

Student Clubs and Organizations Manual





This manual provides basic information on policies, procedures and services that apply to recognized student clubs and organizations at American University of Sharjah. It is intended to cater to various clubs/organizations and their executives. Although this manual will be very useful in obtaining information related to student clubs/organizations, the *Student Handbook* contains further information and details on the Student Code of Conduct. Students may contact Student Clubs and Organizations Division (SCOD) staff members for specific information. Copies of this manual can be obtained from the Student Clubs and Organizations Division located on the first floor of the Student Center and can be downloaded from the AUS website.

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Dean of Students



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1.1 Student Development and Organizations Department

American University of Sharjah (AUS) students take an active role in governing and shaping campus life. The Office of Student Affairs' (OSA) Student Development and Organizations Department (SDOD) plays an important role in providing students with extracurricular opportunities that promote their intellectual growth, skills and all-around personality development by engaging them in multicultural programs, student clubs and organizations, volunteer programs, student employment, and varied events and activities locally, regionally and internationally. SDOD offers programs through many resources and services that aid student participation and development and build the university's reputation through student achievements. SDOD creates a campus environment that will contribute to the total development and enhancement of student life through extracurricular activities.

1.1.1 SDOD's Mission

The mission of SDOD is to provide extracurricular opportunities that aid and recognize student leadership, learning and development, and build the university's reputation through student achievements.

1.2 Student Clubs and Organizations Division

SDOD's Student Clubs and Organizations Division (SCOD) promotes a rich practice field that allows students to exercise and develop their skills through practical learning experiences outside the classroom. SCOD has three sub-units that provide specific services to student clubs and organizations. Cultural Clubs, Interest-Oriented Clubs and General Events offer a variety of club-specific services that assist students in matters from establishing and joining clubs/organizations to organizing events and activities. SCOD, through SDOD, organizes many of the university's most popular events such as Global Day, Club Fair, UAE National Day and many others.

SCOD recognizes student contributions to extracurricular activities through its various awards, appreciation functions and scholarships. Students benefit from multifaceted extracurricular opportunities that complement formal learning and promote their personal, intellectual and talent growth.



2.1 Student Clubs and Organizations

Welcome to student clubs and organizations at AUS. OSA developed this manual to guide students in establishing and maintaining healthy organizations including clubs, associations and societies. Students can choose from a wide array of interests and activities offered by clubs and organizations, such as culture, business, engineering, science, music, arts, games and many others.

More than 100 AUS student clubs and organizations are hosted by SDOD, with 70 percent of the clubs active during the academic year.

A club is defined as a group of students bound together by common interest and purpose. An organization is similar to a club but it is affiliated with one or more external organizations.

This manual provides comprehensive information that will help students establish a club/organization. Explore the opportunities, benefits and experiences that you will gain in joining or establishing a club/organization of your interest.

To learn more about student clubs and organizations, please visit www.aus.edu/clubs-and-organizations.

2.1.1 Club/Organization Membership

Club/organization membership is open to all full-time undergraduate AUS students. You can register for the club/organization of your choice by logging on to <http://clubs.aus.edu>. Memberships expire a year after registration.

Although Club Fair promotes club/organization membership, it is not the only opportunity to register in any club/organization of your interest. Registration is open throughout the year but will be closed two days prior to the board members' election of the selected club/organization. The elections are held in late spring for both the cultural and interest-oriented clubs.

Students may register as members of as many clubs/organizations as they wish.

2.1.2 Establishing a Student Club/Organization

Students may establish clubs/organizations that promote their common interests. Student clubs/organizations are classified into two areas: Cultural Clubs that promote various national cultures and Interest-Oriented Clubs that cater to student interests and hobbies. It is recommended to select a faculty/staff advisor for the club/organization in order to benefit from their experience and expertise. Once officially registered and recognized, a student club/organization must operate in compliance with university rules and regulations. Club/organization events and activities must be directly related to the mission and goals of the club/organization.

2.1.2.1 Requirements for Establishing Clubs/Organizations

Applicants must be full-time students with a minimum GPA of 2.0 and must not be on social or academic probation.

Applicants must provide the following:

- a completed Student Club/Organization Registration Form listing the eight students serving as board members and the proposed faculty/staff advisor. For cultural clubs, it is preferable that the president of the club is a citizen of the country of focus and those board members are aware of the culture and traditions of the country that the club intends to represent.
- a handwritten list of the names, ID numbers and signatures of at least 20 students interested in being members of the club.
- a written proposal indicating the purpose of the club/organization, including its mission and goals. The club's/organization's purpose must be in line with the mission and vision of the university and should be unique and not duplicate that of already recognized clubs/organizations.
- the proposed club's/organization's constitution stating the club's/organization's rules and regulations.

