

**BYE-LAWS**

***of***

**Heriot-Watt University Dubai Student Council**

(Approved)

**Date to be passed: 16th of May 2018**

**Date for review: 5 years from the date passed**

1. **Officers of the Council** 
   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:

1. The President, Dubai (Chair);
2. Vice-Presidents;
3. Executive members such as Academic, Activities, Events, Societies and Welfare 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 from theirs to chair the meeting.

All meetings should be called at least 7 days in advance.

Any Executive member will be considered as resigned from the Executive Board if they are found not attending two consecutive meetings, without submission of apologies in advance. This will only be triggered if the above clauses are followed at all times. Executive member who has been considered as resigned from the Executive Board will have the right to appeal to the Chair of that Meeting.

* 1. Presidents and Vice-Presidents shall be the convener for any committees formed under their remit;
     1. 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.
  2. **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:

1. Being the primary representative of the Dubai Student Body at the University;
2. Promoting the aims of the Student Council and the interests of the students at the Heriot-Watt University Dubai;
3. Co-ordination of the internal and external activities of the Student Council;
4. Management and development of the resources of the Student Council;
5. Organisation of representation of, and advice and support to, the students at Heriot-Watt University Dubai through University Committees, any other appropriate body and on an individual basis;
6. Working closely with the Council’s Executive Board, Academic Executive, Student Officers, Class Representatives, Student Volunteers and International Presidents to improve the student experience at the Campus;
7. Work closely with media and marketing team, in suitably publicising campaigns and other activities, when deemed necessary;
8. Appointment and training and management of Student Officers and Student Council members through democratic procedures;
9. Supporting the development of the elected student officers, representatives and volunteers;
10. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
11. Interacting and creating a relationship with our external and legal support system who is the Student Hub, Dubai International Academic City.
12. Representing the student body and the Student Council in policy making, exclusively in student experience, academics and global student community;
13. Ensuring that the development plans engages all established groups such as Undergraduate and Postgraduates;
14. 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);
15. Delegating work to another member of the Executive board in the absence of any, when found necessary;
16. Working closely with the Executive Board and the Campus’ Management in allocating the block grant provided by the University at the start of every academic year;
17. Be the first signatory authority on expenses for the Student Council Budget; and
18. Such other matters as agreed by the Executive Board.
    1. **Vice-President Community Services and Events**

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

1. Deputising for the President when deemed necessary;
2. Promoting the aims of the Student Council and the interests of the students at the Heriot-Watt University Dubai;
3. Co-ordination of the internal and external activities of the Student Council;
4. where internal is limited to ensuring that the Executive Board and other elected Student Officers are representing students efficiently
5. Support and organisation for student events, activities and societies with consultation of the President;
6. Attend weekly meetings with the President;
7. Managing the series of student led events and activities throughout the academic year aimed at involving the diverse student population at the campus;
8. Representation of the students at Heriot-Watt University Dubai through the appointed University Committees;
9. Supporting the Executive members (Events, Activities and Societies), the Events team and Student Volunteers to improve the student experience at the Campus;
10. Appointment, management and development of members through democratic procedures, exclusively on activities, events and societies;
11. Supporting the development of the elected student officers, representatives and volunteers with the support of the President (or nominee);
12. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
13. 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);
14. Working with the Events and Activities Executives in creating relationships with external bodies related to events and activities to enhance the student experience;
15. Representing the student body and the Student Councils in policy making, exclusively in student experience, activities, events and societies; and
16. Such other matters as agreed by the Executive Board.
    1. **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, responsible for:

1. Deputising for the President when deemed necessary;
2. Promoting the aims of the Student Council and the interests of the students at the Heriot-Watt University Dubai;
3. Co-ordination of the internal and external activities of the Student Council;
4. where internal is limited to ensuring that the Executive Board and other elected Student Officers are representing students efficiently
5. Support and organisation for activities and services aimed at the wellbeing of the students;
6. Attend weekly meetings with the President;
7. Managing the series of student led events and activities throughout the academic year aimed at involving the diverse student population at the campus;
8. Representation of the students at Heriot-Watt University Dubai through the appointed University Committees;
9. Supporting the Welfare Executive, the International Student Officer, Dorms Officer and Dorm Reps to ensure a similar student experience for all students especially for the International students and students staying on campus;
10. Appointment, management and development of members through democratic procedures, exclusively on the International Officer, Dorms Officer and Dorm reps;
11. Supporting the development of the elected student officers, representatives and volunteers with the support of the President (or nominee);
12. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
13. 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);
14. Working with the International and Dorms Officers in engaging with the students to meet their needs;
15. Representing the student body and the Student Council in policy making, exclusively in student experience related to the Dorms and International students; and
16. Such other matters as agreed by the Executive Board.
    1. **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, responsible for:

1. Deputising for the President when deemed necessary;
2. Promoting the aims of the Student Council and the interests of the students at the Heriot-Watt University Dubai;
3. Support and co-ordination of the internal and external activities of the Student Council:
4. 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;

1. Managing the series of student led events and activities throughout the academic year aimed at involving the diverse student population at the campus;
2. Attend weekly meetings with the President;
3. Representation of the students at Heriot-Watt University Dubai through the appointed University Committees;
4. Supporting the sports club presidents in planning and promoting the sporting activities within the student body;
5. Appointment, management and development of members through democratic procedures, exclusively on sports clubs;
6. Supporting the development of the elected student officers, representatives and volunteers with the support of the President (or nominee);
7. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
8. 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);
9. Working with the Sports Presidents (or captains, where necessary) in order to collect feedback from the club members and work towards meeting their expectations;
10. Representing the student body and the Student Council in policy making, exclusively in sports clubs, the exposure of its members; and
11. Such other matters as agreed by the Executive Board.
    1. **Other Officers to the Council**
       1. **Head of Media and 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:

1. Support and co-ordination of the internal and external activities of the Student Council:
2. 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;

1. Communication and marketing of activities happening within campus to the student body at the earliest;
2. Supporting the media team in execution of promoting the activities within the student body;
3. Appointment, management and development of the media team through various publicity categories, including but not limited to photography, content writing, publications;
4. Working on collecting matter from various student representatives such as clubs or societies presidents, school officers, class representatives and students for publications;
5. Such other matters as agreed by the Executive Board.
   1. **Executive Members**
      1. **Executive Member (Academic)**

Who shall be a student member, responsible for:

* 1. Promoting the aims of the Student Council and the interests of the students at the Heriot-Watt University Dubai;
  2. Ensuring that the President and Vice-Presidents and other elected student representatives are carrying out their duties;
  3. Contribute to the weekly meetings with the President and Vice-Presidents;
  4. Assisting the operations of the Student Council and the President within the Academic prospect including, but not limited to:
     1. Academic feedback and surveys,
     2. School Officers weekly meetings, and
     3. Class representative monthly meetings;
  5. Supporting all campaigns and discussions aimed at strategic plan of the Student Council;
  6. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
  7. 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);
  8. Representing the student body and the Student Council through (or, in) the appointed University Committees;
  9. Such other matters as agreed by the Executive Board.
     1. **Executive Member (Activities)**

Who shall be a student member, responsible for:

1. Promoting the aims of the Student Council and the interests of the students at the Heriot-Watt University Dubai;
2. Ensuring that the President and Vice-Presidents and other elected student representatives are carrying out their duties;
3. Contribute to the weekly meetings with the President and Vice-Presidents;
4. Assisting the operations of the Student Council and the Vice-President under the Activities prospect including, but not limited to activities by:
   * 1. Clubs or societies such as Protect your mom campaign,
     2. Dorms, and
     3. Ethnic Societies;
5. Supporting all campaigns and discussions aimed at strategic plan of the Student Council;
6. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
7. 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);
8. Representing the student body and the Student Council through (or, in) the appointed University Committees;
9. Such other matters as agreed by the Executive Board.
   * 1. **Executive Member (Events)**

Who shall be a student member, responsible for:

1. Promoting the aims of the Student Council and the interests of the students at the Heriot-Watt University Dubai;
2. Ensuring that the President and Vice-Presidents and other elected student representatives are carrying out their duties;
3. Contribute to the weekly meetings with the President and Vice-Presidents;
4. Assisting the operations of the Student Council and the Vice-President under the Events prospect including, but not limited to:
5. Fresher’s events, Watt-Fest, Scottish Highland Games, and International Day,
6. Assisting the Events team, and
7. Events initiated by various clubs or societies;
8. Supporting all campaigns and discussions aimed at strategic plan of the Student Council;
9. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
10. 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);
11. Representing the student body and the Student Council through (or, in) the appointed University Committees;
12. Such other matters as agreed by the Executive Board.
    * 1. **Executive Member (Societies)**

Who shall be a student member, responsible for:

1. Promoting the aims of the Student Council and the interests of the students at the Heriot-Watt University Dubai;
2. Ensuring that the President and Vice-Presidents and other elected student representatives are carrying out their duties;
3. Contribute to the weekly meetings with the President and Vice-Presidents;
4. Assisting the operations of the Student Council and the Vice-President under the Societies prospect including, but not limited to:
5. Representing the views of the societies through their presidents in the Student Council,
6. Organising selection of Clubs and Societies Presidents through democratic procedures
7. Assisting the societies in terms of budget allocation, and
8. Activities and Events initiated by the societies;
9. Supporting all campaigns and discussions aimed at strategic plan of the Student Council;
10. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
11. 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);
12. Representing the student body and the Student Council through (or, in) the appointed University Committees;
13. Such other matters as agreed by the Executive Board.
    * 1. **Executive Member (Welfare)**

Who shall be a student member, responsible for:

1. Promoting the aims of the Student Council and the interests of the students at the Heriot-Watt University Dubai;
2. Ensuring that the President and Vice-Presidents and other elected student representatives are carrying out their duties;
3. Contribute to the weekly meetings with the President and Vice-Presidents;
4. Assisting the operations of the Student Council and the Vice-President under the Welfare prospect including, but not limited to:
5. Representing the views of the International and Dorms students in the Student Council,
6. Supporting to meet the expectations of a diverse student population, and
7. Communicating with the Activities and Events Executives on the expectations of the international and Dorms Students;
8. Supporting all campaigns and discussions aimed at strategic plan of the Student Council;
9. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
10. 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);
11. Representing the student body and the Student Council through (or, in) the appointed University Committees;
12. Such other matters as agreed by the Executive Board.
    1. **Other Members**
       1. **Sports Secretory**

Who shall be a student member, responsible for:

1. Promoting the aims of the Student Council and the interests of the students at the Heriot-Watt University Dubai;
2. Ensuring that the President and Vice-Presidents and other elected student representatives are carrying out their duties;
3. Contribute to the weekly meetings with the President and Vice-Presidents;
4. Assisting the operations of the Student Council and the Presidents of Sports clubs including, but not limited to:
5. Representing the views of the Sports members in the Student Council,
6. Assisting the Clubs in terms of budget allocation;
7. Supporting all campaigns and discussions aimed at strategic plan of the Student Council;
8. Ensuring effective campaigns aimed at, supporting development plans and representation of student views, are in act when needed;
9. 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);
10. Representing the student body and the Student Council through (or, in) the appointed University Committees;
11. Such other matters as agreed by the Executive Board.
    * 1. **School Officers (non-voting)**

Who shall be responsible for:

1. Assisting the operations of the Student Council and the President but not limited to, under the Academic prospect;
2. Representing the students’ opinions with the Academic Executive;
3. Communicate effectively with the Executive Board members and respective Academic School to improve the academic experience of students;
4. Support and development of Class Representatives;
5. Supporting all campaigns and discussions on learning, teaching and research.
6. Such other matters as agreed by the Executive Board.
   * 1. **Class reps**

Who shall be responsible for:

1. Academic representation of day-to-day activities but not limited to, under the Academic prospect;
2. Representing the students’ opinions with the relevant Student Officers and Academic School;
3. Engagement, support and development of academic activities and discussions, e.g. campaigns or surveys related to the course.
   * 1. **Postgraduate Officer (non-voting)**

Who shall be responsible for:

1. Assisting the operations of the Student Council, the President and Postgraduate Class Reps, but not limited the Academic prospect;
2. Representing the postgraduate students’ opinions with the Academic Executive;
3. Communicate effectively with the Executive Board members in initiating activities or events for active participation of postgraduate students;
4. Supporting all campaigns and discussions on postgraduate studies and research.
   * 1. **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.

* + 1. **Events Team**

Who shall be responsible for:

1. Assisting the operations of the Student Council and the Marketing and Media Development Officer but not limited to, under the Events prospect;
2. Supporting the Student Council in organising the list of student led events;
3. Supporting the team of volunteers in each event;
4. Communicate effectively with the Executive Board members in initiating activities or events for active participation of all students.
   * 1. **Presidents, Vice Presidents of Clubs and Societies**

Who shall be responsible for:

1. 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;
2. Representing opinions of the club members with the relevant Executive members (if applicable);
3. Communicate effectively with the Executive Board members in strategies for developing the club or society;
4. Supporting all campaigns and discussions on the expectations of the club members.
   * 1. **International Student Officer**

Who shall be responsible for:

1. Assisting the operations of the Student Council and the Vice-President but not limited to, under the Welfare prospect;
2. Representing the International Students’ opinions with the Welfare Executive;
3. Communicate effectively with the Executive Board members in initiating activities or events for active participation of International Students;
4. Supporting all campaigns and discussions on the expectations of the International Students.
   * 1. **Dorms Officer (non-voting)**

Who shall be responsible for:

1. Assisting the operations of the Student Council and the Vice-President but not limited to, under the Welfare prospect;
2. Representing the Dorms Students’ opinions with the Welfare Executive;
3. Organising selection of Dorm Reps through democratic procedures;
4. Communicate effectively with the Executive Board members in initiating activities or events for active participation of Dorms Students;
5. Supporting all campaigns and discussions on the expectations of the Dorms Students.
   * 1. **Dorm Reps**

Who shall be responsible for:

1. Assisting the operations of the Student Council and the Vice-President but not limited to, under the Welfare prospect;
2. Representing the Dorms Students’ opinions with the Dorms Officer through biweekly meetings;
3. Work with the Activities and Events Executives in organising activities and events for students staying in the dorms;
4. Supporting all campaigns and discussions on the expectations of the Dorms Students.
   * 1. **Media Team (non-voting)**

A team appointed through a selection procedure determined by the Executive Board and the Marketing and Media Development Officer, who shall be responsible for:

1. Assisting the operations of the Student Council and the Vice-President but not limited to, under the Communications prospect;
2. Supporting the Student Council in publicising all student related activities and events on campus, via social media or publications;
3. Work towards maintaining and showcasing a positive external image of the student life.

### **International Committee** The International Committee exists to share knowledge and good practice and facilitate joint working on university issues. The International Committee shall provide direct input to the Global Student Liaison Committee and University Court along with other University Committee’s as appropriate.

### Membership The International Committee shall be made up of:

### Dubai Student President

### Dubai Student Council nominee

### UK Student President

### UK Vice President Scottish Borders Campus

### Malaysia Student President

### Malaysia Student Vice President

### The Student Council Executive Board shall determine its ‘nominee’ on the International Committee membership by a two thirds majority vote. Should the Student Council not reach an agreement, the Vice President who received the most first preference votes in the election shall have first choice, then the Vice President who received the second highest first preferences votes shall have second choice.

### The International Committee shall meet once per month via Skype. The Chair of the Committee shall operate on a rotating basis to be agreed by the three Student President’s annually. Quorum for the Committee shall be four.

### Dubai Council support staff may attend meetings of the International Committee at the request of the International Committee. Dubai Council support staff shall offer administrative support to the Committee during the times when a Dubai Council officer is occupying the role of Chair.

### A resolution may be passed by 50% of the Committee. Meaning that a minimum of three Committee Members must vote in favour of passing any resolution.

### Policy passed at International Committee shall only become Policy of the Student Council by way of a two thirds majority vote by the Student Council.

1. **Complaints and Dismissal of Role Holders**

Students elect a large number of student representatives (as mentioned above) that they feel is perfect to carry out the 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.

* 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 at all times seeks to develop future leaders and improve poor behaviours. 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.

* 1. **Dismissal**

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

* + 1. **Sabbatical Officer**

1. 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;
2. 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, in advance and should be seen that there was 5 working days’ notice period provided for such meetings;
3. 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.

* + 1. **Non- Sabbatical Officer (i.e. full time students)**

1. 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;
2. 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.
   1. **Dismissed Officers**

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

1. **Accountability**

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

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

* 1. **Committees**

There shall be committees, included, but not limited to, eight committees formed, at the start of every academic year. These committees will be the channel to feed in the student’s voice to the Executive Board. Each Executive member has the responsibility in the below committees as described by the bye-laws.

The Committees are as follows:

* 1. Academic
  2. Postgraduate
  3. Events
  4. Activities
  5. Societies
  6. Sports
  7. International Students
  8. Dorms
     1. **Membership**

The Chair of all Committees shall be a Sabbatical Officer. In the absence of the President the Vice-President of that Committee on who the remit falls under shall deputise for the President.

The remit of all the Committees shall be in common, to improve the student experience. However, the matters of discussion will be agreed on by the Chair.

The Executive Board shall assist the President/Chair in these meetings and activities.

In the case of a tie, the Chair has a casting vote.

The quorum of these meetings are 15 and all students are invited to attend and will not have the right to vote.

* 1. **General Meeting**

The Council Executive Board shall hold 2 General Meetings in one academic year. This will be used as an avenue to discuss matters and resolve concerns and every student has the right to attend the general meeting.

1. This can be invoked by the Executive Board or a petition brought to the attention of the President in writing;
2. A general meeting shall be called by at least 5 teaching days’ written notice;
3. A resolution put to the vote of a general meeting shall be decided on a show of hands or on a paper vote and every student shall have one vote. Every resolution put to the vote of a general meeting shall be decided by a simple majority of the votes cast.
4. **Elections**
   1. **Counting Officer**

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

* + 1. **Role Description**

1. The University shall provide a Counting Officer to carry out the election activities;
2. By default, the Dubai support staff shall be the Counting Office.
   * 1. In the case of doubt, the Executive Board in writing may consult with the Deputy Returning Officer of the Heriot-Watt University Student Association (UK) to provide or deputise a Counting Officer.
     2. **Remit**

Overseeing and coordinating elections of the Student Council;

With reference to the bye-laws and constitution with the Executive Board set the timeline and promotion of the elections;

Supervising counting of votes through a secure online voting system

Publishing the results of the elections after the votes have been finalised;

* + 1. In the case of a Single Transferable Voting system, publish results at each stage;

In the case of re-count of votes, inform all candidates of the outcome.

* 1. **Disqualification of candidates**
     1. The Counting Officer is authorised to disqualify a candidate or re-open the voting in the case of:

1. Any form of bribery of the students, Council members or University staff;
2. Creation of derogatory statements;
3. Interference in voting/counting of votes;
4. Conspiracy to commit any of the violations above with any student or campaign team members.
   * 1. Candidates can apply for an appeal to the Executive Board along with the Director of Administration (Dubai) within 3 days of notice of the decision by the Counting Officer.
     2. The Executive Board’s decision shall be final on the appeal.
   1. **Conduct**
      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.

* + 1. **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.

* + 1. **Campaigning**

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

1. Campaigning shall not start until the date set by the Counting Officer;
2. 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;
3. Expense of a campaign will be as set by the Executive Board where the proof should be submitted to the Counting Officer;
4. Any campaigning materials (posters or manifestos) must be only placed in designated areas that are fit for purpose, such as announcement boards and should not be placed over University or current announcements, computer facilities and building facilities;

A repeated notice of violation might be referred to as a disciplinary act in not adhering to rules;

1. Email networks shall not be used to campaign, it is the duty of the candidate and their team to campaign amongst students.
   * 1. **Timescale**

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

* 1. **Candidacy**

1. Any student of Heriot-Watt University Dubai is eligible to contest in the elections;
2. Students who have been dismissed from any of the Council Membership, shall not be eligible to contest for any positions for that academic year;
   * 1. **Rules of Office**
3. The Executive board shall take office from the first of June for one year until they resign, dismissed or cease to be a student;
4. All representatives shall only hold one position at a time;
5. All candidates shall be students of Heriot-Watt University Dubai.
   * 1. **Members of Executive Board**

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

* + 1. **International Student Officer**

Candidates standing for the role of ‘International Student Officer’ should be students who are defined as International Students by the University.

* + 1. **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.

* + 1. **Dorms Officer and Dorms Rep**

Candidates standing for the role of ‘Dorms Officer or Dorms Rep’ should be students who are staying on campus and shall be elected by all students.

* + 1. **Acting Sabbatical Officers**

1. If a Sabbatical Officer is deemed to have resigned or dismissed from office, the Executive Board is authorised to appoint a student member to carry out their duties;
2. Otherwise, vote to dissolve the duties amongst all members equally for that period of vacancy.
3. The elected or appointed member shall hold office till the period their predecessor has been elected for.
4. **Referenda**
   1. There shall be a vote where all students are eligible to participate in case the student body has raised a major concern;
   2. Questions, administration, operations, timing and publicity of the referenda will be the decided by the Executive Board and by simply voting ‘Yes’ or ‘No’;
   3. This can be evoked when:
5. The student body is not pleased with a policy taken up by the Student Council;
6. 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;
7. The result shall be considered only if there has been a minimum of 800 votes by the students;
   1. Once a policy is passed by a referendum, it shall immediately be considered and held under review and passed by the Executive Board.
8. **Staffing and Finance**
   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.

* 1. **Other Members**

Vice-Presidents and Executive Board members shall be full-time students of Heriot-Watt University Dubai and will be paid fairly a monthly stipend based on an agreement.

* 1. **Finance**
     1. **Term**

Financial Year shall run from the 1st of July until the 31st of June.

* + 1. **Allocated Budget**

The University shall approve an allocated budget to the Student Council in the second semester based on a student enrollment forecast. 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.

* + 1. **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 authorised by the Dubai Support Staff or their nominee for release of budget through the Finance Office (Dubai).

Contracts and Partnership shall be authorized by the President and a representative of the University.

* + 1. **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.

1. **State of Affairs**
   1. **Societies and Clubs**

A society or club may be formed under the remit of the same by following the conditions as stated below:

* + 1. The Executive members along with its Vice-President shall set the minimum number of students for a club or society;
    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
    3. A Society or a Club is required to elect a Club President and a Secretary for the smooth functioning of the club in a fairly manner and shall be responsible for all operations of that elected club as prescribed in clause 1.7.6.;
    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 will hold the right to make a decision;

* + 1. All sports clubs must represent Heriot-Watt University Dubai at University- and Corporate-level competitions when requested and approved by the Student Council.
    2. All appointments and fees of Coaches shall be determined by the President and Vice-Presidents,
    3. 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.
    4. There exists an Alumni Association of the University known as ‘The Watt Club’:
  1. The membership is as outlined in its own [constitution](https://www.alumni.hw.ac.uk/file/20151006_Governance_Constitution_rev1.pdf).
  2. If there arises a special request for a sports club to consider a member (below 25 years of age) to represent the University, and where there exists obligation of providing a statement confirming the status of the student within the University,
     1. The Club President shall write to the Executive Board and the Support staff of the Council, to consider the request.
     2. The decision of the Executive board and the representative shall be final.
  3. Academic representation is provided by 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.

1. **Review and Amendments to the Bye-Laws**
   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.
   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.