

# VYTAUTAS MAGNUS UNIVERSITY STUDENT REPRESENTATIVE COUNCIL

## RULES OF PROCEDURE

### I. General

1.1. The following abbreviations are used in these rules of procedures:

VMU SRC – VMU Student Representative Council;  
Student Parliament – VMU Student Parliament;  
Parliament Chairperson – Chairperson of the VMU Student Parliament;  
President – President of the VMU SRC;  
Vice-President – Vice-President of the VMU SRC;  
Chairperson – Chairperson of a VMU SRC branch;  
Branch – VMU SRC branch;  
Office – VMU SRC Office;  
Branch Office – VMU SCR Branch Office;  
Board – VMU SRC Management Board;  
Chairperson of the Board – Chair of the VMU SRC Management Board;  
Audit Committee – VMU SRC Audit Committee;  
Alumni – VMU SRC Alumni;  
Honorary Members – VMU SRC Honorary Members.

1.2. These regulations establish the activities and accountability of the VMU SRC management bodies and set out the VMU SRC election procedure.

1.3. Unless otherwise specified, elections are held by open ballot.

1.4. Decisions are made by a simple majority (50% + 1) of the members participating in the meeting, unless otherwise specified.

1.5. If candidates receive an equal number of votes, additional elections are held, in which the candidates who received the most votes participate.

All people who are elected or delegated must be VMU students, unless the Statutes provide otherwise. Their powers shall expire upon their resignation, change of study level, or if the VMU Student Parliament decides otherwise.

### II. Elections to the management and supervisory bodies of VMU SRC

#### 2.1. Elections to the Student Parliament

- 2.1.1. The Student Parliament is the highest management body of VMU SRC, elected by secret ballot for a one-year term. The procedure for electing the Parliament is defined in points 2.2.6, 2.2.7, and 2.2.8 of the regulations.
- 2.1.2. The number of members of the Student Parliament is determined as follows:
  - 2.1.2.1. Each calendar year, by decision of the Board, based on the number of students submitted by VMU on October 1 of the previous academic year based on the number of students submitted by VMU, taking into account the number of students in bachelor's and master's degree programs and integrated study programs in the university's academic departments, and in doctoral studies – in scientific fields.
  - 2.1.2.2. The number of Student Parliament members representing a university academic department is determined according to the 2+1/200 student representative election ratio rule (two quota representatives of the university academic department; one student represents two hundred students). Doctoral programs – 1 representative + 1 additional representative per 100 (one hundred) students in the same field of study.
  - 2.1.2.3. Additional requirements for determining the number of members of the Student Parliament:
    - 2.1.2.3.1. If an odd number is obtained when determining the final number of students to be elected to the Student Parliament, which is allocated to a specific academic unit or field of study of the relevant study level university academic department or field of study, this number shall be rounded to a whole number according to the rules of mathematics, i.e. if it is  $\geq 0.5$ , it shall be rounded up, if  $< 0.5$ , it shall be rounded down.
- 2.2.4. The Board, in accordance with the established number of members of the Student Parliament and their election structure according to the relevant level of study, in a specific university academic department or field of study, announces the elections to the Student Parliament and their start date, the procedure for organizing the elections, the deadline for collecting signatures, and the date of the elections.
- 2.2.5. VMU students have the active and passive right to vote in the elections to the Student Parliament.
- 2.2.6. The procedure for nominating VMU students as candidates for membership of the Student Parliament according to study levels:
  - 2.2.6.1. Candidates for the Student Parliament from bachelor's and integrated study programs must be supported by 20 students from the same academic department of the same university, and candidates from master's study programs must be supported by 10 students from the same academic department of the same university Applications (Appendix No. 1) to become a candidate must be submitted no later than 48 hours before the start of the election to the Student Parliament announced by the Board.