2.1.2.2 Procedures for Establishing Clubs/Organizations

- Applicants should submit all requirements to SCOD.
- The SCOD Coordinator in charge will review the requirements. Applications with complete requirements will be processed while incomplete applications will be returned.
- The OSA Clubs and Organizations Committee will study the proposal and forward its recommendation to the Dean of Students. Applicants will be notified of the outcome of their proposal. OSA reserves the right to reject or disapprove a club registration request whenever it deems necessary.
- Upon approval of the Student Club/Organization Registration Form by OSA officials, the club/organization becomes officially recognized.

- The club's/organization's email address will be given to the top four board members and an account will be opened with the university's Finance Department to provide funds for the club's/organization's approved events and activities.
- The club/organization may start receiving memberships and a list of members must be maintained.

2.1.3 Reactivating a Dormant Club/Organization

2.1.3.1 Requirements for Reactivating a Dormant Club/Organization

Applicants must be full-time students with a minimum GPA of 2.0 and must not be on social or academic probation.

Applicants must provide the following:

- a completed Student Club/Organization Registration Form listing the eight students serving as board members. For cultural clubs, it is preferable that the president of the club is a citizen of the country of focus and those board members are aware of the culture and traditions of the country that the club intends to represent.
- a handwritten list of the names, ID numbers and signatures of at least 20 students interested in being members of the club.
- a written proposal indicating the reason and purpose of reactivating the club/organization.
- a new or amended constitution in case changes to the club's/organization's constitution are proposed.

2.1.3.2 Procedures for Reactivating a Dormant Club/Organization

The procedures will be similar to establishing a club/organization.

2.1.4 Renewing a Club's/Organization's Registration

Club/organization registration is valid for one year. Clubs/organizations wishing to renew their registrations are required to go through the nomination and election process for club/organization board members.

2.2 Club/Organization Executive Board and Subcommittees

SCOD will oversee and monitor club/organization activities to ensure that its operation complies with AUS rules and regulations.

2.2.1 Collective Responsibilities of a Club's/Organization's Executive Board

Decision-making within the executive board must be handled by a simple majority vote, with each executive accorded with one vote.

The executive board has the following collective responsibilities:

- Work collectively and plan for the club's/organization's events and activities.
- Create a detailed activities plan with the corresponding budget estimate.
- Hold an annual election to elect new club/organization executive board members.
- Manage the day-to-day operations of the club/organization, including its events and activities.
- Organize a Members' Orientation Day (general meeting) to orient members with the club's/organization's operations, plans and achievements. The gathering is also a good opportunity to brainstorm for ideas to develop the club/organization.
- Ensure all gatherings and meetings are approved by SCOD. The Club/Organization Meeting Request Form must be completed and submitted to SCOD for approval.
- Keep a healthy environment within the board to ensure the club's/organization's stability and efficiency.
- Hold regular meetings for at least once a month to discuss the operations of the club/organization. A copy of the minutes of meeting must be submitted to the SCOD coordinator in charge of the club/organization.
- Call for a year-end meeting shortly before the election of new executive board members to discuss the club's/organization's progress, achievements and recommendations for the incoming board members.
- Ensure a smooth transition and turnover of responsibilities with the newly elected executive board. Files and inventories must be properly turned over in the presence of an SDOD appointed staff member.

- Assist the new executive board in the early stages of their term to ensure smooth and uninterrupted operations.
- Consult the SDOD staff to mediate and solve any conflicts through a common resolution should a problem arise within the executive board.

2.2.2 Individual Roles and Responsibilities of Board Members and the Club/Organization Advisor

a) President

- Coordinate all executive board responsibilities in order to hold successful events and activities.
- Facilitate the committee's work and create an evaluation mechanism for achieving its goals in consultancy with all board members.
- Submit event forms to SCOD for approval and follow up on them.
- Ensure completion of all forms, procedures and requirements related to the club/organization.
- Call for meetings and lead the discussion.

b) Vice President

- Assist the president, and act on his/her behalf in his/her absence.
- Support the executive board and assist its members in fulfilling their obligations.
- Ensure proper and smooth transition of information, records and requirements.

c) Treasurer

- Handle all funds of the organization and keep financial records for club/organization activities.
- Develop and implement a system for collecting, managing and distributing funds for the club's/organization's various events.
- Prepare the required budget for all club/organization events.
- Receive the approved funding for an event and ensure that expenditures are within the budget.
- Complete the Post Event Report Form and submit receipts and all other financial documents.

d) Executive Assistant

- Take minutes at meetings and keep a record of all club/organization communications.
- Complete a Post Event Evaluation Form, which should include an assessment and a description of the event.
- File documents related to club/organization activities and plans.
- Draft event proposals in coordination with the president of the club/organization.

