

*Constitution and Bylaws of the
Student Council
of the American University of Sharjah*

Amended by the Student Council 2011–2012



**Student
Council**
American University of Sharjah

We the Students of the American University of Sharjah, with the consent of the administration, hereby form a Student Council for the undergraduate students of this University.

Endorsed by

Dr. Peter Heath
AUS Chancellor

Dr. Moza Al Shehhi
AUS Vice Chancellor for Student Affairs

Article One

The Student Council

Section 1.1 Name of the Organization

This student organization shall officially be named The Student Council of American University of Sharjah (AUS). This name shall be abbreviated as SC. Henceforth, it shall be referred to as the "Council" for the purpose of this document only.

Section 1.2 Definition and Purpose

1.2 A: The Council at AUS is the elected, highest student body authorized by the university administration to articulate student views and interests and be the voice of students. The student body is defined in Section 10.1.

1.2 B: The purpose of the Council is to create a positive university atmosphere and promote the general interest and welfare of students and to promote and influence the quality of student life at AUS.

1.2 C: Duties of Student Council

The Student Council will pursue and fulfill the following duties to the best of its abilities:

- a. Liaise between students and management to assist the students put their case and defend their point of view
- b. Advocate students' academic freedom
- c. Ensure that students make a contribution to the official policies and priorities of the university that directly or indirectly affect students
- d. Maintain a forum for expressing students' views and interests
- e. Promote student integrity and ethical behavior
- f. Assist in organizing and promoting student clubs' and organizations' activities in collaboration with the Office of Student Affairs
- g. Prepare guidelines for improving student life or its interest in social activities, assemblies and other student welfare activities
- h. Inspire students to accept positions of leadership and responsibility by modeling highest standards of behavior and leadership.

Section 1.3 SC Tenets

The Council shall be an unbiased and impartial body. It will not discriminate, and shall discourage discrimination, for or against anyone based on his or her race, religion, creed, nationality, ancestry, gender, age, physical disability, economic status, or political affiliation or belief.

The Council and its members shall not be involved in any political activity on campus that contravenes the laws of the United Arab Emirates or the rules and regulations of AUS or the student code of conduct policy.

The Council shall exercise ethical behavioral practices.

The Council will develop genuine partnerships with the administration and promote students' views rather than personal views.

Article Two The Student Council

Section 2.1 Structure

The Council shall consist of seventeen (17) members. Fourteen (14) will be elected via general elections and three (3) will be appointed by the consensus of the Executive Board in collaboration with the Vice Chancellor for Student Affairs/designee.

The members of the Council shall be divided in the following manner:

Executive Board:

- President
- Vice-President
- Vice-President for Public Relations
- Executive Secretary & Office Director
- Treasurer

Community Outreach Coordinators:

- Student Organizations & Campus Services Coordinator
- Events & Activities Coordinator
- Athletics & Sports Coordinator
- Communication & Media Coordinator

Board of Colleges, Schools, & Academic Programs Representatives

- College of Architecture, Arts & Design Representative
- College of Arts and Sciences Representative
- School of Business & Management Representative
- College of Engineering Representative
- Achievement Academy Bridge Program Representative

Student Council's Subcommittees:

- Student Clubs and Organizations Subcommittee (SCO)
 - The Student Leadership Program & Community Services Representative
- Student Residential Life Subcommittee (SRL)
 - Men's Residential Life Coordinator
 - Women's Residential Life Coordinator

The members of the SCO and SRL will be recommended/nominated by the Student Council's Executive Board in collaboration with the Vice Chancellor for Student Affairs/designee.

The Student Council structure is illustrated in the organizational chart appended to this document.

Section 2.2 Authority of the Council

The Council shall have the right and the duty to act in accordance with the statutes and directives of the University, the concerns and priorities of the student body, and its own policies as outlined in this constitution and any bylaws adopted as per Article Five.

(a) Reporting

The Council shall report on its operations, activities, student welfare, student concerns, requirements and achievements as well as those of its subcommittees once a month to the Vice Chancellor for Student Affairs/designee.

(b) Administrative Decisions that affect the Student Body

The responsible University Administration officials, including but not limited to the Chancellor or his/her designee, may convey decisions that directly or indirectly affect students to the Council. In response, the Council will obtain feedback from the students when approached for representation and bring forth students' views for discussion.

(c) Appeals

In case of a disagreement with any of the University's Administrative Official/s, the Student Council will follow the institution's protocol of pursuing matters respectfully with the concerned official.

