



# **Student Advisory Council Bylaws**

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## **Introducing the Council**

The Student Advisory Council is a group of female students elected from their colleagues at different academic levels to represent them in the college administration. The council works according to a mechanism approved by the university and contributes to developing a supportive and safe university environment, and works to improve student services. The council is committed to achieving its goals in accordance with the regulations, provisions and laws in force at the university

## **Charter of the Council**

### **Vision:**

A distinguished advisory council that supports the participation of female students and contributes to the development of the educational and service process.

### **Mission:**

We are working to create an ideal academic environment by activating student participation in decision-making, and to mobilize student efforts to develop the educational process and provide appropriate services for students and society.

## **The goals of the student advisory council**

1. Developing the spirit of leadership among the council's female students
2. Developing scientific, cultural and social activities
3. Developing educational and academic skills
4. Enhancing the spirit of cooperation and the concept of teamwork between requests
5. Preserving the achievements of the college
6. Developing services provided to female students

## **The Council doing the following**

- Close ties between female students and members of the faculty and administrative staff in the college
- The student's participation with her suggestions in planning everything related to the educational process
- Developing the leadership spirit among female students and providing them with the opportunity to express their opinions responsibly
- Developing the educational process by innovating educational materials and methods, and creating aids to raise the level of learners and activate them
- Educating female students about their rights and duties in accordance with the university's regulations, contributing to the elevation of its affairs, and pursuing everything that would establish the system in line with the university's mission and goals, and contribute with the university to developing services for female students.
- Communicating with students, learning about their aspirations and ideas related to the development of the educational process, looking into their complaints, knowing aspects that interest them, academic and non-academic, and helping them achieve them.
- Work to remove barriers between students, college administration and professors, by all means assisted in that
- Polling female students' opinions about the provided student services and raising this after verification
- Considering all the proposals submitted by students that contribute to improving the educational process and the educational environment after studying and verifying their usefulness
- Paying attention to female students' issues, following them up and working on solving problems in cooperation with the college's administration

## **Board membership and formation**

- ✚ The council consists of number of college students who have been elected by the rest of the level students, by three students for each level.
- ✚ The council is headed by the college's dean and includes in its membership the college's vice president for female student affairs, who acts on behalf of the council's president in her absence
- ✚ The secretary of the council is a faculty member of the college
- ✚ Female students enrolled in the study have the right to nominate themselves, and other classmates or faculty members are entitled to nominate them after the approval of the female candidates
- ✚ Board meetings take place at the college's headquarters

## **Conditions for running for the Council**

- ❖ The student must be Saudi
- ❖ The student must be a regular student
- ❖ She should not have had a judgment issued against her in any of the cases affecting honor and trust
- ❖ She should not have previously been referred to the Disciplinary Board
- ❖ To be a good spokeswoman who is able to express and convey the opinions of those whom they represent with full transparency and clarity

## **Board meetings**

- The board meets monthly, and it may meet exceptionally at the request of its chairman, or from a number of not less than half of its members.
- A council meeting is considered regular if it is attended by more than half of its members
- The council makes its decisions by majority vote, and when votes are equal, the side in which the president is elected prevails.
- The term of the council is one academic year, and the university vice-president for educational affairs may permit its continuation with the same formation for another year.
- In the event that the membership of any of the student council members falls, the alternative is nominated with the same controls

## **The duties and powers of the advisory board members are as follows**

### **Chair of the Council**

1. Call for board meetings.
2. Presiding over the council's meetings.
3. The distribution of tasks among the members of the Council.
4. Coordination to implement group activities, and continuous communication with members to find solutions to all issues.

### **Secretary of the council**

1. Announcing the board meetings.
2. Preparing the council's agenda.
3. To coordinate a suitable place for the Board meetings.
4. Writing meeting minutes.
5. Keeping the council documents
6. Preparing permanent records of council members' data, meeting attendance schedules and signing them.
7. Follow-up on what is done regarding the recommendations of the advisory board after approval by the president of the council

## **Council members**

1. Each member represents the official voice of the students of the level to which she belongs.
2. Attendance and active participation in all meetings of the advisory council.
3. Supporting the Council's role in achieving the goals for which it was formed and mentioned above

**Dean &Chairman of the Council**

**Secretary of the council**

**Dr. Mashail Saleh Al Salamah**

**Dr. Hanan Tork**