

Management College By-Laws

Issued under the Higher Education Act

Section 10¹, first article

I. General provisions

1. The Management College (hereinafter referred to as "the College") founded by Normunds Gutmanis, Ivars Burčiks and Rolands Veinbergs (hereinafter all together referred to as the Founder) is a commercial company which provides persons after obtaining of secondary education (hereinafter - students) the possibility to acquire first level higher professional education and fourth level professional qualification.
2. The College's study process is implemented in partnership with the Limited Liability Company "Baltic International academy".
3. Name of College:
 - 3.1. in Latvian – Vadības koledža;
 - 3.2. in English - *Management College* .
4. The legal address of the College - Lomonosova Street 1 bldg. 4, Riga, LV-1019.
5. The College's representative and governing body, as well as its decision-making body for study and research issues, is the College Council (hereinafter – the Council) and the Head of the College (hereinafter - Director). The Council shall be a collegiate management and decision-making body for the staff of the College. The Director is the highest official of the College, who implements general administrative and financial management and is the College's official representative for all college matters.
6. The College's highest governing and decision-making body in strategic, financial and economic issues is the Board established by the founder (hereinafter – the Board). The Board shall have all the rights and obligations specified in the statutes and these by-laws.
7. The College shall act in accordance with these By-Laws and other laws and regulations.

8. The work of the College shall be aimed at the acquisition of knowledge and skills in business administration in accordance with a particular study programme or the continuing education programme.
9. The College may have its own flag, emblem, motto and anthem.
10. The College may establish associations and foundations.

II. Basic activities and tasks of the College

11. The basic direction of the College's activities are the following:
 - 11.1. to develop and implement first level vocational higher education programmes (hereinafter - study programmes);
 - 11.2. in implementing the educational process, promote the development of the personality of students and ensure the possibility of obtaining first-level vocational higher education and fourth-level vocational qualification;
 - 11.3. to provide students with the opportunity to prepare for further education to obtain a second level vocational higher education and fifth level professional qualification.
12. The tasks of the College shall be:
 - 12.1. to develop study programmes and organize their implementation in accordance with profession standards and national vocational education standards;
 - 12.2. to develop examination contents and methods, as well as organize professional qualification examinations;
 - 12.3. to theoretically and practically train qualified specialists, who are competitive in the labour market, observing the labour market demand and supply;
 - 12.4. ensure the quality level of the study process and examinations so that professional education acquired in the College is recognised in Latvia and abroad;
 - 12.5. to carry out scientific activities, to pursue research and artistic innovation, and to carry out studies according to the study profile and to promote the research work of students;
 - 12.6. to organize events appropriate to the College's core activities (such as public courses, lectures, conferences);
 - 12.7. to cooperate with Latvian and foreign educational institutions and employers in the field of vocational education;
 - 12.8. to inform the society about the activities of the College and the possibilities of acquiring vocational education in the College;

12.9. to carry out economic and other activities which do not conflict with regulatory enactments and basic courses of college activity;

12.10. participate in the development and implementation of various projects and project competitions, including development of educational policies, content of education, social integration, public relations, public communication fields;

12.11. to develop and implement vocational continuing education and vocational training programs.

III. Council

13. The election of the Council shall be organized by the Director. The Director and the member of the Board shall be included in the Council without election. The representatives for work in the Council shall be elected from among the academic and general staff, by voting for the candidates nominated at the meeting of the academic and general staff. The representatives of students shall be delegated to work in the Council by the College's Student Government.

14. The Council shall consist of 10 members:

14.1. the director;

14.2. one member of the Board;

14.3. three representatives of the academic staff;

14.4. one representative of the general staff;

14.5. two representatives delegated by the Student Government;

14.6. two representatives of employers or professional organizations.

15. The Council shall elect a Chairman and a Secretary from among the Council members. The proceedings of the Council shall be recorded and the secretary shall keep the records.

16. The procedure for election of representatives and the chairman of the Council shall be determined by the Regulations of the Council. The Regulations shall be approved by the Board.

17. The composition of the Council shall be approved by the Board. The term of office of the Council shall be three years.

18. The Council shall:

18.1. approve study programs, self-evaluation reports on the implementation of study programmes, as well as decide on development and implementation of new study programmes;

18.2. approve the directions of research and scientific activities;

18.3. after coordination with the Board, approve the Regulations on academic and administrative position in the college and election procedures for these positions;

