

ALYTAUS KOLEGIJA STUDENT EMBASSY STATUTE

SECTION I SKYRIUS GENERAL PROVISIONS

1. Abbreviations and Acronyms used in the Statute:

AK – Alytaus kolegija;

AK SE – AK Student Embassy;

President – AK SE president;

Vice- President – AK SE Vice- President;

Board – AK SE Board;

Chairperson of the Board – AK SE Chairperson of the Board;

Revision Commission – AK SE Revision Commission;

Alumni – AK SE Alumni;

Head-person – Head-person of an academic group;

Conference – General Meeting;

LR – The Republic of Lithuania.

2. AK SE Legal form– association.

3. AK SE is an independent, non-political, non-profit organization acting and representing its students in AK and outside it.

4. AK SE bases its activities on the Constitution of LR, Law of Education and Studies of LR, Law of Associations of LR and other legal acts defining performance of associations, as well as the Statute of AK, this Statute, Work Regulations of AK SE, decisions of the Conference, provided they do not contradict to legal acts of LR.

5. AK SE territory of activities – the Republic of Lithuania.

6. AK SE period of activities – unlimited.

7. AK SE fiscal year correspond to the calendar year.

8. AK SE has its account in the bank, AK SE logo, seal with the name and other symbols.

SECTION II AK SE GOALS AND OBJECTIONS

9. AK SE goals:

9.1. To represent AK student rights and rightful interests in the College and beyond its boundaries;

9.2. to participate in the activities of improving AK student residential environment;

9.3. to strengthen AK and AK SE with the view to qualitative representation of students' interests;

9.4. to encourage and execute student international cooperation, formal and non-formal civic education.

10. AK SE objectives:

10.1. Participation in defending student rights and rightful interests in AK and outside its boundaries;

10.2. Participation in organization of AK study process, preparation and improvement of study programmes;

10.3. Promoting cooperation of AK academic community;

10.4. Accumulation and dissemination of the information that is important for students;

10.5. Organization of students' leisure, their cultural and sport activities;

10.6. Maintaining current and creating new student traditions;

10.7. Cooperation with students of other higher schools and student and youth organizations in order to achieve the above objectives.

SECTION III

AK SE MEMBERS, THEIR RIGHTS AND DUTIES

11. AK SE consists of associated members, full members and Alumni.

12. **The Associated member:**

12.1. The associated member is an AK student, who wishes to contribute to AK SE activities, having presented an associated member's questionnaire confirmed by the President;

12.2. The status of an associated member is terminated after passing the Knowledge Test, or terminating the membership voluntarily; if the member was incapable, or violated the LR laws, Statute, or other working documents. The violations are processed by the Board, at provision of the President;

12.3. The methodology of the knowledge test is made and confirmed by the Board.

13. Rights of the Associated Member:

13.1. to participate in the AK SE activities;

13.2. to receive detailed information from the structural bodies of AK SE on the activities of AK SE;

13.3. to provide proposals to the structural bodies of AK SE on improvement of AK SE activities;

13.4. to become a full member, after passing the Knowledge Test;

13.5. to freely secede or temporally suspending their membership in AK SA.

14. Duties of an Associated Member:

14.1. to keep to this Statute, Work Regulations and other working documents;

14.2. not to demean the name and authority AK SE and AK of by their actions;

14.3. not to abuse the AK SE rights, or otherwise act against AK SE;

14.4. to help implement AK SE goals and objectives;

14.5. to execute the decisions adopted by the management bodies of AK SE.

15. **Full Member:**

15.1. A full member is an AK student who wishes to contribute to the activities of AK SE, having passed the knowledge test, or a headperson;

15.2. A headperson who wishes to represent in AK bodies has to pass the Knowledge Test;

15.3. The status of the full member is terminated with losing the position of a headperson, voluntary terminating the membership, or violation of the LR laws, Statute or other working documents. The violations are processed by the Board, at provision of the President.

16. Rights of a full member:

16.1. To be elected to the AK and AK SE bodies of decision adoption, execution and control;

16.2. To participate in the AK SE activities;

16.3. To receive detailed information from the structural bodies of AK SE on the activities of AK SE;

16.4. to provide proposals to the structural bodies of AK SE on improvement of AK SE activities;

16.5. to elect students representatives to the AK Academic Board and other level of AK management and decision adoption bodies, where students have a right to participate;

16.6. to freely secede or temporally suspending their membership in AK SA.

