



**LEBANESE AMERICAN UNIVERSITY (“LAU” or  
“University)**

**STUDENT DEVELOPMENT & ENROLLMENT  
MANAGEMENT**

**STUDENT COUNCIL BY-LAWS (the “By-Laws”)**

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## **ARTICLE I: Name**

Two Campus Councils form the University Student Council (USC)

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

## **ARTICLE II: Purpose**

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: Council Membership**

### **A. Eligibility:**

Any undergraduate 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.
- Has successfully completed at least 15 credit hours at LAU.
- Has a minimum cumulative GPA of 2.75.
- Has at least two more semesters to graduate.
- Has not received any disciplinary "Warnings".
- Has attended mandatory workshop on Student Elections and Student Governance.

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

- Undergraduate students registered in at least 9 credit hours are eligible to vote.

### **C. Council Representation:**

#### **1. Campus Student Councils:**

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

The representatives are elected as follows:

#### **Beirut Campus:**

- The Students of the School of Architecture and Design elect three (3) student representatives.
- The Students of the School of Business elect three (3) student representatives from those carrying 0 to 59 credits and three (3) student representatives from those carrying 60 or more

- credits for a total of six (6) representatives.
- The Students of the School of Arts and Sciences as well as the rest of the students from the Pharmacy, Engineering and Nursing schools, Intensive English and undeclared majors, elect three (3) student representatives from those carrying 0 to 59 credits and three (3) student representatives from those carrying 60 or more credits for a total of six (6) representatives.

**Byblos Campus:**

- The Students of the School of Architecture and Design elect three (3) student representatives.
- The Students of the School of Business elect three (3) student representatives.
- The Students of the School of Engineering elect three (3) student representatives.
- The Students of the School of Pharmacy elect three (3) student representatives.
- The Students of the School of Arts and Sciences as well as the rest of the students from the Nursing School, students in Intensive English and undeclared majors, elect three (3) student representatives.

**2. University Student Council:**

The total membership of the USC is ten (10) students. These 10 student representatives, 5 from each campus, are elected from the fifteen (15) members elected at the campus level to serve on the University Student Council. These students are also members, but do not hold any office, in their respective CSC.

From the fifteen (15) elected students on each campus, and during the mandatory meeting before taking office as stipulated in Article X-E-2, five (5) members and five (5) alternates are elected as follows:

- **Beirut Campus:** One representative of each of the three Schools is elected by his/her peers, then two members are elected at large.
- **Byblos Campus:** One representative of each of the five Schools is elected by his/her peers.

The VPSDEM and Deans of Students also attend these meetings.

**D. Membership and Officers of the Councils:**

- Each of the USC or CSC Councils shall have the following officers: President, a Vice President, Secretary, Treasurer and Officer at Large.
- The campus activities officers on each campus are the advisors to, and act as ex-officio members of their corresponding CSC.

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

**Beirut Campus:**

Fifteen (15) undergraduate representatives serve on the Campus Student Council of whom five (5) serve on the University Student Council, three (3) serve (one on each) on the Academic School Councils of the three Schools 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, for a total of thirteen (13) representatives on councils.

**Byblos Campus:**

Fifteen (15) undergraduate representatives serve on the Campus Student Council of whom five (5) serve on the University Student Council, five (5) serve (one on each) on the

Academic School Councils of the five Schools of Arts and Sciences, the Adnan Kassar School of Business and the School of Architecture and Design, the School of Pharmacy, and the School of Engineering, five (5) serve (one on each) on the following University councils: Library, Financial Aid, Admissions, Curriculum and Integrity for a total of fifteen (15) representatives on councils.

**E. Selection of Officers and Membership on University and Academic Councils:**

The selection of the officers and membership on University and Academic Councils of all councils shall take place at the end of a workshop day, which will be the second Saturday following the Elections (refer to Article X in this document). 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 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 or Academic 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 or by a roll call if the majority approves (8 members from each campus). Each council member should hold one position. All the positions shall be voted upon at the same time. For this purpose, the CSC shall be convened by their respective campus activities officers and the USC by the VPSDEM or his/her assignee.

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

**Tie Rule:**

- 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 campus activities officers 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.

**F. Loss of Membership / Replacement:**

- Members of any of the Student Councils will lose their membership for any of the following reasons: 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 consecutive meetings of the council.
- 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.

