

# **MSA University Student Union Bylaw**

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## **I. Union NAME**

The name of this union shall be the MSA University Student Union.

## **II. Union OBJECTIVES**

The objectives of the Student Union are:

1. Enhance the unity between students and strengthen the ties between them and other members of university community.
2. Develop ethical, and moral values among the students, strengthen the right of students to express their opinions and self-fulfillment in accordance with the rights and interests of all students.
3. Discover the talents and abilities of the students, help utilize them, and encourage them to benefit their society.
4. Encourage the formation and activities of student clubs, and coordinating work between them and supporting their activities, among other MSA activity departments, by providing financial support and manpower if needed.
5. Work to express the student body interests and opinions.
6. Identify and discuss the non-academic problems of the students and propose solutions to them, to the university officials in accordance with the students' rights and interests.
7. Present Academic comments regarding a specific course to the respective Student Affair representative of the faculty.
8. Pursue its aims and objectives independent of any political party or religious group.

## **III. MEMBERSHIP**

- The members of the Student Union are any elected member of the Faculty Unions and Student Council Committees.
- The Student Union Vice-President is responsible for obtaining the necessary funds from the Student Union Treasurer to print the ID Cards, and providing each member with his/her ID Card, after announcing the election results.

## **IV. MEETINGS**

All meetings of members must be called with at least seven days' notice beforehand and must be properly advertised on campus by posters and online; both produced by the Student Union. The posters and notices of meeting shall contain the place, date and time of the meeting, the proposed agenda. All meetings have to take place within University normal working days and office hours. A copy of the attendance and meeting points shall be presented to the University after each meeting.

## **ANNUAL MEETINGS**

The Annual Meeting of members shall be held only for the following purposes:

- Receiving the annual financial statements of the Student Union for the previous fiscal year, prepared by each faculty treasurer and consolidated by the SU treasurer and the council's auditor report thereon.
- The presentation of a written annual report from the outgoing President. If the number of the members is less than 50%, the SU President shall call for another meeting after 24 hours.

- Receiving reports on the Annual General Elections of the Student Union and on any Student Union referendums or internal elections held.
- Presenting the budget and agenda for voting and approval by the student union.

### **GENERAL MEETINGS**

The President or the Councilors may call General Meetings of the members to discuss various topics, to be determined by the President or the Council. Such meetings may not serve as a forum to make decisions binding upon the Student Union, but only to communicate information.

### **V. COUNCIL**

The Council consists of 1 elected member from each faculty (direct elections of concerned faculty students)

- The President of the Council is elected in the 1st meeting from among its members before any responsibilities are assumed.
- The President of the Council appoints 1 vice-president from the members of the Council.

#### **Council Tasks**

The Council is responsible for evaluating the performance of the Student Union members and recommending corrective action where needed.

In due course, the Council shall do the following:

1. Review the SU's plan, as well as its financial balance and assure their fulfillment.
2. Ensure that the objectives of the SU are being realized.
3. Receive complains and formulate reports concerning any shortcomings, carelessness or breeches of these bylaws by the SU members' or the SU President. Investigate these reports and claims where appropriate, and propose a resolution to the SU.

#### **Council President**

The Council President will represent the Council to all internal and external entities

#### **Council Vice-President**

Manages the administrative work of the Council in all meetings.

#### **Council Meetings**

- The Council must meet once per month in a mandatory meeting. The timing is to be decided by the President of the Council and/or his Vice.
- All Councilors must attend this meeting, save for extenuating and must submit proper excuse beforehand.
- All present Councilors vote on the acceptance of an excuse or rule that member absent. The excuse is considered accepted if a majority of those present voted in favor.
- The Council President or 25% of the Councilors may call for additional meetings.
- A Councilor is automatically dismissed if he/she fails to attend 2 mandatory meetings or 3 additional meetings, having failed to provide an acceptable excuse.