- 18.4. approve, by agreement with the Board, the regulations governing the study and examination procedures at the College;
 - 18.5. draw up and approve the College's internal Regulations;
 - 18.6. support and facilitate the activities of the Student Government, as well as approve the regulations of the Student Government;
 - 18.7. approve the college flag, emblem, motto and anthem;
 - 18.8. decide on other matters which, in accordance with regulatory enactments and these Regulations, fall within the competence of the Council
19. The Council shall be convened on the proposal of its Chairman, the Director, the Board or at least five Council members. The Council shall meet at least once every two months.
20. The Council shall be entitled to decide if at least two-thirds of its members participate in the meeting. Decisions shall be taken by a simple majority, voting openly or by secret ballot. Vote by secret ballot if at least five of the members of the Council present request so. If, voting openly, there is equality of votes of the members of the Council, the vote of the Chairperson of the Council shall be decisive. If, voting by secret, there is equality of votes of the members of the Council, a re-vote shall be held.
21. The Director shall have a suspended veto over the decisions of the Council. Following the veto the Conciliation Commission reviews the issue. The Conciliation Commission shall be established by the Council, specifying the procedures for the operation thereof. It shall consist of the Director, the Chairman of the Council, one member of the Board and one representative from academic staff, general staff and students. The Conciliation Commission shall act in an open vote by a simple majority. The decision of the Conciliation Commission shall be approved at the next meeting of the Council. A Council decision shall enter into force if, by secret vote, at least two-thirds of the members of the Council present voted „for”.
22. The decisions of the Council on strategic, financial and economic matters shall take effect upon their approval by the Board.
23. The Council may establish advisory councils and approve Regulations to deal with particular matters.
24. A member of the Council may be withdrawn by the meeting of the staff group by which the member of the Council was elected. The procedures for the withdrawal of a member of the Council shall be determined by the by-laws of the Council. The member of the Board shall be withdrawn by the decision of the Board. A representative delegated by employers or professional organisations shall be withdrawn by decision of that organisation on a proposal from the Council or the

organisation. The student representative or representatives shall be withdrawn by a decision of the self-government of the students.

IV. Director

25. The Director shall be recruited and dismissed by the Board. The Director's term of office shall be five years. The director shall have a university degree and at least five years' teaching or research experience, as well as at least three years' experience in a managing position.

26. The Director shall:

26.1. issue binding orders to the College staff;

26.2. decide on the rational use of the College's resources within its mandate;

26.3. determine, after coordination with the Board, the number of position units in the college;

26.4. organize elections of the Council, academic and administrative staff;

26.5. submit to the Board and the founder the annual report on the College's activities and ensure that it is published in the College website;

26.6. approve, after coordination with the Board and the Higher Education Council, additional requirements regarding the person's special prior education, special aptitude and readiness for admission to the particular study programme;

26.7. coordinate and implement cooperation with institutions and society, represent the College in international relations;

26.8. perform other tasks as defined in these Regulations.

27. The Director shall be removed from office on a proposal from the Council or the Board if violations of regulatory enactments have been determined in the work of the Director, ensuring the functioning of the college. The procedures by which the dismissal of the director is to be proposed shall be determined in the by-law regarding academic and administrative positions in college

V. College Departments

28. To perform educational process, research, organizational, economic and service work, the College may form structural units.

29. The tasks, functions and rights of a structural unit shall be specified in the regulations of the structural unit. The head of the unit is responsible for the work of the unit.

30. The basic unit of the College for Education and Research is the department.

31. A department is a unit which implements study programs of related profiles. The task of the department is to implement the study programs, conduct research and promote scientific research in

collaboration with other departments of the College, educational institutions, employers and foundations.

32. The Head of the department shall be elected in accordance with Paragraph 18.3. of the Regulations.

33. The structural units of the College shall be established, reorganized and liquidated by the decision of the Board.

VI. College staff

34. The College staff (hereinafter - staff) shall consist of:

34.1. academic staff;

34.2. general staff;

34.3. students.

35. Staff shall be entitled to use the College's facilities, equipment, library and other facilities in accordance with college internal Regulations.

36. It is the duty of the staff to promote the College activities and promote openness in its administration. The staff has the right to participate in the development of management decisions and internal Regulations, as well as decisions affecting: staff interests, attend and be heard by the College's collegiate governing bodies, and submit proposals for the operation of the college.

37. The academic staff shall consist of:

37.1. associate professors;

37.2. lecturers;

37.3. assistants.

38. In academic and elected administrative positions, persons shall be elected by open competition in accordance with the regulations for academic and administrative positions in the College.

39. A person with a doctoral or master's degree may be elected to the academic position.

40. Persons with higher education without a scientific degree may hold the position of associate professor in the study program profile subject, if they have at least seven years' practical experience relevant to the subject. Requirements for such positions are put forward and approved by the Board. The position of a lecturer or an assistant in study program profile subjects may be taken by a person with higher education without a degree, if he or she has at least five years of practical experience in the relevant subject.

41. Elections to academic and elected administrative positions shall be by secret ballot. The Director concludes an employment contract with elected person for the term of the election.

42. The Academic Staff shall be elected by the Council for a term of six years.

43. Academic staff shall have the following duties:

- 43.1. participate creatively and responsibly in the implementation of study programs;
- 43.2. to constantly improve their professional qualification and to carry out scientific research;
- 43.3. observe the Regulations of professional ethics;
- 43.4. to be responsible for its activities and its results;
- 43.5. provide students with opportunities to exercise their rights in college;
- 43.6. to educate students.

