



Policy for Societies' Elections 2017
FORMAN CHRISTIAN COLLEGE
(A CHARTERED UNIVERSITY)

Academic Societies

Application for Nominations must be submitted to the Head of Student Activities, Room No. 10 Ahmed Saeed Administration Building by 13th March 2017 during office hours.

Procedure for submitting an application of nomination

1. Download and fill out the Application for the nomination.
2. Attach updated transcript, passport size picture and certificates.
3. Enter two names of office bearers who nominated you to run for the elections.
4. Submit the application within due date. Late or incomplete applications will not be considered.
5. You must fulfill all the requirements.
6. Application for multiple societies is not allowed.
7. Application will be verified and nominee will be called for an interview.
8. If nominee get acceptance by the nominating committee then he/she will be given voting list for election.

Eligibility Criteria

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

Study Program	Baccalaureate
Minimum CGPA	2.5 for Freshmen, Sophomores and Juniors
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

9. Student can not self nominate him/herself. He/she must be nominated by at least two council members/ office bearers of the society.
10. Must have a clear disciplinary record.
11. Must be a full time baccalaureate student registered in spring 2017 semester (a minimum of 12 Cr. Hr / semester).
12. Must be a voting member of the society from the last three months.
13. Must have actively participated in the society's activities last year and continuously performed assigned duties/tasks.
14. Must be on track to complete his/her degree within four years.
15. Should be familiar with the society, its purposes and how it operates.

16. Should have taken at-least two 200 level courses with good knowledge and understanding of the subject.
17. Should have good communication skills, in English and Urdu, both spoken and written.
18. Must be willing to model the core values of the University.
19. Must be a person who values team work and can build a good team.
20. Should be well organized and dependable. Someone who follows through on assignments.
21. Should be organized, open to challenges, confident, flexible and proactive.

Interview of the nominees

Nomination committee will consist of following members.

22. Head of Department or his/her designee
23. Manager of Student Activities
24. Advisor(s) of the society

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

25. All eligible nominees will be interviewed by the nominating committee.
26. Interview may be recorded to keep the interview process transparent.
27. Nominees who do not come for interview will be refused.
28. Nominees should meet all of the above requirements.
29. Nominating committee may nominate student to run for elections in addition to those nominated by their peers.
30. The nominating committee must check the academic and disciplinary record of all nominees and will interview the eligible nominees.
31. All qualified nominees will be placed on the election ballot.
32. Nominees cannot withdraw their names from the ballot once nomination committee finalizes the nominees.
33. The nominating committee is also responsible for securing an accurate record of the names of the members of the society for voting purposes.
34. The list given by the committee will be eligible for appeal for two working days. After that the list is final.
35. The names of those nominated to run for office will be made public no more than 1 week prior to the election.

Campaign Rules

36. Any report of violations should be investigated by the nomination committee and if candidates found in violation he/she must be disqualified.
37. 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.
38. Candidates or his/her friends ARE NOT ALLOWED to force / threaten / pressurize/ bribe the students to vote.
 39. A4 size fliers 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.
 40. Candidates or his/her friends ARE NOT ALLOWED to offer food, tea or parties to the students/member of society.
 41. Candidates or his/her friends ARE NOT ALLOWED to bring outsiders, alumni or their relatives for the campaign purpose.
 42. Notices, banners or slogans are not allowed to be posted on campus.
 43. No buttons, pins, stickers, badges or other campaign material may be given out (except the aforementioned fliers).
 44. Students may campaign on campus but must not interrupt classes to do so.
 45. Students ARE NOT ALLOWED to spend any money beyond the copy charges for the fliers on this campaign.
 46. 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.
 47. Candidates or his/her friends are not allowed to campaign on the Election Day. No membership lists may be brought on campus that day.

Voting Eligibility Criteria

48. All voters must have CGPA of 2.0 or above.
49. Students who are registered for spring 2017 semester and have been the voting members of the society are able to vote in the election. Majoring in the subject does not make one a member of the society.
50. 18 series and earlier series with declared major / minor and 19 series and 20 series students with undeclared major and minor can vote.
51. 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.
52. 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.
53. Intermediate / MS/M. Phil/ PhD students can not vote or participate in elections.

Election Held

54. Candidates must prepare speech as they will be asked to deliver speech in Sinclair Hall before election.
55. Candidates will vote first and leave the auditorium.

56. Complete ballots will be placed in a sealed box by the voter. The box will remain sealed until the last ballot is cast.
57. Votes will be counted by the Chief Student Affairs Officer and the Head of Student Activities in the presence of Chief Proctor and at least three prefects. The results will be posted within 24hrs of the end of all elections on University facebook page.
58. In case of tie both candidates will work as co-president of the society.

