



Dubai

**Student Government**

**RIT  
Student  
Government**

**DUBAI**

**Rochester Institute of Technology of Dubai**

**Student Government**

**BY-LAWS**

**Last Amended April 24, 2025**

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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 of Dubai, as recognized by the university
- b. Shall have served on the Student Government for a minimum of a full consecutive academic year, the academic year starts from September and ends when spring elections begin
- 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. Directors and Senators shall have a cumulative grade point average of a 3.0 or higher
- c. Coordinators and Officers shall have a cumulative grade point average of a 2.8 or higher
- d. Shall be in good academic standing
- e. Shall not be subjected to current disciplinary probation
- f. Shall be a matriculated full-time student
- g. 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

## **D) GPA Monitoring and Probationary Procedures**

- a. The timing and frequency of cumulative GPA (cGPA) checks for all Student Government members shall be conducted at the beginning of each semester
- b. Members whose cGPA falls below the required threshold shall be placed on a probationary period of one (1) semester
- c. During the probationary period, the member shall receive additional support and monitoring from the Executive Board

- d. Failure to meet the required cGPA threshold after the probationary period shall result in removal from office

### **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 initiatives
- 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 three 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) in consultation with the Student Affairs staff.

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.

### **E) Compensation Eligibility**

- a. Student Government members shall be entitled to financial compensation as determined by the compensation matrix only if formally hired through the proper university procedures
- b. Compensation amounts shall be reviewed annually and approved by the Associate Director of Student Affairs

## **Section 7: Succession**

## **A) Structured Succession Process**

- a. In the event that an SG officer resigns or is removed, automatic interim appointment procedures shall take effect immediately
- b. The President shall assume temporary duties of any vacant Executive Branch position until a permanent replacement is appointed
- c. A special election shall be required under the following conditions:
  - i. If the vacancy occurs more than six (6) months before the next regularly scheduled election
  - ii. If requested by a two-thirds vote of the remaining Student Government members
- d. All interim appointments must be ratified by a two-thirds vote of the Student Government within two (2) weeks

## **Section 8: Impeachment**

### **A) Grounds for Impeachment**

- a. Clearly defined grounds for impeachment shall include but not be limited to:
  - i. Misconduct in office
  - ii. Repeated unexcused absences from required meetings (three or more)
  - iii. Failure to fulfill stated duties and responsibilities
  - iv. Violation of university policies or Student Government bylaws
  - v. Breach of Code of Conduct Agreement

### **B) Impeachment Process**

- a. Impeachment proceedings may be initiated by:
  - i. A written petition signed by at least three (3) Student Government members
  - ii. A formal complaint from the Student Government Advisor
- b. The accused officer shall be given written notice of the charges and have the right to respond within one (1) week
- c. A formal hearing shall be conducted within two (2) weeks of the initial petition
- d. Removal requires a two-thirds vote of the Student Government members present
- e. The process shall be aligned with procedures followed by RIT New York

## **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.

### **C) Leadership Eligibility Requirements**

- a. Members seeking election to President or Vice President positions within Student Government-recognized clubs shall have been active participants in that club for at least two (2) consecutive academic semesters

- b. Active participation shall be defined as regular attendance at club meetings and events as determined by club bylaws
- c. Exceptions may be granted for newly established clubs or extraordinary circumstances with Executive Branch approval

## **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

#### **F) Freshman Senator Position**

- a. A Freshman Senator position shall be established to represent first-year students
- b. The Freshman Senator shall be elected during the fall semester following the same procedures as other senator elections
- c. Qualifications for Freshman Senator shall be modified to require completion of one (1) semester at RIT Dubai

#### **G) New Majors' Senator Appointment**

- a. Special provisions shall be made for senators representing newly introduced academic majors
- b. Appointment procedures for new majors' senators shall be handled by either:
  - i. Joint decision by the Student Government President and Vice President, or
  - ii. Majority vote of the Student Government
- c. Such appointments shall be temporary until the next regularly scheduled election

#### **H) Modified Election Timeline**

- a. Senator elections shall take place concurrently with Student Government presidential elections
- b. This timeline shall be consistent with the system followed by RIT New York
- c. The concurrent schedule allows elected senators additional time to fulfill their responsibilities before assuming office

