

Constitution of SZABIST STUDENT COUNCIL

Article 1: Preamble

The SZABIST Student Council has been formed to promote and safeguard the interests of the students relating to academics and extracurricular activities as effectively as possible. The Student Council has been envisaged as a body that will aim to address the concerns of students in cooperation with the Faculty and Administration of SZABIST. The Council will also act to promote and ensure accountability within the societies that function for the purpose of providing recreation and extra-curricular activities for the student body. The Council will act as a consultative body with the administration of the university in all administrative matters and policy decisions which pertain to the student body directly. Most importantly, the Council will aim to achieve the above objectives without getting involved in any political issues within or outside SZABIST.

Article 2: Name

2.1: This entity shall be known as SZABIST Student Council, hereby referred to as SSC.

Article 3: Purpose of the SSC

3.1: To give the students an organized and formal platform to communicate their concerns. SSC shall promote the general welfare of the students with cooperation of the administration and act as a liaison between the student body and the administration.

3.2: To provide an official organization representing the students of SZABIST in order to bridge the gap between the management and students.

3.3: To fulfill the social, cultural, recreational and academic needs of the students.

3.4: To promote the development and implementation of programs to provide opportunities and to alleviate the disparities amongst the students.

3.5: To provide, encourage and develop amongst its students the formation, organization and operation of clubs and societies for aforementioned purposes and to guide, supervise and facilitate the activities of all student societies.

3.6: To promote and maintain the harmony between its members and fellow students.

3.7: To recognize the rights and responsibilities of students, thus opposing discrimination on the basis of dissimilar backgrounds.

3.8: To organize social functions such as annual dinners, picnics and tours.

3.9: To foster scholarship in an atmosphere that is independent and objective.

3.10: To ensure implementation of rules and regulations of SZABIST

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Article 4: Powers of the SZABIST Student Council

The authority of the SZABIST Student Council is derived from the democratically expressed will of the students of the university. In order to fulfill its purpose, the Student Council shall have the following powers:

4.1: SSC has the right to have its own budget, to launch fund-raising campaigns and to seek and accept donations and contributions from the university, governmental, non-governmental organizations and individuals. Such activities must conform to all rules and regulations under which the university operates. They are all subject to the approval from the Student Affairs Advisor and SZABIST Management.

4.2: SSC shall utilize facilities, equipment and technical resources of the university free of charge for its official purposes after pertaining permission from Head of student affairs and will be liable to cover any damage that occurs to equipment/property of the university, if any.

4.3: SSC shall act as a regulatory authority for all other student bodies functioning within SZABIST.

4.4: SSC shall have the power to call, hold, and direct meetings of the students.

4.5: SSC shall enter into agreements creating affiliation with other bodies which serve the interests of students and into reciprocal agreements with student bodies of other educational establishments. Such affiliation may not contradict or be in conflict with the rules and regulations under which the university operates.

4.6: The SSC Executive Branch may hire no more than ten (10) interns, under the regulations dictated by the standard operating procedures of the office of Student Affairs Advisor.

4.7: SSC as an entity shall have the right to delegate its powers to the Executive Branch as set out in this Constitution.

Article 5: Organizational Setup

5.1: SSC shall comprise of Executive Branch, Council of Common Interests (hereby referred to as CCI), General Body, Societies Committee and Secretary Legal.

5.2: Executive Branch shall supervise all student societies within SZABIST and their functioning.

5.3: Executive Branch shall consist of Student Affairs Advisor, President, Vice President, General Secretary and Treasurer.

5.4: CCI shall consist of all the Program Representatives elected by their respective Programs.

5.5: General Body shall consist of Secretary Operations, Secretary Marketing, Secretary Media Management and Secretary Personnel Affairs.

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5.5.1: For SSC, General Body is further divided into four sub-groups namely: Services, General Administration, Co-ordination and Media Management, each headed by a Secretary of General Body.

5.5.2: For all SSC Chapters a total of five Secretaries shall be selected by the Executive Body upon applications these will be Secretaries of Finance, Logistics, Marketing, Law/HR and IT.

5.5.3: Other than the Finance Representative/Secretary who will work under the Treasurer, all other Secretaries will work under the Vice President.

Article 6: Elections & Selections

6.1: Elections will be held for the posts of Executive Branch, Program Representatives (CCI).

6.2: The candidates for the posts of the Executive Branch and CCI will be decided through the final elections.

6.3: Votes will be cast on the basis of "One Student-One Post".

6.3.1: The nominations shall be accepted on the basis of an individual and students can vote for any one of nominated individuals for each post.

6.4: Elections will be administered by the Election Commission in accordance with Article 6.11, Article 6.12, Article 6.13 and Article 6.14 of this Constitution.

6.4.1: The Election Commission shall make a jury for the interviews and selection of the Treasurer.

6.4.2: The jury shall consist of a representative from the Finance and Audit Departments each and One Faculty members with Finance Background.

