

CONFIRMED
December 20th, 2019
by the Conference of
the Lithuanian National Union of Students
Protocol Number: P-67

REGULATION OF THE LITHUANIAN NATIONAL UNION OF STUDENTS

I. GENERAL PROVISIONS

- 1.1. This Regulation of the Lithuanian National Union of Students (hereinafter the 'Regulation') details the legal regulation of the activities of the Lithuanian National Union of Students (LSS), contained in the Bylaws of the Lithuanian National Union of Students.
- 1.2. Definitions and abbreviations used throughout the Regulation conform to those used in the Bylaws of the Lithuanian National Union of Students.

II. CONFERENCE

Delegation to Conference

- 2.1. A Full Member must submit a Conference delegates list to the LSS 2 (two) weeks before the day of the Conference meeting. The list ought to be submitted in writing by the head of a Full Member. The notice is submitted on a letterhead of a legal entity, signed by the head of said entity and approved with the entity's seal. The notice must include the date of its signing. The notice regarding the list of delegates must come with an attached letter from the higher education institution (center/department of studies or other department) of the Full Member, regarding the number of students enrolled at that institution at current time, and a decision protocol regarding the list of delegates. The list of delegates (notice) with any addendums provided by a Full Member is valid for one year from the day it was submitted to the LSS or until a new list of delegates for the Conference is submitted by a Full Member to the LSS, in accordance with this article. Original documents regarding the list of delegates are added to the Conference protocol.
- 2.2. A revised list of delegates can be submitted to the President by a Full Member until the beginning of a Conference meeting. The formalization of a revised list of delegates submitted by a Full Member is subject to requirements outlined in paragraph 1.12.1 of the Regulation, except for the requirement to submit the Conference delegates list on a letterhead. A revised Conference delegates list is valid until the end of the Conference meeting, not including the second Conference meeting. The original document regarding the revised list of delegates is added to the Conference protocol.
- 2.3. A Conference delegate does not have the right to authorize another Conference delegate to represent them.

Conference meetings

- 2.4. A Conference meeting is chaired by a person proposed by the Board and approved by the Conference. In case they fail to arrive, until the Conference elects a new chairperson, the Conference is chaired by the President. In cases where the Conference does not approve the Board-proposed chairperson or in case of their absence, the Conference elects a new chairperson. The role of the Secretary of the Conference meeting and other roles are fulfilled by LSS representatives.

- 2.5. The content and course of the Conference (alterations to the course of the Conference, without altering the Regulation, are prohibited):
 - 2.5.1. registration of Conference members (delegates) (as per the delegates lists submitted by Full Members to the LSS, in accordance with the Regulation);
 - 2.5.2. election of the voting commission of the Conference (until one is elected, the functions of the commission are fulfilled by the chairperson of the Conference);
 - 2.5.3. election of the chairperson of the Conference (acting or interim);
 - 2.5.4. approving a Conference agenda;
 - 2.5.5. ruling on matters of membership in the LSS;
 - 2.5.6. presenting the LSS Activity Report (carried out by the President);
 - 2.5.7. presenting the financial activity audit report of the Supervisory Committee (generally done by the chairperson of the Supervisory Committee);
 - 2.5.8. approving the financial activity audit report of the Supervisory Committee;
 - 2.5.9. approving the LSS annual financial accountability;
 - 2.5.10. approving the activity report of the President (in accordance with the Bylaws, the part of the report that is approved -- information regarding the activity of the LSS);
 - 2.5.11. approving changes to the Bylaws or the Regulation;
 - 2.5.12. electing a President;
 - 2.5.13. electing the Supervisory Committee;
 - 2.5.14. determining the membership fee of Full Members;
 - 2.5.15. presenting and approving higher education guidelines of the Organization;
 - 2.5.16. attending to other matters in the Conference agenda;
 - 2.5.17. inauguration of Honorary Members.

- 2.6. Depending on the circumstances, matters specified in Paragraphs 2.5.5, 2.5.9, 2.5.11–2.5.17 of the Regulation might not be included in the Conference agenda. If the Conference is taking place at a time when it is not yet required to present the activity report of the LSS, specified in Paragraph 2.5.6 of the Regulation, the report of activity of the President is presented to the Conference in its place (in accordance with the Bylaws, the part of the report that is approved -- information regarding the activity of the LSS).

- 2.7. Without violating the requirements outlined in Paragraphs 2.5-2.6 of the Regulation, matters of the Conference agenda are determined by the President, having coordinated with the Board, but the Conference reserves the right to change the contents of the agenda.

