جامعة دبي
UNIVERSITY of DUBAI

Student Services Department

BYLAWS AND APPENDICES of the University of Dubai Student Organizations

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BYLAWS OF THE UNIVERSITY OF DUBAI STUDENT ORGANIZATIONS

The aim of the University of Dubai student organizations' bylaws is to provide a reference document that includes how the organizations of the student body of the University of Dubai shall be organized and operate. It also acts as a point of reference for any activities, queries or issues that may arise as part of their day-to-day operations.

Hereinafter in this document, the "University of Dubai Student Organizations" will be referred to as "Organizations".

Article 1: Creating an Organization

A student willing to create an organization must complete the organization registration form, ensure the board requirement mentioned in the student organization's constitution are met and fulfil the following requirements:

(a) Must have completed twelve credit hours and to ensure to complete the next full academic year at the UD
(b) Have a minimum GPA of 2.0
(c) Not holding any other organization board's position
(d) Have a list of minimum five UD students willing to be members of the organization in addition to a Vice-President and a Secretary.

Article 2: Reactivating an Organization

At the beginning of each Fall semester, the students previously involved in an organization will automatically be reinstated.

Article 3: Allocating Resources

To enable effective financial planning, the board shall determine a set of aims and objectives for the organization's activity for the coming academic year.

If the organization is planning a large event or has shown an extraordinary track record in past events, an application for further funding can be made. Once evaluated, a decision will be given by the DSS.

The Secretary shall be responsible for the financial matters of the organization and the President shall exercise supervision over all the finances subject to the decisions of the board.

(a) The income of the organization will comprise of:
    a. Upon application, a variable percentage of an annual endowment from UD which is based on the student activity fee.
    b. Additional revenue raised by each organization.
(b) The Secretary shall present audited accounts to the DSS. The accounts shall be audited by the University's Finance Department.
(c) The account shall include details of any subscriptions, fees or donations made by any affiliated internal or external organizations. The names of these organizations and the data of their key contact shall also be stated.
(d) A provisional budget should be given to the DSS before the end of the Spring Semester.

Article 4: Purchasing Procedure

The organization's expenditures must follow a procedure imposed by the UD Management:

(a) The Purchase Request Forms (PRF) with quotes or invoices and Event Planning Forms as supporting documents shall be prepared, submitted, and controlled by the Secretary, to the DSS Representative, at least three weeks prior to the event.
(b) The DSS follows standard university procedures to obtain the University of Dubai President's approval on all purchases.
(c) Once approved, the DSS's representative deals directly with the organization, who can start using the funds.

Article 5: Promotion and Selling at University of Dubai

This refers to the use of the UD facilities for advertisement and/or selling of external organizations' products, services, or programs. To bring an external contributor, the organization must first approach the DSS.

Article 6: Sponsorship and Fundraising

This relates to the use of external contributions to support or run events, inside or outside the UD campus.
To bring a sponsor or to raise funds, the organization must first approach the DSS.

Article 7: Meetings

7.1 Meeting procedures

The meeting matters of the organization shall be taken in the following order:

(a) Approval of Meeting Minutes from the previous meeting
(b) Previous actions' points
(c) New matters
(d) Upcoming events
(e) Student issues

The President of the organization shall take the chair at all meetings. If he/she is absent, resigned or is released from his/her position, it shall be taken by the Vice-President, followed by the Secretary. The Chairperson shall be responsible for keeping order during the meetings.

(a) Each organization's board members, minus the chairperson as well as each official member has one vote. In the event of a tie, the chairperson shall have the deciding vote.
(b) No vote shall be recorded on behalf of any absent member.

All actions arising during the meeting shall be recorded during in the minutes and assigned to one member, along with a date at which the action should be executed.

The Secretary oversees arranging the meetings and will send out the agenda and minutes to all members of the board.

7.2 Organizations' Meetings

Meetings are held at least twice per month and are arranged by the organizations board with all members invited.

Meetings should discuss past or upcoming issues, actions and/or events. The organization's board must share the minutes with the DSS.

The Secretary of each organization should inform, by email, all its members of the meetings. If the Secretary's position is vacant, the President will be in charge of informing them.

Article 8: Resignation and Removal From an Organization's Board

8.1 Resignation From an Organization

Any Board member who wishes to resign must submit a written resignation to the organization's Secretary, who will inform the DSS.

