AUS | الجــامعــة الأمــيـركـيــة فــي الـشـــارقــة
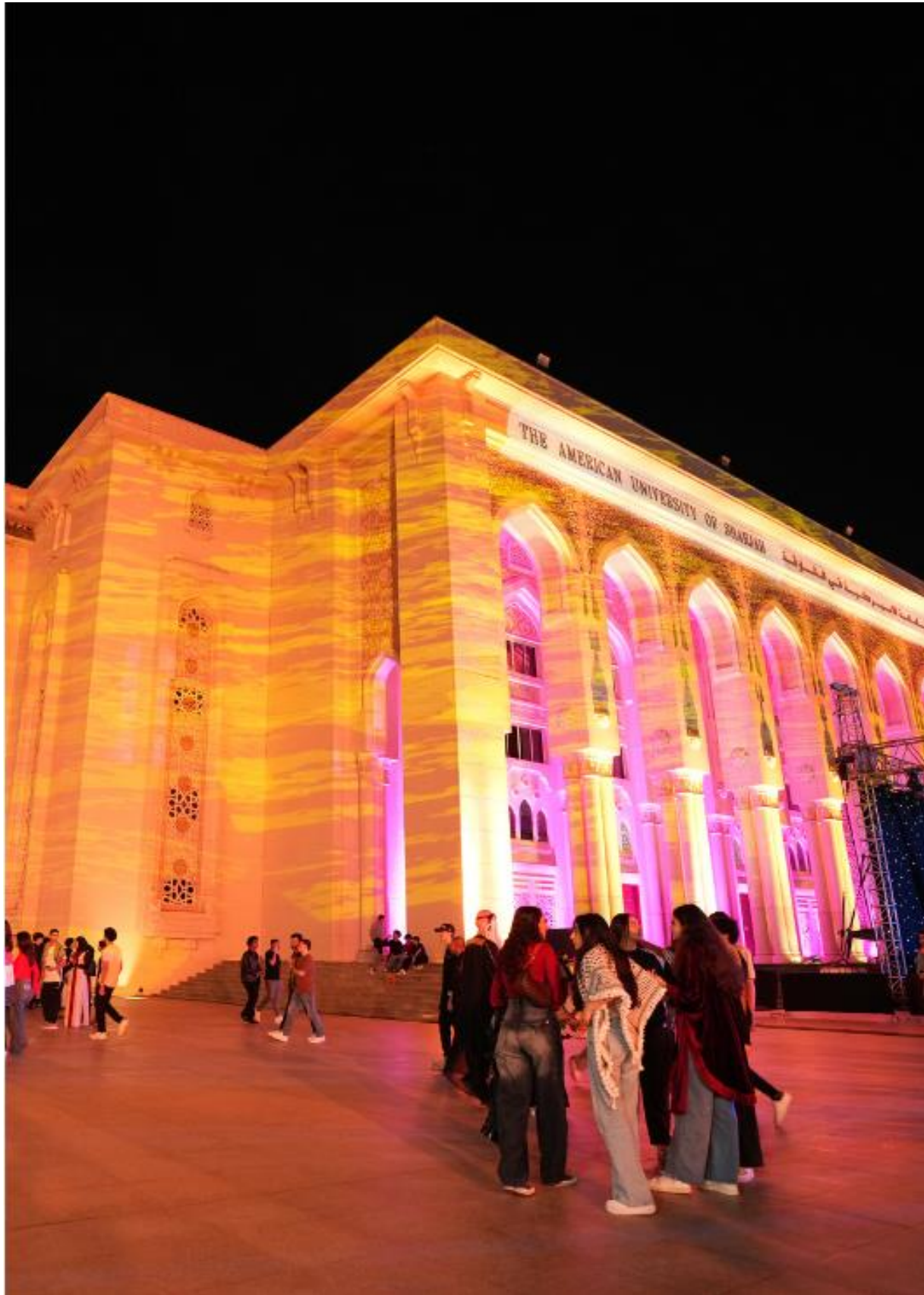American University of Sharjah

Student Clubs/Organizations Manual

Office of Student Experience

Being part of a club or organization can be one of the most rewarding aspects of student life at American University of Sharjah (AUS). We encourage you to explore the diverse opportunities, lasting benefits and meaningful experiences that you will gain by joining—or even starting—a club or organization of your interest.

This manual is the ultimate guide for student clubs/organizations at AUS. It outlines the procedures and policies students should follow when planning events and programs. You will find useful information on booking of facilities, inviting guest speakers and other key event planning policies. Event coordinators in the Student Engagement and Leadership Department (SELD) are available to answer any questions you may have about the manual and the policies it outlines.

A link to the manual will be shared with all student clubs and organizations at the beginning of each semester. It can also be downloaded from the [AUS website](#).

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Student Engagement and Leadership Department

AUS students take an active role in governing and shaping campus life. The Student Engagement and Leadership Department (SELD) of the Office of Student Experience (OSE) plays an important role in providing students with extracurricular opportunities that promote their intellectual development, skill-building and well-rounded personal growth. At AUS, students can participate in leadership programs, student clubs and organizations, volunteer programs, student employment and a wide range of events and activities—locally, regionally and internationally. SELD offers many resources and services that support student participation, creating a campus environment that promotes holistic development and enriches student life through extracurricular activities.

SELD's Mission
SELD fosters socially responsible individuals through programs and activities that promote cultural awareness and understanding, inclusion and meaningful community impact.

SELD:
- supports a student-focused learning environment that motivates students and organizations to achieve their goals and recognizes their accomplishments
- fosters collaboration among campus departments
- empowers students through programs that build confidence and independence
- assists students in planning and budgeting for their events, clubs and organizations
- helps 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

