



Al-Quds University

University By-Laws

(1)

The Basic Regulation of Al-Quds University

## The Basic Regulation of Al-Quds University

**Article (1):** These by-laws shall be called (Al-Quds University's By-laws of 1994) and shall come into force after its approval.

**Article (2):** The following phrases and terms shall have the following meanings save where the context otherwise requires:

University	Al-Quds University
Board of Trustees	The Board of Trustees of Al-Quds University
Association of Councils	The Association of Al-Quds University's Councils
University's Council	Al-Quds University's Council
Graduate Studies Council	The program of graduate studies at Al-Quds University
Faculty Council	The council of any faculty at Al-Quds University
Council of Department or program	The council of any academic department or program of any faculty at Al-Quds University
Chairman	Chairman of the Board of Trustees
President	President of Al-Quds University
Vice-President	The Vice-President of Academic Affairs
Secretary-General	The Secretary-General of the University's Association of Councils
Dean	The dean of any faculty at Al-Quds University
Head of Department	Head of the academic or administrative department at the University
Faculty Staff Member	Whoever teaches at the University and holds Master's Degree and above
Employee	Whoever occupies a position at Al-Quds University

**Article (3):** a) Al-Quds University is a national higher education institution that acts to serve the Arab community, in general and the Palestinian community, in particular, especially in the cultural and educational fields

b) The University's head office is located in Al-Quds City; however, the University may establish faculties, scientific centers, centers of research and training and institutes elsewhere inside and outside Palestine

c) In this phase, the University includes the following faculties:

1. Faculty of Call and Principles of Religion
2. Faculty of Health Professions
3. Faculty of Sciences and Technology
4. Faculty of Arts with its two branches (Hend Al Hussein and the Mixed)
5. Faculty of Medicine
6. Faculty of Public Health
7. Faculty of Law
8. Faculty of Quran and Islamic Studies
9. Faculty of Engineering
10. Faculty of Dentistry
11. Faculty of Pharmacy
12. Faculty of Administrative and Economic Studies

d) In addition, the University has various institutes and centers as follows:

1. Higher Institute of Islamic Archeology

2. Institute of Commercial and Economic Studies
3. Institute of Linguistic and Phonetic Studies
4. Modern Media Institute
5. Forensic Medicine Institute
6. Islamic Research Center
7. Regional Studies Center
8. Issam Sartawi Center for the Advancement of Peace
9. Center of Foreign Language Sources
10. Center of Chemical and Biological Analyses
11. Center of Health and Nutritional Researches
12. Center of Sciences and Technology
13. The Palestinian Centre for Trauma
14. Insan Center for Gender studies
15. Al-Quds Studies Center
16. Abu Jihad Center for Prisoners' Affairs
17. Al-Quds Community Work Center
18. Standard Numbering Center
19. Refugee Researches Center
20. Said Khoury Information Technology Center
21. Child Institute

- Article (4):**
- a) The University is independent public institution that develops its curricula, holds exam grants scientific and honorary degrees and certificates and updates the academic, technical and administrative positions and otherwise in accordance with these by-laws and other by-laws issued by the University
  - b) The University has an independent budget

- Article (5):**
- a) Arabic is the official language used in the University and the basic language of teaching therein
  - b) Other languages may be used for teaching, if required, by consent of the relevant faculties' centers

- Article (6):**
- Al-Quds University seeks to serve the Arab community, in general and the Palestinian community, in particular through the available means as follows:
- a) Provide opportunities of university studies, specialization and deepening in the fields of knowledge to meet the needs of the country and community, care for the public culture, raise the level and improve quality continuously.
  - b) Develop the spirits of scientific research, intellectual impendence, personal initiative and teamwork
  - c) Encourage and Promote the scientific research in all fields
  - d) Care for the Arab and Islamic civilization, disseminate its heritage, care for the culture and Arabize whichever is required
  - e) Maintain the ethical and religious morals and develop the feeling of belonging to the nation and the spirit of bearing the responsibility
  - f) Promote and develop culture for the service of community and raise the professional level to secure the needs of community
  - g) Strengthen ties with the Arab, Islamic and International scientific bodies

