

# The Constitution of the Student Body of the American University in Cairo

## Article I. Name

The name of this organization shall be The American University in Cairo Student Body, hereinafter referred to as “Student Body.”

## Article II. Student Governance

### Section One. Authority.

We, the Student Body of The American University in Cairo, in order to form an effective representative student government for self-governance which serves our collective interests, to best prepare ourselves for life in a democratic society, and to encourage self-reliance in our search for truth and justice, hereby establish this Constitution of The American University in Cairo Student Government. All authority under this Constitution is derived directly from the Student Body of The American University in Cairo. All Procedures can be found in the Bylaws related to the respective branch.

### Section Two. Composition.

The Student Government shall be divided into executive, legislative, and judicial branches, with no branch exercising any power properly belonging to another. Without prejudice to this Constitution, each branch within the Student Government shall regulate its own affairs, including the creation and maintenance of bylaws. All student governance powers granted herein shall be vested in the American University in Cairo Student Government.

### Section Three. Duties and Powers.

#### A. Representation.

The Student Government shall represent full-time and part-time students to the University administration, to the public; to the media; to other colleges and universities; and to any other external institutions or agencies.

#### B. Programming.

The Student Government shall serve, connect, and develop the Student Body through initiating and organizing different academic and social programs and events.

#### C. Funding.

The Student Government shall be the recipient of the full amount of money allocated by the University towards undergraduate student activities, hereinafter referred to as the Student Activities Fund, and shall distribute it amongst the different student bodies and through the different procedures outlined in this Constitution and Bylaws.

## Article III. Legislative Branch

### Section One. Authority

The legislative and fiscal powers of Student Government shall be vested in the Legislative Branch, hereinafter referred to as the “Student Senate” or, “the Senate.”

### Section Two. Membership.

#### A. Composition.

1. Apportionment. The Student Senate shall consist of no more than sixty five (65) Senators
  - a. Senators shall be apportioned among the designated constituencies according to their respective number of students taken as a percentage of the total number of students in the Student Body. That same percentage shall be reflected in the number of Senators apportioned to each constituency. Fractional numbers shall be rounded to the nearest whole number so long as each designated constituency has at least one.
  - b. The actual enumeration shall be made annually by the Office of Elections, one month prior to the election of Senators, utilizing data provided by the University Registrar. The enumeration shall be presented to the Student Senate, and in case of disputes, it shall be presented to the Student Court.
2. Designated Constituencies. The designated constituencies represented by the Student Senate shall be:
  - a. Undergraduate English Language Institute (ELI) students
  - b. Undergraduate undeclared major students
  - c. Undergraduate declared major students

#### B. Qualifications to Hold Office.

Student Senators shall:

1. Be full time students at The American University in Cairo throughout their term of office.
2. Have and maintain a minimum grade point average of 2.5, with the exception of first semester and English Language Institute freshmen who do not have a grade point average.
3. Be in good academic and social standing. Refer to the Appendix, Article IV.
4. Be members of the constituencies they were elected to represent throughout their term of office.
5. Score at least sixty percent (60%) on the exam prepared by the Student Court.

#### C. Election of Senators.

1. Timing. Elections shall be announced by the Office of Elections during the fifth (5) week before the end of the fall semester and shall be held during the third (3) week before the end of the fall semester.
2. Voter Eligibility. The students in each constituency shall elect, by printed or electronic ballot, the Senators for that constituency through plurality at-large voting.
3. Additional Ballots. In the event of a tie, which is a difference of 2%, only the names of the candidates tied shall be placed on a new ballot and a new election shall be conducted within seven (7) working days of the original election date.
4. Responsibility. The Student Senate election process, ballot casting and vote counting shall be executed by the Office of Elections and monitored by the Student Court Justices of the Judiciary branch.
5. Exam Result Announcement. The Student Court shall announce the results of the constitution exam within four (4) working days prior to the commencement of elections.
6. Nomination. In case one candidate is running for one seat, the seat is filled by nomination

**D. Term of Office.**

1. Length of Term. Senators shall serve a term of one year. A term of office shall begin annually on the first day of the spring semester and conclude on the day prior to the start of the spring semester in the following year.
2. Limitations. No student may concurrently occupy more than one seat at once. A student belonging to more than one constituency must choose which constituency they want to represent. There is no limit to the number of terms a student may serve in the same office.

**Section Three. Duties and Powers.**

The Student Senate shall:

1. Represent the interest of the Student Body and ensure its welfare.
2. Sponsor understanding and dialogue between the administration, the faculty, and the students
3. Investigate matters pertinent to the Student Body.
4. Make recommendations to the University Trustees, Administration, Faculty and Staff, the rest of the Student Government, Student Associations, Student Organizations, and the Student Body.
5. Approve the Electoral Code for the conduct of any Student Body elections by a vote of simple two-third ( $\frac{2}{3}$ ) majority vote.
6. Draft and approve legislation which shall benefit a majority of the Student Body.
7. Exercise oversight for fiscal and policy decisions of the Student Government, authorizing in advance expenditures made and contracts entered into by the Executive Branch in the form of reviewing and approving a budget by an absolute two-third( $\frac{2}{3}$ ) majority vote.
8. Dispense funds from the Student Activities Fees. Found in the Appendix, Article III.
9. Present all approved bills to the President of the Student Union for approval or veto as per the Student Senate Bylaws.
10. Have the power to override a presidential veto by simple two-third( $\frac{2}{3}$ ) as per the Student Senate Bylaws.
11. Create other offices and positions as it deems necessary to perform its duties in accordance with the Student Government governing documents.
12. Initiate disciplinary proceedings against members of the Student Government and against non-governing organizations.
13. Periodically send recommendations to the President of the Executive Branch with regards to goals and programs deemed worthy of the Executive Branch's activities and attention.
14. Have the power to recommend to the President of the Executive Branch all appointments of the Student Court Justices of the judicial branch and confirm the appointments through an absolute two-thirds ( $\frac{2}{3}$ ) majority vote.
15. Confirm the appointment of Electoral Commissioner and Deputy Electoral Commissioner through a simple two-thirds ( $\frac{2}{3}$ ) majority vote.
16. Confirm the Presidential Office of the Executive Branch's appointments of Cabinet and Cabinet-level officers through a simple two-thirds ( $\frac{2}{3}$ ) majority vote in the second meeting of the Fall semester.
17. Have the power to impeach the President or/and the Vice President of the Executive Branch for good and sufficient cause an absolute two-thirds ( $\frac{2}{3}$ ) majority vote followed by a Student Body Referendum as per the Student Senate Bylaws.
18. Have the power to remove Student Court Justices and Cabinet or Cabinet-level officers for good and sufficient cause by an absolute two-thirds ( $\frac{2}{3}$ ) vote as per the Student Senate Bylaws.
19. Have the power to remove the Electoral Commissioner or Deputy Electoral Commissioner for good and sufficient cause by an absolute two-thirds ( $\frac{2}{3}$ ) vote as per the Student Senate

Bylaws.

20. Take legislative actions by making rules and regulations as may be deemed necessary and proper for the execution of the foregoing responsibilities in accordance with this Constitution and the Student Senate By-Laws.
21. Approve any newly created committees, departments, boards, and their respective chairs or secretaries by any branch of the Student Government by an absolute two thirds( $\frac{2}{3}$ ) majority vote.
22. Apply amendments to the constitution by a vote of absolute two-third ( $\frac{2}{3}$ ) majority. After the vote passes, the constitution amendments are subject to a Student Body referendum.
23. Apply amendments to any bylaws by a vote of simple two-third ( $\frac{2}{3}$ ) majority.
24. Adopt new bylaws by a vote of absolute two-third ( $\frac{2}{3}$ ) majority.
25. Apply amendments to the Appendices Articles III and IV by a vote of absolute two-third ( $\frac{2}{3}$ ) majority vote.

#### **Section Four. Resignation and Removal.**

1. Resignation. A Senator may resign by submitting a request in writing to the Speaker of the Senate and the Student Union's Vice President. A resignation is effective seven (7) calendar days after the request is sent.
2. Removal. A Senator shall be removed from the Senate for any of the following reasons:
  1. Missing two (2) regular Senate meetings in a semester unless the Senate, by a simple majority vote, determines that their absences were justified.
  2. Failing to continue to meet the qualifications for holding office.
  3. As a result of successful disciplinary proceedings against a Senator, conducted as per the Senate's disciplinary process, for which removal from office is the recommended sanction, as per the Student Senate bylaws.
  4. Through a successful recall and removal process initiated by a Senator's designated constituency as per the Student Senate bylaws.
  5. Through a successful removal by another senator as per the Student Senate Bylaws.

