



# Constitution and Bylaws of the Student Council

of the American University of Sharjah

Amended by the Student Council 2023-2024



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We, the undergraduate students of the American University of Sharjah, hereby acknowledge that the Student Council will contribute to shaping the university and improving student life.

Hence, we will provide the students with a voice for their concerns; a home for their suggestions and opinions; provide students with the best opportunities at hand; and harbor the rights of students.

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March 6, 2024

**Dr. Tod Alan Laursen**  
 Chancellor



03/06/2024

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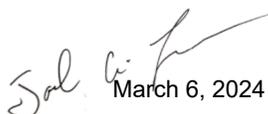
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# Article I. General Organization

## Section 1.01 Title of the Organization

The name of this organization shall be the Student Council (SC) of American University of Sharjah (AUS). For the purpose of this document, it shall be referred to as SC.

## Section 1.02 Definition and Purpose

### (a) Definition

The SC 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 11.01.

### (b) Purpose

The purpose of the SC is to create a positive university atmosphere and promote the general interest and welfare of students by advocating and voicing student concerns, through recommendations and stating opinions to the AUS administration and promoting and influencing the quality of student life at AUS.

### (c) Duties

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

- Liaise between students and university management.
- Advocate students' academic needs.
- Ensure that SC makes a contribution to university policies to better serve students.
- Promote student integrity and ethical behavior.
- Maintain a forum to hear student ideas and suggestions.
- Assist in organizing and promoting student clubs' and organizations' activities in collaboration with the Office of Student Affairs (OSA).
- Use resources to better the students' university life and fulfil their needs.
- Coordinate, provide recommendations and work with OSA in the allocation of the student activities fund to ensure the success of student events and activities.

## Section 1.03 SC Tenets

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

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Furthermore, the SC shall exercise ethical behavioral practices when dealing with the community, students, faculty, and staff. The SC shall be an unbiased and impartial body. It will not discriminate, and shall discourage discrimination, for or against anyone based on his/her race, religion, creed, nationality, ancestry, gender, age, physical disability, economic status, or political affiliation or belief. The SC will develop genuine partnerships with the administration and promote students' views rather than personal views.

## Article II. The Student Council (SC)

### Section 2.01 Authority of the SC

The SC 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.

#### (a) Reporting

The SC shall report on its operations, activities, student welfare, student concerns, requirements and achievements, as well as those of its subcommittees to the Student Engagement and Leadership Department (SELD) or the EDSE.

#### (b) Administrative Decisions that affect the Student Body

The responsible University administrative officials, including but not limited to the Chancellor or his designee, may convey decisions that directly or indirectly affect students, to the SC. In response the SC 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 University administrative official/s, the SC will follow the institution's protocol of pursuing matters respectfully with the concerned official.

### Section 2.02 Structure

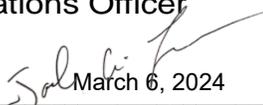
The SC shall consist of seventeen (17) members. Fifteen (15) will be elected via general elections and two (2) will be appointed by the consensus of the Executive Board in collaboration with SELD or the Executive Director of Student Experience (EDSE).

The members of the SC shall be composed as follows:

#### Executive Board

- President
- Vice-President
- Administrative Assistant
- Finance Director
- Public Relations Officer

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### **Community Outreach Coordinators**

- Campus Services Coordinator
- Student Events and Activities Coordinator
- Athletics and Sports Coordinator
- Communications and Media Coordinator
- Emirati Affairs and Culture Representative

### **Board of Colleges, Schools, & Academic Programs Representatives**

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

### **Student Residential Life Subcommittee (SRL)**

- Men's Residential Life Representative
- Women's Residential Life Representative

## **Section 2.03 Duties of the Executive Board**

### **(a) President**

- The Chief executive and presiding officer of the SC shall be the President.
- The President shall be the representative and spokesperson of the student body.
- He/She shall advocate for the student body's rights, this constitution, and the SC's bylaws.
- He/She should explicitly communicate the SC Constitution and ensure the execution of it by all SC members.
- The President shall uphold the SC Constitution and ensure that the SC faithfully executes its mandate.
- The President serves as the primary contact between the student body and OSA.
- The President will represent the student body on issues regarding all university academic and non-academic programs and events.
- The President will plan the annual budget of the SC in coordination with the SC members and work with SELD in allocating the funds.
- He/She will form subcommittees when required in cooperation with SELD for the purpose of coordinating specific projects.
- The President will report on SC work to SC members and update the EDSE or designee.
- He/She would hold full executive authority of the SC and chair meetings of the SC.
- 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.

