

BRITISH UNIVERSITY VIETNAM

Student Association Committee

Constitution



Chapter 1. Student Association Committee

Article 1.1 – General Provision

A. Official Name

The Student Association Committee of the British University Vietnam hereafter referred to as the Student Association Committee (or abbreviated as “SAC”).

B. Definition

The Student Association Committee is the official representative body of the undergraduate students’ interests and concerns. Said interests and concerns are exchanged in dialogues with university administration to enforce transparency, inclusivity, and co-efficiency for the sake of the student community. The Student Association Committee is thus formed by and works for the undergraduate students at British University Vietnam under the oversight of the Student Experience Department. The Student Association Committee is an affiliate of British University Vietnam and may represent itself publicly as such.

C. Vision & Mission (can we change to mission statement?)

BUV Student Association Committee’s mission has three key points:

- To represent the undergraduate students (hereafter the Student Community) of British University Vietnam (hereafter the University) in communicating with the University and other external stakeholders.
- To connect every part of the Student Community by identifying, validating and serving the needs, the diversity and inclusivity of students as its priority.
- To support the University in building the University’s culture in terms of its Student Community.

D. Restriction

1. Student Association Committee does not have any legal status in Vietnam and must rely on British University Vietnam for any legal contracts or relationship.
2. Student Association Committee may not represent itself as a student association or other official entity to any person or group who is not a student, staff member or alumnus of British University Vietnam
3. Student Association Committee shall not temporarily or permanently join or affiliate with any organisation or association external to British University Vietnam without prior written approval by the authorized personnel at British University Vietnam.
4. Student Association Committee shall not be entitled to permit any club or society affiliated with the Student Association Committee to affiliate with other groups or external organisations without prior written approval by the authorized personnel at British University Vietnam.
5. No member of the Student Association Committee shall be entitled to individually represent or act on behalf of the Student Association Committee or at British University Vietnam in any transaction, contract or relationship.
6. Student Association Committee shall abide by the laws of Vietnam and not engage in any discussions or activities which are against the laws of Vietnam.

E. BUV Student Community

1. BUV Student Community comprises all students who are enrolled in an award program at British University Vietnam from time to time.
2. A member of BUV Student Community may, after giving reasonable notice, inspect any of the open records of the Student Association Committee.
3. All members of the BUV Student Community are entitled to use the services of the Student Association Committee and to participate in activities organised by the Student Association Committee for the BUV Student Community.
4. All members of the BUV Student Community have the right to vote in any election conducted by the Student Association Committee, to participate in referendum or plebiscite of the Student Association Committee, and to attend any General Meeting of the Student Association Committee.
5. A student shall no longer belong to the community that SAC serves if that student has his or her enrolment cancelled, graduates, or otherwise ceases to be enrolled in any award program at British University Vietnam.

F. Organization Structure

The Student Association Committee shall comprise one (1) President, one (1) Vice President, one (1) Head of Student Academic Affairs, one (1) Head of Student Welfares, one (1) Head of Events and Activities, one (1) Head of Marketing and Communication, and one (1) Head of Finance across all British University Vietnam campuses, and a reasonable number of Officers as decided by the Student Association Committee. *(The officers, although serve as volunteers and supporters and under management of SAC, are not recognized by BUV as an official member of the Student Association Committee and are not entitled to any benefits or responsibilities granted by BUV to SAC).*

Article 1.2 – Regular benefits and general requirements for the Student Association Committee

A. Regular benefits

The Student Association Committee is granted to:

1. Gain in-depth knowledge of University operations and contribute to the successful development of the University.
2. Participate in the meetings of University Senate whose Terms of Reference or governing policy specify student participation.
3. Develop leadership skills and gain experience in leading, developing, and strategic planning of the organization.
4. Professional development opportunities, including a strong personal network.
5. Receive one (01) Letter of Recommendation from the University Representatives. This benefit is only granted by the Advisor to the Officers who perform well in one official term on a demand basis.

