



**Rochester Institute of Technology – Dubai
Student Government**

BY-LAWS

Last Amended August 5th, 2020

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Section 1: Structure

- A) Executive Branch
- B) Operations Branch

Section 2: Mission and Vision Statements

A) Mission Statement

- a. A mission statement shall be created every year by the Executive Branch
- b. The mission statement shall be ratified by a majority vote by the whole Student Government
- c. If passed the Mission statement shall be displayed on all RIT Dubai's publications

B) Vision Statement

The Student Government's mission is to represent the interests of the student body through the implementation of innovative programs, services, and initiatives that enrich student lives.

Article I: Executive Branch

Section 1: Membership

- A) President (Elected)
- B) Vice President (Elected)
- C) Cabinet
 - a. Director of Finance (Appointed)
 - b. Director of Events (Appointed)
 - c. Director of Media and Marketing (Appointed)
 - d. Executive Secretary (Appointed)
- D) Senators (Elected)

Section 2: Qualifications

- A) President & Vice President
 - a. Shall have completed at least two semesters at the Rochester Institute of Technology Dubai, as recognized by the university
 - b. Shall have served on the Student Government for a minimum of one semester
 - c. Shall have a cumulative grade point average of 3.0 or higher
 - d. Shall be elected as described in Article III, Section 1
 - e. Shall be in good academic standing
 - f. Shall not be subjected to current disciplinary probation
 - g. Shall be a full-time matriculated student
 - h. Shall attend classes at least two semesters on the RIT Dubai campus during the term of office

B) Appointed Position

- a. Shall have completed one semester at Rochester Institute of Technology as recognized by the Institute at the time of appointment
- b. Shall have a cumulative grade point average of a 3.0 or higher
- c. Shall be in good academic standing
- d. Shall not be subjected to current disciplinary probation
- e. Shall be a matriculated full-time student
- f. Shall be appointed by the incoming President and Vice President

C) Senators

- a. Shall have completed two semesters at Rochester Institute of Technology as recognized by the Institute at the time of appointment
- b. Shall have a cumulative grade point average of a 3.0 or higher
- c. Shall be in good academic standing
- d. Shall not be subjected to current disciplinary probation
- e. Shall be a matriculated full-time student
- f. Shall be elected as described in Article III, Section 2

Section 3: Duties

A) President

- a. Shall be the Executive Officer of the Student Government and must authenticate, by signature, all acts, orders, and procedures of the Student Government, and has the power to delegate
- b. Shall have the ability to authorize financial acts, orders, and procedures for organizations in the event of an absence of their Finance Director
- c. Shall be responsible for the continual updating and revision of the Student Government operations and By-Laws and shall have the authority to delegate that responsibility
- d. Shall interview and appoint the Cabinet members accompanied by the Vice President
- e. Shall hold chair Cabinet meetings
- f. Shall be entitled to act on behalf and in consultation with the Cabinet
- g. Shall supervise Cabinet members
- h. Shall perform all duties necessary and ensure the functioning of the Student Government
- i. Shall establish and work on long-range goals for the Student Government in consultation with the government itself
- j. Shall work with the Director of Finance to submit a bi-annual budget for the Executive Branch

- k. In the event of permanent absence of the Vice President, the President shall appoint a new Vice President who meets the requirements as stated in Article I to be ratified by two-thirds vote of the Student Government
 - l. Shall have the authority to create committees, both standing and ad hoc
 - m. Shall be responsible for appointing student representatives to all institute committees and initiatives
 - n. Shall be the Student Government liaison to the RIT Administration, faculty, staff and Board of Trustees
- B) Vice President
- a. Shall assume the duties of the President in the event of his/her absence. In the case of permanent absence of the President, the Vice President shall become President
 - b. Shall report to the President
 - c. Shall work with the President and the Cabinet in the establishment of Student Government long-range goals
 - d. Shall meet with Cabinet members on a regular basis to set, develop, and evaluate their goals
 - e. Shall supervise the work of the Senators
 - f. Shall oversee all student clubs and organizations' operations
 - g. Shall be responsible for ensuring that Student Government representatives are present at internal Student Government committees
- C) Director of Finance
- a. Shall Chair the Finance Department
 - b. Shall authenticate, by signature, all financial acts, orders, and procedures of the Executive Branch, Operations Branch, and Student Government Clubs and Organizations
 - c. Shall provide support for all student club and organization treasurers
 - d. Shall have the ability to authorize financial acts, orders, and procedures for clubs and organizations in the event of an absence of their treasurer
 - e. Shall make a financial report to the President, Vice President and Vice President of Finance (Administration) monthly
 - f. Shall ensure the review, approval, and implementation of all financial agreements by the Finance Department
 - g. Shall work with the Assistant Vice President of Finance (administration) to establish budget procedures for clubs recognized by Student Government
 - h. Shall investigate opportunities for cost-effectiveness within the Student Government
- D) Director of Events

