

Elections Handbook

2021-2022

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I. Student Representation Committee (SRC) Bylaws

1. The committee shall act in the interest of the student body and the university as a whole.
2. The committee operating within its competence shall, in all its actions, be responsible before the university.
3. The university as a whole shall have one student representative committee.

Article I - Name

The name of this committee shall be the Student Representative Committee of the Rafik Hariri University (RHU). It shall be referred to hereafter as the "committee".

Article II - Eligibility for Office

1. Any student of the university who has a CGPA of at least 70 at the time of the elections and is not on probation is eligible.
2. Any student who earned at least 12 credits as an undergraduate or 6 credits as graduate students is eligible. Any Freshman who is registered for or has earned at least 12 credits, is also eligible.
3. Any student with a zero outstanding tuition fees balance.
4. The question of student eligibility shall arise at the time he/she is being considered for election and shall be decided by the Student Affairs Office, in accordance with the above conditions.
5. Any duly elected member of the committees shall not be entitled to take office if he/she has been placed on probation, dropped, suspended, dismissed, or expelled by the University in the intervening period since his/her election.
6. Members of the committee shall continue to hold office as long as they are registered for the academic year in which they are serving, as specified under 1 above, unless they are dropped, suspended, dismissed, expelled, or placed on probation.
7. Seniors in their last semester of study, who are carrying less than the 12 credits required for graduation, are eligible to continue to hold office, as long as they continue to meet all the other requirements of eligibility.
8. If the membership of any student is dropped for any of the above reasons, election for a replacement shall normally take place within a period of two weeks.

Article III - Composition, Elections, and Term of Office

1. Members of the committee shall be elected by the voters of the respective Colleges of the University. The exact composition of the committee shall be defined in its bylaws.
2. The Student Affairs Office shall supervise and certify the election of student representatives to the committee.
3. A faculty advisor shall be selected for the committee, subject to the approval of the Student Affairs Office. The faculty advisor shall be a non-voting member of the committee.
4. The committee shall hold office from November 2, till November 2 of the following year (2022).

5. Student membership shall include 9 students from the various Colleges elected by secret ballot to represent the three colleges as follows:
 - 2 student representatives from the SRC of the CAS elected by the students of those colleges.
 - 3 student representatives from the SRC of the CE elected by the students of that college.
 - 2 student representatives from the SRC of the CBA elected by the students of that college.
 - 1 student representative from the SRC of the graduate studies elected by the respective students.
 - 1 student representative from the Freshman Program elected by the freshman students.

Article IV - Responsibilities of the Committee

1. To communicate to the students' information on university issues within the competence of the committee.
2. To ensure that students have the freedom and opportunity to express their opinions on university issues.
3. To promote and coordinate social, recreational, and cultural activities of students at the university level.
4. To study problems of university-wide interest and submit recommendations for their solution to proper authorities.
5. SRC members shall coordinate with student representatives for each university committee. Student representatives shall be non-voting members. Student representatives shall always respect the confidentiality of the proceedings on the various committees on which they serve.
6. To coordinate their activities in matters of common interest within the provisions of this article.

Article V - Officers and Their Election

The officers of the committee shall be: the president, the vice president, the secretary, and the treasurer. They shall be elected by the committees by a plurality vote.

Article VI - Duties and Prerogatives of the Officers

1. The president of the committee shall represent the committee and preside over its meetings. He/she shall call meetings of the committee whenever necessary.
2. The vice president shall preside over meetings of the committee in the absence of the president.
3. The secretary shall keep the minutes of the committee and shall take charge of all correspondence. He/she shall send copies of all minutes to the Student Affairs Office.
4. The treasurer shall be responsible for the receipt and disbursement of all funds of the committee. He shall make periodic reports to the committee and an audited final report at

the last meeting of the year. All accounts of the committee must be cleared through the Office of the Comptroller (Finance Department).

Article VII - Funding and Expenditures

1. The committee shall submit to the University an annual budget for the coming year by the end of July of each year.
2. The president of the committee, jointly with its treasurer, is authorized to spend committee money after the approval of the Student Affairs Office; committee approval must be obtained at its next meeting. Expenditures in excess of this amount require prior committee approval.
3. Money shall be withdrawn from the committee account by voucher to be signed by the president and treasurer. All expenditures from the committee account shall be in accordance with the approved budget.

Article VIII - Quorum, Decisions, and Minutes

1. An absolute majority of the committee membership shall constitute a quorum, in case there is no quorum on an assigned date, a meeting shall be held 48 hours later at the same time and place. At that meeting those present shall constitute a quorum.
2. Decisions taken at meetings are considered valid if passed by a majority vote of those present and voting. Each member will have one vote, with no proxy voting allowed.
3. Decisions pertaining to committee-sponsored activities of students outside the campus and activities of outside persons on campus require the approval of the Student Affairs Office.
4. Copies of all minutes of the meetings of the committee shall be filed with the Student Affairs Office

Article IX - Suspension of the Constitution

The committee constitution may be suspended by an absolute majority of the entire student body of each Committee and approval of Student Affairs Office. A petition for suspension should be submitted by at least one-fifth of the entire student body of the Committee.

Article X – Amendments

Amendments to this constitution can be proposed by an absolute majority of the entire committee membership. Proposed amendments can be voted upon after two weeks of prior written notice to the members, and by a two-thirds majority of the entire committee membership. Such amendments are subject to final approval by the Student Affairs Office.

Article XI – Bylaws

The committee shall draw up its own bylaws which must be approved by two-thirds of the entire membership of the committee and by the Student Affairs Office.

