

# The Statute of Marbella International University Centre (MIUC) Students' Union

**Students' Union:** MIUC Students' Union is the official union for all students of MIUC.

Students contribute to the culture, diversity and credibility of the MIUC. The relationship between the MIUC and the Union shall be distinctive in its recognition of students as partners within the institution, in which the interests and needs of both students and academics are central to a collaborative relationship. The Union is recognised as the body through which the student voice is represented to the MIUC.

## 1. OFFICE

The office of the MIUC Students' Union will be located in the premises of the MIUC campus. It shall be its official address.

## 2. AIMS AND OBJECTIVES

The following will be the aims and objectives of the Students' Union.

- (i) To foster students activities and unity, designed to inculcate sense of responsibility and discipline among the students.
- (ii) To promote and enrich intellectual educational, cultural and physical development of the students.
- (iii) To encourage co-curriculum activities amongst students.
- (iv) To promote harmonious relations among all sections of the MIUC community.
- (v) To meet, discuss and make representations to the MIUC authorities on matters concerning common interest of the students.

## 3. ACTIVITIES

- (i) To organize debates, essay competition, seminars, conferences, excursions, dramatic activities, social service and such other activities as are likely to benefit co-curricular activities of the students.
- (ii) To organize and hold sports and games from time to time.

- (iii) To publish magazines, bulletin and wall newspapers which may be displayed on the notice board and online.
- (iv) Foster on and off campus networking for students and alumni.
- (v) Create and manage social media and Website of Students Union.
- (vi) Organizing other activities as will help in enhancing aims and objectives of the Union, such as Student Clubs (Finance Club, Book club, etc.).
- (vii) To assist in solving students problems.

#### 4. MEMBERSHIP

- (i) All registered students of the MIUC shall automatically on registration each academic year be members of the Union but shall have the right during the first 10 days of their registration in each academic year to opt-out from that membership.
- (ii) A decision to opt-out, once made, shall hold good for the remainder of the academic year. If a student wishes to exercise the right to opt-out from Union membership, he/she shall notify the Registrar of the student's decision.
- (iii) Non-members shall not be entitled: (i) to participate in Union affairs (i.e. participate in democratic meetings, vote in elections, referenda and other ballots, or stand as a candidate for or hold office in the Union); (ii) to participate in Union Societies' decision-making processes as officers or members of Committees; (iii) to hold student representative positions within the MIUC which are filled via the Union.

#### 5. ELIGIBILITY CRITERIA FOR CANDIDATES:

- (i) The candidate must be a regular full time student of the MIUC. The course duration being at least one year.
- (ii) No student shall be entitled for election as a candidate if he/she has been held guilty of and punished for use of unfair means at an examination held by MIUC or who has been expelled from the MIUC on disciplinary grounds.
- (iii) A member will cease to be a member if he becomes of unsound mind or convicted of any criminal offence on record anywhere in Spain or abroad.
- (iv) Violation of Code of Conduct disqualifies the Students from the candidature.
- (v) The candidate should have the minimum percentage of module attendance as prescribed by MIUC.

## 6. UNION ELECTIONS

- (i) The Union Officers shall be elected annually by secret ballot open to all union members. All the Student Representatives will be directly elected by and from amongst the members of the union by a simple majority vote in accordance with this Statute and the rules framed there under. To ensure equal representation, diversity and effective collaboration in the Student Union Board at least one Student Representative per academic year should be elected. Academic Year Representatives are elected members of their current student cohort.
- (ii) The process shall be completed latest by the end of October every year. Entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period be completed within 10 days. The candidates must comply with all the eligibility criteria to become a candidate. The candidates may use MIUC spaces to present their candidacy and the process will not interfere with their class attendance.
- (iii) The total period of the office which any one individual may hold in the Union shall be limited to a maximum of four years.
- (iv) Students Union Board will elect the following office bearers by a simple majority vote:
  - President.
  - Vice President
  - Treasurer
  - Deputy
  - General Assistant
- (v) The candidate with the majority of the votes will become the President; the candidate with the second most votes, will become the Vice President; the candidate with the third number of votes will become the Treasurer; the candidate with the fourth number of votes will become the Deputy; the remaining candidate will become General Assistant of the Student Union.
- (vi) In case of a tie in any of the figures of the Student Union Student Board at the election, the Dean will decide the final result.
- (vii) The Election process will be under the supervision of the Staff representatives.
- (viii) An urn will be placed in a location decided by the Student Representative with the candidates' ballots. Alternatively, voting will done online. The MIUC community members will have access to this location, date and time within 7 (seven) days before the election day.

- (ix) One single vote per student is allowed and every voting member will be requested to present their identification at the voting table. In the case of online elections, identities will be verified online.
- (x) The Staff representatives along with the Dean will be in charge of counting the votes.
- (xi) The final results of the election for the Student Board will be revealed by the Dean in a period not exceeding the following 7 (seven) days after the election.
- (xii) Any complaint's procedure on the election process will be dealt in accordance with MIUC Student Complaint Procedure.

