

Constitution of the Saudi Students House at Duquesne University in Pittsburgh

Article I — Name

The name of this organization shall be the Saudi Students House in Pittsburgh.

Article II — Objectives

1. Educate the campus community about the Saudi Arabian culture.
2. Organize social and educational activities for Saudi students and their families.
3. Help new coming Saudi students in becoming familiar with the city of Pittsburgh.

Article III — Membership

1. Membership is open for all Saudi students and for students who are interested in Saudi culture, who are currently studying in Pittsburgh.
2. The Saudi Students House shall not discriminate in its membership on the basis of race, color, national origin, sex or handicap.
3. There will be an annual membership fee of \$25.
4. Only members who paid their annual membership fee for the last year are eligible to vote and hold office at the Saudi Students House.

Article IV — Executive Board

1. The executive board of the Saudi Students House will have a president, vice president, secretary, and treasurer.
2. Additional officers with specified responsibilities can be added as seen needed (e.g. cultural, social, sports, and family activities).
3. The responsibilities of the officers are:

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| President: | To lead the officers in achieving the objectives of the organization, call for officers meeting, and be the representative of the organization in communication with other authorities. |
| Vice President: | To help the president in achieving the objectives of the organization, and to act as president in the absence of the president. |
| Secretary: | To compile meetings agenda and minutes, announce for activities, and to book keep activities reports. |
| Treasurer: | To supervise the expenditure of the organization and collect membership fees. |

Article V — Election of Executive Board

1. Elections are held in April of each year.
2. The elected executive board will assume its duties at the beginning of the Fall semester for a total period of one year.
3. The president, secretary, and treasurer positions will be elected.
4. The vice president will be appointed by the president after getting the majority approval of the secretary and treasurer.
5. All members of the Saudi Students House who paid their membership fee for the last year are eligible to vote and to be nominated.
6. No member is allowed to accept nomination for more than one position.

Elections Procedures

The outgoing executive board will form an election committee of 3 members who are not planning to run during elections. At least one of the election committee's members must not hold an officer position at the current outgoing executive board. The committee will conduct the elections for each electable position according to the following procedures:

1. Announce its solicitation for nominations for the elected positions.
2. Contact the nominees to ask whether they accept the nomination or not.
3. The current executive board will arrange for a general body meeting to conduct elections.

4. The election committee will announce the names of the nominees who accepted the nomination, and the names of those who rejected the nomination before the day of elections.
5. Each member will vote for a president, secretary, and treasurer using secret ballots, the committee would then count the votes.
6. The nominee receiving more than 50% of the votes will win elections.
7. In the event of a tie, whether there are two nominees or more, the voting will be repeated. In case of a second tie, the elections committee will resort to draw.
8. In the event there are more than two nominees, and no one receives more than 50% of the votes, another vote will be repeated where it only includes the two nominees who received the highest number of votes. In the event of a tie, the elections committee will resort to draw.

After the completion of the elections procedures, the president will appoint his/her vice president after presenting him/her to the secretary and treasurer and getting their majority approval.

A public announcement of the new executive board will be sent to the members.

Article VI — Decision Making Procedures

Each officer has his/her authority over the responsibilities he/she follows, and it is expected from him/her to consult with others before executing activities. In addition, each officer needs to inform the president about the activities he/she intends to do.

1. The activities that would be discussed in the executive board meeting would be:
 - a) The activities that do not belong to the responsibilities of a certain officer.
 - b) The activities that are unusual, large, or have other consequences on the organization.
 - c) If one of the officers requested discussing the activity of another officer.
2. In these cases, the executive board can resort to voting with the following being present:
 - The president.
 - The responsible officer in cases “a” and “c”.
 - More than 50% of the officers in cases “a” and “c”, and 75% of the officers in case “c”.

3. The opinion with the highest numbers of votes is adopted. In the event of a tie in case “a”; the vote of the president is counted as two votes, and in cases “b” and “c”; the vote of the responsible officer is counted as two.
4. The president has the right to veto in the three cases, “a, b, c”, according to the following procedures:
 - When voting against an activity proposal, he/she will ask to repeat the voting.
 - Two thirds of the votes will be required to approve the activity proposal.

Article VII — Removal of Officers

A. Removal of an officer based on his/her request

1. If that the president can not continue his/her duties, then the vice president will assume presidency and appoint a new vice president in replace of him/her after presenting him/her to the secretary and treasure and getting their majority approval.
2. If the vice president, secretary, or treasurer can not continue his/her duties, then the president will appoint a replacement after presenting him/her to the two remaining officers and getting their majority approval.

A public announcement will be announced to the members of any of these changes.

3. If the whole executive board resigns, then early elections will be held as described in Article V, where the new executive board will complete the remaining term, and next elections will take place in its regular time.

B. Removal of an officer based on members’ request

1. Five members who do not hold officer positions must convey their request to the officer (i.e., the president, vice president, secretary, or treasurer) asking him/her to resign with the reasons behind this request. The president will also be informed when he/she is not the one who was asked to resign.
2. If the officer refuses to resign, the five members will then write their request with the reasons behind their request, and submit it to the president.
3. A committee of two members will be formed, one assigned by the officer who is being asked to resign, and the other by the five members who requested the officer to resign. The committee will arrange for a general body meeting to vote on the removal of the officer.
4. Before voting, one of the five members will present the reasons why they desire the removal of the officer. The officer will then have the chance to rebuttal.

5. After that a vote will be made by all eligible voting members using secret ballot to decide whether to remove or keep the officer.
6. In the event of the removal of the president, the vice president will assume presidency and appoint a new vice president after presenting him/her to the secretary and treasure and getting their majority approval.
7. In the event of the removal of the vice president, secretary, or treasurer, the president will appoint a replacement after presenting him/her to the two remaining officers and getting their majority approval.

Article VIII — Amendments

1. Any amendments to the bylaws need to go through the executive board of the Saudi Students House.
2. Amendments concerning the structure of the executive board, election procedures, and removal of officers would require calling for a general body meeting to vote on these amendments.
3. Concerning other matters, the executive board will present the suggested amendments to the members and seek their feedback. The board will revise the provided feedback, and make adjustments as needed. It will then amend the constitution and send a public announcement.

Finished on 12/21/2007