Article I. Vision/ Mission

Name
The name of this union shall be the Student Majlis of Carnegie Mellon University Qatar.

The *Student Majlis* is the primary, highest-level of the governmental hierarchy, and is a committee formed by the President of the Student Body, the Vice President, Head of Finance, Head of Clubs and Student Organizations, Head of Academics, Head of Communication, and Head of Sports.

Vision
The vision of Student Majlis is to create an actively engaged community where students and student organizations can comfortably represent themselves and their opinions through any and all forms of expression.

Mission
Student Majlis commits to enacting legislation by supervising and coordinating the execution and financing of extracurricular activities, encouraging and ensuring respect to its rules, and by acting as the representative body for students to present their views to the faculty and administration of Carnegie Mellon University in Qatar.

Article II. Affirmation of Student Rights

A. Students shall have the right to pursue an education to the best of their abilities and shall not be withheld this right without legal justification and due process.

B. Students shall have the right of free expression. This shall include but not be limited to, the freedom of speech, religion, press, peaceful assembly, petition and choice of personal appearance.

C. Students shall have the right to inquire about all University policies and of their origin.

D. Students shall have the right to form officially recognized organizations that fall within the rules/guidelines of the University.

E. Students shall retain the right to apply for admission to any student organization free from discrimination given that they meet the organizations stated official qualifications.

F. Students shall retain the right to read, rest and study free from undo interference in designated areas.

G. All rights shall not be construed to deny or infringe upon other rights retained by the students.
H. In the case that any student’s rights are violated, they shall retain the right to use all means available to address the grievance in all matters without violating university policies (refer to Q-Word for further details).

I. The Student Body shall have the right to elect a government to preserve and protect the rights guaranteed in this Constitution.

**Article III. Terms and Definitions**

A. A *Regular Meeting* is a weekly meeting that occurs on the same date at the same time and involves relevant members of a group/organization.

B. A *Joint Meeting* is a mandatory grouping of the Student Majlis and Student Council for a cause that may influence the CMUQ community as a whole.

C. An *Excused Absence* refers to a pre-communicated or reasoned absence from a regular meeting or event that requires mandatory attendance from the Student Majlis.

   1. Absences can only be excused if the remaining members of the Student Majlis are informed of the absent member’s intention and reasons before the meeting/event.

D. The *SOC* is the Student Organizational Committee, which consists of all presidents of student organizations. The SOC is supervised by the Head of Clubs and Student Organizations.

E. The *SAC* is the Student Academic Committee, which is integral to academic feedback. This committee is drafted through the decision making of the Head of Academics, who supervises the committee, and the Associate Dean of Education.

F. The *SRC* is the Student Representative Committee, which is quintessential in receiving, retaining, and implementing feedback on campus for non-academic affairs. (Included but not limited to extracurricular activities, student rights, involvement, health, etc.) The SRC is supervised by the Head of Communications.

G. The *Student Council* is the secondary level of the hierarchy, which consists of the SOC, SAC, and SRC.

H. *CMUQ* is an exclusive acronym for Carnegie Mellon University Qatar.

I. The *Activities Fee* refers to the collection of the individual funds that are placed under the control of Student Majlis by the Carnegie Mellon University Board of Trustees.

J. *Student Majlis Recognition* refers to the recognition, along with its associated privileges, afforded to student organizations through the Student Majlis, as governed by this constitution.

K. A *Student Organization* is any grouping of members of the student body that has been formally recognized to act on campus by the Student Majlis.
L. A vote at a (regular) meeting of the Student Majlis normally refers to a vote taken at a regular meeting, but the requirement is also satisfied if the Student Majlis conducts an electronic vote. The results of a vote are binding if the Student Body President approves the method with which the vote was conducted and if a (4/7) majority of the seated members of the Student Majlis cast a vote.

Article IV. Student Majlis

The Student Majlis at Carnegie Mellon University in Qatar is committed to diligently representing the student body, improving the students’ university experience and promoting a positive image of CMUQ. It attempts to fulfill its commitment by maintaining the highest levels of ethics, leading with integrity, selflessly working to develop all aspects of university and campus life.