17. Duties of a full Member:

- 17.1. to keep to this Statute, Work Regulations and other working documents;
 - 17.2. to participate in competence development trainings;
 - 17.3. not to abuse the AK SE rights, or otherwise act against AK SE;
 - 17.4. not to abuse the AK SE rights, or otherwise act against AK SE;
 - 17.5. represent the AK students, defend their rights and interests;
 - 17.6. to help implement AK SE goals and objectives;
 - 17.7. to execute the decisions adopted by the management bodies of AK SE.
18. **Alumnus** is a former full member who actively worked, participated or otherwise contributed to the AK SE activities at least for two years.
19. Alumni rights:
- 19.1. to be elected to the AK SE control bodies and Board, AK Academic Board and AK Council;
 - 19.2. to participate in the AK SE activities and organized events;
 - 19.3. to receive detailed information on the activities of AK SE and organized events and projects;
 - 19.4. to provide proposals and queries to the Board and President on improvement of AK SE activities;
 - 19.5. to organize educational and social activities for AK SE members with the view to sharing experience and other information, having discussed it with President;
20. Alumnus:
- 20.1. not to demean the name and authority AK SE and AK of by their actions;
 - 20.2. not to abuse the AK SE rights, or otherwise act against AK SE.

SECTION IV AK SE DIVISIONS

- 21. AK SE may establish divisions which do not have legal body rights.
- 22. AK SE Board establishes, rearranges and liquidates divisions, approves their status, rights, duties and working procedures.
- 23. AK SE divisions are obliged to execute the decisions of the AK SE managing bodies.
- 24. AK SE divisions act according to the procedures determined by themselves or approved by the Board.

**SECTION V
AK SE BODIES**

25. AK SE consists of the following bodies:
- 25.1. Conference;
 - 25.2. Board;
 - 25.3. President;
 - 25.4. Audit Commission.
26. **Conference** is the highest AK SE body which has all rights of a general members' meeting.
27. Conference delegates are headpersons or people delegated by them.
28. The Conference is ruled by the Law of Associations and this Statute.
29. The Conference shall be called not less frequently than once per academic year. Ordinary meetings shall be called by President who determines the venue, time and proposed agenda. The President or a person delegated by him has to inform all the AK SE divisions and headpersons no later than 30 calendar days, and supply the proposed agenda no later than 14 days before the Conference.
30. If the President fails to call the Conference after one year after the previous one, the Conference shall be called by the Board.
31. The Conference shall be valid if it is attended by no less than $\frac{1}{2}$ delegates with a voting right. If the conference is not valid, it has to be called a second time within 30 calendar days. It shall have the right to adopt decisions on the issues of the abandoned conference, no matter how many participants are present in the Conference.
32. An extra-ordinary conference shall be initiated by the President, Board, Audit Commission, or $\frac{1}{4}$ all headpersons of the academic groups. The date, time and agenda of the Conference is stated by the initiators to call the Conference. The initiative to call the Conference has to be claimed no later than 4 weeks before the date of the proposed conference. The initiators have to inform in public all the AK SE divisions, AK SE members and headpersons on the date, venue, time and the proposed agenda of the extra-ordinary conference.
33. Function of the Conference:
- 33.1. approval of the Statute and strategy;
 - 33.2. approval of AK SE annual report of performance and annual financial report which are presented by the President;
 - 33.3. approval of annual report of the Board performance;

- 33.4. approval the annual report of the Audit Commission;
- 33.5. adoption of decisions on membership in other organizations;
- 33.6. election and recall of the President, members of Board and Audit Commission:
 - 33.6.1. A person, who has at least one unsettled academic failure, may not be elected as President, a member of the Board and Audit Commission;
 - 33.6.2. President is elected for one term by secret vote.
- 33.7. Adoption of a decision on liquidation of the organization.
- 35. **President** is a one-person AK SE managing body responsible for the activities of the organization, representing AK SA in AK and outside its boundaries.
- 36. The President is a member of AK SE without a separate authorization.
- 37. The President is elected for one year term by the Conference according to the procedure defined by the Statute. Each full member, except a member of the Audit Commission, may occupy the position of President. The same person may not be elected pas President more than two terms in turn..
- 38. Functions of President:
 - 38.1. Heading the AK SA;
 - 38.2. Representing AK students in the Academic Council and other bodies of AK (provided is delegated) and outside the boundaries of AK;
 - 38.3. Making deals in the name of AK SE, opens and closes AK SE bank accounts, and performs other legal acts in the name of AK SE;
 - 38.4. Proposing a candidature of Vice-president and coordinators of committees for approval of the Board;
 - 38.5. Forming work groups, appoints group members and leaders;
 - 38.6. Presenting applications to AK for allocating onetime promotional scholarships;
 - 38.7. Taking decisions on other issues which are not directly authorized to other AK SE structural bodies;
 - 38.8. Approving and arranging AK SE membership list ;
 - 38.9. Coordinating performance of AK SE divisions;
 - 38.10. Calling a Conference according to the procedure defined by the Statute;
 - 38.11. Being responsible for implementation of the decisions of the Conference.
- 39. The status of President is lost:
 - 39.1. on termination of AK studies or graduation;
 - 39.2. resigning from the position;

