



Student Clubs/Organizations Manual

Office of Students Affair



Being part of a club or organization can be one of the most rewarding parts of student life at American University of Sharjah (AUS). We encourage you to explore the many opportunities, benefits and experiences that you will gain by joining or establishing a club/organization of your interest.

This manual is the ultimate guide for student clubs/organizations at AUS. Students should follow this manual when organizing student events and programs. It provides helpful information on booking of facilities, inviting guest speakers and overall important policies pertaining to student event planning. The event coordinators in the Student Engagement and Leadership Department (SELD) are available to answer your questions related to the manual and the policies it outlines.

A link for the manual will be sent to all student clubs/organizations at the beginning of each semester, and the manual can be downloaded from the [AUS website](#).



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Student Engagement and Leadership Department

American University of Sharjah (AUS) students take an active role in governing and shaping campus life. The Office of Student Affairs' (OSA) Student Engagement and Leadership Department (SELD) plays an important role in providing students with extracurricular opportunities that promote their intellectual growth, skills and all-around personality development. At AUS, students can participate in leadership programs, student clubs and organizations, volunteer programs, student employment, and varied events and activities locally, regionally and internationally. SELD offers many resources and services that aid student participation, creating a campus environment that contributes to the total development and enhancement of student life through extracurricular activities.

SELD's Mission

SELD fosters socially responsible individuals through programs, activities and cultural awareness and understanding focused on inclusive and impact practice programs.

SELD:

- supports a more student-focused learning environment that motivates students and organizations toward realizing their goals and outcomes in which achievements are recognized
- fosters collaboration among campus departments
- self-empowers students through programs
- assists students in planning and budgeting for their events, clubs and organizations
- aids in promoting cultural awareness
- ensures that students are complying with campus policies and procedures

Student Engagement and Leadership Department

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Student Clubs and Organizations Division

Student Clubs and Organizations Division (SCOD) is a division of the Student Engagement and Leadership Department (SELD) dedicated to promoting programs, events and activities that allow 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 organizations. Cultural Clubs, Interest-Oriented Clubs and General Events offer a variety of club/organization-specific services that assist students in matters ranging from establishing and joining student clubs/organizations to organizing events and activities. SCOD 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.

Student Clubs and Organizations Division

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Student Clubs/Organizations

A student club/organization is defined as a group of students bound together by common interest and purpose with some having affiliation with one or more academically linked external organizations. Organizations are generally affiliated with an external organization (e.g., engineering societies).

To learn more about student clubs and organizations and to see a list of current clubs and organizations, please visit www.aus.edu/clubs-and-organizations.

Membership

Student 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 one year after registration. Students may register as members of as many clubs/organizations as they wish.

Board Members

Student club/organization board membership comprises the following:

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

The Executive Board comprises of the top four positions and the Subcommittee comprises of the remaining positions. A student club/organization can only be established if there is a complete line-up of Executive Board Members.

Establishing a Student Club/Organization

AUS hosts more than 70 active student clubs/organizations. Any student interested in establishing a student club/organization may approach SCOD and share his/her idea to the coordinators. The SCOD staff will work with the students on the procedures pertaining to establishing a club/organization.

Student clubs/organizations at AUS are categorized as follows:

- Cultural Clubs: promote diversity through a representation of the multicultural student body at AUS
- Interest-Oriented Clubs: cater to student interests, hobbies and academic affiliations

Students who wish to apply to start a club must be full-time students with a minimum GPA of 2.0 and have no record of conduct probation or a greater sanction resulting from a violation of the Student Code of Conduct

Requirements

Before you can register your club or organization, you must have the following in place.

- Executive Board: A club/organization Executive Board is comprised of the President, Vice President, Treasurer and Executive Assistant.
- Advisor: The advisor must be an AUS staff or a faculty member or a graduate student.
- Members: At least 20 members are required to establish a club/organization.

- Constitution/Bylaws
- Event and Budget Plan

Procedures

Follow the procedures below to establish your club or organization:

1. **Form the Club/Organization Executive Board.** There are 7 positions in the board. The Executive Board positions of President, Vice President, Treasurer and Executive Assistant are mandatory. The Subcommittee comprised of 3 coordinator positions is optional.
2. **Find an Advisor.** It is mandatory for a student club/organization to have an advisor. An advisor can share his/her experience and expertise and be a mentor to your student club/organization. The advisor can be either an AUS staff or a faculty member or a graduate student.
3. **Recruit members.** You need at least 20 members who share common interests as to the purpose and mission of the student club/organization.
4. **Create your club's/organization's constitution/bylaws.** The constitution/bylaws must contain information about the mission and goals of the student club/organization and the roles and responsibilities of the board members. The purpose of your club/organization must not be similar to an existing registered club/organization at AUS. If you need assistance in creating your constitution/bylaws, contact the Student Activities Coordinators.
5. **Create an event and budget plan.** Create an event plan for events you want to conduct throughout the academic year. List down the events with a brief description of each event, its learning outcome and the corresponding budget required.
6. **Complete and submit the Student Club/Organization Form.** Download the Student Club/Organization Registration Form, fill it and submit it along with the constitution/bylaws and your event plan to sactivities@aus.edu.
7. **Review and approval.** The SELD Student Club/Organization Committee will review your application for registration. You may be required by the committee to sit in a meeting to discuss your application. You will be informed on the status of your application within two weeks starting from the day that all requirements have been received.

