

**Bylaws
Student Union
Notre Dame University-Louaize
Zouk Campus and Branch Campuses**

**Approved by the University Student Affairs
Committee (USAC) on February 20, 2017**

**Approved by the Council of Deans (COD) on
May 17, 2017**

**Approval of the University Council (UC) on
April 10, 2018**

**Approved by the Executive Committee of
Board of Trustees (BOT) on June 8, 2018**

Preamble

Students, being the largest body of the Notre Dame University-Louaize (NDU) community and being the *raison d'être* of the University educational mission and considering the need to establish continuous communication between students and all constituents of the NDU community and considering the need to interact with student bodies in other Lebanese universities, a Student Union (hereinafter referred to as the "SU") is hereby created at NDU. The SU is the official representative body of the NDU student population. Its main mission is to promote student interests, needs, and welfare within the University. It shall create a healthy atmosphere for students to express themselves in accordance with the University rules, regulations, policies, and bylaws.

Chapter 1 Constitution

Article 1.1:

A SU is established at NDU.

Article 1.2:

Members of the SU are the elected representatives of students, as determined by *Chapter 3* of the present Bylaws.

Article 1.3:

Any member of the SU will lose his or her membership status in any of the following:

- a. The end of the mandate of the SU to which the student was elected.
- b. The loss of Good Academic Standing, as determined by the *University Catalog*, and dictated by *Article 3.4.1* herein, during the mandate of the SU to which the student was elected.
- c. The failure to register for the spring semester that falls during the mandate of the SU to which they were elected.
- d. The loss of good Disciplinary Standing (written disciplinary probation), during the mandate of the SU to which the student was elected.
- e. Members who miss five meetings or more without valid excuse (validated by the Office of Student Affairs).

In any of the above cases, the quorum and the majority of votes would then be recalculated accordingly.

Article 1.4:

The SU is located at NDU and abides by all University bylaws, policies, rules, and regulations, as declared by its various governing bodies, in particular the Office of Students Affairs (hereinafter referred to as the “SAO”).

Article 1.5:

- a. There shall be a SU at the Zouk Campus and a SU at each of the regional campuses.
- b. Each SU represents NDU students in its various campuses.
- c. The SU initiates and promotes extra-curricular activities and socio-cultural relations with other universities and student associations in Lebanon and abroad.
- d. The SU organizes activities that promote student welfare.
- e. The SU works with the SAO toward establishing a mutually beneficial relationship between the various University instances and the student population.
- f. The SU speaks on behalf of students, voicing their opinions and concerns. It promotes their legitimate interest vis-à-vis the SAO and other officers and administrators.

Article 1.6:

The SU in the Zouk Campus is composed of an Assembly, an Executive Committee, and various other Committees. In the regional campuses, the SU is composed of an Assembly and an Executive Committee combined. The elected members to the SU shall vote for the SU President by secret ballot; he or she will then be in charge of appointing the SU Vice-President, the Secretary, and the Treasurer.

Article 1.7:

The SU mandate starts directly after the official announcement of the election results and ends on August 31 of the academic year, following the academic year during which it was elected. If the election was postponed, a follow-up memo shall be issued by the Dean of Students to extend the official SU mandate. All other activities and relevant election deadlines shall be postponed accordingly.

Chapter 2 Organization

Article 2.1: The Student Body

The student body is composed of all eligible voters of the University student population. Eligible voters are defined in *Article 3.2* of these Bylaws.

Article 2.2: The Assembly

- 2.2.1 The Assembly is composed of all student representatives forming the SU, and elected directly by the University Student Body, according to the appropriate articles in *Chapter 3* of these Bylaws.
- 2.2.2 The Assembly is the legislative body of the SU.
- 2.2.3 The Assembly:
 - a. Elects its officers.
 - b. Elects the Executive Committee.
 - c. Supervises and monitors the work of the Executive Committee.
 - d. Impeaches the Executive Committee, or any one of its members.
 - e. Creates and dissolves other SU committees, as needed.
 - f. Discusses and approves the SU plans and budget.
 - g. Discusses and votes amendments to the SU Bylaws.
- 2.2.4 The Officers of the Assembly are the SU President, the Vice-President, the Secretary, and the Treasurer. The Assembly should meet regularly at least once per semester. The Secretary, in agreement with the Chair, prepares agendas of regular meetings and distributes in writing to all members of the SU and the Dean of Students at least two working days before the meeting.
- 2.2.5 Special meetings may be convened upon the request of the SU Chair or by the written request of one-quarter of the SU members. Special Assembly meetings are to be scheduled no later than one week after the reception of the request by the Secretary. The request should include a clear agenda for the meeting.
- 2.2.6 Quorum:

- a- Quorum for all regular SU meetings is the simple majority of its eligible members.
 - b- Quorum for meetings that will discuss proposed amendments to the bylaws or major decisions that will have a deep impact on University life will be a two-third majority of its eligible members.
 - c- An eligible member is one who did not lose his or her membership status, according to *Article 1.3* of the Bylaws.
- 2.2.7 The Dean of Students may send an observer to any Assembly meeting. His or her representative does not interfere in the debate nor has any voting rights.
- 2.2.8 Approved minutes of all SU meetings are to be approved by the SAO, after which they are published on the University website and bulletin boards, and distributed to all SU members, no later than ten working days following the date of the meeting.
- 2.2.9 Assembly decisions are of two types: Routine and Major. Major decisions are those involving financial expenditure of significant magnitude and approval of amendments to SU Bylaws. All other decisions are considered routine unless deemed otherwise by the Dean of Students.
- a. Routine Assembly decisions are taken by a simple majority vote (50 percent plus one vote of all members present). Voting is by hand-raising. A request for secret ballot requires the approval of six SU members present.
 - b. Major decisions require the approval of two-thirds of the Assembly members. Voting is by secret ballot. If the two-thirds quorum is not achieved, a second meeting should be held.
- 2.2.10 Decisions of the Assembly should be communicated to the Dean of Students no later than two working days following the date of the meeting.
- 2.2.11 The Chair of the Assembly:
- a. Chairs all its meetings.
 - b. Approves the agenda of the regular meetings.
 - c. Calls for special meetings.
- 2.2.12 The Vice-Chair carries all the authority of the Chair in the case of his or her absence.
- 2.2.13 The Secretary:
- a. Maintains all Assembly records and archives.
 - b. Prepares and distributes the agenda of Assembly Regular Meetings.
 - c. Writes, distributes, and publishes the minutes of all Assembly meetings.

Article 2.3: The Executive Committee

- 2.3.1 The SU Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and seven other members.
- 2.3.2 Assembly members elect executive Committee members.
Said election will proceed based on a proportional vote (candidates are elected to the SU Executive Committee in direct proportion to the number of votes they receive).
- 2.3.3 The Executive Committee is the executive arm of the SU:
- a. It implements the decisions taken by the Assembly.
 - b. It prepares the annual plan and budget to be submitted to the Assembly.
 - c. It initiates proposals to be submitted to the Assembly.
 - d. It coordinates activities with other appropriate bodies at the University.
 - e. It represents the SU before the SAO.

- f. It submits the annual administrative and financial reports to the Dean of Students.
- 2.3.4 The duties of the President shall include the following:
- a. Supervise the implementation of the SU Bylaws.
 - b. Authenticate by his or her signature all the SU acts, orders, and procedures.
 - c. Represent the SU and its Executive Committee, declaring before the Dean of Students its will and speaking on its behalf.
 - d. Open, chair, conduct, and close the Executive Committee meetings, and put to vote and announce the results of the voting or any motion.
 - e. Represents the SU before other student unions in other Lebanese and/or foreign institutions of higher education.
- 2.3.5 The duties of the Vice-President shall be to:
- a. Succeed the President when he or she leaves office for any reason.
 - b. Assist the President in all executive functions.
- 2.3.6 The duties of the Secretary shall include the following:
- a. Maintaining the archives of the Executive Committee.
 - b. Scheduling meetings with the SU President and notifying the Executive Committee members in writing of the agenda in accordance with the latest edition of the *Robert's Rules of Order*.
 - c. Keeping Executive Committee members informed on all matters pertaining to the SU.
 - d. Conducting and authenticating by his or her signature all correspondence.
 - e. Taking and distributing the minutes of meetings to all SU members.
 - f. Registering and distributing to each member of the SU copies of the minutes of each meeting at least two working days before the next scheduled meeting.
 - g. Writing all the reports requested of him or her by the Executive Committee.
- 2.3.7 The duties of the Treasurer shall include the following:
- a. Be in charge and authenticate by his or her signature all financial acts and proceedings.
 - b. Keep the SU President and the Executive Committee informed by written memos of the financial status of the SU at least once every 2 months.
 - c. Maintain a file of requisitions and accurate books and of the disbursements and receipts of the SU.
 - d. Present the annual financial report to the SAO.
- 2.3.8 The Executive Committee meets regularly at least once every two weeks. The Secretary, in agreement with the President, prepares agendas of the regular meetings and distributes in writing to all members of the Executive Committee and to the Dean of Students at least two days before the meeting.
- 2.3.9 Special meetings may be called upon the request of the SU President or three members of the Executive Committee. The request shall include a clear agenda for the meeting.
- 2.3.10 Minutes of all Executive Committee meetings shall be distributed to all members of the SU no later than five working days after the meeting and shall be published on the University website no later than ten working days following the meeting.
- 2.3.11 Decisions taken by the Executive Committee shall be communicated to the SAO no later than two working days following the meeting.
- 2.3.12 All decisions of the SU Executive members shall be taken by a simple majority vote (50 percent plus one vote of all members present). Voting is by hand-raising. If the quorum of members present is an even number leading to a deadlock in the vote, the vote of the President prevails.

