

FORMAN CHRISTIAN COLLEGE

(A Chartered University)

Policy for Societies' Elections 2015

It is mandatory for all the societies to hold elections annually. *Application for Nominations* must be submitted to the Director of Student Activities, Room No. 10 Ahmed Saeed Administration Building within 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 baccalaureate 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 will take charge from 1st July 2015. 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 within 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 or her designee.
2. The Director of Student Activities or his designee.
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 & 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: Election Held

1. Students who are registered for spring 2015 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. Intermediate / MS/M. Phil/ PhD students can not vote or participate in elections.
5. Complete ballots will be placed in a sealed box by the voter. The box will remain sealed until the last ballot is cast.
6. 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 2015

- 1- Application for nominations 2th March, to 7th March 2015 by 4pm
 2- List of eligible nominees to be displayed 9th March 2015
 3- Interviews of nominees in ASAB-Room No.10 10th March to 13th March 2015

<p>10th March</p> <p>The Art Junction 10:00am Bazm-e-Fikr-o-Nazar 10:20am Benade Physics 10:40am Biological Sr. 11:00am Computing Society 11:40am Debating Society 12:00noon Tie4Youth 12:20pm Christian Life 2:00pm</p>	<p>11th March</p> <p>Dramatic Club 10:00am Earth watch 10:20am Economic Society 10:40am Education Society 11:00am Ewing English Society 11:20am Geography Society 11:40am Griswold History 12:00noon</p>
<p>12th March</p> <p>International Affairs 10:00am Islamic Society 10:20am Journalism Society 10:40am Leadership Forum 11:00am Mathematics 11:20am Model UN 11:40am Music Society 12:00noon Women's Empowerment 12:20pm</p>	<p>13th March</p> <p>Photographic Society 10:00am Political Science 10:20am Psychological 10:40am Red Crescent 11:00am Rotaract Club 11:20am Sociology Society 11:40am Speers Chemical 12:00noon Philosophy Society 12:20pm</p>

4- Elections Campaign Till 20th March 2015

5- Voting in Sinclair Hall 21st March 2015
 (Voting Schedule will be posted on University Facebook Page on 18th March)

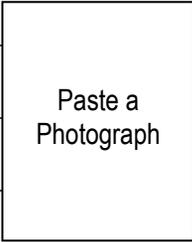


FORMAN CHRISTIAN COLLEGE (A CHARTERED UNIVERSITY)

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)*

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

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

- I have read, understand, and shall abide by the Student Activities Election Policy 2015.
- 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
date**

University Roll No.

Signature of Candidate with