- 2.2.6.2. Doctoral students running for membership of the Student Parliament must submit an application (Appendix No. 2), which must be submitted no later than 48 hours before the start of the elections to the Student Parliament announced by the Board.
- 2.2.6.3. If the number of candidate applications does not constitute 50% of the future Parliament, the Board shall announce a new election date and extend the deadline for applications.
- 2.2.7. Student Parliament elections:
  - 2.2.7.1. The voting procedure established by the Board shall be followed and the specified deadlines shall be observed when voting electronically using the VMU intranet system.
  - 2.2.7.2. Elections for the new Parliament shall take place no later than the second Monday of October.
- 2.2.8. Voting procedure for elections to the Student Parliament:
  - 2.2.8.1. During elections to the Student Parliament, each student shall have only one vote.
  - 2.2.8.2. During elections to the Student Parliament, bachelor's and master's degree students and students of integrated studies have the right to vote only for the representative of their university academic department, while doctoral students have the right to vote for representatives of all fields of study.
  - 2.2.8.3. The Board is responsible for the reliability of the voting data and the smooth running of the voting procedure.
  - 2.2.8.4. In the Student Parliament elections, the student who is elected as a member of parliament is the student whose number of votes, after ranking, fits into the established quota from the faculty.
  - 2.2.8.5. After announcing the end of voting, the Board must announce the election results within 48 hours. The announcement of the results marks the official end of the elections to the Student Parliament.
- 2.2.9. The term of office of the newly elected members of the Student Parliament shall commence after their first meeting of the Student Parliament with the President, which shall take place no later than two weeks after the date of the announcement of their election.

## **2.2. Presidential elections**

- 2.2.1. Candidates for the office of the President shall be registered by the Chairperson of the Board no later than four weeks before the presidential elections, provided that their candidacy is supported by at least 50 VMU students (Appendix No. 4). At least three weeks before the election, the candidate shall submit a draft action plan and a letter of motivation. At least two weeks before the election, the Board shall organize a public debate between the candidates for the office of the President.
- 2.2.2. The Board announces the start of the presidential election, the organization procedure, and the election date.

- 2.2.3. The President is elected by secret ballot of the Student Parliament, by a simple majority of votes. If no candidate secures a majority in the first round of voting, a second round of voting shall be held, in which the two candidates who received the most votes in the first round shall participate.
- 2.2.4. If the candidates for the office of the President receive an equal number of votes, a repeat vote shall be held.
- 2.2.5. If the President is not elected, new elections are announced, and the duties of the President are temporarily performed by the Chairperson of the Board.
- 2.2.6. The term of office of the newly elected President begins on the day after the reporting and election meeting of the Student Parliament.

### **2.3. Election of the Chairperson of the VMU SRC division**

- 2.3.1. The Chairperson shall be elected by the Student Parliament for a one-year term and for no more than two consecutive terms.
- 2.3.2. Candidates for chairperson shall be registered by the chairperson of the Board at least two weeks before the election, provided that their candidacy is supported by at least 30 students of that academic division, and they shall also submit a draft action plan and a letter of motivation.
- 2.3.3. Election of the Chairperson
  - 2.3.3.1. The Chairperson shall be elected by all members of the Parliament.
  - 2.3.3.2. First, the votes of the members of the Student Parliament of that unit shall be counted:
    - 2.3.3.2.1. If there is a majority (50%+1) in favor of the chairperson in the vote of the members of the division in the parliament, the chairperson shall be elected by a majority of the members of the parliament.
    - 2.3.3.2.2. If there is no majority in favor of the chairperson in the vote of the members of the division in the parliament, the chairperson shall not be elected.
    - 2.3.3.2.3. If the votes of the members of the division parliament on the chairperson are equally divided, the total votes of the members of parliament shall be counted and the candidate with the most votes shall be elected.

### **2.4. Board elections**

- 2.4.1. The Board may be composed of persons who are members of VMU SRC, volunteers of VMU SRC, honorary members, and/or alumni.
- 2.4.2. Persons wishing to run for the Board must submit their application (Appendix No. 3) to the President no later than 3 working days before the Board elections.
- 2.4.3. During the vote:
  - 2.4.3.1. Members of Parliament elect the members of the Board.

- 2.4.3.2. Each candidate for the Board is elected by secret ballot at a meeting of the Student Parliament.
- 2.4.3.3. From among its members, the Board elects the Chairperson of the Board by secret ballot by a simple majority during its first meeting.
- 2.4.3.4. The Chairperson of the Board takes office after the results are announced.

## **2.5. Election of the Audit Committee**

- 2.5.1. The Audit Committee shall consist of 5 members.
- 2.5.2. The Audit Committee shall be elected by the Student Parliament for a term of one year.
- 2.5.3. The Chair of the Audit Committee shall be elected from among its members by the members of the Audit Committee during the reporting session of the Student Parliament.

