



Georgian American University, LLC

Legal Services Office
Regulation

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Article 1. General provisions

1.1. This Statute defines the authority, accountability and regulates the issues related to the activities of the Georgian American University, LLC (hereinafter referred to as the "University") Legal Services Office (hereinafter referred to as the "Office");

1.2. The Office is an auxiliary structural unit of the University;

1.3 The Office is guided in its activities by the Constitution of Georgia, international treaties, Laws of Georgia, the Statute of the University, this Statute, the acts of the President and Senior Vice President of the University;

1.4. The Office is accountable to the President of the University and the Senior Vice President.

Article 2. Objectives of the Office

The purpose of the Office is to provide legal assistance to the University and its structural units and to protect its legitimate interests.

Article 3. Functions of the Office

The Legal Services Office performs the following functions:

3.1 Within the scope of its competence, participates in the elaboration of acts (including drafts of the acts) regulating the activities of the University and ensures their compliance with the Legislation of Georgia;

3.2. Ensures compliance of the agreements / memoranda concluded or to be concluded by the University with the current legislation;

3.3 Informs the structural units of the University regarding relative amendments to the legislation of Georgia;

3.4 Represents the University before public and private organizations and individuals . in case of any legal dispute,;

3.5 Protects the interests of the University in court in accordance with the rules established by law;

3.6. Provides legal advice to structural units on the basis of their application;

3.7 Makes recommendations to the relevant structural units on the provision and access to public information;

3.8. Carries out other activities in accordance with the regulations and internal acts of the University.

Article 4. Structure of the Office

1. The Office consists of the head of the Office - the head and the manager (s);
2. The head of the Office and the manager are appointed by the President of the University upon the recommendation of the Senior Vice President.

Article 5. Head of the Office

- 5.1. Manages the activities of the Office and is responsible for the performance of the functions and tasks assigned to the Office;
- 5.2. Head of the Legal Services Office of the University:
 - 5.2.1. Represents the University in court and administrative body, on the basis of a power of attorney;
 - 5.2.2. Within the scope of competence, negotiates contents of contracts, agreements, and memorandums before approval by the University;
 - 5.2.3. Gives instructions to the employee(s) of the Office, if necessary, distributes duties among them;
 - 5.2.4. Exercises control over discipline maintenance and the proper performance of duties by the employee(s) of the Office;
 - 5.2.5. Signs and vises the documents and projects prepared by the Office within the scope of its competence;
 - 5.2.6. Prepares a response to correspondence incoming to the office;
 - 5.2.7. Within the scope of competence, participates in the discussion regarding appointment of Office staff candidates.
 - 5.2.8. Applies to the Senior Vice President of the University in for material and technical means necessary for the functioning of the Office;
 - 5.2.9. Coordinates the relationship of the Office with other structural units of the University;
 - 5.2.10. Submits proposals to the Senior Vice President of the University on the structure of the Office, the staff, the organization of work, the incentives for employees, the imposition of disciplinary action;
 - 5.2.11. Submits annual report regarding activities carried out by the Office to the Senior Vice President of the University;
 - 5.2.12. Within the scope of competence performs other functions and tasks defined by the President and Senior Vice President and Vice President of the University;
- 5.3. In case of absence of the Head of the Office and / or temporary inability to perform his / her duties, one of the employees of the Office shall perform requird duties on the basis of the order of the Senior Vice President of the University.

Article 6. Legal Services Office Manager

6.1. The functions of Office Manager are:

6.1.1 Prepares or take part in the process of the acts and/or drafts regulating the activities of the University;

6.1.2. If necessary, prepares draft agreements / agreements / memoranda to be approved by the University;

6.1.3. In case of an application or a certain assignment, provides advice to interested parties on legal issues;

6.1.4. Prepares documents to be submitted to the court and administrative body (lawsuits, draft lawsuits and appeals, attached documentation);

6.1.5. Informs the relevant structural units of the University regarding amendments made in the legislation of Georgia;

6.1.6. Prepares responses to correspondence related to public information;

6.1.7. Performs the assignments of the Head of the Office based on the Office goals.

6.2. Per by the order of the President of the University and/or as defined by the employment contract, if necessary, different and/or additional functions and/or obligations from the functions defined in this article.

3. The Manager is accountable to the Head of the Office.

Article 7. Final Provisions

7.1. Approval of the regulations of the Office, as well as amendments to it are carried out based on the order of the President of the University.