- a. Shall oversee coordination of Student Government events
 - b. Shall provide an update to the President on a weekly basis
 - c. Shall communicate with the Vice President about Student Club and Organization events and initiates
 - d. Shall assist the President, Vice President and Director of Finance in preparing a budget for the Events Department
- E) Director of Media and Marketing
- a. Shall supervise and coordinate the Media and Marketing team
 - b. Shall oversee communications published by the Student Government
 - c. Shall authenticate, by signature, all Media and Marketing publications produced by Student Government Clubs and Organizations
 - d. Shall communicate with the RIT Dubai Marketing department for the distribution of promotional content
 - e. Shall communicate with the Director of Events to market Student Government-organized events
- F) Executive Secretary
- a. Shall be responsible for the distribution of the weekly minutes of all Student Government and Cabinet meetings within forty-eight (48) hours following approval
 - b. Shall chair and coordinate the content on the Student Government website and the Student Government section on the Rochester Institute of Technology's official website
 - c. Shall serve as the Student Government note taker
 - d. Shall maintain record of absences at Student Government meetings and shall send absentee reports to the President weekly
 - e. Shall record all Student Government votes for insertion into the minutes
 - f. Shall be responsible for the proper set-up of the Student Government meeting facility and coordinate technology support when necessary
 - g. Shall maintain all Student Government official documents and policies
 - h. Shall be knowledgeable on the Student Government By-Laws
 - i. Shall continually investigate the expansion of services the Student Government provides to students
 - j. Shall assist the President and Director of Finance in preparing a budget for the Student Government
 - k. Shall oversee the Student Government annual report
 - l. Shall assist the President and Vice President by attending any meeting that he/she cannot attend
- G) Senators

- a. Shall represent the student body by advocating for student life and student academics
- b. Shall propose changes to improve student rights and improve the quality of life within the RIT student body
- c. Shall serve as the Executive Cabinet's liaison between students and departmental offices
- d. Shall be knowledgeable on the Institute Policies and Procedures Manual
- e. Shall oversee all Student Government committees
- f. Shall work with the Director of Events to organize open forums for students to voice their concerns at least once a semester
- g. Shall be responsible for ensuring student representation is present at committees the Student Government participates in

Section 4: Removal from Office

- A) A Cabinet member or Senator may be removed from office for subsequent failure to meet qualifications on holding an Executive position (Article II, Section 2).
- B) A Cabinet member or Senator may be removed from office by the President, provided a notification of said removal is given in writing to the member.
- C) If any member of the Cabinet or Senators fails to attend two meetings without any notifications of a valid excuse prior or within twenty-four (24) hours of a cabinet meeting, they are subjected to removal.

Section 5: Executive Committees

- A) Club Review Board
 - a. Shall annually review Club Guidelines
 - b. Shall make recommendations to the President of Student Government on any University policy or procedure that affect clubs and organizations at RIT Dubai
- B) Global Committee
 - a. Shall report to the Student Government President regarding RIT Global Campuses
 - b. Shall implement and communicate with the Director of Events for possibilities of Global Events

Section 6: Compensation

- A) Student Government leader (President and Vice President) compensation is determined by the Student Advisor (Associate Director of the Office of Student Affairs).
- B) The President and Vice President determine the Student Government Officer stipends in accordance with the Student Government Stipend Matrix.

- C) Each year by August 1st, the matrix should be reviewed by the Student Government President, Vice President and Associate Director of the Office of Student Affairs. Any required changes especially regarding required event participation needs to be approved and then shared with all Student Government Officers.
- D) The Student Government should be emailed the matrix by August 1st.

Section 7: Succession

- A) The line of succession to the Presidency shall be a member of the Student Government who meets Presidency criteria as stated in Article I as voted on by the Student Government.

Section 8: Impeachment

- A) In the case of a President or Vice President the members must be impeached to be removed from office.
- B) Impeachment for these positions will follow the procedure outlined in the appendices of these by-laws.

Article II: Operations Branch

Section 1: Committees

- A) Events Committee
- B) Media and Marketing Committee
- C) Clubs and Organizations Committee
- D) IT and Technical Committee

Section 2: Committee Structures

- A) Events Committee
 - a. Director of Events [Executive Branch]
 - i. Event Coordinators [3-4]
 - ii. Procurement Officer [1]
- B) Media and Marketing Committee
 - a. Director of Media and Marketing [Executive Branch]
 - i. Media and Marketing Coordinator [1-2]
 - ii. Graphic Designer [1-2]
 - iii. Photographer [1]
 - iv. Videographer [1]
- C) Clubs and Organizations Committee
 - a. Club and Organization Coordinator [1]
- D) IT and Technical Committee
 - a. Director of IT and Tech [1]
 - i. IT and Tech Coordinator [1-2]

Section 3: Membership

- A) The Directors for each committee shall be appointed by the Student Government President and Vice President.
- B) The committee members shall be appointed by the committee directors and should be approved by the Student Government President and Vice President.

Section 4: Duties and Reporting Procedures

- A) Event Coordinator
 - a. Shall complete all tasks assigned by the Event Director in a timely manner
 - b. Shall provide reports of the assigned task after each event
 - c. Shall keep all receipts and proofs of payments, if any, to be handed over to the director post the event
- B) Procurement Officer
 - a. Shall complete all tasks assigned by the Finance Director in a timely manner
 - b. Shall be responsible for monitoring all purchases made by the Student Government and its affiliates (i.e. clubs/organizations)
 - c. Shall ensure that the quality of purchases is ensured within a reasonable budget
 - d. Shall raise any related concerns with the Finance Director
- C) Media and Marketing Coordinator
 - a. Shall complete all tasks assigned by the Media Director in a timely manner
 - b. Shall provide reports of the assigned task post each event
 - c. Shall maintain the social media accounts with the guidance of the Media Director
 - d. Shall live stream each SG event on all available platforms
- D) Graphic Designer
 - a. Shall have a rough draft of every poster ready minimum 5 weeks prior to an event (Subjective to the size of the event)
 - b. Shall have a final draft of the poster ready minimum 3 weeks prior to the event (Subjective to the size of the event)
 - c. Must coordinate with the Media Director, before printing, distributing, or posting of the poster whether it is on or off campus
- E) Photographer
 - a. Must attend all SG function and events to take photographs
 - b. If one cannot attend for valid reasons, he/she must prepare another person to take professional photographs
 - c. Shall coordinate with the Marketing and Media Director
 - d. Shall have photos edited and ready to be posted within a maximum of 48 hours post an event
- F) Videographer