The Student Clubs and Organizations Division (SCOD) is part of the Student Engagement and Leadership Department (SELD). It is dedicated to promoting programs, events and activities that enable students to exercise and develop their skills through practical learning experiences outside the classroom. SCOD comprises three sub-units that provide tailored services to student organizations—cultural clubs, interest-oriented clubs and academic associations. These sub-units assist students with everything from establishing and joining clubs/organizations to organizing events and activities. SCOD also organizes many of the university's most popular events, including Global Day, Club Fair, UAE National Day and many others. SCOD recognizes student contributions to extracurricular activities through its various awards, appreciation events and scholarships. Students benefit from multifaceted extracurricular opportunities that complement formal learning and promote their personal, intellectual and talent development.
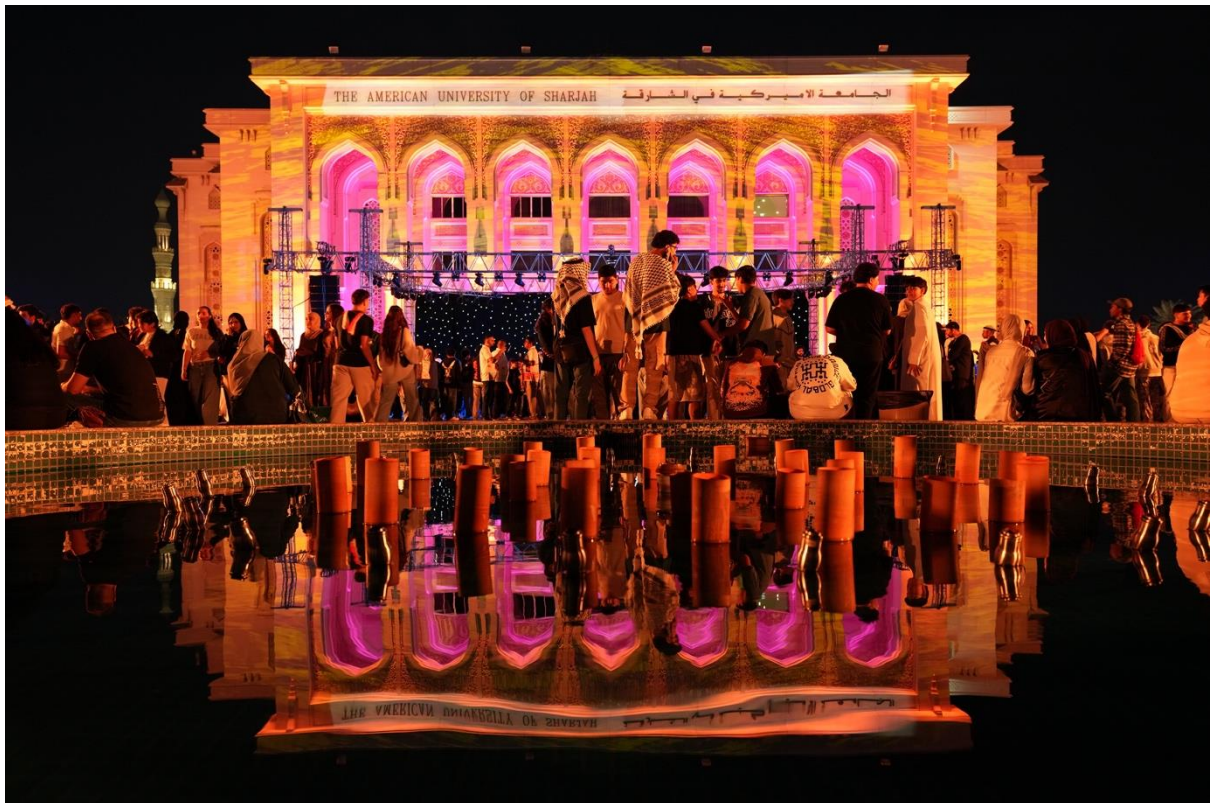
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Tel +971 6 515 4000 – Academic Associations
Tel +971 6 515 2758 – Cultural Clubs (For Arabic Speakers)
Tel +971 6 515 2751 - Cultural Clubs (For Non-Arabic Speakers)

Student Clubs/Organizations

A club or organization comprises a group of students bound together by culture, common interest and purpose with some also affiliated with one or more academically linked external organizations.

To learn more about student clubs and organizations and to view the current list, visit www.aus.edu/clubs-and-organizations.

Membership
Membership in student clubs and organizations is open to all full-time undergraduate AUS students. Students can register for their preferred club or organization by logging into www.engage.aus.edu. Membership remains valid throughout a student's time at AUS unless the student decides to end their membership. Students are welcome to join as many clubs and 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 Coordinator
8. Sports Coordinator
9. Internal Support Members

The Executive Board of a club/organization consists of the top four positions, while its Subcommittee includes the remaining roles. Internal support members are selected by the current board and must be approved by the assigned SCOD coordinator before being registered in Engage. A maximum of five internal support members is allowed. This voluntary role supports the club/organization internally, as directed by the board, to help ensure smooth operations.

A student club/organization can only be established if all Executive Board positions are filled.

Establishing a Student Club/Organization
AUS is home to more than 100 active student clubs/organizations. Students interested in establishing a student club/organization are encouraged to approach SCOD and share their ideas with the coordinators. SCOD staff will guide students through the required procedures to establish their club/organization.

Student clubs/organizations at AUS are categorized as follows:
- **Cultural clubs** promote diversity by representing the multicultural student body at AUS.
- **Interest-oriented clubs** cater to student extracurricular interests and hobbies.
- **Academic associations** are student organizations linked to AUS academic units.

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.

For cultural clubs, priority is given to students sharing the cultural background they wish to represent. Students wishing to represent a culture other than their own must obtain approval from the SELD Clubs and Organizations Committee.

Requirements

Before you register your club or organization, you must have the following:

- **Executive Board Roster:** The Executive Board includes the president, vice president, treasurer and executive assistant. Subcommittee roles (up to four coordinators and a volunteer) are optional. A student may not hold Executive Board positions in more than one organization at the same time but may serve on the Executive Board position of one organization and in a Subcommittee role in another.
- **Advisor:** An advisor is mandatory for academic associations and optional for all other clubs. Advisors, who may be an AUS staff or faculty, serve as mentors and provide guidance on their experience and expertise.
- **Roster of members:** A minimum of 20 members is required to establish a club/organization.
- **Constitution/Bylaws:** A club/organization must not duplicate or overlap with an existing AUS club/organization at AUS. For assistance in drafting your constitution/bylaws, contact SCOD.
- **Logo**: A logo for your club/organization is required to serve as its profile picture in Engage.
- **Academic associations:** Students must obtain approval from the relevant dean or associate dean, confirming their support for the academic association's mission and goals, and granting no objection to register the academic association with OSE.

Procedures

Follow the procedures below to establish your club or organization:

1. To initiate a registration request, students must log into www.engage.aus.edu/register and follow the on-screen instructions.
2. Once the registration request is submitted, SCOD will be notified and will begin the review process. Submissions that meet all requirements will move forward to the next stage, while incomplete submissions will be returned for revision.
3. The SELD Clubs and Organizations Committee will review the registration request and forward its recommendations to the SELD Executive Director. Once a decision is made, applicants will be notified of the outcome.
4. For approved registration requests, an organization will be automatically created in Engage and may begin operating as a recognized student organization.
5. Newly established organizations will be assigned an email address and an activity code for funding purposes. Initial funding will also be provided.
6. The treasurer of the club/organization must open a bank account with the AUS branch of Sharjah Islamic Bank if they do not have one. Approved event funds will be credited to this bank account.