Duties and Powers of the Student Majlis

A. To meet weekly during the academic year excluding vacations and final exam policies.
B. To hold weekly Thursday Majlis sessions to stay in touch with the Student Body.
C. Supporting and advising CMU-Q’s administration on student issues, regarding academics, on-campus facilities or extracurricular activities.
D. Creating and making necessary amendments to the CMU-Q Student Body Constitution.
E. Recognizing student organizations created on campus, and providing all forms of support (monetary or other) for their activities and operations.

Limitations of Powers

The Student Majlis powers shall be subject to the following limitations:

A. By Advisors authorized to do so by the policies of Carnegie Mellon University in Qatar.
B. When it directly concerns student functions under university authority, namely: health, safety, public policy, maintenance of university property, academic policy, public relations, and in other areas specifically denoted in the Q-Word.
C. If there is a consensus in which the majority of the student body disagrees and present this disagreement through a petition with over 25% of the student body’s name, AndrewID, and signature.
The Structure of the Student Majlis

A. The Student Majlis shall be responsible for governmental decision-making and shall consist of the Student Body President, Vice President, Head of Finance, Head of Student Organizations, Head of Communications, Head of Academics, and Head of Sports.

B. The Student Council shall consist of three (3) separate, cooperating bodies which are responsible for assisting their respective Heads, collecting student concerns, and completing assigned tasks:

1. Student Organization Committee (SOC) shall consist of a legislative body directed by the Head of Student Organizations. All Student Organization legislative powers shall be vested in the SOC.

2. Student Academic Committee (SAC) shall consist of a legislative body directed by the Head of Academics, which maintains consistent communication with the Associate Dean of Education. All undergraduate student academic legislative powers shall be vested in the SAC.

3. Student Representative Committee (SRC) shall consist of a single-chambered legislative body directed by the Head of Communications. All Student Class legislative powers shall be vested in the SRC.

Membership of the Student Majlis

Student Majlis/ Council Election Rules

A. All candidates running for the Student Majlis or the SRC are required to submit an application to the Student Majlis (preferably through a Wufoo form). The application should allow the applicants to express their interest in the improvement of the Student Body concisely and effectively.

B. Approximately 4 – 5 days of campaigning are given to candidates to attract campus attention and gain student votes. Campaigning must be fair across all candidates and honest in messaging.

1. Only President/ Vice President campaigns shall be conducted jointly. Candidates for all other leadership positions may not run joint campaigns, and must be individual.

C. A student-body-wide vote is conducted at the end of the Spring semester, giving the student body the decision-making capabilities to fairly agree upon the Student Majlis and Student Representative Committee.

D. If a student would like to run for an open position, but had not previously submitted a Wufoo application, said student may garner
100 student signatures (or approximately 25% of the student body) in the form of a petition. The student will be placed in the running after a random selection validation test of the petition is completed by the Student Majlis.

E. It is recommended, but not required, that students running for an Student Majlis position have stellar extracurricular activity on campus and seek only the betterment of the CMUQ community.

Student Council

Qualifications for Office

A. To be qualified for office, the applicant must be enrolled as a full-time Carnegie Mellon University in Qatar student both at the time of his/her election and through the duration of his/her term. Applicants for the SOC or SAC must have completed at least two semesters of course experience in Carnegie Mellon University in Qatar, and should able to complete a full term.

B. To be qualified for the SOC, the individual must be the president of a Student Organization recognized by the Student Majlis.

A. To be qualified for the SAC, students should have a strong background within their fields of study and seek plans for campus academic improvement.

C. To be qualified for the SRC, applicants must be actively engaged on campus, represent their class, and seek genuine attempts at improvement the Tartan community. (SRC applicants can run for office during their first semester of study to ensure fair and equal representation across all class levels.)

Election Process for New Terms

A. All presidents of Student Organizations recognized by the Student Majlis are automatically drafted into the SOC.

B. In the case of the SAC, the Head of Academics should, along with the support from the Associate Dean of Education, selectively choose students that have a strong level of academic familiarity within their respective fields of study.

