

# Student Senate By-Laws

## **Article I – Parliamentary Procedure**

### **Section 1. Meetings**

Periodic meetings of the Student Senate shall be held regularly during each of the Fall and Spring semesters.

Unless otherwise specified by the Senate, these meetings shall be held in a three--meeting cycle.

The three-- meeting cycle shall be as follows: a general senate meeting shall take place, followed by committee meetings and then a meeting of the Executive Committee.

Committee meetings may take place at any time and place decided by the committee members. The chair of the committee shall conduct at least 3 meetings per month.

The time and place of a meeting may be modified at the end of the previous meeting unless otherwise stated, the senate meeting shall be held on Wednesday Assembly Hour. If another meeting is required, the Speaker may schedule another meeting on Monday 6--8PM.

The first term of office meeting shall take place by the+ second Tuesday of that semester and shall be called for by the President of the Student Senate.

The Speaker of the Senate, hereinafter referred to as the Speaker of the Senate or the Speaker, may call for a Senate meeting at any time they deem necessary.

The Speaker shall call for a meeting of the Student Senate at the request of one--half (1/2) of the Senate, the President of the Student Union, Faculty Senate, the University President, Provost and, if deemed necessary by the Speaker, at the request of any member of the Student Body or the University Administration.

English shall be both the official and working language of the Student Senate.

The Senate may choose to adopt a second working language but must do this by consensus and must maintain such consensus.

Any representative may make a speech in a language other than the language of the Student Senate. In this case, they shall provide interpretation into the official language.

All decisions and other documents shall be published in the official language of the Student Senate.

Documents of the Student Senate may, if the Student Senate so decides be published in any language other than the languages of the Senate.

All meetings of the Student Senate are open to all members of the University; Where the General Assembly may be informed of the time and location of meetings via the Senate web-- log.

General assembly includes but not limited to undergraduates, graduates, alumni and advisors.

The official record of meetings of the Student Senate, as well as the documents annexed thereto, shall be made available to the public as soon as possible on the Senate web-- log.

The Senate web-- log shall be maintained by The Speaker and The Secretariats

## **Section 2. Agenda**

The Executive Committee shall within two days bring to the attention of all representatives of the Student Senate all requests for meetings or the referral of any issue to the Student Senate as well as notify the senate of the time and place of the next meeting, including periodic meetings.

The Executive Committee of the Student Senate shall draw up the provisional agenda for each meeting of the Student Senate.

The provisional agenda for a meeting shall be communicated by the Speaker to the representatives of the Student Senate at least two days before the meeting, but in urgent circumstances it may be communicated simultaneously with the notice of the meeting.

The first item on the provisional agenda for each meeting of the Student Senate shall be its adoption; through which any member may propose amendments to the agenda. Any amendments to the provisional agenda will be voted upon through a procedural vote before being added to the agenda.

Any item on the agenda of a meeting of the Student Senate, which was not completed at that meeting, shall, unless the Student Senate decides otherwise, automatically be included in the agenda of the next meeting.

The Executive Committee shall meet and communicate, every two weeks, to the representatives of the Student Senate a summary statement of matters which the Student Senate has seized and of the stage reached in their consideration.

## **Article II – Officers of the Student Senate**

### **Section 1: The Speaker and his deputy**

The Speaker of the Student Senate shall be elected in the first meeting of each senate term; pending such election the President of the senate shall assume the role of The Speaker.

All voting members of the Student Senate may nominate themselves or be nominated as Speaker. Elections for this post shall be undertaken through a secret ballot two-- round vote requiring an absolute majority. Ballots shall be counted by the Student Court. If the Court is not present then the President of the senate, and two members of the Senate not nominated for the post whom are approved of by the nominees shall oversee the election.

Upon being elected, the new Speaker assumes the role of Speaker immediately and the President of the Senate steps down from Chairing.

The Speaker shall preside over the meetings of the Student Senate and, under the authority of the Student Senate, shall represent it in its capacity. The Speaker will not vote on procedural matters while Chairing, and will always clarify in which capacity they are addressing the Senate.

The Senate Speaker shall act in that capacity in all meetings of the Student Senate. The Speaker will authorize a Deputy to act in his place at meetings of the Student Senate. The Deputy will be selected by The Speaker from the voting members of the Student Senate following the selection of The Speaker where the Student Senate will approve the Deputy through a procedural vote. In the case of disapproval of the candidate for the position of Deputy by the Student Senate, The Speaker will select a different candidate. If no approval is reached the Senate will select a Deputy using the same method used to select The Speaker Article II. Section 1. Rule 2.