#### **Section Five. Vacancies.**

1. Vacancies shall be filled in the following manner:
  - a. The Speaker of the Senate shall report vacancies in the Senate to the Office of Elections within the first three (3) calendar days of each month during the fall and spring semesters.
  - b. The Speaker of the Senate could also report vacancies to the Office of Elections on:
    - i. The first three (3) calendar days of holding office.
    - ii. The first three (3) calendar days of the fall semester.
    - iii. The first three (3) calendar days of the spring semester.
  - c. The Office of Elections shall call for special elections within the designated constituency within three (3) working days of being informed of the vacancies by the Speaker.
  - d. Elections shall be held within (10) working days of the call for elections.
  - e. A constituency that is unrepresented, without any seats from the beginning of the senate term in the Senate may demand immediate elections at any time through presenting a verifiable petition of half ( $\frac{1}{2}$ ) of the students of the constituency to the Office of Elections. The Office of Elections shall then call for special elections within the affected constituencies within a period of time not exceeding five (5) working days of receiving the petition. Elections must be held within a period of time not exceeding ten (10) working days of the call for elections.

## **Section Six. Officers of the Senate.**

### **A. Composition.**

The Officers of the Senate shall consist of an elected Speaker of the Student Senate and the appointed offices of a Deputy Speaker, a Parliamentarian, and elected chairpersons of Student Senate standing committees.

### **B. Duties.**

1. Speaker of the Senate. The speaker shall:
  - a. Serve as the representative of the Senate
  - b. Be responsible for the efficiency and the fairness of the Senate.
  - c. Chair meetings of the Senate, both regular and special.
  - d. Appoint 2 secretariats to:
    - i. Maintain record book(s) in which this constitution, the bylaws, and any other documents of the SG are entered, with any amendments to these documents properly recorded, and have the current record book(s) on hand at every meeting.
    - ii. Perform minute taking, maintain a speaker's list, and handle the logistical manners of the Senate.
    - iii. Document absences and report them to the Speaker of the Senate for action.
    - iv. Maintain the Student Senate official membership roll and call the roll when it is required or requested.
  - e. Appoint a Deputy Speaker and Parliamentarian.
2. Deputy Speaker. The deputy speaker shall, in the absence of the Speaker of the Senate:
  - a. Chair meetings of the Senate.
3. Parliamentarian. The parliamentarian shall:
  - a. Advise the Speaker of the Senate during meetings on proper parliamentary procedures as outlined in the organization's parliamentary authority.
  - b. Advise on actions for or against Senators and the Senate.
  - c. Be responsible for maintaining and interpreting Robert's Rules of Order and parliamentary procedures and the enforcement of the Student Body Constitution and Branches' bylaws.

### **C. Selection of Senate Officers.**

1. Officers of the Senate shall be chosen from among the members of the Senate at the time of selection.
2. The Speaker of the Senate shall be elected by an absolute majority vote of the Senate, at the first meeting of the Senate.
3. The Speaker shall nominate a Deputy Speaker at the second meeting of the Senate. The appointment shall be confirmed by a simple majority vote of the Senate.
4. The Speaker shall nominate a Parliamentarian at the second meeting of the Senate. The appointment shall be confirmed by a simple majority vote of the Senate.
5. The method of electing Chairpersons of the Student Senate standing committees may be found in Section Eight. Committees. A. Standing Committees. 4. Chairpersons.

### **D. Term of Office.**

Officers of the Senate shall fill a term of office commensurate to their terms as Senators or until successors are selected and installed. A term of office shall begin upon election or confirmation by the Senate.

### **E. Resignation and Removal.**

1. Resignation. An officer may resign by submitting a request in writing to the Speaker of the Senate and the Student Union Vice President.
2. Removal. An officer may be removed only from office position by a Senate vote of absolute two-thirds ( $\frac{2}{3}$ ) with a good and justifiable cause.

### **F. Vacancies.**

A vacancy in office shall be filled by the same process for selecting new officers.

## **Section Seven. Meetings of the Senate.**

### **A. Regular Meetings.**

1. The first regular meeting of each semester shall be at the call of the Vice President of the Student Union, who is the President of the Senate (refer to Article IV, Section 4, 3. Vice President) ,until the Speaker of the Senate is elected. The first meeting shall occur no later than the end of the first week of classes.
2. A calendar of regular meetings for the remainder of the semester shall be adopted by a majority vote at the first meeting of the semester.

### **B. Special Meetings.**

Special meetings may be called by the President of the Student Union, the Speaker of the Senate or upon the written request of a majority of Senators. The purpose of the meeting shall be stated in the call or any other way of communication. The meeting should be called with a minimum of 48 hours notice.

### **C. Quorum.**

The quorum for regular and special meetings of the Senate shall be a majority (i.e., more than half) of its members. Speaker of the Senate and President of the Senate don't count towards quorum

### **D. Legislative Rules.**

1. Veto. The Senate may overturn a presidential veto with a vote of simple two-thirds (2/3) or may accept any revisions and approve the amended bill by a simple majority vote.
2. Open Meetings. Regular meetings shall be open to public viewing unless the Senate votes to go into executive session as per its parliamentary authority by simple two thirds ( $\frac{2}{3}$ ) majority vote.
3. Budgets.
  - a. The approval of Student Union budgets shall require a vote of absolute two-thirds ( $\frac{2}{3}$ ) of the Senate membership.
  - b. The approval of the Press budget shall require a vote of absolute two-thirds ( $\frac{2}{3}$ ) of the Senate membership.
  - c. The approval of the student organizations budget done by CCC shall require a vote of absolute two-thirds ( $\frac{2}{3}$ ) of the Senate membership.

## **Section Eight. Committees.**

### **A. Standing Committees.**

1. Composition.

The Student Senate standing committees include but are not limited to: Legislative Committee, Monitoring Committee, External Affairs Committee, Public Opinion Committee, Clubs and Conferences Committee, Press Board Committee, and Sports Committee. The duties of the committees are not only limited to the following. Further details are found in the Student Senate bylaws.
2. Standing Committees
  - a. The Legislative Committee shall be responsible for initiating legislation to the benefit and the welfare of the student body. In addition, writing the electoral code and then passing it on the senate. Moreover, review and approve associations' bylaws prior to being ratified by referendum through their constituency.
  - b. The Monitoring Committee shall be responsible for monitoring of the Student Union and its activities.
  - c. The External Affairs Committee shall be responsible for directing student concerns and grievances to the appropriate University committees.
  - d. The Public Opinion Committee shall be responsible for publicity matters of the Student Senate and the furnishing and maintenance of the Student Senate meeting room.
  - e. The Clubs and Conferences Committee shall be responsible for the distribution of Student Activities Funds. The committee shall be composed of senators and members of Non-Governing Student Organizations.

- f. The Press Board Committee shall dispense funds and monitor independent student publications, evaluate existing student publications, and approve newly formed independent student publications. The committee shall consist of senators and the editor in chief of current Independent Student Publications seeking funding.
  - g. The Sports Committee shall sponsor dialogue among sports complex users, AUC sports teams, and AUC athletes. The committee shall consist of Senators who are not affiliated with or part of any AUC sports committee.
3. Membership.
- a. Membership of Senators to the Student Senate Standing Committees shall be determined annually at the second meeting of the Spring semester by secret ballot simple majority vote of the Student Senate.
4. Chairpersons.
- a. The Chairpersons of Student Senate Standing Committees shall be elected in the first meeting of the respective committee by a simple majority vote of the committee members which are the senators present and voting. The first meeting will be chaired by the Speaker of the Senate. Chairpersons shall chair meetings of their committees when elected and report on the Committee's progress, activities, and resolutions as required or requested by the Senate.

**B. Ad Hoc Committees.**

Ad Hoc Committees of the Senate shall be created as deemed necessary by the Senate. Ad Hoc Committees shall consist of a chair and at least two (2) other members, nominated by the Speaker of the Senate and confirmed by an absolute majority vote of the Senate. Ad Hoc Committees shall report as required or when requested by the Senate to do so.

**C. Authority.**

Committees are not authorized to act on their own will. Committees shall make recommendations to the Senate for any action that is to be taken on behalf of the organization by a simple two-third ( $\frac{2}{3}$ ) majority vote.

## **Article IV. Executive Branch**

**Section One. Authority.**

The Executive Powers of Student Government shall be vested in the Executive Branch hereinafter referred to as the "Student Union."

**Section Two. Purpose.**

The purpose of the Student Union shall be to:

1. Serve, Represent and Entertain the American University in Cairo Student Body.
2. Execute the legislation and policies of the Senate and the decisions of the Court.
3. Fulfill its developmental duties within and outside the American University in Cairo premises locally and globally.
4. Empower students and student organizations, through the means the Student Union deems most fit to satisfy student needs.

**Section Three. Membership.**

**A. Composition.**

1. The Student Union shall consist of the elected Presidential Office, consisting of the President of the Student Union and Vice President of the Student Union, appointed members of the Cabinet, and all appointed members in the Student Union
2. The Cabinet shall include an Attorney General, a Treasurer, and Chairpersons for the following but not limited to committees : Academic Affairs, Events and Entertainment, Community

Engagement, Human Resources, Political Representation, Technology Information, Fundraising, Services, and Marketing.