Once officially registered and recognized, a student club/organization must operate in compliance with university rules and regulations. Events and activities organized by the club/organization must be directly related to the mission and goals of the club/organization. A club's/organization's registration is valid for one year.

Clubs/organizations wishing to renew their registrations are required to go through the nomination and election process for board members.

Reactivating a Dormant Club/Organization

The requirements and procedures will be the same to establishing a club/organization.

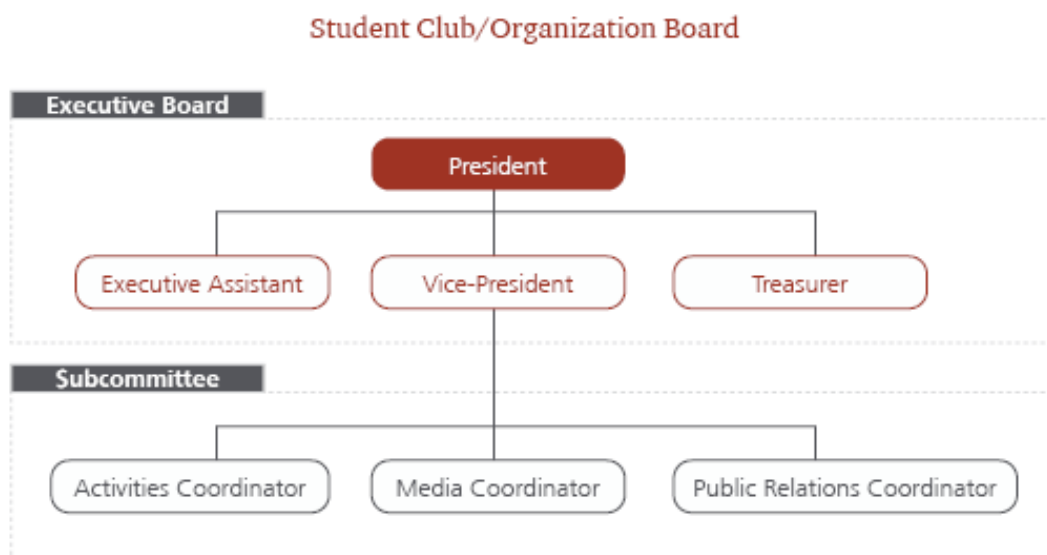
Faith-Based Organizations

There are also opportunities for personal growth and development beyond campus-based AUS cultural and interest-oriented clubs. Members of the university community subscribe to a range of religious beliefs and spiritual practices. Individuals seeking interaction to explore matters of faith and spirituality may connect with others through designated places of worship in Sharjah and throughout the United Arab Emirates. The AUS campus is home to a beautiful mosque that serves as the center for spiritual life for Muslims, and those who practice other faiths and religions may contact places of worship to find out more about programs and activities.

Executive Board and Subcommittee

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

Organizational Structure



Collective Responsibilities of the 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 activity plan with the corresponding budget estimate.
- Hold an annual election to elect new board members.
- Manage the day-to-day operations of the club/organization, including its events and activities.
- Participate in the Week of Welcome to introduce their club/organization to new students and at the same time orient members with the club's/organization's plans for the semester.
- Ensure all gatherings and meetings go through the usual event approval process of SCOD.
- 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. Minutes of the meeting must be submitted to the SCOD staff for reference and records.
- Ensure a smooth transition and turnover of responsibilities with the newly elected board. Files and inventories must be properly turned over in the presence of an SCOD staff member.
- Assist the new board in the early stages of their term to ensure smooth and uninterrupted operations.

- Consult the SCOD staff to mediate and solve any conflicts through a common resolution should a problem arise within the board.

Individual Roles and Responsibilities of Board Members and the Advisor

a) President

- Coordinate all executive board responsibilities in order to hold successful events and activities.
- Facilitate the work and create an evaluation mechanism for achieving its goals in consultancy with all board members.
- Submit event proposals 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 board and assist members in fulfilling their extracurricular endeavors.
- Ensure proper and smooth transition of information, records and requirements to incoming board members.

c) Treasurer

- Work with executive board in creating an annual budget plan for the organization. Budget plans are to be created right after the election.
- Handle all funds of the club/organization and keep financial records of all event expenditures and awarded prizes.
- Develop and implement a system for collecting, managing and distributing funds for the club's/organization's various events.
- Receive the approved funding for an event and ensure that expenditures are within the budget.
- Complete the [Student Club/Organization Post-Event Report Form](#) and submit receipts and all other financial documents within two days after the event.

d) Executive Assistant

- Take minutes at meetings and keep a record of all communications. Submit minutes of the meeting to SCOD after every meeting.
- Work in conjunction with the Treasurer to complete the [Student Club/Organization Post-Event Report Form](#). The Executive Assistant will complete the event assessment part and the Treasurer will complete the financial part of the report.
- File documents related to the club's/organization's 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 board on requirements for approved events and budget requirements.
- Ensure event requirements are available before the event.

f) Media Coordinator

- Create posters, flyers and any other design work required by the club/organization.
- Create and implement marketing campaigns that promote the club organization.