## **III. Rights and responsibilities of the management and supervisory bodies of VMU SRC**

### **3.1. Parliament**

- 3.1.1. The Parliament is the highest management body of VMU SRC.
- 3.1.2. It is composed of representatives of the university's academic departments, democratically elected in accordance with the rules of procedure of VMU SRC.
- 3.1.3. Activities of the Student Parliament:
  - 3.1.3.1. adopts, supplements, and amends the statutes, procedural rules, and regulations of VMU SRC
  - 3.1.3.2. may introduce an annual membership fee, determine its amount, and establish the procedure for paying this fee.
  - 3.1.3.3. Upon the recommendation of the President, the members of the VMU Council, Senate, Academic Councils, Faculty Councils, Dispute and Ethics Committees delegated by the VMU SRC.
  - 3.1.3.4. In accordance with the VMU SRC Rules of Procedure:
    - 3.1.3.4.1. Elects the President.
    - 3.1.3.4.2. Accepts the resignation of the President.
    - 3.1.3.4.3. Upon the recommendation of the Board or at the request of more than half of all members of the Student Parliament, considers and decides on the dismissal of the President.
    - 3.1.3.4.4. elects and dismisses members of the Board by secret ballot.
    - 3.1.3.4.5. elects and dismisses members of the Audit Committee.
    - 3.1.3.5. accepts the resignation of persons elected and/or delegated by the Student Parliament from VMU SRC;

- 3.1.3.6. proposes, supplements, amends, submits proposals, and approves resolutions and public positions.
- 3.1.3.7. may, by a majority vote of all elected members, request a reconsideration of decisions made by the University's self-governing bodies relating to students.
- 3.1.3.8. considers and approves the activity and financial report of VMU SRC, considers and approves the reports of the Audit Committee and the Board.
- 3.1.3.9. Decides on other issues related to VMU SRC and falling within the competence of the Student Parliament, unless these issues are essentially assigned to the functions of other management or executive bodies.
- 3.1.3.10. Approves Honorary members.
- 3.1.4. Student Parliament meetings are open. The Chairperson of VMU Student Parliament announces the date, place, and time of the meeting no later than one week before the meeting.
- 3.1.5. Election of the Chairperson of VMU Student Parliament:
  - 3.1.5.1. The Chairperson of VMU Student Parliament shall be elected at the first meeting of the new term of the Parliament by a simple majority of votes. If the Chairperson of VMU Student Parliament is not elected at the first meeting of the new Parliament, he or she shall be elected at the next meeting of the Student Parliament. Until the Chairperson of VMU Student Parliament is elected, the meeting of the Student Parliament shall be chaired by the President of the Student Representative Council.
- 3.1.6. Meetings of the Student Parliament shall be convened at least once per quarter and shall be chaired by the Chairperson of VMU Student Parliament or his/her delegate.
- 3.1.7. The meeting of the Student Parliament shall be convened by the Chairperson of VMU Student Parliament no later than one week in advance, specifying the date, place, and time, and no later than three days in advance, submitting the draft agenda and accompanying documents. Members of the Student Parliament shall be informed about the meeting by e-mail. The Chairperson of VMU Student Parliament sends notifications to the members of the Student Parliament to their specified email addresses.
- 3.1.8. An extraordinary meeting of the Student Parliament shall be convened by the Speaker of the Parliament upon receipt of a request signed by at least 1/2 of all elected members of the Student Parliament or a request from the Audit Committee.
- 3.1.9. The Chairperson of VMU Student Parliament must convene an extraordinary meeting of the Student Parliament within 10 working days of the date of submission of the request. If the Chairperson of VMU Student Parliament fails to convene an extraordinary meeting of the Student Parliament within the specified time limit, shall automatically lose his or her powers, and the meeting shall be convened by the Chair of the Board within 5 working days.

- 3.1.10. The Student Parliament shall be legitimate if more than 1/2 of the members elected to the Student Parliament participate in it.
- 3.1.11. If there is no quorum in the Student Parliament, a repeat Student Parliament shall be convened, which shall have the right to take decisions on the agenda items of the failed Student Parliament, regardless of how many members of the Student Parliament participate in it.
- 3.1.12. A repeat Student Parliament meeting shall be convened on the initiative of the Chairperson of VMU Student Parliament no later than 10 working days after the failed Student Parliament meeting.
- 3.1.13. Decisions of the Student Parliament shall be adopted:
  - 3.1.13.1. by a simple majority of the members participating in the meeting, unless these Statutes, the VMU SRC election regulations, or the Student Parliament provide otherwise.
  - 3.1.13.2. Decisions on the reorganization and liquidation of VMU SRC shall be adopted by a 2/3 majority of all elected members of the Student Parliament.
  - 3.1.13.3. Decisions on amendments and additions to the Statutes and the dismissal of the President shall be adopted by a majority vote of 2/3 of the members participating in the meeting.
  - 3.1.13.4. Decisions on the procedural rules and regulations of VMU SRC shall be adopted by a majority of more than 1/2 of all elected members of the Student Parliament.
- 3.1.14. For matters requiring urgent resolution, e-meetings may be organized, in which Parliament members vote using electronic means of communication.
  - 3.1.14.1. An e-meeting of the Parliament may only be announced for urgent matters. Such matters shall be accompanied by explanations as to why they are considered urgent.
  - 3.1.14.2. If 1/3 of the members of Parliament vote against during an e-meeting vote, a regular Parliament meeting shall be convened to decide on the issue.
  - 3.1.14.3. When announcing an e-meeting, documents related to decision-making, draft documents, and explanations must be provided. The voting period shall be no less than 24 hours. At the beginning of a student parliament meeting, the minutes of the previous parliament meeting or e-meeting shall be approved.

