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SZABIST STUDENT COUNCIL (SSC) ISLAMABAD CHAPTER CONSTITUTION



The SZABIST Student Council (Islamabad Campus) has been formed to promote and safeguard the interests of the students relating to academics and extra-curricular activities as effectively as possible. The Student Council has been envisaged as a body that will aim to address the concerns of students in cooperation with the Faculty and Administration of SZABIST Islamabad Campus.



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Article 1: Introduction

The SZABIST Student Council - Islamabad Chapter has been formed to promote and safeguard the interests of the students relating to academics and extra-curricular activities as effectively as possible. The Student Council – Islamabad Chapter has been envisaged as a body that will aim to address the concerns of students in cooperation with the Faculty and Administration of SZABIST Islamabad Campus and SZABIST Karachi. The Council will also act to promote and ensure accountability within the societies that function for the purpose of providing recreation and extra-curricular activities for the student body. The Council will act as a consultative body with the administration of the university in all administrative matters and policy decisions which pertain to the student body directly. Most importantly, the Council will aim to achieve the above objectives without getting involved in any political issues within or outside SZABIST–Islamabad Campus.



Article 2: Name

This entity shall be known as:

SZABIST Student Council– Islamabad Chapter

Referred to as:

SSC-ISB

Article 3: Purpose of the SSC-Islamabad Chapter

- 3.1 To give the students an organized and formal platform to communicate their concerns. SSC-ISB shall promote the general welfare of the students with cooperation of the administration and act as a liaison between the student body and the administration.
- 3.2 To provide an official organization representing the students of SZABIST Islamabad Campus in order to bridge the gap between the management and students.
- 3.3 To fulfill the social, cultural, recreational and academic needs of the students.
- 3.4 To promote the development and implementation of programs to provide opportunities and to alleviate the disparities amongst the students.
- 3.5 To provide, encourage and develop amongst its students the formation, organization and operation of clubs and societies for aforementioned purposes and to guide, supervise and facilitate the activities of all student societies.
- 3.6 To promote and maintain the harmony between its members and fellow students.
- 3.7 To recognize the rights and responsibilities of students, thus opposing discrimination on the basis of dissimilar backgrounds.
- 3.8 To organize social functions such as annual dinners, picnics and tours.
- 3.9 To foster scholarship in an atmosphere that is independent and objective.
- 3.10 To ensure implementation of rules and regulations of SZABIST.



Article 4: Powers of the SSC–ISB

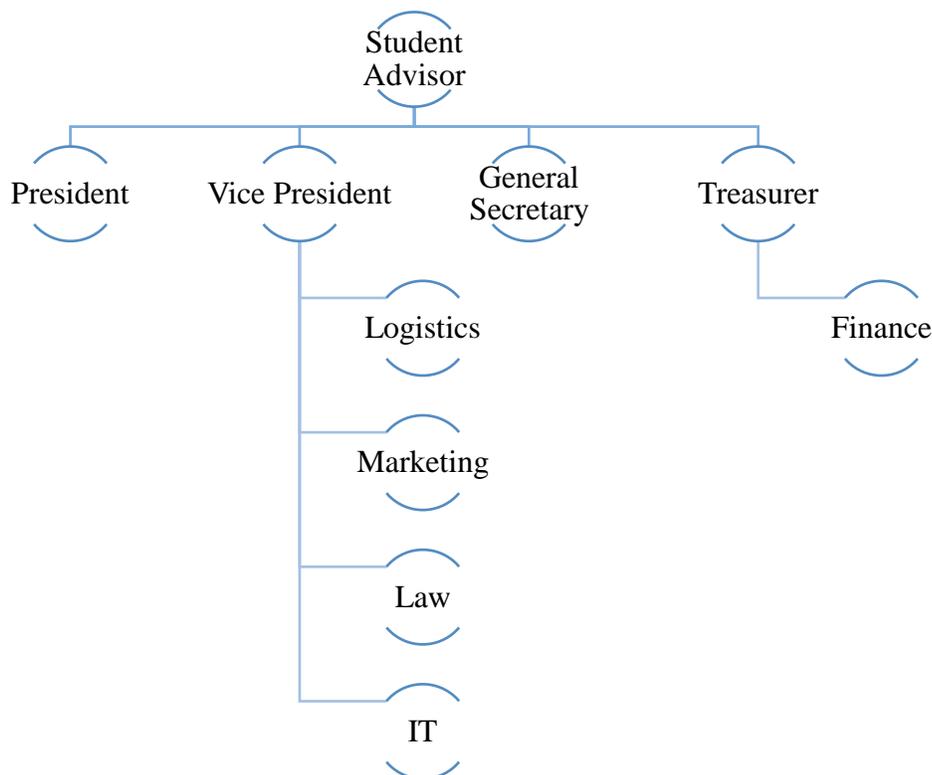
The authority of the SSC-ISB is derived from the democratically expressed will of the students of the university. In order to fulfill its purpose, the SSC-ISB shall have the following powers:

- 4.1 SSC-ISB has the right to have its own budget, to launch fund-raising campaigns and to seek and accept donations and contributions from the university, governmental, non-governmental organizations and individuals. Such activities must conform to all rules and regulations under which the university operates. They are all subject to the approval from the Student Advisor Islamabad Campus and SZABIST Management.
- 4.2 SSC-ISB shall utilize facilities, equipment and technical resources of the university free of charge for its official purposes after pertaining permission from Head of Campus (HoC) and will be liable to cover any damage that occurs to equipment/property of the university, if any.
- 4.3 SSC-ISB shall act as a regulatory authority for all other student bodies functioning within SZABIST-Islamabad Campus.
- 4.4 SSC-ISB shall have the power to call, hold, and direct meetings of the students.
- 4.5 SSC-ISB shall enter into agreements creating affiliation with other bodies which serve the interests of students and into reciprocal agreements with student bodies of other educational establishments. Such affiliation may not contradict or be in conflict with the rules and regulations under which the university operates.
- 4.6 SSC-ISB shall select students who are competent enough to carry out its objectives.
- 4.7 SSC-ISB shall have the right to delegate its powers to the Executive Body as set out in this Constitution.

Article 5: Organizational Setup

- 5.1 SSC-ISB shall comprise of Executive Body and Governing Body.
- 5.2 Executive Body shall supervise all other bodies of all societies within SZABIST Islamabad Campus and their functioning.
- 5.3 Executive Body shall consist of Student Advisor – Islamabad Campus, President, Vice President, General Secretary and Treasurer.
- 5.4 Governing Body shall consist of Secretaries and Program Representatives.
- 5.4.1. A total of 5 secretaries shall be selected by the Executive Body upon applications. These will be Secretaries of Finance, Logistics, Marketing, Law and IT. Other than the Finance Secretary who will work under the Treasurer, all other secretaries will work under the Vice President.

Figure 1 Organizational Setup



Article 6: Elections & Selections

6.1 Elections will be held for the posts of Executive Body and Program Representatives.

6.2 Elections will take place in two stages, preliminary and final.

6.3 Votes will be cast on the basis of “One Student-One Panel”.

6.3.1. The nominations will be accepted on the basis of panel and students can vote for any one of nominated panels

6.4 Elections will be administered by the Election Commission in accordance with Article 6.9.1, Article 6.9.2, Article 6.9.3, Article 6.9.4 and Article 6.9.5 of this Constitution.

6.4.1. The Election Commission shall make a jury for the interviews and selection of the Treasurer.

6.4.2. The jury shall consist of a representative from the Finance Department, Student Advisor, Islamabad Campus and 2 Faculty members with Finance background.

6.5 Eligibility Criteria for Executive Body

Any student irrespective of gender, race, creed, language & religion, fulfilling all of the following criteria, is eligible to contest in the SSC-ISB elections for the posts of President, Vice President and general Secretary:

6.5.1. For the post of President, students belonging to the third year of any program (except EMBA/PMBA/MHRM, MS/PhD, Evening and weekend program) are eligible to contest in the elections provided that the candidates have one year remaining to the completion of the degree however candidates from the MBA program should at least belong to the second year of the program and have one year remaining to the completion of the degree.



- 6.5.2. For the post of Vice President, students belonging to second year or onwards of any program (except EMBA/PMBA/MHRM, MS/PhD, Evening and weekend program) are eligible to contest in the elections given that the candidates have one year remaining to the completion of the degree.
- 6.5.3. For the post of General Secretary, students belonging to second year or onwards of any program (except EMBA/PMBA/MHRM, MS/PhD, Evening and weekend program) are eligible to contest in the elections given that the candidates have one year remaining to the completion of the degree.
- 6.5.4. Any student in good academic standing with a minimum **CGPA of 2.8** is eligible.
- 6.5.5. Any student who holds office in any other society, if elected as a member of the Executive Body shall have to resign from his/her previous office.
- 6.5.6. Any member of the Executive Body, who wishes to contest in the next elections for the same body, shall first have to resign from his/her post.
- 6.5.7. Any student who does not have a past record of misconduct as defined in Article 10.5.
- 6.5.8. Any student who is not running for any other post in the elections.
- 6.5.9. Any applicant for the post of Executive Body must have clearance from the Administration (Disciplinary and Conduct Cases), Examinations (Cheating Cases), Student Advisor-Islamabad Campus (Societies and Council related Cases) and Program Manager (Academic Conduct).

6.6 Eligibility Criteria for Governing Body

- 6.6.1. Any student irrespective of gender, race, creed, language & religion, fulfilling all of the following criteria, is eligible to contest in the preliminary elections for the post of the Governing Body:



- 6.6.2. Any student in good academic standing with a minimum **CGPA of 2.8** is eligible.
- 6.6.3. A candidate after being elected shall have to maintain a minimum Semester GPA of 2.8. However, if during the course of the candidate's tenure, his/her GPA falls below 2.8 but not below 2.5, he/she will be on probation for a semester. If the candidate is unable to improve his/her required GPA as mentioned above, he/she shall be bound to withdraw from the post.
- 6.6.4. Any student who does not have a past record of misconduct as defined in Article 10.5.
- 6.6.5. Any student who is not contesting for any other post in the elections.
- 6.6.6. Any student who holds office in any other society, if elected as a member of the Governing Body shall have to resign from his/her previous office.
- 6.6.7. The program wise representation of students within the Governing Body shall be one representative for **250 Students**; however the total number of representatives for any program cannot be more than 4.
- 6.6.8. Programs to have Program Representatives are: BBA, BSAF, BSSS, BSMS, BSCS, EMBA/PMBA/MHRM, MBA Evening, MBA-Day, MSCS, MSSS, MPM, MSPM and MS/PHD.

6.7 Eligibility Criteria for Person Proposing/Seconding the Nomination of a Governing Body Candidate.

- 6.7.1. Any student in good academic standing with a minimum **CGPA of 2.8**.
- 6.7.2. Any student who does not have a past record of misconduct as defined in Article 10.5.
- 6.7.3. Any student who is not running for any other post in the elections.

6.8 Nominations

- 6.8.1. All nominations for Preliminary Elections shall be filed with the Vice Chief of the



- Election Commission between last week of April and Mid of May.
- 6.8.2. All nominations for the Final Elections shall be filed with the Vice Chief of the Election Commission between last week of April and Mid of May.
- 6.8.3. All nominations have to be seconded by an eligible & willing student fulfilling the eligibility criteria as defined in Article 6.6 for the Governing Body.
- 6.8.4. Each nominator is permitted to nominate only one candidate of his/her choice.
- 6.8.5. All nominations should be submitted on the nomination form provided by Election Commission, SZABIST - Islamabad Campus.

6.9 Administration of Election

- 6.9.1. The elections shall be held in the Last week of April, with the specific day decided by the Election Commission.
- 6.9.2. The process of administering elections shall be transparent and shall be supervised by the Election Commission of SZABIST – Islamabad Campus.
- 6.9.3. The elections will be intra-program elections of all batches of the eligible programs.
- 6.9.4. If there is only one candidate contesting from all batches of an eligible program, that candidate will win the post unopposed.
- 6.9.5. Each year, an Election Commission will be nominated by the HoC Islamabad Campus for conducting SSC-ISB's Elections. The Election Commission shall consist of:
1. Chief Election Commissioner
 2. Vice Chief Election Commissioner
 3. Student Advisor – Islamabad Campus



4. Law Representative
5. Three (3) Members

6.9.6. Election Commission shall be responsible for:

1. Ensuring that polling commences at 1000 hours on the Election Day.
2. Ensuring that a student does not cast more than one vote.
3. Ensuring that votes are casted by students enrolled in SZABIST- Islamabad Campus.
4. Ensuring that polling ends at 2000 hours on Election Day.
5. Counting of votes and declaration of results shall be done on the same day as that of the elections.

6.9.7. With mutual consent of all the members of the Election Commission, it has the right to take any disciplinary action from the inception of the elections till the announcement of the final results against any candidate.

6.10 Voting

- 6.10.1. Votes will be casted via computer based terminal.
- 6.10.2. All students pursuing any professional degree at SZABIST – Islamabad Campus.
- 6.10.3. Voting will be carried out on the basis of “one student-one vote-one panel”.
- 6.10.4. The Panel with the highest number of casted votes will be declared the winning panel.
- 6.10.5. In case of a draw, all ballot papers shall be recounted.
- 6.10.6. If the recount does not alter the results, re-elections shall take place at a future date as ordained by the Election Commission.

6.11 Campaigning

6.11.1. Campaigning for the Elections shall be done over the course of 5 days, during the Election week, which will be determined by the Election Commission.

6.11.2. The distribution and/or posting of any material within the campuses of the university designated likely to influence voters shall not take place prior to the designated campaign period.

6.12 Conduct of Election Campaign Expenditure

6.12.1. The maximum spending limit (Rs. 15,000) for each panel shall not exceed the amount set by the Election Commission.

6.12.2. All panels must submit to the Vice Chief Election Commissioner the original receipts of all expenditure 24 hours prior to the voting day.

6.12.3. The Election Commission has the right to investigate the campaigning activities and expenditure on them.

6.12.4. In case of any discrepancy between the submitted expenditure documents and actual expenditure, or in case of failure to submit receipts, the candidate(s) in question will stand disqualified.

6.13 Violations and Disqualification

The Election Commission has the right to disqualify any candidate:

6.13.1. Who has failed to comply with the spirit and purpose of the election code.

6.13.2. Who has used undue means of influencing the voters by exerting undue Influence, i.e. using or threatening any kind of force or duress, or bribery.

6.13.3. Who has indulged in misconduct with the Election Commission.

- 6.13.4. Who has published a false statement about the character or conduct of a candidate unless reasonable grounds for having believed the statement to be true can be shown.
- 6.13.5. Who has published a false statement about the withdrawal of a candidate.
- 6.13.6. Who has interfered with, defacing or removing any material published by an election panel/candidate.
- 6.13.7. Who has employed SSC-ISB resources for election campaign.

6.14 Selection of Treasurer

- 6.14.1. HOC and/or Student Advisor shall make a jury for the interviews and selection of the Treasurer.
- 6.14.2. The jury shall consist of a representative from the Finance Department and 2 Faculty members with Finance Background.

6.14.3. Eligibility Criteria for the Post of Treasurer

The eligibility for the post of Treasurer shall be limited to students:

- 6.14.3.1. In good academic standing with a minimum GPA of 3.0 in term of all relevant courses.
- 6.14.3.2. Any student who does not have a past record of misconduct
- 6.14.3.3. The nominations shall only be open to second and third year students.
- 6.14.3.4. Who are not in default of any financial or other obligation towards SZABIST.
- 6.14.3.5. Who are currently enrolled in the course at SZABIST-Islamabad Campus.
- 6.14.4. Term of Office of the Treasurer
- 6.14.4.1. The selected Treasurer will serve a term of one year.

6.14.5. Selection Process of the Treasurer

- 6.14.5.1. The recruitment process shall be conducted annually during the last week of April in the Spring semester.
- 6.14.5.2. The Treasurer can only serve one post during one term of office.
- 6.14.5.3. The selected Treasurer cannot apply for membership again in the next term.
- 6.14.5.4. Any student applying for membership will submit a filled membership form which will be made available. If short listed, the student will have to undergo an interview with the Selection Jury as defined in Articles 6.14.1 and 6.14.2. The Selection Jury will then make the final selection.
- 6.14.5.5. All the required documents will be submitted by the specified deadline mentioned on the form.
- 6.14.5.6. If 2/3rd or more members of the Selection Jury approve of a particular candidate, his/her membership shall be accepted.
- 6.14.5.7. Within 10 days of the interview, the Selection Jury will send a notice to the selected candidate.
- 6.14.5.8. The decision of the Selection Jury will be full and final and shall not be challenged in any court of law.

Article 7: Executive Body

7.1 Composition

7.1.1. The Executive Body shall be composed of the Student Advisor – Islamabad Campus, President, Vice President, General Secretary and Treasurer.

7.2 Terms of Office

7.2.1. The President, Vice President and General Secretary shall be elected by the students of SZABIST – Islamabad Campus and shall serve a one year term starting from Spring Semester.

7.2.2. A member can only serve one post during one term of office in the SSC-ISB if 7.3.1 does not apply.

7.3 Succession and Vacancies

7.3.1. The Vice President shall be the acting President in the temporary absence of the President and shall have all the powers of that position besides hiring and firing of any member, until the return of the President.

7.3.2. In case of removal of any member of the Executive Body from office by death, resignation, or inability to discharge powers and duties, the vacated office shall devolve on the candidate who is nominated and voted internally from within the Governing Body given that he/she meets the eligibility criteria of the post in question.

7.3.2.1. Inability to discharge powers and duties will be decided by the SSC-ISB Disciplinary Committee comprising of the Student Advisor – Islamabad Campus, Head of Administration and relevant Program Manager.

7.3.2.2. Inability can be pursued (if required) upon written complaint against any

member of office bearer to the Student Advisor – Islamabad Campus.

7.4 Commencement of terms of Office

7.4.1. Term of office shall commence after the election process, mentioned in Article 6.11, in the Spring Semester.

7.5 Attendance

7.5.1. All Executive Body members are expected to regard attendance at all SSC-ISB meetings and functions as primary obligation towards SZABIST- Islamabad Campus. Refer to Article 9.3 of this constitution.

7.6 **Authorities and Responsibilities of the Student Advisor-Islamabad Campus**

7.6.1. The Student Advisor-Islamabad Campus shall be appointed by SZABIST Management

7.6.2. The Student Advisor shall have inherent supervisory powers of the SSC. She/he shall be the figurehead of the SSC-ISB and shall have such powers and functions as are mentioned in this Constitution.

7.6.3. The primary role of the Student Advisor-Islamabad Campus shall be to supervise and monitor the working of the Executive and Governing Body. The Student Advisor-Islamabad Campus shall have the right to attend and address (but not to vote at) all meetings of the Governing Body. The Student Advisor-Islamabad Campus shall address the Executive Committee at least twice in an academic year (including the Planning and Budget Session meeting).

7.6.4. The Student Advisor-Islamabad Campus will appoint Faculty Advisors for all societies in consultation with the Program managers and approved by the Head of Campus (HoC), SZABIST Islamabad.



7.6.5. Student Advisor-Islamabad Campus shall have the power to veto any decision of the Executive or Governing Body.

7.6.6. The Student Advisor-Islamabad Campus in consultation with the Executive Body shall have the power to appoint any member of the SSC-ISB to fill any casual vacancy arising in the Governing Body.

7.7 The Authorities and Responsibilities of President

The President shall:

- 7.7.1. Hold executive authority in SSC-ISB
- 7.7.2. Chair meetings of the SSC-ISB and represent the student body in all intercampus and extra-campus capacities
- 7.7.3. Report to the SSC-ISB on intercampus and extra-campus issues.
- 7.7.4. Work in conjunction with the Treasurer to prepare SSC-ISB 's budget.
- 7.7.5. Have authority to authorize and sign for expenditures within the SSC-ISB budget after approval from the Student Advisor-Islamabad Campus.
- 7.7.6. Ensure that the Constitution and Bylaws of the Student Council are followed only after the approval of Student Advisor-Islamabad Campus.
- 7.7.7. Ensure that the members of Executive and Governing Bodies of the SSC-ISB fulfill their responsibilities.
- 7.7.8. Ensure that the SSC-ISB as a whole accomplishes its goals and fulfills its responsibilities and purposes.
- 7.7.9. Call Executive Body meetings at least once a month.
- 7.7.10. Call general and special meetings as defined in Article 9.1.1 and Article 9.1.2.



- 7.7.11. Give SZABIST's Management suggestions in order to promote and foster the aims of the SSC-ISB.
- 7.7.12. Assign additional duties as proper and necessary to the members of the Executive Body.
- 7.7.13. Assume any additional responsibilities that the Constitution may demand.
- 7.7.14. Be required to be responsible and actively participate in activities and events Student Council is spearheading.

7.8 The Authorities and Responsibilities of Vice President

The Vice President shall:

- 7.8.1. Assume all the functions of the President in his/her temporary absence as envisaged in the Constitution.
- 7.8.2. Set the calendar/agenda of SSC-ISB meetings in consultation with the President of SSC-ISB.
- 7.8.3. Maintain a record of minutes of each meeting.
- 7.8.4. Report to and assist the President.
- 7.8.5. Maintain records of written reports of Meetings and Events from the members of the Governing Body.
- 7.8.6. Perform any additional duties, including but not limited to those assigned by the President in accordance with this Constitution and its Amendments.
- 7.8.7. Have voting power in all meetings.
- 7.8.8. Keeps a record of the assignments given to Governing Body.
- 7.8.9. Monitor office supplies in coordination with the Treasurer with regard to processing



all purchasing.

7.8.10. Be required to be responsible and actively participate in activities and events SSC-
ISB is spearheading.

7.8.11. Oversee and supervise all Secretaries (except Finance) and Societies' issues.

7.9 **Authorities and Responsibilities of the General Secretary**

The General Secretary shall:

7.9.1. Have responsibility of all correspondence of the SSC-ISB.

7.9.2. Be responsible for informing students about upcoming programs/activities organized
by any society or the SSC-ISB.

7.9.3. Be responsible for coordinating with other student bodies for any joint activities, in
consultation with the Executive Body.

7.9.4. Take minutes of Council meetings and publish copies of minutes of SSC-ISB
meetings bi-annually.

7.10 **The Authorities and Responsibilities of Treasurer.**

The Treasurer shall work in collaboration with the Executive Body at all times. The duties of the
Treasurer shall be:

7.10.1. Responsible for all financial matters of the Council.

7.10.2. Maintaining and updating documents regarding all financial transactions of the
SSC-ISB.

7.10.3. Maintaining an accurate and updated record of finances for audit purposes.

7.10.4. Providing relevant financial reports of all transactions at every meeting.

7.10.5. Preparing a consolidated budget for the SSC-ISB based on the individual society
budgetary submissions



- 7.10.6. Keeping a record of all the sponsorships received.
- 7.10.7. Updating the President regarding any financial matter of SSC-ISB.
- 7.10.8. Taking custody of all funds belonging to the SSC-ISB and scrupulously account for those finances to the Finance Department, SZABIST, Islamabad.
- 7.10.9. Preparing budgets by the third week of each regular semester and perform audits within three weeks after the conclusion of each semester.
- 7.10.10. Responsible and required to actively participate in activities and events Student Council is spearheading.
- 7.10.11. Responsible for collecting dues if any, collecting funds from fundraiser endeavors and for maintaining accurate and timely financial records for the SSC-ISB.
- 7.10.12. Allocating funds as deemed necessary in line with the budget, and approved by the Officers of the Executive Body and the Student Advisor-Islamabad Campus.
- 7.10.13. Representing the SSC-ISB before the Faculty, Staff and Administration when the President and Vice President are otherwise occupied or when financial matters are concerned on behalf of the SSC-ISB.
- 7.10.14. Ensuring that proper procedures for monetary affairs are understood and followed by Student Council.
- 7.10.15. Coordinating all society sponsorship fund requests.
- 7.10.16. Carrying out duties assigned by the President as well as duties specified in the Constitution.
- 7.10.17. Supervising the Finance Secretary.



Article 8: Governing Body

8.1 Duties of the members of Governing Body

- 8.1.1. To act as a representative of the students of their respective programs in the Student Council on all appropriate official occasions.
- 8.1.2. To undertake duties assigned by the Executive Body.
- 8.1.3. To work collectively with other members of the Governing Body, whenever required, to ensure the smooth running of its functions.
- 8.1.4. To actively take part and attend General Body meetings as envisaged in the Constitution.
- 8.1.5. To bring any grievance/issue/complaint/suggestion by any student of their respective program to the Executive Body or to the Student Advisor-Islamabad Campus in case of complaint against any member of Executive Body or Student Advisor-Islamabad Campus.

Article 9: Meetings and Attendance

9.1 Meetings

9.1.1. General meetings

9.1.2. General Body meetings, called by the President, shall be conducted on monthly basis in order to obtain updates and collect feedback from all the secretaries and/or from the members of the Governing Body.

9.1.3. Extra Ordinary meetings shall be held to address issues other than those addressed in Meetings, including, but not limited to those that require immediate attention.

9.1.4. Order of business

9.1.4.1. Order of business at the Governing Body meetings will commence by calling the meeting to order, discussing unfinished business and new business, making announcements, and adjourning the meeting. An agenda shall be provided by the Vice President at least one (1) day before the meeting to all members who are to attend the meeting.

9.2 Minutes of meetings

9.2.1. Minutes of the previous meeting will be read with the call to order.

9.2.2. Meeting minutes and all documents of this nature will be kept on file in the office of SSC.

9.3 Attendance

9.3.1. The members of the Executive Body shall attend all meetings.

9.3.2. A member of the Executive Body can avail two (2) absences from the meetings, General and Special combined, during the university semester.

9.3.3. At least 4 members of Executive Body must be present in meetings.



- 9.3.4. In case of absence of any member of the Executive Body, he/she shall be considered absent and cannot be represented by any proxy.
- 9.3.5. The members of Governing Body shall attend all relevant meetings during the university semesters.
- 9.3.6. If any member of Governing Body is unable to attend a meeting he/she shall contact the Vice President and/or General Secretary and inform about any unforeseen emergencies, at least one day in advance or no later than 24 hours after the missed meeting in order to be considered excused. If no explanation is given, that absence will be considered “without notice”. The members shall not be excused from any meeting without notice.



Article 10: SSC-ISB's "Code of Conduct"

- 10.1 SZABIST Management and Student Advisor-Islamabad Campus are the custodians of the Code of Conduct.
- 10.2 A copy of the Constitution shall be distributed amongst the members during the first General meeting of introduction to the Council.
- 10.3 An agreement must be signed by all members of the SSC-ISB, expressing their acceptance to uphold the code of the Council.
- 10.4 SSC-ISB members shall behave in a manner that is respectful, accountable and honest according to SZABIST's values.
- 10.5 Misconduct

The following acts shall be considered as misconduct according to this Constitution:

- 10.5.1. Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.
- 10.5.2. Obstruction or disruption of teaching, conduct proceedings, or any other University activities
- 10.5.3. Physical abuse or other conduct which threatens or endangers the health or safety of any student or members of the management.
- 10.5.4. Theft or damage to the possession of the University or of a member of the University Community or of a Campus visitor
- 10.5.5. Unauthorized possession, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.
- 10.5.6. Use of alcoholic beverages or any controlled substance is prohibited, and anyone



- found in possession of such beverages/products shall be removed from his/her post.
- 10.5.7. Disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression.
 - 10.5.8. Failure to comply with University rules.
 - 10.5.9. Possession or Use of firearms, explosives, other weapons, or hazardous chemicals.
 - 10.5.10. Violation of any University policy.

Article 11: SSC-ISB Disciplinary Committee and Proceedings

11.1 Disciplinary Committee

11.1.1. SSC-ISB Disciplinary Committee shall consist of the Student Advisor-Islamabad Campus, Head of Administration and relevant Program Manager.

11.1.2. If any member of SSC-ISB found involved in any conduct which is against the disciplinary code and rules of SZABIST, he/she may be suspended for a temporary/permanent period.

11.1.3. Disciplinary Committee has the authority to monitor the conduct of all members of SSC-ISB.

11.1.4. Disciplinary Committee also has the authority to monitor the conduct of the candidates contesting in elections.

11.2 Disciplinary Proceedings

11.2.1. Any student of SZABIST can register the complaint of misconduct by any member of Student Council to the Student Advisor-Islamabad Campus.

11.2.2. After the grievance is filed, the Disciplinary Committee will review it and if need be determine if the complaint justifies action by SSC-ISB.

Article 12: Student Societies

12.1 General

12.1.1. Students who do not hold office in the council are eligible to form societies.

12.1.2. All societies will have Faculty Advisors appointed by Student Advisor-Islamabad Campus in consultation with relevant Program Managers.

12.1.3. Society must have a constitution, approved by respective Faculty Advisors before proceeding with its workings and ratified by the Student Advisor-Islamabad Campus.

12.1.4. All societies are to have Executive Bodies, which will be democratically elected from within their members on yearly basis.

12.1.5. Any student who does not have a past record of misconduct (refer Article 6.5.9 with the exception of GPA).

12.1.6. Society formation form to be filled and submitted with an objective statement and semester's plan to the Vice President of the SSC-ISB.

12.1.7. Vice President will provide a copy of the society's objective statement to the Council, a debate on its objectives will follow.

12.1.8. Council has the right to call any one of the students who submitted the proposal to elaborate or discuss society plans.

12.1.9. A two-thirds majority of the Executive and Governing Body of the SSC-ISB is required to approve formation of the society.

12.1.10. Upon approval, the Council must assist the society in finding a suitable Faculty Advisor, advise on proper functioning and provide guidance where needed.

12.1.11. Societies at formation will not be eligible for budgets funded by SSC-ISB.

12.1.12. Upon rejection, a society cannot apply again until a minimum period of 3 weeks is



over.

12.2 Elections of Societies

12.2.1. All Societies to have election period one month after annual SSC-ISB elections.

12.2.2. The election period will be announced by the SSC-ISB.

12.2.3. General Secretary of the SSC-ISB will provide procedures, guidance and set dates of elections for all Societies.

12.2.4. Vice President will ensure that all Societies follow their respective Constitutions.

12.2.5. Vice President has the right to form a committee from existing Council members for this purpose.

12.3 Finances of Societies

12.3.1. All elected Executive Bodies of the Societies will work in liaison with Treasurer.

12.3.2. Faculty Advisor of the society will be joint signatory on all finance documents.

12.3.3. Societies to maintain records of all financial details at end of every semester to SSC-ISB Treasurer.

12.3.4. New Societies are only eligible to apply for a budget four (4) months after formation; the initial four (4) months will serve as a probation period for a society.

12.3.5. Existing Societies to present their proposed budgets on semester basis.

12.3.6. SSC has the right to seek assistance from Faculty Advisors or Executive Body members of the Societies on their proposed budget.

12.3.7. The final budget given to any society will be approved by the Student Advisor-Islamabad Campus.

12.3.8. Societies can only withdraw approved amounts from their allotted budgets. This will be done after presenting receipts of expenses signed by Faculty Advisor of Societies.



12.3.9. All Societies have to follow all SZABIST rules and regulations.

12.4 Discipline for Societies

12.4.1. All Societies to follow SZABIST rules and regulations.

12.4.2. Societies will be responsible for conduct of their members in their events.

12.4.3. Societies can expel members who are proven guilty for indiscipline on constitutional grounds.

12.5 Termination of a Society

12.5.1. SSC-ISB will evaluate societies on their semester performance, based on:

12.5.1.1. Maintenance of Financial Records

12.5.1.2. Activities Conducted

12.5.1.3. Benefit to SZABIST and its students

12.5.1.4. Disciplinary record

12.5.2. Societies found not meeting its objectives may be disallowed to function or terminated or suspended for a semester.

12.5.3. A notice will be issued to societies found guilty of misconduct regarding such matters by the General Secretary.

12.5.4. President of SSC-ISB will present a proposal for any such matter to the council for debate. Council will have the right to seek explanation from existing Executive Body of a society.

12.5.5. For approval of temporary suspension of a society or terminating it would require 2/3rd vote of the Council.

12.5.6. General Secretary of the SSC-ISB will notify regarding the decision and also inform the office bearers and Faculty Advisor.



12.5.7. Inconsistency in maintenance of financial records or any misinformation in it will be regarded as a serious offence.

Article 13: Liabilities and Commitments

13.1 Code of handling Donations & Grants

13.1.1. SSC-ISB shall not at all be liable to generate funds for any external body or external cause unless or otherwise directed/exempted to do so by the Student Advisor-Islamabad Campus and/or management of the University.

13.1.2. If in any case, a member of the SSC-ISB reckons significance in donating to an external cause or body utilizing SSC-ISB Budget, he/she shall ask the members of the Executive Body to hold a special meeting in which all members of the Executive Body and the Governing Body must be present. The proposer must be provided with an opportunity to highlight his/her point of view backed by proper reasoning and must also submit a written proposal. 2/3 votes shall be taken to decide for or against donating and for the amount of donation.

13.1.3. Any such transaction has to be approved by Student Advisor-Islamabad Campus.

13.2 Auditing of SSC-ISB Accounts

13.2.1. No member of the SSC-ISB is allowed to be involved in the auditing process of the SSC-ISB Funds Account except for the Treasurer and the Student Advisor-Islamabad Campus of the Student Council.

13.2.2. The authority of auditing of the SSC-ISB Funds Account lies with the Finance Department of the University, the Treasurer and the Student Advisor-Islamabad Campus of the SSC-ISB.

13.2.3. The head of Finance Department of the University may conduct the audit or direct any employee of the Finance Department to do so.

13.2.4. It is the responsibility and a duty of the Treasurer to provide with whatever data the



auditor demands and he/she is required by the SSC-ISB to cooperate with and facilitate auditors at all times.

13.3 Constitutional Amendments

13.3.1. The constitution cannot be altered in anyway, but can only be amended by a special body to be set up by the **President, SZABIST.**