B. General requirements

1. Currently enrolled as a full-time undergraduate student on any degree with British University Vietnam.
2. Has no prior academic misconduct or suspension records (this will be crosschecked with Academic Compliance and evaluated on a case by case basis)
3. Demonstrates efficiency and precision in communication.
4. Has experience or aspirations to lead.
5. Is committed to inclusivity, diversity, and welfare of the University.
6. Is qualified in time management, organization, and public speaking.

C. Responsibilities

1. To endeavor to carry out the aims and objectives of the Student Association Committee in a fair and responsible manner.
2. To recommend regulations and guidelines to govern its operations in accordance with the aims and objectives of the Student Association Committee. Regulations and guidelines may include, but are not limited to: Election Regulations, Clubs and Societies Regulations, Financial Regulations, Sponsorship Regulations, and Officer Guidelines.
3. To contribute to policy and process development in relation to student matters, including those affecting academic studies and student life, and to otherwise comply with the University and Student Association Committee policies, processes, regulations and guidelines.
4. To contribute to providing a healthy, safe, and secure environment for all students of British University Vietnam through adherence to the University's health, safety and security policies and processes.
5. To convene and attend meetings in relation to Student Association Committee matters.
6. To report on its activities to the BUV Student Community.
7. To delegate any powers and responsibilities set out in this Constitution to another member of the Student Association Committee, excepting this power to delegate.
8. To appoint, remove and prescribe duties of its Officers in accordance with this Constitution and any regulations and guidelines.
9. To convene standing committees and working parties and create regulations to govern their operations.

10. To establish sub-committees to assist its operations and its Executives. *(The officers, although serve as volunteers and supporters and under management of SAC, are not recognized by BUV official members of the Student Association Committee and are not entitled to any benefits or responsibilities granted by BUV to SAC).*
11. To recommend a returning executive to assist with elections in accordance with this Constitution and the Election Guideline provided that the returning executive recommended is not the same person for two consecutive elections.
12. To organise and oversee the next term's Student Association Committee election.

Article 1.3 - Definitions, rights, and responsibilities of the Executive

Section 1.3.1. The President

A. *Definition*

The President of Student Association Committee is the highest-ranking position within SAC - **elected by the BUV Student Community** to shape the student experience in purposeful and meaningful ways that value and advance the mission of British University Vietnam. He or she is the primary contact person of SAC who regularly interacts with the student community and University officials.

B. *Rights*

1. Represents the Student Community at large while implement leadership within BUV Student Association Committee (SAC).
2. Have determining strategic vision and mission of SAC, lead the team and create the organizational culture.

C. *Responsibilities*

1. Lead the Student Association Committee Executive including the Vice President; Head of Student Academic Affairs; Head of Student Welfares; Head of Events and Activities; Head of Marketing and Communication; Head of Finance.
2. Uphold the Vision and Mission of the Student Association Committee and be an ambassador for the Student Association Committee as the elected representative of the Student Community.
3. Meet regularly with the University Representative(s) and other stakeholders to represent and advocate for the voice of the Student Community.
4. Take into consideration the needs, desires, interests, and concerns of the BUV student community to create a rich and participatory student experience.
5. Manage the overall timeline and strategic plan for projects of SAC each semester.
6. Facilitate the Head of Finance and the Vice President in forecasting annual financial budget and writing proposals.
7. Ensure the inclusiveness and diversity in SAC projects.
8. Work closely with the Advisor on long-term plans and strategies.

Section 1.3.2. The Vice President

A. *Definition*

The Vice President of the Student Association Committee of British University Vietnam is the second highest-ranking position within SAC - **elected by BUV Student Community** together with the President, represents the Student Association Committee in the University's meeting and will be acting President under the circumstances regulated by this Constitution.

B. *Rights*

The Vice President has the right to:

1. Along with the President, represent the Student Association Committee and the Student Community to join the meetings with the University Representative(s).
2. Have the second-determining voice in the strategic planning of the Student Association Committee under circumstances regulated by this Constitution.
3. step in as Acting President of SAC in case that the President position is vacant due to any reasons.