### **VI. PRESIDENT AND CABINET**

Responsibilities:

- The President of the Student Union manages the affairs of the SU and supervises its progress. To fulfill his/her duties the President is tasked with:
  - Acting as chief representative and spokesperson of the SU.
  - Ensuring that all committees are functioning properly and fulfilling their duties.
  - Ensuring that the objectives of the SU are realized.
  - Calling at least 2 General Meetings every semester, attended by all SU members including members of the Council. Additional Meetings can be held if the President sees fit.
  - After a new President is elected the former President has to handover all the documentation of SU, the official page on Facebook, the e-mail, etc.
  - Communicate with all University students through SU E-mail and Official SU Facebook Page.

**Meeting with the Upper Management**

Mandatory meetings are held every semester with the Councilors, and SU President to discuss student union affairs issues. The dates of these meetings are arranged by the SU president in cooperation with the University Management, upon clear agenda sent in advance by at least 3 weeks before the university council meeting. All meetings are officially documented by the keeper of the university council meetings' minutes.

**Presidential Cabinet**

The Presidential Cabinet consists of 4 core position:

1. **Vice-president:** Is responsible for fulfilling any tasks of the SU President that are delegated to him/her or that the President is unable to perform.
2. **Treasurer:** Is responsible for the SU budget (how it is designated and monitoring its usage), its financial statements and its financial affairs and all related financial matters.
3. **Vice-President for Events & Student Activities:** Is responsible for coordinating the events between the different entities in the SU, Councils and the University management.
4. **Vice-President for Planning and Resources:** Is responsible for conducting a timeline for the SU events, and providing the resources needed.

**VII. Students Activities Committees**

**All student activities must be presented by one of the relevant committees below to the University management for approval of its nature, location, timing and facilities. If the activity is faculty-specific (e.g. seminar) it has to be approved by the dean of the faculty before being presented to the University management.**

1. **Scientific & Technological Activities Committee:** Holds workshops and lectures aiming at developing the scientific and technological abilities and to spread the knowledge, know-how & application, through science clubs and science committees. As well as present any academic comments regarding a specific course, to the respective Student Affairs representative of the faculty.
2. **Culture & Arts Committee:** Supports and organizes cultural and artistic activities seminars, conferences, exhibitions, and events in coordination with relevant/interested clubs.

3. **Sports Committee:** Creating and organizing any sports events and competitions.
4. **Trips & Social Activities Committee:** Organizes educational and entertainment trips in cooperation with relevant clubs. It also helps to provide better campus life in the university.
5. **Public & Environmental Services Committee:** Strives to increase environmental awareness between students and organizes events and activities aimed at decreasing the university's and the community's impact on the environment, in cooperation with relevant/interested clubs. It's responsible for looking after each faculty needs.

### **Committee Structure**

It consists of 1 member from each faculty in each committee. There is a head for each committee elected internally by the members of each Committee.

All faculties in the University shall be represented in the union:

- Pharmacy
- Dentistry
- Engineering
- Biotechnology
- Computer Science
- Languages
- Arts & Design
- Management Sciences
- Mass Communication

This makes a total of nine faculties. When new facilities are introduced to the university they will be represented in the Student Union automatically.

### **IIIX. High Board**

The High board consists of the Presidential Cabinet, 5 Heads of the committees of the University Union and 9 Faculty Presidents from the Faculty Unions.

### **Duties of the High Board**

1. The high board is responsible for setting the meetings' agendas.
2. The high board is responsible for monitoring work and results of the different committees.
3. Designation of tasks within the high board is left to the judgments of the high board itself.

### **IX. BUDGET**

- 50L.E annual fees amount shall be paid by each student to be put in the SU Bank account. This fee cannot be cash, and must be deposited in the Faculty SU bank account.
- 20% of every Faculty SU Bank account will be transferred to the SU Bank account.
- The newly elected SU must provide an action plan & budget for the whole year, and it should be approved in the first General Meeting. The action plan and the budget of the SU are to be announced to all students after approval.

- SU and Faculty treasurers all together will set responsible to authorize all their University SU/ Faculty SU payments documents. All payment documents must follow strictly the approved policy and procedures and must be in accordance with tax authority requirements and within their approved budget.