- a. Must attend all SG function and events to take videos
 - b. If one cannot attend for valid reasons, he/she must prepare another person to take professional videos
 - c. Shall coordinate with the Marketing and Media Director
 - d. Shall have promotional videos edited and available within a week of an event
- G) Club and Organization Coordinator
- a. Shall keep track of all club/organization activity and events
 - b. Shall save all club leaders information into a database
 - c. Shall maintain lists of all active members in each club and their contribution at each respective club event
 - d. Shall approve or decline club events as per its potential and timeline of planning
 - e. Shall report all approved club events, to the Event Director for pursual with media
- H) Director of IT and Tech
- a. Shall supervise and co-ordinate the IT and Tech team
 - b. Shall be responsible for maintenance of all Student Government digital platforms
 - c. Shall work in concert with the Executive branch to add functionality/develop existing or new Student Government digital platforms
 - d. Shall serve as the primary administrator for all back-end databases for the duration of their tenure
 - e. Shall be responsible for managing the technical budget and requesting servers, domains, etc. or any other technical requirements as needed
- I) IT and Tech Coordinator
- a. Shall complete all tasks assigned by the Director of IT and Tech in a timely manner
 - b. Shall be responsible for maintenance of all Student Government digital platforms as assigned by the Director
 - c. Shall develop functionality of all Student Government digital platforms in concert with the Director

Section 5: Removal from Office

- A) Membership of officers can be revoked at any time
- B) A membership can be revoked by the subsequent failure to meet membership duties for holding the respective position. (Article III, Section 4)
- C) If any member of the Operations Branch fails to attend four meetings without any notifications of a valid excuse prior or within twenty-four (24) hours of a meeting they are subjected to removal.

- D) The decision of removing a member from office shall be made by a committee composed of the committee Director, President and the Vice President.
 - a. In cases where the committee Director is to be removed, the procedure for removal of executive members shall be followed (Article I – Section 4)
 - b. In cases where the committee does not have a defined Director, the decision shall be made by the President and Vice President

Section 6: Term Length

- A) All Operations Branch memberships are limited to that term served by the respective President and Vice President.

Article III: Elections and Eligibility

Section 1: President and Vice President

- A) The candidates for President and Vice President shall run on the same ticket.
- B) Each team shall gather a quorum of signatures to be determined by the Standing Rules of the Election.
- C) Each voter shall cast one vote.
- D) Voting shall be open to all full time RIT Dubai students including those students that are on a study abroad program at an RIT campus in addition to the students that are on co-op during that academic year or semester.
- E) Shall follow the prescribed procedures of the Standing Rules of the Election.

Section 2: Senators

- A) Candidates should represent their own department.
- B) Each candidate should apply for the position during the application period
- C) All candidates will be listed for voting.
- D) Voting shall be open to all full time RIT Dubai students.
- E) Each candidate has the freedom to only promote themselves during the voting period decided by the election committee.

Section 3: General Requirements

- A) All elections shall take place during the Spring Semester before the end of April unless there are extraordinary circumstances:
 - a. In the event that there are zero (0) candidates for an office during the Spring Semester Elections, no election will take place during that semester and a special election will be held for that office in the following fall semester, pursuant to the Standing Rules of the Elections Committee and these by-laws.

- b. If there are zero (0) candidates for an office during a special election held in the Fall Quarter, the office will be filled pursuant to Article V, Section 1.
 - c. In cases not described above, the procedure to be followed will be at the discretion of the elections committee and the Office of Student Affairs.
- B) Votes for the President / Vice-President shall be tabulated by the Associate Director of the Office of Student Affairs.
 - C) All elections shall be held in pre-publicized locations.
 - D) All elections shall follow the Standing Rules and procedures prescribed by the Elections Committee.
 - E) Elected candidates shall assume office one (1) week following the RIT Spring Graduation Ceremony.
 - F) In the event that there are technical difficulties that restrict a student from being able to vote in an election that he or she should have access to, the Office of Student Affairs will provide alternative means for the individual to cast their vote.

Article IV: Student Government Meetings

Section 1: Method of Assembly

- A) The President and Vice President shall hold a weekly meeting with the Student Government Advisor (The Associate Director from the Office of Student Affairs) and the Office of Student Affairs Officer.
- B) All Student Government meetings shall be closed sessions including the Executive Board and the Operations Board.
- C) The President of the Student Government shall chair the assembly.
- D) In the absence of the President, the chair of the assembly will be occupied as per the rules of succession set forth in Article II, Section 7.
- E) The Associate Director from the Office of Student Affairs shall attend one monthly SG Meeting at the start of each month.
- F) The Office of Student Affairs Officer will attend meetings as needed to assist in event planning.

Section 2: Frequency of Meetings

- A) The Student Government shall meet at least once a week at a regularly scheduled meeting time, excluding university recess and summer term.
- B) Meetings may be cancelled at discretion of the Student Government President.

Article V: Filling of Vacancies

Section 1: Temporary Vacancy in the Executive Branch

- A) In the event of a vacancy that is known to be temporary, the President shall assume the duties of the vacant office or shall reserve the right to designate

those duties to another. The clause stands true for the rest of the cabinet members .All cancelled meeting notifications should be sent via email to the Cabinet.

Section 2: Permanent Vacancy in the Executive Branch

- A) In the event of any vacancy in the Executive Branch, the President shall appoint a person to fill the vacancy, which shall be subject to ratification by the Executive Branch. In the event of a permanent vacancy by the President, the Vice President should assume the Presidency in accordance with the rules of succession set forth in Article II, Section 7 of these by-laws.