C. *Responsibilities*

1. Work closely with other members of SAC and ensure the efficiency of the total collective work of all departments.
2. Responsible for assisting the Head of Finance and the President in the facilitation of annually financial budget forecasts and forms.
3. Receive, collect opinions and ideas to draft meeting agendas for meetings.
4. Responsible for writing, updating and keeping all meeting minutes, records and documents of SAC in a precise and transparent manner.
5. Responsible for maintaining and managing SAC technological infrastructures, including but not limited to
 - a. SAC's official email: sac@st.buv.edu.vn
 - b. SAC document archive on SharePoint
 - c. SAC official Facebook, Instagram and TikTok

Section 1.3.3. The Head of Student Academic Affairs

A. *Definition*

The Head of Student Academic Affairs is the position **elected by BUV Student Community** to ensure the voice of students upon academic interest. He or she represents the academic experience of BUV Student Community at large and provide to the Student Experience Department and the Chief Academic Officer the academic needs and wants of the Student Community regarding academic affairs.

B. *Rights*

1. Opportunity for the student community to expand and enrich the academic quality of BUV students' body with the assistance of the Student Experience Office and the Faculty at BUV.
2. Represent and deliver messages / feedback from students to faculty members via written reports with collective data.

C. *Responsibilities*

1. Gather and analyse data relateing to the concerns, needs, and wants of students regarding academic affairs and report results in written proposals for future growth including, and not limited to: workshops, extracurricular classes, Academic Researching and Learning tools and sources (e.g. Statista, Euro Monitor), Career Skills and Academic-related Workshops required by the student (to be reported to the Student Experience with suitable proposals); and attendance in academic competitions.
2. Including, but not limited to: community conversations, strategic planning with SAC Head of Student Welfares for feedback, surveys, focus groups, town halls, moderated discussions, and Student-Staff Liaison Committee meetings.
3. Support BUV students with knowledge and awareness surrounding their academic rights as stated in BUV's academic policies and procedures.
4. Nominate members to act as student representatives in invited official meetings of BUV, such as Academic Conduct Meetings, Senate meetings. The nominated students shall strictly follow instruction of academics and staff.
5. Plan and execute academic-related workshops for focus groups at BUV to enhance the students' academic experience with the assistance of BUV's Academic and Examinations Office, Student Experience Department, and BUV's Faculties.

Section 1.3.4. The Head of Student Welfares

A. *Definition*

The Head of Student Welfare is at the heart and soul of student life at British University Vietnam, representing the student voice and acting as the center of the student experience at BUV. As a position **elected by BUV student body**, the Head of Student Welfares Office will gain leadership and real-world experiences in the areas of marketing, public relations, public speaking, branding, team building, and pastoral care of the Student Community.

B. *Rights*

1. Gain leadership and real-world experience in the areas of marketing, public relations, public speaking, branding, team building, and pastoral care of the Student Community.
2. The Head of Student Welfare should uphold the spirit of the student community, develop and maintain a rich heritage for the student experience at British University Vietnam along with other SAC Executives.

C. *Responsibilities*

1. Gather information related to the student experience, including feedback loops and assessment of student activities, events and other aspects concerning their experience to report the needs, desires, and concerns of the Student Community.
2. Communicate with authorized personnel in official departments to address mentioned concerns and officially address the decision/ solution on mentioned concerns.
3. Organize activities to obtain student opinions effectively, while upholding a “SAC always listens” message, including online, offline, and direct dialogues.
4. Communicate with BUV Student Community through different formats and tools, including (but not limited to) social media platforms (Instagram, Tiktok, Snapchat), surveys, focus groups study, and case-by-case dialogue.
5. Promote SAC’s image, ideas and messages under the form of media and marketing campaigns, to communicate these ideas to the Student Community in a friendly manner along with the Marketing and Communications Office to deliver the positive image of the Student Association Committee.
6. Maintain a spirit of openly welcoming students, as to acknowledge diversity and support inclusiveness of the community, and be ready to assist those in need.
7. Be quick to listen to fellow students. Seek appropriate channels to discuss issues at hand to democratically address potential disagreements between students and BUV regulations.
8. Confront inappropriate behavior in the student community according to the BUV’s Student Handbook in a neutral, immediate, and professional manner, and take necessary follow-up measures.
9. Commit to an ongoing mentoring relationship with, but not limited to, first year students to encourage and support their spiritual, academic, social, and personal growth and development as they become BUV students.

