

**Bylaws
Student Union
Notre Dame University, Louaize
Main Campus and Branches
Spring 2010**

Approval of the Director of SAO

Date _____

Approval of the President

Date _____

Effective as of _____

Preamble

Students being the largest body of the NDU community; being the raison d'être of the university in its educational mission; feeling the need for a continuous communication between the students and all other constituents of the NDU community; feeling the need to interact with other student bodies in other Lebanese universities, a Student Union (henceforth referred to as the SU) is thereby created at Notre-Dame University. The Student Union is the official representative body of the NDU student population. Its main mission is to promote student interests, needs and welfare within the University. It shall create a healthy atmosphere for the students to express themselves in accordance with the rules, regulations, policies and by-laws of Notre Dame University, Louaize.

Chapter 1 Constitution

Article 1.1:

A Student Union (thereafter SU) is established at Notre-Dame University – Louaize (thereafter NDU).

Article 1.2:

Members of the SU are the elected students' representatives as determined by Chapter 3 of the present bylaws.

Article 1.3:

Any member of the SU will lose their membership status in any of the following:

- a. The end of the mandate of the SU to which the student was elected.
- b. The loss of Good Academic Standing during the mandate of the SU to which the student was elected.
- c. The failure to register for the spring semester that falls during the mandate of the SU to which they were elected
- d. A member of the executive committee who graduated after their election and who would not be available to accomplish their duties as an elected member may send an official letter to the Executive Committee asking for their name to be dropped from the membership for quorum and voting reasons. This process is irreversible and a dropped name may not be re-added.

Article 1.4:

The SU is located at NDU and abide by all the bylaws, policies, rules, and regulations of NDU as declared by its various governing bodies, in particular the Students Affairs Office (hereafter SAO).

Article 1.5:

- a. There shall be an SU at the Main Campus and an SU at each of the branches of NDU.
- b. Each SU represents NDU students in its various campuses and branches.
- c. Representation in the Main Campus is by faculty. Representation in the branches is by class/level.
- d. The SU initiates and promotes extra-curricular activities and socio-cultural relations with other universities and students associations in Lebanon and abroad.
- e. The SU organizes activities that promote students welfare.
- f. The SU works with the SAO towards the establishment of a mutually beneficial relation between the various instances of NDU and the student population.
- g. The SU speaks on behalf of the students voicing their opinion and concerns. It promotes their legitimate interests vis-à-vis the SAO and other officers and administrators.

Article 1.6:

The SU in the Main campus is composed of an Assembly, an Executive Committee and various other committees. In the branches, the SU is composed of an Assembly and an Executive Committee combined.

Article 1.7:

The mandate of the SU starts directly after the official announcement of the results of the elections and ends on the 31st of October of the academic year following the academic year during which it was elected.

If the election was postponed, a follow up memo shall be issued by the Director of the SAO to extend the official mandate of the SU. All other activities and relevant election deadlines shall be postponed accordingly.

**Chapter 2
Organization**

Article 2.1: The Student Body

The student body is composed of all eligible voters of the student population of NDU. Eligible voters are defined in Article 3.2 of these bylaws.

Article 2.2: The Assembly

- 2.2.1 The Assembly is composed of all students' representatives forming the SU, and elected directly by the NDU student body according to the appropriate articles in Chapter 3 of these bylaws.
- 2.2.2 The Assembly is the legislative body of the Student Union.
- 2.2.3 The Assembly:
 - a. Elects its officers;
 - b. Elects the Executive Committee;
 - c. Supervises and monitors the work of the Executive Committee;
 - d. Impeaches the Executive Committee or any one of its members;
 - e. Creates and dissolves other SU committees as needed;
 - f. Discusses and approves the plans and budget of the SU;
 - g. Discusses and votes amendments to the bylaws.
- 2.2.4 The Officers of the Assembly are its Chair, Vice-Chair and Secretary. The Assembly should meet regularly on a working day during the first week of every month. Agendas of regular meetings are prepared by the Secretary, in agreement with the Chair, and distributed in writing to all members of the SU and the Director of the SAO at least two working days before the meeting.
- 2.2.5 Special meetings may be called by the request of the Chair of the SU or by the written request of 1/4 of the SU members. Special meetings of the Assembly are to be scheduled no later than one week after the reception of the request by the Secretary. The request should include a clear agenda for the meeting.
- 2.2.6 Quorum:
 - a- Quorum for all regular meetings of the SU is the simple majority of its eligible members.