C. Applicants for the SRC must indicate their interest to the Head of Communications who will then establish a voting process. The running candidates will campaign for the span of 1 week and an election will then be held specific to the class of the applicants where a maximum of 8 students (2 per class) may be selected into the committee.
**Expectations**

All members of the Student Council are expected to:

A. Attend all respective committee meetings and any joint meetings with the Student Majlis.
B. Inform the respective Head of any difficulties the member may have with completing tasks.
C. Inform the respective Head of Committee at least 2 weeks prior to a decision of stepping out of office.
D. SOC members are expected to work with other organizations on campus to foster a greater sense of unity and collaboration on campus. They are also expected to monitor and take care of the Student Lounge and Club Suite.
E. SAC members are expected to consistently communicate with students in their major to gather concerns regarding courses and professors then report these results frequently. They are also expected to monitor and ensure student comfort and safety in the Library, ARC, and study spaces on campus.
F. SRC members are expected to represent their respective class communities by voicing community opinions during weekly meetings, actively engage in social media, market events on campus, and plan at least 2 inclusive events that collectively, exclusively involves said class.

**Removal from Office**

All members may resign by submitting a resignation letter to their respective Heads of committees, who must notify the Student Majlis members of the resignation at the next regular meeting.

Members may be elected for removal from office for reasons such as, but not limited to:

A. 2 unexcused absences from regular meetings.
B. Consistent failure to complete tasks on time.
C. Improper behavior when dealing with CMUQ Administration and students.
D. Improperly using the benefits of being a part of Student Majlis to achieve personal benefits.
E. Refusing to grant Students any of their rights as granted by this constitution.
F. Actively trying to harm any Student Organization or Student's reputation on campus.
**Removal Process**

A. The Head of the respective committee will inform the Student Majlis after compiling a document consisting of the allegation(s). The member will then be called to a hearing with the Student Majlis and Student Majlis Advisors. Following the aforementioned process listed in Article IV, section “Student Majlis”, subsection “Removal Process”, the Student Majlis will come to a consensus on a decision for removal of the defendant.

B. A removal from the SOC entails that the club either loses its recognition and budgeting or must change its leadership.

**Election Process for Empty Seats**

A. In the case of an SOC member’s position being revoked, the vice president of the respective student organization must assume responsibility for the president position.

B. In the case of an SRC member’s position being revoked, a petition with 25% of CMUQ’s student body signatures must be submitted to the Head of Communications. A Student Majlis vote will then be cast to determine eligibility of said applicant.

C. In the case of an SAC member’s position being revoked, the Head of Academics and the Associate Dean of Education should determine a new nominee for the position.

**Student Majlis**

**Qualifications for Office**

B. To be qualified for office, the applicant must be enrolled as a Carnegie Mellon University in Qatar full-time student both at the time of his/her election and through the duration of his/her term. The applicant must have completed at least two semesters of course experience in Carnegie Mellon University in Qatar, and should able to complete a full term.

C. Applicants for Head positions must have served in the relevant, respective committee for at least one (1) full term.

D. Applicants for President and Vice President positions must run in teams of 2, and are encouraged (not required) to have previous campus involvement.

E. Applicants for the Head of Sports position must have served on a sports team for at least (1) full season.

F. Members that have previously stepped out of office without a valid reason or were removed from office are not eligible to apply. Applicants may not reapply to an office, which they have previously served in.
**Election Process for New Terms**

A. All members of the Student Majlis must be elected in a general campus election.

B. The elections must be held in accordance with what is applicable of the rules and procedures contained within this constitution and the Student Majlis Election Rules.

C. The Student Majlis elections shall take place in the Spring semester. Newly elected members will take office in the first day of classes in the Fall semester. This transition allows for Student Majlis to plan out their term over the summer.

**Expectations**

A. All members of the Student Majlis are expected to ensure all parties consistently uphold all elements proposed in this constitution.