- Article (7):**
- a) **The Board of Trustees of Al-Quds University consists of:**  
Mr. Moneib Al Masry - Mr. Mohamed Zohdy Al Nashasheby - Dr. Isa Ziab Khater - Mr. Jamil Othman Nasser - Dr. Samir Shchada Al Tammimi - Dr. Ghazy Hananya - Dr. Email Mousa Garggouce - Dr. Anees Mohamed Al Qaq - Mr. Jihad Kora Sholy - Dr. Mohamed Ashtya - Mr. Zoheir Al Koomy - Haj Zaki Al Ghoul - Dr. Rashid Al Khalidy - Dr. Majeed Al Kazmy
  - b) The number of members may increase under clause "a" above by resolution of the majority of the Board members representing two-thirds of members, provided they shall not exceed 18 members
  - c) By majority of two-thirds, the Board's members shall occupy the vacant memberships
  - d) The Board of Trustees membership shall be forfeited in the following cases: 1) Death 2) Resignation 3) Failure to attend 3 successive meetings without legal excuse

- Article (8):** The Board of Trustees shall have the higher authority at the University hereunder and shall supervise all matters related to the University. So, the Board of Trustees shall:
- a) Develop the general policy of the University
  - b) Support the University's independence, conduct maintenance and take all the actions required to develop the University and enable it to perform its mission and achieve its objectives.
  - c) Develop the University in a manner that ensures the improvement and diversification of its performance
  - d) d) Approve the University's annual budget
  - e) Appoint an auditor for the University and approve the authorized persons
  - f) Arrange and develop the University's resource and regulate their investment
  - g) Approve the administrative, financial and academic by-laws and any by-laws that the University's public interest requires
  - h) Duly appoint the President and his / her representatives
  - i) Appoint deans and approve the promotions of Professorship ranks at the University according to the President's nomination at the request of the University's Council
  - j) Form special committees to estimate the effectiveness of the University's graduates and to what extent they meet the needs of community and have effect on the development of this community.
  - k) Own and dispose of the movable and movable public properties, borrow, invest, donate and accept donations, waqf gifts and wills to the best interest of the University.

- Article (9):** **Powers of the Chairman of the Board of Trustees**  
**The Chairman of the Board of Trustees shall be authorized to:**
- a) Represent the University before all official internal and external authorities
  - b) Call the Board of Trustees for meeting and prepare the action agenda in cooperation with the secretary
  - c) Follow the execution of resolution issued by the Board of Trustees

- Article (10):** **Powers of the Deputy Chairman of the Board of Trustees**  
The Deputy Chairman of the Board of Trustees shall replace the chairman when the latter is absent.

- Article (11):** **Secretary's Powers**  
The secretary of the Board of Trustees shall execute meeting minutes and document them in a special register to be signed by the chairman. In addition, the secretary shall:
- a) Keep the Board's documents, records, instruments and papers
  - b) Supervise the correspondences sent by and to the Board
  - c) Perform any task assigned thereto by the Board
  - d) Serve written invitation for meeting attached by the action agenda and proceedings of the previous meeting

- Article (12):** **Powers of the secretary's representative**  
The secretary's representative shall replace the secretary when the latter is absent.

- Article (13):** **The Treasurer's Powers**  
The treasurer shall be authorized to:
- a) Receive amounts sent to the Board against official receipt vouchers
  - b) Supervise the investment of University's properties as per the Board's resolutions
  - c) Sign cheques and transfers with the chairman as per the financial regulation
  - d) Keep the financial entries and registers of the Board of Trustees
  - e) Submit annual report about the Board's financial position
  - f) Submit the budget to the Board as per the financial regulation
  - g) Perform any task assigned thereto by the Board