e) Activities Coordinator

- Organize events and supervise them.
- Update the event agenda with new ideas.
- Consult with the executive committee on requirements for approved events and budget requirements.
- Ensure event requirements are available before the event.

f) Media Coordinator

- Create posters, flyers and any required designs for club/organization printings.
- Create and implement marketing campaigns that promote the club/organization.
- Provide event publicity via posters or flyers.
- Publish, post and update the club's social media account for their approved events, activities and announcements.

g) Public Relations Coordinator

- Coordinate activities with other organizations on campus with similar goals.
- Arrange for invitations to be sent to guests and speakers for events as needed.
- Work closely with SCOD to promote the club's/organization's activities.
- Find potential external contributors to fund the club's/organization's events.
- Handle the Club/Organization Event External Contribution Form.

h) Sports Coordinator

- Promote sports within club/organization members.
- Assist the activities coordinator in planning activities.
- Liaise between the club/organization and the OSA Student Athletics and Recreation Department for any sports-related events.

i) Advisor

- Share his/her experience and expertise with students to achieve their goals.

2.3 Club/Organization Nomination and Election

At least once a year, clubs/organizations must hold elections to select new executive committee members. The incumbent committee is responsible for organizing and coordinating the election process under the direct supervision of SCOD. Board members are elected through electronic voting. The election period will be announced during the last month of the spring semester for both cultural and interest-oriented clubs.

2.3.1 Nomination Terms and Conditions

- Students may nominate themselves for club board positions by completing a Club/Organization Nomination Form at the SCOD offices.
- Nominees must have a good academic standing with a GPA of 2.0 or above.
- Nominees should have no social or academic misconduct on their record. Nominees with conduct issues will be eliminated and will not go through the election process.
- Nominees should be club/organization members or members of OSA programs and students groups for at least one year.
- After nomination, ineligible nominees are informed by email or phone call. Eligible nominees receive no further notification and their names are uploaded to the Banner election system.
- Club/organization executives are required to serve one complete year in their post.
- Students have a better chance of being elected for one of the top four positions (president, vice president, treasurer and executive assistant) if they have experience (e.g., serving as a board member in club/organization or a key member of any OSA programs and students groups including the Student Leadership Program, Community Services, sports teams and others).
- Students can only run for one cultural club and one interest club at the same time.
- Students cannot run for more than one of the top four positions of two different clubs at the same time; however, they may be able to run for a top position and a lower position in two different clubs/organizations.

2.3.2 Election Terms and Conditions

- Only club/organization members are eligible to vote. To be able to vote, students must register for the club/organization and ensure that their membership is valid two days prior to the club/organization election period. Club/organization membership enrollment will be closed during that period.
- To vote, a club/organization member must present his/her ID in person. SCOD staff in charge will issue an election key that will allow the member to vote.
- Voting in absence or by proxy is not allowed. Any student caught doing so will be subject to disciplinary action.

2.3.3 Election Campaigns

- SCOD will announce the election period and make proper advertisements to promote the elections.
- Each candidate should submit a detailed campaign plan to SCOD.
- Each candidate has the right to promote himself/herself in a manner that is within AUS rules and regulations as defined in the Student Code of Conduct in the *Student Handbook*.
- Campaign materials, activities and their use shall be approved by SCOD management.
- Campaigning is prohibited in the area reserved for the election.
- Violation of any of these terms or conditions shall result in the candidate's disqualification.

2.3.4 Vacancy

In case of a vacancy in the club's/organization's board, the club's/organization's board should announce the vacant position.

Club/organization members who wish to fill the vacant position should meet the club's/organization's requirements to become candidates. Vacant positions can be filled during a period which will be determined by the coordinator in charge for each semester. The vacant position will be filled by simple majority vote carried out by the club board. After this period, a club/organization board member may resign, however, the position will stay vacant for the remainder of the semester.

2.4 Club/Organizations Events and Activities

All clubs/organizations are advised to promote their events to meet club/organization goals and objectives. Representations of the club's cultural or interest area should be present in any event held by a club/organization. Students may seek advice from SCOD on how to organize and conduct events and activities if they lack the experience to do so.

2.4.1 How to Apply for an Event

- Email a detailed event proposal to the coordinator in charge and visit the SCOD offices to discuss the event in person.
- Once approved, register the event online at <http://clubs.aus.edu>.
- Confirm the availability of the venue with the coordinator in charge and reserve it before finalizing your event date and printing your posters. Posters must be emailed to the coordinator in charge for approval and must be stamped by SCOD before posting.

