



كلية المدربين التقنيين

Technical Trainers College

Students Council Regulation

Students Board

Students Board Members

Version V 1.0

Chapter one: Names, Decisions and Identifications

Article (1)

This list is called “TTC Students Council List”. It will take effect from its approval date by the Student Affairs Administration at TTC.

Article (2)

The following words and phrases have their own meaning unless presumption refers to contrary.

- A- Corporation: the Technical and Vocational Training Corporation.
- B- College: Technical Trainers College – Riyadh
- C- Student Affairs Administration at TTC: supervising Students Council and what is affiliated to it
- D- The Assembly: all Students who are registered and presently studying
- E- Students Council: an elected committee representing all the college’s Students, located at the TTC-Riyadh. Elected by the student body according to this list.
- F- Trainee: TTC-Riyadh Students who are registered and still under training.
- G- Academic Division: the TTC section dedicated to training
- H- Major: A training specialization provided by an Academic Division.
- I- Student Classes: is a group of Students selected for each major
- J- Representatives of the Academic Division: a group of Students elected form each student class of each field to be the spokesmen in front of the Students Council according to this list.

Article (3)

The Students Council will be accredited by the Student Affairs Section, after winning the elections. It should adhere to achieve goals clarified in this list, and to follow provisions, laws and rules effective at TTC under the supervision of TVTC. Its term is for one training year.

Article (3a)

1. The Head of Student Affairs Section regularly informs the Dean and the Management Board of issues arising in the Students Council or in its Administrative Committee.
2. Students Council representatives (e.g. President or his representative) establish a regular Jour Fixe with the Dean, at least twice per semester.
3. The President of the Students Council has at any time the right to address the Dean directly, if he considers pressing issues.

Chapter Two: Goals and Tasks of the Students Council

Article (4)

The Students Council will work to achieve the following goals and tasks:

- A- Represent Students, discuss their issues and express their views to Student Affairs and the Dean.
- B- May attend meetings of the TTC Management Council at selected relevant points. Requests to attend shall be directed to the Dean, after previous consultations with the Head of Student Affairs Section. Students Council is represented by its Head, his vice or one assigned by the head of the Students Council in case the head or his vice are absent.
- C- Enhance spirit of contribution and cooperation between Students, management and trainers.
- D- Develop the ethics awareness among the Students.
- E- Motivate leadership and a spirit of responsibility among Students.
- F- Collaborate with the management of Student Affairs Section to organize and perform scientific, educational, social, intellectual, sporty and vocational activities.
- G- Reach out to the community around TTC to provide a service to society and to participate in social activities.
- H- Organize individual and group activities.
- I- Participate fully to achieve optimal use of facilities
- J- Follow and coordinate to increase awareness of Students and push them to oblige to rules, to read notices in the college, achieve performance, and reach educational goals and respect others.

Chapter Three: Membership of the Students Council

Article (5)

All registered Students without a disciplinary penalty and who have not breached rules of good conduct have the right to stand for membership of the Students Council according to the rules clarified in this list.

Article (6)

- A- Membership of the Students Council requires the following:
1. The Student should be registered at TTC.
 2. The Student should not graduate during the semester in which the elections take place.
 3. The Student record should be clean of any disciplinary penalty or warning during the semester previous to the semester of elections.
 4. The Student should not be an employee of the college.
 5. The Student should not graduate during the election semester.
- B- The students membership ends in the following cases:
1. Graduation from the college.
 2. Withdrawal from the semester, withdraw from the final semester or final withdraw from the college.
 3. Pending for more than one semester.
 4. A disciplinary penalty.
- C- Students Council membership is to be dropped according to the recommendations of the Council's members in the following cases:
1. The member breaches the regulations of the Students Council.
 2. A breach of the common ethics and general code of honor.
 3. Issuance of any disciplinary decision against the member from the Student Affairs Section.
 4. Absence from Council meetings.