## **3.2. Student Parliament Meeting**

- 3.2.1. The Chairperson of Students Parliament is responsible for organizing the Student Parliament.

- 3.2.2. Student Parliament meetings are convened at least once per quarter and are chaired by the The Chairperson of Students Parliament or his/her authorized representative.
- 3.2.3. The Chairperson of Students Parliament convenes a Student Parliament meeting no later than one week in advance, specifying the date, place, and time, and no later than three days in advance, specifying the agenda items.
- 3.2.4. A member of the Student Parliament who is unable to attend a meeting of the Student Parliament shall have the right to appoint another member of the Student Parliament as a proxy by completing a power of attorney (Appendix No. 5), which shall be notarized and submitted to the Chair of the SRC Parliament.
- 3.2.5. Procedure of the Student Parliament meeting.
  - 3.2.5.1. Registration of participants.
  - 3.2.5.2. Opening of the Student Parliament meeting.
  - 3.2.5.3. The elected Committee verifies the credentials of the delegates, establishes the quorum, and determines legality of the decisions taken. The vote counting commission's mandate ends with the closing of the VMU Student Parliament meeting.
  - 3.2.5.4. Approval of the protocol of the previous meeting, including the protocols of e-meetings.
  - 3.2.5.5. Election of the secretary of the Student Parliament meeting.
  - 3.2.5.6. Approval of the agenda.
  - 3.2.5.7. Discussion of agenda items and adoption of decisions.
  - 3.2.5.8. Closure of the Student Parliament meeting.
- 3.2.6. The VMU SRC reporting and electoral meeting of the Student Parliament shall be convened by the Chairperson of the Parliament at least one week in advance, specifying the date, place, and time thereof and providing a draft agenda.
- 3.2.7. Internal proceedings of the VMU SRC reporting and electoral meeting of the Student Parliament:
  - 3.2.7.1. Registration of participants;
  - 3.2.7.2. Opening of the VMU SRC reporting and electoral meeting of the Student Parliament.
  - 3.2.7.3. Election of the Vote Counting Committee. The elected Committee verifies the credentials of the delegates, establishes the quorum, and determines the legality of the decisions adopted. The term of office of the Vote Counting Committee ends upon the closing of the VMU SRC reporting and electoral meeting of the Student Parliament.
  - 3.2.7.4. The VMU Student Parliament reporting and electoral meeting is chaired by the Parliament chairperson or his/her delegate.
  - 3.2.7.5. Approval of the protocol of the previous meeting, including protocols of e-meetings.
  - 3.2.7.6. Election of the Secretary of the Student Parliament meeting.

- 3.2.7.7. Approval of the agenda.
- 3.2.7.8. The President presents the activity and financial report of VMU SRC.
- 3.2.7.9. Approval of the President's activity and financial report.
- 3.2.7.10. Presentation of the activity and financial report of the division.
- 3.2.7.11. Approval of the Chairperson's report.
- 3.2.7.12. Presentation of the Board's report.
- 3.2.7.13. Approval of the Board's report.
- 3.2.7.14. Presentation of the Audit Committee's report.
- 3.2.7.15. Approval of the Audit Committee's report.
- 3.2.7.16. Elections of the President, Division, and members of the Board – candidate presentations
  - 3.2.7.16.1. The President, Chairperson, and Board are elected by secret ballot of the members of the Student Parliament.
  - 3.2.7.16.2. If candidates for the positions of president, chairperson, and board receive an equal number of votes, a repeat vote shall be held.
- 3.2.7.17. Election of the Audit Committee.
- 3.2.7.18. Closing of the VMU SRC reporting and electoral meeting of the Student Parliament.

