CONSTITUTION, BYLAWS AND APPENDICES of the University of Dubai Students’ Union

May 2018
CONSTITUTION of the University of Dubai Students’ Union ................................................................. 3

Students’ Union Mission ..................................................................................................................... 3

1. Name .................................................................................................................................................. 3

2. Aims and Objectives ............................................................................................................................ 3

3. Membership ......................................................................................................................................... 3

4. The Cabinet ......................................................................................................................................... 3

5. Elections ............................................................................................................................................... 4

6. Provisional Period ............................................................................................................................... 4

7. The Annual Meeting ............................................................................................................................. 4

8. Amendments ......................................................................................................................................... 5

9. Indemnity ............................................................................................................................................... 5

10. Finance of the UDSU .......................................................................................................................... 5

11. Supervising and Review ..................................................................................................................... 5

12. Removal from Office ........................................................................................................................... 6

13. Complaints Procedure ....................................................................................................................... 6

14. Code of Conduct ................................................................................................................................. 6

BYLAWS of the University of Dubai Students’ Union ............................................................................ 7

ARTICLE 1 – ELECTIONS ....................................................................................................................... 7

ARTICLE 2 – GENERAL MEETINGS .................................................................................................. 9

ARTICLE 3 – MEETINGS PROCEDURES OF THE STUDENTS’ UNION .............................................. 9

ARTICLE 4 – ALLOCATING RESOURCES ........................................................................................... 10

ARTICLE 5 – PURCHASING PROCEDURE ........................................................................................... 10

ARTICLE 6 – SPONSORSHIP AND FUNDRAISING ........................................................................ 10

ARTICLE 7 – RESIGNATION AND REMOVAL FROM OFFICE ............................................................ 11

ARTICLE 8 – COMPLAINTS PROCEDURE ......................................................................................... 11

ARTICLE 9 – CLUBS & ORGANIZATIONS ......................................................................................... 11

APPENDICES of the University of Dubai Students’ Union ................................................................. 13

Appendix 1 – Code of Conduct ............................................................................................................. 13

Appendix 2 – Opting Out ......................................................................................................................... 14

Appendix 3 – Promotion and Selling at University of Dubai (UD) ......................................................... 14

Appendix 4 – Job Descriptions .............................................................................................................. 14

Appendix 5 – Students’ Union Structure ............................................................................................... 17

Appendix 6 – Evaluation Forms ............................................................................................................. 19
CONSTITUTION of the University of Dubai Students’ Union

Students’ Union Mission

The Mission of Students’ Union is to create exciting and proactive student community by:
(a) Encouraging students to take responsibility for handling their own matters and having a say in the decision making process at the university level.
(b) Advocating the needs and interests of undergraduate students.
(c) Promoting learning outside the classroom and developing and implementing both innovative and traditional programs.

1. Name

The representative government of the undergraduate student body of University of Dubai shall be referred to in this Constitution as the University of Dubai Students’ Union (UDSU).

2. Aims and Objectives

(a) To be the official representative body for undergraduate students attending University of Dubai.
(b) To advance the education of its members and students of the University as a whole.
(c) To represent the interests of its members and act as a channel of communication in dealing with the University and external bodies.
(d) To promote and protect the welfare of its members.
(e) To initiate, encourage and to co-ordinate student clubs, organizations, sports and social activities.
(f) To Promote respect and appreciation of the local culture and traditions of the United Arab Emirates, and abide by its laws.
(g) To Provide opportunities for student engagement and personal development.
(h) To Increase the awareness of new students about University of Dubai.

These aims and objectives shall be practiced without discrimination on the grounds of age, sex, race, nationality, religion, creed, disability or medical condition.

UDSU shall practice the above aims and objectives independent of any political party or religious organization.

3. Membership

All undergraduate students who are registered at the University, shall be members of the UDSU unless they have decided to give up their membership according to the 'Opting Out' regulations, in Appendix 2 of this Constitution. Students who signify they do not wish to be members or to be represented by the UDSU will not be disadvantaged in any way.

4. The Cabinet

Executive authority of UDSU shall reside in the Cabinet. The purpose of the Cabinet is to serve UDSU members as initiators and leaders, operating as a team to ensure the efficiency, transparency, competence, and accountability of the UDSU.
(a) The Cabinet shall consist of the University wide elected President, Vice – President, Treasurer, Secretary and the Representatives of 2 Colleges (currently 3 from Dubai Business School, 1 from College of Engineering and 1 from College of IT), which shall be elected by the membership of each College.

(b) The Cabinet members: President, Vice – President, Treasurer and Secretary shall appoint, Clubs & Organizations Officer, Social Events Officer, Academic Events Officer and Media Officer from general member body for operative and administrative tasks of the UDSU. This will be organized and conducted by the selected Cabinet members. The selection process will be in the form of an interview and review of Curriculum Vitae of the individual candidates. Candidate receiving a majority of votes shall be appointed as UDSU officer.

(c) The Cabinet may delegate specific responsibilities to individual members and to such sub-committees as deemed necessary.

(d) The Cabinet shall run UDSU on a day to day basis according to the terms of this Constitution and attached Bylaws.

(e) The role of the Cabinet shall be to control affairs consistent with the aims and objectives of the UDSU and to carry out the wishes of the UDSU as expressed by the resolution of the Annual General Meeting.

(f) The meetings of the Cabinet shall be convened and conducted as in Article 3 of the Bylaws.

(g) A person may be elected to the same Cabinet position for a maximum period of two consecutive years.

(h) The work of the Cabinet, the UDSU officers, and all organizations and student clubs under UDSU shall finish with the end of the Spring Semester. According to the Provisional Period under item 6 of this Constitution, there shall be only one official representative of the UDSU before the new cycle starts again, in Fall Semester.

(i) The Head of Department of Student Services (DSS) or his/her Representative shall serve as an Advisor to Students’ Union. The Advisor shall be responsible for safeguarding the well-being of Students’ Union and advising its officers to fulfill their responsibilities.

5. Elections

The President, Vice – President, Treasurer, Secretary and other members of the Cabinet shall be elected in accordance with Article 1 of the Bylaws.

6. Provisional Period

If President and Vice – President is not available (resignation) during the Provisional period (summer months – after Spring semester is over and before the start of Fall semester), Students’ Union shall be under direct control of Students Services while waiting for new cycle of elections to commence in Fall semester.

During the Provisional period, there is no real work involved, e.g. organizing activities and events, only administrative work, e.g. replying to emails and updating registers.

7. The Annual Meeting

To discuss issues of concerns to the student body and solicit feedback on important matters, the UDSU shall organize a general meeting for all members once during Spring semester. The Annual General Meeting of the UDSU shall be conducted in accordance with Article 2 of the Bylaws.
8. Amendments

Amendments of the Constitution and Bylaws may only be made at an Annual General Meeting or an Extra-Ordinary meeting hosting a minimum of one-third (1/3) students. Only DSS has exclusive rights to amend the Constitution, Bylaws and other supporting UDSU documents that must be accepted without notice. Proposals for amendments must be seconded and put in writing to the Secretary at least 7 days in advance of the meeting. All amendments shall require a two-thirds (2/3) majority of those present and entitled to vote. The Constitution of the UDSU may be replaced by a new Constitution with a minimum of two-third (2/3) votes in favor.

Amendments of the Constitution are subject to final approval of the University management.

9. Indemnity

Every Cabinet member and officer of the UDSU shall be entitled to be indemnified out of the assets of the UDSU against all losses or liabilities which they may sustain in the execution of their duty or otherwise in relation thereto. No Cabinet member or UDSU officer shall be liable for any loss, damages or misfortune which may happen or be incurred by the UDSU in the execution of their duties or in relation thereto. Provided that nothing in this clause shall affect their liability for the consequences of any act of negligence or other illegal activity on their part.

10. Finance of the UDSU

(a) The Treasurer shall be responsible for the financial matters of the UDSU and shall exercise supervision over all UDSU finances subject to the decisions of the Cabinet.

(b) 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 through UDSU and contributions made from the University itself (Appendix 3).

(c) The contributions payable by the University are subject to availability and will be made after due consideration of satisfactorily audited accounts for the preceding year, as well as a clearly itemized budget for the next year.

(d) All the expenditure shall be authorized by the President or Vice President of the UDSU, Head of DSS and UD Finance Manager and duly recorded. No legal contracts of expenditure of UDSU funds shall be entered into without approval of the President or Vice President of the UDSU and Head of DSS.

(e) The Cabinet shall present audited accounts to the Head of the DSS. The accounts shall be audited by an auditor approved by the University, who may be a member of the University’s Finance Department.

(f) The account shall include details of any subscriptions, fees or donations made by any affiliated internal or external organizations. The names of these organizations shall also be stated.

(g) All funds should be spent for the benefit of the student body or the running of the UDSU.

11. Supervising and Review

The Cabinet will review the Constitution at intervals of no more than two years. DSS Representative will monitor compliance with the Constitution, the Code of Conduct and the Complaints Procedure and report to the University on an annual basis.
12. Removal from Office

(a) Any elected Cabinet member and appointed officer of the UDSU, can be removed from office through a ‘vote of no-confidence’ at an extra-ordinary meeting.

(b) The proposal for a vote of no-confidence can be made by any full member of the UDSU. The proposal must be seconded by another 5 full members, and put in writing to the Secretary, stating the reason why removal is sought.

(c) Any elected Cabinet member and/or appointed officer can be removed from the Cabinet and/or position through a vote of removal from office held during an extra ordinary Cabinet meeting with the DSS Representative attending. The member and/or officer in question, has the possibility to respond to the allegations in front of the Cabinet but cannot be present during the vote. A two-thirds (2/3) majority has to be sought.

(d) The proposal for a vote of removal from office can also be made by any Cabinet member of the UDSU. The proposal must be seconded by another Cabinet member, and put in writing to the Secretary, stating the reason why removal is sought.

(e) Any elected Cabinet member and/or officer appointed found to be in breach of the University Student Code of Conduct, the UDSU Code of Conduct can be put up to a vote of removal from office. The procedure can only be instigated by the President/Vice President of the UDSU and Head/Representative of DSS.

(f) The Cabinet member and/or appointed officer to be removed must receive notification of such procedures 7 days prior to the vote. He/she must be given the opportunity to respond to the allegations at the Investigation Committee meeting prior to the vote. Investigation Committee is formed by University’s management which also includes the President of the UDSU.

13. Complaints Procedure

The complaints procedure for students who are dissatisfied with their dealings with the UDSU or claim to be unfairly disadvantaged by reason of having exercised their rights not to be members of the UDSU shall be in accordance with Article 8 of the Bylaws.

14. Code of Conduct

A Code of Conduct relating to the UDSU is given in the Appendix 1. The UDSU must comply with this Constitution, Bylaws, Appendices and the Code of Conduct at all times.
BYLAWS of the University of Dubai Students’ Union

ARTICLE 1 – ELECTIONS

DSS shall conduct the general election of the President, Vice – President, Treasurer, Secretary and the College Representatives at the begging of the Fall Semester.

(a) The President, Vice – President, Treasurer and Secretary of the UDSU shall run for office as a single non-splitting ticket (team), and the members of the UDSU shall have the right to give one vote for a single ticket during election.
(b) The College Representatives shall run for office independently and only the members of the UDSU coming from a particular college have the right to give one vote during the election.
(c) The appointment and handover date for the Cabinet members shall be during October/November.
(d) Once elected the Cabinet members shall take office during October/November and shall serve for the academic year.
(e) The total term in any one position may not be more than 2 consecutive years.

Before Elections

DSS Representative who is in charge of Elections shall:

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

Qualification Requirements

President

(a) Must be enrolled in current semester.
(b) Have and maintain a minimum cumulative grade point average of 3.0
(c) Keep a full-time student status (i.e. non-working).
(d) Have clear disciplinary and academic standing records.
(e) Have completed between twenty-one (21) and hundred-and-two (102) credit hours.
(f) Must attach a list of 10 students who support his/her nomination.

Vice – President, Secretary, Treasurer and College Representatives

(a) Must be enrolled in current semester.
(b) Have and maintain a minimum cumulative grade point average of 2.5
(c) Keep a full-time student status (i.e. non-working).
(d) Have clear disciplinary and academic standing records.
(e) Have completed between twenty-one (21) and hundred-and-two (102) credit hours.

Candidate Orientation

DSS Representative shall facilitate an orientation session for all candidates (President, Vice President, Treasurer, Secretary and College Representatives). This session shall be held at least 2-3 days before the election date. The purpose of this session is to familiarize candidates with the Constitution, Bylaws, Appendices, election process and with timeline of the election.
**Campaigning**

All candidates shall adhere to the following campaign procedures:

(a) Campaign materials (poster, signs, pamphlets, etc.) must be approved and stamped by the Student Services prior to use or they will be removed.

(b) Campaigning will begin on the day following the candidate orientation session.

(c) Campaign materials (posters, signs, pamphlets, etc.) must be removed by the candidates immediately following elections: results will not be announced until removal is complete.

(d) Student Services must approve the placement of campaign material inside any campus building.

(e) Material may be posted only on recognized campus bulletin boards. The stairwells and walls shall not be used for posting of campaign materials.

(f) No campaign material may be taped to the ground, walkways, Terrace, or parking areas.

**Voting**

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

(a) Every member of the UDSU has an opportunity to vote for President, Vice – President, Treasurer, Secretary (team) and to vote for Representatives of his/her College.

(b) In case of offline voting, T-shirts, stickers, buttons, and other campaign materials must be covered when entering an official polling place. Candidates and campaigns shall be responsible for ensuring compliance with this rule. The DSS Representative shall be responsible for monitoring the official polling place to verify compliance with this rule.

**Penalties**

Failure to abide by any rule included in the Constitution and/or Bylaws will result in penalties to be imposed by UD management. Penalties range from a warning, to suspension or expulsion based on severity of the case.

Any candidate or person who uses an ID that is not the ID of the individual in question when casting a ballot shall be immediately expelled from the election.

Any candidate who attempts to tamper with any or all voting mechanisms shall be immediately expelled from the election.

Any candidate or campaign wishing to appeal a penalty must do so in writing and submit it within 24 hours. The President or CAO shall retain the imposed penalty.

**Results**

Ballots will be counted immediately following the closing of the elections by DSS Representative.

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

College Representatives who receive the highest number of votes shall be elected.

Results are declared by DSS Representative once all votes are counted.

Results will be final unless Student Services receive an appeal of elections results.

DSS Representative shall post online or on the bulletin boards the number of votes received by each candidate at the conclusion of the vote count.
Appeal on election results

Once declared by DSS Representative, the results of the elections shall be considered valid unless an appeal is filed in writing by a member of the UDSU within 3 days of the date of voting. Any appeal must state exactly the grounds for such complain with a proper evidence/s. Procedures shall respect the right for notice, hearing, and time constraints.

ARTICLE 2 – GENERAL MEETINGS

The Annual General Meeting shall take place in the Spring semester, during month of March. Any other general meeting shall be termed an Extra-Ordinary.

An extra-ordinary general meeting must be held within 7 University days after the receipt by the Secretary of the UDSU at the written request of any of the following:

(i) The President of the UDSU
(ii) The majority of the Cabinet
(iii) Twenty (20) members of the UDSU
(iv) Head/Representative of DSS

(a) Such a meeting shall discuss only that business for which it was called, which must be specified in a written request.
(b) All proposed amendments to the Constitution must be posted online, five work days before the Annual General Meeting or Extra-Ordinary Meeting
(c) The quorum for the Annual meetings shall be one-third (1/3) of members of the UDSU, and for extraordinary meetings at least two-third (2/3) of the Cabinet
(d) All members of the UDSU present at these meetings are entitled to vote
(e) President of University of Dubai shall be invited to attend General Meeting and to discuss and answer any questions from the members

ARTICLE 3 – MEETINGS PROCEDURES OF THE STUDENTS’ UNION

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

1. Minutes of the previous meeting
2. Previous action points
3. Matters arising
4. College matters
5. Student issue
6. Any other business

The President of the UDSU shall take the chair at all meetings. If he/she is absent or resigns the chair, it shall be taken by the Vice President, followed by the Treasurer or Secretary. The Chairperson shall be responsible for keeping order at the meeting. When the Chairperson speaks all the other members shall be silent.

- Each member has one vote. In the event of a tie the chairperson shall have the casting vote.
- No vote shall be recorded on behalf of any members not present.
- Every motion shall have a proposer and seconder. The proposer shall move the motion and it shall thereafter be open to discussion and may be withdrawn only with the consent of the meeting.
- In the event of any situation arising not being covered in this schedule then the Chairperson shall rule on the procedure to be adopted.
In the event of a dispute as to the interpretation of any items of the Constitution and/or Bylaws, the ruling of the President of the UDSU shall be sought, in the event of a challenge to the President's ruling; the decision of an extra-ordinary meeting of the UDSU shall be final.

All actions arising shall be recorded during the meetings and assigned to administration officers (Education Officer, Social Events Officer, Academic Events Officer, Clubs & Organizations Officer and Media Officer) or to other Cabinet members, along with a date at which the action point should be executed. All administration officers assigned an action must complete said action by the action date.

ARTICLE 4 – ALLOCATING RESOURCES

(a) To enable effective financial planning, the Cabinet shall determine a set of Aims and Objectives for UDSU activity for the academic year.
(b) Any organization or club within the UDSU shall be encouraged to organize events for which, if approved, will get appropriate allocation of the resources from the DSS, based on their size and activity.
(c) If an organization is planning an extraordinary event or has shown an extraordinary track record, application for further funding can be made, evaluated by the Cabinet and Approved by DSS.
(d) Should the UDSU seek additional information in considering the request, the Clubs & Organizations Officer will discuss the matter with representatives of the organization or club and may consult with the DSS Representative and report back to the Cabinet within 2 weeks. The Clubs & Organizations Officer will inform the organization or club of the outcome of the request for additional resources in writing within 2 weeks. If an appeal is made against the decision of the Cabinet, DSS Representative will arrange for the appeal to be considered by an independent person within 2 weeks.
(e) All UDSU funds and resources must be used only for the benefit of UDSU members as students and not to support any political or religious events.

ARTICLE 5 – PURCHASING PROCEDURE

UDSU and Clubs & Organizations expenditures must follow procedure:

(a) Purchase Request Forms (PRF) with receipts and invoices and Event Planning Forms of the UDSU and/or student Club & Organization are prepared/submitted by/to the Treasurer, minimum 5 weeks in advance of making the spending.
(b) The Treasurer shall control Purchase Request Forms and accompanying documentation prepared by various student Clubs & Organizations (by their Secretary-Treasurer).
(c) The Treasurer shall record and submit all forms to the DSS Representative minimum 1 month in advance of making the spending.
(d) Student Services follows standard university procedures to obtain the University of Dubai President’s approval on all purchases.
(e) Once approved, the DSS Representative deals directly with UDSU while Academic or Social Events Officer deals directly with Clubs & Organizations in concern.

ARTICLE 6 – SPONSORSHIP AND FUNDRAISING

UDSU and Clubs & Organizations must follow steps when raising funds:

(a) All sponsorship checks must be written and payable to University of Dubai with UDSU and/or Club & Organization in description.
(b) All fund/sponsorships raised by UDSU or/and Organization must be delivered as a contract/agreement for the DSS approval
(c) All funds raised by UDSU and/or its Clubs & Organizations must go to the University's Accounts Department within seven (7) working days.
(d) Student Clubs & Organizations must submit all fundraising and sponsorship checks to the Treasurer of the UDSU who will submit them to the DSS Representative.

(e) The DSS Representative shall deposit the funds at the Accounts Department within three (3) working days.

Raising funds for UDSU and/or Clubs & Organizations through Promotion and Selling Activities should be done in accordance with Appendix 3.

ARTICLE 7 – RESIGNATION AND REMOVAL FROM OFFICE

(a) Members of the Cabinet who wish to resign must submit a written resignation.

(b) Three unexcused absences to the Cabinet meetings will be considered as a resignation.

(c) An absence is excused when a member of the Cabinet sends an email to the Secretary prior to the meeting stating their reason for not attending.

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

(a) Resignation submitted in writing to the President, except that the resignation of the President shall be submitted to the DSS.

(b) Failure to remain registered by the Registrar as a full time student.

(c) Failure to remain in good academic (a minimum GPA of 3.0 for the President, 2.5 for other Cabinet members and 2.0 for UDSU officers) and disciplinary standing.

If President resigns, position shall be taken by Vice – President. In case any other Cabinet member or UDSU officer resigns the remaining Cabinet members shall elect new UDSU member/officer to occupy vacant position. This shall be done with approval of Student Services.

ARTICLE 8 – COMPLAINTS PROCEDURE

Any complaints against the UDSU must be put in writing to the Secretary, who will channel the complaint to the President. A decision should be received within 2 weeks. If the complainant is not satisfied with the decision, he/she can appeal against the decision and refer the matter to the DSS Representative.

In any circumstances where the complaint relates to the President, it shall be addressed to the DSS Representative. A decision should be received within 2 weeks.

ARTICLE 9 – CLUBS & ORGANIZATIONS

No Club & Organization shall be recognized if its aims or objectives are contrary to the UDSU Constitution, Bylaws and Appendices or against any regulations or policies of the University.

The Cabinet shall have the power to impose a penalty or penalties as it deems necessary upon any recognized Club & Organization which in its determination has acted in a manner contrary to the terms and spirit of the Constitution, Bylaws and Appendices.

A Club & Organization formed by students shall have the right to make applications to the UDSU through the Clubs & Organizations Officer, for the status of a recognized Club & Organization and a list of not less than 8 student members compiled in a Club & Organization application form. Each semester all Clubs & Organizations must submit a budget form stating planned activities to the Clubs & Organizations Officer.

Only enrolled students who meet requirements in Student Organization Bylaws shall be eligible to become an Officer of a recognized or approved Club & Organization.

There shall be no new Club & Organization applications after the last day of October for the next 12 months.
Clubs & Organizations, before organizing an event shall submit their application to the Academic or Social Officer no later than 5 weeks prior to holding their event, in order to ensure funding, approval and/or office booking requests.

Each approved Club & Organization shall make a report every semester to the Clubs & Organizations Officer as part of their grant application for the following semester, by no later than the end of current semester. The report should state:

(a) The name of the Club & Organization.
(b) The total number of members of the Club & Organization.
(c) The names and student numbers of the Officers of the Club & Organization.
(d) The contact details of the Club & Organization.
(e) The activities of the Club & Organization since the previous report.
(f) The proposed activities of the Club & Organization during the period for which the grant application is being submitted.
(g) A budget plan stating the planned allocation of finances for the following semester in order to reactivate the Club & Organization for the following term.

If the report is not delivered by the given deadline the approval of the Club & Organization will be put on hold until a report is submitted.

Grants allocated by the UDSU shall be used to achieve the aims and objectives of the Club & Organization’s Constitution. Grants allocated to and used by a Club & Organization shall:

Be of the benefit of UDSU members as students and not to support any political or religious views;
Contribute to the achievements of the aims and objectives stated in the constitution of the UDSU.
No organization promoting any form of substances (e.g. alcohol or other drugs) direct or indirect.

The UDSU may require the Club & Organization to cover parts of their costs through fundraising or membership fee.

If necessary, the Clubs & Organizations Officer may suspend a recognized or approved Club & Organization which has failed to fulfil any of the key obligations contained in the UDSU Constitution and Bylaws subject to approval by the Cabinet at the next available meeting.

Recognized or approved Clubs & Organizations shall not make any public statement (which shall include any statement on the worldwide web) on behalf of the Club & Organization, unless such a statement complies with the terms and spirit of the UDSU Constitution and Bylaws.

Neither the UDSU President nor the Student Union shall be responsible for the actions or opinions of any Club & Organization.

The lists of recognized and approved Clubs & Organizations shall be made available by the Clubs & Organizations Officer upon request.

All UDSU Clubs & Organizations must be governed by the UDSU Clubs & Organizations Constitution.
APPENDICES of the University of Dubai Students’ Union

Appendix 1 – Code of Conduct

Office

As a representative of the University of Dubai UDSU it is your responsibility to:

- Ask the UD Security Agent at the UD Security Reception Desk to open for you the Student Organizations Office making sure to sign in and sign out. It is not allowed to take the key or keep it with you for any reason
- Understand the UDSU office and student organization offices are not the student common room for personal/friends' gatherings
- Not to store various event & project equipment inside the office
- Not to keep your personal stuff inside or any belongings unattended. UD is not responsible for any loss or damage of your belongings while you are in office
- Not to write/paint or use sticky notes on the walls, glass, desks, chairs and/or damage any other property inside office
- Keep desks in the offices tidy at all times
- Abide by the “no alcohol consumption or storage” and “no smoking” rule
- Not to use the UD phone for personal communication
- Not to take away any office stationaries, trophies, mascots, etc. from the office
- Not to eat or bring food inside office
- Clean up after yourself
- Turn off computers after using
- Ask the Security Agent to lock the door if you are the last one leaving by calling their extension 899
- Abide with UDSU Code of Conduct and Student Code of Conduct
- Make sure you balance your UDSU duties with your schoolwork

Any student/s found breaching these guidelines will take a full responsibility for disciplinary actions against them in accordance with current Student Campus Violations.

UDSU Office is operative from 8:30am – 7:00pm during weekdays.

Students’ Union Cabinet Members and Officers

- Cabinet members, as well as other Officers are expected to set an example of good behavior, but more importantly act like a role model to other representatives and students
- UDSU Cabinet members must carry out responsibility and duties in accordance with the UDSU Constitution and Bylaws
- Cabinet members must check and reply to their emails at least once per day
- Cabinet members are in charge of arranging UDSU meetings and with help from the Secretary send out agenda and minutes to all members of the Cabinet

Cabinet Meetings

- UDSU Cabinet members and officers must attend assigned Cabinet meetings
- UDSU Cabinet members and officers must complete reports from attended meetings and archive in UDSU folder
- If unable to attend assigned Cabinet meeting(s), the UDSU Cabinet members and officers must consult the UDSU Secretary and find a suitable replacement in good time before the meeting
All students are expected to also abide by the University Student Code of Conduct which all students agree to when they become a student at the University of Dubai.

Appendix 2 – Opting Out

Every student shall be able to relinquish their right of membership of the Student Union.

(a) A student who opts out of the UDSU shall not be able to participate in the democratic and decision-making function of the UDSU. This includes not being able to stand for any officer or representative position, including club and organization executive members, as contained in the UDSU Constitution and Bylaws.

(b) A student who opts out of the UDSU shall continue to have the right to attend UDSU events and participate in the activities of Clubs and Organizations.

(c) A student wishing to opt out must indicate this within six weeks of the start of his/her course in writing to the Secretary of the UDSU.

(d) A student who has opted out and wishes to become a member of the UDSU shall notify the Secretary in writing. The Secretary shall then inform the President. If the application falls within twenty college days of nominations opening for a UDSU election, the student will not be eligible to take up the full privileges of membership until the nomination period has closed.

Appendix 3 – Promotion and Selling at University of Dubai (UD)

This policy relates to the use of UD facilities for advertisement and/or selling of external organizations’ (The Company) products, services or programs.

If students, representatives of Students’ Union (UDSU) or Student Clubs & Organizations (Club) are bringing The Company for promotion and/or selling at UD campus:

(a) 60% of the amount the Company is paying shall go directly to UDSU or particular Club activities account. This is organized as a sub account or “virtual” account in Finance Department in order to track the flow of money and will represent a Fund.

This Fund is under control of DSS and students don’t have access to it.

Students, members of UDSU or Club that received money can use resources from their Fund only if they have approved (by DSS) project or event that they prepared according to rules of DSS and University policies (approved PRF). If they don’t submit any project/event or same was rejected, money stays with DSS.

At the end of the academic year if UDSU or Club have not used resources from their Fund money is transferred to DSS account.

(b) 40% of fees goes to UD account directly

The Company must apply using Promotion and Selling Application Form.

The Company representatives need to state the name of the student with student ID of either Club he/she is a member of or state UDSU before paying the fees. If student who is bringing The Company is not a member or does not want to associate with any Club organization money received shall go directly to DSS account for the use of DSS activities.

Appendix 4 – Job Descriptions

1. President

- To act as an elected President in the promotion, development and effective operation of the UDSU
1. President

- To carry out the role of President, in accordance with the UDSU Constitution, Bylaws, Appendices and in compliance with the relevant legislation, at all times
- To undertake the role of President of the UDSU and, as such, to ensure that all students have equal access to all the services provided by the University of Dubai
- To work on enhancing the student experience and to further the educational goals of University of Dubai
- To represent the student body and the UDSU on key University of Dubai boards and committees
- To strive to achieve maximum representation of the UDSU and its members at individual, university and national level
- To ensure the UDSU is run according to the UDSU Constitution, Bylaws, Appendices and all relevant legislation
- To assume any other duties indicated in the Constitution or which may result from Bylaws or policy decisions
- To act as a member of the UDSU Cabinet, complying in full with the responsibilities in the overseeing of the effective operation of the UDSU
- To provide leadership, for promoting unity and teamwork and co-ordinate the effectiveness of the Cabinet
- To maintain continuous contact with members of the Cabinet, in all UDSU matters
- To undertake a public relations role, as required
- To attend and chair all meetings of the UDSU Cabinet
- To prepare and submit a yearly report on behalf of the Cabinet to Dept. of Student services at the University
- To undertake a public relations role, as required
- To attend and chair all meetings of the UDSU Cabinet
- To prepare a draft report on the previous year for the incoming President
- To ensure an up to date record of the Policies of the UDSU is maintained and to present these policies for review, to the appropriate body, when necessary
- To assist the Treasurer in the preparation of UDSU budgets and ensure that they are properly controlled
- To carry out any other duties that may arise during the year of office in relation to the Presidential role
- To be available on campus when students are there and as needed in academic holidays

2. Vice – President

- To support the President in his/her tasks
- To take over the role of President, if the post-holder is prevented from fulfilling his/her duties
- To assist the President in the running of the UDSU
- To represent all Students at events and committees to the best of their ability
- To assist the President in dispute resolution within any organizations
- To provide leadership and support for the other Cabinet members and all other student representatives
- To support and uphold a position of integrity and to carry out the wishes of the UDSU Cabinet
- To be available on campus when students are there and as needed in academic holidays

3. Treasurer

- To oversee and control all matters relating to UDSU finance
- To prepare budgets
- To control income and expenditure
- To reconcile petty cash etc.
- To assist Clubs & Organizations with funding
- To be responsible for the collection of payments at events that charge tickets
- To be responsible of collecting/maintain expenses /invoices
- To be available to assist the UDSU both when on campus and in holidays

4. Secretary

- To ensure that records are stored in an appropriate manner
- To ensure meetings are properly scheduled
- To be responsible for keeping and distributing accurate minutes of meetings
- To distribute contact lists
- To liaise with all members of the Cabinet
• To be responsible for keeping up to date records, timetables and contact information
• To be available to assist the UDSU both when on campus and in holidays

College Representatives

College Representatives’ duties are to listen to student concerns from their programs, bring out those concerns involving particular College at the Cabinet meetings and to act to achieve a general welfare of the students coming from the College they represent.

They are participating in regular meetings with college faculty representatives held on Faculty – Student Council.

Students’ Union Officers

All UDSU Officers are elected from the general UDSU member body.

UDSU Officers’ time in office coincide with the time in office of Cabinet members who selected them and they can hold a position for a maximum period of two consecutive years.

1. Academic Events Officer

• Lead with the planning and delivery of the UDSU events program
• Ensure UDSU events are in line with the UDSU policies and procedures
• Produce event plans, event budgets, running orders, theming concepts, scripts, key contact lists
• Conduct venue visits where applicable
• Liaise with in relation to event production
• Liaise with suppliers/contractors and purchasing department
• Support the development of new UDSU events in conjunction with the Cabinet and other members
• Ensure that all events have a positive impact on the student experience
• Work with the UDSU Media Officer team to decide on marketing plans, concepts and designs
• Proof read artwork
• Attend and support the delivery of event debrief meetings
• Provide general administration duties to the UDSU regarding events
• Help with student organizations’ events
• Act reasonably and prudently in all matters, and in the best interest of the UDSU

2. Social Events Officer

• Oversee the planning and delivery of the Clubs & Organizations’ event program
• Ensure Clubs & Organizations’ events are in line with the UDSU policies and procedures and University of Dubai regulations
• Produce event plans, event budgets, running orders, theming concepts, scripts, key contact lists
• Conduct venue visits where applicable
• Liaise with in relation to event production
• Liaise with suppliers/contractors and purchasing department
• Support the development of new events in conjunction with the Clubs & Organizations
• Ensure that all events have a positive impact on the student experience
• Work with the UDSU Media Officer and his/her team to decide on marketing plans, concepts and designs
• Proof read artwork
• Attend and support the delivery of event debrief meetings
• Act reasonably and prudently in all matters, and in the best interest of the UDSU

3. Media Officer
• Ensure that there is thriving student media in the UDSU including being editor of the website and content manager of social media
• Work with colleagues and volunteers to create an active role for student media in promoting the UDSU mission, values, services and campaigns
• In charge of creating all the posters and designs required by the UDSU
• Develop and head the Creative team, which create content for the UDSU and Clubs & Organizations
• Liaise with Academic and Social Event Officers in delivery of UDSU and Clubs & Organizations’ events
• Develop opportunities and training for students to volunteer with student media
• Constantly explore new ways of delivering media and information to the Union members, and feeding this information to the Student Services and Marketing departments
• Act reasonably and prudently in all matters, and in the best interest of the UDSU

4. Clubs & Organizations Officer

• Register new clubs, organizations and sports teams
• Re-register existing clubs, organizations and sports teams
• Ensure new clubs, organizations and sports teams follow Student Organization Constitution Guidelines and Student Organization Bylaws
• Ensure new clubs, organizations and sports teams are in line with the UDSU policies and procedures
• Collect and present Clubs & Organizations reports to the UDSU Cabinet
• Act reasonably and prudently in all matters, and in the best interest of the UDSU

Appendix 5 – Students’ Union Structure
Appendix 6 – Evaluation Forms

Students’ Union (UDSU) Evaluation Form for UDSU Leaders, Officers and Student Organizations

Help to improve the work of Students’ Union Leaders*, Officers** and Students’ Union organization as a whole. We will not ask for your name nor student id.

*Leaders = President/Vice-President/Treasurer/Secretary/College Representatives  
**Officers = Clubs & Organizations/Media/Education/Social Events/Academic Events

* Required

1. **UDSU Leaders and Officers are well-educated about Students’ Union and understand its purpose.**  
   Mark only one oval.  

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not very</td>
<td></td>
<td></td>
<td></td>
<td>Very much</td>
</tr>
</tbody>
</table>

2. **UDSU Leaders and Officers receive proper training.**  
   Mark only one oval.  

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not very</td>
<td></td>
<td></td>
<td></td>
<td>Very much</td>
</tr>
</tbody>
</table>

3. **UDSU Leaders and Officers have clearly-stated goals and a job description of responsibilities.**  
   Mark only one oval.  

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not very</td>
<td></td>
<td></td>
<td></td>
<td>Very much</td>
</tr>
</tbody>
</table>

4. **UDSU has a copy of UDSU Constitution and it is a required reading for members.**  
   Mark only one oval.  

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not very</td>
<td></td>
<td></td>
<td></td>
<td>Very much</td>
</tr>
</tbody>
</table>

5. **UDSU has an organized system (Election) for selecting new Leaders and Officers.**  
   Mark only one oval.  

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not very</td>
<td></td>
<td></td>
<td></td>
<td>Very much</td>
</tr>
</tbody>
</table>

6. **UDSU keeps accurate records of every meeting.**  
   Mark only one oval.  

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not very</td>
<td></td>
<td></td>
<td></td>
<td>Very much</td>
</tr>
</tbody>
</table>
7. UDSU has regular journal for publication of activities and events (e.g. newsletter, website, blog). *
   Mark only one oval.
   
   1 2 3 4 5
   Not very  0 0 0 0 0 Very much

8. UDSU has effective communication with the faculty. *
   Mark only one oval.
   
   1 2 3 4 5
   Not very  0 0 0 0 0 Very much

9. UDSU has joint projects with student clubs and organizations. *
   Mark only one oval.
   
   1 2 3 4 5
   Not very  0 0 0 0 0 Very much

10. DSS adviser and UDSU set goals at the start of each semester and measure the achievement. *
    Mark only one oval.
    
    1 2 3 4 5
    Not very  0 0 0 0 0 Very much

---

Students' Union (UDSU) Evaluation Form

Help to improve the work of Students' Union Leaders*, Officers** and Students' Union organization as a whole. We will not ask for your name nor student id.

*Leaders = President/Vice-President/Treasurer/Secretary/College Representatives
**Officers = Clubs & Organizations/Media/Education/Social Events/Academic Events

* Required

1. I am happy with work of UDSU *Leaders in the past academic year. *
   Mark only one oval.
   
   1 2 3 4 5
   Not very  0 0 0 0 0 Very much

2. I am happy with work of UDSU **Officers in the past academic year. *
   Mark only one oval.
   
   1 2 3 4 5
   Not very  0 0 0 0 0 Very much

3. UDSU events, activities and projects are planned and promoted well in advance. *

UD Students’ Union

May 2018
4. UDSU is involved in the life of the university, is active and respected by the faculty and students. *
Mark only one oval.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not very</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. UDSU has a good balance of relevant university and community projects. *
Mark only one oval.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not very</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>