



## **BYE-LAWS**

*of*

**Heriot Watt University Dubai Student Council**

(Approved)

**Date to be passed: 1<sup>st</sup> February 2023**

**Date for review: 1<sup>st</sup> February 2028**

## **1. Officers of the Council**

### **1.1. The Executive Board**

The Executive Board of the Student Council will be formed at the beginning of each academic year and shall be the following members:

- a) The President, Dubai (Chair);
- b) Vice-Presidents;
- c) Full Time Staff
- d) Executive members such as Events, Sports and Wellbeing as laid out in section 1.6.

The Executive Board of the Council will meet at least four times a year, but not limited to two times a semester. The President shall be the convener for the meetings of the Executive Board. The quorum of these meetings should be a minimum of 5 members.

In the absence of the President, one Vice-President will chair the meeting based on a voting procedure.

In the absence of the President and Vice-Presidents the other Executive Board members are entitled to one vote to choose a member to chair the meeting.

All meetings should be held with at least 7 (seven) days notice in advance.

Any Executive member will be considered to resign from the Executive Board if they fail to attend two consecutive meetings, without submission of apologies in advance. This will only be triggered if the above clauses are always followed. An executive member considered resigned from the Executive Board will have the right to appeal to the Chair of that Meeting.

It is mandatory for Executive Board members to attend all Student Council Meetings. Absence should be mentioned 2 days in advance where possible. Absence Warnings will be issued to those members not engaging without valid reason.

President will give the verbal warning. If it is against the President, it will be given by the Student Engagement Manager.

### **1.2. Presidents and Vice-Presidents shall be the convener for any committees formed under their remit;**

for this to trigger, the concerned Officer should place this as an agenda in the Executive Board meeting as prescribed in Clause 1.1 and be simply agreed on a majority of votes by the Executive Board. The membership of any such committees shall be decided by the same.

### 1.1. President

The role holder is an elected full-time Sabbatical Officer and Chair of the Council. The role holder is paid by Heriot Watt University Dubai as a member of staff, responsible for:

- a. Being the primary representative of the Dubai Student Body at the University;
- b. Promoting the aims of the Student Council and the interests of the students at the Heriot Watt University Dubai;
- c. Co-ordination of the internal and external activities of the Student Council;
- d. Management and development of the resources of the Student Council;
- e. Organisation of representation, advice and support for the students at Heriot Watt University Dubai through University Committees, any other appropriate body and on an individual basis;
- f. Working closely with the Council's Executive Board, School Officers, Class Representatives, Club Representatives, Student Volunteers and International Presidents to improve the student experience at the Campus;
- g. Work closely with the media and marketing team, on suitable publicity campaigns and other activities, when deemed necessary;
- h. Appointment, training and management of Student Officers and Student Council members through democratic procedures;
- i. Supporting the development of the elected student officers, representatives and volunteers;
- j. Ensuring that effective campaigns aimed at supporting development plans and the representation of student views are implemented when needed;
- k. Interacting and creating a relationship with our external and legal support systems. Which include Dubai Knowledge Park, TECOM, KHDA and other external providers.
- l. Representing the student body and the Student Council in policy making, exclusively in student experience, academics, and global student community;
- m. Ensuring that the development plans engage all established groups such as Undergraduate and Postgraduates;
- n. Communicating with the student body on the operations of the Student Council via effective means of communications (where reports are necessary, this should be provided);
- o. Delegating work to another member of the Executive board , where necessary;
- p. Working closely with the Executive Board and the Campus' Management in allocating the Student Council Budget provided by the University at the start of every academic year and during budget re-forecasts throughout the year;
- q. Be the first signatory authority on expenses for the Student Council Budget; and
- r. Such other matters as agreed by the Executive Board.

## **1.2. Vice-President Events and Communities**

The role holder is a part-time student officer of the Council and is paid a stipend by Heriot Watt University Dubai Student Council, responsible for:

- a. Deputizing for the President when deemed necessary;
- b. Promoting the aims of the Student Council and the interests of the students at the Heriot Watt University Dubai;
- c. Co-ordination of the internal and external activities of the Student Council;
  - i) where internal is limited to ensuring that the Executive Board and other elected Student Officers are representing students efficiently
- d. Support and organisation for student events, activities, and societies with consultation of the President;
- e. Attend weekly meetings with the President;
- f. Managing the series of student led events and activities throughout the academic year aimed at involving the diverse student population at the campus;
- g. Representation of the students at Heriot Watt University Dubai through the appointed University Committees;
- h. Supporting the Executive members (Events, Activities and Societies), the Events team and Student Volunteers to improve the student experience at the Campus;
- i. Appointment, management, and development of members through democratic procedures, exclusively on activities, events, and societies;
- j. Supporting the development of the elected student officers, representatives, and volunteers with the support of the President (or nominee);
- k. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
- l. Communicating with the student body on the operations of the Student Council via effective means of communications (where reports are necessary, this should be provided);
- m. Support the operations of Social Clubs and their events.
- n. Working with the Events and Community Executive in creating meaningful working relationships with external bodies related to events and activities to enhance the student experience;
- o. Representing the student body and the Student Council in policy making, exclusively in student experience, activities, events, and societies;
- p. Such other matters as agreed by the Executive Board.

### 1.3. Vice-President Wellbeing

The role holder is a part-time student officer of the Council and is paid a stipend by Heriot Watt University Dubai Student Council, responsible for:

- a. Deputizing for the President when deemed necessary;
- b. Promoting the aims of the Student Council and the interests of the students at the Heriot Watt University Dubai;
- c. Co-ordination of the internal and external activities of the Student Council;
  - i) where internal is limited to ensuring that the Executive Board and other elected Student Officers are representing students efficiently
- d. Support and organisation for activities and services aimed at the wellbeing of the students;
- e. Attend weekly meetings with the President;
- f. Managing the series of student led events and activities throughout the academic year aimed at involving the diverse student population at the campus;
- g. Representation of the students at Heriot Watt University Dubai through the appointed University Committees;
- h. Supporting the Wellbeing Executive, to ensure a similar student experience for all students especially for the international students and students staying in accommodations;
- i. Supporting the development of the elected student officers, representatives, and volunteers with the support of the President (or nominee);
- j. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
- k. Communicating with the student body on the operations of the Student Council via effective means of communications (where reports are necessary, this should be provided);
- l. Will oversee and manage all Student Volunteering, which includes maintaining volunteering data.
- m. Representing the student body and the Student Council in policy making, exclusively in student experience related to International students; and
- n. Such other matters as agreed by the Executive Board.
- o. Charing the Student Council's *Equality, Diversity, and Inclusion Committee (EDI)*
- p. Creating and managing external partnerships that benefit students cost of living.
- q. Being an arbitrator for any disputes for all clubs under the Student Council.

#### 1.4. Vice-President Sports

The role holder is a part-time student officer of the Council and is paid a stipend by Heriot Watt University Dubai Student Council, responsible for:

- a. Deputizing for the President when deemed necessary;
- b. Promoting the aims of the Student Council and the interests of the students at the Heriot Watt University Dubai;
- c. Support and co-ordination of the internal and external activities of the Student Council:
  - i) where internal is limited to ensuring that the Executive Board and other elected Student Officers are representing students efficiently;
  - ii) where external activities are not limited to sports activities or events by external Universities;
- d. Managing the series of student led events and activities throughout the academic year aimed at involving the diverse student population at the campus;
- e. Attend weekly meetings with the President;
- f. Representation of the students at Heriot Watt University Dubai through the appointed University Committees;
- g. Supporting the sports club presidents in planning and promoting the sporting activities within the student body;
- h. Appointment, management, and development of members through democratic procedures, exclusively on sports clubs;
- i. Supporting the development of the elected student officers, representatives, and volunteers with the support of the President (or nominee);
- j. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
- k. Communicating with the student body on the operations of the Student Council via effective means of communications (where reports are necessary, this should be provided);
- l. Working with the Sports Presidents and Sports Development Manager (or captains, where necessary) to collect feedback from the club members and work towards meeting their expectations;
- m. Representing the student body and the Student Council in policy making, exclusively in sports clubs, the exposure of its members; and
- n. Such other matters as agreed by the Executive Board.

### 1.4.1. Vice President of Academics

The role holder is an elected full-time Sabbatical Officer. The role holder is paid by Heriot Watt University Dubai as a member of staff, responsible for:

- a. Working daily with School Officers, and Class Representatives to make the academic experience the best it can be at Heriot Watt Dubai.
- b. Collaborate with counterparts in Malaysia and Edinburgh to consistently represent students' academic needs globally.
- c. Represent the Dubai student body by attending global and local learning and teaching committees.
- d. Work with staff at the University to improve the academic experience for students.
- e. Collaborate with all other departments within Student Life to increase engagement in careers and alumni.
- f. Work with the University on the delivery of the Student Partnership Agreement
- g. Liaise with students and collate feedback relative to their learning experience.
- h. Ensuring that the student body are aware of success and closing the feedback loop
- i. Be a representative at key events (like inductions and graduations)
- j. Attend, support and promote activities or events the Council are carrying out.

### 1.5. Other Officers to the Council

#### 1.5.1. Head of Marketing (non-Voting)

The role holder is a student, appointed on a voluntary basis and will be a part of the Council's team of the Council, responsible for:

- a. Support and co-ordination of the internal and external activities of the Student Council:
  - i) where internal is limited to ensuring that the Executive Board and other elected Student Officers are active socially throughout their term in communicating with the student body;
  - ii) where external activities are, but not limited working closely with the President and Vice-Presidents in promoting campaigns through the Events Team;
- b. Communication and marketing of activities happening within campus to the student body at the earliest;
- c. Supporting the media team in execution of promoting the activities within the student body;
- d. Appointment, management, and development of the media team through various publicity categories, including but not limited to photography, content writing, publications and at all times maintaining all consent and applicable data protection laws and regulations;

- e. Must work with Executive Board for creative direction, marketing plans and publication of content.
- f. Working on collecting content from various student representatives such as clubs or societies presidents, school officers, class representatives and students for publications;
- g. Such other matters as agreed by the Executive Board.

### **1.6. Executive Members**

#### **1.6.1. Executive Member (Academics)**

Who shall be a student member, responsible for:

- a. Promoting the aims of the Student Council and the interests of the students at Heriot Watt University Dubai;
- b. Ensuring that the President and Vice-Presidents and other elected student representatives are carrying out their duties;
- c. Contribute to the weekly meetings with the President and Vice-Presidents;
- d. Assisting the operations of the Student Council and the President within the Academic prospect including, but not limited to:
  - i. Academic feedback and surveys,
  - ii. School Officers weekly meetings, and
  - iii. Class representative monthly meetings;
- e. Supporting all campaigns and discussions aimed at strategic plan of the Student Council;
- f. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
- g. Ensure that the Student Council communicates on the operations of the Student Council via effective means of communications (where reports are necessary, this should be provided);
- h. Representing the student body and the Student Council through (or, in) the appointed University Committees;
- i. Works with the VP of Academics
- j. Other matters as agreed by the Executive Board.



**2.**

**2.1.1. Executive Member (Events and Community)**

Who shall be a student member, responsible for:

- a. Promoting the aims of the Student Council and the interests of the students at Heriot Watt University Dubai;
- b. Ensuring that the President and Vice-Presidents and other elected student representatives are carrying out their duties;
- c. Contribute to the weekly meetings with the President and Vice-Presidents;
- d. Assisting the operations of the Student Council and the Vice-President under the Events prospect including, but not limited to:
  - i. Fresher's events, Watt-Fest, Scottish Highland Games, and International Day,
  - ii. Assisting the Events team, and
  - iii. Events initiated by various clubs or societies;
- e. Supporting all campaigns and discussions aimed at strategic plan of the Student Council;
- f. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
- g. Ensure that the Student Council communicates on the operations of the Student Council via effective means of communications (where reports are necessary, this should be provided);
- h. Representing the student body and the Student Council through (or, in) the appointed University Committees;
- i. Other matters as agreed by the Executive Board.

**3.**

**3.1.1. Executive Member (Wellbeing)**

Who shall be a student member, responsible for:

- a. Promoting the aims of the Student Council and the interests of the students at Heriot Watt University Dubai;
- b. Ensuring that the President and Vice-Presidents and other elected student representatives are carrying out their duties;
- c. Contribute to the weekly meetings with the President and Vice-Presidents;
- d. Assisting the operations of the Student Council and the Vice-President under the Welfare prospect including, but not limited to:
  - i. Representing the views of International students in the Student Council,
  - ii. Supporting to meet the expectations of a diverse student population,
  - iii. Supporting and representing people of determination and
  - iv. Communicating with the Activities and Events Executives on the expectations of the international Students;
- e. Supporting all campaigns and discussions aimed at strategic plan of the Student Council;
- f. Ensuring effective campaigns aimed at, supporting development plans and representation of

- student views, are in act when needed;
- g. Ensure that the Student Council communicates on the operations of the Student Council via effective means of communications (where reports are necessary, this should be provided);
  - h. Assisting the Vice President of Wellbeing with managing the Volunteering System
  - i. Representing the student body and the Student Council through (or, in) the appointed University Committees;
  - j. Such other matters as agreed by the Executive Board.

### **3.2. Executive Member (Sports):**

Who shall be a student member, responsible for:

- a. Promoting the aims of the Student Council and the interests of the students at the Heriot-Watt University Dubai;
- b. Ensuring that the President and Vice-Presidents and other elected student representatives are carrying out their duties;
- c. Contribute to the weekly meetings with the President and Vice-Presidents;
- d. Assisting the operations of the Student Council and the Presidents of Sports clubs including, but not limited to:
  - i. Representing the views of the Sports members in the Student Council,
  - ii. Assisting the Clubs in terms of budget allocation;
- e. Supporting all campaigns and discussions aimed at strategic plan of the Student Council;
- f. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
- g. Ensure that the Student Council communicates on the operations of the Student Council via effective means of communications (where reports are necessary, this should be provided);
- h. Representing the student body and the Student Council through (or, in) the appointed University Committees;
- i. Such other matters as agreed by the Executive Board.

4.

**4.1.1. School Officers (non-voting)**

Who shall be responsible for:

- a. Assisting the operations of the Student Council and the President but not limited to, under the Academic prospect;
- b. Representing the students' opinions with the Academic Executive;
- c. Communicate effectively with the Executive Board members and respective Academic School to improve the academic experience of students;
- d. Support and development of Class Representatives;
- e. Supporting all campaigns and discussions on learning, teaching and research.
- f. Other matters as agreed by the Executive Board.

**4.1.2. Class reps (Voting)**

Who shall be a student member, responsible for:

- a. Academic representation of day-to-day activities but not limited to, under the Academic prospect;
- b. Being a student representative for their year group.
- c. Representing the students' opinions with the relevant Student Officers and Academic School;
- d. Engagement, support and development of academic activities and discussions, e.g. campaigns or surveys related to the course.

**4.1.3. Postgraduate Officer – Full Time and Part Time (non-voting)**

Who shall be responsible for:

- a. Assisting the operations of the Student Council, the President and Postgraduate Class Reps, but not limited the Academic prospect;
- b. Representing the postgraduate students' opinions with the Academic Executive;
- c. Communicate effectively with the Executive Board members in initiating activities or events for active participation of postgraduate students;
- d. Supporting all campaigns and discussions on postgraduate studies and research.

**4.1.4. Volunteers**

Who shall be students holding no membership within the student council and responsible for assisting the activities and events of the Student Council when called for, throughout the year.

5.

**5.1.1. Presidents, Vice Presidents of Clubs and Societies (voting)**

Who shall be responsible for:

- a. Assisting the operations of the Student Council and the Vice-President but not limited to, under the Events, Activities, Societies and Sports prospect, where necessary;
- b. Representing opinions of the club members with the relevant Executive members (if applicable);
- c. Recording and managing their allocated budgets
- d. Ensuring up to date financial records
- e. Managing and updating their website page with relevant data.
- f. Communicate effectively with the Executive Board members in strategies for developing the club or society;
- g. Supporting all campaigns and discussions on the expectations of the club members.
- h. Keep record of engagement/attendance of club sessions
- i. Should maintain and manage their inventory.

**5.1.2. Media Team (non-voting)**

A team appointed through a selection procedure determined by the Executive Board and the regional Head of Marketing, who shall be responsible for:

- a. Assisting the operations of the Student Council and the Vice-President but not limited to, under the Communications prospect;
- b. Supporting the Student Council in publicizing all student related activities and events on campus, via social media or publications;
- c. Can work with the Media Club in operations
- d. Work towards maintaining and highlighting a positive external image of student life.

**5.1.3 Student Representative Bodies Committee (SRB Committee)**

The SRB Committee exists to share knowledge and good practice and facilitate joint working on university issues. They shall provide direct input to the Global Student Liaison Committee and University Court along with other University Committee's as appropriate. Meetings for this committee will occur on a weekly basis.

**1.8.1. Membership**

The Committee shall be made up of:

- i. The Dubai Executive Board
- ii. UK Student President and Vice Presidents
- iii. UK Vice President Scottish Borders Campus
- iv. Malaysia Student President and Vice Presidents
- v. Full Time Staff from each Campus

## 6. Complaints and Dismissal of Role Holders

Students elect many student representatives (as mentioned above) that they feel are a perfect fit to carry out their duties.

All student representatives are subject to work in a fair and respectful manner.

If there arises a situation where students observe actions made by these student representatives are non-acceptable, they have the right to raise a complaint relating to the conduct of these representatives.

### 6.1. Complaints Procedure

Any student or group of students dissatisfied in their dealings with the student representatives (or the Council) should take up the complaint in writing with the President describing it. The President shall deal with the complaint in a fair and timely manner, implementing change or solutions as appropriate.

The Council always seeks to develop future leaders and improve poor behaviors. Therefore, all actions related to a student representative will be initially dealt with informally by the President, otherwise, will be escalated to the University Complaints Procedure depending on the nature of the complaint.

In the case where a complaint is against the President, this should be submitted to the Support Staff of the Council or the assigned Complaints Officer of the University where it will be dealt with in accordance with the University Staff Disciplinary Procedures and clause 2.2.1.

### 6.2. Dismissal

All student representatives are subject to a disciplinary hearing if they are found guilty of unethical practices, where, if it is a:

#### 6.2.1. Sabbatical Officer

- a. A declaration by the majority number of vote at the Council's General Meeting. To trigger this action, this should be published as an agenda for that meeting;
- b. Can be summarily dismissed from day-to-day activities if he/she is absent from more than three Committee meetings and two Executive Board meetings. This action will be triggered if the Sabbatical Officer fails to provide apologies or reasons for their absence,
- c. Has breached Student Council or University regulations and has been found guilty of misconduct or has brought the reputation of the Student Council or University into disrepute.

If a., b., or c., is triggered, The Support staff of the Council, The Director of Administration of the Campus or the Complaints Officer shall investigate the concern and provide an outcome with accordance to the University Staff Disciplinary Procedures.

The Sabbatical Officer has the right to appeal under Disciplinary Procedures.

**6.2.2. Non- Sabbatical Officer (i.e. full time students)**

a. A declaration by the majority number of vote at the Council's General Meeting. To trigger this action, this should be published as an agenda for that meeting; Has breached Student Councils' Bye-laws or University regulations and has been found guilty of misconduct or has brought the reputation of the Student Council or University into disrepute.

**6.3. Dismissed Officers**

Any dismissed will not be entitled to stand for elections or other posts for that academic year.

**7. Accountability**

The Student Council shall at all times seek to engage with the students to collate feedback about how to improve their student experience.

To enable this, the Executive Board will primarily observe its Committee meetings or gatherings and secondarily, follow activities that are most suitable to engage with the students.

**8. Elections**

**8.1. Counting Officer**

The Counting Officer shall be the officer to conduct elections of the Student Council, and shall conduct these elections in accordance with the UK Education Act 1994.

**8.1.1. Role Description**

- a) The University shall provide a Counting Officer to carry out the election activities;
- b) By default, the Dubai support staff shall be the Counting Office.
  - i. In the case of doubt, the Executive Board in writing may consult with the Student Engagement Manager of Heriot Watt University Student Union (UK) to provide or deputize a Counting Officer.

**8.1.2. Remit**

- a) Overseeing and coordinating elections of the Student Council;
- b) With reference to the bye-laws and constitution with the Executive Board set the timeline and promotion of the elections;
- c) Supervising counting of votes through a secure online voting system
- d) Publishing the results of the elections after the votes have been finalized;
  - i. In the case of a Single Transferable Voting system, publish results at each stage;
- e) In the case of re-count of votes, inform all candidates of the outcome.

## 8.2. Disqualification of candidates

**8.2.1.** The Counting Officer is authorized to disqualify a candidate or re-open the voting in the case of:

- a) Any form of bribery of the students, Council members or University staff;
- b) Creation of derogatory statements;
- c) Interference in voting/counting of votes;
- d) Conspiracy to commit any of the violations above with any student or campaign team members.

**8.2.2.** Candidates can apply for an appeal to the Executive Board along with the Director of Administration (Dubai) within three (3) days of notice of the decision by the Counting Officer.

**8.2.3.** The Executive Board's decision shall be final on the appeal.

## 8.3. Conduct

### 8.3.1. Voting

Voting for all elections shall be by a secure voting poll.

In the case of a Single Voting System, this will be overseen by the Counting Officer.

### 8.3.2. Re-open Nominations

Every vote counts, even if it is to vote for one or more candidate (s). To foster that, students can vote for a Re-opening of Nominations. In such circumstances, "re-open nominations" will be treated as a candidate.

In cases where the 're-open nominations' candidate wins the election, there will be a re-election because the role would remain unfilled.

This shall be applicable to the Executive Board members.

### 8.3.3. Campaigning

The below rules shall be abided by all candidates for campaigning purposes:

- a. There shall be a candidates briefing conducted by the Counting Officer or their nominee where no campaigning activities will start until this session is over;
- b. Campaigning can only run during the allocated period set by the Counting Officer
- c. There is a maximum spend of 200AED only that each candidate can use to spend on their own elections. Candidates will be asked to give receipts for anything used for their campaigns.
- d. Nothing should be given out to students in bulk, e.g. food, drinks, gifts
- e. Email networks & Council website shall not be used as a method of communication during the campaign.
- f. WhatsApp may be used only if they are to people with whom you are already in contact – taking numbers from groups to send individual messages to is against the University GDPR policy.
- g. The slander of other candidates is NOT allowed – please note this is not only the case with our constitution but also UAE (United Arab Emirates) law.

- h. In person campaigning is allowed, however, no posters, flyers or any printed materials should be stuck to campus walls.
- i. Other students can promote candidates, it is the candidates responsibility to clearly explain all rules to their teams. Campaigning teams should also aim to cease promoting when voting opens.
- j. The counting officer must be able to contact candidates during the entirety of the elections.
- k. The Counting officer can give up to a maximum of 2 warnings to a candidate as 3<sup>rd</sup> warning will mean they are disqualified.
- l. Warnings to be given in writing after a discussion between the candidate and the counting officer.

**8.3.4. Timescale**

There shall be a timeline prepared for each election by the Counting Officer and will be announced five (5) days prior to the deadline for, nominations and elections.

**8.4. Candidacy**

- a) Any enrolled student of Heriot Watt University Dubai is eligible to contest in the elections;
- b) Students who have been dismissed from any of the Council Membership, shall not be eligible to contest for any positions for that academic year;

**8.4.1. Rules of Office**

- a) The Executive board shall take office from the first of June for one year until they resign, dismissed or cease to be a student;
- b) All representatives can hold only one elected position at a time;
- c) All candidates shall be students of Heriot Watt University Dubai.

**8.4.2. Members of Executive Board**

Any student of Heriot Watt University Dubai can stand for elections to the Executive Board.

**8.4.3. Postgraduate Officer**

Candidates standing for the role of 'Postgraduate officer' should be enrolled in a Postgraduate course and shall be elected by all students during the month of September or January.

**8.4.4. Acting Sabbatical Officers**

- a) If a Sabbatical Officer is deemed to have resigned or dismissed from office, the Executive Board is authorized to appoint a student member to carry out their duties;



- b) Otherwise, vote to dissolve the duties amongst all members equally for that period of vacancy.
- c) The elected or appointed member shall hold office till the period their predecessor has been elected for.

## **8.5 Candidate Eligibility**

### **8.5.1. General Eligibility Criteria**

- a) Any enrolled student of Heriot-Watt University Dubai is eligible to contest in the elections.
- b) Students who have been dismissed from any of the Council Membership shall not be eligible to contest for any positions for that academic year.
- c) For Full Time Roles, i.e. Sabbatical Roles, all candidates shall be full time students of Heriot-Watt University at the time of nomination and will NOT study throughout their tenure if elected.
- d) All representatives can hold only one elected position at a time.
- e) Candidates must allow their student records to be checked by the Counting Officer as part of the eligibility verification process.

### **8.5.2. Academic and Non-Academic Conduct**

- a) Candidates with a record of academic or non-academic misconduct are not eligible to run for office.
- b) The final decision regarding eligibility based on misconduct will be made by the Counting Officer.
- c) Only candidates with very minor historical misconducts may be granted an exemption at the discretion of the Counting Officer.
- d) The seriousness and recency of any misconduct case will be taken into consideration, and candidates with severe or recent infractions will not be permitted to contest in the election.
- e) If a candidate is found to have concealed information regarding misconduct, they may be disqualified immediately, even if they have already begun their campaign.
- f) Candidates have the right to appeal a disqualification decision to the Executive Board along with the Director of Administration (Dubai) within three (3) days of notice of the decision by the Counting Officer.
- g) The Executive Board's decision shall be final on the appeal.

### **8.5.3. No Appeal for Ineligible students**

- a) Students who are deemed ineligible under the candidate eligibility criteria are not considered candidates and therefore have no right to appeal their ineligibility.
- b) The Counting Officer's decision on eligibility is final, and students who do not meet the criteria will not be allowed to run in the elections.

## 9. Referenda

- 9.1. There shall be a vote where all students are eligible to participate in case the student body has raised a major concern;
- 9.2. Questions, administration, operations, timing and publicity of the referenda will be decided by the Executive Board and by simply voting 'Yes' or 'No';
- 9.3. This can be evoked when:
  - a) The student body is not pleased with a policy taken up by the Student Council;
  - b) Students have raised a petition where there has shown a signatory support of a minimum of 170 students, thereafter the Student Council shall raise referenda;
  - c) The result shall be considered only if there has been a minimum of 800 votes by the students;
- 9.4. Once a policy is passed by a referendum, it shall immediately be considered and held under review and passed by the Executive Board.

## 10. Staffing and Finance

### 10.1. Sabbatical Officer

A Sabbatical Officer shall be an employed staff, employed and protected by the United Arab Emirates Labor contract under Heriot Watt University Dubai Campus, abiding by the laws and regulations country.

### 10.2. Other Members

Vice-Presidents and Executive Board members shall be full-time students of Heriot Watt University Dubai and will be paid fairly an annual stipend.

### 10.3. Finance

#### 10.3.1. Term

Financial Year shall run from the 1<sup>st</sup> of August until the 31<sup>st</sup> of June.

#### 10.3.2. Allocated Budget

The University shall approve and allocate a budget prior to the start of first semester. The Executive Board shall provide the Director of Finance with the agreed budget to be approved for the following year.

If not found acceptable, this can be changed according to the newly elected Council members for the following year.

The Executive Board shall decide the allocation of budget for each area within the Council.

**10.3.3. Control**

The Executive Board (or the President) shall approve the expenditure of the Council in its areas.

All approved budget forms by the President shall be authorized by the Dubai Support Staff or their nominee for release of budget through the Finance Office (Dubai).

Contracts shall be authorized by the President and a representative of the University after review by the University legal manager

**10.3.4. Audit**

The University has the right to audit the expenditure of the provided budget and at any time call upon the members of the Council if needed, during the process.

**11. State of Affairs**

**11.1. Societies and Clubs**

A society or club that abides by the University and local regulations may be formed under the remit of the same by following the conditions as stated below:

- 11.1.1.** The Executive members along with its Vice-Presidents shall set the minimum number of students for a club or society;
- 11.1.2.** There needs to be an approval of the relevant Executive Board member(s) to amend the bye-laws or constitution to ensure smooth functioning of the society
- 11.1.3.** A Society or a Club is required to elect a Club President and Vice President for the smooth functioning of the club in a fair manner and shall be responsible for all operations of that elected club as prescribed in clause 1.7.6.;
- 11.1.4.** A society or club should submit the budget proposal at the beginning of the year, or, In case there arises a need to start one during the semester time, the Executive Board are authorized to make the decision;
- 11.1.5.** All sports clubs must represent Heriot Watt University Dubai at University- and Corporate-level competitions when requested and approved by the Student Council.
- 11.1.6.** All appointments and fees of Coaches shall be determined by the President and Vice-Presidents and Support Staff
- 11.1.7.** Payment of coaches shall be determined through a simple process of providing authentic certificate(s) and confirmation from the Club President stating the charges and dates of coaching.

**11.1.8.** There exists an Alumni Association of the University known as ‘The Watt Club’:

- a. The membership is as outlined in its own [constitution](#).
- b. If there arises a special request for a sports club to consider a member to represent the University, and where there exists obligation of providing a statement confirming the status of the student within the University,
  - i. The Club President shall write to the Executive Board and the Support staff of the Council, to consider the request.
  - ii. The decision of the Executive board and the representative shall be final.

**11.2.** Academic representation is provided by the Vice President of Academics, Class Representatives and School Officers. The appointed School Officers function within the Council and their respective Academic School to raise student feedback through class representation to the student body which is then fed back to the Vice President of Academics.

## **12. Review and Amendments to the Bye-Laws**

- 12.1.** The Bye-Laws are a document that is used for setting out the operations of the Council. This can be reviewed time to time in each general meeting in case of a major change as per Clause [3.2.] and for a minor change, this may be invoked by a cast of majority votes.
- 12.2.** No amendments to these bye-laws shall be made that would cause conflict with the objectives of the Student Council or Heriot Watt University values and purpose.