

UST-ZC Constitution

Table of Contents

Article I: Preamble	4
Article II: Definitions	5
Article III: The Student Parliament (SP)	6
Section I: Mission statement	6
Section II: Structure	6
Section III: Responsibilities	6
Section IV: Eligibility for Nomination	9
Section V: Meetings/Voting	16
Section VI: Resignation	17
Section VII: Dismissal	12
Article IV: The Student Court (SC)	14
Section I: Mission statement	14
Section II: Structure	14
Section III: Responsibilities	15
Section IV: Authorities	15
Section V: Eligibility for Nomination	16
Section VI: Meetings/Voting	16
Section VII: Resignation	17
Section VIII: Dismissal	18
Article V: The Student Union (SU)	19
Section I: Mission Statement	19
Section II: Structure & Responsibilities	19
Section III: Eligibility for Nomination	22
Section IV: Resignation	22
Section V: Dismissal	24

Article VI: The Student Organizations Council (SOC)	26
Section I: Mission Statement	26
Section II: Structure	26
Section III: Responsibilities	26
Section IV: Eligibility for Nomination	27
Section V: Meetings/Voting	27
Section VI: Resignation	28
Section VII: Dismissal	28
Article VII: Crisis Management Council (CMC)	29
Article VIII: Elections	30
Section I: General Elections rules	30
Section II: Elections Table	30
Section III: SU Elections Rules	32
Section IV: Court Elections Rules	33
Section V: Parliament Elections Rules	34
Section VI: SOC Elections Rules	35
Article IX: Oath of Office	36
Article X: Amendments	37
Annex	38

Article I: Preamble

We, the undergraduate students of the University of Science and Technology at Zewail City (UST-ZC), established this Constitution to express our voice and will, enrich and regulate the student life, ensure peaceful coexistence in the UST-ZC community, lay down the basis of fairly allocating the student resources, and encourage student participation in decision making. This document is to ensure that all ensuing entities work on our behalf and in our best interest, and is subject to the articles of the Constitution and Laws of the Arab Republic of Egypt.

Article II: Definitions

1. The Student Government of UST-ZC consists of the following branches:
 - a) The Student Parliament (may be referred to as the Parliament or SP) has the sole legislative authority of the Student Government.
 - b) The Student Court (the Court or SC) has the sole judicial authority of the Student Government.
 - c) The Student Union (the Union or SU) has the sole executive authority of the Student Government.
 - d) The Student Organizations Council (SOC) regulates and supervises all the student organizations and associations, and acts as the liaison and advisor to the Office of the Dean of Students (ODS) -or its equivalent- on matters related to the student organizations.
2. The Student Body of UST-ZC includes all of the undergraduate students.
3. The Student Government represents the Student Body in all matters and works with the counseling of the ODS with no branch exercising any power outside of their jurisdiction.
4. A simple majority vote is a vote in which one candidate (option) has to achieve 50% + 1 of the votes cast to win the elections. In case there are more than two candidates (options) and none of them achieves 50% + 1 of the votes, the election process is repeated between the two candidates (options) that achieved the highest percentage of the votes cast.

Article III: The Student Parliament (SP)

Section I: Mission statement

As the legislative branch of the Student Government, the Student Parliament (SP) proposes, discusses, and passes bylaws related to the Student Body and the Government in the light of Zewail City's mission and policies . The Parliament monitors the compliance of the Student Union (SU) with its defined responsibilities in this document. The Parliament is also responsible for managing the academic affairs of the Student Body.

Section II: Structure

1. The Parliament consists of one Member of Parliament (MP) for each academic program in addition to an MP for undeclared students.
2. From the elected MPs, the Chairperson of the Parliament and his/her Secretary are selected internally.
3. A Representative is elected for each batch in each program and works under the supervision of the MP of his/her respective program.
4. Two Representatives are elected for undeclared students. In their Spring semester, one is elected for the Science track and one for the Engineering track.

Section III: Responsibilities

Part I: Chairperson

1. The Chairperson is responsible for organizing the workflow inside the Parliament.
2. The Chairperson is responsible for assigning tasks and duties to the MPs.
3. The Chairperson is responsible for leading and organizing the Parliament meetings and ensuring the Parliament meets at least twice a month.
4. The Chairperson is responsible for initiating and monitoring academic projects to enhance the academic life.
5. The Chairperson acts as a tiebreaker in any voting that ends up in a draw.
6. The Chairperson is responsible for conducting his/her responsibilities as an MP in addition to the responsibilities of his/her position as Chairperson.

7. The Chairperson is responsible for submitting a detailed report per semester to the Court, including all the progress and taken actions during this semester.

Part II: Secretary

1. The Secretary acts as a Vice to the Chairperson and helps him/her to conduct his/her special responsibilities.
2. The Secretary is responsible for conducting his/her responsibilities as an MP in addition to the responsibilities of his/her position as Secretary.

Part III: Members of Parliament

I. Legislative

1. The Parliament is responsible for proposing, discussing and issuing bylaws in the light of Zewail City's mission and policies . No other entity or individual can issue bylaws. Bylaws define the ways in which the Constitution's articles are executed and regulate the specifics of the Government's functions.
2. The SU and the Court have the right to propose bylaws to the Parliament.
3. The Parliament is obligated to discuss any bylaw proposed by a minimum of fifty students through a signed petition.
4. Any bylaw is passed by a simple majority vote of the Parliament's attending members.
5. Bylaws issued by the Parliament must then be voted on by the Court, which decides through a simple majority vote whether the said bylaw is objective and does not target any specific individual(s). The Court can only refuse the bylaw if it does not meet the criteria stated in this clause.
6. The bylaws have to be reviewed on a yearly basis by the Parliament no later than two months after the beginning of the Fall semester. Any changes must be shared with ODS or its equivalent and announced to the Student Body.
7. The Parliament is responsible for keeping record of all passed bylaws.