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

Clubs/organizations wishing to renew their registrations may do so by contacting SCOD. During the re-registration period in week 12 of the spring semester, some clubs/organizations may be required to hold elections if applicable.

Reactivating a Dormant Club/Organization

The requirements and procedures are the same as establishing a club/organization.

Faith-Based Organizations

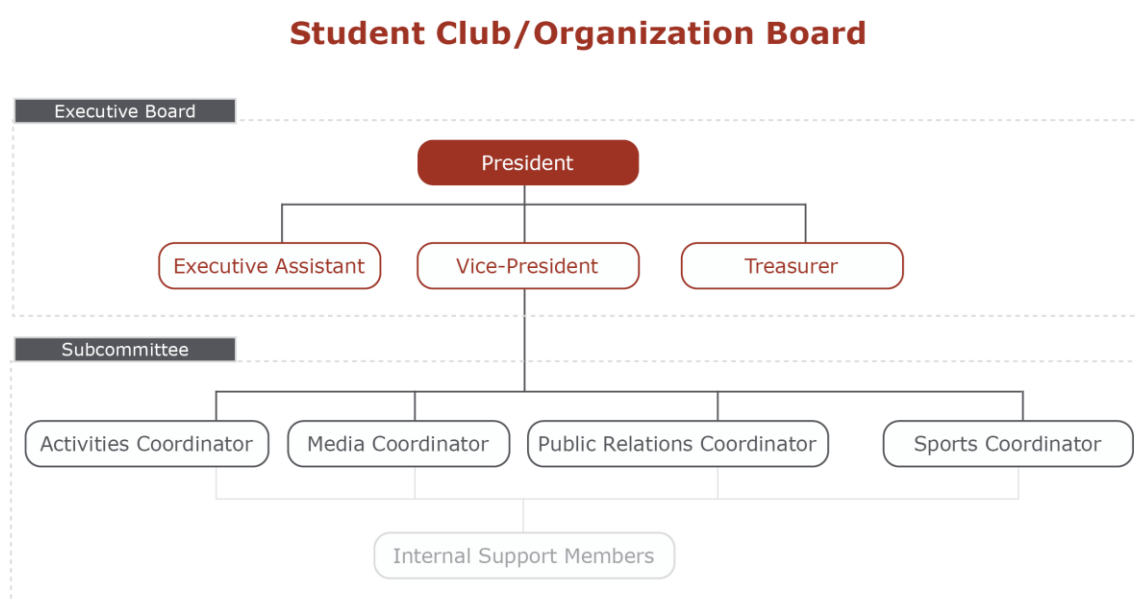Opportunities for personal growth and development at AUS extend beyond campus-based cultural and interest-oriented clubs. Members of the university community represent a range of religious beliefs and spiritual practices. Individuals seeking to explore matters of faith and spirituality may connect with others through designated places of worship in Sharjah and across the United Arab Emirates. On campus, the AUS

mosque serves as a central space for Muslim spiritual life. Students of other faiths are encouraged to reach out to local places of worship to find out more about programs and activities.

Student Club/Organization Executive Board

SCOD will oversee clubs'/organizations' activities to ensure compliance with AUS rules and regulations.

Organizational Structure

Student Club/Organization Board

Executive Board
- President
  - Executive Assistant
  - Vice-President
  - Treasurer

Subcommittee
- Activities Coordinator
- Media Coordinator
- Public Relations Coordinator
- Sports Coordinator
  - Internal Support Members

This organizational structure is applicable to cultural and interest-oriented clubs. Academic associations may have a different organizational structure based on the requirements of their academic department or the nature of their affiliation.

Collective Responsibilities of the Executive Board

Decision making within an executive board is conducted by a simple majority vote, with each executive holding one vote.

The executive board has the following collective responsibilities:
- Work collectively to plan for the club's/organization's events and activities.
- Ensure event proposals and budget requests in Engage are submitted at least two weeks prior to the event.
- Create a detailed activity plan with the corresponding budget estimate.
- Manage the day-to-day operations of the club/organization, including its events and activities.
- Use the Week of Welcome as an opportunity to welcome new students to campus (optional).
- Ensure all gatherings and meetings undergo the standard SCOD event approval process.
- Maintain a healthy environment within the board to ensure the club's/organization's stability and efficiency.
- Hold regular meetings at least once a month to discuss club/organization operations.
- Ensure a smooth transition and turnover of responsibilities with the newly elected board.

- Ensure all club/organization social media accounts are properly linked to the club's/organization's official AUS Email ID.
- Consult the SCOD coordinator to mediate and solve any conflicts using the official Resolution for Non-fulfillment of Roles and Responsibilities procedures if issues arise within the board.

Individual Roles and Responsibilities of Board Members

a) President
- Coordinate all executive board responsibilities to ensure successful events and activities.
- Facilitate the board's work and develop an evaluation mechanism to track progress toward goals, in consultation with all board members.
- Review and approve all submitted proposals in Engage before forwarding them to the assigned SCOD coordinator for approval.
- Ensure completion of all forms, procedures and requirements related to the club/organization.
- Call meetings and lead discussions.

b) Vice President
- Assist the president and act on their behalf in their absence.
- Support the board and assist members fulfill their extracurricular activities.
- Ensure proper and smooth transition of information, records and requirements to incoming board members.

c) Treasurer
- Submit the annual budget plan for the club/organization before the deadline announced by the SCOD coordinators. Budget plans should be prepared immediately after the club/organization re-registration period or elections held on week 12 of the spring semester.
- Ensure the club/organization has a SIB bank account linked to the AUS Finance Department.
- Manage all club/organization funds and maintain financial records of all event expenditures and awarded prizes.
- Ensure all expenditures are within the approved budget.
- Complete the Post Event Budget Report Form in Engage and submit itemized, dated official receipts along with other financial documents within two days after the event.

d) Executive Assistant
- Take minutes during meetings and maintain a record of all communications.
- Submit meeting minutes to SCOD after every meeting.
- 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
- Assist the club/organization president in completing event proposals in Engage.
- Organize and supervise events.
- Update the event agenda with new ideas.
- Consult with the executive board on requirements for approved events and budget requirements.
- Ensure all event requirements are met before the event.

f) Media Coordinator
- Create posters, flyers and any other design materials required by the club/organization.
- Develop and implement marketing campaigns to promote the club/organization.
- Publicize events through posters and the club's/organization's social media account.

