

The Deanship of Student Affairs

PSU Students Council Regulations

2017/2018

Chapter I: Name, location, and definitions

Article (1): This statute is called " PSU Students Council Regulations. " It will be effective from the date of its approval by the University Council.

Article (2): Unless otherwise provided for in these regulations, the following terms and expressions shall have the meanings hereunder assigned to them unless specified otherwise:

- A. The University: Prince Sultan University
- B. Student Council: An elected student body representing all university students. The office of the Students Council shall be at the Deanship of Student Affairs, Men Campus for male students, and at the Office of Student Affairs, Women Campus for female students. The Students Council will be elected by the university students in accordance with the provisions of this statute.
- C. Student / students: Prince Sultan University students, including the male and female students of the preparatory year and undergraduate programs. Wherever the masculine wording is used in these regulations, it means both male and female students.

Article (3): A Student Council in both campuses of the University shall be established. The Council undertakes to achieve its objectives set out in these regulations, without prejudice to the regulations and rules of the Ministry of Education, the body responsible for higher education, and PSU. The term of the Council shall be one academic year.

Chapter II: Objectives and functions of the Council

Article (4): The Student Council shall work to achieve the following objectives and tasks:

- A. Represent the preparatory year and undergraduate students before the university management, serve the students, and express their views.
- B. Promote the spirit of partnership and cooperation between the students, management, and faculty members at the university.
- C. Raise awareness of the ethical and professional values among the students.
- D. Spread the spirit of leadership and responsibility among the students.
- E. Raise the students' awareness, and encourage them to good treatment of others, abidance by the provisions and regulations of the university, and achievement of good academic performance.
- F. Benefit from the different capacities of the students in serving the community, and in participating in the activities of the community.
- G. Enrich the scientific, cultural, social, sport, artistic and intellectual activities of the students and participate in supervising them.
- H. Organize and coordinate the group and individual activities of the students.
- I. Participate in the efforts aiming to achieve the maximum benefit of the University's available potentials.

Chapter III: Membership of the Students Council

Article (5): A. All preparatory year and undergraduate students who are registered in the university, and have not been convicted of any penal action that involves a breach of honor and honesty may run for membership of the Student Council in accordance with the following conditions:

- The student should be enrolled as a regular student at the university.
- The student should not have been placed on academic probation due to a fall in his cumulative grade point average (GPA).

- The student should not be a member of the former councils (however, to benefit from experience of the distinguished students who have served in the previous councils, the Dean of Student Affairs may appoint advisers from them to provide consulting services for the new Student Council).
- Other than the Cooperative Training, the student should have at least two academic semesters left before graduation.
- He should not be subjected to a disciplinary action.

B. The Dean of Student Affairs shall select the best candidates according to the following criteria:

- A percentage of 50% shall be given for the student's academic performance.
- A percentage of 25% shall be given for the student's good conduct and reputation.
- A percentage of 25% shall be given for the student's quality of election program.

C. Any candidate may file a written objection to the priority for selection within one day of announcing the results by personally submitting an application to the Dean of Student Affairs.

Article (6): A. The student's membership of the Student Council shall expire in the following cases:

1. If the student does not enroll in the university for one semester.
2. Final expulsion or withdrawal from the university.
3. If the student is subjected to a disciplinary action.

B. The student's membership of the Student Council may be terminated in the following cases:

1. If the student violates the university's public order or morals.
2. If the student breaches the regulations of the Council.
3. If the student is convicted of any penal action that involves a breach of honor and honesty.
4. If the student fails to attend the Council's sessions for (4) times.
5. Resignation
6. Absence of one of the nomination terms prescribed in Article (5) of these regulations.
7. Death

Chapter IV: The composition of the Student Council

Article (7): A. At the beginning of each academic year, the number of the Student Council members shall be specified. The ratio of members to students shall be (1:100), provided that the number of the Student Council's members shall not be less than (8) members and not more than (15) members. The Council shall include a representative for each college, if possible.

B. The Student Council shall convene after the end of the election process in a period that does not exceed (7) days where the following members shall be elected:

- Chairman.
- Vice-Chairman
- Secretary.
- Treasurer.

The functions of the rest of the Council members shall also be identified in this meeting.