II. Academic

1. The Parliament acts as a liaison between the Student Body and the administration in matters of academic affairs, such as cases of academic complaints, suggestions, preparing semester schedules or final schedules, etc.
2. Each MP is considered the voice of his/her program, and is responsible for advocating the academic rights of its students.
3. Each MP is responsible for supervising his/her program's Representatives to ensure their adherence to their responsibilities and the fair distribution of academic responsibilities among them.
4. The Parliament produces an academic report each semester and share it with the Dean of Academic Affairs, the ODS, and the Court before publishing it to the student body . The report should contain feedback on the academic affairs during this semester and must be issued no later than three weeks after the end of the semester.
5. Each MP must request a meeting to inform his/her Program Coordinator with the feedback collected in the academic report.
6. The Parliament ensures that each of the General Education courses has a champion representing the students taking this course. The champion must be enrolled in the respective course he/she is representing.

III. Mentoring and supervision

1. The Parliament must authorize the Semester Plan presented by the SU at the times specified in Article III, Section V through a simple majority vote. Authorization of the semester plan must only be in reference to this document and the Code of Conduct.
2. Any change in the SU semester plan must be authorized and approved by the Parliament.
3. The Parliament is responsible for monitoring the performance of the SU through an audit meeting at the end of each semester.
4. The audit evaluates the SU's compliance with its constitutional responsibilities, its adherence to the approved semester plan, and its financial integrity.
5. In case the audit spots minor violations in the SU's performance, the Parliament has the authority to suspend the SU until the violations are resolved.
6. Minor violations include not committing to the approved semester plan, not respecting the audit deadline, not submitting semester plans before the deadline.

7. Suspension includes all financial operations of the SU, any activities by the Events & Conferences committee, and any marketing or mass communication activities. Suspension has to be officially announced to the student body.
8. In case the audit spots major violations in the SU's performance, the Parliament has the authority to make an internal vote of no confidence to dismiss the SU President and Vice President.
9. Major violations include violating the Constitution and Laws of the Arab Republic of Egypt, the Code of Conduct, this document, or any legislated bylaws, in addition to tarnishing the image of UST-ZC or its students by any practice. Minor violations which are not resolved within a month after issuing the suspension become major violations.
10. In case the vote of no confidence was supported by 70% + 1 of the Parliament, a vote of no confidence is issued to the entire Student Body in a simple majority referendum under the Court's supervision.
11. If the vote of no confidence passes by referendum, the SU President and Vice President are dismissed and the Parliament Chairperson fills their positions, keeping the same SU structure, until elections for a new SU board is held by the Court. Once the new SU board is elected, the existing SU is dismissed.
12. In case of any void in both the SU President and Vice President positions, the Parliament Chairperson fills their positions, keeping the same SU structure, until new elections are held by the Court.

Part IV: Representative

1. Each Representative is the voice of his/her constituents in any academic discussion or interaction with instructors and the administration.
2. Each Representative has the right to assign a champion to the courses offered by his/her program to assist in the coordination and follow up with its professor. The champion must be enrolled in the respective course he/she is representing.

Section IV: Eligibility for Nomination

Part I: Member of Parliament

1. MPs must be enrolled in the program they represent.

2. MPs must have a good academic performance and not be under academic probation at the nomination period.
3. MPs must pass a constitutional exam to ensure their knowledge of the Constitution. The exam is organized and conducted by the Court.
4. If an MP is a senior student, he/she must not graduate before the Spring semester of the same academic year.
5. Senior MPs must nominate one of the Representatives of the same program to fill their positions in the Parliament during the Summer semester.
6. In case of the presence of a prior misconduct case, the Court deems whether the case disqualifies the candidate from holding the position.
7. MPs cannot be a Judge of the Court or hold an elected position in the SU.

Part II: Representatives

1. Representatives must be enrolled in the program and the batch they represent.
2. A Representative must have a good academic performance and not be under academic probation at the nomination period.
3. In case of the presence of a prior misconduct case, the Court deems whether the case disqualifies the candidate from holding the position.

Section V: Meetings/Voting

1. The Parliament must meet at least twice a month.
2. In the first meeting of the Fall semester, the Chairperson is elected from amongst the MPs through a simple majority vote, held under the Court's supervision. The Chairperson then assigns another MP as his/her Secretary. The Secretary is announced to the MPs at most one meeting after taking his/her duties.
3. In the second meeting of the Fall semester, the SU should present its Fall semester plan to be authorized by the Parliament.
4. In the first meeting of the Spring, the SU should present its Spring semester plan to be authorized by the Parliament.
5. In the first Parliament meeting after June 15, the newly-elected SU should present its plan till the start of the Fall semester.
6. The Parliament's meeting times and meeting minutes must be accessible to the Student Body and must be sent directly to the Court. The Parliament reserves the right to classify any information it deems necessary and redact it from the meeting minutes that is shared with the Student Body.

7. Any member of the Student Body reserves the right to attend any Parliament meeting, after informing the Chairperson, unless the Parliament, by a 70% + 1 majority vote, chooses to conduct a closed meeting.
8. All proposals, excluding otherwise stated exceptions, require a simple majority vote to pass.
9. The quorum for Parliament meetings must be at least 50% of Parliament members. Exact quorum is to be determined in the bylaws.

