



Dubai

Student Government

SG Clubs Bylaws

Last Amended Oct 4, 2025

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Article I: Club Recognition

Section 1. Definition

Club recognition is the official status granted to RIT Dubai's clubs that wish to operate with the support of the Student Government (SG) and Student Affairs. Recognition provides clubs with specific privileges and responsibilities, granted under the expectation that all organizations will act in alignment with RIT Dubai's mission, vision, and values.

Section 2. Requirements

Recognition requires each club to conduct its activities in a manner that:

1. Complies with RIT Dubai's Student Rights and Responsibilities, SG regulations, and all applicable local laws.
2. Supports and complements the mission and objectives of both SG and RIT Dubai.

Section 3. Revocation of Recognition

Official recognition may be refused or revoked at any time if a club (but not limited to):

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

Section 4. Active Club Status

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, runs financial transactions through their club account, and holds regular events.

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.

Section 5. Renewal

At the start of each academic year, all recognized clubs must complete the renewal form distributed via email by the Student Government in order to maintain their active status. Failure to submit the renewal form by the specified deadline will result in the club being considered inactive until the form is completed and approved.

Section 6. Disbandment

If at any time a recognized club wishes to disband, the club's leadership must submit an official letter to

the pre-publicized Student Government email, clearly stating the reasons for discontinuation and confirming their decision to disband.

Section 7. 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 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

Section 8. Limitations of Recognition

Recognition of a student organization by RIT Dubai does not:

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

Article II: 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.

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.
- Enhance the general campus environment.

The following groups are not considered to be eligible for SG Club Recognition:

- University/Departmental student councils or advisory groups.
- Groups that are already served through our offices/departments/missions on campus.
- Groups that exclude membership.

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.

Article III: Membership

Section 1. Definition of Student and Non-Student Members

For the purpose of these Guidelines, the term STUDENT refers to all individuals currently enrolled at RIT Dubai who have paid their fees for the ongoing semester.

Faculty, staff, and alumni of RIT Dubai will be considered NON-STUDENTS. Alumni may not hold officer positions or voting privileges within any organization. They may participate in club events; however, their access to RIT Dubai services through such events may be limited.

Section 2. Non-Discrimination and Accessibility

Membership in recognized organizations, including all membership categories, may not be restricted on the basis of race, religion, political beliefs, gender, age, ability, or sexual orientation. Membership must remain open and accessible to all students who demonstrate a sincere interest in the organization.

Section 3. Privileges and Responsibilities of Active Membership

Active membership includes, but is not limited to, the following privileges and responsibilities:

- Eligibility to hold office
- Voting rights
- Authority to authorize and request funds
- Eligibility for awards
- Ability to represent the organization in official capacities

Section 4. Membership Records

Student Government (SG) and Student Affairs reserve the right to request the current membership list of any recognized group.

1. This list must include the names of all members and will be kept in confidence, except when required for election purposes, official SG or Student Affairs business, or university requests.
2. No membership information will be shared with external parties without the expressed written consent of the student group involved.
3. SG, however, reserves the right to publish the group's official contact information and promotional paragraph as recorded in the Application for Club Recognition Form.

Section 5. Leadership and Participation

1. All students at RIT Dubai are immediately eligible for club membership.
2. Clubs may not conduct independent elections for leadership positions. All official leadership elections must be organized and overseen by the Student Government.
3. If internal leadership conflicts arise within a club, the issue must be reported to SG, which will then authorize the club to participate in the nearest SG-administered club elections.
4. Clubs are open membership organizations. Only Student Affairs staff or Student Government officials may remove a student from a club, and only with legitimate cause.

5. No student, faculty advisor, or club member may prohibit another student from participating in club activities.
6. Club members do not have the authority to expel other students.

Article IV: Officers

Section 1. Eligibility

1. All club officers must be currently enrolled full-time RIT Dubai students in good academic standing, both with the University and their academic department.
2. Officers must not be under conduct sanctions of disciplinary probation or higher.
3. Alumni, faculty, staff, or non-RIT members are not eligible to hold officer positions.
4. The Student Affairs Office will have access to judicial records to confirm officer eligibility.

