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**LEBANESE AMERICAN UNIVERSITY**

**STUDENT DEVELOPMENT &  
ENROLLMENT MANAGEMENT**

**STUDENT COUNCIL BYLAWS**

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## **ARTICLE I: Name and Composition**

The Two following Campus Councils form the University Student Council (USC)

- Campus Student Council (CSC), Beirut
- Campus Student Council (CSC), Byblos

## **ARTICLE II: Purpose of USC and CSC**

The purpose of the USC is to:

- Represent the interests and concerns of the students in all phases of student governance.
- Serve on university-wide councils and committees made up of administrators, faculty and students.
- Promote LAU's highest interest and to cultivate its culture as stated in its Mission and Vision statements.
- Promote and advance the welfare of the LAU student population.

The purpose of the CSC is to:

- Enhance campus atmosphere and life through extracurricular activities.
- Act as an effective liaison between the students, and faculty, staff and administration.

## **ARTICLE III: Elections Process**

### **A. Eligibility:**

Any student is eligible to run for elections if he/she fulfills the following criteria at the time of the elections:

- Is enrolled at LAU and registered in at least 12 credit hours for undergraduates and 9 credit hours for Graduates
- Has successfully completed at least 15 credit hours at LAU for undergraduates and 9 credit hours for Graduates
- Has a minimum cumulative GPA of 2.75 for undergraduates and 3.50 for Graduates
- Has at least two more semesters to graduate.
- Has not received any disciplinary "Warnings".
- Has attended the mandatory workshop on Student Elections and Student Governance.

### **B. Electoral Body:**

- Students registered in at least 9 credit hours for undergraduates and 3 credit hours for Graduates constitute the electoral body of their respective campus and are eligible to vote.

### **C. Representation:**

#### **1. Campus Student Councils (in Beirut and Byblos):**

- The LAU student population elects fifteen (15) representatives in each of the Beirut and Byblos campuses.
- Each eligible student may vote for only one candidate (regardless of the number of candidates) in his/her own school.

The representatives to the Campus Student Councils are elected as follows:

#### **Beirut Campus:**

- The undergraduate Students of the School of Architecture and Design elect two (2) student representatives.
- The undergraduate Students of the School of Business elect three (3) undergraduate student representatives from those carrying 0 to 59 credits and three (3) undergraduate student representatives from those carrying 60 or more credits, for a total of six (6) student representatives.

- The undergraduate Students of the School of Arts and Sciences as well as the rest of the undergraduate students of the Schools of Pharmacy, Engineering and Nursing, Intensive English and undeclared majors, elect three (3) undergraduate student representatives from those carrying 0 to 59 credits and three (3) undergraduate student representatives from those carrying 60 or more credits, for a total of six (6) student representatives.
- The Students enrolled in Graduates Studies from the different Schools elect one (1) graduate student representative.

**Byblos Campus:**

- The undergraduate Students of the School of Architecture and Design elect two (2) undergraduate student representatives.
- The undergraduate Students of the School of Business elect two (2) undergraduate student representatives.
- The undergraduate Students of the School of Engineering elect three (3) undergraduate student representatives.
- The undergraduate Students of the School of Pharmacy elect two (2) undergraduate student representatives.
- The undergraduate Students of the School of Arts and Sciences as well as the rest of the undergraduate students in Intensive English and undeclared majors, elect three (3) undergraduate student representatives.
- The undergraduate Students of the School Nursing elect two (2) undergraduate student representatives.
- The Students of the School of Medicine as well as the Students enrolled in Graduates Studies from the different Schools elect one (1) student representative from the School of Medicine.

**2. University Student Council:**

The USC is composed of a total number of fifteen (15) students. 5 students hold positions in the USC Governing Body and 10 students (5 from each campus) hold positions in the following University Councils: Admissions, Financial Aid, Curriculum, Integrity, and Library.

During the mandatory meeting and pursuant to Article X-E-2 of the Bylaws, the members of the USC are elected from the 30 student representatives.

The Vice President for Students Development and Enrollment Management and the Deans of Students attend the said mandatory meeting.

Representation on councils:

- Two students, one from each campus, shall serve on each said council as regular members.
- The Vice President of the USC may be asked to attend a council meeting when there is a need and at the discretion of its chairperson.
- Student representatives on University councils are to report to the USC on issues discussed or actions taken.