Chapter Four: Student Council Structure

Article (7)

Each specialization in each training section is considered an election unit for the purpose of electing representatives of the program in the Students Council.

Article (8)

- A- On each training year, the number of members of the Students Council will be decided and it is not to be more than two members for each specialization.
- B- The Council should contain members of all specializations in the college.

Chapter Five: Administrative Committee of the Students Council

Article (9)

The administrative committee consists of seven members elected by the members of Students Council through secret, free and direct elections based on the rules of this list.

Article (10)

Election of the Administrative Committee of the Students Council is conducted after written consent of the Student Affairs office and under its supervision. The Dean shall be informed. Members of the Administrative Committee are:

- A- Head of Students Council
- B- Vice head of the Students Council
- C- Secretary
- D- Cashier
- E- Public Relations Supervisor
- F- Supervisor of the representative of the classes
- G- Supervisor of the committees
- H- The remaining members of the Students Council to define tasks according to this list

Article (11)

The Administrative Committee of the Students Council managing the affairs of the Students Council according to its statute and the internal regulations especially:

- A- Implement Students Council decisions.
- B- Decide on the income and expenses.
- C- Prepare fiscal and administrative report to the Students Affairs Section and to the Students Council at the college.
- D- Perform works and all activities which achieve the Students Council goals.

Article (12)

Tasks of the Head of the Students Council:

- A- Represent the Students Council in meetings with the management of Students Affairs Section.
- B- Head meetings of the Students Council.
- C- Represent the Students Council in front of the Assembly.
- D- Signing documents issued by the Assembly.
- E- Any others task which might fall under Students Council affairs.

The President of the Students Boards makes available a protocol to the Dean.

Article (13):

Tasks of the Vice-Head of the Students Council:

- A- To prepare a report of the Students Councils' activities periodically
- B- Tasks assigned to him by the Head.
- C- To act on behalf of the Head in case of absence.

Article (14)

Tasks of the Secretary of the Students Council:

- A- Call for meetings of the Administrative Committee and the Students Council.
- B- Follow up the implementations of the Administrative Committee and the Students Council.
- C- Supervise correspondences of Administrative Committee and the Students Council.
- D- Maintain Students Council's documents and stamps.
- E- Organize and preparing meetings of Administrative Committee and the Students Council
- F- Prepare minutes of meetings.

Article (15):

Tasks of the Cashier of the Students Council:

- A- Collect incomes of the Students Council issuing with a stamped receipt.
- B- Disburse amounts according to a disburse order signed by the Head of the Students Council.
- C- Prepare the fiscal report.

Article (16)

The Administrative Committee can create new positions with the consent of the Student Affairs office.

The President of the Students Boards makes available a protocol to the Dean.

Article (17)

The Administrative Committee of the Students Council has the right to form constant or temporary committees consisting of its members or from others seen as qualified. The Administrative Committee will appoint the heads and vice heads of these committees and send reports to the Administrative Committee periodically to the Administrative Committee of the Students Council.

Article (18)

Each member of the Administrative Committee of the Students Council has the right to ask inserting any subject in the agenda after taking the consent of the Administrative Committee. Exceptional meeting of Administrative Committee of the Students Council will be limited. If the meeting has ended for any reason without finishing scheduled cases, these will be postponed to the following meeting with priority to discuss unless otherwise decided.

Article (19)

Ordinary or exceptional meetings of the Administrative Committee of the Students Council are considered legal if two thirds of the members are in attendance. Decisions need majority approval. In a split vote, the winner will be the opinion supported by the Head of the committee. The meetings of the Administrative Committee will start by adopting the agenda and each member has the right to discuss any case and submit his suggestions.

Article (20)

If a member of the Administrative Committee does not attend four consecutive meetings with or seven consecutive meetings without excuse, his membership will be terminated by a decision approved by the majority, and he is to be replaced by the candidate that came second in number of votes during the elections.

