

**Modern College of Business and Science**  
**Student Council Charter**

**1. Definition**

The Student Council is a representative body composed of students who are elected by their peers. Its primary role is to advocate on behalf of the student body before the college administration, conveying their petitions, observations, complaints, and addressing various aspects of student life within the college.

**2. Purpose**

- 1) Enhancing and elevating the quality of university life at the college.
- 2) Develop the student religious, national, cultural, social and sport character in accordance with Islamic, Arabic and Omani civilization heritage.
- 3) Encouragement and supporting relationships and promoting a collaborative spirit and teamwork among students and members of the college's administrative and academic teams.
- 4) Uphold the esteemed reputation of MCBS and actively contribute to the continual development of its achievements.
- 5) Collaboratively contributing, with the support of the administration, to the enhancement and development of student facilities, elevating their overall quality.

**3. Responsibilities**

The Student Council collaborates with the Student Affairs Department to undertake the following tasks:

- 1) Prepare an annual report on advisory boards and activities in accordance with the objectives and purpose.
- 2) Preparing estimates for the annual budget and discussing them with the Dean or someone on his behalf.
- 3) Following up with students' issues, raising their awareness, maintaining their achievements, and working with the modern college administration to solve their problems.
- 4) Establish a suggestion box or online platform for students to voice their concerns, ideas and address the most serious issues.
- 5) Organizing activities aimed at fostering a supportive environment for students, with a particular emphasis on stress reduction and mental well-being.
- 6) Collaborate with the college faculty to enhance quality procedures and raise awareness on campus.
- 7) Commending students for their accomplishments, encompassing both academic and non-academic achievements, via awards or recognition programs.
- 8) Engage in the assessment of student satisfaction and needs by implementing surveys and arranging specific sessions tailored for this purpose.

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**4. Membership**

All students who are enrolled as full-time at MCBS have the privilege of attending the General Assembly meetings of the Student Council.

**5. Conditions of Candidacy**

Conditions of Candidacy for Student Council:

1. Maintain a good reputation and should not be subject to penalties by the College.
2. Be punctual and complete 30 credits at the time of election and his/her GPA are not less than 2.0.
3. Ensure that you schedule meetings and attend them as scheduled.
4. The student must not be affiliated with a similar organization outside the college that shares the same goals.

**6. Executive Committee (term of work and conditions for candidacy)**

1. The executive committee serves for a period of one full calendar year.
2. Membership in the Executive Committee shall be waived if:
  - Resignation of a member of the Executive Council
  - Not attending 2-3 consecutive meetings.
  - Loss of one of the membership conditions
  - In case of death.
3. The position is given to the highest member that will have priority, or a new election to fill in the gap shall be made.
4. The Dean can terminate any member of the executive board if he/she is proved to lose reputation or convicted of misconduct.
5. The executive committee will be terminated if half of its members resign.
6. Candidates for membership in the Student Council Executive Committee must:
  - The student is required to enroll with the college and maintain a positive reputation; moreover, they should not incur any penalties imposed by the college.
  - The candidate must adhere to the following criteria for eligibility, demonstrate punctuality, have completed a minimum of 30 credit hours and maintain a grade point average of not less than 2.0.
  - The student is not a member of any comparable association that shares similar goals outside of the college.
  - She/he should not have been nominated more than once during their college studies.

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**7. The Executive Committee should consist of the following members:**

- President
- Vice President
- Head of Student Council Advisory
- Member of Students Council Advisory
- Head of Academic Committee
- Member of Academic Committee
- Head of Activity and initiatives Committee
- Member of Activity Committee

Their purposes are as follows:

**President**

- 1 Call and preside over meetings of the SC & sign the minutes, except during times when he/she are unable to attend. In times of absence or when he/she is incapable or presiding over meetings the duties will fall to the members of the Vice President.
- 2 Preparing the agenda for Student Council meetings in collaboration with the Council advisor
- 3 Preparing, documenting and submitting a report on the statement of the status of the Student Council to the Administration and publishing the report on the official website of the Student Council, explaining in it the following:
  - a. The goals and progress that has been achieved in the Student Council until the date of submitting the report.
  - b. Additional directions that will be followed for the remaining of the year.
  - c. Preparing and presenting a report to the Council and the college community at the end of the year meeting and a final report that explain what was accomplished by the Council during the past year.
- 4 To be the official spokesman for the Student Advisory Council whenever required.
- 5 Performing any additional responsibilities delegated by the Council if they do not contradict the philosophy of the college.

