



# **Anahuac University Network (AUN) Organizational Charter**

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## **STATUTE I** **Legal Status**

### **Chapter I** **Anahuac University Network's Legal Status**

**Article 1.** The Anahuac University Network is a network of private secondary and higher education institutions that share the Anahuac identity, mission and educational model for integral formation. The Anahuac University Network was created by the sponsors meeting of *Investigaciones y Estudios Superiores, S.C.*, as outlined in the minutes of the general ordinary assembly held on November 5, 2021 and notarized on May 31, 2021 by public notary no. 173 of Mexico City.

**Article 2.** *Investigaciones y Estudios Superiores, S.C.* is a civil company constituted under the laws of Mexico and operating in accordance with the country's social statutes and legal framework currently in effect.

**Article 3.** The sponsors meeting of *Investigaciones y Estudios Superiores, S.C.* hereby promulgates the ensuing AUN Organizational Charter as the basic regulations for its member institutions.

### **Chapter II** **Legal Status of Anahuac University Network's Member Institutions**

**Article 4.** The *member institutions* of the Anahuac University Network include the following:

- a. Anahuac University in Mexico City
- b. Anahuac Mayab University
- c. Anahuac Xalapa University
- d. Anahuac Cancun University
- e. Anahuac Oaxaca University
- f. Anahuac Puebla University
- g. Anahuac Queretaro University
- h. Tamaulipas Institute of Higher Education
- i. Mexican section of the Pontifical John Paul II Institute for Studies on Marriage and Family
- j. Anahuac Online

**Article 5.** The Anahuac University Network's *member institutions*, which have freely and voluntarily chosen to be part of this network, are run by legal entities constituted under the laws of Mexico and governed in accordance with the country's social statutes and legal framework currently in effect.

### **Chapter III** **Classification of Member Institutions**

**Article 6.** There are three general types of *member institutions* within the Anahuac University Network with respect to their legal status and structure:

- a. **Anahuac universities:** constituted and labeled as such by their respective civil companies (listed from article 4, subsection "a" to "g").
- b. **Affiliated institutions:** whose original structure is different from that of the *Anahuac universities* and constituted as such, and possess their own

statutes, which outline their particular leadership and organizational structure (listed from article 4, subsection “h” to “i”).

- c. **Anahuac Online:** is responsible for developing and offering the academic programs of the Anahuac University Network through the online platform (listed in article 4, subsection “j”).

**Article 7.** The terms set out in this organizational charter in their entirety are binding on the *Anahuac universities* and Anahuac Online in accordance with their specific nature. Their respective AU organizational charter shall be drafted and updated in full compliance with this ordinance.

**Article 8.** There are a few *member institutions* with particular characteristics (affiliated institutions and Anahuac Online) that are outlined in their corresponding AU organizational charter and must be taken into consideration with regard to the implementation of the regulations set out in this organizational charter.

**Article 9.** The affiliated institutions shall know the guidelines set out by the board of trustees for the Anahuac universities and Anahuac Online and make every effort to ensure they are respected, where applicable. The board of trustees has the authority to demand that some of these guidelines be binding on the affiliated institutions in order for them to maintain a certain relationship or membership with the Anahuac University Network.

**Article 10.** The *member institutions*, through their respective governing institutions, must sign a membership agreement with *Investigaciones y Estudios Superiores, S.C.* as the civil company of the Anahuac University Network. This agreement recognizes an institution’s membership to the Network and sets out the particular terms of its affiliation according to its classification: *Anahuac universities* or *affiliated institutions*.

#### **Chapter IV** **Official Recognition of Studies**

**Article 11.** Anahuac universities and the Pontifical John Paul II Institute offer academic programs at the secondary and higher education levels, which adhere to the educational standards of Mexico, and are officially recognized nationwide by the respective educational authorities, granted by presidential decree published in the Official Federal Gazette on November 26, 1982 and the official communication issued by the Ministry of Public Education *DIPES 7184572011* on February 25, 2001.

**Article 12.** The *Tamaulipas Institute of Higher Education (IEST)* offers primary, secondary and higher education and was constituted as a civil association, officially recognized by decree no. 34 of the State Congress of Tamaulipas, published in the Official State Gazette no. 101 on December 17, 1975 and each of its academic programs has been officially recognized by the state authorities.

## **STATUTE II** **Identity and Mission**

### **Chapter I** **Anahuac University Network's Mission**

**Article 13.** The mission of the Anahuac University Network consists in promoting:

- a. Development and reinforcement of each associated institution, through consistent and effective communication, collaboration and coordination among the institutions.
- b. Unification and strengthening of the Network in accordance with its structure and objectives as outlined in this organizational charter.

**Article 14.** The *member institutions* of the Anahuac University Network are institutions guided by the Legion of Christ and the *Regnum Christi* Movement, which share the Anahuac identity, mission and educational model for integral formation. Based on the above, the *member institutions* seek to mutually strengthen and enrich themselves under the aegis of solidarity, surrender and social harmony.

**Article 15.** The Anahuac University Network, in turn, belongs to the International Network of Universities, guided by the Legion of Christ and the *Regnum Christi* Movement, and thus, works in close collaboration with all institutions associated with the network at the international level, based on a shared mission and identity.

### **Chapter II** **Identity and Mission of** **Anahuac University Network's Member Institutions**

**Article 16.** *Member institutions* of the Anahuac University Network are Catholic institutions of secondary and higher education guided by the Legion of Christ and the *Regnum Christi* Movement, which, as university communities, seek truth and goodness in all aspects of life and share the Anahuac educational model of integral formation.

**Article 17.** The main mission of Anahuac University Network's *member institutions* is to contribute to the integral formation of leaders of positive action and to promote the development of the person and the society across the institution, inspired by the values of Christian humanism.

**Article 18.** *Member institutions* of the Anahuac University Network shall work in full communion with the bishop, and it is in his diocese, where the other diocesan authorities are located and where plans with them are coordinated. Likewise, *member institutions* are to conduct their activities while remaining faithfully obedient to the Magisterium of the Church and to the guidelines applicable to Catholic universities emanating from the Holy See and the Episcopal conference.

### **Chapter III** **Educational Objectives**

**Article 19.** The educational objectives to be followed by Anahuac University Network's *member institutions* are listed below:

- a. *A vision of the human being founded on dignity and centrality.* All human beings are creatures of God and are destined to achieve self-actualization in Jesus Christ. Given their nature, they are capable of knowing the truth and freely seeking goodness. Human beings and their inherent goodness are the goal and purpose of life in society.
- b. *A profoundly human and social vision of their work and professions,* as a means to personal development and service to family and society.
- c. *A vision that intelligently challenges the evolution of culture and society* in order to become integrated in a constructive way.
- d. *The ultimate understanding of life itself,* inciting people to place the appropriate value on temporary realities.
- e. *A deep conviction that reason can lead us to an understanding of reality,* as a justification for all efforts that are made in the objective, cogent and systematic search for truth.
- f. *A conviction of the knowledge and experience of faith itself* and a respectful vision of human religiosity.
- g. *The ability to lead and influence* in one's family life, work environment and sociocultural community.
- h. *A solid moral education* that serves as a guide in exercising one's profession and all other aspects of life.
- i. *Professional training* based on the latest technologies, excellence and high academic standing.
- j. *The ability to express oneself truthfully and respectfully* through the use of effective verbal and written communication skills.

#### **Chapter IV** **Measures for Mission Completion**

#### **Anahuac Educational Model for Integral Formation**

**Article 20.** The Anahuac educational model for integral formation is the combination of upstanding educational principles and exceptional pedagogical resources, which are strategically designed to favor a specific general profile of graduates in accordance with the identity and mission of the Anahuac University Network's *member institutions*, while striving for the students' personal and harmonious development: intellectual, professional, human, spiritual and social.