6.4.3: The Election Commission shall make a jury for the interviews and selection of Secretary Legal

6.4.4: The jury shall consist of Chief Election Commissioner, Vice-Chief Election Commissioner, Student Affairs Advisor and One (01) member of the Law Faculty.

6.5: Eligibility Criteria for Executive Branch

Any student irrespective of gender, race, creed, language & religion, fulfilling all of the following criteria, is eligible to contest in the Student Council elections for the posts of President, Vice President and general Secretary:

6.5.1: For the post of President, students belonging to the third year of any program (except EMBA, MS/PhD, MBA-Evening and External students of BABS not internal students in last two years of academic study at SZABIST) are eligible to contest in the elections provided that the candidates have one year remaining to the completion of the degree however candidates from the MBA and LAW

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program should at least belong to the second year of the program and have one year remaining to the completion of the degree.

6.5.2: For the post of Vice President, students belonging to third year of any program (except EMBA, MS/PhD, MBA-Evening and External students of BABS not internal students in last two years of academic study at SZABIST) are eligible to contest in the elections given that the candidates have one year remaining to the completion of the degree.

6.5.3: For the post of General Secretary, students belonging to second year or onwards of any program (except EMBA, MS/PhD, MBA-Evening and External students of BABS not internal students in last two years of academic study at SZABIST) are eligible to contest in the elections given that the candidates have one year remaining to the completion of the degree.

6.5.4: Any student in good academic standing with a minimum CGPA of 3.0 is eligible.

6.5.5: Any member of the Executive Branch, who wishes to contest in the next elections for the same body, she/he shall first have to gain clearance from the Student Affairs Advisor.

6.5.5.1: For the purposes of Article 6.5.5, the Student Affairs Advisor shall provide clearance by taking into account that members performance during her/his serving tenure.

6.5.5.2: Any member of the Executive Branch, who wishes to contest in the next elections for the same body, shall have to resign from her/his post exactly thirty (30) days before the commencement of the election process, upon having attained prior clearance.

6.5.6: Any student who does not have a past record of misconduct as defined in Article 11.5.

6.5.7: Any student who is not running for any other post in the elections.

6.5.8: Students from evening programs of MBA and MS and those belonging to PhD program are not eligible to contest for any post in the Executive Branch.

6.5.9: Any applicant for the post of Executive Branch must have clearance from the Administration (Disciplinary and Conduct Cases), Examinations (Cheating Cases), Student Affairs Advisor (Societies and Council related Cases) and Program Manager (Academic Conduct).

6.6: Eligibility Criteria for CCI

Any student irrespective of gender, race, creed, language & religion, fulfilling all of the following criteria, is eligible to contest in the final elections for the posts of the CCI:

6.6.1: Any student in good academic standing with a minimum CGPA of 3.0 is eligible.

6.6.2: A candidate after being elected shall have to maintain a minimum Semester GPA of 2.8. However, if during the course of the candidate's tenure, his/her GPA falls below 2.8 but not below 2.5, he/she will be on probation for a semester. If the candidate is unable to improve his/her required GPA as mentioned above, he/she shall be bound to withdraw from the post.

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6.6.3: Any student who does not have a past record of misconduct as defined in Article 11.5

6.6.4: Any student who is not contesting for any other post in the elections.

6.6.5: Any student who holds office in any Student Society, if wants to contest for the elections as a member of the CCI must resign from her/his previous office to contest. However, if a member applies for a position of the General Body must resign from any office held in any Student Society once successfully inducted into the SSC.

6.6.6: The program wise representation of students within the CCI shall be one representative for every 250 students of a program with each representative having one (1) vote.

6.6.6.1: There shall be no more than four (4) representatives for each program.

6.6.7: Programs to have Program Representatives (CCI) are: BBA, BSSS, BSMS, BSCS, BE Mechatronics, BSAF, BSEntrep, Eductaion, MBA Day, Biosciences, University of London International Program (Law), External Program BABS, EMBA, MBA Evening, MBA-Day, all Masters and MS/PHD.

6.7: Eligibility criteria for General Body

6.7.1: For the post of Secretary Operations, students belonging to the second year of any program (except EMBA, MS/PhD, MBA-Evening and External students of BABS not internal students in last two years of academic study at SZABIST) are eligible to apply in the council provided that the candidate(s) have two years remaining to the completion of the degree. Candidate(s) should have a minimum of 6 months experience working in the same department for a Society or in any capacity of an SSC project.

6.7.2: For the post of Secretary Marketing, students belonging to the second year of any program (except EMBA, MS/PhD, MBA-Evening and External students of BABS not internal students in last two years of academic study at SZABIST) are eligible to apply in the council provided that the candidate(s) have two years remaining to the completion of the degree. Candidate(s) should have a minimum of 6 months experience working in the same department for a Society or in any capacity of an SSC project.

6.7.3: For the post of Secretary Media Management, students belonging to the second year of any program (except EMBA, MS/PhD, MBA-Evening and External students of BABS not internal students in last two years of academic study at SZABIST) are eligible to apply in the council provided that the candidate(s) have two years remaining to the completion of the degree. Candidate(s) should have a minimum of 6 months experience working in the same department for a Society or in any capacity of an SSC project.