- Provide event publicity via posters and the social media account of the club/organization.
 - Publish, post and update the club's/organization's social media account for their approved events, activities and announcements.
- g) Public Relations Coordinator
- Coordinate activities with other student club/organizations for collaborative events.
 - 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's/organization's initiatives in seeking for sponsorships from external entities and facilitate the completion of the Memorandum of Agreement Between Student Organizations and Vendors/Contributors.
- h) Advisor
- Share his/her experience and expertise with students to achieve their goals.
 - Coach and mentor students on how to benefit from the extracurricular opportunities offered by the university and gain from practical learning experiences.

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 requirements to become candidates. Vacant positions can be filled during a period which will be determined by SCOD for each semester. The vacant position will be filled by simple majority vote carried out by the club's/organization's board. After this period, if any board member resigns, the position will stay vacant for the remainder of the semester.

Nomination and Election

Clubs/organizations hold elections annually to select new board members. The SCOD is responsible for organizing and coordinating the nomination and election process. The elections are conducted online through Engage. All students will receive an email with a link to the online election platform where they can cast their votes.

Nomination Terms and Conditions

- Students may nominate themselves for board positions by completing the nomination form in Engage which will be made available during the announced nomination period.
- Nominees must be full-time students with a minimum GPA of 2.0.
- Nominees must have no record of conduct probation or a greater sanction resulting from a violation of the Student Code of Conduct.
- Nominees must be a member of the club/organization for which they are nominating as a board candidate.
- Nominees must be able to serve one complete year in the post.
- After nomination, eligible nominees are informed by email.
- Students cannot run for an executive board position in two different clubs/organizations at the same time; however, they may be able to run for an

executive board position and a subcommittee position in two different clubs/organizations.

Election Terms and Conditions

Only club/organization members are eligible to vote. To be able to vote, students must register for the club/organization.

Election Campaigns

- SCOD will announce the election in various communication channels to ensure that all students are informed.
- 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 the SELD management.
- Violation of any of these terms or conditions shall result in the candidate's disqualification.

Events and Activities

Activities and events are the heart of any student club or organization. Each event and activity should be designed to represent the culture or interest area that the club or organization represents. Students may seek advice from their advisor or from the SCOD staff on how to organize and conduct meaningful and productive events and activities. All clubs/organizations are advised to promote their events in order to meet their goals and objectives.

Board members of student clubs/organizations need to attend a mandatory workshop conducted by SCOD at the beginning of the academic year. This workshop empowers students and provides them with the requisite skills needed for running a healthy and successful student club/organization.

How to Plan and Apply for an Event

1. Consult your advisor.
2. Discuss with the Student Activities Coordinator. The staff can help you in planning successful events by identifying learning outcomes, drafting the program, budget estimation, required equipment, scheduling, choosing a venue and many other event-related matters.
3. Complete the [Student Club/Organization Event Proposal Form](#) and email it to the coordinator. You may be required to visit the SCOD offices to discuss the event in person. Processing time is between 2 to 8 weeks, depending on the nature of the event.
4. Once your proposal is approved, register the event in the SCOD online events management system at clubs.aus.edu. This process should be done by the Treasurer or by the President in the absence of the Treasurer or if the Treasurer does not have a bank account with Sharjah Islamic Bank (AUS Branch) to receive the requested funds.
5. Funds will be deposited in the Treasurer's bank account within 10-15 days from the date of approval. Status of approval may be monitored on clubs.aus.edu.
6. Promote your event. Create a poster that contains an artwork that is relevant to the event. The event date, time and location must be boldly advertised. Posters can only be published in the club's/organization's social media account or printed

once approved by the coordinator. The number of printouts is determined by the coordinator depending on the size of the event.

7. A coordinator will attend your event to supervise and provide you with the necessary support. Do not hesitate to seek help or assistance.
8. After your event is over, your club/organization is required to evaluate it and submit a report within in two working days. Complete the [Student Club/Organization Post-Event Report Form](#) and submit it to the coordinator along with a few photos of your event.
9. Meet with the coordinators to reflect on and evaluate your event, and to discuss future improvements.