**Article 21.** The sense of leadership based on positive action that the Anahuac University Network's *member institutions* strive to instill in their students, is inspired by the values of Christian humanism. It is a form of leadership that requires the integral development of the students and is based on upstanding training in terms of intellect, awareness and volition. By recognizing one's own limitations and by having a profound appreciation for others, one shall carefully and responsibly exercise one's freedom, heralding the search for truth and leading to the creation of a life project that places importance of the wellbeing of oneself, one's family and the community at large, both at home and abroad.

#### **Academic Programs**

**Article 22.** The Anahuac University Network's *member institutions* offer secondary and higher education through academic programs at the secondary, undergraduate, postgraduate and continuing education levels, operating in accordance with the official regulations in effect and according to the criteria set out by the Network itself.

**Article 23.** The academic programs, which are open to the general public or intended for one or various specific organizations or institutions, may be offered in classroom, online or in combination, and they may be programs given by one institution or in collaboration with other *member institutions* of the Anahuac University Network or member institutions of other institutional, national or international entities, through the respective collaboration agreements, and when applicable, the authorization from the appropriate educational authorities.

### **Teaching, Research and Diffusion**

**Article 24.** To fulfill the mission, professors and students of the Anahuac University Network's *member institutions* must vow to fully dedicate themselves to systematically analyzing reality, to exchanging ideas and to begin to reflect critically, which leads to the synthesis of knowledge. The primary channels within the institution that enable this drive toward the known and shared truth are teaching, research and diffusion.

**Article 25.** Professors are expected, through their teaching methods, to present the fruits of their studies, research and experience in a variety of disciplines in a systematic, critical and contemporary way in an attempt to arouse interest in the subject among the students and to encourage thoughtful participation.

**Article 26.** Within the university, as the students' primary educator, professors shall impart their knowledge and experience, integrity and humanity, which should reflect the university's vision of existence and of the profession. Professors shall also impart their life story, which should be an example of virtue, worthy of being emulated by the students, both within the academic and the human and professional spheres.

**Article 27.** Basic or applied scientific research is the medium through which professors and students shall strive to find the truth, approaching the study of creation methodically, via the disciplines of humanism, science and technique, and addressing the problems that arise in various domains of society and proposing integrated and firmly-anchored solutions for the genuine benefit of society, fully respecting nature and upholding the dignity of all individuals and that of their families and communities.

**Article 28.** As agents for social transformation, *member institutions* of the Anahuac University Network must serve as beacons of the Catholic faith, human values, cultural heritage and scientific knowledge. To achieve this, they must constantly seek to disseminate the advances made in the arts, sciences and cultural sphere, as the fruit of the labors of the institution's professors, students, fellow institutions and individuals or the public domain, recognizing and offering credit to all respective authors, professors and researchers, without exception.

### **Affiliation**

**Article 29.** The Anahuac University Network and each one of the *member institutions* shall recognize the importance of initiating and establishing strategic

alliances, collaboration agreements and projects with public and private entities, both here and abroad, in order to join forces, expand their horizons and to fulfill the institution's mission in a greater and more enhanced fashion, according to the institution's identity.

**Article 30.** Efforts made to expand the institution's affiliation shall also strive to establish close, fruitful and long-lasting relationships with graduates, parents, benefactors and friends of the institution.

### **Creativity and Innovation**

**Article 31.** The enormous challenges faced by individuals, families and society in today's world and those faced by the Anahuac University Network's *member institutions*, are a call to build, sustain and continuously recreate a vision and attitude that is innovative and translates into creative and effective initiatives. In light of the above, the institution needs to create, among other things, new programs at the different academic levels, to establish specialized centers and institutes, to promote projects as well as business incubators and accelerators, and to create or participate in technology parks and research.

**Article 32.** A culture of creativity and innovation promotes the institution's continuous enhancement through planning, implementation and quality control, which includes management, administrative and academic staff and entities, their criteria, standards, regulations and work methods, and ways of organization and collaboration that make use of the benefits of scientific and technological progress.



### **STATUTE III**

#### **Anahuac University Network's Areas of Integration**

**Article 33.** The institutional model for the Anahuac University Network stipulated in the present statutes is that of an integrated university network that, as such, is based on an identity and mission that are shared among all member institutions, and in terms of operations, translates into a standardized management model that recognizes the particular characteristics and needs of each institution while ensuring a sufficient level of standardization to guarantee the interinstitutional integration as a network, as well as the use of synergies and the optimization of resources.

#### **Chapter I**

##### **Corporate Identity of the Anahuac Brand**

**Article 34.** The building and preservation of a brand require the design and incorporation of a series of communication and graphic design elements that champion the university's identity. In the case of Anahuac's brand:

**Our name** *Anahuac* means "next to the water" in Nahuatl and alludes to the central lake region that became the Aztec capital: Tenochtitlan.

**Our motto**, *vince in bono malum*, "Overcome Evil with Good," was taken from Saint Paul's Epistle to the Romans (12, 21) and was the inspiration behind the educational philosophy of the Anahuac University Network.

**Our emblem** is based on the image of a textile in process, with wide threads, symbolizing the process of interaction and development, which are part of the educational process. The color orange symbolizes the sun and the divine, brown symbolizes the earth and humanity, and together they symbolize the training of the body and the cultivation of the soul.

**Our coat of arms** is the two-headed eagle, a symbol of dexterity, ability, speed and intelligence, which frames a stone column representing wisdom, the arts and sciences, with the word *pax* at its apex. This coat of arms symbolizes the peace and fraternity that one must procure and maintain in the face of life's challenges.

**Article 35.** The Anahuac University Network's *member institutions* use the same series of elements of the Anahuac brand, transmitting to the public that they belong to a single network, thereby fortifying this shared heritage. In an effort to ensure the institution's image continues to develop sensibly, while properly reflecting the university, the board of trustees shall issue guidelines and criteria for the general corporate identity manual, which will enable the executive secretary's office to manage the use of the brand's elements by the various *member institutions* of the Network, auxiliary entities and Prepa Anahuac.

#### **Chapter II**

##### **Communications, Marketing and Advertising**

**Article 36.** With the goal of defining and executing a nationwide joint communications and marketing strategy that strengthens the image and cohesion of the Anahuac University Network and each *member institution* in particular, the board of trustees shall regularly issue detailed criteria to be used by the executive secretary's office to draft the general communications and marketing plan, in collaboration with the various universities, which will serve as the guidelines for the

respective communications and marketing strategies of each *member institution*, in order to ensure consistency and alignment. This plan and its updated versions, once approved by the board of trustees, shall be implemented across the Network by the executive secretary's office and in each university by the corresponding rector and his team.

### **Chapter III** **University Regulations**

**Article 37.** The goal of the university regulations is to establish the policies that will regulate the academic activities of the Anahuac University Network's *member institutions*, in addition to the other activities involved in the running of a university in general, with the purpose of promoting integral formation, effective management and academic excellence. The university regulations shall comply with the official legislation and the general and AU organizational charter, and include the regulations, procedures and other criteria that regulate the various areas of these institutions.

**Article 38.** The Anahuac University Network's regulations shall be filed with the appropriate authorities, when stipulated, and shall be promulgated by the board of trustees, through the publication of the definitive documents. The generally applicable regulations are drafted in collaboration with the Anahuac University Network's *member institutions* under the supervision of the executive secretary's office. It is the responsibility of each university to update their own AU organizational charter, if necessary, and to inform their university community, making the current regulations available through the appropriate platforms.

