

**CONSTITUTION
DAUPHINE LONDON STUDENT UNION (DLSU)**

1. STUDENT UNION AND SOCIETIES POLICY

The Dauphine London Student Union is bound by the **Student Societies and Unions Policy of Université Paris Dauphine – PSL, London.**

2. STUDENT UNION GUIDING PRINCIPLES

In line with the part II of the Education Act 1994, the DLSU operates in a fair and democratic manner and is accountable for its finances. The DLSU is devoted to the educational interests and welfare of its Members.

The mission of the Union will focus on:

- **Inclusivity:** membership is open to all students enrolled at the Université Paris Dauphine – PSL, London and all members shall speak at the Union’s meeting.
- **Democracy:** the Union is run in a democratic manner.
- **Cooperation and communication:** the DLSU shall facilitate cooperation and communication with the management, faculty and partners of Université Paris Dauphine – PSL, London.

DLSU shall practice these aims and objectives independently from any political party and/ or Religious Organisations.

3. HISTORY OF THE DLSU

The DLSU is the successor of the DLU (Dauphine London Union), formed in 2015 and dissolved in 2021. The DLSU is the Student Union of Université Paris Dauphine – PSL, London. There shall be Societies and Clubs of the Student Union.

4. AIMS AND OBJECTIVES OF THE STUDENT UNION

- To advance the education of the students of Université Paris Dauphine – PSL, London.
- To promote and protect the welfare of all students who are members of the DLSU.
- To represent the interests of the students and act as a channel of communication between campus and other bodies
- To promote students’ societies, clubs, sports, social and cultural activities within the campus.

These aims shall be pursued without regard to race, sex, sexual orientation, disability, ethnic origin, religion or creed, as well as any form of discrimination.

Document: DLSU Constitution		Version: V2	Authorised by: Board of Directors
Issue date: June-2022		Latest review: N/A	Owner: President of DLSU
Public use: yes	Staff use: yes	Students use: yes	Next review date: June-2024

5. MEMBERSHIP

- All students who are registered at Dauphine London -PSL shall be members of the DLSU upon enrolment, unless they have chosen to opt-out of membership as in accordance to the 'Opting Out' regulations in schedule 1 of this Constitution.
- There is no fee for DLSU membership.
- All members shall be allowed to speak at union meetings, to nominate, to stand and to vote in the union elections and to suggest opening of Clubs and Societies within the DLSU.

6. STUDENT LIFE COMMITTEE

- The Student Life Committee shall monitor the activities of the Student Union and its Societies and shall represent the wider student body in order to influence social, cultural and recreational activities supported by the Union. It discusses all campus extracurricular activities and student life in general.
- The members of the Student Life Committee shall consist of the following:
 - The DLSU Officers (see section 7)
 - The Managing Director
 - The Dean of Student Life
 - The Student Life Officer
 - The Support Services Manager
 - A minimum of one further staff / faculty member
- The functions of the **Student Life Committee** shall be to:
 - Meet three times per academic year (as per the academic year calendar), unless an emergency conference is called.
 - Meet at least twice per semester.
 - Monitor and discuss the events and decisions of the DLSU
 - Get reports from each DLSU Officer and Sub-Committees on what they have done and future plans. There are two Sub-Committees:
 - The **Welfare and Wellbeing Committee**
 - The **Entertainment, Societies and Clubs Committee**
 - Approve all new student societies and clubs, and student society "mergers".
- The Student Life Committee is co-chaired by the President of the DLSU and the Dean of Student Life.

7. OFFICERS

- The DLSU will consist of **ten Officers** elected by the student body at the designated dates for elections.
- These will include the following officers (job descriptions in schedule 2):
 - One President
 - One Vice President
 - One Higher Education Officer

- One Ecology Officer
 - Two Welfare and Wellbeing Officers
 - Two Entertainment, Clubs and Student Societies Officers
 - Two International Officers
- All Students enrolled at Université Paris Dauphine – PSL, London are eligible to run a DLSU Officer position. Societies Officers and Student Ambassadors are eligible although no student can hold more than two leadership positions. Before engaging in a leadership position, students need to carefully consider the time required to hold such position.
 - If a student runs for a officer position in DLSU, they must not be president or chair of any societies. They also advised not to hold a Student Ambassador position.
 - The elected Officers will form the DLSU Executive Board and will be responsible for the running and management of the Student Union. They shall meet fortnightly during the terms-time.