2.4.2 Other Forms Required for an Event

- Club/Organization Meeting Request Form. Whenever the executive board of a club/organization decides to call for a gathering or a meeting with its members, the Club/Organization Meeting Request Form must be completed and submitted to SCOD for approval. Unapproved or informal meetings are not allowed.
- Club/Organization Event Guest/Speaker Form. Students are encouraged to diversify their activities by bringing in guest speakers from outside university. In order to facilitate the approval for guest speakers to be part of the event, student clubs and organizations must fulfill the following requirements and procedures:
- A club/organization intending to bring a guest speaker must complete the Club/Organization Event Guest/Speaker Form.
- The club/organization must provide a copy of the passport of the proposed speaker along with a detailed profile/biography of the speaker.
- Approval for guest speakers is obtained from the AUS Office of Protocol by SCOD and might take up to eight weeks. Clubs/organizations are advised to submit their forms in advance.
- All guest speakers must abide by the AUS code of conduct.
- Club/Organization Media Form. This form is required if the club/organization wishes to invite the media to cover its event on campus. This process is coordinated with the AUS Office of Strategic Communications and Marketing.
- Club/Organization Event External Contribution Form. External contribution is one method of funding your events. If your event requires an external contributor, complete the form for approval before your event takes place.
- Club/Organization Catering Request Form. This form is required to be able to bring food to the university from external food outlets and restaurants. Restaurants that will serve during events or perform live cooking must complete all needed documentation and requirements of the AUS Operations Department. Clubs/organizations are encouraged to approach AUS food outlets to participate in their events before seeking external food vendors.
- Agreement and Liability Waiver, Emergency Information Form and OSA Student Travel Agreement Form. All students participating in SCOD-organized and supervised on- and off-campus events and activities must complete one or all of these forms as applicable. Clubs/organizations must ensure that all students carefully read and accept the agreement before participating in the event.
- Post-Event Evaluation Form. To maintain proficiency and AUS standards, clubs/organizations are required to evaluate their events and SCOD-provided support. This is done to keep a record of achievements, improve services and enhance student life. Presidents will be given evaluation forms to complete and return within seven working days. Subsequent club/organization events will not be processed until the club/organization has completed this requirement.

- Club/Organization of the Year Nomination Form. Club/Organization of the Year is awarded to the cultural and interest-oriented club/organization that has had the most extraordinary activities throughout the academic year. The award committee will take into account the number of activities, visibility and profile, interaction with members, quality of social events organized, fundraising efforts and overall development. Members of clubs/organizations that meet the criteria mentioned can nominate their club by completing the Club/Organization of the Year Nomination Form and submitting it to the SCOD coordinator in charge.
- All forms mentioned above are available for download from the AUS website.

2.4.3 Processing of Forms

Forms that are processed involving other AUS departments must be submitted 10 working days prior to the event date. Forms to be approved by SCOD will be processed within two to three working days. Event proposals are approved based on the nature of the proposed event. Other events may require further modification or adherence to certain restrictions.

2.5 Facilities for Club/Organization Use

SDOD offers facilities for student clubs and organizations to host events and activities. The following Student Center facilities are available for club/organization use:

- fully equipped club/organization offices
- multipurpose room
- meeting room
- Student Center lounge
- TV lounge
- Floating Theater

Reservations of the above facilities are administered by the SCOD coordinator in charge. SCOD strongly advises that all club/organization events and activities be conducted in the OSA Student Center. If needed, use of other university facilities—including the Main Auditorium, lecture halls, the Plaza and others—may be requested through SCOD, which will place a reservation request on behalf of the club/organization.

2.6 Club Items

All club items are the property of American University of Sharjah whether acquired through external contribution, donation or purchased using the Student Activities Fund. Club items are in the safekeeping of SDOD, which controls and monitors the usage. These items are for the official use of clubs for its approved events and activities and cannot be used for personal purposes.

2.7 Contracts and Liability

A contract is a binding agreement between two parties. Student clubs/organizations may need to enter into such agreements with other parties and when doing so the following must be taken into account:

- Contracts need to include a description of the services or products, background information, contract duration, definition of terms, party obligations, operating provisions and enforcement provisions.
- Clubs/organizations must submit the contract to SCOD for review at least four weeks before the event.
- Student clubs/organizations are required to have the SCOD coordinator in charge review all contracts before signing with any vendor. Signing of the contract must be done in the presence of an SCOD representative.
- Although clubs and organizations enjoy the privileges associated with being a recognized group of students, they cannot officially enter into a legally binding agreement on behalf of the university. Clubs and organizations must include a clause in the contract stating that the contract is entered into by the club's representative and on behalf of the student organization they represent. AUS will not be responsible for any legal implications arising out from breach of the contract/agreement by either of the parties involved.

2.8 Awards and Recognitions

Student contributions in extracurricular activities are acknowledged through various forms of recognition and awards. By participating in clubs and organizations, students have the chance to be recognized through awards, scholarships, certificates and many other honors created especially to reward active students and encourage others to participate.