II. General Information about Student Elections

- A. Students seeking to run for election must fill and submit a Candidate Nomination Form. The form can be obtained from the Student Affairs Office.
- B. To be eligible for election a candidate must be either a freshman student earned or registered at least 12 credits, or an undergraduate student earned at least 12 credits or a graduate student earned at least 6 credits. In addition, candidates must have a CGPA of at least 70 at the time of election, must not currently be on probation, and/or have received any warning.
- C. RHU ID is required to be available with students on the day of Elections.
- D. Stands, chairs and tables are provided by the Student Affairs Office. To use stands, a prior approval is required from the Students Affairs Office through completing the Stand Reservation Form.
- E. Construction of stands is strictly forbidden. Decoration of stands is allowed provided that it conforms to the relevant policies.

III. Guidelines

i. Campaign Guidelines

- 1. All posters must have prior approval from the Student Affairs Office before they are placed on campus.
- 2. Absolutely no promotion of drugs, alcohol and/or cigarettes. "Open bar" or any reference to drinks should not appear on the poster.
- 3. Materials to be posted may not contain material that is obscene, pornographic, vulgar, racist, sexist, homophobic, or contain material directed to incite violations of the Student Code of Conduct.
- 4. All posters must be stamped by an official stamp of Student Affairs Office.
- 5. Pictures or photos of political and/or religious figures are not permitted.
- 6. Political and/or religious slogans on posters are forbidden.
- 7. Posters are not permitted to be attached to trees, lampposts, trash containers, glass surface, inside rest rooms, or benches.
- 8. Posters are not permitted to be taped or tacked to doors, window casing, or furnishings.
- 9. Posters are not permitted inside classrooms or on classroom doors in any building on the University campus.
- 10. Writing or drawing on any university property is not permitted.
- 11. All posters must be removed by the posting organization/individual.
- 12. The distribution of flyers must be approved in advance by the Student Affairs Office.
- 13. The University reserves the right to remove advertisements posted which materially disrupt or interfere with the normal activities of the University.
- 14. Any solid/hard campaign material is not permitted during the campaign/election period.
- 15. Students who distribute or post unauthorized leaflets and posters on Campus will expose themselves to disciplinary measures.
- 16. Campaign expenditure must not be excessive and be limited to printing, decorations and elections related paraphernalia as approved by the Student Affairs Office.
- 17. Evidence of undisclosed gifts, services and/or favors shall result in the dismissal of the candidate from the elections and possible disciplinary measures.

18. Clear evidence of intimidation shall result in dismissal of the candidate/candidates, disciplinary action and possible referral to the police authorities for further investigation and action.
19. All campaign material must be stamped by the Student Affairs Office to certify conformity with election campaign guidelines and must not:
- Violate Lebanese Law
 - Violate RHU rules and regulations
 - Defame or libel other candidates
 - Advocate intimidation, harassment or violence towards others
 - Advocate behavior that jeopardizes the health, safety or welfare of others
 - Offend reasonable standards of decency
 - Promote or identify political parties or sectarian groups.
 - Pictures of political and religious leaders are strictly forbidden. Slogans of political and religious factions are strictly forbidden.
 - No flags are permitted.
 - Contain statements known to be false or misleading with intent of improperly influencing voters.

If in doubt please consult the Student Affairs Office for final approval.

ii. Stand Reservation for the SRC Election Campaigns:

For reserving a stand during the campaigning period, a stand reservation form needs to be filled and submitted to the Student Affairs Office. The form will be available as off Nov. 4, 2021.

iii. Eligibility of Candidates and Voters:

Class	Eligibility to be a Candidate	Eligibility to Vote
Freshman Student	Must be registered or earned at least 12 credits	Registered at least 6 credits at the time of the elections
Undergraduate Student	Must have earned at least 12 credits	Registered 12 credits at the time of elections unless completing requirements for a degree in final semester
Graduate Student	Must have earned at least 6 credits	Registered 6 credits at the time of elections unless completing requirements for a degree in final semester
Intensive Student	Must have earned at least 12 credits excluding the intensive courses	Must be registered at least 12 credits including the intensive courses
Probation Student	Not Eligible	Eligible

Warning	Not Eligible	Eligible
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iv. Appeals

If a candidate believes that s/he has grounds to contest the elections procedure an appeal letter may be submitted to the Student Affairs Office within 48 hours of the elections. The appeal must present evidence and a clear argument of a blatant violation of the rules.

IV. 2021-22 SRC Elections TIME TABLE

Activity	Date
Elections Orientation	Thursday, October 28 at 11:00 AM
Nominations	Starting Thursday, October 28 at 1:00 PM till Tuesday, November 2 at 3:00 PM
Deadline for submitting nominations	Tuesday, November 2, 2021 at 3:00 PM
Deadline for Withdrawal	Wednesday, November 3, 2021 at 2:00 PM
Submission of Stand Reservation Form	Thursday, November 4, 2021 at 2:00 PM
Campaigning Period (on campus)	Starting Monday, November 8 at 10:00 AM until Tuesday, November 9 at 4:00 PM
Silent Day (on and off campus; including social media)	Wednesday, November 10, 2021
Elections	Thursday, November 11, 2021 between 10:00 AM and 3:00 PM
Re-elections in case of tie	Tuesday, November 16, 2021

V. Guidelines/steps for Supervisors for the Voting Procedure

1. Student enters the room and gives an RHU ID to supervisor.
2. If the student has any record problem, the supervisor should refer the student to the Student Affairs Office.
3. If the student is allowed to vote, the supervisor should keep the student's ID and hand the student a color-coded ballot which corresponds to the student's class.
4. The student looks for a free booth and submits his/her vote for the SRC nominee. The student then returns to the supervisor to pick up their ID.
5. The supervisor must verify that the student has voted before returning the ID.