### **3.3. President**

- 3.3.1. The President is the sole executive body and head of VMU SRC.
- 3.3.2. The President is elected by the Student Parliament.
- 3.3.3. Any VMU student who meets the requirements set out in the VMU SRC Rules of Procedure may be elected President.
- 3.3.4. The President is elected for a one-year term, but for no more than two consecutive terms.
- 3.3.5. The President begins his or her term on the day following the reporting and election conference.
- 3.3.6. The elected President becomes a member of the Board.
- 3.3.7. Rights and obligations of the President:
  - 3.3.7.1. Acts on behalf of VMU SRC and represents VMU SRC without special powers of attorney.
  - 3.3.7.2. Participates in meetings of the VMU Rectorate, Senate, or University Council with the right to vote without additional delegation.
  - 3.3.7.3. Concludes contracts that do not contradict the laws of the Republic of Lithuania and the Statutes, signs legal and financial documents, and is responsible for the activities of VMU SRC.
  - 3.3.7.4. Submits proposals to the Board regarding the employment of staff and the establishment of legal entities to achieve the goals and objectives of VMU SRC.

- 3.3.7.5. Submits to the Board for approval student representatives who, with the right to vote, are appointed to represent the interests of VMU students in institutions, organizations, and bodies in Lithuania and abroad.
  - 3.3.7.6. Delegates VMU SRC members to VMU institutions with the right to vote, except in cases where such members are delegated in accordance with the procedure established by the VMU SRC Statutes.
  - 3.3.7.7. Forms working groups (ad hoc committees) to perform certain tasks. The committees operate until they complete their tasks.
  - 3.3.7.8. Submits the VMU SRC activity and financial report to the Student Parliament for consideration and approval.
  - 3.3.7.9. With the approval of the Board, submits amendments and additions to the VMU SRC Statutes to the Student Parliament for consideration.
  - 3.3.7.10. Submits nominations for Honorary Members to the Board for consideration and to the Student Parliament for approval.
- 3.3.8. If the President is unable to perform his duties, such duties shall be temporarily performed by a person appointed by the President. In the event that the President loses his powers or in a force majeure situation where the President is unable to appoint another person, the duties shall be temporarily performed by the Chairperson of the Board.

#### **3.4. Chairperson of the Division**

- 3.4.1. The Chairperson is the sole governing body and head of the Division.  
4.26. The Chairperson is elected by the VMU Student Parliament.
- 3.4.2. Any VMU student of that academic division who meets the requirements set forth in the VMU SRC Regulations may be elected Chairperson. the requirements set forth in the VMU SRC Regulations.
- 3.4.3. The Chairperson is elected for a one-year term, but for no more than two consecutive terms.
- 3.4.4. The elected Chairperson becomes a member of the Board.
- 3.4.5. The Chairperson is directly accountable to the VMU Student Parliament, the Board, and the President.
- 3.4.6. Rights and duties of the Chairperson:
  - 3.4.6.1. to organize the work of the Unit, convene meetings, and chair them; 4.31.2. coordinate their actions with the President when representing the students of the academic unit within and outside VMU;
  - 3.4.6.2. be an ex officio (by virtue of their position) member of the Council of the academic unit 4.31.4. Appoint and dismiss persons responsible for the activities of the Unit;
  - 3.4.6.3. coordinate and organize the implementation of the resolutions of the Parliament, the Board, and the President;

- 3.4.6.4. ensure that the annual activity plan of the Unit is prepared and implemented in accordance with the objectives set out in the VMU SRC Statutes;
- 3.4.6.5. submit the annual activity plan to the Board for consideration and approval;
- 3.4.6.6. propose Honorary Members to the President;
- 3.4.6.7. If the Chairperson loses their authority or in a force majeure situation where the Chairperson is unable to appoint another person, their duties shall be performed by a person authorized by the Board.
- 3.4.6.8. The person temporarily performing the duties of the Chairperson shall announce the election of a new Chairperson within 10 working days.

### **3.5. Board**

- 3.5.1. In accordance with the VMU SRC Rules of Procedure, the 6 members of the Board are approved by the Student Parliament.
- 3.5.2. Members of the board cannot simultaneously serve as heads of legal entities established by VMU SRC.
- 3.5.3. The Board is formed for a term of one year. The number of terms for the same person is not limited.
- 3.5.4. The Board begins its activities after the general meeting of the Student Parliament that formed it has concluded and performs its functions until a new Board is elected.
- 3.5.5. The Student Parliament may recall the entire Board or individual members of it, and a Board member may resign before the end of the Board's term. If a Board member is recalled or resigns, another person may become a Board member in accordance with this regulation and the organization's statutes, elected by the Student Parliament.
- 3.5.6. Rights of Board members:
  - 3.5.6.1. to speak at Board meetings, to make comments and proposals on the agenda of the meeting and the issues discussed at the meeting;
  - 3.5.6.2. propose to convene a Board meeting;
  - 3.5.6.3. familiarize themselves with the working documents of the Board and their drafts;
  - 3.5.6.4. familiarize themselves with the documents available to the association;
  - 3.5.6.5. participate in the preparation of the association's activity plans;
  - 3.5.6.6. submit various proposals related to the association's activities to the Student Parliament and the President;

