

STUDENT AFFAIRS MANUAL

Table of Contents

[Chapter I - Student Activities](#)

[Section 1 - Student Clubs](#)

[Section 2 - Student Representation](#)

[Section 3 - Outlook Bylaws](#)

[Section 4 – University/Student Activities](#)

[Chapter II - Work Study Program Procedures](#)

[Chapter III - Athletics](#)

[Chapter IV - Student Life](#)

[Chapter V - Student Housing](#)

[Appendix I - Student Handbook](#)

[Appendix II - Student Code of Conduct](#)

[Back to Top](#)

(To download this policy in Word format, [click here](#))
For any comments, feedback, or query, please contact: policies@aub.edu.lb.
Last updated on: October 20, 2010

Chapter I - Student Activities

Section 1 - Clubs Bylaws

[Article I - Name](#)

[Article II - Purpose](#)

[Article III - Membership](#)

[Article IV - Organization](#)

[Article V - Faculty Adviser](#)

[Article VI - Language](#)

[Article VII - Elections](#)

[Article VIII - Meetings](#)

[Article IX - Committees](#)

[Article X - Expulsion of Members](#)

[Article XI - Unused Funds](#)

[Article XII - Statement of Policy](#)

Article I – Name

The name of this club shall be

Article II – Purpose

1. To promote student participation in recreational, social, and cultural activities.
2. To enable students to gain experience in organization.
3. To develop skills in group cooperation and ethical and transparent interaction.
4. -----
5. -----
6. -----

(Club members should include aims and objectives of the club).

Article III – Membership

1. Any registered student of AUB who enrolls in the club before December 20 of the calendar year is a voting member of the club. Students who enroll in the club after December 20 can participate in its activities, but have no right to vote, to nominate officers, or to attend cabinet meetings.
2. Clubs that do not have sufficient membership, considered to be at least 25 voting members as of December 20, or do not carry out any activities for one semester will be placed on probation. A club that remains on probation for two semesters will be dissolved.

3. Clubs that violate these bylaws or the regulations stipulated in the Student Activities Handbook, as decided by the dean of student affairs, may face dissolution.
4. For certain activities (such as plays, concerts, and shows) the club cabinet, after consultation with the dean of student affairs, may solicit the help and participation of persons who do not qualify for voting membership, but are needed on an ad-hoc basis because of their specific talents or skills. Such persons will be associate members and will have no right to vote, to nominate officers, or to attend cabinet meetings.
5. The duration of membership shall be from date of enrolment till September 30 of the following year.
6. The president of the club bears responsibility for ensuring that all voting members of the club are eligible members, particularly pertaining to Section I of Article III. Failure to inform the dean of students of such violation/s may result in the dismissal of the president and s/he may not stand for re-election to the position of president of any club.

[Back to Top](#)

Article IV – Organization

The cabinet of the club shall consist of at least the following members: president, vice president, secretary, and treasurer. The cabinet may consist of an additional member serving on the cabinet as member-at-large.

1. The president shall:

- a. Represent the organization and preside over its meetings;
- b. Call for regular and special meetings, and general assemblies;
- c. Contribute with other cabinet members to the planning of activities;
- d. Authenticate by his/her signature all the acts, orders, and proceedings of the organization;
- e. Restrain the members when engaged in debate within the rules of order;
- f. Dismiss members from meetings, after warning them, if their presence is disrupting the meeting within the rules of order;
- g. Inform in advance the vice president of his/her absence from a meeting;
- h. Prepare, in coordination with the secretary, the agenda of the following meeting;

- i. Sign jointly with the treasurer vouchers to withdraw money from the organization account and provide reports to justify expenditures; and,
- j. Face responsibility for club actions or activities that violate the Office of Student Affairs guidelines, the Student Code of Conduct, or Lebanese law.

2. The vice president shall:

- a. Assume the duties of the president during his/her absence or incapacitation as acting president until the president is able to resume his/her position. Otherwise, the vice president shall remain as acting president until the time of the upcoming annual elections.
- b. Attend sub-committee meetings. His/her duties are to supervise the sub-committees' work and to report on a monthly basis describing the sub-committees' performance.
- c. Be responsible for the inventory report once per semester and report to both the organization and to the Office of Student Affairs about lost items (failure to do so may result in an official warning by the dean of student affairs. Repeated negligence may result in dismissal from the club committee.); and,
- d. Take the minutes during the absence of the secretary.

