

CONSTITUTION OF THE STUDENT GOVERNMENT

(Ratified by the Student Government Executive Committee and approved by the University Cabinet, Date September 7th, 2023)

Preamble:

We, the students at the American University of Kurdistan, recognize that it is our duty to actively participate in decision-making, so we ordain and establish a student government that will uphold the principles of the school, focus on ensuring unity through diversity, embody the viewpoints of the student body to the faculty and administration, and inform, educate, serve, and symbolize and represent those views.

The AUK Student Government functions to serve the needs of the student body and support the University administration in its overarching goal of building a culture of both academic and cocurricular excellence. The roles of each student government member reflect the institutional mission of AUK to create and maintain productive programming that improves practical competence and supports student well-being.

ARTICLE I: Organization

Section One: This organization will be recognized as the Student Government of the American University of Kurdistan. Herein referred to as SG.

Section Two: The Student Government shall be the governing body for the students at the American University of Kurdistan.

Section Three: The budget provided to the Student Government by the university administration must be managed by its officers (Treasurer) under the supervision of the student government president and office of student affairs director.

Article II: Executive Committee

Section One: The Executive Committee of the Student Government shall pursue and perform their duties as outlined for individual roles and responsibilities as outlined in the Student Government Constitution and Bylaws.

Section Two: The Executive Committee shall consist of the President, Vice President, Treasurer, Secretary and Joint Secretary.

Section Three: The Executive Committee shall meet at the discretion of the President or by the petition of two members of the Executive Committee.

Section Four: Eligibility for individual members of the Executive Committee.

1. Must be a full-time undergraduate student with a minimum of 12 credit hours.
2. Have a CGPA of 2.5 at the time of nomination.

3. Have completed at least three semesters at AUK.
4. Must be free from any violation of the academic integrity code and/or student code of conduct policies.
5. The first three eligibility requirements may be waived in the case of exceptional candidates with the consent of the Director of Student Affairs, the President of the University, and the current President of the Student Government.

Section Five: President

1. Represents the organization and chairs at all the meetings.
2. Organizes general assemblies and ad hoc meetings.
3. Contributes with other members to the planning of future activities.
4. Prepares the agendas of meetings with the assistance of the Secretaries.
5. Notifies the Director of the OSA of any changes in the board members of the Student Government.
6. Signs alongside the treasurer to withdraw money from the Government's account. All withdrawals require approval and signature from the Director of the OSA.
7. Submits accurate minutes of meetings to the Director of the OSA.
8. Monthly update of SG operations to Director of the OSA and to the President of the University.

Section Six: Vice President

1. Takes over the duties of the President in his/her absence, until the President is able to resume his/her position.
2. Takes minutes of meetings in absence of the Secretary.
3. Ensures proper communication of information, safeguards records and submits documents to the Director of the OSA when required.
4. Follows the Student Government Regulations on Funding.

Section Seven: Treasurer

1. Handles and controls all the funds of the governments and financial records for the Government's activities.
2. The financial records shall contain all the receipts for financial transactions made by the Student Government.
3. Prepares a budget plan for all events and activities at the beginning of each semester.
4. Prepares a budget report at the end of each semester and submits the report to the President and the Director of the OSA.

Section Eight: Secretary

1. Takes minutes at meetings and keeps a record of all government communication.
2. Writes post-event reports and submits them to the Manager of the OSA and President.
3. Files documents of government activities and future proposals.

4. Handles all correspondence, notifications and maintains an archive of all proposals, reports, letters, and emails.

Article III: Logistics Committee

Section One: The Logistics Committee serves the Executive, Programming, and Student Support Committee in their logistic requirements. They report directly to the Executive Committee.

