American University of Beirut
President’s Club

CONSTITUTION
Amended, January 12, 2012

Article I: Name
An organization called the "President's Club" has been established at the American University of Beirut. It shall be referred to, hereafter, as the Club.

Article II: Purpose
The primary aim of the Club is to raise funds to support programs and activities that enhance the quality of life for students at AUB.

Article III: Membership
Membership is open to those who believe in AUB’s mission and the ideals it upholds and who support the purposes of the Club by their contributions.

Article IV: Funds
The Club’s income is provided by membership fees and fundraising activities. Membership fees should be paid by board and club members at the beginning of AUB’s fiscal year namely during the month of October. It will be the duty of the Treasurer to follow up on this matter.

All funds raised by the Club shall be used for the advancement of student welfare on campus in areas that are essential for their development. The Administrative Board, in consultation with the President of the University, shall propose the appropriate distribution of Club funds. Funds shall then be disbursed in accordance with the University’s own procedure. An annual report shall be prepared covering the various areas of expenditures and revenues. For that purpose the Development Office will provide the President’s Club Treasurer with a quarterly report of funds received by the President’s Club. The Treasurer will make sure that these funds have been deposited by the Comptroller’s Office in the President’s Club Account.

Article V: Administrative Board & its Officers
The Administrative Board shall consist of a minimum of 15 and a maximum of 21 members. The Administrative Board shall include a Chair, a Deputy-Chair, a Secretary and a Treasurer as its Executive Committee. The above mentioned officers may assign specific duties to other persons whether they are members of the Administrative Board or not. The President of the University shall be the honorary Chair of the Club.

The Executive Committee shall hold meetings upon call from the Chair, or two of its members. The officers of the Executive Committee shall serve for a period of four years.

Article VI: Responsibilities of the Board
The Board shall take all actions and suggest all measures which it considers conducive to the attainment of the Club’s goals.

Article VII: Duties and Prerogatives of the Executive Committee
The Chair of the Executive Committee shall represent the Board and the Club and preside over its meetings. The Chair shall call meetings of the Board, whenever necessary.
The Deputy-Chair shall carry out functions designated by the Chair of the Board. In the absence of the Chair, the Deputy-Chair shall preside.
The Secretary shall draw up and maintain the minutes of the meetings. The Secretary shall be responsible for the Club’s correspondence, in consultation with the Chairman or the Deputy-Chair.

**Article VIII: By-Laws**
The Board shall draw up its own by-laws which must obtain the approval of two-thirds of the members of the Board. This approval is also required for any amendment of these by-laws.

**Article IX: Amendments**
Amendments to this Constitution can be proposed by a simple majority of the Board members. Written notice of the proposed amendments shall be distributed to the Board members prior to voting. A two-thirds majority is required for any amendment.

**By-Laws**
*Amended, January 12, 2012*

**Article I:** The Administrative Board shall include at least two-thirds Lebanese nationals. Those who are not will still be considered as honorary members but will not be included in the count of board members.

**Article II:** Board meetings shall be held on campus.

**Article III:** The Executive Committee shall form sub-committees as needed. Sub-committees shall coordinate with the Chair, and report to the Administrative Board.

**Article IV:** Members of the Club residing outside Lebanon may be invited by the Administrative Board to organize fundraising activities in their country of residence. These activities should be in coordination with the Executive Committee.

**Article V:** The Administrative Board shall meet once a month to discharge regular business. It shall meet more often at the request of the Chair or the Deputy-Chair or at the request of two members of the Executive Committee or by one third of the Administrative Board.
Notice of meetings shall include an agenda. Topics not on the agenda shall not be discussed unless unanimously accepted by the Board.

**Article VI:** Two thirds of the Board members, present or represented, shall constitute a quorum. A Board member may represent only one member who is not present and proxies shall be in writing.

If there is no quorum at the first meeting, a second meeting shall be called one week later. The quorum for the second meeting shall be more than one half of the members.
A motion needing the vote of the Board may be carried by a majority of the members meeting in quorum.

Voting shall be by a show of hands or by secret ballot when a request to that effect is made by at least three members of the Board.

**Article VII:**
Members of the President’s Club who miss attending, for no valid reason, one third of the regular meetings will be asked by the Board to withdraw.

**Article VIII:** These by-laws may be reviewed by members of the Administrative Board. Any revision must be approved by a majority of the Board, meeting in quorum.

**Article IX:** New members of the Administrative Board shall be elected in the spring. Each nomination must have the support of two members of the Board, shall be in writing, and shall include a rationale for the nomination. New members shall be elected by secret ballot.

**Article X:** Elections of the members of the Executive Committee shall be in the spring of the out-going officers’ term of office. Nominations shall be submitted in writing, and the election shall take place by secret ballot.

**Article XI:** The Dean of Students and a Director of Development shall be ex-officio non-voting members of the President’s Club. They shall provide such services to the President’s Club as is deemed appropriate by the Chair of the Board and the President of the University.