

University of Balamand

BY-LAWS

for

**STUDENT REPRESENTATION AND PARTICIPATION
IN
UNIVERSITY COMMITTEES**



OFFICE OF STUDENT AFFAIRS

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UNIVERSITY OF BALAMAND

STUDENT REPRESENTATION AND PARTICIPATION IN UNIVERSITY COMMITTEES

BY-LAWS

1. Preamble:

The University of Balamand (UOB) is an institution of higher learning that encourages the intellectual and personal growth of its students. As members of the University, the students are encouraged to participate in the life of the University through various means, from serving as members on University Committees to consultations with University Officers.

2. Committees of the University - Role and Structure:

There are two types of committees in which students participate:

- Faculty Committees
- University-Wide Committees

There are currently seven Faculties at the University for which elections for student representation in University Committees are held (identified in Table 1). Six Faculties are located on the main campus, and one in Beirut. Two of the main campus Faculties have branches in Beirut.

For the main campus Faculties, elections will be held on the main campus with student representatives from the main campus. For the off-campus Faculties, elections will be held in the off-campus with student representatives from the off-campus. For the two main campus Faculties that have branches in Beirut, elections will be held on the main campus with student representatives from the main campus.

Table 1: Represented Faculties

Faculty	Abbreviation	Location
Lebanese Academy for Fine Arts	ALBA	Main Campus Beirut
Faculty of Arts & Social Sciences	FASS	Main Campus
Faculty of Business and Management (School of Tourism and Hotel Management)	FOM (THM)	Main Campus
Faculty of Sciences	FOS	Main Campus
Faculty of Engineering	FOE	Main Campus
Faculty of Health Sciences	FHS	Beirut
Faculty of Medicine and Medical Sciences	FOM	Main Campus Beirut

2.1 Faculty Committees:

Students should play an important role in enhancing the educational process in the University and express their concerns and viewpoints on the overall objectives and aims of the academic programs. The Curriculum Committee, and the Library and Information Technology Committee will be enriched by their input.

a) Curriculum Committee/Faculty:

The Curriculum Committee from each Faculty shall formulate, interpret, and coordinate curricular policy. The Committee's main objective is to serve students, faculty, and the administration as a forum for the exchange of ideas pertaining to curricular development.

Objectives of the Curriculum Committee are identified as follows:

- The Curriculum Committee shall, from time to time, examine the curriculum as a whole and recommend changes to the Faculty. The Committee shall have the authority, after consultation with the Department concerned, to approve new courses, to discontinue existing courses, and to modify courses as to their length, content and number of credits. The Curriculum Committee shall also study all proposals submitted to it by the Departments and Programs.
- The Curriculum Committee shall recommend to the Faculty modifications of the general graduation requirements.
- The Curriculum Committee shall act in an advisory capacity to the Dean on matters concerning programs, courses, and examinations.
- The Curriculum Committee shall study new programs and curricula that a Department intends to establish or refers them to the Faculty Council.

The Curriculum Committee is headed by the Dean of the Faculty or his mandated representative, and includes the Dean of Admissions and Registration, four faculty members elected by faculty members within the Faculty and four duly elected student representatives in good academic standing (senior or graduate) (refer to item 6, Nomination).

b) Library and Information Technology Committee/Faculty

Students on this Committee should be able to develop the UOB library and Information Technology Center to better serve students from their Faculty. Student concerns should be identified and incorporated into library and information technology improvements.

The objectives of the Library and Information Technology Committee are:

- To Play a consultative role to the Dean of the Faculty, the Director of the University Library and the Director of Information Technology on issues pertaining to library development and growth.
- To represent the Faculty in all matters concerning library and information technology development and growth, and keeps in step with modifications to Faculty programs.

The Library and Information Technology Committee is headed by the Dean of the Faculty or his representative and includes the Director of the University Library, the Director of Information Technology, three faculty members elected by faculty members within the Faculty and three duly elected student representatives in good academic standing (refer to Item 6, Nomination).

2.2 Student Representation on University-Wide Committees:

a) Campus Life Committee:

The Campus Life Committee offers students, faculty and administration the opportunity to meet, address concerns, exchange ideas and develop suggestions and policies in the area of student life and student services.

Its primary responsibilities are:

- To review and implement student life programs and policies. Student life and service covers university-operated housing, parking, library, internet services, food services, special needs, resident's life, security, student activities, health services and intramurals.
- To initiate, operate, and manage campus-wide services and events.
- To address its recommendations to the President for consideration by the University Council.

The Campus Life Committee is headed by the Vice-President for development and Public Affairs and includes the Director of Buildings and Grounds, Director of Public Relations, one appointed faculty member by the Dean of each Faculty and two duly elected student representatives per Faculty (refer to Item 6, Nomination).

b) Social and Cultural Committee:

The Social and Cultural Committee shall plan for cultural programs of interest to the students, the Faculty and the community. The Social and Cultural Committee shall be involved in matters that pertain to the welfare of students, mostly related to student societies and clubs.