Section Two: Eligibility

1. Must be a full-time undergraduate student with a minimum of 12 credit hours.
2. Have a CGPA of 2.5 at the time of nomination.
3. Must be free from any violation of the academic integrity code and/or student code of conduct policies

Section Three: Head of Student Government Social Media and Public Relations is responsible for all AUK Student Government's communication activities. These responsibilities include social media management, coverage of events, advertising the impact of the Student Government, and networking off-campus to establish strong branding for AUK's Student Government. The Head of Media and Public Relations must coordinate closely with the Media and Communications Office, and no content can be published without the approval of the Media and Communications Office.

1. Required to submit a media plan for the SG at the start of each term. This plan must include social media engagement and an informational campaign plan of familiarity with SG personnel and roles.
2. Branding consistency.
3. Consistent updates to Executive Committee
4. Always available to cover all SG programming on relevant media outlets.
5. Consistent communication with AUK Communications Office.
6. Responsible for managing SG Instagram and YouTube accounts
7. Responsible for all videography

Section Four: The Data Collection Officer is responsible for supporting record keeping and assessment functions for SG programming. Main roles are:

- a. Conducting satisfaction surveys at the end of every event, activity, or campaign.
- b. Conducting information gathering mechanisms for the SG, as per the executive committee decision making.
- c. Reporting data collection results to the executive committee as requested.

Section Five Photographer and Graphic Designer is responsible for handling all graphic design and photography of all SG programming requests from the SG. Requests must be made to the Head of SG Media and Public Relations and approved by the President.

Section Six: The videographer(s) is/are responsible for all videography requested by

Article IV: Programming Committee

Section One: The Programming Committee's primary function is to design, organize, and execute various programming in accordance with the SG, OSA, and AUK mission and vision. Each role is designed to support a specific section of AUK's priorities regarding the co-curricular development of the student body.

Section Two: Eligibility

1. Must be a full-time undergraduate student with a minimum of 12 credit hours.
2. Have a CGPA of 2.5 at the time of nomination.
3. Must be free from any violation of the academic integrity code and/or student code of conduct policies

Section Three: Event Coordinator is responsible for coordinating with all the facilities available on campus, such as the cafeteria, gaming area, parking garage, dormitory, lounge area, and the library. Main roles include:

- a. Responsible for organizing the implementation of activities.
- b. Coordination with the AUK Campus Services Office
- c. Coordination with the OSA for logistic arrangements
- d. Record keeping of all SG activities in coordination with the Secretary of the SG.
- e. Supporting all committees with logistic requirements for their programming.

Section Four: Community Service Officer (CSO) is responsible for designing, organizing, and executing activities, events, workshops, campaigns, and any other programs that benefit the needs of the AUK community and beyond. Main roles are:

1. Identify pressing social concerns in the AUK community and in Kurdistan.
2. Address identified concerns through targeted programming.
3. Record results through surveys, interviews, focus groups, etc.
4. Conduct regular community service activities that allow students, staff, faculty, and non-AUK members to participate. Examples of such activities can be support for disabled peoples, people with learning difficulties, addressing mental health issues in the community, animal support, gender issues, poverty, homelessness, etc.

Section Five: University-to-University Officer is responsible for communicating with other universities and designing, organizing, and executing programming in coordination with said universities. Main roles are:

1. Establishing a network of relationships with universities across the KRI.
2. Establishing a network of relationships with universities in the region and internationally.
3. Programming with other universities must be advertised regularly in coordination with the Head of Media and Public Relations, and in accordance with the guidelines of the Office of Communications and approval of the President.

Section Six: The AUK to high school is responsible for communicating with high schools and designing, organizing, and executing programming in coordination with said high schools. Main roles are:

- a. Establishing a network of relationships with high schools across the KRI.
- b. Establishing a network of relationships with high schools in the region and internationally.

Article V: Student Support Committee

Section One: Athletics Officer (AO) is responsible for supporting the Director of Student Affairs in their role directing the Athletic activities of AUK. Main roles are:

1. Recruiting students for team membership
2. Supporting with record keeping at events, tournaments, and any sport related activities.
3. Supporting the organizing of sporting events for the AUK student body.

Section Two: The Career Service Officer (CSO) is responsible for supporting the OSA Career services department with their various responsibilities, as per the AUK definition of Career services. Main roles are:

- a. Working with the Data Collection Officer under the direction of the Career Services

Coordinator, the CSO will identify the career services needs of the AUK student body.

- b. Addressing the career services needs of the student body by designing relevant programming. Activities must be approved by the executive committee and the Career Services Coordinator in the OSA.
- c. Supporting the Career Services coordinator in programming.

Section Three: The Inclusion and Diversity Officer (IDO) is responsible for supporting the development of a culture of positive well-being, inclusion, and diversity in the AUK student body. As a core mission of the OSA department. Main roles are:

- a. Identifying the well-being and diversity needs of the AUK student body in coordination with the Data Collection Officer.
- b. Research, apply and promote diversity initiatives and share best practice.
- c. Provide advice, guidance and support on equality and diversity issues

Section Four: Residence Hall Officer (RHO) is responsible for supporting the active engagement of student life within the residence halls at AUK. Main roles are:

1. Identifying the student life needs of the AUK residence life community in coordination with the Data Collection Officer.
2. Addressing the student life needs of the AUK residence life community by designing, organizing, and executing programming in accordance with these needs.
3. Supporting the OSA Coordinator of Operations and the Residence Assistance with Residence Facility programming.

Section Five: Eligibility

1. Must be a full-time undergraduate student with a minimum of 12 credit hours.
2. Have a CGPA of 2.5 at the time of nomination.
3. Must be free from any violation of the academic integrity code and/or student code of conduct policies

Article VI: Volunteering Committee

Section One: The Volunteering Committee is responsible for setting up a network of student volunteers for AUK events. The committee must engage their committee and train them according to AUK procedures, and work directly with the Manager of OSA and the President to support OSA logistics.

Section Two: Volunteering Data Officer (VDO)

- a. Responsible for compiling a list of component volunteers.
- b. Responsible for the follow up on volunteer assessment forms.
- c. Responsible for creating a data base of volunteer information.

Section Three: Volunteering Outreach Officer (VOO)

- a. Responsible for providing volunteers for events.
- b. Coordination with OSA for logistics and selection of volunteers.
- c. Train new volunteers.

Section Four: Eligibility

1. Must be a full-time undergraduate student with a minimum of 12 credit hours.
2. Have a CGPA of 2.5 at the time of nomination.
3. Must be free from any violation of the academic integrity code and/or student code of conduct policies

Article VII: Student Government General Policies

Section One: Maintain a minimum GPA of 2.5/4.0 throughout the duration of their role. At the end of each term, GPAs will be monitored by the OSA. If a SG member's CGPA slips below the 2.5, they will be dismissed from their role. This policy may be contested, and final decision is made by the OSA director and the President.

Section Two: Adhere to 2/3hours (depending on position & role) of office hours a week. Office hour attendance will be monitored by the OSA Coordinator of Operations. If SG members display consistent failure to attend office hours, they will be placed on a 1-month probationary period, where their performance will be closely assessed by the OSA.

Section Three: Attend all meetings as requested by the Executive Committee.

Section Four: The SG must meet at least once every month to discuss upcoming events, activities, and discuss any relevant matters.

Section Five: The SG must participate in mandatory training during the summer semester after being appointed. Failure to attend the training will result in immediate dismissal from the role.

Section Six: After completion of the SG training, the SG must submit the following items directly to the Director of OSA within 3 weeks:

1. Mission & Vision
2. Fall term event calendar
3. Fall & Spring terms budget breakdown
4. Office Hour Schedule
5. Media and Communications Schedule

Article VIII: Self-Governance structure & duties

Section One: The Student Government shall collaborate and share responsibility with the Office of Student Affairs (OSA) to carry out specified duties in order to uphold the principles of self-government and self-governance system, and ongoing observance of the Student Rights Policy and obligations found in the AUK policies and the catalogue.

Article IX: Constitution/Bylaws Amendments

Section One: The Student Government Constitution may be amended in the following manner:

1. The proposed manner shall be submitted to the President of Student Government.
2. The Executive Committee shall sit within two weeks of proposal submitting, the majority of the Executive Committee is the quota for the meeting to convene.
3. The Executive Committee will formally read the proposal once again.
4. Two-thirds of the votes are needed in order to make any amendments or revisions to the Student Government Constitution.
5. The changes will then go to the Office of Student Affairs, where the Student Government President and the Director will meet for approval for official change in the constitution based on AUK policies and scope of Student Governance. All changes to the constitution will be presented to the University Cabinet for review and approval.

Bylaws of the Student Government

Article I: Impeachment of President

Section One: The President of the Student Government shall be removed from office after a guilty verdict from an impeachment hearing by the Executive Committee members.

Section Two: Impeachment procedures

1. To initiate with the impeachment proceedings against the President of the Student Government, a motion to begin such investigation a majority vote or two-thirds vote is required from the Logistics, Programming & Student Support Committee is required and must be presented to the director of Office of Student Affairs (OSA).
2. If the said motion requirements are met, the Director of Student Affairs shall schedule a hearing whereby the Executive Committee will hear the voting members' plea and motions for the impeachment of the Student Government President.
3. After the hearing is adjourned, the members of the Executive Committee have two working days to conclude their verdict as to whether or not to impeach the President; two-thirds of the Executive Committee must vote to impeach.
4. If the Student Government President is impeached, then the Vice President becomes the new President of the Student Government.
5. If the Vice President refuses to take over the role and responsibilities of becoming the President, members of the Student Government will be able to nominate themselves for the position.
6. After a week, two-thirds of the Student Government is necessary to appoint the new President.

The proceedings of the hearing shall be held in utmost confidentiality until the decision(s) have been made and are ready to be announced to the student body.

Article II: Position removal & reassignment

Section One: The following sections list the violations, which will result in the removal/termination of the member(s) of the Student Government's Executives (excluding the President of the Student Government | See Article I-Bylaws), Logistics, Program, Student Support Committee members:

1. Not fulfilling their obligations/duties and responsibilities as stated in the roles & descriptions of the Student Government members as stated in **Article II-Constitution**.
2. Not attending 30% of the scheduled meetings of the Executive Committee; meetings are scheduled once a week (e.g., if absent 5 out 17 meetings, they qualify for reprimand and removal from position).
3. Not completing 2 weeks of designated office hours (exceptions of other duties, work and assigned tasks by SG president or the OSA director).

4. Once a member is reprimanded, they have two weeks to be assessed and a decision is made about their removal from position by the Executive Committee and the Director of Student Affairs.
5. If a member is removed from a certain position, the Director of Student Affairs will announce the vacancy of the said position and the student body can apply for the position.
6. After one week, the Director of OSA and the SG President will interview the nominees and decide whom to elect for the vacant position.

Article III: Elections & procedures

Section One: The student body elections for the AUK Student Government shall be the highest binding decision for electing of the Executive Committee team.

Section Two: Elections will be carried out only once a year, See **Article I-Bylaws** for the impeachment and appointment of a President after impeachment.

Section Three: Election nomination period of one-two week(s) will be announced late March/early April of the Spring semester.

Section Four: After the period of nominations, up to three teams will be selected to go head-to-head in elections organized by the Office of Student Affairs; a decision is made through qualifications by a committee which consists of the current SG President, the Director of Student Affairs, and the Coordinator of OSA.

Section Five: Once the main competing teams are selected for elections, applications will be opened by the OSA for the Logistics, Programming, and Student Support Committees.

Section Six: Once the Executive Committee is elected, they along with the OSA will deliberate and choose between the identified finalises; this must be finalized a week after elections for the Executive Committee and a team are elected.

Section Seven: The Student Government election process will be as follows:

1. Phase-one: Self-nomination (teams structured) (one week)
2. Candidate search & interviews (one week)
3. Campaign (four days)
4. Elections and results (one day)

This may vary depending on semester calendar.