Section 2.3 Duties of the Executive Board

(a) The President

- The chief executive and presiding officer of the Student Council shall be the President.
- The President shall be the representative and spokesperson of the student body.
- He/she shall also be the adjudicator of the Student Body's rights, this constitution, and the Council's bylaws.
- The President serves as the primary contact between the student body and the Office of Student Affairs.
- The President will plan the annual budget of the Council in coordination with the VCSA/designee.
- The President is authorized to sign off expenditures from the Council's budget or authorize a member of the board to do so on his/her behalf.
- He/she would hold full executive authority of the Council and chair meetings of the Council.
- The President will represent the student body on issues regarding all university academic and non-academic programs and events.

- He/she will form sub-committees in cooperation with the OSA to coordinate specific projects.
- The President will report periodically on SC work to students and the administration (VCSA/designee).
- The President will monitor resources and financial allocations and strengthen the spirit of partnership and teamwork between students, administration, faculty and staff members of the institution.

(b) Vice-President

The Vice-President shall assist the President in carrying out his/her tasks. He/she will also assume the role of the President, Treasurer, or Executive Secretary & Office Director in case of absence or emergencies. The Vice-President must to attend most of the non-Council meetings with the President. He/she will be representing the Student Council at all on-campus committees. In addition, he/she will be in direct contact with students to solve their non-academic problems and raise them with the proper authorities.

(c) Vice-President for Public Relations

The Vice-President for Public Relations shall be the primary contact between the Council and all parties outside the University upon confirmation with the VCSA/designee. He/she shall be responsible for dealing with all external parties with whom the Council partners or conducts business. The Vice-President for Public Relations will ensure that transparency is maintained in communication with off-campus entities and promote the institution's image.

(d) The Executive Secretary & Office Director

- The Executive Secretary & Office Director shall take minutes at every meeting of the Council.
- The minutes should be distributed before the start of the next meeting to each member of the Council for his/her approval.
- A copy of the minutes of the meeting should be shared with members and the Office of Student Affairs (VCSA/designee).
- Executive Secretary & Office Director is responsible for managing the Student Council office and the agenda, and is responsible for storing all official documents and necessary files of the Council and the Student Body.
- He/she also helps the other Council members in drafting new documents for the Council.

(e) The Treasurer

The Treasurer handles all funds that come into the Council. He/she shall be responsible for collecting, managing, and distributing funds for and from the various events and activities organized by the Committees or the Council. Furthermore, the Treasurer is expected to produce standard financial documents on the financial status of the Council.

(f) Hierarchy

In the case of a vacancy or absence in any of the posts on the Council, the hierarchy of authority shall be as follows, in descending order of seniority:

- President
- Vice-President
- Vice-President for Public Relations
- Executive Secretary & Office Director
- Treasurer

(g) Student Affairs Meeting

At least once a week, the President of the Student Council will meet with the Vice Chancellor for Student Affairs/designee, to discuss any matters concerning the Student Body. Other Council members may attend these meetings if required by the President or the Vice Chancellor for Student Affairs.

Section 2.4 Duties of the Community Reach Out Coordinators; Board of Colleges, Schools, & Academic Programs Representatives; and Subcommittees.

(a) Student Organizations & Campus Services Coordinator

The Student Organizations & Campus Services Coordinator shall represent the student organizations' boards and assist them in solving any problems they may encounter with the administration. He/she should also work on constantly improving all the services offered on campus and persist in reporting to the concerned departments when the services provided to the students are not at the highest possible quality standards. He/she will coordinate and assist in activities and services competition. The coordinator will strive to solve conflicts and suggest solutions that will empower students and encourage teamwork. He/she will monitor the work of the committees.

(b) Events & Activities Coordinator

The Events & Activities Coordinator shall organize social, cultural, and academic events and activities to promote student interaction and socialization, in collaboration with the Office of Student Affairs.

(c) Athletics & Sports Coordinator

The Coordinator of the Athletics and Sports Committee shall work with Student Affairs Athletics to organize sports events to promote student interaction and sportsmanship.

(d) Communication and Media Coordinator

The Communication and Media Coordinator shall set up an effective media network to improve the interaction among students and provide means for them to express themselves. He/she is also responsible for advertising all events and activities within the University campus. The Coordinator shall work closely with the Vice-President for Public Relations.

(e) Board of Colleges, Schools, & Academic Programs Representatives

The members of the Board of Colleges, Schools, & Academic Programs Representatives shall represent the students of their respective Colleges, Schools, or Academic Programs and assist them in solving any problems they may encounter. They shall also assist first year students of their College, School, or Academic Program to acclimatize to the rules and regulations of the University. The Representatives must be students of their respective Colleges. Each representative may form an advisory committee to assist him or her in his or her tasks, should he/she deem that such help is needed. Committees should be of a reasonable size, and require the approval of the Executive Board for formation. The representatives will serve as a contact point to convey student concerns related to academic issues.

