

UNIVERSITY STUDENT FACULTY COMMITTEE BYLAWS

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Preamble

The University Senate, believing that student participation, responsibly carried out, enhances the education process which is the principal function of the University, establishes, under and in conformity with the rules and regulations of the University, a University Student Faculty Committee whose guiding principles shall be:

1. The committee shall act in the interest of the student body and of the University as a whole.
2. The actions of the committee shall, in all instances, be in conformity with the spirit and letter of the policies, rules, and regulations of the University.
3. Each of the five faculties of the University and the School of Business shall be represented on the committee by elected students and faculty members from that faculty or school.

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Article I - Name

The name of this body shall be the University Student Faculty Committee of the American University of Beirut. It shall be referred to hereafter as the USFC.

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Article II - Eligibility of Students to Run for and Hold Office

1. All students of the University who are members of the Student Representative Committee (SRC) and who are in good standing, not placed on probation, dropped, suspended, dismissed, or expelled, who are registered for at least 12-credit hours as undergraduates, or for 6-credit hours, thesis, or project as graduate students are eligible.
2. The question of the eligibility of students shall arise at the time students submit their candidacy for election and shall be decided by the dean of student affairs in consultation with the respective dean of the faculty/school, in accordance with the above conditions.
3. Student members of the USFC shall no longer be entitled to hold office should they be placed on probation, dropped, suspended, dismissed, or expelled by the University after their election.
4. Seniors in their last semester of study, who are carrying less than the 12 credits required for graduation are eligible to continue to hold office, as long as they continue to meet all the other requirements of eligibility.
5. Student members who graduate may remain in office on the USFC as long as they are accepted for a second undergraduate degree in the same faculty or school which they represent on the USFC, on condition that they continue to be registered for the following semester.
6. Transfers by student members from one faculty or school to another will result in the loss of their USFC membership.
7. Loss of membership in a Student Representative Committee (SRC) results in loss of USFC membership in accordance with the SRC constitution.
8. If the membership of any student of the USFC ceases for any of the above-mentioned reasons, as a result of resignation, before the beginning of the summer session, elections shall normally take place within a period of two weeks. Resignation or loss of membership of any student in the USFC after the beginning of the summer session will result in a reduced membership of the USFC; student members may not be replaced after that date. The resulting number of student members shall be considered the full student voting membership of the USFC.
9. Student members of the USFC who do not register for the summer session of the academic year in which they are members shall have the right to continue in office until the end of the term of office, as long as they have not graduated, and provided that they submit a written letter to the USFC affirming their intention to register in the same faculty or school in the following fall semester.

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Article III - Eligibility and Replacement of Faculty Members

1. All full time faculty members are eligible to be elected to the USFC by their faculty or school in accordance with Article IV, Paragraph 1, of these bylaws.
2. If a faculty member elected to the USFC ceases to be a member of the faculty or school which he or she represents on the USFC, the dean of the faculty or school must inform the dean of student affairs. Upon the resignation of a faculty member from the USFC, the dean of student affairs must inform the dean of the faculty or school within three days. The appropriate deans or their designees must arrange re-election for replacement within a period of one month.

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Article IV – Composition

1. Faculty membership shall include seven faculty members, two from the Faculty of Arts and Sciences and one from each of the remaining four faculties of the University and the School of Business, elected by secret ballot by their respective faculties/schools.
2. Student membership shall include 17 students from the various Student Representative Committee elected by secret ballot to represent the five faculties and the School of Business as follows:
 - a. Five student representatives from the SRC of the Faculty of Arts and Sciences elected by the SRC of that faculty.
 - b. Three student representatives from the SRC of the Faculty of Engineering and Architecture elected by the SRC of that faculty.
 - c. Two student representatives from the SRC of the Faculty of Medicine and School of Nursing elected by the SRC of that faculty.
 - d. Two student representatives from the SRC of the Faculty of Agricultural and Food Sciences elected by the SRC of that faculty.
 - e. Two student representatives from the SRC of the Faculty of Health Sciences elected by the SRC of that faculty.
 - f. Three student representatives from the SRC of the School of Business elected by the SRC of that school.
3. The dean of student affairs, the assistant dean of student affairs, the director of student activities, and the chairperson of the University Committee on Student Affairs of the University Senate shall be ex-Officio non-voting members of the USFC.