- Publish, post and update the club's/organization's social media account with approved events, activities and announcements.
- Manage the event check-in process in Engage to record participant attendance.

g) Public Relations Coordinator
- Coordinate activities with other student club/organizations for collaborative events.
- Arrange invitations for guests and speakers as needed.
- Work closely with SCOD to promote the club's/organization's activities.
- Identify potential external contributors to fund the club's/organization's events.
- Manage the club's/organization's external sponsorship initiatives and facilitate the completion of the Student Club Agreement with the Event Contributor Form.

h) Sports Coordinator
- Coordinate sports-related activities and events.
- Assist the activities coordinator in planning and organizing events.

i) Internal Support Members
- As a voluntary position, the primary role of an internal support member is to assist the club's/organization's board by carrying out various tasks and supporting activities as needed to ensure smooth operations.

Note: Internal support members are optional, volunteer-based roles. They are nominated by the club's/organization's board based on operational needs and are subject to SCOD review and approval. A maximum of five volunteers may be nominated.

Roles and Responsibilities of the Advisor
This role is required for academic associations:
- Share their experience and expertise with students to achieve their goals.
- Coach and mentor students on how to benefit from extracurricular opportunities and gain from practical learning experiences.
- Serve as a faculty or staff member with expertise or professional involvement in the association's related field. Students are not eligible to serve as advisors.

Vacancies
In the event of an executive board vacancy, the club's/organization's board must announce the open position. Vacancy announcements must be communicated through Engage to ensure that all members are properly notified.

Club/organization members who wish to fill the vacant position must meet the eligibility requirements for candidacy. Vacant positions may be filled during a designated period set by SCOD each semester. The vacant position will be filled by a simple majority vote carried by the board members of the club/organization. After this period, any subsequent resignations will result in the position remaining vacant for the remainder of the semester.

Nominations and Elections
Cultural and interest-oriented clubs/organizations hold annual elections, if required, to select new board members from among competing teams. SCOD is responsible for organizing and coordinating the nomination and election process. Elections are conducted online through Engage on week 12 of the spring semester.

Nomination Terms and Conditions
- Only full executive board team nominations are accepted. Individual students must form a complete team to be eligible for nomination.
- Student teams may nominate themselves by completing the nomination form in Engage during the nomination period.

- For cultural clubs, priority is given to teams whose members belong to the same cultural background, ethnicity, nationality or citizenship of the culture being represented. For an election to proceed, there must be at least two eligible teams from the relevant cultural background. If only one such team qualifies, it is selected by default. If none of the competing teams share the cultural background, SCOD reserves the right to determine whether an election will take place.
- 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 active members of the club/organization for which they are running.
- Nominees must be able to commit to serving a full one-year term.
- Eligible nominees are informed by email once the nomination period ends.

Students are not eligible to run for executive board positions in more than one club/organization at the same time. However, they may run for an executive board position and a subcommittee position in another.

Election Terms and Conditions
Only club/organization members are eligible to vote. To vote, a student has to be a registered member of the club/organization.

Election Campaigns
- SCOD will announce elections through various communication channels to ensure that students are informed.
- Each candidate must submit a detailed campaign plan to SCOD.
- Candidates have the right to promote themselves provided that their campaigns comply with AUS rules and regulations as defined in the Student Code of Conduct in the [Student Handbook](#).
- All campaign materials and activities require approval from SELD management.
- In addition to online campaigns, candidates are allowed two days to campaign in the Student Center on dates specified by SCOD.
- Use of official club/organization contact lists for campaign purposes is strictly prohibited.

Violation of any of these terms or conditions will result in the disqualification of the candidate.

Events and Activities

Activities and events are the heart of any student club or organization. Each event and activity should be aligned with the culture or interest area that the club or organization represents. Students may seek advice from their advisor or SCOD coordinator on planning meaningful events and activities. All clubs/organizations are encouraged to actively promote their events to meet their goals.

Board members of student clubs/organizations are required to attend a mandatory workshop conducted by SCOD at the start of the academic year. This workshop equips students with the requisite skills needed to effectively manage and sustain a successful club/organization.

How to Plan and Apply for an Event
1. Consult your club/organization advisor. Discuss your plans with your assigned SCOD coordinator. SCOD staff can help in planning successful events by identifying learning outcomes, drafting the program, estimating the budget, determining required equipment, scheduling, venue selection and other event-related matters. Before submitting a budget request or event application, ensure

that your Post Event Budget Report for your last event has been completed. No new funds will be released to clubs/organizations until all supporting documentation from the previous event has been submitted and approved by SCOD.

2. Create a budget request in Engage and note the budget request number as it will be required in the event application process. The budget request can be submitted through the club's/organization's financial tool in Engage. <u>Note</u>: The Annual Budget and Events Plan submitted by clubs/organizations at the end of the spring semester are for planning purposes only. A separate budget request must be submitted for each individual event.

3. Submit an event application in Engage at least two weeks prior to the event. The event application form is available in the Event Tool in Engage.

4. Once the budget request and event application are approved, the requested funds will be processed. Allow at least two weeks for the funds to be credited to the treasurer's SIB bank account.

5. Promote your event. Design a visually appealing and relevant poster that displays the event date, time and location prominently. Once approved by the SCOD coordinator, posters may be published on the club's/organization's event page in Engage, shared on your club's/organization's social media account or printed for posting on designated bulletin boards (number of printout copies is determined by the SCOD coordinator based on the event size).

6. Keep proper financial documentation. When making purchases, retain official receipts and invoices. These will be required for the Post Event Budget Report. Receipts must clearly show the vendor's name, items/services procured, date and total amount paid. A SCOD coordinator will attend the event to supervise and provide support. Do not hesitate to seek assistance during the event.

7. After the event, the treasurer must submit a Post Event Budget Report within two days. The report form is available on www.engage.aus.edu/forms.

8. Any reusable event materials must be returned to SCOD to be added to the inventory for future use.

9. Schedule a debrief with the SCOD coordinator to reflect on the event, evaluate outcomes and discuss future areas of improvements.

Virtual Events

In this non-traditional platform, SELD is committed to delivering its services, programs, events and activities while upholding the ethical and moral values at AUS. The following guidelines are established to ensure online events are planned and conducted in a manner consistent with AUS' values and standards:

- SELD-approved virtual events are official AUS events and must adhere to all AUS rules, regulations and standards
- SELD virtual events are exclusively for AUS community members unless otherwise specified.
- Participants must join online sessions using their full name and AUS ID number.
- Participants must not share session links of exclusive online sessions with unauthorized individuals.
- Blackboard Collaborate, Zoom and Google Meet are the only platforms approved by AUS for club/organization virtual events.
- Hosts and moderators must keep their access credentials confidential and must not share them with others.
- Clubs/organizations must conduct their online sessions according to the SELD-approved program and content. Political or religious discussions are prohibited.
- Organizers and attendees must always maintain respect, refraining from abusive behavior and use of profanity.
- Organizers and attendees must present themselves appropriately and comply with the Sharjah Decency Law, especially the dress code.
- Organizers and attendees should ensure that they are in an environment suitable for online sessions, taking responsibility to protect their own privacy and that of those around them, whether they are at home or elsewhere.