**Vice President**

1. Assist the President in the performance of his/her duties.
2. To be an unofficial member of all committees.
3. Nominate student representatives for all committees in collaboration with the Executive Council.

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4. If the Council President is unavailable, the Vice President assumes the responsibility of convening the meeting and overseeing the elections in collaboration with the college administration.
5. Initiating the activation of all executive committees as needed
6. Nomination Student Newsletter Board of Directors.
7. Performing additional duties delegated by the Students Council Presidents, if they do not contradict the core principles and philosophy of the college.

**Students Council advisor**

1. To be tasked with recording and maintaining the minutes of both Student Council and Executive Committee meetings
2. Compile a comprehensive document containing all reports, committees, employees, and college councils.
3. Keeping the official membership list up-to-date and consulting it as needed
4. Establishing and adhering to scheduled office working hours and keeping records of members' participation in various activities.
5. Distributing meeting minutes, records, and reports to members upon request.
6. To maintain, during each meeting, a list of current committees and their respective memberships.
7. Documenting meeting minutes and providing them to individuals upon request.
8. Performing any additional tasks assigned by the Students Council Presidents, ensuring alignment with the college's philosophy.

**Head of the Activities and Initiatives Committee**

1. He is tasked with organizing and formulating a comprehensive plan for diverse activities and events in collaboration with student clubs and groups.
2. Executing any additional tasks delegated by the Chairman of the Advisory Council, provided they align with the college's philosophy.

**Head of the Academic Committee:**

1. Disseminating information and promoting understanding of the 'rights and duties' of students in accordance with the college's rules and regulations.
2. Monitoring and supporting students' academic progress and proposing a mechanism to address any academic challenges they may encounter.
3. Executing any additional tasks assigned by the Chairman of the Council, provided they are in accordance with the college's value/idea.

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**8. Meetings:**

**Must**

1. At least three meetings of the General Assembly, involving the (Student Affairs Department, clubs' representatives, and the Executive Committee of the Council, are convened during each semester of the academic year.
2. All executives and representatives are expected to attend the meeting; alternatively, they may designate another student to represent them.
3. Students will receive notification of the meeting at least three days prior to the scheduled date.
4. All meetings are open to all members of the college's student council."
5. The Executive Committee conducts two meetings per month throughout the academic year, and notifications for these meetings are provided at least three days in advance.

**9. Finance resource**

1. An annual budget is formulated for the Council under the supervision of the Council's advisor. The disbursement of funds occurs in coordination with the college's financial department. The Council's financial resources can be acquired through the following:-
  - a. Steady financial contributions from the college.
  - b. Funds generated from student council activities throughout the elected term.
  - c. Contributions received by the Council from external sources beyond the college.
2. Authorization for withdrawals from these resources is limited to the President and the Council Advisor, in adherence to the college's applicable financial and auditing procedures.

**10. The Election**

1. Elections are conducted annually within the initial month of the fall semester.
2. The announcement period and nomination duration for the elections shall not exceed 5 days.
3. In case a candidate wishes to withdraw from the election, they must submit an official letter to the dean no later than 24 hours before the scheduled election date.
4. The college administration, with the presence of the Executive Committee, organizes elections that span a single day.
5. In the event of a tie in the number of votes, the results will be determined by a ballot.
6. The Elections Committee, comprising the Student Activities Officer and the Executive Committee, will adhere to the procedures outlined in this charter.

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7. Elections are conducted via secret ballot, with each student entitled to only one vote.
8. Elections typically take place in September or in the event of a vacancy.
9. The Executive Committee is tasked with overseeing all voting procedures, including appointing candidates for each elected position, compiling, and disseminating a list of nominated members, conducting elections, and announcing the names of successful candidates.
10. Members are elected for a term spanning two semesters, commencing from the spring semester, and continuing until the subsequent election in the fall semester.
11. An Executive Committee meeting is scheduled to take place at the conclusion of the fall semester.
12. The meeting will be attended by both outgoing and incoming members, as well as any other individuals whose presence is necessary.
13. All tasks and documents will be transferred to the incoming president, who will assume leadership of the Student Council.

**Amendments**

The Executive Committee may revise or review this charter following the confirmation of two-thirds of the present members and representatives at the meeting, subject to approval by the College's Academic Council.