Virtual Events

During the university's remote learning period, SELD has migrated all of its services, programs, events and activities to virtual space. In this non-traditional platform, SELD strives to deliver its services, programs, events and activities without compromise to the ethical and moral values that we uphold at AUS. The following guidelines are set forth to ensure online events are planned and conducted in a manner that adheres to AUS values and standards:

- SELD-approved virtual events are official AUS events and will be conducted as per AUS rules, regulations and standards.
- SELD virtual events are exclusively for AUS community members to attend unless otherwise specified.
- Participants must join online sessions using their full name and AUS ID number.
- Participants should not share the session link of exclusive online sessions with those not authorized to participate.
- Blackboard Collaborate and Google Meet are the only platforms approved by AUS for club/organization virtual events.
- Club/organization hosts/moderators must not share their access privileges with anyone else.
- Clubs/organizations must conduct their online sessions according to the SELD-approved program and content. No political or religious discussions are allowed.
- Organizers and attendees must conduct themselves with respect at all times and refrain from abusive behavior and the use of profanity.
- Organizers and attendees must present themselves appropriately and in accordance with the Sharjah Decency Law, most particularly the dress code.
- Organizers and attendees must ensure that they are located in a place that is conducive to online sessions. It is one's responsibility to protect their own privacy or that of the people around them physically, whether they are at home or elsewhere.
- Creativity is encouraged but the use of backgrounds, images, videos and audio recording that maybe offensive to others is prohibited.
- The chat feature is monitored at all the times. Use it to ask questions or share information. Inappropriate or abusive posts will be addressed immediately.
- SELD reserves the right to terminate, mediate or delay the online session in response to any or all acts breaching these guidelines, 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, to preserve the image of the institution. This process compliance includes all AUS students participating and/or representing the university in online events within the scope of extracurricular activities.
- Breach of any of the above rules and guidelines will be referred to the office of Student Conduct and Conflict Resolution for due process.

Useful Tips in Planning and Conducting Online Events

- It is a good idea to rehearse your online session to make sure that everything will go as planned.
- Join the session 15 minutes before the event to test your connection and prepare the materials to be shared during the session and have them ready. Always stick to the approved program.
- If the session is not open to the public or if seats are limited, consider asking students to register first through a Google form. You can then share the event link/invitation link with the approved participants.
- It is recommended to assign up to two moderators for each event: one to take care of the technical needs of the event and one to welcome participants, monitor chats/polls proactively and immediately report to the staff any inappropriate/abusive posts.
- If you want to advertise your event through the OSA Instagram account, make sure you share the approved post at least three days before the event. Add the event link or event registration link to your club Instagram bio.
- If you are using Google Meet, consider using a virtual background.

Event Policies

For the purpose of promoting safety and the efficient use of resources, SELD has outlined specific policies that support the university's sustainability efforts and to keeping a safe environment for the AUS community and its guests.

- Refer to Appendix B of this manual for the Animal Policy
- Refer to Appendix C of this manual for the Policy on Sustainable Events

Facilities for Club/Organization Use

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

- workstations with computers and desks
- multipurpose room
- meeting room
- lounges
- bleachers
- TV areas
- floating theater

Reservations of the above facilities are administered by the SCOD for approved events only. SCOD strongly advise that all events and activities be conducted in the Student Center. If needed, use of other university facilities—including the Main Auditorium, lecture halls, the Plaza and others—may be requested through SCOD but this is subject to availability and approval of the AUS Events Management Department.

Event Items and Equipment

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

Event Funding Guidelines

Before the beginning of the new academic year, the board of all student clubs and organizations is required to submit an events and budget plan to SCOD.

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

- nature of activities and events proposed by the club/organization for the academic year
- 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

Release of Funds

Funds are released to clubs/organizations once their event is approved online by SCOD. The treasurer (or president) 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>.

Usage of Funds

- Funds can be used for purchase requests for event-related items or other items for the club's/ organization's inventory. Expenses should be incurred in line with the approved event budget.
- 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 academic year.
- Clubs/organizations may use funds for organizational membership in national or professional associations. Personal or individual memberships will not be funded.
- Expenses incurred by clubs/organizations should be consistent with the nature and purpose of the event.
- Promotional merchandise may be paid for using the club's/organization's budget. However, the merchandise must bear the club's/organization's name and/or logo and the merchandise's artwork must be approved by SCOD before production.
- 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. SCOD will deposit the excess cash to the AUS cashier, who will return the cash to the respective club's/organization's account. Clubs/organizations should always provide original, preferably printed, receipts. Clubs/organizations must submit the post-event report within two working days after the event. Subsequent fund requests will not be processed unless the required [Post-Event Report Form](#) is submitted to SCOD.
- Clubs/organizations should provide a clear and complete explanation for expenses incurred after the event or if expenses are inconsistent with the nature of the event.

Procedures for Purchase Requests

- All club/organization purchase requests must be approved by SCOD.
- All purchase requests will be processed through the AUS Procurement Department. This process usually takes up to 1 month. In exceptional and justified circumstances where time is of the essence, a direct purchase may be authorized subject to management approval.

- For non-event related purchases, SCOD will evaluate the purchase request before processing.
- 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 storage of SCOD. Receipts and the actual items bought will be checked by SCOD to make sure that the approved purchase request matches with that of the purchased items.
- All club/organization purchased items are the property of the university and will be under its custody.
- All club/organization equipment is for student 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. Fund requests usually takes 10–15 working days.

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 AUS employees or students
- for cash awards and gift vouchers exceeding AED 500 each

SCOD reserves the right to freeze/seize all funds of a club/organization that misrepresents or violates SCOD rules and/or the constitution and bylaws of the club/organization in the use of funds.

