

Student Organizations - Policy & Procedures

1.0 Purpose

- 1.1 This policy is designed to ensure that all student organizations operate responsibly and follow the university's policies and procedures.
- 1.2 This policy ensures that all student organizations have the responsibility to serve and provide campus-wide programs, events, or initiatives for all AUIB students.
- 1.3 This policy ensures that all AUIB students have equal opportunity in starting, reactivating, or joining organizations regardless of their gender (male/female), race, color, religion, or disability.

2.0 Scope

- 2.1 This policy applies to all student organizations seeking recognition/support, including students/faculty involved in administration and operation of the student organizations.

3.0 Definitions

- 3.1 Student organization - a group of currently enrolled students at AUIB who come together based on shared interests, goals, or activities to enhance their educational experience through co-curricular involvement.
- 3.2 Advisor - a full-time faculty member who provides guidance and support to a student organization.
- 3.3 Club - recognized student organizations that represent and support the students of AUIB and assist in representing student interests, and offer them a wide range of opportunities to build their leadership skills, get involved, and enhance their feeling of belonging.
- 3.4 Student Activities Board - made up of 12 students who take part in organizing, executing, and monitoring university-wide events.
- 3.5 College Society - each college may have a designated society dedicated to expanding the knowledge and students' experience specific to college programs.

4.0 Policy

- 4.1 Student organizations must be open and welcoming to all members of the university community, regardless of ethnicity, gender (male/female), religion, or background.
- 4.2 Student organizations and their members are expected to adhere to the university's code of conduct, policies, and national laws.
- 4.3 Student organizations have the right to express their views and engage in activities within the boundaries of the law and university policies, fostering a diverse range of perspectives.

- 4.4 Student organizations are encouraged to collaborate, academic departments and administrative units to enhance the overall student experience.
- 4.5 Student participation in on-campus organizations is voluntary.
- 4.6 All student organizations requesting to carry out activities on campus must be officially registered with the Office of Student Life.
- 4.7 Student organizations must submit a constitution outlining their purpose, membership requirements, leadership structure, and activities to the Office of Student Life for registration.
- 4.8 Registration may be granted upon meeting established criteria from the Office of Student Life.
- 4.9 Registered student organizations must renew their status annually.
- 4.10 All student organizations must have at least one advisor (full-time AUIB personnel). Advisors are responsible for guiding the organization, assisting in program planning, and ensuring compliance with university policies. Advisors must maintain regular communication with the organization's leadership and attend key events.
- 4.11 The classification of a student organization can fall into any of the following categories:
- Registered: the student organization has been reviewed and approved by the Office of Student Life.
 - Active: the student organization is actively and regularly engaged in activity each semester.
 - Inactive: the student organization has failed to maintain its regular activities, or the leader has stepped down or been removed.
 - Dissolved: the student organization has not re-registered for the period of one academic year, or the leader has stepped down or been removed, and no replacement leader has been found during the same semester.
- 4.12 Student organizations will not deny membership to any eligible AUIB student.
- 4.12.1 Each semester, the organizations must be recognized by the Office of Student Life by sending a confirmation email of its leadership. Each organization is required to update their information to the Office of the Student.
- 4.13 Official student organizations are subject to the AUIB code of conduct.
- 4.14 Concerns or issues regarding the conduct of student organizations may be forwarded to the Director of Student Life.
- 4.15 Student organization will not duplicate its function and mission of any other student organization.
- 4.16 Each student organization must be registered with the Office of Student Life.

- 4.17 Each student organization must have a designated leader who is accountable and responsible for the leadership of the organization.
- 4.18 A leader may be self-nominated to coordinate and run interest groups such as Student Clubs.
- 4.19 A leader may be nominated and selected by the college administrators to participate and oversee the College Society initiatives.
- 4.20 The office of Student Life staff will be responsible for selecting the appropriate candidate.
- 4.21 Leaders of student organizations must be in good academic standing.
- 4.22 Leaders of student organizations must not have been found in violation of the student code of conduct.
- 4.23 All fundraising activities need to be approved by the Office of Student Life, who will consult and collaborate with the Office of University Advancement as per the Giving Policy.
- 4.24 Student organizations must submit a fundraising proposal to the Office of Student Life for approval before conducting any fundraising activities.
- 4.25 The proposal should include details such as the purpose of the fundraiser, proposed dates, location (if applicable), fundraising methods, estimated budget, and how the funds will be utilized.
- 4.26 Fundraising activities that involve giving out prizes or items to students must record the item, its value, along with the student's name and Campus ID number, and the list to be submitted to the Office of Student Life.
- 4.27 All fundraising activities must be conducted transparently, and accurate records of funds collected and expenses incurred must be maintained as per related University policies and procedures.