Whenever The Speaker of the Student Senate deems that for the proper fulfillment of the responsibilities of The Speaker, The Speaker should not preside over the Senate during the consideration of a particular question with which the member is directly connected, they shall indicate their decision to the Senate. The Speaker shall then devolve The Speaker's position, for the purpose of the consideration of that question, onto the Deputy.

If the Senate deems it necessary that for the proper fulfillment of the responsibilities of Chairing that The Speaker should not preside over the Senate, they may decide that The Speaker shall devolve The Speaker's position, for the purpose of the consideration of that question, onto the Deputy through a substantive vote.

The Senate reserves the right to impeach and dismiss The Speaker at any time it deems necessary. In order to initiate the impeachment process a motion to impeach The Speaker on specified grounds explained through a written report must be raised and seconded by four members of the Senate, the representative raising a motion will be given the opportunity to speak for the motion before it being put to the vote, which will be a procedural vote. The Speaker will not preside over the meeting during the impeachment process which will be an open discussion of the report where The Speaker shall be given the opportunity to refute the accusations; the vote to dismiss The Speaker will be a substantive vote, The Speaker will devolve The Speaker's duties immediately to the Deputy in the event of impeachment and/or dismissal.

Members may be issued warnings by the speaker in the case of violation of diplomatic decorum in the Senate. The speaker will inform the Senate of all issued warnings, including an explanation for the issuance of the warning.

The Student Senate Executive Committee shall approve all expenditures from the Student Senate Account.

The Speaker shall authorize expenditures from the Student Senate Account as per the Executive Committee vote to a delegate from the Student Senate.

## **Section 2: The Secretariat**

The Senate Secretariats will be responsible for attendance, minute taking, documentation of all documents related to the Senate, and maintaining a speaker's list. The Secretariats will be selected in the same manner as the Deputy Article II. Section 1. Rule 5.

The Senate Secretariat is responsible for the logistical coordination with the Senate Advisor with regards to room reservations, retreats, trainings, and other initiatives as directed by the Speaker.

## **Article III – Senator Rights and Responsibilities**

Senators are required to maintain full formal conduct during official meetings. Any violation to diplomatic decorum will be considered as an offense towards the Student Senate at large, thus will be punished.

Any member of the Senate may resign provided they give The Speaker or The Senate one week notice, in which they will continue to fulfill their duties and obligations.

Members of the Student Senate may not be part of the Executive Branch of the Student Union or take part in any of its related projects or activities.

The number of students represented by a single senator is 135 students.

All members of the Student Senate are expected to attend all meetings of the Senate. Under special circumstances, the Speaker may excuse a member from attendance if the Speaker is notified prior to the meeting and only under extraordinary circumstances will an excuse be issued after the meeting; a written explanation for absence will be added to the Senate records. Failure to attend without the approval of The Speaker will be recorded as an unexcused absence.

Senators shall be given at least two (2) trainings per their term. The first training shall be after the speaker is assigned by 2 weeks and the second in the Fall semester.

Each member in the Executive Committee shall conduct a mandatory training for his committee by the second meeting after being assigned the Chairperson of the committee.

Excuses shall be sent via e- mail for documentation purposes. Under extraordinary circumstances, other forms of communication may be accepted by the Speaker; however, must be followed by an official e- mail.

Senators may be issued warnings by The Speaker in the case of violation of diplomatic decorum or misconduct in the Senate. The Speaker will inform the Senate of all issued warnings, including an explanation for the issuance of the warning. Senators may be exempted from specific warnings through a Simple two-- thirds (2/3) majority vote brought about by an appeal presented to the Student Senate. In case an excuse was rejected, no further appeal is warranted.

Upon receiving three (3) warnings in the term of the Student Senate, Senators shall be dismissed from their posts. The provisions of this clause shall apply to all regular senate meetings including those held during summer and winter sessions.

Upon missing two (2) regular Senate meetings in a semester, Senators shall be dismissed from their posts in the Senate unless the Senate determines, by a simple majority vote, that their absences were justified. The provisions of this clause shall apply to all regular Senate meetings including those held during summer and winter sessions.