- 3.5.6.7. have the right to coordinate the association's leader's projects regarding the organization of the association's activities and changes to its internal structures;
  - 3.5.6.8. has the right to participate as an observer in competitions organized by the head of the association for the positions of department heads;
  - 3.5.6.9. has the right to receive from the head of the association the information necessary to perform the functions specified in these working regulations and to perform other functions, provided that they do not conflict with the laws of the Republic of Lithuania.
- 3.5.7. Duties of the members of the Board:
- 3.5.7.1. to comply with these rules and the association's articles of association;
  - 3.5.7.2. analyze the activities of the association, familiarize themselves with the working documents of the Board, and submit proposals;
  - 3.5.7.3. regularly attend Board meetings and notify the Chair of the Board in advance if they are unable to attend a meeting for important reasons;
  - 3.5.7.4. listen to and evaluate the annual activity report prepared by the head of the association
  - 3.5.7.5. prepare and submit the Board's work report to the Student Parliament.
- 3.5.8. Organization of the Board's work:
- 3.5.8.1. The Board shall organize its work according to its own plan, which shall specify the topics of the meetings, the indicative dates of the meetings, and the persons responsible for preparing the issues, as well as other work of the Board.
  - 3.5.8.2. The meeting of the newly elected members of the Board shall be convened by the President. The Board must convene for its first meeting within two weeks of its election.
  - 3.5.8.3. The Board elects the Chair of the Board from among its current members by a simple majority vote for a term of one year. The Chair of the Board may be removed from office.
  - 3.5.8.4. The Chairman of the Board:
    - 3.5.8.4.1. leads the Board, organizes its work, and chairs its meetings, and in his/her absence, another member of the Board authorized in writing by him/her.
    - 3.5.8.4.2. reports to the Student Parliament on the activities of the Board;
    - 3.5.8.4.3. upon receiving a request signed by 1/2 of all elected members of the VDU Student Parliament to convene an extraordinary meeting of the VDU Student Parliament, shall convene an extraordinary meeting of the Student Parliament within 10 (ten) working days from the date of receipt of the request meeting within 10 (ten) working days of receiving the request.

- 3.5.8.5. The Board and the coordinators of the VDU SA committees shall ensure the implementation of the resolutions adopted by the Student Parliament.
- 3.5.8.6. The Board shall consider and adopt resolutions on all matters within the competence of the VDU SA:
  - 3.5.8.6.1. considers the current regulatory documents governing the legal status of students and their organizations, and prepares recommendations for their improvement;
  - 3.5.8.6.2. upon the recommendation of the President, approves student representatives who are appointed to represent the interests of VDU students in Lithuanian and foreign to represent the interests of VDU students in Lithuanian and foreign agencies, organizations, and institutions;
  - 3.5.8.6.3. participates in the preparation and consideration of draft documents and acts concerning the rights and obligations and legitimate interests of students;
  - 3.5.8.6.4. discusses cooperation with other organizations and movements, participation in national and international organizations, membership, and other issues;
  - 3.5.8.6.5. approves honorary members upon the recommendation of the President;
  - 3.5.8.6.6. forms committees to address current issues;
  - 3.5.8.6.7. decides on strategic issues related to the implementation of VDU SA activities.
- 3.5.8.7. Board meetings:
  - 3.5.8.7.1. The main form of decision-making by the Board is meetings. Board meetings are convened at least once per quarter. An extraordinary Board meeting is convened by the President, at the initiative of at least half of the Board members or the Audit Committee. An extraordinary Board meeting must be convened no later than within 10 (ten) working days of the proposal being submitted to the Chairman of the Board. In this case, the meeting shall be chaired by a member of the Board elected as chairperson of the meeting.
  - 3.5.8.7.2. Members of the Board shall be notified of the meeting and the preliminary agenda no later than five days before the date of the Board meeting. Information about the meeting shall be provided through the representative office's information channels and by email specified by the Board member. The latter deadline may be waived if, after informing all Board members, 5/7 of the Board members agree to convene the meeting.