SDOD offers the following awards:

- AUS Active Student Scholarship Award
- Most Outstanding Active Student Award
- Club/Organization of the Year
- Global Day Best Pavilion Award
- Global Day Best Performance Award
- Global Day Best Sustainable Pavilion Award
- Global Day Creative Idea Award (Pavilion)
- Global Day Creative Idea Award (Performance)
- Global Day Team Work Award (Pavilion)
- Global Day Team Work Award (Performance)
- Best Club Fair Stall - Cultural Club and Interest-Oriented Club



3.1 Club/Organization Event Funding Guidelines

At the beginning of each semester, the board of all student clubs and organizations should submit a plan of their events with the corresponding budget estimate to SCOD. Budget estimates must be reasonable.

SCOD will review the proposed budgets and submit it to the OSA Budget and Finance Committee for approval and budget allocation. Club/organization budgets are allocated based on the following criteria:

- nature of activities and events proposed by a club/organization for the semester
- previous club/organization initiatives and achievements
- number of members registered in the club/organization
- clubs'/organizations' planned new initiatives to be implemented
- clubs'/organizations' spending history for the past years

3.1.1 Release of Funds

Funds are released to clubs/organizations once their event is approved online by SCOD. The treasurer of the club/organization must have a savings account with the on-campus branch of Sharjah Islamic Bank. This account must be linked with the respective club/organization through the AUS Finance Department. Approval status of fund requests can be viewed online at <http://clubs.aus.edu>.

3.1.2 Usage of Funds

- Funds can be used for purchase requests for event-related items or other items for the club's/organization's inventory.
- All approved and allocated funds for student clubs/organizations are to be spent for the respective club's/organization's events and development for the current semester.
- Clubs/organizations may use funds for organizational membership in national or professional associations. Personal or individual memberships will not be funded.
- Promotional giveaways may be paid for using the club's/organization's budget. However, promotional giveaways must bear the club's/organization's name and/or logo and must be given for free to students during events.
- Unspent or remaining cash from an event should be returned to SCOD, which will deposit the amount into the respective club's/organization's account.
- At the end of each event, SCOD will audit clubs/organizations. Clubs/organizations are required to submit a completed Post-Event Report Form along with receipts of all expenditures and excess cash, if any. Clubs/organizations must submit the financial report within one week after the event. Subsequent fund requests will not be processed unless the required financial report is submitted to SCOD.

3.1.3 Procedures for Purchase Requests

- Log on to <http://clubs.aus.edu> and complete the online event form, including a list of commodities, with clear justification on how these items serve the event or the club's/organization's goals and objectives.
- For any purchase costing more than AED 1,000, SCOD's approval should be sought and the amount will be paid directly to the vendor.
- All club/organization purchase requests should be approved by SCOD before ordering or buying.
- In case of non-event related purchases, SCOD will evaluate the purchase request before processing and suggest substitute vendors if needed.
- All club/organization purchases should not conflict with AUS rules and regulations and the cost should be within the approved club/organization budget.
- Various club/organization items purchased using the club's/organization's budget, whether for event use or for sale must be checked in at the club's/organization's store in coordination with the storekeeper. Receipts and the actual items bought will be checked by the SCOD coordinator in charge to make sure that the approved budget matches with that of the purchased items.
- All club/organization purchased items are the property of the university and will be under its custody. Club/organization items can be used by the new board of the club/organization under the supervision of SCOD.
- All club/organization equipment is for student clubs/organizations activities use only. Personal use of these items is prohibited.
- Purchases made without proper approval are considered unauthorized. SCOD will not reimburse clubs/organizations for such purchases.
- SCOD does not encourage students to use their own money for purchases for later reimbursement. Rather, students are advised to plan ahead for any purchases.

3.1.4 Restrictions on the Use of Funds

Funds from club/organization budgets cannot be used in any of the following ways:

- for contributions or donations to the campaign fund of any candidate or political or religious movement.
- for contributions or donations to charitable organizations
- to pay honoraria, instruction or service fees to employees or AUS students
- for cash awards and gift vouchers exceeding AED 50 each.
- OSA reserves the right to freeze/seize all funds of a club/organization that misrepresents or violates OSA rules and/or the constitution and bylaws of the club/organization in the use of funds.

3.2 Club/Organization External Contribution

Only registered student clubs/organizations may seek external contribution for their related events/activities. External contribution requests can only be submitted once the club's/organization's event proposal has been approved by SCOD.

