

Bylaws for the Prince Mohammad Bin Fahd University (PMU) Student Government (SG)

ARTICLE I

LANGUAGE:

The official language of the PMU Student Government (SG) shall be English, but some Arabic can be used on occasion to simplicity communicates with new students.

ARTICLE II

ORGANIZATION:

The student government should consist of eight members: President, Vice President, Secretary, and Treasurer; in addition to one representative from each college with consideration to representation of minority group. Administrators of the Campus Life department within each of the PMU campuses will be appointed to sit on separate SG advisory boards by the Director of Student Affairs (DoSA), and the DoSA will be the chairman of the board. The DoSA will formulate the rules that govern the PMU SG advisory boards to serve and protect the interest of all members of the Campus Community as a self-contained body with the Department of Student Affairs of PMU.

The President shall:

1. Call for regular and special meetings and general assemblies
2. Responsible to report the consequent absences for any member of the PMU SG.
3. Collaborate **with other members of the PMU SG** to the plan activities to ensure successful efforts on the behalf of the student body;
4. Control the members when engaged in debate within the rules of order;

5. Dismiss members from meetings, after warning them, if their presence is perceived to be disruptive and/or uncooperative.
6. Inform the vice president in advance his/her absence from a scheduled meeting;
7. Prepare in coordination with the secretary, the agenda of the upcoming meetings to allow for adequate preparation.
8. Sign jointly with the Treasurer when requesting withdrawal of funds from the SG account and provide reports to justify expenditures; all vouchers require approval of the Director of Student Affairs (DoSA).
9. Take responsibility for all actions or activities that violate the university rules and the bylaws of the PMU SG.

The Vice President shall:

1. Assume the duties of the president his/her absence or incapacitation **as Acting President until the President-elect is able to resume his/her position. Otherwise, the vice president shall remain as acting president until the time of the upcoming Annual elections;**
2. Report in writing on a monthly basis describing the student government performance in great detail.
3. Assume responsibility for the inventory report once per semester and report to both the student government and the administration of the Campus Life Department.
4. Take the minutes of communications during SG meetings in the absence of the Secretary.

The Treasurer shall:

1. Spend jointly with the President, up to SAR per semester with prior approval of the Campus Life coordinator, but the transaction(s) must be reported at the next finance committee meeting;
2. Make sure that all expenditures are in accordance with the approved PMU SG budget.
3. Submit to the Campus Life administration budget reports regularly, and upon request;
4. Provide Campus Life administration with upcoming spending forecast plans at the beginning of each semester.

5. The Treasurer of the SG may face personal responsibility for unaccounted expenditures made on the behalf of the SG without prejudice.

The Secretary shall:

1. Keep accurate minutes of all meetings, including the occurrence(s) where the VP actually recorded minutes on the behalf of the Secretary;
2. Send copies of all minutes to the Campus Life administration and make them available to all members of the SG electronically and/or hardcopies;
3. Record the attendance of all student members and send copies to the appropriate member of the Campus Life administration.
4. Send notices of meetings to all members of the PMU SG and its student body.
5. Maintain archives and keep copies of all proposals, reports, official letters, and e-mail printouts concerning the PMU SG, and report the removal and/or destruction of such documents to the Campus Life administration immediately.

The College Representatives shall:

1. Represent his/her college in the PMU SG through continuous communication with the constituents that elected their representative.
2. Participate in the decision-making process in accordance to the PMU SG bylaws.
3. Assist in the implementation of projects and activities that serve the interests of the PMU SG and the entire Campus Community.
4. Carry out specific projects that are a benefit to the constituents of their respective college within PMU.

ARTICLE III

ELECTIONS:

1. The call for elections shall be announced in writing to all members of the PMU SG at least ten days prior to the date of elections, and shall indicate place, date, and time.

2. Elections shall be held by secret ballot within a 'common area' on the PMU campus.
3. Any member may be re-elected either to the same office or to any other office, for a maximum of 1 year in total. However it can be extended to extra one or even two semesters by writing a petition to the Director of Student Affairs (DoSA) justifying the need(s) for the extension.

ARTICLE IV

MEETINGS:

The SG shall meet at regularly scheduled intervals to discuss plans, as well as, to review progress of programs under way.

At least four general assemblies should be held during each academic year.

Minutes of all meetings must be submitted to the Campus Life department within 3 days from the last meeting.

ARTICLE V

RESOLUTION:

In case of dissolution of the SG, the balance of funds, the office's keys, SG documents, minutes of meetings, ext...these matters shall be addressed and resolved by the discretion of the Campus Life administration.

ARTICLE IV

DISSOLUTION:

In case of activities that are deemed as 'acts of contempt' against the philosophy, policies and/or mission of PMU by the Campus Life administration; the Director of Student Affairs (DoSA) reserves the right to suspend and/or termination individuals and/or the SG in its entirety under orders from the Rector of the University without notice nor regard of those found in contempt.

ARTICLE VII

GENERAL RULES:

1. The SG shall stand by the letter, spirit of the University's rules and regulations.
2. Where argument arises, the issue at hand shall be referred to the Campus Life coordinator who shall make the first decision on that issue and all final decisions shall be made by the Director of Student Affairs (DoSA).
3. The duration of regular membership shall be for one year, unless an exception is made by the DoSA.
4. Members of the PMU SG who have received an academic warning during their term of service will be removed from the SG.
5. Any member of the PMU Campus Community acting on the behalf of the PMU SG shall retain and protect the privacy of any information concerning the University and are forbidden to neither disclose nor declare any private information unless it has been formally confirmed and approved for release by the DoSA with no exceptions.
6. It is forbidden to settle any issue concerning the students without referring to the Campus Life coordinator first, and all final decisions are reserved to the DoSA.
7. In case of three absences by the member, he/she will get a warning notice upon accumulating four absences, the member will be dismissed.
8. If any member is dismissed or have quit their duties, an alternate will be appointed by the SG immediately, under guide of a PMU SG advisory board.
9. Members who violate these bylaws or any of the University's regulations will be dismissed and the DoSA reserves the right to prohibit the imprudent from future PMU SG elections and appointments.

Name:

..... : Signature