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**(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, Finance Director, or Administrative Assistant in case of absence or emergencies.
- The Vice-President must attend most of the non-council meetings with the President. He/she will be representing the SC on on-campus committees in the absence of the President or when required. In addition, he/she will be in direct contact with students to solve their non-academic problems and raise them with the proper authorities.
- He/she should monitor the progress and completion of SC projects and guarantee that all tasks are done in an efficient, transparent, and timely manner.
- He/she will be responsible for informing the President on the progress of events and initiatives. All SC members report back to the Vice President, or the President, if necessary.

**(c) Administrative Assistant**

- The Administrative Assistant shall create agendas and take minutes of every meeting. The minutes must be shared to each member of the SC for their approval prior to the next meeting. A copy of the minutes of the meeting must be shared with SELD.
- The Administrative Assistant is responsible for managing the SC office and ensuring proficiency in its operations.
- The Administrative Assistant is responsible for maintaining attendance records and helping the President and Vice-President in ensuring the contribution of SC members and monitoring their progress. He/she should communicate all official information to all SC members.
- He/she should hold access to the SC's email and take control of all communications within it.
- He/she is responsible for storing and certifying all official documents and necessary files of the SC and the student body. He/she also helps other SC members with accomplishing tasks and drafting new documents for the SC.
- The Administrative Assistant, along with the Vice-President, is responsible for finalizing proposals and reports related to initiatives and projects conducted by the SC and communicating them to OSA.

**(d) Finance Director**

- The Finance Director handles all funds that come into the SC. He/she shall be responsible for collecting, managing, and distributing funds for and from the various events and activities organized by the SC.
- The Finance Director is expected to produce standard financial documents on the financial status of the SC and compile a document, updated monthly, of all the financial documents for and from the SC.
- He/she shall be responsible for managing communications related to the SC budget in coordination with SELD.

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### **(e) Public Relations Officer**

- The Public Relations Officer shall be the primary contact between the SC and all parties outside the University upon confirmation with the EDSC.
- He/she shall be responsible for dealing with all external parties with whom the SC partners or collaborates with. The Public Relations Officer will ensure that transparency is maintained in communication with off campus entities and promote the institution's image.
- From time to time, the Public Relations Officer may be designated by the President to take charge of social media and contact students and the community. He/she can reply to direct messages in social media if assistance is required by the Communications and Media Coordinator. Prior consultation to SC members is required highlighting the question and the most appropriate answer before responding to direct messages.

### **Hierarchy**

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

- President
- Vice-President
- Administrative Assistant
- Finance Director
- Public Relations Officer

### **Student Affairs Meeting**

The President of SC will meet with the EDSE regularly to discuss any matters concerning the student body. Other SC members may attend these meetings when required.

## **Section 2.04 Duties of the Community Outreach Coordinators; Board of Colleges, Schools and Academic Programs Representatives; and the Student Residential Life Subcommittee**

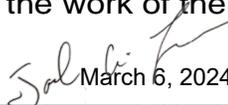
### **(a) Campus Services Coordinator**

- The Campus Services Coordinator shall work closely with clubs and organizations, leadership and volunteer groups to enhance collaboration with the Student Council and provide support to any issues that they may have.
- He/she should work on improving the services offered on campus and report to the concerned departments when services are not up to standards.

### **(b) Student Events and Activities Coordinator**

- The Student Events and Activities Coordinator shall represent and assist student organization boards, encourage teamwork and assist them for any issues that they may have.
- He/she will coordinate and assist in activities and competitions and monitor the work of the organizations.

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- He/she shall organize social, cultural and academic events and activities to promote student interaction and socialization, in collaboration with OSA.

**(c) Athletics and Sports Coordinator**

- The Athletics and Sports Coordinator shall work with OSA Student Athletics and Recreation Department to organize sports events to promote student interaction and sportsmanship.
- He/she will work alongside OSA Student Athletics and Recreation Department on the constant improvement of sports facilities within the university campus.