3.2.1 External Contribution Procedures

- SCOD oversees the contracting process between student clubs/organizations and external contributors and determines whether contracts are needed for different and specific aspects of an event.
- To obtain approval for external contributions, the club/organization must complete the Club/Organization Event External Contribution Form.
- All communications with the external contributor should be documented and approved by SCOD.
- In case of an external company offering a contribution, SCOD will obtain the approval of the AUS Marketing and Promotions Committee and OSA.
- Written agreement between the clubs/organizations and the external contributor should be in place, signed and endorsed by SCOD.
- All related advertising/marketing materials of the external contributor should be approved by SCOD and verified by the Office of Strategic Communications and Marketing, if required.
- External contributions should be deposited to the respective club's/organization's account.
- All check payments should be made payable to American University of Sharjah only and not under the name of an employee or a student.
- The club's/organization's treasurer or designee can request SCOD to withdraw the external contribution through an SCOD memo to the Finance Department authorizing the withdrawal.
- All external contributions and spending should be registered in the Post-Event Report Form along with invoices and bills. This form should be submitted to SCOD within one week after the event.
- External contributions are to be spent for the respective club's/organization's events and development for the same academic year. Any remaining balance at the end of the academic year will not be carried forward to the next academic year.

3.3 Club/Organization Fundraising and Donation Campaigns

Only registered student clubs/organizations may engage in fundraising/solicitation activities to sell products or services or collect donations in the name of the club/organization. This should be implemented after the club/organization obtains approval from SCOD.

3.3.1 Sale of Items During an Event

Subject to SCOD's approval, clubs/organizations can sell event-related items during an event. Transactions should be properly documented, and the revenue should be deposited in the club's/organization's account.

Any cash proceeds from an SCOD-funded club/organization event should be turned over to SCOD, which will deposit the amount to the respective club's/organization's account.

3.3.2 Ticket Sales

- To control ticket sales, the club/organization will request pre-numbered tickets by completing an Event Ticket Form.
- Any payments made against the revenue generated from tickets sales should be approved by the SCOD beforehand. These types of payments should be documented and verified via bills and should be included in the Post-Event Report Form.
- All tickets should be stamped by the SDOD
- Raffle draws and lotteries are prohibited.
- Unsold tickets must be returned to the coordinator in charge.

3.3.3 Donations and Fundraisers

- Any club/organization planning for donation campaigns and fundraising activities must complete a Fundraising Activity Request Form from the Community Services Division.
- Prior to the charity campaign, the form should be submitted to SCOD for approval.
- Only on-campus donation campaigns and bake sales are allowed, after the approval of SCOD.
- Any amount generated from donation campaigns should be turned over to SCOD, which will deposit the amount into the AUS Charity Account.
- The club/organization must keep accurate financial records of the donation campaign and provide them to SCOD whenever requested.
- All club/organization-organized donation campaigns will be monitored via donation coupons and cash donation boxes, and will be controlled by SCOD.
- Donation campaigns involving the on-campus selling of food are subject to the approval of SCOD.
- All food and beverages requiring heating or cooking are normally not allowed, except in the outdoor area with prior permission from SCOD.
- Appropriate hygiene procedures should be implemented in coordination with the Operations Department and SCOD.
- Revenue generated from bake sales should be turned over to SCOD within 24 hours. SCOD



will deposit the amount into the AUS Charity Account in coordination with the Community Services Office.

- Raffle draws and lotteries are prohibited.

4.1 Club/Organization Media and Publications

Clubs and organizations may publish newsletters, magazines or other written materials, provided that they are in accordance with the club's/organization's mission and goals and that they are in line with the policies and procedures of the AUS Office of Strategic Communications and Marketing. All media and publications need to be reviewed and approved by SCOD before being published or disseminated.

4.1.1 Media and Publications Guidelines

The following guidelines apply to all clubs/organizations and are intended to assist students in creating media and publications content that are worthy, appealing and within generally accepted standards:

- Clubs/organizations that intend to publish any type of material must work with the SCOD coordinator in charge for approval.
- Clubs/organizations must act responsibly and should respect and understand the generally accepted standards of media and publications of AUS, Sharjah and the UAE. These generally accepted standards include respect of the social, cultural, moral and religious values (with particular regards to Islam) of AUS, Sharjah and the UAE.
- Shooting film and still photography on campus for commercial purposes or distribution is not permitted.
- Clubs/organizations that request to film documentaries or other programs will be decided on a case-by-case. A formal written request from the student club/organization should be addressed to SCOD stating the purpose of the documentary and how it will be used.
- Photographs, video or audio clips, tapes of clubs'/organizations' events on or off campus are restricted to clubs'/organizations' use, AUS course requirement, or for AUS publications/programs. Prior to filming or photographing a club/organization event, permission should be obtained from SCOD.
- Unauthorized use, release or distribution of a club's/organization's photos and videos to external media is punishable by disciplinary action as per the Student Clubs/Organizations Conduct Process.
- TV and radio media personnel who are interested in covering a club's/organization's event or in conducting interviews for special stories must send an official letter of request to the Office of Student Affairs. The letter must state the purpose, date and duration of the media coverage.
- Clubs/organizations that plan to advertise in newspapers or magazines to promote their activity or event must first obtain approval from SCOD regarding the advertisement's content and artwork as well as the print media of choice.