(f) Achievement Academy Bridge Program Representative

In addition to his/her other duties as a Representative (as above), the Achievement Academy Bridge Program Representative must be a current or former AABP student. If the AABP Representative should choose to form a committee, at least half its members must be current AABP students. The AABP coordinator will facilitate communication between AABP administration and students and communicate student-related issues to the Council.

(g) Student Council Subcommittees

- Student Clubs and Organizations (SCO)

This subcommittee will work directly under the Student Organizations & Campus Services Coordinator. The representatives that form this subcommittee will be the bridge between the Student Council and the student organizations or clubs that they represent.

- Student Residential Life Subcommittee (SRL)

The members of the SRL shall represent the students who live on campus in solving any problems they may encounter in the residential life area. They shall also assist new students moving to the dormitories to acclimatize to the rules and regulations of the Residential Life Department. The Representatives must be students living in the dorms. Each coordinator may form an advisory committee to assist him or her in his or her tasks, should he/she deem that such help is needed. Committees should be of a reasonable size, and require the approval of the Executive Board for formation. The members of this committee are not elected; rather, the Executive Board will appoint them.

Section 2.5 Tenure

(a) Term

The members of the Council shall hold office for a term of approximately one year. General Elections should be held at the end of every spring term and the new Student Council should officially commence the first orientation day of fall.

Should the selection of a successor be delayed, the current member will maintain office until the next elected person takes over. Likewise, should a successor be elected before a full year has transpired, the current member will immediately yield his or her office.

Summer terms shall be used for the Board ending its duties to train and advise the board that will start duties in the fall and for the board to start its duties to familiarize themselves with their respective positions. The board ending its duties should also inform the new board about the management of the Student Council.

Official Hand Over – end of term: At the end of the term the council will hold a meeting open to all students reporting on their achievements and officially handing over to the new council in the presence of Office of Student Affairs’ officials.

(b) Board of Colleges, Schools, & Academic Programs Representatives

Should a Representative change colleges, schools, or program (due to a change of major or for any other reason), this will not affect his or her current status or invalidate his or her selection. However, the student can only run for the post for his or her new College or School in future elections.

Section 2.6 Pledge

The newly elected Student Council President will take a pledge and endorse the script in the presence of the VCSA, OSA Officials and all Council members a week after official election results are announced.

“I(Name).... elected President of the Student Council of American University of Sharjah take this pledge on day and time. I promise to serve the students and this institution in full faith and honesty. I will fulfill my duties with diligence and professionalism. I will show due respect to AUS students, faculty and staff. I will maintain the highest standards of ethical behavior. I will seek advice and opinion from senior AUS officials on important matters and decisions. In case a dispute arises, I will follow the office protocol and resolve conflicts following the procedures of dispute resolution. I will follow the university Student Code of Conduct Policy and UAE laws. I will uphold the Student Council Constitution to the best of my ability.”

President of AUS Student Council Name and Signature:

----- Date:-----

All members of the Student Council should sign a contract as soon as they are elected.

This clause should be considered as an enacted lawful document.

The contract reads as follow:

I, hereby, understand that whatever issues discussed within the meetings in office, or any place where official subjects are discussed, are to be kept CONFIDENTIAL between the members of the Student Council. Further, documents (agendas, memos, emails, etc.) that are received must be guarded with care by each member of the Student Council as these are detailed accounts of the Work of the Student Government. If a need arises to present a document to an external party, the President of the Student Council should be informed before any such presentation occurs. Any member who is found to be in contempt of this agreement will be dealt with as per the decision of the Executive Board.

I also understand that my position in the Student Council is a responsibility that I have decided to take in my own will, so my duties and proceeding as a member of the Student Council are of concern to all the Student Council members.

As the Student Council is the Executive Authority of the AUS Student Body, all members should behave in an official manner at all requested and required times, and should never misrepresent the values and interests of American University of Sharjah, the Student Council, and/or the Student Body by any medium (verbally, written, or in social networks).

I understand as well that I will be assigned with office hours as part of my duties in which I will be responsible for the office of the Student Council. It will be my duty to make sure that the office rules set by the Executive Board will be enforced.

I am aware that if I do not perform my duties properly or if my proceedings and behavior as a member of the Student Council have any negative consequences on the Student Council, penalties and actions are going to be taken against them. The measurements will be taken by the consensus of the Executive Board.

The penalties system will be implemented by receiving penalization points and/or warnings according to the criteria and consensus of the Executive Board. One, two, or three points are equivalent to one warning. The addition of 1 more point (4 in total) gives me the second warning, and getting 2 more points (6 in total) will automatically expel me from the Student Council.

All decisions are made by consensus of the Executive Board and with the advice of the higher administrative officials of the Office of Student Affairs.