6.7.4: For the post of Secretary Personnel Affairs, students belonging to the second year of any program (except EMBA, MS/PhD, MBA-Evening and External students of BABS not internal students in last two years of academic study at SZABIST) are eligible to apply in the council provided that the candidate(s) have two years remaining to the completion of the degree. Candidate(s) should have a minimum of 6 months experience working in the same department for a Society or in any capacity of an SSC project.

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6.7.5: A candidate after being selected shall have to maintain a minimum Semester GPA of 2.8. However, if during the course of the candidate's tenure, his/her GPA falls below 2.8 but not below 2.5, he/she will be on probation for a semester. If the candidate is unable to improve his/her required GPA as mentioned above, he/she shall be bound to withdraw from the post.

6.7.6: If a member applies for a position of the General Body she/he must resign from any office held in any Student Society when submitting the nomination forms.

6.8: Eligibility Criteria for Person Proposing/Seconding the Nomination of a CCI Candidate

6.8.1: Any student in good academic standing with a minimum CGPA of 3.0.

6.8.2: Any student who does not have a past record of misconduct as defined in Article 11.5

6.8.3: Any student who is not running for any other post in the elections.

6.9: Nominations

6.9.1: All nominations for the Final Elections shall be filed with the Vice Chief of the Election Commission between last week of August to second week of September

6.9.2: All nominations have to be seconded by an eligible & willing student fulfilling the eligibility criteria as defined in Article 6.10 for the CCI

6.9.3: Each nominator is permitted to nominate only one candidate of her/his choice

6.9.4: All nominations should be submitted on the nomination form provided by SZABIST.

6.10: Administration of Election

6.10.1: The final elections for the post(s) of the CCI shall be held in the second week of between last week of August to second week of September, with the specific day decided by the Election Commission, and the results shall be declared with those of the final elections.

6.10.1.1: The final elections for the post of the CCI will be intra-program elections of all batches of the eligible programs.

6.10.1.2: If there is only one candidate contesting for the post of the CCI from all batches of an eligible program, that candidate will win the post unopposed.

6.10.2: Final elections for Executive Branch

6.10.2.1: Final elections for the Executive Branch shall be held between last week of August to second week of September.

6.10.2.2: The process of administering elections shall be transparent and shall be supervised by the Election Commission of SZABIST.

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6.10.2.3: Each year, an Election Commission will be nominated by the President, SZABIST for conducting Student Council's Elections. The Election Commission shall consist of:

- A. Chief Election Commissioner
- B. Vice Chief Election Commissioner
- C. Student Affairs Advisor
- D. Law Representative
- E. 3 Members

6.10.2.4 : Election Commission shall be responsible for:

- a. Printing the ballot papers 2 days prior to final election days.
- b. Setting up voting booth(s) on the day final elections.
- c. Providing evidence that the ballot boxes were empty before the commencement of polling.
- d. Ensuring that polling commences at 1000 hours on the Election Day.
- e. Ensuring that a student does not cast more than one vote.
- f. Ensuring that votes are casted by students enrolled in SZABIST.
- g. Ensuring that polling ends at 2000 hours on Election Day.
- h. Counting of votes and declaration of results shall be done on the same day as that of the elections.

6.10.2.5: With mutual consent of all the members of the Election Commission, it has the right to take any disciplinary action from the inception of the elections till the announcement of the final results against any candidate.

6.11: Voting

6.11.1: All students pursuing any professional degree at SZABIST.

6.11.2: Votes for President, Vice-president, General Secretary and Program Representatives shall be cast in complete privacy on paper in ballots.

6.11.3: A ballot paper would be prepared bearing the names of the nominated candidate(s).

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6.11.4: Voting will be carried out on the basis of “one student-one post”

6.11.5: The following votes will stand disqualified:

- a) Unmarked votes
- b) Votes with unclear markings

6.11.6: The individual with the highest number of casted votes will be declared the winner for that singular position.

6.11.7: In case of a draw, all ballot papers shall be recounted.

6.11.8: If the recount does not alter the results, re-elections shall take place at a future date as ordained by the Election Commission.

6.12: Campaigning

6.12.1: Campaigning for the Final Elections shall be done over the course of 5 days, during the final election week, which will be determined by the Election Commission.

6.12.2: The distribution and/or posting of any material within the campuses of the university designated likely to influence voters shall not take place prior to the designated campaign period.

6.13: Conduct of Election Campaign Expenditure

6.13.1: The maximum spending limit for each candidate shall not exceed the amount set by the Election Commission.

6.13.2: All candidates must submit to the Vice Chief Election Commissioner the original receipts of all expenditure 24 hours prior to the Presidential Debate, whereas failure to submit the original receipts on time may result in the candidate to being penalized.

6.13.3: The Election Commission has the right to investigate the campaigning activities and expenditure on them.