OSA management does not interfere in the editorial content of any club's/organization's media or publication, unless there is a perceived violation of the rules of AUS, the laws of Sharjah and the UAE, and a malicious intent towards an individual, group or institution.

4.1.2 Social Media Guidelines

Social media has become increasingly popular among organizations, communities and individuals as a communication tool and a source of news updates. Among the most popular and commonly used social media platforms include Facebook, Twitter and Instagram. Due to its potential of causing significant impact on the university's reputation, student clubs/organizations must adhere to the social media guidelines to protect the image of the university and to guide them in properly representing their clubs/organizations in these social media platforms.

The use of social media platforms requires each club/organization to be responsible and accountable for the content they are publishing/posting. Below are guidelines that clubs/organizations should adhere to:

- Clubs/organizations social media accounts are for official use only.
- OSA management, through its official social media accounts, will post all clubs'/organizations' official announcements. The clubs/organizations are encouraged to share or repost related information afterwards.
- Clubs/organizations should not post confidential or proprietary information.
- Clubs/organizations should not use social media to discuss a situation involving named or pictured individuals in any public forum without their permission.
- Clubs/organizations should not use social media to engage in political or religious topics.
- Clubs/organizations should not use social media to harm the university or other clubs/organizations.
- Clubs/organizations are responsible for their posts, whether on their own site or to those of

others. Posts must have valuable insights.

- Clubs/organizations are held liable for posts and comments deemed to be of copyright infringement, defamatory, proprietary, libelous or obscene.
- Clubs/organizations should be thoughtful about the contents of their posts and the potential audience.
- Clubs/organizations should bear in mind that they are sharing their views as a club/organization and not as a representative of AUS.
- Clubs/organizations that come across illegal/inappropriate posts/content should inform the coordinator in charge immediately.
- Clubs/organizations should appoint one person to be responsible for their social media accounts. This person is responsible for ensuring the club's/organization's compliance with the guidelines.
- When a club/organization is in doubt as to whether certain information should be published, they should ask the coordinator in charge before doing so.
- Information posted on social media should not misrepresent the rules and values of American University of Sharjah, the Emirate of Sharjah and the United Arab Emirates.
- If a new social media platform becomes available in the market, clubs/organizations should first seek approval from the coordinator in charge before opening an official account with the new platform.
- Board members of clubs/organizations are allowed to use the clubs'/organizations' official social media accounts during their official term only.
- Failure to comply with the social media guidelines and the misuse of official club/organization social media accounts is subject to disciplinary action. Please refer to the *Student Handbook* for more details.

4.1.3 Posters

Student clubs/organizations may use posters to advertise their event if the following guidelines are adhered to:

- Clubs/organizations must email a draft copy of the poster to the coordinator in charge for approval.
- Approved posters must be stamped by SCOD before they can be posted.
- All posters must contain the name, date, time and place of the event in English.
- Posting is allowed only on bulletin boards or any designated area on campus.
- Posters should not portray pictures or caricatures of political or religious icons and slogans.
- No commercial logos or trade names should appear in posters unless approved by SCOD.
- No vulgar/obscene imagery is permitted on posters.





Violation of the above posting guidelines may lead to the termination of the event. Further disciplinary action against a member or the club will be pursued if it is deemed necessary.

5.1 Student Clubs and Organizations Conduct Process

The Office of Student Affairs' (OSA) Student Development and Organizations Department (SDOD) provides students with a variety of extracurricular opportunities that promote their intellectual growth, skills and all-round personality development. OSA has established policies and procedures that guide students in establishing, joining and operating student clubs and organizations, which are overseen by SDOD's Student Clubs and Organizations Division. These policies and procedures are outlined in the *Student Club/Organization Manual* to serve the AUS student body and the university in adhering to best work practices. In addition to the rules outlined in the *Student Clubs/Organizations Manual*, students are expected to abide by the Student Code of Conduct and the rules and regulations of AUS and the law of Sharjah and the UAE.

OSA has developed the Student Clubs/Organizations Conduct Process to respond to reported violations involving student clubs/organizations, groups of students (board members) as well as individuals associated with student clubs/organizations.