**D. Governing Body of the USC**

The USC Governing Body is composed of the following officers: President, Vice President, Secretary, Treasurer and Officer at Large.

The President should alternate on a yearly basis between the Beirut and Byblos campuses.

**E. Membership and Governing Body of the CSC:**

**Membership.** The 15 elected members on each CSC shall serve in the following manner:

**Beirut Campus:**

Fifteen (15) representatives serve on the Campus Student Council of whom up to four (4) may serve on the University Student Council, three (3) serve (one on each) on the School Academic Councils of the three Schools: the School of Arts and Sciences, the Adnan Kassar School of Business, and the School of Architecture and Design. Five (5) serve (one on each) on the following University councils: Library, Financial Aid, Admissions, Curriculum and Integrity.

**Byblos Campus:**

Fifteen (15) representatives serve on the Campus Student Council of whom up to 3 (3) may serve on the University Student Council, seven (7) serve (one on each) on the School Academic Councils of the seven Schools: the School of Arts and Sciences, the Adnan Kassar School of Business, the School of Architecture and Design, the School of Pharmacy, the School of Engineering, the School of Nursing and the School of Medicine, five (5) serve (one on each) on the following University councils: Library, Financial Aid, Admissions, Curriculum and Integrity.

**Governing Body of CSC.** The Governing Body of the CSC in each of Beirut and Byblos Campus is composed of the following officers: President, a Vice President, Secretary, Treasurer and Officer at Large.

The President and Secretary of the CSC shall be members of the Campus Life Council. The Officers of the CSC may be asked to attend a council/committee meeting when there is a need and at the discretion of the concerned chairperson.

The Student Life Managers (from the Dean of Students Offices) on both campuses serve as the advisors to, and act as ex-officio members of their corresponding CSC.

**F. Election of Officers and Membership on Campus Student Council, University Student Council and the Academic Schools Councils:**

The election of the membership and Officers of the University Student Council, the Campus Student Council(s) and the Academic Schools Councils shall take place at the workshop day, which will take place in principle the second Saturday following the Elections (Article X of the Bylaws).

The workshop is mandatory to all elected members and will cover “Roberts’ Rules of Order”, as well as the “Student Council By-Laws”. Any elected member who absents him or herself from the workshop day will be denied the right to hold any officer position in the Councils. Similarly, other workshops may be held to familiarize the elected students with the Student Code of Conduct, conflict resolution and negotiation skills, as well as leadership or any other required skill to help them carry out their duties.

The CSC and the USC Officers as well as all representatives who serve on University Councils, and Academic Schools Councils may be respectively selected by consensus from among the members of each council. However, if a consensus cannot be reached, a vote shall take place by secret ballot. Each council member should hold one position. No member can present his/her candidacy to a second position before all members have been assigned to a position.

**G. Election Process:**

Step 1	CSC Governing Body		
	<b>Beirut</b>		<b>Byblos</b>
	President		President
	Vice President		Vice President
	Secretary		Secretary
	Treasurer		Treasurer
	Officer at Large		Officer at Large

**Note:** The CSC officers are elected by their respective 15 student council representatives of their campus. The elected CSC officers cannot hold any positions in the USC or SAC.

Step 2	USC Governing Body
	President (Alternate between Beirut & Byblos)
	Vice President (Alternate between Beirut & Byblos)
	Secretary
	Treasurer
	Officer at Large (Beirut)

Step 3	SAC		
	<b>Beirut</b>		<b>Byblos (7 Schools)</b>
	School of Arts & Sciences		School of Arts & Sciences
	School of Business		School of Business
	School of Architecture & Design		School of Architecture & Design
			School of Engineering
			School of Pharmacy
			School of Nursing
			School of Medicine

Step 4	University Councils		
	<b>Beirut</b>		<b>Byblos</b>
	Library		Library
	Financial Aid		Financial Aid
	Admissions		Admissions
	Curriculum		Curriculum
	Integrity		Integrity

In case of a tie for any position, the following tie rule applies:

- In case of a tie, the student with the highest Cumulative Grade Point Average (GPA) will be chosen.
- If two students have the same CGPA, the student who has completed more credits at LAU will be chosen.
- If there is still a tie, a draw shall take place.