B. Attend all Student Majlis meetings and joint meetings.

C. Ensure that all student elections are carried out in accordance with this constitution.

D. Inform other Student Majlis members of any difficulties they may have completing tasks.

E. Inform other Student Majlis members in the form of a written notice at least 2 weeks prior to a decision of stepping out of office.
   1. In the event of emergency, a written resignation must be given as soon as the member is able to provide one.
   2. Members that step down do retain the right to discretion in the event that a reason cannot be given to the remaining members. The remaining members must be comfortable with an unexcused resignation.

F. Coordinate with the orientation team over summer to ensure incoming freshman are adequately familiar with how to be represented, and are exposed to campus culture and community guidelines.

G. Successfully transition all responsibilities to incoming Student Majlis Heads.
   1. This should be conducted in the form of individual meetings between new and old positions.
   2. A joint meeting between new and old Student Majlis should also be held to communicate any advice, suggestions, or questions.
Removal from Office

All members may resign by submitting a resignation letter to the Student Majlis President or Student Majlis Advisor(s), who must notify the Student Majlis members of the resignation at the next regular meeting.

Members may be elected for removal from office for reasons such as, but not limited to:

A. 2 unexcused absences from regular meetings without having an alternative designated.
B. Consistent failure to complete tasks on time.
C. Improper behavior when dealing with CMUQ Administration and students.
D. Improperly using the Student Majlis to achieve personal benefits.
E. Refusing to grant Students any of their rights as granted by this constitution.
F. Actively trying to harm any Student Organization or student's reputation on campus.

Removal Process

Any of the Student Majlis members may be under scrutiny for removal by the following methods:

A. If the aforementioned forms of misconduct are seen, another Student Majlis member can file an allegation towards said guilty Student Majlis member to the Student Body President or the Student Majlis Advisor(s).
B. A student-body petition can be submitted to the Student Body President, Vice President or the Student Majlis Advisor(s) containing at least 25% of the Student Body’s printed names, signatures, and email addresses.
   1. The members of the Student Majlis receiving the petition will validate any such petition/allegations within one (1) week of its submission.
C. The President shall compile a document on the allegation(s) against the Student Majlis member after doing sufficient unbiased research into the matter. The document should include a detailed description of the incident along with any appeals, allegations, or testimonials. This document is to be forwarded to the entire Student Majlis, including the alleged member(s). This document will also be distributed to Student Majlis Advisors.
   1. In the event that the President is being elected for removal from Office, then the student that initiated the case is
responsible for compiling the document and doing unbiased research and presenting to all aforementioned parties.

D. During the next Student Majlis meeting, the alleged member(s) will have an opportunity to begin by using 20 minutes of protected time to clear any allegation(s) against them within the presence of all Student Majlis members and Student Majlis Advisors. After the alleged member(s) have had an opportunity, all attendees are given 20 minutes of protected time to ask the alleged member(s) questions strictly pertaining to the allegation(s).

1. It is up to both the accused and initiating members’ individual discretions whether to invite any Student Organization(s) or student(s), which may be associated with the allegation(s). Once the questions are finished, the alleged member(s) will be asked to leave the room, along with any associated in the allegation.

2. Names of all witnesses and/or associated students must be communicated to the accused and initiating members before the case begins.

E. After the protected time for defense and questioning is complete, the Student Majlis will privately discuss any necessary qualifications for about 10 minutes, then cast individual votes in order to decide whether or not to remove the alleged member(s).

1. If at least (4/7) of the vote tally is set on an outcome, then that is the result of the process.

2. If less than (4/7) of the vote tally is set on an outcome, then there will be a maximum of a one (1) hour delegation period for remaining members to discuss and reach a fair conclusion.

**Election Process for Empty Seats**

A. If the Student Body President position is open, then the Vice President is to succeed and take the position.

1. In the event of a vacancy of the President’s seat, the Vice President will assume said position as interim President.

2. In the event of a vacancy of the Vice President’s seat, any member of the Student Majlis can be nominated to assume said position as interim Vice President. A vote within the Student Majlis will be held in the case of more than one candidate.