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

**A. The Campus Student Council:**

**1. The President:**

- The President of the Campus Student Council shall preside over its meetings.
- 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 campus activities officer(s) 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 Acting President in his/her absence, and should coordinate the activities with the different professional clubs/societies.
- Represents the President in his/her absence or when needed.  
Coordinates activities of the non-professional clubs.

**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 Vice President for Student Development and Enrollment Management.
- 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 and carries out duties required of him/her by the CSC when needed.

**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. Only meetings attended by the President or his/her assignee are considered official and valid.
- The President should alternate on a yearly basis between campuses.
- The President of the USC is a member of the SAC and UPC.

**2. The Vice President:**

- Will supervise, along with the appropriate staff of the SDEM entity, the operations of the USC and its subcommittees.
- May be asked by the 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.
- 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 is responsible for the webpage of the USC and carries out duties required of him/her by the USC when needed.

**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.
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 will assign a faculty advisor to each newly formed ad hoc committee).
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. Reports to the CSC on issues discussed and decisions taken.
9. Provides copies of the minutes of the campus council(s) to the CSC Secretary for archiving.
10. Provides ad hoc committee's minutes to the CSC Secretary for archiving.
11. Communicates students' concerns to the administration or schools.
12. Deals with individual problems or issues in the different SDEM offices.
13. Discusses concerns that need to be brought to the attention of a school or administration in a meeting of the CSC, whereby the formulation of the request is approved. The letter is to be signed by the President of the CSC with comments from the advisor. The Office of the Dean sends the request to the concerned body.
14. 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.
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. Selects members to serve on University councils. Such selection shall be done by consensus or voting. Above rule on selection of officers applies.
  6. Members serving on councils are to report to the USC on issues discussed and decisions taken.
  7. Provides copies of the minutes of the University council(s) to the USC Secretary for archiving.
  8. Provides ad hoc committee's minutes for the USC Secretary for archiving.
  9. Communicates students' concerns to the administration.
  10. 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.
  11. Secures the approval of the VPSDEM on all printed materials before circulation.

## **ARTICLE VI: Subcommittees**

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

1. Subcommittees of the CSC are to be formed from CSC members for the sole purpose of helping the council carry out its responsibilities as approved by the Board of Trustees. To this end, there shall be two subcommittees:
  - Communication Subcommittee: This subcommittee is charged with improving communication with students. More specifically, this subcommittee shall aim at spreading the values of LAU among students. This subcommittee can address campus wide concerns, which are of interest to students, as well as keep the students informed about different campus matters.
  - Activities Subcommittee: This subcommittee is to propose, plan and help implement campus activities. This subcommittee should plan and implement several campus activities per semester.

The Vice President of the CSC is the chair of these subcommittees.

The subcommittees can meet in the absence of the President of the CSC.

Proposals from them should go in writing to the CSC at large.

- 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 Ad Hoc committees, provided that the students are approved by the Dean of Students.
  - The Dean of Students shall name the faculty advisor for the Ad Hoc committee of the CSC, if needed.
2. Representation on Councils
    - The President and Secretary of the CSC shall be members of the Campus Life Council.
    - Members from the CSC shall serve on committees as needed.
    - Two students shall serve on each campus committee as regular members.
    - The President of the CSC may be asked to attend a council/committee meeting when there is a need and at the discretion of its chairperson.



- Student representatives on campus councils/committees are to report to their respective councils on issues discussed or actions taken.

**B. University Student Council:**

1. Subcommittees of the USC are to be formed for the sole purpose of helping the council carry out its responsibilities as approved by the Board of Trustees. To this end, there shall be two standing subcommittees:
  - Communications Subcommittee: this subcommittee is charged with improving communication with all students. This subcommittee aims at spreading the values of LAU among students. It can address University wide concerns which are of interest to students, and keep them informed about different University matters.
  - Activities Subcommittee: this subcommittee is to propose, plan and help implement inter-campus activities. This subcommittee should plan and implement at least one inter-campus activity per semester. Activities are to alternate between campuses.

The Vice President of the USC is the chair of these subcommittees and the Secretary is a regular member. Other members from the USC may volunteer to be on these subcommittees. The subcommittees can meet in the absence of the President of the USC. Proposals from them should go in writing to the USC at large.

