

Regulations No. (2) of 1996

Student Council of

Applied Science Private University

**Issued By the Board of Trustees on 15.4.1996
And the Relevant Amendments Issued by the Board of Trustees
in Decisions No.1/99 and Decision No. 3/2010**

Chapter One: Definitions

Article 1

A council named "the Student Council of the Applied Science Private University" which represents its students and whose office is on campus shall be established in the Applied Science Private University.

Article 2

The following words and phrases shall have the meaning stated against each of them unless the context states otherwise:

The university: the Applied Science Private University.

The Council: the Student Council of the Applied Science Private University.

The Administrative Board: the Council's Administrative Board.

The General Assembly: All enrolled students registered in one of the Faculties of the Applied Science Private University for earning an academic degree.

The Executive Committee: the Executive Committee of the Administrative Board.

Chapter Two: Council's Goals

Article 3

The Council aims at achieving the following goals:

- a. Organize meaningful University student activities, which contribute to promoting the educational process.
- b. Enhance the spirit of cooperation and the concept of collective work.
- c. Follow up student common issues, enlighten them with their duties, maintain their achievements, and seek to solve their problems in coordination with the University Administration.
- d. Develop the concept of democracy and spirit of dialogue and firmly establish them among students.
- e. Take part in developing an integrated student personality, which is conscious of the causes of the homeland and the nation, particularly the Palestinian cause.
- f. Deepen affiliation with the University and loyalty to the homeland and the nation within the values of the Arab and Islamic culture and heritage.
- g. Provide opportunities of positive interaction between students and University Department, Faculties, and Administration, support the academic endeavors, and emphasize the applied science orientation adopted by the University.
- h. Cooperate with the University different Departments in offering aid and assistance to needy students.
- i. Strengthen ties with student unions and organization in a way which achieves the council's objectives and does not contradict with the law and regulations of the University and the observed laws and regulations of the country.
- j. Enhance consolidation, and strengthen ties of national unity.
- k. Strengthen relations with Arab, Islamic and international student organizations.
- l. Enhance the role of private universities in the building and development processes of the society and the nation.

Chapter Three: Membership and Formation of the Administrative Board

Article 4:

- a) The Council Administrative Board shall be formed of forty to fifty members, and according to what is specified by the University Board for every Academic Year.

- b) The Council Administrative Board is formed of the group of students elected in each Faculty according to the following representation:
 - 1. At least one member of each Faculty.
 - 2. A number of members proportionate to the number of students enrolled in the Faculty.
- c) The Council of Deans shall determine the proportion of representation in each Faculty one time at the beginning of each academic year in the first meeting which follows the announcement of the official number of students enrolled in the different faculties.

Article 5:

Membership of the administrative board shall meet the following terms:

- a) The student shall be enrolled in the University during the term of his membership. The student who registers for the minimum the study load is considered as “regular full-time” student in the University.
- b) The student shall have passed at least the minimum number of credit hours in two regular semesters (24 credit hours) according to what is provided in the University regulations in force, and his/her cumulative average shall be 68% or higher. Such percentages are liable to any modification approved by the University.
- c) The student shall not have received a disciplinary penalty provided by the student disciplinary by-laws (first-level warning or more before the beginning of nomination).
- d) The student shall register for at least the minimum limit of the study load during the term of his membership, excluding the graduation semester and the summer semester.
- e) The student shall have at least one academic year to study ahead of his/her graduation, i.e. two semesters, excluding the summer semester.

Article 6:

- a) Voting in elections is the right of every member of the general assembly.
- b) Elections of the council shall be carried out as follows:
 - 1. Each Faculty of the University shall represent a single constituency.
 - 2. The students of each faculty shall elect their representatives to the council directly according to the proportion defined in paragraphs (b, c) of article 4 of these instructions.
 - 3. Election of the council shall be carried out in one study day.
 - 4. Elections shall be carried out by secret ballot. For their result to be valid, the absolute majority of the total number of the students of that faculty

eligible for voting should vote. If there is a lack in a quorum, the duration of balloting shall be extended two hours. The elections therein shall be legal whatever the number of voters is.