- Article (14): Powers of the deputy treasurer**  
The deputy treasurer shall replace the treasurer when the latter is absent.
- Article (15):** The Board of Trustees shall convene four times at least per year. The legal quorum shall be met in the Board of Trustees' ordinary meetings by absolute majority.
- Article (16):** The resolutions pertaining to the following matters require approval of two-thirds at least of the Board of Trustees members where the legal quorum is met by attendance of two-thirds of members:
- a) Disposal of immovable properties
  - b) Removal of member from the Board
  - c) Amending the Board's regulation
  - d) Freezing the activity of the University or any of its faculties or their irrevocable liquidation
- Article (17):** The Board of Trustees shall appoint a President who must be Arab and of Palestinian origins and professor. If the degree of professor is not available, the Board may appoint acting President who holds another degree of professorship.
- Article (18):**
- a) "The Board of Trustees Office" shall consist of the chairman, vice chairman, secretary treasurer, deputy secretary and deputy treasurer. The Board of Trustees may permanently or temporarily delegate part of its powers to this Office.
  - b) The Board of Trustees or the Board Office shall call the President for meetings
- Article (19):**
- a) The Board of Trustees shall communicate with any individual or body at the University only through the President or his /her representative
  - b) Any individual or body at the University shall communicate with the Board of Trustees only through the President or his / her representative
  - c) The Board of Trustees is the higher reference for the objections related to the procedures and resolutions issued by the President, the academic and administrative employees and various councils of the University
- Article (20):**
- A) The University consists of key academic units named faculties, institutes or scientific centers that are constructed, merged and cancelled by resolution of the Board of Trustees and recommendation by the University Council
  - B) Each key academic unit consists of sub academic units named academic departments or programs that are constructed, merged and cancelled by resolution of the President and at the request of the acting head of legal affairs department based on a recommendation by the relevant key academic unit's council and the academic council
  - C) Department is the academic unit that supervises the execution of academic program that leads to university degree. Program coordinator or head of department shall be in charge of this unit.
- Article (21):** Subject to the provisions hereof:
- a) The University shall be managed by the President with the help of:
    1. University Council
    2. The Academic Council
  - b) Each faculty of the University shall be managed by a dean with the help of the faculty council
  - c) Each academic department shall be managed by the head of department with the help of the department council. This head shall be appointed for two years maximum, and this period may be renewed for further periods by recommendation of the department council and dean faculty
  - d) At the President's request, the Board of Trustees shall appoint deans of faculties who must meet the conditions of professorship degrees and hold doctorate certificate. If these conditions are not met, an acting dean only shall be appointed.
- Article (22): President**
- a) The President shall be appointed and removed by resolution of the Board of Trustees. The President must be professor and shall be appointed under a four-year contract whereby the first year shall be deemed as probation period.

- b) The President shall be in charge of the University's affairs and shall practice the powers that ensure the proper conduct of business as per the University's laws and the By-Laws issued thereunder.
- c) The President shall practice the following powers and authorities:
  - 1. Represent the University in its relations with all authorities, bodies and individuals regarding the conduct of its business
  - 2. Manage the University's academic, administrative and financial affairs and otherwise with the aim of achieving the University's objectives
  - 3. Implement the University's law and the by-laws issued accordingly
  - 4. Chair the University's council, call for its meetings and regulate its affairs
  - 5. Prepare the University's budget and issue payment orders of University's expenses as per the financial by-laws
  - 6. Submit reports to the Board of Trustees by the end of every semester about affairs of education, scientific researches and other activities and provide proposals for the best interest of the University
  - 7. Provide the Board of Trustees with information about University's affairs periodically and when required
  - 8. Appoint all committees working in the University
- d) The President may recommend a faculty member at the Board of Trustees to assume missions of the acting CEO in order to help him / her / her executing the responsibilities mentioned in item (c) above and to follow departments at the University Presidency
- e) In order to handle the University's affairs and ensure ongoing cooperation and coordination between employees, the President may form a committee of University Presidency that consists of the President's representatives, the secretary general of the Association of Councils and committee of the chief administrative employees and hold periodical meetings to exchange information and ensure the proper conduct of business.
- f) The President may delegate all or part of his / her powers to his / her representatives if he / she is absent or ill. This delegation shall be made in writing and the Board of Trustees shall be notified to that effect.
- g) If the period of delegation exceeded three successive months due to the President's absence or illness, this delegation shall continue.

**Article (23):**

**Vice President for the Academic Affairs**

- a) The Vice President for the Academic Affairs shall be appointed and removed by resolution of the Board of Trustees based and at the President's request. The Vice President for the Academic Affairs must meet the conditions to be met by the professor and shall be appointed for three years. If his / her service as Vice President for the Academic Affairs ended, he / she would continue as faculty member. The Vice President for the Academic Affairs shall be responsible to the President.
- b) The Vice President for the Academic Affairs shall carry out the works assigned thereto under the University's law and by-laws, as well as the tasks assigned thereto by the President. he / she shall particularly:
  - 1. Supervise works of faculties and all academic units, including units of graduate studies and scientific research
  - 2. Supervise the Library's affairs
  - 3. Supervise Student Affairs Office
  - 4. Supervise the Office of Admission and Registration
  - 5. Supervise Faculty Members Affairs
  - 6. Provide semester report to the President
- c) Help the President performing some of his / her responsibilities and works
- d) Replace the President and practice his / her powers if the latter is absent or if his / her position became vacant c) Chair the academic council, call for its meetings, manage its affairs and report its recommendations to the President

**Article (24):**

**Vice President for the Administrative and Financial Affairs**

- a) The Vice President for the Administrative and Financial Affairs shall be appointed and removed by resolution of the Board of Trustees and at the President's request.

