

Student Clubs Policy

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Student Clubs Policy

Introduction

The purpose of this policy is to give as much detailed and clear information as possible about student clubs. Students who are looking to organize student clubs must read this policy and work according to its rules and regulations. This policy is available on the LMS.

Article 1. Terms & Definitions

The following terms, wherever used in this policy, shall have the meanings following them, unless the context requires otherwise:

The Students Activities Unit is a division of the Deanship of Student Affairs overseeing all student extracurricular activities in terms of organization, execution, supervision, and evaluation.

A Student Club is a group of students who volunteer to organize various activities related to the interests of the members and the stated mission of the club.

Article 2. General Goals of Students' Activities

1. To establish activities which are related to the field of the students' respective interests.
2. To develop and enhance the personality of the students.
3. To support students who are interested in pursuing careers in the area of their interest.
4. To encourage the students to build their leadership skills.

Article 3. Formation of Clubs

Student clubs may be formed by submitting a club formation request to the Dean of Admissions, Registration and Student Affairs, who refers the request to the Student Clubs Council. In the request, the students need to:

1. Identify a minimum of four students who wish to form the club as founding members. The club president is one of the founding members.
2. Develop a mission and by-laws consistent with those of YU.

3. Identify the name of the club and criteria for membership.
4. List the proposed club activities.
5. Describe the affiliation of the club or organization with any groups, if any.

Article 4. Student Clubs Council

Student club will be supervised by the Student Clubs Council, which will consist of the following:

1. Vice President as the chairperson of the committee.
2. Dean of Admissions, Registration & Student Affairs as a member.
3. The head of the student activities unit as a rapporteur.
4. Student clubs' supervisors as members.
5. A student representative from each club

Article 5. Duties of the Student Clubs Council

The main duties of the council are to:

1. Submit the recommendation for the creation or the closure of a student club to the University President for the approval.
2. Nominate a faculty member for each club to be the club supervisor to be appointed by the University President.
3. Review the student clubs' plans and send them to the University Council for their approval.
4. Approve of the exclusion of the members based upon the recommendation of the Dean of Admissions, Registration & Student Affairs.
5. Oversee the clubs' function and work on fulfilling their roles and the purpose for which they were created in the first place.
6. Take necessary corrective action in cases of violations of any sort.
7. Suggest the amount of funding for each club and submit the recommendation to the University President for approval.
8. Approve any forms that are related to the formation or functions of the clubs that are submitted by the Dean of Admissions, Registration & Student Affairs.
9. Issue guidelines and instructions that govern student clubs' activities.
10. Issue student clubs' evaluation criteria.
11. Any other task assigned by the University President.

The council meets in the middle of the spring semester every year to revise and decide upon the activity plan for the upcoming academic year.

The council meets upon invitation by the council president to evaluate the progress of the student clubs or in case of any violations by any clubs that necessitate corrective action.

Article 6. Administration of Student Clubs

1. Student clubs must develop an annual plan of activities in coordination with the Dean of Admissions, Registration & Student Affairs.
2. Student clubs must observe community culture and tradition in all their activities. They must also observe the university's policies and procedures in all their activities, meetings and plans.
3. Clubs are entitled to monetary support according to the university's policies.
4. Student clubs are not allowed, under any circumstances, to raise funds or collect monetary donations to organize activities or for any purpose.
5. Clubs can seek sponsorship from outside the university to cover any expenses to organize activities only after the approval of the Student Clubs Council.
6. Each student club may recommend, to the Dean of Admissions, Registration & Student Affairs, exclusion from membership which shall be on the basis of failure to actively participate in the club's activities or neglect of duties or responsibilities.
7. Clubs work collaboratively with the Dean of Admissions, Registration and Student Affairs, who assists the clubs in implementing their activity plans and in order to make sure that clubs are following the rules and by-laws of the university.

Article 7. Appointment and Duties of the Club President:

Under the supervision of the Dean of Admissions, Registration and Student Affairs, the members of the club will, at the beginning of each academic year, nominate the president and vice president of the club through voting, and the president of each club will be appointed by the Dean of Admissions, Registration & Student Affairs.

1. The club president should keep organized and updated records of all related documents. This includes lists of the club members, a detailed plan of activities and all/any bills, receipts which cover any payments.
2. The club president should call for and schedule the club's meetings.
3. The club president is responsible for working in accordance with the university instructions and the club approved plan.

