



Title: Guidelines for Students' Council

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(Note: This document replaces the previous version of "Guidelines for Students Council (V2.2 September 2019)".

1. Purpose

The purpose of this document is to govern the election of Students Council at Gulf University. It details the process of nomination and election of Council members, and gives principles to accomplish a fair, transparent, and systematic election process.

2. Scope

The document applies to students at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
GU	Gulf University
HEC	Higher Education Council

4. Definitions

Candidate: A student, who is nominated in accordance with the provisions of this document.

Criteria: This is the criteria set out in this document, which a candidate must satisfy in order that his/her nomination is approved.

Student: A student is an individual who has completed the formal procedures necessary to register in a program offered by Gulf University.

Students Council: Students Council at Gulf University represents students at the University and is elected directly by them. It also represents an important link between University Management and students, which assists in achieving University's Vision, Mission, Goals and Students' Interests.

5. Formation

Students Council is formed annually through direct election by students at the University.

6. Objectives

Students Council aims to:

- Represent students.
- Follow-up students' issues, discuss them with relevant parties at the University to find suitable solutions.
- Develop students' awareness that makes the student a conscious creative citizen.
- Develop the spiritual and moral values of students to strengthen the national unity among students and promotes cultural identity and history, Arab heritage, and Islamic principles.
- develop a culture of dialogue and respect for other opinions.

- f) Develop student personality and leadership among students and give them the opportunity to express their views.
- g) Raise students' awareness of their rights and responsibilities in accordance with university policies, procedures, and regulations.
- h) Encourage students' scientific, cultural, social and sports activities.
- i) Encourage students' academic achievement and progress.
- j) Encourage students to excel and improve their abilities and skills.
- k) Preserve the achievements of the University and contribute to raising its status.

7. Responsibilities of Students Council

To achieve its objectives, Students Council, in collaboration with Unit of Student Services, shall:

- a) prepare the general framework for implementing the Council's policy in consistency with its objectives.
- b) prepare the annual plan for the Council.
- c) prepare the annual budget of the Council and submit it to the university administration.
- d) prepare the action plan for Council's activities in cultural, social, sports, scientific fields and artistic.
- e) Review students' issues/cases and discuss them with relevant parties at the University to find suitable solutions.

8. Composition

- a. Students Council is composed of:
 - i. Chair of Council
 - ii. Vice-Chair of Council
 - iii. Secretary
 - iv. Financial Secretary
 - v. Members
- b. Student Council consists of the following:
 - i. one member representing each academic program at the University elected solely by students from the program of the candidate.
 - ii. (5) members, elected by students from other programs than the programs of the candidates.

9. Criteria for Nominations

The following criteria shall be applied for nomination of candidates for Student Council, the candidate:

- a) must be a regular and registered student at the university.
- b) has a good reputation and has not received any disciplinary decision.
- c) should not be under academic warning.
- d) should not be at "suspend study".
- e) should not be expected to graduate during the first semester of the electoral year.

10. Nomination and Election Process

a. Nomination:

- i. At the beginning of each academic year, University President shall issue a decision of composing the “Students’ Election Committee” for managing the election process of Students Council. The committee shall be presided by a faculty member and constitutes the Head of Unit of Student Services, one faculty member from each College, and (2) students as members.
- ii. The Unit of Student Services shall announce nominations for Students Council, in no less than (3) weeks before the date of elections stated in the University Calendar.
- iii. The nomination period shall end one week before the date of elections.
- iv. The Committee shall issue the nomination application form within one week before announcing nominations, shall set dates and places for submission of application forms by the candidates.
- v. Also, the Committee shall announce the date, start, and end time of elections.
- vi. Candidates shall, upon approval by the Committee, conduct their election campaigns through photographs, posters, and electoral gatherings, in such a manner that does not violate or contradict the University regulations.
- vii. Candidates shall observe that it is prohibited to insult, defame, attack, or violate the moral standards of any person during their electoral campaigns.