Arbitration

59. In case of disqualification of nominee(s) by the nominating committee based on the campaigning guidelines violation and nominee believe that he/she did not violate the set policy and procedure then he/she can file an appeal to the Chief Student Affairs Officer within a day of his disqualification.
60. If nominee believes that during interview nominating committee has refused him/her on the reasons which are not acceptable by the nominee then he/she can file an appeal to the Chief Student Affairs Officer within two hours of his/her interview.
61. If candidates would like to recount the votes. Application need to be submitted to Head of Student Activities from the candidates who were placed on ballot. Head of Student Activities will decide the time and date on which votes will be recounted in the presence of all candidates and advisor of that society. Application can be considered for the results with less then 5 votes difference.
62. The decision of Chief Student Affairs Officer will be final and can not be challenged. The decision can be taken in two days.

No Elections

63. In case a society has less then or equal to twenty members then there will be no election held.
64. Office bearers of the society will nominate three candidates and forward their applications with recommendations to the Head of Department and Advisor of the society.
65. Head and Advisor will select one candidate for the president of the society.
66. His/Her application form along with the contact details should be send to the Head of Student Activities.
67. No elections will be held for Christian Life Program and ACM.

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. S/He will take charge from 1st July 2017. The president of the society will be ultimately responsible and accountable for following duties.

68. Must attend and actively participate in presidents' meetings with the administration to discuss student and administrative concerns.
69. Must monthly preside over society meetings with all the members and office bearers of the society.

70. Maintain a list of society membership.
71. Recruit office bearers of society from the membership list in collaboration with the advisor of society.
72. Develop and maintain close working relationship with office bearers of the society.
73. Ensure that office bearers are meeting the job requirement and working properly.
74. Work closely with the advisor and other office bearers to plan and organize events for the society.
75. Submit society's annual budget and activities plan with in the due date.
76. Publish the report of all society events on University website.
77. Maintain accurate financial record of the society.
78. Follow the procedure of purchase and accounts as directed by Head of Student Activities.
79. Abide by the policy and procedures of the University and Student Activities Office.
80. Must not collect any money from the students without the prior approval from Head of Student Activities.
81. Attend all meetings/trainings/ workshops organized by the administration.
82. Act as liaison between the society members and the administration.
83. Organize the work of society with the oversight of the advisor and report to the Head of Student Activities.
84. Represent the society at events both on and off campus as needed or as per direction from Head of Student Activities.
85. Work for the overall betterment of the campus community by helping and working with other societies as it appropriate.
86. Must abide by all University rules regarding student behavior. This includes not smoking, drinking or using drugs of any kind on campus.

Election Schedule 2017

1- Application for nominations 6th March to 13th March 2017

2- List of eligible nominees to be displayed 15th March 2017

3- Interviews of nominees in ASAB-Room No.10 16th March 2017

Education Society	9:00am
Political Science	9:20am
Physics	9:45am
Economics Society	10:00am
Bazm-e-Fikr-o-Nazar	10:25am
Journalism Society	10:40am
Biological Sr.	11:00am
Islamic Society	11:20am
Computing Society	11:40am
English Society	12:00noon
Chemistry	12:20pm
Mathematics	12:40pm
Sociology Society	2:00pm
Statistics	2:15pm
Leadership Forum	2:30pm
Geography Society	3:00pm
History	3:20pm
Psychology	3:35pm
Philosophy Society	4:00pm

4- Elections Campaign Till 24th March 2017

5- Voting and Speeches in Sinclair Hall 25th March 2017

(Voting Schedule will be posted on University Facebook Page on 22nd March 2017)



**FORMAN CHRISTIAN COLLEGE LAHORE
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Presidential Nomination Application for the *(Society Name)* _____ Membership Y / N

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)*: _____



Mention names and position of the office bearer of the society who nominated you to run for election

1. (Name & position of office bearer) _____ Phone No. _____

2. (Name & position of office bearer) _____ Phone No. _____

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

A. For Nominating Committee *(Office Use Only)*

Nominee is Accepted Rejected on the basis of _____

Signature HOD

Signature Advisor

Signature Manager Student Activities

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 am aware that my interview may be recorded for keeping the interview process transparent.
 - I have read, understand, and shall abide by the Student Activities Election Policy 2017.
 - 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 have attached my certificate of participation with the application.
 - 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 I will allow them to influence my decision making.

Name of the Nominee

University Roll No.

Signature of Candidate with date