**B. Qualifications to Hold Office.**

1. President and Vice President. To serve as either the President or the Vice President of the Student Union, a student must:
  - a. Be a full-time student at The American University in Cairo.
  - b. Had finished four (4) complete semesters prior to the start of the term of office.
  - c. Have at least one academic year remaining before graduation.
  - d. Have a grade point average of at least 2.50.
  - e. Be in good academic and social standing. Refer to the Appendix, Article IV.
  - f. Score at least fifty percent (50%) on the constitutional exam prepared by the Student Court and approved by a simple two-thirds (2/3) majority of the Student Senate on this Constitution and the Executive Branch By-laws.
  - g. Hold no other office in any other Student Organization, Publication or Association on campus during their entire term of office.
2. Cabinet Members. To serve as a member of the Student Union Cabinet, a student must:
  - a. Be a full-time student at The American University in Cairo
  - b. Had finished two (2) complete semesters prior to their appointment.
  - c. Be in good academic and social standing. Refer to the Appendix, Article IV.
  - d. Participate in mandatory training on the Constitution and Bylaws prepared by the Student Court.
3. Conflict of Interest.
  1. Members of the cabinet of the Student Union are prohibited from holding any position in any other American University in Cairo student government.
  2. Members of the cabinet of the Student Union are prohibited from holding any position in any other American University in Cairo student organization, publication, or local student government without the consent of the Presidential Office of the Student Union.

**C. Selection of Student Union Members.**

1. Election of President and Vice President.
  - a. Timing.
    - i. The Student Body shall elect, by either written or electronic ballot, a ticket of President and Vice President of the Student Union.
    - ii. Elections shall be held during the fourth (4) week before the end of the Spring semester and must be called for by the Office of Elections during the eighth (8) week before the end of the Spring semester.
      1. In the case of two tickets running for elections, office is assumed by simple majority vote.
      2. In case more than two tickets are running for elections, office is assumed by plurality at-large voting.
  - b. Additional Ballots. In the event of a tie, difference of 2% or less, only the tied candidate tickets shall be placed on a new ballot and a new election shall be conducted within seven (7) working days of the original election date.
  - c. One ticket vote. If there is only one ticket for the office, the office may be filled by a yes or no vote.
2. Appointment of the Cabinet. The Presidential office of the Student Union shall submit the names, qualifications, and cabinet presentations of individuals nominated to Cabinet offices to the Senate for confirmation at the second regular meeting of the Senate in fall semester. Appointments shall be confirmed by an affirmative vote of simple two-thirds (2/3) of the Senators.

**D. Term of Office.**



1. Elected Members. The President and Vice President of the Student Union shall serve a term of one year or until a successor is elected and installed. A term shall start on the first day of the Summer session and end on the day before the start of the Summer session of the following year.
2. Appointed Members. Appointed members of the Student Union shall serve a term of office commensurate to that of the Presidential Office of the Student Union.
3. Term limitations. No student may hold the office of President of the Student Union for more than two (2) terms.

#### **Section Four. Duties and Powers.**

1. Presidential Office. The presidential office shall:
  - a. Enforce this Constitution.
  - b. Ensure the Student Union operates to serve, represent and entertain the student body.
  - c. Advocate for student rights, freedoms, concerns and needs within the Student Organizations and with the University administration.
  - d. Maintain lines of communication between their office and the Student Body; all other branches of the Student Government, local student governments, and members of the faculty, staff and University administration.
  - e. Create a Cabinet with the committees outlined in this Constitution as well as any other departments they may deem necessary and no cabinet member shall fulfill the duties of another cabinet member.
  - f. Nominate chairs to head the various Cabinet committees as well as other Cabinet members mentioned in this Constitution and any other Cabinet level officers, they may deem necessary with the approval of the Student Senate in the form of a simple two-thirds (2/3) majority vote.
  - g. With the Student Senate; see that all passed legislation be faithfully executed.
  - h. Present the Summer budget within a period of time not exceeding four (4) weeks from the day of assuming office in the summer session to the Student Senate for approval by absolute two-thirds (2/3) majority vote.
  - i. Perform other duties as recommended by the Student Senate or as required to achieve the purposes of this Constitution.
  - j. Be subject to the Executive Branch By-Laws and may recommend amendments to them for a simple two-thirds (2/3) majority approval of the Student Senate.
  - k. Establish "Executive Commissions" to study issues on campus, publish reports, and make recommendations to the Senate on action to be taken.
  - l. Be subject to the Executive Branch By-Laws
2. President. The president shall:
  - a. Be an official spokesperson and representative of The American University in Cairo Student Body to the public, the media, other colleges and universities, and any other outside parties.
  - b. Appoint Student Court Justices with the binding advice, and consent of the Student Senate in the form of an absolute two-thirds (2/3) majority vote.
  - c. Appoint an Electoral Commissioner and a Deputy Electoral Commissioner with the advice and consent of the Student Senate in the form of a simple two-thirds (2/3) majority vote.
  - d. Have the power to sponsor and submit legislation to the Student Senate.
  - e. Sign bills submitted by the Student Senate into law or veto them within a period of time not exceeding ten (10) calendar days.
  - f. Have the power to call for a special meeting of the Student Senate after the conclusion of the second meeting of the Spring semester.

- g. Present or authorize the Treasury board to present a Student Union operating budget for an absolute two-thirds (2/3) majority approval of the Senate at the third meeting of each semester.
    - i. If the aforementioned majority is not attained, the Senate shall justify its voting outcome in a form of recommendation to be sent to the president within a period not exceeding a week from the day of the voting session.
    - ii. If the budget presented by the President or the Treasurer board of the Student Union fails to pass, after being presented twice at the Student Senate, without clear reasons, the Presidential office of the Student Union has the right to call for a meeting with the Chief Justice, Speaker of the Senate, Treasurer(s), Parliamentarian, and Attorney General to resolve the issue.
    - iii. If they fail to take a decision and resolve the matter, the Student Court should take a decision regarding either passing the budget or providing recommendations.
  - h. Be a voting member of the University Senate Executive Committee.
3. Vice President. The vice-president shall:
    - a. Be the President of the Senate. The President of the Senate shall call for and preside over the first Student Senate meeting until a Speaker of the Student Senate is elected and shall not be required to attend further meetings. The Vice President of the Student Union may attend Senate meetings, participate in discussion and debate, make motions or second motions, but may not vote and does not count toward quorum.
    - b. The Vice President shall carry on the duties of the President during illness or any other temporary inability to perform them.
  3. Attorney General. The attorney general shall:
    - a. Review Executive Branch legislation and any Constitution amendments in progress and advise the Senate on ways to ensure enforceability.
    - b. Examine any document that would ensure the fulfilment of their duties.
    - c. Serve as the chief legal officer in any student litigation concerning the Student Union.
    - d. Serve as counsel for the Student Union, representing the Student Union in judicial hearings before both the Student Court and University judicial committees and boards.
    - e. Author Student Union Bylaws as directed by the President and Vice President.
    - f. Attend Student Senate meetings. The Attorney General may participate in discussion and debate, but may not vote, make motions or second motions and does not count toward quorum.
  4. Treasurer. The treasurer shall:
    - a. Maintain a record of Student Union funds and Student Union-funded accounts.
    - b. Oversee the distribution of funds and make financial reports at each regular meeting conducted with the Monitoring Chairperson.
    - c. Could be authorized by the President of the Student Union to present a Student Union operating budget for an absolute two-thirds (2/3) majority approval of the Senate at the third meeting of each semester.
  5. Cabinet Chairpersons. Cabinet Directors shall
    - a. Direct their committee, carrying out the duties of that department as outlined in the Student Union Bylaws.

## **Section Five. Resignation and Removal.**

1. Resignation.
  - a. The President or Vice President of the Student Union may resign by submitting a Resignation letter to the Speaker of the Senate. A resignation is effective after ten (10) working days of the submission of the resignation letter
  - b. An appointed Cabinet Member of the Student Union may resign by notifying the

President, Vice President of the Student Union, and Speaker of the Senate in writing. A resignation is effective when announced at the next regular Student Senate meeting.

2. Removal. A member of the Student Union shall be removed from office for any of the following reasons:
  - a. Failing to continue to meet the qualifications for holding office.
  - b. As a result of successful disciplinary proceedings against a member, conducted as per the Student Government's disciplinary process, for which removal from office is the recommended sanction, as per the Bylaws.
  - c. Impeachment of the Presidential Office from office by absolute two-thirds ( $\frac{2}{3}$ ) of the Student Senate with a good and sufficient cause. Following the Senate vote, the removal is subject to a referendum by a simple majority vote.
  - d. Removal of Cabinet Members from office by absolute two-thirds ( $\frac{2}{3}$ ) of the Student Senate with a good and sufficient cause.
    - i. For clauses C and D. In accordance with the constitution, the accused person shall have the right to be notified of the charges at least four (4) working days before the charges are presented to the Senate. The accused also has the right to be heard, and to respond to the charges and account for their actions. which would be done in a Senate meeting as per the Student Senate Bylaws.