The following actions will automatically add penalizations points:

- *Not attending a meeting without previously notifying the President: 1 point*
- *Submitting tasks late (e.g., proposals, emails, letters, or posters) and not accomplishing the duties required by my position: 1 point*
- *Not attending office hours: 1point*
- *Not respecting the office rules: 1 point*
- *Misusing the Student Council's properties: (2 points)*
- *Violating the Confidentiality Agreement: 3 points*

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AUS Chancellor

Dr. Moza Al Shehhi
AUS Vice Chancellor for Student Affairs

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In all cases, the first 3 points can be removed, but once I have gotten the second warning, all penalization points are accumulative.

The following points will automatically suspend me from my official duties.

- *Committing a prohibited action, a clear violation to the objectives and goals of the council or to have abused the council's reputation.*
- *Doing any violation that exceeds the first warning.*
- *Being accused with a crime and/or felony.*
- *Breaking the confidentiality agreement that must be signed by all elected council members at the beginning of each term.*

At the bottom of the document, each signatory should add his/her full name as it appears on Banner, the position he/she will hold in the Council, the date on which the document was signed, and sign it.

Section 2.7 Expulsion

Expulsion of a Council member is a Substantive Decision [as defined in Section 4.3(b)] that might be called for in case of a violation of the policies of the University or acting against of the interests of the Student Body and/or the Council. If a member is expelled from the Council, he/she shall not receive any official document from any administrative authority of the university recognizing his/her period of time as a member of the Council. Once the expulsion is official, a new member will be elected or nominated by the Council members to replace him / her according to section 3.7

Section 2.8 Resigning Members

Any member who resigns from the Council without any justifiable reason will be banned from holding any position in the University's official clubs and from participating in activities and events for one whole year. In addition, he/she will not be allowed to nominate himself/herself for the Student Council again. If the reasons to resign are justifiable to the Executive Board and the Office of Student Affairs, he/she will not be banned from holding any position in the University's official clubs and from participating in activities and events. Additionally, he/she will be allowed to nominate himself/herself for the Council again. Once the resignation has been officially acknowledged and accepted by the Council, a new member will be elected or nominated by the Student Council members to replace him / her according to section 3.7

Section 2.9 Stipend

The Council members shall be awarded a sum of money to be paid per semester. This stipend will be to the amount of AED 3,000 for the President, AED 2,500 for remaining Executive Board members and AED 1,500 for the rest of coordinators and representatives.

Article Three

Election of Council Members

Section 3.1 General Procedures

When an election is announced, the previous Student Council shall set a period for voting in coordination with the Office of Student Affairs. All posts are elected at the end of each academic year (Spring) to serve for the following academic year only. The method of election shall be electronic voting. Voting will be held in the Student Center; the day and hours shall be made public one week prior to the day of voting. The students shall use their AUS user names and passwords to vote.

Section 3.2 Candidacy

(a) General Eligibility

For a student to be eligible to run for a post on the Student Council, he/she must be a member of the student body. The candidate must have maintained a GPA of at least 2.5 at the time of his or her nomination, and must have completed at least two semesters at AUS and be free of any violation of the academic integrity and/or student code of conduct policy before, during or after the elections.

The nominee must have a minimum of 12 credit hours, if he/she is a senior student; he/she should graduate in a Spring semester in order to complete the Student Council term, and he/she should be in good social standing. Notwithstanding the preceding, a candidate for the post of AABP Representative must have completed at least one semester at AUS to be eligible to run.

Candidates who hold a GPA of less than 2.5 will be subjected to additional requirements. The candidates must be proven to be active as a member of the Student Council, an executive member of a club or a student organization, or the leader of a sports team and hold a GPA of at least 2.3 for them to be considered.

A student who has been expelled for cause and by due process from a previous post on the Council or a student organization is ineligible to run for any posts.

Each student may only run for one post during each election. No Council member may run for another post while still holding tenure in that same academic year. A student may run an unlimited number of times over his or her stay at the University.

(b) Specific Eligibility for the Executive Board

Any student may nominate him- or herself for a post on the Executive Board. However, only students who meet one of the following criteria will be listed on the final ballot:

- Prior experience on the Council, or
- Prior experience as a member of the Executive Committee of one or more officially registered University Clubs for at least two semesters.

If no students meeting one of the above criteria nominate themselves for a particular post, then the post remains empty for a period of fifteen (15) days from the end of the General Elections, at the end of which a candidate will be selected and voted upon by the newly elected members.

(c) Specific Eligibility for the Community Outreach Coordinators

Any student may nominate him- or herself for a post as one of the Community Outreach Committee. However, only students who meet one of the following criteria will be listed on the final ballot:

- Prior experience on the Council, Clubs or Organizations in similar posts, or
- Provable experience or knowledge in the field of nomination.

