

# **Anglo-American University**

## **Code on Academic Representative Bodies**

The academic representative bodies of AAU are:

- (a) Faculty Senate
- (b) Student Council
- (c) Alumni Council

### **A. Faculty Senate**

#### **1. General Provisions**

- i. The Faculty Senate is comprised of faculty members democratically elected according to procedures set forth in this Code.
- ii. The Faculty Senate sets its own By-Laws, subject only to applicable law, the Founders' Deed, the University Statute, and the Academic Codex.
- iii. The President, or his/her designees, shall regularly consult with the Faculty Senate regarding significant matters related to the faculty.
- iv. The Faculty Senate serves as a liaison between the faculty and the administration. This includes assisting in developing and implementing the strategic plan of the university; informing, including, and representing faculty in discussions about university policies, procedures, and changes proposed by the administration; making recommendations to the President of the university regarding faculty issues and interests; and making recommendations to faculty and administration on policies to improve the university environment.
- v. The following matters must be submitted in advance to the Faculty Senate for review and comment:
  - (a) Implementation, substantial modification or termination of a degree program;
  - (b) Application for accreditation and reaccreditation;
  - (c) Establishment or elimination of a School or of a Department within a School;
  - (d) Amendments to the Academic Codex;
  - (e) Policies as listed in Principles and Procedures of the Academic Codex, section C "Policies implied by the Codex";
  - (f) Issuance of the Faculty Handbook, Student Handbook and Academic Calendar;
  - (g) Issuance of Honorary Degrees.
- vi. The Faculty Senate shall elect, in accordance with the provisions of article 92 (1) a) of the Higher education act, AAU representatives in the Assembly and in the Presidium of the Council of Higher Education Institutions of the Czech Republic.
- vii. The President of the Faculty Senate serves as a representative to the Forum of Presidents of Academic Senates within the Council of Higher Education Institutions of the Czech Republic.
- viii. Meetings of the Faculty Senate are public and meeting minutes are shared on AAU intranet unless a majority of the members present vote to hold part of the meeting 'in camera' and not to publish minutes for 'in camera' discussions. A Member may be present via electronic means, provided that such member can clearly hear the proceedings and can be clearly heard by all other Members.

#### **2. Term and Eligibility**

- i. The Faculty Senate has 12 members, of which 10 shall be elected by faculty on an individual School basis. These 10 members shall be allocated evenly between the Schools, two members per School. The remaining (maximum two) members shall be elected by faculty at large from candidates at large.
- ii. Eligible members of the AAU faculty who may be elected to the Faculty Senate are all faculty members except for those in an administrative position that represents 51% or more of full-time appointment.
- iii. The members of the Faculty Senate shall be elected for two academic years, with their term of office starting in October and ending on the day of elections in October after two years. Elections shall be held during the first full week of October. The outgoing Faculty Senate shall hold a joint meeting with the newly elected Faculty Senate after the elections, in order to ensure continuity of the work of the Faculty Senate.
- iv. The term of each member of the Faculty Senate terminates prematurely if the member resigns from the Faculty Senate, if the member becomes ineligible or ceases to be a faculty member, or if the member is expelled.

- v. A member of the Faculty Senate who fails to attend two or more regular consecutive meetings without reasonable justification, or consistently (and not occasionally) fails to participate in Faculty Senate business conducted electronically without reasonable justification, or in general neglects the duties and behavior of a Senator, can be given a warning by the President of the Faculty Senate. In case the member in question does not rectify his/her behavior within a reasonable time and/or is absent from a third consecutive regular meeting, the Faculty Senate, on the basis of a 2/3 majority, may expel the member. The member must be given the opportunity to submit oral and written remarks to defend him/herself.
- vi. If the term of a member of the Faculty Senate terminates prematurely, the Faculty Senate invites the respective alternate with the highest number of votes received in the last elections to accept membership in the Faculty Senate. The term of the new member begins on a day when the invitation was accepted. If the alternate rejects the invitation, another alternate in the order is invited etc. If there is no alternate willing to accept nomination, a by-election will be held within 30 days. The term of office of the alternate or the newly elected member of the Faculty Senate ends on the date on which the term of office of the replaced member should have ended.