The results of the selection and/or election of the CSC are to be signed by the Student Life Managers (from the Dean of Students Office) and the representatives of the respective campuses, and kept in the Office of the Dean of Students. The Secretary of each Student Council will also keep a copy.

#### **H. Loss of Membership / Replacement:**

- Members of any of the Student Councils will lose their membership for any of the following reasons: if placed on academic probation, suspended or dismissed from LAU for any reason, served a disciplinary citation or warning, or if they transfer from one school to another.
- Membership is also lost if one misses three meetings of the council without a written valid reason submitted to the Council and to the Student Life Manager. For the purpose of this clause, valid reasons include: death of close relatives, travel, sickness, in addition to conflict with exam's time.
- In case of a vacancy in an office, the first runner up for the position will fill the vacancy.
- In case of a vacancy for a representative seat, due to any reason including resignation, the first runner up in the concerned school will fill the said vacancy for the duration of the academic year.
- In case the President of the Student Council resigns or is removed, the Vice President, takes his/her place.
- In case a member resigns or is removed and there are no runner ups, an election within the council shall take place.

#### **ARTICLE IV: Duties of the Officers**

##### **A. The Campus Student Council Officers:**

###### **1. The President:**

- The President or her/his designate shall represent the council, call for its meetings, and sets the meeting agendas, preside the meetings. Only meetings attended by the President or his/her assignee are considered official and valid.
- The President presents the CSC requests, issues, and concerns to the LAU Administration or councils.
- The President shall bring issues to the administration on a special form on which the comments of the Student Life Managers are present.
- The President keeps the Vice President duly informed to secure a smooth coordination and continuity in case of absence.

###### **2. The Vice President:**

- Will be the Acting President in the President's absence;
- Coordinate the activities with the different professional and non-professional clubs/societies.

###### **3. The Secretary:**

- The Secretary will record and keep minutes of all council meetings and perform other secretarial and administrative duties as they arise.
- The Secretary will send copies of all minutes to the appropriate Dean of Students and the Student Life Managers
- The Secretary will maintain the council's archives and record the members' attendance on the CSC and all its ad hoc or subcommittees.

###### **4. Officer at Large:**

- The Officer at Large is responsible for the webpage of the CSC.
- The Officer at Large carries out duties required of him/her by the CSC when needed.
- The Officer at Large advertises the student council achievements or progress.

###### **5. The Treasurer:**

- The Treasurer will keep all the books for income and expenses.
- The Treasurer will submit the budget report at the end of each term.
- The Treasurer will sign with the President all expenses incurred.

## **B. The University Student Council Officers**

### **1. The/ President:**

- The President of the USC or her/his designate shall represent the council, call for its meetings, and sets the meeting agendas, presides the meetings. Only meetings attended by the President or his/her assignee are considered official and valid.
- The President of the USC can be called to attend the UPC as requested.

### **2. The Vice President:**

- May be asked by President to represent the student body of LAU in some functions outside the University. In such functions, the Vice President cannot claim to represent the students of LAU unless he/she is specifically asked to do so.
- Coordinates cross campus activities initiated by one of the two CSCs.

### **3. The Secretary:**

- The Secretary will record and keep minutes of all council meetings and perform other secretarial and administrative duties as they arise.
- The Secretary will send copies of all minutes to all members of the council and to Vice President for Student Development and Enrollment Management.
- The Secretary will maintain the council's archives and record the members' attendance on the USC and all its ad hoc or subcommittees.
- The Secretary will prepare the agenda as set by the President, to be sent out twenty-four (24) hours prior to the meetings.

### **4. Officer at Large:**

- The Officer at Large collects data from both campuses and provides a final report on the total achievements of the student councils at the end of the academic year.

### **5. The Treasurer:**

- The Treasurer will keep all the books for income and expenses.
- The Treasurer will submit the budget report at the end of each term.
- The Treasurer will sign with the President all expenses incurred.

