

Rules of Procedure of the Board of Trustees of the Accreditation Council Foundation

§ 1 Mandate and Composition

(1) ¹ Pursuant to Article 11(1) of the State Treaty on Study Program Accreditation, the Foundation Board shall oversee the legality and sound financial management of the Foundation's affairs by the Accreditation Council and the Executive Board. ² In addition, the Foundation Board shall perform the other duties assigned to it under the State Treaty on Study Program Accreditation.

(2) ¹ Pursuant to Article 11(2) of the State Treaty on Study Program Accreditation, the Foundation Board consists of six representatives of the federal states and five representatives of the German Rectors' Conference. ² Members of the Foundation Board may not simultaneously be members of the Accreditation Council.

§ 2 Chairmanship

(1) ¹ The Foundation Board elects a Chair and a Vice Chair for a term of four years. ² The Chair and Vice Chair may not both belong to the group of state representatives or the group of representatives of the German Rectors' Conference.

(2) ¹ The Chairperson presides over the meetings of the Foundation Board and represents the Foundation Board both internally and externally. ² In the event of the Chairperson's absence, the Chairperson shall be represented by the Vice Chairperson.

§ 3 Meetings

(1) The Foundation Board meets as needed, but at least once a year.

(2) The Chairperson shall issue written invitations to the meetings of the Foundation Board two weeks prior to the meeting. The dates of the meetings shall be determined by the Foundation Board.

(3) The meetings of the Foundation Board are not open to the public. The opinions and votes of individual members may not be disclosed to third parties or the public.

(4) The Foundation Board has a quorum if at least half of the members are present, including any delegated votes.

(5) ¹If a matter has been postponed due to a lack of a quorum, the Foundation Board shall have a quorum at the meeting reconvened to discuss the same matter, regardless of the number of members present. ²This must be expressly stated in the invitation.

(6) ¹ Resolutions of the Foundation Council require a majority of the votes cast by its members present, unless the State Treaty on Study Accreditation, the Articles of Incorporation, or the Rules of Procedure provide otherwise. ² Approval of the budget requires a majority of the representatives of the states. Proxy voting is permitted. ³ Abstentions are considered non-votes, except in elections. ⁴ In the event of a tie, the Chairperson has the casting vote.

(7) The Foundation Board may establish working groups to prepare its decisions.

(8) ¹ The Chair of the Accreditation Council or his or her deputy shall participate in the meetings in an advisory capacity. ² Members of the Foundation's administrative office, as well as other persons invited by the Chair, may participate in the meetings of the Foundation Board in an advisory capacity.

(9) ¹ The secretariat shall prepare minutes of the meetings of the Foundation Board, which shall be signed by the secretariat and the chairperson. ² The minutes shall be distributed after signing and shall be deemed approved unless a member objects within four weeks. ³ In the event of an objection, the minutes shall be addressed at the next meeting. ⁴ The approved minutes shall be made available to the Accreditation Council.

§ 4 Decision-Making Outside of Meetings

(1) ¹ Upon resolution of the Foundation Board, decisions on individual matters or matters of a specific nature may also be made by written ballot. ² Resolutions adopted by written ballot require that at least half of the members cast their votes within the set voting period and require a majority of the votes cast, unless the State Treaty on Study Accreditation, the Accreditation Act, the Bylaws, or the Rules of Procedure provide otherwise. ³ § 3 (6), sentences 3 and 4, apply mutatis mutandis.

(2) The chairperson may also initiate resolutions by written ballot on his or her own initiative, unless a member of the Foundation Board objects to the procedure.

(3) ¹ In urgent matters where a decision by the Foundation Board cannot be reached in a timely manner, the chairperson shall make the decision after consulting with the vice chairperson. ² The chairperson must immediately notify the members of the Foundation Board of the urgent decision, the reasons for it, and the manner in which it was implemented.

§ 5 Reporting

Decisions of the Foundation Board shall be communicated to the Accreditation Council by the Chair or, in the event of his or her absence, by his or her deputy or a person designated by him or her in an appropriate manner.

§ 6 Amendments to the Rules of Procedure

Amendments require a two-thirds majority of the members.

§ 7 Entry into Force

These Rules of Procedure shall enter into force on December 13, 2018.