Chapter Four: Meeting and Powers of the Administrative Board

Article 7:

- a) The Administrative Board, chaired by the Dean of Student Affairs, shall hold its first meeting to elect its chairman, vice-chairman, secretary, cashier, and committee members within two weeks from the date of announcing the election results, and shall schedule its future meetings (dates and times).
- b) The Administrative Board meetings shall be public.
- c) The Administrative Board may hold confidential sessions by the approval of the majority of the Administrative Board members, if subjects discussed require that.
- d) (1) The Administrative Board meeting shall be legal if the absolute majority of its members are present.
(2) The Administrative Board decisions shall be issued by the majority of the votes of present members.

Article 8:

The Administrative Board shall have the following powers:

- 1) Discussing and approving its working plan.
- 2) Discussing and approving the annual administrative and financial reports.

- 3) Discussing the council's budget and submitting it to the Dean of Student Affairs, and then to the University President who shall, in turn, refer it to the University Council for approval.
- 4) Proposing amendments to the present instructions which it deems appropriate and submitting them to the Dean of Student Affairs to be referred to the University President and the University Council.
- 5) Taking decisions and recommendations it deems appropriate for achieving the Council's goals.

Chapter Five: Council's Administrators

Article 9:

- a) The Council's Chairman and Vice-Chairman shall meet the following terms:
 - 1) He/she shall have successfully passed the following credit hours:
 - 60 credit hours of the student's study plan for the Bachelor Program level, or
 - 15 credit hours of the student's study plan for the Graduate/ Post-graduate programs.
 - 2) He/she shall have registered for, at least, the minimum limit of the study load in each semester, excluding the graduation semester and summer semester, as long as he holds the position.
 - 3) His/her cumulative average shall be 68% or higher.
- b) The council's President shall be Jordanian.

Article 10:

- a) **The Council's Chairman shall undertake the following functions/ duties:**
 - 1) Calling for meetings of the Administrative Board and the executive committee.
 - 2) Chairing the meetings of the Council and the Administrative Board.
 - 3) Referring the Council's decisions and recommendations to the executive committee to take the necessary measures thereon.
 - 4) Representing the Council at the University.
 - 5) Representing the Council at similar student organizations.
- b) **The Vice- Chairman shall undertake the following duties:**

- 1) Preparing the agenda of the matters referred to him/her by the Council's Chairman, and calling for meetings.
- 2) Preparing Minutes of sessions.
- 3) Receiving the mail of the Council and keeping its documents and seals.
- 4) Providing the Deanship of Student Affairs with the minutes of the sessions of the Administrative Board.
- 5) Carrying out any other work entrusted to him by the Council's Chairman.

Article 11:

The Treasurer shall undertake the following duties:

1. Receiving all cash by receipts and depositing it in the Council's account.
2. Disbursing expenses by valid bills and according to the decisions of the General Assembly.
3. Providing the Chairman of the Administrative Board with a sheet of balance of revenues and expenditures.
4. Keeping financial books and records according to sound accounting principles.
5. Preparing the annual financial report.

Chapter Six: The Executive Committee

And the Administrative Board Committees and their Duties

Article 12:

The Council's Affairs shall be run by an Executive Committee chaired by the Council's Chairman, together with the Vice-Chairman, the secretary, the Cashier, and the Chairmen of the Permanent Committees of the Administrative Board as members.

Article 13:

The Executive Board shall meet within a period not exceeding a week from its formation, and shall hold weekly meetings unless required.

Article 14:

The Executive Committee shall undertake the following duties:

- 1) Implementing the Administrative Board's decisions, and following up its recommendations.
- 2) Preparing the Council's draft budget.
- 3) Supervising faculty committees and monitoring their performance.
- 4) Proposing a working plan of student activities.
- 5) Considering student issues and proposing appropriate solutions for them.
- 6) Discussing the annual administrative and financial reports and submitting them to the Administrative Board.