The Vice President for the Administrative and Financial Affairs must meet the scientific and practical conditions required to handle the University's general financial and administrative affairs, including the degree of professorship. He / she shall be appointed for three years and shall be responsible to the President.

- b) if the Vice President for the Administrative and Financial Affairs is a regular faculty member and his / her service as Vice President ended, he would continue as faculty member.
- c) The Vice President for the Administrative and Financial Affairs shall particularly practice the following powers.
  - 1. Financial Powers  
The Vice President shall supervise the management of University's accounts implementation of all contracts and agreements between the University and its clients\_ preparation of the periodical financial reports, preparation and supervision of the budget and the implementation of its items as per the planned indicators, preparation of the closing financial statements by the end of each year and providing them to the University's auditor
  - 2. Administrative Powers  
The Vice President shall supervise affairs of all employees, with the exception of the faculty members, assistants of research and teaching and the academic assistants. So, he I she shall appoint and promote them, end their service and determine their responsibilities as per the applicable laws and by-laws.
  - 3. The powers related to the University's supplies and devices: They include supervising the purchase, registration, control and storage of supplies and their distribution among the University's utilities
  - 4. The powers related to the campus and its maintenance as well as the public services for students, professors and employees
  - 5. The Vice President for the Administrative and Financial Affairs shall submit report to the President by the end of every semester

**Article (25): Vice President for Planning and Development:**

- a. The Vice President for Planning and Development shall be appointed and removed by resolution of the Board of Trustees and at the President's request. He / she must meet the scientific and practical conditions required to handle the University's affairs in this regard and shall be appointed for three years. The Vice President for Planning and Development shall be responsible to the President.
- b. If his / her service as Vice President for Planning and Development ended, he / she would continue as faculty member.
- c. The Vice President for Planning and Development shall prepare the University's short-term and long-term plans and report the recommendations required in this regard to the President
- d. The Vice President for Planning and Development shall be responsible for the studies that aim to evaluate curricula and the curricular and extracurricular programs, determine the University's needs of professors, employees, buildings and other supplies and consider all matters related to the policy of student admission, budget, finance policy, the administrative and academic bodies, graduates and other programs. In addition, he / she shall be responsible for development projects (research and structural) and shall supervise their implementation.
- e. The Vice President for Planning and Development shall prepare studies of comparisons with other universities and public studies regarding the University's current and future status and provide the University's bodies with the conclusions of his / her studies.
- f. The Vice President for Planning and Development shall provide semester report to the President

**Article (26): Deans of Faculties:**

- a) Deans shall be appointed for 3 years and shall be removed by resolution of the Board of Trustees at the President's request, provided he / she shall hold one of the degrees of professorship. He / she shall be responsible to the Vice President for the Academic Affairs. At the President's request, the Board of Trustees may appoint

acting dean from faculty members who hold doctorate certificate for a limited period.

- b) If his / her service as a dean ended, he / she would continue as faculty member.
- d) The dean shall:
  - 1. Manage faculty's affairs and implement the University's law, as well as the By-Laws issued thereby and the resolutions issued by faculty council and the competent committees
  - 2. Provide report to the Vice President for the Academic Affairs by the end of every semester about education affairs, scientific researches, all activities of his / her faculty and all proposal he / she sees beneficial for the faculty
  - 3. Chair the faculty's council, call for its meetings and report his / her recommendations to the Vice President for the Academic Affairs.

At the request of the Vice President for the Academic Affairs, the President may appoint assistant dean from faculty members to help him / her / her executing his / her works. If the dean is absent or ill, he / she shall delegate any of the powers entrusted thereto hereunder to his / her assistant.