## **Section Six. Vacancies.**

1. Elected Offices.
  - a. A vacancy in the office of President shall be filled by the Vice President which leaves a vacancy in the office of Vice President.
  - b. Vacancy in the office of Vice President shall be filled by appointment of the President. The appointment shall be confirmed by a vote of absolute two-thirds ( $\frac{2}{3}$ ) of the Senate at a regular or special meeting called for that purpose.
  - c. In the rare instance that both the office of President and Vice President are vacant, the Speaker of the Student Senate shall hold the office of President of the Student Union.
    - i. If the vacancies occur one month or less before the Spring semester presidential elections, the Speaker of the Student Senate shall serve as Acting President until the Spring semester elections and then the President-elect and Vice President-elect will assume office immediately .
    - ii. If the vacancies should occur more than one month before the spring semester presidential election, the speaker of the senate shall serve as the acting president until the special elections and then the president-elect and the Vice President-elect will assume office immediately till the end of the vacant presidential office term. The President-elect and the Vice President-elect can run for the regular spring semester elections.
      1. Special elections for President and Vice President must be announced by the Office of Elections within three (3) working days of the position falling vacant and the elections must be held within a period of time not exceeding twenty-one (21) calendar days of the announcement.
  - d. Should the Speaker not yet be elected, a special election for the office of President and Vice President must be announced by the Office of Elections within three (3) working days of the position falling vacant and the elections must be held within a period of time not exceeding twenty-one (21) calendar days of the announcement. Treasurer shall assume office until elections are over, the president-elect and the vice president-elect shall assume office immediately.
2. Appointed Offices. A vacancy in a Cabinet office shall be filled by nomination of the Presidential office of the Student Union and subsequent confirmation by a vote of simple two-thirds ( $\frac{2}{3}$ ) of the Senators present and voting at a regular or special meeting. If the position is

not filled, no active cabinet member shall fill the vacancy or finish the work of the vacant position, this may only be done by the Presidential Office.

## Article V. Judicial Branch

### Section One. Authority.

The judicial authority of the Student Government shall be vested in the Judicial Branch, hereinafter referred to as the "Student Court" or the "Court."

### Section Two. Membership.

#### A. Composition.

The Student Court shall be composed of nine (9) Justices: one (1) Chief Justice and eight (8) Associate Justices to include a Deputy Chief Justice, a Court Clerk, and an Assistant Court Clerk.

#### B. Qualifications.

1. Student Court Justices shall:
  - a. Have completed two (2) semesters at The American University in Cairo prior to appointment.
  - b. Have a minimum grade point average of 2.5.
  - c. Not a member of any other branch of the Student Government, local student government, a Student Organization, or Publications.
  - d. Not participate in any elections' political campaigns.
  - e. Be required to score at least seventy-five percent (75%) on an exam related to the Student Court Bylaws and this Constitution created by the Student Senate.

#### C. Appointment.

1. The Chief Justice and the Associate Justices shall be nominated by the President of the Student Union and confirmed by a vote of absolute two-thirds ( $\frac{2}{3}$ ) of the Senate. The Chief Justice shall be confirmed as the Chief Justice position by the senate by an absolute two-thirds ( $\frac{2}{3}$ ) of the senate.
2. The Deputy Chief Justice, the Court Clerk, and the Assistant Court Clerk shall be nominated by the Chief Justice and confirmed by an absolute majority vote of two-thirds ( $\frac{2}{3}$ ) of the Court Justices.
3. In case Chief Justice and Deputy Chief Justice are not present, Court Clerk and Assistant Court Clerk are appointed by absolute majority vote of two-thirds( $\frac{2}{3}$ ) of all Student Court Justices .
4. In case Chief Justice and Deputy Chief Justice are not present, any decision done by the court will pass by absolute majority vote of the justices.
5. All Justices shall have equal votes.

#### D. Term of Office.

1. Term.
  - a. *Justices* shall serve a term of two (2) years. A term shall start on the date being confirmed by the Senate and end on the day before that date two (2) years later.
  - b. Term Limits. A member of the Court shall serve no more than two (2) terms in office.

### Section Three. Duties and Powers.

The Student Court shall:

1. Monitor all Student Body elections.
2. Rule fairly on disputes arising over:
  - a. Interpretation of this Constitution.
  - b. Interpretation of Constitutional amendments.
  - c. Interpretation of legislation signed into law.
  - d. Disputes and controversies involving students accepting matters falling under the

jurisdiction of the University administration.

3. Have a member of the Court serve on University boards and committees as requested by The American University in Cairo administration or the Student Senate.
4. Have members attend regular meetings of the Student Senate.
5. Coordinate with the security office to monitor and ensure fairness of legal proceedings.
6. Issue charges, subpoena, and orders.
7. Appellate jurisdiction of the Student Court shall include substantive or procedural disputes arising over all committees and boards created by this Constitution or the Student Union.
8. Take corrective measures against parties of the Student Government in the case of violating this Constitution as stated in the Student Court Bylaws
9. Provide training for Student Union Cabinet, President and Vice-president of Non-governing Organizations, Press, Student Associations; and Office of Elections.
10. Moderate presidential elections debate, in collaboration with the Office of Elections, to be held before election date.

#### **Section Four. Resignation and Removal.**

1. Resignation. A member of the Court may resign by notifying the President of the Student Union and Chief Justice in writing. A retirement is effective upon announcement of the President.
2. Removal. A member of the Court shall be removed for any of the following reasons.
  - a. Failure to maintain the requirements to hold office within the Student Court.
  - b. Having three (3) unexcused absences from properly scheduled court hearings.
  - c. Violating the Student Court Code of Ethics.
  - d. Removal by absolute two-thirds ( $\frac{2}{3}$ ) of the Student Senate with a good and sufficient cause, as per the Student Senate Bylaws.

#### **Section Five. Vacancies.**

1. Justices.
  - a. On the first three (3) days of each semester, the Student Court should inform the Student Union President with vacancies in Student Court, where the Student Union President should announce the vacancies within five (5) working days.
  - b. Student Court Justices could also be appointed at any time during the Fall or Spring semester when the Student Union President deems it necessary.
  - c. The President of the Student Union shall make nominations to fill vacancies within twenty one (21) calendar days of the announcement of those vacancies. Nominations must be confirmed by a vote of absolute two-thirds ( $\frac{2}{3}$ ) of the Senate.
2. Deputy Justice and Clerks.
  - a. A vacancy in the office of Deputy Justice, Court Clerk, or Assistant Court Clerk shall be filled as soon as possible by the same process as mentioned in Section Two. Membership Part C. Appointment.

#### **Section Six. Hearings.**

##### **A. Convening the Court**

1. All actions against any party will begin by filing a written complaint to the Student Court.
2. A complaint shall consist of the specific charge. Complaints with questions of wording shall be interpreted to the benefit of the accused.
3. Within five (5) working days after a complaint has been filed, the Student Court shall meet, to determine whether a hearing is warranted. In instances where authorization of the Vice President of Student life is necessary, the Court shall seek to procure such in order to proceed with the hearing of the case.
4. If a hearing is warranted and authorized, the Court Clerk shall, within one (1) working day, notify in writing the victim/complainant and the accused of the basis of the alleged violation; the date, time, and place the violation allegedly occurred; the nature 14 of the evidence upon

which the complainant will rely; and the date, time, and place at which a judicial hearing will meet to determine if a violation has occurred.

5. The accused will also receive a copy of the "Student Rights Afforded by Student Court Due Process," found in the bylaws.
6. The date of the hearing must be at least seven (7) working days after the notification.
7. A Justice may recuse themselves from a case if he or she feels that their relationship to the case may bias their decision. A Justice cannot be coerced to recuse themselves. It must be done within their own volition; however, the Chief Justice can recommend that a Justice recuse themselves. A Justice cannot be recused if he or she has made any comments regarding the case following the commencement of the hearing.
8. Further details are included in the Student Court Bylaws.

**B. Quorum.**

Quorum for meetings of the Court shall be any number of justices provided either the Chief Justice or the Deputy Chief Justice is present.

**Section Seven. Publicity of Records.**

Student Court decisions and records shall be public. The publicity of records and decisions shall be regulated by student laws.

## **Article VI. Office Of Elections**

**Section One. Authority:**

The Election Powers of the Student Body shall be vested in the Office of Elections.

**Section Two. Membership:**

**A. Composition:**

1. The Office of Elections is independent of all the branches including the student government branch, shall have an advisor, and a separate office to execute their duties.
2. The Office of Elections shall be composed of an Electoral Commissioner, and a Deputy Electoral Commissioner.

**B. Qualifications:**

1. The Electoral Commissioner and the Deputy Electoral Commissioner shall be full-time students.
2. Maintain good and academic social standing. Refer to the Appendix, Article IV.
3. Have a minimum grade point average of 2.5.
4. The Electoral Commissioner and the Deputy Electoral Commissioner shall not be a member of any branch of the Student Government, local student government, a Student Organization or Publication, and be a neutral party during their term in office.
5. Members of the Office of Elections shall not take part of or known to be affiliated with any elections' campaigns.
6. Not be a member of any other branch of the Student Government, local student government, a Student Organization, or Publications.
7. The Electoral Commissioner and the Deputy Electoral Commissioner shall sit and score at least sixty (60) percent on an exam drafted by the Student Court on this Constitution and the Office of Elections' by laws.

**C. Appointment:**

1. The President of the Student Union shall appoint the Electoral Commissioner and the Deputy Electoral Commissioner, within one (1) calendar week after the Student Senate general elections, with the binding advice and consent of the Student Senate in the form of a simple two thirds ( $\frac{2}{3}$ ) majority vote.