- Creativity is encouraged; however, the use of backgrounds, images, videos and audio recording that may offend others is prohibited.
- The chat feature is always monitored and should be used to ask questions or share information. Inappropriate or abusive posts will be addressed immediately.
- SELD reserves the right to terminate, mediate or delay online sessions in response to any breach of 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 protect the university's reputation. This applies to all AUS students participating in and/or representing the university in extracurricular online events.
- Any violations 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 recommended to rehearse your online session to ensure its smooth running.
- Join the session 15 minutes before the event to test your connection, prepare the materials to be shared during the session and have everything ready. Always follow the approved program.
- If the session is restricted or has limited seating, ask students to RSVP and share the event/invitation link with the approved participants.
- Assign up to two moderators per event: one to handle technical aspects and another to welcome participants, monitor chats/polls and proactively report any inappropriate/abusive posts to staff.
- To advertise your event through the OSE Instagram account, submit the approved post at least three days before the event. Include the event or registration link in your club's/organization's Instagram bio.
- When using Google Meet, consider using a virtual background.

Event Policies
To promote safety and efficient use of resources, SELD has established specific policies that support the university's sustainability efforts and maintain the safe environment for the AUS community and its guests.
- Refer to Appendix B for the Animal Policy
- Refer to Appendix C 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 use:

- workstations with computers
- multipurpose rooms
- common lounge seating
- bleachers
- music room
- floating theater

Reservations of the above facilities are administered by the SCOD for approved events only. SCOD strongly advises 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 AUS Events Management in the Office of Strategic Communications and Marketing.

Event Items and Equipment
All event items and equipment are the property of AUS whether acquired through external contributions, donations or purchased using the Student Activities Fund. Event items and equipment are under the safekeeping of SELD, which supervises their usage.

These are intended solely for the official use of student clubs/organizations during approved events and activities and may not be used for personal purposes.

Event Funding Guidelines

Following club elections and re-registration process at the end of the spring semester, clubs/organizations are required to submit an Annual Budget Plan. These plans are for planning purposes only, providing an overview of the clubs'/organization's anticipated needs throughout the year. They do not constitute a commitment by SELD to fully fund the proposed budget. Clubs/organizations must submit budget requests for each event.

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
- planned new initiatives to be implemented
- spending history for the past years

Release of Funds

Funds are released to clubs/organizations within two weeks after their event application and budget request are approved in Engage. The treasurer will receive an email notification. The club's/organization's treasurer must have a savings account with the on-campus branch of SIB. This bank account must be linked to the Finance Department by submitting the Student Bank Account Details Form

Usage of Funds

- The treasurer is responsible for all financial transactions.
- Funds may be used to purchase event-related items or other items for the club's/organization's inventory. Expenses must be within the approved event budget.
- All approved funds must be spent on club/organization events and development within the current academic year.
- Funds may cover organizational membership in national or professional associations; personal memberships are not eligible.
- Expenses incurred by clubs/organizations should align with the nature and purpose of the event.
- Promotional merchandise may be paid for using the club's/organization's budget. It must feature the club's/organization's name and/or logo and its artwork must be approved by SCOD before production.
- Clubs/organizations must submit a Post Event Budget Report within two days after the event via www.engage.aus.edu/forms. Any leftover cash must be deposited or transferred to the AUS SIB account with the deposit slip or transaction confirmation included in the report. Contact SCOD for the AUS SIB account details.
- Additional funding requests will not be processed until the Post Event Budget Report from the previous event is submitted and approved by SCOD.

Procedures for Purchase Requests

- All purchase requests by a club/organization must be approved by SCOD.
- All purchase requests are processed through the AUS Procurement Department, which typically takes up to one month.
- Non-event-related purchases are evaluated by SCOD before processing.
- All club/organization purchases must comply with AUS rules and regulations and remain within the approved club/organization budget.
- Items purchased using the club's/organization's budget—whether for event use or for resale—must be submitted to SCOD storage for verification. Receipts and purchased items will be checked by SCOD to ensure that they match the approved request.
- All club/organization purchased items are the property of the university and will be in its custody.

- All club/organization equipment are strictly for use in student activities. Personal use of these items is prohibited.
- Purchases made without approval are considered unauthorized. SCOD will not reimburse clubs/organizations for such purchases.
- Students are strongly discouraged from using personal funds for club/organization purchases. Instead, they should plan ahead for any purchases, especially that fund requests take two weeks to be released after budget request approval.

Restrictions on the Use of Funds

Funds from club/organization budgets may not be used for any of the following purposes:
- contributions or donations to the campaign fund of any candidate or political or religious movement
- contributions or donations to charitable organizations, unless otherwise coordinated with the Community Service and Outreach (CSO) office.
- to pay honoraria, instruction or service fees to AUS employees or students
- cash awards
- gift vouchers exceeding AED 100 each, unless otherwise approved by SELD

SCOD reserves the right to freeze or revoke all funds of a club/organization that misuses funds, misrepresents or violates SCOD rules and/or the constitution and bylaws.

Sponsorships

Only registered student clubs/organizations may seek external sponsorships for their related events/activities through the Office of Advancement and Alumni Affairs (OAAA). OAAA oversees the contracting process between student clubs/organizations and sponsors.

While recognized student clubs/organizations benefit from certain university privileges, they are not authorized to enter into legally binding agreements on behalf of the university.

Guidelines
- To obtain approval, the club/organization must complete the Contributor Form which can be accessed at www.engage.aus.edu/forms
- All communications with the sponsor should be documented and approved by SCOD.
- In the event a sponsor offers to support a club/organization, SCOD will seek approval from OAAA.
- All advertising/marketing materials related to the external contributor/vendor must be approved by SCOD and verified by the Office of Strategic Communications and Marketing.
- Cash sponsorships must be deposited into the respective club's/organization's account.
- All check payments must be made payable to American University of Sharjah only and not to any employee or student.
- To fund an event, the club's/organization's treasurer may request SCOD to release the funds by submitting a justification outlining how the sponsorship money will be used.
- All sponsor contributions and related spending must be included in the Post Event Budget Report along with invoices and bills. This form must be submitted to SCOD within two days after the event.
- Sponsor contributions must be used for club/organization events and development within the same academic year. Unused sponsor funds will not carry over to the following fiscal year and the amount will be treated as student activity revenue.

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 into the club's/organization's account or turned over to the Community Service and Outreach division if the proceeds are intended for a charitable organization.