Article 15:

- a) The Administrative Board shall from the following permanent committees:
 1. The Financial Committee.
 2. Committee of Voluntary work and Societal Service.
 3. Committee of Communication and External Relations.
 4. Committee of Student Issues and Concerns.
 5. Committee of Student Activities.
- b) The permanent committees shall elect a chairman and secretaries from among their members in the first meeting held after they are formed.
- c) The Administrative Board may form interim committees from among its members to carry out certain duties.
- d) The work, duties, and powers of the permanent and interim committees shall be organized and defined by regulations approved by the Administrative Board and ratified by the Dean of Student Affairs.
- e) All Administrative Board Committees may, in executing their duties, seek the help of any suitable member of the General Assembly.
- f) The Treasurer shall be the chairman of the Financial Committee of the Council.

Article 16:

- a. A committee named "the Faculty Committee" shall be formed in each of the University faculties and consist of the faculty representative to the Administrative Board and elected complementary members of the faculty committee. The committee shall elect a chairman from among its members, who are also members of the Administrative Board.
- b. In the Faculties whose representation is less than five students in the Administrative Board, five members shall be elected for the Faculty

Committee. The five members with the highest votes shall be the faculty representatives to the Administrative Board in accordance with the proportion of the Faculty students to University students.

- c. The Faculty Committee shall undertake the following duties:
- 1) Preparing the student activities plan on the Faculty level and submitting it to the Administrative Board.
 - 2) Implementing decisions of the Administrative Board which concern the faculty's student affairs.
 - 3) Following up activities approved by the Administrative Board on the faculty level.
 - 4) Considering student issues and concerns in the Faculty and submitting proposed solutions to the Administrative Board.
 - 5) Preparing the annual report of the activities of Faculty students.

Chapter Seven: Disqualification of Membership

Article 17:

- a) A member of the Administrative Board, the Executive Committee, or other affiliated committees, shall be disqualified in the following cases:
- 1) If he/she has committed a forbidden act or an act incompatible with the Council's objectives and goals or harming its reputation.
 - 2) If he/she has been penalized for any disciplinary act by initial warning and above.
 - 3) if he/she has been convicted of a crime or misdemeanor.
 - 4) if he/she has lost one of the membership conditions provided in article 5, excluding cumulative average.
 - 5) if he/she has submitted his/her resignation in writing and it is accepted by the majority of the executive Board members.
 - 6) if he/she has transferred from one faculty to another during the term of his membership
 - 7) if he/she has not attended four successive or seven interrupted sessions of the Administrative Board without acceptable excuse.
 - 8) if he/she has passed away.
- b) Disqualification in cases stated in item (1) paragraph (a) of this article needs a two third majority vote while all other items are by decision.

Chapter Eight: Council's Finance

Article 18:

- a) The Council shall have its own budget that is supervised by the executive Committee and whose revenues include the following:
 - 1) An annual financial grant provided by the University comprising one Jordanian Dinar for each registered student in a semester, excluding the summer semester. This grant shall be paid in two installments, and 10% of which shall be deducted for services and facilities offered by the University. Financial transactions shall be settled at the end of each semester, and no allocations shall be transferred from one semester or year to another.
 - 2) Gifts, grants, and donations approved by the University council.
 - 3) Proceeds of activities organized by the Council.
 - 4) Any other revenues approved by the University Council.

- b) The Council funds shall be deposited in its bank account on campus, and no funds shall be withdrawn except by the joint signatures of the council's chairman, the cashier, and the secretary, provided that the following should be abided by:
 - 1) The chairman or the representative of the permanent committee may prepare purchase or service order. After the order is endorsed by the signatures of the council's Chairman, cashier, and the secretary, it shall be submitted to the Dean of Student Affairs for approval in accordance with the items of the budget and after ascertaining those allocations are available.
 - 2) For expenditure on purchases or services to be legal, and in cases where expenditure exceeds 300 Jordanian Dinar, quotations from at least three domestic companies shall be obtained. This is done in coordination with the Dean of Student Affairs and the University's Tendering Department.
 - 3) Funds shall be disbursed only by official bills signed by the owner of the store or company and ratified by the three members of the executive committee, provided that reasons of disbursement and the signature of the recipient in the competent committee shall be attached to the bills.
 - 4) The Council Chairman may disburse no more than 50 Jordanian Dinar per month which the cashier shall keep as an advance for petty cash and shall be settled fully.

