



ALUMNI COUNCIL OF THE ANGLO-AMERICAN UNIVERSITY BYLAWS

Article I

Introduction

a) Purpose of this Document

This Document serves as a comprehensive set of policies and rules by which the Alumni Council of the Anglo-American University specifies its activities and the role of its officials and individual members and establishes its internal procedures. It is comprised of the following eight sections:

Article I: Introduction

- a) Purpose of this Document
- b) Position of the Alumni Council Within the AAU and its Role
- c) Definitions and Abbreviations

Article II: Membership

- a) Members
- b) Member Criteria

Article III: Term of Office and Elections

- a) Term of Office
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- a) Regular Meetings
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- b) Position of the Alumni Council Within the AAU and its Role

The Alumni Council of the Anglo-American University (hereinafter referred as to “Alumni Council”) is an autonomous representative body for alumni of the AAU through which they can become involved in the affairs of the AAU, working in partnership with the AAU’s administration, faculty, staff and students for the benefit of the AAU community. The purpose of the Alumni Council is to enable and promote a lifelong relationship of mutual benefits and assistance to both the AAU and its alumni. The Alumni Council provides a means by which the alumni of AAU and members of the community may contribute to the professional, educational, economic, and social interests of the welfare of the AAU. Such means may include, but are not limited to:

- strengthening the ties and contacts between the AAU and its alumni;
- promoting mutually beneficial contacts between students and alumni;
- the encouragement of the enrollment of qualified students to the AAU;
- providing internships/scholarship aid to undergraduate and graduate students;
- supporting student activities supplementing and diversifying the educational experiences available at the AAU;

- assisting the AAU in obtaining human and financial resources necessary to fulfill its mission;
- performing public relations work on behalf of the AAU by initiating, facilitating and participating in programs which will foster continued support of the AAU;
- promoting the identity and recognition of the AAU both nationally and internationally.

c) Definitions and Abbreviations

Term	Definition
AAU	Anglo-American University, formally Anglo-americká vysoká škola, o.p.s.
AC	Alumni Council
BoT	Board of Trustees
Founders	The Founders of AAU as set forth in the Founders' Deed
Founders' Deed	The Founders' Deed of AAU, as amended
Guests	Individuals invited to attend a meeting of the AC
SB	Supervisory Board
AC Members	Individuals who participate in meetings of the AC as a matter of right

Article II

Membership

a) Members

- i. The AC shall have five (5) members elected from among and by the AAU Alumni Community (i.e. individuals who have been awarded academic credit at AAU).
- ii. At least one (1) member of the AC must be a recent member (i.e. 2 years after graduation at the most at the time of nomination) of the AAU Alumni Community.

b) Member Criteria

- i. Any member of the AAU Alumni Community that is based in Prague/Czech Republic shall be eligible to become elected member of the AC.
- ii. A member of the AC cannot be simultaneously a member of the BoT or SB of the AAU and cannot be a current student or a permanent employee of the AAU.

Article III

Term of Office and Elections

a) Term of Office

- i. The term of office of an AC member shall be two (2) years with no legal limitation to the number of terms for which a member may be reappointed.
- ii. Any AC member may resign, at any time, upon notice to the Chairperson. The resignation shall take effect immediately upon receipt of such notice to the AC Secretary in writing or by electronic means.
- iii. At any meeting of the AC, by vote of absolute majority, any AC member may be removed for misconduct, incapacity, neglect of duty, or other proper cause; provided, however, that the member shall have been given notice of any such proposed removal, the reasons, and an opportunity to be heard thereon and, further, that no such removal shall be voted except upon proof established by a preponderance of the evidence, as determined by the AC. All such matters of removal shall first be referred to the AC Chairperson and the AC Secretary.
- iv. In the case of a resignation or removal of one of the members, the AC shall co-opt a new member to fill the vacant position no later than 60 days following the receipt of resignation of a member or removal of a member by the AC.

b) Elections

- i. The Elections to the AC shall be held every two (2) years.
- ii. The Elections procedure shall begin in December prior to the January Elections. The AC Secretary shall send an email to the AAU Alumni Community members, announcing the elections and stating the requirements for the AC membership. Members of the AAU Alumni Community will be able to nominate themselves or one another. The nomination period will be no less than fourteen (14) days and no longer than thirty (30) days.
- iii. The AC Secretary will collect nominations and contact proposed individuals to determine whether they fit the requirements and would like to run.
 1. If those interested in running are five (5), then after a confirmation by the current AC, those five (5) are named as the new AC. That will be the last act of the current AC.