3. In the event of a vacancy of both the President and Vice President’s seats, a member of the Student Majlis must
submit a petition to the Student Majlis that contains at least 25% of the student body’s names, signatures, and email addresses of members of the Student Body who have not signed any other petition for the vacant President seat.

a. In the event that no Student Majlis members choose to step into the vacant positions, the Head of Communication will release an official communication to the student body, inviting students to collect a petition to run for the available position(s).

B. If a Head position that oversees a committee (SRC, SAC, or SOC) is vacant, then any applicant(s) from amongst that committee are given 15 – 20 minutes of protected time to pitch their qualifications to be considered for said Head position.

C. If a Head position that does not oversee any specific committee is open, then any applicant(s) from the Student Body are expected to garner 25% of the student body’s printed names, signatures, and email addresses of members of the Student Body who have not signed any other petition for the same seat. The Student Majlis then casts a vote to determine the fate of said position.

Roles of the Student Majlis Members

President of the Student Body
The President is the active head of the Student Majlis and the student body, who is the leading representative of the university’s student body; therefore the president should always maintain a high level of organization and responsibility within the community.

A. Student Body President expectations include:
1. To creatively engage Student Majlis to determine the organizational vision, goals, and tasks for Student Majlis.
2. Regularly meet and follow up with university administration and the Associate Deans once a month to discuss and seek solutions to pertinent issues affecting students and university life.
3. Meet the Dean of the University every other month.
4. When invited, must attend all CMUQ Administrative meetings.
5. Must attend, or designate an alternative to attend, at least 1/3 of Student Council Meetings.
6. Facilitate Student Majlis Meetings and joint meetings, and assign weekly tasks to all Student Majlis members as fit.
7. Meeting the newly elected Student Body President individually after the term to discuss tips and strategies on running the Student Majlis.

8. Meeting the newly elected Student Majlis to discuss strategic goals and organizational distribution.

9. May veto or sign legislation and amendments to this Constitution proposed by the Student Majlis.
   a. The President holds no line-item veto. This means that the President must approve or veto an entire law and may not veto any single part of the law.
   b. Exercises such power within one hundred twenty (120) hours of passage by the Student Majlis members, else said legislation becomes law.
   c. The Student Majlis may override a veto to a legislation with a (4/7) vote of the members at the next meeting of the body following the submission of the veto.

10. In the event of a tie, holds the decisive right over decisions, with the exception of removing members from office.

11. Must approve all budgeting allocations and decisions amongst the Student Majlis and the Student Council.

12. May call for unscheduled meetings with the Student Majlis and Student Council.

**Vice President of the Student Body**

The Vice President handles the leading of the Student Majlis in the absence of the president, and performs all the duties that the President is responsible for. The Vice President is also responsible for many of the background operations that occur throughout the year in regards to budgeting, events, and club recognition.

**A.** Vice President expectations include:

1. Being the point person and main organizer of Tarnival, which is held in the Fall. This includes (but is not limited to): logistics, marketing, and recruitment of clubs and volunteers.
2. Leading the Student Majlis in the president's absence
3. Assist the president in leading the Student Majlis.
4. Follow-up with the Student Majlis members to ensure they are on task.
5. Must attend the president's meetings with CMUQ Administrative figures.
6. Must attend at least 2/3 of all Student Council meetings.
7. Call for unscheduled meetings.
Head of Finance
The Head of Finance is responsible for assessing, allocating, and constantly updating Student Majlis's finance and budgeting, which is derived from the Student Activities Fee.

A. Head of Finance expectations include:
1. Work on allocating all Student Organization funding requests.
2. Keep record on all financial transactions done by the Student Majlis and all Student Organizations on campus to ensure all activities are within budget constraints.
3. Keep account of the income, expenditures, and allocations of all funds under the control of the Student Majlis and provide monthly statements to club leaders and advisors.
4. Oversee Student Organization expenditures and Budgeting allocations.
5. Work with Student Organization Advisors to ensure that all expenses are in line with the Organization's initial proposal.
6. Advise and give recommendations to the Student Body President on financial matters and financial legislation.
7. Preferably host at least one meeting per academic year open to the entire student body to discuss and explain matters concerning the student activities fee.
8. Serve as the advisor for any Student Organization that requests assistance in funding-related issues.
9. Work closely with Head of Clubs and Student Organizations, while attending all relevant SOC meeting.
10. Propose legislation regarding amendments that concern the fiscal policies in this constitution and other financial matters that concern the student body.
11. Must approve any financial decision that involves budgeting more than 1,000 QAR.

