

Rules of procedure for the Academy Council at Business Academy Aarhus

Revised April 2019 (Café and Event Manager, Søren Griepentrog)

§ 1 Purpose and tasks

Section 1: The Academy Council's purpose is to represent the Academy's students in formal bodies, including nominating two candidates for the Academy's Board of Directors.

Section 2: The Academy Council will represent the students in the following:

Section 2.1: The Academy Council will be consulted in connection with student satisfaction surveys, various policies aimed at students (talent strategy, code of conduct, etc.), as well as in connection with major construction projects and other interdisciplinary subjects at the Academy level. This work is done according to an annual cycle - which is prepared by the Academy Council and the Business Academy Aarhus' management.

In connection with this, the Council will have two annual meetings with the pro-rector, a head of department and the head of student services.

Section 2.2: In the spring semester, the Council is given information by a representative from the Academy's quality department, this includes the teaching environment survey which will be discussed in connection with the Academy's quality work.

Section 3: To hold political, academic or other study-relevant events within the economic framework provided for in paragraph 3 (1) by the Ministry of Higher Education & Science.

Section 4: The Academy Council is responsible for getting representatives from the respective programme councils - in order to be able to deal with the students' issues and submit them to the Academy's management representatives.

Section 5: The chairperson is responsible for making sure that all points in paragraph 1 are observed.

§ 2 members and structure

Section 1: The Academy Council must, if possible, consist of one member from each educational programme - the Marketing programme can have two members as it is so big. Thus, a total of seven members and one substitute for each member. Substitutes are also encouraged to attend the meetings. Members must be active students at the Academy.

Section 1.1: The chairperson, vice-chairperson, secretary and two members will be appointed to the Academy's Board of Directors. A member may perform multiple functions, if this is appropriate. The chairperson must, at the first official Academy Council meeting (paragraph 4, section 1) start selecting people for the various roles. Once selected for their respective roles, the students are expected to keep their roles for at least a year or until they end their educational programme.

Section 2: The recruitment of new members, as well as substitutes is done by the chairperson with help from the café and event manager. It is the chairperson's responsibility that the

Academy Council is always fully attended. There is thus a right to self-supplementation if a member resigns from the Academy Council.

Section 3: Each year, at the 3rd Meeting after the beginning of the autumn semester, elections for the chairperson must be held. The chairperson must stay in the post for at least for one year, and no longer than 2 years. The outgoing chairperson can run for the post again, on an equal footing with the remaining members of the Council, if they decide to continue their studies at the Academy.

Section 3.1: When the chairperson stops, the vice-chairperson takes over this role until the new chairperson is elected.

Section 3.2: The two representatives of the Academy Council who are members of the Academy's Board of Directors have the same election period as mentioned in section 3. As the other members of the Academy's Board of Directors are elected for periods of four years, the Academy's management prefers that representatives from the Academy Council also sit for a period of more than one year.

Section 4: If a majority in the Council considers another member's level of activity too low, the member can be expelled from the Council by a democratic vote, and new elections will be held (paragraph 2 section 2).

Section 5: Active members of the Academy Council, as part of the Academy's talent strategy, will get their membership added onto their diploma as an extra-curricular activity. The café and event manager is responsible for reporting this to the correct authority.

§ 3 Economy

Section 1: Expenses for meetings (catering), events etc. can be deducted from the Academy's event account, where funds are supplied by the Ministry of Higher Education and Science. Any profit from user-paid events must be paid into this account.

Section 1.1: The funds from the Ministry of Higher Education and Science are allocated at the start of each budgetary year between the Academy Council and the activity committee. The Academy's café and event manager presents a proposal to the Academy Council, based on an annual cycle for interdisciplinary activities at the Academy.

Section 2: Other purchases and financial matters must go through the café and event manager.

§ 4 Meetings

Section 1: The chairperson must convene a minimum of two meetings per semester. These meetings are referred to as the official meetings. The date of the meetings must be fixed for half a year at a time and are communicated via Study Update. After agreement with the café & event manager, you can also advertise the meetings via the Academy's other channels to motivate students to submit content for upcoming meetings.

Section 1.1: For the official meetings, any desired points for discussion at the meeting must be sent to the chairperson at least seven days before the date of the meeting, so that the

chairperson can revise the agenda. The chairperson then sends out an agenda to the Council's remaining members five days before the date of the meeting.

Section 1.2: There is compulsory attendance for the scheduled meetings. If this is not observed, please refer to paragraph 2, section 4.

Section 1.3: When scheduling the official meetings, teaching schedules as well as transport time must be considered. The physical location of the meetings can be rotated between the respective campuses.

Section 1.4: In the spring semester, the chairperson must invite a representative from the Academy's quality department in accordance with § 1 section 2.3

§ 5 Decision making processes

Section 1: Decisions which have been adopted by vote are only valid if four members of the Council with voting rights are present.

Section 2: In the absence of both the chairperson and the vice-chairperson, no binding agreements can be made.

§ 6 Communication

Section 1: Communication between the head of programmes and the Café & Event Manager must be done by either the chairperson or the vice-chairperson.

Section 1.1: By virtue of the two specific students' representation in Business Academy Aarhus' Board, political messages between the Academy and the students will be handled by these representatives.

Section 2: Internal communication between the members of the Council, will be done through e-mail messages or the Academy Council's Facebook page.