Article Vi: Hazing

Section 1: University Policy

- A) Any intentional or reckless act; occurring on or off the campus of RIT Dubai; by one person alone or acting with others; directed against an RIT Dubai student; that endangers the mental or physical health or safety of that RIT Dubai student; and is reasonably believed by that RIT Dubai student as being for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at RIT Dubai or other universities. For the purposes of this section, the term "organization" includes but is not limited to an athletic team or another RIT Dubai-recognized student organization.
- B) The term "hazing" as defined here includes, but is not limited to:
- a. Physical brutality, such as whipping, beating, striking, branding, electronic shocking, or placement of a harmful substance on the body
 - b. Other physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, physical bondage, calisthenics, —road trips or taking a student to an outlying area and dropping him/her off, compulsory servitude or other activity that subjects the student to an unreasonable risk of harm or that may adversely affect the mental or physical health or safety of the student;
 - c. Consumption of food, water, other liquid, alcoholic beverage, drug, or other substance which subjects the student to an unreasonable risk of harm, or which otherwise may adversely affect the mental or physical health or safety of the student
 - d. Activity that creates an unreasonable risk of causing severe psychological shock or public humiliation to the student
 - e. Activity that induces, causes, or requires the student to perform a duty or task which involves a violation of local, state, or federal laws, or the RIT Dubai Code of Conduct
 - f. Any misuse of authority by virtue of class rank, organizational position, longevity in the organization and/or leadership role

- C) Failure to report such activities to an appropriate University official (DSO Security or to the Office of Student Affairs) is additional, independent grounds for violation under this section. Students who report hazing activities to an appropriate university official on a timely basis will not be subject to penalty for this failure to report through the RIT Dubai Student Conduct process. Such immunity shall only pertain to the charge of failure to report, and not an independent allegation of hazing.
- D) Any organization that violates this section may also be subject to discipline under the Student Code of Conduct separate from those involving individual students.

Section 2: Failure to Comply

- A) Failure to comply with the above will result in possible revocation of recognized status in the case of a recognized group, or possible impeachment for all parties involved in the case of the Student Government Executive Branch or Operations Branch.

Article VII: Financial Procedures

Section 1: Request for Funds

- A) Any recognized club or organization under the Student Government wishing funds not allotted in their yearly budget must make a Request for Funds to the Director of Finance.
- B) All requests must be submitted online no later than a month prior to the day of consideration. Any submissions that do not follow this guideline will not be approved.
- C) The Director of Finance shall hold a meeting with the Finance Committee, the Office of Student Affairs Coordinator (Administration), the Assistant Vice President of Finance (Administration) and the Requestor (recognized organization) to discuss the Request for Funds.
- D) The final decision of the Director of Finance and the Office of Student Affairs Committee shall stand.

Section 2: Finance Records

- A) Upon request from the Director of Finance, any recognized organization must produce all available financial documents, such as all-important forms, receipts, and any balance cash amount. Failure to do so may result in a loss of recognized status, and freezing of available funds. The treasurer of the recognized organization shall be responsible for maintaining up to date, clear records and will be held accountable in the case of any losses.
- B) Any accounts or funds that are open and/or frozen for the Student Government or a Student Club and Organization would result in all accounts that fall under the Student Government and Student Club and Organizations to be on hold, until the issue is resolved.

Section 3: Budget

- A) The budget shall be approved by the Finance Committee, Student Government Executive Cabinet and the Assistant Vice President of Finance (Administration), based upon recommendations from the Director of Finance.
- B) Student Clubs and Organizations that fail to submit their Renewal or Establishment Forms before the deadline set for the Fall semester shall not be included in the Student Government budget allocations. As a result, any Student Club or Organization will not be guaranteed with any financial support if they do not submit a valid Student Club or Organization establishment or renewal form.

Section 4: Student Government Expenditures

- A) The Student Government and its various departments [Events Committee, Media and Marketing Committee, Clubs and Organizations Committee and IT and Technical Committee will be responsible for preparing a Semester budget, listing out the name of the events they wish to hold during the semester, the various items they would require purchasing and Total Expected Costs.
- B) These Semester Budgets shall be presented to the Director of Finance within the first two weeks from the beginning of the Semester. The Director of Finance, along with the Finance Committee shall then prepare and present the Budget to the Assistant Vice President of Finance (Administration).
- C) A Budget meeting shall be held with the representative Student Government body members, Student Club officials, the Finance Committee, and the Administration to review and discuss the budget.
- D) The Director of Finance shall notify all related parties of the final decision, this includes any amendments to be made or budget cuts.
- E) No expense will be covered without pre-approval from the Student Government and the Office of Student Affairs. If a student leader or club member spends money out of their pocket for an SG, Club/Organization or the Office of Student Affairs event without prior written approval by the Student Government or the Office of Student Affairs, they are responsible for the expense.

Article VIII: Communications

Section 1: Mailing

- A) All communications between the Operations Branch and the Executive Branch should be via the official RIT email addresses provided.
- B) It is the responsibility of the Executive Secretary of the Student Government to maintain the credentials of these mailing accounts.

- C) At the time of change in office after the term of the President and Vice President, all the mailing accounts should be handed over during the handover period.
- D) The President of each term may decide upon the official mailing signature that needs to be followed by all the members in the Student Government with the proper approval from the Marketing department if any changes are made.

Section 2: Social Media

- A) The official social media pages hosted on Facebook and Instagram are the sole responsibility of the Student Government's Media Department under the supervision of the President.
- B) All content posted on the above-mentioned platforms shall have the proper approval from the RIT Dubai marketing department.
- C) No promotional posts are to be published within these platforms and only posts that are relevant to the programming of the Student Government and Student Clubs and Organizations are to be posted.
- D) At the end of a Student Government term, all the social media accounts need to be handed in to the new President and Vice President during the handover period.

