

Student Affairs Office Clubs and groupings Terms & Conditions

I- General

1.1 Objectives of the clubs at NDU

1. To promote student participation in recreational, social & cultural activities of non-political background.
2. To enable students to gain experience in organization.
3. To develop skills in group cooperation and ethical and transparent interaction.
4. To provide opportunities to grow and learn as individuals.
5. To gain experience by interacting with other clubs.
6. To share competence, abilities and vision with others in a spirit of harmony and understanding.
7. To encourage open discussions on issues of public concern provided that partisan politics and sectarianism are not debated by club members.

1.2 Location

The club is located at NDU and is governed by all NDU rules and regulations concerning clubs as decided by the Student Affairs Office.

1.3 Language

The official language of the club shall be English.

1.4 Recognition process

Prior to applying for the purpose of receiving by the SAO,

1. Present to the SAO a complete and clear file stating its objectives, its Purpose and its plan for the year... on time.
2. The club must have a full-time faculty member as an advisor.
3. The advisor should state in writing his willingness to be an advisor of the club. He/she must have the approval of his/her Chairperson.
4. Club members must be currently enrolled students (full-time or part-time)

5. Each student club should maintain a membership of at least 20 NDU students (Ref. By laws Article V).
6. Club members must not be on any disciplinary sanction nor have any type of enrollment hold. The members of the executive committee of each club must not, in addition to the above, be on probation.
7. Clubs must operate under the by-laws approved by the Student Affairs Office.
8. No clubs that serve similar functions as to those of currently recognized clubs will be recognized.
9. No clubs will be recognized if their primary function is to serve as a subservient support group for an off-campus organization.
10. Pre-registration for clubs already recognized by the university is the same as that of the formation of new clubs.
11. Each student Club should submit a tentative yearly plan indicating the number, type and nature of activities planned to take place. Failure to do so will result in not approving the Club.

1.5 Suspension of recognition

The Club shall be dissolved:

1. Failure to meet any of the criteria required for recognition on time.
2. If the Club fails to abide by NDU rules and regulations.
3. If upon the resignation of the Faculty Advisor, the Club is unable to find another advisor within two weeks.
4. If the Club receives three consecutive probations from the Student Affairs Office during one academic year.
5. A club may dissolve itself at any time by delivering to the Students Activities Office a written notice signed by two thirds of the total number of members of the Club and by the advisor stating the reason for the decision, in which case the club loses its privileges of being a university club once this request is recognized by the SAO.

1.6 Financial responsibility for student clubs

1. The university expects each student club to be fiscally responsible. Each student club should practice sound management to insure the fulfillment of these responsibilities.
2. Each student club must have all financial commitments approved by a majority of the club members and receive the signature of their advisor.
3. Student clubs have the responsibility to settle their accounts when due. Student clubs should conduct a yearly review of their financial status and present it to the Activities Office at the end of each semester (Ref. Club By Laws Article 6.2.3)
4. The university is not responsible for the payment of any debts and other obligations made by student clubs.
5. The Treasurer with the President of the Club shall submit to the SAO a detailed budget. This budget must get the approval of the Executive Committee.

6. In case of any violation of the NDU Club By-laws, the SAO will take disciplinary action against the Club.
7. The Treasurer and the President should submit to the Student Activities Office a budget report (with a photocopy of all the receipts) at the end of each semester and upon request. Failure to do so may result in putting the Club under probation.
8. The Treasurer with the President shall **provide the Office of Student Affairs with upcoming spending plans each semester.**
9. In case of the inactivation or dissolution of the club, the balance of funds and/or property of the club shall be placed at the disposal of the Director of the Student Affairs Office for the support of other clubs.

Activity reports, and financial reports (with a photocopy of all the receipts) must be submitted to the Director **of SAO** at the end of each semester. Failure to do so will result in placing the club under probation for one semester (Ref. Club By laws Article 6.2.3); thereafter, the Director of SAO may dissolve the club.

The Executive Committee members of one club may not serve on the Executive Committee of another club.

