

Statute No.2 of 1996 of the student council of the Applied Science Private University, Issued by the Council of Trustees on 15.4.1996 And the Relevant Amendment Issued by the Council of Trustees in Decision No.1/99

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 with 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 objective 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, conserve 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 sections, faculties, and administration, support the academic march, and emphasize the applied scientific orientation adopted by the university.
- h. Cooperate with the university in offering aid and assistance to needy students.
- i. Strengthen ties with student unions and organization in a way which realizes the council's objectives and does not impinge on the law and directives 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 process of the society and the nation.

Chapter Three: Administrative Board Membership and Formation

Article 4:

- a) The council administrative board shall be formed of forty to fifty members, and according to what is delimited by the university.
- b) The council's 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 university council shall delimit the proportion of representation in each faculty one time each year in the first meeting which follows the announcing of the official number of students enrolled in faculties at the beginning of the first semester of the academic year.

Article 5:

Membership of the administrative board must meet the following terms:

- a) The student is enrolled in the university during the term of his membership. The student who registers the minimum limit of the study load is an enrolled student in the university.
- b) He must have passed at least the minimum number of credit hours in two regular semesters (24 credit hours) according to what is provided in the valid directives of the university, and his cumulative average should not be less than 68%. This limit is liable to any modification approved by the university.
- c) He should not have received a disciplinary penalty provided by the student disciplinary by-laws (first warning and above until the beginning of nomination).
- d) He should register 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 should have one academic year to study ahead of his graduation, i.e. two semesters, excluding the summer semester.

Article6:

- 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 be 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 the present statute.
 3. Election of the council shall be carried out in one study day in the fifth week of the first semester of each academic year.
 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 this quorum is lacking, 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

Article7:

- a) The administrative board shall, under the chair of the dean of student affairs, hold its first meeting to elect from its members the 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.
- 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) Discuss its working plan and approve it.
- 2) Discuss the annual administrative and financial reports and approve them.
- 3) Discuss the council's budget and submit it to the dean of student affairs, and then to the university president who, in turn, refers it to the university council to approve it.
- 4) Propose amendments to the present statute which it deems convenient and submit them to the dean of student affairs to be referred to the university president and the university council.
- 5) Take decisions and recommendations deemed by it convenient for achieving the council's goals.

Chapter Five: Council's Administrators

Article 9:

- a) The Council's Chairman and Vice-Chairman should meet the following terms:
 - 1) He should have successfully passed in the university the following credit hours:
 - 60 credit hours of the student's study plan of the Bachelor program, or
 - 15 credit hours of the student's study plan of the higher study program.
 - 2) He should have registered 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 cumulative average should not be less than the required minimum limit provided by the valid directives.
- b) The council's President should be Jordanian.

Article 10:

- a) the Council's Chairman shall have the following competence:
 - 1) Call for holding meetings of the Administrative Board and the executive committee.
 - 2) Preside over the meetings of the Council and the Administrative Board.
 - 3) Refer the Council's decisions and recommendations to the executive committee to take the necessary measures thereon.
 - 4) Represent the Council to the university.
 - 5) Represent the Council to similar student organizations.

- b) The Vice- Chairman shall take over the competence of the Chairman in case of his absence.
 - 1) Prepare the agenda of the subjects referred to him by the Council's Chairman, and call for meetings.
 - 2) Prepare Minutes of sessions.
 - 3) Receive the mail of the Council and keep its documents and seals.
 - 4) Supply The Deanship of Student Affairs with the minutes of the sessions of the Administrative Board.
 - 5) Carry out any other work entrusted to him by the Council's Chairman.

Article 11:

The Treasurer shall undertake the following duties:

1. Receive all cash by receipts and deposit it in the council's account.
2. Disburse expenses against valid bills and according to the decisions of the General Assembly.
3. Present to the Chairman of the Administrative Board a sheet of balance of revenues and expenditures.
4. Keep books and financial records according to sound accounting principles.
5. Prepare the annual financial report.

Chapter Six: The executive Committee and the Administrative Board Committees and their Competence

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 after forming it, and shall hold weekly meetings unless need requires otherwise.

Article 14:

The Executive Committee shall undertake the following duties:

- 1) Implement the Administrative Board's decisions, and follow up its recommendations.
- 2) Prepare the Council's draft budget.
- 3) Supervise faculty committees and monitor their performance.
- 4) Lay down the draft working plan of student activities.
- 5) Study student issues and propose convenient solutions for them.
- 6) Discuss the annual administrative and financial reports and submit them to the administrative Board.