Ticket Sales
- To control ticket sales, the club/organization must use pre-numbered tickets provided by SCOD.
- All tickets should be stamped by SCOD.
- Raffle draws and lotteries are prohibited.
- Any cash proceeds from SCOD-funded club/organization events should be handed over to SCOD, which will deposit the amounts to the respective clubs'/organizations' account or turn them over to the Community Service and Outreach (CSO) division if the proceeds are intended for a charitable organization. Unsold tickets must be returned to SCOD.

Donations and Fundraisers
- Any club/organization planning for donation campaigns and 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 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.
- Cash generated from fundraising campaigns should be handed over on the same day to SCOD, which will turn over the amount to CSO. Online donations will be transferred directly to the beneficiary.
- The club/organization must keep accurate financial records of the fundraising campaign and provide them to SCOD.
- 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 the Office of Safety and Crisis Management.
- All food and beverages requiring heating or cooking are normally not allowed, except in the outdoor area with prior permission from SCOD and the Office of 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 Promotional Content

Clubs and organizations may publish social media content, posters or other 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 posters and other promotional materials must work with SCOD for approval.
- Clubs/organizations must act responsibly and ensure that all promotional content adheres to the generally accepted standards of promotional content of AUS, Sharjah and the UAE. These standards include respect of the social, cultural, moral and religious values of the community (particularly rooted in Islam).
- Shooting film and still photography on campus for commercial purposes or distribution is not permitted. Clubs/organizations are allowed to shoot videos or still photography on campus to promote their club/organization.
- Requests by clubs/organizations to film documentaries or other programs will be evaluated on a case-by-case basis. A formal written request must be submitted to SCOD stating the purpose of the documentary and how it will be used.
- Photographs, videos or audio recordings of club/organization events, whether on or off campus, may only be used for (i) club/organization purposes, (ii) fulfill an AUS course requirement or (iii) for official AUS publications/ programs.
- Unauthorized use, release or distribution of a club's/organization's photos and videos to external media is subject to disciplinary action in accordance with the Student Clubs/Organizations Conduct Process in this manual.
- Media outlets interested in covering a club's/organization's event or in conducting interviews for special stories must send an official letter to SCOD. The letter must state the purpose, date and duration of the media coverage.
- Clubs/organizations planning 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.

SELD 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, or evidence of malicious intent toward an individual, group or institution.

Posters

Student clubs/organizations may use posters to advertise their event provided that they adhere to the following guidelines:

- Clubs/organizations must email a draft copy of the poster to SCOD for approval.
- Clubs/organizations cannot use the official AUS brandmark and seal in their event posters. Alternatively, they may use the plain text "American University of Sharjah" in their posters.
- Approved posters must be stamped by SCOD before they are posted.
- All posters must include 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 must not include 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.

Social Media Guidelines

Social media is popular among organizations, communities and individuals as a communication tool and a source of news updates. Commonly used social media platforms include Instagram and Facebook. Due to the potential impact of social media on the university's reputation, student clubs/organizations must adhere to the social

media guidelines to protect the image of the university and ensure proper representation of their clubs/organizations on social media platforms.

Each club/organization is responsible and accountable for the content published/posted on their social media. Below are guidelines that clubs/ organizations should adhere to:

- Club/organization social media accounts are for official use only.
- Confidential or proprietary information must not be posted on these accounts.
- Social media must not be used to discuss situations involving named or pictured individuals in any public forum without their permission.
- Clubs/organizations must avoid using social media to engage in political or religious topics.
- Posts on social media must not harm the university or other clubs/organizations.
- Clubs/organizations are responsible for their posts. 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.
- Views shared on social media are the clubs'/organizations' and do not represent AUS.
- Illegal/inappropriate posts or content must be reported to SCOD immediately.
- Clubs/organizations must appoint one person to be responsible for their social media accounts to ensure compliance with the guidelines.
- When unsure about publishing certain information, clubs/organizations should consult SCOD first.
- Social media posts must not misrepresent the rules and values of AUS, Sharjah or the UAE.
- If a new social media platform becomes available in the market, clubs/organizations must first seek approval from SCOD before opening an official account on it.
- 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.

Social Media and Email Account Access

Social Media Account Access

Each club/organization is required to share the login credentials of their official social media accounts with the SCOD coordinators for record-keeping purposes. The president and media coordinator are granted access to these accounts and are responsible for managing and publishing content.

Official Club/Organization Email Account

For newly established clubs/organizations, SCOD coordinators will coordinate with the ICT and IT Security Department to create an official club email account. Access to the official club email account is granted to the club's/organization's executive board members, allowing them to send and receive emails.

Handover of Credentials

During the transition period, SCOD coordinators hand over the social media credentials to the incoming board. The new board is advised to update the account passwords immediately upon assuming their roles and sharing the new credentials with the SCOD coordinators.

Awards and Recognition

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 and recognition to clubs/organizations:
- Active Student Scholarship
- Most Proactive Student Award
- Student Organization President of the Year Award
- Best Student Organization of the Year Award
- Most Outstanding Program of the Year Award
- Global Day Best Pavilion Award
- Global Day Best Performance Award
- Global Day Best Sustainable Pavilion Award
- Best Club Fair Stand—Cultural Club, Interest-Oriented Club and Academic Associations

Student Clubs and Organizations Conduct Process

SELD provides students with a variety of extracurricular opportunities that promote their intellectual development, skills and all-round personality development. SELD has established policies and procedures that guide students in forming, 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 this 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.

SELD 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 or the Student Code of Conduct, SELD reserves the right to withdraw its recognition, deny its 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 above policies

Inquiry/Conflict Resolution
If a club/organization or its member(s) is found to be in violation of the policies, rules and regulations of AUS and/or OSE, an inquiry will be conducted as follows:

- The club/organization must submit a written report to SCOD about the alleged violation within 24 hours of the incident.
- SCOD will review the report in consultation with the Executive Director of SELD.
- The party involved will be called in for further clarifications.
- If SCOD and the Executive Director of SELD determine that the club/organization is in violation, the matter will be referred to the office of Student Conduct and Conflict Resolution for further investigation and disciplinary action.

- OSE reserves the right to temporarily suspend the club/organization prior to organizing a formal hearing if deemed necessary to protect the interests of one or more individuals or the university community.

Appeals

The club/organization will be notified in writing about the outcome of the investigation or any disciplinary action taken. The club/organization has the right to appeal the decision in writing to the office of Student Conduct and Conflict Resolution within 72 hours (three days) of the notification.