Section 3: Student Government Website

- A) The Student Government website is to be only used as the main source of information related to all events, activities, of the current Student Government and the Student Clubs and Organizations.
- B) At the beginning of each term the President and Vice President can make changes to the website's design with prior approval from the RIT Dubai marketing department.
- C) The Student Government forums are to only be handled by the administrators assigned by the President.
- D) It is the responsibility of the Student Government's Media Department to make sure that all the information shared within the website is adequate, up to date and accurate.

Article IX: Review and Renewal

Section 1: Frequency

- A) The By-Laws shall be reviewed at least once every two years by the President, Vice President and Cabinet.

Article X: Amendments

Section 1: Origination from the Student Government

- A) By-laws which are to be changed are subject to approval by a minimum two-thirds majority of the Student Government that was in office at the

time of the requested amendment(s) and the Student Government Advisor (Associate Director from the Office of Student Affairs).

Section 2: Originating from the Students

- A) Any amendment from the students must be presented in written form with reasons for the amendment to the President accompanied with signatures of five percent (5%) of the student community. At the next regularly scheduled meeting of the Student Government it will be announced and discussed and then tabled for one week. At this meeting it will be open to discussion again and must be voted on. Any amendment must be defended by a representative body (consisting of no less than three members) from which the amendment originated. A two-thirds vote of the Student Government shall constitute approval. Notification of the proposed amendment must be placed in an official campus publication during the week of enablement, or before.
- a. If passed, notification of the amendment will be placed in an official campus publication.
 - b. If the amendment is not accepted by the Student Government, notification will be placed in an official campus publication. It must then be voted on by the student body. If passed by a majority vote of said students, the By-Laws shall be so amended.

Article XI Suspension of By-Laws

- A) Any portion of the By-Laws may be suspended by a two-thirds vote of Student Government present by the Student Government that was in office at the time of the requested amendment(s).

List of Appendices

[Appendix A: Standing Rules of the Elections](#)

[Appendix B: Student Club and Organization Recognition By-Laws](#)

[Appendix C: RIT Dubai Student Handbook](#)

[Appendix D: Impeachment](#)

Amended on July 28, 2020
Ahmed Abdelaziz, President
Kriz George, Vice President

Re-authored: 12, November 2019 and amended July 21, 2020
(2019-2020)
Oshada Palitharathna, President
Reem Al Hafidh, Vice President

Previous amendment authors:

2018-2019

Ronald Noronha

Judy Akbik, Vice President

2017-2018

Ioana Ifrim, President

Irina Palaioudi, Vice President

2016-2017

Omar Adil, President

Karim Hassan, Vice President

2015-2016

Mashal Waqar, President

Mohammad Yousefi, Vice President

2014-2015

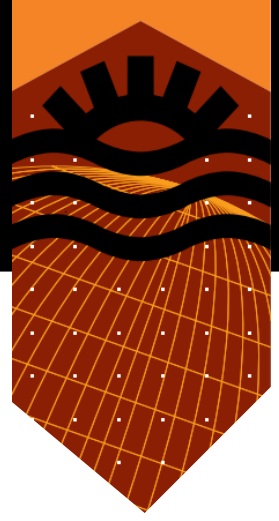
Yara Hattab, President

Harun (add his last name), Vice President

Appendix A: Standing Rules of the Election

- A) Each candidate shall be allowed a public relations allotment of 10 black and white and 10 color copies to be made under a designated Student Government account. Candidates must see the Student Government Executive Secretary for copying.
- B) The candidates are not permitted to engage in any destructive action against any other opponent. This means tearing down flyers, slander, or any other unprofessional manner. Such actions may result in consequences deemed appropriate by the Office of Student Affairs.
- C) No advertising for candidates may be placed in the Student Government Office. Student Government will provide the Posting Procedures for Advertisement & Announcements.
- D) All candidate questions and concerns about these rules should be brought forward to the Office of Student Affairs.
- E) Candidates hold themselves responsible for their actions and anyone acting on their behalf. Neither the Student Government, nor the Office of Student Affairs will assume responsibility for candidate actions. This includes any measures taken in advertising or soliciting.
- F) Student Government is an equal opportunity vehicle for advertising. We obligate ourselves to inform students and staff of the elections and the candidates.
- G) Student Government shall hold information sessions promoting the elections process and detailing the various responsibilities for each office available.
 - a. Student Government shall have applications for candidacy (elections packets) available for pick-up during these information sessions.
 - b. Interested Candidates shall have the opportunity to receive an application for candidacy by arranging a meeting with the Office of Student Affairs should they be unable to attend any of the scheduled information sessions.
- H) Student Government candidates who are current employees of Student Government, whether elected or unelected, are not permitted to use any benefits or privileges associated with their current position to promote their platforms or themselves. This includes, but is not limited to, office resources, email accounts and Student Government websites.
- I) All disputes or grievances regarding the election should be directed to a specific email address for the Office of Student Affairs which will be published in the election packets. The Office of Student Affairs is only permitted to respond that the grievance was received until a final decision has been made in regards to the grievance.

- J) Student Government defines campaigning as the dispersal of propaganda, in print and or electronic forms, by prospective candidates to solicit votes from students. Included in propaganda are all visual forms of media and any form of personal communication that exceeds a reasonable level of speculation for candidacy. The schedule for campaigning is as follows:
- a. The due date for the applications and date at which candidates can begin campaigning is to be decided by the Student Government during each fall semester and should be placed in the website with notifications being sent out to students via RIT e-mail.
 - i. The Office of Student Affairs reserves the right to re-open the application process for a period of no more than two (2) weeks, only if there are zero (0) eligible applications to campaign returned during the initial application period.
 - ii. If the application period for a constituency is reopened the Marketing and Media Department shall work in coordination with the Office of Student Affairs to solicit interest within that constituency.
 - iii. If an office still has zero (0) eligible candidates after the application period has been re-opened, the election for that office will not be held during Spring Quarter pursuant to the guidelines of Article III Section 5 of the Student Government By-laws.
 - iv. In the event in which only one (1) candidate runs, then they must attain a two-thirds vote in order to enter to office.
 - b. After candidates are verified as eligible to run, candidates are expected to follow all Institute policies and previously stated rules of the Office of Student Affairs
 - i. Candidates may not solicit support or endorsements from university employees.