39.3. having violated this Statute, the President can be removed from his office by an extraordinary conference, at the rendering of the Board together with the conclusions of the Audit Commission on violation of the Statute;

40. The newly elected President starts his office after registration in the Legal Entity Register according to the procedure defined by the LR Laws.

41. If the President cannot perform his functions temporarily, his functions are temporarily performed by the Vice-president.

42. **Vice-president** is a one-person AK SE advisory structural body who advises the President, performs the functions delegated by the President and reports to the President.

43. Vice-president is proposed to the Board and dismissed by the President's order. Vice-president is approved by the Board.

44. Vice-president's functions:

44.1. helps the President organize AK SE work;

44.2. substitutes the President if he/she temporarily cannot perform their functions.

45. Vice-president may not be a member of the Audit Commission or the Board.

46. **Board** is a collegial AK SE managing body between the meetings of the Conference, which is ruled by:

LR legislation, this Statute, and decisions of the Conference.

47. The Board consists of 7 members (the number may be changed by a decision of the Conference) President and full AK SE members elected by the Conference.

48. The meetings of the Board are chaired by the Chairperson of the Board who is elected by the Board at their first meeting. The first meeting is called by the President who may not occupy the position of the chairperson.

49. A person who has at least one unsettled academic failure, may not be elected as a member of the Board;

50. The Board meets, when the Chairperson of the Board calls a Board meeting, but not less frequently than once every two months.

51. The Board meeting shall be valid if it is participated not less than ½ all members of the Board, the President or a person, authorized by the President.

52. Decisions of the Board are adopted by the majority of vote of the participating members.

53. A member of the board who has violated the Statute and other working documents, or missed two meetings in turn, shall be discussed in the nearest Board meeting about terminating his membership.

54. Functions of the Board:

- 54.1. executes decisions of the Conference;
- 54.2. supplies proposals to the Conference on improvement or changes of the Statute;
- 54.3. approves the AK SE budget and plan of activities;
- 54.4. participates in preparation and approves the Work Regulations and Headperson Rulebook, as well as alterations or supplements of these documents.
- 54.5. approves delegates to the AK Academic Board, AK Faculty Council AK Arbitrary Council and other AK institutions according to the procedure defined by the Work Regulations;
- 54.6. at provision of the President, approves the Vice-president, heads of committees and spheres of their activities;
- 54.7. if the Vice-president cannot temporary perform his/her duties, they are temporary performed by a person authorized by the Board;
- 54.8. may initiate dismissal of the President, calls an extraordinary conference according to the procedure defined by the Work Regulations;
- 54.9. considers and takes decisions on violations of the Statute or other working documents made by associated or full members according to the procedure defined by the Work Regulations;
- 54.10. if the Board decides that the President is not able to fulfil his/her functions:
 - 54.10.1. if less than 6 months are left till the Conference the duties of the President are performed by the Vice-president;
 - 54.10.2. if more than 6 months are left till the Conference, an extraordinary Conference is called.

Audit Commission is a body which controls and expedience of AK SE.

- 55. The Audit Commission consists of 3 members (the number may be increased by a decision of the Conference), who are elected by majority of vote of the delegates participant in the Conference for a one-year term.
- 56. The Audit Commission elects its Chairperson and announces about him during the same Conference.
- 57. Any full member, who is not a member of other AK SE structural bodies, or Alumni, can be elected as a member of the Audit Commission.
- 58. If the President term terminates earlier, the Audit Commission continues its term till a new President is elected, and then the Audit Commission has to be re-elected.