External Contributions to Clubs/Organizations

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. SCOD oversees the contracting process between student clubs/organizations and external contributors and determines whether agreements are needed for different and specific aspects of an event.

Although student clubs/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. Before signing student clubs/organizations must understand and accept the disclaimer in the agreement stating that the agreement is entered into by the club's/organization's representative and on behalf of the student club/organization they represent. AUS will not be responsible for any legal implications arising out from breach of the agreement by either of the parties involved.

Guidelines

- To obtain approval, the club/organization must complete the Club/Organization Memorandum of Agreement (MOA) Between Clubs/Organization and Vendors/Contributors Form four weeks before the event. Please contact SCOD for the form.

- Agreements need to include a description of the services or products, background information, agreement duration, definition of terms, party obligations, operating provisions and enforcement of provisions.
- Student clubs/organizations are required to have the SCOD coordinator in charge review all agreements before signing with the other party.
- 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 approval from the concerned AUS department.
- All related advertising/marketing materials of the external contributor/vendor should be approved by SCOD and verified by the Office of Strategic Communications and Marketing.
- 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.
- To fund the event, the club's/organization's treasurer can request SCOD to withdraw the external contribution by providing information and justification on how the contribution will be used for the event.
- 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 two working days after the event.
- External contributions are to be spent for the respective club's/organization's events and development for the same academic year.
- All external contributions must be aligned with the SELD Community Service and Outreach Fundraising Policy provided in Appendix A of this manual.

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 type of activity can only be implemented after the club/organization obtains approval from SCOD.

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 to the club's/ organization's account.

Ticket Sales

- To control ticket sales, the club/organization will request pre-numbered tickets by completing an [Event Ticket Control Form](#).
- All tickets should be stamped by the SDOD.
- Raffle draws and lotteries are prohibited.
- 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. Unsold tickets must be returned to SCOD along with the Event Ticket Control Form.

Donations and Fundraisers

- Any club/organization planning for donation campaigns and fundraising activities must submit a proposal to Community Service and Outreach (CSO). The proposal must include the purpose of the fundraising, details of activities, target amount, method of fundraising and the name of the beneficiary. Fundraising to support other countries for calamities and natural disasters can only be proposed once Emirates Red Crescent initiates a similar campaign.
- The proposal must be approved by CSO and SCOD prior to the fundraising campaign.
- Fundraising campaigns can be conducted on campus only.
- Any amount generated from fundraising campaigns should be turned over on the same day to SCOD, which will deposit the amount into the AUS Charity Account.
- The club/organization must keep accurate financial records of the fundraising campaign and provide them to SCOD whenever requested.
- All club/organization-organized fundraising campaigns will be monitored via coupons and cash donation boxes and will be controlled by SCOD.
- Fundraising campaigns involving the on-campus selling of food are subject to the approval of SCOD and University Support Services.
- All food and beverages requiring heating or cooking are normally not allowed, except in the outdoor area with prior permission from SCOD and AUS Safety and Crisis Management.
- Raffle draws and lotteries are prohibited.
- All fundraising initiatives must be aligned with the Community Service and Outreach Fundraising Policy provided in Appendix A of this manual.

Communications and Publications

Clubs and organizations may publish social media content, newsletters, magazines or other written promotional 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 Office Strategic Communications and Marketing. All promotional items need to be reviewed and approved by SCOD before being published or disseminated.

Guidelines for Promotional Content

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

- Clubs/organizations that intend to publish any type of material must work with the SCOD for approval.
- Clubs/organizations must act responsibly and should respect and understand the generally accepted standards of promotional content 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 are allowed to shoot video or still photography on campus for purposes of promoting their club/organization.
- Clubs/organizations that request to film documentaries or other programs will be decided on a case-by-case basis. 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, meeting an AUS course requirement, or for AUS publications/ programs.
- 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 contained in this manual.
- 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 SCOD. 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.

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 SCOD for approval.
- Clubs/organizations cannot use the official AUS landmark and seal in their event posters. Alternatively, they can use the plain text "American University of Sharjah" in their posters.
- Approved posters must be stamped by SCOD before they can be posted.
- All posters must contain the name of the club/organization and logo, if any, and the name, date, time and place of the event in English.
- Posting is allowed only on bulletin boards.
- 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 or language is permitted on posters.

SCOD 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.

Social Media Guidelines

Social media is popular among organizations, communities and individuals as a communication tool and a source of news updates. Among the commonly used social media platforms include Instagram, Twitter and Facebook. 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.
- SCOD, through its official social media accounts, will post all clubs'/organizations' official announcements. The clubs/organizations are encouraged to share or repost related information.
- 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 account 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 or content should inform SCOD 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 consult SCOD 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 SCOD 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.

Awards and Recognitions

Student contributions in extracurricular activities are acknowledged through various forms of recognition and awards. By participating in student clubs/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.