### **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

### **G) Presidential Election Rules and Regulations**

- a. Comprehensive rules and regulations governing Student Government presidential elections shall be formally outlined in the Standing Rules of Elections
- b. These rules shall include but not be limited to:
  - i. Campaign procedures and restrictions
  - ii. Voting procedures and ballot requirements
  - iii. Dispute resolution mechanisms
  - iv. Timeline for all election activities

## **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), Student Government Co-Advisor 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

### **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) Mandatory Review Schedule**

- a. The Student Government Bylaws shall undergo a comprehensive review and revision every two (2) years to ensure continued relevance and effectiveness
- b. The review shall be conducted by the President, Vice President, Cabinet, and Student Government Advisor
- c. Emergency reviews may be called at any time with a two-thirds vote of the Student Government

## **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)
- B) Any changes to the by-laws must be submitted by the Student Government before the end of the first week of every semester for the updated by-laws to be operational during that semester
- C) If the updated by-laws are submitted after the deadline, then it will be operational from the semester after it

## **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)

## **Article XII: Club and Organization Governance**

### **Section 1: Governance Structure**

#### **A) New Club Oversight**

- a. All newly established clubs, with the exception of academic department-affiliated clubs, shall be under the governance of the Student Government for a minimum period of one (1) academic year
- b. After the minimum governance period, clubs may petition to transition under the jurisdiction of Athletics or other appropriate university entities
- c. The transition process shall require approval from both the Student Government and the receiving entity

### **Section 2: Equipment and Resources**

#### **A) Equipment Borrowing Policy**

- a. Club bylaws shall include comprehensive regulations regarding the borrowing of equipment from Student Government

- b. A structured penalty system shall be implemented for lost or damaged items, including:
  - i. Monetary penalties based on replacement cost
  - ii. Temporary suspension of borrowing privileges
  - iii. Required community service hours for the club

## **Article XIII: Governance and Accountability**

### **Section 1: Conflict of Interest**

#### **A) Leadership Restrictions**

- a. Student Government members shall not be permitted to hold leadership positions in any other student club or organization for the duration of their term
- b. Leadership positions include but are not limited to President, Vice President, Secretary, and Treasurer roles
- c. Violations of this policy shall be grounds for immediate dismissal from Student Government

### **Section 2: Code of Conduct**

#### **A) Mandatory Agreement**

- a. All Student Government members shall be required to sign a Code of Conduct Agreement upon assuming office
- b. The Code of Conduct shall outline expected behavior, ethical standards, and professional conduct requirements
- c. Violation of the signed agreement shall constitute grounds for disciplinary action

### **Section 3: Strategic Planning and Accountability**

#### **A) Semester Objectives**

- a. At the beginning of each semester, Student Government must establish clear, measurable objectives
- b. These objectives shall be submitted in an official document to the Office of Student Affairs within two (2) weeks of the semester start

#### **B) Impact Reporting**

- a. At the end of each semester, Student Government shall conduct a formal review of progress toward established objectives



- b. An Impact Report shall be published for transparency and accountability to the student body
- c. The Impact Report shall be made available through official Student Government communication channels

### **C) Performance Evaluation**

- a. All Student Government members shall undergo a mid-year performance evaluation conducted jointly by the Executive Board and Student Affairs
- b. Evaluation metrics shall include:
  - i. Meeting attendance and punctuality
  - ii. Initiative and leadership demonstrated
  - iii. Accountability in assigned responsibilities
  - iv. Student engagement and representation quality
- c. Members demonstrating insufficient performance shall receive written warnings and structured improvement plans
- d. Failure to improve after written warning may result in removal proceedings

## **Section 4: University Administration Interface**

### **A) Decision Authority**

- a. The bylaws shall specify which Student Government decisions require administrative approval
- b. Student Government shall have independent authority over:
  - i. Internal organization and procedures
  - ii. Club recognition and oversight (subject to university policies)
  - iii. Budget allocation within approved limits
- c. Administrative approval shall be required for:
  - i. Policy changes affecting university operations
  - ii. Expenditures exceeding predetermined thresholds
  - iii. External partnerships and agreements

## **List of Appendices**

Appendix A: Standing Rules of the Elections

Appendix B: RIT Dubai Student Handbook

Appendix C: Impeachment

**Amended on April 24, 2026**

**Updated with Proposed Amendments 2024-2025**

**Next Amendment Date: Academic Year 2026-2027**