

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

**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 meetings.

- h. Be aware of the event planning process, Poster Policy, and Financial Policy.
- 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 the sub-committees' performance on a monthly basis.
- c. Assume responsibility for the inventory report, if applicable, 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.
- e. Be aware of the event planning process, Poster Policy, and Financial Policy.

The treasurer shall

- a. Facilitate the receipt and disbursement of all funds of the organization in accordance with the established regulations of the Financial Policy.
- 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 LL30000 each semester without prior approval of the cabinet. However, s/he should report this to the Office of Student Affairs and at the next committee meeting.
- d. Ensure that all expenditures are in accordance with the approved budget.
- e. Submit to the club, faculty adviser and the Office of Student Affairs a budget report at the end of each semester 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 Club is personally responsible for unaccounted expenditure by the Club.
- h. Be aware of the event planning process, Poster Policy, and Financial Policy.

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 the 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 club on probation for one semester; thereafter, the dean of student affairs may dissolve the cabinet's club and calls for new elections.
- i. Be aware of the event planning process, Poster Policy, and Financial Policy.

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.
- d. Be aware of the event planning process, Poster Policy, and Financial Policy.

The term of office of cabinet members shall be for one academic year beginning with the start of the fall semester and ending with the end of the spring semester.

## **ARTICLE V**

### **MEMBERSHIP**

1. Any registered regular student can be a member in up to three clubs at AUB. In order for a member to be eligible to vote or to nominate officers, s/he must have joined the club before December 20 of the academic year.
2. Membership registration for a club is done through AUB sis. A nonrefundable membership fee will be billed directly to the student's account.
3. Clubs that do not have sufficient membership, considered to be at least 40 voting members as of December 20, or do not carry out any educationally purposeful 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 until the end of the spring semester of the current academic year.

## **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 full time regular student members in good standing shall have the right to be nominated for office. A 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.

Officers for the ensuing academic year shall be elected at a regularly scheduled general meeting to be held sometime in the spring semester in a date and time specified by the office of student affairs.

1. The call for nomination is announced by the Department of Student Activities through an email sent to club members and club adviser.
2. Nominations should be submitted to the Department of Student Activities within the time frame deadline indicated in the email message for verification of eligibility.
3. 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.
4. Students placed on probation or received a dean's warning may not be nominated for office and may not continue in office.

5. Nominees should have spent at least one semester as members in the club.
6. The Department of Student Activities will send an email to club members including the names of eligible nominees running.
7. The election details (date, time, location) will be communicated 48 hours before elections date.
8. Elections shall be held by secret ballot.
9. Members are expected to vote for all the positions on the same ballot.
10. Any cabinet member may be re-elected either to the same office or to any other office.
11. In case of the absence of the faculty adviser, the dean of student affairs or his/her delegate shall chair the election meeting.
12. The quorum for elections shall be a simple majority of the voting membership on record as of December 20.
13. 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.
14. Voting shall be by simple majority of the voting members in attendance.
15. After each election, the names of the newly elected cabinet members together with their positions will be announced by email to all club members and the club adviser by the Office of Student Affairs.
16. Cabinet members of one club may serve on the cabinet of one other club or on the cabinet of a society.
17. Should the cabinet of the club fail to have nominees for the cabinet positions for the coming year or coordinate for position elections during the period announced, the dean of student affairs may reassess the status of the club.
18. **New Clubs in the Spring Semester:** Any member registered in the club before April 1 will be considered as a voting member and eligible to run for a cabinet position.

## 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.
8. Cabinet members shall inform the club members about their Meeting Agenda.

## **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 in coordination with the cabinet members 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.

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