



# **CONSTITUTION OF UCSI UNIVERSITY STUDENT COUNCIL**

Student Council Constitution

**ARTICLE I                    Name of Organization**

1. The Organization shall be known as UCSI University Student Council (UCSIU SC)

**ARTICLE II                    Purpose of the Organization**

1. To serve as the only UCSI University student government body.
2. To act as the main bridge between the general student population and the Management.
3. To uphold the welfare of the students.
4. To foster better understanding and cooperation among all people in the University.
5. To bring out the problem among students to the Management or to whomever it may concern.
6. To establish good relationship between students of UCSI University with those from other colleges/universities.
7. Members of the student body can use the Student Council as a platform to raise concerns/ issues about other students or any other matters within the University. These concerns shall be directed to the Judicial Branch of the Student Council who will then bring the matter before the Director of Student Affairs, unless the matter concerns this office bearer in which case the matter will be forwarded to the Vice President of Student Affairs. The appropriate authority may then give the student Judicial Branch the power to gather more information on the matters arising and advice the parties concerned based on their findings.

**ARTICLE III                    Membership**

1. All full-time students currently registered with UCSI University will be considered members of the Student Body.
2. All clubs/association that registered with Student Council are considered the official student organization in UCSI University.

**ARTICLE IV                    Officers and Election**

1. President and Deputy President
  - a) The President and Deputy President must be current full-time students of UCSI University.
  - b) They must be at least second year students.
  - c) They shall be in good standing with the University (academically, financial and behaviorally).
  - d) They must not have been on academic probation or any other disciplinary sanction in the previous semester up till the point of appointment.
  - e) The President and Deputy President shall run on one slate and will jointly be referred to as the Executive Branch of the Student Council.
  - f) The candidates need to be registered students for the entire term of office (one year).

- g) In the event the President resigns, is impeached, or otherwise incapacitated during his/her term of office, the Deputy President will assume the role of the President (no election needed).
  - h) In the event both President and Deputy President resign, are impeached or otherwise incapacitated during their term of office, the Council Representatives will convene to appoint an interim-President (elected among the existing Council Members). committee).
2. Secretary and Treasurer
- a) Secretary and Treasurer must go through interview that sits in by the Executive Branch of Student Council and Student Affairs Representative.
  - b) They shall be in good standing with the University (academically, financial and behaviorally).
  - c) They must not have been on academic probation or on any other disciplinary sanction in the previous semester up till the point of appointment.
3. Cabinet Members
- a) Cabinet Members must go through interview that sits in by the Executive Branch of Student Council and Student Affairs Representative.
  - b) Cabinet Members must be in good standing with the University (academically, financial and behaviorally).
  - c) They must not have been on academic probation or on any other disciplinary sanction in the previous semester up till the point of appointment.
4. Student Council Representatives
- a) Student Council Representatives are Presidents of clubs, association, or organizations registered with Student Council.
  - b) If there is a change in the club/association President after the election of the Council President and Deputy President, the club President needs to be introduced during a Council meeting.
  - c) The Council Representatives will collectively be considered as the Legislative Branch.
5. Chief Justice
- a) The Student Council President may nominate up to two nominees for the post.
  - b) The nominees shall be in good standing with the University (academically, financial and behaviorally).
  - c) He/ She must not have been on academic probation or any other disciplinary sanction in the previous semester up till the point of appointment.
  - d) Appointment to the position of Chief Justice will need the approval of a 2/3 majority of the Council Representatives.
  - e) Should both names be rejected by the Council Representative, then the Legislative Branch can nominate one person for the post. Should this

person not meet the requirement of the Student Council President then the Student Affairs Office will appoint someone to the post.

- f) Nominee approved at the Executive and Legislative levels must receive final approval from the Director of the Student Affairs' Office.
- g) The term of office for the Chief Justice will be 1 year from the date of appointment.
- h) The Chief Justice can be removed from office by the Director of Student Affairs' Office.

#### 6. Justices

- a) Justices shall be appointed by Chief Justice of the Student Council.
- b) The number of justices appointed by Chief Justice should not be more than 5.
- c) They shall be in good standing with the University.
- d) They must not have been on academic probation or on any other disciplinary sanction in the previous semester up till the point of appointment.
- e) Appointment of Justice will require the approval of the President of the Student Council as well as that the Director of Student Affairs Office.
- f) The term of office for each justice will be 1 year from the date of appointment.
- g) The Chief Justice and Justices will collectively be considered as the Judicial Branch of Student Council.

Election of candidates for the executive branch shall take place during the 2<sup>nd</sup> semester of the academic year. The candidate receiving the highest number of votes shall be installed in the office for which he/ she have run.

### ARTICLE V **Duties of the Officers**

#### **1. President**

- a) He/She is to lead the Student Council.
- b) He/ She will develop Student Council goal, activities and project together with the Legislative Branch..
- c) He/She will chair all meetings of the Student Council.
- d) He/She is to represent the Student Council at all public occasions.
- e) He/She is to act as the main liaison between the students and the Management.
- f) He/She will supervise every department in Student Council.
- g) He/She will do the final approval of clubs and societies, association's proposal before hand in to the Student Affairs Office.
- h) He/She had the power to veto any decision put forth by the Council, although veto decision can be overturned by a two-third(2/3) vote from all members of the Legislative Branch.
- i) He/She is responsible for the actions of the Student Council.

- j) He/She holds the option to initiate suspension of any Council Representative.

### **3. Deputy President**

- a) The Deputy President is to assist the President in any way possible.
- b) He/She is to take over the duties of the President in his/her absence.
- c) He/She is to carry out the responsibilities of the President in event of disability, resignation or impeachment of the President
- d) He/She is to take on the task of enforcing the discipline of the Cabinet.