**D. Term of Office.**

1. The term of office of the Electoral Commissioner and the Deputy Electoral Commissioner shall be one year and shall begin on the 1st day of the Spring semester and shall end on the day before the start of the Spring semester of the following year.
2. The Electoral Commissioner and the Deputy Electoral Commissioner shall not serve more than two (2) consecutive terms.

**Section Three. Duties and Powers:**

The Office of Elections Shall:

1. Execute all electoral activities and assessments of holding offices in the student body.
2. Present funds of all Elections' campaigns at the beginning of the Spring and Fall Semester to the Senate to be approved by an absolute two-third ( $\frac{2}{3}$ ) majority vote of the Student Senate.
3. Be responsible for all elections processes, ballot casting, vote counting, and result announcement .
4. Receive requests of referendums and execute them.
5. For each election, organize briefing sessions about the elections.
6. Strive for improvement of the democratic engagement of the Student Body by developing the elections' methods and system, reporting elections' results and statistics to the Student Body, and creating an always up-to-date list of electable positions.
7. Ensure the fulfillment of qualifications: of candidates, and the officers during their term in their office.
8. Maintain bylaws to organize procedures and timeline of the office's activities, and the criteria of expenditures.
9. Moderate presidential election debate, in collaboration with the Student Court, to be held before election date."

**Section Four. Resignation and Removal.**

1. Resignation: A member of the Office of Elections may resign by submitting a Resignation letter to the President of the Student Union and Speaker of the Senate. A resignation is effective after ten (10) working days of the submission of the resignation letter
2. Removal: The Student Court and the Student Senate shall have the power to dismiss the Electoral Commissioner and/or the Deputy Electoral Commissioner with a good and sufficient cause with the confirmation of the Senate through an absolute two third ( $\frac{2}{3}$ ) majority vote. The accused has the right to be heard, and to respond to the charges and account for their actions which would be done in a Senate meeting as per the Student Senate Bylaws in the presence of the Student Union President.

**Section Five. Vacancy**

1. Vacancy: Resignation from office shall not be in a period less than two (2) weeks from any election and has to be with notification of all the Student Government branches.
2. The vacancy in the Office of Elections shall be filled within a week following the date at which the position falls vacant.

## **Article VII. - Student Associations**

**Section One. Authority:**

The Student Associations Powers shall be vested in the Student Associations.

**Section Two. Membership**

**A. Composition of Constituency:**

1. Each constituency of students entitled representation in the Student Senate shall have the right to have a Student Association.
2. Two or more constituencies belonging to the same school may elect to merge under one Student Association through filing a request to the Student Court and after the acceptance of the request, each constituency will be holding a simple two-thirds ( $2/3$ ) majority referendum in each constituency separately.
3. Two or more constituencies under the same student association may elect to divorce from the student association. Divorce shall be initiated by the divorce-desiring constituency through presenting a verifiable absolute majority petition to the student court, followed by a referendum in the student association under which the divorce-desiring constituency is registered. If such a referendum passes by simple two-thirds ( $2/3$ ) majority, the divorce shall come into force.
4. Only constituencies which encompass more than 50 students shall be eligible to initiate the right to divorce.
5. Constituencies with less than 50 students have the right to merge with another constituency under one student association.
6. If a new major is introduced, a petition shall be sent to the OSL for review to merge under an existing association within the same department or form a new association.
7. Student Associations shall consist of a General Assembly of all full time and part time students who belong to the constituency the Association represents and an elected Executive Office.
8. A minimum of 50 students represented in the constituencies is a requirement to establish a student association given that each association must have a faculty advisor the specific composition and duties of members of an Association's Executive Office shall be described in each Association's By-Laws.
9. The upper board shall be composed only of students that belong to the constituency the association represents. High board and members could belong to other constituencies.
10. The association has the right to choose its faculty advisor, the faculty advisor does not have to be faculty at the respective constituency, but it is recommended that he is a faculty that belongs to the respective constituency.

**B. Qualification:**

1. Must be full time students who belong to the Association's Constituency;
2. Be in good academic and social standing. Refer to the Appendix, Article IV.
3. Maintain a grade point average of at least 2.5.
4. Members of a Student Association's Executive Office shall not be Student Senators, members of the Student Union Cabinet, Court Justices, or Office of Elections.
5. The Student Association By-Laws may include additional qualifications for members of the Executive Office.
6. The President and Vice President shall take mandatory training on the Constitution held by the Student Court.

**C. Elections**

1. Student Associations presidential elections take place in each Spring Semester. Such elections shall be conducted within the last eight (8) weeks prior to the end of the Spring semester.
2. Presidential elections shall be held during the eighth (8) week before the end of the Spring semester and must be called for by the Office of Elections during the tenth (10) week before the end of the Spring semester.
3. In the event of a tie, difference of 2%, the elections are repeated between only the top two (2) tickets within a period of time within seven (7) working days of the tie announcement.
4. In the case of only one ticket available, the office is filled by a yes or no vote from the respective constituency.

**D. Terms of office**

1. The President of the Student Association shall serve for a term of one academic year and shall



- be elected together with one Vice President on the same ticket through a simple majority vote of the students of the respective constituency.
2. The term of office of the President and Vice President of the Student Association shall be one academic year and shall start on the first day of the Summer session and end on the day before the start of the Summer session of the following year. However, they are allowed to shadow the association from the day they win the elections, to guarantee a smooth and successful handover.
  3. No student may hold the office of President of the Student Association for more than two (2) terms.

### **Section Three. Duties and Powers:**

The Student Associations Shall:

1. Have a constitution that does not contradict the constitution of the student body.
2. Serve their General Assemblies to their academic departments.
3. Conduct academic representation in collaboration with the Student Senate and the Student Union.
4. Provide their General Assemblies with events aimed at connecting the students and building a community within the constituency.
5. Provide undeclared students intending their respective majors with academic and course guidance.
6. Receive the percentage of the Student Activities Fund as specified in the Appendix, Article III.
  - a. Each standing association will receive a percentage of each individual student's activities fees multiplied by the number of constituents in its major.

### **Section Four. Resignation and Removal**

1. Resignation: The President or Vice President of the Student Association may resign by submitting a Resignation letter to the Office of Student Life Advisor and the Student Court. A resignation is effective after ten (10) working days of the submission of the resignation letter
2. Removal: A Student Association's Presidential Office may be removed from office following a simple two-thirds (2/3) majority referendum of the Association's General Assembly brought about by a petition signed by an absolute majority of the Association's General Assembly.

### **Section Five. Vacancies**

1. A permanent vacancy in the office of the President of the Association resulting from resignation, death, severe illness, or removal shall be filled by the Vice President. The latter may appoint a Vice President upon a confirmation by a simple majority vote of the Association's General Assembly.
2. A permanent vacancy in the office of the Vice President of the Association resulting from resignation, death, severe illness, or removal shall be filled in the following manner. The President may appoint a Vice President upon a confirmation by a simple majority vote of the Association's General Assembly.
3. If vacancies in both the offices of President and Vice President of the Association resulting from resignation, death, severe illness, or removal occurring in the same happenstance may be filled in the following manner.
  - a. If the vacancies should occur in the Spring semester before the elections, the positions shall remain vacant until the elections and then the newly President-elect and Vice President-elect will assume office immediately for the remaining term and their own term.
  - b. If the vacancies should occur in the Spring semester after the elections, then the newly President-elect and Vice President-elect will assume office immediately for the remaining term and their own term.

- c. If the vacancies should occur in the Fall semester, the Office of Elections will announce the vacancies during the third (3) week before the end of the Fall semester and hold elections during the second (2) week before the end of the Fall semester, all procedures as normal elections are followed.
4. In the event that no one runs for the presidency from the start, the Association shall be frozen until the next vacancy elections in the Fall semester, unless a petition of absolute majority of the constituency is presented to the Office of Elections and the Student Court. Once such a petition is verified, all procedures as normal elections are followed, but within two (2) weeks there should be the elections to have newly elected President and Vice President.

## **Article VIII – Non-Governing Student Organizations**

### **Section One. Authority**

Student Organizations shall be hereby defined as formal organized student-led bodies that are not under the authority of, associated with or directly funded by, the Student Union or any Student Association. The Clubs and Conferences Committee (CCC) of the Student Senate shall be responsible for allocating funds to the Student Organizations and monitoring them in accordance with the CCC by-laws.

### **Section Two. Membership**

#### **A. Qualifications**

1. Student Organization leaders and members shall be full time students at The American University in Cairo who will continue to be full time students during their term in office, or the student membership shall be cancelled.
2. Student Organizations President and Vice President shall have and maintain a minimum grade point average of 2.5.
3. Student Organizations Leaders and members shall be in good academic and social standing. Refer to the Appendix, Article IV.
4. The President and Vice President shall take mandatory training after holding office on the Constitution held by the Student Court.