b. Elections:

- i. Students Council elections shall be held annually during the Fall semester of the academic year.
- ii. Elections may be deferred to a later date as necessary and as decided by the Unit of Student Services in coordination with the current Student Council. In all cases, this shall be approved by President of University.
- iii. The Current Students Council shall continue its normal responsibilities till the election of the new Council. The new council shall resume its responsibilities immediately after its first constituent meeting after elections.
- iv. All registered and regular students at the University shall be entitled to attend the elections and freely vote for their preferred candidates.
 - v. Each student shall exercise his/her own electoral right.
 - vi. There shall be ONE sealed electoral box for each academic program at the university.
- vii. The voting process shall be according to the following principles:
 - (a) Students of each academic program shall vote only for the candidates from their program such that each student shall vote for ONE candidate only from his/her program (i.e one voice per student).
 - (b) Students of each academic program shall also vote for ONE candidate from any of the other programs at the university as per their choice, such that each student shall vote for ONE candidate only.
- viii. The student who wants to participate in the ballot is obliged to show his/her University ID card at the electoral hall.

- ix. Voting shall be secret, free, and democratic, and shall be held with the formal electoral cards (stamped by the Committee).
- x. The electoral cards shall be developed by the Committee such that there shall be one card for voting for the candidate from the program, and one card for voting for a candidate from the other programs.
- xi. Any unstamped electoral cards shall be neglected.
- xii. The Committee shall start counting votes immediately after the end of elections (i.e. immediately after closing the ballot boxes).
- xiii. The Committee shall open the ballot boxes in front of students and openly count votes shown in cards 1, and votes shown in cards 2.
- xiv. The Committee shall announce the results of cards 1 for each program at the electoral hall in descending order starting from the candidate with the highest number of votes to the lowest one.
- xv. The Committee shall announce the results of cards 2 for each program at the electoral hall in descending order starting from the candidate with the highest number of votes to the lowest one.
- xvi. If equal votes are counted for candidates, the election process shall be held the following day for those candidates with equal votes.
- xvii. The Committee shall announce the formal members (original and reserve) of the Students Council, as follows:
 - a) The original members shall be the winner with the highest votes from each program as stated in article (10.b.xiv) of this document, and the (5) winners with the highest votes from the other programs as stated in article (10.b.xv) of this document.
 - b) The reserve members shall be the winner with the subsequent highest votes from each program as stated in article (10.b.xiv), and the (5) winners with the subsequent highest votes from the other programs as stated in article (10.b.xv) of this document.
- xviii. The original members of the Students Council shall conduct the first meeting within one week after the election. This meeting is considered a constituent meeting of the Council and should be chaired by the Head of the Unit of Student Services.
- xix. The following criteria shall be observed for nominations for the posts of Chair of Council and Vice-Chair:
 - a) Nominees must have successfully completed at least 30 credit-hours of the program at GU.
 - b) Nominees shall be of good standing at GU with a good record of participation in extracurricular activities of GU, as determined by Unit of Student Services.
 - c) Nominations shall be such that the Chair and Vice-Chair are from different Colleges at the University.
- xx. All original members of Students Council are encouraged to vote for election of Chair of Council and Vice-Chair. A simple majority of votes (i.e. 50% plus

one) shall be considered as the minimum threshold for winning the election for Chair of Council. For Vice-Chair of Council, the nominee with the highest number of votes shall be declared as the Vice-Chair of Council.