## **ARTICLE V: Duties and Responsibilities**

### **A. The Campus Student Council:**

1. Elects members to participate in some campus councils as voting members as determined in these Bylaws.
2. Communicates concerns of the student body to the faculty and administration of the school/university.
3. Establishes proper channels for communicating campus issues to the whole student body in accordance with the By-Laws on the relevant campus.
4. Establishes, as need arises and in accordance with By-laws, ad hoc committees to study various issues. (The Office of the Dean of Students may assign a faculty advisor to each newly formed ad hoc committee if needed).
5. Initiates extracurricular activities not covered by clubs.
6. Coordinates with the clubs for activities of similar nature.
7. Selects members to serve on campus councils by consensus or voting. Above rule on selection of officers applies.
8. During the CSC meetings all representatives share and discuss their respective councils' decisions and concerns. Secures the approval of the Office of the Dean of Students on all printed material before circulation.

**B. The University Student Council:**

1. Selects members to participate in some University councils as voting members as determined in these Bylaws.
2. Communicates concerns of the student bodies to the administration of the university.
3. Establishes proper channels for communicating University issues to the entire University-wide student body in accordance with the By-laws.
4. Establishes, as need arises and in accordance with By-laws, ad hoc committees to study various issues. (The VPSDEM shall assign a faculty advisor to each newly formed ad hoc committees)
5. Members serving on relevant councils are to report to the USC on issues discussed and decisions taken.
6. Provides copies of the minutes of the University council(s) to the USC Secretary for archiving.
7. Provides ad hoc committee's minutes for the USC Secretary for archiving.
8. Discusses concerns that need to be brought to the attention of the administration in a meeting of the USC, whereby the formulation of the request is approved. The letter is signed by the President of the USC. The VPSDEM office shall send the request to the concerned body.
9. Secures the approval of the VPSDEM on all printed materials before circulation.

**ARTICLE VI: Subcommittees**

**A. Campus Student Council:**

1. Formation of Ad Hoc Committees:
  - Ad Hoc Committees may be recommended to the CSC President to consider specific subjects and help the council carry out its responsibilities. The Committee shall maintain the minutes of its meetings. The Ad Hoc committee should have a specific and clear duty and will cease to exist once its function is completed.
  - Students from outside the councils may be members of Ad Hoc committees, provided that the students selection are approved by the concerned Dean of Students.
  - The Dean of Students may name a faculty advisor for the Ad Hoc committee of, if needed.

**B. University Student Council:**

1. Ad Hoc subcommittees of the USC may be formed, if need be, by consensus of the USC members on its mandate and in conformity with the USC By-laws. These subcommittees opt to help the council carry out its responsibilities. These subcommittees should appoint a chair & secretary to carry out their tasks and report on their activities in writing to the USC at large.
2. Formation of Ad Hoc committees:
  - Ad Hoc Committees may be recommended to the CSC President to consider specific subjects. The Committee shall maintain the minutes of its meetings. The Ad Hoc committee should have a specific and clear duty and will cease to exist once its function is completed.
  - Students from outside the councils may be members of any Ad Hoc committee.
  - The VPSDEM may name a faculty advisor for an Ad Hoc committee of the USC, if needed.

## **ARTICLE VII: Meetings**

- A.** The CSC shall have biweekly meetings.
- B.** The USC shall have monthly meetings.
- C.** During the first meeting, each Council shall schedule the place and time of subsequent meetings for the semester.
- D.** Changes in time and place of meetings are only allowed at the beginning of the spring semester.
- E.** The choice of date and time of a meeting is reached through consensus among the members of each council.
- F.** Approval of the VPSDEM should be secured for an emergency meeting of the USC council.

## **ARTICLE VIII: Minutes of Councils**

- A.** Minutes of the CSC or USC are to be taken by the respective Secretary, approved by the council at large in its next meeting, circulated and archived as indicated in the duties of the Secretary.
- B.** Members of CSC or USC serving on campus or University councils are to give a copy of the minutes of these councils to their respective secretaries for archiving.
- C.** Ad Hoc committee's minutes are to be kept also by the relevant secretaries unless the ad hoc committee has a mandate that is confidential in nature.

## **ARTICLE IX: Activities**

### **A. Activities proposed by the CSC**

Proposed activities are to be discussed in a regular CSC meeting and channeled by the Student Life Managers to the Campus Life Council (CLC) for approval. It should be in writing and signed by the President of the CSC.