Section VI: Resignation

Part I: Chairperson

1. If the Chairperson decides to resign from his/her position in the Parliament as an MP, elections among the students of his/her program must be held to accommodate his/her position. After the new MP is elected, the Chairperson is elected from amongst the MPs through a simple majority vote in the first Parliament meeting after the elections.
2. If the Chairperson decides to resign from his/her position in the Parliament as a Chairperson, but retain his/her position as MP, a new Chairperson is elected from amongst the MPs through a simple majority vote in the first Parliament meeting after receiving the existing Chairperson's resignation.
3. If the Chairperson decides to resign, whether as an MP or as a Chairperson, a two-week notice must be sent to the Student Body, the ODS, and the Court. The resigning Chairperson cannot revoke his/her resignation during the two-week notice period.
4. The resigning Chairperson must submit a detailed report during the two-week notice period to the Court and the existing MPs including all the progress and taken actions during his/her term.
5. The resigning Chairperson must submit a confidential report to the Court detailing the reasons for his/her resignation.

Part II: Members of Parliament

1. If an MP decides to resign, a two-week notice must be sent to the Chairperson, the MP's constituents, and the Court. The resigning MP cannot revoke his/her resignation during the two-week notice period.
2. During these two weeks, the Court holds elections for the resigning MP's position among his/her constituents.

3. The resigning MP must submit a detailed report during the two-week notice period to the Chairperson including all the progress and taken actions during his/her term.
4. The resigning MP must submit a confidential report to the Court detailing the reasons for his/her resignation.

Part III: Representatives

1. If a Representative decides to resign, a two-week notice must be delivered to his/her respective MP, his/her constituents, and the Court. The resigning Representative cannot revoke his/her resignation during the two-week notice period.
2. During these two weeks, the Court holds the elections for the resigning Representative's position among his/her constituents.
3. The Representative must submit a detailed report during the two-week notice period to his/her MP including all the progress and taken actions during his/her term.

Section VII: Dismissal

Part I: Parliament

1. In case the Parliament violates or ignores any of the duties and responsibilities stated in this document, the Court, through a unanimous decision, issues a referendum to the Student Body. In this referendum, the Student Body, through a simple majority vote, decides whether to dismiss the Parliament or not.
2. If the referendum passes, all MPs are dismissed and the Court holds the elections for a new Parliament.

Part II: Chairperson

1. In order to dismiss the Chairperson from his/her position, an internal vote of no confidence among the MPs must be held, upon the request of at least three MPs.
2. In case the vote of no confidence was supported by 70% + 1 of the Parliament, the Chairperson is dismissed from his/her position, but retains his/her position as an MP.
3. A new Chairperson is elected from amongst the MPs through a simple majority vote in the first Parliament meeting after removing the existing Chairperson.

Part III: Member of Parliament

1. If an MP misses two consecutive or five non-consecutive meetings without a valid excuse, the MP is dismissed from the Parliament, unless decided otherwise by the rest of the MPs through a simple majority vote.
2. If any MP is charged with a conduct case, the Court decides if he/she is still fit for his/her position. If deemed unfit, he/she is dismissed from the Parliament.
3. The Chairperson must firstly warn any MP in case of any violation of the Parliament bylaws or responsibilities mentioned in this document. If the same MP committed another violation, the Chairperson must report the cases to the Court. If the Court demonstrates the validity of the submitted report, the MP is immediately dismissed from Parliament.
4. Once an MP is dismissed, the Court holds elections for his/her position among his/her constituents.

Part IV: Representative

1. If an MP decides that one of his/her Representatives does not perform his/her responsibilities stated in this document, the MP can call for a referendum within said Representative's batch, under the supervision of the Court, to decide whether he/she shall be allowed to resume his/her duties.
2. If the referendum passes, the Representative is dismissed and the Court holds elections for his/her position among his/her constituents.

Article IV: The Student Court (SC)

Section I: Mission statement

As the judicial branch of the Student Government, the Student Court ensures the adherence to this document whenever there is a need to. It is responsible for adjudicating, mediating, and issuing decisions in conflicts of students with each other, with the Student Government or any other student organization.

Section II: Structure

The Court is composed of five elected Judges. All Judges have equal standing when it comes to matters of voting and decisions.

Part I: Chief Judge

1. The Chief Judge is responsible for organizing the workflow inside the Court.
2. The Chief Judge is responsible for assigning tasks and duties to the other Judges.
3. The Chief Judge is responsible for leading and organizing the Court meetings on a regular basis.
4. The Chief Judge is responsible for conducting his/her responsibilities as a Judge in addition to the responsibilities of his/her position as Chief Judge.

Part II: Judge

1. Judges ensure that students' conduct and activities respect this document and the Code of Conduct.
2. Judges are responsible for conducting all Court responsibilities.

Part III: Spokesperson

1. The Spokesperson is the face and voice of the Court to the Student Body.
2. Only the Spokesperson can speak in the name of the Court.
3. The Spokesperson is responsible for conducting his/her responsibilities as a Judge in addition to the responsibilities of his/her position as Spokesperson.

Section III: Responsibilities

1. The Court presents, investigates, and makes decisions in every misconduct case filed by any student or student organization against any student or student organization.
2. The Court represents and counsels any student in misconduct hearings and in cases filed by the student against staff members, if the student requests their representation and council.
3. The Court is responsible for conducting the elections of the Parliament, the SU, the SOC, and the following Court as outlined in Article VIII.
4. The Court reviews proposed bylaws by the Parliament as stated in Article III, Section III, Part III, I, Clause 5.
5. The Court dismisses the Parliament and the SU as stated in their respective sections of this document.
6. The Court regularly ensures the Parliament is upholding its responsibilities.
7. The Court is responsible for conducting an orientation for the freshmen specifically and the Student Body generally to present and explain the branches of the Student Government and their duties, either at the official student orientation or a later orientation session.
8. The Court is responsible for holding awareness campaigns for the Constitution, the bylaws, the Code of Conduct and the UST-ZC regulations.
9. In order for the Court to resolve any legal conflicts and/or issue, the Code of Conduct, the articles of this document, and any bylaw issued by the Parliament must be utilized as the ultimate source of reference. In case the Court finds these references inadequate or unclear, it can utilize its interpretation, knowledge of custom, and previous Court decisions to issue a decision.
10. The Court is responsible for the interpretation of the articles of this document and the bylaws when requested.
11. The Court addresses any suggestions and amendments to the Code of Conduct and negotiates with the decision-making units to represent the student voice.
12. The Court keeps a record of all cases issued during its term.
13. The Court is responsible for investigating and making decisions in cases issued from any student organization against the evaluation process of the SOC, as stated in Article VI, Section III, Clause 15.