### **Section Three. Student Organizations Formation**

1. The Clubs and Conferences Committee (CCC) shall announce vacancies for establishing new Student Organizations to all AUC students every semester, in case of available slots.
2. The Clubs and Conferences Committee shall allow a maximum of thirty (30) operating student organizations at a time.
3. Applicants should have at least five to seven co-founding members with a minimum of one semester experience as upper board members at any student organization.
4. Student Organizations funded through the Student Activities Fees must have a faculty advisor.
5. Student Organizations funded through the Student Activities Fees must provide the Clubs and Conferences Committee and the Office of Student Life with a constitution that follows the constitution template provided for all Student Organizations.
6. The CCC is responsible for evaluating the applications of new student organizations in accordance with the CCC By-laws.
7. The Office of Student Life (OSL) must approve the mandate of any new student organization
8. Student Organizations shall be made official upon notifying the proper University offices and the Student Senate.
9. All members of the student organizations should be enrolled students in the American University in Cairo.

### **Section Four. Student Organizations Budgets**

1. The Student Senate shall allocate a percentage of the Student Activities Fund to funding Student Organizations in accordance with student constitution as specified in the Appendix, Article III.
2. No Student Organization shall receive a budget higher than the budget cap that is set every semester by the Clubs and Conferences Committee.
3. The Clubs and Conferences Committee shall disperse funds that will directly involve AUC students only.
4. The Clubs and Conferences Committee shall allocate budgets to Student Organizations during the Fall and the Spring semesters no later than the time stated in the CCC by-laws.

#### **Section Five. Rights and Responsibilities**

1. Student Organizations shall enjoy all rights given to individual students in this Constitution and are obliged to abide by rules and regulations of The American University in Cairo.
2. Student Organizations hold the right to ask for a reallocation of their budget from the Clubs and Conferences Committee.
3. Student Organizations hold the right to review their own allocated budget after the Clubs and Conferences Committee are done with all budget allocations for Student Organizations.
4. Student organizations shall seek projects that directly serve their mandate.
5. Any disputes among the members of the Student Organizations shall be raised to the Student Court.
6. The Student Organizations shall send the Office of Student Life advisors their annual plans on time as requested by the Office of Student Life.
7. All Student Organizations' projects must be approved by the Office of Student Life advisors.
8. Student Organizations initiating projects that touch upon the mandate of other Student Organizations may collaborate with them for the project to be approved by the Office of Student Life.
9. All Student Organizations shall be allowed to seek external funding through sponsorships and advertisements as per this constitution.
10. All Student Organizations shall have the right to ask for membership fees for any initiative or collect donations.
11. All presidents of Student Organizations are responsible for their board recruitment.
12. All presidents of Student Organizations must have a good academic and social standing. Refer to Appendix, Article IV.
13. All Student Organizations must follow all policies and regulations as stated in the CCC By-Laws

## **Article IX – The Student Press**

#### **Section One. Student Publications**

1. AUC Students should have the platform for self-expression and freedom of speech to speak, write and represent what they think and believe in as long as there is no harm to one's right to self-expression and determination. The Press Board Committee (PBC) to maintain the freedom of the student press constitution of the Student Body of AUC and shall maintain that all members of the committee abide by the AUC Academic Integrity, Student Conduct, Constitution, and By-Laws of AUC in their publications.
2. Student Publications shall be divided into Affiliated Student Publications and Independent Student Publications.
3. Affiliated Student Publications shall consist of newspaper labs; Student Union publications; Student Association publications, and publications belonging to Student Organizations.
4. Independent Student Publications shall be defined as Student Publications that are not owned,

run, regulated, funded or affiliated with any department, office, Student Association, Student Organization on campus or the Student Union.

5. Independent Publications shall present their budgets to the press board committee and explain how each of their budgets serves a certain purpose. Moreover, the members are responsible to outline each item or request on the budget and the intuition behind the terms that underlie the request for such amount per item.

## **Section Two. Formation**

1. Newspaper labs shall be formed by and subject to the rules and regulations set by their parent departments.
2. The Student Union, Student Associations and Student Organizations have the right to form student publications as per student laws.
3. Students may form Independent Student Publications as per student laws.
4. Editor in Chief of Independent Student Publications shall take mandatory training after holding office on the Constitution and Bylaws held by the Student Court.
5. Members of the AUC Student Body represented in the Student Body Constitution have the right to create independent student publications under the regulations of the PBC.
6. Those wishing to create a new independent publication need to provide the following to the PBC chair: 5 founding members, the mission and vision of the new publication, how it is different from current publications on campus, the budget outlining the justification for each item on the budget, and any other document deemed necessary by the PBC.
7. A budget for new publications shall also be allocated for either fall or spring depending on the number of publications at the time. The distribution of such a budget shall be outlined in the Press Board Budget presented to the Student Senate at the beginning of the fall or spring semester.

## **Section Three. Duties and Powers**

The student press shall:

1. Provide a full opportunity for students to inquire, question, and exchange ideas. Publications should reflect all areas of student interest, including topics about which there may be dissent or controversy.
2. Report fairly and objectively appropriate campus and community news.
3. Establish and maintain a climate for free and responsible exchange of ideas about current events and issues, such as the Senate meetings, general elections and referendums, the Student Union events, student organizations achievements and the Student Body concerns.
4. Provide a vehicle for the exploration of intellectual concerns on campus.
5. Provide an outlet for a representative sampling of student thinking.
6. Provide an opportunity for student experimentation with written expression of new and original ideas.
7. Provide a vehicle for the exchange and formulation of student opinion on current issues on the campus and in the world at large.
8. Bring representative concerns of students to the attention of the faculty and administration.
9. Create a product that will be a source of reference for future generations.
10. Check and verify all facts and verify the accuracy of all quotations.
11. Make every effort to correct significant mistakes with reasonable prominence.

## **Section Four. Rights and Privileges**

1. The Press Board Committee shall disperse funds to independent student publications, evaluate existing student publications and approve newly formed independent student publication
2. The allocation of the budget to the members of the PBC shall be voted on by the Student Senate by an absolute two-thirds ( $\frac{2}{3}$ ) majority of the Student Senate.

3. All student publications shall be afforded the rights of freedom of the student press granted in this Constitution.
4. All affiliated student publications shall be funded by their parent organizations or departments as per student laws.
5. Independent student publications may elect to seek funding from the Student Activities Fund or may be completely self-funded.
6. A maximum percentage of the Student Activities Fund shall be allocated to funding Independent Student Publications in accordance with the Student Senate By-laws as specified in the Appendix, Article III.
7. Student Publications shall be allowed to seek external funding through sponsorships and advertisements as per student laws.

## **Article X – Student Rights and Responsibilities**

### **Section One. Freedom of Speech**

1. No authority, academic or civil, shall infringe upon a student's freedom of speech, freedom to publish, or freedom to peaceably assemble and demonstrate grievances.
2. Students shall be free to express opposing views or reasoned and orderly exception to data or views offered in any classroom or course of study and to reserve judgment about matters of opinion without incurring a grade penalty or any other repercussions with the understanding that the student is responsible for maintaining standards of sound scholarship.
3. Students have the responsibility to represent fairly the views expressed by their professors, guest speakers, and administrators.
4. Students have the right to distribute printed material, offer petitions for signature and make speeches on campus, outside University buildings without prior approval.
5. Students have the right to protest and demonstrate without prior approval, but require prior notification to the University. All such activities must be peaceful and avoid acts or credible threats of violence.
6. No event shall infringe upon the rights or privileges of anyone not in sympathy with it, and no one will be permitted to harm others, damage or deface property, block access to University buildings or disrupt classes.

### **Section Two. Freedom of Association**

1. Students are free to gather in any official or unofficial context and have the right to start or join Student Organizations and Publications as per the regulations described in this Constitution and student laws.
2. The policies, activities and membership of student organizations and publications shall be determined by their members as per student laws and the Organization or Publication's by-laws.
3. Student Organizations and Publications are free to choose their faculty adviser provided the adviser holds full time status.
4. Student Organizations and Publications shall not make discriminations with respect to religion, race, creed, or national origin in the determination of their membership.
5. Student Organizations and Publications have the right to solicit outside funding as per student laws.
6. All students, whether members of student Organizations and Publications or not, have the right to use campus facilities for meetings and other activities.
7. Students have the right to receive University certification of their participation in activities approved and sponsored by the University.

### **Section Three. Freedom of the Student Press**

1. Editors of the student press shall be free to develop their own editorial policies and news coverage.
2. Editors of the student press shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content.
3. Student publications shall not be subject to any form of prior restraint.
4. Student publications should explicitly state on the opinions pages that the opinions there expressed are not necessarily those of the University administration or Student Body.

### **Section Four. Fair Regulation**

1. Students shall be free from all rules and regulations not uniform in nature or not fully and clearly formulated, published, and made known to all students.
2. No student shall be subject to any non-academic rule over which no democratic constituency to which that student belongs may amend.

### **Section Five. Privacy**

1. Students shall be free from unreasonable searches and seizures in their persons, possessions, and residences, and shall enjoy full access to and privacy of their academic, non-academic, and disciplinary records.
2. Students have the right to access their own official records.
3. The written consent of the student must be received before personally identifiable data is released from the student's records to any party other than the exceptions specified below:
  - a. The University is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the academic, administrative, or service functions of the University and who have reason for using student records connected with their academic or other University responsibilities.
4. Disclosure may also be made to other persons or organizations under certain conditions (e.g. as part of an accreditation or program evaluation; in response to a Court order or subpoena; in connection with financial aid; or to US institutions to which the student is transferring).

