



PSU PRINCE
SULTAN
UNIVERSITY

جامعة الأمير سلطان

التميز في التعليم الجامعي

USC

UNIVERSITY
STUDENT COUNCIL

Constitution and By Laws

December 1, 2006

Constitution and By Laws of

UNIVERSITY STUDENT COUNCIL

Article 1 – *Name and Domicile*

1.1 – The student body shall be called the **University Student Council**.

1.2 – The University Student Council shall be referred to as **USC** herein and after in this Constitution.

1.3 – The domicile of the USC shall be Prince Sultan University, Riyadh City, Kingdom of Saudi Arabia.

1.4 – The office of the USC shall be located at the Student Lounge Area in the East Wing.

Article 2 – *Declaration of Policies and Principles*

2.1 – USC is an independent student organization which manages the student activities and shall represent the student body in the Academic Council.

2.2 – The USC shall ensure equal rights and privileges to all bonafide members of the organization.

2.3 – The primary duty of the USC shall be to serve, lead and protect its members.

2.4 – The USC shall promote the mission, goals and objectives of PSU in all phases of academic and personal growth.

2.5 – The USC recognizes the vital role of each member of the organization in nation and Islam community building, and shall help promote personal and professional development of individual in the academic setting. Thus the USC shall guarantee equal access of students to opportunities for academic growth and personal development.

2.6 – The USC adheres to the policy of assisting organizations in the attainment of their projects and activities through financial aid and proper use of resources.

Article 3 – *Student Rights*

3.1 – Every student shall have:

a. The right to freely choose any course or program of study based on the existing university curricula, and to complete the course, except in case of academic deficiency, or violation of disciplinary regulations.

b. The right to learn and receive competent instruction and quality education.

c. The right to guidance and counseling services for making personal decisions and in selecting field of work suited for his characteristics and capabilities.

d. The right of access to all his academic record, which shall be maintained by the University Registration in confidential manner.

e. The right to be issued the official certificates, diplomas, transcript of records, credit grades, transfer credentials and the likes in accordance with policies set by the university and the Ministry of Higher Education.

f. The right to form, join and participate in any organization recognized by the university.

g. The right to share ideas through a proper quorum with the administration.

h. The right to publish the student's publication, invite resource speaker during assemblies, symposium and other similar activities prior to consultation and approval of university administration/authority.

i. The right to be free from involuntary contribution or collection of money by any faculty member and/or administrator or university personnel and university recognized organizations or students.

Article 4 - *Duties and Responsibilities*

4.1 – Every student shall:

- a. Uphold this Constitution and By-laws and the policies of USC.
- b. Elect or vote officers for their organization.
- c. Give his best to develop his potential for his good in order that he may become an asset to his family, his university and his society.
- d. Uphold the academic integrity of the University and endeavor to attain academic excellence.
- e. Abide with the rules and regulations pertaining his academic responsibility and moral integrity.
- f. Exert effort to have a harmonious relationship with co-students, faculty members, administrators and other university personnel.
- g. Participate in the Islam religious and civic affairs in the promotion of general welfare of the Islam community.
- h. Exercise his rights and responsibilities with the knowledge that he is accountable for any infringement or violation of the rights of others.

Article 5 – *Membership in the USC*

5.1 – All dully enrolled undergraduate students in PSU are bonafide members of the USC.

5.2 – Membership shall commence from the time an enrollee has been registered and has complied with the university admission requirements.

5.3 – Membership ceases or terminates when:

- a. The honorable dismissal is issued.
- b. The student did not enroll for the next term.
- c. The student dropped all his subjects either officially or unofficially.

Article 6 – *Qualifications of USC Officers*

6.1 – A student may be elected as **President of USC** if:

- a. He is a bonafide student of PSU and at least an incoming fourth year student.
- b. He has been a member of the USC for not less than two (2) successive academic years.
- c. He must have at least a point grade average of 60%.
- d. He has no derogatory record with the university during his pat residency, as certified by the Student Affairs Office (SAO).

6.2 – A student may be elected as **Vice President of USC** if:

- a. He is a bonafide student of PSU and at least an incoming third year student.
- b. He has been a member of the USC for not less than one (1) successive academic year.
- c. He must have at least a point grade average of 60%.
- d. He has no derogatory record with the university during his pat residency, as certified by the Student Affairs Office (SAO).

6.3 – All students seeking the position of **College of Computer Science and Information Systems (CCIS), College of Business Administration (CBA), and Women College (WC) officers** may be elected if:

- a. He is a bonafide student of PSU and at least an incoming second year student.
- b. He has been a member of the USC for not less than one (1) successive academic year.
- c. He must have at least a point grade average of 60%.
- d. He has no derogatory record with the university during his pat residency, as certified by the Student Affairs Office (SAO).

Article 7 – Manner of Election

7.1 – The election of the **University Student Council** officers shall be held a week after the midterm examination of the first semester for the first group of University Student Council officers. The officers will only hold the position for the present school year.

The annual election will be held on the second week immediately following the midterm examinations of the second semester. These elected officers will replace the incumbent officers at the end of the school year starting from the summer class. And this will be the conduct there after.

7.2 - The President, Vice President, and College Council Officers of the **University Student Council** shall be elected by the plurality of the votes cast by the student body through secret balloting.