### **Chapter IV** **Academic and Scholastic Operations**

**Article 39.** Academic and scholastic operations are understood as all activities and procedures designed to implement and monitor the parameters of the Anahuac educational model for integral formation, both in terms of their curricular and non-curricular activities, and the parameters required by the applicable standards and regulations in effect.

**Article 40.** Academic and Scholastic operations are to be realized by the corresponding departments of each university with the support of a central department of the Network appointed to the executive secretary's office, which designs and operates the Integrated University System (SIU), ensuring that Anahuac University Network's *member institutions* operate according to the same academic and scholastic procedures and criteria.

**Article 41.** The official academic programs of the *Anahuac universities* and of the Pontifical John Paul II Institute are registered with the Federal Ministry of Public Education under the umbrella of the Presidential Degree published in the Official Federal Gazette on November 26, 1982 in favor of the *Anahuac University – Investigaciones y Estudios Superiores, S.C.* In light of the above, there is a need to centralize the official validation process of studies, to be headed by the executive secretary's office, with respect to the processes of attainment and modifications to the official validation of each academic program, before the national authority of education. The board of trustees shall issue the necessary policies and criteria to regulate the procedures to be taken and all other pertinent procedures, which shall be supervised by the executive secretary's office.

## **Chapter V** **Institutional Planning and Evaluation**

**Article 42.** The planning process within the Anahuac University Network shall be conducted on two levels: at the level of each *Anahuac university* and at the level of the Network. This process seeks to direct the efforts taken by the institutions to achieve the strategic goals that work toward fulfilling the Anahuac mission. The board of trustees is expected to communicate the principles and criteria required for the drafting of the Anahuac University Network's strategic and operating plan in general and that of the *Anahuac universities* in particular, to ensure that both are consistent and properly aligned, and also foster collaboration and the strengthening of our shared heritage.

**Article 43.** Evaluations are based on the goal to improve the quality of operations and require periodic and systematic assessments. In addition to the procedures conducted at the Network level and at the level of each *Anahuac institution*, these procedures also target two essential areas, while taking into account their objectives: first, the systematic monitoring of progress made in the execution of the strategic and operating plan, based on the key performance indicators, and second, the implementation of procedures designed to improve academic quality and the quality of services offered by *Anahuac universities*, which are recognized by national or international accrediting or certifying agencies. In light of the above, the board of trustees shall issue the criteria for the drafting of the general plan of institutional quality that shall be written under the supervision of the executive secretary's office and with the active participation of the *Anahuac universities*. This plan shall be revised periodically during its development by the rector at the university level and by the executive secretary's office at the Network level, both of whom are expected to report to the board of trustees.

## **Chapter VI** **Operating Model, General Procedures and Digital Platforms**

**Article 44.** The leadership and management model of the Anahuac University Network and of each member institution are concretized by the general strategy and leadership bodies, for which, the organizational structure, criteria, policies, key procedures, basic digital platforms and the respective computer tools, must be standardized to a sufficient degree in order to set up an operating framework that defines the mode of comportment and conduct particular to the Anahuac University Network and member institutions, ensuring information security and user satisfaction.

## **Chapter VII** **Anahuac University Network's Recognitions and Distinctions**

**Article 45.** The Anahuac University Network shall recognize the special merits of its staff, both at the level of the Network and *member institutions*, or outstanding individuals in different areas at the national and international level, through the granting of recognitions and distinctions, which shall be defined by the criteria set out by the board of trustees for this purpose, and they shall be independent from the recognitions and distinctions that the *member institutions* award on their own account, in accordance with the terms set out in this organizational charter and the respective organizational charter.

**STATUTE IV**  
**Organizational Structure: Governance, Leadership and Management**

**Chapter I**  
**Anahuac University Network's Entities**

**Article 46.** In addition to the *member institutions* listed in article 4, the Anahuac University Network is composed of:

- a. Board of trustees, its executive committee and the other committees set up for specific purposes, as well as its executive secretary's office and operations committee.
- b. Auxiliary entities that work toward fulfilling the mission of the Anahuac University Network and are constituted for this purpose.

**Chapter II**  
**Organizational Structure of Anahuac Universities**

**Article 47.** The basic organizational structure of *Anahuac universities* is the following:

- a. Governing body
  - Sponsors meeting
- b. Leadership
  - Board of trustees
- c. Figures of authority
  - Rector
  - Vice presidents
- d. Collegiate and advisory bodies
  - Rector's Cabinet
  - Other collegiate and advisory bodies

**Article 48.** Depending on the context of each university, mainly in terms of size, the position of vice rector as set out in various articles of the statutes is known as the general coordinator or director, as stipulated in the approved organizational structure for each case.

**Article 49.** The Anahuac University Network's general organization manual must be approved by the sponsors meeting of *Investigaciones y Estudios Superiores, S.C.*, at the request of the board of trustees. The complete organizational structure of the *Anahuac universities* and of Anahuac Online must be approved by the board of trustees, in compliance with the general organization manual and the criteria set out by the sponsors meeting.

**Chapter III**  
**Governance, Leadership and Management of**  
**the Anahuac University Network and Anahuac Universities**

**Article 50.** The duties involved in the governance, leadership and management are oriented as such to guarantee the completion of the mission and of the objectives of the institution, while respecting the identity, philosophy and educational principles of the Anahuac University Network, as well as the official legislation and the regulations.

**Article 51.** The tasks involved in the governance, leadership and management of the institutions are carried out on two levels by virtue of the organizational structure of the Anahuac University Network:

- a. At the Network level, which means that it encompasses all *Anahuac universities*, and therefore, applies to everything that concerns and is common to the universities.
- b. At the *Anahuac university* level, which refers to everything that pertains to each university in particular.

**Article 52.** The governing, leading and managing authorities of the Anahuac University Network are:

- a. Governing authority: the sponsors meeting, both at the Network and university levels
- b. Leading authority: the board of trustees and its executive committee, both at the Network and university levels
- c. Managing authority: the rector at the university level

**Article 53.** The Network's sponsors meeting corresponds to the sponsors meeting of *Investigaciones y Estudios Superiores, S.C.* The sponsors meeting of the *Anahuac universities* corresponds to the sponsors meeting of each university's civil company.

**Article 54.** The board of trustees is the same body for both the Anahuac University Network in general and for the *Anahuac universities* in particular. Likewise, its executive committee exercises its duties at both levels.

#### **Chapter IV** **Sponsors meeting of the Anahuac University Network:** **Investigaciones y Estudios Superiores, S.C.**

**Article 55.** The sponsors meeting of *Investigaciones y Estudios Superiores, S.C.* has certain duties and authorities by law, in addition to those awarded by the company's social statutes, those outlined in this organizational charter, and in particular, the following:

- a. Those related to the regulation and administration of the civil company's tangible and intangible assets, along with the respective financial, fiscal, legal and accounting management.
- b. The endorsement of the Anahuac University Network's strategic plan, which shall be drafted in compliance with the following:
  - b.1 The sponsors meeting shall establish the principles and criteria, under which the board of trustees shall undertake and oversee the drafting of the strategic plans of the Anahuac University Network in general and of the Anahuac universities in particular, with the assistance of the executive secretary's office.
  - b.2 The board of trustees shall approve the strategic plans and present them to the sponsors meeting for endorsement.
  - b.3 The strategic plans of the Anahuac University Network and of each Anahuac university shall be written for an appropriate number of years and include the corresponding financial plan. These plans shall be annually reviewed and, when applicable, adjusted as necessary, according to the state of the organization and context. If there are

amendments to be made, the sponsors meeting shall be required to endorse them.