**(d) Communications and Media Coordinator**

- The Communications 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 responsible for creating and designing any media related requirements for events and activities.
- He/she is responsible for publicizing and advertising all events and activities within the University campus by utilizing available social media networks. He/she shall work closely with the Public Relations Officer.
- The Communications and Media Coordinator shall communicate with OSA to get their approval on all matters pertaining to publications.
- The Communications and Media Coordinator shall help the Administrative Assistant manage the SC's email communications.

**(e) Emirati Affairs and Culture Representative**

- The Representative shall work with the Student Council to promote Emirati viewpoints' inclusion in decision-making procedures, which will enhance our academic institution's cultural diversity.
- He / She bears the responsibility of cultivating an atmosphere of mutual respect and comprehension between cultures, guaranteeing the assimilation of Emirati customs into our academic community.
- The Representative will take an active part in organizing and carrying out events honoring national holidays, cultural celebrations, and other noteworthy occasions that are important to the Emirati community.
- He / She actively look for and establish collaborations with local organizations to support Emirati students through educational initiatives, professional development programs, and cultural exchanges.
- He / She shall stay informed about UAE developments, engaging with governmental and non-governmental entities, and advocating for policies that benefit Emirati students.

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**(a) Board of Colleges, Schools and Academic Programs Representatives**

The members of the Board of Colleges, Schools and 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.
- Shall assist first year students of their college, school, or academic program to acclimatize to the rules and regulations of the University and assist them during their registration process.
- May form an advisory committee to assist him/her with tasks, should he/she deem that such help is needed. Committees should be of a reasonable size and serve as a contact point to convey student concerns related to academic issues. The approval of the Executive Board is required for formation.
- Should a Representative change programs within their current college (due to change in major or any other reason), this will not affect his/her current status or invalidate his/her selection. However, the student can only run for the post for his/ her college or school in elections. If he/she changes colleges or schools, they can only run for the post of his/her new college or school in future elections.

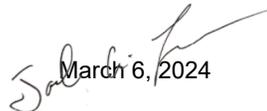
In addition to his/her other duties as a representative (as above), the AABP Representative:

- May choose to form a committee with at least half its members are current AABP students.
- Will facilitate communication between the AABP administration and students, and communicate student-related issues to SC.

**(b) Men’s/Women’s Residential Life Representative**

- The SRL Representative 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 residential halls to acclimatize to the rules and regulations of the Student Residential Life department.
- Each Representative may form an advisory committee to assist him/her in their 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.

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## Section 2.05 Tenure

### Term of Office

The members of the SC shall hold office for a full academic year. Should the selection of a successor be delayed, the current member will maintain office until the next elected person takes over.

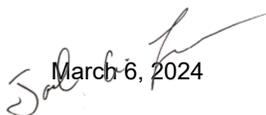
Conversely, should a successor be elected before a full year has passed, the current member will yield his/her office immediately. SC members are not permitted to serve in the Council for more than two years consecutively. SC elections shall be held at the end of every spring semester. The tenure of newly elected SC members will commence on August 1.

### Transition Period

The summer semester following SC elections until July 31 shall be considered a transition period. Throughout this period, the SC members ending their duties shall train and advise the newly elected members and inform them about the management of the SC, pending projects and initiatives and asset inventory. This transition period will also grant the new SC members time to familiarize themselves with their respective positions.

The outgoing council shall announce their achievements to all students. The handover process will occur in the presence of SELD staff.

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## Section 2.06 Pledge

The newly elected SC President will take a pledge and endorse the script in the presence of the EDSE, SELD and all SC members a week after official election results are announced.

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*"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's Student Code of Conduct and UAE laws. I will uphold the Student Council Constitution to the best of my ability."*

*President of AUS Student Council Name and Signature*

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All members of the SC should sign a contract as soon as they are elected. This clause should be considered as an enacted lawful document. The contract reads as follows:

*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).*

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*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 proceeding 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 1 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 of the Student Council's properties: 2 points*
- *Violating the Confidentiality Agreement: 3 points*

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

*The following 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 SC, the date in which the document was signed, and sign it.

