

DESCRIPTION OF ORGANISATION VALIDATION AND ITS ACTIVITIES AT VYTAUTAS MAGNUS UNIVERSITY

I. GENERAL PROVISIONS

1. The Description (hereinafter the “Description”) of organisation validation and its activities at Vytautas Magnus University (hereinafter the “University”) regulates the establishment, validation and recognition of organisations, bringing together University community members, and governs procedural specificities of granting and terminating the status of University organisation.
2. According to the Statute of Vytautas Magnus University (hereinafter the “University Statute”), University teachers, researchers and other employees, as well as students may found non-political organisations to meet their professional, creative, cultural, social, physical activity or other needs, or organise themselves into groups, societies and clubs, which the statutes, regulations or other written documents, governing the establishment, management, activities and restructuring of the VMU organisation, (hereinafter the “Statutes”) are in compliance with the laws of the Republic of Lithuania, the University Statute and this Description.
3. University organisations may be validated by founding a new University organisation or by recognising the previously established University organisations and granting them the status of University organisation.
4. In accordance with the procedures laid down in this Description, the established or recognised University organisation shall be granted the status of Vytautas Magnus University organisation (hereinafter the “Organisation”), shall be publicly acknowledged as such and shall be granted all the rights and obligations regulated by the University Statute, this Description and other internal legislation.
5. The concepts and terms employed in this description are understood and interpreted in line with the University Statute, other University’s internal legislation and the Description.

II. PROCEDURE FOR THE ESTABLISHMENT OF A UNIVERSITY ORGANISATION

6. Organisations may be established only by the University community members who participate in a constituent assembly.
7. The minimum number of Organisation founders shall be twelve.
8. In order to validate the Organisation at the University, the founders of the Organisation shall draw up the draft Statute in line with the general requirements set in this Description and shall convene a constituent assembly in which they shall:
 - 8.1. approve the draft Statute;
 - 8.2. delegate one of the founders to act on behalf of the established Organisation (hereinafter the “authorised person”) in validation of the Organisation at the University.
9. The authorised person of the Organisation shall submit the following documents to the Rector:
 - 9.1. a free-form request to validate the Organisation, addressed to the Rector and signed by all founding members, which recognises the status of University and indicates the purpose for which the organisation is established;
 - 9.2. a draft Statute approved at a constituent assembly;
 - 9.3. a list of Organisation founders, made according to the set out form (Appendix 1);

9.4. a written authorisation by the Head of a University department to provide the Organisation its business address (the letter must be written on the official department form signed by the Head of a department and sealed with a department's seal).

10. Having received an application to validate an Organisation, the Rector or University's non-academic department, handling the register of University organisations, shall:

10.1. specify the date and place of the Rectorate's meeting to the authorised person during which the documents submitted by the Organisation will be discussed;

10.2. refuse to accept the documents and provide the authorised person comments on the submitted documents, identify areas to be corrected so that the documents comply with the requirements of this Description, and set a deadline to address any deficiencies.

11. The authorised person shall participate in the Rectorate's meeting, in which the organisation's request to validate it is considered, and introduce the Organisation, as well as answer the questions put by members of the Rectorate. Should the authorised person fail to appear at the Rectorate's meeting for the reading of the organisation's submitted documents without a valid reason, the organisation's request will be left unaddressed.

12. The Rectorate has the right to refuse to submit the Statutes of the Organisation requesting validation for approval to the Rector if activities and objectives of the Organisation in formation are in conflict with the laws of the Republic of Lithuania, the University Statute, and the Description, or the activities of such Organisation are likely to mislead the public or damage the University's image. The Rectorate members are under no obligation to justify their decision. The Rectorate's refusal does not prevent the establishment of such Organisation as long as it is in accordance with the laws of the Republic of Lithuania, but it shall not grant the Organisation the status of University organisation.

13. After the Statutes of the Organisation (their amendments) have been approved by the order of the Rector, it shall be deemed that the Organisation has been established and shall be registered (reregistered) in the register of University organizations.