- 2.8. If the Conference cannot take place due to insufficient quorum of delegates, per legislation, the convened second Conference shall only have the right to rule on matters pertaining to the agenda of the Conference that could not take place. During a second Conference, any decisions pertaining to the reorganization or liquidation of the LSS may only be made when more than 2/3 of all Conference delegates are present.
- 2.9. The Conference is considered cancelled due to insufficient quorum when:
 - 2.9.1. after the registration of Conference delegates is completed, insufficient Conference quorum is declared;
 - 2.9.2. the Conference only partly takes place, i.e. when a sufficient number of delegates registered for the Conference and a portion of the matters in the Conference agenda was attended to and decisions regarding those matters were made, but during the Conference meeting, the number of delegates diminished (insufficient quorum) and some agenda items were left unsolved. In such a case, a second Conference examines only those agenda items that were left unsolved during the first Conference (this rule does not apply if, during the first Conference, only matters outlined in Paragraphs 2.5.1-2.5.4 of the Regulation were attended to, i.e. in such a case the Conference is considered nullified to begin with and the second Conference examines and rules on all items of the agenda of the nullified Conference, apart from the exception outlined in Paragraph 2.9 of the Regulation regarding the closure of the LSS).
- 2.10. The decision to have the Conference meeting behind closed doors is made by the Conference on its own initiative or on the proposal made by either the President or the Board. Supervisory Committee members have the right to attend such a meeting as observers. For all other person to attend as observers, a Conference approval is required.
- 2.11. All Conference meetings are recorded in a protocol. The protocol of the Conference meeting is drawn up by the Secretary of the Conference meeting in no later than 5 (five) days after the meeting is concluded. The Conference meeting protocol is signed by the Chairman and the Secretary of the Conference meeting.
- 2.12. Conference meeting protocols with any addendums are stored in LSS headquarters.

Order of decision-making by the Conference

- 2.13. Conference decisions are made during Conference meetings.
- 2.14. All decisions during a Conference meeting are generally made by open vote. Secret ballot voting is used in cases specified in legislature, Bylaws, and the Regulation, or by Conference decision.
- 2.15. Open voting is performed by delegates raising their Conference mandate, which proves that the voter is a Conference delegate.
- 2.16. Secret ballot voting is performed by each delegate indicating their choice on a separate, specialized voting ballot, which can only be obtained by Conference delegates. The ballot is placed in a sealed urn. The urn is opened only after the vote, having already declared the number of ballots that were given out.
- 2.17. Both--the open vote and secret ballot vote--are carried out by the Conference Voting Commission, made up of either three or five persons, one of which is the Chairperson (elected by majority vote by the rest of the Commission). The Voting Commission is

elected from persons participating in the Conference. A Conference delegate can also be a member of the Voting Commission.

- 2.18. The Conference Voting Commission verifies mandates of the Conference delegates, quorum; counts votes and announces voting results; ensures the legitimacy of the decisions made during the Conference.
- 2.19. If Conference delegates vote on a matter 50/50 pro and against, the decision is considered as not made. In such a case, the matter must be considered and voted on again or, if Conference delegates decide, the consideration of this matter can be postponed.
- 2.20. Each person in the Conference has only one vote.

III. THE COUNCIL

Representation in the Council

- 3.1. A Full Member is generally represented in the Council by the head of said Member.
- 3.2. Before the beginning of their first Council meeting, the head of a Full Member (newly elected by a student authority) must provide the President with a protocol extract from a competent organ of the Full Member, which proves that the person is authorized to act in the name of the Full Member, i.e. represent them in the Council. The protocol extract must be approved by a competent organ, signatures from the Chairman and Secretary of the meeting, as well as a seal of a legal entity. The original copy of this protocol extract is stored at the LSS. The protocol extract is considered valid until a new one is submitted.
- 3.3. Before the Council meeting, the representative presents the President with proof of authorization (original) and a copy to be stored by the LSS. The authorization is valid until the date indicated on it, or until the LSS received a written notice from the respective Full Member, informing about the nullification of the authorization.
- 3.4. According to the Civil Code of the Republic of Lithuania, for an authorization to be valid, it is required to:
 - 3.4.1. specify the names and surnames of both parties of the authorization and the personal identification number of the person receiving the authorization;
 - 3.4.2. specify the purpose of the authorization;
 - 3.4.3. include a signature of the head of the legal entity giving the authorization;
 - 3.4.4. specify the date of the authorization;
 - 3.4.5. be in writing.
- 3.5. If the head of the Full Member or the authorized representative do not submit the required documents on time, proving the right to represent the respective Full Member, it is considered that those persons do not possess the right to represent the respective Full Member in a Council meeting.

