

## **Constitution of AU Student Council (SC)**

### **Article I: Name and Purpose**

#### **Section 1: Name**

The name of this organization shall be the Student Council (SC) at Ajman University.

#### **Section 2: Purpose**

The purpose of the Student Council (SC) at Ajman University is to serve as the representative body of AU students, dedicated to fostering a vibrant and inclusive campus environment. The SC is committed to advocating for the rights and interests of students, promoting academic excellence, and enhancing the overall student experience. Additionally, the Student Council strives to be the liaison between the student body and the University management, facilitating effective communication and collaboration to address student concerns, provide valuable feedback and suggestions, and contribute to the continuous improvement of the University.

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### **Article II: Membership**

#### **Section 1: Eligibility**

All enrolled students at Ajman University are eligible for membership in the SC.

#### **Section 2: Rights and Responsibilities**

Members of the SC have the right to participate in meetings and vote on matters presented to the assembly. Members are expected to uphold the values of the University and actively contribute to achieve the goals of the SC.

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### **Article III: Structure**

The SC shall consist of sixteen members who are elected annually by AU student body. There are 16 positions in the Student Council that are filled through the elections.

#### **Executive Board**

- President
- Vice President
- Secretary
- Treasurer
- Public Relations Officer

#### **Colleges Board**

- College of Architecture, Art and Design Representative
- College of Business Administration Representative
- College of Dentistry Representative
- College of Engineering and Information Technology Representative
- College of Humanities and Sciences Representative
- College of Law Representative
- College of Mass Communication Representative
- College of Medicine Representative
- College of Pharmacy and Health Sciences Representative

#### **Community Outreach**

- Events and Activities Coordinator
- Sports Coordinator

### **Section 1: Executive Board**

The SC shall have an Executive Board consisting of elected officers, including a President, Vice President, Secretary, Treasurer, Public Relations Officer and other positions as deemed necessary.

### **Section 2: Duties of Officers**

#### **a. President:**

- The President shall prepare SC meetings' agendas, chair the meetings and oversee the overall functioning of the organization.
- Serve as the primary representative of the SC to AU senior administration, faculty, staff, and other student organizations.
- Collaborate with other SC officers, committees, and student organizations to promote unity and cooperation.
- Work with the SC and relevant committees to plan and organize events that benefit the student body.
- Attend AU senior administration meetings, as needed. If the President cannot attend, they must appoint the Vice President to attend.
- Be a member of the Disciplinary Committee.
- Act as a liaison between the SC and the student body, conveying information about SC initiatives and gathering feedback.
- Encourage the student body to contact the SC for their issues and concerns.
- Advocate for the interests and concerns of the student body at various levels within the university.
- Work closely with the Treasurer to oversee the financial affairs of the SC.
- Maintain frequent contact with the Director of Student Life.

#### **b. Vice President:**

- The Vice President shall assist the SC President in their duties and responsibilities.
- Step in to fulfill the President's role in their absence or as delegated by the President.
- Oversee and coordinate the activities of any committees established by the SC.
- Work with the Events or Activities Coordinator/Committee to plan and execute events that benefit the student body.
- Assist in coordinating logistics, securing resources, and promoting events.
- Encourage student involvement and engagement in SC activities.
- Support the President in conveying information, decisions, and initiatives to the student body.
- Work on addressing issues affecting students and contribute to policy discussions.

#### **c. Secretary:**

- The Secretary shall prepare agendas for SC meetings in collaboration with the President and other officers.
- Distribute meeting agendas, documents, and relevant information to members in advance of meetings.
- Attend SC meetings, take the minutes of meetings, maintain records, and handle correspondence.
- Distribute approved meeting minutes to SC members.
- Maintain an organized and up-to-date file of official SC documents, including the constitution, bylaws, and meeting minutes.

- Handle official correspondence on behalf of the SC, including emails, letters, and other forms of communication.
- Maintain an accurate and up-to-date roster of SC members, including contact information and attendance records.
- Notify SC members of upcoming meetings, events, and important deadlines.
- Assist in the coordination of SC elections, including preparing election materials, overseeing the voting process, and working with the Election Committee.
- Archive important documents for future reference.