Rochester Institute of Technology – Dubai

Club/Organization Bylaws

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WHAT DOES “CLUB RECOGNITION” MEAN?

Recognition is an official status given to RIT Dubai’s clubs who wish to function with the support of the Student Government and Student Affairs. It grants certain privileges and responsibilities, and these privileges are granted with the assumption that the organization acts within and complements RIT Dubai’s mission, vision and values.

Recognition requires that each group must agree to carry on their activities in a manner that complies with RIT Dubai’s Student Rights and Responsibilities, SG Regulations and does not violate local laws. Official Recognition can be refused or revoked at anytime if the group (but not limited to):

- Contradicts the objectives and mission of SG and/or RIT Dubai, or the spirit of these Guidelines;
- Engages in activities that interfere with normal activities of the University or the rights of others within the University;
- Partakes in activities that present danger to property, personal and/or function of the University;
- Refuses to comply with local laws, or University rules and regulations.

An active club is one that completes required paperwork, communicates regularly with the Student Government and Student Affairs Staff, attends mandatory meetings and trainings, completes the Club Recognition Process twice per year, and runs financial transactions through their club account. A club that has been operating but not completing the terms listed is therefore not considered an active club. To become active, they will have to reapply through the Student Government Office.

If at any time an organization wishes to disseminate, they must fill out the Unrecognition form available in the Student Government website and submit an official letter siting why they no longer wish to be considered a recognized club.

Privileges Associated with Recognition

Recognition includes but is not limited to the following privileges:

- Use of RIT Dubai's name as a part of its organization name
- Affiliation with RIT Dubai's Programs and activities
- Requesting of Intuition funds via the Student Government
- Use of University space, equipment, services and other resources as deemed appropriate
- Access to administrative services provided by Student Affairs and Student Government
- Listing in University publications
- Sponsorship/promotion of activities on campus
- Distribution of literature, flyers or organizational print materials on campus
- Eligibility for campus awards and honors

Limitations of Recognition

Recognition of a student organization by RIT Dubai does not:

- Allow the organization to act as an agent of RIT Dubai;
- Authorize the organization to enter into contracts or otherwise act on behalf of RIT Dubai;
- Authorize the organization to use:
 - The University's name for any commercial purpose or in any way, written or spoken, which may reflect adversely upon the University.
 - The University's logo or any copyrights symbol of RIT (Such use of the name or symbols owned by the University are allowed only when authorized).

RIT CLUB GUIDELINES

A. Criteria for Student Government Club Recognition

Student Government requires that all groups applying for SG Club Recognition must meet the following criteria prior to receiving the Official Recognition of SG and/or other benefits thereof.

1. SG Recognition may be granted to student sponsored organizations pursuing activities that will contribute significantly to the intellectual and social development of the student body, serve the education and activity goals of the University, encourage student participation and leadership, and enhance the general campus environment. The following groups are not considered to be eligible for SG Club Recognition:
 - Unions (bargaining units)
 - University/Departmental student councils or advisory groups
 - Groups that are already served through our offices/departments/missions on campus
 - Groups that exclude membership
2. SG will only grant Recognition to one group for any given interest. Proposed groups sharing similar interests and constitutional goals with a recognized group will be encouraged to cooperate with the recognized group to promote their common interests.

B. Membership

1. For the purpose of these Guidelines, the term STUDENT is defined as all students attending RIT Dubai who have paid their fees for the current semester. RIT Dubai faculty, staff and alumni will be considered NON-STUDENTS. RIT Dubai Alumni may not hold officer positions or maintain voting privileges within an organization. Alumni members may participate in club events. However, access to RIT Dubai services through club events may be limited.
2. Membership in recognized organizations, including classes of membership, may not be restricted on the basis of race, religion, political beliefs, gender, age, ability, or sexual orientation. Membership must be accessible to all students with a sincere interest in the group.
3. Active membership as defined above includes the following privileges and responsibilities: holding office, voting, authorizing and requesting funds, eligibility for awards, ability to represent the organization.
4. Student Government and Student Affairs reserve the right to request the current membership list of any recognized group. This list must include the names of all members. Membership lists will be held in confidence except for election purposes, official Student Government or Student Affairs business and university requests. No information, in whole or in part, will be released to any party external to RIT Dubai without the expressed written permission of the student group involved. Student Government maintains the right to publish the group's contact information and promotional paragraph as recorded in the group's Application for Club Recognition Form.
5. All students at RIT Dubai are immediately eligible for club membership – while Club Constitutions can allow for a vote for change in leadership within a club, no student, faculty advisor, or club member can tell a student they are no longer allowed to participate in club activities. Clubs are open membership and only Student Affairs staff or Student Government officials have the right to remove a student from a club provided there is a legitimate reason or cause for doing so. Club members cannot expel a student from their club.

