



## Student Union Regulations at Jadara University

**Article 1:** The following terms shall have the meanings indicated next to them unless the context clearly indicates otherwise:

The Kingdom: The Hashemite Kingdom of Jordan

The University: Jadara University

The Deanship: Deanship of Student Affairs

The Union: The Student Union of Jadara University, headquartered on the university campus

The General Body: All active members in the Union

The Council: The Student Union Council

The Student Union Council: The group of members elected to the university's student union by the General Body

The Administrative Body: The executive body that manages the affairs of the Union and is elected by the Student Union Council from among its members

The Regulations: These are the regulations of the Student Union of Jadara University

Absolute Majority: More than (50%)

Active Member: Every student enrolled in studies



**Article 2:** A union called the Student Union of Jadara University is formed at Jadara University to represent its students, with its headquarters on the university campus.

**Article 3: Objectives of the Union:** a) Participate in building a complete student personality that is aware of the Jordanian and Arab national interest within the framework of Arab-Islamic culture and provide positive interaction between the student body and the departments, colleges, and university staff, including faculty members, employees, and the university administration, and support and enhance the academic journey. b) Coordinate with the elected student bodies in Jordanian universities. c) Strengthen relationships with student unions, organizations, Arab and Islamic institutions, and international entities in a way that achieves the Union's objectives without conflicting with the university's instructions, regulations, and laws. d) Pay attention to student issues, follow up on them, and work to solve their problems in cooperation with the university administration. e) Support cultural, scientific, social, sports, and student activities, enhance their development, and improve their efficiency. f) Work on unity and strengthen the bonds of national unity, rejecting sectarian, regional, and racist divisions. g) Work to provide a democratic atmosphere for dialogue and respect for other opinions. h) Constructive interaction with the local community and its official institutions to ensure the advancement, prosperity, and enjoyment of beloved Jordan. i) Support the Palestinian cause and work to support the resilience of the



Palestinian people. j)  
Islamic nation.

Support the causes of the Arab and

**Article 4:** Every student registered for the minimum number of accredited hours “except for the graduation semester and the summer academic semester” to obtain a degree at the university is considered an active member of the Union.

**Article 5:** The active member has the right to nominate, vote, elect, and participate in all Union activities, taking into account what is stated in Article (8).

**Article 6:** The membership of the active member in the Union ceases in case of transfer from the university, graduation, dismissal, or in the event of death.

**Article 7:** The Administrative Body has the right to file a complaint against any student to the Dean of Student Affairs if the student violates the Union’s regulations or commits an act that tarnishes the Union’s reputation, in order to take appropriate action.

**Article 8:** The following conditions are required for a student applying for Council membership: a) The student must be regularly enrolled at the university and have successfully completed at least (12) credit hours for undergraduate students, or (6) credit hours for master’s students, provided that two semesters have passed since their acceptance at the university and their cumulative average is not less than (60%) or its equivalent. b) The student applying for nomination must be regularly attending their studies at the university (regular attendance at the university is by registering the student for the minimum number of credit



hours, excluding the graduation semester and the summer academic semester). c) No disciplinary penalty should have been issued against

the student unless it has been expunged and its effects erased according to the university's system followed in the student discipline system. d) The student must not be an employee at the university.

**Article 9:** a) The voting process for electing the Council takes place in the fifth week of the second academic semester of each year, and the Supreme Electoral Committee announces this. b) If it is not possible to conduct the elections at their scheduled time due to any circumstance that the university deems an impediment, the Council and the Administrative Body will continue to perform their duties until that circumstance is removed and the new Council is elected. c) The main headquarters of the Union and the branch offices will be closed throughout the preparation period for the Council elections and for (15) days from the date set by the Supreme Electoral Committee, to achieve the principle of fairness among all university students.

**Article 10:** The nomination period opens at least two weeks before the election date and lasts for only three academic days, and nomination requests are submitted to the Deanship.

**Article 11:** The voter has the right to cast their vote in their electoral district only and once per election, and proxy voting is not allowed in the election.

Here is the translation of the provided Arabic text into English:

**Article 12:** a) A candidate has the right to withdraw from the nomination in writing at least two academic days before the start of the election



campaign. b) The names of the candidates are announced the day after the withdrawal period ends. c) The campaign starts three academic days before the election date.

**Article 13:** The elections of the Council shall be conducted as follows: a) Each college includes two electoral districts as follows:

1. College district (local/closed) with one seat allocated for every (500) students.
2. University district (general/open proportion) with one seat allocated for every (750) students.
3. The female ratio shall not be less than (35%).
4. International students and students with special needs are considered like any other student at the university.
5. The number of candidates in the local district shall not be less than (2) and must represent at least (50%) of the departments in the local electoral district.
6. The number of candidates in the general district shall not be less than (3) candidates, and it is considered a proportional district.
7. The threshold includes: a. General district (2.5%). b. Local district (8%).
8. The president of the union is elected by the winning council members, as well as the union secretary and all committees.

**Article 14:** The management of the election process is entrusted to a supreme committee chaired by the Dean of Student Affairs and consists of: a) Three representatives from the Union appointed by the Administrative Body, provided they are not nominated in the elections. b) Three representatives from the Deanship of Student Affairs at the university,



including the committee chair, and the committee's decisions are made with the approval of the absolute majority. In case of a tie, the chair's vote is decisive.

**Article 15:** Tasks of the Supreme Electoral Committee: a) Forming sub-committees for elections and voting for each electoral district, where the committee consists of a representative from the Deanship of Student Affairs, a faculty member from that electoral district, and a representative from the Administrative Body, with the faculty member serving as the committee's recorder. b) Approving polling centers for each electoral district or any other matters related to the electoral process.

**Article 16:** Candidates have the right to submit the names of their primary and alternate delegates to the Supreme Electoral Committee to be present at the polling center of the sub-committee for their electoral district.

**Article 17:** The sub-committee for the electoral district prepares the voting record, which is signed by its members by absolute majority, and includes a summary of the voting process. In case of any issue at that center during the voting or vote counting process, the issue is resolved by a decision of the sub-committee by an absolute majority of its members. If more than one candidate ties in the votes determining the last winner for the electoral district, a draw is conducted among them.

**Article 18:** Any candidate has the right to submit a reasoned challenge to the election results in their electoral district to the chair of the Supreme Electoral Committee within a period not exceeding one week from the date of the election of the new Administrative Body. The council conducts a full investigation into the challenge through the Appeals Committee, and the council decides on it. The decision is final, binding,



and not subject to further appeal, provided that the delegates of the electoral district whose election validity is challenged do not participate in the session considering the appeals.

**Article 19:** The Union carries out its tasks to achieve its objectives through the following bodies: a) The Council b) The Administrative Body c) Electoral District Committees d) Activity Committees

**Article 20:** a) The Council is the highest authority of the Union, and its decisions are binding for all Union bodies. b) The term of Council membership is one year, after which new elections are held, taking into account the (15)-day period during which the headquarters are closed.

**Article 21:** a) The former head of the Administrative Body or their deputy, and in their absence, the oldest member, calls the new Council to convene within a maximum of five academic days from the date of its election. The first session is chaired by the oldest present member to elect the Administrative Body of the Union. b) The Council makes decisions and recommendations within the framework of the Union's objectives and instructions and sets its general policy. c) The Council oversees the performance of the Administrative Body and holds it accountable, with the right to withdraw confidence from it or any of its members by a two-thirds majority of the present Council members, provided that the number of members withholding confidence is not less than the absolute majority of the Council members. d) Recommend amendments deemed appropriate to the Union's instructions by a two-thirds majority to the Dean of Student Affairs.



- e) Discuss and approve the financial and administrative reports of the Administrative Body. f) Discuss and approve the work plans of the Administrative Body for the coming period.

**Article 22:** a) The Council meets ordinarily at the beginning of each semester, has a meeting at the end of its term, and a meeting to discuss the Union's budget and plan presented by the Administrative Body within a month of the election of the Administrative Body. b) The Council may be called to an extraordinary meeting, provided that the Deanship of Student Affairs is informed, in the following cases:

1. By invitation from the Administrative Body.
  2. By a written request from at least one-third of the Council members, stating the reasons for the request. In this case, the Administrative Body must call the Council to convene within a week of submitting the request.
- c) The Administrative Body announces the Council meeting at least three academic days during the study period and five days during official holidays before the date and place of the meeting. Copies of the agenda can be obtained from the Union's secretary. d) The Union president chairs the Council meeting, and in their absence, the deputy. If both are absent, the oldest present member of the Administrative Body presides. e) The Council meeting is considered legal with the presence of the absolute majority of its members and at least one member of the Administrative Body. If a quorum is not met within a third of an hour from the scheduled time, the Union president or their deputy sets the next meeting date and place, within a period not exceeding one week and not less than two days. The postponed meeting is considered legal regardless of the number of attendees. f) A Council member is dismissed in case of three consecutive absences or six





separate absences from  
accepted by the Council.

Council meetings without an excuse

- g) If a Council member's position becomes vacant for any reason, the next in the order of votes in their electoral district who is not a Council member from the last elections takes their place. If this is not possible, the seat remains vacant. If the number of Council members falls below half, the Council is dissolved, and new elections are held immediately. h) The Union president is elected by the members of the Student Union Council. i) If the candidates for the Union president do not obtain an absolute majority of the present members' votes, a second round of elections is held between the two candidates with the highest votes, and the winner is the one with the highest votes in the second round. If the result is not decided, a draw is conducted between them after the second round. This also applies to candidates for membership in the Administrative Body. j) The Council makes its decisions:
1. By a two-thirds majority of the present members, provided that this is not less than the absolute majority of the Council members and based on a written request from at least one-third of the Council members to the Union's secretary. A special session for this purpose is announced at least a week before its date in cases of: a) Dissolving the Council or recommending amendments to the Union's instructions. b) Dismissing a Council member or deciding on a grievance. c) Withdrawing confidence from the Administrative Body or one of its members. d) Accepting challenges to the membership of one of the Council members.
  2. By the absolute majority of the present members in other decisions.



**Article 23:** The Administrative Body is the authority that manages the affairs of the Union and implements the decisions of the Council. It consists of

seven members elected by the Council from among its members for one year by direct secret ballot in its first meeting, taking into account the (15)-day period during which the headquarters are closed.

**Article 24:** a) The Council elects a president for the Union and then elects six other members to the Administrative Body. b) The members of the Administrative Body elect among themselves a deputy president, a secretary, and a treasurer in the first meeting of the Administrative Body. c) The following conditions are required for the Union president:

1. Must be of Jordanian nationality.
2. Must meet the nomination conditions stated in Article (8). d) The Union president and members of the Administrative Body take the following oath before the university president within a maximum of one week from the election of the Administrative Body: "I swear by Almighty God to be loyal to the King, the country, and the university, to uphold the university's laws, regulations, instructions, and the Union's instructions." e) Union activities are suspended (15) days before the election date until the new Administrative Body takes the oath.

**Article 25:** Tasks and powers of the Administrative Body: a) Implement the general policies and decisions of the Council and make the necessary decisions to carry out activities and events that achieve the Union's objectives. b) Form permanent and temporary committees and organize their work. c) Prepare the Union's budget draft and submit it to the



Council for approval. d) Supervise the elected committees of the electoral districts and monitor their work.

- e) Develop a work plan that translates the Union's objectives into programs and activities and present it to the Council for discussion and approval. f) Accept the resignation of members of the Administrative Body. g) Supervise the meetings of the General Body. h) Pay attention to student issues, follow up on them, and work to solve their problems in cooperation with the university administration. i) Submit financial and administrative reports on the Union's activities and work to the Council. j) Call the Council to meet in ordinary and extraordinary cases. k) Consider proposals and reports submitted by Union members or other bodies.

**Article 26:** A member of the Administrative Body loses their membership in the following cases: a) Written resignation. b) Loss of Council membership. c) Absence from three consecutive meetings of the Administrative Body or six separate meetings without an excuse acceptable to the Administrative Body. d) Loss of one of the membership conditions stated in Article (8), except for the condition of two academic semesters remaining until graduation. e) Death.

**Article 27:** In case a member of the Administrative Body loses their membership, the Administrative Body calls the Council to elect a replacement within a maximum period of four weeks from the date of membership loss.

**Article 28:** The meeting of the Administrative Body is considered legal when its members are notified in writing of the meeting dates and agenda at



least three days in advance and with the presence of at least four members. The Administrative Body meets at least twice a month unless there is a need for otherwise, and the Deanship of Student Affairs is informed.

**Article 29:** The decisions of the Administrative Body are made with the approval of the absolute majority of the present members at a legal meeting within the university campus. In case of a tie, the president's vote is decisive.

Here is the translation of the provided Arabic text into English:

**Article 30:** The Dean of Student Affairs appoints a staff member as a representative of his office in the Administrative Body. The representative attends the Administrative Body meetings and participates in discussions without having the right to vote.

**Article 31:** The tasks and powers of the members of the Administrative Body are as follows: a) The President:

1. Calls for the convening of the Council “and the Administrative Body” meetings.
2. Presides over the meetings of the Administrative Body of the Council.
3. Signs the papers and documents on which the decisions of the Administrative Body are issued.
4. Signs disbursement orders to cover expenses after their approval by the Administrative Body.



5. Represents the Union before the responsible authorities at the university, official institutions within the Kingdom, and corresponding student organizations, according to the effective instructions.
6. Refers the Council's recommendations and decisions to the executive body for necessary actions.

b) The Vice President:

1. Performs the duties of the President during his absence or by official delegation from the President.
2. Carries out the tasks officially assigned to him by the President.

c) The Secretary:

1. Announces the meetings of the Administrative Body and the Council "and signs their minutes and prepares their agendas."
2. Follows up on the implementation of the decisions of the Administrative Body.
3. Receives correspondence addressed to the Union and maintains all its documents, records, and papers, and stamps them.
4. Prepares the agendas for the topics referred to him by the Council President.
5. Prepares the minutes of the sessions.
6. Records the proceedings of the Council of the Body sessions.

d) The Treasurer:

1. Receives all amounts due under receipts stamped with the Union's seal and deposits them in the Union's account.



2. Disburses expenses by decisions of the Administrative Body and with the signatures of the Dean of Student Affairs, the President, and the Treasurer.
3. Presents a monthly financial report to the Administrative Body.
4. Keeps the financial books and documents at the Union's headquarters.
5. Prepares the financial report to be presented to the Council.

**Article 32:** The Administrative Body has the authority to delegate any specific task to any of its members and has the right to hold any of its members accountable, provided that the reasons and justifications are presented to the Dean of Student Affairs.

**Article 33:** a) Electoral district committees emerge from the Council and each committee consists of all the elected members in that Council, from that electoral district. The number of members of any committee shall not be less than three. If the number falls below three, the committee completes its three members from non-Council members who ran for elections according to the order of votes they received in those elections. 2. The Council forms its permanent committees from among its members. 3. The Administrative Body may form temporary committees with specific objectives, in coordination with the Dean of Student Affairs.

b) Each committee presents a detailed monthly report that includes its activities, expenses, revenues, and the work plan for the following month, which is discussed at the nearest meeting of the Administrative Body.

c) The committees adhere to the Union's policy and the tasks assigned to them.



- d) Each committee raises its recommendations to the Administrative Body, and the approval of the Administrative Body is required for any activity or when disbursing any financial amounts before conducting the activity.
- e) A committee meeting is considered legal, provided it is announced in the university's announcement places at least two days before the date, and the absolute majority of the committee members attend the meeting. If a quorum is not met, the meeting is postponed for at least two days and is then considered legal regardless of the number of attendees.
- f) Decisions in the committee are made by an absolute majority, and if the votes are equal, the chair's vote is decisive.
- g) The Council has the authority to dissolve any committee it forms or dismiss any of its members, and the Administrative Body also has the authority to dissolve any committee it forms or dismiss any of its members, and this is decided by the absolute majority of those present at the Council or General Assembly meeting.

**Article 34:** The membership of any member in the Council or in the bodies or committees affiliated with it falls in the following cases: a) Written resignation. b) Transfer from one college to another during the membership period. c) Absence from attending the Council or committee sessions for three consecutive meetings or six separate meetings without an acceptable excuse. d) Loss of one of the membership conditions stated in Article (8), except for the condition of two academic semesters remaining until graduation. e) Conviction of



committing a felony or misdemeanor that violates honor and trust. f) Death.

**Article 35:** The financial resources of the Union consist of: a) An annual financial contribution provided by the university to the Union at a rate of one dinar for each student registered for each of the first and second academic semesters. b) Gifts, donations, and grants approved by the Administrative Body and the Council of Deans. c) Any other resources approved by the Administrative Body and the Council of Deans. d) The proceeds of the activities carried out by the Union with the approval of the Dean of Student Affairs.

**Article 36:** All Union funds are deposited in a bank within the university campus in a current account.

**Article 37:** a) The Administrative Body may decide to disburse an amount not exceeding one hundred dinars, which the Treasurer keeps for incidental and emergency expenses and is settled according to the rules before obtaining a second advance. b) The Administrative Body may decide to disburse an amount not exceeding fifteen dinars, which the head of the electoral district committee keeps for incidental and emergency expenses and is settled according to the rules before obtaining a second advance.

**Article 38:** The invoices and financial documents of the Union are audited by the university's internal control department after being approved by the Dean of Student Affairs.

**Article 39:** The Treasurer presents a monthly report on the financial status of the Union to the Administrative Body, which is discussed at the nearest Council meeting, and a copy is sent to the Dean of Student Affairs.





**Article 40:** a) The Administrative Body prepares the financial budget project for the Union and presents it to the Council for discussion within a month of its election and submits it to the Dean of Student Affairs to take the necessary actions according to the university's financial system. The project is then submitted to the university president, who in turn refers it to the Council of Deans for discussion and approval. Disbursements are made at a rate of (1/6) of the budget, except for the last two months of the cycle, when disbursements are made at a rate of (1/12) of the budget. b) The financial year of the Union is the financial year of the university. c) Funds from the Council's budget are disbursed according to the financial system in force at the university as follows:

1. By decision of the Administrative Body and with the approval of the Dean of Student Affairs on the decision.
2. With signatures from the Dean of Student Affairs, the President of the Administrative Body, and its Treasurer when disbursing any amount from the Student Union budget.
3. It is not permissible to split any amount for disbursement purposes, and the cost of the activity must be determined in advance before starting the preparation and execution of the activity. Invoices exceeding fifty dinars are paid by check and are not paid from the advance issued in the name of the Treasurer in cash.
4. The authorities authorized to disburse must ensure that the allocations for publications, regardless of their size, do not exceed (20%) of the Union's budget.
5. Attach a copy of the bulletin, publication, or activity with the spent invoice.



6. The Union is subject to the financial system, the supplies and works system, and the executive instructions of the supplies and works system in force at the university.

**Article 41:** a) The financial surplus of the Union is carried over for the benefit of the Union's budget in the upcoming cycles, and the Administrative Body must settle all financial obligations on the Union before the end of its term. b) The expenses of the Union must not exceed the allocations determined in the budget, and the university is not responsible for paying amounts that exceed the allocations for the Council. c) The members of the Administrative Body are liable for the funds disbursed to them that have not been settled according to the rules, and no university documents are issued to any of them until the financial matters are settled. d) The Union does not engage in commercial activities inside or outside the university.

**Article 42:** The Council may dissolve itself with the approval of at least two-thirds of its members. In this case, the Council of Deans is called to conduct extraordinary elections within one month from the date of the Council's decision to dissolve itself.

**Article 43:** The Administrative Body calls for a meeting of the General Assembly at the end of each cycle and at least (21) days before the election date to discuss the financial and administrative report. The Union announces this report on the university campus's bulletin boards and sends a copy to the Dean of Student Affairs one week before the meeting date.

**Article 44:** The Administrative Body or the subcommittees are considered resigned with the resignation of the absolute majority of their elected members.



**Article 45:** Decisions and recommendations are made by the absolute majority of the attendees, and in case of a tie, the chair's vote is decisive, taking into account what is stated in Article

**Article 46:** The Administrative Body and the Council communicate their decisions to the Dean of Student Affairs, and these decisions are deemed approved by default after three academic days from their adoption unless the Dean of Student Affairs deems them contrary to the university's law, regulations, or instructions. In case of disagreement, the matter is escalated to the Council of Deans to make the appropriate decision at its nearest session. The Dean also oversees the implementation of all Union activities.

**Article 47:** a) The Union exercises its competencies to the extent that such exercise does not conflict with the competencies assigned to the various councils and administrations at the university, according to its laws, regulations, and instructions. If members of the Council or the Administrative Body violate this and the Union's instructions, the student disciplinary system in force at the university is applied to them.  
b) The Union may not deal with any external entity except through the Dean of Student Affairs at the university.

**Article 48:** The Council is dissolved by a decision of the Council of Deans based on the recommendation of the university president. In this case, the Council of Deans calls for extraordinary elections within one month from the date of the Council's dissolution decision.

**Article 49:** The process of guiding new students and organizing various activities, lectures, seminars, celebrations, exhibitions, competitions, trips, camps, and issuing bulletins is supervised by the Dean of Student Affairs.



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**Article 50:** The Union's subcommittees are located next to the main headquarters, and the Union has no right to demand the opening of committees for electoral districts in the colleges.

**Article 51:** The university president decides on cases not addressed in these instructions.

**Article 52:** The university president, college deans, and the Dean of Student Affairs are responsible for implementing the provisions of these instructions.

**Article 53:** These instructions annul any previous ones on this matter (instructions of student councils) or any specific instructions for forming student councils and unions.