



Student  
Services  
Department

# BYLAWS AND APPENDICES of the University of Dubai Students' Union

October 2023



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# BYLAWS AND APPENDICES OF THE UNIVERSITY OF DUBAI

## STUDENTS' UNION

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

### **Article 1: Elections**

The DSS shall conduct the general election of the President, Vice-President, Treasurer and Secretary at the end of the Spring semester, if not latest in the beginning of Fall Semester.

- (a) The Top 4 (President, Vice-President, Treasurer and Secretary) of the UDSU shall run as a single non-splitting ticket (team).
- (b) The six College representatives shall be nominated or elected by the Dean of each college before the end of the spring semester or up to four weeks after the fall semester starts.
- (c) The six Officers shall be appointed by the Top 4. These nominations shall be organized two weeks after the election of the Top 4 or latest, two weeks after the fall semester starts. The selection process will be in form of an interview and a review of Curriculum Vitae of the individual candidates. The candidates receiving a majority of votes will be appointed as UDSU Officers.
- (d) Students can only run for one position during each election.
- (e) The appointment and handover date for the Cabinet members shall be during the end of Spring, if not, in the beginning of the fall semester.
- (f) Once elected, the Cabinet members shall take office and start their duties by the start of the next academic year.

#### **1.1 Before Elections**

The DSS Representative who oversees the elections shall:

- (a) Prepare the forms and coordinate the confirmation of candidate's applications including student name, ID number, desired position and to ensure that elections follow a fair process.
- (b) Ensure that all candidates meet and maintain the criteria and qualification requirements.
- (c) Shall post date and time of the elections.

#### **1.2 Qualification Requirements**

To be eligible, the candidates should fulfill the following criteria:

President:

- (a) Must be enrolled in current semester.
- (b) Have a minimum cumulative grade point average of 2.8.
- (c) Have clear disciplinary and academic standing records.
- (d) Have completed twenty-one credit hours and must complete the next full academic year at the UD.
- (e) Must attach a list of ten students who support his/her nomination.

Vice-President, Secretary, Treasurer, College Representatives and Officers:

- (a) Must be enrolled in current semester.
- (b) Have a minimum cumulative grade point average of 2.5 for the Vice-President and Secretary and Treasurer.
- (c) Have a minimum cumulative grade point average of 2.0 for the Cabinet members.
- (d) Have clear disciplinary and academic standing records.
- (e) Have completed twenty-one credit hours and to must complete the next full academic year at the UD.

### 1.3 Candidate Orientation

The DSS Representative shall facilitate an orientation session for all the candidates (President, Vice-President, Treasurer and Secretary). The purpose of this session is to familiarize candidates with the election process and with the timeline of the election.

### 1.4 Campaigning

All candidates shall adhere to the following campaign procedures:

- (a) The campaign materials must be approved and stamped by the DSS prior to use.
- (b) The DSS must approve the placement of the campaign's material inside any campus building.
- (c) The campaigning will begin following the candidate orientation session, at a time given by the DSS.
- (d) The campaign materials must be removed by the candidates immediately following elections.

### 1.5 Voting

Voting in the UDSU elections shall be organized online without excluding a possibility of a regular or offline voting in future elections.

- (a) Every registered UD student has an opportunity to vote for the President, Vice-President, Treasurer and Secretary as a single ticket.
- (b) The Elections will be the responsibility of the DSS staff, which will inform the students through email about the elections' process.

### 1.6 Penalties

Any failure to abide by any rule included in the Constitution and/or Bylaws will result in penalties to be imposed by the UD management.

- a) Any candidate or person who uses an ID that is not his/hers when voting shall be immediately expelled from the election.
- b) Any candidate who attempts to tamper with any or all voting mechanisms will be sanctioned.
- c) Penalties goes from a verbal warning to an expulsion of the UD based on the severity of the case.
- d) Any candidate or team campaigning wishing to appeal a penalty must do it in writing and submit it within twenty-four hours. The DSS will announce its decision within ten college days.

### 1.7 Elections' Results

Votes will be counted and announced immediately following the closing of the elections by the DSS representative.

- (a) The team, composed by the President, Vice-President, Treasurer and Secretary who received the highest number of votes shall be elected. In case of a tie, a run-off election shall be held by the DSS to break the tie.

- (b) Results will be final unless the DSS receive an appeal of elections results.
- (c) DSS Representative shall announce the result to all UD students once the results are official.
- (d) In the case only one team is running, the team wins the election by default. The orientation shall be conducted, but the vote and campaign will be cancelled.

### 1.8 Appeal on Election Results

Once declared by the DSS Representative, the results of the elections shall be considered valid unless an appeal is filed in writing within two working days of the date of voting. Any appeal must clearly state the grounds for such a complaint with proper evidence. Procedures shall respect the right for notice, hearing and time constraints. The DSS will announce its decision within five working days.

### 1.9 Anticipated Elections

An anticipated election will only happen in the case of the elected President, Vice-President, Treasurer and or Secretary resign or are removed. Anticipated elections will follow the exact same process than usual elections.

## Article 2: Allocating Resources

To enable effective financial planning, the Cabinet shall determine a set of aims and objectives for the UDSU activity for the academic year.

If the UDSU is planning an extraordinary event or has shown an exemplary track record, an application for further funding can be made. It will be evaluated, then a decision will be given by the DSS.

The Treasurer shall be responsible for the financial matters of the UDSU and the Vice-President shall exercise supervision over all the UDSU finances subject to the decisions of the Cabinet.

- (a) The income of the UDSU will comprise of a variable percentage of an annual endowment based on student activities fee by the University upon application, together with additional revenue raised by the UDSU and the contributions made from the University itself.
- (b) The Treasurer 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) Provisional budget should be given to the DSS two weeks after their election or before the end of the spring semester.

## Article 3: Purchasing Procedure

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

- (a) The Purchase Request Form (PRF) with quotes or invoices and Event Planning Forms with supporting documents will be prepared, submitted and controlled by the Treasurer, to the DSS Representative, at least four 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 Representative deals directly with the UDSU, who can start using the funds.

#### **Article 4: Promotion and Selling at University of Dubai**

This policy relates 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 UDSU must get approval from the DSS.

#### **Article 5: Sponsorship and Fundraising**

This policy 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 UDSU must get approval from the DSS.

#### **Article 6: Meetings**

##### **6.1 Meetings Procedures**

The matters of the UDSU meetings shall be taken in the following order:

- a) Approval of Minutes of Meeting
- b) Previous action points
- c) Matters arising
- d) College matters
- e) Student issues

The President of the UDSU shall chair 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 Treasurer, then a representative of the DSS. The Chairperson shall be responsible for keeping order during the meetings.

- a) Each Cabinet 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 an absent member.
- c) In the event of any situation arising not being covered in this meeting then the Chairperson shall rule on the procedure to be adopted.

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

The Secretary is in charge of arranging the UDSU meetings and will send out the agenda and minutes to all members of the Cabinet.

##### **6.2 UDSU Cabinet Members' Meeting**

To discuss past or upcoming issues, actions or events and discuss the upcoming ones, the UDSU Cabinet must organize UDSU meetings, at least twice per month and share the meeting minutes with the DSS.

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

### 6.3 The Annual General Meeting (AGM)

To discuss issues or concerns to the student body and solicit feedback on important matters, the UDSU shall organize an Annual General Meeting, involving all UD students, at least once during the academic year.

The AGM shall take place in the spring semester and at least half of the UDSU Cabinet members must attend.

## **Article 7: Resignation and Removal From UDSU**

### 7.1 Resignation From the UDSU

Any members of the Cabinet who wish to resign must submit a written resignation to the UDSU Secretary, who will inform the DSS.

### 7.2 Removal From the UDSU

- (a) Any member of the UDSU can be removed from the UDSU through a 'vote of no-confidence' at any UDSU meeting.
- (b) The Cabinet member in question must receive notification of such procedures seven days prior to the vote. he/she has the possibility to respond to the allegations in front of the Cabinet but cannot be present during the vote. Two-Third of the UDSU must be sought for the concerned student to be removed.
- (c) The proposal for a vote of no-confidence can be made by any member of the UDSU, stating the reason why removal is sought.
- (d) Any UDSU Cabinet member found to be in breach of the UD Code of Conduct or the UDSU Code of Conduct can be put up to a vote of removal from the UDSU.
- (e) If the decision is to remove the member, the DSS will inform the President of UD within two weeks after the vote's date. The President of UD will hold the final decision.

Except as otherwise provided herein, a person who holds a position as a UDSU Cabinet member shall be removed from that position upon the following requirements:

- (a) Failure to remain in good academic standing. A minimum GPA of 2.25 is required for the President. A minimum GPA of 2.0 is required for all the other members: The Vice-President, the Secretary, the Treasurer, the seven College Representatives and the UDSU Officers.
- (b) Failure to keep a clean disciplinary standing.

## **Article 8: Vacancy**

In case of any vacancy, the DSS, in the name of the UDSU, will announce the vacancy by email, to all students, within a maximum of ten working days. Then the UDSU Cabinet will meet all students filling the elections' requirements and vote, based on a majority process.

### 8.1 President Vacancy

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

## 8.2 Cabinet Vacancy

If the Vice-President, Treasurer, Secretary or any Officer's position is vacant, the selection will be organized and conducted by the remaining Cabinet Members themselves. The selection process will be in the form of an interview and a review of Curriculum Vitae of the individual candidates. The candidate receiving a majority of votes shall be appointed as the new Cabinet Member.

If any of the Colleges representatives' positions are vacant, the Dean of each college will appoint the new member.

If both President, Vice-President, Treasurer and Secretary resign or are removed, the DSS shall temporarily lead the UDSU till anticipated elections.

### **Article 9: Evaluation of the UDSU**

To evaluate the UDSU, a survey will be sent by the DSS to all students, twice a year.

### **Article 10: Complaint Procedure Against the UDSU**

The complaint procedure for students who are dissatisfied with their interactions or performance with the UDSU shall be put in writing to the DSS Representative.

### **Article 11: Amendments and Supervision of the Bylaws**

The amendment of the Bylaws may only be suggested to the DSS representatives after collecting the majority of the Board Members' votes.

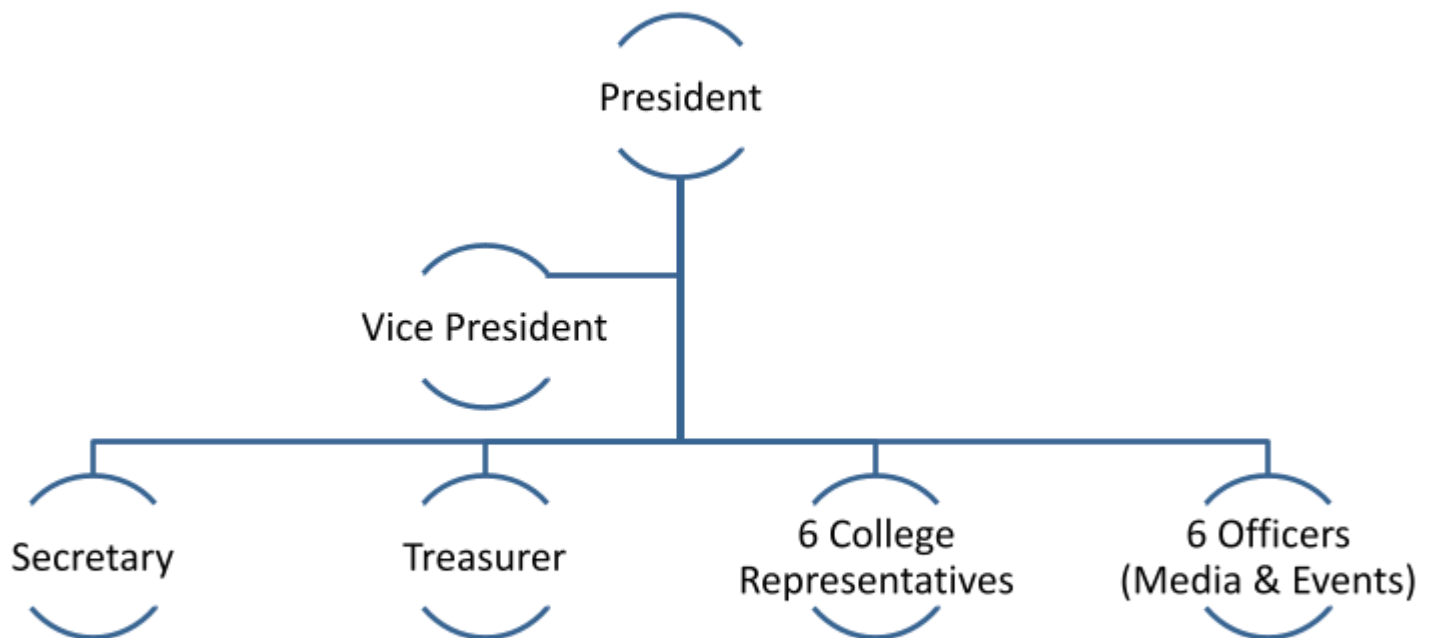
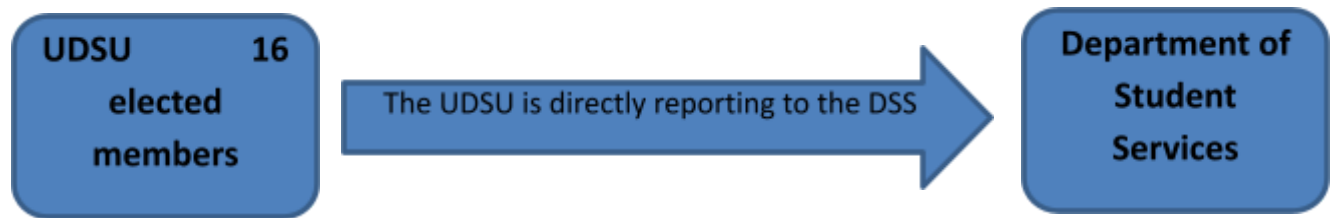
The amendment suggestion is subject to the DSS approval.

Any amendments or modifications to the Bylaws will only take place at the end of the academic year and will be effective starting the following academic year.

The DSS has the right to be flexible with some of the rules in the Bylaws if the context serves the student's body.



## Appendix 1 – Students' Union Structure





## Appendix 2 – Office Use Guidelines

The University of Dubai is providing an office for the UDSU Cabinet members, to be shared with the Organizations' members to fulfill their duties. The concerned students shall always follow the Office Use Guidelines.

- (a) Abide by the UD Code of Conduct.
- (b) This is a shared office with the Organizations, operating from 8:30 AM to 10:00 PM during weekdays, except on Friday and public holidays.
- (c) Since desks are limited, except for the President and Vice-President, no desk is assigned to a particular UDSU Cabinet member or any Organization's member. As it is a shared office with the Organizations, the DSS will only assign some specific storage to the different Organizations.
- (d) This office is exclusively for the UDSU Cabinet members and Organization's members or students temporarily involved in the UDSU or Organization's events.
- (e) This office must respect a working environment.
- (f) The UD is not responsible for any loss or damage in this office; thus, no personal belongings should remain unattended in the office.
- (g) Desks should always be clean and tidy, as they will be used by different 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 strictly prohibited inside the office.
- (j) The Office's computers and phones should only be used for business purposes.
- (k) Your email identification or password is your privacy. 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 dismissal from the university depending on the severity level of the misconduct case.

## **Appendix 3 – Duties, Goals and Job Descriptions**

### **1. President**

- (a) To act as a President in the promotion, development, and effective operation of the UDSU.
- (b) To carry out the role of President and to run the UDSU in accordance with the UDSU Constitution, Bylaws and in compliance with the relevant legislation, always.
- (c) To work on enhancing the student experience and the educational goals of University of Dubai.
- (d) To represent the student body and the UDSU on key University of Dubai boards and committees.
- (e) To strive to achieve maximum representation of the UDSU and all UD undergraduate students at individual, university, and national level.
- (f) To act as a member of the UDSU Cabinet, complying with the responsibilities in the overseeing the effective operation of the UDSU.
- (g) To provide leadership for promoting unity and teamwork and co-ordinate the effectiveness of the Cabinet.
- (h) To attend and chair all meetings of the UDSU Cabinet.
- (i) To review and submit a yearly report on behalf of the UDSU to DSS as well as the incoming President.
- (j) To ensure an up-to-date record of the UDSU Policies is maintained and to present the policies for review, to the appropriate body, when necessary.
- (k) To carry out any other duties that may arise during the year of office related to the Presidential role.
- (l) To be available on campus for meeting students if needed.

Goal 1: To lead at least two events/activities each semester.

Goal 2: To make sure that the UDSU is solving at least five issues each semester related to individuals or Organizations.

Goal 3: To apply at least two initiatives per semester.

### **2. Vice – President**

- (a) To assist and support the President in the running of the UDSU.
- (b) To take over the role of President if the post-holder is prevented from fulfilling his/her duties.
- (c) To assist the Treasurer in the preparation of UDSU budgets and ensure that they are properly controlled.
- (d) To represent all Students at events and committees to the best of their ability.
- (e) To assist the President in dispute resolution within any organizations.
- (f) To ensure all members are fulfilling their tasks.
- (g) To provide leadership and support for the other UDSU members and all other student representatives.
- (h) To be available on campus for meeting students if needed.

Goal 1: To organize an “Activity Day” for the UDSU and Organizations’ members.

Goal 2: To organize at least one workshop linked to Project Management for the UDSU and Organizations’ members.

### **3. Treasurer**

- (a) To oversee and control all matters relating to UDSU finance.
- (b) To prepare budgets.
- (c) To reconcile petty cash etc.
- (d) To be responsible of collecting/maintain expenses /invoices and to control income and expenditure.
- (e) To be available to assist the UDSU in other activities than Finance.

Goal 1: To submit one summary of UDSU activities / events per semester (focusing on the financial aspect)

Goal 2: To support the DSS during the national day and international day (regarding any financial aspects)

#### **4. Secretary**

- (a) To ensure that records, timetables, and contact information, including all students' involvement are stored in an appropriate manner and shared with the DSS.
- (b) To ensure meetings are properly scheduled.
- (c) To be responsible for keeping and distributing accurate minutes of meetings.
- (d) To distribute contact lists.
- (e) To be available to assist the UDSU.
- (f) To prepare a yearly report on behalf of the Cabinet to DSS as well as the incoming President.

Goal 1: To submit one summary of the UDSU activities/events per semester (focusing on the data aspects)

#### **5. Colleges Representatives**

- (a) To listen to student concerns or ideas from their programs, bring out those concerns or ideas involving their College at the UDSU meetings and ensure the general welfare of the students coming from the College they represent.
- (b) To participate in regular meetings with college faculty representatives.

Goal 1: To organize a "UDSU meet the students" each semester.

Goal 2: To organize a "Faculty-Meeting Council" meeting each semester per college.

#### **6. Events and PR Officers**

- (a) To lead with the planning and delivery of the UDSU events program.
- (b) To ensure the UDSU events are in line with the UDSU policies and procedures.
- (c) To produce event plans, event budgets, running orders, theming concepts, scripts, key contact lists, etc.
- (d) To conduct venue visits where applicable.
- (e) To liaise with suppliers/contractors and purchasing department.
- (f) To ensure that all events have a positive impact on the student experience.
- (g) To work with the UDSU Media Officer team to decide on marketing plans, concepts, and designs.
- (h) To proofread artwork.
- (i) To attend and support the delivery of event debrief meetings.
- (j) To provide general administration duties to the UDSU regarding events.
- (k) To help with DSS as well as the Organization's events.
- (l) To act reasonably and prudently in all matters, and in the best interest of the UDSU.

Goal 1: To organize one "Club Fair" each semester.

Goal 2: To create and post at least four videos per semester on the UDSU Social Media Platform.

#### **7. Media Officer**

- (a) To ensure that the UDSU social media accounts are active and followed by a maximum number of UD students.

- (b) To work on creating an active role for student media in promoting the UDSU mission, values, services, and campaigns.
- (c) To be in charge of creating all the posters and designs required by the UDSU.
- (d) To develop and head the creative team, which creates content for the UDSU and the Organizations.
- (e) To liaise with the Event Officers in delivery of the UDSU and the Organization's events.
- (f) To develop opportunities and training for students to volunteer with student media.
- (g) To constantly explore new ways of delivering media and information to the UD Students and supplying this information to the DSS and Marketing Department.
- (h) To act reasonably and prudently in all matters, and in the best interest of the UDSU.

Goal 1: To be in charge of all the posters (UDSU and Organizations).

Goal 2: To be in charge of the UDSU social media's accounts and constantly increase the number of followers or connections.

The existing list of members and objectives is not comprehensive and may undergo revisions throughout the year to accommodate changes at UD.

## Appendix 4 – UDSU Contract

I, hereby, acknowledge that I have read and understand the UDSU Constitution and Bylaws.

I also declare that I decided to take part, by my own free will, to my position in the UDSU.

I understand as well that my position in the UDSU involves responsibilities, inside as well as outside the UDSU's office and confidential discussions or documents that I will not share with any external party outside of UDSU Members and 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				
Treasurer				
Secretary				
College of DBS - Representative 1				
College of DBS - Representative 2				
College of Engineering – Representative 1				
College of IT – Representative 1				
College of IT – Representative 2				
College of Law – Representative 1				
Media Officer 1				
Media Officer 2				
Media Officer 3				
Event Officer 1				
Event Officer 2				
Event Officer 3				