Section Eight: If only one team nominates itself, meaning there is no competition for the Executive Committee, then the self-nomination period will be extended for two additional weeks.

Section Nine: If when the extension of the self-nomination period ends with no other nominations, then the only nominated team by default will take office.

Section Ten: As stated in **Section Six-Article III-Bylaws**, the new Executive Committee will have one week to form the new cabinet under the supervision of the Director of the Office of Student Affairs.

Section Eleven: the selection criteria for qualification to run for the executive committee of the Student Government is assessed by the OSA director, Coordinator and the SG president based on the SG Interview assessment sheet, nomination essay and track record.

Section Twelve: the selection criteria for qualification to the Logistics Committee, Programming Committee, and Student Support Committee are assessed by the OSA director based on the "SG Interview Assessment Sheet" and evaluated with the new cabinet executive committee.

Section Thirteen: after the new cabinet has been selected, the current cabinet will train the incoming government on procedures, processes and more.

Section Fourteen: The outgoing government will conduct an official hand over at the end of the spring semester/beginning of the summer semester, around June 1st.

Article IV: Proposals for Initiatives and their Funding

In the student government financial report forms, student government finance, budgeting, and financial demands must be addressed and detailed. All costs paid by students must be included in the paper. When required, the treasurer will update the document (s).

Section One: Independent student events policy

The student organising an activity should notify the executive board so that the necessary funding may be allocated. Specified that the treasurer shall make a request to the finance department within the specifications of the event's budget.

Section two: Request duration

The treasurer must be notified at least one week prior to the event, or else the event organiser must utilize the funds and then be reimbursed by the finance department.

Article V: Student Initiatives

Section One: Student initiatives are resolutions proposed by the student body that are aimed to provide students with a means to foster student engagement.

Section Two: All student initiatives must be initiated by an AUK bachelor's student and must adhere to the procedures outlined below:

1. To host an event at AUK, individual students or clubs require the assistance of the Student Government. The student or group of students proposing the event must first obtain the "Student Event Proposal Form" from the Student Government Office.
2. If the event date is within one week of the event proposal, it will be immediately subject to rejection.
3. The student(s) proposing the event must give full details and descriptions of the proposed event(s).
4. The event description on the Form must include a 150 to 250-word summary.
5. Forms must be sent to the Head of SG operations, who will follow up with approvals.
6. Approvals on events will be returned to students within 3-4 working days.
7. The student(s) are not permitted to directly allocate any funds to such events. Decisions are made by the Student Government Executive Committee.
8. For the event to be officially approved, the signatures of the Student Government President and the Director of Student Affairs must be included.
9. Once approved, the event organization and implementation will take place under the supervision from the SG Head of Operations, meaning all procedures will be handled by the said SG member.
10. The student(s) will be fully recognised for their work/event with the assistance of the student government.

Article VI: Student Government Documents

Section one: Event Proposal form

STUDENT EVENT PROPOSAL FORM

To host an event at AUK, independent students, or Clubs requiring the assistance of the student government must use the below form.

Forms must be sent to the Head of SG operations, who will follow up with approvals.

Approvals on events will be returned to students within 3-4 working days.

If the event date is within one weeks of the event proposal, it is immediately subject to rejection.

STUDENT PROPOSING THE EVENT

Student Name:

Student ID#:

Student Phone #:

Date of Proposal:

Are you:

- Independent student
- Club

EVENT DESCRIPTION

Event Title:

Event Description:

Goal of Event (choose all that apply):

- Recreational (fun)
- Educational/academic
- Athletic
- Art/design
- Community Service
- Other, please specify:

EVENT LOGISTICS

Proposed Date:

Proposed Time:

Location:

- On-campus
- Off-campus

If on-campus, location in AUK:

If off-campus, state the location with address:

On-campus Supply & Services Requirements

Please note that requirements will be reviewed and provided as the Student Government availability.