- xxi. If a simple majority has not been achieved for the post of Chair of council, the election process shall be repeated during the meeting.
- xxii. If simple majority has not been achieved again for the post of Chair of Council, the case shall be referred to President of University, who shall select the Chair of Council.
- xxiii. In the event of an equal number of votes for the post of Vice-Chair, the election process shall be repeated during the meeting. If equal number of votes is counted for the second time, the case shall be referred to President of University, who shall select the Vice-Chair of Council.
- xxiv. The Students Council shall elect the Secretary of Council, the Financial Secretary, and the Chairs of its Committees (from original members) in accordance with Article (15) of this document.
- xxv. Head of Unit of Student Services shall report the results of election and the outcomes of the meeting to President of University and University Council.

c. Vacancies

- i. If for any reason the position of any member or Secretary of Council, Financial Secretary, and Chairs of its Committees, became vacant, a replacement for the remainder of the academic year shall take place within one week, from the reserve member representing the same program of the vacant member.
- ii. If the vacancy is either for the Chair of the Students Council or Vice-Chair, a replacement for the vacant post shall take place within one week by following the election procedures as per Articles (10.b.xix) - (10.b.xxiii) of this document. In this case, the Head of the Student Services Unit shall attend the election meeting of the Council.

d. Complaints and Appeal

- i. Any student has the right to submit a written complaint on the election process or results directly to the Students' Elections Committee just after announcing the results.
- ii. If the student is not satisfied with the decision of the Elections Committee, s/he can submit a written appeal to the Students' Appeal Committee within (3) days from the date of announcing election results. The Appeal Committee shall review the case and send its recommendations to President of University within (3) days from date of receiving the complaints.
- iii. The Appeal Committee shall inform the student of the final decision.
- iv. In case of any proved offend or violation by a student during the election, which affects the election results, the President of University shall compose an "Investigation Committee", who shall investigate the case and recommend

one or more of with the following within one week from the date of receiving the case:

- a) If the offender is one of the winning candidates, his membership shall be canceled, and shall be referred to “Students Disciplinary Committee”, who shall deal with the case in accordance with “Students Conduct Procedures”.
- b) Deny the offender from running for any upcoming elections.
- c) Issue a behavioral warning.
- d) If the violation is serious and has resulted in the winning of candidates who do not deserve to win, the Committee has the right to recommend that the whole election be canceled and repeated within two weeks of its original date.
- e) The Investigation Committee shall send their recommendations to the President of University, whose decision is final.

11. Responsibilities of Chair of Students Council

Chair of Students Council shall:

- a) convene and preside over meetings of the Council.
- b) sign minutes of meetings with the Secretary of Council.
- c) approve and sign expenditure requests with the Financial Secretary.
- d) represent the Council at the University Council.
- e) represent the Council at student conferences and meetings.
- f) be the spokesman for the Council.
- g) follow-up correspondence of the Council and refer it to Council members or to relevant Committees.
- h) work as a liaison between Council’s Committees.
- i) follow up students' issues and offer proposals and appropriate solutions.

12. Responsibilities of Vice-Chair of Students Council

The Vice-Chair of Students Council shall:

- a) assist Chair of Council in his/her duties.
- b) perform duties of Chair of Council during his/her absence.

13. Responsibilities of Secretary of Students Council

The Secretary of Students Council shall:

- a) prepare meeting agenda (including date, time, and venue) with topics referred to him/her by the Chair of Council and send it with relevant documents to all Members of Council at least one week before the date of the regular meeting, or at least (2) days before the date of the special/emergency meeting.
- b) prepare minutes of meetings and have it signed by Chair of Council.
- c) receive and retain correspondence, records, and stamp of the Council.
- d) send copies of minutes of meetings to Unit of Students Services on a regular basis.
- e) performs any other tasks assigned to him/her by Chair of Council.

14. Responsibilities of Financial Secretary of Student Council

The Financial Secretary of Students Council shall:

- a) keep all financial records.
- b) sign, with Chair or Vice-Chair of Students Council, approved expenditure requests.
- c) prepare the annual financial report of the Students Council and send it to the Unit of Student Services, who shall forward it to the University Finance Department for internal auditing.

15. Students Council Committees

15.1 Students Council shall set up the following Standing Committees:

- i. Social, cultural, and artistic Committee.
- ii. Sports Committee.
- iii. Student Services Committee.

15.2 The Student Council shall elect the Chair of the Committees from amongst Council's (i.e original) members and shall select members of committees from other students at the University and reserve members of Council, as necessary.