Council meetings

- 3.6. Council meetings are generally open. With the permission of the Council Chairperson, meeting observers may speak up, state their opinion, make comments, suggestions. Observers of the Council meeting that do not maintain order or otherwise interfere with

- the work of the Council, may be removed from the meeting by Council's decision.
- 3.7. The Council can decide to have its meeting behind closed doors. In such a meeting, members of the Supervisory Committee may participate as observers. In order for any other persons to participate in the Council meeting as observers, permission must be granted by the Council.
 - 3.8. When forming temporary committees, in cases specified in the Bylaws, the Council must appoint a chairperson and clearly formulate the committee's tasks and goals, determine the final and (or) interim dates for delivering activity reports.
 - 3.9. The Council Chairperson is responsible for the legality of the decisions made in the Council and for the order of the meetings.
 - 3.10. Generally, Council members are informed about the would-be agenda, place and date of a meeting 4 (four) weeks in advance. The above-mentioned term may not be upheld when an extraordinary Council meeting is called.

Order of decision-making by the Council

- 3.11. Council decisions are made during Council meetings.
- 3.12. All decisions during a Council meeting are generally made by open vote.
- 3.13. Open vote in the Council is performed by raising one's hand.
- 3.14. Secret ballot voting is performed in the order determined by the Council.
- 3.15. Open and secret ballot voting are both generally carried out by the Chairperson of the Council. The Chairperson of the Council can decide to form a three-person voting commission, where one member is the chairperson of the commission (determined by majority vote within the commission). The voting commission is elected from the persons participating in the Council meeting. A Council member can also be a member of the commission.
- 3.16. Each person in the Council has only one vote.

IV. THE BOARD

Order of forming the Board

- 4.1. The Board is made up of 7 members -- the President (per obligations) and 6 Full LSS Members, existing or former. The Board is updated each year with 3 new members. The Board elections are convened by the President along with a Council meeting. Information about the Board elections is published on LSS's website (www.lss.lt) 4 weeks before the elections.
- 4.2. Candidates willing to become members of the Board must submit all the required documents to the LSS Supervisory Committee no later than 2 weeks before the due Council meeting.
- 4.3. A Board member candidate must provide these documents:
 - 4.3.1. recommendations of no less than three Full Members;
 - 4.3.2. a resume
 - 4.3.3. a motivational letter.
- 4.4. Duties of a Board member are incompatible with those of the Vice-president, LSS

employee and Council member. Duties of a Board member are incompatible with those of the Vice-president, LSS employee and Council member.

- 4.5. A Board member is elected:
 - 4.5.1. During a Council meeting, a secret vote takes place, where Council members elect Board members;
 - 4.5.2. A Council member can vote for no more than three candidates on the voting ballot;
 - 4.5.3. three candidates that receive more than half the votes of participating Council members are elected as Board members;
 - 4.5.4. if not a single candidate receives a necessary amount of votes from the Council members, another round of voting is organized during the same Council meeting;
 - 4.5.5. if more than three persons stand as candidates and after the first round of voting three candidates fail to receive a necessary number of votes from the Council members, another round of voting is organized during the same Council meeting, where only the candidates that did not receive the necessary number of votes participate.
 - 4.5.6. if after organizing additional voting outlined in Paragraphs 4.5.4. or 4.5.5. three candidates are not elected, the President then convenes new Board elections. New Board elections are convened to fulfill free seats on the Board. New Board elections must be organized no later than one month after the Council meeting, during which the failed Board member elections took place.
- 4.6. In case a Board member does not get elected by the Council, resigns or is retired in the next Council meeting, new Board member elections are organized to fulfill a seat on the Board for the rest of the term of the Board. The powers of the newly elected Board member come into effect the next day after they were elected during a Council meeting.
- 4.7. When a Board member resigns, their powers are removed on the day of the resignation.
- 4.8. The Board can make decisions if it is made up of no less than 4 Board members.
- 4.9. A Board member can be retired for failing to fulfill their obligations as a Board member, as specified in the Bylaws and legislature of the Republic of Lithuania, or if 2/3 of Board members express distrust towards another member.
- 4.10. The President convenes Board elections no later than two months after the end of the Board's term. Failing to do so, Board elections can be convened by the Council.

Board meetings

- 4.11. Board meetings are generally open. The Board can decide to have its meeting behind closed doors. Persons seeking to participate in such a meeting, must receive approval from the Board.
- 4.12. Board meetings are legitimate when more than 1/2 of all Board members participate.
- 4.13. If the President does not convene a Board meeting on their own initiative or based on a decision made by the Board members, the members themselves can convene a meeting and perform other duties pertaining the Board meeting. In such a case, Board members have the right to elect another Chairperson of the meeting. The Board has the same rights outlined in this article with respect to Council and Conference meetings, except for the right to elect a Chairperson.

- 4.14. The Board has the same rights outlined in this article with respect to Council and Conference meetings, except for the right to elect a Chairperson.

