

Bylaws of the “AUB OUTDOORS FESTIVAL COMMITTEE”

I. Name

1. The name of the committee shall be the “AUB Outdoors Festival Committee.” It shall be referred to in these bylaws as the Outdoors Committee.

II. Purpose

1. “Outdoors Festival” is the official annual AUB festival for clubs, societies and student representative committees. Being non-political and non-sectarian, its purpose shall be purely artistic, cultural, intellectual and/or to provide entertainment for the AUB and surrounding community. It is also a means for student organizations to fundraise.
2. The Outdoors Committee shall oversee the running of the annual Outdoors Festival. All participants in the Festival shall adhere to the rules and decisions established by the Outdoors Committee.

III. Committee Membership and Duties

1. The Outdoors Committee shall supervise the organization of the Festival and shall be comprised of the following:

Dean of Student Affairs – (Chairperson)

A member of Outlook’s Editorial Committee, excluding the editor in Chief

A member of Yearbook’s Editorial Committee, excluding the Editor in Chief

The chairperson of the Public Relations Committee of the USFC

The director of the office of Public Relations

The director of Student Activities

IV. Organization and Role of Committee

1. The Outdoors Committee shall oversee the overall running of the Outdoors Festival. Its duties are to ensure that:
 - a. The Festival is well organized, timely and fair.
 - b. No irregular practices are taking place, particularly concerning finances.
 - c. Rules and guidelines are published for the effective running of the Festival.
 - d. It arbitrates in case of disputes between participating student organization at the Festival.
 - e. The Dean of Student Affairs shall officially call for meetings and ensure that the Committee is acting within AUB policies and procedures. The Dean of students shall have ultimate authority in ensuring that standards of

decency are maintained in harmony with Lebanese laws and the AUB community.

- f. The Dean of Students shall act as final arbitrator in case of technical or financial disputes related to the Festival. The dean however may refer such cases to the Outdoors Committee for consultation.
- g. The committee shall select among candidates from the AUB community an Outdoors Team Leader to lead an Outdoors Executive Team comprised solely of students to supervise and organize Festival activities on the ground.

Outdoors Executive Team:

- a. Members of the Outdoors Team must be screened and approved by the Outdoors committee. The authority of the Team Leader is derived from the Outdoors Committee's decisions.
- b. The Director of Student Activities shall act as adviser on the ground to the Outdoors Team.
- c. Membership in Outdoors Executive Committee is open to all registered AUB students.
- d. The Outdoors Committee and the Team Leader will select the members of the Outdoor Executive Team.
- e. Subcommittees may be formed as recommended by the Outdoors Committee.

VI. Finance

- 1. The Outdoors Committee must approve all financial transactions, including sponsorship deals and overall planning and procedures, without exception.
- 2. The Outdoors Committee shall devise a system for the collection, allocation and dispersal of funds during the Outdoors Festival. The Comptroller's Office and the Office of Student Affairs shall administer the dispersal of funds and ensure accountability through the official AUB budget accounts.
- 3. Outdoors Festival account shall remain independent of any other account.
- 4. The Dean of Student Affairs shall take action in line with university policies and the student code of conduct in case of proof of financial irregularity.

VII. Unused Funds

Funds left over from the Outdoors Festival shall be kept in an agency account for use in the following year, unless the Outdoors Committee decides otherwise.

VIII. Operational Guidelines

For all technical and procedural matters concerning the festival, reference should be made to the Official Outdoors Rules and Regulations, as approved by the Outdoors Committee.

All outdoors planning must conform to AUB safety regulations as deemed appropriate by the Office of Risk Management. Safety issues must be explicitly stated in the Official outdoors Rules and Regulations.