### **Section Six. Due Process**

1. Students shall enjoy the rights of due process before any University or student judiciary.
2. Students shall have the right to a speedy hearing.
3. Students shall have the right to confront accusers and witnesses.
4. Students shall have the right to competent counsel.
5. Students shall have a presumption of innocence in all disciplinary matters.
6. Students shall have freedom from cruel and unusual punishment.
7. Students shall have the right to an appeal.
8. No student shall be twice put in jeopardy for the same offense, or suspended or expelled except in cases of academic failure, failure to pay a University debt, or failure to abide by the safety and rights of other members of the University community.

### **Section Seven. Trial by Peers**

1. Students shall have the right to a fair and impartial hearing for all grievances under this Constitution or any regulation promulgated by the University before a judiciary of their peers represented in the Student Court.

### **Section Eight. Equal Protection**

Students shall enjoy equal protection of laws and rules without regard to race, religion, gender, sexual orientation, age, marital status, disability, creed, or any unreasonable consideration.

### **Section Nine. Safety**

1. Students have a right to personal security and physical safety while on campus, attending classes or engaged in authorized University activities.
2. Students who are harassed, assaulted, stolen from or physically harmed have the right to report wrongdoing to the University Security, identify those responsible when possible, and alert the Office of Equal Opportunities and Affirmative Action of such incidents.
3. Students have a right to fair and diligent investigations regarding such cases.

### **Section Ten. Rights of Citizenship Off-Campus**

No student shall be subject to institutional disciplinary actions based on their exercising their right of citizenship on and off campus. The right of citizenship includes political and social participation and activism.

### **Section Eleven. Quality of University Services**

1. Students have the right to quality service in academic advising and in career and employment advising.
2. Students have the right to emergency medical care, if necessary, while on campus, attending classes or engaged in a University-related on-campus activity.
3. Students have the right to reasonably-priced on campus food and beverages that have been produced in a hygienic environment.

### **Section Twelve. Participation in Policy and Decision Making**

1. Students have the right to participate in all formal University bodies that set new policies, amend existing policies, or exercise policies affecting students' academic and non-academic pursuits.
2. Students who are members of such bodies must be treated as equal and active voting members and they must be given equal access to all relevant information.
3. Students who are members of such bodies must meet the full responsibilities of membership, including attending all meetings and completing all assignments.
4. Students have the right to objectively judge on all matters discussed in such committees.

### **Section Thirteen. Petition**

1. Students shall enjoy the right to inquire into, and be honestly and fully informed regarding, any University policy, the process by which it was adopted, and the means by which it might be changed; and students shall be able to petition the University for redress of any policy.
2. Students have the right, collectively or individually, to petition regarding any aspect of their education and general University-provided services, and to present petitions against actions or decisions taken by members of the University's faculty, staff or administration, and have these petitions treated seriously and given due consideration.
3. Students have the right to present such petitions to department chairs, deans, the Provost, the Vice President of Student life, or the President as appropriate.
4. 25 Students have the right to provide, along with their petitions, any supporting legal documents/medical reports when appropriate.

### **Section Fourteen. Academic Rights and Responsibilities**

1. Students shall have the right to be graded fairly and shall have protection through orderly procedures established by University against prejudiced or capricious academic evaluation.
2. Students have the right to be informed of the basis on which their instructors assign them grades and receive a clear grade breakdown.
3. Students have the right to expect that the instructor originally assigned to teach the course shall teach it excepting extenuating circumstances.

4. Students have the right to receive course syllabi or outlines on the first day of class in which all course requirements are clearly specified.
5. Students have the right to have the instructor of the course abide by the course syllabus during the period of the course in question.
6. Students have the responsibility to adhere to and meet the course requirements identified in the syllabus.
7. Students have a right to expect that meeting class hours shall not exceed or be less than the assigned meeting hours for the semester.
8. Students have the responsibility to respect class time and abide by each instructor's policies concerning attendance and late admission as specified in the course syllabus.
9. Students have the right to be excused by instructors for absences from class or late assignments for reasons that the University has formally authorized and approved; as well as extenuating circumstances such as illness and deaths in the family as long substantial proof is provided.
10. Students shall have a say in the time and place of make-up classes
11. Students have a right to expect clear instruction with regards to all assignments and tasks.
12. Students have the responsibility to complete all tests and assignments in the manner and at the times required by their instructors.
13. Students have the right to have their papers, tests and exams returned to them by their instructors within a reasonable period of time; to meet with their instructors to discuss their grade within a reasonable period of time; and to be advised by their instructors concerning how individual grades were determined.
14. Students have the right to expect that all faculty members maintain and keep regular office hours, and that faculty will make every effort to assist them in answering questions and advising them in the academic problems.
15. Students have the right to have final grades determined only by the designated instructor of a course.
16. Students will not be required to take examinations, quizzes or tests or to complete assignments that have not been reviewed and approved by the designated instructor of a course.
17. Students have the right to be notified a week before a substantive examination (midterm, final) excluding pop-quizzes.
18. Students have the right to sit no more than three (3) final examinations per day.
19. Students have the right to evaluate faculty members and courses at the end of every semester.
20. Students have the right to enroll in the sections of the course they wish to attend, subject to the availability of both space and faculty.
21. Students have the right to attend classes in which they have registered.
22. Students have the right to pursue their intended studies in the sections of courses in which they have enrolled during the University's formal registration periods, subject to the availability of appropriate space and faculty.
23. Students may not be transferred to other sections of the courses in which they have registered or to other courses without their knowledge and approval.
24. Students have the responsibility to uphold the highest standards of academic integrity in their own work.
25. Students are obligated to understand and comply with the University's Code of Academic Ethics, which they must read and sign upon admission to the University.
26. Students also need to adhere to and strictly observe the International Copyright Law pertinent to photocopies and to electronic copies and any material protected by copyright.

#### **Section Fifteen. Democratic Representation and Student Government**

1. Students shall have the right to form and maintain a democratic student government vested with the power to administer and regulate affairs primarily concerning students, to levy and collect dues, and to be represented in the formulation of University policy.



2. All eligible students have the right and equal opportunity based on merit to participate in student government whether by running for elected offices or applying for appointed positions as per this Constitution and student laws.

## **Appendix**

### **Article I. – Amendments**

#### **Section One. Proposal of Amendments**

Amendments to this Constitution may be proposed by a two thirds (2/3) absolute majority vote of the Student Senate or by a verifiable petition of one thousand (1,000) members of the Student Body  
Constitutional amendments must be in the form of Striking Out, Inserting, or Striking Out and Inserting.  
This Constitution shall not be Stricken in its entirety without the concurrent proposal of a legitimate Insertion.

#### **Section Two. Passage of Amendments**

Amendments must be passed by a simple majority referendum of the Student Body.

#### **Section Three. Recording of Amendments**

All passed amendments shall be properly noted in detail in an appendix attached to this Constitution.

#### **Section Four. Effective date.**

Amendments to the Constitution shall take effect upon their approval unless otherwise directed in the adopted motion or its provisos.

### **Article II. – Ratification**

#### **Section One Adoption**

This Constitution shall be ratified immediately with the consent of a simple majority of voting students.

#### **Section Two. Transition**

1. All officers already filling any office by election or appointment at the time of ratification shall continue until their successors are selected in accordance with this Constitution or the measures enacted in transitional laws.
2. All Branches of the Student Government shall create or maintain their bylaws in accordance to this constitution. The Student Senate shall approve all the bylaws.

### **Article III . Budget and Finance Process**

- The Student Organizations shall receive a maximum of thirty-five(35) percent of the Student Activities Fund.
- The Student Union shall receive thirty-one (31) percent of the Student Activities Fund.
- The Student Associations shall receive twenty (20) percent of the Student Activities Fund of students in their constituency
- The Student Press shall receive a maximum of seven (7) percent of the Student Activities Fund..
- The Student Senate shall receive four (4) percent of the Student Activities Fund.
- The Office of Elections shall receive one and a half (1.5) percent of the Student Activities Fund.
- The Student Court shall receive one and a half (1.5) percent of the Student Activities Fund.

In case a student is double majoring, the twenty (20) percent allocated to the student activity fees will be divided equally between his 2 majors.

In case students don't have any association that represents their major, the twenty (20) percent will accordingly

go to the Student Union as they will be responsible for representing those students.

In case students are undeclared, the twenty (20) percent will accordingly go to the Student Union as they will be responsible for representing those students.

In case students are non degree seeking, the twenty (20) percent will accordingly go to the Student Union as they will be responsible for representing those students.

## **Article IV. Good Academic and Social Standing**

Checks will be conducted in order for the students to be clear and proceed. Checks will be conducted 2 semesters preceding holding the respective office of governing or non government organisations t. The type of checks will be:

- Title IX Background Check
- Social Probation Check
- Academic Probation Check

## **Article V. – References**

Parts of this Constitution were adapted from student government constitutions abroad, the old AUC student constitution, and AUC university policies, all highlighted below.