Section IV: Authorities

The Court has the right to exercise the following authorities autonomously:

1. Accessing all required documents to investigate in any case.
2. Keeping records of all documents received from other branches of the Student Government.
3. Arranging hearing sessions with the students involved in cases.
4. Issuing sanctions in accordance with Article IV, Section III, Clause 9.
5. Suspending and banning students from participating in student organizations, for a duration that the Court deems suitable.
6. Holding any elections or referendums needed to fulfill its responsibilities.
7. Recommending sanctions and edits to existing sanctions to the ODS to be added to the Code of Conduct.
8. Requesting additional authorities from the Parliament. If passed by the Parliament, the additional authorities are issued in the form of a bylaw.

Section V: Eligibility for Nomination

1. In case of the presence of a prior misconduct case, the Court deems whether the case disqualifies the candidate from holding the position.
2. Judges must have completed at least two semesters as students at UST-ZC at the beginning of their term.
3. Judges must not be under academic probation at the time of nomination.
4. Judges must pass a constitutional exam to ensure their knowledge of the Constitution. The exam is organized and conducted by the existing Court.
5. Judges cannot be a member of any student organizations or any other branches of the Student Government.

Section VI: Meetings/Voting

1. In the first Court meeting, the position of Chief Judge is prioritized to the Judge with the highest score. The score of each Judge is calculated as stated in Article VIII, Section IV, Clause 8.
2. All meetings of the Court shall be closed unless the Court, through a simple majority vote, decides otherwise.
3. The quorum of the Court consists of three Judges.

Section VII: Resignation

Part I: Chief Judge

1. If the Chief Judge decides to resign from the Court as a Judge, a call for elections must be held by the rest of the Court to accommodate his/her position. The Judge with the next highest score assumes the position of Chief Judge.
2. If the Chief Judge decides to resign as a Chief Judge, but retain his/her position as a Judge, the Judge with the next highest score assumes the position of Chief Judge.
3. If the Chief Judge decides to resign, whether as a Judge or as a Chief Judge, a two-week notice must be sent to the Student Body and the ODS. The resigning Chief Judge cannot revoke his/her resignation during the two-week notice period.
4. The resigning Chief Judge is responsible for submitting a detailed report during the two-week notice period to the rest of the Court of the finished and ongoing work and the cases that he/she was working on.
5. The resigning Chief Judge must submit a confidential report to the rest of the Court detailing the reasons for his/her resignation.
6. The Chief Judge cannot resign as a Judge if the number of Judges is three. Elections should be held to fill the remaining two positions, then the Chief Judge can resign.

Part II: Judge

1. The resigning Judge must give a two-week notice before resignation to the Student Body, the Chief Judge, and the ODS. The resigning Judge cannot revoke his/her resignation during the two-week notice period.
2. During these two weeks, the Court holds elections for the resigning Judge's position.
3. The resigning Judge must submit a detailed report during the two-week notice period to the Chief Judge on the finished and ongoing work and cases that he/she was working on.
4. The resigning Judge must submit a confidential report to the rest of the Court detailing the reasons for his/her resignation.
5. A Judge cannot resign if the number of Judges is three. Elections should be held to fill the remaining two positions, then the Judge can resign.

Section VIII: Dismissal

Part I: Chief Judge

1. To dismiss the Chief Judge from his/her position, three Judges must officially request his/her dismissal.
2. If dismissed, the Chief Judge retains his/her position as a Judge and the Judge with the next highest score assumes the position of Chief Judge.

Part II: Judge

1. When a Judge is accused of a conduct case, the rest of the Judges investigate the case. In case the Judge proved to be guilty, then the Court takes the necessary actions against him/her as any other student, then decides whether the Judge is to be dismissed from his/her position.
2. According to the criteria set by the issued bylaws, if a Judge proved to be not committed to his/her responsibilities, the Judge is dismissed from his/her position and elections are held to fill his/her position.
3. If dismissed, the rest of the Court holds elections for the dismissed Judge's position.

Part III: Court

1. The Parliament and the SU have the right to initiate a no confidence movement against the Court only if both entities approve of it.
2. The Parliament has to approve the no confidence movement through a unanimous decision from all the MPs.
3. If approved by the Parliament and the SU, a vote of no confidence is issued to the entire Student Body in a simple majority referendum under the supervision of a joint committee composed of representatives from the Parliament, the SU and the Student Body.
4. If the vote of no confidence passes by referendum, all Court Judges are dismissed and a new Court is assembled through the process stated in Article VIII, Section IV, Clause 8 excluding the dismissed Judges.

Article V: The Student Union (SU)

Section I: Mission Statement

As the executive branch of the Student Government, the Student Union is responsible for providing and improving services and activities which enhance the student life, and for representing the voice of the Student Body in front of the UST-ZC administration.

Section II: Structure & Responsibilities

Part I: SU President

1. The SU President is the highest executive authority in the SU.
2. The President manages the planning and implementation of all SU activities and functions.
3. The President is responsible for setting the selection criteria of SU members.
4. The President is held liable for all actions and decisions taken by the SU in front of the Student Body, the Parliament, and the Court, each where it is relevant.
5. The President must present the SU semester plan to the Parliament when called for. The SU semester plan includes details on all proposed events and services and the required budget.