6.13.4: In case of any discrepancy between the submitted expenditure documents and actual expenditure, or in case of failure to submit receipts, the candidate(s) in question will stand disqualified.

6.14: Violations and Disqualification

The Election Commission has the right to disqualify any candidate:

6.14.1: Who has failed to comply with the spirit and purpose of the election code.

6.14.2: Who has used undue means of influencing the voters by exerting undue Influence, i.e. using or threatening any kind of force or duress, or bribery.

6.14.3: Who has indulged in misconduct with the Election Commission.

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6.14.4: Who has published a false statement about the character or conduct of a candidate unless reasonable grounds for having believed the statement to be true can be shown.

6.14.5: Who has published a false statement about the withdrawal of a candidate.

6.14.6: Who has interfered with, defacing or removing any material published by an election candidate.

6.14.7: Who has employed SSC resources for election campaign.

6.15: Selection of Treasurer

6.15.1: Eligibility Criteria for the Post of Treasurer

The eligibility for the post of Treasurer shall be limited to students:

- a) In good academic standing with a minimum GPA of 3.0 in term of all relevant courses.
- b) Any student who does not have a past record of misconduct in accordance with Article 11.5
- c) The nominations shall only be open to second and third year students.
 - i) Who are not in default of any financial or other obligation towards the University.
 - ii) Who are currently enrolled in the course of study at SZABIST.

6.15.2: Term of Office of the Treasurer

The selected Treasurer will serve a term of one year.

6.15.3: Selection Process of the Treasurer

6.15.3.1: The recruitment process shall be conducted annually during the period ranging from last week of August to Mid of September.

6.15.3.2: The Treasurer can only serve one post during one term of office.

6.15.3.3: The selected Treasurer cannot apply for membership again in the next term.

6.15.3.4: Any student applying for membership will submit a filled membership form which will be made available. If short listed, the student will have to undergo an interview with the Selection Jury as defined in Articles 6.4.1 and 6.4.2. The Selection Jury will then make the final selection.

6.15.3.5: All the required documents will be submitted by the specified deadline mentioned on the form.

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6.15.3.6: If 2/3rd or more members of the Selection Jury approve of a particular candidate, his/her membership shall be accepted.

6.15.3.7: Within 10 days of the interview, the Selection Jury will send a notice to the selected candidate.

6.15.3.8: The decision of the Selection Jury will be full and final and shall not be challenged in any court of law.

Article 7: Executive Branch

7.1: Composition

7.1.1: The Executive Branch shall be composed of the Student Advisor, President, Vice President, General Secretary and Treasurer.

7.2: Terms of Office

7.2.1: The President, Vice President and General Secretary shall be elected by the students of SZABIST and shall serve a one year term starting from Summer Semester.

7.2.2: A member can only serve one post during one term of office in the SSC if 7.3.1 does not apply.

7.3: Succession and Vacancies

7.3.1: The Vice President shall be the acting President in the temporary absence of the President and shall have all the powers of that position besides hiring and firing of any member, until the return of the President.

7.3.2: In case of removal of any member of the Executive Branch from office by death, resignation, or inability to discharge powers and duties, the vacated office shall devolve on the candidate who is nominated and voted internally from within the CCI and the General Body in consultation with the Student Advisor given that he/she meets the eligibility criteria of the post in question.

7.3.2.1: Inability to discharge powers and duties will be decided by the SSC Disciplinary Committee comprising of the Student Advisor, Head of Administration and Head of Law Program.

7.3.2.2: Inability can be pursued (if required) upon written complaint against any member of office bearer to the Student Advisor.

7.4: Commencement of terms of Office

Term of office shall commence after the election process, mentioned in Article 7.2.1, in the Summer.

7.5: Attendance

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All Executive Branch members are expected to regard attendance at all SSC meetings and functions as primary obligation towards SZABIST. Refer to Article 11.2 of this constitution.

7.6: Authorities and Responsibilities of the Student Affairs Advisor

7.6.1: The Student Affairs Advisor shall be appointed by SZABIST Management

7.6.2: The Student Affairs Advisor shall have inherent supervisory powers of the SSC. She/he shall be the figurehead of the SSC and shall have such powers and functions as are mentioned in this Constitution.

7.6.3: The primary role of the Student Affairs Advisor shall be to supervise and monitor the working of the Executive Branch, CCI, General Body, Societies Committee and Secretary Legal. The Student Affairs Advisor shall have the right to attend and address (but not to vote at) all meetings of the SSC. The Student Affairs Advisor shall address the Executive Branch at least twice in an academic year (including the Planning and Budget Session meeting).

7.6.4: The Student Affairs Advisor will appoint Society Advisors for all societies in consultation with the Head of Student Support Services both of whom will in turn present the same for approval by Vice President Academics and President SZABIST for final approval.

7.6.5: Student Affairs Advisor shall have the power to veto any decision of the Executive Branch or CCI.

7.6.6: The Student Affairs Advisor in consultation with the Executive Branch shall have the power to appoint any member of the SSC to fill any casual vacancy arising in the CCI/General Body.