Article (21)

If one of the Administrative Committee's member of the Students Council resigns or his membership is dropped according to Article (6) or it has been dropped according to Article (20), the next candidate who has the highest votes in the elections performed to choose the members of the Administrative Committee of the Students Council will substitute him.

Article (22)

The Administrative Committee will be considered non-existent, if all its members resign. Moreover it will still run its tasks until a new Administrative Committee is elected in coordination with the Administrative of the Student Affairs Section.

Chapter Six: Students Council Meetings

Article (23)

The Students Council is the official representation of all Students in the college.

Article (24)

The Students Council is to hold two ordinary meetings in each semester except in summer according to the invitation of the Head of Students Council after coordinating with Student' Affairs Administration at TTC. The invitation is to be published on bulletin Councils available at the college, electronic methods, official training forums, text messages to mobiles to all members in general at least five training days in advance of the defined date of the meeting. The agenda is to be sent with the invitation.

The President of the Students Boards makes available a protocol to the Dean.

Article (25)

Students Council is to be headed by the Head of the Council or his Vice in case of apology.

Article (26)

The Council meeting is to be held exceptionally according to the request of the Head in coordination with the Student Affairs Section at TTC, to clarify the purpose of the meeting and with the approval of two thirds of the Council members.

Article (27)

The meeting will be considered official, if the majority of the members attend (half +1). The meeting is to be postponed if the quorum is not reached.

Article (28)

The Students Council will look into the following cases at its regular meetings:

- A- Taking decisions and recommendations within the frame of the Students Council targets.
- B- Discussing the fiscal and the administrative report; whether to accept it or reject it.
- C- Discussing the yearly budget presented by the cashier; whether to accept it or reject it.
- D- Pave the way for up-to-date works.

Article (29)

Only topics on the agenda are to be discussed. If a member wants to add a new subject, the Students Council should consider it and approve it under up to date works.

Article (30)

The Students Council decisions will be approved (half +1). If there is a split vote on any Students Council decisions the Head of the Council has the casting vote. In the case of his absence, the Vice Head will represent him. The following subjects are exempted from this rule and have to be approved by two thirds of the votes of the attendees:

- A- Vote of confidence of the presenters of the training units.
- B- Suggestions of inserting amendments to the Students Council's rules and regulations.
- C- Termination of membership of one of the Students Council members, if the evidence justifies this termination.

Article (31)

The Students Council has the following Rights:

- A- Questioning any member or members.
- B- Rights to have clarification for a decision made by the Students Affairs office in the college.
- C- Rights to apply a proposal.

Article (32)

The Students Council should respond to members' requests as in the article (17-A and 17-B) according to the date of its receipt. Rights mentioned in the article (17-C) are to be responded according to their date of arrival after finishing the current practices. In addition to the previous rights, the member can ask of "point of law" in writing and it will be up to the Head of the Council to stop the discussions.

Article (33)

Voting rights at any issue are reserved for all attending members whether with, against or abstaining from voting. Members practice this right by means defined by the head of the session.

Article (34)

All members are not to talk to their counterpart unless the head allowed.

Article (35)

Members have to talk in sequence and only the head can interrupt a speaker if he is talking on a different subject or violating the law. When a member has finished his speech, the head can comment or assign any member to do so. The member has the right to respond after the commenting and also the head of the session can remark on the comment.

Article (36)

Any proposal presented in the attendance of its applicant , it should be read to the Council ,then tow of supporter for this proposal are to talk and also two of opponent, then it will be put to a vote.

Article (37)

It is allowed for the applicants of the proposal to withdraw or amend it, before the vote. In case of amendments, it will be forwarded for voting and for a new discussion. The head can clarify some issues that necessarily transpire from this proposal.

Article (38)

Following a decision of the head of the Council, a committee will be formed to help the session's head to keep order at the hall; the forming decision contains assigning a head, vice head and members for each committee.