Part II: SU Vice President

1. The SU Vice President has the second highest executive authority after the SU President.
2. The Vice President represents and operates the SU in the President's absence.
3. The Vice President bears all the responsibilities of the President.

Part III: Services Committee

1. The Services Committee is responsible for all the operational and logistical tasks related to the student life in UST-ZC, such as providing lab materials, preparing the lounge, etc.

2. The Services Committee is responsible for providing all the facilities needed either by the SU or presenting these needs to the administration and any concerned departments to provide these facilities.
3. Chair reports the committee progress to the SU President and Vice President.

Part IV: Events & Conferences (E&C) Committee

1. The E&C Committee is responsible for planning, managing, and organizing entertainment, sports, academic enhancement, artistic and cultural activities, trips, and any other activities that enhance the student life.
2. Chair reports the committee progress to the SU President and Vice President.

Part V: Human Resources (HR) Committee

1. The HR Committee monitors and evaluates the internal affairs of the SU.
2. Chair oversees the recruitment and hiring process of the members within all SU committees.
3. Chair handles internal conflicts and Student Body complaints regarding the functions of the SU committees.
4. Chair reports the committee progress to the SU President and Vice President.

Part VI: Unelected Structures

The responsibilities below must be fulfilled and clearly stated in the SU President's plan. The SU President can choose to either form separate unelected committees to perform these functions, or assign them to elected committees.

I. Marketing Responsibilities

1. Internal announcements from the SU to the Student Body.
2. Marketing campaigns of all SU-related events.
3. Coordinating with the UST-ZC Marketing Department if needed.
4. Maintaining a presentable profile of the SU on media avenues.

II. Public Relations (PR) Responsibilities

1. Promoting the SU's image to anyone outside UST-ZC.
2. Managing the external communications and deals required for SU-related projects and events.
3. Must be aware of actions that could impact the reputation of the SU or UST-ZC.

III. Fundraising Responsibilities

1. Improving the fiscal and monetary affairs of the SU by gaining funds.
2. Preparation of event proposals and benefit packages with sufficient details to all suggested sponsors.
3. Analyzing relationships with current and prospective major donors and funders, and developing individualized strategies to strengthen those relationships while coordinating with the UST-ZC Funding Department if needed.

IV. Treasury Responsibilities

1. Delivering an annual budget management plan to the President and Vice President and following up with its implementation.
2. Responsible for any monetary transactions related to the SU.
3. Developing regular reports recording and reflecting on the financial state of the SU.
4. Reallocation and distribution of the SU's budget among the different committees throughout the academic year.

V. Secretary Responsibilities

1. Acting as a liaison between the SU and the ODS.
2. Organizing reports, meeting minutes, and emails.
3. Putting together external reports demanded by the ODS, the Court or the Parliament in coordination with the President and Vice President.

Section III: Eligibility for Nomination

Part I: President & Vice President

1. The President and Vice President must have completed at least two semesters as students at UST-ZC at the beginning of their term.
2. The President and Vice President cannot be a member of any student organizations or any other branches of the Student Government.
3. In case of the presence of a prior misconduct case, the Court deems whether the case disqualifies the candidate from holding the position.
4. The President and Vice President must not be under academic probation at the time of elections.
5. The President and Vice President must not graduate before the end of his/her term.
6. The President and Vice President must not have completed two consecutive Presidential/Vice-presidential terms as President/Vice President.

Part II: Chairs

1. In case of the presence of a prior misconduct case, the Court deems whether the case disqualifies the candidate from holding the position.
2. Chairs must not be under academic probation at the time of elections.
3. Chairs must not graduate before the end of his/her term.

Section IV: Resignation

Part I: President

1. If the President decides to resign, a two-week notice must be sent to the Student Body, the Parliament, and the ODS. The resigning President cannot revoke his/her resignation during the two-week notice period.
2. The Vice President acts as the President for the rest of the SU term.
3. Another Vice President is selected by the new President by the end of the two-week notice period.

4. The resigning President must submit a detailed report during the two-week notice period to the Parliament and the Vice President on the finished and ongoing projects that he/she was working on.
5. The resigning President must submit a confidential report to the Court detailing the reasons for his/her resignation.
6. If both the SU President and Vice President resign, new elections are called for by the Court during the two-week notice period. Once the new SU board is elected, the resigning SU is dismissed.

Part II: Vice President

1. If the Vice President decides to resign, a two-week notice must be sent to the Student Body, the Parliament, and the President. The resigning Vice President cannot revoke his/her resignation during these two weeks.
2. The SU President selects another Vice President by the end of the two weeks.
3. The resigning Vice President must submit a detailed report during the two-week notice period to the Parliament and the President on the finished and ongoing projects that he/she was working on.
4. The resigning Vice President must submit a confidential report to the Court detailing the reasons for his/her resignation.

Part III: SU Chairs

1. If a Chair decides to resign, a two-week notice must be sent to the Student Body, the Parliament, and the President. The resigning Chair cannot revoke his/her resignation during these two weeks.
2. By the end of the two weeks, the SU President assigns or calls for another Chair either from the SU itself or the Student Body.
3. The resigning Chair must submit a detailed report during the two-week notice period to the President and Vice President on the finished and ongoing projects that he/she was working on.
4. The resigning Chair must submit a confidential report to the Court detailing the reasons for his/her resignation.

Part IV: SU Members

1. If an SU member decides to resign, a one-week notice must be sent to the Chair of his/her respective committee. The resigning member cannot revoke his/her resignation during this week.
2. The Chair must report the resigning member's resignation to the HR Chair.
3. The resigning member must submit a detailed report during the one-week notice period to the Chair of his/her respective committee on the finished and ongoing projects that he/she was responsible for.