Upon missing two (2) regular Committee meetings in a semester, Senators shall be dismissed from their posts in the Committee unless the Committee determines, by a simple majority vote, that their absences were justified. The provisions of this clause shall apply to all regular Committee meetings including those held during summer and winter sessions. Upon dismissal from committee, the senator shall receive one (1) warning.

Any senator dismissed from the Student Senate shall not be allowed to re- join the Senate unless the Senate votes otherwise through a simple majority vote.

Any senator dismissed from a Student Senate Committee shall not be allowed to re-- join this committee unless the Committee votes otherwise through an absolute majority vote.

Any member placed under probation will be requested to submit their resignation; The Student Senate may dismiss members in cases of exceptional violations of the Rules of Procedure, Student Senate Code of Operation, or AUC Constitution through a substantive vote.

All voting members of the student senate must always vote on the matter at hand. Their votes shall consist of the following. Yes, No with a reason provided and recommendations, or choose to abstain. In all provided scenario, the senator must send an email with their official vote.

In the case that the votes do not pass the 50%+1 mark, all senators must then vote with only Yes, or No with reasons and recommendations, after a discussion takes place.

#### **Article IV – Committee Formation, Duties, Responsibilities and Functions**

The formation of the committees is rather vital for the efficiency and the smoothness of the senate functionality. Thus the criteria shall be enforced by the Senate and abided by at all times.

All voting members of a committee may nominate themselves or be nominated as chairperson, unless specified otherwise. Elections for this post shall be undertaken through a secret ballot two-- round vote requiring an absolute majority. Ballots shall be counted by the committee or the Speaker of the Senate id present.

Committee Members may be issued warnings by The Chairperson of their respective committee in the case of violation of diplomatic decorum or misconduct. The chair will inform the committee of all issued warnings, including an explanation for the issuance of the warning. Committee members may be exempted from specific warnings through a Simple two-- thirds (2/3) majority vote brought about by an appeal presented to the committee. In case an excuse was rejected, no further appeal is warranted.

The Chairperson shall act in that capacity in all meetings of his respective committee. The chairperson shall authorize a Deputy Chairperson to act in his place at meetings of the Committee. The Deputy will be selected by The chairperson from the voting members of

the committee following the selection of The Chairperson where the Committee will approve the Deputy through a procedural vote. In the case of disapproval of the candidate for the position of Deputy by the Committee, The chairperson will select a different candidate. If no approval is reached the committee will select a Deputy using the same method used to select The chairperson.

Any committee reserves the right to impeach and dismiss its respective Chairperson at any time it deems necessary. In order to initiate the impeachment process a motion to impeach The Chairperson on specified grounds explained through a written report must be

raised and seconded by one member of the Committee, the representative raising a motion will be given the opportunity to speak for the motion before it being put to the vote, which will be a procedural vote. The Chair will not preside over the meeting during the impeachment process which will be an open discussion of the report where The Chair shall be given the opportunity to refute the accusations; the vote to dismiss The Chair will be a substantive vote, The Chair will devolve The Chair's duties immediately to the next elected Chairperson in the event of impeachment and/or dismissal.

All committees require a 2 day attendance policy; attendance inside the committee is separate from senate meetings attendance. Attendance is to be recorded by the Chairperson of the Committee.

Ad-- hoc committees shall be monitored by their respective Standing committee in the Student Senate as determined by Speaker.

Specific Ad-- hoc committees have a no unexcused attendance policy, as they serve a particular purpose that has a deadline.

Excuses are to be provisioned by the Speaker of the Senate, the Speaker has the right to decline an excuse and dismiss the member.

In the case of the dismissal of an ad-- hoc committee member, the speaker is obliged to assign a qualified senator to fill in the vacancy within 1 week.

## **Section 1: Legislative Committee**

### **Duties and Responsibilities**

As per article II. Section 5. The legislative committee shall initiate legislation to the benefit and welfare of the Student Body at large. The legislative committee shall be a standing committee under the Student Senate.

The legislative committee is also obliged to take actions by making rules and regulations as may be deemed necessary and proper for the execution of the foregoing responsibilities in accordance with the Constitution and the Student Senate By- Laws.

The interpreting of Robert's rules of order latest version is to be done at the beginning of each serving time by the legislative committee.

The legislative committee is to create and maintain an Electoral Code for the conducting of Student Union elections.

The committee is also required to provide a report to the executive committee every two (2) weeks. In this report the committee will explain fulfilled targets, a future 2 meeting plan and any other information if asked by the executive committee.