Section 2. Alumni Participation

- RIT Dubai alumni may not hold officer positions or voting privileges within organizations.
- Alumni members may attend and participate in club events; however, their access to RIT Dubai services through club events may be limited.

Section 3. Mandatory Roles

Each recognized club must account for the following officer positions during the recognition process:

- President
- Vice President
- Treasurer
- Faculty Advisor (Optional)

Section 4. Independent Boards or Teams

- Clubs may create additional boards, committees, or teams (e.g., media, events, logistics) to support operations
- These positions are **unofficial** and not recognized as constitutional officers.
- The existence of such boards/teams must be reported to SG at the time of recognition or when updates occur

Section 5. Authority of Officers vs. Boards

- **Officers (President, Vice President, Treasurer):** May not expel or revoke any student's membership. Membership issues must be referred to SG and Student Affairs.
- **Boards/Teams:** Officers may appoint, remove, or replace board/team members, as these are internal structures.
- **Limits:** Neither officers nor boards may expel students from club membership. Only SG and Student Affairs may address disciplinary or membership-related concerns.

Section 6. Membership Authority

- No club officer, including the President, has the authority to revoke a student's membership.
- Any disciplinary or membership concerns must be reported to SG, which will handle the matter in coordination with Student Affairs.

Section 7. Changes to Officers

- The President or any officer may not unilaterally add, remove, or replace officers during an active term.
- Officer changes may only occur through an official request to SG, followed by a formal election process conducted during the club's renewal of recognition.

Section 8. Inventory Responsibility

Club officials are responsible for maintaining accurate records of all inventory in the club's possession. If, during an SG inspection, inventory records do not match the items reported in club documents, the current officers will be held accountable.

Depending on the severity of discrepancies, club recognition may be revoked or placed under observation.

All items purchased or acquired under the club's name must be used exclusively for the purposes of RIT Dubai's clubs and organizations.

Article V: Advisors

Section 1. Role and Appointment

In the context of Student Government (SG)-recognized clubs, advisors are optional and serve only in a guidance capacity.

- If appointed, an advisor must be a full-time faculty or staff member of RIT Dubai.
- Advisors are not decision-makers; all approvals for activities, finances, and recognition processes must go through SG and the Student Affairs Office.

Section 2. Responsibilities

Advisors are expected to provide mentorship and support, offering guidance on University policies, procedures, and general club operations.

- Students should keep their advisors informed, meet with them when appropriate, and seek their advice when issues arise.
- Advisors may also consult the Student Affairs Office if clarification is needed.

Section 3. Limitations

1. Advisors do not have the authority to add, remove, or replace officers or members of a club.
2. Advisors do not play any role in club elections, which are administered solely by SG and the Student Affairs Office.
3. Intervention by an advisor is only appropriate when there is a violation of University policy, a violation of U.A.E. law, or a need to ensure compliance with local cultural and social norms.

Section 4. Attribution of Activities

- Events and activities conducted by a club are to be credited to the student organization itself.
- While advisors may be acknowledged in faculty or staff meetings, they do not take responsibility for the planning or execution of club initiatives.

Article VI: Elections & Term of Office

Section 1. General Election Requirement

All pre-existing 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.

Section 2. Eligibility to Run for Office

1. Any member who holds the membership of the said Club or Organization for over a complete academic year is legally allowed to enter him/herself as a candidate running for the Club or Organization office.
2. Any candidate running for office must maintain a good academic standing (GPA 2.5 and above); if the criteria are not met, the Student Government and Student Affairs have the right to reject the candidate from running for office.

Section 3. Voting Rights

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 the election.

Section 4. New Clubs

For all Clubs and Organizations that have 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 a pre-existing club shall be effective.

Section 5. Mid-Year Changes

If a Club or Organization is to change any official (President or Vice President) during an academic year, the same procedure in Sections 2.1, 2.2, and 3 is to be followed.