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Article V - Terms of Office

Student members of the USFC shall hold office from December 1st to November 30th of the following year. Faculty members of the USFC shall hold office for two consecutive years; half of the faculty members will stand for election every year. The outgoing members will be designated by drawing lots. The replacements will be from the same faculties/schools as the outgoing.

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Article VI - Responsibilities of the USFC

1. To communicate to the student body information on university issues within the competence of the USFC.
2. To defend the right of all students to have freedom of speech and an opportunity to express their opinions responsibly and within the bounds of Lebanese law.
3. To study problems of university-wide interests and submit recommendations for their solutions to the proper university authorities.
4. To promote and coordinate the social, recreational, and non-academic cultural activities of students at the university level.
5. To supervise and coordinate the activities among the SRCs in the various faculties of the University.
6. To resolve all differences and disputes that arise between or among SRCs of the different faculties which pertain to the charges of these committees.
7. As SRC members, the student members of the USFC must ensure that the opinions and the recommendations of their SRCs are transmitted to the USFC and reported objectively at the USFC meetings.
8. To approve SRC or USFC sponsored activities that take place off campus or on campus. The committee must ensure that prior written approval is obtained, in accordance with the Policy on Public Functions, from the administrators responsible for the facilities to be used and, when pertinent, that approval for the activity is obtained from the Board of Deans.
9. The student members of the USFC shall elect, in November, a student representative to each of the university Admissions, Scholarship, Academic Development, Library, and Student Affairs Committees. The student representatives shall serve as regular voting members of these university committees and shall respect the confidentiality of the proceedings of these committees.
10. To establish sub-committees to study various issues in accordance with the USFC Bylaws.

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Article VII – Officers

1. The officers of the USFC shall be: the president, the vice-president, the secretary, and the treasurer.
2. The president of the University or his/her designee shall serve as president of the USFC.

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Article VIII - Duties and Prerogatives of the Officers

1. The president of the USFC shall represent the USFC and preside over its meetings. The president or his/her designee shall call meetings of the USFC on a regular basis and whenever necessary. The president or his/her designee will approve the agenda for each meeting. No official meeting of the USFC can take place in the absence of the president or her/his designee.
2. The VP of the USFC shall serve as spokesperson to communicate decisions adopted by USFC and approved by the president of the University. The VP shall also supervise, alongside the Office of Student Affairs, the operational administration of the USFC and its sub-committees.
3. The secretary shall keep the minutes of the USFC meetings. S/he shall send copies to all members of the USFC. The secretary shall also record attendance of USFC members and also keep lists of membership to USFC sub-committees and of USFC members on other university committees. The secretary shall also maintain and develop archives for the USFC.
4. The treasurer shall be responsible for the receipt and disbursement of all funds of the USFC. S/he shall make quarterly reports to the USFC and an audited final report at the last meeting of the year, in June. All accounts of the USFC must be cleared through the Office of the Comptroller.
5. The USFC may, by a vote of two-thirds of its entire membership, delegate some of its prerogatives to the dean of student affairs.

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Article IX - Funding and Expenditures

1. Monies generated through the collection of student activity fees at the time of registration shall be deposited in the USFC's agency account of which the university comptroller is the custodian.
2. The USFC shall submit to the dean of student affairs an annual budget for the coming fiscal year by the end of April of each year.
3. The dean of student affairs, jointly with the USFC treasurer, is authorized to spend from USFC funds and will set a limit on petty cash expenditures each semester, which may not be exceeded without prior USFC approval.
4. Money shall be withdrawn from the USFC account by voucher to be signed by the dean of student affairs and the USFC treasurer. All expenditures from the USFC account shall be in accordance with the approved budget.
5. The USFC shall create a mechanism, within a framework of written procedures, to supervise all requests for funds. The treasurer of the USFC is responsible for keeping written records of expenditures, for recording all items and goods bought by the USFC, for following up on requests for funds after they have been approved, and for regularly updating the USFC on this information and keeping copies of this information with the Office of the Dean of Student Affairs.