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## Section 2.07 Expulsion

Expulsion of a SC member is a Substantive Decision (as defined in Section 4.03(b)) that might be called for in case of a violation of the policies of the University or acting against the interests of the student body and/or the SC. If a member is expelled from the SC he/she shall not receive any official document from any administrative authority of the university recognizing his/her tenure as a member of the SC. An expelled SC member will lose his/her stipend for the current semester. Once the expulsion is official, a new member will be elected or nominated by the SC members to replace him/her according to section 3.07.

## Section 2.08 Impeachment and Appeal Process

### Impeachment Process

SC members have the power to impeach and remove any existing members if they violate the Student Code of Conduct, this is done by a majority vote of the SC members in consultation with OSA.

### Appeal Process

If a member chooses to appeal an impeachment, then he/she must submit a written appeal within 5 working days to the President of the SC, who is responsible to present this to SELD for review.

## Section 2.09 Resigning Members

Any member who resigns from the SC without any justifiable reason will be banned from holding any position in the University's official clubs/organizations and from participating in activities and events for one whole year. He/she will lose his/her stipend for the current semester. In addition, he/she will not be allowed to nominate himself/herself for the SC again. If the reasons to resign are justifiable to the Executive Board and OSA, he/she will not be banned from holding any position in the university's official clubs/organizations and from participating in activities and events. Additionally, he/she will be allowed to nominate himself/herself for the SC again. Once the resignation has been officially acknowledged and accepted by the SC, a new member will be elected or nominated by the SC members to replace him/her according to section 3.07.

If a member opts to resign during the academic year, they will have to submit a letter of resignation to the President of the SC for his/her approval.

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## Section 2.10 Stipends

The SC members shall be awarded a sum of money to be paid at the end of each semester. This stipend will be for the amount of AED 3,000 for the President, AED 2,700 for the Vice President, AED 2,500 for Executive Board members and AED 1,500 for coordinators and representatives.

## Section 2.11 Clubs and Organizations Policy

The SC will work with SELD to ensure that clubs and organizations are appropriately funded in accordance to the Student Club/Organization Manual.

## Article III. Election of Council Members

### Section 3.01 General Procedures

When an election is announced, the incumbent SC shall set a period of election in coordination with OSA. All posts are elected at the end of each academic year (spring) to serve for the following academic year. The method of election shall be electronic voting. Voting will be hosted in a secure AUS online platform, the day and hours shall be made public one week prior to the day of voting. The students shall use their AUS credentials to vote.

### Section 3.02 Candidacy

#### (a) General Eligibility

For a student to be eligible to run for a post on the SC, he/she must be a member of the student body. The candidate must have maintained a CGPA of at least 2.5 at the time of his/her nomination, must have completed at least three semesters at AUS (except for the AABP Representative), 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 and if he/she is a senior student, he/she should graduate in a spring semester in order to complete the SC term.

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

Each student may only run for one post during each election. A student may run an unlimited number of times over his/her stay at the university.

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Chancellor



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Executive Director of Student Experience

**(b) Specific Eligibility for the Executive Board**

Any student may nominate themselves for a post on the Executive Board if they meet one of the following criteria listed:

- Prior experience on the Council, or
- Prior experience as a member of the Executive Committee of one or more clubs or student organizations, or the leader of a sports team, or a team/peer leader for at least two semesters, or
- Prior demonstration of leadership in student life at AUS.

If no student meets one of the above criteria to 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 Criteria for the Community Outreach Committee**

To run for a post on the Community Outreach Committee, nominees must fulfill the following additional eligibility criteria:

- Prior experience on the Council, clubs, or organizations in similar posts (e.g. team/peer leader, clubs, organizations, volunteers, sports leaders), or
- Proven experience or knowledge in the field of nomination.
- Nominees for the post of Emirati Affairs and Culture Representative must be a UAE national.

If no student meets one of the above criteria to nominate themselves for a particular post, then the post remains vacant 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.

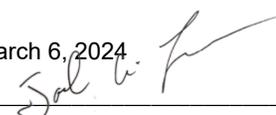
**(d) Specific Eligibility for the Board of Colleges, Schools & Academic Programs Representative**

Nominees must be students of their respective colleges/schools except for the AABP Representative who could be a current or a former student of AABP.