7.6.2: The Authorities and Responsibilities of President

The President shall:

7.6.2.1: Hold executive authority in SSC

7.6.2.2: Chair meetings of the SSC and represent the student body in all intercampus and extra-campus capacities

7.6.2.3: Report to the SSC on intercampus and extra-campus issues.

7.6.2.4: Work in conjunction with the Treasurer to prepare SSC's budget.

7.6.2.5: Have authority to authorize and sign for expenditures within the SSC budget after approval from the Student Affairs Advisor.

7.6.2.6: Ensure that the Constitution and Bylaws of the SSC are followed only after the approval of Student Affairs Advisor.

7.6.2.8: Ensure that the members of Executive Branch, CCI, General Body, Societies Committee and Secretary Legal of the SSC fulfill their responsibilities.

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7.6.2.9: Ensure that the SSC as a whole accomplishes its goals and fulfills its responsibilities and purposes.

7.6.2.10: Call Executive Branch meetings at least once a month.

7.6.2.11: Call general and special meetings as defined in Article 10.1.1 and Article 10.1.2.

7.6.2.12: Give SZABIST's Management suggestions in order to promote and foster the aims of the SSC.

7.6.2.13: Assign additional duties as proper and necessary to the members of the Executive Branch.

7.6.2.14: Assume any additional responsibilities that the Constitution may demand.

7.6.2.15: Be required to be responsible and actively participate in activities and events SSC is spearheading.

7.6.3: The Authorities and Responsibilities of Vice President The Vice President shall:

7.6.3.1: Assume all the functions of the President in his/her temporary absence as envisaged in the Constitution.

7.6.3.2: Set the calendar/agenda of Student Societies in consultation with the President/General Secretary of SSC.

7.6.3.3: Maintain a record of minutes of each meeting.

7.6.3.4: Report to and assist the President.

7.6.3.5: Maintain records of written reports of Meetings and Events from the members of the CCI/General Body.

7.6.3.6: Perform any additional duties, including but not limited to those assigned by the President in accordance with this Constitution and its Amendments.

7.6.3.7: Have voting power in all meetings.

7.6.3.8: Be required to be responsible and actively participate in activities and events Student Council is spearheading.

7.6.4: Authorities and Responsibilities of the General Secretary

The General Secretary shall:

7.6.4.1: have responsibility of all correspondence of the SSC.

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7.6.4.2: be responsible for informing students about upcoming programs/activities organized by any Student Society or the SSC.

7.6.4.3: be responsible for coordinating with other student bodies for any joint activities, in consultation with the Executive Branch.

7.6.4.4: Take minutes of Council meetings and publish copies of minutes of SSC meetings after every meeting.

7.6.4.5: Keeps a record of the assignments given to General Body.

7.6.4.6: Monitor office supplies in coordination with the Treasurer with regard to processing all purchasing.

7.6.4.7: Oversee and supervise the internal workings of all CCI and General Body.

7.6.4.7: Must be present in all meetings of SSC and Student Societies.

7.6.5: The Authorities and Responsibilities of Treasurer.

The Treasurer shall work in collaboration with the Executive Branch at all times. The duties of the Treasurer shall be to:

7.6.5.1: be responsible for all financial matters of the SSC.

7.6.5.2: maintain and update documents regarding all financial transactions of the SSC.

7.6.5.3: Maintain an accurate and updated record of finances for audit purposes.

7.6.5.4: provide relevant financial reports of all transactions at every meeting.

7.6.5.5: Prepare a consolidated budget for the SSC based on the individual society budgetary submissions

7.6.5.6: Keep a record of all the sponsorships received.

7.6.5.7: Update the President regarding any financial matter of SSC.

7.6.5.8: Take custody of all funds belonging to the SSC and scrupulously account for those finances to the Finance Department, SZABIST.

7.6.5.9: Prepare budgets by the third week of each regular semester and perform audits within three weeks after the conclusion of each semester.



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7.6.5.10: Be responsible and required to actively participate in activities and events SSC is spearheading.

7.6.5.11: Be Responsible for collecting dues if any, collecting funds from fundraiser endeavors, and for maintaining accurate and timely financial records for the SSC.

7.6.5.12: Allocate funds as deemed necessary in line with the budget, and approved by the Officers of the Executive Branch and the Student Affairs Advisor.

7.6.5.13: Represents the SSC before the Faculty, Staff and Administration when the President and Vice President are otherwise occupied or when financial matters are concerned on behalf of the SSC.

7.6.5.14: Ensure that proper procedures for monetary affairs are understood and followed by SSC and Student Societies.

7.6.5.15: Coordinate all society sponsorship fund requests.

7.6.5.16: Carry out duties assigned by the President as well as duties specified in the Constitution.

7.6.5.17: Supervise the Finance Representative(s).

Article 8: Council of Common Interest's (CCI)

8.1: Duties of the members of the CCI are as follows:

8.1.1: To act as a representative of the students of their respective programs in the SSC on all appropriate official occasions.

