

# Student Government Handbook

## Student Government of RIT Croatia

### Table of Contents

1. Introduction .....	2
2. SG Structure .....	2
2.1. Overview .....	2
2.2. Roles and Responsibilities .....	3
3. Membership and Elections .....	7
3.1. General Information .....	7
3.2. Semester Abroad & Erasmus Participation .....	8
3.3. Handover Process .....	8
4. Events and Project Organization .....	9
4.1. Event Planning .....	9
4.2. Event Evaluation .....	9
4.3. SG Communication & Transparency .....	9
Strategy Meeting .....	9
Budget Meeting (April) .....	10
Action Plan Meeting .....	10
Events and Projects Meetings .....	10
Organizational Structure Review .....	10
5. SG Operations and Governance .....	10
5.1. SG Management Timeline .....	10
5.2. SG Reviews .....	12
5.3. Conflict Resolution .....	13
6. Responsibilities of Members .....	14
6.1. General Responsibilities .....	14
6.2. Office Hours .....	14
6.3. Attendance & Participation .....	14
7. Conclusion .....	15

## 1. Introduction

The purpose of the Student Government (SG) at RIT Croatia is to represent and serve the student body, foster engagement in student life, and contribute to the development of a vibrant and collaborative academic environment. This Student Government Handbook (hereinafter referred to as: "Handbook") outlines the responsibilities, procedures, and organizational structure of SG. The provisions of this Handbook serve to operationalize the Statute. Failure to comply with the Handbook may constitute grounds for action in accordance with the procedures defined in the Statute.

This document is an internal document of the Student Government of RIT Croatia and any external use is forbidden without the explicit, written consent from the Student Government of RIT Croatia. This document and its supporting documentation is complementary to the last version of Student Government of RIT Croatia Statute and is intended to be used in such a way that is not contradicting to it. In case that there are any differences between the two, or difficulties in interpretation of this Handbook, the conclusion should be derived from the Statute - SG's founding document. The document enters into force, with RIT Croatia Administration's approval on DATE/DATE.

Date of application is DATE/DATE.

## 2. SG Structure

### 2.1. Overview

The Student Government (SG) at RIT Croatia consists of twenty-five (25) members across the Dubrovnik (DBK) and Zagreb (ZG) campuses, ensuring balanced representation and effective decision-making. The SG structure is as follows:

- One (1) President, overseeing both campuses.
- Two (2) Vice Presidents, one for each campus, responsible for coordinating departmental activities.
- Six (6) Heads of Departments (HoDs), with three (3) per campus:
  - Head of Finance and Events
  - Head of Advocacy and Clubs
  - Head of Marketing and Communications

- 16 Representatives, members of the Member Cabinet, distributed across the departments, with eight (8) members on each campus.
- This structure ensures equal representation across both campuses while facilitating efficient collaboration and decision-making to meet the needs of the student body.

## **2.2. Roles and Responsibilities**

### **SG Presidency**

- The President (P) leads the SG, oversees operations, represents the student body, and ensures strategic planning.
- The Vice Presidents (VPs) assist the President and focus on departmental coordination.
- The President and Vice Presidents work closely with Heads of Departments (HoDs) to ensure smooth execution of initiatives.
- The terms of the roles are elaborated in the SG Statute.

### **President (P)**

- The President acts as the central coordinating body of the Student Government, ensuring coherence, administrative continuity, and alignment of activities across both campuses.
- The President oversees the implementation of SG decisions and initiatives and may intervene when necessary to ensure compliance with the Statute, internal regulations, and approved plans.
- The President is responsible for reviewing, coordinating, and ensuring the proper preparation and circulation of official SG documents, internal regulations, reports, and formal correspondence.
- The President ensures strategic planning and alignment of SG initiatives.
- The President oversees SG operations and chairs leadership meetings.
- All formal proposals, initiatives, and interdepartmental actions shall be communicated to the President prior to submission or external communication.
- The President promotes and facilitates cross-campus collaboration, ensuring balanced representation and consideration of both the Dubrovnik and Zagreb campuses in SG activities and decision-making.
- Supporting student representation in the Academic Senate.