The Legislative committee is required to provide a Bi- meeting report to the executive committee. In this report the committee will explain fulfilled targets, a future 2 meeting plan and any other information if asked by the executive committee.

### **Composition**

Members of the legislative committee are advised to be of strong experience and familiarity with the constitution, to ensure the best efficiency.

The legislative committee is to be formed of a minimum of 3 members and a maximum of 9 members. The members nominate themselves and in the case of more than 9 nominations, elections will be held. As per the constitution the Chair of the Committee is to be elected on the first meeting of the committee of every senate term.

The Chair of the committee must be approved by the Speaker, as to reflect on his background to ensure best efficiency, however the Speaker's decisions are to be preceded by a simple 2/3 majority vote in the student senate.

### **The Chairperson**

During the second meeting of the committee, the committee is required to draft a blueprint of their expected duties and responsibilities. This draft is to be presented in the executive committee meeting by the legislative committee chair. Any amendment suggestions or bills are to be filed to the chair of the legislative committee. The chair in turn presents this amendment to the honorable senators.

The chair has veto power inside the committee, however, it is to be presided by a 2/3 majority vote in the committee itself or by the senate speaker.

## **Section 2: Monitoring Committee**

### **Duties and Responsibilities**

As per Article II. Section 5 in the Constitution. The Student Senate will be responsible for the monitoring of Student Union and Activities. The monitoring committee will be a standing committee under the Student Senate. It is responsible for the supervision of the Student Union & Activities as per the Constitution and By---Laws.

The monitoring committee ensures that the SU follows its plans within the tentative deadlines that SU sets.

The monitoring committee shall hold bi---weekly (twice a month) deadlines with the Treasurer (or equivalent) of the SU to ensure proper and updated accounts under the precondition of the committee informing the treasurer or equivalent about the time and place of the meeting 2

working days before the meeting.

The committee shall conduct monthly follow ups to ensure that the SU functions according to its plan and budget.

The monitoring committee will act as consultants to any matter pertaining to the Student Union and Activities.

The monitoring committee is required to provide a Bi---meeting report to the executive committee. In this report the committee will explain fulfilled targets, a future 2 meeting plan and any other information if asked by the executive committee.

The monitoring committee shall monitor activities in coordination with the CCC.

## **Article II - Composition of Members and Chairperson**

It is to be comprised of no more than nine members of the Student Senate. The members nominate themselves and in the case of more than nine nominations, elections will be held.

As per the constitution the Chair of the Committee is to be elected on the first meeting of the committee of every semester.

## **Article III: The Chairperson**

The Chair calls upon the Student Union President to present the plan and budget of the SU by the third General Student Senate meeting of each semester at least 3 days before the meeting will be held.

In the case of any unaccounted discrepancies, whether in budget or plans, the Chair is to report it to the Executive Committee of the Senate before presenting it in the General Senate meeting, on which if there are grounds, the chair may put a hold on the account until these discrepancies are resolved.

In the case of a President being impeached the Chair will be asked to present the bi---weekly reports to the Senate.

The chair is also required to lead the impeachment hearing held against the SU president.

## **Article IV: Budget Presentation Timeline and Outline:**

### **Section I. Budget Presentation Timeline:**

As per Article III Section 4 of the AUC Student Body Constitution, the Student Union shall present a budget for each semester to be voted on by absolute  $\frac{2}{3}$  of the Student Senate.

As the AUC Student Body constitution's Article II Section 5 stipulates, voting on the SU budget happens on the third senate meeting of the semester.

The Student Union Treasurer or equivalent must first send the budget to the monitoring committee 7 days before the 3rd meeting of the semester so that the committee can send their recommendations before the presentation in the 3rd meeting.

The committee shall then send the recommendations within 3 days the budget has been sent to the committee by the SU.

In case there is no monitoring committee chairperson to call for the SU to present their budget, the SU may present their budget before the monitoring committee chairperson is elected noting that this is not the final budget presented and that it would be pending the recommendations sent by the Monitoring Committee.

After the Student Union works with the recommendations made by the committee, the budget becomes eligible for presentation and voting by the Student Senate.

### **Section II - Budget Outline**

The budget for the semester sent by the Student union shall be presented in the form of excel with PowerPoint explaining each of the SU's committee projects and comments on the purpose of some items as directed by the Monitoring Committee. The monitoring committee shall provide a tentative excel proposal outline for each semester.