8. ELECTIONS

- All Officers of the DLSU will be elected based on nominations by members during the designated election period. Nominations must be received by the Dean of Student Life on the stated date required.
- Elections of the following positions will be held at the end of the academic year, ready to prepare the Welcome programme of next year:
 - One President
 - One Welfare and Wellbeing Officer
 - Two Entertainment, Societies and Clubs Officer
 - One Higher Education Officer
- The following positions will be elected at the beginning of the academic year:
 - One Welfare and Wellbeing Officer
 - One Ecology Officer
 - One Vice President
 - Two International Student Officer
- Elections will open to members to vote and stand for the positions.
- Elections will be conducted by secret ballot in person or on-line.
- The Dean of Student Life will deal with any disputes or issues regarding the electoral process.

9. CLUBS AND SOCIETIES

The DLSU shall have affiliated Societies and Clubs, who shall abide by the [Student Union and Societies Policy](#).

10. MEETINGS

- The DLSU will hold at least two General Meetings within the academic year. Dates to be decided at the beginning of the academic year.
- Special meetings can be called by the Executive Board to deal with specific issues or emergencies as required.

11. FUNDING

- As per the [Student Union and Societies policy](#), the DLSU will receive an annual allocation from the Université Paris Dauphine – PSL, London, which will include allocations for all Societies.
- The amount will be notified no less than one week before the start of the academic year.

12. CONSTITUTIONAL AMENDMENTS

Any amendments to the Constitution must be approved by a majority of the Union membership, by the Student Life Committee and by the Board of Directors.

Schedule 1 – Opting out the Student Union

1.1 Every student shall be able to relinquish their right of membership of the union.

1.2 A student who opts out of the union shall not be able to participate in the democratic and decision-making function of the union. This includes not being able to stand for any officer or representative position, including leading a club or society.

1.3 A student who opts out of the union shall continue to have the right to attend any union run events and participate in clubs and societies already set up within the union.

1.4 A student wishing to opt out must indicate this within two weeks of the start of their course by completion of the opt out form available from Union president or Student Life Department.

Opt Out Slip

I (print name) wish to opt out of membership of the Dauphine London Students' Union.

Student ID number.

Signed Date .

Schedule 2 – Student Union Officers job descriptions

PRESIDENT

- Be the primary representative of the Students' Union
- Attend relevant Campus committees and report back to the Students' Union
- Be the Student Representative at the Board of Directors
- Meet the Campus management regularly and report back to the Students' Union
- Encourage students to join and get involved in the Students' Union and Societies
- Draft the Students' Union annual budget with the assistance of the Dean of Student Life and the Finance Manager and monitor the expenditure in conjunction with them
- In conjunction with the Finance Manager, ensure that all financial transactions are legitimate and financial procedures are followed
- Liaise with the Student Societies officers and Clubs
- Coordinate the Students' Union work in relation to the quality assurance process of the campus
- Represent students in disciplinary or academic appeals cases
- Adhere to the policies and regulations of Université Paris Dauphine – PSL, London.

VICE PRESIDENT

- Be the deputy representative of the Students' Union
- Attend relevant Campus committees and report back to the Students' Union
- Be the Deputy Student Representative at the Board of Directors
- Meet the Campus management regularly and report back to the Students' Union
- Encourage students to join and get involved in the Students' Union and Societies
- Support the President in their administrative duties, including drafting of the budget, circulation of information including meetings minutes, coordination the Union work in relation to quality, keeping records of the activities of the Union
- Will set the agenda for all meetings in consultation with the President.
- Responsible for taking minutes at Student Life Committee Meetings

STUDENT WELFARE AND WELLBEING OFFICERS (TWO POSITIONS OPEN)

The Welfare and Wellbeing Officers shall:

- Establish a **Welfare and Wellbeing Committee** and ensure that the Welfare and Wellbeing Committee fulfils its mission
- Report at the Student Life Committee about Welfare and Wellbeing matters.