**Vice Presidents (VPs)**

- Support the President and facilitate communication between departments.
- Lead internal training and development initiatives.
- Ensure efficient project execution and members' engagement in the SG.
- Coordinating and organizing events and projects, ensuring that the SG operations run according to the prepared annual plan.
- Vice Presidents directly supervise and coordinate the work of Heads of Department on their respective campuses.
- Vice Presidents may intervene in departmental work in cases of inactivity, missed deadlines, or operational issues, informing the President if any corrective actions need to be taken.
- Vice Presidents ensure that departmental activities are aligned with the approved annual and semester plans and report operational progress to the President.
- Supporting student representation in the Academic Senate.

**Head of Departments (HoDs)**

- Manage departmental workflow and oversee task and completion.
- Serve as the primary point of contact for department-related concerns.
- Ensure collaboration between representatives and coordinate department projects.
- Heads of Department coordinate task distribution, set internal deadlines, and request progress updates from department members, in coordination with the Vice President.
- Heads of Department are accountable for the overall performance, outputs, and engagement of their department.
- Heads of Department shall submit an end-of-semester report to their respective campuses VP outlining completed activities, challenges, budget usage where applicable, and recommendations for the following term.
- At the end of their mandate, Heads of Department are required to prepare a structured handover document to ensure continuity of departmental work.

**Representatives (Departmental Members)**

- Actively contribute to the work of their assigned department and the SG as a whole.

- Take shared responsibility for planning and executing SG events and initiatives; each representative is expected to actively contribute to a minimum of two (2) events per semester.
- Demonstrate initiative, reliability, and accountability in completing assigned and self-initiated tasks.
- Engage with the student body to gather feedback, identify concerns, and support advocacy efforts.
- Participate constructively in meetings, discussions, and collaborative planning across departments.
- Representatives may propose and lead initiatives or projects, subject to the supervision and final approval of MC.
- Representatives are expected to manage assigned tasks responsibly and communicate proactively regarding progress, delays, or challenges.

## **Departments**

Each department focuses on a specific aspect of SG operations:

### **Finance and events:**

**Objective:** To design, organize, and execute high-quality events that enhance student life while ensuring responsible financial planning.

#### **Core responsibilities:**

- Planning and coordinating student events across both campuses.
- Managing event logistics in collaboration with other departments.
- Preparing and monitoring event budgets and financial documentation.
- Coordinating fundraising initiatives when applicable.

#### **Expected outputs:**

- Well-organized events aligned with the SG annual plan.
- Budget proposals and post-event financial summaries.
- Timely coordination with other departments.

The Head of Finance and Events, in coordination with the Vice President, is responsible for tracking all approved and spent funds related to SG events and initiatives. When

making use of the approved budget Head of Finance and Events is the main point of communication with the RIT Croatia Finance Office.

All financial activity shall be recorded in a shared financial tracking document, which shall include:

- event or initiative name
- approved budget amount
- actual amount spent
- short description of the event outcome, in terms of people attending, general impression of attendees' view on the event
- justification for overspending or underspending, where applicable

### **Advocacy and Clubs:**

**Objective:** To represent student interests, ensure transparent communication, and facilitate dialogue between club representatives, students, SG, and the RIT Leadership.

#### **Core responsibilities:**

- Collecting, documenting, and communicating student feedback and concerns.
- Coordinating and ensuring transparency in SG processes.
- Supporting and communicating with student clubs.
- Supporting student representation in the Academic Senate.
- Acting as the Student Ombudsperson.

#### **Expected outputs:**

- Student feedback summaries and reports.
- Regular informational updates on the Clubs communication.

The Advocacy and Clubs Department operates both reactively, by addressing student concerns and complaints, and proactively, by identifying systemic issues, initiating surveys, and proposing improvements to student life and academic experience.

The Advocacy and Clubs Department is responsible for actively building and maintaining relationships with student club leadership through regular communication and in-person or online meetings.

