

Student Club/Organization Nomination Form

Student Engagement and Leadership Department (SELD)
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Submit completed forms to sactivities@aus.edu

Student Clubs/Organizations must hold elections annually to select new board members. The nomination, campaign and election process is under the direct supervision of SCOD. Board members are elected through an electronic voting system. The nomination, campaign and election period will be announced during the latter part of the spring semester for both cultural and interest-oriented club/organizations.

The following positions are open for nominations, the top four of which are considered the "Executive Board":

1. President
2. Vice President
3. Treasurer
4. Executive Assistant
5. Activities Coordinator
6. Media Coordinator
7. Public Relations Coordinator

General eligibility criteria

For a student to be eligible to run for a post on a club board, he/she must:

- be a member of the organization he/she is nominating for
- be a full-time undergraduate student enrolled in a minimum of 12 credit hours
- have a GPA of at least 2.0 at the time of nomination
- have completed at least two semesters at AUS
- have no record of conduct probation or a greater sanction resulting from a violation of the Student Code of Conduct
- be able to serve one complete year in the post

Specific eligibility criteria for Executive Board nominees

For a student to be eligible to run for a post on the Executive Board, he/she must:

- fulfill all the general eligibility criteria mentioned above
- have prior experience as a club/organization board member or a key member of OSA programs and student groups from the Student Leadership Program, Community Service and Outreach, Student Athletics and Recreation Department and the Student Residential Life Department

Nomination Terms and Conditions

- Nominees must fulfill the eligibility criteria. A nominee who does not meet the eligibility criteria will not go through the election process.
- Students must present their AUS IDs to the SCOD Coordinator at the time of nomination.
- Students cannot run for more than one of the top four positions in two different clubs at the same. However, they may be able to run for top position and lower position in two different organizations.

Student Organization Details

Club/Organization:

Today's date:

Nominees

No.	Position	Name	AUS ID no.	Contact no.
1	President			
2	Vice President			
3	Treasurer			
4	Executive Assistant			
5	Activities Coordinator			
6	Media Coordinator			
7	Public Relations Coordinator			

Campaign

Date:

Time:

Location:

Protocol for Campaigns

All students campaigning must acknowledge and abide by the following protocols:

- Candidates must submit a detailed campaign plan to SCOD one week before the elections.
- All campaign materials are subject to SCOD approval before they can be used.
- Official club email accounts and social media platforms cannot be used for campaigning.
- Campaign posters must be posted in designated notice boards only. Campaign posters are prohibited in classrooms, lifts, toilets and staircases; on glass doors or windows; or inside the library.
- Campaign posters must indicate the campaigning candidate clearly. Posters which do not explicitly identify a candidate are prohibited.
- Campaign activities are allowed in SCOD designated areas only. Campaigning is not allowed in the polling area.
- A candidate must not place his/her own poster on top of others' posters or over university announcements.
- A candidate must not tamper with, deface or remove any material published by another candidate.
- A candidate must not threaten, harass, intimidate, or otherwise interfere with other candidates' right to campaign.
- A candidate reserves the right to promote themselves; adhering to the university's Student Code of Conduct.
- A candidate must not influence a voter in the way he/she votes by exerting undue influence (i.e., intimidating, pressurizing, or offering bribe in cash or kind).
- A candidate must not use any form of media or verbally communicate a false statement about a candidate's withdrawal.
- A candidate must not publish any false or private information of another candidate.
- A candidate must not pay any individual to display or distribute campaign material, or to campaign.
- A candidate must not campaign or influence voters within the election area.

Campaign Expenses and Sponsorship Guidelines

The following guidelines set forth the responsibilities of a candidate for expenses incurred and sponsor contributions towards campaign activities:

- SCOD does not provide funds for campaign activities and will not be financially liable for campaign expenses.
- Candidates soliciting sponsorship from external entities do so at their own personal capacity. They cannot solicit on behalf of a student organization or the university.
- Candidates are required to submit the name of their potential sponsor(s) indicating their form of contribution, whether in cash or in kind. Sponsorship is subject to the approval of SCOD.
- Candidate posters cannot be used as a marketing tool for sponsors. No commercial logos or any form of advertisement are allowed on campaign posters.
- External food vendors joining campaigns as sponsors or paid for their goods and services must submit the necessary documents required by the Operations Department. Food vendors will not be allowed without complete documentation. Consult SCOD for documentation requirements.
- Sponsor's marketing materials are subject to the approval of the concerned AUS department.
- Candidates must submit a financial report on expenses incurred against sponsor contribution.

Election

Date:	
Time:	
Location:	
Closing of Club Membership:	

Election Terms and Conditions:

- Only organization members are eligible to vote. Organization membership will be closed 2 days before the election.
- Elections will be conducted through an online voting system.
- To vote, an organization member must present his/her ID in person.
- Voting in absence or by proxy is not allowed. Any student caught doing so will be subject to disciplinary action.

Candidates found in violation of the Student Organization Nomination, Campaign and Election guidelines will be disqualified by the SCOD. Furthermore, the candidate will be referred to the Student Conduct and Conflict Resolution office for the due process.

Acknowledgement

By signing below, I confirm that I have read and accepted the terms and conditions stated in this form:

No.	Position	Signature
1	President	
2	Vice President	
3	Treasurer	
4	Executive Assistant	
5	Activities Coordinator	
6	Media Coordinator	
7	Public Relations Coordinator	
8	Sports Coordinator	