

AMERICAN UNIVERSITY OF BEIRUT
OFFICE OF STUDENT AFFAIRS

BYLAWS FOR STUDENT SOCIETIES

ARTICLE I

NAME

The name of this society shall be

ARTICLE II

PURPOSE

Societies are established to promote and coordinate the academic and professional interests of their members.

For student housing, societies shall bring together students who share the same residence halls.

ARTICLE III

LANGUAGE

The official language of the society shall be English.

ARTICLE IV

ORGANIZATION

A society is a student organization managed by the Office of Student Affairs in conjunction with academic units or Head Residents for Student Housing Societies.

The cabinet of the society shall consist: president, vice president, secretary, treasurer, in addition to one representative from each class: sophomores, juniors, seniors, and graduate (The cabinet for student housing societies 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 society 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 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 meetings
- h. 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.
- i. Face responsibility for society 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-committees 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 society 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 society cabinet.)
- 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 to report any financial transactions by the society or by any society member regarding any activity 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. 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 society faculty advisor and to 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 society is personally responsible 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 (Registering the society involves a statement signed by President of the society, faculty adviser and secretary of the society 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 society 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 society and calls for new elections.

The class representatives and member-at-large (optional position) 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 V

MEMBERSHIP

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

1. 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 register as voting members in the society of the academic program that he/she is enrolled in or the residence hall he/she belongs to.
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. Societies that do not have sufficient membership, considered to be at least 25 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.
4. Societies that violate these bylaws may face dissolution.
5. For certain activities (such as plays, concerts, and shows) the society 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 October 30 through October 29 of the following year.
7. 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 for reconciliation with the records of the Office of Student Affairs.
8. The president of the society bears responsibility for ensuring that all voting members of the society are eligible members, particularly pertaining to ARTICLE V. 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 society.

ARTICLE VI

FACULTY ADVISER

The society shall have a faculty adviser. The adviser shall be chosen by the 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 transactions,
- 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 society
- f. approve the annual reports before submitting them to the Dean of Students 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 October 25, 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 **November 1 and November 5** of each year.

1. The call for elections shall be announced in writing to all society 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 must 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 may be made and seconded to nominate any eligible regular 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 shall 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 chairperson of the department shall coordinate with the dean of student affairs to designate a replacement to chair the election meeting.
10. The quorum for elections shall be a simple majority of the voting membership on record as of October 25.
11. 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 or 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 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, ID numbers and e-mail addresses 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 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.

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 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 sub-committees shall be drawn from all members of the society. 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 society 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. Violations of the principles and aims of the society or of AUB regulations governing society activities or student membership in societies.
2. Failure to attend more than 50% of the meetings during a semester without a valid excuse submitted to the secretary of the society.

ARTICLE XI

UNUSED FUNDS

In case of inactivation or 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 XII

STATEMENT OF POLICY

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. 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 society.
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.