Article 2.4: Expenditures

All expenditures of the SU shall secure the approval of the Treasury and the President of the SU Executive Committee and of the Dean of students.

Article 2.5: Sub-Committees

The SU may form SU sub-committees chaired by a designated delegate from the SU.

**Chapter 3
Student Union Elections**

Article 3.1:

3.1.1 There shall be an Elections Committee to supervise the entire election process.

3.1.2 The Elections Committee:

- a. Prepares and publishes the election guidelines and procedures no later than two weeks before the elections.
- b. Receives, approves, and rejects nominations based on the University and SU Bylaws.
- c. Regulates the election campaign.
- d. Prepares the logistics for the day of the election.
- e. Supervises the voting process on the day of the election.
- f. Checks and publishes the official results of the election.
- g. Receives complaints, conducts investigations into possible violations of the election process, and recommends actions to the appropriate bodies of the University.
- h. Supervises the selection of the candidate representatives on the day of the elections.

3.1.3 The Committee shall consist of:

- a. The Dean of Students, as Chair.
- b. The Assistant Dean of Students.
- c. The Registrar, as Secretary.
- d. The members of the University Student Affairs Committee (USAC).
- e. One student from each faculty.

3.1.4 Students on the Elections Committee are the top students of the Dean's List of each Faculty for the spring semester, preceding the academic year of the election, provided they are not candidates and have accomplished at least 24 credits. If these conditions are not met, or in the case where a refusal to serve on the Committee, the next student on that same list represents his or her Faculty. In the case where two students have the same GPA, the one who has higher credits will be appointed.

Article 3.2:

3.2.1 Eligible voters are all full-time NDU students (as determined by the *University Catalog*) with a declared major. Graduating students with at least 6 remaining credits are also eligible to vote.

3.2.2 The SU at the Zouk Campus shall consist of student representatives elected by eligible voters.

3.2.3 Nominations and elections are by Faculty.

3.2.4 The number of student representatives per Faculty is determined based on the following rules:

- a. The number of student representatives for each Faculty is set based on the total number of students enrolled therein.
- b. One representative is elected for each 100 students or less enrolled in a single Faculty. The minimum number of representatives per Faculty is therefore one. The number of students in each Faculty is rounded up to the nearest hundredth.

Article 3.3:

The election of the SU members shall be held no later than the end of the seventh week of every fall semester. At the Zouk Campus, the Dean of Students sets the date of elections. At the branch campuses, the date of elections is agreed upon by the Dean of Students and the Branch Director . The NDU President may postpone, halt, or suspend elections, depending on unforeseen circumstances. If the election is postponed, the mandate and deadlines shall be extended as mentioned in *Article 1.7*.

Article 3.4:

3.4.1 Candidates to the SU shall be full-time students in good academic and disciplinary standing, as determined by the *University Catalog*, and shall not be graduating earlier than the end of the spring semester of the academic year during which elections are held.

3.4.2 Eligible students graduating at the end of the fall semester during which the elections are taking place cannot be nominated for the SU.

Article 3.5:

The candidates must submit their nominations to the SAO by the end of the fifth week of the fall semester. Thereafter, a memorandum from the Elections Committee will be distributed specifying all the details concerning nominations

Article 3.6:

Nominations for the SU must be seconded by a minimum of 10 eligible voters in the same Faculty/Branch as the nominee.