- b.4** In the event that there are strategic plans presented by the board of trustees that are not endorsed by the sponsors meeting, for failure to comply with the principles and criteria established or because the state of the organization and context have changed considerably since the beginning of the process, the board of trustees shall be notified of the necessary amendments for endorsement.
- c.** To approve, at the request of the board of trustees, the general organization manual of the Anahuac University Network and to establish the general criteria in order for the board of trustees to approve the organizational structure of the *Anahuac universities* and that of Anahuac Online.
- d.** To approve, at the request of the board of trustees, the changes in the annual budget of the executive secretary's office and operations committee that have a negative impact on the approved final results.
- e.** The right to be informed by the board of trustees, at least once every six months, with respect to the running of the Anahuac University Network.
- f.** To nominate, endorse and remove members of the board of trustees according to the terms set out in this organizational charter.
- g.** To carry out its duties in the nomination, dismissal, granting or withdrawal of the authority of members of the board of trustees, of executive staff of the Anahuac University Network according to the terms set out in this organizational charter.
- h.** To assemble the board of trustees for extraordinary sessions.
- i.** To set the minimum term of office for members of the board of trustees, which should be at least one year, if it is deemed appropriate and justified.
- j.** To promulgate, reform and interpret the present AUN Organizational Charter with the advice and support of the board of trustees.
- k.** To endorse, at the request of the board of trustees, the internal regulations of the board itself and those of its committees. If necessary, the sponsors meeting shall request from the board of trustees any amendments it deems pertinent for final endorsement.
- l.** To ensure the terms of the civil company's legal representation are resolved by the board of trustees of the Anahuac University Network or its rector.
- m.** To ensure the standard delegation of authorities to a committee is endorsed by the board of trustees.
- n.** To assume the responsibility to resolve, whether on its own initiative or at the request of the chairman of the board of trustees, the issues that are not approved by the board of trustees after having been put to the vote up to three times and in accordance with the same terms.
- o.** To define other priority issues to be recommended to the board of trustees.

## **Chapter V**

### **Sponsors meetings of the *Anahuac Universities***

**Article 56.** The sponsors meeting of each one of the *Anahuac universities* has certain duties and authorities by the law, as well as those awarded to it by the company's social statutes, those included in this organizational charter and in the AU organizational charter and specifically the following:

- a. The duties and authorities of the civil company's corporate governance according to the terms of the law, including but not limited to, the nomination of a single administrator or administration council and legal representatives, and amendments to the social statutes or corporate name.
- b. Those related to the regulation and administration of the civil company's tangible and intangible assets, along with the respective financial, fiscal, legal and accounting management.
- c. Endorsement of the institution's strategic plan, which shall be drafted according to the same criteria and in compliance with the Anahuac University Network's strategic plan, as set out in this organizational charter.
- d. Issuance of criteria for the drafting of the annual operating plans and budgets in accordance with the current strategic and financial plan.
- e. Issuance of the general criteria for the design, implementation and updating of the organizational structure.
- f. Issuance of the general criteria for the university's operations by the rector.
- g. Endorsement of the institution's annual operating budget, previously approved by the board of trustees.
- h. To approve, at the request of the board of trustees, changes to the annual budget that have a negative impact on the approved final results.
- i. To resolve the terms of the civil company's legal representation by the Anahuac University Network's board of trustees and its rector.
- j. The right to be informed by the board of trustees, at least once every six months, with respect to the running of the institution.
- k. To carry out its duties according to the terms set out in this organizational charter and the AU organizational charter, with regard to the nomination, dismissal, granting or withdrawal of the authority of the institution's rector and directors.
- l. To assemble the board of trustees for extraordinary sessions.
- m. To promulgate, reform and interpret the institution's organizational charter with the advice and support of the board of trustees, ensuring they are consistent with the AUN Organizational Charter.
- n. To define other priority issues to be recommended to the board of trustees.

## **Chapter VI** **Board of Trustees**

**Article 57.** The board of trustees is composed of:

- a. Three members with the right to speak and to vote (having at least active nine members to be able to operate effectively)
- b. An executive secretary with the right to speak but not to vote
- c. An operations advisor with the right to speak but not to vote
- d. A technical advisor without the right to speak or vote

**Article 58.** The three members shall be nominated according to the following criteria:

- a. Three ex officio members:
  - The territorial director of the Legionaries of Christ for Mexico and Central America
  - The territorial administrator of the Legionaries of Christ for Mexico and Central America, who shall serve as the board of trustees' corporate advisor

- The rector of Anahuac University in Mexico City
- b. Two members shall be nominated by the sponsors meeting of *Investigaciones y Estudios Superiores, S.C.*
- c. Eight members shall be nominated by the board of trustees with the endorsement of the sponsors meeting of *Investigaciones y Estudios Superiores, S.C.*, in accordance with the following criteria:
  - Five individuals with academic or leadership experience in higher education, preferably within the Anahuac University Network, or individuals who deserve to be considered by virtue of their merits and trajectory.
  - Three outstanding representatives of the national or international community who are recognized for their integrity, experience and leadership, and for their affinity with the institution's identity and mission and have the necessary availability to take on this responsibility.

**Article 59.** The standard term of office for members is two years, which may be renewed indefinitely. The sponsors meeting of the *Investigaciones y Estudios Superiores, S.C.* may set a minimum term of office, which should be at least one year, if it is deemed appropriate and justified. When a nominated member serves as rector or vice chairman of the board of trustees, his term of office as member shall be extended until the conclusion of his mandate as rector or vice rector.

**Article 60.** The sponsors meeting of the *Investigaciones y Estudios Superiores, S.C.* shall nominate a rector and vice rector among its active members. Their term of office shall be three years, with the possibility for re-election. In the event the rector's temporary or definitive absence, the vice rector shall assume his responsibilities while a new rector is nominated, according to the terms set out in the present article. The same procedure shall be followed in the event of the vice rector's definitive absence.

**Article 61.** Membership on the board of trustees is personal and non-transferable, and thus may not be carried out by a power of attorney or representative, with the only exception of the rector, who, for serious and justified reasons, may be represented by the vice rector and substituted by him in the event of his definitive absence, while a new rector is nominated.

**Article 62.** The board of trustees shall report to the sponsors meeting on the strategic and financial plan, the annual operating plans and budgets, special projects, as well as any indications and assignments received, at least once every six months.

**Article 63.** The board of trustees, serving both the Network in general and each *Anahuac university* in particular, has duties and authorities set out in this organizational charter and those for which it is accountable to the sponsors meeting. The board of trustees' duties and authorities are ordained below and are divided into four categories: general; nominations and dismissals, plans, budgets and organizational structure; educational model, academic plans and programs.

**Article 64.** The board of trustees' duties and authorities in the *general category* are:

- a. To oversee the completion of the institution's mission and objectives and to ensure compliance with the official legislation and the regulations themselves,



as well as any indications and assignments received from the sponsors meeting, the board of trustees or its executive committee.