Order of decision-making by the Board

- 4.15. Board decisions are made during Board meetings or via online voting.
- 4.16. Each person on the Board has only one vote. Board members do not have the right to authorize another person to act in their place as Board members.
- 4.17. All decisions during a Board meeting are generally made by open vote. The Board can decide to have secret ballot voting.
- 4.18. Open vote on the Board is performed by raising one's hand.
- 4.19. Secret ballot voting is performed in the order determined by the Board.
- 4.20. Open and secret ballot voting are both generally carried out by the Chairperson of the Board.
- 4.21. Open voting can be done online.
- 4.22. If Board members vote on a matter 50/50 pro and against, the decision is considered as not made. In such a case, the matter must be considered and voted on again or, if the Board decides, the matter and any decision pertaining to it can be postponed.

V. THE PRESIDENT

- 5.1. Candidates for the role of President must submit the documents specified in Paragraph 5.2 of the Regulation to the LSS no later than 2 (two) weeks until the meeting of the Conference.
- 5.2. A Presidential candidate must provide these documents:
 - 5.2.1. recommendations of no less than three Full Members;
 - 5.2.2. a resume;
 - 5.2.3. a motivational letter;
 - 5.2.4. a document about the candidate's health status;
 - 5.2.5. an LSS action program.
- 5.3. The employment contract for the term of office with the President is signed by an appointed member of the Council.
- 5.4. A person retired from the role of President does not have the right to be elected President again, except for cases when it emerges that the grounds on which they were retired were wrong.
- 5.5. The President can be retired for failing to fulfill presidential duties outlined in the Bylaws and legislation of the Republic of Lithuania.
- 5.6. When employing specialists, experts and other persons for solving various problems, the President, in consultation with the Board, determines the conditions of their compensation and stimulation.
- 5.7. A person is considered having been President for a full term when said person was in the role of President, including being the interim President, for more than 1 (one) calendar year (including having a temporary break from fulfilling presidential duties).
- 5.8. The concept of the President not being able to fulfill their presidential duties includes one's temporary inability to fulfill their presidential duties and their resignation from

the role of President.

- 5.9. When the President is temporarily unable to fulfill their role, the position of President is temporarily held by the Vice-president, previously appointed by the President themselves. If the President does not appoint a Vice-president or does not authorize them to act in their absence, the position of President is temporarily held by a Vice-president authorized by the Board.
- 5.10. When the President cannot temporarily fulfill their duties and has not authorized a Vice-president, the matter of authorization is attended to during a Board meeting. A Board meeting is convened by the Vice-president no later than one week after being informed about the President's inability to temporarily fulfill their role.
- 5.11. If the President cannot fulfill their duties for more than 120 (one hundred and twenty) days in a row or for more than 140 (one hundred and forty) days within the last 12 (twelve) months, the matter of removing the President must be considered during the next Board meeting.
- 5.12. Having removed the President, the Vice-president is granted the role of President in the same Board meeting. No later than 40 (forty) days after the removal of the President, the interim President, in consultation with the Board, convenes a Conference, which solves the matters of the removed President's compulsory termination and the election of a new President.
- 5.13. In the case of the President's removal, the Conference can be convened in the general order, if the President had no more than half a year of term left.

VI. THE VICE-PRESIDENT

- 6.1. The Board can remove the Vice-president for failing to fulfill duties outlined in the Bylaws and the Regulation, work that is incompatible with the virtues of the LSS, if one of the managerial bodies of the LSS expresses distrust.

VII. LSS EMPLOYEES

- 7.1. The President signs employment contracts, determines and approves instructions pertaining to posts. LSS employees and persons participating in the LSS must:
 - 7.1.1. comply with all Bylaws, the Regulation and decisions made by the Conference, the Council, the Board and the President;
 - 7.1.2. act in a way that would not discredit the Lithuanian National Union of Students and would serve as an example to the Lithuanian people;
 - 7.1.3. act fairly and not to abuse the work or activities entrusted to them at the LSS;
 - 7.1.4. fairly fulfill their duties and functions;
 - 7.1.5. use the property and material assets entrusted to them in an economical and sensible fashion, and in case of any damage -- reimburse for it;
 - 7.1.6. follow the customs and traditions of the Lithuanian student body.