Head of Clubs and Student Organizations
The Head of Clubs and Organizations is responsible for advising, organizing, and maintaining clubs and their relationships with the student body, the administration, and Student Majlis itself.

A. Head of Clubs and Student Organizations expectations include:
1. Serves as the Head of the Student Organization Committee (SOC).
2. Must organize SOC meetings on at least a monthly basis, providing a one (1) week’s notice.
3. Responsible for organizing the Club Recognition and Funding Application process, and analyzing the applications.

4. Responsible for working with the Head of Finance on the allocation of student organizations' funding requests.

5. Ensures that the events and activities held by the Student Organizations do not contradict this constitution, the organizing club’s constitution, or the university policies.

6. Responsible for maintaining student comfort in the Student Lounge and Club Suite inventory while ensuring all rules are being abided by.

7. Responsible for coordinating club events and activities with Club Presidents through the calendar within the Club Suite.

8. Must consistently update the Majlis email account calendar within the Student Lounge.

9. Propose legislation regarding amendments that concern the Student Organization policies in this constitution and other organization matters that concern the student body.

10. May give Student Organizations infractions if Student Organizations do not abide by the regulations set forth in this constitution, leading to their disbandment if consistent.

**Head of Academics**

The Head of Academics is responsible for recruiting the Student Academic Committee, and organizing and maintaining the comfort of students’ academic experience on campus.

A. Head of Academics expectations include:

1. Serves as the Head of the Student Academic Committee (SAC).

2. Must organize SAC meetings on at least a monthly basis, providing a one (1) week’s notice.

3. Responsible for maintaining student comfort in the Library, ARC, and study spaces by ensuring the rules are abided by.

4. Works with Assistant Dean of Student Affairs or and with the Assistant Dean of Faculty Development to improve professorial teaching performance.

5. Collects student feedback on course offerings.

6. Communicates the students’ issues regarding courses, grading, material or professors to the Student Majlis, which in turn works on finding solutions with the Assistant Dean.
of Student Affairs or/and the Assistant Dean of Faculty Development.
7. Hold regular meetings at least once per month with the Assistant Dean for Academics to discuss academic related matter communicated by students.

**Head of Communications**
The Head of Communications is responsible for maintaining a strong sense of connection between the Student Majlis, the student body, and the administration through student representation at events, social media, and constant communication

**A. Head of Communications expectations include:**
1. Serves as the Head of the Student Representative Committee (SRC).
2. Organize, maintain, and monitor all forms of student feedback platforms including Thursday Majlis and SRC organized events.
3. Must organize SRC meetings at least on a monthly basis, providing a one (1) week’s notice.
4. Attend university meetings and/or conferences that require a student voice or representation.
5. Communicate any changes, updates or achievements accomplished by the Student Majlis to the Student Body.
6. Attend to the Social Media platforms and keep providing updates to the Student Body.
7. Assists the Student Body President in maintaining active communication and events with the Student Body.

**Head of Sports**
The Head of Sports is responsible for the maintenance and organization of the sports teams on campus, and is expected to promote a stronger awareness of student health on campus.

**A. Head of Sports expectations include:**
1. Listens to the issues of the sports teams through regular meetings with the captains and coaches of CMUQ sports teams and does his/her best to attend to those issues.
2. Works with Student Affairs in creating opportunities for the sports teams of CMUQ inside and outside of EC, and follows through with the teams and Student Affairs on these opportunities.
3. Works with Student Affairs on sustaining an active base of fans for the sports teams of CMUQ.
4. Organize the annual Tartan Games in the Spring.
5. Communicate regularly and organize events with the Office of Health and Wellness and Peer Health Advocates to promote health and physical activity in a fun, recreational setting.

