
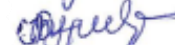



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Қамқоршылық кеңес шешімімен/
Решением Попечительского совета /
By the decision of the Chairman of Board of Trustees
30 11 2022 г., №
 Ж.Бердалина

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	Position	Name	Signature	Date
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1. Aim of the document

This Regulation determines the procedure for organizing the work of the Board of Trustees (hereinafter referred to as the Board of Trustees, Board) of the Educational Institution “Almaty Management University” (hereinafter referred to as the University, educational organization), namely, the procedure for election, withdrawal, composition, full powers, procedure for organizing work, termination of the work of the Board of Trustees.

2. Scope of the document

This Regulation is an internal document of the University and is intended for internal use for the educational activities of the University.

3. References

This Regulation has been developed on the basis of the following regulatory documents:

- 3.1. Law of the Republic of Kazakhstan dated July 27, 2007, No. 319-III “On Education”.
- 3.2. Order of the Minister of Education and Science of the Republic of Kazakhstan dated July 27, 2017, No. 355 “On approval of the Standard Rules for organizing the work of the Board of Trustees and the procedure for its election in educational organizations”).
- 3.3. Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018, No. 595 “On approval of the standard regulations for the activities of educational organizations of relevant types”.

4. Terms

Trustees – individual people and legal entities implementing the trusteeship activity.

Trusteeship — field of social activity related to support of the education systems development.

The Board of Trustees – the collegial management body of the educational organization.

Regulations – Regulations related to formation procedure, rights, duties, responsibilities, and organization of the work of the Board of Trustees, as well as its interaction with other structural divisions of the University.

Founder – owner of the property or his authorized body, individual, or a legal entity.

5. Responsibility

5.1. The Chairman of the Board of Trustees is responsible for:

- organizing the work of the Board of Trustees and ensuring its activities.
- compliance by the Board of Trustees and its members with these Regulations.
- holding meetings of the Board of Trustees.
- organizing the work of committees of the Board of Trustees.
- monitoring the implementation of the Board decisions.

5.2. The Secretary of the Board of Trustees is responsible for:

- organizing meetings of the Board of Trustees.
- preparing documents for the meetings.
- maintaining records of the Board of Trustees.

5.3. The Rector is responsible for:

- preparation of documents and provision of information on issues within the competence of the Board of Trustees.
- execution of decisions made by the Board of Trustees.

6. Process execution order

6.1. General provisions

6.1.1. The University is governed according to the laws of the Republic of Kazakhstan, the Standard Rules for educational organizations, these Regulations, and the University's Charter, all while adhering to principles of corporate governance and collegiality.

6.1.2. The University is directly managed by the Rector.

6.1.3. The Board of Trustees interacts with the University Rector, the parents committee, local executive bodies, interested government bodies, and other individuals and/or legal entities.

6.1.4. Members of the Board of Trustees are not paid for exercising their duties.

6.2. Purpose and objectives

The Board of Trustees

6.2.1. Assists in overcoming key challenges to develop the University into a leading center for training highly qualified specialists capable of addressing both fundamental and applied problems in line with modern standards.

6.2.2. Makes proposals for amendments and/or additions to the University Charter.

6.2.3. Determines strategic development, approves strategic plans and development plans of the University. Promotes the development of education and improves learning conditions.

6.2.4. Proposes the University budget, approves the University budget, and the results of the audit.

6.2.5. Coordinates and makes decisions based on the results of interviews with candidates for the vacant position of Rector of the University.

- 6.2.6. Hears reports from the Rector on the University's activities, including the quality of educational services provided.
 - 6.2.7. Gets acquainted with the activities of the University, holds meetings with students and the University staff.
 - 6.2.8. Participates in the distribution of financial resources received by the University in the form of charitable assistance and makes decisions on its intended use.
 - 6.2.9. Provides recommendations on priority areas for the development of the University and helps improve the quality of the services provided.
 - 6.2.10. Exercises public control over the observance of the rights of students, as well as over the expenditure of charitable assistance received by the University.
 - 6.2.11. Initiates and supports innovative projects.
 - 6.2.12. Promotes expansion of regional and international activities.
 - 6.2.13. Provides financial support and strengthens the material and technical base of the University.
 - 6.2.14. Contributes to promoting education and employment of the socially vulnerable students.
 - 6.2.15. Participates in conferences, meetings, seminars on the activities of the University.
 - 6.2.16. Assists in resolving other issues related to increasing the efficiency of the University.
- Employees (structural divisions) of the University assist in providing information on issues within the competence of the Board of Trustees.

6.3. Election procedure and composition of the Board of Trustees

- 6.3.1. The Founder and Rector of the University place an announcement about the formation of the Board of Trustees and call for proposals for its composition on its own Internet resource and/or in a printed periodical in Kazakh, Russian, and English. Proposals get accepted within thirty working days after the call announcement.
- 6.3.2. The composition of the Board of Trustees is established based on proposals received with the written consent of the candidates. It is then approved by the Founder and the Rector of the University within ten working days after the proposal submission period ends.
- 6.3.3. The Board of Trustees includes:
 - 1) Representatives of local representative, executive and law enforcement bodies
 - 2) Representatives of business and social partners.
 - 3) Representatives of non-profit organizations;
 - 4) Representatives from parents committee and University students recommended by the parents committee (one representative each);
 - 5) The Rector of the University takes part in meetings of the Board of Trustees as the member of the Board of Trustees
- 6.3.4. The Board of Trustees does not include:
 - 1) People recognized as incompetent or partially capable in the manners established by the laws of the Republic of Kazakhstan;
 - 2) Those with medical contraindications, as well as with mental and behavioral disorders (diseases), including those associated with the use of psychoactive substances, registered with health care organizations.

- 6.3.5. The number of members of the Board of Trustees is odd and is at least nine people, who, if possible, are not in a relationship of close kinship or affinity with each other and the head of the educational organization.
- 6.3.6. The term of office of members of the Board of Trustees is three years.
- 6.3.7. Members of the Board of Trustees are not included in the University staff.
- 6.3.8. The number of members of the Board of Trustees who are representatives of government bodies does not exceed three people.
- 6.3.9. The head of the Board of Trustees is its Chairman, elected (re-elected) at a meeting of the Board of Trustees by open voting by a majority of votes.
- 6.3.10. Representatives of government bodies are not elected as the chairman of the Board of Trustees and do not perform his duties.
- 6.3.11. In the absence of the Chairman of the Board of Trustees, one of the Board members, excluding representatives from government bodies, will perform the Chairman's functions as designated by the Chairman.
- 6.3.12. The Chairman acts on behalf of the Board of Trustees and ensures its activities in accordance with these Regulations.
- 6.3.13. The Secretary of the Board of Trustees is appointed from among the University employees and is not a member of the Board of Trustees.
- 6.3.14. The Secretary of the Board of Trustees ensures the preparation, conduction, and execution of materials and minutes of meetings of the Board of Trustees.
- 6.3.15. The composition of the Board provides for the assignment of the status of an Honorary Member of the Board of Trustees. The status of an Honorary Member of the Board of Trustees may be assigned by the decision of the Board.
- 6.3.16. An Honorary member of the Board of Trustees may not participate in Board meetings and does not have voting rights and has the advisory role only.

6.4. Procedure for organizing the work of the Board of Trustees

- 6.4.1. A meeting of the Board of Trustees is convened by the Chairman, either on their own initiative or at the request of two-thirds of the Board members.
- 6.4.2. The Chairman signs and sends a notice of the meeting to all Board members and the University, along with the necessary materials, no later than fourteen working days before the meeting.
- 6.4.3. The notice includes the date, time, and location of the meeting.
- 6.4.4. The notice must include the meeting agenda with the list of speakers, reference materials explaining the inclusion of specific issues on the agenda, and any necessary documents provided to the Board of Trustees members for the meeting.
- 6.4.5. A Board of Trustees member who receives a meeting notice must inform the Board's secretary of their attendance or absence no later than five working days before the meeting date.
- 6.4.6. The Chairman of the Board of Trustees must convene a meeting within five working days of receiving a proposal to hold one.
- 6.4.7. Meetings of the Board of Trustees are held as needed, but at least once per quarter. These meetings may be conducted online (remotely).
- 6.4.8. Emergency and unscheduled meetings of the Board of Trustees may be held either in person or online (remotely).

6.4.9. A meeting of the Board of Trustees is valid if all members are notified of the time and place, and at least two-thirds of the total members are present.

6.4.10. Board members cannot transfer their votes to others, either by proxy or otherwise. Each member has one non-transferable vote.

6.4.11. Decisions of the Board of Trustees are made through either open or closed voting, requiring a majority of the members present. In the event of a tie, the Chairman of the Board, or their substitute, casts the deciding vote.

6.4.12. Decisions made by the Board of Trustees are documented in a protocol, which must be signed by the members present at the meeting.

6.4.13. The minutes of the meeting must be sent to the Rector within ten working days after the meeting.

6.4.14. The University must publish information about the Board of Trustees' meeting on its official website.

6.4.15. Charitable contributions to the University are voluntary and free of charge, and their use is determined solely by the Board of Trustees according to these Regulations.

6.4.16. Charitable funds are used for: supporting University students; improving the University's facilities; promoting sports development; and covering educational expenses beyond state standards.

6.4.17. The University will annually report on the use and management of charitable funds at the end of the financial year, with the report published on the University's website.

6.4.18. To address important issues and develop recommendations, the Board of Trustees may establish committees and working groups on topics such as strategic planning, academic issues, financial matters, or other areas as deemed necessary by the Board.

6.4.19. The formation and organization of committees and working groups are regulated by a document established by the Board of Trustees.

6.4.20. Committees and working groups consist of Board members, invited experts, and University employees with relevant professional expertise.

6.4.21. The Rector cannot serve as the chairman of any committee or working group of the Board of Trustees.

6.4.22. Representatives from the territorial departments of the Committee for Control in the Sphere of Education and Science of the Ministry of Education and Science of the Republic of Kazakhstan may attend meetings as observers, without voting rights.

6.5. Procedure for holding absentee meeting

6.5.1. An absentee meeting is held at the initiative of the Chairman or members of the Board of Trustees.

6.5.2. When conducting an absentee meeting, voting ballots in Russian, Kazakh, or English, along with materials related to the issues being voted on, must be sent to the members of the Board of Trustees no later than ten working days from the date the decision to hold an absentee vote is made.

6.5.3. Decisions of the Board of Trustees may be made through absentee voting.

6.5.4. The absentee voting ballot must include the following information: the full name of the University, the deadline for submitting voting ballots, the wording of each issue being voted on, the proposed decisions for each issue, and the voting options— "for," "against," and "abstained."

It should also include clarifications on the voting procedure, a note that the ballot must be signed by the member of the Board and contact information for submitting the completed ballot.

6.5.5. Decisions made by absentee voting are considered adopted if the ballots received within the specified period constitute a quorum. Ballots can be submitted in original form or electronically in Russian, Kazakh, or English.

6.5.6. If absentee ballots are sent by email, the electronic version must be completed, signed, and scanned.

6.5.7. On the deadline for receiving ballots, the Secretary of the Board of Trustees will record the received ballots. Council members whose ballots are received by the established deadline are considered to have participated in the absentee voting.

6.5.8. The minutes of the absentee meeting will be emailed to Board of Trustees members within three days after the ballot submission deadline. The Chairman will report the results of the absentee voting at the next Board of Trustees meeting, and these results will be recorded in the meeting minutes.

6.5.9. The Chairman of the Board of Trustees is responsible for ensuring that Board decisions are implemented in a timely manner.

6.5.10. The Rector, who is responsible for implementing Board decisions, will provide specific instructions to the executors, including deadlines, and will monitor the implementation of these decisions within the established timeframe.

6.6. Assessment of the quality of work of the Board of Trustees

6.6.1. Conducting an assessment of the Board of Trustees' performance aims to evaluate the effectiveness of their work, the level of involvement of the Chairman and members, alignment with the University's development needs, and identify areas for improvement.

6.6.2. The Chairman of the Board of Trustees decides whether to conduct an assessment based on the need to engage the Board in the University's corporate culture development. This decision includes determining the timing and method of the assessment.

6.6.3. The assessment compares current results with those from the previous period.

6.6.4. Board members complete a questionnaire as outlined in the Appendix.

6.6.5. The Chairman summarizes the assessment results and presents them at a Board meeting. During this meeting, members discuss the performance of individual members and the Board as a whole, identify factors that hinder effectiveness, and suggest ways to improve efficiency and adjust working methods.