VIII. THE SUPERVISORY COMMITTEE

- 8.1. Conclusions of the Supervisory Committee regarding complaints pertaining to the activity of LSS bodies are mandatory to the LSS bodies and members.
- 8.2. The Supervisory Committee has the right to:
 - 8.2.1. receive information about LSS activities related to the exercise of the direct functions of the Supervisory Committee, familiarize itself with all LSS documents at the LSS headquarters, make copies. The President is responsible of ensuring the rights outlined in this Paragraph;
 - 8.2.2. receive information pertaining to the financial activities of legal entities founded by the LSS, familiarize itself with all documents of these entities in their headquarters, make copies. The head of the LSS founded legal entity is responsible of ensuring the rights outlined in this Paragraph;
 - 8.2.3. participate as an observer in all meetings held by bodies of the LSS and LSS-founded legal entities, including meetings behind closed doors;
 - 8.2.4. give information to LSS bodies, Full Members and Members-Observers about the results of such checks.
 - 8.2.5. has other rights, necessary for the fulfillment of duties of the Supervisory Committee and for the ensuring of rights given to the Supervisory Committee.
- 8.3. Members of the Supervisory Committee have an obligation to confidentiality, that is, not to disclose any information that was found out performing the functions of the Committee to those who are not members of LSS or LSS-founded legal entities or those who do not participate in said entities, unless it was necessary and in the interests of said entities or requested by competent institutions of the Republic of Lithuania, in specific cases and under the conditions and limits laid down by national legislation. Members of the Supervisory Committee must pay damages for failing to fulfill their duties outlined in this Paragraph.
- 8.4. The Supervisory Committee can carry out its functions if the Committee is made up of at least three persons (including making decisions during meetings and in the absence of the Chairman of the Supervisory Committee).
- 8.5. Meetings by the Supervisory Committee are generally held in camera. For persons seeking to participate in such a meeting, approval must be granted by the Supervisory Committee.
- 8.6. Members of the Supervisory Committee are elected during the conference for presenting activity reports and holding elections for a two-year term.
- 8.7. A Candidate to the Supervisory Committee has to submit written approval from the head of a Full Member or a Member-Observer, or verbal approval given during a Conference, as proof that the Candidate is part of the Full or Observing Member.
- 8.8. In case of either removal or resignation of a member of the Supervisory Committee before the end of their term, a new member of the Supervisory Committee is elected during the next Conference. Their term ends with the term of the current Supervisory Committee.
- 8.9. On the President's accord and with the approval of the Board, members of the Supervisory Committee can receive compensation for their work.

IX. RESOLUTION PROCEDURES OF GOVERNING AND SUPERVISORY BODIES

- 9.1. Resolutions are decisions made by the collegial governing and supervisory bodies of the Lithuanian National Union of Students, meant to regulate and detail activities and functions performed within their spheres of competence.
- 9.2. Resolutions passed by governing or supervisory bodies apply only to that body of the LSS that passed the resolution, unless indicated otherwise in the Bylaws.
- 9.3. Resolutions are passed via a majority vote and come into effect the following day after passing said resolution.
- 9.4. Resolutions can be changed and reviewed if an appropriate governing or supervisory body includes them in their meeting agenda, following all the requirements for organizing meetings of said bodies.
- 9.5. Passed resolutions are announced on the lss.lt webpage or on another platform and are accessible to all student governing bodies that are members of the LSS.

X. CONTENT REQUIREMENTS FOR OPERATIONAL STRATEGY, PLAN, BUDGET AND REPORTS OF THE LSS

- 10.1. The LSS operational strategy is approved for 4 (four) years. An approved LSS operational strategy can be revised during its life-cycle. The LSS operational strategy is comprised of information on:
 - 10.1.1. strategic goals for the expansion of LSS activities;
 - 10.1.2. main lines of action of the LSS;
 - 10.1.3. main measures for realizing the LSS operational strategy;
 - 10.1.4. other information determined by the Board.
- 10.2. The LSS operational plan is approved for 2 (two) years. An approved LSS operational plan can be revised during its life-cycle. The LSS operational plan is comprised of information on:
 - 10.2.1. goals of the LSS;
 - 10.2.2. measures for carrying out the LSS operational plan;
 - 10.2.3. other information determined by the Board.
- 10.3. The LSS budget is comprised of information on:
 - 10.3.1. anticipated revenue (including anticipated activities) and revenue sources;
 - 10.3.2. anticipated expenses (including debt to creditors, other expenses);
 - 10.3.3. reserve;
 - 10.3.4. a potential deficit in the budget and measures of reducing it;
 - 10.3.5. other information determined by the Board.
- 10.4. Requirements for operational reports of LSS structural subdivisions are set by the Board. These requirements are set if at least one LSS structural subdivision is established. Different requirements for operational reports can be set for each LSS structural subdivision.
- 10.5. Interim activity reports of the President are given during each Board and Committee meeting, except those cases where the Board or the Committee relieve the President of this duty in advance. Interim activity reports of the President are comprised of information on the reporting period:

- 10.5.1. goals;
- 10.5.2. measures taken to achieve said goals;
- 10.5.3. results (goals that have and have not been achieved);
- 10.5.4. other information determined by the Board and the Committee accordingly.
- 10.6. Requirements set for the content of the Vice-president's activity report are laid out in Paragraph 10.5 of the Regulation. The Vice-president only presents their results in their activity report.
- 10.7. The portion of the LSS operational report -- information on the activities of the LSS (information on the activities of the LSS is also considered an activity report of the President, according to the Bylaws):
 - 10.7.1. goals;
 - 10.7.2. achieved goals by the LSS (according to the LSS operational plan, if one is approved);
 - 10.7.3. measures taken to achieve said goals;
 - 10.7.4. results (goals that have and have not been achieved);
 - 10.7.5. analysis (assessment) of the activities of the LSS;
 - 10.7.6. other information determined by the Conference or legislature of the Republic of Lithuania.
- 10.8. Financial activity report of the Supervisory Committee is comprised of information on:
 - 10.8.1. remaining balance in bank accounts and cash register at the beginning and end of the reporting period;
 - 10.8.2. balance during the reporting period (revenue and expenses);
 - 10.8.3. assets acquired during the reporting period;
 - 10.8.4. LSS debt to private and legal entities (subjects are specified) at the beginning and end of the reporting period;
 - 10.8.5. debtors of the LSS, private and legal entities (subjects are specified), at the beginning and end of the reporting period;
 - 10.8.6. cases of illegal or negligent bookkeeping, including LSS asset management, determined by the Supervisory Committee;
 - 10.8.7. recommendations (if any);
 - 10.8.8. other information determined by the Conference.
- 10.9. The LSS performance report is generated by the Supervisory Committee by taking into account and evaluating efficiency in accordance with information laid out in Paragraph 10.8.

XI. MEMBERSHIP

- 11.1. A Student governing body that seeks to become a Full or Observing Member, submits a membership application to the Committee. This application comes with the following attached:
 - 11.1.1. a copy of Bylaws of the Student governing body along with a tag of authenticity;
 - 11.1.2. a decision of the competent Student governing body (protocol excerpt) to begin its membership in the LSS and all information related to it.
- 11.2. The application must include:
 - 11.2.1. precise name of the organization;

- 11.2.2. legal status of the organization (if the governing body is a legal entity);
 - 11.2.3. headquarters of the organization;
 - 11.2.4. legal entity code of the organization (if the organization is a legal entity);
 - 11.2.5. register, which is used to collect and securely keep information regarding the organization (if the organization is a legal entity);
 - 11.2.6. phone number, email and other contact information of the organization;
 - 11.2.7. information regarding the higher education institution, its number of students and number of members in their Student governing body;
 - 11.2.8. which category of LSS membership the organization is seeking (Full Membership or Observational Membership);
 - 11.2.9. information on memberships in any other unions of Student governing bodies of Lithuanian higher education institutions;
 - 11.2.10. other information that could be of importance deciding on the membership of the Student governing body in the LSS;
- 11.3. The Committee determines whether the Student governing body meets the criteria laid out in the Bylaws and decides whether or not to pass the decision of the aforementioned body's acceptance as a Full Member to the Conference. After the decision to pass the matter of the Student governing body's acceptance as a Full Member to the Conference, the Committee whether or not to give this Student governing body the status of a Member-Observer until the Conference makes its decision.
- 11.4. A Student governing body that does not have a legal entity status can only be accepted as a Member-Observer.
- 11.5. Persons of merit to the LSS can become Honorary Members. In order for the question of declaring a person an Honorary Member to be considered by the Committee, no less than 1/3 of the Committee members must agree with the consideration.
- 11.6. The decision by the Conference to accept a Student governing body into the LSS as a Full Member comes into effect the following day after the decision has been made by the Conference; all other decisions related to LSS membership come into effect the moment they are made, unless stated otherwise in the Bylaws.
- 11.7. Full Membership in the LSS can be reviewed (a decision can be made to revoke a Membership or change its status to Observational) in the Conference, if approved by the Council. The matter of reviewing the Membership of a Student governing body (Full Member) can be initiated by the Board or 1/3 of Full Members. When deciding whether or not to review the Membership of a Full Member in the Conference, the Council takes into account whether or not the Student governing body acts in accordance with the legislature of the Republic of Lithuania, Bylaws, and Regulation, whether or not the activity of the organization does not contradict with the goals and interests of the LSS, or whether or not the aforementioned governing body is operational at all.
- 11.8. The LSS, upon receiving a request to review the Membership of a Full Member in the Council, must inform the Full Member in question about this no later than three days after receiving the request;
- 11.9. The question of a Full Member's Membership is reviewed during the next Council meeting, but no earlier than two weeks after receiving the request.
- 11.10. A Full Member, after becoming a member of another union of student governing bodies of Lithuanian higher education institutions, loses their status as a member of the LSS from the moment they are accepted by another aforementioned union, without a separate

LSS decision.

