

KUWAIT UNIVERSITY

Articles of Association Bylaw of the Academic Societies in Kuwait University

CHAPTER 1

Name and Location of Students' Society

Article 1:

It is permissible for the Dean of Student Affairs, upon a request of a number of students not less than 50 to license the establishment of academic society which will carry the name of that college provided that the location shall be in the concerned college giving permission for each academic society to establish affiliated branches in the academic departments in the college whenever it is necessary.

Article 2: Definitions

Upcoming terminologies and expressions are defined as follows:

- a. Society: indicates Student Academic Society in the college or in the academic department.
- b. Unit: indicates the academic department to which the major belongs or the college where the Society is located.
- c. Academic year: Period of time starts at the first day of the first semester until the day precedes the beginning of the first semester of the following year.
- d. Agenda: Worksheets prepared by the Society's administrative committee to be discussed in the general assembly.

CHAPTER 2

Society's Objectives and Means

Article 3: Objectives

Society endeavours to achieve the following objectives :

1. Encourage scientific researches and deep knowledge attainment in various fields pertaining the Society, both academically and practically, as well as pursuing scientific developments related to its field.
2. Give the opportunity for academic meetings to mingle students with members of teaching staff to achieve objective discussions in the various fields of the society's activities.

3. Work hard to introduce and reveal the prominent role of the Islamic civilization in fields related to the Society as well as developing and promoting this role.
4. Enhance principles of cooperation and mutual understanding among students, members of teaching staff and employees in the University.
5. Contribute in inspecting Students' problems as a preliminary step to find appropriate solutions with the concerned parties.
6. Maintain participatory environment through which students can express their opinions and ideas freely as well as virtual participation to fulfill the desired objectives of the Society.
7. Encourage the cultural, social and sports activities among members of the Society to enhance the honorable competition spirit among them.
8. Create links between the Society and its equivalent in Arabic, Islamic and foreign Universities to introduce the local experiences and benefit from others' experiences in this regard.
9. Strengthen relations and acquaintanceship between members of the Society and those who are concerned with its activities.
10. Pay great interest in studying and discussing issues of the Kuwaiti , Arab and Islamic Societies with regard to the society's activities in the field if its academic specialization.

Article 4: Means of achieving the objectives

1. Hold academic symposiums, lectures and meetings.
2. Issue publications and journals in the field of its specialization and in accordance with its goals...
3. Organize artistic contests, and present suitable rewards for students' production of researches, articles and skills.
4. Contribute in the organization of external academic trips which are organized and supervised by the academic department.
5. Prepare and organize internal academic trips, in addition to organizing the field visits for its members to the various establishments, institutions and companies which are concerned with the society's activities.
6. Assign competitive rewards to the top graduates and excellent students in the society's field of specialization.

7. Utilize the audio-visual aids and other state-of-the-art technology to contribute in the promotion of the society' member's capabilities.
8. Acquaint the students with the academic journals, periodicals and modern specialized books to benefit from them.

CHAPTER 3

Membership

Article 5: Members of the Society

1. Students of the same department or college of whom the Society represents, and intend to join its membership and their academic specialization corresponds with the society's specialization and have the sole right in the nomination and election.
2. Members of the Society shall adhere to the Articles of Association and participate in the various activities of the society.

Article 6: Membership's termination, suspension and cancellation

1. Membership is terminated in one of the following cases:
 - a. If the student transfers to another academic unit as a result of an official change in his/ her major.
 - b. Graduation or final withdrawal from the university.
 - c. Final dismissal from the University.
2. Membership of student discontinues if:
 - a. The student's enrollment is suspended upon his/her request for more than one semester.
 - b. The student's enrollment is suspended as a result of a disciplinary or academic punishment.
3. Membership cancellation:
 - a. Student's membership shall be cancelled if the student does not comply by the society's Articles of Association provided that this cancellation should be taken by a decision from the society's general assembly and pursuant to a causative recommendation from the society's administrative committee.

- b. The student breaches any of general discipline regulations or common senses. In this case the administrative committee has the right to raise a causative report to the dean of student affairs who will present it before an investigation committee who has the right to recommend the cancellation of the membership and a decision by the dean of the college shall be issued in this regard.

