



FORMAN CHRISTIAN COLLEGE

(A Chartered University)

Policy for Societies' Elections 2014

It is mandatory for all the societies to hold elections annually. Applications for nominations must be submitted to the Director of Student Activities, Room No. 10 Ahmed Saeed Administration Building by the due date.

Eligibility Criteria

The candidate for the society president must be a student in good standing according to the given criteria.

Minimum CGPA 2.5 for Freshmen, Sophomores, Juniors and Seniors

Acceptable academic progress

- 30 credits by the end of the first year
- 60 credits by the end of the second year
- 90 credits by the end of the third year

1. Must have a clear disciplinary record.
2. Must be a full time student (a minimum of 12 credit hour per semester).
3. Must be a voting member of the society from the last three months.

Voting member: Students who have the membership of the society, If department permit its majors to run, they will be default voting members

Students who have not declared maximum three voting memberships will not be eligible to vote

4. Must have actively participated in the society's activities and performed assigned duties.
5. Should be familiar with the society, its purposes and how it operates.
6. Should have good knowledge and understanding of the subject.
7. Should be respectful and respected by faculty, staff and fellow students.
8. Should have good communication skills, in English and Urdu, both spoken and written.
9. Must be willing to model the core values of the University.
10. Must be a person who values team work and can build a good team.
11. Should be well organized and dependable. Someone who follows through on assignments.
12. Should be organized, open to challenges, confident, flexible and proactive.

Step1: The president of the society will be primary student representative of that society to the administration as well as to other societies. He/she will take charge from 1 July 2014. The president of the society will be ultimately responsible and accountable for following duties.

1. Must attend and actively participate in monthly presidents' meetings with the administration to discuss student and administrative concerns.
2. Must monthly preside over society meetings with all the members and office bearers of the society.
3. Maintain a list of society membership.
4. Recruit office bearers of society from the membership list in collaboration with the advisor of society.
5. Develop and maintain close working relationship with office bearers of the society.
6. Ensure that office bearers are meeting the job requirement and working properly.
7. Work closely with the advisor and other office bearers to plan and organize events for the society.
8. Submit society's annual budget and activities plan with in the due date.
9. Publish the report of all society events on University website.
10. Maintain accurate financial record of the society.
11. Follow the procedure of purchase and accounts as directed by Director of Student Activities.
12. Abide by the policy and procedures of Student Activities.
13. Must not collect any money from the students without the prior approval from Director of Student Activities.
14. Attend all meetings/trainings/ workshops organized by the administration.
15. Act as liaison between the society members and the administration.
16. Organize the work of society with the oversight of the advisor and report to the Director of Student Activities.
17. Represent the society at events both on and off campus as needed or as per direction from Director of Student Activities.
18. Work for the overall betterment of the campus community by helping and working with other societies as it appropriate.

Step 2: Procedure for submitting an application of nomination.

1. Fill out the Application for the nomination.
2. Students must submit the filled and signed form to the Director Student Activities within due

date.

3. Late or incomplete applications will not be considered.
4. Nominee can not submit society presidential application for more than one society.

Step 3: Nominees will be called for an interview by the nominating committee.

The committee will consist of three members.

For Academic Societies

1. Head of Department or his/her designee
2. Dean of Students or Director of Student Activities
3. Advisor of the society

For Non Academic Societies

1. The Dean of Students.
2. The Director of Student Activities.
3. Advisor of the Society

Step 4: The nominating committee will choose all eligible candidates to run for the office of President of the society.

1. Nominees should meet all of the above requirements.
2. Nominating committee may nominate student to run for elections.
3. once nomination committee finalizes the nominees then nominees can not withdraw their names from the ballot
4. Students may self nominate, nominate others or be requested by the nominating committee to run for office.
5. The committee must check the academic and disciplinary record of all nominees and should interview the nominees.
6. All qualified nominees should be placed on the election ballot.
7. The nominating committee is also responsible for securing an accurate record of the names of the members of the society for voting purposes.
8. The names of those nominated to run for office will be made public no more than 1 week prior to the election.
9. Voting times should be posted clearly and the balloting should be stop at the posted time.

Step 5: Campaigning

1. All nominees should be given a copy of the document with campaigning guidelines.
2. Any report of violations should be investigated by the nomination committee.
3. Candidates found in violation must be disqualified.
4. Off campus activities are strictly prohibited for the campaign purposes. Candidates or his/her friends are not allowed to visit the homes of society members for the purposes of the campaigning.
5. Candidates or his/her friends are not allowed to force / threat / pressurize/ bribe the students to vote.
6. A4 size flayers stating the qualification of the candidate may be given but only simple black and white photocopied pages. The number of fliers allowed may be determined by the society advisor based on the number of members in the society.
7. No notices, banners or slogans may be posted.
8. No buttons, pins, stickers, badges or other campaign material may be given out (except the aforementioned fliers).
9. Students may campaign on campus but must not interrupt classes to do so.
10. Students should not spend any money beyond the copy charges for the fliers on this campaign.
11. No candidate for any office may be affiliated with any outside political or religious organization with the intent to bring any such society/group/organization on campus.
12. Candidates or his/her friends are not allowed to campaign on the Election Day. Violation of this rule will result in disqualification.