- 3.5.8.7.3. Remote meetings may be held to address urgent issues, during which Board members vote using electronic means of communication:
- 3.5.8.7.3.1. remote Board meetings may only be announced for urgent matters. Such matters shall be accompanied by explanations as to why they are considered urgent;
  - 3.5.8.7.3.2. ensuring the implementation of the principles of transparency of the Board's activities and collegial decision-making, if 1/3 of the Board members object to the decision on the issue during the vote, a regular Board meeting shall be convened;
  - 3.5.8.7.3.3. When announcing a remote Board meeting, draft documents related to decision-making must be submitted. The voting period shall not be less than 24 hours.
- 3.5.8.7.4. All documents related to the agenda items shall be submitted to the Board members and Student Council members no later than one working day before the meeting. This point may be disregarded when convening a remote Board meeting.
- 3.5.8.7.5. The agenda of the Board meeting must include, among other things, the following items: approval of the meeting agenda, issues proposed for consideration by the Board.
- 3.5.8.7.6. Consideration of the agenda items shall begin with the presentation of individual agenda items and hearing the opinions of the Board members. The items shall be presented by the chair of the meeting and/or another person appointed by the chair of the meeting. After the chair of the meeting, other persons participating in the meeting may also express their opinions. The duration of a meeting participant's speech shall be determined by the chairperson of the meeting, taking into account the nature and relevance of the issue; with the permission of the chairperson of the meeting, the meeting participant shall have the right to reply.
- 3.5.8.7.7. If new issues have been added to the agenda of the meeting, they shall be presented by the persons who proposed them.
- 3.5.8.7.8. Board meetings are open unless the Board decides otherwise. The Audit Committee has the right to participate in closed meetings.
- 3.5.8.7.9. Persons who do not comply with the rules of order and decorum or otherwise interfere with the work of the Board may be removed from the meeting by decision of the Chairman of the Board. Such a decision by the Chairman of the meeting shall be recorded in the minutes.

- 3.5.8.7.10. A Board meeting shall be lawful if more than half of the Board members are present, Board decisions shall be adopted by a majority vote of the Board members participating in the meeting. If the votes are evenly divided, the person chairing the Board meeting shall have the casting vote.
- 3.5.8.7.11. At the end of each meeting, the agenda for the next regular meeting and the further work plan shall be discussed. Proposals for the agenda shall be submitted by the members of the Board.
- 3.5.8.7.12. **The minutes of the Board meeting shall specify:**
  - 3.5.8.7.12.1. the place and time of the meeting;
  - 3.5.8.7.12.2. the members of the Board who attended the meeting;
  - 3.5.8.7.12.3. the issues discussed;
  - 3.5.8.7.12.4. the decisions taken;
  - 3.5.8.7.12.5. the number of Board members who voted for each of the decisions;
  - 3.5.8.7.12.6. the number of Board members who voted against the adopted decision, and if they expressed their request verbally or in writing, their names and the reasons and arguments for their vote against shall be indicated;
  - 3.5.8.7.12.7. at the request of the members of the Board who spoke or participated in the discussion, submitted verbally during the meeting, the minutes shall briefly summarize the essence of their statements.
- 3.5.8.7.13. The minutes of the Board meeting shall be submitted to the Board members for review within 5 (five) days after the meeting.
- 3.5.8.7.14. Board members may submit comments on the minutes of the meeting to the secretary of the meeting and the chair of the Board within 5 (five) working days after the minutes of the meeting have been submitted to the Board members for review.
- 3.5.8.7.15. Board members who did not attend the Board meeting, did not authorize another Board member to vote and/or speak at that meeting, and whose votes were not counted in the vote count, may submit their separate opinion on the issues discussed at the meeting in writing to the chair of the meeting on the issues discussed at the meeting within 7 (seven) days after they learned or should have learned about such a decision. A separate opinion submitted in writing in a timely manner shall be attached to the minutes.
- 3.5.8.7.16. Once the final version of the minutes of the Board meeting has been approved, it shall be submitted to the members of the Student Representation within 7 working days.

- 3.5.8.7.17. If necessary, other members of the association or third parties may be invited to the Board meeting.
- 3.5.8.8. The President shall be responsible for ensuring appropriate working conditions and technical support for the Board.
- 3.5.8.9. The minutes of the Board meetings, the materials presented at the meetings, and other materials shall be stored in accordance with the procedure established by law. The decisions of the Board shall be lawful if more than half of its members participate in their adoption. The President or other members of the Board must recuse themselves when issues that may give rise to a conflict of interest between the association and personal interests are discussed at the meeting.