The CSC may also collaborate with the Clubs for events. The VP of the CSC should meet with the relevant Club President and Treasurer, in the presence of the Student Life Managers, to discuss all the logistics needed for the activity. Minutes of the meeting should be taken by the Student Life Managers and signed by the CSC and the Club respective representatives.

If the Club refuses to coordinate the activity with no valid reason, the CSC will have the right to carry the activity out alone, so long as the President of the CSC and the Student Life Managers agree to it.

- If a proposed activity is deemed to involve the whole university, the CSC can raise it as a suggestion to the USC who has the freedom of considering it or not.
- The communication in relation to this activity is to be made by the Vice President of the CSC.
- Implementation of the activity should be carried out by both CSC upon the approval of the USC.

### **B. Fund Raising Activities**

- Any fundraising activity conducted by the USC or the CSC must be approved by the Office of the Dean of Students through coordination with the Development Office.

### **C. Procedures to present issues/concerns/requests For CSC:**

- Issues/concerns/requests that are campus specific ought to be discussed and agreed upon in a regular CSC meeting.
- Issues/concerns/requests are to be presented to a campus council, committee or applicable office in a letter addressed by the President of the CSC, and carrying comments by the Advisor.

- CSC representatives on a council are to make sure that the subject of the letter is on the agenda of the council for the meeting following the submission of the letter.
- The representatives are to report the council's decision back to the CSC.
- If issues/concerns/requests are addressed to an office, the President of the CSC is to follow-up on this matter, document the results, and report back to the CSC.
- If an issue/concern/request is deemed to impact the other campus, the CSC can choose to channel it to the USC for discussion, adoption or rejection.
- If adopted, it is up to the USC to proceed with the follow-up.
- If rejected by the USC, an appeal to a University council is possible and should be made through the Dean of Students of the concerned campus.

**D. Procedures to present issues/concerns/requests For USC:**

- Issues/concerns/requests that affect the University, as a whole should be first discussed in a regular USC meeting.
- A letter should go from the President of the USC and the Secretary indicating the subject.
- The USC President's comments are necessary for any letter to be accepted.
- If the letter is to be addressed to a University council, members of the USC serving on that council should make sure that this item is on the agenda of the council meeting following the letter.
- The members ought to report the council's decision back to the USC.
- If the letter is to be addressed to an office, the President of the USC and the Secretary should follow on the subject and report to the USC.
- If an appeal is to be made to a higher University council, the Vice President for Student Development and Enrollment Management should make sure that the President and Secretary of the USC appear in front of the council to present this specific subject.
- After that, the decision of the council is final and the USC has no right to pursue the subject any further.

**E. Communications with students:**

Student Councils shall communicate with students population through a special web page that should follow set rules, fliers, e-boards, posters and publications. All types of communication are to be pre-approved by the Dean of Students for CSC and by the Vice President for Student Development and Enrollment Management or his/her assignee for the USC.

**ARTICLE X: Elections Rules**

**A. Basic Information about the Elections:**

1. Date of Elections:
  - Six (6) weeks from the commencement of the fall semester.
  - Applications, provided by the Office of the Dean of Students, are to be filled out and submitted online, and then signed by the candidate in person at the Student Life Office.
2. Timeline for candidates applications:
  - Starting date: 10 working days before Elections Day.
  - Deadline date: 8 working days before Elections Day.
3. Days 10-12 before Elections are set for the mandatory workshop as stipulated in these Bylaws.
4. Eligibility: Pursuant to Article III A above

5. Withdrawal from the Elections: 3 working days before Elections Day.
6. Eligibility Check: will be completed by the Office of the Dean of Students in a maximum of 2 working days after submission of the application.
7. Each school elects its own representatives.
8. Candidates' names will be announced during public forum.
9. Club Student activities are not allowed 10 working days prior to Elections Day.
10. Special security measures will be implemented during Elections week.
11. Unforeseen situations regarding requested activities are dealt with by the Office of the Dean of Students.