- b. To ensure the integration, identification and collaboration among the *entities of the Anahuac University Network*, and within each of its different bodies, overseeing their development and strengthening as a group and individually.
- c. To establish general operating policies and criteria in all areas of the institution and oversee their compliance.
- d. To propose to the sponsors meeting, at the council's request or on the board of trustees' own initiative, reforms to the organizational charter and to the AU organizational charter, ensuring that both ordinances are consistent and complementary, and offering their opinion on how they should be interpreted.
- e. To approve, by qualified majority, the internal regulations of the board of trustees, of its committees, of the presidents' panel and of the universities' rector's cabinets. The internal regulations of the board of trustees and of its committees shall be presented for endorsement to the sponsors meeting.
- f. To approve the recognitions and distinctions to be granted on behalf of the Anahuac University Network at the request of the board of trustees' rector and on behalf of each *Anahuac university*, at the respective rector's request.
- g. To represent the Anahuac University Network or an Anahuac university, either as a collegiate body or through a member of the board of trustees or representative nominated for this purpose. In the case of the latter, the representative shall be nominated for a determinate period of time or for a particular purpose, and the limits and scope of said representation, whether it is required by protocol or as legal representation, shall be defined in accordance with the terms set out by the sponsors meeting.
- h. To delegate to any one of its members and/or committees constituted for this purpose, the authority it deems necessary to attend to the issues and to the proper functioning of the Anahuac University Network and each *Anahuac university*. The standard delegation of authority to a committee must be endorsed by the sponsors meeting of *Investigaciones y Estudios Superiores, S.C.*

**Article 65.** The board of trustees' duties and authorities in the *nominations and dismissals* category are:

- a. To nominate the board of trustees' members who are not are ex officio members and whose nomination is not reserved for the sponsors meeting of *Investigaciones y Estudios Superiores, S.C.* These nominations must be made by qualified majority according to the terms set out in this organizational charter and are subject to the endorsement of the sponsors meeting of *Investigaciones y Estudios Superiores, S.C.*
- b. At the request of the executive secretary, nominating and removing department directors who form part of the executive secretary's office, and nominating and removing the board of trustees' technical advisor.
- c. To propose the nomination of the rector for the first three-year term of office to the sponsors meeting. The list of candidates shall be approved by qualified majority. The sponsors meeting shall nominate the new rector, preferably choosing among the names included in the list proposed by the board of trustees.
- d. To nominate the rector as of the second three-year period and subsequent three-year periods. The nomination shall be approved by qualified majority and endorsed by the sponsors meeting. In the event that the sponsors meeting decides not to endorse it, a new rector shall be nominated according to the terms set out in this organizational charter.

- e. To propose to the sponsors meeting the dismissal of the rector, by an agreement approved by qualified majority.
- f. In the event of grave misconduct against the institution's principles, identity and mission, against the basic internal regulations or against the rules of public order and accepted practices, the board of trustees shall be authorized to dismiss or remove the rector or any other director of the *Anahuac universities*, of the executive secretary's office or of the operations committee, from their post, proposing, if applicable, the necessary disciplinary or legal measures. The dismissal or removal of the rector, should it occur, must be endorsed by the sponsors meeting. Decisions made by the board of trustees must be approved by qualified majority.
- g. In the event the rector is temporarily or definitively incapacitated or absent from his post, the board of trustees shall nominate a person to assume control of the presidency while the incumbent rector is reinstated or a new rector is nominated according to the terms set out in this organizational charter. The person temporarily in charge of the presidency shall assume the rector's duties and authorities for a period of up to 60 calendar days, with the possibility of a second 60-day period. Once these periods have elapsed, the board of trustees shall propose to the sponsors meeting the nomination of a new rector or interim rector for a period of time it deems necessary, without exceeding one year.
- h. To nominate or remove the rector, having listened to the opinion of the presidential committee, to that of the university's vice presidents and to that of the directors or general coordinators who report directly to the rector. Under exceptional circumstances, the sponsors meeting may reserve the right to nominate or remove a vice rector.

**Article 66.** The board of trustees' duties and authorities in the *plans, budgets and organizational structure* category are:

- a. To oversee the drafting of the strategic and financial plan for an appropriate number of years and to approve it by qualified majority, in accordance with the principles and criteria previously set out by the sponsors meeting and subject to endorsement according to the terms established in this organizational charter.
- b. To approve the annual operating plans and budgets in accordance with the current strategic and financial plan and consistent with the criteria issued on the subject by the board of trustees itself and the sponsors meeting.
- c. To approve the organizational structure and amended versions, in compliance with the general criteria set out by the sponsors meeting.
- d. To approve the changes made to the annual budget that do not have a negative impact on the approved final results and that adhere to the criteria set out for this purpose by the sponsors meeting. The changes that have a negative impact on the approved final results must be endorsed by the sponsors meeting.
- e. To receive and approve the reports from the *member institutions* at least once every six months.

**Article 67.** The board of trustees' duties and authorities in the *educational model, academic plans and programs* category are:

- a. To approve updated versions of the Anahuac educational model for integral formation at the request of the board of trustees' academic committee, having

consulted the presidents' panel and the executive secretary's office. The executive secretary's office shall coordinate the model's design, upgrades and implementation with the participation of the academic committee, the presidents' panel and the academic teams of the *Anahuac universities*.

- b. To approve new academic plans and programs for undergraduate and postgraduate studies at the request of the board of trustees' academic committee, having consulted the executive secretary's office of the Anahuac University Network, and if applicable, the institution that proposed them.
- c. To approve, through the executive committee, the upgrading, modification and/or discontinuation of the academic plans and programs for undergraduate and postgraduate studies, which have been previously approved and have earned the favorable opinion of the academic committee.

**Article 68.** The criteria with respect to the frequency of sessions of the board of trustees, quorum and voting are the following:

- a. The board of trustees shall hold ordinary sessions three times a year, preferably in March, June and October. It may convene extraordinary sessions by agreement of the board itself, by explicit invitation of the rector or the sponsors meeting.
- b. The required quorum for ordinary and extraordinary sessions must be at least 75% of active members and always in the presence of the rector or vice rector.
- c. Resolution of issues by the board of trustees may be carried out through consensus agreements when the members are unanimously in favor, without the need of a formal vote.
- d. When the issues are put to the vote, which may be conducted by secret ballot or a show of hands, must be resolved by:
  - d.1. Absolute majority: this requires at least half plus one of the votes of the members present. The rector, and in his absence, the vice rector, shall have a casting vote in the event of a tie.
  - d.2. Qualified majority: this requires at least two thirds of the votes of the members present.
- e. When the present statutes do not specify the type of majority required for the resolution of certain issues, the board of trustees may resolve it by qualified majority, at the rector's request.
- f. When the vote involves the nomination or removal of presidents, the individual whose nomination or permanence is being decided upon, if the individual serves as a member of the board of trustees, may not participate in the vote.
- g. If the member of the board of trustees also acts as rector of the university, he shall have the right to vote, with the exception of issues that involve the institution over which he presides, unless the board of trustees grants him that right by qualified majority.
- h. If an issue is not approved by the board of trustees, after having been put to the vote for up to three times and in accordance with the same terms, the sponsors meeting may assume the responsibility to resolve the issue, whether on its own initiative or at the request of the chairman of the board of trustees.

**Article 69.** The remaining general criteria to be applied to the operations and running of the board of trustees shall be set out in the respective internal regulations.

**Article 70.** The board of trustees' rector shall regularly serve as representative of the board of trustees in academic, social, civic or cultural ceremonies and events, with the possibility of delegating another member of the board to act in his place. He may also legally represent the respective civil company according to the terms set out by the sponsors meeting.

**Article 71.** The board of trustees' vice rector shall have the authority to replace the rector in the event of his temporary or definitive absence, or to represent him at the explicit request to preside the board of trustees during ordinary or extraordinary sessions, provided there are serious and justifiable reasons.

**Article 72.** The board of trustees' corporate advisor shall be responsible for managing, in particular, the issues that the board discusses and revises in the areas concerning legal matters, assets and real estate, taxes and treasury, as well as intellectual property, which correspond to the duties of the sponsors meeting. The corporate advisor shall also serve as an intermediary between the chairman of the board of trustees and the *sponsors meeting* and the corporate leadership of the civil companies that own and operate the *Anahuac universities* on the issues mentioned above.