Article VII: Events & Meetings

Section 1. Event Requirements

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 this guideline shall result in the club being unrecognized and revoked of all Club and Organization privileges.

- An official appeal for recognition can be raised with the relevant Student Government and Student Affairs officials.
- Club meetings and fundraisers 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

Section 2. Event Approval Process

1. All events that are being planned should have a respective Event Approval Form (EAF) that has been submitted to the Student Government via email a minimum of 10 working days prior to the planned date of the event.
2. Failure to submit the EAF within the given timeframe will result in rejection of the Event Approval.
3. Any and all events planned without a valid EAF will be disregarded, and no Student Government or Student Affairs facilities or services shall be extended at the Club or Organization's disposal.
4. Disciplinary action may also take place for non-compliance.

Section 3. Meetings

- All Clubs and Organizations are obliged to conduct club meetings for members only within the Campus Grounds.
- Only Club officials have the right and authority to call for a club meeting.

Section 4. Documentation

1. All Club and Organization meetings must be properly documented and submitted to the relevant Student Government Officials at the end of each month.
2. It is mandatory for all Clubs and Organizations to take attendance of members at each meeting and attach it along with the meeting minutes.
3. Members shall only be excused for absences with a valid reason, which should be documented within the attendance sheet.

Article VIII: Finance

Section 1. Budget Allocation

Budgets for clubs are allocated at the beginning of each academic year by the Student Government (SG) and are classified according to the club's activity level during the prior year. The categories are as follows:

1. **Class A (Active):** Two or more events (self-hosted or equivalent). Collaborations are counted as half an event each.
2. **Class B (Semi-Active):** One event (or the equivalent of one event through collaborations).
3. **Class C (Inactive/Low Activity):** No events or collaborations.

Newly established clubs are allocated a starting budget of AED 500 for their first year.

The budget allocation system is performance-based, taking into account the number and quality of events, collaborations, and overall engagement with the student body.

Section 2. Budget Utilization Rule

To encourage clubs to remain active throughout the year, any club that spends less than 35% of its allocated budget during the Fall semester will have its total budget for the academic year reduced by 50%.

Exceptions to this rule may be granted only with the approval of:

1. The SG Clubs Director,
2. The SG Finance Director,
3. The SG President and/or Vice President.

Such exceptions must be based on submitted Event Approval Forms (EAFs) or clearly documented event plans.

Section 3. Budget Extensions

- Clubs may apply for a budget extension at the end of the Fall semester only.
- Extensions will not be considered at the end of the academic year.
- Requests must be submitted through the official SG process and include a clear justification outlining the benefit of the additional funds for the club.

Section 4. Event Finance Management

All funds allocated for events must be managed solely by the officers of the club.

The Treasurer is responsible for coordinating with the SG Finance Team and Clubs Team to close event accounts. This includes:

1. Submitting receipts and proof of expenditure.

2. Returning any unspent funds.
3. Completing all financial reconciliations within 7 days after the event date.

Only the amount stated in the approved Budget Request Form (BRF) or Event Approval Form (EAF) will be honored.

Last-minute or unapproved requests will not be accommodated.

Minor discrepancies between the BRF and post-event receipts may be accepted by the Finance Team, provided total expenditures remain within the approved budget.

Section 5. Accountability

Clubs that fail to submit proper documentation on time or that misuse allocated funds may have their budgets reduced, suspended, or revoked for the following semester.

Event receipts submitted later than the 7-day post-event deadline will not be considered and will not be reimbursed

Article IX: Media & Marketing

Section 1. General Requirements

All clubs and organizations must follow RIT Dubai's Marketing and Branding Policies when creating and sharing content both online and on campus.

1. Clubs are encouraged to make use of Student Government (SG) services for content creation by submitting requests through the Event Approval Form (EAF) or via formal email.
2. SG and the University Marketing Department will not be responsible for delays caused by late or incomplete submissions.
3. All clubs and organizations are eligible to request Student Government services in creating content necessary for activities, provided the request is officially submitted through the EAF/Email.
4. If the club or organization fails to do so, the Student Government does not take responsibility for any delay in the planned event.

