

Code of Academic Representation Anglo-American University (AAU)

The academic representative bodies of AAU are:

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

B. Faculty Senate

1. General Provisions

- i. The Faculty Senate is comprised of faculty members elected from among and by the AAU faculty according to procedures set forth in this Code.
- ii. The Faculty Senate sets its own rules of procedure, subject only to applicable law, the AAU Statute, and the Academic Codex.
- iii. The AAU President, Vice Presidents, Deans, and Directors (henceforth the university administration), shall regularly consider, communicate, and consult with the Faculty Senate regarding all matters of concern related to the faculty, and take into account the views expressed by the Faculty Senate.
- iv. The Faculty Senate serves as a liaison between the faculty and the university administration. This includes:
 - (a) assisting in developing and implementing the strategic plan of the AAU;
 - (b) informing, including, and representing faculty in discussions about AAU policies, procedures, compensation schemes, a system of benefits, and changes proposed by the university administration;
 - (c) making recommendations to the university administration regarding faculty issues and interests;
 - (d) and making recommendations to faculty and the university administration on policies to improve the AAU stature, reputation, and environment.
- v. 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.
- vi. The President of the Faculty Senate, or a duly appointed Czech-speaking proxy member 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.
- vii. Meetings of the Faculty Senate are public and meeting minutes are shared on AAU intranet. A majority of the members present may vote to hold part of the meeting 'in camera' which means that the respective section of the minutes will not be published and stay confidential. 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.

1. Term and Eligibility

- i. The Faculty Senate has 10 members. The term of membership on the Faculty Senate is two years with no legal limitation to the number of terms for which a member may be reappointed.
- ii. Eligible members of the AAU faculty who may be elected to the Faculty Senate are all permanent and adjunct faculty members except for those in an administrative position that represents more than 50% of full-time appointment.
- iii. Any Faculty Senate member may resign, at any time, upon notice to the Faculty Senate President. The resignation shall take effect immediately upon receipt of such notice in writing or by electronic means.
- iv. The term of any member of the Faculty Senate terminates prematurely if the member resigns, becomes ineligible, ceases to be a faculty member, or 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 the 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 of all members, may expel the member. The member must be given the opportunity to submit oral and written remarks to defend oneself.

- 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. Vacancies shall be filled in the same order as regular elections. The term of the new member begins on a day when the invitation is accepted. If the alternate rejects the invitation, another alternate in the order is invited etc. If there is no alternate willing to accept the invitation, a by-election will be held within 45 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.

2. Elections

- i. Faculty Senate general elections take place once in two years, during the first full week of October, for all seats and hold internal elections for positions thereafter. The newly elected Faculty Senate begins its term one day after the certification of the results of the elections. The term of the outgoing Faculty Senate ends the day before the term of the new Faculty Senate begins. 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.
- ii. The elections shall be administered by the Election Committee of the Faculty Senate with assistance from the Office of the Vice President for Academic Affairs, in cooperation with the Deans of Schools. The Election Committee shall have at least three members elected by the Faculty Senate from among the senators or other faculty members. If the elections (or a by-election) are not held within the timeframe defined by this Code, the elections are announced and administered by the Vice President for Academic Affairs.
- iii. The Faculty Senate shall send a call for nominations with a deadline for submission not shorter than two weeks. All eligible faculty may voluntarily become candidates by being nominated by another member of the AAU faculty through a nomination submitted to the Election Committee. The Election Committee shall contact the proposed individuals to determine if they wish to run.
- iv. Vice President for Academic Affairs or designee shall check eligibility of each candidate. 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. The Vice President will also have a voter list prepared and certifies it prior to the election.
- v. The elections shall be anonymous and shall be conducted by paper ballot or electronically, and must last at least two days. Each voter member may cast as many votes as there are free seats and is able to cast no more than one vote per candidate. Only the candidates that receive at least one vote may be elected or become alternates.
- vi. The candidates with the highest number of votes shall be elected to the Faculty Senate seats. In the order in which seats are filled, candidates from schools with fewer than two (or no) representatives on the Faculty Senate shall have priority over candidates from schools with more representatives. The remaining candidates become alternates. In the event of a tie, the order shall be decided by drawing lots.
- vii. After consultation with the Vice President for Academic Affairs, the Election Committee of the Faculty Senate shall certify and announce the results of the elections within seven days in accordance with the Faculty Senate rules of procedure.
- viii. If not all seats of the Faculty Senate are filled after an election, a by-election will be held within 30 days.
- ix. In the case of by-election, the call for nominations shall apply only to faculty members from schools that do not have a representative on the Faculty Senate. If there are more free seats or if all schools have a representative, the call shall apply to faculty members from schools with fewer than two representatives. If no eligible faculty member stands for election by the deadline, or if all schools have two representatives, the call shall be extended to faculty members from all schools. Vacancies shall be filled in the same order as regular elections.
- x. If the elections do not take place or are not valid, new elections will be held without undue delay. This procedure must be repeated until a new Faculty Senate is named.