The Head of Advocacy and Clubs is expected to organize at least one coordination meeting with club representatives per semester in order to get a better understanding of how the SG can help promote, and collaboratively work with club representatives.

The department shall proactively reach out to clubs, particularly at the beginning of the academic year and during budget planning periods, to support planning, alignment, and cooperation.

The Head of Advocacy and Clubs is also acting as the Student Ombudsperson, as defined in the Statute.

### **Marketing and Communications:**

**Objective:** To promote SG and RIT Croatia initiatives through effective communication and promotional engagement strategies.

#### **Core responsibilities:**

- Managing SG promotional activities and public presence.
- Designing and distributing marketing materials for events and initiatives.
- Communication with external parties.

#### **Expected outputs:**

- Event promotion campaigns.
- Election-related communications and documentation.
- Increased visibility of SG activities.

The department shall participate in operational club budget planning, in order for the SG to plan the club support and promotional activities in advance.

## **3. Membership and Elections**

### **3.1. General Information**

All the information on the Student Government elections is defined in the Statute, and the appropriate appendices, such as the RIT Croatia Student Government Election Procedure.

### **3.2. Semester Abroad & Erasmus Participation**

Students who participate in a semester abroad, either through the Global Scholars Program or an Erasmus exchange, are eligible to remain in SG under the conditions under the Section V of the Statute.

### **3.3. Handover Process**

To ensure a smooth transition between SG terms, outgoing members are required to provide a structured handover. This includes:

- A summary document outlining ongoing projects and initiatives.
- A transition meeting with incoming members to explain responsibilities and processes.
- Guidance on key contacts, resources, and departmental tasks.
- The handover process must be completed within one week, following the elections.
- A mandatory handover meeting must be held within one (1) week after election results, during which outgoing members present documentation, ongoing projects, key contacts, and procedures to incoming members.

## 4. Events and Project Organization

### 4.1. Event Planning

- **Weekly SG Meetings:** Held to plan for the upcoming two weeks of activities and events.
- **Weekly Leadership Meetings:** SG leadership (P, VPs, HoDs) at their respective campuses meet weekly to coordinate ongoing initiatives. President is expected to attend both leadership meetings.
- **Monthly Presidency Meetings:** The President and Vice Presidents meet to assess the long-term strategy and goals of the SG.
- **Presidency Meetings with Advisors:** The Presidency meets with faculty advisors every two weeks or per request, to ensure alignment with RIT Croatia policies and student needs.

### 4.2. Event Evaluation

At the end of each academic semester, events will be evaluated to assess their impact, attendance, and effectiveness. This evaluation will guide the development of the next semester's events and initiatives, as well as the budget plans.

### 4.3. SG Communication & Transparency

To enhance student engagement and ensure transparency, the SG will provide monthly updates to the student body, including updates on upcoming events, initiatives, and student concerns. The SG is required to publish a monthly update via email and social media channels outlining key decisions, upcoming events, and collected student concerns.

### 4.4. Meetings and Decision-Making

To ensure transparent governance, effective planning, and inclusive participation, the Student Government operates through a structured system of meetings. These meetings define how decisions are prepared, discussed, and adopted within the SG.

#### Strategy Meeting

**Participants:** All SG members

**Purpose:** To define the long-term vision, strategic priorities, and general direction of the Student Government for the upcoming academic year, during the handover process.

### **Budget Meeting (April)**

**Participants:** SG Leadership

**Purpose:** To prepare and finalize the annual SG budget proposal at the end of the academic year, ensuring alignment with planned events, projects, and strategic priorities.

### **Action Plan Meeting**

**Participants:** All SG members

**Purpose:** To establish timelines, assign responsibilities, and determine preparation periods for events and projects approved for the upcoming academic year, at the beginning of academic year.

### **Events and Projects Meetings**

**Participants:** All SG members

**Purpose:** To collaboratively plan, coordinate, and review events and projects, including idea development, task allocation, progress updates, and feedback.

### **Organizational Structure Review**

**Participants:** SG Leadership

**Purpose:** To review and, if necessary, adjust the internal structure, departmental organization, and workflows of the Student Government to ensure effective operation, which will then be presented to the MC.