- c) A portion of the Council's budget which is, at any rate, not less than the portion allocated for publication, shall be allocated for needy students. The recommendations of the Dean of Student Affairs shall be adopted for this purpose.

- d) The Council may not use the grant offered by the University in ways detrimental to the University, harmful to its reputation or offensive to its officials.
- e) The Executive Committee shall incur any funds disbursed in violation of the present instructions, and no member shall be discharged of any financial violation unless it is settled by him.
- f) The University Financial Director shall audit the Council's bills, financial documents, ways of disbursement, and the final balance sheet.
- g) The Executive Committee should settle all funds due on the council, if any, before the end of its term.
- h) The present instructions shall come into effect as of the beginning of the first semester of the academic year 1999-2000.

Chapter Nine: Committee of Election and its Duties

Article 19:

- a) The election process shall be entrusted to a committee named “the Election High committee “which is formed by the University President, and consists of:
 - 1) Dean of Student affairs: Chairman.
 - 2) Two teaching staff members: members.
 - 3) Four students nominated by the Dean of Student Affairs: members.
- b) The Election Committee members shall start their duties as soon as they are appointed. Membership shall be withdrawn from anyone of them and vacancy shall be filled by a decision of the University President.
- c) Students who are members in the Election Committee are not entitled to nominate themselves to the membership of the Administrative Board as long as they are members in this Committee.
- d) The Election Committee shall undertake the duties and powers authorized by the University President within the principles he/she issues according to the provision of article 32 of the present instructions.

Chapter Ten: General Rules

Article 20:

The Chairman and members of the Administrative Board shall take the following oath of office before the University President and the Dean of Student Affairs within a week from the date of announcing the election results:

"I swear by Almighty God that I will be faithful to God, the Homeland and the King, observe the University laws, and abide by its laws and regulations and the Council's instructions."

Article 21:

Any committee shall be deemed resigned if the majority of its members resign.

Article 22:

Any meeting of the Administrative Board and its committees shall be legal if it is attended by the absolute majority of the members. In the absence of such majority, the meeting shall be postponed for 24 hours. This second meeting shall be legal regardless of the number of attendees.

Article 23:

Decisions and recommendations shall be taken by the majority of the present members. Should there be tie in votes, the side in which the session Chairman is shall preponderate.

Article 24:

If the Council Chairman, Vice Chairman, secretary, or cashier resigns from his/her post or is disqualified, the Administrative Board shall, with the presence of the absolute majority of the members and the Dean of Student Affairs, elect a substitute.

Article 25:

The Council shall exercise its powers and duties to the extent that does not contradict with the competences entrusted to different councils and administrations of the University, according to their valid laws, regulations and instructions.

Article 26:

The Administrative Board and its committees shall be dissolved by a decision of the University Council upon the recommendation of the

University President. In this case, the funds of the Council shall be deposited in the account of the next Board by a decision of the University President, provided that new elections shall be held within a period not exceeding one month from the date of its dissolution.

Article 27:

Should the majority of the members of the Administrative Board resign, the Administrative Board and its committees shall be dissolved from the date of resignation submission, and new elections shall be held within a period not exceeding one month from the date of resignation.

Article 28:

The Administrative Board and its committees shall exercise their powers after the end of their term until new elections are held.

Article 29:

Existing student scientific societies shall be abrogated as of the beginning of the first semester of the academic year 1996-1997, and shall be replaced by the Student Council.

Article 30:

The University shall provide an office for the Administrative Board and its committees.

Article 31:

Should the seat of an Administrative Board member become vacant, it shall be filled by the first, second or third standby member. Should these options be exhausted, and the Council's term ends in at least two months, a new member shall be elected for the vacant seat to the end of the term.

Article 32:

All matters that are not addressed by the provisions of the instructions and regulations of the Council shall be addressed by directives issued by the University President after counseling with the Executive Committee.

Article 33:

The University president and the Dean of student affairs shall be charged with executing the provisions of the present instructions.