Article (39)

The organizing committee is to regulate entering, exiting and coming back of members to the session. Moreover, it will receive the requests to practice the rights reserved to the members and deliver them to the head of the session speedily. Also, it will collect the results of each vote (acceptances, refusals and abstentions) and the immediate announcement to the Students Council. The organizing committee is to maintain order and to prevent any person without permission to come in. The organizers are to wear a special ID.

Article (40)

The head of the session can use the following penalty against any member break the provisions of this list taking into consideration to gradual implementation.

- A- A note
- B- Oral warning
- C- Dismiss of the session.

The head of the session can prevent any member of using (point of order) after warning him.

Article (41)

Any withdrawal of members from the session will not affect the correctness of its discussions and decisions during the Students Council meeting, as it started correctly. The Students Council can organize the session to be held in a different place and on a different date decided by the head of the meeting with the consent of the Administrative Management.

Chapter Seven Rules and Procedures of Electing the Students Council:

First: electors, candidates and the training lists:

Article (42)

Each member of the Assembly has the right to vote. However, voters cannot give their votes more than one time in each election. It is not allowed to vote on someone's behalf.

Articles (43)

Each member of the assembly, complying with conditions mentioned in the article (6) of this list, has the right to stand for elections of the Students Council. He has to apply with all the necessary documents. Nomination request is not allowed to be presented in a power of attorney for a candidate.

Article (44)

The Students Council will get from the Student affairs management a list of those who have the right to vote.

Second: Procedures of elections of the Students Council.

Article (45):

- A- The administrative committee of the Students Council will coordinate with the Students' administrative management at the college to start elections in the first month of the beginning of the training semester.
- B- The Administrative committee will form the election committee starting from the first week of the beginning of the training year as follows :
 - 1- A member from the Student affairs.
 - 2- Members from the current Council.
 - 3- The instructor at the college.
- C- The elections committee will execute its tasks in accordance to this list.
- D- The committee has the right to add a new member/ members it sees proper.

E- The committee has the right to form subsidiary committees.

Article (46)

The announcement of the elections is to be set at least 10 training days before the date set for the elections and not to be less than 5 training days.

Article (47)

The Elections Committee defines the following:

- A- Date and place of receiving the candidates' applications
- B- Elections form and the receipt of receiving the application.
- C- Defining the elections places and number of boxes.
- D- Who to apply and filling the election form.
- E- Receiving committee's delegation names for voting and screening.
- F- Reviewing the forms of trainers and their suitability.
- G- Coordinating to reserve the trainer's list sites and publishing the election leaflets on campus.

Article (48)

The candidate can withdraw his application at least 48 hours before elections in person; however, it is not allowed in any case to force any candidate to withdraw from the elections.

Third: Election procedures of Students Council

Article (49)

The elections committee forms subsidiary voting committees for specializations at each training section and also the committee of screening too. It's allowed to invite any assembly or organization interested

in controlling the election process, in coordination with the Students affairs 'administrative in the college.

Article (50)

The election committee is held until the end of the voting process at all subsidiary committees. It handles the process of control and looks into complain requests delivered by the subsidiary committee and takes decisions.

Article (51)

The subsidiary election committee is to meet at the committee election headquarter at least one hour before starting. It will open with the minutes of voting of election and signatures of the head and all its members. If there are any problems the committee is to be informed so it can take necessary action.

Article (52)

All voters are to be registered and they will have a voter card.

Article (53)

The minutes of voting should contain the following:

- A- Voting place and time of starting.
- B- A list of those whom have the right to vote.
- C- Names of the attending committees members at the start of the vote and their signatures.
- D- Any changes in the committee's members and time of changes.
- E- Any stoppage for the election process. The reason for the stoppage is to be clarified and the time of stoppage recorded.
- F- Closing the voting record immediately at the end of the set time of the voting process.
- G- Any other business.

Article (54)

The voting is done by secret ballot and runs as follows:

- A- All nominated ID is to be checked and the original training ID issued by TTC is to be used.
- B- The Head of subsidiary committee will deliver voting cards to each voter.