## 7. THE OFFICE BEARERS OF THE STUDENTS' UNION:

There shall be the following office bearers of the students' union:

- (i) President (1)
- (ii) Vice President (1)
- (iii) Treasurer (1)
- (iv) Deputy (1)
- (v) General Assistant (1)
- (vi) The Staff representative/s of the Union

## 8. FUNCTIONS OF THE OFFICER BEARERS OF THE UNION

- (i) The President of the Union will be the Chief Executive Head of the Union and will function in all matters relating to the Union in accordance with this Statute. President, *inter alia*, shall be: responsible for overseeing the Students' Union strategy and the development of the Union; Represents MIUC students at all levels of the University, locally, nationally and internationally; ensure that regular Student Board's meetings are held according to the Statute of the Union and to chair those meetings accordingly; proactive as a channel of communication to other officers, student members, Union staff and University staff on Union Policy and issues affecting students; the principal spokesperson for the Union dealing with media enquiries; the principal point of contact with MIUC Student's Union; maintain and develop contact with the other collaborative partners.
- (ii) In the absence of the President, the Vice-President of the Union will perform all the function of the President in accordance with this Statute. Vice President, *inter alia*, shall: represent the views of students in relation to the services that is provided on campus; ensure that students are able to input into developing and shaping the University; ensure that the Union is

communicating with all members; be responsible for the strategic development and support of all Students' Union media.

- (iii) In the absence of the President and the Vice-President, the Treasurer will discharge the functions of the President in addition to his duties as the Treasurer of the Union.
- (iv) The President of the Union shall preside at the meetings of the Student Board and it shall be his duty to conduct these meetings in an orderly and peaceful manner in accordance with this Statute.
- (v) It shall be the duty of the Treasurer of the Union to prepare the minutes of all the meetings of the Student Board and to keep the records of these meetings properly and in safe custody. The Treasurer of the Union will also carry on correspondence on behalf of the Union and will keep and maintain all records. The Treasurer has a watchdog role over all aspects of financial management, planning and budgeting.
- (vi) The Deputy is considered as the public relations officer in which he/she is responsible for devising strategies and plans to gather relevant data from the students. Data must be collected both formally and informally to understand the opinions and recommendations of the students. The Deputy will report back to the Union and present the data collected. He/she is responsible for receiving and collating student feedback relating to their academic programme and student experience and passing this information to relevant staff as appropriate.
- (vii) The General Assistant shall work closely in the production of all Students' Union publications such as the Website and Student Media to ensure it represents the voice of students. He/she is expected to control the Social Media accounts that have been created by the Union, *inter alia*, staying active on the current Instagram page (@miucstudentlife). The General Assistant may also gather data via Instagram polls and must ensure activities and events that MIUC holds will be promoted on the page. The General Assistant is also expected to keep close communication with the Deputy and work together to gain more insight into the student's reactions and opinions towards MIUC. This role will also work closely with Staff Representative and the Marketing Department.
- (viii) Representatives: *inter alia*, shall: Support the development of the Students' Union; be responsible for supporting the development of student activities and representing students accordingly; ensure that issues raised by students about the work of the Students Union are dealt with quickly and effectively; will ensure that the student community receive all the necessary information, through word of mouth, if necessary, the activities organised by the Student Union.

- (ix) The office bearers of the Union shall be responsible for the smooth, orderly functioning of the union.
- (x) Student Board could adopt bye-laws and/or resolutions and/or any other relevant documents necessary for the operation of the Student Union.
- (xi) Not less than one-third members of the Student Board of the Union may move a resolution of no-confidence against any of the elected office bearers. Such a resolution in order to be effective will be required to have been passed by a majority of not less than two-thirds of the total membership of the Student Board.

## 9. STAFF REPRESENTATIVES OF THE STUDENTS' UNION

- (i) There shall be at least 1 Staff representative of the Union who shall be appointed/nominated by the acting Dean.
- (ii) The Staff representative will be responsible for the election process of students' union.
- (iii) The Staff representative shall liaise with the relevant staff member to promote and encourage all students to actively engage with the Student Union on a range of projects.
- (iv) The Staff representative shall be present on the Student's Union official meetings.

## 10. STUDENT BOARD

- i. There shall be a Student Board for MIUC Students' Union comprised of the office bearers of the union.
- ii. The Student Board will be the supreme authority of the respective Union and shall carry on its activities of the Union in accordance with the Statute.

## 11. MEETINGS

- (i) The Student Board will meet as often as may be necessary, but at least once in a month.
- (ii) The meetings of the Student Board will be convened by the Treasurer of the Union by giving at least 7 days notice. An emergency meeting of the Student Board may, however, be convened in consultation with the Staff representative by giving at least 24 hours notice.
- (iii) All the meeting of Student Board shall be held at the Union office.
- (iv) The Staff representative shall be present at the meetings.
- (v) An Agenda of the meeting will be issued along with the notice of the meeting except for an emergency meeting.