CHAPTER 4

Internal Structure of the Students' Society

Article 7: The General Assembly

1. The General Assembly consists of all students enrolled in the Society and considered the highest authority in the society...
2. The General Assembly is supposed to be held within 30 days of the beginning of the academic year. Using available means of announcement, the administrative committee invites students to the meeting.
3. Administrative Committee should inform the Deanship of Students' Affairs about the date of the meeting as soon as it is determined.
4. Announcement for the date of convening the meeting of the General Assembly should be done in a period not less than one week before holding the meeting and should not exceed 3 weeks of the specified date.
5. It is possible to hold unusual meeting for the General Assembly in the following situations:
 - a. Pursuant to a decision made by the majority of the Administrative Committee's members.
 - b. A justified request made by at least one third of the General Assembly 's members provided that the administrative committee, in this case should call the General Assembly for a meeting within one week fro the date of submitting the request. If the administrative committee fails to call the General Assembly in accordance with what have been mentioned herein above, the Deanship of the student's affairs undertakes to call for the meeting.
6. During the unusual meeting, the General Assembly it is not allowed to discuss issues other than those for which the Assembly is convened to.
7. Validity of the General Assembly's meeting is stipulated by the attendance of more than half of its members. If the required quorum for the validity is not available, the meeting is to be delayed for one hour. The meeting is considered valid thereupon by the attendance of not less than one third of the total number of members.

8. Withdrawal of any number of members during the meeting procession does not affect its validity if it is held correctly. In this case, the Society shall not issue any decisions if the number of attendance is less than one third of General Assembly's members.
9. If scheduled issues in agenda are not covered, it is possible to adjourn the session provided that it shall be proceeded in the appropriate time and place determined by the same General Assembly without any changes in the Agenda.
10. The General Assembly's decisions should be taken by the majority of the attending members except in cases that require special majority.
11. It is not allowed to raise proposals to discuss issues that are previously voted by the General Assembly.

Article 8: General Assembly's Organization Committee

1. An organization Committee shall be formed by a decision from the Dean of Students' Affairs in consultation with The Society's Administrative Committee to supervise the General Assembly's meeting
2. The organization committee shall be competent of:
 - a. Preserving order inside the General Assembly.
 - b. Controlling the process of entering and leaving the venue of the General Assembly.
 - c. To ensure the availability of required quorum for holding the General Assembly's meeting.
 - d. To calculate number of votes during voting inside the General Assembly.

Article 9: Administrative Committee

1. The Administrative Committee is the competent party to execute the General Assembly's decisions, draw programs, follow up the committees' works, and carry out all actions that guarantee achieving the Society's goals
2. The Administrative Committee consists of 9 – 12 members elected by students of the unit by secret ballot.
3. The Number of the Administrative Committee is determined as follows:
 - If the members of Society does not exceed 200 students (men and women), the Administrative Committee shall consist of 9 members.

- If Society's members are between 201 - 500, the Administrative Committee shall consist of 11 members.
 - If Society's members are between 501 - 3000, the Administrative Committee shall consist of 13 members.
 - If Society's members exceed 3011, the Administrative Committee shall consist of 15 members.
4. New administrative committee membership nominations shall be submitted to the social worker in the college and the administrative committee at least one day from the date of holding the General Assembly bearing in mind that official and university holidays are not considered in this period.
 5. To nominate for the administrative committee's membership, the student should fulfill the following conditions:
 - a. The Student should have already passed at least 24 credit units.
 - b. GPA should not be less than 4 points in the 9-point grade system.
 - c. Student should not be expected to graduate in the first semester.
 6. The No Confidence decision taken against the members of the Administrative Committee in the General Assembly shall not prevent them of renomination.
 7. The Administrative Committee shall distribute its administrative and financial report concerning activities of the previous academic year, and the suggested Agenda among its members at least one week before the General Assembly's convention.
 8. Process of electing members of the Administrative Committee for the new academic year shall be conducted directly in the day following the General Assembly's meeting.
 9. If the number of votes gained by the substitutes who will take over in the Administrative Committee becomes equal, the following criteria shall be followed for election.
 - a. The Student who has passed more credit units shall be elected.
 - b. If members are equal in the passed number of units then the student of higher GPA for the last semester shall be elected.
 - c. In case of equality in (A) and (B) aforementioned, then lot is drawn to choose between them.

10. Period of membership in the Administrative Committee shall be defined from the date of its election until the date of approving the administrative and financial report of the society of its previous period.
11. The Administrative Committee shall hold the first meeting during the first week of the date of its election so as to distribute the positions on the members, provided that the social worker in the college shall chair the first meeting.
12. The Administrative Committee elects from its members by secret ballot the following:
 - a. President of the Society.
 - b. Vice-President of the Society.
 - c. Secretary.
 - d. Treasurer.
13. The Administrative Committee shall meet at least once a month by an invitation from the president or according to a request by the majority of its members.
14. Validity of the meeting of the Administrative Committee is stipulated by the attendance of more than half of its members. Decisions are issued by virtue of approval of the majority of attendance except for some cases which need special majority. If the number of votes is equal, then preference is given to the president's side.
15. The Administrative Committee should take decision in any raised resignation of any member within two weeks from the date of submitting the resignation, otherwise it will be considered accepted. It is impermissible to accept the resignation if the member is referred to investigation.
16. The member is considered resigned from the Administrative Committee if he/she is absent for three consecutive or five separate times from the sessions.
17. If a member's position becomes vacant for any reason, he/she will be only succeeded by the first substitute then the second.
18. The substitute member should be invited to the first meeting after occupying the vacant position.
19. Complementary elections shall be conducted to occupy vacant positions in the Administrative Committee if there is no sufficient number of substitutes to occupy the vacant positions for any reason.

20. The Administrative Committee is entitled to change positions of its members by virtue of justified decision issued by the agreement of the majority of two third of its members. Deanship of Students' Affairs shall be informed in writing by the decision during one week from the date of the decision.
21. The Administrative Committee must prepare minutes of its meetings. The Secretary should keep them and the Deanship of Students' Affairs has the right to review them.

Article 10: Competencies of the members of the Administrative Committee

1. President of the Society

Chairs the meetings of the General Assembly and Administrative Committee and represents the Society in all its activities before the official parties in Kuwait University, signs with the treasurer the payment orders, approves with the secretary the minutes of the meetings, and calls for the Administrative Committee's meetings in consultation with the secretary. It is permissible for the president to entrust his/her deputy in some of his/her competencies.

2. Vice President of the Society

Acts on behalf of the President in all competencies during his /her absence.

3. Secretary

Prepares the Agenda of the Administrative Committee together with the President of the Society, writes the minutes of the General Assembly and Administrative Committee's sessions, keeps the Society's records and seal, and writes the correspondences in agreement with the president.

4. Treasurer

Prepares the financial report of the Society, signs payment orders together with the president, and keeps the payment and revenue documents in the financial record.

Article 11: Society's Leader

The Dean of the college in agreement with the Administrative Committee, by the majority of the members chooses a leader for the society from the academic staff members in the academic department after getting the approval of the chairperson of the academic unit. The leader undertakes the responsibility of giving advice and consultation to the members in accordance with the society's general goals. In addition, he/she has the right to attend the Administrative Committee's meetings, proves his/her opinion in the minutes, and signs the activities' form and payment orders.

Article 12: Society Activity's Committees

1. The society activity's committees consist of a number of the members to be chosen by the Administrative Committee who has the right to assign the number of each committee.
2. The Administrative Committee selects a President for each committee from a number of its members who will be entirely responsible of the committee's activities.
3. It is permissible for the majority of the members to ask the Administrative Committee to change the president pursuant to a justified request where the Administrative Committee shall take the final decision in this regard.

CHAPTER 5

The Society's Financial System

Article 13: Budget

1. Each Society has its own budget which will be prepared by the Administrative Committee in the first meeting after being elected at the beginning of the Academic year.
2. The Society's fiscal year is determined by the membership of the Administrative Committee.
3. The Administrative shall submit its estimated budget to the Dean of Students' Affairs at the beginning of the Academic year provided that the budget should include all aspects of the expected expenditures and revenues.
4. The Administrative Committee prepares the final account of total liabilities and revenues one week at least before the meeting of the General Assembly. However, it can present a financial supplement to cover the continuous activities in agreement with the Deanship of Students' Affairs.
5. The Society's accounts are subjected to accurate auditing by the Deanship of Students' Affairs.