**(e) General Procedure**

For a student to be considered a candidate, he/she must fill out the Student Council Nomination Form and submit it to SELD during the nomination period.

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### Section 3.03 Campaigning

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 duration and dates for campaigning will be decided by OSA. 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, Administrative Assistant, Finance Director or Public Relations Officer 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.

As for the College Representatives, the candidates for each position can ask for a debate. If all parties approve, then a debate will take place in the same manner as that of the executive board.

#### (b) Campaigning during voting

Candidates may campaign during the election period. Campaign materials, activities and their use shall be approved by the 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 SELD.

### Section 3.04 Voting

#### (a) General Procedures

- The election will be hosted in a secured AUS online platform.
- Students can access the election platform on any computer or mobile device connected to the internet.
- Students will have to login to the election platform using their AUS credentials to be able to cast their votes.
- 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.

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

The electronic voting system is 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 Representative candidate if they are AABP students.

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### Section 3.05 Vote Counting

At the end of the voting period, the results will be obtained through a report generated from the election platform. This report is only obtainable by the EDSE or 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 allotted voting period. The votes will be publicly announced at a reasonable time. The final result of the election will be signed and approved by the EDSE and this document shall be kept with SELD.

### Section 3.06 Irregularities

Should any irregularities be discovered in the voting process or in generating the results, 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 EDSE or designee.

Violation that affects the outcome of any election shall result in disqualification.

### Section 3.07 Vacancy

In case of a vacancy in the SC, an announcement will be made by the SC about the vacant positions. Students wishing to fill these positions must meet the normal requirements to become candidates.

Then the SC will choose one of these students based on a majority vote within no more than 15 days.

## Article IV. Meetings of the Student Council

### Section 4.01 Quorum

It is the duty of each SC member to adhere to the meetings schedule set. At least one-half, of the voting members of the Council, including at least one Executive Board member, should be present for a meeting to take place. If a decision is of concern to a Coordinator or a Representative is to be made, the concerned Coordinator or the Representative must be present at the meeting.

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## Section 4.02 Frequency

The SC shall conduct three types of meetings:

- Closed Committee Meetings - SC members shall meet as set in the Bylaws.
- Open Meetings - SC shall hold one meeting per year (open assembly - Council For You).
- Extraordinary Meetings – Only the President can organize an extraordinary meeting. This meeting will address unusual or exceptional issues, concerns, or situations.

At the beginning of each semester, the Administrative Assistant will arrange for a particular time and schedule at which Closed Committee Meetings of the SC will occur. Upon announcement to the SC 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.

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

### **Disciplinary action:**

Any member who misses more than three regular SC meetings will be scheduled for a hearing by the Executive Board which will have the authority to remove a member from the SC. The President shall immediately notify a member in writing of his/her suspension. Following the hearing, the SC, by a majority vote of 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 4.03 Authority and Decision Making

### **(a) Ordinary Decisions**

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

### **(b) Substantive Decisions**

The SC may specify that a certain resolution is of great importance, or will significantly affect the functioning of the SC itself. Such a resolution is considered a Substantive Decision. A Substantive Decision requires a majority vote of the SC members.

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**(c) Voting without Attending**

SC 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 SC may conduct its events and activities upon approval of OSA. Notice of these events and activities must be provided to OSA at least two weeks in advance. The processing time for an event proposal takes between 2 to 8 weeks depending on the nature of the event. For events that require approvals from other AUS departments, such as approvals for guest speakers, sponsors, food vendors etc., the processing will only start on the day of receipt of all the required documents and complete information.

Should OSA have any questions regarding the conduct of the SC members with respect to their stated responsibilities or proposed activities, they may request that the President call an Extraordinary Meeting of the Council with OSA. Should OSA 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**

After working with SELD in identifying budget needs, OSA will allocate a budget and resources to the SC at the beginning of each semester from the Student Activities Fund. A comprehensive plan of budgeting and expenditure shall be submitted by the SC to SELD for approval. The President and Finance Director shall be responsible for providing a Post Event Report along with supporting receipts and related documentation for approved funds disbursed on events, activities, initiatives and projects.

Any finance related matters including policies, procedures and guidelines must be in accordance to the Student Club/Organization Manual.

**Article V. Bylaws of the Council**

The SC 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 4.03(b). The Administrative Assistant shall update the bylaws within one week after the bylaws are amended.

The SC 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. In case of violation, the AUS disciplinary action will be implemented.

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## Article VI. Behavior Policies

### Section 6.01 Behavior Policies

SC will respect and well represent AUS policies as per the university student handbook, code of conduct, and guidelines set by OSA.

### Section 6.02 Code of Confidentiality

The SC are to advocate a code of confidentiality regarding discussed matters and meetings within the SC members.

### Section 6.03 Code of Honor

The SC will be an example of a model of respect and will:

- Treat all students, faculty, and staff with utmost respect, dealing with them in a professional manner in any circumstance whether communication in writing or in person (including emails, social media, etc.)
- Take responsibility for their own actions and remain truthful at all times.
- Take responsibility for its actions and uphold the right of privacy.

### Section 6.04 Breaking the Code of Conduct

If a member of the SC breaks the AUS Code of Conduct, they will have to go through the process according to the Student Handbook. OSA will be informed of any breach of rules by SC members.

## Article VII. Dissolution of the Council

### Section 7.01 Procedure

In the case of an extreme emergency, the Chancellor of the University may initiate proceedings to dissolve the current SC. This action does not invalidate the standing of the SC 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 a majority of the Deans vote in favor of a dissolution, then a Dissolution Vote results.

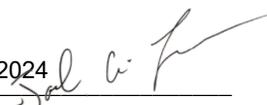
Second, a General Assembly is called. If a majority of the student body vote in favor of a dissolution, a Dissolution Vote results.

Third, OSA considers the actions of the SC in light of the objectives of the SC and the policies of the university. If OSA deems that the SC 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 SC.

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## **Section 7.02 Effects of Dissolution**

### **(a) Interim Council**

Should the SC be dissolved, the EDSE may appoint an Interim Council. The Interim Council functions as the normal SC does.

### **(b) Extraordinary Elections**

OSA and/or the Interim Council must call for and complete Extraordinary Elections within one month of the date of dissolution. Former members of the SC 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 SC members resume their posts.

## **Section 7.03 Resumption of Operation**

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

## **Article VIII. Language**

### **Section 8.01 Operative Language**

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

### **Section 8.02 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 SC shall resolve any such disputes.

## **Article IX. Amendments to the Constitution and Bylaws**

### **Section 9.01 General Amendments**

General Amendments to the Constitution and bylaws should be presented in a General Assembly. The amendments will require a majority vote of students attending the General Assembly. The Chancellor must approve General Amendments to the Constitution and bylaws before voting commences.

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## Section 9.02 Temporary Amendments

If the SC deems that a clause of this constitution is detrimental to the interests of the student body or contrary to the objectives outlined in Section 1.02, the SC may pass a Temporary Amendment to the Constitution and bylaws. A temporary Amendment is a Substantive Decision as defined in Section 4.03(b).

All Temporary Amendments must be approved by the EDSE and the Chancellor before being passed by the SC.

Temporary Amendments must be brought up for discussion and voted at the General Assembly as soon as possible, as described in section 9.01. Temporary Amendments not brought up for discussion during a General Assembly are deemed to have expired, and are no longer in effect.

## Article X. Validity of the Constitution and Bylaws

### Section 10.01 Review

A closed meeting headed by the SC President will be called during the spring 2021 semester and every four 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 majority of the SC members.

### Section 10.02 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 the EDSE, the Chancellor and a majority of the SC members, the new Constitution and bylaws will take effect at the start of the next academic year.

## Article XI. Conventions

### Section 11.01 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.

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## Section 11.02 The General Assembly

The General Assembly is a meeting open to the whole student body for discussing and possibly voting upon matters relating to the SC 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 11.03 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 XII. Student Council Emblem

Parts that compose the emblem:

- A torch formed with a column with a flame on top. The column symbolizes the strength of the 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.
- 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 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



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



No other administrative department or student organization can use totally or partially any of the elements included in the SC emblem. Neither can they use the concept of the emblem for another logo.