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Article X - Quorum, Decisions, and Minutes

1. During the first week of December, the president (or designee), the vice president of the USFC, and the dean of student affairs shall establish a schedule of meetings for the USFC for the rest of its term. Regular meetings are normally bi-weekly. The agenda of each meeting, as agreed to by the president (or designee), the vice president of the USFC, and the dean of student affairs should be sent by the dean of student affairs to all USFC members at least 48 hours before the time of the scheduled meeting. Special meetings may be called for by the president (or designee), the vice president of the USFC, and the dean of student affairs. The dean of student affairs should call for a special meeting of the USFC if five or more elected members of the USFC request that such a meeting be held and explain, in writing, the purpose of holding it.
2. Half of the voting members plus one holding office in the USFC shall constitute a quorum. In case there is no quorum on an assigned date, a meeting shall be held 48 hours later at the same time and place. At that meeting, those present shall constitute a quorum.
3. Except as provided for in Item 4 below, decisions taken at a meeting are considered valid if passed by a majority of those present and voting, provided they receive at least six affirmative votes. Each member shall have one vote with no proxy voting allowed.
4. Decisions involving USFC sponsored activities by students outside the campus and by outside persons on campus, as provided for in Item 8 of Article VI, are considered approved if passed by a two-thirds majority of the voting members of the USFC and affirmed by the responsible university administrators.
5. All meetings of the USFC shall be conducted according to the latest edition of Roberts' Rules of Order. Copies of all minutes and correspondence shall be filed with the Office of the Dean of Student Affairs and the USFC archives.

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Article XI – Elections

1. The respective SRCs in the five faculties of the University and the School of Business shall elect student members of the USFC.
2. Faculty members of the USFC shall be elected by their respective faculties and the School of Business.
3. The vice-president, the secretary, and the treasurer of the USFC shall be elected from the student members of the USFC by a plurality vote of the voting members of the USFC.

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Article XII – Standing Committees

All Standing Committees shall meet on a regular basis and report to the USFC.

1. Information and Public Relations Committee

- a. The role of the Information/PR Committee is to regularly communicate between the USFC and the student body at large, to publish the decisions and the activities of the USFC and communicate them to students, and to assist the secretary in his/her work.
- b. The Information/PR Committee shall be composed of three members to be elected by the USFC.
- c. The USFC secretary shall be a member and chair of this committee in addition to the three elected members.

2. Finance Committee

- a. The role of the Finance Committee is to assist the treasurer in his/her work.
- b. The Finance Committee shall be responsible for preparing the USFC budget report twice a year, and upon request, as well as the budget allocation for the next fiscal year.
- c. The Finance Committee shall be composed of three USFC members to be elected by the USFC.
- d. The USFC treasurer shall be a member and chair of this committee in addition to the three elected members.

3. Bylaws Committee

- a. The Bylaws Committee is responsible for suggesting amendments that it deems appropriate, taking into consideration the reports of previous bylaws committees.
- b. The members of the Bylaws Committee shall be referred to on constitutional matters and shall advise on procedural matters in conformity with Robert's Rules of Order. They shall act as an Advisory Committee to the USFC on such matters whenever needed.
- c. The Bylaws Committee shall be composed of four USFC members, two of whom shall be elected by the USFC, and the remaining two are the USFC VP and the dean of student affairs or his/her designate, the latter shall serve as chairperson.

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Article XIII – Amendments

Amendments of these bylaws can be proposed by an absolute majority of the entire voting USFC members. Proposed amendments can be voted upon after two weeks of prior written notice to the members and by a two-thirds majority of the entire voting USFC members. Such amendments are subject to final approval by the University Senate and the president of the University.

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Article XIV - Operating Procedures

The USFC shall draw up its own operating procedures which must obtain the approval of two-thirds of the entire-voting members of the USFC and be approved by the president of the University.

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Article XV - Ratification of the Bylaws

1. These bylaws become effective once approved by the University Senate and the president of the University.
2. No provision in the constitution or bylaws of any AUB student committee or organization shall contravene any provision of the bylaws of the USFC.
3. Amended items, which are relevant to bylaws of the SRCs of the various faculties/schools, shall be integrated in said bylaws.

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