STATUTES

OF THE BOARD OF TRUSTEES THE ACADEMY OF ARTS, ARCHITECTURE & DESIGN IN PRAGUE

**Statutes of the Board of Trustees of VŠUP**

*Article 1*

Statutes of the Board of Trustees of the Academy of Arts, Architecture & Design regulates pursuant to Section 14 (3) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (hereinafter referred to as the ‘‘Higher Education Act’’) election of chairman, vice-chairmen and the method of acting of the Board of Trustees of the Academy of Arts, Architecture & Design.

*Article 2*

*Chairman, Vice-Chairmen and Secretary of the Board of Trustees*

1. Chairman
   1. convenes meetings of the Board of Trustees,
   2. directs meetings of the Board of Trustees,
   3. proposes agenda of the Board of Trustees, prepares resolutions,
   4. signs documents of the Board of Trustees, in particular the prior written consent of the Board of Trustees pursuant to Section 15 (1) of the Act,
   5. is entitled to request the submission documents and opinions necessary for the activities of the Board of Trustees according to the Act,
   6. acts upon authorization on behalf of the Board of Trustees,
   7. may invite guests to meetings of the Board of Trustees,
   8. directs the activities of the Secretary of the Board of Trustees,
   9. upon Rector’s request pursuant to Section 14 (3) of the Act shall convene an extraordinary meeting of the Board of Trustees within three weeks of the date of the request.
2. The Chairman shall be represented in case of absence by the Vice-Chairman. In the event of the Chairman’s death, the more senior of Vice-Chairmen shall take the place.
3. Vice-Chairmen
4. co-sign the written consent of the Board of Trustees pursuant to Section 15 (1) of the Act,
5. authorized by the Board of Trustees may act on its behalf.
6. The Secretary shall not be a member of the Board of Trustees, shall attend the meeting with an advisory vote at all times, the Board of Trustees votes on the Secretary’s possible absence. In the performance of office as a Secretary, the Rector shall select a designated employee of the Academy of Arts, Architecture and Design after consultation with the Chairman of the Board of Trustees. The Secretary shall carry out the administrative and technical activities necessary for the activities of the Board of Trustees.

*Article 3*

*Election of the Chairman and Vice-Chairmen*

1. The term of office of the Chairman and two Vice-Chairmen of the Board of Trustees shall be two years, the office of Chairman and Vice-Chairman may be held by the same person in the same Board of Trustees for a maximum of two consecutive terms of office.
2. For the vote to be valid requires the approval of an overall majority of all members of the Board of Trustees.
3. First the Chairman is elected, then Vice-Chairmen.
4. Prior to voting names of members of the Board of Trustees present are inserted into voting lot. The oldest member of the Board of Trustees present shall take out names of three members of the election commission. The oldest member of the election commission shall invite all members of the Board of Trustees present to propose candidates for the post of a Chairman. The proposed candidates shall give their consent and shall be entered on the candidates’ list. Voting shall be carried out in such a way that the name of the selected candidate remains unchecked. A ballot paper with multiple unchecked or all crossed-out names is invalid. Candidate is elected if an overall majority of all members of the Board of Trustees vote in favour. If the Chairman is not elected in the first round, the two candidates with the most votes shall advance to the second round. If several candidates receive equal number of votes, all such candidates advance to the second round. The candidate with the most votes is elected in the second round. If the number of votes for two or more candidates is equal, the oldest member of the election commission shall draw the name of the Chairman from among those candidates.
5. In electing Vice-Chairmen the oldest member of the election commission shall invite all members of the Board of Trustees present to propose candidates for the post of Vice-Chairmen. The proposed candidates shall give their consent and shall be entered on the candidates’ list. Voting shall be carried out in such a way that the name of the selected candidate remains unchecked. A ballot paper with more than two names not crossed-out or all crossed-out names is invalid. The two candidates with the largest number of votes are elected Vice-Chairmen.

*Article 4*

*Meetings of the Board of Trustees*

1. The Board of Trustees shall, as a general rule, meet four times a year, but at least twice a year.

1. The participation of a member of the Board of Trustees in a meeting is irreplaceable.
2. If at least three members of the Board of Trustees so request, the Chairman shall convene a meeting within three weeks of the request for meeting.
3. The Board of Trustees shall have a quorum if an overall majority of all members of the Board of Trustees is present.
4. The agenda is proposed by the Chairman of the Board of Trustees and the members are informed of the proposal in advance, at the latest by invitation to the meeting of the Board of Trustees. The agenda is approved at the opening of the meeting, after discussion of proposals for amendments thereof. All members of the Board of Trustees are entitled to submit proposals for amendments; recommendations for amendments and additions to the programme may be submitted by the Secretary of the Board of Trustees and the invited guests.
5. The Chairman shall give members of the Board of Trustees and the Rector the floor in the order in which they have applied. In time pressure they have the right to set a speaking time or to end the discussion, even if some of those logged-in have not yet been given the floor. The Chairman shall give the floor the other participants at the Chairman’s discretion.
6. The Board of Trustees votes on the conclusions of the discussions on individual points. Passing a move requires the approval of an overall majority of all members of the Board of Trustees. Amendments shall be put to the vote in the reverse order in which they were submitted.
7. The minutes of the Board of Trustees meeting will be received by the Rector, the Bursar and the Chairman of the Academic Senate of VŠUP.
8. If the Board of Trustees does not comment within thirty days of the delivery of the draft budget of VŠUP to the members of the Board of Trustees or the Long-Term Intention of VŠUP, it shall be considered that the Board of Trustees has no comments on these proposals.
9. The Bursar of VŠUP may be present at the meeting of the Board of Trustees even if the Rector of VŠUP is present.
10. Meetings of the Board of Trustees shall not be public. If the Board of Trustees votes thereon, certain parts or the entire meeting may be public.
11. If some submission documents for the proceedings of the Board of Trustees are marked confidential by the originator, the members of the Board of Trustees, the Secretary and the guests are bound by the confidentiality duty under generally binding legal regulations.

*Article 5*

1. The Board of Trustees shall have the right to request expert opinions regarding its decisions. Assessors shall not be in any relation to the subject under assessment or involved in the matter in question. Assessments shall be submitted in writing. Costs for the preparation of assessment are paid by VŠUP.
2. The resolution of the Board of Trustees shall be published in an appropriate manner within a maximum of five days from the date of voting. In the cases referred to in the Act, the Board of Trustees is obliged to announce its opinion within seven days of its publication to the Ministry of Education, Youth and Sports of the Czech Republic (Section 15 (6)).
3. The administrative costs associated with the activities of the Board of Trustees are borne by the Academy of Arts, Architecture & Design.

*Article 6*

1. The Statutes of the Board of Trustees of VŠUP was discussed and recommended by the Academic Senate of VŠUP on 10 May 1999.

**Mgr. Vladimír Drábek**

………………………………………………………………… ……………………………………………………….

Minister of Education, Youth and Sports of the Czech Republic

Chairman of the Board of Trustees of the Academy of Arts, Architecture & Design

Pursuant to Section 14 (3) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment and Supplement to Some Other Acts (The Higher Education Act) I approve the Statutes of the Board of Trustees of the Academy of Arts, Architecture & Design in Prague.

In Prague on 4 April 2000

……………………………………………………………………………… Mgr. Eduard Zeman

Minister of Education, Youth and Sports