Section 1.3.5. The Head of Events and Activities

A. *Definition*

Events and Activities are crucial to shape one's experience at British University Vietnam, in which the Head of Events and Activities at SAC is the position **elected by BUV student body** with the belief that he/she will deliver to them with rich and meaningful events and activities throughout their university life.

B. *Rights*

1. Create, plan, coordinate and execute events and activities that connect and strengthen the connection within the student community.
2. He or she will work closely with other members of SAC and liaise with Student Experience Department upon planning, executing, and reporting.
3. Being the contact point in terms of events and activities operation.

C. *Responsibilities*

1. Develop human resources for the Events and Activities Team
2. Partner with the Student Experience Office, Clubs at BUV, and other entities at BUV to develop strategic vision, planning, and executing heritage events for the student community each semester, which include but not limited to INCENDIO, Clubs Day, and Yearbook for Graduates.
3. Engaging Clubs and Student Projects to the events and activities of SAC.
4. Report the progress before, during and after the events and activities.

Section 1.3.6. The Head of Marketing and Communication

A. *Definition*

The Head of Marketing and Communication (Marcom) is a position **elected by BUV student body** to deliver the spirit, information, and notifications from SAC to stakeholders within BUV and outside BUV.

B. *Rights*

1. Represent as the voice of SAC on multimedia upon all projects.
2. Recruit and lead Marcom Department
3. Establish working culture for the department (e.g. rules, activities, processes)
4. Strategic planning for SAC project marketing and communication plans.

C. *Responsibilities*

1. Point of contact for any concerns of department members.
2. Track working process and making sure everything is on track and meeting deadlines.
3. Communicate with other departments to ensure alignment within the whole organization.
4. Understand SAC's vision and activities and correctly deliver them to department members.
5. Manage issues regarding any censoring to marketing communications.
6. Establish straight forward and on point communication (to communicate among committee and deliver brief for other members).
7. Efficient distribution of work and deadlines.

Section 1.3.7. The Head of Finance

A. *Definition*

The Head of Finance is a position **elected by BUV student body** to secure the monetary treasure of SAC.

B. *Rights*

1. The Head of Finance has the right to input during the process of the Executive approving proposed activities for the Student Association Committee.
2. Work closely with the President and other Heads to estimate the total budget prior to each semester.
3. Manage and allocate budget to different projects and other purchases.

C. *Responsibilities*

1. Prepare estimated budget and financial report of whole semester.
2. Prepare budget and financial report before and after each project.
3. Correspond with suppliers for quotation.
4. Collect and keep track of VAT invoice, receipts and payment evidence before submitting to Student Experience Department.
5. Point of contact for reimbursement.
6. Report to the President on any adjustment required on budgeting and purchasing.

Article 1.4 – Student Association Committee and the University

Section 1.4.1. Student Association Committee and the University Representatives

A. *Definition of the University Representative*

The operation of the Student Association Committee will require interaction with a number of other University Representatives including faculty and staff who hold leadership positions, or members of University Senate, as well as others who have influence over students' learning experience in the academic programs, student life, wellbeing, conduct, and security.

B. *The rights and responsibilities of the Student Association Committee to the University Representative*

1. *Rights*

- a. To recommend regulations and guidelines to govern its operations in accordance with the aims and objectives of Student Association Committee. Regulations and guidelines may include but are not limited to the Election Regulations, the Clubs and Societies Regulations, the Financial Regulations, Sponsorship Regulations, and the Officer Guidelines.
- b. To contribute to policy and process development in relation to student matters, including those affecting academic studies and student life, and to otherwise comply with the University and Student Association Committee policies, processes, regulations and guidelines.

