

APPROVED  
by Decision No. 3.1 of the Constitution Assembly  
of the Luther Academy, dated 23.08.2011  
AMENDMENTS  
by Decision No. 2 of the Constitution Assembly  
of the Luther Academy, dated 22.03.2012.

## **REGULATIONS OF THE CONSTITUTION ASSEMBLY OF THE LUTHER ACADEMY (LA)**

1. The Constitution Assembly is the highest academic and scientific activity representation, management, and decision-making body of the LA with the right to examine and decide on basic questions (conceptual questions) of the LA activities and development. The LA Constitution Assembly base its work on the LA Constitution, Law on the Evangelical Lutheran Church of Latvia, and other laws of the Republic of Latvia.
2. The Constitution Assembly and the Rector who has been elected and approved by the Founder shall implement the management and governance of the LA.
3. Elections of the representatives of the Constitution Assembly shall be organised by the LA Founder.
4. The Constitution Assembly shall be elected from amidst professors and other academic personnel, students, and the general staff for 3 (three) years by secret ballot. Its composition of 11 (eleven) persons shall consist of: 6 (six) representatives of the academic personnel, 2 (two) students, 2 (two) representatives of the LA Founder, and 1 (one) representative of the general staff. Each of these groups shall elect the above-mentioned number of representatives for the Constitution Assembly.
5. A representative of the Constitution Assembly shall lose his or her powers in the case of termination of the contractual or student relationships with the LA, or when removed from performing the duties of the representative of the Constitution Assembly.
6. A member of the Constitution Assembly may be removed by the assembly of that group of representatives which had elected him or her. The student representative may be removed by the Student Council in accordance with its Regulations. The decision of the assembly of the group of representatives shall be submitted to the Chairman of the Constitution Assembly within 3 business days.

7. If the elected representatives terminate their contractual relationships or student relationships with the LA, other representatives from the relevant group of representatives shall be elected within 1 month by submitting a decision to the Chairman of the Constitution Assembly within the period of 3 business days.
8. In accordance with provisions of Article 14 of the LA Constitution, the Constitution Assembly shall:
  - 8.1. adopt and amend the LA Constitution;
  - 8.2. elect and remove the Rector as per procedures specified in the Constitution;
  - 8.3. hear the Rector's report;
  - 8.4. elect and revoke the Senators;
  - 8.5. elect the Revision Commission and Academic Arbitration Court;
  - 8.6. elect the Chairperson of the Constitution Assembly, Deputy Chairperson, and  
Secretary;
  - 8.7. approve and amend Regulations of the Constitution Assembly, the Senate, the Revision Commission, and  
the Academic Arbitration Court;
  - 8.8. adopt a decision on formation, reorganisation, and liquidation of the LA structural units, branches, institutions, commercial companies, as well as stipulate  
basic rules for operation thereof;
  - 8.9. determine the documents governing the internal procedures and structure of the LA;
  - 8.10. decide the matter on changing the name and the legal status of the LA;
  - 8.11. The Constitution Assembly may adopt for review also other matters on the LA  
activities.
9. The work of the Constitution Assembly and its meetings shall be headed by the Chairman of the Constitution Assembly, or by the Deputy Chairperson in his absence. Minutes of the meetings shall be taken by the Secretary, or another person appointed by the chair of the meeting in the absence of the Secretary.
10. Ordinary or extraordinary meetings of the Constitution Assembly shall be convened at least twice per academic year. Once per academic year, the Rector shall convene the ordinary meeting of the Constitution Assembly to hear the Rector's report.
11. The time and agenda of the ordinary meeting of the Constitution Assembly shall be defined and announced by the Chairman of the Constitution Assembly or by the Rector at least 2 weeks in advance.
12. Draft decisions and other materials intended for discussion shall be received by the participants of the Constitution Assembly at least one week before the meeting of the Constitution Assembly.

13. The Rector, the Senate, and the LA Founder shall have the right to convene an extraordinary meeting of the Constitution Assembly. The extraordinary meetings of the Constitution Assembly shall be convened not later than within 2 weeks upon the request of the competent institutions and according to the defined agenda. The convener of the Constitution Assembly shall submit to the Chairman of the Constitution Assembly the items of the agenda and the draft decisions.
14. The Constitution Assembly shall be entitled to adopt decisions if more than half of each group of representatives take part in the meeting. If the number of representatives is insufficient, a repeatedly convened Constitution Assembly shall have quorum regardless of the number of participating representatives.
15. Decisions in the meetings of the Constitution Assembly shall be made openly by a majority of votes. In the case of even split of votes, the Rector's vote shall be decisive. Election of officials shall be organised by secret ballot.
16. The LA Founder, the Rector, and the Senate are entitled to suggest items for the Constitution Assembly on formation, reorganisation, and liquidation of the structural units defined in the Article 3 of the LA Constitution, and the basic rules on activities of these units.
17. If the LA Convent of Advisers or the Supreme Education Council suggest examination of an item at the meeting of the Constitution Assembly, the Rector or the Senate shall convene the Constitution Assembly no later than within two months since the suggestion of the item.
18. If necessary, the Constitution Assembly shall be entitled to create a mandate and vote tallying commission.
19. Decisions of the Constitution Assembly may be appealed to the LA Arbitration Court within the period of 3 business days. The persons and institutions entitled to appeal decisions of the Constitution Assembly are: the LA Founder, the Rector, a member of the Constitution Assembly and the Senate. In these cases, the operation of the decision made by the Constitution Assembly shall be suspended until the LA Arbitration Court has made a decision.
20. Decisions of the Constitution Assembly shall be publicly available.
21. The Regulations shall take effect as of the moment of adoption thereof.

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P. Brūvers

Chairman of the Constitution Assembly