Section V: Dismissal

Part I: President & Vice President

1. When the President or Vice President are accused of a conduct case, the Court investigates to decide whether:
 - a. The President/Vice President proved to be guilty, then the Court takes the necessary actions against him/her as any other student, then the case is referred to the Parliament with a detailed report to decide whether the President/Vice President is to be dismissed from his/her position.
 - b. The President/Vice President proved to be not guilty, then the Court will disregard the case informing the Parliament.
2. In cases of major violations, the Parliament takes the necessary steps as stated in Article III, Section III, Part III, III.
3. If only the President is dismissed, the Vice President acts as the President for the rest of the SU term. Another Vice President is selected by the new President.
4. If only the Vice President is dismissed, the SU President selects another Vice President.
5. If both the President and Vice President are dismissed, new elections are called for by the Court. Once the new SU board is elected, the existing SU is dismissed.

Part II: Chairs

1. In case the President or Vice President need to issue a complaint against a Chair to be dismissed, he/she presents the case to the Court with the required evidence.
2. If the Court deems the case valid, they refer it to the Parliament. A simple majority vote is conducted among the MPs to determine whether the Chair is to be dismissed.

3. If a Chair is dismissed, the SU President assigns or calls for another Chair either from the SU itself or the Student Body.

Part III: SU-related individual

1. Any member of the Student Body has the right to report any SU-related individual to the Court to start a case.

Article VI: The Student Organizations Council (SOC)

Section I: Mission Statement

The Student Organizations Council ensures the sustainability of student organizations and clubs in UST-ZC. The Council monitors, consults, and allocates resources needed for the effective functioning of these organizations with the aid of the ODS.

Section II: Structure

1. The SOC consists of three elected student Council members and two ODS employees.
2. The SOC has the right to recruit members to help in the internal workflow of the committee.
3. The Chair of the SOC is selected from the three elected Council members and is responsible for organizing the workflow of the Council.

Section III: Responsibilities

1. The SOC records the number of active clubs.
2. The SOC receives action plans from each club/organization at the beginning of each Fall and monitors the major milestones and objectives of each club/organization throughout the academic year.
3. The SOC receives any changes to the action plan throughout the academic year.
4. The SOC keeps records of all existing student organizations constitutions and requests any missing constitutions.
5. The SOC receives and revises the requests of clubs/organizations to amend their constitution. The SOC provides consultation and ensures the objectivity of the amendments.
6. The SOC advises the ODS in the process of allocating the budget for each club by providing the ODS with a report on each student organization's work based on previous records and its action plan.
7. The SOC establishes awards for clubs and individuals who contribute the most to the student life.
8. The SOC organizes the necessary training, retreats, and sessions for the clubs/organizations.
9. The SOC supervises and monitors the execution of action plans, and reports major violations to the Court.

10. The SOC conducts monthly meetings with all the clubs' and organizations' representatives and reviews their progress.
11. The SOC keeps a record of all the work during its term.
12. The SOC acts as a consultant for the Court in cases related to student clubs, by providing the required information.
13. Each of the three elected Council members have to contribute in all evaluation processes directly, noting that any recruited additional positions cannot participate in the evaluation process.
14. Each of the three elected Council members have to attend all monthly meetings.
15. In case of unfair club/organization evaluation by the SOC, the Chairman/President of the club/organization has the right to file a complaint to the SOC for re-evaluation. In case of no response to the re-evaluation or unfair re-evaluation, the Chairman/President of the club/organization has the right to issue a case to the Court. The Court has the right to compel the SOC to re-evaluate the evaluation.

Section IV: Eligibility for Nomination

1. Council members must hold no positions in student organizations or other branches of the Student Government.
2. Council members must not have any precedents of a confirmed financial violation.
3. Council members must have held a leadership role as a committee head or club/organization president during his/her time as a student and have a record at the ODS Office that confirms this claim.
4. If a Council member is a senior student, he/she must not graduate before the Spring semester of the same academic year.
5. If a senior Council member graduates after the Spring semester, the Court holds the elections for an SOC member to hold his/her position till the end of the term of the existing SOC.

Section V: Meetings/Voting

1. The Chair position is prioritized to the highest voted elected Council member in the SOC elections.
2. Council members must declare any conflicts of interest.
3. All Council members have equal rights and responsibilities.

4. All meetings of the SOC shall be closed unless the Council members, through a simple majority vote, decide otherwise.

Section VI: Resignation

1. If a Council member decides to resign, a two-week notice must be sent to the Chair, the Student Body, the Court, and the ODS. The resigning Council member cannot revoke his/her resignation during the two-week notice period.
2. After receiving the resignation notice, the Court holds elections for the resigning Council member's position.
3. If the Chair resigns, the next highest voted member assumes the Chair position.
4. The resigning Council member must submit a detailed report during the two-week notice period to the rest of the Council members on the finished and ongoing work that he/she was working on.

Section VII: Dismissal

1. When a Council member is accused of a conduct case, the Court investigates to decide whether the Council member should be dismissed from the SOC.
2. If the other two elected council members wish to dismiss the Chair from his/her position, a case must be filed to the Court to decide whether the Chair should be dismissed or not.
3. According to the criteria set by the issued bylaws, if a Council member does not commit to his/her responsibilities, the Council member is to be dismissed from his/her position if he/she meets such criteria.
4. If dismissed, the Court holds elections for the resigning Council member's position.

Article VII: Crisis Management Council (CMC)

In the case of exceptional circumstances or crises that necessitate the coordination of the Student Government functions as a whole, the SU President and the Parliament Chairperson have the right to call for cooperation between the Student Government branches to represent the Student Body and make fateful joint decisions.