Article 8. Club Funding

1. Funding of clubs and student activities will be provided by the university administration upon submission of the annual activity plan, detailing the purpose, scope and expected outcome of the planned activities to the Clubs Council.
2. The club must be active in order to receive the requested funding.
3. The club president must submit the Request for Funding form to the Head of the Student Activity Unit. The form should be reviewed and signed by the club supervisor.
4. Funds for club activities will be decided and approved with consideration of the following:
 - The compliance of the activity with the university's vision, mission and values.
 - The added value of the specific event to the members' and student community's educational or professional development.
 - The total amount of funds needed for the specific event.

Article 9. Club Meetings

1. Club presidents can call for meetings when necessary.
2. Gender mixing is not allowed. In case both sections (men and women) of the club need to meet, a prior approval must be obtained from the Dean of Admission, Registration & Student Affairs. This meeting should be held in a partitioned room where men and women can sit of each side of the room.
3. Communication must be by official YU email only.

Article 10. Social Media Accounts and Posts

In compliance with the university's policies regarding the use of the university name and logo in posts and announcements, and to allow student clubs to achieve

their goals of announcing and promoting their activities, student clubs' presidents are committed to:

1. Show highest awareness of the fact that their clubs represent the university, and therefore anything they post on the club's social media accounts must contribute positively to their reputation and the name of the university.
2. Be aware of the Anti-Cyber Crime Law and avoid posting anything that might be a violation of the law.
3. Ensure that their posts are proofread and error free.
4. Ensure that their posts are not representing personal opinions.
5. Avoid posting any photos that show men and women together in the same photo.
6. Obtain consent from women students before publishing their photos.
7. Ensure that the photos or videos posted clearly avoid any unacceptable appearance of body language.
8. Avoid adding the club president's personal account(s) and add only official accounts of concerned organizations, academicians, or charters.
9. Obtain the club supervisor's approval before publishing any post.
10. Provide the Head of the Student Activity Unit with the accounts credentials to allow for timely monitoring and quick action in case of unintentional violation

Article 11. Activity Procedure

BEFORE ACTIVITY:

1. Visit the Head of the Student Activities Unit to check the availability of the date and venue.
2. Submit a Club Activity Request Form to the Dean of the Admissions, Registration & Student Affairs approval. The form must be submitted together with:
 - A List of Participants (including their names, departments, email addresses and mobile numbers).
 - Event Agenda.
 - Request for Funding form, if required.

3. Design flyers/posters to be displayed on various platforms and have them approved by the Dean of Admissions, Registration & Student Affairs before displaying them. Flyers may not be posted on walls, windows or doors otherwise they will be taken down.
4. The club is responsible to follow up on all logistical matters such as venue preparation, logistical needs, services, etc. The Dean of Admissions, Registration & Student Affairs helps clubs to get their needs and requirements.
5. Prepare feedback/evaluation forms to hand out to the participants.

DURING ACTIVITY

1. Make sure the activity is run according to the approved plan. No major changes to the plan (which leads to the activity or event being diverted from its original purpose) are allowed.
2. Keep notes of the proceedings of the activity to use them in the activity completion report that should be submit at the end of the activity.
3. Make sure the feedback/evaluation forms are handed to the participants and collected before the end of the activity.

AFTER ACTIVITY

1. Return any equipment used to the concerned departments.
2. Remove all the promotional material (flyers, posters, roll-ups).
3. Prepare the end-of-activity report.
4. Turn in the report together with the evaluation/feedback forms to the Head of the Student Activities Unit three days (max) after the end of the activity/event.

Failure to follow the above mentioned plan means:

1. The club will be negatively evaluated which impacts its ability to organize or run activities
2. The club members and participants will not have this participation listed in the Skills Record which is supposed to be given to each individual at the end of the year.

Article 12. Closure of Clubs:

The Student Clubs Council would submit its recommendation to close a student club to the University President for approval, in any of the following cases:

1. if the club fails to follow the provisions mentioned in this policy,
2. if the club becomes inactive,
3. or if the club was negatively evaluated for three times in a row.

Article 13. The Role of the Club Supervisor

1. The primary role of the club supervisor is to provide overall guidance, inspiration and constant moral, personal and educational support to the club, and make sure that the club is working in accordance with the university guidelines and mission.
2. The club supervisor is not supposed to impose his/her vision on the club. When working with a club, he/she has to let the students lead the way while he/she supervises their activities.
3. The club members should not expect the supervisor to do everything for the club. The supervisor must be aware of this fact and should persuade the students to take the lead under his/her guidance and supervision.

Exceptions

The University Council reserves the right to decide on any situation/circumstance outside of the conditions stated in this policy.

Authorization

This policy was authorized by:



University President

Date: 30-10-2023