SELD offers the following awards:

- Most Outstanding Student Leader Award
- Best Student Organization
- Most Proactive Student
- President of the Year Award
- Most Outstanding Student Volunteer
- Global Day Best Pavilion Award
- Global Day Best Performance Award
- Global Day Best Sustainable Pavilion Award
- Best Club Fair Stall - Cultural Club and Interest-Oriented Club

Student Clubs and Organizations Conduct Process

The Office of Student Affairs' (OSA) Student Engagement and Leadership Department (SELD) 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 SELD's Student Clubs and Organizations Division. These policies and procedures are outlined in the *Student Clubs and Organizations Manual* to serve the AUS student body and the university in adhering to best work practices. In addition to the rules outlined in this manual, students are expected to abide by the Student Code of Conduct, the rules and regulations of AUS, and the laws 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.

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

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/organization should submit a report in writing to SCOD about the alleged violation within 24 hours of the incident.
- SCOD will review the report in consultation with the Director of SELD.

- The club/organization representative will be called in for further clarifications.
- If the SCOD and the Director of SELD determine that the club/organization is in violation, disciplinary action will be imposed as deemed fit.
- The Director of SELD will coordinate with the Student Conduct and Conflict Resolution Department regarding the recommended disciplinary action.
- 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.

Appeals

The SCOD 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 Student Conduct and Conflict Resolution Department within 72 hours (three days) from the time of notification.

The appeal will be processed as per the appeals procedures stated in the [Student Handbook](#).

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: educational and administrative.

Educational Sanctions

These sanctions require the club/organization to participate in one or a series of activities that will deter it from occurring again. These sanctions will not affect the club's/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
- participation in a Community Service and Outreach project or completion of certain community service hours assigned to the 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.

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
- 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

Conduct of Students on Student Council or Clubs/Organizations Boards

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.

- [Student Club/Organization Registration Form](#)
- [Student Club/Organization Post-Event Report Form](#)
- [Student Club/Organization Election Nomination Form](#)
- [Student Club/Organization Event Proposal Form](#)
- [Student Club/Organization Event Ticket Control Form](#)

Contact SCOD for the Memorandum of Agreement Between Student Organizations and Vendors/Contributors form.

Appendix

A. Community Service and Outreach Fundraising Policy

Purpose:

The purpose of this policy is to ensure that fundraising activities conducted by or through Community Service and Outreach (CSO) are in line with the mission and goals of AUS and are consistent with the laws and legal requirements of UAE. The policy further aims to set guidelines for accepting, documenting and presenting donations generated from fundraising activities.

Scope

This policy covers all fundraising activities conducted by or through the CSO, fundraising activities by OSA-registered student organizations including the Student Council and other student organizations recognized by an AUS school/college.

Definitions:

AUS: American University of Sharjah

OSA: Office of Student Affairs

VPSL: Vice Provost for Student Life

SELD: Student Engagement and Leadership Department

CSO: Community Service and Outreach

Fundraising: for the purpose of this policy, fundraising is defined as any activity that is aimed at generating funds and obtaining in-kind support for charitable purposes locally or internationally. Fundraising includes the following activities:

- appeal for cash donations, goods, services and discounts from the AUS community, commercial entities and individuals
- sale of goods
- ticket sales for food fests, musicals and concerts
- space rental or charging participation fees
- appeal for sponsorship

Policy Statement:

CSO strives to promote mutually beneficial partnerships that respond to community needs and expand student understanding of voluntary work and their roles in the society. Through fundraising, CSO aims to support charities and link students with the various needs of the society.

CSO aims to ensure that high standards of integrity are maintained in its fundraising activities and with those that are conducted through CSO by student organizations officially recognized by the university. Every effort is made to ensure that all donations are documented, well accounted for and presented to the intended beneficiaries in a timely manner.

Policy Dissemination:

OSA department heads, CSO student volunteers and the executive board of OSA-registered student organizations including the Student Council.

Responsibilities:

- CSO: Review and approve proposals for fundraisers, monitor fundraising activities, control and safekeeping of coupons, tickets and cash donations, liaise

between AUS and UAE charitable organizations and oversee the counting and documentation of cash donations.

- SELD: Deposit cash donations to the AUS Charity Account at the AUS cashiers and request the VPSL for the disbursement of funds to the appointed beneficiary.
- VPSL: Approve disbursement of funds and request Finance Department to release the funds to the appointed beneficiary.
- Student Organizations and Student Council: Submit fundraising proposals to CSO, remittance and accounting of cash donations with CSO, and request disbursement of funds to beneficiary.

Ethical Guidelines:

- CSO does not endorse any product or services of donors or sponsors.
- CSO does not engage in games of chance, such as raffle draws and lotteries, to raise funds.
- Fundraising will be truthful and indicate the intended use of donated funds.
- Donations shall be used for their intended purpose.
- CSO shall respect the privacy and dignity of fundraising beneficiaries.
- CSO shall honor a donor's request for anonymity.
- AUS staff, student volunteers and any third party involved in fundraising shall act with fairness and integrity.
- Donations will be acknowledged through charity tickets and official receipts for major donations.

Beneficiaries:

- Fundraising activities are intended to benefit and support AUS charity initiatives.
- Other than AUS, only UAE-recognized charitable organizations can be appointed as beneficiaries.
- Charitable organizations outside the UAE are subject to the approval of Emirates Red Crescent. There must be a branch of Emirates Red Crescent in the country where the charitable organization is located.