Article 3.7:

Upon the recommendations of the Business Office and the Registrar, and upon the approval of the Elections Committee, the lists of eligible voters are published and distributed to all candidates by the Dean of Students five working days following the deadline of the late registration date. The list of candidates is published by Faculty and in alphabetical order, as they are to appear on election ballots.

Article 3.8:

Voting shall take place in person by secret ballot. Voting by proxy is forbidden.

Article 3.9:

Considering the disparity between the numbers of students enrolled in the various Faculties at NDU, the voting system will be a mixed one, and so:

- a. Faculties comprising less than 300 students shall hold elections based on the one-person-one-vote system. Each student votes for the candidate of his or her choice. The candidates with the highest number of votes win (for more details, see *Article 3.13.2. (a)*).
The number of student representatives elected to such a Faculty is thus determined in application of *Article 3.2.4*.
- b. Faculties comprising more than 300 students shall hold elections based on a proportional vote. Candidates within such Faculties are elected to the SU in proportion to the number of votes they receive. (for more details, see *Article 3.13.2.(b)*)
Seats within each of those Faculties should be distributed between all classes/years in such a way that would prohibit the exclusion of any one class/year.
- c. In case of a tie between two candidates, the candidate with the higher GPA wins.

Article 3.10:

The members of the SU at the Zouk Campus and the branch campuses must pledge, before the NDU President, their allegiance to the University and their compliance to its rules and regulations, as per the following text:

“We the Members of the Student Union at Notre Dame University-Louaize, Lebanon, do swear allegiance to our University and commit ourselves to abide by its rules, regulations, bylaws, and constitution, and work for its welfare”

The SU members shall be sworn in before the NDU President and the Dean of Students, no later than a week following the end of elections.

The President’s Office is to set a date for the pledge and meeting within the first two weeks after the official declaration of the elections results.

Article 3.11:

The Dean of Students will call for the first meeting of the elected SU within five working days of the announcement of the results. In that meeting, the SU elects by proportional vote, and by secret ballot, the Executive Committee Officers, in accordance with *Article 2.3.2*. It also decides on the date of the first regular Assembly meeting, provided it is no later than 10 working days following the date of stated meeting.

Article 3.12:

3.12.1 The Elections Committee may recommend to the NDU President the cancellation of the election in the case where there is a serious violation of the rules and regulations governing the elections.

3.12.2 Ten working days after t election day, no complaints regarding the elections may be submitted to the Elections Committee.

Article 3.13: SU Assembly

3.13.1 The number of student representatives per Faculty is determined in accordance with the provisions of *Article 3.2.4* of the SU Bylaws.

3.13.2 Student representatives will be elected based on a mixed representation system as is depicted in *Article 3.9* of the SU Bylaws.

a. Faculties with less than 300 students shall hold elections based on the one-person-one-vote system. Subsequently, each candidate shall run individually. The winners in these Faculties shall be determined in accordance with the provisions of *Article 3.9 (a)*.

b. Faculties with more than 300 students shall hold elections based on a preferential proportional vote on closed incomplete lists. The constitution of a list requires at least half of the allocated seats per Faculty. In case of an odd number, the superior fraction is to be taken.

Meaning each faction presents a list of candidates for election and the students vote for the list of their choice. Voters may mark a preference for a single candidate, thus casting a preferential vote.

The seats are then allocated to the different parties in proportion to the number of votes obtained.

The winning candidates are determined from within each list, according to the following system:

- The candidate with the highest number of preferential votes (“Candidate A”) is the one to be allocated the first seat; and
- The rest of the seats are divided among the candidates with subsequent highest number of preferential (or ordinary if none) votes after Candidate A.

For any remaining seats, the “method of the largest remnants” will be applied. Said seats will be allocated to the list with the highest fraction of remaining votes without a seat (اللائحة صاحبة الكسر الأكبر).

Seats within each of these faculties are to be divided in accordance with the provisions of *Article 3.9 (b), paragraph 2* of the SU Bylaws.

3.13.3 The electoral output is determined by dividing the number of valid votes by the number of allocated seats per Faculty.

3.13.4 In the case where a list receives less than the electoral output, that list will not be allocated any seats within the SU and allocation of the remaining seats will be based on 100 percent of casted votes.

