

UAF STUDENT COUNCIL

By-Laws of UAF Students' Council

Article 1. NAME

Section 1.1:

- a. The name of the council shall UAF Students' Council

Article 2. ADDRESS

Section 2.1:

- a. University of Agriculture, Faisalabad.

Article 3. MISSION STATEMENT

Section 3.1: Mission Statement: The mission of UAF Students' Council is to cultivate a welcoming place that enhances the student experience through services and programs and serves as the center of campus life.

UAF Students' Council enhances the University community by providing:

- a. Inclusive environments where all people are valued for their individual differences through quality programs, dining, retail and support services.
- b. Student involvement and leadership development opportunities through employment and volunteer activities that promote learning beyond the classroom.
- c. Facilities and programs that foster interaction among the University Community.
- d. Development of scientific capacity and personality of students.

Article 4. The Role of UAF Students' Council

Section 4.1: "UAF Students' Council is the community center of the university, serving students, faculty, staff, alumni, and guests. By whatever form or name, a university student council is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the community life of the university."

Section 4.2: UAF Students' Council is an integral part of the educational mission of university.

Section 4.3: As the center of the university community life, UAF Students' Council complements the academic experience through an extensive variety of cultural, social, and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.

Section 4.4: The union is a student-centered organization that values participatory decision making.

Section 4.5: Through volunteerism, its boards, committees, and student employment, UAF Students' Council offers firsthand experience in citizenship and educates students in leadership, social responsibility, and values.

Section 4.6: In all its processes, UAF Students' Council encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual, social competency and group effectiveness. UAF Students' Council goal is the development of persons as well as intellects. Traditionally considered the "hearthstone" or "living room" of the campus, today's councils are gathering places of the university. UAF Students' Council provide services and conveniences that members of the university community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations. UAF Students' Council serves as unifying forces that honors each individual and values diversity. UAF Students' Council fosters a sense of community that cultivates enduring loyalty to the university.

Article 5. VALUES STATEMENT

Section 5.1: Values Statement: UAF Students' Council strives to create an atmosphere that is:

ACTIVE

- For and by students through governance, employment, programs, and involvement
- Exciting and thought-provoking events
- Entertaining, fun and high-energy environment

SAFE

- Welcoming, friendly and respectful
- Clean and well-maintained facility
- Accessible to the campus community

INCLUSIVE

- Promote and practice diversity through a multitude of opportunities and programs
- Encourage friendships and networking

- Support all forms of open civil expression

CENTER OF CAMPUS LIFE

- Convenient retail, food, services and activities
- Casual, comfortable and relaxing place to be
- Variety of flexible, well-equipped meeting and event spaces

Specifically, we envision that UAF Students' Council will:

- Be an integral part of the educational mission of the university by complementing the academic experience and the development of students as lifelong learners by delivering an array of cultural, educational, social, and recreational programs, services, facilities and leadership development opportunities.
- Represent the needs, interest and aspirations of the members and students to the University Council, University Officers, Government, the community and other relevant organisations.
- Educating students in leadership and social responsibility and offering firsthand experiences in global citizenship.
- Be a student-centered organization that values participatory decision-making.
- Provide state of the art meeting, gathering, office, community, and study space equal to or better than other excellent institutions.
- Support a diversified array of programming that reflects the needs of the campus community in order to enhance educational, cultural, and developmental social interaction.
- Provide a welcoming environment that is the center of campus life, due to its location, programming, and general accessibility to all members of UAF.
- Serve as a unifying force that honors each individual and values diversity.

Article 6. AIMS AND OBJECTIVES

Section 6.1:

- To act as an apex body to monitor, supervise and guide the faculty and departmental societies.
- To act as a bridge between students, academia and administration of the university.
- To inculcate participatory approach among the students to run different students' affairs of the university.
- To promote extra-curricular activities and sports among the students.
- To involve the students in community service.

These aims and objectives shall be pursued without regard to race, sex, sexual orientation, disability, ethnic origin, religion or creed, as well as any form of discrimination.

Article 7. MEMBERSHIP

Section 7.1: Eligibility;

- a. Student members shall have a cumulative GPA of 2.5 upon appointment to UAF Students' Council and must maintain a minimum cumulative GPA of 2.0 during their term of office. They must also be in good standing with the University and shall not be found guilty of violations of the Code of Student Responsibility or Code of Academic Integrity. Members must be able to serve a one-year term beginning in August of the term year and be committed to UAF Students' Council, its mission and vision.

Section 7.2: Attendance;

- a. It is expected that each member will attend all regular meetings and participate actively in committees of the Council.
- b. Two absences per semester without prior notice will call for review of continued membership by the Advisory Board.

Section 7.3: **Non-Discrimination**

- a. In keeping with policy of non-discrimination, the Advisory Board as well as the Executive council does not discriminate on the basis of ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

Section 7.4: UAF Student Council shall consist of the following categories of the membership:

- a. It would be mandatory for the registered students of the University of Agriculture, Faisalabad to register his/her regular membership of their respective Faculty/sub-campus/Community College Society/club and clubs and societies working under Senior Tutor Office of the University of Agriculture, Faisalabad at the time of admission in any undergraduate/postgraduate degree program and he will automatically be registered as non-voting member of the UAF Students Council.
- b. The Deans/Principals of sub-campus/Community College will select the cabinet of their respective societies by following prescribed procedure under their societies and nominate Five (07) executive body members (President, Senior Vice President, Vice President, General Secretary and Finance Secretary, Press secretary and sports secretary) of the faculty societies and they will be the voting members of the UAF Students' Council Electoral College.

- c. The convener of the departmental societies/Chairman/Directors of the departments/institutes will nominate through the Deans of their faculties two (02) voting members (President and General Secretary of the Departmental Society) as a representative of each department/Institutes of the faculty and they will be the voting members of the UAF Students' Council Electoral College. The numbers of these voting members will depend on the number of departments/Institutes of respective faculty. In the absence of the departmental society in any department, Dean of the respective faculty will nominate voting members as representative of that department/institute essentially among the student representatives from that department/Institute and members of the faculty society on the recommendations of the convener of the faculty society.
- d. Senior Tutor will nominate two (02) voting members (President and General Secretary) from each club/society working under his office and total numbers of voting members from senior tutor office Council shall depend on the total number clubs and societies working under senior tutor office.
- e. The Deans/Principals of sub-campus/Community College will nominate two 1st semester students (One male and one female) as representative of newly admitted students in undergraduate program.
- b. Honorary membership: The Advisory Board may nominate a person for honorary membership based on his/her services to UAF Student Council, initially for a period of three (03) years, which may be extendable after every three (03) years.

Article 8. OFFICERS OF THE SOCIETY

Section 8.1: Patron-in-Chief:

Vice-Chancellor, University of Agriculture, Faisalabad, by designation, will be the Patron-in-Chief of the UAF Students' Council.

Section 8.2: Patron:

Principal Officer Students' Affairs, University of Agriculture, Faisalabad, by designation, will be the Patron of the UAF Students' Council.

Section 8.3: Convener

Director Students Affairs, University of Agriculture, Faisalabad, by designation, will be the Convener of the UAF Students' Council.

Section 8.4: Advisory Board

Members of the Student Affairs Committee will be the members of the advisory board of

Section 8.5: Executive Council:

- a. Cabinet members (12) + All the presidents (if presidents are part of cabinet then his representative) of Faculty/Sub-Campus/Community College Societies (11) + one male and one female (Presidents) representative from different clubs/societies under Senior Tutor Office nominated by the convener, UAF Students' Council (02) = (Total = 25)
- b. The members of the Executive Council will hold their office for one year starting from August to July of each year.

Section 8.6: Cabinet

The UAF Student Council shall be run by a cabinet elected by the members of the UAF Student Council through voting by show of hands consisting of following:

a. President

- i. A post-graduate student and member of the electoral college of the UAF Students' Council, who has served the faculty Society as executive council member for at least three years, would be eligible to become President.
- ii. He/she will preside over the meetings of the Executive Council and Advisory Board.
- iii. He/she will call and preside over special meetings of the Executive Council and Electoral College as and when needed.
- iv. He/she will formulate various committees consisting of the members of the Electoral College for different purposes to run the affairs of the council.
- v. He/she will recommend all financial documents of the UAF Students' Council.
- vi. He/she will submit performance report of Executive Council and Electoral College to the Convener.

b. Senior Vice President

- i. A female post-graduate student and member of the electoral college of the UAF Students' Council, who has served the faculty Society as executive council member for at least two years, would be eligible to become Senior Vice President.
- ii. She will succeed the President should he/she, for any reason, be unable to continue her duties.
- iii. She will assist the President to run the business of the Society.

c. Vice President

- i. A post-graduate male student and member of the electoral college of the UAF Students' Council, who has served the faculty Society as executive council member for at least two years, would be eligible to become Vice President.

- ii. He will perform the duties of the President in the absence of the President and Senior Vice President.
- iii. He will assist the President and Senior Vice President to run the business of the Society.

d. General Secretary

- i. A post-graduate/undergraduate student and member of the electoral college of the UAF Students' Council, who has served the faculty Society as executive council member for at least two years, would be eligible to become General Secretary.
- ii. He/she will maintain record, prepare agenda of meeting, conduct meetings and record minutes of each meeting of UAF Students' Council.
- iii. He/she will streamline and conduct different activities of UAF Students' Council.
- iv. He/she will take care of correspondence of UAF Students' Council.

e. Joint Secretary

- i. A female student of 5th semester of an undergraduate program and above and member of the electoral college of the UAF Students' Council, who has served the faculty Society as executive council member for at least one year, would be eligible to become Joint Secretary.
- ii. She will assist the General Secretary and will act as General Secretary in his/her absence.
- iii. She will be responsible to streamline and supervise all activities of female members of UAF Students' Council in consultation with Senior Vice President of UAF Students' Council.

f. Finance Secretary

- i. A post-graduate/undergraduate student and member of the electoral college of the UAF Students' Council, who has served the faculty Society as executive council member for at least one year, would be eligible to become Finance Secretary.
- ii. He/she will collect memberships fee, donations etc. and will maintain an account of UAF Students' Council in a bank at the campus.
- iii. He/she will maintain the stock registers of UAF Students' Council.
- iv. He/she will present financial report of UAF Students' Council in the monthly meeting of UAF Students' Council.
- v. He/she will present income-expenditure statement of UAF Students' Council in the annual meeting of UAF Students' Council.
- vi. He/she will get the accounts of UAF Students' Council audited by a committee constituted by the Convener, at the end of tenure.

g. Associate Finance Secretary

- i. An undergraduate student of 3rd semester or above of any undergraduate program and member of the electoral college of the UAF Students' Council, who has served the faculty Society as executive council member for at least one year, would be eligible for Associate Finance Secretary.
- ii. He/she will assist Finance secretary in the conduct of his/her duties.

h. Press Secretary

- i. A post-graduate/undergraduate student and member of the electoral college of the UAF Students' Council, who has served the faculty Society as executive council member for at least one year, would be eligible to become Press Secretary.
- ii. He/she will be responsible for reporting, advertising and publishing the activities of UAF Students' Council.
- iii. He/she will act as a liaison officer between UAF Students' Council and other organizations.

i. Associate Press Secretary

- i. An undergraduate female student of 3rd semester or above of any undergraduate program and member of the electoral college of the UAF Students' Council, who has served the faculty Society as executive council member for at least one year, would be eligible for Associate Press Secretary.
- ii. She will assist the Press Secretary in the conduct of his duties.

j. Sports Secretary

- i. A post-graduate/undergraduate male student and member of the electoral college of the UAF Students' Council, who has served the faculty Society as executive council member for at least one year, would be eligible to become Sports Secretary.
- ii. He will arrange sports activities of UAF Students' Council.
- iii. He will act as liaison officer between UAF Students' Council and sports board of the University.

k. Associate Sports Secretary

- i. An undergraduate female student of 3rd semester or above of any undergraduate program and member of the electoral college of the UAF Students' Council, who has served the faculty Society as executive council member for at least one year, would be eligible for Associate Sports Secretary.
- ii. She will be responsible to arrange sports activities for female students of UAF Students' Council.

I. Electoral College Manager

- i. A post-graduate/undergraduate student and member of the Electoral College of the UAF Students' Council, who has served the faculty Society as executive council member for at least one year, would be eligible to become Electoral College Manager.
- ii. He/She will lead Electoral College.
- iii. He/She will maintain office and will be responsible of office assets.

Section 8.7: Councilors:

- i. There will be 12 councilors, 2 each from 1st, 3rd, 5th and 7th semester and they will continue in 2nd, 4th, 6th and 8th semesters, respectively of undergraduate program representing the whole university, one male and one female from each semester and There will be one male and one female councilors for each of M.Phil and PhD programs representing whole university.
- ii. The councilors will convey the decisions of the Executive Council to the students of their respective semester/Class.
- iii. They will help the Executive Council in the arrangement of various activities of UAF Students' Council.

Section 8.8: Electoral College

An Electoral College shall consist of the following:

| Sr. No. | Name of Faculty | Cabinet Members of Faculty Society | Presidents and GS of Dept. Societies | Nominated members of 1 st semester by Deans |
|---------|---------------------------------|------------------------------------|--------------------------------------|--|
| 1 | Agriculture | 8 | 16 | 2 |
| 2 | Social Sciences | 8 | 10 | 2 |
| 3 | Sciences | 8 | 18 | 2 |
| 4 | Agricultural Engineering | 8 | 12 | 2 |
| 5 | Veterinary Science | 8 | 16 | 2 |
| 6 | Animal Science | 8 | 02 | 2 |
| 7 | Food, Nutrition & Home Sciences | 8 | 04 | 2 |
| 8 | Community College | 8 | 0 | 2 |
| 9 | Sub-Campus, Burewala | 8 | 0 | 2 |
| 10 | Sub-Campus, TT Singh | 8 | 0 | 2 |
| 11 | Sub-Campus, Depalpur | 8 | 0 | 2 |
| 12 | Clubs of Senior Tutor Office | 0 | 24 | 0 |
| | Sub Total | 88 | 102 | 22 |
| | Grand Total | | | 212 |

- i. All the members of Departmental/Faculty/Sub-Campus/Community College Societies and clubs and societies under senior tutor office details of which are given in the above table are eligible to hold this position of member of Electoral College.
- ii. All the members of the Electoral College have the right to vote in election of the Cabinet members by show off hands.
- iii. They will act as committee members constituted by the President.
- iv. They will perform duties assigned by the President of UAF Student Council.
- v. The Convener, Advisory Board will constitute a committee to complete the process of nomination of Electoral College.

Section 8.9: PROCEDURE FOR NOMINATIONS

- a. For departmental and faculty societies, Secretary Advisory Board of the respective Societies will invite applications on plain paper indicating the résumé for different positions of the cabinets at least one month before the termination of Spring Semester and after following the procedure described in the By-Laws of societies, Dean/Principal/Senior Tutor/chairman will forward the nominations one week before the end of Summer semester and nominations of 1st semester students in the first week of the start of winter semester each year.
- b. Candidates for various offices shall be eligible provided they meet the criteria as stated.
- c. Advisory Board shall notify the list of all the members of Electoral College and schedule of election process in 2nd week of the winter semester to complete the process of election and final approval and notification of the elected cabinet and executive council of the UAF Students' Council for the year.
- d. The process of appointment of Cabinet and Executive Council will be completed by the end of first month of Winter Semester each year.

Article 9. ADVISORY BOARD

Section 9.1: WHAT IS THE STUDENT UNION ADVISORY BOARD?

In keeping with the mission to foster a high level of involvement from UAF student population and the various facets of our campus, an Advisory Board is developed to act as the governing body for UAF Students' Council.

Section 9.2: WHAT DO THEY DO?

The Advisory Board will serve as an advisory body to the Convener (Director Student Affairs) of UAF Students' Council. The Board will have the responsibility to provide advice and guidance on the vision, facility use and hours, policy and services.

Section 9.3: NAME: The name of the board shall be the UAF Students' Council Advisory Board.

Section 9.4: PURPOSE: UAF Students' Council Advisory Board will determine the role of the Student Union in the life of the campus. The Board will have the responsibility to impact the vision, facility use and the occupants of UAF Students' Council and will work with the Convener (Director Student Affairs) in formulating and executing the above mentioned duties.

The Advisory Board will comprise the following:

a. Convener:

- i. Director Students' Affairs, University of Agriculture, Faisalabad, by designation, will be the Patron of the UAF Students' Council.
- ii. He/she will preside over the meeting of the Advisory Board.
- iii. There will be at least four meetings each year.
- iv. He/she will preside over the combined meetings of Executive Council and Advisory Board.
- v. He/she will constitute committees of Advisory Board to manage various affairs of the Council as and when needed.
- vi. He/she will sign documents on behalf of the UAF Students' Council as appropriate, including invitations, audit reports and demand notices.

b. Secretary:

- i. The Secretary of the Advisory Board shall be nominated by the Convener of the Society from among the members of the Advisory Board.
- ii. He/She will act as liaison between Advisory Board and the Council.
- iii. He/She will maintain record, prepare agenda of meeting, conduct meetings and record minutes of meetings of the Advisory Board.

c. Members:

- i. All the members of the Student affairs Committee will be the members of the Advisory Board.
- ii. An appropriate number of faculty members of the university may be nominated by the Patron-in-Chief of the UAF Student Council to act as members of the Advisory Board. President and General Secretary of the UAF Student Council will be the members of this Board by virtue of their offices.

- iii. There will be no defined tenure for the nominated members of Advisory Board and they will continue up to the pleasure/satisfaction of the Patron-in-Chief of the UAF Student Council. Any member may be removed/replaced by the Patron-in-Chief as and whenever deemed appropriate.
- iv. They will supervise/advise the Executive Council of the UAF Student Council for the arrangement of various activities of the UAF Student Council.

They will act as committee members constituted by Convener of the Society for various purposes as and when needed.