If there items that are tentative such giveaways or prizes or pack items, the Student Union must provide a list potential items with a projected cap on the cost the list of items per budget band (Example: Item #2 in Services Committee Packs: 300,000 LE projected for pens, pencils, etc...)

In providing a list of items, illustrations in the form of pictures or videos or live illustrations of the items is recommended so that senators are more familiar with the items being voted on in the budget.

## **Article V: Account Settlement and contracts**

During the bi-weekly meetings with the SU's treasurer or equivalent, the SU must provide tentative deadlines for the settlement of each of its projects. Moreover, these deadlines of settlement of the different projects should not exceed 15 calendar days from the set meeting.

The Monitoring committee Chairperson has the right to put a hold on the account if the Student Union does not comply with the aforementioned deadlines in these meetings or there are budget discrepancies the committee has not been informed of. The Student Union has to reply with justifications on why the settlements were late, which then removes the hold on the account.

The monitoring committee has the right to look at the account at any point during the semester to account for any discrepancies as this achieves transparency between the different bodies of the student government, knowing that it is our duty to fulfill what the students elected us for.

All details related to bi-weekly meetings, account settlement and holds on the account shall be in writing.

Contracts that the Student Union sign with clubs, CCC, sponsors or vendors must comply with the AUC Community Standards and ensure guarantees in case of grievances against the Student Union.

In case there are sponsors, the SU must provide in what way the sponsors will cover the budget voted and how the budget covered by sponsors will be reallocated within the budget.

### **Section 3: External Affairs Committee**

#### **Duties and Responsibilities**

Effectively represent the interest of the Student Body and other Student Government stakeholders and ensure their welfare through channeling their grievances and concerns in all university committees that affect them.

Sponsor understanding and dialogue between the administration, the faculty, and the students through committees. "And act as the primary representatives of the students in those committees."

Compile monthly updates of all committees' progress, prepare a well drafted report that shall be sent at the end of every month through PORTAL and shall be published in the Student Union Newspaper.

Investigate matters that are pertinent to the interests of the Student Body.

Search and identify issues affecting the welfare of the Student Body to form new committees that shall address these issues effectively.

Assist and direct the President of the Student Union in representing the students to the media and other foreign entities to the American University in Cairo.

The External Affairs committee is required to provide a Bi-- meeting report to the executive committee. In this report the committee will explain fulfilled targets, a future 2 meeting plan and any other information if asked by the executive committee.

### **Composition**

It is to be comprised of nine members of the Student Senate. The members nominate themselves and in the case of more than nine nominations, elections will be held.

In the case the committee deems it necessary for proper and efficient operation, an increase in the number of members, the Chair shall ask the speaker of the senate to open the floor for senators to nominate themselves to realize the expansion to the number agreed upon by both the committee chair and the speaker of the senate

As per the constitution the Chair of the Committee is to be elected on the first meeting of the committee.

The student senate representatives in the faculty senate shall be, the speaker of the student senate, the chairperson of external affairs, and two (2) member(s) from the external affairs committee. The committee member(s) shall be chosen by committee. In the event that the Speaker cannot attend, he/she shall send another senator to fill their seat, and in the event the chairperson cannot attend, he/she shall send another external affairs member to fill their seat.

### **The Chairperson**

Ensure that monthly progress reports are published through the PORTAL and the Student Union Newspaper.

Contact the AUC President, AUC Cabinet members and the Director of the Office of Student Development to inquire about the committees present.

Serves as the student representative in all areas that the committee operates in case the assigned member is on a leave of absence and/or is temporarily unable to discharge his duties

Serve as the student representative in the case that a previously appointed representative is permanently unable to discharge his duties, until the successful appointment of a successor to the student representative in question.

## **Section 4: Public Opinion Committee**

### **Duties and Responsibilities**

The Public Opinion committee will be responsible for publicity matters of the Student Senate.

The Public Opinion committee will be a standing committee under the Student Senate.

Furnish and maintain the Student Senate meeting room

Publish the Student Senate achievements in media newspapers on and off campus as deemed necessary

Publicize the Student Senate in the First Year Experience Program and the Clubs Week to students

Publicize Senators in their respective departments via rollups, flyers and other means as deemed necessary

Responsible for all means of social communication with the Student Body via Portal, Face Book, Twitter and other means.

The Public Opinion committee is required to provide a Bi-- meeting report to the executive committee. In this report the committee will explain fulfilled targets, a future 2 meeting plan and any other information if asked by the executive committee.