Item	Quantity Requested	Description
Tables		
Chairs		
Speakers		
Microphone		
Podium		
Projector		
Whiteboard		
Markers		
Papers/pens		
Food		
Other supplies/requirements:		

Off-campus Supply & Service Requirements

Please note that requirements will be reviewed and provided as the Student Government availability.

Item	Quantity Requested	Description
Transportation		
Food		
Other supplies/requirements/equipment:		

Guests

Any non-AUK community member involved and/or invited to the event must be approved as part of this proposal. Please list the information below about the guest:

Guest full name:

Guest phone number:

Guest occupation:

Guest role in event (choose all that apply):

- Speaker
- Musician
- Other, please specify:

Expected Attendees:

- 5 – 10
- 10 – 30
- 30 – 60
- 60 – 100
- 100 +

More details about the event if any:

APPROVALS

Independent Student Event Approval

President of Student Government

Date: _____

Signature: _____

Manager of Office of Student Affairs

Date: _____

Signature: _____

Section Two: "SG Interview Assessment Sheet"

SG INTERVIEWS ASSESSMENT SHEET

Interview Questions

1. Tell us why you're interested in running for Student Government?
2. What would you do differently from previous administrations?
3. Tell us about the role you're applying for?
4. Previous involvement in the student government, student clubs and/or volunteering?
5. Contribution towards the student body?

Candidate has the potential for:	Excellent
Leadership Student demonstrates the capability to be a positive change agent in the	Finally, tell us about your experience leading groups. What is your leadership style? How do you lead a team and influence others around you?

<p>AUK student body. Candidate has demonstrable capacity to inspire others, impact his/her community, and facilitate collaboration in their team.</p>	
<p>Communication</p> <p>Candidate demonstrates professionalism, clarity in communication, and an engaging demeanor in communication.</p>	<p>Assessment of answers</p>
<p>Ethics & Integrity</p> <ul style="list-style-type: none"> - Candidate demonstrates strength of moral character, integrity, and a receptiveness to varying ideas. - Candidate demonstrates exemplar understanding of ethical best practice. - Candidate demonstrates sensitivity, honesty, and respectfulness. 	<p>Please describe your perception on correct moral standards of a President of the student council, and how you plan to ensure this is upheld.</p>
<p>Responsibility & Commitment</p> <p>Candidate demonstrates capability to collaborate on projects, planning, discussions, and meetings. Demonstrates ability to work effectively with peers and administration.</p>	<p>As you know we are restructuring the AUK Student Government. Our goal is to see demonstrable impact through your potential administration on both AUK students and the community at large. As such, your role will involve diligent follow-up, record keeping, and logistic management of important factions like the Head of Clubs, and Head of Volunteering. How do you plan to effectively manage these requirements to make sure the Student Government is effective?</p>
<p>Student Engagement Experience</p> <p>Candidate demonstrates the capacity to positively engage the student population, and has the capability to influence the community at large. It is preferable that the candidate provides</p>	<p>Please describe your relationship with the AUK university student population.</p>

<p>concrete examples of their experience doing this.</p>	
<p>Decision making</p> <p>Candidate demonstrates the capacity for effective decision making, in that they understand the consequences of their decision and the impact these decisions have on the student body at large.</p> <p>Candidate understands that decisions with the potential for negative consequences must go through University administrative approval.</p>	<p>Tell us a time when you had to make a difficult decision. What happened, what actions did you take, and what were the results of your decision?</p>
<p>Long term strategic planning</p> <p>Candidate's goals for the AUK Student Government demonstrate:</p> <ul style="list-style-type: none"> - Alignment with AUK mission and vision - Dedication to the authentic improvement of student life at AUK. - Long-term goals for the future of Student Government at AUK, which includes the determination to set a standard for high quality student engagement. - Sees the value of being positive and responsible role models to his/her fellow peers. 	<p>What are your goals for AUK student government?</p>
<p>English Skills</p> <p>Demonstrates effective oral and written English skills.</p>	<p>Assessment of answers</p>