If no students who meet one of the above criteria nominate themselves for a particular post, then the post remains empty for a period of fifteen (15) days from the end of the General Elections, at the end of which a candidate will be selected and voted upon by the newly elected members.

(d) General Procedure

For a student to be considered a candidate, he/she must fill out and sign a position paper declaring their position, eligibility and desire to run, a week prior to the campaign period. Any necessary documents must be attached to the declaration of candidacy.

Section 3.3 Campaigning

A campaigning period of maximum ten (10) working days will be provided for the candidates to campaign. Campaigning includes (but is not limited to) personal conversations for the purpose of promoting a candidate, public announcements, posters, flyers, handouts, or any other promotional methods or materials. The dates for campaigning will be decided by the Office of Student Affairs. No campaign-related materials shall appear before the beginning of the designated campaign period (violation of this rule shall result in the candidate's disqualification).

(a) Debates

Candidates nominating themselves for the post of President, Vice-President, or Vice-President for Public Relations must participate in a debate with the other candidates for that post. The debate will be public, and anyone may ask questions of the candidates on any relevant topic.

(b) Campaigning during Voting

Candidates may campaign during the election period. However, candidates may not campaign, or allow others to campaign on their behalf, within the building in which the vote is being held, or within 50 meters of the voting area, whichever is further. Campaign materials, activities and their use shall be approved by OSA management. Candidates must submit a detailed plan of how they will run the campaign and this shall be submitted a week prior to the campaign period and approved by the OSA management.

Section 3.4 Voting

(a) General Procedures

At the end of the candidacy period, all candidates will be listed on a single electronic ballot, grouped by the post for which they are running.

Students may only complete one electronic ballot. Before completing their ballot, students must obtain a number randomly generated through the scanning of AUS student IDs to prove that they have not yet voted in this election. Incomplete ballots are permitted (for example, a particular student may wish to vote only on the Presidency, and not on any other post); however, the student may not go back later to add to or amend his or her vote. Students may only vote for one candidate per post. Candidates may vote for themselves.

Students must vote in person. Voting *in absentia* and voting by proxy are not allowed. Votes are secret. The online voting system is completely secure so that no person can identify where the votes have come from.

Closed voting booths are equipped with computers for voting. Only one person may enter the booth at a time.

Once a person has cast his or her vote, that person should leave the immediate vicinity of the voting area. Loitering around the voting area, before or after the vote, is not permitted.

(b) Board of Colleges, Schools, & Academic Programs

The electronic voting system has already been configured so that students may vote only for a candidate running for the post of Representative in the College, School, or program in which they are currently enrolled, or for an AABP Coordinator candidate if they are AABP students.

Section 3.5 Vote Counting

At the end of the voting period, the results will be obtained through a report generated by the electronic Banner voting system. This report is only obtainable by the Vice Chancellor for Student Affairs/designee and cannot be obtained midway through the voting process. In the case of a system shutdown, the votes already cast would have been saved in the database. Students wishing to vote after the system is reactivated can do so until the end of the allocated voting period. The votes will be publicly announced at a reasonable time. The final result of the election and the protocol of the election result will be signed and approved by the Vice Chancellor of Student Affairs /designee and this document shall be kept for five years with the OSA Management.

Section 3.6 Irregularities

Should any irregularities be discovered in the voting process or in counting procedures, the election officials will attempt to correct it without compromising the integrity of the vote. If that is not possible, then the election of the affected posts only will be declared null and void. After the irregularities have been dealt with, a new vote will be held for the affected posts.

Sanctioning: A candidate shall be warned or disqualified for any infraction of the election procedures by the VCSA. Violation that affects the outcome of any election shall result in disqualification.

Section 3.7 Vacancy

In case of a vacancy in the Council, an announcement will be made by the Council about the vacant positions. The Students wishing to fill these positions must meet the normal requirements to become candidates. Then the Council will choose one of these students based on a majority vote within no more than 15 days.

Article Four

Meetings of the Student Council

Section 4.1 Quorum

At least one-half, rounded up, of the voting members of the Council (8 out of 16), including at least one Executive Board member, should be present for a meeting to take place. If a decision regarding a certain Coordinator or Representative is to be made, the Coordinator or the Representative should be present at the meeting.

Section 4.2 Frequency

The Council shall hold meetings no less than once a month. Additional meetings may be called at the discretion of the Council. In the case of unusual or exceptional circumstances, the President may call an Extraordinary Meeting. The Secretary will distribute notice of meetings (including an agenda for the meeting, if available) to all Council members no less than twenty-four (24) hours before the date of the meeting.

At the beginning of each semester, the Secretary will arrange for a particular time and schedule at which regular meetings of the Council will occur. Upon announcement to the Council of this particular time and schedule, notice shall be deemed given for all future meetings on that schedule. Agendas for these meetings (if available) will be distributed at the start of each meeting.