### **Composition**

It is to be comprised of no more than nine members of the Student Senate. The members nominate themselves and in the case of more than nine nominations, elections will be held.

As per the constitution the Chair of the Committee is to be elected on the first meeting of the committee of every semester.

### **The Chairperson**

The chair must ensure the effective delegation of tasks to all members.

Effective publicity of the Student Senate, its members, committees on and off campus as directed by the Executive Committee.

Update and maintain the Student Senate section on the AUC website and develop the Student Senate section in the Student Union Website via the Webmaster.

Coordinate with the Student Union Communications department publicity matters of the Senate.

## **Section 5: Clubs and Conferences Committee**

### **Duties and Responsibilities**

As per constitution Article II. Section 5. The Student Senate is in charge of the dispersion of the Student Activities Funds.

The CCC shall be responsible for but not limited to, establishing criteria for the division of funds, publishing deadlines for submission of plans for all student leaders, collection of all bylaws and faculty advisor contact information, end of semester evaluation report, minimum and maximum limits of allocation, monitoring and managing conflicts, organizing Bi-- weekly President's roundtable, manage and seeks vendor list with cheap prices as well as vote on conflicting large scale events from clubs in the same sector.

Each elected member of the NGOs must sit with their respective sectors prior to the first meeting to go over their budgets. It is strongly recommended that a Senator attend such meetings to understand the needs of each NGO and the position of their representative.

The CCC shall discuss the allocation of budgets from the Students Activities Funds to Non-- Governing Student Organizations. Upon sufficient discussions and agreements the CCC will vote on the allocation as per the procedures listed below. The CCC shall submit their approved draft to Senate for final approval.

The CCC shall finish allocation of money no more than the sixth week of the semester, or the senate shall intervene and propose binding solutions.

The CCC shall have the right to close any Non-- Governing Organization if it is inactive for two consecutive semesters (Fall, Spring).

### **Composition**

The CCC shall consist of seven members; 3 senators and 4 members from the Non--governing Student Organizations.

Senators shall nominate themselves to be part of the committee. If the number of nominations exceeds the number of seats, elections will be held within a closed Senate meeting. Any Senator intending on nominating themselves cannot be a high ranking board member (or equivalent) of any NGO, failure to disclose such information will result in immediate dismissal from Senate.

The members from the NGOs will be elected as representatives from their respective sectors. Any student intending on nominating themselves cannot be an upper board member; President, Vice President, OC Head, AC Head (or equivalent) of any NGO or a Student Senator. If the number of nominations exceeds the number of seats in each constituency, elections will be held within the President's Round table. The elections must be held in the presence of the Electoral Commissioner.

As per the constitution a committee chair from Senate will be elected on the first meeting of the committee.

### **The Chairperson**

The chair shall coordinate the meeting and initiate the voting procedure.

The chair shall be elected on the 1st meeting of the committee which shall be coordinated by the Speaker of the Student Senate. Elections must be held where all committee members are present.

The chair shall provide bi-- meeting reports on the progress to the Student Senate.

### **Voting**

The quorum required for the CCC shall be 6 members.

All members have equal votes except in the case of an absence where-- by the Chair will have two votes.

During the allocation process, voting on specific allocations shall require a simple 8majority vote. The final proposed budget allocation shall pass with five of seven votes along with any other vote not pertaining to such final allocation.

Voting in budgetary matters occurs on the final allocation of the budget.

Any person voting against must provide a valid objection after voting is complete which shall be shared with the Student Senate prior to voting.

## **Section 7: Press Board Committee**

### **Duties and Responsibilities**

The Press Board Committee, also known as Independent Press Committee, shall disperse funds to independent student publications, evaluate existing student publications and approve newly formed independent student publications.

The committee shall carry out all their duties listed in the Press Law of 2012.

### **Composition**

The Independent Press Committee shall consist of one senator chosen by the Student Senate as per Student Senate By-- Laws, non-- voting OSD representative, as well as all heads of existing Independent Student Publications that choose to seek said funding.

### **The Chairperson**

The chairperson of the Independent Press Committee shall be the senator in this committee.

The chair must ensure that the committee carries out all its obligations in regards to the Press Law of 2012.

## **Section 8: Sports Committee**

### **Duties and Responsibilities**

The Sports Committee shall sponsor dialogue between all sports complex users, AUC sports teams, AUC athletes and the sports complex.

The committee shall set standards and requirements that athletes or teams request.

The Sports committee shall meet at least once per month to discuss pertinent issues, share problems and offer solutions to be shared with the sports department.

### **Composition**

The Sports Committee shall consist of one representative from each sports team, a sports department representative and a Student Senate representative who is not affiliated or part of any AUC sports committee.

### **The Chairperson**

The chair of this committee shall be the Student Senator in this committee.

### **Section 9: Constitution Review Adhoc Committee**

This committee By-- Laws shall be drafted by Student Senate Legislative Committee and approved by the Student Union President and the Student Senate.

### **Section 10: Graduates Student Senate Adhoc Committee (GSSC)**

#### **Duties, Responsibilities and Functions**

The Student Senate has graduate representation included in the form of an AdHoc Committee to facilitate communication between both undergraduates and graduates.

The GSSC will channel the concerns of graduates and ensure effective graduates representation through the undergraduate liaison.

#### **The Chairperson**

The Chairperson of the GSSC shall be an undergraduate student who shall set a committee meeting to discuss graduates concerns.

The Chairperson is required to channel the graduates' concerns compiled through GSSC.

#### **Committee Formation**

It is to be comprised of no more than nine members of the Graduates, Undergraduates and OSD Advisors.

The graduate members are nominated by GSA with a limit of no more than 8 nominations.

The Committee shall be composed of Chairman of GSA, Vice President of GSA and Academic Chairman of GSA chosen by Chairman of GSA; Undergraduate Student Senator elected in the Student Senate.

The Chair of the Committee is to be elected on the first meeting of the committee of every semester who shall be the undergraduate student who shall channel the concerns of graduates during Student Senate meetings.

## **Article V – Legislation**

### **Section 1: Voting Categories**

Voting in the Student Senate shall be divided into three categories

Procedural votes: where matters strictly related to the procedure of the Senate are put to the vote; where a 50%+1 majority is sufficient for a motion to pass, where abstentions are not permitted.

Substantive votes: where the matters at hand are those regarding the Senate's decisions; such votes require a 2/3 majority to pass.

Specific cases highlighted in this document or in the Provisional Student Senate Code of Operation.

In matters where the nature of the vote is under debate, the matter will be settled by the Student Court member attending Senate meetings.

### **Section 2: Voting lookup table**

number	simple (2/3)	simple majority
29	20	15
30	20	15
31	21	16
32	22	16
33	22	17
34	23	17
35	24	18
36	24	18
37	25	19
38	26	19
39	26	20
40	27	20
41	27	21
42	28	21
43	29	22

44	30	22
45	30	23
46	31	23
47	32	24
48	32	24
49	33	25
50	34	25
51	34	26
52	35	26
53	36	27
54	36	27
55	37	28
56	38	28
57	38	29
58	39	29
59	40	30

**Electoral code: Simple majority**

**Adoption bylaws: absolute 2/3**

**Amendments: simple 2/3**

**SU chairs: simple 2/3**

**Speaker: absolute majority**

**Secretariats: simple majority**

**Members of committees: absolute majority**

**SU Exam: simple 2/3**

**Justices: absolute 2/3**

**Approving SU**

**budget: absolute 2/3**

**Closed meeting: simple 2/3**

**Appealing warnings: simple 2/3**

**Allowing a dismissed senator to rejoin the senate: simple majority**

## **Article VI – Amendments**

The members of the Student Senate may amend this document at any time through a substantive vote. Changes must be noted and dated in this section.

- Edits in monitoring committee
- Edits in Senator’s Rights and Responsibilities
- Edits in legislation

By Malak El Menyawi, Legislative committee Chairperson Spring 2019.

### **Article VII - Documentation**

This document was written throughout the Spring 12' semester of the academic year 11--12. It was reviewed by the Senate legislative committee throughout the spring semester of the academic year 11--12 and edited in Summer 12' of 11--12. The document was then reformed to better fit the new constitution passed Summer 2012. It was then edited by December 2012, then edited by May 2018 and later edited by May 2019 to serve the Student Body. The following are the members of the Student Senate who made the most significant contributions in writing this document. It may be referred to them in the future as consultants whenever consultancy may be required on either implementing or interpreting this document. They have no executive authority in either case though:

Amr Mostafa, amrmostafa91@aucegypt.edu, Speaker of the Student Senate 2012

Amr Masoud, amr\_mas3oud@aucegypt.edu, Former Legislative Chairperson Spring 2012

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