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

Sanctions

Sanctions will consider the respondent's intent, the impact of the violation on students, clubs/organizations and the AUS community, as well as the club's/ organization's previous history. Two types 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 intended to prevent future violations. These sanctions will not affect the club's/organization's status or 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 CSO 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 educational sanctions imposed.

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
- termination of the club/organization
- any other action or sanction recommended by SELD

Conduct of Students on Student Council or Clubs/Organizations Boards

Students on the board of the Student Council or a 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, Academic Integrity Code or UAE laws during their tenure will be immediately ejected from the club/organization and relieved of their duties upon receiving notification from the university administration.

Resolution for Non-Fulfillment of Roles and Responsibilities and/or Gross Negligence of Duties

Board members, including internal support members, of a student club/organization are expected to perform their duties to the best of their knowledge and abilities. They must fulfill their roles and contribute towards the advancement of the mission and goals of the club/organization. In cases where a board member fails to fulfill their roles and responsibilities or is found to be negligent of their duties, the president should consult with the SCOD coordinator and request an inquiry. If the president is the subject of the inquiry, any board member will initiate the request.

For all issues, conflicts, grievances or club-related matters, the assigned SCOD coordinator is the official and primary point of contact. No action should be taken without their involvement and guidance. The SCOD coordinator will review the matter and determine if there are reasonable grounds for an inquiry to proceed. If the SCOD coordinator is unable to resolve the issue, the next point of contact is the Executive Director of SELD.

Sanctions

If an inquiry is conducted and the evidence proves that the subject of the inquiry is in violation, the following sanctions apply:

1. First offense: The president issues a verbal warning addressing the concerns and areas of improvement.

2. Second offense: The president issues a written warning letter indicating the concerns and the required corrective actions. A copy of the written warning must be sent to the SCOD coordinator.

3. Third offense: The president will convene the board, including the subject of the inquiry and the SCOD coordinator, for a final resolution. An anonymous vote will determine if the subject of the inquiry will continue in their role. If the majority votes for removal, they will be required to resign and a replacement will be elected by the current board to fill the vacant position.

If the president is the subject of the inquiry, any board member can initiate the process by consulting with the SCOD coordinator. If the SCOD coordinator finds reasonable grounds for concern, the following procedure applies:

1. A meeting will be convened involving the SCOD coordinator and all concerned parties, including the initiator(s) and the president.
2. If the concern is substantiated, the SCOD coordinator will issue an official warning email to the president.
3. If the issue persists, a full board meeting will be called to conduct an anonymous vote on the president's continuation in their role. If the majority votes for removal, the president will be asked to step down and the vice president will assume the role of acting president until a new president is elected by the board.

Disclaimer

OSE reserves the right to change, update, remove or add policies and procedures from time to time whenever it is necessary and upon the approval of relevant university authorities. Student clubs/organizations will be notified of any policy change via email.

OSE reserves the right to terminate a club/organization; suspend a board member; and 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. This applies to all event participants, student organizers and any third party involved to preserve the reputation of the institution and the safety of the community engaged in and around the event. This compliance process includes all AUS students participating in and/or representing the university on and off campus as well as in regional and international activities organized by the OSE within the scope of extracurricular activities.

Appendices

Appendix A: Community Service and Outreach Fundraising Policy

1. **Policy:** Community Service and Outreach Fundraising Policy

2. **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 the United Arab Emirates (UAE). The policy aims to set guidelines for accepting, documenting and presenting donations generated from fundraising activities.

3. **Introduction / background:** This policy has been developed to ensure that fundraising activities conducted by or through CSO are in accordance with the laws and legal requirements of the UAE. CSO partners with UAE accredited charitable organizations for its fundraising activities.

4. **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 society. Through fundraising, CSO aims to support charities and link students with the various needs of society.
CSO aims to ensure that high standards of integrity are maintained in its fundraising activities and within those 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.

5. **Scope/applicability:** This policy covers all fundraising activities conducted by or through the CSO, fundraising activities by student organizations registered with OSE including the Student Council and other student organizations recognized by an AUS school/college.

6. **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 into the AUS Charity Account through the AUS branch of SIB and request the Vice Chancellor for Student Experience (VCSE) for the disbursement of funds to the appointed beneficiary.
- VCSE: Approve disbursement of funds and request the Finance Department to release the funds to the appointed beneficiary.
- Student organizations and Student Council: Submit fundraising proposals to CSO, remit and account for cash donations through CSO and request disbursement of funds to beneficiaries.

7. **Definitions/Abbreviations/Acronyms:**
   - UAE: United Arab Emirates
   - AUS: American University of Sharjah
   - VCSE: Vice Chancellor for Student Experience
   - SELD: Student Engagement and Leadership Department
   - CSO: Community Service and Outreach
   - OAAA: Office of Advancement and Alumni Affairs
   - OSCM: Office of Safety and Crisis Management
   - 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

8. **Related Policies, Procedures, Forms, Guidelines and Other Resources:**
   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 lottery to raise funds.
   - Fundraising will be truthful and indicate the intended use of donated funds.
   - Donations shall be used for their intended purpose.
   - CSO respects the privacy and dignity of fundraising beneficiaries.
   - CSO honors donors' 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. Fund raising to support other countries for calamities and natural disasters can only be proposed once Emirates Red Crescent initiates a similar campaign.
   - **Review and approval**: CSO will review proposals and approve those that comply with the policy. Approvals are limited to proposals whose purpose is to

raise funds for legitimate charitable purposes, which promote and enrich community and voluntary work among students and 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 posting or publication.
- **Venue**: Fundraising must be conducted within designated areas only. Door-to-door appeals for cash donations across campus are not allowed.
- **Sale of goods and merchandise**: Goods sold must not violate trademarks or copyrights. For merchandise valued over AED 1,000, SCO will provide initial funds to procure the items through the AUS Procurement Department. This process takes at least three weeks. Any merchandise featuring printed artwork require approval from CSO or the Office of Strategic Communications and Marketing if AUS appears in the artwork. Initial funds provided by CSO must be returned upon completion of the fundraising activity. Any remaining goods or merchandise must be handed over to CSO for safekeeping.
- **Sponsorships:** Commercial entities sponsoring fundraising activities or charitable events and are participating on campus require approvals before they take part in the event. Approval is required from OAAA for activations or from the Office of Safety and Crisis Management (OSCM) if they are food-related and serving food products to the AUS community.
- **Space rental or participation fees**: Commercial entities that are not event sponsors but participating in a charitable event must pay space rental or participations fees. Prior approval must be obtained from OAAA or OSCM before fee settlement and participation.
- **Ticket sales**: Ticket sales for charity musicals and concerts are managed by pre-numbered ticket booklets. Performers, bands, singers, poets, artists and others must obtain approval from the AUS Office of Protocol before they can perform at AUS.
- **Cash donations:** Cash donation appeals must use coupons for tracking and control. CSO will issue pre-numbered coupons specifically for fundraising purposes. Student organizations must maintain 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 each day. 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 are reconciled, the funds will be deposited into the AUS Charity Account through the AUS branch of SIB either on the same day or the next working day. A receipt reflecting the exact amount will be provided. For class-related/educational fundraising activities approved by the relevant college/department, CSO may collect the cash donations and SELD will deposit the cash into the AUS Charity Account with a receipt reflecting the exact amount. SELD will request the VCSE to authorize the disbursement of funds to the appointed beneficiary. Upon approval, the request will be forwarded to Finance Department for payment processing. This process takes eight working days.

