

**AMERICAN UNIVERSITY OF BEIRUT
OFFICE OF STUDENT AFFAIRS**

MODEL BYLAWS FOR STUDENT CLUBS

ARTICLE I

NAME

The name of this club shall be

ARTICLE II

PURPOSE

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

ARTICLE III

LANGUAGE

The official language of the club shall be English.

ARTICLE IV

ORGANIZATION

A club is a student organization managed by the Office of Student Affairs. The cabinet of the club shall consist of: president, vice president, secretary, and treasurer. The cabinet may consist of an additional member serving on the cabinet as member-at-large.

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; after the approval of the cabinet.
- e. Restrain the members when engaged in debate within the rules of order;
- f. Inform the cabinet in advance of his/her absence from a meeting;
- g. Prepare in coordination with the secretary, the agenda for the following meeting;

- h. Sign jointly with the treasurer vouchers to withdraw money from the organization account and provide reports to justify expenditures; all vouchers require the approval and signature of the dean of student affairs.
- i. Face responsibility for club actions or activities that violate Office of Student Affairs guidelines, the Student Code of Conduct or Lebanese law.
- j. Notify the Office of Student Affairs of any changes in cabinet members or Faculty Adviser
- k. Submit accurate minutes of all meetings to the Office of Student Affairs within one week.

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. Assume responsibility 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).
- 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 club account. Failure to report any financial transactions by the club or by any club member regarding any activity 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. Authorized, jointly with the president, to spend up to LL50000 each semester without prior approval of the cabinet. However, he \she should report this to the Office of Student Affairs and at the next committee meeting.
- d. Shall 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 Office of Student Affairs a budget report at the end of each semester; and upon request.
- g. Provide the Office of Student Affairs with upcoming spending plans at the beginning of each semester.
- h. The Treasurer of the Club is personally responsible for unaccounted expenditure by the Club.

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 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 general 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 club and calls for new elections.

The member-at-large (optional position) shall

- a. Participate in the decision-making of the cabinet
- b. Assist in the implementation of club projects
- c. Carry out specific projects as requested by the cabinet.

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

ARTICLE V

MEMBERSHIP

1. Any registered student of AUB who enrolls in the club before December 20 of the academic 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. Membership registration for a society shall be processed by the Office of Student Affairs and payments made at the AUB Comptrollers'. Members who have paid must submit to the Office of Student Affairs all membership forms stamped from the Cashier Office
3. 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.
4. Clubs that violate these bylaws may face dissolution.
5. 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 registered students 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.

6. The duration of membership shall be from date of enrolment till September 30 of the following year.
7. The club must provide the Office of Student Affairs with the names of all voting members including the cabinet by the end of each academic year for reconciliation with the records of the Office of Student Affairs.
8. The president of the club bears responsibility for ensuring that all voting members of the club are eligible members, particularly pertaining to ARTICLE V. 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.

ARTICLE VI

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

- a. attend cabinet meetings when possible and advise and assist the cabinet in the planning and implementation of its program of activities,
- b. approve financial requests,
- c. approve the financial statement of each individual activity,
- d. share responsibility in approval of activities,
- e. act as mediator when controversial issues arise in the club
- f. approve the annual reports before submission to the dean of student affairs,
- g. chair elections.
- h. 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 December 20, is not on academic probation, does not have a dean's warning on his/her record, 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 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 Department of Student Activities for verification of eligibility no later than 48 hours prior to the date of elections. If there are no nominees for a certain position, a motion from the floor during election may be made and seconded to nominate any eligible voting member in attendance. Candidates nominated from the floor who are not eligible, and concealed this fact, will be subject to disciplinary measures.
3. Students placed on probation or received a dean's warning may not be nominated for office and may not continue in 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 Office of Student Affairs at a date not earlier than 48 hours or later than one week from the first date. Any number of voting members in attendance shall constitute a quorum at this second meeting. However, all nominees must be present.
12. Voting shall be by simple majority of the voting members in attendance.
13. After each election, the names of the newly elected cabinet members together with their positions AUB post office box numbers, Emails, ID Numbers, and Phone Numbers will be announced to all members by the Office of Student Affairs.
14. Cabinet members of one club may not serve on the cabinet of any other club.
15. 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.

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 shall be held during each semester

3. The cabinet election meeting shall be held as stipulated in ARTICLE VII.
4. Cabinet meetings should be attended **when possible** by the faculty adviser.
5. Special meetings may be called for either by the cabinet or by a petition signed by one half of the voting members.
6. For special and ordinary meetings a simple majority of members constitutes a quorum.
7. 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 sub-committees and entrust them with specific functions. Members of such sub-committees shall be drawn from members of the club. Either the vice president or the member-at-large shall chair such sub-committees. In cases where both are members of one sub-committee, the vice president shall chair meetings. The President shall appoint chairs to these sub-committees.

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% 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 student organizations.

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.