15.3 The Committees shall send their reports and recommendations to the Students Council for approval.

15.4 The Committees shall submit periodic reports on their work to the Chair of the Students Council.

16. Students Council Budget

16.1 The Council has its own budget, which is funded from the following resources:

- i. Annual financial grant from the University
- ii. Proceeds of activities carried out by the Council.
- iii. Donations and grants, subject to approval by the University Council.

16.2 The University Finance Department shall open a special account (Students Council Account) for the Council's budget.

16.3 The funds of the Students Council shall only be spent in accordance with its approved plan.

16.4 The Students Council shall withdraw from this account through approved expenditure requests signed by both the Chair and the Financial Secretary of the Students Council.

16.5 In case of emergency, the Financial Secretary of the Students Council may be given a certain cash in advance, upon approval by the Head of Unit of Student Services and in consultation with the Chair of Council.

16.6 The Internal Auditor of the University shall audit all invoices, financial documents and reports related to the Students Council Budget.

17. Meetings, Quorum and Voting

- 17.1 The Student Council shall perform responsibilities immediately after announcing the election results.
- 17.2 Gulf University is committed to allocating a suitable office for the Students Council.
- 17.3 The Students Council shall hold at least one monthly meeting during each semester in the academic year.
- 17.4 Special Meetings may be called by the Chair of the Students Council at any time to discuss issues that need immediate attention.
- 17.5 The presence of a simple majority of members of the Students Council shall constitute a quorum at any meeting. If this quorum is not present, the meeting shall be postponed to a date set by the Chair of the Students Council.
- 17.6 All Council members are encouraged to vote. Unless there is clear consensus, the majority of the present members shall approve or reject the required decisions.
- 17.7 In case of any equal voting between members, the vote of the Chair shall be considered as casting vote (2votes).

18. General Terms and Conditions

- 18.1 In the case of organizing/conducting seminars, lectures, exhibitions, conferences and inviting speakers from outside the University, such activities shall be reviewed by the Head of Unit of Student Services and shall be approved by HEC.
- 18.2 In the approved case of inviting speakers from outside the University, the invitation shall formally be issued by the Department of Public Relations at the University, in coordination with Head of Unit of Student Services.
- 18.3 The Students Council shall be considered dissolved upon the resignation of half of its members. In this case, new elections shall be conducted within one month of the date of the Council's dissolution.
- 18.4 Membership shall be cancelled in the following cases:
 - i. failure to attend meetings of the Council without an excuse (3) consecutive times, or (5) different times. In this case, the Council, upon approval of half of the members, shall issue the cancellation decision.
 - ii. committing violations to university policies, procedures, and regulations.
 - iii. loss of any of criteria (9a, 9b, 9d) stated in this document.
 - iv. written resignation.
 - v. death.
- 18.5 The President of the University shall have the right to drop the membership due to any act that proved to be contrary to the objectives and/or reputation of the Students Council.
- 18.6 The University Council may, based on university interest and if it deems necessary, decide to dissolve the Students Council or any of its committees.
- 18.7 Any decision made by the Students Council, or its committees shall be invalid if it is contrary to law, regulations, GU Policies and Procedures.

19. Review, Amend and Approval Authority

University Policy Development and Review Committee shall revise/amend the Guidelines in accordance with the development and update of relevant policies and procedures of the University. The revised/amended Guidelines shall be approved by the University Council.

20. Responsibilities

Academic and Administrative Staff are responsible for:

- following this document appropriately

Head of Unit of Student Services is responsible for:

- appropriate implementation of this document.

Students' Election Committee is responsible for:

- following this document appropriately.

Vice President for Academic Affairs is responsible for:

- ensuring that this document is appropriately implemented.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document.

21. Related Documents

- University Council Terms of Reference

22. Related References and Standards

BQA	Institutional Reviews Handbook
BQA	Programs-within-College Reviews Handbook
HEC	Academic Regulations