Its main responsibilities are:

- To promote student societies and clubs.
- To organize social events.
- To be responsible for coordinating activities with University Departments, clubs, and societies.
- To publicize the activities of societies and clubs and assist in media production as necessary.

The Social and Cultural Committee is headed by the Dean of Student Affairs and includes the Director of Public Relations, one appointed faculty member by the Dean of each Faculty and two duly elected student representatives per Faculty in good academic standing (refer to item 6, Nomination).

c) *Planning Committee:*

The Planning Committee focuses on the future development of the University as an academic program and as a campus.

The Committee shall:

- Keep the Master Plan of the University under continuing review.
- Address its recommendations to the President for consideration by the University Council and by the Board of Trustees.

The Planning Committee is headed by a Vice-President and includes the Director of Buildings and Grounds, the Director of Library, Director of Information Technology, one appointed faculty member by the Dean of each Faculty and one duly elected student representative in good academic standing from each Faculty (senior or graduate) (refer to item 6, Nomination).

d) *University-Wide Curriculum Committee:*

The University-Wide Curriculum Committee deals with common curriculum issues for the University. Its main focus is to assess and improve the University-Wide required courses and the interdisciplinary programs.

The University-Wide Curriculum Committee is chaired by a faculty member appointed by the University and includes the Dean of Admissions and Registration, one faculty member from each Faculty nominated by the Dean of the Faculty and one of the elected student representatives from each Curriculum Faculty Committee (refer to Section 2.1, item a). Only students from Faculties for which curricular issues are discussed may attend the meetings. The student representative will be selected by consensus during the first meeting of the Curriculum Faculty Committee; otherwise, the most senior student will be selected.

e) *Library & Information Technology Committee:*

The Library & Information Technology Committee deals with strategic issues related to the Library and Information Technology. It reviews the Library and Information Technology requirements of each Faculty in the context of the University academic strategies. The Committee works closely with the Library & Information Technology committee in each Faculty.

The Library & Information Technology Committee is chaired by the Director of the University Library and includes one faculty member from each Faculty nominated by the Dean of the Faculty, and one of the elected student representatives from the Library & Information Technology Committee in each Faculty (refer to Section 2.1, item b). Student representatives will be selected by consensus during the first meeting of the Library & Information Technology Committees of the Faculties; otherwise, the most senior student will be selected.

f) *Orientation Committee:*

The Orientation Committee works on the student orientation strategy of the University. It organizes the agenda for the school visits throughout Lebanon and the region. It also works on the participation of the University in college fairs in Lebanon and the region. It organizes the Open House days at the University, where students and parents are hosted at the University for the purpose of informing them about the different programs offered.

As the best promoters of the University are the students themselves, UOB students can effectively market the university in a manner to which potential incoming students would find easier to relate.

The Orientation Committee is headed by the Dean of Admissions and Registration and includes one faculty member from each Faculty nominated by the Dean of the Faculty and one duly elected student representative in good academic standing (senior or graduate) from each Faculty (refer to item 6, Nomination).

g) *Administrative Committee:*

This committee deals with disciplinary matters referred to it by Faculties, administrators and professors such as cases of academic dishonesty, violence, plagiarism and disturbance of peace. The Committee may impose sanctions ranging from suspension for one semester to expulsion from the University. An appeal of its decision may be brought up to the University Council.

The Administrative Committee includes one faculty member from each Faculty nominated by the Dean of the Faculty, and the duly elected student representative from the University-Wide Planning Committee. Only the student from the Faculty in which students directed to the Administrative Committee are enrolled will attend the meetings.

Students may be invited to attend meetings of other University Council committees when their participation is deemed useful in policy formulation.

3. Coordination

In order to coordinate the work of student representatives in all Committees and Faculties, the following is required:

- Each Faculty and University-Wide committee will appoint a student secretary who will be responsible, in coordination with the head of the committee, of preparing agendas for meetings, taking minutes of meetings and ensuring that documents are properly documented and distributed.
- The President of the University will through the Dean of Student Affairs, call for meeting with one or more committee to discuss important University issues.
- Secretaries are responsible for providing office hours in the office designated for student committees (Zakhem 123) during official University working hours (Monday to Friday: 8:00 a.m. – 5:00 p.m.).
- Committees have the right to raise issues and appeals to the Dean of Student Affairs who in turn will submit them to the University Council. Student representatives will be invited to attend the University Council meeting when such issues are discussed.

4. Work of Committees and Accountability

In order to ensure that committees are administered properly, there shall be guidance on schedule of meetings, agendas, minutes of meetings, attendance, accountability, etc. Robert's Rules of Order shall be adopted.

Meeting preparations shall be set as follows:

- Schedule meetings on a regular basis to fit students and faculty members schedule. Two consecutive un-excused absences will lead to immediate dismissal from the committee. In case of students, the student with highest number of votes from the elections list will replace the dismissed student. In case of professors, the concerned Dean shall immediately appoint a professor for replacement.
- Secretaries should prepare agendas in close collaboration with the Head of Committee. Agendas and supporting documents should be distributed in advance.
- Secretaries shall take minutes of meetings to document: a) attendance, b) main ideas, c) action items, d) decisions, e) motions and f) number of votes. Secretaries shall type the minutes and ensure they are approved by the Head of the Committee before the next meeting. Minutes should be approved in the next Committee meeting.