Article VIII: Elections

Section I: General Elections rules

1. Elections must be held through online forms administered by the Court.
2. The eligibility for nomination of each Student Government branch is stated in its respective article.
3. During the call for elections, the Court is responsible for informing and reminding the Student Body of the responsibilities entailed by the position.
4. The nominee, or their assigned representative through a written consent, has the right to view the elections' documents to ensure the transparency of the process. If any discrepancy is spotted, the nominee can file a case for appeal to the Court.
5. Any member of the Student Body can file a case for appeal against the election results to the Court within one week after the announcement of the results. The Court must give the highest priority to appeal cases.
6. If needed, the Court can call for member(s) of the Student Body to overview the elections process.
7. For any election process, a silence period starts two days before the first elections day. No form of candidate campaigning, advertising, or advocating should be practiced by any member of the Student Body during the silence period.

Section II: Elections Table

	SU	Court	Members of Parliament	SOC
Elections time	First Friday of May.	First Friday of May.	Five weeks before the beginning of the Fall semester.	Five weeks before the beginning of the Fall semester.

Term	One year starting from June 15.	One year starting from June 15. Any Judge has the right to request an extension for an additional term, before the next elections, to the rest of the Court members. The rest of the Court members vote for this extension, and the Judge has to attain a simple majority of the votes.	One academic year starting from the first day of the Fall semester, except for the undeclared students' MP in the Fall semester, whose term starts at the beginning of the fifth week.	One academic year starting from the first day of the Fall semester.
Nomination period	Begins four weeks before the first elections day and ends two weeks before the first elections day.	Begins four weeks before the first elections day and ends two weeks before the first elections day.	Begins three weeks before the first election day and ends one week before the first elections day.	Begins Three weeks before the first election day, and ends one week before the first elections day.
Campaigning period	Begins with the start of the nomination period and ends two days before the first elections day.	Begins with the start of the nomination period and ends two days before the first elections day.	Begins with the start of the nomination period and ends two days before the first elections day.	Begins with the start of the nomination period and ends two days before the first elections day.

Electees	President, Vice President, Services Committee Chair, Events & Conferences Committee Chair, and Human Resources Committee Chair as a single board.	Five Judges	Members of Parliament	Three Council Members
Electorate	Student Body.	Student Body.	Students of each program vote for the candidates of the same program. Undeclared students vote for the undeclared candidates.	Student Body.

Section III: SU Elections Rules

1. In case of having one candidate board for the SU, a yes-or-no referendum is held. In case said candidate board achieves a simple majority of the votes, the board assumes the position.
2. If two boards or more are nominated, the winner is decided by achieving a simple majority of the votes cast.
3. The elected board assumes its position from the existing board at the beginning of their term. During the period between the end of elections and the start of the new term, the existing board continues practicing their responsibilities. The elected board has the right to observe the existing board during this transitional period.

4. In case no candidates applied for the position during the nomination period or the yes-or-no referendum resulted in a No vote, another nomination period is announced. If this happens again, a third period is announced. If this happens once more for the third period, the Parliament is responsible for assigning an SU president from its members. In case no MPs wish to hold the SU President position, the Parliament is responsible for selecting an SU president from the Student Body, ensuring all the selection criteria apply to him/her.

Section IV: Court Elections Rules

1. All candidates must take a constitutional exam organized and conducted by the Court before the first day of elections.
2. The candidates must achieve a minimum percentage of 50% in the constitutional exam to be eligible for entering the referendum.
3. A yes-or-no referendum is held on each candidate.
4. Each candidate must achieve a simple majority of Yes votes in the referendum to pass.
5. In case the number of candidates who passed the referendum is less than five, another nomination period is announced. If the number of candidates who passed the second referendum is still less than five, a third period is announced. If this happens once more, the existing Court Judges, excluding the newly-elected ones, are responsible for assigning candidates to the missing positions. These candidates cannot be any of the candidates who failed the referendum. The assigned candidates must pass the constitutional exam. Once passed, these candidates are officially Court Judges and no referendum is required.
6. In case the number of candidates who passed the referendum is more than five, the candidates with the top five total Yes scores assume the positions.
7. The total scoring of each candidate is worth 40% on the constitutional exam result and 60% on the referendum result.
8. If at any point in time, no Court is present, the last undergraduate student who held the highest position in any previous year in the Court, the Parliament, the SU, or the SOC (or their counterparts), in that order, is responsible for forming an electoral committee for the next Court elections. Once the next Court is elected, the electoral committee is dismissed.

Section V: Parliament Elections Rules

Part I: Members of Parliament

1. An MP must pass a constitutional exam to ensure his/her knowledge of the constitution. The exam is organized and conducted by the Court.
2. In case of having only one candidate for a certain MP position, a yes-or-no referendum is held. In case he/she achieves a simple majority of the votes, the candidate assumes the position.
3. If two or more candidates are nominated, the winner is decided by achieving a simple majority of the votes cast.
4. The elected MP assumes his/her position from the existing MP at the start of his/her term. During the period between the end of elections and the start of the new term, the existing MP continues practicing his/her responsibilities. The elected MP has the right to observe the existing MP during this transitional period.
5. In case no candidates applied for a certain MP position during the nomination period or the yes-or-no referendum resulted in a No vote, another nomination period is announced. If this happens again, a third period is announced. If this happens once more for the third period, the existing MP is responsible for assigning one of his/her Representatives to take the position. In case none of his/her Representatives wish to hold the MP position, the MP is responsible for selecting his/her successor from the students of his/her program, ensuring all the selection criteria apply to him/her. The assigned candidate must pass the constitutional exam. Once passed, this candidate is officially the new MP of his/her program.

Part II: Representatives

1. The elections of the Representatives are held at the beginning of the Fall and Spring semesters, except for the elections of the two undeclared students' representatives in the Fall semester, which are held after the fifth week.
2. The terms of the Representatives continue until the next elections are conducted.
3. The electors of the Representatives are the students of the same program and batch.
4. In case of having only one candidate for a certain Representative position, a yes-or-no referendum is held. In case he/she achieves a simple majority of the votes, the candidate assumes the position.

