

Job Description and Role of President

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 2016. 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.

Procedure for submitting an application of nomination

1. Download and fill out the Application for the nomination.
2. Attach updated transcript along with passport size picture.
3. Submit the application within due date. Late or incomplete applications will not be considered.
4. Must fulfill all the requirements.
5. Application for multiple societies is not allowed. Nominee can not submit application for one society only.
6. Application will be verified and nominee will be called for an interview.
7. If nominee get acceptance by the nominating committee then he will be given voting list for election.

Nomination Committee Members

For Academic Societies

1. Head of Department or his/her designee
2. Chief Student Affair Officer or Head of Student Activities
3. Advisor of the society

For Non Academic Societies

1. The Chief Student Affair Officer or her designee.
2. The Head of Student Activities or his designee.
3. Advisor of the Society

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. Students may self nominate, nominate others or be requested by the nominating committee to run for office.
4. The committee must check the academic and disciplinary record of all nominees and should interview the nominees.
5. All qualified nominees should be placed on the election ballot.
6. Once nomination committee finalizes the nominees then nominees can not withdraw their names from the 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.

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. Notices, banners or slogans are not allowed to be posted on campus.
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 ARE NOT ALLOWED to 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.

Election Held

1. Students who are registered for spring 2016 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 Chief Student Affairs Officer and the Head of Student Activities and results will be posted within 24hrs of the end of all elections on University facebook page.

Election Schedule 2016

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| 1- Application for nominations | 4 th April to 7 th April 2016 |
| 2- List of eligible nominees to be displayed | 11 th April 2016 |
| 3- Interviews of nominees in ASAB-Room No.10 | 12 th April to 15 th April 2016 |

<p>12th April</p> <p>Political Science 9:30am Economic Society 10:00am Bazm-e-Fikr-o-Nazar 10:20am Benade Physics 10:40am Biological Sr. 11:00am Computing Society 11:20am Debating Society 11:40am Rotaract Club 12:00noon</p>	<p>13th April</p> <p>Photography 9:30am Dramatic Club 10:00am Christian Life 10:20am Earth watch 10:40am Education Society 11:00am Leadership Forum 11:20am Geography Society 11:40am Griswold History 12:00noon</p>
<p>14th April</p> <p>Journalism Society 9:30am International Affairs 10:00am Sociology Society 10:20am Mathematics 11:00am Model UN 11:20am Music Society 11:40am Women's Empowerment 12:00noon</p>	<p>15th April</p> <p>Ewing English Society 9:30am Statistics 10:00am Psychology 10:20am Islamic Society 10:40am Speers Chemical 11:00am Philosophy Society 11:20pm Art Junction 11:40pm</p>

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|-----------------------|----------------------------------|
| 4- Elections Campaign | Till 15 th April 2016 |
| 5- Voting in E-25 | 23 rd April 2016 |
- (Voting Schedule will be posted on University Facebook Page on 21st April 2016)



FORMAN CHRISTIAN COLLEGE LAHORE
(A CHARTERED UNIVERSITY)

Estd 1864

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

1. General Information

Name (Exactly as in University Record): _____

Roll No: _____ Major: _____ CGPA _____ Cr. Hrs _____

Cell Number: _____ E-mail address: _____

Home Address (Same as on your CNIC): _____

Paste a
Photograph

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 _____

_____ 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 next year plans for the society? _____

4. Why 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 2016.
- 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