- Secretaries are also responsible for proper documentation and filing of minutes, agenda and supporting documents.

5. **Right to Vote**

To vote for representatives on committees, the following is required:

- a) Students must have fulfilled the requirements of registration/semester as full-time students (a minimum of 12 credits for undergraduate students and 9 credits for graduate students).

Exceptions are made for students not registered as full-time as follows:

- Students expected to graduate at the end of the current fall semester with the remaining number of credits required for graduation being less than 12 credits for undergraduate students and 9 credits for graduate students.
 - Graduate students in graduate programs that offer a specific number of credits per semester (less than 9 credits). The graduate student shall be registered for the maximum number of credits offered.
 - Students who are raising their average in order to enroll in a graduate program. The student shall be registered for the total number of credits requested by the Chairman of the Department.
- b) Students should have paid all their dues including the pre-registration fee and 1st payment for the current Fall semester.
 - c) Student should hold a validated student I.D. Candidates without a validated I.D, must secure one from the office of Admissions and Registration.

6. **Nomination**

To be eligible for student participation in Faculty and University-Wide Committees, a candidate:

- a) Must have the right to vote; (refer to Article 5, Right to Vote)
- b) Must have completed at least 27 required credits for graduation. A minimum of 56 credits for graduation is required for the Curriculum Committee, Planning Committee and Orientation Committee. Note that transfer credits approved by the University are counted in the total number of credits. Graduate students (including students from the Faculty of Medicine and Medical Sciences) are eligible to be nominated to all committees.
- c) Must not have academic and/or disciplinary probation, nor accepted on probation, and not registered without a major.

- d) Submit the nomination at the latest one-week before the Election Day to the Office of Student Affairs according to Form No.1, stating the student's name, Faculty, major, class, and the committee to which he/she is a candidate.

7. Elections' Procedures

- a) The election of the student representatives shall be held on the second Wednesday of the month of November.
- b) An Election Committee must be formed to supervise the election process, verify that the vote lists are complete, and publish the results of the election. The Committee shall consist of the following:
- A Vice-President
 - The Dean of Admissions and Registration
 - The Dean of Student Affairs
 - A Student (student from the Planning Committee to be selected by consensus during the last meeting of the planning committee; otherwise, the most senior student will be selected).
- c) The Dean of Student Affairs shall publish a list of eligible candidates and eligible voters within 48 hours after the deadline for candidature. No consideration will be made to non-eligible candidates even if they adjust their status after the deadline for candidature. No transfer is allowed from one committee to another committee after the deadline for candidature.
- d) Voting by secret ballots shall take place in special booths. Each candidate has the right to have one representative present during the election (except for the Faculties that contain more than one box, the candidate is allowed one representative at each box) and counting of votes.
- e) Elections will be held on one date and will be administered by the Election Committee. In case of equality of votes, the older student (by class, then by age) will be elected.

8. Term of Office

Elected students shall hold office for one year starting on December 1st and ending on November 31st.

9. Replacement

Elected students shall continue to hold office as long as they are registered for the academic year in which they are serving, as specified in Article 2, unless they are dropped, suspended, or placed on probation. If the membership of any student is dropped for any reason, the student with the second highest number of votes will replace him/her.

10. Cancellation of the elections

Elections may be cancelled by the University Council for valid cause.

11. Amendments

Amendments to these bylaws may be proposed by any of the committees and shall be subjected to approval by the University Council.

UNIVERSITY OF BALAMAND
Student Representation in University Committees
Nomination Form

I the undersigned, I.D.#.....
from the Faculty of, Department of,
do hereby nominate myself for the Committee for
the academic year 200-/200-, and pledge to honor and uphold the constitution of
this committee.

Student Signature.....

Office of the Comptroller:

Note: A candidate must be free of any obligation or fees or payments to the University

- | | |
|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Free | <input type="checkbox"/> Not free |
| <input type="checkbox"/> Eligible | <input type="checkbox"/> Not eligible |

Comptroller's signature:

Office of Admissions and Registration:

- | | |
|--|---|
| <input type="checkbox"/> Complete file | <input type="checkbox"/> Incomplete file |
| <input type="checkbox"/> Full time | <input type="checkbox"/> Part time |
| <input type="checkbox"/> Not on academic probation | <input type="checkbox"/> On academic probation |
| <input type="checkbox"/> Not on disciplinary probation | <input type="checkbox"/> On disciplinary probation |
| <input type="checkbox"/> Completed 27 required credits | <input type="checkbox"/> Did not complete 27 required credits |

(Curriculum & Planning Committee only)

- | | |
|--|---|
| <input type="checkbox"/> Completed 56 required credits | <input type="checkbox"/> Did not complete 56 required credits |
| <input type="checkbox"/> Eligible | <input type="checkbox"/> Not eligible |

Signature of the Dean of Admissions and Registration:.....