**Article 73.** The board of trustees' executive secretary shall be nominated, endorsed and removed by the sponsors meeting of *Investigaciones y Estudios Superiores, S.C.* at the chairman of the board of trustees' request, having listened to the opinion of the board members. His primary responsibilities, for which he shall report to the chairman of the board of trustees and to his executive committee, are the following:

- a. He shall serve as corporate secretary of the board of trustees, consisting primarily in the following duties:
  - a.1 To ensure the necessary conditions for the operations and proper running of the board of trustees.
  - a.2 To keep a record of all internal documentation of the board of trustees.
  - a.3 To advise the board of trustees and the presidents of the *Anahuac universities*, in the analysis, application and fulfillment of the AUN Organizational Charter and AU organizational charter of each *Anahuac university*.
  - a.4 To advise the board of trustees in the discussion and resolution of issues and agreements related to the general operations of the Anahuac University Network.
  - a.5 To oversee the interactions between the members of the board of trustees and interactions with the presidents of the *member institutions* and the members of the executive secretary's office.
  - a.6 To regularly manage official communications between the board of trustees and the sponsors meeting, and between the board of trustees and presidents of the *member institutions* and directors of the affiliated institutions and auxiliary entities.

To carry out this responsibility, the executive secretary shall rely on the support of the board of trustees' technical secretary, who, at his request, shall nominate, endorse and remove the board itself.

- b. To coordinate the drafting and execution of the Anahuac University Network's strategic plan, and carry out the board of director's agreements and resolutions. To monitor the management of the operating procedures across the Network and to oversee the interactions among the various *member*

*institutions.* Likewise, to coordinate the drafting, implementation and execution of the models, plans, criteria, policies and standards across the Network. All of the above must be carried out in coordination and collaboration with the presidents of the member institutions and their executive teams. These duties shall be executed primarily in the following areas of operation:

- b.1** Academic and research
- b.2** Integral formation and university life
- b.3** Institutional development, innovation and affiliation
- b.4** Communications, marketing and advertising
- b.5** Information technologies
- b.6** Institutional planning and effectiveness
- b.7** Scholastic operations and regulations

In order to carry out these responsibilities, the executive secretary shall have at its disposal the organizational structure approved by the board of trustees and the executive secretary's office of the Anahuac University Network.

- c.** To manage the use the brand's elements by the various member institutions of the Network in accordance with the guidelines and criteria of the general corporate identity manual issued by the board of trustees.
- d.** To draft the Anahuac University Network's general communications and marketing plan, with the participation of the other universities and according to the criteria issued by the board of trustees.
- e.** To coordinate the drafting of the generally applicable regulations with the participation of the member institutions of the Anahuac University Network.
- f.** To set up and run the Integrated University System (SIU) in order to ensure that the member institutions of the Anahuac University Network operate under the same academic and scholastic procedures and criteria.
- g.** To centralize the official validation process of studies before the Federal Ministry of Public Education, with respect to the processes of attainment and modifications to the official validation of each academic program of the member institutions.
- h.** To coordinate the drafting of the general institutional standards, with the active participation of the Anahuac universities.
- i.** To coordinate, under the guidance of the board of trustees, the work involved in drafting of the Anahuac University Network's strategic plans in general and those of each Anahuac university in particular.

**Article 74.** The board of trustees' operations advisor shall be nominated, endorsed and removed by the sponsors meeting of *Investigaciones y Estudios Superiores, S.C.* at the request of the board of trustees' rector, having listened to the opinion of the board members. His primary responsibilities, for which he shall report to the board of trustees' rector and to the executive committee, are the following:

- a.** To prepare an annual proposal of criteria to be followed for the drafting of Anahuac University Network's budget in general and those of each *Anahuac university* in particular, working closely with the board of trustees and the executive secretary's office of the Anahuac University Network.
- b.** To participate, on behalf of the board of trustees, in the drafting of the annual operating budgets of the *entities that make up the Anahuac University Network*, ensuring that the budgets comply with the established criteria in

order to guarantee approval by the sponsors meeting and the board of trustees.

- c. To propose to the board of trustees, in accordance with the executive secretary's office, the general administrative indicators for the Anahuac University Network in general and those of each *Anahuac university* in particular. Once they are approved, to assume responsibility for the monitoring, statistical analysis and recording of these indicators in order to offer detailed information in each case to the board of trustees, and thus facilitate the issuance of the respective indications and recommendations.
- d. To track and keep a record of the monthly administrative reports issued by the entities that make up the Anahuac University Network. These reports shall be defined, in terms of their structure, content and frequency, by the board of trustees and shall serve to inform the board itself, its executive committee and the executive secretary's office of the situations that require intervention.
- e. To inform the board of trustees of the progress made in executing the budget and to periodically issue a financial report of the Anahuac University Network in general and of each *Anahuac university* in particular.
- f. To manage the requests made by the entities of the Anahuac University Network to introduce changes to the budget and/or to the organizational structure, in accordance with the terms defined by the board of trustees and the parameters established by the sponsors meeting.
- g. To coordinate the administrative teams of the Anahuac universities in order to monitor and offer support in managing operations. Serving as additional support in carrying out this task, the operations advisor shall work closely with the territorial administration team in coordination with the corporate advisor of the board of trustees.
- h. To propose operational improvements to the board of trustees in the administrative management of Anahuac universities and other entities of the Anahuac University Network. Once they are approved, to assume responsibility for their implementation and monitoring.
- i. To inform the presidents of the *Anahuac universities* of the detailed criteria established for the drafting of the annual budget, based on the information communicated by the board of trustees.
- j. To present to the sponsors meeting of the respective civil company, the annual operating budget of each *Anahuac university*, approved by the board of trustees for their endorsement, and once approved, to inform the corresponding rector and ensure it is duly executed.
- k. To follow up on the status of the general operating indicators defined by the board of trustees, issuing periodic reports on their status in a bid to inform the rector and his administrative team and offering timely recommendations.
- l. To follow up on the progress made in the execution of the budget and on the periodical financial reports of each *Anahuac university* and inform the rector and his administrative team.

## **Chapter VII**

### **Board of Trustees' Executive Committee and Other Committees**

**Article 75.** In order to conduct its standard governance duties and responsibilities, the board of trustees has an executive committee comprised of at least five of its members, who shall have the right to speak and vote, three of which are ex officio members:

- Rector, who presides the committee

- Vice rector
- Corporate advisor

The two remaining members, who will participate on the executive committee, shall be nominated by the board of trustees itself, the resolution of which must be approved by qualified majority.

The following members of the board of trustees shall also take part on this committee:

- Executive secretary, with the right to speak but not to vote
- Operations advisor, with the right to speak but not to vote
- Technical secretary, without the right to speak or vote

**Article 76.** The executive committee shall regularly carry out the duties set out in the present statutes for the board of trustees, with the exception of those duties listed below and others reserved explicitly for the board of trustees:

- Nomination and removal of board members, presidents, the executive secretary or executive staff of the executive secretary's office, except for cases with serious and justifiable reasons as set out in the statutes.
- Approval of the Network's strategic plan and some of the strategic plans of the *Anahuac universities*.
- Approval of the general strategic policies and criteria or those outside standard operations.
- Approval of annual operating plans and budgets.
- Approval of the Anahuac educational model for integral formation.
- Approval of the proposed reforms to the organizational charter and to the AU organizational charter.
- To delegate the authority of the board of trustees or that of the executive committee.
- To approve amendments to the internal regulations of the board of trustees and of the executive committee.