**B. Elections Campaigning Rules:**

1. Student Life Office shall set up a Public Forum for all candidates.
2. During the Public Forum, candidates may distribute pre-approved handouts outlining their platforms for candidacy which should also be displayed on the LAU Elections Webpage.
3. Posters and candidates' photographs are designed and posted by the Office of the Dean of Students, and can be displayed on campus during Elections week.
4. Location for the posters and photographs shall be set ahead of time by the Office of the Dean of Students in coordination with Campus Services.
5. Space for posters and /or photographs shall be allocated equitably to all candidates.
6. No banners are to be allowed on campus or on the roads.
7. Starting 48 hours prior and during Elections Day, all campaigning shall stop, including the distribution of artifacts, documents, fliers, and on social media. Any other type of solicitation is not permitted.
8. Any campaigning propaganda or slogans violating the letter and spirit of the Student Codes of Ethics and Conduct and LAU policies, or carrying any type of political connotation or symbolism, and carrying libels, will not be distributed on or off campus or through social media.
9. LAU will provide all necessary tools, posters, and the likes for the candidates' campaigns at its own expenses, thus making sure of equitability and fairness to all candidates.
10. Campaigning advertisement and all materials opt to be carried out individually.

Any breach of the above-mentioned campaigning rules shall cause the candidate a forced withdrawal from the Elections. No claim of ignorance of the breach of rules is acceptable.

**C. Elections Procedures:**

1. LAU Student Councils' Elections are conducted online.
2. Elections Day is a normal class-day.
3. A press release is sent to the press about the Elections, and later about the results. Media presence on campus during Elections Day requires the University President's approval.
4. Elections start at 6:00 am and end at 4:00 pm sharp.
5. By 4:00 pm, only students who have classes or labs are allowed to stay on campus.
6. No walkie-talkies, vests, hats, sashes, bands, or any other form of group identification are permitted during Elections Day.
7. No political, religious, sectarian or demeaning slogans or chanting of any sort may be used during the two-week's Elections period.
8. No congregation, gathering, or blocking the entry areas to the campus are permitted.
9. Dealing with disturbances during Elections Day: the Dean of Students will apply rigorously the Student Code of Conduct (Zero tolerance Policy will be in effect)
10. Counting of votes is done electronically.
11. Results are sent directly by the Deans of Students.

**D. Preparation for the Elections of the Student Councils:**

1. The Student Councils Bylaws are to be communicated to students via website, email and by printed material produced by the Office of the Dean of Students.
2. A mandatory orientation session is held for all candidates on the second Saturday following the Elections.

#### **ARTICLE XI: Evaluation of the Councils**

In July of each year, the President and Vice President of each Student Council should meet and prepare an evaluation of the performance of the council for the previous academic year. The evaluation is to be discussed with the councils and agreed upon. The final evaluations are to be kept in the Dean of Students Office for the CSC and in the VPSDEM office for the USC.

#### **ARTICLE XII: Amendment to By-Laws**

- A. The Student Council bylaws are to be implemented and evaluated for 2 consecutive years before a recommendation to change may be presented to the Administration.
- B. A recommendation to change should come from both Presidents of the CSC (if the change affects the CSC) and from the President and Vice President of the USC for any change in its by-laws.
- C. Requests for amendments should be channeled to the Dean of Students' Office for discussion and send its recommendation to the President who will present it to the Board of Trustees for approval.

#### **ARTICLE XIII: Violation of the By-Laws**

- A. Any case of breach of the Student Council by-laws, the "Council By-Laws" Committee (CBC) will be summoned to investigate the issue and take appropriate decisions.
- B. The CBC Committee will be composed of the Dean of Students, Student Life Manager, Campus Life Council chair (from the concerned campus), the two campus student council presidents, and the USC president. Should any of the CBC Committee members be one of the investigated, the relevant campus counselor will replace this specific member as part of the CBC Committee.

#### **ARTICLE XIV: Appeal**

A committee called "Special Appeals Committee", formed by the Deans of Students, Student Life Manager, the Presidents and VPs of the CSC, the USC President, and chaired by the VPSDEM, shall investigate and take appropriate decisions on any appeals or grievances related to Student Councils issues and to CBC decisions. All matters addressed by this committee are confidential in nature. The decisions of the Special Appeals Committee are final.

#### **ARTICLE XV: Effective Date**

The foregoing Student Council Bylaws of the Lebanese American University was amended by the Board of Trustees on March, 2022 and is effective as of March 2022. These Bylaws were originally effective as of July 10, 2007, and was previously amended in September 2017, September 2011, September 8, 2018, and September 10, 2020