8.2 Removal From an Organization's Position

(a) The proposal for a vote of non-confidence can be made by any registered member of the organization, stating the reason why removal is sought.
(b) An organization's board member found to be in breach of the UD Code of Conduct can be put up to a vote of no-confidence from the organization.
(c) A board member can be removed from his position through a 'vote of non-confidence' held during an organization's meeting.
(d) The board member in question must receive a notification of such procedures seven days prior to the vote. She/he has the opportunity to respond to the allegations in front of the board plus its registered members but cannot be present during the vote. A majority vote of non-confidence must be obtained for the concerned student to be removed.
(e) Once the result of the votes is announced, it is considered valid unless an appeal is filed in writing within two working days of the date of voting. An appeal must state grounds for appeal along with proper supporting evidence.
(f) The final decision on removal will come from the DSS and will be announced within five working days.

Except as otherwise stated herein, a person who holds a position as an organization's board member shall be removed from that position upon the following requirements:

(a) Failure to remain in good academic standing; a minimum GPA of 2.00 is required at all times, for all the board members.
(b) A board member has been found in violation of UD Code of Conduct or policy and has received disciplinary sanctions.

Article 9: Vacancy

In case of a vacancy, the DSS will announce it to all students by email within a maximum of ten working days. The remaining board members will meet students interested in the vacancy who meet the election requirements and vote based on a majority process.

9.1 President Vacancy

If the President's position is vacant, the Vice-President will automatically replace him/her.

9.2 Vice-President and Secretary Vacancy

If the Vice-President or the Secretary's position is vacant, the selection will be organized and conducted by the remaining board members themselves. The selection process will include an individual interview and a review of the candidates Curriculum Vitae. The candidate receiving a majority of the votes shall be appointed as the new Vice-President or the Secretary.

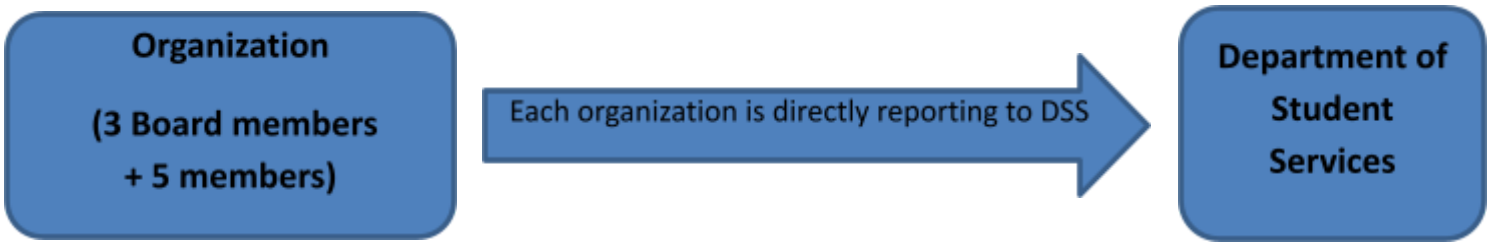
If the President, Vice-President and Secretary resigned or are removed, the DSS shall temporarily close the organization.

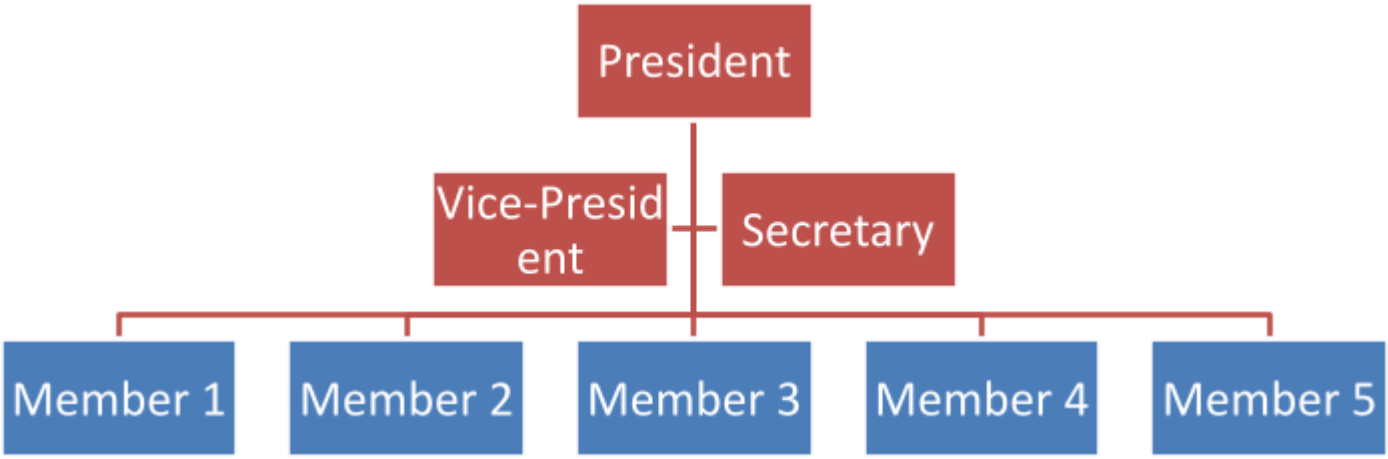
Article 10: Complaint Procedure Against an Organization

The complaint procedure for students who are dissatisfied with the organization or claim to be unfairly treated shall be put in writing to the DSS representative.