**Article 77.** The executive committee shall operate according to the same general criteria set out by board of trustees, to the specific criteria mentioned below and to those established within its internal regulations:

- The executive committee shall convene ordinary sessions once a month and the rector shall have the authority to convene extraordinary sessions, whether on his own initiative or at the request of half plus one of the active members of the committee itself.
- The executive committee shall schedule presentations to be given by the presidents, who are expected to personally present the issues they deem relevant. These presentations shall be subject to the terms set out by the committee itself and by its internal regulations.
- The executive committee shall inform the board of trustees about the most relevant topics concerning its administration and shall share the minutes of each session once they have been approved by the participating members.
- The executive secretary, the operations advisor and the technical secretary shall carry out the same duties within the executive committee that they conduct for the board of trustees.

**Article 78.** The board of trustees may form other committees for specific purposes and shall establish within their internal regulations the purpose, members, area of activity and general mode of operation of such committees.

**Article 79.** The academic committee and the finance committee are permanent given the nature of the issues that fall within their responsibilities.

## **Chapter VIII** **Rector**

**Article 80.** In compliance with the respective organizational statute, the rector is the highest authority figure of the university, and therefore, he has the fundamental responsibility to oversee the completion of its mission, in accordance with the institution's identity. Likewise, he must guarantee compliance with the statutes in effect, with the strategic and operating plan and in the application of the general criteria and principles set out for the university and the Anahuac University Network, as well as ensure compliance with the agreements and resolutions of the board of trustees and its executive committee.

**Article 81.** In order to become a university rector, the candidate must meet the following requirements:

- a. The candidate should be thirty years of age upon nomination and should not be hindered in any way in exercising his civil rights.
- b. He should possess at least a master's degree, and failing this, he should have a sufficient level of academic training and experience in the opinion of the board of trustees.
- c. He should have at least five years of experience in teaching, academic research or management in the education sector, and preferably within the Anahuac University Network.
- d. He should be recognized for his leadership, personal integrity and professional skills and have a genuine commitment to the identity and mission of the Anahuac University Network's member institutions, to their values and principles.
- e. Other requirements set out by the board of trustees.

**Article 82.** The university rector shall be nominated for his first three-year term by the sponsors meeting at the board of trustees' request, according to the terms set out in this organizational charter and the AU organizational charter. The sponsors meeting may nominate the new rector by selecting an individual who is not included in the board of trustees' proposal, if it deems it necessary.

**Article 83.** The rector's standard term of office shall be three years, with the possibility of being nominated for subsequent three-year terms. For the second and subsequent terms, the nomination must be approved by qualified majority by the board of trustees and is subject to the sponsors meeting's endorsement.

**Article 84.** The university rector's duties and responsibilities are ordained below and are divided into three categories: general; nominations, hiring and dismissals; plans and budgets.

**Article 85.** The university rector's duties and responsibilities in the *general category* are the following:



- a. To oversee the completion of the university's mission and objectives in accordance with its identity, while respecting and promoting the university's values and principles and taking into account its membership within the Anahuac University Network.
- b. To direct the general operations of the university in compliance with the official legislation and the regulations themselves, as well as the current criteria set out by the sponsors meeting, the board of trustees and the board's executive committee.
- c. To preside over the university's academic and leading bodies according to the terms outlined in the corresponding regulations.
- d. To issue and sign professional degrees, specialization diplomas and academic degrees granted by the institution.
- e. To convene, according to the established frequency, and preside over the rector's cabinet.
- f. To participate with the right to speak but not to vote in the periodic meetings of the university's board of trustees.
- g. To present to the board of trustees, through its executive committee, the university's standard management issues that require its intervention.
- h. To petition the chairman of the board of trustees to convene extraordinary meetings of the plenary or of the executive committee when circumstances warrant.
- i. To promote and lead institutional initiatives and projects oriented toward the university's development.
- j. To represent the university in all types of events and to delegate another collaborator to act in his place, when he deems it appropriate.
- k. To establish committees to attend to temporary or ongoing issues of the university and to nominate the executive team that must preside them, or if such is the case, to preside over them himself, as he deems appropriate. In the case of permanent committees, the rector must have the consent of the rector's cabinet.
- l. To propose to the board of trustees, with the opinion of the rector's cabinet, the granting of special recognitions and distinctions, authorizing on his own account and with the consent of the rector's cabinet, those which have been authorized by the board of trustees itself.
- m. To delegate among his collaborators the tasks that do not require his direct participation and the tasks that require his close and precise monitoring.
- n. To propose to the board of trustees, through its executive secretary's office, the introduction and discontinuation of academic programs at the secondary, undergraduate and postgraduate levels, in addition to the opening or closing of schools, faculties, centers, institutes and departments.
- o. To lead the operations at Prepa Anahuac in the event that the university offers secondary education within the university campus, assuming the commitment to apply the respective institutional model in accordance with the authorities of the *Semper Altius* School Network.

**Article 86.** The university rector's duties and responsibilities in the *nominations, hiring and dismissals category* are the following:

- a. To propose to the board of trustees, through its executive committee and with the opinion of the rector's cabinet, the nomination or dismissal of the vice presidents, directors or general coordinators of the university who directly report to the rector.

- b. In the event of extreme cases, the rector has the authority to dismiss the vice rector or director, who directly report to him, immediately from their posts, pending the endorsement of the board of trustees or of its executive committee for the definitive dismissal, if necessary, and the corresponding new nomination. In the event the rector is temporarily or definitively incapacitated or absent from his post, he shall nominate, with the consent of the rector's cabinet, an individual to assume control of the presidency for a period of 60 calendar days, with the possibility of extending the term for another, one-time only 60-calendar-day period. Once this time has lapsed, if a definitive candidate has not been nominated, an interim rector must be nominated to assume control for a period of up to one year, according to the terms set out in this organizational charter. Members of the rector's cabinet, whose permanence in the position they hold at the university is being resolved, may not participate in these sessions.
- c. To nominate or remove, with the consent of the rector's cabinet, the directors or coordinators who directly report to the vice presidents.
- d. To nominate or remove members of university staff whose nomination does not require the participation of the board of trustees or the rector's cabinet, and when applicable, to authorize the corresponding hiring process.
- e. In cases related to nomination and hiring, as well as the dismissal of members of university staff at any level of the university, the rector must proceed in accordance with the approved organizational structure and budget, and with the specific criteria on the matter set out by the sponsors meeting and the board of trustees.

**Article 87.** The university rector's duties and responsibilities in the plans and budgets category are the following:

- a. To coordinate the drafting of the university's strategic and financial plan in accordance with the criteria set out by the sponsors meeting and to present it for approval by the board of trustees according to the terms established in this organizational charter.
- b. To draft and present for approval by the board of trustees, the university's annual operating plan and budget in accordance with the approved strategic and financial plan and with the criteria set out by the sponsors meeting and the board of trustees.
- c. To execute the authorized annual operating plan and budget and to report periodically to the board of trustees and its executive committee on the progress made.
- d. To approve, with the consent of the rector's cabinet, changes made to the university's annual budget that do not have a negative impact on the approved final results for the university and that adhere to the corresponding criteria issued by the sponsors meeting, the board of trustees and the executive committee. The changes that have a negative impact on the approved final results must be presented to the board of trustees for consideration, through its executive committee, in order for them to be presented, if deemed appropriate, to the sponsors meeting for approval.
- e. To present to the board of trustees a six-monthly report on the general running of the institution and a monthly report on the institution's administration.
- f. To propose to the board of trustees, with the opinion of the rector's cabinet, the organizational structure of the institution and the corresponding adjustments, in accordance with the general organization manual and the

institution's organizational charts set out by the Anahuac University Network and approved by the sponsors meeting and the board of trustees.