Procedures and Guidelines:

- Proposal. Student organizations wishing to conduct fundraising activities must submit a proposal to CSO. The proposal must include the purpose of the fundraising, details of activities, target amount, method of fundraising and the name of the beneficiary. Fundraising to support other countries following calamities and natural disasters can only be proposed once Emirates Red Crescent initiates a similar campaign.
- Review and Approval. CSO will review the proposal and approve those that comply with the policy. Approvals are limited to proposals whose purpose is to raise funds for legitimate charitable purposes, those that promote and enrich community and voluntary work among students, and those that aim to provide funding for AUS charity initiatives and projects.
- Marketing Materials. Posters, announcements and other marketing materials are subject to the review and approval of CSO before they can be posted or published.
- Venue. Fundraising must be conducted in the designated area only. Door-to-door appeals for cash donations across the campus is not allowed. Virtual platforms and digital methodology will be employed for online fundraisers.
- Sale of Goods and Merchandise. Goods that are being sold must not violate trademarks or copyrights. For merchandise with a value of more than AED 1,000,

CSO will provide the initial funds to procure the merchandise through the AUS Procurement Department. This process will take at least three weeks. Any merchandise with printed artwork is subject to the approval of CSO or by the Office of Strategic Communications and Marketing if AUS appears in the artwork. The initial funds provided by CSO must be returned after the fundraising activity. Any leftover goods or merchandise must be turned over to CSO for safekeeping.

- Sponsorships. For commercial entities sponsoring fundraising activities or charitable events taking place on campus, necessary approvals are required by the Office of Advancement and Alumni Affairs (OAAA) before the sponsors can take part in the event. If sponsors are providing food or food-related services on campus, they must be approved by University Support Services as well as by OAAA.
- Space rental or participation fees. Commercial entities who are not event sponsors but are participating in a charitable event must pay space rental fees or participations fees. Prior approval is required from OAAA or from the University Support Services before they can settle the fees and participate.
- Ticket Sales. Ticket sales for charity musicals and concerts are controlled by pre-numbered tickets in booklets. Performers, bands, singers, poets, artists, etc. must obtain approval from the Office of Protocol before they can perform at AUS.
- Cash. For cash donation appeals, the coupon method must be used for tracking and control. CSO will issue controlled pre-numbered coupons that can be used for the fundraising. The student organization must keep accurate financial records and remit all cash donations to CSO at the end of the day.
- Revenues. All revenues must be remitted to CSO at the end of the event. The cash and coupons will be counted in the presence of a representative from the student organization, a CSO staff and a student volunteer. Once the cash and coupons tally, the cash will be deposited at the AUS cashier on the same day or the next working day and a receipt provided with the exact amount. For class-related/educational fundraising activities approved by the concerned college/department, CSO can receive the cash donations and SELD will deposit the cash to the AUS cashier and a receipt will be provided with the exact amount. SELD will submit a request to the VPSL for the disbursement funds to the appointed beneficiary. Once approved by the VPSL, the request will be forwarded to the Finance Department for payment processing. This process takes eight working days.

B. Student Clubs and Organizations Division - Animal Policy

Purpose:

The purpose of this policy is to ensure that animals showcased at student events are accorded their rights when they are brought to AUS for the purpose of promoting a student organization's goals and objectives. This policy sets the guidelines and procedures in handling animals and in maintaining the health and safety of event participants.

Scope:

This policy covers all animals, vertebrates and invertebrates, wild and domesticated and all events and activities conducted by OSA-registered student organizations including the Student Council.

Definitions:

AUS: American University of Sharjah

OSA: Office of Student Affairs

SCOD: Student Clubs and Organizations Division

Animals: for the purpose of this policy, an animal is defined as all living beings except for humans.

Vertebrates: animals with a backbone

Invertebrates: animals without a backbone such as insects and worms

Domesticated animals: animals that have been tamed by humans, such as pets

Wild animals : untamed animals with uncontrolled behavior that are potentially dangerous to humans

Policy Statement:

SCOD engages students in extracurricular activities through student organizations and programs that focus on culture, academia and various interests. Student organizations serve as a platform for out-of-class learning experiences that complement academic education and promote the holistic development of students.

SCOD encourages students to be creative in their events and activities within the boundaries of health and safety and with respect for living beings that coexist with humans.

Policy Dissemination:

OSA department heads and the executive board of OSA-registered student organizations including the Student Council.

Responsibilities:

- SCOD: Review and approval proposals to ensure they are in line and support the student organization's goals and objectives. Implement the policy and provide supervision throughout the event.
- Students: Ensure that proposals are in line with the student organizations' goals and objectives and understand that a violation of the policy is subject to the appropriate disciplinary action.

Ethical Guidelines:

- Animal rights will be protected.
- High standards of animal welfare will be exercised.
- In support of wildlife conservation.
- Animals will be treated with dignity and respect.