14. The procedure for the Statute amendment of the established Organisation is the same for the procedure of establishing an Organisation, except that when amendments are being made, the Rector or the University's non-academic department, handling the register of University organisations, shall only be submitted a Statute recast.

15. The Organisation, established in accordance with the procedure set in this Description, does not acquire a legal entity; therefore, it can act independently as long as it is consistent with the laws of the Republic of Lithuania, the University Statute, the Description and other internal legislation of the University.

III. REQUIREMENTS FOR UNIVERSITY ORGANIZATION'S ACTIVITY AND ITS REGULATING DOCUMENTS

16. The Organisation acquires rights and performs duties through its managing bodies; therefore, it must have the following managing bodies:

16.1. a general meeting or other body (conference, congress, assembly, etc.) having all the rights of the general meeting;

16.2. a managing body (sole or (and) collegial);

16.3. other bodies which may be formed at the initiative of Organisation founders.

17. The Statutes of the Organisation at the University is a founding document which the Organisation follows in its activities; therefore, the Organisation Statutes must include the following:

17.1. its name;

17.2. a business address at the University;

17.3. aims of its activities which must be described clearly and in detail;

17.4. the rights and responsibilities of its members;

17.5. the admission of new members, terms and conditions of withdrawal and expulsion of members from the Organisation;

- 17.6. the competence, convening and decision-making procedures for the general meeting or its equivalent, with all the rights of the general meeting;
 - 17.7. managing bodies, their competence, procedures for the appointment (election), removal and forming of members, and the Chairperson (the President or other) of the collegial managing body, and the period for which the collegial managing body is formed;
 - 17.8. other bodies, if such bodies are formed, their competence, procedures for the appointment (election), removal and forming of members, and the period for which these bodies are formed;
 - 17.9. the procedure for the amendment of the Statutes;
 - 17.10. the termination procedure for Organisation's activities;
 - 17.11. other provisions of Organisation's activities, provided they comply with the Statute of the University.
18. the Organisation must keep the minutes of its constituent and general meetings, while collegial managing bodies can keep the minutes of their meetings.
 19. the documents of Organisation's activities must be kept at a place of its activities.

IV. TERMINATION PROCEDURE FOR UNIVERSITY ORGANISATION'S ACTIVITIES

20. In order to terminate its activities, the Organisation must submit the following documents to the Rector or University's non-academic department, handling the register of University organisations:
 - 20.1. a copy of the collegial or other institution's, having a right to decide on the termination of Organisation's activities, decision to terminate its activities (a copy of the minutes);
 - 20.2. a request addressed to the Rector to suspend the validity of the approved Statutes of the Organisation by stating the reasons for doing so (the request must be signed by a managing body of the University Organisation or its authorised representative).
21. Organisation's activities can be terminated at the Rector's initiative in the following cases:
 - 21.1. the Organisation has fewer than twelve members from the University community;
 - 21.2. full members of the Organisation, belonging to the University community, make less than 2/3 of the Organisation members;
 - 21.3. the Organisation does not have a sole or collegial managing body, elected at the general meeting or other body (conference, congress, assembly, etc.), having all the rights of the general meeting;
 - 21.4. the Organisation does not perform its activities or fails to do so properly;
 - 21.5. the University Organisation does not fulfil other obligations provided in this Description.
22. At his own or Organisation's initiative, the Rector may order to suspend the validity of the approved Statutes until the Organisation's operational deficiencies have been removed. The failure to remove the operational shortcomings during the time period set by the Rector, the latter shall order to suspend the validity of the Organisation's Statutes, remove the organisation from the register of University organisations and deny the status of University organisation awarded to it.

V. PROCEDURE FOR GRANTING THE STATUS OF ORGANISATION TO A LEGAL ENTITY

23. The status of organisation may be granted to a non-profit independent legal entity, established in accordance with the Law on Associations of the Republic of Lithuania, based on the University Statute, Article 81 of Chapter IV (hereinafter the "legal person").
24. The status of organisation can only be granted to a legal entity whose full members form not less than 2/3 of the University's academic community.
25. The status of organisation shall not be granted to the legal entities whose purpose or ways of operating incite racial, religious or social hatred, violate human rights and freedoms, public order, contradict or are incompatible with the University Statute, University's vision, mission, aims and

goals of its activities or are contrary to the interests of the University, as well as those legal entities which have signed a cooperation agreement with the University.