2. *Responsibilities*

The Student Association Committee has the responsibilities to:

- a. Guarantee that any information discussed at a meeting with University Representatives, including information on the University's operations, remains confidential unless dissemination of said information is approved by the chair of that meeting.
- b. Reflect honestly and precisely the needs and the concerns of the Student Community; conduct a survey or a General Meeting if needed.
- c. Report to the Student Community on the outcomes of meetings with University Representatives unless an outcome has been deemed confidential and not for dissemination.
- d. To contribute to providing a healthy, safe, and secure environment for all students and staff of British University Vietnam through adherence to the University's health, safety and security policies and processes.

Section 1.4.2. Student Association Committee and the Advisor

A. *Definition of the Advisor*

1. A full-time staff member from the Student Experience department, hereinafter referred to as the Advisor.
2. The Advisor works closely with the Student Association Committee; performs an advisory role in decision making processes to ensure the University Administration perspective is considered; to ensure that the Student Association Committee upholds its values and follows its goals and mission to represent the BUV Student Community.
3. The Advisor serves as the liaison between the Student Association Committee and the University. In absence of the Student Association Committee, the Advisor shall communicate to the University Representatives before any Committees or task force is formed to raise awareness of the presence of the Student Association Committee.

B. *The rights and responsibilities of Student Association to the University Advisor*

1. *Rights*

The Student Association Committee has the right to expect the Advisor to:

- a. Devote an adequate amount of time to the Student Association Committee.
- b. Work closely with internal departments to review the Constitution, the Election Guideline, and other related policies and regulations; to ensure that they do not violate any regulations of the University and Vietnam's laws.
- c. Guide the strategic planning process of the Student Association Committee, and ensure the plan aligns with the University's direction.
- d. Oversee the budget development and expenditures of the Student Association Committee. Assess and evaluate monthly financial and performance reports.
- e. Stay informed of the actions and decisions of the Student Association Committee. Attend monthly meetings or events. Call for meetings whenever needed.
- f. Be available for consultation when the member(s) of the Student Association Committee encounter problems.
- g. Inform the Student Association Committee with:
 - i. Updates from the University regarding students' learning experience.
 - ii. Other relevant information, news, and opportunities that might contribute to the development of the Student Association Committee.

2. *Responsibilities*

The Executive of the Student Association Committee shall:

- a. Maintain mutual respect and establish shared expectations with the Advisor.
- b. Meet with the Advisor at the beginning of each academic term, to review the Constitution, the Election Code, and other related policies and regulations.
- c. Respond to requests from the Advisor to meet up and discuss specific or general thoughts on the Student Association Committee and its activities.
- d. Prepare a monthly financial and performance report and submit to the Advisor for assessment.
- e. Inform the Advisor and get approval for:
 - i. Upcoming events and activities, including regular meeting schedules;

- ii. Intentions of seeking funding from outside of the University;
- f. Inform the Advisor of:
 - i. Any changes that come during the academic year that may affect the operation of the Student Association Committee;
 - ii. Internal and external conflicts that are believed to prevent the Student Association Committee to function productively.

Chapter 2. Student Association Committee Election Guideline

Article 2.1 – The Election Commission

Section 2.1.1: General Provision

1. *Definition:*

The Election Committee is an agency working independently from the Student Association Committee. The main responsibility of the Election Committee is to plan, execute, and ensure the success and impartiality of the elections of the Student Association Committee.

2. *Responsibilities*

1. Remain neutral towards all candidates.
2. Coordinate the elections by following the Election Guideline.

3. *Organization Structure*

1. The Election Committee will be formed one (01) week prior to the Election.
2. Composition of the Committee will be regulated on Clause D, Section 1, Article I of this Guideline.