59. In its activities, the Audit Commission is ruled by LR legislation, this Statute, and other working documents.

60. Functions of the Audit Commission:

60.1. inspects legitimacy and expedience of AK SE activities;

60.2. presents conclusions and recommendations after inspection;

60.3. presents to the Conference a report on the activities of AK SE management bodies;

60.4. discusses complains on activities of AK SE members and representatives, supplies conclusions and proposals to the Board and Conference;

60.5. takes decisions, if they are supported by at least bent $\frac{2}{3}$ of members of the Audit Commission.

61. Audit Commission members' rights:

61.1. To participate in all meetings of AK SE structural bodies;

61.2. receive from the AK SE structural bodies all the documents related to the activities of the Audit Commission;

61.3. call an extra-ordinary Conference, if violations of legitimacy expedience of and of AK SE activities are observed.

62. Meetings of the Audit Commission are considered as legitimate, if the Chairperson of the Audit Commission and one more member is are present. If a the number of the Audit Commission is increased by a decision of the Conference, the meetings of the Audit Commission are considered as legitimate if the Chairperson of the Audit Commission and not less than $\frac{1}{2}$ of the members are present.

63. The Audit Commission shall make inspection at its own initiative, as well as that of the Board, and at a request of no less than $\frac{1}{5}$ of all the delegates of the Conference.

64. If a member of the Audit Commission resigns or by a decision of the Conference, the Conference elects a new member of the AK SE Audit Commission for the rest period of the term.

65. The Chairperson of the Audit Commission has to inform the Board about his/her resignation one month before and present a report of the Audit Commission at an extra-ordinary Conference. (see p. 33).

SECTION VI AK SE FINANCIAL ACTIVITIES

67. AK SE funds may consist of:

- 67.1. Funds given (or given as charity) by natural persons, charity organizations and charity foundations received according to the procedure defined by the LR Laws;
 - 67.2. funds allocated by AK according to the procedure defined by LR Law on Education and Studies;
 - 67.3. support from non-government and international public organizations;
 - 67.4. interest paid by credit institutions for stored AK SE funds;
 - 67.5. funds from borrowed capital;
 - 67.6. funds from organizes events;
 - 67.7. other legally obtained funds.
68. AK SE may have, according to the right of property, tangible and intangible assets, as well as assets that are necessary for implementation the goals defined by the Statute.
69. AK SE funds are allocated to:
- 69.1. cover expenses of AK SE activities, organized events and projects;
 - 69.2. cover expenses of AK SE guest reception and business trips of AK SE members;
 - 69.3. cover expenses of acquisition and maintenance of things that are necessary for AK SE performance;
 - 69.4. to hire employees of AK SE;
 - 69.5. other AK SE activities which is necessary for achieving the goals and objectives defined by the Statute.

SECTION VII CHANGING AND SUPPLEMENTING OF STATUTE

70. AK SE Statute can be changed and supplemented by the majority of the Conference participants vote.
71. The draft on the Statute changes may be presented by the President, $\frac{1}{3}$ of Board members, or a delegate of the Conference provided he/she has approval of no less than $\frac{1}{10}$ participants of the Conference.
72. The draft on the Statute changes has to be presented in writing and disseminated to the participants of the Conference no later than a week till the Conference, except the case, when the draft is presented by the delegates during the Conference.
73. The changes and supplements shall come into power after registering them according to the procedure defined by the LR legislation.

**SECTION VIII
DISSEMINATION OF INFORMATION**

74. AK SE public notices are publicized on AK SE website www.atstovybe.lt, AK SE social network profiles, information boards, media or by other methods.
75. The members are informed about AK SE activities by e-mail. At a member request, the President provides conditions for them to see the documents on AK SE activities in AK SE headquarters;

**SECTION IX
FINAL PROVISIONS**

76. This Statute is made basing on the Quality Standard of Lithuanian Student Union.
77. The decisions on AK SE structure, performance, re-arrangement or liquidation are taken by the Conference at the $\frac{2}{3}$ majority of vote.
78. On terminating the AK SE activities, the Conference forms a liquidation Commission which organizes AK SE liquidation, announces about that in the media, solves the issues on using AK SE sources and assets not violating the valid LR laws.
79. The Statute may be changed by the $\frac{2}{3}$ majority of the Conference participants vote. The changes shall come into power, when registered according to the procedure defined by LR legislation.

President

Aurimas Žvirblys