2. If those interested in running are more than five (5), the AC Secretary shall schedule AC Elections to be held at a reunion for the members of the AAU Alumni Community organized by the AC Secretary. Every member of the AAU Alumni Community will have the opportunity to cast up to three (3) anonymous votes on one ballot, but cannot vote for the same person more than once. Results will be tallied and announced by the Alumni Council Secretary in seven (7) days after the Elections at the latest. After the confirmation from the current AC, the five (5) candidates with the most votes will be named as the new AC. That will be the last act of the current AC.
3. The elections will be valid only if at least 30 members of the AAU Alumni Community will cast a valid ballot.
4. In the event that candidates will receive an equal number of votes, the result will be decided by a lot organized by the Alumni Council Secretary under the supervision of the current AC members.
5. In the event that the Elections will not take place at the reunion or will take place, but will not be valid, the second Elections may be alternatively organized by the Alumni Council Secretary via means of electronic communication. This procedure has to be repeated until a new AC will be named.
6. The term of the current AC will end the day before the term of the new AC begins. Elections shall start in January and the new AC shall begin its term no later than one month after the confirmation of the results of the Elections by the current AC.

Article IV

Rights and Obligations of Members

- i. A member of the AC is entitled to one vote during the meetings of the AC.
- ii. The members of the AC shall elect representatives from among themselves at the first meeting following the naming of the new AC to serve as:
 1. Chairperson of the AC;
 2. Members of the Academic Council (2 members);

3. Member of the Nominating Committee of the BoT.
- iii. The members of the AC shall nominate individual members of the AAU Alumni Community to participate in the Committees Advisory to the President / Committees Advisory to the Provost, including but not limited to:
 1. Strategic Planning Committee/WASC Steering Committee;
 2. Finance Committee;
 3. University Governance Committee;
 4. Marketing Committee;
 5. Program Development Committee;
 6. Fundraising Committee.

Article V

Alumni Council Secretary

- i. The AC Secretary shall be the University Advancement Manager, appointed by the management of the AAU. The AC Secretary shall be a permanent guest of the AC meetings.
- ii. The AC Secretary shall be responsible for:
 1. Communication between the AC and the AAU, and within the AC, and for supporting the work of the AC;
 2. Keeping accurate minutes of the AC;
 3. Publishing the AC minutes on the AAU intranet;
 4. Sending out the minutes of the AC meetings to the AC members as soon as possible after the meeting and no later than ten (10) days after the meeting.

Article VI

Meetings

- a) Regular Meetings
 - i. Regular meetings of the AC shall be held at least twice a year (prior to March 31st and September 30th) and at such time and at such a place that the AC members shall agree upon.
- b) Extraordinary Meetings

- i. Special meetings of the AC may be called by the AC Chairperson or by written request addressed to the Chairperson by at least two (2) regular members; every such request shall state the purpose for the calling of such a meeting.
- c) Notice of Meetings
 - i. A written notice of every meeting of the AC, stating the place, date, and hour and the purpose for which the meeting is to be held, shall be distributed after agreement with the AC Chairperson by the AC Secretary to all members of the AC, at least fifteen (15) days before the meeting.
 - ii. The meetings of the AC are not public. Any member of the AAU Alumni Community may address the AC and propose any topic for discussion at the AC meeting. Upon approval of the AC, anyone may be invited to the AC meeting as a guest.
- d) Quorum
 - i. Present majority of the AC members shall constitute a quorum at any regular or extraordinary meeting of the AC.
 - ii. In the case, that the votes of the AC members are tied, result will be decided by the vote of the AC Chairperson.

Article VII

Legal Obligations

- i. The AC acts in accordance with the Founders' Deed, University Statute, and applicable laws of the Czech Republic.

Article VIII

Revision of the Bylaws

- i. The Bylaws shall continue as a living document; therefore, changes can be made at any time by the AC. Any changes to the Bylaws must be discussed in advance by the AC and approved by an absolute majority quorum of the AC.