4. *Composition of the Election Committee*

1. The Election Committee shall be a joint committee of the incumbent Student Association Committee, Student Experience, Alumni and Placement (SE) and three (03) independent observers, selected randomly and on a voluntary basis from the Student Community.
2. The structure of the Election Committee is as followed:
 - One (01) Election Supervisor, will be held by SE
 - One (01) Chief of Election Committee, will be held by SAC,
 - One (02) Election Facilitators, will be held by SAC
3. Three (03) independent observers (will be selected on a voluntary basis from the Student Community)

Section 2.1.2: The Members of the Election Committee

A. *Rights:*

Members of the Election Committee are entitled to:

1. Execute rules and regulations as determined by this Election Guideline.
2. Call for investigation against any candidate for the violations of this Election Guideline

B. *Benefits*

A member of the Election Committee is granted to:

1. Gain in-depth knowledge of election operation and management.
2. Develop strategic leadership and organizational skills.
3. Professional development opportunities, including a strong personal network.

C. *General requirements:*

Members of this Committee, at the time of the election, must:

1. not execute any authority of the respective branch or department where they are currently working with;
2. not be currently running for any position within SAC
3. agree to withdraw the right to vote in this election.

D. Roles and responsibilities of the Chief of Election Committee

The Chief of Election Committee will be the leader of the Committee and representative of the incumbent SAC Executive Members within the Election. The Chief will have the following function:

1. The Chief shall have authority over any members subsequently assigned to said committee – including to assign tasks, duties, responsibilities, and approval; and to publish information related to
2. Candidate management: After final approval from the Election Committee after the registration round, the Chief must publish the list of qualified candidates to the University Community. The Chief oversees and hosts the Candidate Seminar after the list of qualified candidates has been made available to the University Community. The Chief is responsible for making sure the topics to be discussed at the Candidate Seminar shall include but are not limited to the following: The Election Guideline, University Policy relating to the election, Election Schedule, Structure and Functions of the Student Association Committee, and the duties and responsibilities of the elected Executive Members of the Student Association Committee. Any case of candidates' violations will be reported to and handled by the Chief.
3. Publications: The Chief must submit all dates established for elections and runoff elections to SAC for notification purposes. The Chief will chair all public debates and presentations of candidates, alongside with Election Facilitator.

E. Roles and responsibilities of the Election Facilitator:

1. The Election Facilitator will be responsible for the flow of the election. One Facilitator shall be responsible for advertising and public relations. Their goal shall be to increase election turnout, make the election known and visible to the Student Community, advertise election-related activities such as debates or other forums of the University.
2. The other Election Facilitator shall be responsible for logistics, planning, and compliance. Their responsibilities shall include but not limited to: staffing voting locations, ensuring room reservations, actively maintain a fair a democratic election, chairs formal debate and public presentation, and ensuring the organization and execution of a successful election.

F. Roles and responsibilities of Observers

1. Observers shall prepare an election report to be submitted at the end of their term. This report must give an accurate and detailed description of events and must be submitted to the Election Supervisor. The report should include election results, all feedbacks and responses to feedbacks from all BUV student community, ideas for improvement, and any other necessary information. A copy of the Election Report shall be offered to the Chief of Election Committee; this copy shall be published online and viewable by the University Community. The Election Report form shall be prepared by the incumbent SAC.
2. The Observer must remain impartial to any candidates or parties participating in the election.

3. The Observer does not directly prevent electoral fraud, but rather receive, record, and report to the entire Election Committee of such instances or suspected instances. Upon receiving a written report of alleged electoral fraud, the Chief shall be required to respond within 24 hours.
4. If the Chief's response is deemed insufficient and the incident left unresolved, a report shall be submitted to the Election Supervisor by the Observer

Section 2.1.3: Decision Making process

1. Strategic decisions are made by the Chief of Election Committee after considering all suggestions from the members of Election Committee. The said decision is passed with a majority vote of the Election Committee.
2. Decisions or suggestions made by Observers shall be submitted to the Chief of Election Committee for approval before being conducted.
3. Decisions on ad-hoc problems are voted on by a majority of the Election Committee.

Section 2.1.4: Removal from office

Any members of the Election Commission who commits one or many of the following violations shall be summoned for an intervention with the Advisor:

1. Act beyond the powers granted by this Guideline.
2. Serious neglect or abandonment of duties.
3. Show any form of prejudice either to a policy agenda or candidate for election.
4. Disclose matters confidential and exclusive only to the Election Committee.
5. Cause a disruption or conflict for any reason during the campaign or election.