Article 14:

Society's Revenues and expenditures:

1. Sources of Society's revenues consist of:
 - a. Subsidy assigned by the University Administration

- b. Annual subscriptions of members.
 - c. Donations, grants and subsidies stipulated by the approval of the Dean of Students' Affairs.
 - d. Returns of activities and celebrations conducted by the Society.
2. The Society's money shall be deposited in one of Kuwaiti banks selected by the Administrative Committee provided that the Deanship of Students' Affairs should be informed by this.
 3. Treasurer keeps an amount of KD100 as a temporary loan to cover the necessary needs of Society. The expenditures of these amounts, which do not exceed KD 20, should be done by payment receipts approved by the president and the secretary and signed by the one who receives the amount. This loan shall be reimbursed when the balance reaches KD 50.
 4. Any amount exceeds KD 100 requires a prepayment decision from the administrative committee.
 5. The expenditures of the loan shall be presented before the administrative committee in each meeting so as to approve the amount paid.
 6. It is impermissible to make compensation between the society's returns and expenditures.

CHAPTER 6

Investigation and Penalties Committee

Article 15: Investigation Committee

1. If the Society or members of the Administrative Committee commit any violation against this bylaw or decisions emanated from provisions of the bylaw, the Deanship of Students' Affairs shall form an investigation committee in this violation.
2. The investigation committee shall be formed from the following:
 - a. Dean of Students' Affairs or a deputy from the academic staff for this purpose.
 - b. Dean of the competent college or a deputy from academic staff.
 - c. Member of academic staff from Faculty of Law nominated by Dean of the faculty.

Article 16: Penalties

1. It is permissible for the Dean of Students' Affairs, pursuant to the recommendation of the investigation committee which is formed in accordance with (Article 15, Item 2) to issue a decision to freeze the Society's activities for a period of not more than one academic year in the following cases:
 - a. If the Society violates the University's Act or Bylaw.
 - b. If the Society breaches the Articles of Association Bylaw of the academic societies
 - c. If the Administrative Committee breaches any of the general rules of morals.
 - d. If the Administrative Committee is evidently proved to deepening enmity and weakening students' unity among its members.
2. Dean of Students' Affairs is authorized to issue a decision of disbanding the Society's Administrative Committee by virtue of the recommendation of the constituted investigation committee in accordance with (Article 15, Item 2) in the following cases:
 - a. If the Administrative Committee exceeds the proper bounds of the Society's goals.
 - b. If the Administrative Committee breaches the University's Act and in effect bylaws.
3. The investigation committee has the right to commend imposing one of the following penalties in accordance with the size of the violation in other cases.
 - a. Notifying.
 - b. Warning.
 - c. Ceasing one of the Society's activities for not more than one Academic year.
 - d. Ceasing Society's activity for not more than one Academic year.
 - e. Disbanding the Administrative Committee.
4. Once the violation of any provision of this bylaw is proved against members of the Administrative Committee, then they will expose themselves to one of the appropriate penalties as follows:

- a. Notifying.
 - b. Warning.
 - c. Ceasing membership for a certain period of time, not more than one Academic year.
 - d. Final deprivation of membership.
5. The Dean of Students' Affairs is entitled to impose penalties (A, B) of Items (3, 4) and the Investigation Committee is allowed to recommend to the Dean imposing the rest of the penalties after completing the necessary investigation in the incident and a decision shall be issued in this regard.

CHAPTER 7

GENERAL PROVISIONS

Article 17:

Once the Society is frozen or disbanded, it is impermissible for any member to impose any action with regard to its money or documents unless the Dean of Students' Affairs decides the way of dealing with the assigned budget and to where it should be referred.

Article 18:

Once the Society is frozen or disbanded, the Dean of Students' Affairs shall form a committee of inventory to reckon and receive Society's properties.

Article 19:

The Administrative Committee shall submit a copy of the Society's administrative and financial report covering activities of the past year to the Dean of Students' Affairs at the beginning of the new Academic year.

Article 20:

The Deanship of Students' Affairs handles the inventory processes and receiving Society's properties from the former Administrative Committee before conducting the meeting of the General Assembly and delivers them to the new Administrative Committee.