



**STUDENT
COUNCIL**
HERIOT-WATT UNIVERSITY DUBAI

Constitution

of

Heriot Watt University, Dubai Campus, Student Council
*functioning within the meaning of the UK Education Act 1994, shall adhere to
the duties within the Act, in conjunction with local regulatory bodies within
the UAE*

Draft

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1. Background

- 1.1. Heriot-Watt University is a Scottish University registered under the charity number: SC000278 (Need to check). Heriot Watt University Dubai, is the recognised branch campus of the University, located in Dubai Knowledge Park, United Arab Emirates.
- 1.2. Heriot Watt University Dubai Student Council (the “Student Council”) shall act as the representative body for the students within the meaning of UK Education Act 1994 (Need to check) at the University’s Dubai Campus.
- 1.3. **Heriot-Watt University** shall ensure that the affairs of the Council are properly conducted in fair and democratic manner and that the educational and welfare needs of the Council’s Members are met within the meaning of the UK Education Act 1994, and relevant UAE governing bodies
- 1.4. The Student Council is devoted to the educational interests and welfare of the student body at the Heriot Watt University Dubai Campus and will be discussed and brought to the attention of the University when appropriate.
- 1.5. The Student Council will always seek to:
 - a. Ensure that the diversity of its membership is recognised and that equal access and participation is available to all members;
 - b. Pursue its aims and objectives in the light of the University norms and regulations
- 1.6. This documentation provides regulatory guidance for the management and operation of the Student Council. It has been developed to give the members of the Student Council a clear understanding of their role and reasonable authority to manage the affairs of the Student Council, within the Dubai Campus, in a professional manner. The members accept that this must be exercised in accordance with the rules and regulations of the University in respect of the laws of the country of residence and to the University’s overarching requirements.

1.7. The Student Council accepts that it must operate in a fair and democratic manner and is held to be responsible for its expenditure and revenue. The Student Council works alongside Heriot Watt University Dubai and shall seek support and guidance with the Global Student Representative Bodies (SRBs).

1.8.

2. Name

2.1. There shall always be an elected Students' representative body active at Heriot Watt University Dubai Campus operating under the name 'Heriot Watt University Dubai Student Council'. In this constitution it is called "the Student Council".

3. Objective

The object of the Student Council is the advancement of the education of Students at Heriot Watt University Dubai Campus :

- a. Promoting the interests and welfare of Students at the Campus during their programme of study through representation, support and advice to the students;
- b. Being the recognised representative channel between the students and HeriotWatt University Dubai Campus, as well as HeriotWatt University globally;
- c. Providing social, cultural, and recreational activities and forums for discussion and debate for the personal development of the students;
- d. Promoting social and academic unity among students of the University, both at the Dubai Campus and with cohorts of students in other locations.

4. Powers

Further from its Objectives, the Council may seek to:

- 4.1. Provide support in facilitating services to its members;
- 4.2. Be the representative body for its members during all stages of student life at Heriot Watt University Dubai.

- 4.3. Manage student activities, which include Sports & Social Clubs as well as promoting and enhancing the student experience within the University;
- 4.4. Provide support to any fundraising activities through appropriate legal channels within the region;
- 4.5. Carry out campaigning activities, to advocate policies as deemed appropriate upon request by the members through a General Meeting or by cast of majority vote;
- 4.6. Provide all support including financial, for the operation of all existing clubs and societies within the Campus; and
- 4.7. Carry out other suitable activities for the purpose of the student body at the Campus;

5. Limitation on private benefits

- 5.1. The income and property of the Council shall be applied solely towards the promotion of its objectives.
- 5.2. If on the winding up of the Council any assets remain after satisfaction of all the Councils debts and liabilities, such assets shall be returned to the University to use in a manner conducive to the Council's overriding objectives.
- 5.3. Any income or assets generated by Student Council channels will be retained and not returned to the University.

6. Review of the Constitution

- 6.1. This document and the regulations for governance and management of the Council will be reviewed by the Council every five years with effect from the date that the rules are passed.. Upon each review, the Executive Board shall submit the rules to the University for approval. The Council shall also send the revised documentation to the Heriot Watt University Student Union (HWUSU) and Heriot Watt University Malaysia Student Association (HWUMSA) for information.
- 6.2. These regulations may be approved in principle at any General Meeting of the Council, provided the notice of the proposed amendments is given in writing to the President of the Council, no less than ten (10) teaching days before the General Meeting.
- 6.3. These regulations may be amended by a General Meeting, provided that the proposed amendments are given in writing no less than ten (10) teaching days before the General Meeting;

- a) Where an amendment is minor (such as numbering or title changes), this may be approved by a simple majority of the Student Council provided an updated version is made public to members and the university.
- 6.4. No amendments to these regulations shall be made that would cause conflict with the Objectives of the Student Council or the Heriot-Watt University values and purpose.

7. Bye-Laws

- 7.1. The Executive Board shall adopt Bye-Laws as deemed appropriate for all working practices and management of activities of the Council. All matters of the Bye-Laws may include, but not limited to:
 - a) The admission of members of the Council and the rights and privileges of such members; for any activities, campaigns, events, etc.
 - b) The conduct of members, Officers and volunteers of the Council in relation to one another;
 - c) The procedure at general meetings and relevant meetings, any as such procedure that is not regulated by the constitution;
- 7.2. The Executive Board or AGM shall have the power to amend Bye-Laws as to the operations of the Council practices provided that it follows section 6 of the Constitution.
- 7.3. Should the Bye Laws be changed by an Executive Board meeting; those minutes of the meeting should be placed on the agenda of the closest General Meeting for noting.
- 7.4. The copy of the newly agreed Bye-Laws should be sent to Heriot-Watt University within four weeks of agreement.

8. Complaints Procedure

- 8.1. The Council shall have an official complaints policy as stated and agreed in the Bye-Laws.
- 8.2. Any student or group of students dissatisfied in their dealings with the student representatives (or the Council) should take up the complaint in writing to the Student President. The Student President shall deal with the complaint in a fair and timely manner, implementing change or solutions as appropriate.
- 8.3. In the case where a 'complaint' is against the Student President, this should be submitted to the Student Engagement Manager or the assigned Complaints Officer of the University, where it will be dealt with in accordance with the University Staff Disciplinary Procedures and as stated in the Bye-Laws of the Council.
- 8.4. Any complaints raised with the Council should be replied to within ten (10) working days. In an incident where this has not been fulfilled or the decision is unsatisfactory,

the complainant may take this up to the Complaints Officers of the University who will request the Executive Board of the Council to place this as an agenda for the next Executive meeting where the petitioner is invited to attend.

- 8.5. If the matter is still not resolved, the petitioner may take this up as an official complaint using the University's [Complaints Policy](#).

9. Members

- 9.1. Any person currently enrolled on a programme delivered at the Dubai Campus of whether full-time, part-time, undergraduate or postgraduate including visiting students or students on exchange are permitted to be members of the Student Council.
- 9.2. The Student Council will aid any current student at the Dubai Campus who requests support and/or representation with the University authorities in Dubai.
- 9.3. Any student wishing to opt out of membership of the Student Council should do so in writing to the President of the Student Council. The President of the Student Council shall inform the relevant staff member in Dubai of any Student who opts out.

10. The Executive Board

- 10.1. The Executive Board of the Student Council will be elected at the beginning of each academic year and shall be the following members:
 - a) The President, Dubai (Chair);
 - b) Vice-Presidents;
 - c) Any other such members as prescribed in the Bye-Laws provided that at least two thirds of the Executive Board have been elected by the Student Council members.

The Executive Board shall meet as prescribed in the Bye-Laws.

11. Referenda

- 11.1. A Referendum may be called when:
 - a) Two-thirds majority of the Executive Board; or
 - b) A securely signed petition by at least 120 members.
- 11.2. Any resolution may only be passed by Referendum if a minimum of four hundred (400) members cast vote and a majority number of votes are in favour of the resolution.
- 11.3. Referenda shall be only conducted in accordance with this constitution and the Bye-Laws.
- 11.4. The Executive Board shall be responsible for appointing the Counting Officer for the Referendum and shall hold powers outlined in Bye-Law 4.1.
- 11.5. The conduct and operations of the Referendum shall be as outlined in the Bye-Laws of the Council.

12. Annual General Meeting (AGM)

12.1. Operations

- 12.1.1. The Executive Board shall convene an annual general meeting each year.
- 12.1.2. Not more than 18 months shall elapse between one annual general meeting and the next.
- 12.1.3. At least ten (10) teaching days' notice must be given.
- 12.1.4. All members shall be entitled to attend and vote. At the discretion of the Executive Board staff or alumni shall be able to attend , but will not have voting rights.
- 12.1.5. Quorum for the AGM shall be 40 members
- 12.1.6. All votes shall be passed by a simple majority with exception of changes to the Constitution which shall require a two-thirds majority vote.

12.2. Rights

- 12.2.1. The AGM has the right to:
 - a) Represent the students on all Academic Affairs;
 - b) Make amendments to the Bye-Laws and constitution as prescribed in clause [6.4];
 - c) Request financial clarifications.

- d) Hold the Council to account on its conduct

13. General Meetings

- 13.1. A General meeting shall be called by a majority vote of the Executive Board or by a written request signed by 40 members.
- 13.2. All members shall be entitled to attend and vote.
- 13.3. The remit of the General meeting shall be:
 - a) Vote on any policies taken up by the Council;
 - b) Discuss the operations of the Council and the President or provide any updates from committees held position by the Officers of the Council;
 - c) Vote on amendments regarding the constitution;
- 13.4. Any resolution passed in the general meeting shall be included as an agenda in the Executive Board meeting and passed by a majority of vote by the same.
- 13.5. A quorum of all General meetings shall be 40 members.
- 13.6. All votes shall be passed by a simple majority with exception of changes to the Constitution which shall require a two-thirds majority vote.
- 13.7. In the case of an Emergency General Meeting, the date of such a meeting shall be no earlier than five (5) days and not later than fifteen (15) days after the written request.

14. Chair

- 14.1. The President shall preside as Chairperson of the meeting. In the absence of the President, the Vice President shall preside as the chair of the meeting. In the absence of both, the Members present will be entitled to vote and shall choose one among them to be the Chairperson.

15. Quorum

- 15.1. The quorum for any General Meetings shall be 40 members.

16. Agenda

- 16.1. The business of the meetings shall be taken in the following order:

- a) Attendance;
- b) Adoption of Minutes from previous meetings as a true and accurate record of what happened and, thereby, accepted as the policy of the Student Council;
- c) Minutes of the previous meeting and Matters Arising;
- d) Notice of Addition of any other Competent Business;
- e) Challenges to the order of the Papers;
- f) Resignations and Appointments;
- g) Dates to Note;
- h) Reports;
- i) Motions;
- j) Date of Next Meeting.

17. Adjournment

- 17.1. . When a meeting is adjourned for fourteen (14) days or more, at least seven (7) clear days' notice shall be given specifying the time and place of the next meeting and the general nature of the business to be transacted.

18. Minutes

- 18.1. The Student Council shall keep minutes of all proceedings at general meetings of the Student Council. All minutes shall be presented to the Director of Administration (Dubai) or their nominee and must be made available to the Dubai student body. All enrolled students of Heriot Watt University Dubai shall have the right to attend all meetings of the Student Council as observers and shall have the right to speak at all meetings of the Student Council but will not be permitted to attend a meeting when any item of confidential/reserved business is being dealt with.

19. Budgeting

- 19.1. The Student Council functions within the Dubai Campus and is funded by Heriot Watt University.
- 19.2. The budgeting process will be managed primarily by the President

19.3. Any budget request must be approved by the President will follow procedures as mentioned in the Bye-Law [6.3] of the Council.

20. Conflict of Interest

- 20.1. Whenever a matter arises that requires a decision by the Executive Board which might involve a personal interest, they must:
- a) Declare their interest to the panel and student body;
 - b) Only be a part of that meeting or discussion as an observer and will not have any voting rights
 - c) Not be counted for a quorum for the meeting or the specified agenda.

21. Other Bodies

- 21.1. Any Societies and Clubs funded by the Student Council and formed by the members of the Council shall be affiliated with the Council. The conditions shall be as prescribed in the Bye-Laws.
- 21.2. Any academic representation channel formed to enhance the student experience shall be affiliated with the Student Council. The conditions shall be as prescribed in the Bye-Laws.

22. Discipline

- 22.1. All matters arising disciplinary shall be as prescribed in the Bye-Laws.

23. Defined terms

23.1. In these Constitution, unless the context requires otherwise, the following terms shall have the following meanings

	Terminology	Meaning
i.	Academic Year	the period between September in one year and August in the next year or such other period as may be determined by the University as the period during which Students are required to be registered with the University. Each Academic Year is divided into two semesters
ii.	Bye-Laws	The bye-laws setting out the working practices of the Council made from time to time in accordance with Clause [21.1]
iii.	Campus	Here, known as Heriot-Watt University Dubai Campus, situation in Dubai Knowledge Park, United Arab Emirates, Dubai
iv.	Chair	The chair of the Council who shall be the President of the Council in accordance with the Bye Laws
v.	Conflict of Interest	any direct or indirect interest of an Officer (whether personal, or duty of loyalty to another organisation or otherwise) that conflicts, or might

		conflict with the interests of the Council
vi.	Constitution	this constitution of the Council
vii.	Council	Heriot-Watt University Dubai Student Council who will be the elected representative body of the Student Body
viii.	Counting Officer	In other terms also known as the "Returning Officer" whose duties are prescribed in the Bye-Laws
ix.	Director of Administration (or their nominee)	Director of Administration of the Campus Or, whosoever is termed as the line Manager to the President within the Campus managerial roles Any change to this title can trigger to change the same in this Constitution and Bye-Laws as deemed appropriate by the University
x.	Dubai Campus	Heriot-Watt University Dubai Campus (also as mentioned in 25.1.3)
xi.	Executive	means the elected officer who are members of the executive committee as prescribed in the Bye-Laws
xii.	Executive Board	Are the elected officers who are members of the Executive Board as prescribed in the Bye-Laws

xiii.	Heriot-Watt University	Heriot-Watt University, a higher education institution incorporated by Royal Charter and Scottish Registered Charity (with Charity Number SC000278)
xiv.	In writing	means written, printed or transmitted writing including by electronic communication;
xv.	Members	members of the Council being Students at Heriot-Watt University [as further defined in Clause [9.1]
xvi.	Officer	As defined in the Bye-Laws
xvii.	Personal Interest	a financial interest or an interest that does not arise in the course of being a Member or a Officer (for example, being a member of a club or society)
xviii.	Policy	representative and campaigning policy set by any of AGM, Referendum or General meeting by the Executive.
xix.	President	the president of the Council, as elected by the Members in accordance with the Bye-Laws;
xx.	Referendum	a ballot in which all Members of the Council are entitled to cast a vote, the protocol for which is set out in the Bye-Laws;

xxi.	Sabbatical Officer	<p>a member or student of the Council elected to be a full-time officer of the Council (in accordance with the Bye-Laws), and who is required to enter into a contract of employment with the University or similar who should either</p> <p>(a) take leave of absence from his or her studies at the University during his or her term in office;</p> <p>or</p> <p>(b) serve in office immediately after finishing his or her course of studies at the University</p>
xxii.	Societies and or Clubs	<p>As prescribed in the Bye-Laws and clause 23.1</p>
xxiii.	Student	<p>any individual who is formally registered for an approved programme of study provided by Heriot-Watt University. For the avoidance of doubt, Heriot-Watt University shall determine whether or not an individual has student status;</p>