8.1.2: To undertake duties assigned by the Executive Branch.

8.1.3: To work collectively with other members of the General Body, whenever required, to ensure the smooth running of its functions.

8.1.4: To actively take part and attend Assembly as envisaged in the Constitution.

8.1.5: To bring any grievance/issue/complaint/suggestion by any student of their respective program to the Executive Branch or to the Student Affairs Advisor.

Article 9: General Body

9.1: Duties of the members of General Body

9.2: Secretary Operations shall head the Services Group, whereas she/he shall be responsible to facilitate all logistical needs of the activities executed by the SSC and maintain a specific vendor management list to be utilized by SSC and Student Societies for carrying out their activities.

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9.3: Secretary Personnel Affairs shall head the General Administration Group, whereas she/he shall be responsible to keep records of all active members of the SSC, schedule meetings at the order of the Executive Branch and draft minutes of all the meetings held by the SSC.

9.4: Secretary Marketing shall head the Co-Ordination Group, whereas she/he shall have three (03) functions within the domain of the aforementioned group, which are described as below.

9.4.1: Secretary Marketing shall be responsible for the Business Development of the SSC, whereby she/he shall develop a marketing strategy for achieving every monthly listed milestone and lead efforts in order to generate sponsorship funds for SSC events.

9.4.2: Secretary Marketing shall be responsible for the image Branding of the SSC, whereby she/he shall work on developing a comprehensive image for the SSC activities and shall also supervise adherence to the general image of SZABIST student body.

9.4.3: Secretary Marketing shall be responsible to supervise and conduct all SSC social media activity.

9.5: Secretary Media Management shall head the Media Management Group, whereas she/he shall have three (03) functions within the domain of the aforementioned group, which are described as below.

9.5.1: Secretary Media Management shall be responsible to supervise the content and publication of the bi-monthly SSC publication. Whereby providing written content for all external SSC communications/publications/post/proposals.

9.5.2: Secretary Media Management shall be responsible to provide all photography and videography services to the SSC.

9.5.3: Secretary Media Management shall be responsible to provide complete graphic designing capabilities and/or services to the SSC.

9.6: The General Body shall undertake duties assigned by the Executive Branch.

9.7: The General Body shall work collectively with other members of all four groups whenever required, to ensure the smooth running of its functions.

9.8: The General Body shall actively take part and attend Assembly as envisaged in the Constitution.

Article 9A: Societies Committee

9A.1. All Chairpersons of all the Student Societies shall be a part of the SSC, in the capacity of Societies Committee, as described below.

9A.2. The Societies Committee shall work together with the Executive Branch to ensure smooth running of the student activities in SZABIST.

9A.2.1. The Societies Committee shall submit recommendations to the Executive Branch for the enhancement of enlightened student value and for the betterment of student activities.

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9A.2.2. All members of the Societies Committee shall avoid conflicting interest, when they are within the capacity of the SSC.

9A.2.3. The Societies Committee shall act as liaison between the SSC's reach to the Student Societies and thereby fall directly under the directives and policy of the SSC.

9A.3. The Societies Committee must work together to avoid clash of any student society events, if they are against the Executive Branch's Policy.

9A.4. The Societies Committee shall not have a say in the internal decision making of the SSC.

Article 9B: Secretary Legal

9B.1. Secretary Legal shall work with the office of Student Affairs Advisor, whereas she/he shall be the guardian and custodian of the Constitution of SSC and all the bylaws with it.

9B.2. Secretary Legal shall have authority, on the advice of Student Affairs Advisor, to initiate any legal action against any member of the SSC, if they are found in breach of the provisions of the Constitution and all the bylaws with it.

9B.3. Secretary Legal shall ensure that all the activities of SSC and directives of the Executive Branch are in line with the provisions of the Constitution.

9B.4 Term of Office of the Secretary Law

9B.4.1. Secretary Legal can only serve one post during one term of office.

9B.5. Nomination & Selection

9B.5.1. Any student of the LLB Programme, belonging to at least second year of the Programme, may submit her/his name for the position to the office of Student Affairs Advisor.

9B.5.2. The recruitment process shall be conducted annually during the period ranging from last week of August to Mid of September.

9B.5.3: Secretary Legal can only serve one post during one term of office.

9B.5.4: The selected Secretary Legal cannot apply for membership again in the next term.

9B.5.5: Any student applying for membership will submit a filled membership form which will be made available. If short listed, the student will have to undergo an interview with the Selection Jury as defined in Articles 6.4.3 and 6.4.4. The Selection Jury will then make the final selection.

9B.5.6: All the required documents will be submitted by the specified deadline mentioned on the form.

9B.5.7: If 2/3rd or more members of the Selection Jury approve of a particular candidate, his/her membership shall be accepted.

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9B.5.8: Within 10 days of the interview, the Selection Jury will send a notice to the selected candidate.

9B.5.9: The decision of the Selection Jury will be full and final and shall not be challenged in any court of law.