Article (55)

The election period will last one training day.

Four: Screening Process

Article (56)

The election committee, after signing the minutes of voting of the elections, must close the boxes securely and send them to the main screening hall decided by the election committee.

Article (57)

Screening committees formed by the election committees are to screen votes according to the rules of this list.

Article (58)

The voting cards will be considered false if:

- A- Voting for someone who is not candidate.
- B- Not stamped
- C- Not numbered
- D- Contains a sign referring to its owner

- E- Contains scratches and defects.
- F- Delivered after the end of the election.
- G- Contains more than one vote per card.

Article (59)

If a dispute arises about a voting card, it will go to the elections committee which adjudicates the dispute; in case of a split vote, the party supported by the head of the committee has the casting vote.

Article (60)

The record of screening is to be written and it must contain the following:

- Place and time of screening process.
- Names and signatures of the screening committee at the start of the session.
- Number of voting cards in the boxes
- Referring to the compliance or not between the number of voters and the number of the voting cards which is taken from the voting cards serial number. Differences are to be mentioned.
- Number of cancelled voting cards if any
- Total votes for each candidate.
- Any other occurrence.
- Assure probity of screening process
- Names and signatures of the screening committee upon closing the record.

Article (61)

The result of voting is to be announced directly after finishing the screening process and authenticating the record.

Article (62)

In the event of a tie between two candidates, choosing one over the other will be decided according to the following sequence and criteria :

- The seniority at the college
- The higher GPA
- A draw when the previous criteria are equal.
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Article (63)

The new Students Council will take over the duties of the old one in the supervision of the election committee five days after the announcement of the results and it will include:

- A- Headquarter of the Students Council with all equipment.
- B- Stamps of the Students Council
- C- Incomes, invoices, receipts , disburse and cash forms
- D- Archives of the Students Council.

The previous Students Council will be held responsible for any shortages in the handover.

Chapter Eight: Finance of the Students Council:

Article (64)

The incomes of the Council consist of:

- A- The financial support presented by the Student Affairs Administrative at the college according to possibilities available at the college.
- B- Noting support offered by corporations or individuals, unless there is a contradiction with Islamic values and educational goals.

Article (65)

The Students Council will have an editor authorized by the Student Affairs Office at the college; his tasks will include editing accounts and expenses and preparing the budgeted, if needed.

Article (66)

The income of the Students Council is to be deposited at a local bank; the withdrawal process can only be carried out with withdrawal forms signed by the Dean of the college and the accountant. The process of signing will require double signature.

Article (67)

The Dean of the College has the right to allow an amount of 1,000 Saudi Riyal to be released for urgent expenses. The sum will be kept by the accountant. The transfer of this money is dependent on receipts from the Students Council's Head and the Cashier and to be signed by the receiver.

Chapter Nine: Training Classes Representative Committee:

Article (68):

Training Classes Representative Committee:

- A- The formation of a Training Classes Representative Committee is to include a trainer from each training class in the college but he mustn't be a member in the Council.
- B- Training Classes Representative Committee is connected with a member from the Students Council (general supervisor of the Training classes)
- C- The Training Classes Representative Committee represents the voice of the Students, their suggestions and complaints to the Council.

Students of each training class nominate one representative to represent them in the Training Classes Representative Committee; the nomination will be held each training semester.

Chapter Ten: Dissolution of the Council

Article (69)

- A- The Students Council will be considered dissolved in the case of the resignation of most of its members (half +1).
- B- The Students Affairs office can dissolve the Council in case of breach of article (4) of this list.

Article (70)

When the Council is dissolved, the Students Affairs administration will set a date for elections of a new Council no later than two months from this date. The current Council is to accomplish its tasks until the new elections date.

Article(71)

This list becomes effective starting from the adoption by Students Affairs management at TTC.

Chapter Eleven: List amendment

Article (72)

This list is to be amended as stipulated in the article (30, 30 b) after adopting the amendment by the Students' Affairs office in the college.