Article 10. FINANCE

Section 10.1:

- a. UAF Students' Council will raise the finances through membership (Rs-100 per student enrolled in the university,) from students and donations etc. the student membership fee will be collected through faculty societies to run the UAF Students' Council.
- b. Operation of the Account: The account of UAF Students' Council shall be maintained in any bank at the campus and shall be operated jointly by Convener, Advisory Board and President of UAF Students' Council.
- c. Expenditure: The expenditures will be made after getting prior approval from President/Convener/Patron. The president can accord sanction for expenditures upto Rs. 10,000/- (upto a total of Rs. 100,000/- in one tenure) while sanction for expenditures of more than Rs. 10,000/- upto Rs. 20,000/- may be accorded by the Convener. Approval for expenditures of more than Rs. 20,000/- will be accorded by the Patron-in-Chief. All such requests would be routed through the President of UAF Students' Council.
- d. Finance report: It is obligatory to discuss finance situation on monthly basis with Executive Council and Advisory Board of UAF Students' Council. A consolidated yearly finance report will be presented in the meeting at the end of each tenure.

Article 11. AWARDS

Section 11.1: The members of UAF Students' Council would be decorated with various awards on the basis of their achievements in academics, sports, extracurricular activities and community services rendered by them. The awards will be as under:

- i. **Vice Chancellor's Role of Honor:** A student of University of Agriculture who obtains distinguished position in academics, sports, extracurricular activities and community services rendered by him. Convener of UAF Students' Council will constitute a committee who will nominate students.
- ii. **Shield of Excellence:** A member of UAF Students' Council showing best performance throughout the year will be awarded Shield of Excellence. Convener of UAF Students' Council will constitute a committee who will nominate students.

- iii. **University Color:** An Executive member of UAF Students' Council who had served actively for at least four years would be eligible for this award. Convener of UAF Students' Council will constitute a committee who will nominate students.
- a. Convener, UAF Students' Council will constitute one or more committees to receive applications from the students, evaluate them and forward to the Patron-in-Chief/Patron for final approval.

Article 12. IMPEACHMENT

Section 12.1: Executive council and Electoral College members may be impeached on the basis of:

- i. Distracting from oath
- ii. Not fulfilling the purposes and policies of UAF Students' Council as outlined in the By-laws
- iii. For the violation of financial procedures
- iv. Violating University discipline
- v. Intentional and willful negligence from assigned duties
- vi. Continuous willful absence from UAF Students' Council activities

Section 12.2: The Convener/President may initiate impeachment proceedings

- i. By giving written complaint to the Convener.
- ii. Upon formal notification, the Convener will constitute an ad-hoc inquiry committee to probe the filed allegations.
- iii. Any individual who is impeached will be given full notice of the allegations against him/her and shall have an opportunity to respond to them.
- iv. The ad-hoc inquiry committee will investigate the allegations; determine the validity of the charges, and make recommendations regarding sanctioning to the Advisory Board for its consideration.
- v. Recommendations of the ad-hoc inquiry committee must be approved by simple majority of the members present by voting, in order to be implemented.
- vi. Possible sanctions include, but are not limited to, reprimand, censure, and/or removal from the office.
- vii. An individual may appeal against his/her sanction by submitting an appeal to the Patron of UAF Students' Council within ten (10) calendar days of notification of the sanction. If the Patron feels sufficient ground for reconsideration, he will direct the appeal to the Convener.
- viii. An appeal may be requested only on the basis of one of the following two claims:
 - a. That there was procedural error in the conduct of the impeachment proceedings.
 - b. That there is significant new evidence which was previously not available.

- ix. The Convener shall determine whether there are grounds for appeal and may choose to affirm the sanction or remand the case for rehearing by a new ad-hoc committee of inquiry.
- x. If rehearing appeal is granted based upon one of the conditions in Section ix, it will be conducted in accordance with the provisions of Sections v-vii, and with new evidence submitted or procedural error removed.

Section 12.3: The Patron-in-Chief of UAF Students' Council will have emergency powers to remove/replace any member or the whole of the Executive Council if he/she feels satisfied/justified for this action in the best interest of UAF Students' Council.

Article 13. AMENDMENTS IN BY LAWS

Section 13.1:

- a. Amendments in By Laws may be proposed by either Executive Council or Advisory Board of UAF Students' Council.
- b. Amendments may be forwarded by Executive Council, recommended by Advisory Board and finally approved by the Patron-in-Chief of UAF Students' Council.
- c. Consent of two-third (2/3) majority of the Executive Council and Advisory Board members shall be necessary to propose/recommend amendments in the By Laws.