- (vi) Quorum: In all meeting of the Student Board 1/3rd of the total membership of the body will constitute the Quorum. Decisions are made by simple majority. In case of draw, president to have casting vote.
- (vii) The attendance and the minutes of the meetings of the Student Board shall be confirmed in the subsequent meeting. A copy of the confirmed minutes shall be furnished to the Staff representative immediately thereafter.
- (viii) A register of attendance of the members at the meeting of the Student Board shall be maintained by the Treasurer and signed by the Staff representative at each meeting.
- (ix) A meeting of the Student Board may be requisitioned, by not less than 25% of the members thereof, excluding those who have right to vote, submit such a requisition in writing to the Treasurer, who shall thereupon call such a meeting within a period of one week from the date of receipt of the requisition. The Staff representative may call the meeting on the failure of the Treasurer to do so.

## 12. FINANCE

- (i) There shall be a MIUC Students' Union fund.
- (ii) The Student Board of the Students' Union shall prepare an annual budget for the activities of the Union. The budget prepared shall be approved by the Student Board of the University Students' Union. The fund shall be operated by the Treasurer on the advice of the Staff representatives. The fund be spent only on those items for which provision has been made in the budget.
- (iii) All decisions (particularly financial) should be recorded in minutes of meetings.

## 13. PURPOSE OF THE UNION FUND

The University Students' Union fund shall be spent for the following purposes:

- (i) To organize debates, essay competition, conferences, excursions, dramatic activities, social service and such other activities as are likely to benefit co-curricular activities of the students.
- (ii) To organize and hold sports and games, from time to time.
- (iii) To publish magazines.
- (iv) For the maintenance of the office of the Students' Union and other contingent expenditure connected thereto.

## 14. RESTRICTION OF EXPENDITURE

- (i) No amount of the MIUC students' Union Fund shall be spent for which provision has not been made in the budget in accordance with the purposes for which the fund shall be spent.
- (ii) The Staff representative, as the case may be, may if he/she considers that any item of the budget is not in accordance with the objectives of the Union, shall have powers to disallow that item of the budget.

#### 15. POWERS OF THE STAFF REPRESENTATIVE OF THE STUDENTS UNION:

- (i) Staff representative, as the case may be, may rescind any resolution or resolutions passed by the Students' Union which are against the objectives of the Union or prejudicial to the interest of the Institution.
- (ii) Staff representative may convene meetings of the Student Board and address it.
- (iii) When Staff representative is satisfied that a situation has arisen, when the activities of the Students' Union are prejudicial to the interests of the Union or the institution or there has been gross mis-management of the affairs of the Union, he/she shall have the power to suspend or dissolve the the Student Board of the Students' Union after recording reasons thereof. Provided that before suspending or dissolving the Student Board of the Students' Union, the Staff representative as the case may be shall allow reasonable opportunity to the Student Board concerned why such action be not taken.

#### 16. POWER TO MAKE RULES

- (i) Subject to the provisions laid down in the Statutes, Acting Dean may frame such other rules, as he/she considers necessary, for the election, formation and proper functioning of the MIUC Students' Union.

#### 17. COMPLAINTS PROCEDURE

- (i) A complaints procedure available to all students or groups of students who are dissatisfied in their dealings with the Union.
- (ii) Where a student (or group of students) has been unable to resolve the matter through informal means the formal complaint procedure, as outlined below, shall be followed.
- (iii) Complaints regarding any aspect of the Union may be submitted in writing, within six weeks of the date of the complaint arising, to the Treasurer. The complainant (s) must be a registered student(s) of the University. This will then be sent to the most appropriate person to deal with the complaint. An acknowledgement will normally be sent within 3



working days. The complainant(s) will receive notification of the people handling the complaint and the likely timescale.

- (iv) The complainant(s) will normally receive the outcome to the complaint within 21 working days from the date of submission. If this is likely to be delayed or can not reasonably be expected to have concluded in that time, the complainant(s) will be given further notification of an expected end point. If the complainant(s) is not satisfied with the outcome of the complaint, the complainant(s) have the opportunity to appeal the outcome. An appeal should be lodged within 7 working days. The complainant(s) should email the grounds for appeal. The appeal will usually be acknowledged within 5 working days. The appeal panel would normally uphold, dismiss or partially uphold the appeal within 21 days.
- (v) If the complainant(s) is not satisfied with the response from the Union, they have the right to request a review of the complaint by the MIUC. A request should be made within ten working days from receipt of the formal response from the Union.

## 18. COMPLIANCE

The Union must take all reasonable steps to comply with all legal and statutory requirements currently in force and meet its obligations under all relevant MIUC's policies and procedures.

## 19. AMENDMENT OF THE STATUTE

A provision of this Statute may also be amended if such amendment is agreed to and passed by a majority of not less than two thirds of the members of the Student Board present and voting in meeting specially called for this purpose by giving at least one week notice in advance, provided that no such amendment shall come into force unless it has been approved by the MIUC.