The Constitution Formation Committee is extremely grateful to all these parties.

### **Baylor University Student Body Constitution**

Several ideas and procedures were adapted from the Baylor University Student Body Constitution and changed to fit AUC student life and university policies. The formation and procedures of a student judiciary in the form of a Student Court was directly adopted from the Baylor University Student Body Constitution.

The Baylor University Student Government was informed of these references, which are detailed below:

- a. Article 1. Section 1.5 Clause 4
- b. Article 2. Section 2.6 Clauses 1-5, 9, 13-16
- c. Article 2. Section 2.7 Clauses 3-4
- d. Article 2. Section 2.8 Clause 4
- e. Article 3. Section 3.4 Clause 13
- f. Article 3. Section 3.8
- g. Article 4.

### **The University of North Texas Student Constitution**

Some clauses were phrased in a way similar to that of the University of North Texas Student Constitution. The references are detailed below:

- a. Article 2. Section 2.6 Clause 7
- b. Article 2. Section 2.7 Clauses 1-2
- c. Article 3. Section 3.4 Clauses 5, 11, 14, 16
- d. Article 10. Sections 10.1-10.2

### **Constitution of the Student Body of the Ann Arbor Campus of the University of Michigan**

Some clauses were phrased in a way similar to that of the Constitution of the Student Body of the Ann Arbor Campus of the University of Michigan. The references are detailed below:

- a. Article 1. Section 1.1
- b. Article 9. Section 9.2 Clause 6
- c. Article 9. Section 9.4
- d. Article 9. Section 9.6 Clause 8
- e. Article 9. Section 9.13 Clause 1
- f. Article 9. Section 9.15 Clause 1

### **Union University SGA Constitution**

Some clauses related to the Attorney General were phrased in a way similar to that of Union University SGA Constitution. The references are detailed below:

- a. Article 3. Section 3.6

### **Roanoke College Guidelines for Student Publications**

Some clauses related to the rights and responsibilities of the Student Publications were phrased in a way similar to that of Roanoke College Guidelines for Student Publications. The references are detailed below:

- a. Article 8. Section 8.3

### **AUC policies and other documents**

Some parts of the Permanent Constitution of the General Assembly of the AUC Student Body were carried over to this Constitution, as well as other student authored documents and official university policies. These are highlighted below:

- a. Article 1. Section 1.5 Clause on the Student Government's mission is adapted from the previous constitution
- b. Article 7. Section 7.3 Clause on student organizations is adapted from the previous constitution
- c. Article 9. Section 9.1 Clauses on the right to freedom of speech are adapted from the AUC policy on freedom of expression
- d. Article 9. Section 9.5 Clauses on the privacy of student records is adapted from the AUC Catalog
- e. Parts of Article 9. Section 9.14 on academic rights are adapted from the AUC Student Union's Bill of Rights

### **American Student Government Association**

The American Student Government Association, ASGA, has reviewed and offered recommendations to the Student Constitution that was drafted by the Senate 2020. ASGA provided some clauses that are mentioned in the constitution.

## **Article VI. – Documentary Annex**

This annex is not a part of the constitution. It is for the purpose of documentation.

The 2011 constitution was written throughout the Summer Session of the academic year 2010/2011. A Constitution Formation Committee (CFC) was formed by the 2011 Student Senate. The CFC was chaired by Ahmed About Enein, Student Senator for English and Comparative Literature.

The referendum to adopt this constitution was held for one working day on Thursday December 15, 2011. The constitution was approved after 89 members of the student body voted in its favor, 71 members rejected it, and 11 votes were considered invalid votes. The referendum was organized by the SJB.

The following are members of the CFC who made the most significant contributions in writing this constitution. It may be referred to them in the future as consultants whenever consultancy may be required on either implementing or interpreting this constitution. They have no executive authority in either cases though:

**Ahmed Aboul Enein, Student Senator.** Aboul Enein was chairperson of the CFC and

Student Senator for English and Comparative Literature. He conducted research on other student constitutions abroad, adapted them for use at AUC and drafted several parts of this Constitution.

**Omar El Sheikha, Student Senator.** Sheikha was deputy chairperson of the CFC and Student Senator for Undeclared students. He drafted several parts of this constitution.

**Amr Abaza, SJB Member.** Abaza represented the SJB on the CFC. He helped ensure the practicality and applicability of this Constitution to AUC student life.

**Hesham Shaker, Student Senate Chairperson.** Shaker was chairperson of the Student Senate and Student Senator for Computer Engineering. He helped discuss the practicality of this Constitution.

**Amr Mostafa, Student Senator.** Mostafa was Student Senator for Construction Engineering. He discussed and helped draft the parts of this Constitution related to clubs and student activities.

**Mariam Hamad, Student Senator.** Hamad was Student Senator for Political Science. She helped discuss the

legal language and phrasing of this Constitution.

**Yousef Korma, Student Senator.** Korma was Student Senator for Physics. He helped discuss the adaptability of this Constitution to AUC student life.

Parts of this Constitution, especially Article IV, were adapted from the student constitution of Baylor University. The Baylor Student Government was informed. Other parts were adapted from the University of North Texas, University of Michigan and AUC documents and policies. Full references are detailed in the References Annex.

The 2011 Constitution was reviewed during the Fall 2020 Semester. A Constitution Advisory Committee (CAC) was formed by **Mahmoud Shamaa**, Speaker of the Student Senate 2020. The CAC was divided into 6 different committees to represent the 6 sections of the Constitution: Student Senate, Student Union, Student Court, Non-Governing Organizations, Student Associations and Press Publications. Each committee worked on their own section and further meetings were done to discuss points common between different sections to compile the constitution.

The following are members of the CAC who made the most significant contributions in writing the amended constitution:

1. **Mahmoud Shamaa**, Student Senator for Electronics and Communications Engineering. Shamaa was the chairperson of the CAC and the Speaker of the Senate 2020. He drafted changes for all parts of the constitution and compiled all the sections together.
2. **Ahmed Talaat Einar**, Student Senator for Petroleum Engineering. Einar was the deputy chairperson for the CAC and the Legislative Chair of the Senate 2020. He drafted changes for all parts of the constitution and compiled all the sections together.
3. **Ahmed Antar**, Student Senator for Construction Engineering. Antar was the Deputy Legislative Chair of the Senate 2020. He drafted changes for all parts of the constitution.
4. **Malak El Menyawi**, Student Union Representation Committee Chairperson 20'21. Malak was a representative of the Executive Branch and she drafted changes for the Student Union section.
5. **Hazem Khaled Ismail**, Student Union Treasurer 20'21. Hazem was a representative of the Executive Branch and he drafted changes for the Student Union section and helped with other sections too.
6. **Mohamed Aboelnaga**, Student Court Chief Justice. Mohamed was a representative of the Judicial Branch and he drafted changes for the Student Court section.
7. **Adham Assem**, Associations Representative. Adham was the Business Association President 19'20 and he drafted changes for the Student Associations section.
8. **Ahmed Ayman Negm**, Non-Governing Organizations Representative. Negm was a CCC Representative 2020 and he drafted changes for the Non-Governing Organizations section.
9. **Farah Rafik**, Press Publications Representative. Farah was the Press Board Committee Chairperson 2019 and she drafted changes for the Press Publications section.

**Mr Mohamed Gendy**, OSL Advisor. Mr. Gendy advised the whole committee.

**Ms Amal Salah**, OSL Senior Director. Ms. Salah advised the whole committee.

The proposed constitution was sent to ASGA for review and recommendations in December 2020. The comments were received by January 2021. A new constitution committee was formed due to the change of the Senate term. This committee was led by **Ahmed Berri**, the Legislative Chair 2020. The committee was responsible for generating the final constitution based on ASGA's comments and the former senate's term draft, in addition to conducting research.

The members were:

1. **Ahmed Berri**, Student Senator for Business Administration. Berri was the Legislative Chair of the Senate 2021. He led the committee and worked on the proposed constitution and

- recommendations from ASGA to produce the final constitution.
2. **Tia Negm**, Student Senator for Construction Engineering. Tia was the Speaker of the Senate 2021. She reviewed and provided comments on all sections of the constitution.
  3. **Bassel Rezk**, Student Union Representation Committee Associate Chairperson. Rezk was the Executive Branch Representative. He provided comments for the Student Union section.
  4. **Mohamed Aboelnaga**, Student Court Chief Justice. Aboelnaga was the Judicial Branch Representative. He provided comments for the Student Court section.
  5. **Ahmed Talaat Einar**, Deputy Chairperson of the CAC. Einar provided comments on all sections of the constitution.
  6. **Mahmoud Shamaa**, Chairperson of the CAC. Shamaa provided comments on all sections of the constitution and helped in producing the final constitution.

**Mr. Mohamed Gendy**, OSL Advisor. Mr. Gendy advised the whole committee.

**Ms. Nouran Hassan** , OSL Advisor. Ms. Nouran advised the whole committee.

**Mr. Ibrahim Louris**, OSL Advisor. Mr. Ibrahim advised the whole committee.