Step 6: Elections Held

1. Students who are registered for spring 2014 semester and have been the voting members of the society are able to vote in the election.
2. Students must have a valid University ID Card to vote. No one will be allowed to vote without presenting as they receive the voting ballot.
3. Students must be present within ten minutes of the announced time at which point the doors will be closed and no one else will be allowed to enter until the election of that society ends.
4. Complete ballots will be placed in a sealed box by the voter. The box will remain sealed until the last ballot is cast.
5. Votes will be counted by the Dean of Students and the Director of Student Activities and results will be posted within 24hrs of the end of all elections on University facebook page.

Election Schedule 2014

Application for nominations	17 to 25 March 2014 by 4:00 pm
List of eligible nominees to be displayed	31 March 2014
Interviews of nominees in ASAB-Room No.10	1 to 4 April 2014
Elections Campaign	Till 11 April
Voting in Sinclair Hall	12 April 2014

Schedule for interviews	Society	Time
1 April 2014	The Art Junction	10:00 am
	Bazm-e-Fikr-o-Nazar	10:20 am
	Benade Physics Society	10:40 am
	Biological Society Sr	11:00 am
	Christian Life Program	11:20 am
	Computing Society	11:40 am
	Forman Debating Society	12:00 noon
2 April 2014	Dramatics Club	10:00 am
	Earth Watch Club	10:20 am
	Lucas Economic Society	10:40 am
	Formanites Education Society	11:00 am
	Ewing English Society	11:20 am
	Dean Geography Society	11:40 am
	Griswold History Society	12:00 noon
3 April 2014	International Affairs	10:00 am
	Islamic Society	10:20 am
	Forman Journalism Society	10:40 am
	Leadership Forum	11:00 am
	Mathematics Society	11:20 am
	Forman Model UN	11:40 am
	Music Society	12:00 noon
4 April 2014	Forman Photographic Society	10:00 am
	Political Science Society	10:20 am
	Psychological Society	10:40 am
	Red Crescent Society	11:00 am
	Rotaract Club	11:20 am
	Sociology Society	11:40 am
	Speers Chemical Society	12:00 noon
	Philosophy Society	12:20 pm

Schedule for Voting	Venue: Sinclair Hall 12 April 2014
9:00 am to 9:20 am	The Art Junction
	Bazm-e-Fikr-o-Nazar
	Rotaract Club
	Biological Sr Society
9:30 am to 9:50 am	Journalism Society
	Christian Life Program
	Computing Society
	Dramatics Club
10:00 am to 10:20 am	Earth Watch Club
	Lucas Economics Society
	Education Society
	Ewing English Society
10:30 am to 10:50 am	Dean Geography Society
	Griswold History Society
	International Affairs Society
	Islamic Society
11:00 am to 11:20 am	Debating Society
	Leadership Forum
	Mathematics Society
	Model UN Society
11:30 am to 11:50 am	Philosophy Society
	Photographic Society
	Political Science Society
	Armacost Psychological Society
12:00 noon to 12:20 pm	Red Crescent Society
	Benade Physics Society
	Sociology Society
	Speers Chemical
	Music Society



**FORMAN CHRISTIAN COLLEGE LAHORE
(A CHARTERED UNIVERSITY)**

Presidential Nomination Application for the *(Society Name)* _____
Membership No. _____

1 | **General Information**

Name *(Exactly as in University Record)*:

Roll No: _____ Major: _____

CGPA _____

Cell Number: _____ E-mail address: _____

Home Address *(Same as on your CNIC)*:

2 | **Experience *(In the same society you are applying for)***

For how long have you been working with the above mentioned society?

Name the events you have participated and what work you have done in those events

You can use the back side of this form as a continuation sheet

3

Future Plans *(For the same society you are applying for)*

What are your plans for the next year for the society?

4

Why do you want to be a society president?

5

Undertaking

My signature below denotes that I have read and understand the following statements:

- I understand that my academic and conduct eligibility will be checked for verification purposes.
- I have read, understand, and shall abide by the Student Activities Election Policy 2014.
- I understand that any violation of the established rules and regulations for this election shall result in my disqualification.
- I understand that once nomination committee finalizes my name for ballot I can not withdraw my name from ballot.
- I understand that incomplete application will be rejected.
- I shall not challenge the decision of the nominating committee and I shall accept their decision.
- My membership number indicates that I am a member of the society for which I am running for office.
- I understand that no outside political or religious organizations are allowed on campus. I guarantee that I have no intent to bring any such society/ group/ organization on campus nor will I allow them to influence my decision making.

Name of the Nominee

University Roll No.

Signature of Candidate with date