**Article V. Student Organizations**

**Student Organizations Policies**

A. Student Organizations are expected to contribute to the Tartan Spirit by involving the student body, or a targeted community within the student body, in any form of extracurricular leisure and/or education.

B. The minimum number of interested students required to initiate a student organization is (3). Said group is required to complete Student Majlis Recognition before formally acting as a Student Organization on campus.

1. Student Organizations are required to attain recognition, even if they are not requesting monetary support from Student Majlis.

C. Student Organizations have the right to funding and any other form of support from the Student Majlis, understanding their budget constraints and capabilities set forth in this Constitution.

D. Student Organizations will under no circumstances discriminate against a student based on race, religion, disability, sexual orientation, or nationality/origin.

E. Student Organizations must be actively engaged within the community, and communicate proof of said engagement with the Student Majlis on a regular basis in the form of reports, financial statements, or photos.

F. Student Organizations that have been granted membership into Student Majlis shall have the following administrative and organizational responsibilities:

1. Notify the Student Majlis regarding any change in name, mission or constitution.

2. Notify the Student Majlis regarding any change in contact information for officers of the organization.

A. Student Majlis is responsible for granting and revoking the status of Student Majlis Recognition to Student Organizations through a recognition process organized by the Head of Clubs and Student Organizations.
B. The purpose of Student Majlis Recognition is to allow or the controlled usage of Student Activities facilities and to regulate the activities of student organizations around campus.

1. The Head of Clubs and Student Organizations is responsible for communicating with Student Organizations regarding all Recognition-related deadlines.

2. Student Organizations that have or would like to have Student Majlis Recognition are responsible for meeting Recognition-related deadlines and for providing the Head of Clubs Student Organizations with up-to-date contact information.

3. Student organizations must complete the recognition application form and submit to the Head of Clubs and Student Organizations by the proposed deadline.

4. Students may submit a club recognition form after having completed at least (1) semester of study at CMUQ.

5. Student Majlis will hold a recognition meeting within one (1) week from the proposed deadline, in which the Student Majlis will hold an interview session with the organization’s President and/or Vice President.

6. A majority of members of the Student Majlis (4/7) must be present in the Student Organization Recognition Session.

7. The decision of recognizing and funding an organization shall be taken through a 4/7 vote of eligible members of the Student Majlis in the Student Organization Recognition meeting.

   a. If there is a member of the Student Majlis who is also a member of any organizations applying for recognition and/or funding from the Student Majlis, he/she shall not participate in the discussion and the voting process for recognizing the particular organization he/she belongs to.

8. All student organizations that want to retain Student Majlis recognition must adhere to the policies set forward by the Student Majlis; otherwise the Student Majlis has the power to revoke the Student Majlis Recognition.
Tartan Activities Fair

The Tartan Activities Fair is an annual event that occurs on campus, inviting the student body to learn about the extracurricular activities available on campus to Carnegie Mellon students.

A. Student Organizations are required to contribute to the Tartan Activities Fair by setting up a booth that exhibits the organization’s activities, achievements, and opportunities.

B. Student Organizations’ Presidents and/or Vice Presidents are required to be present during the Tartan Activities Fair.

C. It is recommended that Student Organizations creatively market their opportunities to the student body during this time to expand their membership.

Student Majlis Club Awards

At the end of the academic year, the Student Body votes along with the Student Majlis for the most successful clubs on campus. A successful club would have exhibited the highest levels of activity, integrity, and involvement on campus.

A. A student-body-wide vote will be conducted at the end of the academic year to determine the general public’s opinion of these awards.

1. The student body’s votes will account for 50% of the decision.
2. The Student Majlis’s votes will account for 50% of the decision.
3. In the rare event of a tie, the Student Majlis will maintain power to leverage a decision up to their fair judgment.

B. A list of the available Organization awards/honors are as follows:
   1. Best Community Event
   2. Most Creative Marketing
   3. Best New Club
   4. Most Active Club
   5. Best Sports Club
   6. Best Community Contribution
   7. Student Organization of the Year
   8. Best Sports Event

C. A list of the available Student awards/honors are as follows:
   1. Top Tarfan
a. This award can only be a write-in vote, in which students will manually type in their nominations to mitigate discrimination.