1.7 Expulsion of members

Any member may be expelled from the club by a two-thirds majority vote of the voting members, and after consultation with the Director of Student Affairs Office:

1. Violation of the principles and aims of the club or of NDU regulations governing club activities or student membership in clubs.
2. Failure to attend more than 50% of the meetings during a semester without a valid excuse submitted to the secretary of the club.
3. In case of one member of the Executive committee violated the rules and regulations the Director of the Student Affairs Office should dismiss this member from his/her function and ask the Club to replace him by another member.

II- Activities related to students

2.1 Party

Each Club has the right to organize one party for each academic year.

1. A request must be presented 15 days before the event, typed and signed by the President the Secretary and the Advisor of the Club.
2. A request Form for On Campus activities must be presented to the SAO at least two weeks before the requested date of the activity; the SAO will not receive any request if it does not respect this. After the request Form is filled out no additional requests will be approved. Note that the Administration reserves its right not to grant all that is requested.
3. Once a date reserved, after receiving the written approval, the SAO will not authorized, for another club, any similar event on the same date or one week before this event.

4. No advertising or promotion or spots on radio stations are allowed before receiving the written approval from the SAO.
5. Absolutely no alcohol, tobacco or energetic beverages will be distributed or sponsored.
6. No gifts or anything else given to the guests containing any reference to NDU is allowed.

2.2 Conference

Each Club has the right to organize one conference from each type by academic year.

1. A request must be presented 10 days before the event, typed and signed by the President the Secretary and the Advisor of the Club.
2. The request must specify the Topic, the guest speaker, attendance number of attendees.

2.3 Exhibitions

A request must be presented to the SAO at least **one week before the event**, typed and signed by the President the secretary and the Advisor of the Club. If the item of the exhibition is related to any faculty the advisor and the President of the Club must inform the Chairman of the appropriate department and secure his/her approval.

2.4 Stands

A request must be presented to the SAO at least **two days before the event**, typed and signed by the President the secretary and the Advisor of the Club. The Club must get the approval of all the materials (papers, posters...) on the stand.

2.4 Trips

1. A request must be presented 50 days before the departure date of an international trip, or 15 days in case of a local trip, typed and signed by the President the secretary and the Advisor of the Club. It must contains all the details of that event.
2. The Club must present a **valid insurance policy covering this event**.
3. The Club must present to the SAO a copy of the program and the contract with the company or agency deal.
4. The Advisor of the Club is encouraged to participate in such an event.

2.5 Rally Paper

1. A request must be presented to the SAO 3 months before the event, typed and signed by the President the secretary and the Advisor of the Club.
2. The Club **must present a valid insurance policy** covering cars, participants, and the third party liability.
3. The Club will not be authorized to promote this event before completing all the details.

2.6 Posting policy

In order to obtain authorization for posting any given material, representatives of the student club must bring all material to be posted to the SAO to be stamped for authorization.

1. All materials must bear the official SAO stamp.
2. Upon approval, a **maximum of 15 pieces** of information will be posted for a specific event; one copy will be kept on file at the Student Activities Office.
3. The name of the student club must appear on each poster.
4. No poster in a language other than English will be approved.
5. Publicity displaying any type of alcoholic beverage or any kind of energetic drink or encouraging the use of tobacco is prohibited.
6. Posters are not to be displayed on trees, trash cans, glass, painted surface, doors or the like but only on the boards assigned for announcements.
7. Any poster in unapproved areas will be removed, without prior notification, and the Club will be held responsible.
8. It is the responsibility of the student club members to remove posters after the execution of the event.
9. Without prior notification all the announcements that are on the boards of the university will be removed 3 time a year: during the Christmas vacation, between the two semesters and during the easter vacation.
10. The SAO will respond firmly to any student club which has improperly posted materials on campus. Violation of the posting policy will result in disciplinary action.

2.7 Distribution of pamphlets or flyers

Each Club has the right to distribute pamphlets or flyers but the Club must abide by some rules.