5.0 Procedures

- 5.1 Student organizations interested in recognition must submit a completed constitution to the Office of Student Life containing details such as the organization's purpose, membership criteria, leadership structure, and planned activities.
- 5.2 The Office of Student Life will review the constitution to ensure alignment with university policies and values. Feedback will be provided for necessary revisions.
- 5.3 Once the constitution is approved, the student organization will be granted provisional recognition and assigned to a faculty or staff advisor.
- 5.4 The organization must then gather a minimum number of members as specified in the recognition criteria and submit a list of members to the Office of Student Life.

- 5.5 Upon meeting all requirements, the organization will be officially recognized by the university and granted access to relevant resources and privileges.
- 5.6 Advisors are responsible for attending regular meetings of the student organization and providing guidance and support to its members.
- 5.7 Advisors must maintain open communication with the organization's leadership and be available for consultation and assistance.
- 5.8 Advisors should participate in the planning and execution of major events and activities organized by the student organization.
- 5.9 In case of conflicts or challenges within the organization, advisors should work collaboratively with the student leaders to address and resolve issues.
- 5.10 Advisors are encouraged to attend training sessions and workshops provided by the university to enhance their advisory skills and knowledge.
- 5.11 Student organizations seeking to use university facilities, equipment, or resources must submit a reservation request through the Office of Student Life well in advance of the event or activity.
- 5.12 Requests should include details about the event, its purpose, date, time, location, and any specific resource requirements.
- 5.13 The Office of Student Life will review, and process requests based on availability and compliance with university policies. Approved requests will receive confirmation along with any guidelines or restrictions.
- 5.14 Student organizations are responsible for adhering to the approved reservation and ensuring that university resources are used responsibly and returned in the same condition.
- 5.15 Student organizations may apply for funding by submitting a detailed budget proposal to the Office of Student Life during the designated application period.
- 5.16 The budget proposal should include estimated expenses, potential sources of income, and a clear breakdown of how funds will be utilized.
- 5.17 The Office of Student Life will review the proposals and allocate funds based on merit, impact, and alignment with the organization's goals.
- 5.18 Organizations receiving funding must maintain accurate records of expenses, receipts, and financial transactions, which may be subject to periodic audits by the university.
- 5.19 Student organizations planning events must complete the event planning form provided by the Office of Student Life.
- 5.20 The form should include event details, objectives, anticipated attendance, safety measures, and any special requirements.

- 5.21 The Office of Student Life will review the event plan and provide feedback or approval based on university policies and event guidelines.
- 5.22 Promotion of events must adhere to ethical and respectful practices, avoiding any content that may be offensive, discriminatory, or misleading.
- 5.23 Student organizations are encouraged to collaborate with the university's marketing and communication department for effective promotion.
- 5.24 In cases of internal conflicts within a student organization, members are encouraged to seek resolution through open communication and mediation.
- 5.25 If conflicts cannot be resolved internally, the organization may seek assistance from the Office of Student Life for mediation and conflict resolution services.
- 5.26 Mediation sessions will be facilitated by the Office of Student Life, and efforts will be made to reach a mutually agreeable solution that aligns with university policies and the best interests of all parties involved.
- 5.27 Student organizations facing challenges or violations of university policies will receive a written notification from the Office of Student Life outlining the concerns and proposed actions.
- 5.28 The organization's leadership will be allowed to address the concerns within a specified timeframe.
- 5.29 If the issues persist or remain unresolved, the Office of Student Life may initiate a review process, during which the organization's leadership will have the opportunity to present their case.
- 5.30 Depending on the severity of the violations or challenges, the organization may face probation, suspension, or dissolution as determined by the Office of Student Life.

Related Policies and Documents

Advertising and Promotion Policy

Campus Use and Booking Equity Policy

Diversity and Inclusion Event/Activity Sponsorship Financial Policies

Giving Policy

Promotion, Operational, and Financial Support for Student–Generated Activities: Student Incident Response Policy

Social Media Use Policy

Student Code of Conduct Policy

Student Concerns and Complaints Policy