**d. Treasurer:**

- The Treasurer shall oversee the financial affairs of the SC, including budgeting, record-keeping, and financial reporting.
- Work with the Executive Board to establish and manage the organization's budget.
- Prepare an annual budget that outlines expected income, expenses, and allocations for various SC activities.
- Present the proposed budget to the SC for approval.
- Provide regular and accurate financial reports to the SC members, summarizing income, expenditures, and the overall financial status.
- Collect and maintain receipts for all SC expenses.
- Provide financial advice to the Executive Board to support informed decision-making.

**e. Public Relations Officer:**

- The Public Relations Officer shall develop and implement a comprehensive communication strategy to effectively convey the mission, goals, and activities of the SC to the student body and the broader community.
- Cultivate positive relationships with local and campus media outlets.
- Prepare and distribute press releases or media advisories regarding SC events, initiatives, and announcements.
- Manage and update the SC 's official social media accounts.
- Create engaging and shareable content to promote SC activities and engage with the student community.
- Design visually appealing promotional materials, including posters, flyers, banners, and digital graphics.
- Ensure consistency in branding and messaging across all communication channels.
- Work closely with Activities Officer, Sports Officer, and other officers to promote events.
- Create promotional materials and coordinate advertising strategies to maximize event attendance.
- Coordinate the documentation of SC events through photography and videography.
- Ensure that visual content is captured and shared appropriately on social media and other platforms.
- Act as a spokesperson for the organization when required.
- Engage in community outreach efforts to enhance the SC 's presence beyond the campus.

**f. Events and Activities Coordinator:**

- The Events and Activity Coordinator shall coordinate the planning and execution of a variety of events and activities, such as social and cultural events, workshops and community service projects.
- Plan activities that engage and entertain students and solicit feedback from participants to improve future events.

- Develop event proposals, timelines, and budgets for approval.
- Ensure that all events comply with the University policies, guidelines, and regulations.
- Work closely with the Treasurer to create and manage budgets for each event.
- Secure suitable venues for events, coordinating with the Office of Student Life and obtaining necessary approvals.
- Oversee logistics, including room setup, equipment, and any required permits.
- Develop marketing strategies to promote events and increase student participation.
- Utilize various communication channels, such as social media, posters, and campus announcements, to publicize events.
- Recruit and coordinate volunteers to assist with event setup, registration, and other necessary tasks.
- Maintain accurate records of event planning, including budgets, contracts, and correspondence.

**g. Sports Coordinator:**

- The Sports Coordinator shall coordinate the planning and organization of sports events and tournaments for students.
- Plan sports activities that engage and involve participants and spectators.
- Encourage sportsmanship and fair play in all events.
- Develop sports event proposals, including details on logistics, budgets, and timelines.
- Work closely with the Treasurer to create and manage budgets for sports events.
- Secure suitable sports facilities for events, coordinating with the Office of Student Life and obtaining necessary approvals.
- Oversee logistics, including equipment setup, safety measures, and any required permits.
- Develop marketing strategies to promote sports events and activities.
- Utilize various communication channels, such as social media, posters, and campus announcements, to publicize sports-related initiatives.
- Organize and oversee intramural sports programs that allow students to participate in friendly competitions.
- Manage team registrations, schedules, and results.
- Recruit and coordinate volunteers to assist with sports events, including refereeing, scorekeeping, and other necessary tasks.
- Ensure the safety and well-being of participants during sports activities.
- Ensure that all sports events comply with university policies, guidelines, and regulations.

**Section 3: Terms of Office**

- a. The term of office for elected officers shall be one academic year.
- b. The term shall begin on the first day of the summer semester.
- c. Officers may be re-elected for consecutive terms.
- d. A transition period involving a series of meetings between the SC Executive Members shall commence immediately after the election.

**Section 4: Committees**

- a. The SC may establish committees to address specific issues, events, or projects.
- b. Committee chairs shall be appointed by the Executive Board.
- c. Committees shall meet regularly to discuss and plan their designated responsibilities.
- d. Committees shall provide progress reports at SC meetings.

