



AKADEMIA • ACADEMY
TEMPULLI

Based on Article 8, 11 and Article 17 of the Law "On Higher Education of the Republic of Kosovo", as well as Article 16 of the Statute of the Tempulli Academy, the Steering Council issued the following:

I. REGULATION ON THE WORK OF THE BOARD OF DIRECTORS

Article 1

General provisions

This regulation regulates the work of the Steering Council (hereinafter the Council) of the Tempulli Academy (hereinafter the Academy) in Pristina.

Article 2

The provisions of this Regulation apply in relation to the organization of meetings, chairing and decision-making, implementation of decisions and other issues related to the work of the Council, the Financial Regulation is an integral part of the Regulation.

The work of the Steering Council in the meeting as well as the maintenance of order is applied to all persons who participate in the meeting.

Article 3

The council performs its duties within its competence and scope at its meeting. The members of the Steering Council, according to their authorizations, can perform certain tasks related to their duties even outside the meetings according to the presented need.

Article 4

The Steering Council consists of five members with voting rights, of which two members are nominated by the founder, of which one from the partnership council and one from civil society, two members are nominated by the Academic Council and one member is nominated by the Student Parliament. The Director of the Academy, the Director of the Institute and the Secretary are ex-officio members of the Board of Directors without the right to vote.

Article 5

The Council meets according to the requirements and need presented at the level of the Academy. The annual meeting of the Council is held in January of each year. In principle, the Council convenes one to three times a year, unless otherwise decided at the next meeting or when the Chairperson or a member requests an extraordinary meeting.

Article 6

Persons who are not employees of the Council may participate in the meeting only with the invitation and permission of the Council, provided that they maintain the secrecy of the work.

Article 7

The Steering Council is represented by the Chairman of the Steering Council.

II. RIGHTS AND OBLIGATIONS OF THE MEMBERS OF THE BOARD OF DIRECTORS

Article 8

The members of the Steering Council have the right to request from the professional services clarifications, information and materials related to the work of the Council.

The members of the Council have the right to ask questions to the Chairman of the Council in the meeting as well as to other employees with special authorizations.

Article 9

Council members have the right to discuss issues on the agenda at the meeting. Council members also have the right to take an active part in the discussion and to propose measures within the competence of the Council.

Article 10

The member of the Council is obliged to attend the meeting. The member may be absent only for reasonable reasons.

Article 11

No information obtained as a result of the Council meeting may be misused. The Council exercises the following functions:

1. Approval of the statute of the Academy;
2. Approval of the Strategic Plan of the Academy;
3. Decides on the organizational structure of the Academy, in consultation with the Academic Council;
4. Election of the Chairman and Deputy Chairman of the Steering Council;
5. Taking the place for announcing the competition for the admission of students;
6. Taking the place of awarding scholarships to distinguished students;
7. Taking the place for awarding the gold medal "Arif Krasniqi"
8. Taking the place for the amount of payment for the registration and education of students;
9. Approval of the Rules of Procedure of the Steering Council;
10. Approval of the Regulation of the Code of Ethics;
11. Approval of the Regulation of Disciplinary Measures;
12. Deciding on the shape and content of the coat of arms, seal, dry seal, flag and other symbols;
13. Approves the annual and medium-term budget of the institution and supervises their implementation;
14. Election of the Director of the Academy;
15. Approves the establishment of new study programs (specializations), renaming of existing study programs (specializations), merging (merging) of study programs (specializations), termination of study programs (specializations); and
16. Perform other tasks in accordance with the legal provisions in force and this Statute.

Article 12

Steering Committee Meeting

The meeting of the Council is considered valid when more than half of the members are present. The agenda is proposed by the Chairman and approved by the Council. For decision making, understanding and open voting is a common procedure.

Article 13

Voting

1. The members of the Council are obliged to take part in the voting.
2. Voting in the meetings of the Council is secret, unless otherwise provided by the legislation in force.
3. For decision-making, good understanding and open voting is a common procedure. The method of secret ballot is mandatory in the case of nominal voting and in cases when this method of voting is required by the Chairperson or the Council itself.
4. Decisions of the Council are voted by all members present without the right to vote. Decisions that contain assessments of an individual's conduct or qualities are made by secret ballot. In the case of secret ballots, the Chairperson is assisted by two members of the Council, proposed by him and approved by the Council, who ascertain the results of the voting. The members of the Council, who are present at the meeting and who do not have any legal obstacles to vote, must express their position "for" or "against".
5. The members of the Council, in addition to participating with their physical presence, can participate in the activities of the Council in other ways (online) approved in advance by the Council for specific issues. Meetings of the Council are not public and its decisions are binding on all instances of the Academy.