C. Student Council

1. General Provisions

- i. The Student Council is comprised of AAU degree seeking students in good standing elected from among and by the AAU students according to procedures set forth in this Code.
- ii. The President, or his/her designees, shall regularly consult with the Student Council regarding significant matters related to students.
- iii. The Student Council adopts its own rules of procedure, subject only to applicable law, the AAU Statute, and the Academic Codex.

- iv. 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.
- 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. 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 degree seeking 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 AAU.
- iii. Any Student Council member may resign, at any time, upon notice to the Student Council President. The resignation shall take effect immediately upon receipt of such notice in writing or by electronic means.
- iv. The term of any member of the Student Council terminates prematurely if the member resigns, becomes ineligible, ceases to be a degree seeking student, or is expelled.
- v. At any meeting of the Student Council, by vote of two thirds of all members, any Student Council member may be expelled for misconduct, incapacity, neglect of duty, or other proper cause; provided that the member shall have been given notice of the proposed expulsion, the reasons, and an opportunity to be heard thereon, and further, that no such expulsion shall be voted on without proof established by a preponderance of evidence, as determined by the Student Council. All such matters of expulsion shall first be referred to the Student Council President.
- vi. If the term of a member of the Student Council terminates prematurely, the Student Council invites the alternate with the highest number of votes received in the last elections to accept membership in the Student Council. Vacancies shall be filled in the same order as regular elections. 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 etc. If there is no alternate willing to accept the invitation, a by-election will be held within 45 days. The term of office of the alternate or the newly elected member of the Student Council 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 once a year, at the end of the Spring term (typically in May), for all seats and hold internal elections for positions thereafter. The newly elected Student Council begins its term one day after the certification of the results of the elections. The term of the outgoing Student Council ends the day before the term of the new Student Council begins. The outgoing Student Council shall hold a joint meeting with the newly elected Student Council after the elections, in order to ensure continuity of the work of the Student Council.
- ii. The elections shall be administered by the Student Council with assistance and oversight from the Vice President for Student Affairs or designee. If the elections (or a by-election) are not held within the timeframe defined by this Code, the elections are announced and administered by the Vice President for Student Affairs.
- iii. The Student Council shall send 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 Vice President for Student Affairs or designee.
- iv. The Vice President for Student Affairs or designee shall verify eligibility of each candidate. Students who study at more than one school are eligible at the school at which they enrolled earlier. All disputes regarding eligibility shall be determined by the Vice President for Student Affairs. The Vice President for Student Affairs will also have a voter list prepared and certifies it prior to the election.
- v. The elections shall be anonymous and shall be conducted by paper ballot or electronically, and must last at least two days. Each voter may cast as many votes as there are free seats and is able to cast no more than one vote per candidate. Only the candidates that receive at least one vote may be elected or become alternates.
- vi. The candidates with the highest number of votes shall be elected to the Student Council seats, subject to school affiliation and citizenship limitations. In the order in which seats are filled, first, candidates from schools with no representative on the Student Council shall have priority over candidates from other schools, second, candidates from underrepresented continents shall have priority over candidates from other continents. For students with dual citizenship, the citizenship that is more advantageous to them is considered. The remaining candidates become alternates. In the event of a tie, the order shall be decided by drawing lots.

- vii. A continent (or group of continents) is considered underrepresented until its representatives reach the number set by the Vice President for Student Affairs. The Vice President for Student Affairs determines these numbers by the end of September for all elections held that academic year, based on the demographics of the student body.
- viii. The Vice President for Student Affairs shall certify and the Student Council announce the results of the elections within seven days.
- ix. If not all seats of the Student Council are filled after an election, a by-election will be held within 30 days.
- x. In the case of by-election due to a school (schools) not having a representative on the Student Council, the call for nominations shall apply only to students from the respective school(s). If no eligible student stands for election by the deadline, the call shall be extended to students from all schools. In the case of by-election, if all schools have a representative but a continent (group of continents) is underrepresented, the call for nominations shall apply only to students from the respective continents (groups of continents). If no eligible student stands for election by the deadline, the call shall be extended to students from all continents. Vacancies shall be filled in the same order as regular elections.
- xi. If the elections do not take place or are not valid, new elections will be held without undue delay. This procedure must be repeated until a new Student Council is named.

4. Faculty and Staff Advisor

The Faculty Senate shall appoint a faculty member whose role is to assist the Student Council in matters of mutual concern. The Vice President for Student Affairs appoints a member of staff to inform, counsel and guide the Student Council.