6.6.6. Information about the assessment is disclosed through a confidential report to Board members, detailing the assessment's occurrence, format, discussion outcomes, and any measures taken.

6.6.7. The criteria for assessing the activities of the Board of Trustees and its members are:

- documentation and information support for the work of the Board of Trustees;
- corporate culture: composition, structure and work procedures of the Board of Trustees;
- core values, role and tasks of the Board of Trustees;
- attendance, involvement and level of activity in discussions at the Board meetings;

6.6.8. The questionnaire is presented on 2 pages. Replies should be sent by email to Secretary's electronic address within 10 (ten) days from the date of announcement of the event assessments.

6.6.9. The Secretary of the Board of Trustees compiles the completed questionnaires into a single document for review by the Chairman of the Board of Trustees.

6.7. Termination of the work of the Board of Trustees

6.7.1. Termination of the work of the Board of Trustees is carried out:

- by the initiative of the Founder of the University.
- during the liquidation and reorganization of the University.

6.7.2. A member of the Board of Trustees is expelled from composition of the Board of Trustees:

- by personal decision;
- due to absence on meetings without good reason more than three times in a row.

I have read and I am agreeing with this Regulation:

Name	Signature
Berdalina Zh.K.	
Beklemishev A.P.	
Viljakainen P.	
Idrissov D.A.	
Kozhakhmetov A.B.	
Kulekeyev Zh.A.	
Kundrotas V.	
Kurenkeyeva G.T.	
Nurzigit D.O.	
Smirnova I.V.	
Tan Ch.T.	
Tatishv Y.N.	
Shangraw R.	
Ianykina N.O.	

Appendix

The questionnaire is presented on 2 pages. The survey will take no more than 10 minutes. Answers must be sent by email. secretary address: a.kaumenova@almau.edu.kz

Do you agree with this statement by choosing the answer “yes” or “no”:

No.	Do you agree with the following statement? Select “yes” or “no”	Answer: Yes / No
1	The agenda of the meetings of the Board of Trustees was drawn up by the Chairman, taking into account the proposals of the members of the Council	
2	Members of the Board of Trustees receive sufficient information on the agenda items prior to the meeting of the Board of Trustees to make informed decisions and understand the most important issues and trends in the activities of the University.	
3	The time at the meetings of the Board of Trustees between the discussion of the most important issues by the members and the reports is distributed correctly	
4	The quantitative and qualitative composition of the Board of Trustees meets the needs of the University	
5	The Board of Trustees fully understands its role, powers and tasks	
6	The Board of Trustees effectively performs its functions in general management	
7	Members of the Board of Trustees spend enough time studying the activities of the University and its specifics in order to effectively perform their functions	
8	Members of the Board of Trustees spend enough time studying the materials of the meetings of the Board of Trustees	
9	Members of the Board of Trustees pay sufficient attention to the main risks that may have a significant impact on the activities of the University	
10	Members of the Board of Trustees know and understand the values, mission, strategy of the University and take into account the above when solving key issues	
11	Members of the Board of Trustees are familiar with the internal regulations of the University	
12	Members of the Board of Trustees promote the University and its values in their community	
13	Members of the Board of Trustees have sufficient opportunity to communicate with University officials, in addition to meetings of the Board of Trustees	

14	The interaction of the members of the Board of Trustees with the management and structural divisions of the University is provided at the proper level	
15	Members of the Board of Trustees ask officials the right questions, are quite critical in their approaches and assessments	
16	The Chairman of the Board of Trustees ensures the effective organization of work Members of the Board of Trustees, preparation and holding of meetings Members of the Board of Trustees	

17. Please rate your level of involvement in the work of the Board of Trustees (1 - very low, 2 - low, 3 - medium, 4 - high, 5 - very high): _____

18. What are the three priority areas you see for the development of the University in the coming year? Please use the space below:

19. Do you have any recommendations for improving the work of the Board of Trustees? Please use the space below:

20. Please recommend experts from Kazakhstan and abroad for inclusion in the Board of Trustees. Please use the space below:
