

# LAU Student Clubs

As Approved by the Campus Life Council (CLC) on July 11, 2019

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## **I – Formation of a New Student Club**

### **A- Introduction**

A student club is formed of currently enrolled LAU students who normally share common interests be it cultural, intellectual, musical, educational, academic, social etc... The club organizes activities that aim at achieving its set objectives, which should not be related to academic duties and / or classroom projects.

The objectives of a club should be in agreement with the University rules and regulations.

### **B- Student Club Initiation**

A group of at least twelve full-time students may initiate a club provided that a statement underlying the objectives of the club is submitted to the CLC for approval, and a full-time faculty/staff member agrees to act as a Club Advisor.

Clubs may coordinate with NGOs or Organizations outside LAU but should not adopt the NGOs/Organizations' names.

### **C- Procedure for Student Club Approval**

An application for the initiation of a new club should be presented to the Student Life Office (SLO) and should include the following:

- The rationale behind forming the club is presented. (The write-up should include the name, objective, logo, type of activities to be performed, names and signatures of founding members, and the suggested faculty/staff advisor).
- At least 12 full-time students have shown their interests in joining the club.
- The proposed club is not a duplication of an already approved club.

The SLO presents the submitted documents to the CLC for approval.

## **II- Constitution**

### **A- Membership**

Free membership is offered to all part-time or full-time LAU students.

Members are recruited once within a year during club recruitment days organized by the SLO.

A student is allowed to be a member in two clubs, but can participate in the open activities of any club.

### **B- The Governing Body**

The club is governed by a body, which is composed of four members and an ex-officio member. The four members are:

- President
- Vice President
- Secretary
- Treasurer

The Club Advisor, who normally is a full-time faculty/staff member, is an ex-officio member and is chosen by the club initiator (for a newly formed club) or by the governing body of an existing club.

The members of the governing body should carry not less than 9 credits, be in good academic standing and have never received a disciplinary warning.

All members of the governing body are elected directly by the registered members of the club (as per the SLO records). Every year, prior to the club Elections, students are required to sign-up to a maximum of two clubs during sign-up days specified by the SLO.

In regards to International Cultural Clubs, the governing body should be composed of members of the same nationality. In case there are not enough members from the same nationality, an exception of the rule is permitted to the Secretary and/or Treasurer's role.

### **C- Duties of the Governing Body**

- **The President shall**

- Present a list of proposed activities to the SLO to pass to the CLC for approval at the beginning of every term and after securing the input of the Club Advisor.
- Preside over all meetings of the governing body and the meetings of the club.
- Coordinate with the SLO in the execution of all club activities.
- Sign all corresponding along with the Secretary.
- Oversee all financial matters, along with the Treasurer.
- Present a general report to the SLO every semester.

- **The Vice President shall:**

- Preside in the absence of the President.
- Replace the President for the rest of the academic year, if the President resigns.
- Be responsible for any task assigned to him/her by the President.
- Assist the President in all club functions.

- **The Secretary shall:**

- Maintain a list of all club members.
- Keep the minutes of the meetings.
- Prepare and co-sign all correspondence with the President.
- Keep all club-related documents and submits them to the SLO upon request.
- Assist in any task assigned to him/her by the President.

- **The Treasurer:**

- Collect funds raised during an activity when applicable.
- Keep an accurate account of all receipts and expenditures of the club. The original copies should be submitted to the SLO at the end of every activity.
- Submit semester reports in writing to the President.

### **D- Elections**

Every fall semester, and within one month of the first day of classes, the SLO will call the club members for the election of a governing body for each existing club. Only the SLO records of members will be adopted for the operation.

The initiator of the newly formed club will automatically be the President for that academic year if he/she wishes so. As for the other committee members, they should be elected by the members.

If a club does not hold any activity in a regular semester, the governing body is automatically dissolved. The SLO will call for a special general meeting for the election of a new governing body.

Professional Clubs may abide by the rules and regulations of their Chapters/Departments/Schools after the review of the SLO & approval of the CLC.

### **E- Club Meetings**

Obligatory meetings for all the Clubs' Presidents will be held to brief them on all club rules and regulations within a week of the elections.

Regular scheduled meetings of the governing body of the club are held at least once a month.

Regular meetings of all club members are held twice a year, one in the fall semester and one in the spring semester. Members must be notified at least forty – eight hours in advance. The President prepares the Agenda of the meeting from entries and issues presented to him by the members.

### **F- Approval of Club Activities**

The governing body will be responsible to obtain prior approval to any activity before it is held; normally in the beginning of every term or at least two weeks prior to the date of the activity.

An activity request form including information about the activity & resources needed should be completed by the Club President & Advisor, submitted to the SLO, & approved by the CLC/PC when needed.

Club activities that include the presence of outside guests, or that are political in nature, require the approval of the PC upon the recommendation of the CLC.

### **G- Responsibilities and Evaluation**

Each club's governing body is responsible to implement each approved activity with the guidelines outlined in LAU's University rules and regulations.

The President of a club is responsible towards the SLO for all organizational and financial matters in which the club is involved.

The President of a club is expected to present to the SLO an evaluation of any activity within two weeks of executing the activity.

The CLC and/or the SLO may ask the Club Advisor for an assessment of any activity.

### **H- Insurance**

All clubs' activities should have proper insurance coverage. Activities held off campus may be subject to special insurance coverage.

## **I- Club Financial Matters**

- **Budget:**
  - When needed, a budget ought to be developed for every activity initiated by the club. Requests have to come through the Club President, reviewed, & approved by the SLO & then by the Dean of Students.
  - All expenditures should abide by the University Financial Policy.
- **Cash Collection:**
  - In case a cash collection is needed for an approved activity, all payments should be made to the Club Treasurer.
  - A surplus resulting from any activity should be delivered with the President's report to the SLO. All savings are used to sponsor / support future club activities. It is the responsibility of the SLO to keep proper records & present an annual report to the Dean of Students.
  - Fundraising is allowed in any club activity but it should be supervised and approved by the SLO
  - All collected cash will be kept in a safe within the SLO

## **J- Supervision and Winding-Up**

Any change in the objectives of a club should be referred to the CLC for approval.

Membership of any student may be suspended from a club, if he/she violates the objectives of the club or contributes to the failure of any club activity. The SLO submits such a request to the CLC for approval.

Any approved activity may be suspended by the SLO if organizers do not abide by the approved request and/or the University bylaws.

Any club will be dissolved by the CLC if:

- The club's objectives are violated
- The number of club members drops below twelve
- When the Club Advisor submits a valid request to the CLC for consideration.