3. The treasurer shall:

- a. Be responsible for the receipt and disbursement of all funds of the organization;
- b. Ensure that all financial transactions involving advertising, sponsorship, or other non-AUB payments as well as AUB payments are reported to the Office of Student Affairs and processed through the official club account. Failure to report any financial transactions by the club or club members of AUB activities may result in the dissolution of the club and/or the expulsion of the cabinet from the club by the dean of student affairs. Further action in line with the Student Code of Conduct may be taken against individual club members who are judged to have willingly provided misleading information about club financial activities.
- c. Be authorized, jointly with the president, to spend up to LL50, 000 each semester without prior approval of the cabinet. However, s\he should report this at the next committee meeting.
- d. Sign vouchers along with the president.
- e. Ensure that all expenditures are in accordance with the approved budget;
- f. Submit to the club, faculty adviser, and the student activities department a budget report at the end of each semester, and upon request.

- g. Provide the Office of Student Affairs with upcoming spending plans each semester.
- h. The treasurer of the club is personally responsible for unaccounted expenditure by the club.

4. The secretary shall:

- a. Register the club with the Office of Student Affairs at the beginning of the fall semester (registering the club involves a statement signed by the president of the club, faculty adviser and secretary of the club, declaring the names and addresses of various cabinet members);
- b. Keep accurate minutes of all meetings;
- c. Send copies of all minutes to the Office of Student Affairs and make them available to all club members;
- d. Record the attendance of all members and send copies to the Office of Student Affairs;
- e. Submit a report to the Office of Student Affairs at the end of each semester;
- f. Send notices of meetings to all members;
- g. Handle all correspondence, notification, and maintain archives and keep copies of all proposals, reports, official letters, and e-mail printouts.

5. The member-at-large (optional position) shall:

- a. Participate in the decision-making of the cabinet, as well as assist in the implementation of club projects and;
- b. Carry out specific projects as requested by the cabinet.

The terms of office of cabinet members shall be for one year beginning October 1 and ending September 30 of the following year.

Copies of minutes, activity reports, and financial reports must be filed with the dean of student affairs at the end of each semester. Failure to do so will result in placing the club under probation for one semester; thereafter, the dean of student affairs may dissolve the club.

[Back to Top](#)

Article V – Faculty Adviser

The club shall have a faculty adviser. The adviser shall be chosen by cabinet members in consultation with the dean of student affairs from among the full-time members of the faculty with the rank of instructor or above.

The faculty adviser shall:

1. Attend cabinet meetings when possible and advise and assist the cabinet in the planning and implementation of its program of activities.
2. Approve financial requests.
3. Share responsibility in approval of activities.
4. Approve the semester and annual reports before submission to the dean of student affairs, and;
5. Chair elections.

Article VI – Language

The official language of the club shall be English.

Article VII – Elections

Only voting members in good standing shall have the right to vote or to be nominated for office. A voting member in good standing is one who has enrolled and paid the annual subscription on or before December 20, is not on academic probation, or has not received a dean's warning for non-academic violations of the [Student Code of Conduct](#).

Officers for the ensuing academic year shall be elected at a regularly scheduled general meeting to be held sometime between April 20 and June 5 of each year.

1. The call for elections must be announced in writing to all club members, the faculty adviser, and the Office of Student Affairs, at least ten days prior to the date of elections and shall indicate place, date, and time. Another call through e-mail to all members will be announced two days prior to elections by the student activities department.
2. Nominations should be presented to the elections committee for verification of eligibility no later than 48 hours prior to the date of elections. If there are no candidates for any position, a motion from the floor may be made and seconded to nominate any eligible voting member in attendance.

3. Students on probation may not be nominated for office and may not continue in office in the event they are placed on probation during their term of office.
4. Nominees should have spent at least one semester as members in the club.
5. Elections shall be held by secret ballot.
6. Members are expected to vote for all the positions on the same ballot.
7. Any cabinet member may be re-elected either to the same office or to any other office.
8. The Election Committee shall be composed of the faculty adviser (chairperson), a delegate of the dean of student affairs, the president of the club, unless he/she is a candidate.
9. In case of the absence of the faculty adviser, the dean of student affairs or his/her delegate shall chair the election meeting.
10. The quorum for elections shall be a simple majority of the voting membership on record as of December 20.
11. In the event that no quorum is attained at the scheduled election meeting, a second meeting shall be called by the student activities department at a date not earlier than 48 hours, nor later than one week from the first date. Any number of voting members in attendance shall constitute a quorum at this second meeting. Voting shall be by simple majority of the voting members in attendance.
12. After each election, the names of the newly elected cabinet members, together with their positions and AUB post office box numbers, will be announced by the Office of Student Affairs.
13. Cabinet members of one club may not serve on the cabinet of any other club.
14. Should the cabinet of the club fail to hold elections for the coming year during the period specified for elections (between April 20 and June 5), the dean of student affairs shall appoint an interim ad-hoc committee to carry out this function or may reassess the status of the club in accordance with the Student Activities Handbook.

Article VIII – Meetings

1. The cabinet election meeting should be held as stipulated in Article VII.
2. The cabinet shall call for general meetings at least twice a month to discuss plans as well as to review progress of programs under way. A simple majority of members constitutes a quorum.

3. Cabinet meetings should be attended when possible by the faculty adviser.
4. Special meetings may be called for either by the cabinet or by a petition signed by one-third of the voting members.

[Back to Top](#)

Article IX – Committees

The cabinet may form any number of committees and entrust them with specific functions. Members of such committees shall be drawn from members of the club. Either the vice president, or the member-at-large shall chair such committees. In cases where both are members of one committee, the vice president shall chair meetings.

Article X – Expulsion of Members

Any member may be expelled from the club by a two-thirds majority vote of the voting members and after consultation with the dean of student affairs or his/her delegate for either of the following reasons:

1. Violation of the principles and aims of the club or of AUB regulations governing club activities or student membership in clubs.
2. Failure to attend more than 50 percent of the meetings during a semester without a valid excuse submitted to the secretary of the club.

Article XI – Unused Funds

In case of inactivation or dissolution of the club, the balance of funds and/or property of the club shall be placed at the disposal of the dean of student affairs for the support of other clubs.

Article XII – Statement of Policy

1. The club shall abide by the letter and spirit of the university rules and regulations.
2. Robert's rules of order shall prevail wherever a matter is not specifically determined in these bylaws.
3. The faculty adviser shall explain the rules and regulations of the University, of the bylaws, and of Robert's Rules of Order.
4. Violations of these bylaws, including voting without a quorum or making decisions without a majority vote by the general assembly, may lead to action by the dean of student affairs, including the expulsion of the cabinet and/or the dissolution of the club.

5. Where controversy arises, the issue at hand shall be referred to the dean of student affairs who shall make the final decision on that issue.

[Back to Top](#)

Section 2 - Student Representation

1. Constitution of Student Representative Committee (SRC)

[The University Senate](#)

[Article I - Name](#)

[Article II - Eligibility for Office](#)

[Article III - Composition, Elections, and Term of Office](#)

[Article IV - Responsibilities of the Committee](#)

[Article V - Officers and Their Election](#)

[Article VI - Duties and Prerogatives of the Officers](#)

[Article VII - Funding and Expenditures](#)

[Article VIII - Quorum, Decisions, and Minutes](#)

[Article IX - Suspension of the Constitution](#)

[Article X - Amendments](#)

[Article XI - Bylaws](#)

[Article XII - Ratification of the Constitution](#)

2. [University Student Faculty Committee](#)

The University Senate

The University Senate, believing that student participation, responsibly carried out, enhances the educational process which is the principal function of the University, establishes under, and in conformity with the rules and regulations of the University, student representative committees whose guiding principles shall be:

1. The committees shall act in the interest of the student body and the University as a whole.
2. The actions of the committees shall, in all instances, abide by the spirit and letter of the rules and regulations of the University.
3. The committees operating within their competence shall, in all their actions, be responsible before the University.
4. Each of the five faculties of the University and the School of Business, hereafter referred to as the Faculties, shall have a student representative committee.

[Back to Top](#)

Article I - Name

The name of these committees shall be the Student Representative Committees of the American University of Beirut. They shall be referred to hereafter as the "committees".

Article II - Eligibility for Office

1. Any student of the University who is not on probation and who is registered for at least 12-credit hours as an undergraduate, or for 6-credit hours, or thesis, as a graduate, is eligible.
2. The question of student eligibility shall arise at the time he/she is being considered for election and shall be decided by the Office of the Dean of Student Affairs, in accordance with the above conditions.
3. Any duly elected member of the committees shall not be entitled to take office if he/she has been placed on probation, dropped, suspended, dismissed, or expelled by the University in the intervening period since his/her election.
4. Members of the committees shall continue to hold office as long as they are registered for the academic year in which they are serving, as specified under 1 above, unless they are dropped, suspended, dismissed, expelled, or placed on probation.
5. If the membership of any student is dropped for any of the above reasons, election for a replacement shall normally take place within a period of two weeks.

Article III - Composition, Elections, and Term of Office

1. Members of the committees shall be elected by the respective classes in the various faculties of the University. The exact composition of each committee shall be defined in its bylaws.
2. The Office of the Dean of Student Affairs shall supervise and certify the election of student representatives to the committees.
3. A faculty advisor shall be selected by each of the six committees, subject to the approval of the respective dean. The faculty advisor shall be a non-voting member of the committee.
4. The committees shall hold office from November 1 to October 31 of the following year.

Article IV - Responsibilities of the Committee

1. To communicate to the students' information on faculty issues within the competence of the committees.
2. To ensure that students have the freedom and opportunity to express their opinions on such issues.

3. To promote and coordinate social, recreational, and cultural activities of students at the faculty level.
4. To study problems of faculty-wide interest and submit recommendations for their solution to proper faculty authorities.
5. To elect a student representative to the Admissions, Scholarship, and Curriculum Committees in the various faculties of the University. Student representatives in the Admissions and Scholarship Committees in the various faculties shall be non-voting members. Student representatives shall always respect the confidentiality of the proceedings on the various committees on which they serve.
6. To establish sub-committees to study various issues in accordance with the bylaws of the committees.
7. To coordinate their activities in matters of common interest within the provisions of this article.

Article V - Officers and Their Election

The officers of the committees shall be: the president, the vice president, the secretary, and the treasurer. They shall be elected by the committees by a plurality vote.

Article VI - Duties and Prerogatives of the Officers

1. The president of the committee shall represent the committee and preside over its meetings. He/she shall call meetings of the committee whenever necessary.
2. The vice president shall preside over meetings of the committee in the absence of the president.
3. The secretary shall keep the minutes of the committee and shall take charge of all correspondence. He/she shall send copies of all minutes to the Office of the Dean of Student Affairs.
4. The treasurer shall be responsible for the receipt and disbursement of all funds of the committee. He shall make periodic reports to the committee, and an audited final report at the last meeting of the year. All accounts of the committee must be cleared through the Office of the Comptroller.

[Back to Top](#)

Article VII - Funding and Expenditures

1. A fee, to be determined by the committee, shall be collected from each student by the comptroller of the University at the time of registration. The money thus raised and any other funds coming to the committee shall go to the committee's account of which the university comptroller is the custodian.
2. The committee shall submit to the University an annual budget for the coming year by the end of June of each year.
3. The president of the committee, jointly with its treasurer, is authorized to spend committee money without prior approval, committee approval must be obtained at its next meeting. Expenditures in excess of this amount require prior committee approval.
4. Money shall be withdrawn from the committee account by voucher to be signed by the president and treasurer. All expenditures from the committee account shall be in accordance with the approved budget.

Article VIII - Quorum, Decisions, and Minutes

1. An absolute majority of the committee membership shall constitute a quorum, in case there is no quorum on an assigned date, a meeting shall be held 48 hours later at the same time and place. At that meeting those present shall constitute a quorum.
2. Decisions taken at meetings are considered valid if passed by a majority vote of those present and voting. Each member will have one vote, with no proxy voting allowed.
3. Decisions pertaining to committee-sponsored activities of students outside the campus and activities of outside persons on campus require the approval of the University Student Faculty Committee.
4. Any differences between faculties and committees or between committees themselves shall be referred to the University Student Faculty Committee for final decision.
5. All meetings of the committee shall be conducted according to the latest edition of Robert's Rules of Order, copies of all minutes of the meetings of the committee shall be filed with the Office of the Dean of Student Affairs.

Article IX - Suspension of the Constitution

The committee constitution may be suspended by an absolute majority of the entire student body of each faculty and approval of the University Student Faculty Committee. A petition for suspension should be submitted by at least one-fifth of the entire student body of the faculty.

[Back to Top](#)

Article X - Amendments

Amendments to this constitution can be proposed by an absolute majority of the entire committee membership. Proposed amendments can be voted upon after two weeks of prior written notice to the members, and by a two-thirds majority of the entire committee membership.

Such amendments are subject to final approval by the University Student Faculty Committee and by the Senate.

Article XI - Bylaws

Each committee shall draw up its own bylaws which must be approved by two-thirds of the entire membership of the committee and by the University Student Faculty Committee.

Article XII - Ratification of the Constitution

1. This constitution becomes effective once approved by the University Senate and the president of the University.
2. No provisions in the constitution or bylaws of the Student Representative Committees shall contravene any provision in the constitution of the University Student Faculty Committee.

This document was presented by the dean of student affairs to the University Senate for its approval.

It was approved by the senate at its meeting on June 26,1981 and by Acting President David Dodge.

[Back to Top](#)

Section 3- Outlook Bylaws

[Article I - Legal Authority to Operate](#)

[Article II - Scope of License](#)

[Article III - Purpose of Publication](#)

[Article IV - Frequency of Publication](#)

[Article V - Editorial Standards](#)

[Article VI - Intellectual Property Rights](#)

[Article VII - Roles of the Editor-in-Chief and Responsible Director](#)

[Article VIII - Funding of Outlook](#)

[Article IX - Unused Funds](#)

[Article X - Composition of Editorial Board](#)

[Article XI - Terms of Office of Editorial Board](#)

[Article XII - Appointment of Acting Editor-in-Chief](#)

[Article XIII - Selection of the Editor-in-Chief](#)

[Article XIV - Removal of the Editor-in-Chief](#)

*(Adopted by Unanimous Vote of the
University Student Faculty Committee (USFC)
on November 16, 1999)*

Legal Authority to Operate

The publication of Outlook is authorized under a license granted to AUB by decision No. 113 issued by the Lebanese minister of information on July 15, 1957.

Scope of License

Under this license, Outlook must:

1. Serve as a non-political publication for AUB students.
2. Be published in both Arabic and English.
3. Be published no more than once per week.
4. Be circulated to the AUB community without charge.

Purpose of Publication

Outlook shall provide a mechanism by which AUB students:

1. May communicate news and information about events happening on campus including those of educational, cultural, social, and athletic significance;
2. State ideas and express views, opinions and concerns about matters which affect, or are of interest to, them.

Frequency of Publication

Outlook shall normally be published once a week but the editorial board may authorize less frequent publication. Publication may be in both print and Internet (web) media.

Editorial Standards

Outlook shall maintain a non-political and non-sectarian editorial policy stance. Its editorial policy shall further be guided by a commitment to impartial, fair and accurate reporting; a respect for the opinions of others; the publication of diverse views; and a reasonable right of reply.

Published materials may not:

1. Violate the terms of AUB's license to operate Outlook.
2. Violate Lebanese laws.
3. Violate AUB rules and regulations.
4. Recklessly defame or libel others.
5. Advocate intimidation or harassment of others.
6. Further specific political or sectarian interests.
7. Advocate behavior which jeopardizes the health, safety or welfare of others.
8. Offend against reasonable standards of decency.

[Back to Top](#)

Intellectual Property Rights

Material submitted for publication shall become the property of Outlook. Outlook shall only publish material owned by other copyright holders with their prior written consent. Such consent shall be acknowledged in Outlook.

Outlook shall acknowledge and respect trademark registration and ownership.

Roles of the Editor-in-Chief and Responsible Director

The editor-in-chief shall determine what material shall be published except that Lebanese law requires that a responsible director (normally AUB's Director of Information) determine that material intended for publication conforms to the Lebanese legal code.

This review process is a condition of AUB's receiving a license and cannot be waived or modified by AUB. For this reason, no material may be published without the express consent of the responsible director.

In the event of a disagreement between the editor-in-chief and the responsible director concerning implementation of the review process, the dean of student affairs shall make a final determination.

Funding of Outlook

Funds for the publication of Outlook shall be transferred from the University Student Faculty Committee (USFC) budget into an account to be used exclusively by Outlook. The dean of student affairs must countersign expenditures from this budget in order to assure adherence to AUB's fiscal procedures.

However, to reduce its dependence on USFC funds, Outlook is authorized to seek advertising and other appropriate revenues. Such revenues shall be held in a clearly identifiable account and the USFC shall determine at the end of the fiscal year (or at such intervals as it may decide) how

best to use such revenues. In making this determination, the USFC shall seek recommendations from the editorial board.

Unused Funds

If the publication of Outlook is suspended or ceases, any unused funds allocated to it, or revenues received by it, shall return to the USFC account by no later than the end of the fiscal year.

Composition of Editorial Board

An eleven-member editorial board shall manage Outlook. This board shall be composed of:

1. One student editor-in-chief.
2. Two student associate editors.
3. One student layout expert.
4. One student photography editor.
5. One faculty technical advisor.
6. One student business manager.
7. One faculty advisor.
8. One student Outlook web site manager.
9. The responsible director (ex-officio).
10. The dean of student affairs (ex-officio).

Student shall mean a currently enrolled AUB student seeking a degree who is not concurrently a member of staff. Faculty shall mean a full-time member of the AUB faculty.

Each June, the in-coming editor-in-chief shall select members of the editorial board (with the exception of those serving ex-officio).

Terms of Office of Editorial Board

The editor-in-chief shall serve for a term of one year beginning in June. This term may be renewed once only. Other members of the editorial board (with the exception of those serving ex-officio) shall also serve one-year terms but such terms shall be renewable without limit.

The editor-in-chief may remove and replace members of the editorial board (except for those serving ex-officio) for dereliction of duty. Dereliction of duty means consistent and repeated failure to carry out work reasonably required of the board member by the editor-in-chief. Before removing a board member, the editor-in-chief will provide both the member and the dean of student affairs with a written statement of the grounds for removal. This statement is provided for information purposes only.

[Back to Top](#)

Appointment of Acting Editor-in-Chief

In the event that the editor-in-chief becomes incapacitated, is removed from office or ceases to be enrolled as a degree-seeking student at AUB, the USFC shall appoint one of the associate editors as acting editor-in-chief for the remainder of the term. Such service shall not count towards the two-term limit for editor-in-chief.

Selection of the Editor-in-Chief

The editor-in-chief of Outlook shall be elected by a committee for the selection of editor-in-chief composed as follows:

1. The vice president of the USFC.
2. One student member of the USFC elected by the USFC.
3. One faculty member of the USFC elected by the USFC.
4. The current editor-in-chief.
5. The responsible director.
6. The faculty advisor.
7. The dean of Student Affairs.

If the editor-in-chief is a candidate for a second term, s/he may not serve on the selection committee. To replace the editor-in-chief on the selection committee, the USFC shall elect by secret ballot one of the student members of the Editorial Board of Outlook who is not a candidate for the position of editor-in-chief. If five or more of the student members of the Editorial Board are candidates for the position of editor-in-chief, the faculty advisor will select from the student staff of Outlook (which includes the remaining members of the Editorial Board who are not candidates for the position of editor-in-chief) a student to be a member on the selection committee.

The selection committee will be chaired by the dean of Student Affairs. The dean of student affairs shall seek applications for the position of editor-in-chief during the first week of May. The selection committee shall review the qualifications of the applicants, conduct interviews in accordance with established procedure, and elect an editor-in-chief from amongst the candidates. Election is by simple majority. The dean of Student Affairs may vote only to break a tie. The selection committee shall finish its work and elect an editor-in-chief not later than June 5 of each year.

Removal of the Editor-In-Chief

The editor-in-chief may be removed from office if he or she:

1. Is unable or unwilling to perform the duties reasonably required.
2. Withdraws or is dismissed from the University or otherwise ceases to be a degree-seeking student at AUB.

3. Engages in illegal acts directly relating to Outlook.
4. Willfully disregards the statement of editorial standards.

The procedure for removing the editor-in-chief shall be as follows:

5. A written petition citing the grounds for removal shall be presented to the chairman of the USFC and must be signed by at least ten members of the USFC.
6. The chairman will provide a copy of this petition to the editor-in-chief; shall place the petition on the agenda of the next scheduled USFC meeting, and shall invite the editor-in-chief to attend and be heard at that meeting.
7. After hearing from the editor-in-chief, the USFC will vote on the petition and determine its action by a two-thirds majority of the voting members.

Once a petition for removal has been voted upon, future petitions against the editor-in-chief can only be acted upon if they cite new evidence or new grounds for removal.

[Back to Top](#)

Section 4 – University/Student Activities

[Article I – Policy](#)

[Article II – Purpose](#)

[Article III – Procedure](#)

Policy

The American University of Beirut (AUB) shall support events off its premises and that are necessary to its students or that have an impact on their extra-curricular activities.

For activities that are not sponsored by the University, clear separation shall be maintained by the University from such activities. Faculty and staff shall refrain from assuming duties where possible.

Purpose

University faculty and staff, as part of their official capacities, shall at times arrange for various types of off-campus activities such as instructional related trips, field and demonstration trips, recreational, and athletic trips.

University faculty and staff acting as sponsors or instructors of the field activity shall be designated and authorized by AUB to perform such roles in order to assure appropriate liability protection for their acts.

Procedure

1. Any university department or student clubs activities shall be approved by their respective professor and faculty.
2. Approval of any event or activity shall include the review of the process, planning, leading, and organizing activities.
3. The following shall be considered while reviewing activities or events:
 - a. Minimize injury or harm to students or event participants.
 - b. Minimize financial losses arising from legal responsibilities and liabilities to the students organizers, student clubs, participants, and the University.
4. Any activity/event, including food activities, shall be reported to the Environmental Health, Safety, and Risk Management Department (EHSRM). Activity organizers shall:
 - a. Send EHSRM a listing of any games or activities that will be carried out during the event.
 - b. Send EHSRM a list of the food providers who will be serving food.
 - c. Receive a copy of any insurance policy that is extended to cover such activities and/or if there are any reservations.
5. The University shall assist professors and students in the search for proper insurance coverage to cover specific activities. EHSRM shall be informed at least 10 days ahead of the event in order to secure proper coverage and to advise on any additional preventive measures. Additional coverage of personal accidents can be obtained at a premium, provided that names and age of participants are provided.
6. For any activity or event that carries out insurance policies, they shall be reviewed by EHSRM at least 10 days before the event date in order to advise on adequacy. Participants shall be required to make provision for personal medical insurance.
7. Events and activities shall not have any potential for injuring people, e.g., extreme sports, fishing rods and hooks, games including real darts, etc. Dangerous and hazardous activities are excluded from any insurance coverage and shall not be allowed when the nature of the activity is inherently risky even after plans have been made to minimize that risk.
8. In the event of an incident, the primary event organizer shall fill out an "Incident Report" and shall co-sign it by the next person in authority, Student Affairs, and shall send it to EHSRM as soon as possible or within two business days at the latest.

9. Waivers are used for all activities. Signing the waiver shall mean that participants understand the risk involved and are willing to take that risk. The waiver also informs the participant that organizers are taking reasonable precautions and steps to ensure that the event is reasonably safe. The waiver content shall be explained to all participants before signature and including a witness signature.
10. Student organizations and members of those organizations, as entities/groups/individuals separate from the University, are not provided insurance protections or coverage.

[Back to Top](#)

Chapter II - Work-Study Program (WSP) at AUB

The following procedures must be followed; otherwise students will not be paid on time.

1. Who Can Work?

Undergraduates: enrolled for at least **12** credits during a semester or **6** credits during the summer.

Graduates: enrolled for at least **6** credits during a semester or **3** credits during the summer.

Special students: not working for a degree and graduate assistant are not eligible.

2. WSP Requirements

- Department form (WSP) must be filled by the work study program supervisor (main contact person) in the department concerned.
- Departments must send Vacancy Notices to the Work Study Program Office before employment.
- Students who do not have a bank account should open one in order to be paid.

3. Payment Vouchers

Payment vouchers recording all hours worked during the previous month should be submitted to the work-study program office not later than the 2nd day of the following month, and must be signed by the job supervisor. Please ensure that the payment vouchers are filled out completely and accurately. Check will normally be issued on the 10th of the following month.

Please note that if a voucher is not received by the 2nd of the following month or it is incorrect, payment will not be processed.

4. Important Notes

- Students should not perform personal services or work outside AUB-AUBMC premises.
- Job supervisors are kindly requested to notify the work-study program office in case of any reason for termination of employment.
- Department must not exceed the allocated funds for their Work Study Program.
- Job supervisors are not allowed to employ immediate relatives.

- Late payment vouchers (over one month) should be justified in writing by the head of the unit, dean, or director.

- Summer Work-Study Program ends on August 30th except for Jafet Library and General Services at AUBMC.

If you have any questions about the Work-Study program, please contact us on the following:

Contact: Ms. Ramza Saad, Work-Study Program Assistant.

Phone: Extension 3177.

Personal Visit: West Hall 3rd Floor, Room 326.

[Back to Top](#)

Chapter III - Athletics

Sports at AUB

The AUB Athletics Department offers a wide variety of sports activities for male and female students in the form of individual as well as group events. More than 22 activities are offered every semester at AUB, mainly: Football (Men), Volleyball (Men & Women), Basketball (Men & Women), Tennis (Men & Women), Track & Field (Men & Women), Table Tennis (Men & Women), Swimming (Men & Women), Water Polo (Men), Karate, Judo, Taek Won Do, Full Contact, Aikido, Archery, Fencing, Aerobics, Body Building, And Rugby. During the Summer Semester AUB Athletics Department offers activities like Beach Volleyball, Scuba Diving, Wind Surfing in addition to Swimming.

AUB Athletes enjoy exercising in a healthy and clean environment, that is why a wide area of sports facilities are put under their disposal, mainly: Green Football Field, Indoor court, Outdoor Basket Ball Courts, Outdoor Volleyball Court, 450 m Track, Six Tennis Courts four of which are lit, Body Building Gymnasium, Martial Arts Dojo, Dance Room in addition to the AUB Beach that hosts all Summer Activities.

As for matches and tournaments, the AUB Athletics Department prepares at the beginning of each year a full and comprehensive schedule of events in which AUB students participate. This program included matches with clubs, universities and other educational institutions as well as internal competitions among various faculties at AUB. Almost every year AUB varsity teams are sent to participate in competitions outside Lebanon.

[Back to Top](#)

Chapter IV - Student Life

To All Registered Foreign Students who would like to Secure a Residence Permit

Please find below steps to follow in order to secure a Residence Permit:

Step 1: Fill the appropriate Residence Permit Form at the office of student affairs. To fill the form you need to bring with you:

- a. Statement of Fees.
- b. Passport.

After the form is filled it will be signed and stamped by the office of student affairs.

Step 2: Stamp the form at the Registrar's Office.

Step 3: Approve the form at the Ministry of Higher Education, STARCO Bld.

Step 4: Submit the form along with a copy of the statement of fees, 3 Personal photos and a copy of the passport to the General Security office at Coca-Cola area to obtain you Residence Permit.

Office of Student Affairs

Note: All of the above steps are to be done in **PERSON**.

[Back to Top](#)

Chapter V - Student Housing

1. [Student Residence at AUB](#)
 2. [Arrangements for Student Residence](#)
 3. [Residence Hall Rules](#)
-

1. Student Residence at AUB

AUB has six student residence halls on campus and a seventh that is located within easy walking distance of the University. These halls can accommodate about 1082 students. The halls are either male only or female only.

All residences have heat, hot water, showers and reception lounges. The rooms contain basic furnishings.

Two students are assigned to each room. Occasionally, and if space is available, a double room is assigned to one person.

Head residents and student residence hall assistants are available to help students living in the halls.

Students living in residence are charged separately for each semester. The housing fee is shown on the Statement of Fees along with tuition and other charges.

2. Arrangements for Student Residence

All arrangements for living in the residence halls should be made through the Office of Student Affairs.

New students are sent residence hall application forms together as part of the welcome package sent by the Admissions Office following their acceptance. These applications must be filled in and returned to the Office of Student Affairs before the stated deadline.

Students are admitted to residence halls for one semester at a time. Students who wish to continue living in the dorms must fill in an application at the Office of Student Affairs before the end of each semester.

Students who apply to begin living in the dorms during the Spring and/or Summer semesters will be accommodated if places are available.

Students must never assume that housing arrangements have been made on their behalf. Each student should handle his/her housing arrangements personally to ensure that proper action is taken.

Based on the foregoing, the University wishes to emphasize the following points:

- a. AUB offers housing to students as a service, not as an obligation; therefore, it is bound only to the extent of the service that it offers.
- b. Once a student is admitted into a residence hall, the University is only responsible for providing housing for a single semester. Students who wish to continue living in the dorms must reapply to the Office of Student Services within the stated deadline.

3. Residence Hall Rules

These rules are designed for the benefit of the resident community. Please observe them. A more comprehensive list of rules and regulations for the student dorms may be found on the [Student Affairs website](#).

- a. Residents who do not have curfew waiver must be physically present on campus between 12:00 midnight and 7:00 am from Sunday through Thursday, after 1:00 am on Fridays and after 2:30 am on Saturdays.
- b. All residents returning to the dorms after midnight must sign in at the reception desk.
- c. Loitering near the residence halls after midnight is not allowed.
- d. Guests may visit between 9:00 am and 12:00 midnight daily.
- e. Visitors of the opposite sex are not allowed in residents' rooms. Other visitors may be allowed to enter the rooms, but should check in with the dorm receptionist first.
- f. Overnight guests are normally not allowed in the residence halls. However, when necessary and justified, a student may receive an overnight guest after securing permission from Student Housing, and paying the guest fees due.
- g. The Student Affairs Office is not responsible if the personal belongings of residents are lost or stolen.
- h. Acts of vandalism, tampering with fire extinguishers, or throwing any items from windows or balconies will result in severe disciplinary measures, including expulsion from the dorms.
- i. Resident assistants (RAs) are provided with spare keys to help students gain access to their rooms when they have been locked out.
- j. No alcoholic beverages may be consumed or stored in the dorms.
- k. As members of the AUB community, residents are expected to respect the University's policies on harassment and smoking.

- l. Radios, music players and computers, as well as the sounds of conversation and laughter, should not be audible outside of residents' rooms.
- m. Follow the schedule for the use of washing machines and dryers.
- n. Limit the number and duration of telephone calls so that others also have the opportunity to use this shared service.
- o. Residents who wish to work as receptionists under the "Student Work Scholarship Program" should watch for announcements of vacancies posted at the residences.
- p. A separate set of rules governing the work and conduct of receptionists is available. For further information, contact the head resident.
- q. The residence hall is your home away from home. Please take good care of it and keep it clean. Garbage should be disposed of properly and dirty dishes should not be left unwashed.
- r. Damage to furniture or surfaces will be charged to the resident's account.
- s. Residents violating the above rules will be subject to appropriate disciplinary action and may have to pay a fine.

[Back to Top](#)