Article 14

The decision

1. Decision-making is done by a simple majority of votes, except when an absolute or qualified majority is required by law. Council members may not abstain. In case in an open voting process there is a tie, the result of the voting is determined by the vote of the Chairperson.
2. The decision for the approval of the Statute of the Academy is taken by a qualified majority in application of the legal provisions in force.
3. Decisions of the Council are valid when signed by the Chairman or Deputy Chairman.
4. Decisions Approved by the Council are binding for implementation by any other instance of the institution within the deadlines and procedures set out in the decision.
5. Any deviation, delay, negligence or mismanagement of decisions is analyzed case by case in the meetings of the Council, deciding to take concrete measures to restore order and discipline.

Article 15

Publication of decisions

1. All decisions of the Council are public.

2. Meetings of Council meetings are not public, but may be attended by external persons for opinions: Program coordinators and administrators may be invited to attend Council meetings. The President of the Tempulli Academy is mandated by the Council to sign official documents on behalf of the Council.

Article 16

Removal and dismissal of members of the Board of Directors

1. The members of the Council have a four-year term with the right of re-election.
2. The members of the Council can leave this body voluntarily (in case of resignation), when he is absent without reason in three sessions of meetings or at the end of the mandate.
3. The dismissal of the members of the Council is carried out with the recommendation of the founders, other members of the Council for convincing reasons, and based on:
 - 3.1 Punishment for a serious criminal offense punishable by imprisonment of more than six months;
 - 3.2 Inability to perform the functions of his post due to physical or mental incapacity, documented by a report by a council of independent physicians, appointed under applicable law or conduct, which constitutes failure, refusal, disregard, incapacity continue to fulfill the duties of the position he exercises, or to act in accordance with the principles set out in this statute or by law.

Article 17

Dismissal of the Chairman of the Steering Council

1. The dismissal of the Chairman and the Deputy Chairman by the Council is done:
 - 1.1 By committing a criminal offense punishable by imprisonment of more than six months, which must be confirmed by a final judgment;
 - 1.2 For mental or physical disability;
 - 1.3 For acts and conduct that seriously discredit his position and image and that of the Academy,
 - 1.4 In case of failure to fulfill the obligations deriving from the Statute of the Academy.

III. PREPARATION OF THE MEETING OF THE BOARD OF DIRECTORS

Article 18

The proposal for the agenda of the meeting of the Council is determined by the Chairman of the Council.

Article 19

The material for the meeting of the Steering Council is prepared by the Chairperson through the professional services of the Academy. Meeting material is sent along with the calls.

Article 20

In addition to the members, other persons may be called to the meeting of the Council as needed.

IV. MEETING OF THE BOARD OF DIRECTORS

Article 21

The SC is chaired by the Chairman of the Board of Directors, or in the absence of the Chairman by the Deputy Chairman. In cases when the Chairman and the Deputy Chairman are absent from the meeting, it is chaired by the oldest member of the Board of Directors.

V. KEEPING THE MINUTES

Article 22

1. Before the start of the agenda of the meeting, the Council approves the order as well as the minutes from the previous meeting. Relevant minutes are kept in each meeting of the Council.
2. The content of the minutes includes:
 - 2.1. time, date, place of meeting;
 - 2.2. list the presence of participants in the meeting;
 - 2.3. agenda;
 - 2.4. proposals, issues discussed by members of the Council;
 - 2.5. the form and result of voting;
 - 2.6. any information or document, object of discussion and decision making.
3. The minutes are presented for review and approval to the members of the Council at the end of the meeting or at the beginning of the next meeting.
4. After the approval, the minutes are signed by the Chairman and the record keeper of the meeting.
5. In cases when the proposed issues last more than one meeting, the minutes are approved by the members of the Council at the end of this issue;
6. Each member of the Council has the right to request the verification of the content of the minutes and to request its completion and correction.

Article 23

Discussions at the Council meeting take place only on issues approved by the agenda. In special cases the agenda can be completed.

Article 24

The Council takes measures and decides on all issues that are in the general interest for the well-being, the performance as efficiently as possible within the competences within its competencies in the Temple Academy.

Article 25

The council may form commissions or professional working groups for certain areas. These committees, working groups will submit reports on their work to the Council.

Article 26

Confidentiality

The progress of the meeting, any discussion or debate made by members of the Council and anyone else who participates in the meeting during its development, are considered confidential.

Article 27

Archive storage

The minutes, decisions and any documentation reviewed at the meetings of the Board of Directors are stored and archived in accordance with the provisions of the law on archives.

Article 28

The decisions and measures approved by the Steering Council are binding on all employees of the Tempulli Academy.

Interim Chair of the Steering Council

Dr.Sc.Ema Berisha Krasniqi