Disciplinary action: Any member who misses three regular Council meetings shall be scheduled for a hearing by the Council members, which will have the authority to remove a member from the Council. The Council Executive Secretary shall immediately notify a member in writing of his/her suspension. Following the hearing, the Council, by two-thirds of votes of all members, shall have the authority to remove a member or dismiss the charges against the member. The member shall have a voice, but not a vote in those proceedings.

Section 4.3 Authority and Decision Making

Endorsed by

Dr. Peter Heath
AUS Chancellor

Dr. Moza Al Shehhi
AUS Vice Chancellor for Student Affairs

(a) Ordinary Decisions

Resolutions of the Council are considered Ordinary Decisions unless specified otherwise beforehand. An Ordinary Decision requires a simple majority (half, rounded down, plus one) of those attending, to succeed.

(b) Substantive Decisions

The Council may specify that a certain resolution is of great importance, or will significantly affect the functioning of the Council itself. Such a resolution is considered a Substantive Decision. A Substantive Decision requires at least twelve (12) of seventeen (17) members must vote in its favor.

(c) Voting without Attending

Council members must be present at a meeting to vote on decisions. Voting *in absentia* and voting by proxy are not allowed.

(d) Approval by the Office of Student Affairs

The Council may conduct its activities on approval by the Office of Student Affairs. Notice of these activities must be provided to the Office of Student Affairs at least one week in advance.

Should the Council wish to hold an event in less than one week's time, confirmation from the Office of Student Affairs will still be required. In addition, the event must be approved. Approval for all events by the Office of Student Affairs is assumed granted until confirmed otherwise in writing for each particular event.

Should the Office of Student Affairs have any questions regarding the conduct of the Council members with respect to their stated responsibilities or proposed activities, they may request that the President call an Extraordinary Meeting of the Council with the Office of Student Affairs. Should the Office of Student Affairs not receive a satisfactory explanation for their questions at this meeting, and should they deem the matter to be an emergency, they may withdraw their approval for the project as described above.

(e) Monetary Policy

All notes dispensing Council funds require the signature of the President and the Treasurer to be valid. Furthermore, the Office of Student Affairs must approve single dispensations of more than AED 1,000.

The monthly total of individual expenditures equal to or under AED 1,000 may not exceed AED 5,000 without written approval from the Office of Student Affairs.

The Treasurer will set and enforce other financial policies for the Council as per the guidelines of the Board of Trustees.

The Office of Student Affairs will allocate a budget and resources to the Council at the beginning of each semester from the Student Activities Fees. A comprehensive plan of budgeting and expenditure shall be submitted by the Council to the VCSA/designee for her/his approval. The President and Treasurer shall be responsible for providing supporting receipts and related documentation for funds dispensed upon approval of funds to the VCSA designated office.

Article Five

Bylaws of the Council

The Council may at any time adopt or amend its bylaws by passing a resolution to that effect. Such a resolution would be a Substantive Decision as defined in Section 4.3(b). The secretary shall update the bylaws within one week after the bylaws are amended. The Council shall exercise its power to the extent that it does not contradict any AUS academic and non-academic rules and regulations and goes by the AUS code of conduct and the law of Sharjah and the UAE. And in case of violation of the AUS code of conduct and the law of Sharjah and the UAE, the AUS disciplinary action will be implemented.

Article Six

Dissolution of the Council

Section 6.1 Procedure

(a) In the case of an extreme emergency, the Chancellor of the University may initiate proceedings to dissolve the current Council. This action does not invalidate the standing of the Council or this Constitution and Bylaws. Such a call is resolved by a three-stage process, as described below.

First, a meeting of all the Deans is called by the Chancellor. At this meeting, if two-thirds, rounded down, plus one, of the Deans vote in favor of dissolution, a Dissolution Vote results.

Second, a General Assembly is called. If two-thirds, rounded down, plus one, of the student body vote in favor of dissolution, a Dissolution Vote results.

Third, the Office of Student Affairs considers the actions of the Student Council in light of the objectives of the Council and the policies of the University. If they feel that the Student Council no longer functions within its stated purpose, they may cast a Dissolution Vote.

Out of these three stages, at least two Dissolution Votes are required for dissolution of the Council.

Section 6.2 Effects of Dissolution

(a) Interim Council

Should the Council be dissolved, the Vice Chancellor for Student Affairs/designee may appoint an Interim Council. The Interim Council functions as the normal Council does.

(b) Extraordinary Elections

The Office of Student Affairs and/or the Interim Council must call for and complete Extraordinary Elections within one month of the date of dissolution. Former members of the Council and members of the Interim Council may run for any posts during the Extraordinary Elections.

Should the Elections be in progress but not yet completed at the end of this month, the Interim Council continues to function until the results are announced.