Article 10: Meetings and Attendance

10.1. Meetings

10.1.1: Assembly

Assembly, called by the President, shall be conducted on monthly basis in order to obtain updates and collect feedback from all the Representatives of the General Body and the CCI.

10.1.2: Extra Ordinary meetings shall be held to address issues other than those addressed in Assembly, including, but not limited to those that require immediate attention.

10.1.3: Order of business

Order of business at the Assembly will commence by calling the session, discussing unfinished business and new business, making announcements, and adjourning the session. An agenda shall be provided by the General Secretary at least one (1) day before the meeting to all members who are to attend the meeting.

10.1.4: Minutes of meetings/Assembly

10.1.4.1: Minutes of the previous meeting/Assembly will be read with the call to order.

10.1.4.2: Meeting/Assembly minutes and all documents of this nature will be kept on file in the office of SSC.

10.2: Attendance

10.2.1: The members of the Executive Branch shall attend all Assembly/meetings.

10.2.2: A member of the Executive Branch can avail two (2) absences from the meetings and Assembly, during the university semester.

10.2.3: At least 4 members of Executive Branch must be present in meetings.

10.2.4: In case of absence of any member of the Executive Branch, he/she shall be considered absent and cannot be represented by any proxy.

10.2.5: The members of General Body shall attend all relevant meetings during the university semesters.

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10.2.6: If any Representative of General Body is unable to attend a meeting he/she shall contact the General Secretary and inform about any unforeseen emergencies, at least one day in advance or no later than 24 hours after the missed meeting in order to be considered excused. If no explanation is given, that absence will be considered “without notice”. The Representatives shall not be excused from any meeting without notice.

10.2.7: The members of CCI shall attend all meetings.

10.2.8: A member of the CCI can avail two (2) absences from the meetings

10.2.9: At least two-third of the CCI members must be present in any meeting for the quorum to be established.

10.2.10: In case of absence of any member of the CCI, he/she shall be considered absent and cannot be represented by any proxy.

10.3: For further enhancement of procedures and operations, bylaws to the Constitution shall be drafted and the said document shall be a part of the Constitution as Annexure A.

Article 11: SZABIST Student Council’s “Code of Conduct”

11.1: SZABIST Management and Student Affairs Advisor are the custodians of the Code of Conduct.

11.2: A copy of the Constitution shall be distributed amongst the members during the first General meeting of introduction to the Council.

11.3: An agreement must be signed by all members of the SSC, expressing their acceptance to uphold the code of the Council.

11.4: SSC members shall behave in a manner that is respectful, accountable and honest according to SZABIST’s values.

11.5: Misconduct

The following acts shall be considered as misconduct according to this Constitution:

11.5.1: Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.

11.5.2: Obstruction or disruption of teaching, conduct proceedings, or any other University activities

11.5.3: Physical abuse or other conduct which threatens or endangers the health or safety of any student or members of the management.

11.5.4: Theft or damage to the possession of the University or of a member of the University Community or of a Campus visitor

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11.5.5: Unauthorized possession, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.

11.5.6: Use of alcoholic beverages or any controlled substance is prohibited, and anyone found in possession of such beverages/products shall be removed from his/her post.

11.5.7: Disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression.

11.5.8: Failure to comply with University rules.

11.5.9: Possession or Use of firearms, explosives, other weapons, or hazardous chemicals.

11.5.10: Violation of any University policy.

11.6: In addition to this, furthermore other details are a part of annexure B which is a part of this Constitution under Article 11.

Article 12: Student Council Disciplinary Committee and Proceedings

12.1: Disciplinary Committee

12.1.1: SSC Disciplinary Committee shall consist of the Student Affairs Advisor, Senior Manager of Administration, Head of Law Program and Head of Student Support Services.

12.1.2: If any member of SSC found involved in any conduct which is against the disciplinary code and rules of SZABIST, he/she may be suspended for a temporary/permanent period.

12.1.3: Disciplinary Committee has the authority to monitor the conduct of all Representatives of SSC

12.1.4: Disciplinary Committee also has the authority to monitor the conduct of the candidates contesting in elections.

12.2: Disciplinary Proceedings

12.2.1: Any student of SZABIST can register the complaint of misconduct by any member of Student Council to the Student Affairs Advisor.

12.2.2: After the grievance is filed, the Disciplinary Committee will review it and if need be determine if the complaint justifies action by SSC.

Article 13: Student Societies

13.1: General

13.1.1: Students who do not hold office in the council are eligible to form societies.

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13.1.2: All Student Societies will have Society Advisors appointed by SZABIST Student Affairs Advisor in consultation with Head of Student Support Services and with final approval of Vice President Academics and President SZABIST.

13.1.3: All Student Society must have a constitution, approved by respective Society Advisors before proceeding with its workings and ratified by the Student Affairs Advisor.

13.1.4: All Student societies are to have Executive Bodies, which will be democratically elected from within their members on yearly basis.

13.1.5: Any student who does not have a past record of misconduct (refer Article 11.5 with the exception of GPA).