- 11.11. The Membership of a Member-Observer in the LSS can be reviewed (whether or not to remove the Member from the LSS or change their status to that of a Full Member), based on a decision by the Council. The matter of reviewing the Membership of a Student governing body (Member-Observer) can be initiated by the Board or 1/3 of Full Members. The Council, when reviewing the matter of revoking an Observing Member's status, follows the same guidelines as reviewing Memberships of Full Members in the LSS, except for the requirement to not be a member of any other union of student governing bodies of Lithuanian higher education institutions.
- 11.12. The LSS, after receiving a request to review an Observing Member's status in the Council, must inform the Observing Member about it no later than three days after receiving the request;
- 11.13. Memberships of Honorary Members, as much as that does not conflict with the spirit of the status of an Honorary Member, are reviewed following the same guidelines as reviewing the status of Memberships of Observing Members.
- 11.14. The inauguration of an Honorary Member consists of a solemn presentation of LSS attributes to the Honorary Member during a Conference or an Assembly.

XII. SYSTEM FOR FORMING PROVISIONS ON MATTERS OF HIGHER EDUCATION

Types of provisions on matters of higher education

- 12.1. Council, President and the Conference are responsible for forming of provisions on matters of higher education.
- 12.2. The LSS higher education provisions system is comprised of two types of written provisions:
 - 12.2.1. Guidelines for the vision of higher education -- documents covering a certain, wide area of higher education, where main LSS provisions and principles regarding the appropriate area's progress and development are laid out. The list of guidelines for the vision of higher education are approved by the LSS Council.
 - 12.2.2. Positions -- proposals and other written declarations, based on the LSS guidelines for the vision of higher education, meant higher education policy makers and executors.

The formation of guidelines for the vision of higher education

- 12.3. The President of the Lithuanian National Union of Students forms provision projects according to a priority list of guidelines for the vision of higher education, approved by the Council.
- 12.4. The process of forming guidelines for the vision of higher education lasts no longer than 14 days and is carried out in this order:
 - 12.4.1. the process of forming guidelines for the vision of higher education is considered initiated when the President sends the project for these guidelines

- to the Council;
- 12.4.2. within 4 days after sending the project, the President presents the guidelines project to the Council and others interested in it, answers any questions and replies to remarks. On the day of the presentation the President can organize all sorts of discussions, announcements pertaining to the project in question, or they can choose a different format for presentation, even combine multiple ones;
- 12.4.3. Full Members have 7 calendar days from the presentation of the project of higher education guidelines to submit written suggestions, in accordance with the form approved by the Council, by sending them via email to pozicijos@lss.lt. Separate suggestions are formed as separate documents, each suggested revision must be supported by at least one other Full Member of the LSS;
- 12.4.4. systematized suggestions that reached the President on time, in the correct form and met all of the requirements, are presented to the Council no later than 3 calendar days until the meeting of the Council;
- 12.4.5. Guidelines for the vision of higher education are considered and approved in a Council meeting.
- 12.4.6. A document approved by the Council is considered in the next Conference meeting;
- 12.4.7. Having rejected a document, the Council must form recommendations for the President with regards to revisions to the aforementioned document..
- 12.5. Approved guidelines for the vision of higher education are valid for 3 years, except those cases where the Conference decides otherwise, and are published on the organization's webpage lss.lt no later than 7 days from approving them in a Conference meeting. The organization of a Council meeting where guidelines for the vision of higher education are considered.
- 12.6. The Council meeting where the project for the guidelines of higher education is considered is subject to Council meeting provisions laid out in the Regulation, to the extent that they do not contradict with the procedures specified in this section.
- 12.7. In the beginning of a Council meeting, the President can offer proposals regarding the meeting Chairperson, their Deputy and Secretary.
- 12.8. The President acquaints the participants of the Council meeting the order of the meeting, the ranking order of ruling on decisions, names the number of proposed changes.

Order of making resolutions

- 12.9. At the beginning of the meeting, the meeting Chairperson briefly introduces the changes proposed by the student governing bodies that will be considered during the meeting.
- 12.10. The proposals are laid out in the order they affect affect the document.
- 12.11. Each proposal is considered separately, in this order:
 - 12.11.1. the student governing body essentially introduces its proposal and arguments for it;
 - 12.11.2. statements and questions are heard and registered;
 - 12.11.3. the governing body that made the proposal has the right to react and answer the questions that were asked;

- 12.11.4. arguments pro and against the proposal are heard and registered;
 - 12.11.5. the proposal is voted on.
- 12.12. In a case where there are multiple proposals regarding the same part of the guidelines for the vision of higher education, the Chairperson makes a decision and organizes an alternative vote, during which delegates vote for one of the multiple proposals or the Chairperson lays out the proposals in the order from those that affect the provisions the most, to those that affect them the least.

Revision of higher education guidelines

- 12.13. LSS guidelines for higher education can be reviewed on the basis of a proposal by the President or the Council. The formulated proposal must state the proposed scope of the review (by indicating the entire document or its parts) and the reasons behind it. In their very next meeting, the Council considers this proposal, and in the case of accepting it, sets a date for future considerations.
- 12.14. The reviewing of guidelines is carried out in exactly the same way as the consideration of new guidelines, following all the stated deadlines and procedures. But the Council can decide that in the case of guideline review, organizing a new project presentation is not necessary.
- 12.15. Each and every guideline for higher education must be reviewed and renewed three years after their approval.
- 12.16. In the case of renewing or preparing a new project regarding the guidelines for the vision of higher education, positions formulated by the LSS in a relevant area must be taken into account.