5. If two or more candidates are nominated, the winner is decided by achieving a simple majority of the votes cast.
6. The elected Representative assumes his/her position from the existing Representative at the start of his/her term. During the period between the end of elections and the start of the new term, the existing Representative continues practicing his/her responsibilities. The elected Representative has the right to observe the existing Representative during this transitional period.
7. In case no candidates applied for a certain Representative position during the nomination period or the yes-or-no referendum resulted in a No vote, another nomination period is announced. If this happens again, a third period is announced. If this happens once more for the third period, the respective MP is responsible for assigning one of the students of his/her program to the position, ensuring all the selection criteria apply to him/her.

Section VI: SOC Elections Rules

1. A yes-or-no referendum is held on each candidate.
2. Each candidate must achieve a simple majority of Yes votes in the referendum to pass.
3. In case the number of candidates who passed the referendum is less than three, another nomination period is announced. If the number of candidates who passed the second referendum is less than three, a third period is announced. If this happens once more, the elected Council members, excluding the newly-elected ones, are responsible for assigning candidates to the missing positions. These candidates cannot be any of the candidates who failed the referendum. Once assigned, these candidates are officially Council members and no referendum is required.
4. In case the number of candidates who passed the referendum is more than three, the candidates with the top three Yes votes assume the positions.

Article IX: Oath of Office

1. The Court Judges, Members of Parliament, SU elected board and SOC elected Council members must take the oath after their election.
2. The oath is sworn upon the oathmaker's Holy Book of choice and the constitution, or he/she can opt to swear upon the constitution only.
3. The oathmaker can take the oath in English or Arabic according to his/her personal preference.
4. The newly-elected Court Judges take their oaths in front of the existing Court.
5. The Members of Parliament, SU elected board and SOC elected Council members take their oaths in front of the Court.
6. The English oath goes by the following wording:

I do solemnly swear to execute the duties of my office as [insert position] according to the constitution and its bylaws, and act only in the interest of the students of UST-ZC, and to be impartial in my service to all students, and to promote their welfare, according to the best of my abilities and understanding.

7. The Arabic oath goes by the following wording:

أَقْسِمُ أَنْ أَتِمَّ مَهَامِي وَاجِبَاتِي كَ[المنصب] عَلَى النَّحْوِ الَّذِي يَنْصُهُ الدُّسْتُورُ وَالْقَانُونُ، وَأَنْ أَعْمَلَ وَفْقاً
لِمَصَالِحِ طَلَبَةِ جَامِعَةِ الْعُلُومِ وَالتَّكْنَوُلُوجِيَا بِمَدِينَةِ زَوَيْلٍ، وَأَنْ أَكُونَ مُحَايِداً فِي خِدْمَتِي لِكُلِّ طَلَبَةٍ، وَأَنْ أُنَمِّي
حَيَاتَهُمُ الْجَامِعِيَّةَ، إِلَى حُدُودِ قُدْرَاتِي وَمَعْرِفَتِي.

Article X: Amendments

1. Any branch of the Student Government can call for constitutional amendments.
2. After approval from the Parliament by a simple majority vote, the Parliament starts assembling the Constitutional Amendments Committee (CAC).
3. The CAC must contain members of the Parliament, the SU, the Court, the SOC, and the Student Body in addition to a representative of the ODS as a non-voting advisor.
4. The CAC must not contain 50% or more of its members from the same entity.
5. Student Body representatives should be selected by a simple majority vote from the Student Body.
6. The Chairperson of the CAC is decided by the members by a simple majority vote in their first meeting. The Chairperson manages and moderates the committee's meetings.
7. The CAC members remain in their positions in the CAC until the constitutional amendment process is finalized.
8. The CAC amends the constitution or parts of it, then presents its amendments to the Parliament for a simple majority vote.
9. Once approved by the Parliament, the amended clauses are presented to the Student Body for a simple majority referendum.
10. Once approved by the Student Body, the amended constitution is set into action.
11. If a petition signed by 20% of the Student Body is presented to the Parliament to amend the constitution, the Parliament decides through a simple majority vote whether to form the CAC.

Annex

1. This annex is not a part of the constitution. It is for the purpose of documentation.
2. This constitution was written throughout the Spring and Summer semesters of the academic year 2019-2020. According to the regulations of the former constitution, a Constitutional Amendments Committee (CAC) was formed by the Office of the Dean of Students and the former Student Senate to draft this constitution.
3. This constitution was reviewed by the Dean of Students, who confirmed the constitution's compatibility with the regulations of UST-ZC. The ODS was consulted and had a few suggested amendments that were taken into consideration.
4. This constitution was reviewed by a Judge of the Supreme Court of Appeal, who confirmed the constitution's compatibility with the Constitution and Laws of the Arab Republic of Egypt. The Judge was consulted and had a few suggested amendments that were taken into consideration.
5. This constitution was additionally reviewed by Dr.Ahmed Abd Elsamea , Dr. Tarek Ibrahim (Dean Of Academic Affairs) and Ms. Marwa Mohsen
6. The following are the members of the CAC who made the most significant contributions in writing this constitution. It may be referred to them in the future as consultants whenever consultancy is required on either implementing or interpreting this constitution. These members represented the existing student organizations at the time:

Mrs. Dalia Issa - Dean of Students

Moemen Gaafar - Student Judicial Board Chair (Spokesperson of the CAC)

Nehal Mohamed - Student Judicial Board Member

Mahmoud Fathy - Student Senate Head (Head of the CAC)

Omar Ali Amer- Student Senator

Abdelrahman Kotb - Student Union President

Gamal El-Deen Temraz - Clubs representative

Karim Hassan - Alumni Representative

Hamad Mostafa Shokr - General Assembly Representative