D. Alumni Council

1. General Provisions

- i. The Alumni Council is comprised of individuals elected from among and by the AAU alumni community according to procedures set forth in this Code.
- ii. The Alumni Council adopts its own rules of procedure, subject only to applicable law, the AAU Statute, and the Academic Codex.
- iii. The AAU President or 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. The term of membership on the Alumni Council is three years with no legal limitation to the number of terms for which a member may be reappointed.
- 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. The AAU alumni community is defined as individuals who were in good financial, academic, and disciplinary standing at the time of their departure from the AAU and who received academic credit at AAU.
- iii. A member of the Alumni Council cannot be simultaneously a member of, nor have family or personal relations to any member of the AAU Supervisory Board, and cannot be a current student or a permanent employee of AAU.
- iv. 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 in writing or by electronic means.
- v. The term of any member of the Alumni Council terminates prematurely if the member resigns, becomes ineligible, or is expelled.
- vi. At any meeting of the Alumni Council, by vote of absolute majority, any Alumni Council member may be expelled for misconduct, incapacity, neglect of duty, or other proper cause; provided, however, that the member shall have been given notice of any such proposed expulsion, the reasons, and an opportunity to be heard thereon, and further, that no such expulsion shall be voted on without proof established by a preponderance of evidence, as determined by the Alumni Council. All such matters of expulsion 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 alternate with the highest number of votes received in the last elections to accept membership in the Alumni Council.

Vacancies shall be filled in the same order as regular elections. The term of the new member begins on a day when the invitation is accepted. If the alternate rejects the invitation, another alternate in the order is invited etc. If there is no alternate willing to accept the invitation, a by-election will be held within 30 days. The term of office of the alternate or the newly elected member of the Alumni Council ends on the date on which the term of office of the replaced member should have ended.

3. Elections

- i. Alumni Council general elections take place once in three years, in January, for all seats and hold internal elections for positions thereafter. The newly elected Alumni Council begins its term one day after the certification of the results of the elections. The term of the outgoing Alumni Council ends the day before the term of the new Alumni Council begins. The outgoing Alumni Council shall hold a joint meeting with the newly elected Alumni Council after the elections, in order to ensure continuity of the work of the Alumni Council.
- ii. The elections shall be administered by the Alumni Council Secretary or designee. If the elections (or a by-election) are not held within the timeframe defined by this Code, the elections are announced and administered by the Alumni Office.
- iii. The Alumni Council shall send a call for nominations with a deadline for submission not shorter than two weeks. All eligible members of the AAU alumni community may voluntarily become candidates by nominating themselves or being nominated by another member of the AAU alumni community through a nomination submitted to the Alumni Council Secretary.
- iv. The Alumni Council Secretary shall verify the eligibility of each candidate and contact the proposed individuals to determine if they meet the requirements and wish to run.
- v. The elections shall be anonymous and shall be conducted by electronic ballot, and must last at least two days. The ballot will only be functional to those with a registered email address provided on the alumni community mailing list. Each voter may cast as many votes as there are free seats and is able to cast no more than one vote per candidate. Only the candidates that receive at least one vote may be elected or become alternates. The elections shall be valid only if at least 30 members of the AAU alumni community cast a valid ballot.
- vi. The candidates with the highest number of votes shall be elected to the Alumni Council seats. In the order in which seats are filled, if a recent graduate is not represented on the Alumni Council, the recent graduate with the highest number of votes shall have priority over other candidates. A recent graduate is an individual who graduated from an AAU degree program no more than two years prior to nomination. The remaining candidates become alternates. In the event of a tie, the order shall be decided by drawing lots under the supervision of the current Alumni Council members.
- vii. After consultation with the respective Vice President, the Alumni Council Secretary shall certify and announce the results of the elections within seven days in accordance with the Alumni Council rules of procedure.
- viii. If not all seats of the Alumni Council are filled after an election, a by-election will be held within 30 days.
- ix. In the case of by-election, if a recent graduate is not represented on the Alumni Council, the call for nominations shall apply only to recent graduates. If no eligible recent graduate stands for election by the deadline, the call shall be extended to all eligible members of AAU alumni community. Vacancies shall be filled in the same order as regular elections.
- x. If the elections do not take place or are not valid, new elections will be held without undue delay. This procedure must be repeated until a new Alumni Council is named.

3. 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.

E. Final Provisions

This Code was approved by the Supervisory Board on August 31, 2024 and comes into effect forthwith.

Document Review and Approval History

Date	Body/Individual	Action	Comments/Notes	Version
08/22/2024	Faculty Senate	Reviewed	Minor comment submitted	v1.0
08/22/2024	Student Council	Reviewed	No objections raised	v1.0
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