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**Article IV: Elections**

Elections shall be held online in the spring semester of each academic year. AU students will receive an email with a link where they can cast their votes.

### **Section 1: Nominations**

Nominations will be made online, and AU students will receive an email with a link where they can nominate themselves. The Office of Student Life (OSL) will verify the nominees and successful ones will be notified by email.

### **Section 2: Election Committee**

An Election Committee shall be appointed by the Director of Student Life to oversee the election process.

### **Section 3: Election Process**

- a. Elections for SC members shall be held annually.
- b. All students are eligible to run for office.
- c. The Election Committee shall establish election procedures, timelines, campaign guidelines, voting procedures and ensure fairness in the election process.
- d. In the case of two candidates running for elections, office is assumed by simple majority vote.
- e. In case more than two candidates are running for elections, office is assumed by plurality at-large voting.

### **Section 4: Eligibility**

- a. The nominee should be a full-time undergraduate student with a CGPA of 2.5 or higher.
- b. The nominee must be of good moral character and have received no disciplinary action from present and previous academic years.
- c. The nominee must have completed at least four semesters at Ajman University.
- c. President and Vice-President must be UAE nationals.

### **Section 5: Resuming Office**

All newly elected members of the SC shall resume their roles on the first day of the summer semester.

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## **Article V: Meetings**

### **Section 1: Regular Meetings**

- a. Regular meetings of the SC shall be held monthly during the fall and spring semesters of the academic year with a minimum of two meetings during the summer.
- b. The President shall chair the meetings; if they are unable to attend, then the Vice President shall chair the meeting.
- c. Special meetings may be called by the President or upon written request by at least 30% of SC members.

### **Section 2: Quorum**

- a. A quorum for SC meetings shall be 50% of the total membership.
- b. In the absence of a quorum, no official business shall be conducted, but informal discussions may take place.
- c. Should a quorum not be attained during the first meeting, the second meeting may proceed with the participation of 30% of the total membership.

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## **Article VI: Finances**

### **Section 1: Budget**

- a. The Treasurer shall prepare an annual budget for approval by the SC.
- b. Expenditures beyond the approved budget require the majority approval of the SC.

### **Section 2: Financial Reporting**

- a. The Treasurer shall provide regular financial reports to the SC.
- b. Financial records shall be available for inspection by SC members.

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## **Article VII: Amendments**

### **Section 1: Proposal**

Amendments to this constitution can be proposed by an absolute majority of the entire SC membership. Proposed amendments can be voted upon after two weeks of prior written notice to the members.

### **Section 2: Approval**

Proposed amendments must be approved by a two-thirds majority vote of the SC membership. Such amendments are subject to final approval by the Chancellor of Ajman University.

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## **Article VIII: General Powers and Responsibilities**

### **Section 1: Authority and Purpose**

- a. The Student Council (SC) is vested with the authority to advocate for the interests and concerns of the student body at Ajman University.
- b. The primary purpose of the SC is to foster a positive and inclusive campus environment, enhance the overall student experience, and facilitate effective communication between students, faculty, and AU administration.
- c. The SC shall sponsor understanding and dialogue between the University administration, the faculty, and the students.
- d. The SC shall investigate matters pertinent to the Student Body.

### **Section 2: Representation and Advocacy**

- a. The Student Council (SC) shall represent full-time and part-time students to the University administration, to the public, to the media, to other colleges and universities, and to any other external institutions or agencies.
- b. The SC has the authority to represent the student body in discussions and decision-making processes at various levels within the University.
- c. The SC shall advocate for student-friendly policies, initiatives, and improvements to campus life.

### **Section 3: Governance and Decision-Making**

- a. The SC has the authority to establish and enforce its constitution.
- b. The SC shall engage in democratic decision-making processes, allowing for the active participation of its members in major decisions affecting the student body.