The **Welfare and Wellbeing Committee's mission** shall be to:

- a) Establish and maintain contact with individuals and organisations which work on welfare and wellbeing issues, including the Safety Officer (Managing Director) and the Educational Coaches of Université Paris Dauphine – PSL, London
- b) Establish an enquiry service about Welfare and Wellbeing and advertise its availability
- c) Suggest activities supporting the student's Welfare and Wellbeing (funding available from the Student Life Committee)

- c) Promote and distribute general welfare information, including about internal and external resources available for students regarding their Welfare and Wellbeing
- d) Deal with but DO NOT counsel students who have welfare problems, respecting confidentiality at ALL times. When necessary, refer students to Student Life team or other relevant organisations
- f) Campaign on and raise awareness of welfare and wellbeing issues as agreed by the Student Life Committee, e.g. debt, safer sex, isolation, drug/alcohol abuse
- h) Liaise regularly with the Campus's Student Life team.

The Committee shall meet at least once a term.

It shall include at least four students (including the two Welfare and Wellbeing Officers) and one Educational Coach (Université Paris Dauphine – PSL, London staff members).

The Welfare and Wellbeing Officers must be **18 years of age** at the date the period of office would commence.

ENTERTAINMENT, CLUBS AND STUDENT SOCIETIES OFFICER (TWO POSITIONS OPEN)

The Activities and Societies Officers shall:

- Establish an **Activities and Societies Committee** and ensure that the **Activities and Societies Committee** fulfils its remit
- Report at the Student Life Committee about activities and student societies.

The **Activities and Societies Committee** remit shall be to:

- a) Publicise the Clubs and Societies in the Union and encourage students to participate
- b) Be responsible for any clubs and societies that are formed in accordance with the relevant schedule of the Constitution
- c) Liaise with the Students' Union Officers
- d) In conjunction with the Dean of Student Life and the Student Life Committee, be responsible for the allocation of grants to clubs and societies
- e) Monitor the expenditure and activities of all clubs and societies
- f) Obtain and submit reports to the Student Life Committee on the funding of clubs and societies
- g) Issue guidance and advice to clubs and society officers on organisational, promotion and financial matters
- h) Facilitate students in setting up new clubs and societies
- i) Organise a clubs and societies forum to discuss new ideas on the development of clubs and societies
- j) Attend all clubs and societies Annual General Meetings
- k) Ensure clubs and societies have a profile at all student induction events.

HIGHER EDUCATION OFFICER

The Higher Education Officer shall be an ex-officio member of the Academic Board.

They shall:

- a) Ensure that Higher Education students' views and opinions are reflected throughout the whole of the Students' Union's work
- b) Keep the students informed on all educational matters, including tutorials / workshops delivered by students to fellow students
- c) Provide a forum/groups to discuss educational matters
- d) Liaise with the other Student Union Officers to ensure the overall Higher Education experience of students is as complete as possible
- e) Liaise with the management and other Education and Higher Education institutions (including other Student Societies) to develop joint educational projects.
- f) Student representative and disciplinary committee

ECOLOGY OFFICER

The Ecology Officer is an ex-officio member of both the Welfare and Wellbeing Committee and the Entertainment, Clubs and Societies Committee.

- They contribute to raising awareness about ecological challenges within the student body and faculty and promoting eco-friendly projects
- They work in close cooperation with all the Societies (in particular Dau'Green, the green Student Society), faculty and staff
- He/She may get allocations from the two subcommittees to fund ecological projects or activities.

INTERNATIONAL OFFICER

- TO PROMOTE DIVERSITY, CELEBRATE DIFFERENT CULTURES AND CREATE A MORE CONNECTED COMMUNITY AT DAUPHINE LONDON.
- TO HELP INTEGRATE INTERNATIONAL AND FRENCH STUDENTS INTO THE DAUPHINE LONDON CAMPUS UPON THEIR ARRIVAL IN LONDON.
- TO REPRESENT THE INTERESTS AND NEEDS OF INTERNATIONAL STUDENTS ON CAMPUS.
- TO ENCOURAGE AND SUPPORT INTERNATIONAL STUDENTS TO ORGANISE ACTIVITIES AND CULTURAL EVENTS ON CAMPUS AND WITH EXTERNAL ORGANISATIONS.
- TO LEARN ABOUT AND SHARE INFORMATION ABOUT DIFFERENT COUNTRIES HISTORICAL AND CULTURAL VALUES AS WELL AS LEARNING ABOUT THE MAJOR ISSUES AND CONFLICTS FACED BY COUNTRIES.