C. Officers

1. All club officers must be currently enrolled RIT Dubai students in good academic standing (with both RIT and his/her academic department) and may not currently be on a conduct sanction of disciplinary probation or higher. Officers also can ONLY be current full-time RIT Dubai students not alumni/faculty/staff or non-RIT members. The Student Affairs will have access to student judicial records.
2. RIT Dubai Alumni may not hold officer positions or maintain voting privileges within the organizations. Alumni members may participate in club events. However, access to RIT Dubai services through club events may be limited.
3. The following official roles are mandatory to be accounted for at each club recognition request. However, the club President may appeal to include additional officials at the time of election.
 - President
 - Vice President
 - Treasurer
 - Faculty Advisor
4. No Club or Organization officer including the President of the said Club or Organization has the authority to revoke any student's membership. If any action is needed to be taken the officers should report an incident to the Student Government who shall then take the necessary steps to mitigate the situation in an orderly manner.
5. The president of the Club or Organization does not have the rights to add/remove/swap any member of the officials during an active term of the Club or Organization. Any and all changes can only be done via an official request to the Student Government followed by an election process at the time of a renewal of the recognition.
6. It is the responsibly of the club officials to maintain records of all the inventory in possession of the said Club or Organization. If the inventory does not match the provided club documents at any time of a Student Government inspection, the club officials of that term shall be held responsible and the club recognition could be revoked or held for observation given the severity of the nature.
7. A respective Club or Organization official must at all times maintain an inventory of all the items that the Club or Organization has in possession to ensure that the item bought is only for the RIT Dubai's Clubs and Organizations purposes.

D. Advisors

1. Each group is required to maintain an advisor who is a full-time faculty or staff member of RIT Dubai. The advisor will be responsible for attending relevant meetings and providing general assistance to the group as requested.
2. Students are required to keep their advisors updated and aware of issues – students should be meeting with their advisors, asking for guidance and support, and utilizing them as a resource of RIT Dubai policies and procedures. Advisors should seek guidance from the Student Affairs Office if uncertainty regarding the club or organization's operations or event planning arises.
3. Advisors do not hold the authority to add/remove/swap any official members or any other members within the Club or Organization.
4. Any events and activities conducted by the Club or Organization is to be given the proper credit and recognition at advisory meetings with RIT Staff/Faculty members.
5. Advisors at no point in time during an academic year is to interfere with the planning and execution process of that Club and Organizations activities unless it there is a University policy or U.A.E law violation. The student club advisor and the Student Affairs Office staff can intervene if necessary to ensure that an event or initiative is planned in line with University policies, local social, cultural norms and local laws.
6. The faculty advisors do not play any role in the election process of the club, and it shall only be administered by the relevant officials within the Student Government and Student Affairs.

E. Election & Term of Office

1. All preexisting Clubs and Organizations are obliged to conduct a mandatory election that will be administered by the Student Government and Student Affairs officers at least once, every academic year to select the consecutive President and Vice President.
 - a. Any member who holds the membership of the said Club or Organization for over a complete academic year is legally allowed to enter him/her self as a candidate running for the Club or Organization office.
 - b. Any candidate running for office must maintain a good academic standing (GPA 2.5 and above), if the criteria is not met the Student Government and Student Affairs has the rights to reject the candidate from running for office.
2. Only the club members in the club list that has been submitted at the start of that respective semester will be allowed to cast a vote at the time of election.
3. For all Clubs and Organizations that is been newly recognized, the members who submit the recognition form along with the office members will remain the officials for that academic year. Once the year is complete the same rules for that of a preexisting club shall be effective.
4. If a Club or Organization is to change any official (President or Vice President) during an academic year, the same procedure in section 1a, 1b & 2 are to be followed.

F. Events & Meetings

1. All Clubs must have two (2) events per semester that are open to all students on campus (outside regular club meetings). Failure to adhere to the said guideline shall result in the club being *unrecognized* and being revoked of all Club and Organization privileges. An official appeal for recognition can be raised with the relevant Student Government and Student Affairs officials.
2. Club meetings and fund raisers organized by any Club or Organization shall not be accounted as an official Club or Organization event, regardless of a budget being allocated for the said event.
3. All events that are being planned should have a respective EAF (Event Approval Form) that has been submitted to the Student Government via the SG website a month prior to the planned date of the event. Failure to do so within the given time frame would result in rejection of the Event Approval.
4. Any and all events planned without a valid EAF will be disregarded and no Student Government, Student Affairs facilities or services shall be extended at the Club or Organization's disposal.
5.
 - a. The processing dates for the EAF are on the 6th, 16th or the 26th of every working month.
 - b. EAFs must be submitted such that the next valid processing date falls at least a month prior to the event date.
 - c. If 5.b. is not followed; immediate rejection of the event will occur.
6. All Clubs and Organizations are obliged to conduct club meetings for the members in the clubs only within Campus Grounds. Only Club officials have the right and authority to call for a club meeting.
7. All Club and Organization meetings must be properly documented and the submitted to the relevant Student Government Officials at the end of each month.
8. It is mandatory for all Clubs and Organizations to take attendance of the members at each meeting and attach it along with the meeting minutes. Members shall only be excused for absences with a valid reason, which should be documented within the attendance sheet.

G. Finance

1. All pre-existing clubs and organization are allocated a fixed budget of AED 2,000 per Semester provided that their club status is Active. Clubs and organizations that are formed newly shall only be allocated a budget of AED 1,000 per semester during the first year.
2. At the end of each academic year the clubs are eligible to appeal for a budget expansion via the form provided on the Student Government website, provided that a valid explanation for the expansion is mentioned along with the benefit this would bring upon the club or organization.
3. Upon receiving the budget requested for an event from the Student Government all money should be handled and processed only by the club or organizations officials.
4. The Treasure of each club or organization shall be held responsible for coordinating with the corresponding SG official to close all finances by submitting appropriate proof of expenditure and handing in any revenue or remaining budget no less than a week past the event date.
5. Only the amount mentioned in an Event Approval Form will be considered as the requested budget for any event; no last-minute budget requests shall be accommodated. However, the club is eligible to extend the budget by appealing for a budget expansion for an event provided that the date of appeal is no less than seven (7) working days from the event date.