### **3.3. Audit Committee**

- 3.3.1. The Audit Committee shall exercise financial and activity control over VMU SRC, its divisions, and legal entities.
- 3.3.2. The Audit Committee shall consist of 5 members. The members of the Audit Committee shall be elected by the Student Parliament for a one-year term . The chairperson of the Audit Committee is elected from among its members during the reporting and electoral meeting. The Audit Committee is elected for a one-year term.
- 3.3.3. Members of the Audit Committee may not, at the same time, serve as the President, Chairperson, members of the Board or the Office, or as heads of the management and executive bodies of legal entities established by VMU SRC.
- 3.3.4. The main form of decision-making of the Audit Committee is meetings.
- 3.3.5. All decisions of the Audit Committee are taken unanimously.
- 3.3.6. The Audit Committee:
  - 3.3.6.1. Examines and assesses the legality, appropriateness, and effectiveness of VMU SRC, its divisions, and established legal entities, and submits related conclusions and recommendations to the relevant institutions.
  - 3.3.6.2. Performs financial control of VMU SRC and its divisions and established legal entities.
  - 3.3.6.3. Performs inspections of VMU SRC and its divisions and established legal entities on its own initiative, on the instructions of the Student Parliament or at the request of the Board.
  - 3.3.6.4. After conducting an inspection, the Audit Committee shall submit recommendations and conclusions.
  - 3.3.6.5. Upon identifying financial and/or activity violations, the Audit Committee shall have the right to initiate an extraordinary meeting of the Student Parliament.

- 3.3.7. The work of the Audit Committee shall be organized, and meetings shall be convened and chaired by the chairperson of the committee or a person appointed by the chairperson of the committee.
- 3.3.8. The Audit Committee shall meet at least once a quarter.
- 3.3.9. A meeting shall be considered valid if at least 2/3 of the members of the Audit Committee are present.
- 3.3.10. The Audit Committee shall carry out audits of the activities of the Student Representation or individual Structural Units on its own initiative or upon instruction of the Student Parliament or the Board.
- 3.3.11. Any member of the Student's Representative Council, a governing body, a student, or any other interested person may submit an inquiry to the Audit Committee regarding the effectiveness of the activities of the Student's Representative Council or its individual structural units, or regarding compliance with legal acts related to the activities of the Student's Representative Council. A reasoned response to the inquiry shall be provided to the person or governing body that submitted the inquiry no later than within 10 working days from the date of submission.
- 3.3.12. Members of the Audit Committee shall have the right to participate in all meetings of the Student Parliament and the Board as observers.
- 3.3.13. VMU SRC, its divisions, and established legal entities shall, at the request of the Audit Committee, submit the requested documents and other data no later than 10 working days from the date of receipt of the request.
- 3.3.14. The Audit Committee shall present its report to the Student Parliament during the reporting meeting of the Student Parliament.
- 3.3.15. If the Audit Committee fails to submit a financial and/or activity report to the Student Parliament within 30 days from the date of the reporting meeting of the Student Parliament, VDU SA shall be subject to an independent financial and/or activity audit.
- 3.3.16. The President or a person authorized by the President shall, no later than 14 days from the submission of the independent audit findings, present the findings of the financial audit to the Student Parliament.
- 3.3.17. A vote of no confidence in a member of the Audit Committee may be initiated by at least one half of the members of the Board or one half of the members of the Student Parliament. Upon the expression of no confidence by the members of the Student Parliament or the Board, a resolution shall be adopted to convene an extraordinary meeting of the Student Parliament. A decision on no confidence in a member of the Audit Committee shall be deemed adopted, and the member shall be removed from the Audit Committee, if it is approved by a simple majority of the members participating in the meeting of the Student Parliament.
- 3.3.18. The powers of a member of the Audit Committee shall expire when he or she completes his or her term of office, resigns, is dismissed, and/or when a new member of the Audit Committee is elected to replace him or her.

3.3.19. The President shall be responsible for ensuring appropriate working conditions and technical equipment of the Audit Committee shall be the responsibility of the President.

**3.4. Structural units**

3.4.1. The structural units of the Student Representation are organizational units approved by the Board upon the recommendation of the President.

3.4.2. The structural units of the Student Representation shall operate in accordance with their own statutes. The statutes of the structural units shall be approved by the Board.

3.4.3. The Chairperson of a structural unit shall be elected by the Student Parliament

3.4.4. At the end of the term of office, the Chairperson of a structural unit shall submit an activity report to the Student Parliament for approval.

3.4.5. The President may submit proposals to the Board regarding the establishment of structural units, the approval of their statutes, and the termination of their activities.

**IV. Final provisions**

4.1. The Rules of Procedure shall enter into force on November 27, 2020.