Appendix B: Animal Policy

1. **Policy:** This policy covers animals featured in student events.

2. **Purpose:** The purpose of this policy is to ensure that animals featured in student events are treated ethically and with care when they are brought to AUS in support of a student organization's goals and objectives. This policy outlines the guidelines and procedures for handling animals and maintaining the health and safety of event participants.

3. **Introduction / background (optional):**

4. **Policy Statement: (Detailed**) SELD 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 promotes the holistic development of students.
SELD encourages students to be creative in their events and activities within the boundaries of health and safety and with respect for living beings that co-exist with humans.

5. **Scope/applicability:** This policy covers all animals, vertebrates and invertebrates, wild and domesticated and all events and activities conducted by OSE-registered student organizations including the Student Council.

6. **Responsibilities:**
   - SELD is responsible for reviewing and approving proposals from student clubs, organizations and associations pertaining to the exhibit of animals in events.
   - Student organizations are responsible for submitting a detailed proposal regarding the exhibition of animals at their event three weeks in advance.

7. **Definitions/Abbreviations/Acronyms:**
   - AUS: American University of Sharjah
   - SELD: Student Engagement and Leadership Development
   - UAE: United Arab Emirates

8. **Related Policies, Procedures, Forms, Guidelines and Other Resources: Ethical Guidelines:**
   - Animal rights will be protected.
   - High standards of animal welfare will be exercised.
   - Animals will be treated with dignity and respect, in support of wildlife conservation.

   Procedures and Guidelines:
   The following must be considered before creating a proposal:
   - Huge animals such as horses, donkeys and camels are prohibited from being exhibited on campus due to safety concerns in case the animal becomes uncontrollable.
   - Tamed animals that belong to a known wild or dangerous species are prohibited from being exhibited. This includes lions and tigers.
   - Venomous animals are prohibited from being exhibited on campus including venomoid snakes and invertebrates such as spiders.
   - Animals must not be used for fun activities and experiments.
   - Endangered species protected by the UAE and international laws are prohibited from being exhibited. The exhibition of animals on campus for profit-making purposes is not permitted under any circumstances.
   - Featuring animals for the purpose of attracting attention or entertainment based on their appearance is not allowed.

   - Proposal: Student organizations wishing to feature animals at their events must submit a proposal to SELD three weeks before the event. The proposal must include a justification on how the animal exhibition supports the student organization's goals and objectives, as well as the intended learning outcomes. It should also provide detailed documentation, including veterinary health certificates/animal records, trade license of the company along with passport and visa copies of handlers, method of animal transportation, on-site cage/habitat specification and special requirements, and budget and logistical need as coordinated with SELD.
   - Review and Approval: SELD will review the proposal and documentation provided. Approval is granted to proposals that fully meet the requirements.
   - Animal Exhibition: The following guidelines must be adhered to:

- SELD staff will supervise the event and has the final authority on all matters related to the implementation of this policy.
- Professional licensed handlers must always be present during the event to care for and manage the animal.
Pets and domesticated animals, whether leashed or unleashed, are not permitted to be brought by participants or attendees to the event.

Non-compliance:

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

Appendix C: Policy on Sustainable Events

1. **Policy:** This policy covers the use of sustainable materials in student events.

2. **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 and meet current needs without compromising the ability of future generations to meet theirs.

3. **Introduction / background (optional):**

4. **Policy Statement: (Detailed**) SELD encourages students to be creative in their events and activities with consideration to sustainability. Sustainable methods and processes are employed to promote environmentally responsible events, augment students' perception about sustainability and optimize student-learning outcomes.

5. **Scope/applicability:** This policy covers all events and activities conducted by student organizations registered with OSE including the Student Council.

6. **Responsibilities:**
   - SELD ensures event proposals are in line with the policy, provide guidance to students on sustainable methods of conducting events and oversees event preparations and execution to ensure that sustainability efforts are implemented.
   - Student organizations ensure that event proposals are in line with the policy and plan and execute events in accordance with it.

7. **Definitions/Abbreviations/Acronyms**
   - AUS: American University of Sharjah
   - SELD: Student Engagement and Leadership Development

8. **Related Policies, Procedures, Forms, Guidelines and Other Resources:**

   Ethical Guidelines:
   - Use of resources will be aligned with the mission of AUS and its strategic priorities.
   - SELD supports resource conservation, preservation of the environment and reduction of energy needs.
   - Sustainability is recognized by SELD as a guiding principle in promoting student development and preserving resources for future generations. SELD is committed to the use of recyclable and reusable items in student events.
   - SELD does not endorse the products or services of any sustainability-related vendors or brands.

   Procedures and Guidelines:
   - Proposal:

- Student organizations must follow the standard event application process. A Proposed event must align with this policy and the mission and goals of their organization.
- A student organization proposal must also include a budget plan. Expenditures should be cost-effective and support sustainability.
- During the event planning stage, student organizations are encouraged to design event items that are reusable and sourced from locally produced materials.

- Event materials:
  - Single-use materials—such as large wooden structures—are prohibited. These items cannot be repurposed without significant consumption of additional resources and energy. The university lacks the storage capacity to retain them for future use.
  - Students must only use reusable or recyclable items. The use of recycled materials is strongly encouraged.
  - Students and food vendors are required to only use biodegradable disposable cutlery during events.

- Event preparation:
  - A designated work area will be assigned by SELD for each event. Students are required to carry out all tasks within this assigned space and must not extend activities beyond it.
  - Aerosols have a negative impact on the environment and adverse effects on health. The use of spray paints for decoration is strictly prohibited. Use water-based paint only.
  - 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 for their intended purposes only. Students must take special care when using such equipment to prolong their use.
  - Only use energy efficient LED lighting in events. Student organizations must reduce their energy consumption by minimizing the amount of equipment used and providing food that does not require on-site refrigeration or heating.
  - At the end of the event, every effort must be made to segregate waste for recycling. All equipment must be returned for safekeeping, ready for the next user.