Arab Open University

AOU Student Council Bylaws

Section One: Name, Location, and Definitions

Article (1):

Name: the Arab Open University Student Council

Article (2):

Location: All AOU branches

Article (3):

Student Council: A student organization shall represent all AOU branch students and shall comply with achieving the objectives stated herein. It shall conform to all rules, regulations and bylaws applicable in the University and the host country of the AOU branch in addition to its Ministry of Higher Education. It shall comply with all provisions of the competent authority of the private education in the host country.

Article (4):

Applying the provisions of the bylaws, the following words and expressions shall have the meaning specified hereunder:

A: **General Assembly of Student Council:** It is represented by all branch-enrolled students who have not disciplinarily penalized.

B: **Administrative Body:** It is represented by the student groups who are elected by the members of the General Assembly as stated herein.

Section Two/ Objectives of Student Council

Article (5):

The Student Council shall aim to achieve the following:

A- Establishing links between the students and the University management for the sake of serving the students, expressing their issues, and defending their views before the management.
B- Strengthening the spirit of participation and cooperation among the students, the AOU management, and the faculty members.
C- Increasing the awareness of the students to the moral values .
D- Inspiring the leadership and responsibility spirit of the students.
E- Exercising the freedom of speech and strengthening the University identity.
F- Raising the quality of intellectual and social life on the campus.
G- Discovering talents and skilled students and developing their creativity.
H- Taking advantage of various student capabilities in community service.
I- Participating in organizing and coordinating students' individual and group activities.
J- Supporting the students' individual and group activities.
K- Participating in the exerted efforts to deriving the maximum benefit from the available student capabilities.
L- Raising awareness of students and encouraging them to comply with the AOU rules, bylaws, and regulations; good performance, academic progress, and proper treatment of faculty and AOU staff.

Section Three/ Membership

Article (6):

All AOU branch enrolled students, who have not had any disciplinary penalty nor any penal provision for committing a breach of honor and trust, shall have the right to stand as a candidate for membership of the Student Council in accordance with stated conditions herein.

Article (7)

A: The membership shall be ended in the following cases:

1- Graduation
2- Final dismissal or withdrawal

B: The membership shall be suspended in the following cases:

1: Upon his/her request, suspension of enrolment for more than one semester.

2: Suspension of enrollment as a result of disciplinary or academic penalty.

C: The membership shall be fallen if there is a decision issued by the General Assembly and a recommendation issued by the Administrative Body in the following cases:

1: Violating the statute of the Student Council.

2: Breaching general manners or systems.

3: Issuing any penal provision against the student for committing a breach of honor and trust.

Section Four: General Assembly

Article (8):

General Assembly is the supreme authority of the Student Council.

Article (9):

The General Assembly shall be called for holding at least once a year based on the invitation of the administrative body, and the approval of the AOU management. The invitation shall directed to all the members through the billboards available on the campus, electronic means, and University forums at least before 10 days. The agenda shall be attached to the invitation.

Article (10):

The Chairman of the administrative body or his/her deputy shall preside the General Assembly. The Chairman shall not violate the decisions of the General Assembly or the Statute and the Internal Regulations of the Student Council.

Article (11):

The General Assembly shall convene an extraordinary meeting based on the request of the administrative body or a third of the members, and after the approval of the AOU management in addition to indication of the purpose of the meeting. The invitation for the extraordinary meeting shall be at least before three days, and if the administrative body does not respond to the request within 15 days, the General Assembly may directly call for holding the meeting after the approval of the AOU management.

Article (12):

The General Assembly holds its meeting legally if the majority of the Student Council members attend. Failing to attend, the meeting shall be postponed for one hour. Then, the meeting shall be legally held regardless the number of attendees.

Article (13):

The General Assembly shall consider the controls of segregation of female and male students at the seating places and the entrance and exit gates if possible.

Article (14):

During its regular meeting, the General Assembly shall consider the following matters:

A- Making decisions and recommendations within the frame of the Student Council's objectives.
B- Discussing the administrative report submitted by the administrative body, and approving it.

C- Adopting the agenda minutes.
D- Discussing recent developments.
E- Censuring the administrative body if there is a justification and a need.

Article (15):

The General Assembly shall discuss only the matters stated in the agenda. If any member asks for adding a new topic on the agenda, it shall not be considered only after completing the discussion of the agenda. Then, the General Assembly shall decide whether adding it or not.

Article (16):

The General Assembly shall make its decisions upon the attendance of the majority of its members except the following matters that require the approval of a third of present members:

A: Censuring the Administrative Body.

B: Modifications of the Statute of the Student Council.

C: Ceasing the membership of a member of the Student Council.

Article (17)

The members of the General Assembly shall have the right to:

A- Present questions to the administrative body
B- Ask for information from the administrative body
C- Present information in writing
D- Ask for presenting recommendations

Article (18):

The Chairman of the General Assembly shall respond to the requests of the members as in the article 17 (paragraph A and B) according to the order of the requests. Regarding the rights stated in the paragraphs (7 G and 7 D), the chairman shall respond to them as the requests are submitted and after finishing the current

exercises. A member of the General Assembly may request a "point of order" in writing, and the matter shall be left to the Chairman of the Administrative Body to suspend the discussion.

Article (19)

The right to vote on any move before the General Assembly shall be guaranteed to all members present, whether by approval, opposition or abstention, and this right shall be applied by the means set by the Chairman.

Article (20):

All the members of the General Assembly shall committed to maintaining calm during the meeting and not address members only upon the approval of the Chairman. They shall committed to the orders of the Chairman and the System and Response Committee.

Article (21)

When the turn of the member comes as a priority, the word shall be given to him/her, and may not be interrupted except by the Chairman. If speaking about different subject or violating the order. After finishing his/her speech, the chairman may comment if he/she wishes, or any member, whom the chairman assigns, may comment on the speaker . After that, the same member may comment only for one time, and the chairman of the meeting is entitled to comment on the member's comments.

Article (22)

If any proposal is submitted in presence of its proponent, it shall be read to the General Assembly and the speech turn shall be given to two supporters of the proposal and to two of opponents of the proposal. Then, it shall be put to the vote.

Article (23)

The proponent may withdraw or modify the proposal before putting it to the vote. In the case of modification, it shall be put to the vote plus a new discussion. The Chairman may clarify some necessary issues resulting from the proposal before voting.

Article (24):

Based on a decision by the administrative body, two system committees, one for male students and another for female students, shall be formed to assist the chairman to maintain order inside the meeting place. The decision of formation shall include appoint a chairperson, deputy chairman, and members for each system committee.

Article (25)

The system committees shall organize the entry, exist and re-entry of the General Assembly members to the meeting place, as well as receive the requests of guaranteed rights of the members and submit them as soon as possible to the chairman. They shall count the results of each voting (agreeing, opposition, abstaining), and announce them to the Assembly. They shall maintain order and prevent any person who is not allowed to enter the meeting place. The members of the system committees shall comply with wearing the relevant badge.

Article (26):

During the meeting, the chairman may use the following penalties against any member who violates the provisions of the bylaws and comply with gradually applying them:

A- notice

B- verbal warning

C- expelling

The chairman may deprive any member who misuses the point of order.

Article (27):

A- The General Assembly shall be entitled to invite those it deems appropriate to attend as guests after consulting with the university management to allocate them an appropriate place.

B- the Branch Management shall appoint a representative to attend the meeting as an observer who shall have the right make any observations after recording and submitting them to the branch management.

Article (28):

The withdrawal of any number of members during the General Assembly meeting shall not affect validity as it began to be true. The General Assembly may adjourn the meeting to be reconvened in a time and place determined by the chairman of the meeting after approval by the University management regardless quorum and without changing the agenda.

Section 5: Administrative Body of the Student Council

Article (29)

The Administrative Body shall comprise eight members elected through a free and direct secret voting in accordance with the provisions stated herein.

Article (30)

The candidate of the administrative body shall:

A- be enrolled in the AOU university.

B- be not warned due to the low academic average.

C- be not expected to graduate in the semester in which the election takes place.

D- not have a disciplinary penalty.

E- be not an employee at the University.

F- not have a provision penalty for committing a breach of honor and trust, as the student shall promise to present his/her criminal record that proves that.

Article (31)

The elections of the administrative body shall be held after the written approval of the university management in accordance with the rules and procedures stipulated in these regulations.

Article (32)

The administrative body shall meet after the completion of the election process no later than seven days and elect from its members the following posts:

A. Chairman

B. Vice Chairman (male Students).

C. Vice Chairman (female students)

D. Secretary.

E. Treasurer.

F. The rest of the members of the administrative body whose duties shall be determined in accordance with these regulations.

Article (33)

The Administrative Body shall be responsible for managing the affairs of the Student Council in accordance with its regulations and bylaws, in particular:

A) Implementation of General Assembly Resolutions.

B. Defining income and expenses.

C. Submitting an administrative and financial report to the Assembly.

(D) Carrying out the work and organization of activities leading to the achievement of the Council's objectives

Article (34)

The meeting of the Administrative Body shall be held upon the invitation of its Chairman at least once every two weeks and when required, and when one-third of its members requested an extraordinary meeting to discuss any further matters.

Article (35)

The President shall carry out the following functions:

A- representing the student council before the university management.

B. representing the student council before official institutions and civil society bodies.

C. representing the student council before the General Assembly.

D. presiding over the meetings of the administrative body and the general assembly.

E. deciding on administrative matters and urgent matters.

F. signing correspondence and documents issued by the administrative body.

Article (36)

Functions of the Vice President of the Administrative Body (male Students) are the following:

A. chairing the male student committees.

B. representing the male student committees before the administrative body.

C. submitting a report on the male student committees periodically.

D- carrying out the duties delegated by the Chairman of the Administrative Body.

E. acting on behalf of the Chairman of the Administrative Body in the case of his/her absence.

Article (37)

Functions of the Vice President of the Administrative Body (female Students) are the following:

A. chairing the female student committees.

B. representing the female student committees before the administrative body.

C. submitting a report on the male student committees periodically.

D- carrying out the duties delegated by the Chairman of the Administrative Body.

E. acting on behalf of the Chairman of the Administrative Body in the case of his/her absence.

Article (38)

Functions of the Secretary:

A. Calling for meetings of the administrative body.
B. Following up the implementation of the decisions of the administrative body.
C. Supervising the preparation of correspondence issued by the administrative body.
D. Keeping all documents and documents of the student council and its seal.
E. Taking action to convene the General Assembly and preparing its agenda.

Article (39)

The functions of the Treasurer:

A- collection of revenue of the Student Council under receipt vouchers sealed by the Student Council's stamp.

B- Disbursement of funds under approval of the administrative body’s chairman.

C- Preparation of financial reports to the Student Council.

Article (40)

The Administrative Body may create new positions.

Article (41)

The Administrative Body shall be entitled to form permanent and temporary committees from among its members or from others when it deems appropriate. It shall appoint the chairpersons of the committees and their deputies, and these committees shall submit periodic reports to the Administrative Body.

Article (42)

Any member of the administrative body may request at the beginning of the meeting to include any matter on the agenda after the approval of the administrative body. The meeting of the extraordinary administrative body shall be limited to the matters for which the meeting was held. If the meeting ends for any reason without completing the agenda, these uncompleted matters shall have priority on the next agenda only if the Administrative Body agrees.

Article (43)

The regular or extraordinary meetings of the administrative body shall be legal in the presence of the majority of the members and the majority of the members shall take decisions. If the vote is equal, the President's side shall be the casting vote. The meetings of the Administrative Body shall begin with the adoption of its agenda. Each member shall have the right to discuss any matter on the agenda and may make his/her own proposals.

Article (44)

If the member of the administrative body is absent for four or seven consecutive times without an acceptable excuse from the Administrative Body, his/her membership shall be dropped by a decision approved by the majority of the Administrative Body and replaced by the next candidate in the number of votes obtained in the elections.

Article (45)

If a member resigns or loses his membership in accordance with the provisions of Article 33 or is dropped in accordance with the provisions of Article 44, he/she shall be replaced by the candidate who obtained a number of votes following him/her in the elections of the Administrative Body.

Article (46)

The Administrative Body shall be deemed resigned by the resignation of the majority of its members; it shall continue to perform its functions until the election of a new administrative body in coordination with the University management.

Section 6: Rules and procedures of Administrative Body Election

First: Voters, Candidates, and Student Groups

Article (47)

Each Member of the General Assembly shall have the right to vote. A voter may not give his/her opinion more than once in a single election. There shall not be a representative or a delegate in the election.

Article (48)

Any member of the General Assembly who meets the conditions set forth in Article 33 shall have the right to stand for election to the Administrative Body. The nomination application shall be submitted along with the necessary documents from the candidate personally. The application shall be not submitted by a delegate or a representative.

Article (49)

The student council shall get the lists of the names of students who have the right to vote from the University Management.

Second: Nomination Procedures

Article (50)

A. The administrative body in coordination with the university Management shall open the door for nomination for the Student Council in the first month of the beginning of the academic year.

B. The Branch Director shall form the Temporary Elections Committee in the first week of the beginning of the year as follows:

1- One Member of student affairs.

2 - Two members of the faculty.

3. One Member of the University Management.

4. One Member of the current student council.

5. The Legal adviser of the university or the branch.

C. The Temporary Elections Committee shall carry out its functions in accordance with the provisions of the bylaws.

Article (51)

The opening for nomination period shall be announced at least before ten days, and the opening for nomination period shall be no less than five consecutive school days.

Article (52)

The Temporary Election Committee shall determine the following:

A. Date and place of receiving nomination applications.

B. Application form for nomination and receipt of the application.

C. Determination of polling places and number of the polls.

D. Receiving the names of the delegates in the polling and counting committees.

E. Reviewing the lists of students and ensuring their validity.

F. coordinating the allocation of places for student groups and announcing the election publications inside the campus.

Article (53)

The candidate shall be entitled to withdraw his/her nominatin in writing at least 48 hours prior to the elections, provided that the request for withdrawal is personally delivered. No candidate shall be prevented from withdrawing from the elections.

Third: Voting Procedures

Article (54)

The Temporary Elections Committee shall form sub-polling committees as well as the vote counting committees, which shall take into account the fair representation of all academic programs available at the University during the voting and counting process. Any public Welfare Association or any organization concerned with monitoring the election process may be invited in coordination with the University Management.

Article (55)

The Temporary Elections Committee shall be held until the end of the voting process in all the sub-committees. It shall monitor the voting process and consider and decide upon the complaints received from the subcommittees.

Article (56)

The sub-polling committee shall meet at the place of the Temporary Elections Committee at least one hour before the polling date, and shall open the ballot minutes which shall be signed by the Chairman of the Committee and the other members. If there is any problem during the voting process, the Committee shall be contacted for deciding on this problem.

Article (57)

The ballot minutes should contain the following information:

A. Place and date of beginning of polling.
B. List of the names of those who have the right to vote.
C. The number of voters based on the list of the names of those who have the right to vote.
D. Number of voters based on the digital sequence of voting papers.
E. Names of the members of the committees present at the beginning of the polling and their signature.
F. Any replacement occurs in the members of the committee and the times of this replacement.
G. Any interruption occurs to the polling process plus a statement of the cause of the interruption and its duration.
H. The record shall be closed immediately after the polling time ends.
I. Names of the members of the committees present at the end of the ballot and their signature.
J. Any other events, if any.

Article (58)

The secret ballot shall be as follows:

A- Checking the ID of voters
B- The Chairman of the sub-committee hands each voter a ballot paper stamped and numbered.
C- Ticking before the name of the voter on the name lists to avoid any repetition.

Article (59)

The University ID, Civil ID, Driving License, Security ID, and Passport shall be approved for voting.

Fourth: Vote Counting Procedures

Article (60)

The voting period shall be one school day (from 08:00 to 02:00)

Article (61)

The polling committees shall close the polls well after signing the minutes of polling process. The polls shall be moved with all documents to the main hall of vote counting which is determined by the Temporary Elections Committee.

Article (62)

The Vote Counting Committees, which are formed by the Temporary Elections Committee, shall count votes in accordance with the rules stated herein.

Article (63)

The ballot paper shall be deemed invalid if:

A- Including more than the required number of candidates.
B- being not stamped.
C- Being not numbered
D- Including a reference to the voter.

Article (64)

In case of disagreement on a ballot paper, it shall be referred to the Temporary Election Committee, which shall decide on the disagreement. In the case of equal voters, the Chairman shall have the casting vote.

Article (65)

The minutes of the vote count committee shall be recorded and include the following information:

A- Place and Time of the start of vote counting
B- Names and signatures of the vote count committee's members at the beginning of the minutes
C- The number of ballot papers existent in the polls.
D- Mentioning if is a match or mismatch between the number of the ballot numbers match and the number of voters based on the digital series of voting papers, and mentioning the difference if present.
E- Invalid ballot papers
F- The total number of votes for each candidate
G- Any other incidents if present.
H- Assuring the integrity of vote counting.
I- The names and signatures of the committee upon the closing the minutes.

Article (66)

The Student Council shall include representatives from all academic programs with at least one student from each program. In the case of failing, the candidate who

received the highest number of votes in the program is replaced by the candidate who received the lowest number of votes in the student council elections.

Article (67)

The results of the ballot and counting shall be announced immediately after completing the counting of votes and after approving the minutes.

Article (68)

In the event of a tie between the candidates and no one of them withdraws, the choice between them shall be according to the following criteria:

• Passing the largest number of studying hours.

• The highest grade.

• Toss when be equal to the previous two criteria.

Article (69)

The new Student Council shall take over the custody of the former Student Council under the supervision of the Temporary Elections Committee within five days of the announcement of the results. These include:

A. Student council headquarters and office equipment.
B. Student Council seals.
C. Revenue, financial books, invoices, receipt and issue vouchers
D. Incoming and outbound files are complete.
E. Student Council Archive.

The former Student Council is legally liable for any loss of custody in its possession.

Section 7: Finance of Student Council

Article (70):

The revenue of the Student Council consists of:

A) The support provided by the University branch according to the financial possibilities of each branch.

B- Voluntary contributions and unconditional bodies that are approved.

C) Revenue agreed upon in advance in coordination with the branch management and activities of Student Council and its committees.

Article (71):

The Student Council shall have a Financial Controller assigned by the University management, who shall audit accounts and expenditures and prepare the budget of the next year.

Article (72):

The Student Council's income shall be deposited in a local bank with a special account. The payment shall be done through issue vouchers signed by the Chairman and the Treasurer. The validity of signature shall be linked to bilateral signature system.

Article (73):

The chairman of the Student Council shall have an advance of no more than 500 KD from the petty cash budget and urgent expenses. The Treasurer shall keep this amount and the payment shall be based on vouchers approved by the Chairman and the Treasurer, and signed by who received the amount. The advance shall be compensated when the expenses reach 75% of the original value.

Section 8: Dissolution of Administrative Body of Student Council

Article (74):

A- The Administrative Body shall be dissolved when majority of its members are resigned.

B- The AOU Branch Management may dissolve the Administrative Body in case of violating any provisions stated in Article 3 herein.

Article (75)

In case of dissolution of the administrative body, the AOU management announces a new date of election no less than two months from the date of dissolution.

Article (76):

The provisions of the bylaws shall enter into force as of the academic year 2011-2012.