Procedures and Guidelines:

- Prohibitions. The following must be considered before creating a proposal:
 - Large animals such as horses, donkeys and camels cannot be exhibited on campus for safety reasons should the animal go wild.
 - Tamed animals that belong to a species of animals that is known to be wild and dangerous in nature cannot be exhibited. These include lions and tigers.
 - Venomous animals cannot be exhibited on campus including venomoid snakes and invertebrates such as spiders.
 - Animals cannot be used for fun activities and experiments.
 - Endangered species protected by UAE and international laws cannot be exhibited.

- Animals cannot be exhibited on campus for the purpose of profit making.
- Animals cannot be exhibited to attract attention or for entertainment because of their appearance.
- Proposal. Student organizations wishing to exhibit animals in their events must submit a proposal to SCOD three weeks before the event. The proposal must include a justification on how the animal exhibition supports the student organization's goals and objectives and the intended learning outcomes. Details and documents such as veterinary health certificates/animal records, trade license of the company of ownership along with passport and visa copies of handlers, method of animal transportation, on-site cage/habitat and special requirements, and budget and logistical requirements from SCOD must be specified in the proposal.
- Review and Approval. SCOD will review the proposal and documentations provided. Approval is limited to proposals that meet the requirements.
- Animal Exhibition. The following guidelines must be adhered to:
 - The SCOD staff will supervise the event and has the final say on all matters related to the implementation of this policy.
 - Professional licensed handlers must be present at all times during the event to handle the animal.
 - Pets and domesticated animals, leashed or unleashed, cannot be brought to an event by event participants and attendees.

Non-compliance:

Non-compliance with the policy will be subject to disciplinary action including termination of the event. SCOD reserves the right to delay or terminate the event in response to any act that is in breach of this policy.

C. Student Clubs and Organizations Division - Policy on Sustainable Events

Purpose:

The purpose of this policy is to ensure that all events and activities conducted by student organizations are in line with the university's sustainability efforts. Guidelines are established to protect resources to meet current needs without compromising the needs of future generations.

Scope:

This policy covers all events and activities conducted by OSA-registered student organizations including the Student Council.

Definitions:

AUS: American University of Sharjah

OSA: Office of Student Affairs

SCOD: Student Clubs and Organizations Division

Sustainability: for the purpose of this policy, sustainability is defined as the responsible use of resources and the protection of AUS assets and properties to maintain and preserve its condition for as long as possible

Single-use materials: for the purpose of this policy, single-use materials are defined as materials that cannot be re-used and discarded after the event or those materials that can be repurposed but will require more resources or energy in the process.

Policy Statement:

SCOD encourages students to be creative in their events and activities with consideration to sustainability. Sustainable methods and processes are employed to promote sustainable events, augment students' perception about sustainability and optimize student learning outcomes.

Policy Dissemination:

OSA department heads and the executive board of OSA-registered student organizations including the Student Council.

Responsibilities:

- SCOD: ensure that event proposals are in line with the policy. Provide guidance to students on sustainable methods of conducting events. Oversee event preparations and execution to make sure that sustainability efforts are implemented.
- Students: ensure that event proposals are in line with the policy. Plan and execute events in accordance with the policy.

Ethical Guidelines:

- Use of resources will be aligned with the mission of AUS and its strategic priorities.
- SCOD supports resource conservation, preservation of the environment and reduction of energy needs.
- SCOD believes that sustainability supports future generations.
- SCOD will continue to promote the use of recyclable and reusable items.
- SCOD does not endorse any products or services of sustainability-related vendors or brands.

Procedures and Guidelines:

- Proposal
 - Student organizations will go through the usual event application process. Students must ensure that the proposed event is in line with this policy and with the mission and goals of their organization.
 - Student organizations must submit a proposal including a budget. Students must ensure that expenditures are conservative and supports sustainability.
 - In planning for the event, students must consider a design that can be easily reused and made of locally produced materials
- Event Materials
 - Single-use materials such as huge wooden structures are prohibited. This type of structure cannot be repurposed as it will require more resources and energy in the process; neither can they be stored for future use due to lack of storage space at the university.
 - Students must use reusable or recyclable items only. The use of recycled materials is highly encouraged.
 - Students and food vendors can only use biodegradable disposable cutlery during events.
- Event Preparations
 - A work area will be designated by SCOD for every event. Students must perform their tasks within the designated work area and not stray beyond the space provided.

- Aerosols have a negative impact on the environment and adverse effects on health. Spray paints cannot be used to decorate. Only water-based paint is allowed.
- Students should refrain from activities that cause damage to property. These include drilling, painting and cutting on top of permanent structures.
- Event Execution
 - Computers, electronics and electrical devices must be used according to their intended purposes only. Students must take special care when using such equipment to prolong their use.
 - Only energy efficient LED lighting can be used in events. Students must reduce the use of energy by reducing the amount of equipment used and providing food that does not require the use of energy for refrigeration or heating on site.
 - At the end of the event, every effort must be made to segregate waste for recycling. All equipment must be returned for safekeeping and made ready for the next user.

For more information about green events and to learn more about the university's sustainability efforts, please see the [AUS Green Event Guide](#) prepared by the AUS Sustainability Office.



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