5.1.1 Context of Action

If a registered club/organization is proven to be in violation of AUS policies, OSA processes or the Student Code of Conduct, OSA reserves the right to withdraw the recognition of a registered student club/organization, deny the club's/organization's privileges or impose disciplinary actions as defined in the conduct process. Club/organization recognition can be denied for the following reasons:

- any falsification of information whether during the registration process or during the academic year
- the club/organization fails to abide by the aforementioned policies

5.1.2 Inquiry/Conflict Resolution

If a club/organization is found to be in violation of the policy, rules and regulations of AUS and/or OSA, an inquiry will be conducted as follows:

- The club should submit a report in writing to SCOD about the alleged violation within 72 hours (three days) of the incident.
- SCOD will review the report in consultation with the Director of SDOD.
- The club/organization representative will be called in for further clarifications.
- If the SCOD and Director of SDOD determine that the club/organization is in violation, disciplinary action will be imposed as deemed fit.
- The Director of SDOD will coordinate with the Judicial Affairs Department regarding the recommended disciplinary action and forward it to the Dean of Students or the Dean of Students' designee for approval.
- OSA reserves the right to temporarily suspend the responsible club/organization prior to organizing a formal hearing and whenever it is deemed necessary to protect the interests of one or more individuals or the university community as a whole. This decision will be made with the approval of the Dean of Students' or the Dean of Students' designee.

5.1.3 Appeals

The SCOD administration will notify the club/organization in writing about the outcome of the hearing and the decision taken. The club/organization has the right to appeal the decision in writing to the Dean of Students within 72 hours (three days) from the time of notification.

The appeal will be processed as per the appeals procedures stated in the latest *Student Handbook*.

5.1.4 Sanctions

The sanctions will take into account the intent of the respondent, the effect of the violation on students, clubs/organizations and the AUS community as a whole, as well as the club's/organization's previous history. Two kinds of sanctions may be assigned in case of a violation: administrative and educational.

5.1.4.1 Administrative Sanctions

These sanctions impact a club's/organization's status and/or its ability to conduct its operations. The administrative sanctions can be one or a combination of the following:

- verbal reprimand with a record in the club's/organization's file

- a written reprimand with a record in the club's/organization's file
- appropriate financial or other restitution and penalty
- probation period (determined on a case-by-case basis)
- suspension of university privileges
- dissolving the club/organization
- any other action or sanction recommended by OSA

5.1.4.2 Educational Sanctions

These sanctions require the organizations to participate in one or a series of activities that will deter it from occurring again. These sanctions will not affect the organization's status as student club/organization, nor its ability to conduct operations. Educational sanctions would be one of the following:

- attendance at educational workshops related to the university policy that has been violated, such as a workshop on fund release, a workshop about gate clearance procedures, a workshop on reserving space, etc.
- participation in a Community Services project or completion of certain community service hours assigned to the club/organization in relation to the type of violation committed
- submission of a reflection paper by the responsible student or club/organization

Administrative sanctions will be implemented if a club/organization fails to fulfill the imposed educational sanctions.

5.1.5 Conduct of Students on Student Council or Boards of University-Registered Clubs/Organizations

Students on Student Council or the board of university-registered clubs/organizations are role models for their peers. AUS expects all board members to adhere to the highest standards of ethical behavior. A student on any board who is found in violation of the Student Code of Conduct or Academic Integrity Code or UAE laws during his/her tenure will be immediately ejected from the club/organization and discharged of his/her responsibilities from the date of receiving the notification from the university's administration.

Disclaimer

The Office of Student Affairs reserves the right to change, update, remove or add policies and procedures from time to time whenever it deems necessary. Student clubs/organizations will be notified of any policy change via email.

The Office of Student Affairs reserve the right to terminate a club/organization; to suspend a board member; and to stop, mediate or delay any event in response to any or all acts breaching the Student Code of Conduct, AUS policies and the Laws of Sharjah and the UAE by event participants, student organizers and any third party involved in order to preserve the image of the institution and the safety of the community engaged in and around during the event. This process compliance includes all AUS students participating in and/or representing the university at both on and off campus as well as regional and international activities organized by the Office of Student Affairs within the scope of extracurricular activities.

Forms

The following forms are available at www.aus.edu/student-clubs-organizations-forms.

- Club/Organization Registration Form
- Club/Organization Meeting Request Form
- Club/Organization Event Guest/Speaker Form
- Club/Organization Media Form
- Club/Organization Event External Contribution Form
- Club/Organization Catering Request Form
- Post-Event Report Form
- Post-Event Evaluation Form
- Event Requirement Form – Student Council
- Agreement and Liability Waiver – Off-Campus Activities
- Emergency Information Form
- OSA Student Travel Agreement Form
- Global Day Event Requirement Form
- Global Day Guidelines
- Global Day Stalls/Corners Work Execution Agreement
- Global Day Choreography Contract
- Global Day Non-AUS Student Band Contract – Outdoor Stage
- Club/Organization of the Year Nomination Form



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