Section 2.1.5: Confidential Information

Confidential information is a restriction on accessibility of critical information relating to the Election. Revealing or publishing of such information will result in serious damage towards the University, student community, the Student Association Committee, the Election Committee, and participating candidates.

Types of confidential information includes:

1. Information regarding candidates' personal information.
2. Information regarding candidates' campaigning materials which have yet been presented to the mass, including, and not limited to:
 - a. Speeches and any drafts of speeches.
 - b. Presentation files.
3. Information regarding internal affairs of the Election Committee, including but not limited to:
 - a. Meeting minutes.
 - b. Plans, orders, and decisions which have yet been made available to the public.
 - c. Financial reports and plans which have yet been made available to the public.

Article 2.2 - Campaign etiquettes and ethics

A. Signing up to be a candidate

1. The incumbent Student Association Committee members will receive the registration form and candidates must fill in the form in a timely manner to be considered.
2. Students must meet all the general requirements (*according to Article 1.2*), as indicated in the General Description and Requirements for SAC Executive Members to be eligible to run for a position in the Student Association Committee.

3. Positions to be filled are: The President, The Vice President, Head of Marketing and Communication, Head of Event and Activities, Head of Student Academic Affairs, Head of Student Welfares and Head of Finance. **Each candidate must specify their desired positions to run for in the application form.**
4. Each candidate can apply for multiple positions; however, each position can only have one (01) holder. If a candidate wins two (02) positions, then the candidate has the right to choose one (01) position and the **second highest-voted** candidate of the other category will hold the other position.
5. Candidates who wish to withdraw their application must email the Election Committee at least three (03) days prior to the first debate round.

B. Campaigning practice and materials

1. Candidates are authorized to use as much space as possible, with regards to the university's rules and regulations, to promote and campaign
2. There will be an official student debate or forum held by the Student Association Committee where candidates will answer voters' concerns about their vision & plan, discuss these visions in-depth, and possibly compare them between different candidates.

Article 2.3: Election Process

The following section will describe the election process of SAC2021-2022 election.

A. Registration round

1. The incumbent SAC shall create a registration form via Microsoft Forms. The complete form will be submitted three (03) days prior to the election campaign launch date for verification by the Election Committee. The provisional structure of the form will be according to clause
2. The form will have the following content:
 - Name
 - Date of birth
 - Degree pursuing
 - Cohort
 - General questions (to be determined by the Election Committee)
 - Individual questions for separate positions (to be determined by the Election Committee)
3. Candidates-to-be will have ten (10) days to fill in the registration form.
4. After close registration, the Election Committee will work within four (04) days and will release the results to each candidates-to-be via email
5. All candidates shall be called for a briefing for the next round one (01) day after the results are released. This briefing is compulsory for all candidates. Failure to attend results in immediate disqualification. Online options will be available for those who can not attend in person

B. Group debate round

1. Candidates will be informed of this round via email three (03) days prior. The briefing shall consist of the following, and not limited to:
 - Introduction to the new system
 - Campaigning guides and tips
 - Rules and Regulations regarding the election
 - Others:
 - i. Candidate must attend this round. Failure to attend, regardless of the reason, shall result in immediate disqualification.
 - ii. Language use in this round is English.

- iii. Dress code for this round is Business Formal.
 - iv. The Group debate shall be divided into sessions, each session lasts at most two (02) hours. Each session shall consist of candidates from the registered position.
 - v. Questions and topic to be asked and discussed shall be prepared by incumbent members of SAC three (03) days prior to the debate round for verification from the Election Committee
 - vi. The debate round's chairing committee will be consisted of:
 - Chief of the Election Committee.
 - Election Facilitator.
 - Incumbent member(s) of the respective position. (*In case, there are not any incumbent member(s) then SAC President will hold this position*)
 - Election Supervisor from SE (as chair).
 - In case that the chair cannot be present at any session, the Chief will replace to be the chair.
 - At least one (01) Election Facilitator must be present at any given debate session.
2. The rules governing the debate shall be written in a different document.
- The results of the debate round shall be released to each candidate two (02) days after the debate round.
 - Debates are internal activity between the Election Committee and candidates.