7.3 – The Election Commissioner, to be constituted by the Deputy Vice Rector of Marketing and Student Development (DVR-MSD), shall be responsible in formulating guidelines for the conduct and manner of election not provided for in the Constitution and By-laws.

Article 8 – Composition of the Executive Committee

8.1 – The officers of the USC shall be:

- a. The President, Vice President, and College Council Officers.
- b. Elected by plurality election by the entire student body.

8.2 – The President responsibility:

- a. Preside the meetings of the Executive Committee.
- b. Act as the Official Spokesman of the USC and the student body to the administration, the academic council, faculty members and other department as the need arises.
- c. Act as the Representative of the USC and the student body to the University Administrative Council in determining university policies that directly affect the general welfare of the students.
- d. Perform other functions as the executive committee may propose.
- e. Prohibit bills passed by the Legislative Committee.

8.3 – The Vice President of the USC:

- a. Assist the President in any of the administrative tasks assigned to him, and in the absence, in capacity, or resignation of the President, shall assume the duties and responsibilities of the President.
- b. Perform other duties as may be directed by the President and/or the Legislative Committee.

8.4 – The College Student Council

- a. There shall be a College Council in every College of the University.
- b. The College Student Council shall be composed of the College Student Council Officers.

8.5 – The College Student Council shall deliberate and decide on all matters pertaining only to their college in pursuance of the objectives of the USC.

Article 9 – Conduct of Meetings

9.1 Quorum – The presence of a simple majority of the total membership of the Executive Committee shall constitute a quorum. Each body shall not do any business in the absence of a quorum, unless the roll-call is dispensed with by the body concerned.

9.2 – Executive Committee Meetings – The Executive Committee shall meet once a month. However, in case the Executive Committee could not meet on the fixed date, the President may determine when to meet in lieu of the scheduled date.

9.3 Special Meetings – Whenever necessary, the Executive Committee may call for a special meeting of their own to attend to matters that need immediate action.

Article 10 – *Modes and Manner of Succession*

10.1 – Executive Committee

The hierarchy of the USC officers is as follows:

President; Vice-President; and all College Council Officers.

10.2 – In case of vacancy in the Presidency, the Vice-President shall automatically take over the position of the President. Then the permanent vacancy in the position of Vice-President, College Council Officers shall be subjected to a special election. Such election would mean resignation from the post.

10.3 – Permanent vacancy in the office of the College Council Officers shall be filled by appointment to be made by the President or the Vice-President.

Article 11 – *Impeachment and Suspension of Officers and Solons*

11.1 – Grounds for Impeachment and Suspension

Any officer and College Student Council officers may be impeached or suspended from his post for any of the following reasons.

- a. Any willful violation of this Constitution and By-laws.
- b. Gross neglect of duty.
- c. Conduct unbecoming of a leader or officer.
- d. Five absences from all meetings except where there is reasonable cause.

Found out to be living an immoral and indecent life.

11.2 – Manner of Proceedings

a. Impeachment or Suspension Process shall be called upon in the Executive Committee together with the advisers.

b. The President shall preside over the impeachment and suspension proceedings called upon.

11.3. – Date of Impeachment or Suspension Proceedings

The date and time of these procedures shall be five school days upon the notification of the party accused.

11.4 – Opportunity of the Accused

The accused shall have the opportunity to be heard by the Executive Committee and defend himself.

11.5 – Verdict

Impeachment of any USC officer, and College Student Council Officer, shall require a 2/3 vote of all members of the committee. Suspension shall require only a simple majority vote of the Executive Committee members.

11.6 – Manner of Voting

Impeachment or Suspension Voting shall be done by secret balloting to insure the secrecy and sanctity of the ballot and the proceedings.

11.7 – Effectivity of the Verdict

The verdict of the Executive Committee shall take effect immediately upon the reading of the final verdict by the adviser.

Article 12 – *Tenure of Office*

12.1 – All elected and appointed officers shall assume office upon their induction until their successor are likewise elected and/or appointed.

12.2 – The term of office shall cease upon impeachment, expulsion, official or unofficial dropping from the school and upon official termination of the office for the school year.

12.3 – The USC President, Vice-President, College Student Council Presidents shall not be entitled for re-election.

12.4 – All appointed officers shall not be entitled for re-appointment upon completing their one-year term.

Article 13 – Amendments, Revision and Effectivity of the Constitution and By-laws

13.1 – Any amendment to or provision of this constitution and by-laws be proposed by the Legislative Committee.

13.2 – Amendment of this Constitution and By-laws may be directly proposed by the students through initiative upon petition of at least ten percent of the USC membership.

13.3 – The Constitution and By-laws shall be ratified by the Student Affairs Office and the University Academic Council.

13.4 – Ratification of this Constitution requires the plurality of votes cast by the committee.

13.5 – The Constitution and By-laws shall take effect immediately after the approval of the University Board of Trustees.

Article 14 – Advisers

14.1 – Dr. Obaid Alabdali, Aide to the Rector shall act as the official adviser to the University Student Council. The adviser shall approve and supervise the activities of the USC and shall see to it that the provisions of this Constitution are strictly implemented and followed.

14.2 – In case of absence of the Dean, Mr. Peter Goward shall act as the adviser of the USC.