Should the Elections be called for but not commenced, or not called for at all, by the end of the month, the Interim Council is disbanded and the previous Council members resume their posts.

Section 6.3 Resumption of Operation

Upon completion of the Extraordinary Elections, or upon the resumption of the previous Council, all operations of the Council recommence as normal.

Article Seven Language

Section 7.1 Operative Language

The operative language of the Council shall be English. All official business and all Council resolutions must be in English.

Section 7.2 Interpretation of the Constitution and Bylaws

In the case of any discrepancy between versions of this Constitution and Bylaws due to translation, the English interpretation shall prevail. The President of the Council shall adjudicate any such disputes.

Article Eight Amendments to the Constitution and Bylaws

Section 8.1 General Amendments

General Amendments to the Constitution and Bylaws should be presented in a General Assembly. The amendments will require a two-thirds vote of the student body members attending the General Assembly. The Chancellor must approve General Amendments to the Constitution and Bylaws before voting commences.

Section 8.2 Temporary Amendments

If the Student Council deems that a clause of this constitution is detrimental to the interests of the student body or contrary to the objectives outlined in Section 1.2, the Council may pass a Temporary Amendment to the Constitution and Bylaws. A Temporary Amendment is a Substantive Decision as defined in Section 4.3(b).

All Temporary Amendments must be reviewed by the Vice Chancellor for Student Affairs or her designee and reported to the Chancellor upon being passed.

Temporary Amendments must be brought up for discussion and vote at the General Assembly as soon as possible, as described in Section 8.1. Temporary Amendments not brought up for discussion during a General Assembly are deemed to have expired, and are no longer in effect.

Article Nine

Validity of the Constitution and Bylaws

Section 9.1 Review

A General Assembly will be called during the Spring 2007 semester and every two years thereafter. At these meetings, this Constitution and Bylaws, and the bodies formed by it, will be reviewed for effectiveness. This Constitution and Bylaws will remain in effect unless voted down by a two-thirds majority of the student body.

Section 9.2 Replacement

If a successor Constitution and Bylaws is proposed, this Constitution and Bylaws will remain in effect for the duration of the then-current academic year. Upon approval by two-thirds majority of the student body and the Vice Chancellor for Student Affairs and Chancellor of the University, the new Constitution and Bylaws will take effect at the start of the next academic year.

Article Ten

Conventions

Section 10.1 **The Student Body**

The student body is defined as all students registered as undergraduates at American University of Sharjah, and classified as full-time students with a minimum of 12 credit hours by the Office of the Registrar. The student body also includes AABP students who are classified as full-time students by the Office of the Registrar but have not yet matriculated.

Section 10.2 **The General Assembly**

The General Assembly is a meeting open to the whole student body, as described above, for discussing and possibly voting upon matters relating to the Council or its subsidiary bodies. Staff and faculty members of the University, as well as any guests, are welcome as non-voting observers, unless the meeting is deemed beforehand to be only for students. General Assemblies should take place at a time when attendance to classes is not compromised. All board members of any student organization should attend the general assembly and encourage their organization's members to do so. Furthermore, all student activities taking place at the time of the general assembly should be canceled.

Section 10.3 **The Constitution and Bylaws**

All references to the Constitution and Bylaws are references to this document (namely, the Constitution and Bylaws of Council of American University of Sharjah), as amended.

Article Eleven

Endorsed by

Dr. Peter Heath
AUS Chancellor

Dr. Moza Al Shehhi
AUS Vice Chancellor for Student Affairs

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Student Council's Emblem

Parts that compose the emblem:

- 1) A torch formed with a column with a flame on top. The column symbolizes the strength of student body and the flame represents its enlightenment. Horizontal and vertical lines with the initials "SC", which is the abbreviation of "Student Council, shape the column. Right under the initials can be read "1998", the year when the Student Council was established.
- 2) At the right flank of the torch can be read "Student Council American University of Sharjah"

The font used for the emblem is: Charter ITC by BT- Roman



Endorsed by

Dr. Peter Heath
AUS Chancellor

Dr. Moza Al Shehhi
AUS Vice Chancellor for Student Affairs

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The colors used are: (Photoshop colors spectrum)

Burgundy:

H: 0, S: 79%, B: 70%, R: 178, G: 38, B: 37, L: 40. a:56, b:38, C:21%, M:98%,
Y:99%, K:12% #b22625

Gray:

H: 240, S: 3%, B: 45%, R: 113, G: 113, B: 116, L: 48. a:0, b: -2, C:57%, M:49%,
Y:46%, K:13% #717174

The Student Council emblem can also be used in the following format:



Endorsed by

Dr. Peter Heath
AUS Chancellor

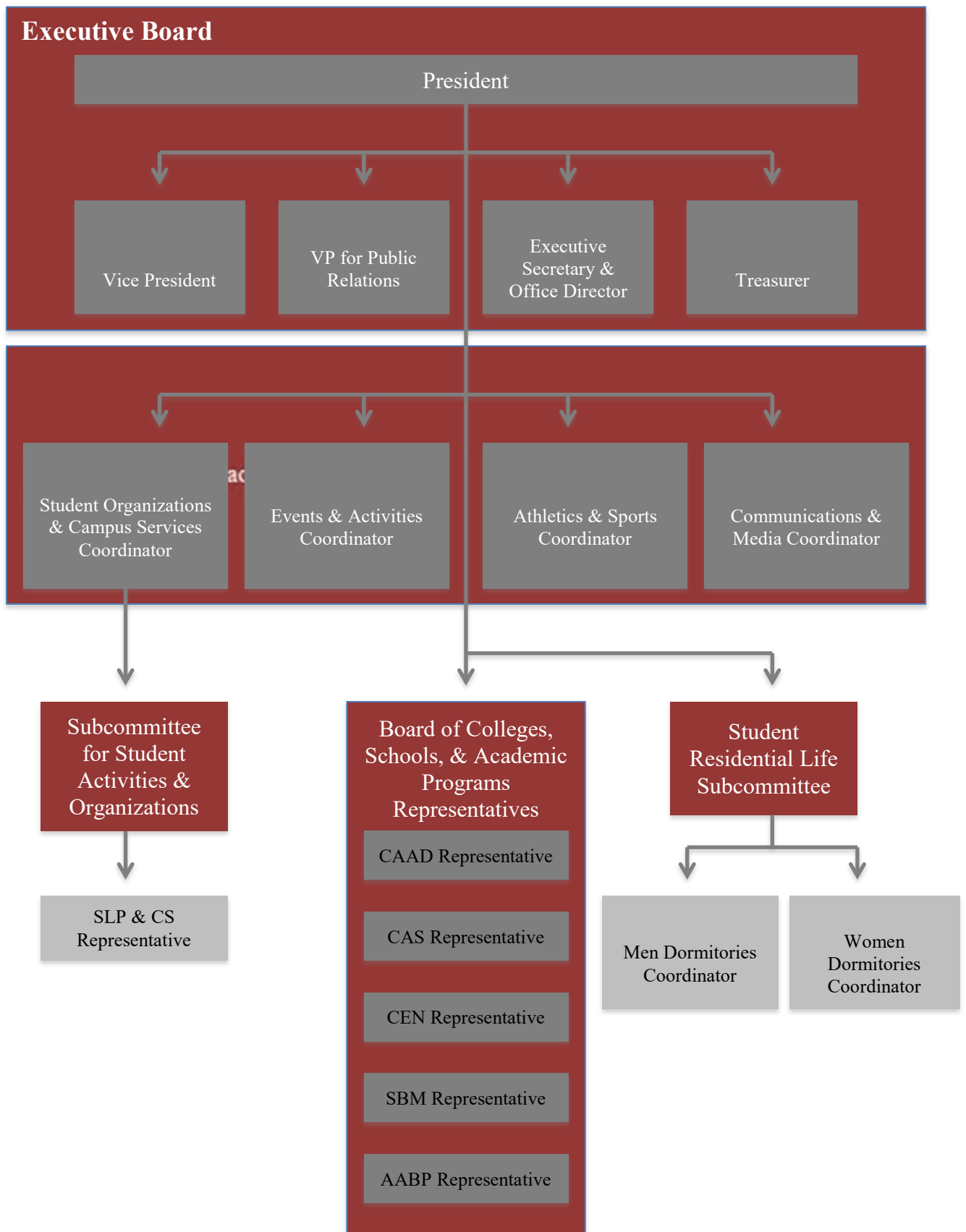
Dr. Moza Al Shehhi
AUS Vice Chancellor for Student Affairs

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No other administrative department or student organization can use totally or partially any of the elements included in the Student Council emblem. Nether can they use the concept of the emblem for another logo.

The Student Council emblem is intended to be the representative icon of the student body. The members of the Student Council have the duty of protecting it and not misusing it. The Council members should raise awareness of the icon among the Student Body. The Council emblem cannot be fully changed as it should create a continuous sense of belonging among the student body, from one generation to the next. It may be modified every five years only if it is necessary. However, any modifications intended to be done to the emblem, should only happen by the consensus of the Executive Board and the majority of votes of all the rest of the Council members. Finally, any modifications done to the emblem must be approved before by the Vice Chancellor for Student Affairs.

Student Council's Organizational Chart



Endorsed by

Dr. Peter Heath
AUS Chancellor

Dr. Moza Al Shehhi
AUS Vice Chancellor for Student Affairs