### **4. Secretary**

#### ***General Secretary***

- a) He/She is to assist the President in preparing the agenda of meetings.
- b) He/She is to prepare a special report for any major activities carried out.
- c) He/She is in charge of all paper works and is the key person in the keeping of records.
- d) He/She is to maintain a record of attendance of all Student Council meetings.
- e) He/She is to spread out appropriate information to all Council Representatives.
- f) He/She is to be responsible for all correspondence of the Council as assigned by the President.
- g) He/She is to prepare and distribute the minutes and proceedings of all of the Council's meetings.
- h) Keep track of the minutes; make sure all the task and responsibilities have been done by its person in-charge.
- i) Prepare meeting agenda for all committee members at least five days before each meeting.
- j) He/She in charge of the filing system for the document in Student Council.

#### ***Club Secretary***

- a) He/She is in charge of all the documents for events and activities that related with clubs and association.
- b) He/She will record the frequency and quantity of the events, activities that organized by a club and society, and association.
- c) He/She is in charge of filling for all the clubs and societies, association related documents.
- d) He/ She is to contact all the clubs and societies, association to get the necessary agenda for the coming Student Council meeting; and send the agenda from clubs and societies, association to general secretary to compile the coming agenda of Student Council meeting (All the process has to complete at seven days before each meeting).
- e) He/She is to keep track with minutes from each club and association during their intra-club meeting.

### ***Human Resource***

- a) He/She is to recruit man power for Student Council events and activities.
- b) He/She will get representative from club/association to join relevant events and activities.
- c) He/She will look for training/seminar that are relevant for the officers of Student Council.
- d) He/She will monitor the daily duties in Student Council Office.

### ***5. Treasurer***

- a) Treasurer is to keep records of the flow of the Student Council's funds.
- b) He/She is to prepare semesterly financial report, which will be reported directly to the Student Council.
- c) He/She is responsible for all funds under the Student Council.
- d) He/ She is to present a financial report (with all receipts) to Student Affairs Office at the end of each semester for audit.
- e) He/she is to reports at each meeting on money matters
- f) He/She will keep track in all the clubs and societies, associations account.
- g) He/She will analyze and give advice on the event budget of Student Council, clubs and associations.
- h) He/She will in charge of managing the services that provide income for Student Council.
- i) He/She will in-charge of all the cash advance/purchase requisition form (PRF)/ travelling and expenses claim from all the clubs and activities, associations.

### ***6. Cabinet Members***

- a) Cabinet members will be appointed by the President as needed.
- b) Their function and term of service shall be determined by the President at the time of appointment.
- c) The Cabinet members and the Executives shall have no voting power during the Council Representatives Meeting.

### ***7. Student Council Representatives***

- a) The Council Representatives shall have the duty of representing their individual clubs/organizations/councils.
- b) It is their responsibilities to be present at all Council meetings to ensure their constituents are represented.
- c) Council representatives may send another committee member from the club/association to represent them if he/she is unable to attend a Council Representative meeting.
- d) Council Representative must inform the Student Council President of the person that represents them prior to the Council Representative meeting.

**8. Chief Justice and Justices**

- a) The Judicial Branch of the Student Council shall have the duty of interpreting the Constitution of the Student Council, of Student Organizations as well as their By-Laws where the need arises.
- b) They shall carry out investigations on issues concerning the Student Council or as directed by the Director of Student Affairs' Office.
- c) They shall act as mediators between members of the Student Body should they request such assistance on issues arising within or outside the University.
- d) The Chief Justice may act as a representative for members for the Student Body in matters brought up to the University Student Disciplinary Board or in matters concerning Student Body members and the Management.
- e) The Judicial Branch shall have no voting rights in Student Council meetings.

**ARTICLE VI**

**Meetings**

1. The Council Representatives shall meet at least once a month.
2. The President will determine the date and the time of meeting.
3. The Secretary at the behalf of the President shall prepare the Agenda of the meetings and notify all Council members of the meeting.
4. Notification to the Council members must be of at least 48 hours in advance of the meeting.
5. The Student Council shall hold at least one General Meeting per semester to which all registered club members are invited to attend.
6. The Student Council shall hold an Annual General Meeting to which all members of the Student Body are invited to attend.
7. Any Council Representative may call for a legislative meeting through the secretary of Student Council.

**ARTICLE VII**

**Decision Making**

1. A quorum of 50% plus (1) is required for standard decision-making.

**ARTICLE VIII**

**Finances**

1. A Financial Report shall be posted on the appropriate notice board of the Student Affairs Office after every project that involved Finance (semesterly).

**ARTICLE IX**

**Suspension and/or removal of Council Members.**

1. Any Council member placed on the academic probation by the University may be removed from his/her Council position at the discretion of the Director of Student Affairs Office and the Organizations Advisor.

2. Any Council member placed on disciplinary sanction by the University will be removed from his/her Council position.
3. Any Council member who fails to attend 80% of the Council meetings may be suspended from the Council.
4. Suspension of a Council member will essentially mean suspension of his/her club from accessing monetary assistance from the Council as well as forgoing their right to send a proxy to Council representative meetings thereby losing their voting rights. This will also deprive the club from engaging in any activity in the University. The club can be reinstated with that president being removed from his/her office within that club.
5. Clubs found to be consistently violating Student Council procedures might be suspended or dissolved at the direction of the Student Council President. The Council President's decision can be over-written by a 2/3 – majority vote of the entire Legislative. Appeals to the Legislative decision must be made to the Judiciary.

#### ARTICLE X

#### **Amendments**

1. Amendments to the Constitution will require a two-third majority (2/3) of the Council Representative.