2. Formation of a standing subcommittee  
A standing subcommittee 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.
3. 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.
  - Nominations of members may come from USC members, and must be approved by the VPSDEM.
  - The VPSDEM shall name the faculty advisor for the Ad Hoc committee of the USC, if needed.
4. Representation on councils
  - Members from the USC shall serve on the following University councils: Admissions, University council for Financial Aid, Curriculum, Integrity and Library.
  - Two students 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.

**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 regular members of each council.
- F. Approval of the VPSDEM should be secured for an emergency meeting of any council (CSC or USC).

#### **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 Campus Activities Officer 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 Campus Activities Officer, to discuss all the logistics needed for the activity. Minutes of the meeting should be taken by the Campus Activities Officer and signed by both parties.

If the Club refuses to coordinate the activity, the CSC will have the right to carry the activity out alone, so long as the President of the CSC and the campus activities officer agree on it.

##### **B. Club activities through coordination with the CSC:**

- A Club may seek the help of the CSC to carry out an activity. In this case, the President of the Club should address a letter to the CSC through the campus activities officer specifying the activity and the help needed. The CSC should take the decision to grant financial help or deny it. Any denial of financing an activity should be duly justified. If help is to be granted, the CSC should vote on the amount.
- The CSC has the right in this case to ask the Club for a copy of the financial report of the activity after its implementation. If denied, this club will forfeit its right to the pre-approved yearly activities, and the remaining budget will have to return to the University.

##### **C. The activity is fine and can be carried out by the CSC:**

- 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 for this issue is to be done by the Vice President.
- Implementation should be carried out by both CSC upon the approval of the USC.

##### **D. Graduation Celebration:**

- Planning for this activity is to be performed by the CSC.

- Clubs/societies that would like to organize a separate graduation celebration, other than the official graduation ceremony/commencement exercises organized by the University, should first get approval of the Campus Activities Officer of the relevant campus and should coordinate with the CSC.

**For CSC:**

- The council in a regular meeting should approve the activity.
- A list of potential sponsors should be presented by the President of the council to the campus activities officer
- The campus activities officer should give clearance for the go ahead after consulting with the Dean of Students. Proper coordination with the Development Office is required.
- The CSC may seek assistance from any LAU community member to help secure a sponsorship. However, this should be done in coordination with the campus activities officer.
- The campus activities officer should keep track of any donation in kind or cash through the coordination with the LAU Development Office.
- The campus activities officer should present a financial report for the CSC at the end of the activity.
- Thank you letters to the sponsors should be addressed by the President of the CSC in coordination with the development office.

**For USC:**

- The council in a regular meeting should approve the activity.
- The VPUSC should coordinate with the designated CSC representative to get a list of potential sponsors.
- Thank you letters to the sponsors should be addressed by the VPUSC and co- signed by the campus activities officer of the relevant campus.

**1. 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.

**2. 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.

**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 VPSDEM 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.

**3. Communications with students:**

Student Councils shall communicate with students 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 VPSDEM or his/her assignee for the USC.

**ARTICLE X: Elections**

**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 and submitted by the candidate in person.
2. Time for applications date:
  - 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 Article III
4. Eligibility: Please see Article III A above
5. **Withdrawal from the Elections:** 3 working days before Elections Day.
6. **Eligibility Check:** to be done 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 not be announced until after Elections' withdrawal deadline.
9. Club Student activities are not allowed two weeks 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. Campaigning Rules:**

1. LAU 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. Banners: No banners are to be allowed on campus or on the roads in the vicinity of the campuses.
7. Starting 48 hours prior and during Elections Day, all campaigning shall stop, including the distribution of artifacts, documents, fliers... 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.
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.

**C. Very Important Remark:**

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.

**D. Elections Procedures:**

1. LAU Student Councils' Elections are done 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 4:30 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 or 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. Automatic results are sent directly and Dean of Students will send a verification e-mail afterwards.

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

1. Approved by-laws 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. Approved Student Council by-laws 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 change should be channeled to the Student Affairs Council for discussion and send its recommendation to the President.

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

- A. Any case of miscommunication, or misrepresentation or 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 and CLC 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, 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. All matters discussed by this committee are confidential in nature. A decision by this committee is final.

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

The foregoing Student Council Bylaws of the Lebanese American University was amended by the Board of Trustees on September 6 & 7, 2018 and is effective as of September 7, 2018 This Policy was originally effective as of July 10, 2007, and was previously amended in September 2017 and September 2011.