- b- Quorum for meetings that will discuss proposed amendments to the by-laws or major decisions that will have a deep impact on university life at NDU will be a two-third majority of its eligible members
 - c- An eligible member is one who did not lose his membership status according to Article 1.3 of the by-laws.
- 2.2.7 The SAO Director may send an observer to any meeting of the Assembly. His or her representative does not interfere in the debate nor has any voting rights.
- 2.2.8 Approved minutes of all meetings of the SU are to be published on the NDU website and bulletin boards, and distributed to all members of the SU no later than ten working days after the date of the meeting
- 2.2.9 Decisions of the Assembly are of two types: Routine and Major. Major decisions are those related to amendments of the SU bylaws and/or those that will have a deep impact on university life at NDU.
- a. Routine decisions of the Assembly are taken by a simple majority vote (50% plus one vote of all members present). Voting is by hand-raising. A request for secret ballot requires the approval of six SU members present.
 - b. Major decisions require the approval of two-thirds of the Assembly members. Voting is by secret ballot.
- 2.2.10 Decisions of the Assembly should be communicated to the SAO Director no later than two working days after the date of the meeting.
- 2.2.11 The Chair of the Assembly:
- a. Chairs all its meetings.
 - b. Approves the agenda of the regular meetings
 - c. Calls for special meetings
- 2.2.12 The Vice-Chair has all the authority of the Chair in his/her absence
- 2.2.13 The Secretary:
- a. Maintains all records and archives of the Assembly;
 - b. Prepares and distributes the agenda of Regular Meetings of the Assembly;
 - c. Writes, distributes and publishes the minutes of all meetings of the Assembly.

Article 2.3: The Executive Committee

- 2.3.1 The Executive Committee of the SU shall consist of the President, Vice President, Secretary, Treasurer and two members.
- 2.3.2 Executive Committee members are elected individually by one by the Assembly from its members. Executive committee members are elected by secret ballot. They are elected by the absolute majority (50% plus one vote of all members, present or not) of SU members.
- 2.3.3 The Executive Committee is the executive arm of the SU:
- a. It implements the decisions taken by the Assembly.
 - b. It prepares the yearly plan and budget to be submitted to the Assembly.
 - c. It initiates proposals to be submitted to the Assembly.
 - d. It coordinates activities with other appropriate bodies at NDU.
 - e. It represents the SU before the SAO.
 - f. It is responsible for the SU premises.
 - g. It submits the annual administrative and financial reports to the SAO Director.
- 2.3.4 The duties of the President shall include the following:

- a. Supervise the implementation of the SU by-laws.
 - b. Authenticate by his/her signature, all the acts, orders and procedures of the SU.
 - c. Represent the SU and its Executive Committee, declaring its will and speaking on its behalf before the SAO Director.
 - d. Open, chair, conduct and close the meetings of the Executive Committee, and put to vote and announce the results of the voting or any motion.
 - e. Represents the SU before other student unions in other Lebanese and/or foreign institutions of higher-education.
- 2.3.5 The duties of the Vice-President shall be to:
- a. Succeed the President when he/she leaves office for any reason
 - b. Assist the President in all executive functions.
- 2.3.6 The duties of the Secretary shall include the following:
- a. Maintaining the archives of the Executive Committee.
 - b. Scheduling meetings with the President and notifying the Executive Committee members in writing of the agenda in accordance with the latest edition of the Robert's Rules of Order
 - c. Keeping Executive Committee members informed on all matters pertaining to the SU
 - d. Conducting and authenticating by his/her signature all correspondence
 - e. Taking and distributing the minutes of meetings to all SU members
 - f. Registering and distributing to each member copies of the minutes of each meeting at least two working days before the next scheduled meeting
 - g. Writing all the reports requested of him/her by the Executive Committee
- 2.3.7 The duties of the Treasurer shall include the following:
- a. Be in charge and authenticate by his/her signature all financial acts and proceedings;
 - b. Keep the President and the Executive Committee informed by written memos of the financial status of the SU at least once every 2 months;
 - c. Maintain a file of requisitions and accurate books and of the disbursements and receipts of the SU and,
 - d. Present the annual financial report to the SAO;
- 2.3.8 The Executive Committee meets regularly once every two weeks. Agendas of the regular meetings are prepared by the Secretary, in agreement with the President, and distributed in writing to all members of the Executive Committee and the Director of the SAO at least two days prior to the meeting.
- 2.3.9 Special meetings may be called upon the request of the President or 3 members of the Executive Committee. The request shall include a clear agenda for the meeting.
- 2.3.10 Minutes of all meetings of the Executive Committee shall be distributed to all members of the SU no later than 5 working days after the meeting and shall be published on the NDU website no later than 10 working days after the meeting.
- 2.3.11 Decisions taken by the Executive Committee shall be communicated to the SAO no later than two working days after the meeting.