Article 15:

- a) The Administrative Board shall from among its members the following committees:
 1. The Financial Committee.
 2. Committee of Voluntary work and Societal Service.
 3. Committee of External Relations and Information.
 4. Committee of Student Issues.
 5. Committee of Student Activities.
- b) The permanent committees shall elect for them 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" and consisting of the faculty representative to the Administrative Board and elected complementary members of the faculty committee shall be formed in each of the university faculties. The committee shall elect a chairman for it from among its members, who are also members of the Administrative Board.
- b. In faculties whose representation is less than five students in the Administrative Board, five members shall be elected for the Faculty Committee. The five members who have won the highest votes shall be the faculty representatives to the Administrative Board according to the proportion of faculty students to university students.
- c. The Faculty Committee shall undertake the following duties:
 - 1) Prepare the plan of student activities on the faculty level and submit it to the Administrative Board.
 - 2) Execute decisions of the Administrative Board which concern the faculty's student affairs.
 - 3) Follow up activities approved by the Administrative Board on the faculty level.
 - 4) Study student issues in the faculty and submit proposed solutions to the Administrative Board.
 - 5) Prepare the annual report of the activities of faculty students.

Chapter seven: Membership Disqualification

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 has committed a forbidden act or an act impinging on the Council's objectives and goals or harming its reputation.
 - 2) Has been penalized for any disciplinary in fraction by initial warning and above.
 - 3) Has been convicted of a crime or misdemeanor.
 - 4) Has a lot one of the membership conditions provided in article 5, excluding cumulative average.
 - 5) Has submitted his resignation in writing and his resignation is accepted by the majority of the executive Board members.
 - 6) Has transferred from one faculty to another during the term of his membership
 - 7) Has not attended four successive or seven interrupted sessions of the Administrative Board without acceptable excuse.
 - 8) Has Died.
- b) Disqualification in cases stated in item (1) paragraph (a) of this article need a two third majority vote while all other items are by decision.

Chapter Eight: Councils Funds

Article 18:

- a) The Council shall have a special budget supervised by the executive Committee and whose revenues consist of the following:
- 1) An annual financial grant offered by the university to the amount of one Jordanian Dinar for each student registered in semester, excluding the summer semester. This grant shall be paid in two installments, and 10% of it shall be deducted for services and accommodations 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 performed by the council.
 - 4) Any other revenues approved by the university council.

- b) the council funds shall be deposited in its name with the bank 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 shall make the order of purchase or service, and after the order is endorsed by the signatures of the council's Chairman, cashier, and the secretary, the order shall be submitted to the dean of the student affairs to be accredited according to the items of the budget and after ascertaining that 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 should be obtained in coordination with the Dean of student affairs and the university's office of tenders.
 - 3) Funds shall be disbursed only by the 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 should be attached to the bills.
 - 4) The council's Chairman may disburse no more than 50 Jordanian Dinar per month which the cashier shall keep as an advance for petty cash and shall settle legally.
- 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 opinion 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 or harmful to its reputation or impinging on the rights of its officials.
- e) The executive committee shall incur any funds disbursed in violation of the present directives, 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 financial bills and documents, ways of disbursement, and the final balance of account sheets.
- g) The executive committee should settle all funds, if any, due on the council before its term terminates.

- h) The present directives shall come into effect as from the beginning of the first semester of the academic year 1999-2000.

Chapter Nine: Election Committee and Its Powers

Article 19:

- a) The election process shall be entrusted to a committee named "the Election High committee" and 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 issues according to the provision of article 32 of the present directives.

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 directives."

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 attended by the absolute majority of the members. Should this quorum not obtain, the second meeting shall be legal whatever the quorum is.

Article 23:

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

Article 24:

If the council's chairman, vice chairman, secretary, or cashier resigns from his 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 practice its competence to the extent which this practice does not contravene competence entrusted to different councils and administrations of the university, according to their valid laws, regulations and directives.

Article 26:

The Administrative Board and its committees shall be dismantled by a decision of the university council upon a motion by the university President. In such case, the council's properties shall be deposited for the forthcoming board by a directive of the university president, provided that new elections should be held within a period not exceeding a month from the date of dismantling it.

Article 27:

Should the majority of the members of the Administrative Board resign, the Administrative Board and its committees shall be dismantled from the date the resignation has been submitted, 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 practice their powers after the termination of their term until new elections are held.

Article 29:

Existing student scientific societies shall be abrogated as from the beginning of the first semester of the academic year 1996-1997, and they 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 terminates in at least two months, a new member shall be elected for the vacant seat for completing the term.

Article 32:

Anything which is not provided for in the directives 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, the dean of student affairs shall be charged with executing the provisions of the present statute.