26. In order to obtain the status of organisation, a legal entity shall submit the following documents to the Rector or University's non-academic department, handling the register of University organisations:

26.1. a request to acquire the status of organisation which recognises the University status and reasons why the legal entity wants to acquire the status of organisation (a request shall be written on the Organisation's official form, signed by Head of the Organisation and approved by the Organisation's seal, if the legal entity has one);

26.2. a copy of a collegial or other institution's, having a right to decide on the consent to grant a legal entity the status of organisation, decision (a copy of the minutes) or a copy of the legal entity's decision on the establishment of its structural unit at the University (a copy of the minutes);

26.3. a copy of a registration document;

26.4. a copy of its Statutes;

26.5. a list of members according to the University form (Appendix 2);

26.6. a free-form activity report for the last calendar year, if the legal entity has been operating for more than one calendar year of the day the legal entity registered at the Register of Legal Entities;

26.7. an authorisation for a member of the University's academic community (hereinafter the "authorised person of the legal entity"), who will represent the interests of the legal entity or its structural unit at the University in the exercise of the rights and duties given to the legal entity, as an institution having the status of University organisation. If the authorised person of the legal entity is the Head of the Organisation, the authorisation is not required.

27. Having received the documents from the legal entity asking to grant the status of organisation, the Rector or University's non-academic department, handling the register of University organisations, shall:

27.1. indicate the date and place of the Rectorate meeting, which will discuss the question of approving the legal entity's organisation at the University, to the authorised person of the legal entity;

27.2. refuse to accept the documents and provide comments to the authorised person of the legal entity on the submitted documents, identify areas to be corrected so that the documents comply with the requirements of this Description and set a deadline to address the deficiencies.

28. The authorised person of the legal entity must be present at the Rectorate meeting, where the question of granting the status of organisation is considered. Should the authorised person of the legal entity fail to attend the Rectorate meeting without a valid reason, the question of granting the status of organisation to the legal entity shall not be addressed.

29. After the Rectorate has granted the legal entity's request, it shall be registered in the register of University organisations and shall be given the status of organisation. This event shall be recorded when a document certificate, confirming the status of University organisation, has been issued and has been signed by the Rector and Head of the Organisation or his/her authorised representative.

30. When the Statutes of the legal entity have changed, the status of organisation shall be granted only after the procedure for granting the status of organisation to the legal entity has been repeated in accordance with this Description, submitting to the Rector or University's non-academic department, handling the register of University organisations, only the revised text of the Statutes of the legal entity (Recast). This paragraph of the Description shall not apply to the University Students' Representative Council.

VI. PROCEDURE FOR THE TERMINATION OF THE STATUS OF ORGANISATION TO THE LEGAL ENTITY

31. The status of University organisation shall be terminated if:

31.1. the legal entity refuses the status voluntarily;

31.2. the legal entity does not meet the requirements of this Description.

32. In order to refuse the status of University organisation, the legal entity shall submit to the Rector or University's non-academic department, handling the register of University organisations, the following:

32.1. a copy of the decision by a collegial or other institution that has a right to take a decision on the University organisation's decision to refuse the status of University organisation (copy of the minutes);

32.2. a request to refuse the status of University organisation addressed to the Rector, providing the reason for which the University Organisation wants to withdraw the status of University organisation granted to it (the application must be written on the Organisation's official form, signed by Head of the Organisation and sealed with the Organisation's seal (if it has one)).

33. The legal entity loses the status of University organisation in the following cases:

33.1. the Organisation is reorganised or liquidated in accordance with the laws of the Republic of Lithuania;

33.2. full members of the Organisation make less than 2/3 of the University academic community members;

33.3. the Organisation does not have a sole or collegial managing body, elected at the general meeting or other body (conference, congress, assembly, etc.), having all the rights of the general meeting;

33.4. the Organisation does not perform its activities or fails to do so properly;

33.5. the University Organisation does not fulfil other obligations provided in this Description.