Article 2.4: Expenditures

All expenditures of the SU shall secure the approval of the Treasury and the President of the Executive Committee of the SU, and of the SAO Director.

Article 2.5: Sub-Committees

The SU may form SU sub-committees chaired by a designated delegate from the SU.

Chapter 3 Student Union Elections

Article 3.1:

- 3.1.1 There shall be an Elections Committee to supervise the entire election process.
- 3.1.2 The Elections Committee:
 - a. Prepares and publishes the election guidelines and procedures no later than two weeks before the elections.
 - b. Receives, approves and rejects nominations based on the NDU and SU bylaws.
 - c. Regulates the election campaign.
 - d. Prepares the logistics for the day of the election.
 - e. Supervises the voting process on the day of the election.
 - f. Checks and publishes the official results of the election.
 - g. Receives complaints and conducts inquiries on possible violations of the election process and recommends actions to the appropriate bodies of NDU.
 - h. Supervises the selection of the candidates' representatives on the day of the elections.
- 3.1.3 The committee shall consist of:
 - a. The Director of Student Affairs Office as Chair
 - b. The Assistant Director of Student Affairs Office
 - c. The Registrar as Secretary
 - d. The members of the University Student Affairs Committee
 - e. One student from each faculty.
- 3.1.4 Students on the Elections Committee are the top students of the Dean's list of each faculty for the spring semester preceding the academic year of the election provided they are not candidates and have accomplished at least 24 credits. If these conditions are not met or in the case of a refusal to serve on the committee, the next student on that same list represents his/her faculty. In case two students have the same GPA, the one who holds more credits will be appointed.

Article 3.2:

- 3.2.1 Eligible voters are all full-time NDU students with a declared major. Graduating students with at least 6 remaining credits are also eligible to vote.
- 3.2.2 The SU of the main campus shall consist of student representatives elected by eligible voters.
- 3.2.3 Nominations and elections are by faculty.
- 3.2.4 The number of student representatives per faculty is determined based on the following rules:
 - a. One representative is elected for each 150 students enrolled in that faculty.
 - b. The minimum number of representatives per faculty is two.
 - c. If the total number of students in a given faculty is not a multiple of 150, then the following rule applies:

- i. If the rest of the Euclidian division of the total number of students enrolled by 150 is less or equal to 75, the total number of students representatives is the result of the Euclidian division.
 - ii. If the rest of the Euclidian division of the total number of students enrolled by 150 is large than 75, the total number of students representatives is the result of the Euclidian division plus one.
- 3.2.5 The SU of the branches shall consist of 6 members for each branch elected by eligible enrolled students in that branch to represent the classes/levels as follows: 2 sophomores, 2 juniors, and 2 seniors. Each one shall be elected by the eligible enrolled students in his/her class in the branch.

Article 3.3:

The election of the SU members shall be held no later than the end of the 5th week of every Fall Semester. The date of elections is set by the Director of the Student Affairs Office (SAO) in the main campus and by the person in charge of the SAO at the branch upon the approval of the SAO Director. The President of NDU may postpone, halt or suspend elections depending on unforeseen circumstances. If the election is postponed, the mandate and deadlines shall be extended as mentioned in Article 1.7.

Article 3.4:

3.3.1 Candidates to the SU shall be in good academic and disciplinary standing, as determined by the NDU Catalog, and shall not be graduating earlier than the end of the Spring semester of the academic year during which elections are held.

3.3.2 Eligible students graduating at the end of the Fall semester during which the elections are taking place cannot be nominated for the SU.