Article 3.14: SU Executive

3.14.1 The members of the SU Executive are exclusively those enumerated in *Article 2.3.1* of the SU Bylaws.

3.14.2 The election of the 11 Executive Committee members by the SU Assembly representatives shall be based on a preferential proportional vote on blocked

- incomplete lists. The voters have to pick one preferential candidate within the list for which they have chosen to vote.
- 3.14.3 The SU President shall be the representative with the highest number of preferential votes within the winning list, and the SU Vice-President shall be the representative with the subsequent highest number of preferential votes within the same list.
 - 3.14.4 In the case of a tie in the preferential votes, the candidate with the higher GPA wins.
 - 3.14.5 The remaining 9 seats are then allocated to the different parties in proportion to the number of votes obtained.
 - 3.14.6 The SU President shall name the Secretary and the Treasurer from the 9 other members elected to the SU Committee.
 - 3.14.7 In the case where any member of the Executive Committee loses his or her membership for any reason whatsoever (academic or non-academic), that member will not be replaced from the SU Assembly.
 - a. In the case where the SU President loses his or her membership, the SU Vice-President shall preside over the SU Executive Committee.
 - b. In the case where the Secretary or Treasurer loses his or her position for the above mentioned reasons, the SU President appoints a member from the Executive Committee to fill the position.
 - c. In the case where both SU President and SU Vice-President lose their memberships, the SAO should again recall the SU Assembly elections, depending on the SU's remaining term.

Chapter 4 Funding of the SU

The SU Treasury is funded by a membership fee imposed on each enrolled student, deducted from the Annual Student Association fees paid annually by each enrolled student in the Zouk Campus or in the branch campuses and from fundraising activities sponsored by the SU. A special sub-account in the name of the SU shall be opened in the Business Office at NDU. All requests recommended by the SU must be prepared, according to University financial/budgeting procedures and must follow the approval channels adopted by NDU.

The account should be opened within five working days following the election of the Executive Committee.

Chapter 5 Amendments

Article 5.1:

Amendments to these Bylaws may be initiated in any of the following cases:

- a. Upon the request of the NDU President.
- b. Upon the request of the Dean of Students.
- c. By one-quarter of the SU voting members.

Article 5.2:

5.2.1 Proposed amendments shall be submitted to the Assembly Secretary at least five working days before a regular meeting. The proposed amendments shall not conflict with the University Constitution and Bylaws.

5.2.2 Proposed amendments to the Bylaws are to be distributed during a regular Assembly meeting and cannot be discussed and voted before the regular meeting, following the meeting during which they were distributed.

5.2.3 Amendments cannot be distributed, discussed, or voted, during special Assembly meetings.

Article 5.3:

The SU Bylaws must be amended article by article.

Article 5.4:

Amendments are approved if they satisfy all of the following conditions, in sequence:

- a. They are approved by two-thirds of the SU Assembly.
- b. They are recommended by the USAC.
- c. They are recommended by the University Council (UC).
- d. They are approved by the NDU President.
- e. They are approved by the Board of Trustees (BOT).

Should amendments be received by the NDU President but found not to be in line with University policies, procedures, constitution, and bylaws, the President may choose to recommend to the BOT the appropriate amendments to the SU Bylaws.

**Chapter 6
Enforceability**

The provisions of the SU Bylaws are applicable to all University branches.

Appendix 1

Application # -----

Notre Dame University
Student Union – Zouk Campus
Nomination 20__-20__

I, _____ ID# _____ Class/Year _____

in the **Faculty of** _____, do hereby nominate myself for the Student Union elections for the academic year **2016-2017 and pledge to honor** and uphold the University rules and regulations and the Student Union (SU) Bylaws of 2016 - 2017.

We, the undersigned students of the **Faculty of** _____, do second the nomination of _____ to be a representative of the students of the **Faculty of** _____.

(It is understood that the undersigned must be students of the same Faculty/Branch of the nominee, otherwise the nomination will not be accepted and will be rejected outright.)

#	ID No.	Name	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

I certify that the above-mentioned information is true.

Nominee Signature: _____

Date: _____

For Office Use Only

Completed Cr.	Cum.GPA	Faculty	Graduating in Fall 2016
			Yes <input type="checkbox"/> NO <input type="checkbox"/>
			Registrar's Signature and Approval:

Dean, Office of Student Affairs

Office of the Registrar

Appendix 3
Rules and Regulations for the Elections

Selection of the candidate representatives:

Promotional items allowed during an election campaign: