

AMERICAN UNIVERSITY OF BEIRUT  
OFFICE OF STUDENT AFFAIRS

**MODEL BYLAWS FOR STUDENT SOCIETIES**

**ARTICLE I**

**NAME**

The name of this society shall be .....

**ARTICLE II**

**PURPOSE**

Societies are established to

- 1. promote the academic and professional interests of their members.**
- 2. bring together students who share the same residence halls.**

**ARTICLE III**

**LANGUAGE**

The official language of the society shall be English.

**ARTICLE IV**

**MEMBERSHIP**

The society has two types of membership: voting and non-voting membership.

- voting members are students enrolled in an academic program or a department or reside in one of the campus residence halls and who have paid membership fees by October 25 of each academic year. Students may only registers as voting members in the society of the academic program that he/she is enrolled in or the residence hall he/she belongs to.
- non-voting members may participate in society's activities, but will have no right to vote, to nominate officers, **or to attend cabinet meetings.**
- Societies that do not have sufficient membership, considered to be at least 20 voting members, or do not carry out any activities for ONE semester will be placed on probation. A society that remains on probation for two semesters will be dissolved.**
- The duration of regular membership shall be from October 30 through October 30 of the following year.
- The society must provide the Office of Student Affairs with the names of all voting members **including the cabinet by November 30 of each academic year.**
- The president of the society bears responsibility for ensuring that all voting members of the society are eligible members, particularly pertaining to SECTION I of ARTICLE III. Failure of the society's president to inform the dean of student affairs**

**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 or society.**

## ARTICLE V

### ORGANIZATION

**A society is a student organization managed by the Office of Student Affairs in conjunction with academic units.**

The cabinet of the society shall consist of eight voting members: president, vice president, secretary, and treasurer, in addition to one representative from each class sophomores, juniors, seniors, and graduate.

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 society;
- 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 the vice president in advance of his/her absence from a meeting;
- h. prepare in coordination with the secretary, the agenda of the following meeting following consultation with cabinet members;
- i. sign jointly with the treasurer requests to withdraw money from the society account and provide reports to justify expenditures; all vouchers require the approval and signature of the dean of student affairs, and
- j. take responsibility for society actions or activities that violate Office of Student Affairs guidelines, the Student Code of Conduct or Lebanese law.**

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 committees meetings. His/her duties are to supervise the committees' work and to report on a monthly basis describing the sub-committees' performance
- c. assume responsibility for the inventory report once per semester and report to both the organization and to the Office of Student Affairs 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 society cabinet; and**
- d. take the minutes in the absence of the secretary.

The treasurer shall

- a. facilitate the receipt and disbursement of all funds of the organization in accordance with the established regulations;
- 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 society account. Failure by any society member to report any financial transactions made by the society or by any society member may result in the dissolution of the society and/or the expulsion of the cabinet from the society by the dean of student affairs. Further action in line with the Student Code of Conduct may be taken against individual society members who are judged to have willingly provided misleading information about society financial activities;**
- c. spend jointly with the president, up to LL 50,000 per semester without prior approval, but must report this at the next committee meeting;
- d. ensure that all expenditures are in accordance with the approved budget;
- e. submit to the **the Office of Student Affairs regular** budget reports, and upon request
- f. **provide the Office of Student Affairs with upcoming spending plans at the beginning of each semester.**
- g. **the Treasurer of the society may face personal responsibility for unaccounted expenditure by the society.**

The secretary shall

- a. register the society with the Office of Student Affairs at the beginning of the fall semester;
- 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 society members;
- d. **record the attendance of all members and send copies to the Office of Student Affairs;**
- e. submit a financial and activities report by the end of each semester to the Office of Student Affairs;
- 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.
- h. **Failure by the secretary and/or the president to do so will result in placing the society on probation for one semester; thereafter, the dean of student affairs may dissolve the cabinet's society and calls for new elections.**
- i.

The class representatives shall

- a. participate in the decision-making of the cabinet,
- b. assist in the implementation of society projects, and
- c. **carry out specific projects as requested by the cabinet.**

The term of office of cabinet members shall be for one year beginning November 10 and ending October 30 of the following year.

## ARTICLE VI

### FACULTY ADVISER

The society shall have a faculty adviser. The adviser shall be selected by the department from among the full-time members of the faculty with the rank of **instructor** or above.

The faculty adviser shall

- a. attend cabinet meetings and advise and assist the cabinet in the planning and implementation of its program of activities,
- b. approve financial transactions,
- c. approve the financial statement of each individual activity,
- d. share responsibility in approval of activities,
- e. approve the annual reports before submitting them to the Dean of Students Affairs,
- f. chair elections, and
- g. vote, only in the case of a tie in a vote of cabinet members.

## 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 October 25, is not on academic probation, and is not precluded from voting or being nominated under 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 **November 1 and November 5** of each year.

1. The call for elections shall be announced **in writing to all society members after consultation with the Faculty Adviser**, 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 five days prior to elections by the student activities department.
2. Nominations should be presented to the student activities department for verification of eligibility no later than 48 hours prior to the date of elections. However, during the election meeting, a motion from the floor may be made and seconded to nominate any eligible regular member in attendance.
3. Students **placed on probation or received a dean's warning during their term of office** will be removed from office.
4. Elections shall be held by secret ballot.
5. Members shall vote for all the positions on the same ballot.
6. Any cabinet member may be re-elected either to the same office or to any other office, for a maximum of 3 years in total.

7. In case of the absence of the faculty adviser, the chairperson of the department shall designate a replacement to chair the election meeting.
8. The quorum for elections shall be a simple majority of the voting membership on record as of October 25.
9. In the event that no quorum is attained at the scheduled election meeting, a second meeting shall be called at a date not earlier than 48 hours nor later than one week from the date of the first elections. Any number of voting members in attendance shall constitute a quorum at this second meeting. However, all nominees shall be present
10. Voting shall be by simple majority of the voting members in attendance.
11. After each election, the names of the newly elected cabinet members together with their positions and AUB post office box numbers and e-mail addresses will be announced by the Office of Student Affairs.
12. Should the cabinet of the society fail to hold elections for the coming year during the period specified for elections, the dean of student affairs shall appoint an interim ad-hoc committee to carry out this function **or may reassess the status of the society in accordance with the Student Activities Handbook.**

## ARTICLE VIII

### MEETINGS

1. The cabinet shall meet at regularly scheduled intervals to discuss plans as well as to review progress of programs under way.
2. At least two general assemblies should be held during each semester.
3. The election meeting should be held as stipulated in ARTICLE VII.
4. Special meetings may be called for either by the cabinet or by a petition signed by one-third of the voting members.
5. For ordinary meetings a simple majority constitutes a quorum.
6. Minutes of all meetings must be submitted to the Office of Student Affairs within one week of their approval.

## 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 all members of the society. Either the vice president or the class representative shall chair such committees. In cases where both are members, the vice president shall chair meetings.

## ARTICLE X

### DISSOLUTION

In case of dissolution of the society, the balance of funds and/or property of the society shall be placed at the disposal of the Dean of Student Affairs for the support of other student organizations.

## ARTICLE XI

### GENERAL RULINGS:

1. The society 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. 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.
5. **Societies that violate these bylaws or the regulations stipulated in the Student Activities Handbook, as decided by the dean of student affairs, may face dissolution. In the event a society is dissolved, members will not be entitled to a refund of their membership fees or to any other money that is owed by the society.**
6. **Violations in meetings of these bylaws, such as voting without a quorum or making decisions without a majority vote may lead to action by the dean of student affairs including the expulsion of the society president or the dissolution of the society.**