Article (8): A. The Chairman of the Student Council shall have the following functions:

- Represent the Council before the university.
 - Sign the correspondences and documents issued by the Student Council.
 - Call the Council to meet at least once monthly.
 - Chair the meetings of the Student Council.
 - Forward the minutes of the meetings to the Dean of Student Affairs, who coordinates with the Rector.
 - Any other functions that fall within the purviews of the Student Council.
- B. The Vice-Chairman of the Student Council shall have the following functions:
- Act on behalf of the Chairman in case of his absence.
 - Perform the tasks authorized by the Chairman.

Article (9): A. The Chairman or the Vice-Chairman shall not hold these positions more than once.

B. While they hold these positions, the Chairman and the Vice-Chairman shall register the minimum number of credit hours, and their cumulative grade point average (GPA) shall not be less than (2).

Article (10): A. The functions of the Secretary:

- Prepare the correspondences issued by the Student Council.
- Maintain all documents and seals of the Student Council.
- Prepare all necessary procedures required to call for the meetings of the Council and prepare their agendas.
- Write the minutes of the meetings.
- Follow-up the implementation of the decisions of the Student Council.

B. The functions of the Treasurer:

- Disburse amounts under payment orders signed by the Chairman of the Student Council.

- Collect revenues received by the Council under stamped receipt vouchers bearing the seal of the Student Council.
- Prepare the financial report of the Student Council.

Article (11): After obtaining a written consent from the Dean of Student Affairs, the Student Council may create new positions.

Chapter V: The meetings of the Student Council

Article (12): The Dean of Student Affairs shall chair the first meeting of the Student Council assigned for electing the Chairman, the Vice-Chairman, the secretary, the treasurer, and the rest of the Council's members.

Article (13): The Chairman of the Council shall chair the next meetings of the Council. In case of his absence, the Vice-Chairman or his representative shall chair the meetings.

Article (14): Except for the summer semester, the Student Council shall hold its regular meetings which shall be called for by the Chairman during the semester at least once monthly. The notice for a meeting, attached with its agenda, shall be submitted to all members at least (5) days before the date specified for the meeting.

Article (15): Based on the call of its Chairman or two-thirds of its members, and in coordination with the Dean of Student Affairs, the Council may hold an extraordinary meeting. The members must be notified of such a meeting at least three days before holding it. The purpose of the meeting must be set out in the notice of the meeting.

Article (16): The convening of the Council shall be deemed valid if attended by the majority of the student council (half +1). Should that not be possible, the meeting shall be postponed to another day.

Article (17): When holding its meetings, the Council shall observe the laws and regulations in force in the Kingdom of Saudi Arabia, especially the regulations specified by the body responsible for higher education in the Kingdom.

Article (18): In its regular meeting, the Council shall discuss the following subjects:

- A. Ratifying the agenda, and suggesting any other business for discussion.
- B. Making decisions and recommendations within the framework of the Council's objectives.
- C. Discussing and enacting the annual budget.
- D. Discussing and approving the financial and administrative report.
- E. Discussing and approving the work plan of the Student Council.

Article (19): The decisions of the Student Council shall be determined by an absolute majority vote of members in attendance (half +1).

Article (20): Regular and extraordinary meetings shall be deemed valid by the attendance of majority of members. The decisions of the Student Council shall be determined by a majority vote of members in attendance. In case of a tie, the Chairman, or his representative in case of his absence, shall provide the casting vote.

Article (21): If a member stops attending the meetings of the Council for (4) times, his membership in the Council shall be revoked with the approval of the majority of the Council's members, and by a decision made by the Dean of Student Affairs. He shall be replaced by the next candidate who has obtained more votes in the elections.

Article (22): If a member in the Council resigns, or if his membership is revoked pursuant to the provisions of Article (6/b) of this statute, he shall be replaced

by the next candidate who has obtained more votes in the elections held to nominate the members of the Student Council.

Chapter VI: Regulations and procedures of the Student council elections

First: Voters and candidates

Article (23): All university students have the right to vote. A voter shall not cast his vote more than once during a single election. Voting by proxy shall not be permitted.

Article (24): All university students who meet the conditions specified in article (5) in this statute have the right to run for the elections of the Student Council, provided that the candidate shall personally apply for nomination. Applying through a representative shall not be permitted.

Second: Student Council nomination procedures

Article (25): A. Receiving requests for nomination shall be announced by the Deanship of Student Affairs. Requests shall be received each academic year in the 12th week of the first semester.

B. The Dean of Student Affairs shall formulate and head the Temporary Electoral Committee; the committee shall include the following members:

1. Two members from the Deanship of Student Affairs.
2. One faculty member.
3. One member from the current Council.
4. One member from the IT dept.

C. The Temporary Committee shall perform its functions in accordance with the provisions of this statute.

Article (26): The Temporary Committee shall have the following responsibilities:

- A. Supervise the election campaigns of the candidates.

- B. Directly supervise the electronic program of the election.
- C. Design and prepare the electronic forms of nomination.
- D. Receive nomination requests and ensure the fulfillment of nomination conditions.
- E. Inform the candidates about the acceptance or rejection of their nomination requests within three days from the date of receiving their requests.
- F. Ensure that there are no impediments that hamper the electoral process.
- G. Provide the necessary logistic services to the candidates.
- H. Forward the results of the elections by the Chairman of the Temporary Committee in writing to the Rector for review and approval.
- I. Announce the election results.

Article (27): Receiving nomination requests for the Student Council shall be announced at least (10) days before the date of the election. Nomination period shall not be less than a week. It will start at 8:00 a.m. on Sunday and end at 10:00 p.m. on Saturday. Whatever the number of voters is, the election shall be deemed valid.

Third: Procedures of the Student Council voting process

Article (28):

- A. The Temporary Committee shall determine the number of candidates.
- B. The candidates complete the nomination forms prepared by the Deanship of Student Affairs.
- C. The members of the Council shall be elected via secret ballot with their representatives using an online platform specified for this purpose.

- D. Each candidate designs his electoral campaigning materials in a visual or audio form (video, or PowerPoint, etc.) The Deanship of Student Affairs determines the appropriate place and time for presenting these materials.
- E. The electoral campaigning of each candidate shall include the following:
- A summary of his CV.
 - His proposed program.
 - His vision and mission.
- F. Before presenting the materials of the electoral campaigning to the public, the candidates shall submit them to the Dean of Student Affairs to approve their content.

Article (29): The voting process shall be conducted as follows:

- A. Announcing the time and date of receiving nomination requests.
- B. The candidates shall complete the nomination forms online.
- C. The Temporary Committee shall select the candidates in accordance with the provisions of this statute.
- D. The Temporary Committee shall inform the selected candidates, and then the Committee shall publish their names online at the election process website.
- E. Each candidate prepares his campaigning materials.
- F. After obtaining a written consent for the campaigning materials from the Temporary Committee, the candidates may upload the materials to the website specified for the election process at the university website.
- G. The Temporary Committee shall ask the university students to visit the election process website to know the campaigning programs of the candidates, and vote.
- H. The identity of the students shall be verified by an application prepared for that. The application shall allow the student to vote for one candidate only. It shall not

allow him to re-vote or modify his vote afterwards. The system shall count the number of votes given for each candidate and screen the winning candidates based on the majority of votes they have obtained.

- I. The Temporary Committee shall announce the names of the elected members of the Student Council.

Article (30):

- A. The Dean of Student Affairs shall accompany the members of the Student Council to meet the university Rector to listen to his directives and to sign “PSU Student Agreement”. The Dean of Student Affairs shall prepare and coordinate for two meetings to be held between the university Rector, Vice-Rectors and the members of the Student Council. One meeting shall take place in the first semester and the second in the second semester.
- B. The new Student Council shall assume its responsibilities after the first meeting with the university Rector.
- C. Under the supervision of the Dean of Student Affairs and within five days of the announcement of the election results, the new Student Council shall take over whatever in the position of the former Student Council, such as:
 - The office and stationery of the Student Council at the Deanship of Student Affairs.
 - The seals of the Student Council.
 - The archive of the Student Council.
 - Sums of money, financial ledgers, invoices, receipt vouchers, and issue vouchers.
 - The former Council shall bear the responsibility of any losses occurring in its possession.

Fourth: The candidates and their electoral campaigns

Article (31): The candidates shall do the following:

- A. Complete the forms of nomination online.
- B. Ensure that all information and documents attached with the nomination form are valid and complete.
- C. Apply for nomination within seven days from the announcement of the elections.
- D. Conduct the electoral campaigning during the period specified by the Temporary Committee.
- E. Carry out and comply with the instructions of the Temporary Committee.

Article (32): In conducting their electoral campaigning, the candidates must observe the following:

- A. The promotional material should not exceed five minutes.
- B. The promotional material must be approved before using it.
- C. Unless a written approval by the Dean of Student Affairs is obtained, posters shall not be permitted in campaigning.
- D. The materials of electoral campaigning shall be put at the university website. Unless a written approval by the Dean of Student Affairs is obtained, no advertisement or electoral campaigning material shall be put inside the university campus.
- E. Distribution of advertisement by hand is not permitted.
- F. Each electoral campaigning material shall belong to one candidate only. Group campaigning is not permitted in any way.
- G. No candidate shall begin his campaign prior to obtaining the consent of the Temporary Committee for his nomination.
- H. No candidate shall present any privilege for his nomination.

- I. A candidate shall not use any other means not specified in these regulations to promote his electoral campaign.
- J. The Temporary Committee is entitled to immediately stop any electoral campaign that includes incorrect or misleading information, or disagrees with the provisions of these regulations.

Chapter VII: The fund of the Student Council

Article (33): The fund of the Student Council shall be as follows:

- A. The fund provided by the university depending on the action plans adopted by the Deanship of Student Affairs. The Dean shall coordinate with the Vice-Rector for Administrative and Financial Affairs concerning this issue.
- B. Donations and grants approved by the Dean of Student Affairs.
- C. The revenues of the Student Council's activities approved by the Dean of Student Affairs.
- D. Any other revenues approved by the Dean of Student Affairs.

Article (34): The Council shall have a Financial Controller approved by the Dean of Student Affairs, who shall audit its revenues and expenditures, and prepare the annual budget of the Student Council.

Article (35): The revenues of the Student Council shall be deposited at the Deanship of Student Affairs. If any payment is needed, it shall be done under issuance vouchers where the counter-signing of the Chairman and the Treasurer of the Council shall be adopted.

Article (36): A petty cash not exceeding (1000 SR) from the budget allocated for urgent expenses shall be given to the Chairman of the Student Council. The Treasurer shall hold this petty cash which will be paid under issuance

vouchers and for specific purposes. The person who receives the money shall sign these vouchers. The petty cash shall be replaced whenever it is spent.

Chapter VIII: Incentives offered to the Council members

Article (37):

- A. At the end of the term of the Student Council, the Council members shall be awarded certificates of appreciation. These certificates shall include an evaluation of the member's performance level during his service at the Council.
- B. The members of the Student Council shall be given the privilege of attending the university events, and participating in its activities and programs.
- C. Depending on available resources, the Council members shall be enrolled in a training course (on leadership, entrepreneurship, time management, etc.) held by the Deanship of Student Affairs.

Chapter IX: General Provisions

Article (38): The Student Council shall exercise its powers in a manner that does not contradict the rules and regulations of the university, or the work and powers of its different departments.

Article (39): If the members of the Council do not agree on how to distribute the functions and powers among themselves, the Dean of Student Affairs shall distribute them. His decisions shall be binding on all members.

Article (40): In case of a rift, lack of cooperation or unfair competition takes place between the members of the Council, and they fail to contain it, the Chairman of the Council shall forward the issue to the Dean of Student Affairs to resolve it.

Article (41): In the event of a vacancy in the Council among the members, the next candidate who has obtained more votes in the elections held to nominate the

members of the Student Council shall join the Council. Should that not be possible, the Dean of Student Affairs shall appoint one of the distinguished students in the Council.

Article (42): The Dean of Student Affairs shall appoint a representative to attend all the meetings of the Student Council as an observer.

Article (43): Matters not covered by this Statute shall be subject to the decisions of the Dean of Student Affairs.

Chapter X: Dissolution of the Student Council

Article (44): A. The Student Council shall be dissolved by the resignation of the majority of its members.

B. The university management has the right to dissolve the Student Council.

Article (45): When the Student Council is dissolved, the Dean of Student Affairs shall assign the election date for a new Student Council. The current Student Council shall remain in working order until the date of the elections.

Article (46): The provisions of this Statute shall be in effect as of the academic year 2017/2018.