## **Chapter IX** **Rector's Cabinet**

**Article 88.** The rector's cabinet is an advisory body for the rector of the university who presides it. This committee shall convene every week and a committee secretary shall be nominated by the rector himself. In the cases in which this organizational charter, the AU organizational charter of the university or the board of trustees so dictate, the rector's cabinet shall be defined as a deliberative and decision-making body. In such cases, decisions shall be made by majority vote and the rector shall have a casting vote in the event of a tie.

**Article 89.** The rector's cabinet shall be composed of the following members:

- a. Rector, who presides the committee
- b. Academic vice rector
- c. Vice rector of student life and Catholic mission
- d. Vice rector of administration and finance
- e. Secretary of the rector's cabinet, in the event this position is not performed by one of its members.
- f. Other members nominated by the board of trustees of the Anahuac University Network, whether on its own initiative or at the rector's request.

**Article 90.** The rector's cabinet shall have the following authorities and responsibilities:

- a. To offer its opinion and advice on issues that the rector submits for its consideration and to support him in the execution of the decisions taken.
- b. To implement, at the rector's request, the operating standards, criteria and procedures, which are to be consistent and complementary to those set out by the sponsors meeting, the board of trustees and the executive committee.
- c. To attend to the issues that fall within its responsibilities, according to the terms set out in this organizational charter and the AU organizational charter of the university.

**Article 91.** The executive committee shall operate according to its internal regulations, which shall be approved by the board of trustees.

## **STATUTE V** **Advisory Bodies**

### **Chapter I** **Presidents' Panel**

**Article 92.** The panel of presidents of the Anahuac University Network is an advisory body for the board of trustees and shall have its own internal regulations that govern its operations.

**Article 93.** As an advisory body of the board of trustees, the presidents' panel shall have the following duties:

- a. The power of initiative to present proposals that have been considered by the board of trustees and/or the executive committee.
- b. To express its opinion on issues on which it has been consulted by the board of trustees and its executive committee, or on its own initiative within the different management departments of the university.

**Article 94.** The panel of university presidents shall be comprised of the presidents and directors of the *member institutions*, who shall participate with the right to speak and to vote.

**Article 95.** Other regular participants on the panel of presidents include the executive secretary and the board of trustees' operations advisor, with the right to speak but not to vote, and the technical secretary, without the right to speak or vote. The executive secretary and the operations advisor shall offer the Network's perspective to the presidents' panel and shall ensure compliance to the organizational charter and to the agreements made by the board of trustees and its executive committee. Both, in addition to the technical secretary, shall regularly conduct the same duties within the panel of presidents that they conduct for the board of trustees and its executive committee, even though the rector's panel is an advisory and not a managing body.

**Article 96.** The presidents' panel shall have a deputy rector who shall be selected based on the following criteria:

- a. The deputy rector shall be selected for the following year during the last ordinary session of each year.
- b. The deputy rector's term of office is one year, with the possibility of being elected for an additional consecutive term.
- c. The deputy rector shall be elected by the presidents' panel by secret ballot and qualified majority.
- d. The person who is elected rector may accept or decline the position. If he should decline, a new vote is cast under the same criteria, excluding the person who declined the position.
- e. In the event the deputy rector is definitively absent, another deputy rector shall be elected to replace him during this period. The stand-in rector shall conclude the corresponding term and may be considered as a candidate in the election of the next deputy rector. If the deputy rector's absence is temporary, a stand-in deputy rector shall be elected to meet the particular objective in question.

**Article 97.** The primary responsibilities of the deputy rector are:

- a. To convene ordinary and extraordinary sessions of the presidents' panel.

- b. To ensure that the panel of presidents is compliant with internal regulations.
- c. To moderate the sessions of the presidents' panel according to the order of the day.
- d. To represent, according to the rules of protocol, the presidents' panel in internal and external events and activities if he has not delegated this responsibility to another rector in particular.

**Article 98.** The presidents' panel shall hold ordinary sessions at least three times a year, according to the approved calendar, and may hold extraordinary sessions at the request of the board of trustees' rector or the deputy rector himself. For the latter, it may be on his own initiative, having acquired the favorable opinion of at least half plus one of the presidents, or at the request of at least two thirds of the member presidents.

**Article 99.** The required quorum to convene a session is at least two thirds of the presidents and member directors.

**Article 100.** Issues that need to be put to the vote must be approved by qualified majority in order to be deemed formal agreements of the presidents' panel.

## **Chapter II** **Collegiate Bodies of *Anahuac* Universities**

**Article 101.** The *Anahuac universities* may propose to the board of trustees, the building of other collegiate and/or advisory bodies, which may be permanent or temporary, in conjunction with the demands of the operations themselves, the criteria set out by the accrediting institutions and agencies, and the official legislation. These bodies shall have their own internal regulations that govern their structure, objectives, scope and operations.

## **STATUTE VI**

### **Rights, Obligations and Sanctions**

**Article 102.** The *member institutions* of the Anahuac University Network and the corresponding managing and advisory bodies, as well as the executive and operational entities, shall possess the rights granted to them in this organizational charter, the AU organizational charter, the general and particular regulations in effect and the integration agreements signed by each civil company of the universities with *Investigaciones y Estudios Superiores, S.C.*

**Article 103.** All individuals who work for the Anahuac University Network in general and for the *Anahuac universities* in particular, shall enjoy their basic rights protected by law, those established in this organizational charter, the AU organizational charter of each university and the general and particular regulations in effect, as well as those established within the respective employment contracts signed between each employee and the company that hired them.

**Article 104.** The *entities that comprise the Anahuac University Network*, including all of their employees, are obligated to comply with the terms set out in this organizational charter and all other ordinances that govern their existence and operations.

**Article 105.** The board of trustees and bodies granted authority in this capacity must be informed of any serious transgression at the institutional or employee level against the principles, values and accepted practices of the institution and its identity, or against the terms established in the approved regulations in effect, which define the sanction corresponding to each case in line with the established regulations and the civil authorities shall be informed when circumstances warrant.

**Article 106.** The following shall be the hierarchy of accountability for the managing bodies, executive authorities and advisory councils:

- a. Board of trustees shall report to the sponsors meeting.
- b. Each member of the board of trustees shall report to the board itself.
- c. Presidents' panel shall report to the board of trustees.
- d. Executive secretary's office shall report to the board of trustees.
- e. The rector shall report to the board of trustees.
- f. Rector's Cabinet shall report to the rector, and if necessary, to the board of trustees.
- g. Vice presidents and directors that depend directly on the rector, shall report to the rector, and if necessary, to the board of trustees.

**STATUTE VII**  
**Reforms and Interpretation of the Organizational Charter**

**Article 107.** The promulgation, reform and interpretation of the AUN Organizational Charter are the responsibility of the sponsors meeting of *Investigaciones y Estudios Superiores, S.C.*, who shall rely on the board of trustees to execute these tasks. The board of trustees has the authority to offer its opinion and to propose what it deems appropriate.

**Transitional Articles**

**Article 108.** The present AUN Organizational Charter shall enter into effect the day following its official publication and shall repeal previous versions. They shall not, however, repeal those measures taken by the appropriate leading authorities that were based on previous versions.

**Article 109.** The AU organizational charter of the *Anahuac universities* should be updated within a three-month period starting from the date this organizational charter come into effect, for which they must ensure total consistency.

**Article 110.** In order to facilitate the interpretation of a few of the terms used in this organizational charter, the sponsors meeting shall issue a glossary that shall be updated as frequently as necessary.