13.1.6: Student Society formation form to be filled and submitted with an objective statement and semester's plan to the Vice President of the SZABIST Student Council.

13.1.7: Vice President will provide an objective statement to the SSC with regard to the Student Society, a debate on its objectives will follow.

13.1.8: Council has the right to call any one of the students who submitted the proposal to elaborate or discuss society plans.

13.1.9: A two-thirds majority of the Executive Branch and CCI of the SZABIST Student Council is required to approve formation of the society.

13.1.10: Upon approval, the Council must assist the society in finding a suitable Society Advisor, advise on proper functioning and provide guidance where needed.

13.1.11: Societies at formation will not be eligible for budgets funded by Student Council of SZABIST.

13.1.12: Upon rejection, a society cannot apply again until a minimum period of 3 weeks is over.

13.2: Elections of Student Societies

13.2.1: All Student Societies to have election period one month before/after annual SSC elections as fits the academic/extra-curricular calendars of the university.

13.2.2: The election period will be announced by the Student Council.

13.2.3: General Secretary of the Student Council will provide procedures, guidance and set dates of elections for all Student Societies.

13.2.4: Vice President will ensure that all Student Societies follow their respective Constitutions.

13.2.5: Vice President has the right to form a committee from existing Council members for this purpose.

13.3: Finances of Student Societies

13.3.1: All elected Executive Bodies of the Societies will work in liaison with Treasurer of SSC.

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13.3.2: Society Advisor of the society will be joint signatory on all finance documents.

13.3.3: Societies to maintain records of all financial details at end of every semester to SSC Treasurer.

13.3.4: New Societies are only eligible to apply for a budget four (4) months after formation; the initial four (4) months will serve as a probation period for a society.

13.3.5: Existing Societies to present their proposed budgets on semester basis.

13.3.6: Student Council has the right to seek assistance from Society Advisors or Executive Body members of the Student Societies on their proposed budget.

13.3.7: The final budget given to any Student Society will be approved by the Student Affairs Advisor.

13.3.8: Student Societies can only withdraw approved amounts from their allotted budgets. This will be done after presenting receipts of expenses signed by Society Advisor(s) of the particular Student Societies.

13.3.9: All Student Societies have to follow all SZABIST rules and regulations.

13.4: Discipline for Student Societies

13.4.1: All Student Societies to follow SZABIST rules and regulations.

13.4.2: Student Societies will be responsible for conduct of their members in their events.

13.4.3: Student Societies can expel members who are proven guilty for indiscipline on constitutional grounds.

13.5: Termination of a Student Society

13.5.1: Student Council will evaluate societies on their semester performance, based on:

- a) Maintenance of Financial Records
- b) Activities Conducted
- c) Benefit to SZABIST and its students
- d) Disciplinary record

13.5.2: Student Societies found not meeting its objectives may be disallowed to function or terminated or suspended for a semester.

13.5.3: A notice will be issued to societies found guilty of misconduct regarding such matters by the General Secretary.

13.5.4: President of SSC will present a proposal for any such matter to the Student Council for debate.

13.5.5: Student Council will have the right to seek explanation from existing Executive Body of a society.

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13.5.6: For approval of temporary suspension of a society or terminating it would require 2/3rd vote of the Student Council

13.5.7: General Secretary of the Student Council will notify regarding the decision and also inform the office bearers and Society Advisor.

13.5.8: Inconsistency in maintenance of financial records or any misinformation in it will be regarded as a serious offence.

Article 14: Liabilities and Commitments

14.1: Code of handling Donations & Grants

14.1.1: SSC shall not at all be liable to generate funds for any external body or external cause unless or otherwise directed/exempted to do so by the Student Affairs Advisor and/or management of the University.

14.1.2: If in any case, a member of the SSC reckons significance in donating to an external cause or body utilizing SSC Budget, he/she shall ask the members of the Executive Branch to hold a special meeting in which all members of the Executive Branch, CCI and the General Body must be present. The proposer must be provided with an opportunity to highlight his/her point of view backed by proper reasoning and must also submit a written proposal. 2/3rd votes shall be taken to decide for or against donating and for the amount of donation.

14.1.3: Any such transaction has to be approved by Student Affairs Advisor.

14.2: Auditing of SSC Accounts

14.2.1: No member of the SSC is allowed to be involved in the auditing process of the SSC Funds Account except for the Treasurer and the Student Affairs Advisor of the Student Council.

14.2.2: The authority of auditing of the SSC Funds Account lies with the Finance Department of the University, the Treasurer and the Student Advisor of the Student Council.

14.2.3: The head of Finance Department of the University may conduct the audit or direct any employee of the Finance Department to do so.

14.2.4: It is the responsibility and a duty of the Treasurer to provide with whatever data the auditor demands and he/she is required by the SZABIST Student Council to cooperate with and facilitate auditors at all times.

14.3: Constitutional Amendments

14.3.1: The constitution cannot be altered in anyway, but can only be amended by a special body to be set up by the President of SZABIST, Karachi.