34. Upon receiving the documents listed in paragraph 32 of this Description or in accordance with paragraph 33 of this Description, the Rector may initiate the deregistration procedure for the legal entity having the status of University organisation from the register of University organisations by publicly acknowledging the lapse of the document certificate, signed by the Rector and Head of the Organisation, confirming the status of University organisation, thus denying the status of University organisation granted to the legal entity.

VII. DUTIES ASSOCIATED WITH THE STATUS OF UNIVERSITY ORGANISATION

35. In order to keep the status of University organisation, the University Organisation shall submit the following to the University's non-academic department, dealing with the register of University organisations, not later than within three months after the end of each calendar year:

35.1. a free-form annual activity report for the last calendar year;

35.2. complete and submit the information on the members of the Organisation at the end of the reference calendar year in accordance with the University's established form (Appendix 2);

35.3. direct the newly elected or appointed persons (if any such changes have occurred) to the managing bodies (sole or (and) collegial), identifying the persons' duties and contacts;

35.4. provide further information, submit the documents that may be requested by the Rector or University's non-academic department, handling the register of University organisations.

VIII.

REGISTER OF UNIVERSITY ORGANISATIONS

36. Organisations that have acquired the status of organisation are registered in the special register of University organisations (hereinafter the “Register”), which is managed by University’s non-academic department appointed by the Rector.

37. All the subsequent documents and documents specified in this Description, submitted by the Organisation seeking to acquire the status of University organisation, is an integral part of the Register, and must be stored in accordance with the University’s document retention procedures.

38. The Organisation is granted the status of University organisation and can officially be called such only after it has been recorded in the Register in accordance with the provisions of this Description. The event shall be recorded when the Organisation has been granted a document certificate, signed by the Rector and Head of the Organisation or his/her authorised representative.

39. The University Organisation shall be removed from the Register in accordance with the procedure of this Description should the Rector declare that the organisation has lost the status of University organisation.

IX. FINAL PROVISIONS

40. This Description shall take effect on the approval of the Rectors order.

41. The Description may be changed at the initiative of the Rectorate.

42. The Description is valid to the extent it complies with the laws of the Republic of Lithuania and the University Statute.

43. The Rector has the right to make exceptions in unforeseen and exceptional cases with respect to this Description.

44. All organisations, established and functioning at the University on the basis of the order of the Rector before the Description had entered into force, acquire the status of University organisation after the Description has entered into force.

45. The Statutes of organisations approved by the Rector which had been established at the University before the Description entered into force are valid to the extent they comply with this Description.

46. Legal entities which, before the Description entered into force, had written *Vytautas Magnus University* or the acronym VMU in the legal entity’s name, acquire the status of University organisation without separate validation after the Description has entered into force.

(Name of organisation)

LIST OF FOUNDERS

(Date)

Kaunas

No	Name	Surname	Date of birth	The status of the University community member ¹ (University teacher, student, administrative staff, etc.)	Place of residence	Phone number	E-mail
1.							
2.							
3.							

NOTE: Each page of the list of members must be approved by the signature of an authorised person. Pages must be numbered.

¹ According to the VMU Statute, the University community consists of an academic community (students, University teachers, researchers, and professors emeriti), staff of administrative and non-academic departments, a community of University's 'Rasos' gymnasium, alumni and other persons actively involved in University's activities.

(Name of organisation)

LIST OF MEMBERS

(Date)

Kaunas

No	Name	Surname	Date of birth	The status ¹ of the University/ academic community member ² (e.g. University teacher, student, etc.)	Phone number, e-mails
1.					
2.					
3.					

NOTE: Each page of the list of members must be approved by the signature of an authorised person. Pages must be numbered.

¹ According to the VMU Statute, *the University community consists of an academic community (students, University teachers, researchers, and professors emeriti), staff of administrative and non-academic departments, a community of University's 'Rasos' gymnasium, alumni and other persons actively involved in University's activities.*

² Given only if the member has the status, otherwise, this column is left empty.