C. Public presentation round

1. Candidates will be informed of this round by the same email informing of the result for the debate round
2. Candidates must attend this round. Failure to attend, regardless of the reason, shall result in immediate disqualification.
3. The public presentation round's panel will consist of:
 - Chief Academic Officer or Deputy Chief Academic Officer of BUV
 - One member of faculty (voluntary basis)
 - Chief of the Election Committee
 - Election Facilitator
 - Incumbent member(s) of the respective position
 - Election Supervisor (as chair)
 - All BUV students who are interested and eligible to vote
4. Each candidate will be required to prepare their own speech and submit to the Election Committee 24 hours prior to the public presentation, alongside with their supporting material. Physical supporting materials are allowed; however, the Election Committee reserves the right to deny material that violates the rules and regulations of the university and of this election.
5. Each presentation shall last at most ten (10) minutes, plus five (05) more minutes of Q&A from the public and the panel. The time will be regulated by the Election Facilitator.
 - Language uses in the public presentation is English.
 - Dress code for this round is Business Formal.
 - Candidates are required to maintain on campus until their presentation turn has finished. After finishing their presentation, candidate shall be escorted off the presentation area and away from the waiting room. He or she shall be prohibited from interacting with waiting candidates.
 - To ensure a fair presentation, all candidates, while waiting for their turn, will be deprived of all electronic devices. Violation will result in immediate disqualification.

Article 2.4: Election Result

The Voting for the SAC2021-2022 election shall be conducted online

A. The Voting system

1. The system to be used by this election will be via Canvas Learning Management System
2. As the voting platform is online, voters must log in to the University's email to be able to vote.
3. Voters could vote only one (01) person per respective categories.
4. The poll will be completed one (01) week prior to the election day.
5. The voting portal will be opened one (01) day after the public presentation round.
6. Eligible voters will have four (04) days to vote.
7. The results will be released one (01) day after the closing of the poll.

B. Results determination

1. Primary results:
Candidate who has the highest vote of the total vote shall win the election for the respective position.
2. Run-off vote:
In case there are no clear majority, candidate with the fewest vote shall be disqualified. The second-choice votes of those who cast first-choice votes for the eliminated candidate will be added to the votes of the remaining candidates.

C. Voter's eligibility:

1. All members of the Student Community currently registered at the University shall be entitled to vote.
2. Eligible voter must agree and abide by the rules and regulations of the Election Guideline.
3. Students will be deprived the right to vote if they:
 - Fail to vote during the prescribed period of election;
 - Use emails other than their provided BUV email to vote.

Article 2.5 - Violations of ethics and morality in election

A. Election Committee

1. The Election Committee shall hold the highest integrity while fulfilling their duties of collecting, counting, and announcing the results of the election.
2. The Election Committee should hold full responsibility for the transparency and fairness of the election process.
3. Only the Election Committee has the authority to run the election regulated by this guideline.

B. Candidates

1. Should hold the highest honesty in what they convey to the public (via. speech and campaign materials) in durations of pre, during, and post-election.
2. Are expected to respect the rules assigned for the campaigning process
3. Hold the highest respect for the decisions of the Election Committee as well as for other candidates.

C. The University Community

The University Community (including the Student Community, staff, and faculty) should respect the autonomy and the integrity of the election by not interfering in the work of the Election Committee and candidates' campaigns

D. Complaints and Reports

1. Reports can be filed by any eligible voters of the Student Community and must be evidence-based. Reporters should hold full responsibility for the truthfulness of their convictions
2. Any suspicious violation behaviors (including hacking the voting system shall be reported to the Election Committee.
3. Complaints shall be reported via email (se@buv.edu.vn), or in a direct meeting (a meeting minute with both parties' signatures is requested).

Marking rubric will be discussed between SE, SAC, Faculty Advisors