

AMERICAN UNIVERSITY OF BEIRUT

OFFICE OF STUDENT AFFAIRS DEPARTMENT OF STUDENT ACTIVITIES

Starting a Student Club/Society (student organization)

Before you consider applying to start a new student organization, that is club or society, check the AUB website to see if there is already an organization on campus that is doing what you are trying to start. If you feel that none of the organizations in the existing list match you may start a new one.

General Guidelines for starting a new student organization:

- 1. This completed form along with a six-slide power point presentation must be sent by email to hh62@aub.edu.lb for study and approval . Please note that submissions and requests will be applicable the following semester.*
- 2. The power point presentation should cover the following points:*
 - a. Purpose for starting the organization stating why it is unique*
 - b. List types of activities planned for the upcoming semester directly related to the mission of the organization*
 - c. Challenge: Try to implement the 3 Ws and 1 How in your presentation*
- 3. The cabinet members running the organization must be full time registered students of good academic standing.*
- 4. The adviser must be a full time AUB professor.*
- 5. The list of 40 members showing interest in the club and of 25 members in the society must be current full time registered students.*
- 6. The student organization must abide by university policies and club/society bylaws.*
- 7. The cabinet members are expected to be fully aware of the policies, bylaws, and process to follow and will be directly accountable for any violation.*
- 8. The decision on the submission will be communicated through email .*

Proposed Name of Student Organization (Club or Society):

Mission Statement of Student Organization:

Affiliations of Student Organization (related to regional, national organization or NGO)

___ Yes ___ No

If yes, please specify

Proposed Cabinet of the Student Organization

Position	Full Name	AUB Email	Mobile Phone Number	ID Number	Faculty
President					
Vice President					
Secretary					
Treasurer					
Member at Large					
Additional Member					

Proposed Adviser

I certify that I have revised and accordingly accept the goal and objective of this organization and I willingly accept to be the Adviser of this group and will perform my duties as it is specified by my position and listed in the Bylaws for Student Organizations.

Name of Adviser: _____ **Signature:** _____

NB: Adviser must be a full time AUB professor

*NOTE: Missing the consent of at least **40** members for clubs and of **25** members for societies shall not be regarded, and thus you will lose the chance of officially registering your organization.*

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