### **3. Elections**

- i. The elections shall be administered by the Office of the Vice President for Academic Affairs, in cooperation with the Schools.
- ii. The Dean of each School shall prepare a list of eligible AAU faculty in that School. AAU Faculty members with joint appointments between two or more Schools shall only be eligible in their primary School. All disputes regarding eligibility shall be determined by the Vice President for Academic Affairs.
- iii. The Office of the Vice President for Academic Affairs shall send a call for nominations with a deadline for submission not shorter than two weeks. All eligible faculty may voluntarily become candidates for the Faculty Senate as candidates for their primary School or as candidates-at-large by being nominated by another member of the AAU faculty by a nomination submitted to the Office of the Vice President for Academic Affairs. Eligible faculty members may stand for elections in their primary school or may alternatively stand as candidates-at-large, but not both.
- iv. The elections shall be anonymous and shall be conducted by paper ballot or electronically, and must last at least two days. Each AAU faculty member shall have one vote in elections in their primary school and one vote in elections at-large.
- v. The two candidates with the most votes (understood as a candidate having received at least one vote) shall fill the seats allocated to each School and the faculty at-large. Other candidates (having received at least one vote) shall become alternates.
- vi. The Vice President for Academic Affairs shall certify and announce the results of the elections.
- vii. If not all seats of the Faculty Senate are filled after an election, a by-election will be held within 30 days.

## **B. Student Council**

### **1. General Provisions**

- i. The Student Council is comprised of AAU students in good standing elected from among and by AAU students according to procedures set forth in this Code.
- ii. The Student Council adopts its own By-Laws, subject only to applicable law, the Founders' Deed, the University Statute, and the Academic Codex.
- iii. The Student Council shall elect, in accordance with the provisions of Section 92 (1) a) of the Higher Education Act a student representative in the Student Chamber of the Council of Higher Education Institutions of the Czech Republic and/or his/her substitute from the students in good academic standing.
- iv. The President, or his/her designees, shall regularly consult with the Student Council regarding significant matters related to the student body.
- v. Meetings of the Student Council are public and meeting minutes are shared on AAU intranet. A Member may be present via electronic means, provided that such member can clearly hear the proceedings and can be clearly heard by all other Members.

### **2. Term and Eligibility**

- i. The Student Council has 10 members, of which five shall be elected by students on an individual School basis, one member per School, and the remaining members shall be elected by students at large from candidates at large.

The term of membership on the Student Council is one year with no legal limitation to the number of terms for which a member may be reappointed.

- ii. Eligible students who may be elected to the Student Council are all students in good standing, i.e. students that have a student status, that are not on disciplinary or academic probation and are in good financial standing with the University.
- iii. Any Student Council member may resign, at any time, upon notice to the Chairperson. The resignation shall take effect immediately upon receipt of such notice in writing or by electronic means.
- iv. The term of each member of the Student Council terminates prematurely if the member becomes ineligible. At any meeting of the Student Council, by vote of absolute majority, any Student Council member may be removed for misconduct, incapacity, neglect of duty, or other proper cause; provided that the member shall have been given notice of the proposed removal, the reasons, and an opportunity to be heard thereon, and further, that no such removal shall be voted on without proof established by a preponderance of evidence, as determined by the Student Council. All such matters of removal shall first be referred to the Student Council Chairperson.
- v. If the term of a member of the Student Council terminates prematurely, the Student Council invites the respective alternate with the highest number of votes received in the last elections to accept membership in the Student Council. The term of the new member begins on a day the invitation is accepted. If the alternate rejects the invitation, another alternate in the order is invited. If there is no alternate willing to accept the nomination, the vacant position will be filled in the next elections. The term of office of the alternate ends on the date on which the term of office of the replaced member should have ended.

### **3. Elections**

- i. Student Council general elections take place within the first month of both Fall and Spring semester to fill any vacant positions (up to 10) and hold internal elections for positions thereafter. Representatives serve for one academic year. If no positions are left vacant, no election is required, and the next election will occur in the following semester.
- ii. The elections shall be administered by the Dean of Students or designee.
- iii. The Dean of Students sends a call for nominations with a deadline for submission not shorter than two weeks. All eligible students may voluntarily become candidates for the Student Council by a nomination submitted to the Dean of Students, who determines candidate eligibility according to criteria listed above.
- iv. The elections shall be anonymous and shall be conducted by paper ballot or electronically, and must last at least two days.
- v. The candidates with the most votes (understood as a candidate having received at least one vote) shall fill the seats. Other candidates (having received at least one vote) become alternates.
- vi. The Dean of Students shall certify and announce the results of the elections.
- vii. If not all seats of the Student Council are filled after an election, the vacant position(s) will be filled in the next elections.

### **4. Faculty and Staff Advisor**

- i. The Faculty Senate will appoint a faculty member whose role shall be to advise and assist the Student Council. The Faculty Advisor is appointed by the Faculty Senate as provided for on the Faculty Senate By-laws.
- ii. The Student Council has the option of hiring a member of Faculty as an additional Faculty Advisor for the duration of one academic year. Those qualified must be able to attend regular Student Council meetings on a flexible yet minimally bi-monthly schedule to advise and counsel regarding issues Student Council representatives raise to him/her. The Faculty Advisor receives a nominal fee from the Student Council budget for their time.
- iii. The Dean of Students appoints a member of staff to inform, counsel and guide the Student Council.