**Article (27):**

**Dean of Graduate Studies:**

- a) The dean of graduate studies shall be appointed for 3 years and shall be removed by resolution of the Board of Trustees based on the President's request, provided he / she shall hold one of the degrees of professorship. He / she shall be responsible to the Vice President for the Academic Affairs. Based on the President's request, the Board of Trustees may appoint acting dean from faculty members who hold doctorate certificate for a limited period
- b) If his / her service as a dean ended, he / she would continue as faculty member.
- c) The dean of graduate studies shall chair the Graduate Studies Council which supervises the affairs of graduate studies' programs pursuant to the By-Laws pertaining to these programs. In addition, he / she shall report his / her recommendations regarding the admitted students and their issues to the Vice President for the Academic Affairs.

**Article (28):**

**Dean of Scientific Research:**

- a) The dean of scientific research shall be appointed for 3 years and shall be removed by resolution of the Board of Trustees based on the President's request, provided he / she shall hold one of the degrees of professorship. He / she shall be responsible to the Vice President for the Academic Affairs. Based on the President's request, the Board of Trustees may appoint acting dean from faculty members who hold doctorate certificate for a limited
- b) If his / her service as a dean ended, he / she would continue as faculty member.
- c) The dean shall chair the scientific research committee which develops the general policies of scientific research and means of their implementation and provide by-laws that ensure the regulation, promotion, support and follow of scientific research affairs

**Article (29):**

**Dean of Admission and Registration**

a) The dean of admission and registration shall be appointed and removed at the President's request, provided he / she shall hold one of the degrees of professorship. He / she must meet the scientific and practical conditions required to handle the affairs of admission and registration at the University as per the relevant by-laws. He / she shall be appointed for three years and shall be responsible to the Vice President for the Academic Affairs. Based on the President's request, the Board of Trustees may appoint acting dean of admission and registration for a limited period as the Board sees suitable for the interest of the University. The acting dean of admission and registration is not required to hold certificate of professorship.

**Article (30):**

**Dean of Student Affairs:**

- a) The dean of student affairs shall be appointed and removed by resolution of the Board of Trustees at the President's request, provided he / she shall hold one of the



- degrees of professorship and shall be appointed for 3 years maximum. The dean of student affairs shall be responsible to the Vice President for the Academic Affairs.
- b) If his / her service as a dean ended, he / she would continue as faculty member.
  - c) The dean of student affairs shall supervise all students' activities at the University as per the relevant by-laws.
  - d) The dean of student affairs shall chair the committee of regulation and scholarship at the University and call for its meetings.

**Article (31):**

**Library Manager:**

Library manager shall be appointed and removed by resolution of the President at the request of the Vice President for the Academic Affairs provided he / she shall meet the scientific and technical conditions required to handle the library's affairs under the relevant by-laws. Library manager shall be responsible to the Vice President for the Academic Affairs

**Article (32):**

**Heads of Departments:**

- a) The head of department shall be appointed and removed by resolution of the President at the request of the Vice President for the Academic Affairs, provided he / she shall hold one of the degrees of professorship. The head of department shall be appointed for two years subject to the principle of periodicity. He / she shall be responsible to the dean.
- b) The head of department shall complete two years of service as full-time faculty member before his / her appointment as head of department
- c) The head of the academic department shall be responsible for the proper teaching at his / her department, regulate its affairs and distribute lectures and lessons to teaching employees who are directly linked to him / her. By the end of every semester, the head of department shall provide the dean of faculty with report issued by the department council. The head of department shall chair the department council, call for its meetings and report his / her recommendations to the department.
- d) The head of department may request the faculty members at his / her department to perform certain works that help him/ her/ her to fulfil his/her missions at the department.

**Article (33):**

Program Coordinators Coordinator shall be appointed for every academic program that leads to scientific degree. The conditions and responsibilities pertaining to the appointment of the heads of departments shall apply to program coordinators, provided their powers shall not exceed those entrusted to the heads of departments to which they belong

**Article (34):**

**University Council**

- a) University Council consists of:
  - 1. President- Chairman of the Council
  - 2. President's representatives
  - 3. Deans
- b) University Council shall assume the responsibilities and powers specified herein and in the by-laws issued thereby with regard to:
  - 1. The general planning of the University - For the achievement of its objectives, University Council shall adopt the recommendations of Planning and Development
  - 2. Discussing the University's budget and closing account and serving recommendations in this regard
  - 3. Preparing the University's by-laws and reporting them to the Board of Trustees
  - 4. Issuing the bylaws and instructions which lie within its powers as per these by-laws and the by-laws issued hereunder in order to make them enforceable
  - 5. Discussing the annual reports filed by the President and evaluating the University's activities in the light of its general policy to report them to the Board of Trustees.