## **5. SG Operations and Governance**

### **5.1. SG Management Timeline**

<b>WEEK</b>	<b>MANAGEMENT ACTIVITY</b>
Week 11-12 (Spring)	SG Leadership elections (or full SG elections if applicable)

Week 13 (Spring)	Announcement of SG Leadership (or full SG) results
April-May	Event planning and coordination for the upcoming academic year
Week 2	Freshmen application period open
Week 3 (Fall)	Freshmen candidates announced + Freshmen elections
Week 4 (Fall)	Freshmen election results announced
Week 15 (Fall)	Fall Semester Review
Christmas Break	
May (End of Academic Year)	Spring SG Review

## 5.2. SG Reviews

The SG Reviews will take place in December (Fall semester), and May (Spring semester) of the academic year. These reviews- will:

- Assess the effectiveness of SG initiatives.
- Gather feedback from members and students.
- Develop an updated strategic plan for the following year.

### 5.3. Conflict Resolution

In the event of a dispute within SG, the following resolution process will be followed:

- The issue will first be discussed between the involved members with mediation by the President or Vice President.
- If unresolved, the case may be escalated to an SG advisor for further discussion.

### 5.4. External Relations and Institutional Responsibilities

#### Student Government Advisors

SG Advisors are staff appointed by RIT Croatia administration to act as a supervisory and advisory role for the SG. There is, as stated in the Statute, one advisor per campus. The SG president maintains regular communication and gives updates to both.

#### Academic Senate

- Per the National Law, RIT Croatia Guidelines and the SG's Statute, student representatives need to participate in the work of the Academic Senate, and the respective Senate's committees.
- Five students in total participate per year in the Academic Senate's work (As per RIT Croatia's Statute, article 23 (2), students make up 10-15% of the Academic Senate) – three from the campus where the president is appointed, and two from the other campus.
- The roles who participate are: the SG president, two vice presidents, and two Advocacy & Clubs department heads.
- In order to stay transparent in its work, SG (Advocacy & Clubs department) will make reports about the topics relevant for the student body and SG's work in the Academic Senate.

#### Collaboration with other departments in RIT Croatia administration

- The collaboration can be initiated either by the SG or the RIT Croatia administration, with a purpose of getting support for an event or a project organized.
- Any collaboration of this kind is coordinated by SG's advisors, who facilitate communication between the SG members and the administration, having in mind SG's resources and priorities.
- Any such collaboration or a request for a collaboration will be documented in a pre-set format.

### Other organizations outside the campus (National Student Council)

- SG will actively participate in the work of a competent authority and/or a student organization, in order to maximize opportunities for RIT students through interconnection and collaboration with other educational institutions, their representatives etc.

## 6. Responsibilities of Members

### 6.1. General Responsibilities

All SG members are expected to:

- Attend weekly SG meetings to discuss progress and initiatives.
- Actively contribute to event planning and organizational tasks.
- Propose initiatives and promote their respective year level's interests.
- Complete assigned office hours and remain accessible to students.

### 6.2. Office Hours

During their Office Hours, SG Leadership is expected to work on their initiatives, provide support to students coming to office, as well as do task assigned to them, assign tasks, etc.

POSITION	OFFICE HOURS
President	10 hours/week
Vice-President	8 hours/week
Head of Departments	5 hours/week
Representatives	2 hours/week

### 6.3. Attendance & Participation

All SG members are expected to maintain active participation.

- Attendance at SG meetings is mandatory unless excused in advance.

- Members who miss three consecutive meetings without a valid reason will receive a formal warning by their campuses VP.
- Continued lack of participation in meetings, office hours, as well as pre-set events may result in the removal from the SG and is subject to leadership review.

## **7. Conclusion**

The RIT Croatia Student Government exists to enhance the student experience by advocating for student interests, fostering collaboration, and organizing impactful initiatives. Members are entrusted with upholding the principles of leadership, accountability, and active engagement. By adhering to this Handbook, SG members ensure a fair, transparent, and effective governance structure that benefits the entire student body.