Formulating positions

- 12.17. The President and the Council are responsible for formulating positions in the LSS.
- 12.18. Formulated positions must conform to the LSS guidelines for the vision of higher education, except those cases where the position being formulated concerns a matter of higher education that is not discussed in any piece of guideline documentation.
- 12.19. Formulated positions are approved at an LSS Council meeting.
- 12.20. Positions that call for urgency are sent directly to the LSS Council, where its members can argumentatively veto a prepared position within 24 hours.
- 12.21. If at least one member of the Council uses their right to veto, the President can postpone the formulation of the position for the next meeting or convene an online Council meeting, during which the members vote on:
- 12.21.1. the text of the new position, which is revised according to the remarks and arguments given by the Council member that used their veto right;
 - 12.21.2. remarks given by the Council member that used their veto right, with which the President disagreed;
 - 12.21.3. in the case of there being more than one Council member who used their right to veto for different reasons, the President submits them all for alternative voting, indicating their own position with respect to each proposal.

- 12.22. Council members have a 24-hour voting window during online meetings.
- 12.23. Approved positions are announced on the lss.lt webpage no later than 7 days after their approval.

XIII. DISSEMINATION OF INFORMATION

- 13.1. The agenda and material of a Conference meeting are sent to a Full Member via email, post or fax.
- 13.2. All other information regarding LSS activities is distributed to LSS members via email, but, per a Full Member's written request, the aforementioned information can be sent to the requesting Member via post or fax. The request to be sent information via post or fax is only valid in certain cases.
- 13.3. Replies to formal letters are sent in the same form in which the letter was received.
- 13.4. The President is responsible for constant and orderly dissemination of information to Full and Observational Members regarding the activity of the LSS. Information regarding the activity of the LSS is distributed to Full and Observational Members at least once every two weeks. Information regarding the decisions of LSS bodies is distributed to Full and Observational Members within 5 (five) days from the day the respective meeting protocol was drawn up (if the protocol has to be submitted to the LSS headquarters, from the day it was received).
- 13.5. A group of no less than 1/3 of Full Members can appeal to the LSS with regard to giving information pertaining to the activity of the LSS. Such an appeal must be submitted in writing, indicating specific questions that ought to be answered. The LSS must respond to such appeals within 30 calendar days.
- 13.6. When an LSS body considers a matter pertaining to a Full Member, said Member must be notified (including an invitation to participate in such a meeting of the LSS body) about the intention to consider such a matter (including exact content of the matter that is to be considered) no later than 2 (two) weeks before the meeting.
- 13.7. If the meeting agenda of an LSS body is not distributed to the members of said body in time and that results in not all of the members being present during the meeting, the members have the right to dispute (request to re-consider the matter that was discussed or submit an appeal in accordance with national legislation of the Republic of Lithuania) the matters that were considered, if the absence of members of the LSS body in question during the consideration might have had a substantial impact on the decisions that were made by the LSS body.
- 13.8. If meeting material is not distributed in time, the respective LSS body has the right to decline the consideration of a matter(-s) that the aforementioned material pertains to.

XIV. DOCUMENT MANAGEMENT

- 14.1. The meetings of all collegiate governing and advisory bodies are recorded in writing. The meeting protocol is drawn up by the meeting Secretary no later than 5 (five) days since the end of the meeting. The meeting protocol is signed by the Chairperson and the Secretary of the meeting.
- 14.2. Protocols of collegiate governing bodies are archived at LSS headquarters and published on the LSS webpage or intranet. These protocols must be accessible to all

- members of the LSS.
- 14.3. Guidelines and positions pertaining to the vision of higher education are archived at LSS headquarters and published on the LSS webpage or intranet. These provisions must be accessible to all members of the LSS.
 - 14.4. Decisions made by collegiate governing bodies are published on an LSS-controlled electronic database. These decisions must be accessible to all members of the LSS.
 - 14.5. Annual and interim reports by the President and the Supervisory Committee are published on an LSS-controlled database. These reports must be accessible to all members of the LSS.

XV. FINAL PROVISIONS

- 15.1. Legal relationships (situations) that occur during LSS activities and are not regulated by the national legislation of the Republic of Lithuania, the Bylaws and the Regulation, can be regulated by Council decisions, without undermining the national legislation of the Republic of Lithuania, the Bylaws and the Regulation.
- 15.2. The Regulation and its revisions are approved by the Conference, following national legislation.
- 15.3. Changes to the Regulation come into effect the next day after they were approved by the Conference.