

**REPUBLIKA E KOSOVËS
KOLEGJI ISPE**



REGULATION OF THE ISPE COLLEGE

ON THE FUNCTIONING OF THE BOARD OF DIRECTORS OF THE ISPE COLLEGE

Approved on 24.10.2013 by the Decision
of the Council of ISPE

PRISHTINA,2013

Based on Law no. 04/L-037, date 24.10. 2013 "On Higher Education in Republic of Kosovo" and the Statute of ISPE College, the Council of the ISPE College adopted this regulation:

REGULATION

ON THE FUNCTIONING OF THE BOARD OF DIRECTORS OF THE ISPE COLLEGE

GENERAL PROVISIONS

Article 1

This regulation aims at regulating the activity of the Board of Directors of the ISPE College, the way of organization, form and the procedures of convening the meeting of the Board, of the decision making, the way of electing and the rights and obligations of the members of the Board.

Article 2

The rights, obligations and the competencies of the Board of Directors of the ISPE College provided by this Regulation shall be in accordance with the Statute of the ISPE College.

BOARD OF DIRECTORS OF ISPE COLLEGE

Article 3

- 1) The Board of Directors (hereinafter also as "the board") is a consultative and proposing body of the Council and of the Director of the ISPE.
- 2) The Board shall be composed of the Deans/Managers of the academic units/programs of study of the ISPE College (more on the composition of the Board see the Article 4).
- 3) The Board shall be convened as a rule 4 (four) times for every academic year, at the beginning and at the end of each semester. It may be convened even with the request of at least 1/3 (one third) of its members or of the Director of the ISPE.
- 4) The Board shall elect its chairman and the deputy chairman (when it decides to elect a deputy chairman).
- 5) The Board shall discuss and treats issues of the teaching and organizational nature at the ISPE College and may issue concrete proposals for the Council and the Director of the ISPE in issues belonging to the their competencies.
- 6) The Board is entitled to make its proposals to the Council and of election of the Director of ISPE College.
- 7) Until the meeting of the Council of the College, the Board of Directors may elect the Acting Director (AD) of the College.
- 8) To convene the meetings of the Board are needed – the quorum- majority of the vote of of its component members.
- 9) The decisions for Proposals, the Board shall take with the simple majority of votes (majority of votes of the members present at the meeting).

COMPETENCIES OF THE BOARD OF DIRECTORS OF THE ISPE COLLEGE

Article 4

The Board of Directors is responsible to discuss and treats issues of general interest of the ISPE College and that:

- a) concerning the aspects of management and as better use of human resources;
- b) concerning the more efficient internal organization and re-organization of the ISPE College;
- c) concerning the progress of the teaching process;
- d) concerning the academic aspects, the academic staff, the administrative and supporting staff of the ISPE College;
- e) concerning the strategic development plans of the ISPE College;
- f) The Board of Directors treats and discusses other issues with the recommendation of the Director of ISPE, administrative units and other offices of the ISPE College or the issues raised with the self-initiative.

COMPOSITION, ORGANISATION AND FUNCTIONING OF THE BOARD OF DIRECTORS OF THE ISPE COLLEGE

Article 5

- 1) The Board of Directors is organ of the ISPE College.
- 2) The members of the Board have an equal right of vote.
- 3) The managers of the academic programs/faculties are automatically the members of the Board, their position as members of the Board shall not be subject of the procedures of restructuring.
- 4) Members of the Board of Directors with the equal right of vote are the managers of the Quality Assurance Office, of the Office for Academic Issues, and of the Office for Corporation and Research.
- 5) The composition of board shall be restructuring depending on the academic programs and on the development strategies conducting by the ISPE. For restructuring including adding or adding or reducing the number of members of the Board, respectively the managers of the of the existing offices (point 4 above) or other respective offices (such as Office for Career, Office of Archive, Office for Service of Students etc.) or including in the Board of the deputy managers/deans of academic programs, the representatives of the Organization of Students(OSE) etc., decides the Board itself.
- 6) The Board of Directors, unless it decides otherwise, as a rule, shall be restructuring every 5 (five) years, where shall be defined the composition and the exact number of the members of the Board, the units and offices which shall be represented, (including the numberof permanent members - the leaders of academic units) with the right of vote. The First meeting of restructuring of the Board of Directors shall be chaired by the Director of

the ISPE College. In its first meeting the Board shall elect the Chairman and the Deputy Chairman (if the Board decides to elect a Deputy Chairman).

7) The representatives of the offices and other units of the ISPE College may take part in the Board without the right of vote. They enjoy the right of proposals to the Board.

Article 6

1) The Chairman of the Board and the Deputy Chairman (if the Board decides to elect a Deputy Chairman) shall be elected with majority of votes from the elected members who compose the Board (from component members of the Board).

2) The mandate of the members of the Board shall last 5 (five) years;

3) To convene the meetings of the Board shall be needed, the quorum – majority of its members (the majority of the component members of the Board) present at the meeting;

4) Decisions of the Board shall be taken with the majority of votes of the members present at the meeting (simple majority).

Meetings of the Board of ISPE College

Article 7

1) The meetings of the Board as a rule, shall be held 4 (four) times a year.

2) The meetings of the Board shall be convened by the Chairman of the Board by its initiative, the Director of the ISPE or with the request of 1/3 (one third) of the members of the Board.

3) The invitation shall be submitted at least 7 (seven) days in advance of the meeting and attached to it shall also be submitted the agenda.

4) The Board may issue decisions only if at the meeting are present the sufficient number of its members to take decisions, -quorum-majority of its members.

5) The Board takes decisions with the majority of votes (simple majority) of the members present in the meeting.

6) In case of the equal of votes, then decides the vote of the Chairman of the Board.

7) Decisions and the minutes of the meeting of Board shall be registered and kept in the Office of the Secretary of the ISPE College.

Rules and Procedures and the meetings

Article 8

1) The meetings of the Board shall be held open, with exception when the Board otherwise decides. The decisions of the Board shall be taken with the open vote “with the raise of the hand” with exception when the Board otherwise decides. Any member of the Board is entitled to vote.

2) The right to vote cannot be exercised by proxy.

Acquiring and the loss of the status of the member of the Board

Article 9

- 1) The status of the member of the Board shall be acquired as provided by the Article 5 of this Regulation.
- 2) The elected members of the Board within 10 (ten) days from the day of their election shall be meet and elect with the open vote the Chairman of the Board.
- 3) The status of the member of the Board shall be lost:
 - a) With the decision of the Board of Directors according to the same procedures as elected,
 - b) With the end of the mandate at the end of 5 (five) years,
 - c) With the resign from this position,
 - d) With the removal from the position of the manager/dean of the academic program/faculty, in this case the new manager shall automatically become member of the Board (until the appointment of the new manager of the program, the deputy manager of the program shall take part in the meetings of the Board).
- 4) In case the member of the Board shall absent for a certain time longer than 1 (one) year then it is considered that this member is resigned of the Board.
- 5) The members of the Board exercise its function without payment with the right of compensation of the real costs made in the exercise of this function.
- 6) At the end of its mandate, the Board of Directors elect/construct the composition of the new Board.

Article 10

The procedures on the meeting of the Board shall be prepared by the Chairman of the Board with the consultancy of the Secretary of the ISPE College.

Article 11

The Board shall work based on the provisions of the Statute of the ISPE College and of this Regulation on the Functioning of the Board of Directors of the ISPE College.

Article 12

This regulation enters into force on the date of its approval.

Pristina, 24.10.2013

Chairman of the Council of the ISPE College

General Karl Heinz Lather