2. Best President
3. Best Captain

Approved List of Branded Item Vendors

<table>
<thead>
<tr>
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<th>Contact(s)</th>
</tr>
</thead>
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<td>Harry- <a href="mailto:lightbrothers@comcast.net">lightbrothers@comcast.net</a></td>
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Article VI. Articles of Collaboration

A. The Student Majlis and the Student Organizations shall recognize that some activities may be conducted jointly by one or more of the Student Organizations, or organized by two or more clubs funded by the Student Majlis.

Student Majlis Fiscal Policy

A. All the members of the Student Majlis shall be responsible for allocating funds in a manner consistent with the University's Activities Fee Policy¹ and the University's Statement of Assurance².

B. The Student Majlis has the authority to reallocate clubs’ and organizations’ budgets whenever and however they redeem appropriate.

C. All members of the Student Majlis are responsible for allocating the budgets for recognized student organizations through an annual recognition process. The recognition process will be carried out by a joint session made up of at least (4/7) of the members of the Student Majlis and/or Student Majlis advisor.

¹ http://www.cmu.edu/policies/documents/ActivitiesFee.html
² http://www.cmu.edu/policies/documents/SoA.html
1. The overall budget will be divided between the Student Majlis, SOC, SAC, SRC and the 2 major annual events (Tarnival and Tartan Games).

2. The percentage allocated to each party mentioned above is based on the total budget available, history of their performance (in case of returning clubs) and the proposed application for recognition (which includes the budget proposal and the action plan for the upcoming year).

D. Budgets must be given final approval in accordance with the following rules:

1. At least (4/7) of the members of the Student Majlis are present.

2. All members of the Student Majlis have equal opportunity to contribute to the discussion and vote.

3. The Head of Finance and the Head of Clubs & Orgs act as chairs of the meeting.

4. Final budget is approved if at least (4/7) of the members of Student Majlis vote for the decision.

E. Funding eligibility

1. All recognized Student Organizations are able to seek funding eligibility from the Student Majlis during the Fall Semester under the Finance bylaws set forth in this constitution.

2. All organizations which have been given funding eligibility by the Student Majlis will be given a specific budget for the entire academic year.

3. The budget given to a Student Organization is valid for only the academic year in which that organization was recognized. No budgets get passed on to the next year.

4. In the case Clubs and Student Organizations need more funding they can apply for a Special Allocation provided that they have exhausted at least 80% of their allocated budgets.

   a. Clubs and Student Organizations can apply for special allocations once per semester.

   b. Proof of exhaustion should be available in the forms of receipts (or other written proofs).
c. The organization should responsibly communicate any unforeseen financial circumstances as early as possible.

d. Exceedingly successful organizations must show proof of activity on campus and reason for need.

F. Budget reallocations

1. Student Majlis retains the right to reallocate budget within the student organizations (that is, take surplus/idle budget from one student organization and grant it to a student organization in budget deficit);

2. Any student organization from whom the budget is withheld will be issued a notice at least 2 weeks prior to the action;

3. The student organization under question may appeal against the action, in which case they shall get the chance to meet the Student Majlis and defend their budget allocation;

4. Student Majlis has an inherent duty and responsibility to justify and explain the reasons for decisions in budget reallocations;

5. Any budget reallocation decisions need a 4/7 vote of Student Majlis for them to be implemented.

Article VII. Amendments Proposed by the Student Body

A. Proposed amendments to this Constitution must be submitted in writing to the Student Majlis at a regular meeting.

B. The Student Majlis Body must make a recommendation on the proposed amendments within one (1) week after the meeting at which the proposal for amendment was submitted.

C. The proposed amendments must be considered by the Student Majlis at the next regular meeting.

D. To be adopted, an amendment must receive a 4/7 vote in the regular Student Majlis meeting immediately following the meeting at which the proposal for amendments was submitted.