

LAU Student Clubs

As Approved by the Campus Life Council (CLC) on September 2026.

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I – Formation of a New Student Club

A- Introduction

A student club is formed of LAU students currently enrolled on campus 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 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 suggested to the Student Life Office (SLO) 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 SLO and should include the following:

- The rationale behind forming the club. The write-up should include the name, objective, logo reference, type of activities to be performed, names and signatures of potential members and of the founding members,–and the suggested faculty/staff advisor.
- At least 12 students have shown their interests in joining the club.
- The proposed club is not a duplication or of common objectives 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 LAU students.

Members may join two clubs during club recruitment days organized by the SLO that are in the beginning of Fall Semester and the beginning of Spring semester. Students can also join a club in mid-semester when a new club is formed, as long as the student is registered in less than two clubs.

B- The Governing Body

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

- President
- Vice President
- Secretary
- Treasurer
- Media Officer

The Club Advisor, who is a full-time faculty/staff member, is an ex-officio member and is suggested 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.

Members of the Governing Body cannot hold the same positions in two clubs.

All members of the governing Body are elected directly by the registered members of the club (as per the SLO records).

Each year, students can sign-up to a maximum of two clubs during sign-up days specified by the SLO. However, students can participate in the open activities of any club.

The SLO will set up club elections for new and pending clubs right after the Sign-up days.

Graduate students can only register as members and are limited to joining a maximum of two clubs. However, this rule doesn't apply to specific professional clubs that only have graduate student members.

The Governing Body of the International Cultural Clubs, 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, Treasurer, and/or Media Officer'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 correspondences 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 or ceases to be enrolled at the University.
- 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 correspondences 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 shall:**

- 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.

- **The Media Officer shall:**

- Promote the club's activities, events, and initiatives through appropriate social media and communication channels.
- Create and/or coordinate the development of promotional content, including posters, announcements, photos, videos, and social media posts.
- Ensure that content is accurate, appropriate, and aligned with the club's identity and that all materials follow the University's communication and branding guidelines
- Coordinate with the SLO prior to any publication and promotion of club-related content.

D- Elections

Club elections shall follow the principle of “**One Person, One Vote**” whereby each eligible voter may cast only one vote total. Voters may not select or vote for more than one candidate across the five positions.

The SLO determines the date of the elections per campus. The elected officials serve for a whole academic year with the possibility of re-election if needed & as per the bylaws.

Candidates for the position of Club President & Vice President have to each write a brief description of their agenda/program, which they wish to achieve during the academic year in case they are elected. The Student Life Office will compare the program to the club’s objectives and goals, and determine the eligibility of the candidacy.

Only the SLO records of members will be adopted for the operation.

The person who initiates a new club or reactivates an inactive one will automatically become the club's President for that academic year if they choose to. Elections will be held for all other positions.

The student with the highest vote for each position wins. In case of disqualification due to warning or other matters, the first runner-up in this specific position wins.

In case of a tie in votes, the student with the highest CGPA wins. If both students have the same CGPA, then the student who has completed more credits at LAU will be selected. If there is still a tie, a draw will take place.

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.

If a certain member(s) of the Governing Body is inactive, the SLO submits a request to the CLC to replace the Governing Body members with the first runner-up. In case there are no first runner-up, then an election for that position will need to take place.

Clubs that are also recognized as chapters, societies, or associations shall also comply with the bylaws, rules, and regulations governing their respective chapters, departments, or schools. Any additional requirements or regulations applicable to such organizations must be observed in conjunction with the Club Bylaws and shall be subject to review by the SLO and approval by the CLC.

In case of resignation, the first runner-up will replace the resigned member, if the member had won by acclamation the SLO will call for elections for this specific position.

Candidates must run independently and may not form, join, or run under a candidate list. Any candidate found to be running as part of a list shall be disqualified from the election.

E- Club Meetings

The SLO shall call for mandatory meetings for all the Clubs' Governing Bodies to brief them on all club rules and regulations within a week of the beginning of the fall and spring elections. Any club that is completely unrepresented at this meeting will be dissolved.

Regular scheduled meetings of the governing body of the clubs are held at least 3 times a month, whereas meetings of all club members are held at least three times per semester. Members must be notified at least forty-eight hours in advance of meeting times. The President prepares the agenda of the meeting after consulting with the Club members 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 and Advisor, submitted to the SLO, and approved by the CLC (or the President Cabinet when needed).

Club members are entitled to come up with proposal ideas. If the club Governing Body rejects the proposal and the members would like to pursue it, the Dean of Students' Department would interfere to determine what is the best course of action for both the Club and University.

Club activities that include the presence of outside guests or that are political in nature, will require prior approval, upon the recommendation of the CLC (and may require the President Cabinet approval as well).

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:**

- 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.
- The Treasurer must provide from the supplier/sponsor either an official receipt, or an unofficial receipt issued by the SLO, along with a copy of the supplier/sponsor's personal ID.
- 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 name and/or in the goals/objectives of a Club should be submitted to the SLO for approval.

Any change in the Club's advisor should be suggested, discussed, and approved by the SLO. The President of the Club should communicate this change with the current advisor before contacting the suggested one.

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

Any approved activity will 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
- When the Club Advisor submits a valid request to the CLC for consideration.
- The club shoots/shares or publishes video recordings or photoshoots without obtaining prior approval