1. In order to obtain authorization for distributing pamphlets or flyers... representatives of the student club must bring all materials to the SAO for approval.
2. The name of the student club must appear on each pamphlet or flyer.
3. No approval will be given for any kind of pamphlets or flyers if they contains any abusive language against another Club or other students groupings.
4. Publicity displaying any type of alcoholic beverage tobacco or any kind of energetic drink or encouraging the use of alcohol is prohibited.
5. Flyers and pamphlets are not to be displayed on trees, trash cans, glass, painted surface, doors, etc, but only on the boards assigned for announcements.
6. Flyers and pamphlets in unapproved areas will be removed and the Club will be held responsible.
7. The SAO will respond firmly to any student club which has improperly posted materials on campus. Violation of the posting policy will result in disciplinary action.
8. The SAO will respond firmly to any student club which has improperly distributed materials on campus. Obvious violation of the posting policy will result in disciplinary action (Probation for the Club, Waring...)

2.8 On Campus Restrictions

- All events are to be held in accordance with the rules and regulations of the University.
- The club is responsible for all damage that may happen on campus.
- Any kind of promotion or consumption (sponsors, posters, gifts.....) for tobacco, energetic drinks and alcohol is strictly forbidden on campus.
- In case of any violation regarding the above, the club will be held fully responsible for any damage incurred and shall be asked to recompensate it. Furthermore, this may lead to the suspension of club activities.
- No club can claim exclusivity for any event.
- The request for each event must be accompanied by type of ALL the specific details and space for promotion (max.3 days/stand &4 boards).
- The Activities Officer will designate placement and location for the promotion according to the importance of the event.
- If more than one Club requests the same or similar event on or around a specific date, preference will be given to the one who requested first.
- The original copy of the insurance policy is to be provided before giving the approval for any event.
- Activities and financial reports pertaining to all clubs must be presented at the end of each semester.
- No activities will be approved for the upcoming semester before the activities & the financial reports of the previous one have been submitted.
- In order to facilitate your procedure, no request will be accepted after 2:00 p.m of any day.
- All requests for activities should be submitted on the special “**Request Form for on Campus Activities**” obtained from the SAO.
- Entrance to the Campus is forbidden at night. All work should be done prior to 7:00 pm.
- The club should clean the place used for any event after the event is over on the following day.

III- In case of Violation

In case of violations committed by a student Club, the following measures shall be taken:

3.1 First violation

The Club shall receive a written warning and shall automatically be placed under probation, copies of which will be placed in the file of each member of the Executive Committee.

3.2 Second violation

1. The Club shall be asked to freeze its activities for a month no matter what the activities occurring during this month will be.

2. The Club shall, simultaneously, receive a second and final written warning, copies of which will be placed in the file of each members of its Executive Committee.

3.3 Third violation

The Club will be dissolved for the rest of the academic year and shall be asked to freeze all its present and future activities.

IV- Suspension and Disciplinary actions

4.1 Suspension Process

When a complaint or a report found to be in violation of university rules and regulations is received by the SAO, it shall be treated in the following manner:

1. The Student Activities Officer shall investigate the validity of the violation.
2. If the violation did occur, the Student Activities Officer will meet with the Director of SAO to decide on the severity of the violation and on the disciplinary action to be taken.
3. The Director of the Student Affairs Office shall call for a meeting with the University Student Affairs Committee in order to suspend the Club.

4.2 Disciplinary Action

Disciplinary actions that may be taken against a student club as a whole or against particular members include:

1. Written warnings to be placed in the student's file and in the student club file.
2. Disciplinary probation and withholding of all university privileges to the club members in question.
3. If a student has a Disciplinary probation he will not be allowed to be candidate for the Student Union election in the same academic year.
4. Freezing all the Activities of the Club for a limited time (two weeks, one month, one semester).
5. In case of violation the SAO will have to cancel the assistantship for the violators.
6. Withdrawal of recognition of the Club.
7. Suspension of individual members of the Student Club held responsible for violation of the university rules and regulations.
8. If the violation is repeated, the Club will be suspended by the the SAO pending further deliberation.