### **Section 4: Collaboration and Partnerships**

- a. The SC has the authority to collaborate with university offices, student clubs & organizations, and external entities to enhance the overall student experience and achieve common goals.
- b. The SC may establish partnerships and affiliations in UAE that align with its mission and objectives.

### **Section 5: Financial Oversight**

- a. The SC has the authority to manage its financial affairs responsibly and transparently.
- b. The Treasurer, in collaboration with the Executive Board, shall prepare and manage the SC's budget in accordance with the organization's goals and objectives.

c. The SC president shall participate in the distribution of the budget allocated by the University for student clubs and organizations among the various student clubs and organizations.

#### **Section 6: Amendments and Bylaws**

a. The SC has the authority to amend its constitution in accordance with the established amendment procedures.

#### **Section 7: Compliance with University Policies**

a. The SC shall operate in compliance with all applicable Ajman University policies and regulations.

b. Any conflicts between the SC constitution and the University policies shall be resolved through a collaborative and transparent process involving representatives from the student council, Dean of Students, Director of Student Life and the concerned University Office/College to find mutually acceptable solutions.

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### **Article IX: Resignation and Impeachment**

#### **Section 1: Resignation**

a. Any elected officer of the Student Council (SC) at Ajman University may resign from their position by submitting a written resignation to the Executive Board. The resignation shall take effect upon receipt by the Executive Board.

b. In the event of the President's resignation, the Vice President shall assume the role of President until a special election is held to fill the vacancy.

c. In the event of the Vice President's resignation, the President shall appoint an interim Vice President, subject to approval by a majority vote of the Executive Board, until a special election is held to fill the vacancy.

d. Any appointed officer, including but not limited to the Secretary, Treasurer, Public Relations Officer, Events and Activities Coordinator, and Sport Coordinator, may resign by submitting a written resignation to the Executive Board. The President shall appoint an interim officer, subject to approval by a majority vote of the Executive Board, until a permanent replacement is elected.

#### **Section 2: Impeachment**

a. The Student Council may impeach an elected officer for actions inconsistent with the responsibilities and duties outlined in this constitution.

b. Any member of the SC may propose articles of impeachment against an elected officer by submitting a written proposal to the Executive Board. The proposal must specify the alleged misconduct and provide supporting evidence.

c. The Executive Board shall review the proposal and, if deemed necessary, appoint an ad-hoc committee to investigate the allegations.

d. The ad-hoc committee shall conduct a fair and impartial investigation, gathering relevant information and hearing from all involved parties.

e. Following the investigation, the ad-hoc committee shall present its findings to the Executive Board.

f. If the Executive Board determines that impeachment is warranted, a special impeachment hearing shall be convened. The accused officer shall have the opportunity to present a defense during this hearing.

g. A two-thirds majority vote of the SC members present at the special impeachment hearing is required for the impeachment of an elected officer.

h. In the event of a successful impeachment, the Dean of Students Services and the Director of Student Life shall be notified and the vacant position shall be filled through a special election.

#### **Section 3: Appeal**

a. An officer who has been impeached may appeal the decision to the Dean of Students Services.

b. The appeal must be submitted in writing to the Dean of Students Services within ten days of the impeachment decision.

c. The Dean of Students Services shall review the appeal and may, at their discretion, uphold or overturn the impeachment decision.

**Section 4: Vacancies**

a. In the event of a vacancy due to resignation or impeachment, the SC shall take prompt action to fill the position through a special election as outlined in this constitution.

b. The newly elected officer shall serve the remainder of the term.

**Section 5: Confidentiality**

All discussions and proceedings related to resignation and impeachment shall be conducted with the utmost confidentiality to protect the privacy and reputation of individuals involved. Information disclosed during such proceedings shall be limited to those directly involved in the process.

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**Article X: Ratification**

This constitution shall be considered ratified once approved by a two-thirds majority vote of the SC members and the Chancellor of Ajman University.

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This document was presented by the Dean of Student Services to the Chancellor of Ajman University for approval.

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**Date of Adoption: 25<sup>th</sup> of April, 2024**



**Karim Seghir, Ph.D.  
Chancellor**