H. Media & Marketing

1. All clubs and organizations are obliged to adhere to the RIT marketing policies while creating any and all content that will be used either online or on Campus for marketing purposes.
2. All Clubs and Organizations are eligible to request for the Student Government services in creating content necessary for the Club or Organization activities, provided that the request is officially submitted through the EAF. If the club or organization fails to do so, the Student Government does not take responsibility for any delay in the planned event.
3. Any and all content created for marketing purposes by the Clubs or Organizations must be shared with the relevant officers in the Student Government to be approved by the Marketing Department. Any approval request sent to the Student Government that is not more than 10 working days from the date of the event shall be rejected with no special appeals allowed.
4. No Club or Organization official is to directly communicate or request approvals from any RIT Staff member in the Marketing department. Failure to follow the said guideline shall result in the rejection of all media content post the first official warning by the relevant Student Government Officials in the active Semester.
5. All clubs are eligible to renew their Club or Organization logo every two years if the Club or Organization officials deems necessary upon an official request to the Student Government; however, all Clubs and Organizations are advised to maintain consistency with the club logo for credibility and recognitions purposes of the said Club or Organizations.
6. It is mandatory for all pre-existing and newly forming Clubs or Organization to include the below logo of RIT within their Logo. Any club recognition form that is being submitted should include the club logo which shall then be approved by the RIT Marketing Department.
7. If any of the Clubs or Organizations media content (posters/posts) does not follow the standard Student Government media layout, and only contains the club logo. The context of the poster or post should include that the club is a part of the RIT Dubai campus.

** The logo is available upon request from the Student Government

RIT

Appendix D: Impeachment

Section 1: Rights of the accused

- A) In the impeachment process, the accused has certain inalienable rights:
 - a. To be afforded due process in a fair and timely manner;
 - b. To have full access to the petition of impeachment in writing, in advance of any group discussion or meeting;
 - c. To obtain documentation and ask question of the accuser(s) during the impeachment hearing;
 - d. To seek advocacy in the form of. Formal sessions and hearings as per the RIT Dubai Student Conduct;
 - e. To received, in writing, the decision of the standards board; and
 - f. To appeal the decision

Section 2: Grounds for Impeachment

- A) The Student Government President or Vice President may be impeached for knowingly violating, or permitting other to violate the Charter, Bylaws, Standing Rules, or the Role Expectation of their position.
- B) The President or Vice President may be impeached for conduct not consistent with the best interest of the Student Government.
- C) The President or Vice President may be impeached for breaching any rules set in the Student Codes of Conduct addressed within Student Handbook.

Section 3: Eligibility for Impeachment

- A) The following members of the Student Government may be removed through this impeachment process;
 - a. Within Student Government: President and Vice President.
 - b. With Student Clubs and Organizations: Any elected leaders or positions.
- B) Appointed Executive Branch and Operations Branch members shall be terminated in accordance with the standards set in the bylaws.

Section 4: Standards Board Membership

- A) A standards board consisting of the Student Government Executive Branch representative and 1 Student Government operations branch representative would have to be selected by the Student Government Vice President and will have to have met by week 3 of the Fall semester to review the impeachment process.
 - a. The board will select their own chair by the first meeting.
 - b. If the accused or accuser is on the standard board, the remaining board members will choose a replacement to match the board member requirements from the Student Government operations branch.
- B) The board will meet on a per case basis to handle impeachment proceedings.
- C) An Administrative Advisor (Student Affairs Associate Director) of the Student Government shall advise the group but will not have a vote during the impeachment hearing.

Section 5: Initiation of Impeachment Process

- A) The process is initiated when a petition for impeachment is brought to the Chair of the Standards Review Board.
- B) The Chair will notify the Standard Review Board advisor, the accused and that Club's or Organization's advisor(s) within 5 working days of the petition submission.
- C) The Chair will inform the standards board of the petition and will convene a meeting within 2 weeks of the petition submission.
- D) Evidence supporting the accuser and supporting the accused must be submitted to the Chair and advisor no later than one week prior to the meeting.
- E) A meeting agenda and supporting documentation, including evidence, shall be provided to the Standard review Board no later than 3 working days prior to the meeting.

Section 6: Meeting

- A) Two-thirds of the voting representative must be present for quorum.
- B) The Advisor (Student Affairs Associate Director), the Accuser, and the Accused (or someone that the accused has put in their defense) must be present.
- C) No additional participants will be allowed other than the member of the Standards Review Board and the relevant Club's or Organization's advisor(s).
- D) Petition of impeachment and evidence of misconduct is presented.
- E) Flow of meeting:
 - a. The Chair will convene the meetings.
 - b. The accuser will present their reasoning for impeachment, supported by evidence. Voting representative will have the opportunity to ask questions.
 - c. The accused will present their defense, supported by evidence. Voting representatives will have the opportunity to ask questions.
 - d. The accuser and accused will both have the opportunity to give a final statement for no more than 2 minutes each.
 - e. The Chair will direct the accuser and accused to leave the room and discussion and deliberation will take place. The accuser and accused may be called back to answer question as necessary.
 - f. A decision of impeachment must come from a two thirds ($\frac{2}{3}$) majority vote.
 - g. The decision would be effective immediately following the meeting.
- F) The result of the vote must be sent to the President and Vice President of the Student Government, the accused, the accuser, the Advisor of the Student government, and the advisor(s) for the Student Club or Organization from the Chair of the Standards Review Board.

Section 7: Appeals

- A) If the voting representatives elect to impeach the accused, the accused individual has the right to appeal the decision within 10 days of the sanction.
- B) Appeals will then be presented to the Advisor of the Student Government (Associate Director of Student Affairs) for a final decision.