44. Academic staff shall have the following rights:

- 44.1. to freely determine the contents of the study course and examination, forms and methods within the framework of the study programs to be implemented in accordance with the regulations on study and examination procedures content;
- 44.2. To select research methods, evaluate and publish the results of the research while performing research work;
- 44.3. To submit proposals for organization of activities appropriate to the purpose of the College;
- 44.4. To propose new study programs to the Council and propose implementation of new study programs;
- 44.5. to make proposals for the development and internal order of the College;
- 44.6. to be elected to the College's representative and governing bodies as well as to decision-making bodies.

45. The person is admitted to the College in accordance with the student enrollment requirements set out in regulatory enactments and additional requirements set by the College.

46. The student is obliged to comply with these regulations, the regulations approved by the Council and the internal regulations.

47. College Students establish a Student Council - An Independent Elected Institution for student rights and interests representation. The Student Council shall have the right to request and receive from the College's representative and governing bodies, decision-making bodies and heads of departments the information and explanations to the matters affecting students' interests. The Student Council operates in accordance with the regulations, which are drawn up by the students and approved by the Council. The Council may refuse to approve the regulations only for legal reasons. It is the duty of the governing bodies of the College to support and to promote students' Council.

48. Representatives of the Student Council shall have the right to participate in the decision-making bodies of the College. Student Council representatives in the Board shall have a veto right on issues

affecting students' interests. If necessary, the Council sets up a Conciliation Commission, laying down the Regulations on its activities, and reviews the matter at the next meeting of the Council.

The conciliation commission shall take its decision by open majority vote. It shall consist of a Director, a Chairman of the Council, one member of the Board and one representative from the academic staff, general staff and students. The decision of the Conciliation Commission shall be approved by the Council. The decision of the Council shall enter into force if, voting in secret, at least two-thirds of the members present shall vote "for".

49. The decisions of the Student Council after their approval by the Council shall be binding on all students.

VII. Development and approval of study programs

50. The study process is regulated by regulations approved by the Council.

51. The study programs shall be developed and applied in accordance with the prescribed procedures by the departments of education and research.

52. The Study Department is responsible for the content of the study program and its implementation.

53. The Council shall decide on the commencement of the study program and termination of the study program.

VIII. Documents regulating internal order

54. The Director shall issue documents governing the College's internal order.

55. The Regulations of the College structural unit shall be issued by the head of the structural unit. The Regulations of the unit shall enter into force after once approved by the Director.

IX. College International Relations

56. The College is eligible to participate in international cooperation organized by the Ministry of Education and Science, the State, local government, foundations or religious organizations founded by municipalities, natural or legal persons, and establish bilateral (multilateral) international relations.

57. The College may invite teaching staff and specialists from other countries to be guest lecturers for individual lectures or lecture courses.

58. The College may organize staff experience exchange trips both abroad and in Latvia.

X. College Sources of Funding

59. The college shall be financed by its founder, observing the implementation of the study program specified in regulatory enactments minimum cost per student and other regulatory enactments.

60. Studies at the College are paid. The amount of tuition fees and other paid services shall be determined by the Board. A student may be wholly or partially exempted from paying the fees after the approval by the Board, in accordance with the procedures laid down by the College.

61. The financial resources of the College shall consist of:

61.1. Tuition fees;

61.2. Donations and gifts from natural and legal persons;

61.3. revenue from the economic activities of the College;

61.4. State financing received in accordance with the procedures specified in regulatory enactments;

61.5. Foreign financial resources;

61.6. Credit facilities of banks and other credit institutions.

XI. Procedures for Disputing Administrative Acts and Actual Action

62. The Director shall ensure the rule of law of the College's activities.

63. Administrative acts and acts of the Director issued by the Director may be appealed against in court.

64. Administrative acts and actual conduct issued by College officials may be disputed by submitting an appropriate application to the Director.

65. The decisions of the Board may be appealed against in court.

XII. Proposing and Developing the College By-Laws and Its Amendments

66. The College By-Laws and the necessary amendments to them are developed by the Council. The Council shall determine the procedures for developing amendments to the College's By-Laws.

67. Proposals for amendments to the College By-Laws may be submitted by the Founder, Director, board members, student council, heads of structural units, and one tenth of the total staff.

68. The Board shall approve the By-Laws of the College and amendments thereto.

XIII. College reorganization and liquidation

69. The decision to reorganize or liquidate the College shall be taken by the Founder on the proposal of the Board.

70. The College shall be reorganized and liquidated in accordance with the procedure established by the Commercial Law.

71. In the event of liquidation of the College, the Founder shall establish a Liquidation Commission.

72. In the event of liquidation of the college, its permanently stored documents shall be transferred to the Latvian National Archives in an arranged way.

XIV. Final Provision

73. Repeal the Cabinet of Ministers Regulation No. 739 from 6th November 2007 "Christian Leadership College Regulations" (Latvijas Vēstnesis, 2007, No. 181).

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