Article 3.5:

The candidates must submit their nominations to the SAO by the end of the 4th week of the Fall Semester. Thereafter, a memorandum from the Elections Committee will be distributed specifying all the details concerning nominations.

Article 3.6:

Nominations for the SU must be seconded by a minimum of 10 eligible voters in the same faculty/branch as the nominee.

Article 3.7:

Upon the recommendations of the Business Office and the Registrar and upon the approval of the Elections Committee, the lists of eligible voters are published and distributed to all candidates by the SAO Director five working days after the end of the late registration date. The list of candidates is published by faculty and in alphabetical order as they are to appear on election ballots.

Article 3.8:

Voting shall take place in person by secret ballot. No voting by proxy is allowed

Article 3.9:

The candidates in each faculty who have obtained the highest number of votes are considered the winners in their respective faculties. In case of a tie between two candidates, the candidate with the higher GPA wins the election.

Article 3.10:

The members of the SU of the main campus and of the branches must pledge, in front of the NDU President, allegiance to the University and obedience to its rules and regulations as per the following text:

“We the Members of the Student Union at Notre Dame University, Louaize, Lebanon, do swear allegiance to our University and commit ourselves to abide by its rules, regulations, by- laws and Constitution, and work for its welfare”

The SU members shall be sworn in before the President of the University and of the SAO Director, not more than 2 weeks after the end of the elections.

The president’s office is to set a date for the pledge and meeting within the first 2 weeks after the official declaration of the elections results.

Article 3.11:

The SAO director will call for the first meeting of the elected SU within 5 working days of the publication of the results. In that meeting the SU elects by a simple majority vote and by secret ballot, the officers of the Assembly and the Executive Committee. It also decides on the date of the first regular meeting of the Assembly, provided it is no later than 10 working days after the date of this meeting.

Article 3.12:

3.12.1 The Elections Committee may recommend to the President the cancellation of the election in case of a serious violation of the rules and regulations governing the elections.

3.12.2 Ten working days after the elections day, no complaints on the elections may be submitted to the Elections Committee.

Chapter 4 Funding of the SU

The Treasury of the SU is funded by LL 5,000 for each enrolled student, deducted from the Annual Student Association fees paid annually by each enrolled student at the main campus or at the branches and from fund-raising activities sponsored by the SU. A special sub-account in the

name of the SU shall be opened in the Business Office. All requests must be recommended by the SU and approved by the SAO Director and have to go through the established payment procedure in the university.

The account should be opened within 5 working days after electing the executive committee.

Chapter 5 Amendments

Article 5.1:

Amendments to these by-laws may be initiated:

- a. Upon the request of the President of the University, or
- b. Upon the request of the SAO Director, or
- c. By 1/4 of the voting members of the SU.

Article 5.2:

5.2.1 Proposed amendments shall be submitted to the Secretary of the Assembly at least 5 working days before a regular meeting. The proposed amendment shall not conflict with the constitution and by-laws of NDU.

5.2.2 Proposed Amendments to the Bylaws are to be distributed during a regular meeting of the Assembly and cannot be discussed and voted before the regular meeting following the meeting during which they were distributed.

5.2.3 Amendments cannot be distributed, discussed or voted during special meetings of the Assembly.

Article 5.3:

The SU by-laws must be amended article by article.

Article 5.4:

Amendments are approved if they satisfy all of the following conditions, in sequence:

- a. They are approved by the Assembly of the SU;
- b. They are recommended by the University Students Affairs Committee;
- c. They are recommended by the University Council;
- d. They are approved by the President.

Appendix 1

**NOTRE DAME UNIVERSITY
Student Union
Nomination Form**

I, _____, ID # _____, of (class) _____, do hereby nominate myself to represent the students of my faculty/branch for the academic year _____, and pledge to honor and uphold the By-laws of the SU, and the University.

We the undersigned students of (faculty/branch) _____ do second the nomination of _____ to be a representative of the students of the faculty/branch _____ Class _____.

(It is understood that the undersigned must be students of the same faculty/branch of the nominee otherwise the Nomination Form will not be accepted and will be rejected)

| | ID No. | Name | Signature |
|-----|--------|------|-----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

I hereby certify that the above information is true.

Signatures

Business Office

Registrar

SAO Director

Appendix 2
Rules and Regulations for the Elections

Selection of the Representatives of the candidates:

Promotional Items allowed during an election camp