## **C. Alumni Council**

### **1. General Provisions**

- i. The Alumni Council is comprised of individuals elected from among and by the AAU Alumni Community (i.e. individuals in good financial, academic and disciplinary standing upon departure from the University, who have been awarded academic credit at AAU) according to procedures set forth in this Code.
- ii. The Alumni Council adopts its own By-Laws, subject only to applicable law, the Founders' Deed, the University Statute, and the Academic Codex.

- iii. The President, or his/her designee, shall regularly consult with the Alumni Council regarding significant matters related to the alumni. A representative of Alumni Council shall sit on various committees as requested. Alumni Council shall consult with the President as needed to discuss matters unrelated to committees which they sit on.
- iv. Meetings of the Alumni Council are public and meeting minutes are shared on AAU intranet. A Member may be present via electronic means, provided that such member can clearly hear the proceedings and can be clearly heard by all other Members.

## **2. Term and Eligibility**

- i. The Alumni Council has five members. At least one member of the Alumni Council must be a recent member (i.e., have graduated at most two years prior the nomination) of the AAU Alumni Community.
- ii. Eligible members of the AAU Alumni Community who may be elected to the Alumni Council are all members of the AAU Alumni Community, who are either based in Prague or can participate remotely via digital means.
- iii. A member of the Alumni Council cannot be simultaneously a member of, nor have family or personal relations to any member of the Board of Trustees or Inspector of AAU, and cannot be a current student or a permanent employee of AAU.
- iv. The term of office of an Alumni Council member shall be two years with no legal limitation to the number of terms for which a member may be reappointed.
- v. Any Alumni Council member may resign, at any time, upon notice to the Chairperson. The resignation shall take effect immediately upon receipt of such notice to the Alumni Council Secretary in writing or by electronic means.
- vi. The term of each member of the Alumni Council terminates prematurely if the member becomes ineligible. At any meeting of the Alumni Council, by vote of absolute majority, any Alumni Council 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 Alumni Council. All such matters of removal shall first be referred to the Alumni Council Chairperson and the Alumni Council Secretary.
- vii. If the term of a member of the Alumni Council terminates prematurely, the Alumni Council invites the respective alternate with the highest number of votes received in the last elections to accept membership in the Alumni Council. The term of the new member begins on a day when the invitation was accepted. If the alternate rejects the invitation, another alternate in the order is invited etc. If there is no alternate willing to accept nomination, a by-election will be held within 30 days via means of electronic communication.

## **3. Elections**

- i. The Elections to the Alumni Council shall be held every two years.
- ii. The Elections procedure shall begin in December prior to the January Elections. The Alumni Council Secretary shall send an email to the AAU Alumni Community members, announcing the elections and stating the requirements for the Alumni Council membership. Members of the AAU Alumni Community will be able to nominate themselves or one another. The nomination period will be no less than 14 days and no longer than 30 days.
- iii. The Alumni Council Secretary will collect nominations and contact proposed individuals to determine whether they fit the requirements and would like to run.
- iv. If those interested in running are five, then after a confirmation by the current Alumni Council, those five are named as the new Alumni Council. That will be the last act of the current Alumni Council.
- v. If those interested in running are more than five, the Alumni Council Secretary shall email out an electronic ballot to the Alumni Community. The anonymous ballot will only be functional to those with a registered email address provided on the Alumni Community mailing list. Results will be tallied and announced by the Alumni Council Secretary in seven days after the Elections at the latest. After the confirmation from the current Alumni Council, the five candidates with the most votes will be named as the new Alumni Council. Other candidates (having received at least one vote) become alternates. That will be the last act of the current Alumni Council.
- vi. The elections will be valid only if at least 30 members of the AAU Alumni Community will cast a valid ballot.
- vii. 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 Alumni Council members.
- viii. 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 Alumni Council will be named.

- ix. The term of the current Alumni Council will end the day before the term of the new Alumni Council begins. Elections shall start in January and the new Alumni Council shall begin its term no later than one month after the confirmation of the results of the Elections by the current Alumni Council.

#### **4. Alumni Council Secretary**

- i. The Alumni Council Secretary shall be a designee appointed by the management of the AAU. The Alumni Council Secretary shall be a permanent guest of the Alumni Council meetings.
- ii. The Alumni Council Secretary shall be responsible for:
  - (a) Communication between the Alumni Council and the AAU, and within the Alumni Council, and for supporting the work of the Alumni Council;
  - (b) Keeping accurate minutes of the Alumni Council;
  - (c) Publishing the Alumni Council minutes on the AAU intranet;
  - (d) Sending out the minutes of the Alumni Council meetings to the Alumni Council members as soon as possible after the meeting and no later than 10 days after the meeting.

#### **D. Effectiveness**

This Code was approved by the Board of Trustees on June 8<sup>th</sup>, 2020 and comes into effect forthwith.