Records.
- 6.8. Responsibilities of the SP meeting participants:**
 - 6.8.1. Attend the SP meetings in a timely manner;
 - 6.8.2. If any proposals, they should be added to the agenda before the start of the meeting;
 - 6.8.3. Inform about the absence at least 1 day before the meeting, by justifying the reason of the absence;
 - 6.8.4. Observe the ethical requirements during the meetings.
- 6.9. The rights of the SP meeting participants:**
 - 6.9.1. Add the questions to the agenda at the beginning of the SP meeting;
 - 6.9.2. Participate in debates, and to express their views on each item on the agenda;
 - 6.9.3. Protest against the non-observance of the agenda of the person chairing the meeting and/or meeting participants.
 - 6.9.4.** Protest against consideration of unconfirmed question during the meeting.

7. SP funding

- 7.1. The activities of the SP are funded according to the College Budget Law.
- 7.2. The SP is entitled to receive additional revenue for the financing of activities organised by the SP by imposing a participation fee for these events.
- 7.3. The SP has the right to attract other means such as, funds for projects organized by the SP, donations and gifts, etc.
- 7.4. The SP accounts are supervised by the College accountant.

8. The student election procedure to the College Council

- 8.1. The SP Board organizes elections in order to nominate 2 students to work for the College Council.
- 8.2. Any elected member of the SP may stand as a candidate for student representative.
- 8.3. The President of the SP compiles and communicates the list of candidates to all members of the SP.
- 8.4. Elections are held by a secret ballot.
- 8.5. If two candidates receive the same number of votes, a repeat voting of these two candidates is held.
- 8.6. The SP elections are held every time the previously elected student graduates from the College and ceases to perform his/ her duties as a member of the College Council.
- 8.7. SP may withdraw an elected student representative if his/her activity in the College Council does not meet the expectations of the SP. In this case, the SP convenes the meeting, justifies the member's non-compliance with the position and a decision is taken by a simple majority vote.

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President

V. Koševerova