The SC emblem is intended to be the representative icon of the student body. The members of the SC have the duty of protecting it and not misusing it. The SC members should raise awareness of the icon among the student body.

The SC 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 SC members.

Finally, any modifications done to the emblem must be approved by the EDSE.

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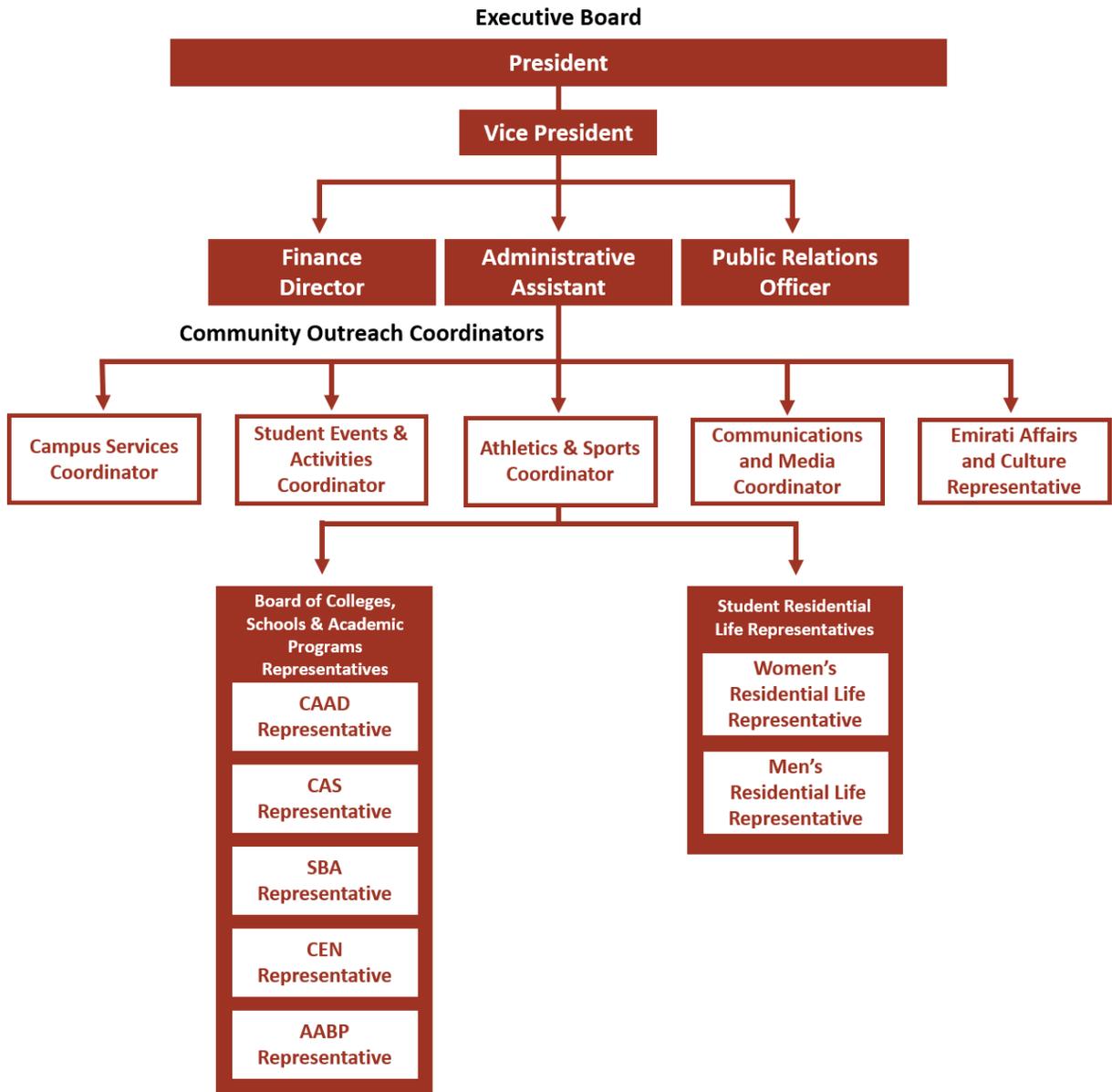
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# Appendix A: Student Council Organizational



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