A decision should be received within 4 working days.

Appendix 1 – Student Organization' Structure





Appendix 2 – Office Use Guidelines

The University of Dubai is providing an office for the organization's boards, to be shared with the UDSU members to fulfill their duties. The concerned students shall follow the Office Use Guidelines all the time.

(a) Abide by the UD Code of Conduct.
(b) This is a shared office with the UDSU members and operates weekly from 8:30 AM to 11:00 PM, except on Friday and public holidays.
(c) Desks are limited, except for the UDSU President and Vice-President, desks are not assigned to a particular organization's board member and only specific storage is assigned to each organization.
(d) This office is exclusively for the organization's Board members as well as the UDSU members and students temporarily involved in the UDSU or organization's events.
(e) This office must respect a working environment.
(f) UD is not responsible for any loss or damage in this office; therefore, no personal belongings should be unattended inside the office.
(g) Desks should always be cleaned and tidy, as they will be used by multiple students.
(h) Food is not allowed inside the office.
(i) Writing/painting or sticking papers and posters on the walls, window glass, desks, chairs and/or damage any other property is not allowed inside the office.
(j) The Office's computers and phones should only be used for business purposes.
(k) Your email identification or password is private. You should not share it with anyone as you are responsible /accountable of the content of emails sent from your email account.
(l) Computers should be turned off after use.

If these office's use guidelines are breached by any student, the matter will be referred to the management for a disciplinary investigation. Penalties vary from a verbal warning to a total dismissal from the university depending on the severity level of the misconduct case.

Appendix 3 – Duties / Job Descriptions

1. President

(a) To act as a nominated or elected President in the promotion, development, and operations of the organization.
(b) To carry out the role of President and to run the organization, in accordance with the organizations. Constitution, Bylaws and in compliance with the relevant UD legislation, always.
(c) To work on enhancing the student experience and the educational goals of the UD, in all activities related to the organization.
(d) To always represent the organization.
(e) To provide leadership, for promoting unity and teamwork and coordinate the effectiveness of the organization.
(f) To attend and chair all meetings for the organization.
(g) To review and submit a yearly report on behalf of the organization to the DSS.
(h) To carry out any other duties that may arise during the year of office in relation to the Presidential role.
(i) Ensure the organization organizes or participates in as a normal practice, at least two events per semester.

2. Vice – President

(a) To assist and support the President in the running of the organization.
(b) To take over the role of President if the post-holder is prevented from fulfilling his/her duties.
(c) To assist the Treasurer-Secretary in the preparation of the budget and ensure that it is properly controlled.
(d) To assist the President in dispute resolution.
(e) To check and make sure that all the members are fulfilling their tasks.
(f) To provide leadership and support to all the organization's board and members.
(g) To ensure that the organization's social media accounts are active, followed by a maximum of UD students and abiding by UD rules and regulations.
(h) To be in charge of creating the organizations logo and all the activities or events' promotional materials.
(i) To liaise with the UDSU Event and Social Media's Officers to get their support when needed.

3. Secretary

(a) To oversee and control all matters relating to the organization's finance.
(b) To prepare budgets.
(c) To be responsible of collecting or maintain the expenses or invoices.
(d) To be available to assist the organization in other activities than Finance.
(e) To ensure that records, timetables, and contact information, including all students' involvement are stored in an appropriate manner and shared with the DSS.
(f) To ensure meetings are properly scheduled.
(g) To be responsible for keeping and distributing accurate minutes of meetings.
(h) To distribute contact lists.
(i) To prepare a yearly report on behalf of the organization's board to DSS as well as the incoming President.

4. Members

a) To be available to assist the board in filling any task related to the organization.
b) Attend organization meetings.

Appendix 4 – Student organizations' Contract

I, hereby, agree that I have read and approved the organization's Constitution and Bylaws.

I also declare that I chose of my own free will to volunteer my time and efforts for the position in the organization.

I understand that my position in the organization involves responsibilities, inside as well as outside the organization's office. Any confidential discussions or documents that I am a part of or encounter I ensure I will not share with any external party outside of the organization's board members and the DSS' staff.

I am also fully aware that any misconduct or breach of the Constitution will lead to sanctions described in this Constitution.

Position	Student ID	Student Name	Date	Signature
President				
Vice-President				
Secretary				
Member 1				
Member 2				
Member 3				
Member 4				
Member 5				