



PRISHTINË

Kolegji AAB

CILËSI. LIDERSHIP. SUKSESI!

WORK REGULATION OF THE STEERING COUNCIL

Based on section 31, 32 and 33 of the Statute of AAB College and section 13 of Law No. 04 / L-037 on Higher Education in the Republic of Kosovo, in its meeting held on 08.01.2016 approves:

WORK REGULATION OF THE STEERING COUNCIL

Section 1

The aim of this regulation is to define the working rules and functioning of the Steering Council, the way of decision-making, composition, chairmanship and placement, and other important issues that relate to the work of the Steering Council.

Section 2

According to the Statute of AAB College, the Steering Council is the highest governing body of AAB College.

Section 3

The Steering Council consists of 11 (eleven) members with the right to vote and they are:

3.1. 6 (six) members elected by the founder of AAB College;

3.2. 3 (three) members elected by the Senate from the academic staff of the AAB College;

3.3. 1 (one) member elected by the Senate from among the well-known international personalities;

3.4. The founder of the University is a permanent member of the Steering Council;

3.5. The Rector and the Secretary are ex officio members of the Steering Council without the right to vote;

3.6. At the invitation of the Steering Council, the Head of Students Union or of the Student Parliament may participate in its meetings, without the right to vote, when dealing with matters pertaining to the students.

3.7. The Steering Council with majority voting may decide to increase the number of its members and to appoint well known personalities as "honorary members" by the Steering Council with full rights.

3.8. Members of the Steering Council cannot be elected Rector, Vice Rectors, Secretary, Deans, Pro-Deans, and Senate Members.

Section 4

In addition to the competences given to this regulation, the Steering Council will also have these competences, but not limited to:

4.1. Approval of mission and vision;

- 4.2. Approval of the strategic plan;
- 4.3. Efficient use of resources, capacities and preservation of the Institution's property;
- 4.4. Decide on establishing, extinguishing and amending the internal structure of academic units and organizational units after consulting with the Senate, as well as deciding on opening and extinguishing its units in Kosovo centers according to the required dynamics;
- 4.5. Decide on the overall organizational structure of the academic units, according to the Senate proposal;
- 4.6. To elect the Rector;
- 4.7. Decide on capital investments;
- 4.8. Once a year, to be informed by the financial services manager about the financial situation, the problems and difficulties presented and the way of solving them;
- 4.9. Issue the work regulation of the Steering Council;
- 4:10. Decide on the enrollment announcement for admission of students;
- 4:11. Decide on the amount of fee for enrollment and tuition of students;
- 4:12. Decide on the allocation of scholarships for distinguished students;
- 4:13. Suggest the founder additions and changes for the cost of the services;
- 4:14. Decide on the efficient use of the means;
- 4:15. Issue a regulation on procedure and disciplinary measures;
- 4:16. Form commissions, in accordance with the Statute, commissions that will deal with particular issues from its scope;
- 4:17. Decide on the shape and content of the stem, steal, empty steal, flag and other symbols;
- 4:18. Perform other work in accordance with the law and this Statute.

Section 5

- 5.1. Meetings of the Steering Council are prepared and guided by the founder until the election of the Chairman of the Steering Council.
- 5.2. The Chairman and Vice-Chairman of the Steering Council is elected by the majority of votes.
- 5.3. Chairman of the Steering Council may also be the founder.

Section 6

- 6.1. The mandate of the members of the Steering Council lasts for 2 years, with the possibility of continuation.
- 6.2. The mandate may be terminated in the event of death, resignation or discharge.
- 6.3. The Steering Council takes decisions by majority votes.
- 6.4. In cases when there is no decision from the voting of the attendees, then the Chairman's vote has the weight of two votes.
- 6.5. Each member of the Steering Council may abstain from voting in the decision-making or for any other matter for which he or she considers it to be a conflict of interest.

Section 7

More than half of the members with the right to vote need to be present for the meetings of the Steering Council.

Section 8

The decisions of the Steering Council are presented in meeting minutes, which is signed by the Chairman or the Vice-Chairman and the person who has been charged with the meeting minutes.

Section 9

Members of the Steering Council are obliged to attend the meetings and be prepared for the issues to be discussed.

Section 10

The Steering Council meets upon a written invitation from the Chairman, whenever it is in the interest of AAB College but not less than three times a year. The invitation includes the agenda, place and time of the meeting, and the invitation is accompanied by the necessary documents. The Steering Council meeting notification should be made at least seven days prior to the date set for the meeting.

Section 11

The Chairman shall also convene a meeting of the Steering Council even if a written request is made by at least three of its members. In the request are also described the issues of the agenda. The meeting must be held no later than 30 days after the receipt of the request.

Section 12

After verifying the number of members present and after establishing the existence of the quorum, the Chairman of the Steering Council announces the meeting's opening and proposes the agenda.

Section 13

After proposing the agenda, the Chairman asks other members if they have proposals to complete or change the agenda. The agenda is approved by simple majority.

Section 14

During discussions at various points of the agenda, members should consider matters that are reasonably discussed. The Chairman is the person responsible for giving the floor to the others.

Section 15

After discussing all points of the agenda, the Steering Council makes decisions, issues specific conclusions, recommendations or opinions.

Section 16

The meeting minutes is held by the minute-taker appointed by the Chairman of the Steering Council. The meeting minutes is signed by the minute-taker and Chairman of the Steering Council. The meeting minutes must contain the date and time of the meeting, the present attendees, the main points of the discussions, the decisions, the conclusions of the meeting, the recommendations or opinions, and finally the signatures of the competent persons.

Section 17

The Steering Council may, in its meetings on various issues, invite other representatives of AAB College to be informed about the various issues and work.

Section 18

Amendments and supplements to this regulation can be made by the Steering Council under the same approval procedure.

Section 19

The regulation comes into force upon adoption by the members of the Steering Council.

Chairman of the Steering Council

Prishtine