Section 2. Approval Process

- All marketing materials created by clubs must be submitted to the SG Clubs Team for review and forwarded for approval to the University Marketing Department.
- Requests submitted fewer than ten (10) working days before the scheduled event will not be accepted, and no special appeals will be considered.
- Clubs may not contact University Marketing staff directly for approvals. Any attempt to bypass this process will result in immediate rejection of submitted materials after a first official warning from SG in the active semester.

Section 3. Club Logos

1. All pre-existing and newly forming club logos must comply with RIT branding requirements.
2. The Student Government and the Student affairs office reserve the right to request a change of logo at any given point of time.
3. Recognition applications must include the club logo for review and approval by the University Marketing Department.
4. Clubs may request logo updates once every two years, though consistency is strongly encouraged for credibility and recognition.

Section 4. Poster Submission Guidelines

1. Posters must be submitted to the SG Clubs Team for approval at least 7–10 working days in advance of the event.
2. Posters must include the RIT Dubai logo, the SG logo, and the official club logo, all clearly visible and unaltered.
 - Logos may not be recolored or redesigned. Refer to the RIT branding portal for correct use.
3. Posters must clearly specify:
 - Whether the event is closed or open.
 - Any costs or fees for participation.

- Accurate date and time in one of the following formats:
 - *September 7, 2025 (written format)*
 - *07/09/2025 (DD/MM/YYYY)*
 - *Time: 12-hour format with AM/PM*
 - *Use A.M. and P.M. formats*

Section 5. Stories and Social Media Posting

1. Stories may not be used to replace rejected posters. Stories and posters are reviewed separately.
2. Live stories captured during the event do not require approval.
3. All pre-recorded or scheduled story content must be submitted for approval, even if logos are not included.
4. For week-long campaigns, submit all content together in advance to streamline approval.

Section 6. SG Account Reposting

1. To request a repost on the SG account, clubs must tag SG in their stories.
2. Only marketing-approved content will be reposted.
3. The only exception is live coverage, which may be reposted without prior approval.

Section 7. Photography Guidelines

1. Always ask for consent before taking pictures of participants.
2. Do not take photos of hijabi women or local students without their explicit permission.
3. Avoid photos that include inappropriate clothing (per RIT Dress Code), public displays of affection, unsafe behavior, or offensive gestures.
4. Failure to comply will result in the removal of the content and may incur penalties depending on the severity.

Section 8. Social Media Account Approval and Usage

1. Account Creation Approval

- Before creating any official club social media account, clubs must email the Student Government (SG) Clubs Team to express their intent and receive formal approval.
- No club may create or operate a social media account until official approval is granted.

2. Account Credentials

- All usernames and passwords for official club social media accounts must be shared with the SG Clubs Team for record-keeping and accountability.
- Clubs are responsible for maintaining the security of their accounts and updating SG if login credentials are changed.

3. Follow Restrictions

- Clubs are not permitted to follow or engage with non-official accounts or external brands using their official club social media accounts.
- Official accounts should only follow and interact with RIT Dubai, Student Government, affiliated departments, and other recognized campus clubs/organizations.

4. Disciplinary Action

- Any violation of these bylaws, including unauthorized account creation, failure to share account credentials, or improper following/engagement, may result in disciplinary action by the Student Government.
- Disciplinary measures may include warnings, suspension of marketing privileges, or further action depending on the severity of the violation.

Article X: Failure to Comply

Section 1. General Enforcement

Failure to comply with any section of these Bylaws will result in disciplinary action as determined by the Student Government (SG) and Student Affairs.

Section 2. Consequences

Depending on the severity and nature of the violation, consequences may include but are not limited to:

1. Written warning.
2. Temporary suspension of club privileges.
3. Reduction or removal of budget allocations.
4. Revocation of event approvals.
5. Revocation of official club recognition.

Section 3. Appeals

Clubs or organizations that face disciplinary action may submit an official appeal to the Student Government within **three (3) working days** of receiving notice of the decision. Appeals will be reviewed in consultation with Student Affairs, and the final decision will be binding.