### **The Treasurer**

The Treasurers are responsible for handing all the receipts to the Council for reviewing and monitoring. The Treasurers shall keep copies of all receipts for records. All the book keeping requirements must be followed and all disbursements documents and/or any other documents must be kept properly.

An internal audit (Council) will audit periodically all transaction and will report any deviation from the approved policy and procedures to the proper level of reporting.

An external audit will audit all transaction at the end of the financial year, to make sure that all the SU assets are safe guarded and that all the policy and procedures are strictly followed.

If the budget shows surplus at the end of the year, this surplus will be posted to next year budget.

If there is not sufficient budget for a project or event, The SU can submit a proposal to the university to sponsor the event.

MSA University will provide technical support regarding the SU Bank accounts.

## **X. ELECTIONS**

The Representatives shall be elected annually in the General Elections, which take place after starting the Spring semester for the new comers by 3 weeks.

Elections are held under the supervision and monitoring of volunteers from students and staff.

The election process is divided into three phases spanning a period of four weeks.

1. The first phase, which occupies the first week of the total elections duration, is for accepting nominations and screening the nominees to ensure they fit the obligations required for the position they are running for.
2. The second phase, occupying the course of the second & third week, commences with the announcement of the accepted candidates' nominations. The nominees may then begin campaigning throughout this week.  
Campaigning may take the form of presentations, flyers, and online campaigning.
3. The third and final phase, occupying the course of the fourth week, is for the actual elections to take place where each MSAian may vote for:
  - One (1) Council representative (from their own faculty)
  - One (1) representative for each Committee (total 5 from their own faculty)
  - One (1) SU President (from any faculty)
  - One (1) SU Vice President (from any faculty)
  - One (1) SU Treasurer (from any faculty)
  - One (1) VP for Events & Activities (from any faculty)
  - One (1) VP for Planning & Resources (from any faculty)
  - One (1) Faculty President. (from their own faculty)
  - One (1) Faculty Treasurer. (from their own faculty)

Voting for SU president will take place after the voting process of the aforementioned 12 candidates.

- The winner of a specific SU position is the one with the highest number of votes.
- Results are announced no later than one day after the end of the election process.

Elections for the Committee heads, and head of the Council, shall be held within 2 weeks after the General Elections. The date will be set by the University, and must be attended by a member of the legal affairs. Winners of any position must have more than 50% of the votes of their Committee or Council.

### **XI. ELIGIBILITY**

A nominee for the SU should meet the following criteria:

- Has Not been terminated from previous SU.
- Not under probation.
- No history of Disciplinary actions
- Paid the annual fees of SU.
- All Treasurers should have spent at least 2 semesters as students at MSA University, and have accumulative GPA of 2.5 or better.
- All Presidents should have spent at least 2 years as students at MSA University (Except for the Faculty of Arts & Design), and have accumulative GPA of 2.5 or better.

### **XII. REMOVAL FROM OFFICE**

Representatives absent from three scheduled regular meeting are deemed to have automatically resigned. Members can also be removed by unanimous votes of their respective Faculty, Committee, or Council if there are documented inadequacy in their roles.

An internal-reelection is held on the internally pre-elected position voided by any of the dismissal processes.

The SU President has the right to nominate a member from the SU to any voided position, with the Council's approval for the nomination.

- The assigned student should be within the same constituency of the voided position.

### **XIII. BOOKS AND RECORDS**

The Student Union shall maintain and make available to its members at the head office during normal university working hours documents containing the following:

- These by-laws, and SU regulations.
- The names, alphabetically arranged, and addresses of the members.
- The names and addresses of the Representatives and the dates upon which they become and cease to be such.
- Minutes of all the meetings of the Council, as approved by the Council and signed by the Chairperson of the meeting.
- Details as to the receipts and disbursements of the SU and the matters to which each of them relates, as well as detail of its financial transactions and its credits and liabilities.