6. Discussing and approving the University's policy regarding students' affairs and activities
7. Advising the Board of Trustees of the numbers of students who shall be admitted every year to the faculty
8. Considering the projects, by-laws and proposals reported thereto by other councils and committees operating in the University and taking the proper actions. Considering other matters referred thereto by the President.

**Article (35):**

**The Academic Council:**

- a) The University has academic council that aims at the University development and advancement and the crystallization of its policy and systems. The council handles the University's relevant policy and systems as a whole, particularly the academic matters that are limited to one faculty only.
- b) The Academic Council consists of:
  1. Vice President for the Academic Affairs - Chairman
  2. Vice President for Planning and Development - Member
  3. Deans
  4. Regular faculty member with rank of assistant professor and above who is selected by the faculty members of each faculty found in the University.
  5. Dean of Admission and Registration
- c) The Council shall elect rapporteur from its members
- d) The Council's Powers
  1. The Council shall have powers to decide on the following matters a) The University's academic by-laws that apply to students, including study program and its amendment, attendance and absence, academic warning, dismissal from the University, estimation of marks, honor list, exams and instructions of granting the scientific degrees. b) The proposed changes in a faculty's subjects or programs which have effect on other faculties c) The plans and programs presented thereto by the councils of faculties
  2. The Council is authorized to consider the relevant matters and to report the relevant recommendations to the President:
    - a) Expansion and construction of new faculties and departments after obtaining a recommendation from the Office of Planning and Development
    - b) Coordination and strengthening of ties between faculties and departments
    - c) Considering the annual report presented thereto by the Chairman before reporting the same to the President.

**Article (36):**

**Faculty Council:**

- a) The Faculty Council consists of:
  1. Dean - Chairman
  2. Heads of academic departments and coordinators of academic programs at the faculty
  3. Two full-time faculty members to be selected by the faculty members at the beginning of every year and for one year
- b) Faculty Council shall be formed at the faculties that have no departments or have less than 4 departments. This Council shall consist of the dean and all faculty members, provided the number of its members shall not be more than seven.
- c) Faculty Council shall arrange the faculty's affairs of teaching, scientific research and advising and propose to the Academic Council any matter that may contribute in achieving the faculty's and University's objectives. In addition, Faculty Council assumes scientific responsibilities as follows:
  1. Develop the faculty's teaching plans and programs and report them to the Academic Council for consideration and approval
  2. Coordinate between the academic departments at the faculty
  3. Consider the students' semester results
  4. Prepare the faculty's budget and present the same to University Council

5. Consider the annual report submitted thereto by the dean
6. Any matters presented thereto by the dean

**Article (37):**

**Council of Department or Program**

- a) A council shall be formed for each academic department or program. This council is named (Council of Department or Program), chaired by the head of department and its membership includes all faculty members. This council shall:
  1. Submit proposals to the faculty's council about teaching plans at the department or program and all matters that contribute in the advancement of the department or program.
  2. Describe teaching materials delivered by the department or program and coordinate the curricula of subjects
  3. Promote and coordinate the scientific research activities at the department or program
  4. Express its opinion about the application forms of faculty members
  5. Decide on the works performed by the academic assistants and assistant professors at the department
  6. Form the general examinations committee at the department
  7. Approve the final marks of the department's students
  8. Review all semester final results of the department before their reporting to the office of registration
  9. Report recommendations about the academic exceptions to the dean for proper action
  10. Prepare the department's or program's budget and report them to the dean
  11. Express its opinion about any issues presented thereto by the dean of faculty and the director of department or program
  12. Consider the semester report presented thereto by the head of department
- b) All recommendations of the department and budget shall be reported to the dean by the department director

**Article (38):**

- a) Association of University's Councils: This Association includes members of the councils operating in the University: University Council, Academic Council, Graduate Studies Council, Scientific Research Committee, Councils of Faculties, directors of institutes, centers and administrative departments at the University and members of the general secretariat of the Association of Councils. The Association of Councils shall be held and chaired by the President once every semester at least to discuss the strategic issues and general policies of the University and to formulate the recommendations that act to develop the academic and administrative performance at the University.
- b) The General Secretariat of the Association of Councils:

First: The Secretary General

- a) The General Secretariat of the Association of Councils shall be appointed by resolution of the President, and shall be selected among members who already assumed higher administrative positions.
- b) he / she shall attend meetings of University Council, Academic Council, Graduate Studies or other councils
- c) He shall call for meetings of the Association of Councils and act as secretary in the periodical meetings
- d) Coordinate with the President about the action agenda related to the periodical meetings of the Association of Councils

Second: General Secretariat Members:

- a) The general secretariat consists of the secretary general of the Association of Councils and seven members who do not assume executive administrative missions immediately and are appointed by the President
- b) The seven members of the general secretariat must assume higher administrative positions in the past (dean, assistant President, deputy President) and set of members who obtained the degree of professorship at the University. The period allocated for each cycle of the general secretariat is two years.

The general secretariat of the Association of Councils shall:

- a) Consider the recommendations and suggestions raised by members of the Association of Councils authorities
- b) Prepare meetings of the Association of Councils
- c) Act to develop studies and work papers related to the University's strategic policy and present them in the periodical meetings of the Association of Councils for consideration
- d) Follow the recommendations raised in the periodical meetings of the Association of Councils by reporting them to the competent councils and authorities to duly approve the at the periodical meetings with the aim crystallizing them with the concerned same.

**Article (39):**

**The Operating Committees:**

- a) These committees organize and facilitate the progress of works at the University and maintain high academic levels. The President shall use operating committees appointed annually thereby from the faculty members and determine their missions upon their appointment.
- b) All recommendations and, reports of the committee shall be reported to the President and may not be disclosed or divulged without prior consent of the President.

**Article (40):**

It is possible to raise objections to the resolutions issued by the Academic Council, councils of faculties and departments before University Council. The resolution issued by the University Council regarding the raised objections shall be conclusive before any authority unless disagreed by the Board of Trustees

**Article (41):**

- a) The councils and committees formed by virtue of this law and the by-laws issued thereby shall hold their ordinary and extraordinary meetings by call of the chairman.
- b) The chairman of every council or committee shall determine the action agenda of their meetings. It is not permissible for any entity to disclose work papers or reports to the members of any entity unless through its chairman.
- c) These councils and committees may hold extraordinary meetings at the request of two-thirds of its members. The extraordinary meetings shall be held within one week maximum from the date of submitting the request to the chairman of council or committee.
- d) Subject to the provisions hereof, the meetings of councils or committees shall be lawful if attended by the majority of their members and their resolutions shall be valid if issued by the majority of the attending members. If there is tie of votes, the chairman's votes shall be casting one.
- e) At the time of considering any issue at any council or committee that relates to the chairman or member, the concerned person shall leave the meeting as long as this issue is being considered, unless the council or committee otherwise resolves.
- f) The chairman of any council or committee may invite advisors or supervisors to attend meetings of such councils or committees

**Article (42):**

Student Council Students may constitute council for them, provided

- a) This council shall act in the frame of the University's System
- b) The objectives and by-laws of this council shall not conflict with the University's objectives and applicable laws and by-laws
- c) The council shall act according to the regulation of Student Council after its approval by the Board of Trustees

**Article (43):**

Notwithstanding the provisions of these by-laws and other by-laws issued thereunder, the Board of Trustees may, in exceptional cases and at the request of the President, suspend study at the University for a limited period.

**Article (44):**

The recommendations of any individual or entity shall be reported to a higher authority at the request of the inferior authority as per the sequence of positions at the organizational structure.

- Article (45):** Until the vacant positions at the main administrative centers are occupied, the Board of Trustees, at the request of the Chairman, shall appoint an individual to replace the competent officer.
- Article (46):** The Board of Trustees shall issue the by-laws required to execute these by-laws in coordination with the Chairman.
- Article (47):** The Board of Trustees shall delegate the President to apply these by-laws and the by-lawss issued thereunder as of the date of their approval. These by-laws supersede all previous by-laws and laws that conflict with the provisions hereof.
- Article (48):** These by-laws and the by-laws issued thereunder shall be amended by resolution of Board of Trustees with majority of two-thirds of its members.