

Getting Started

Overview.....	2
Student Activities Chart.....	2
Student Government.....	2
Student Organizations.....	2
Participating in Student Activities.....	3
Registering Your Student Organization.....	3
Reactivation of Your Organization.....	4
Establishing a New Organization or Association.....	4
Difference Between Association and Organization.....	4
Suspension of Your Organization.....	4
Constitution of Your Organization.....	5
General Guidelines.....	5
Staff and Faculty Advisors.....	5
Role of Faculty Advisor.....	6

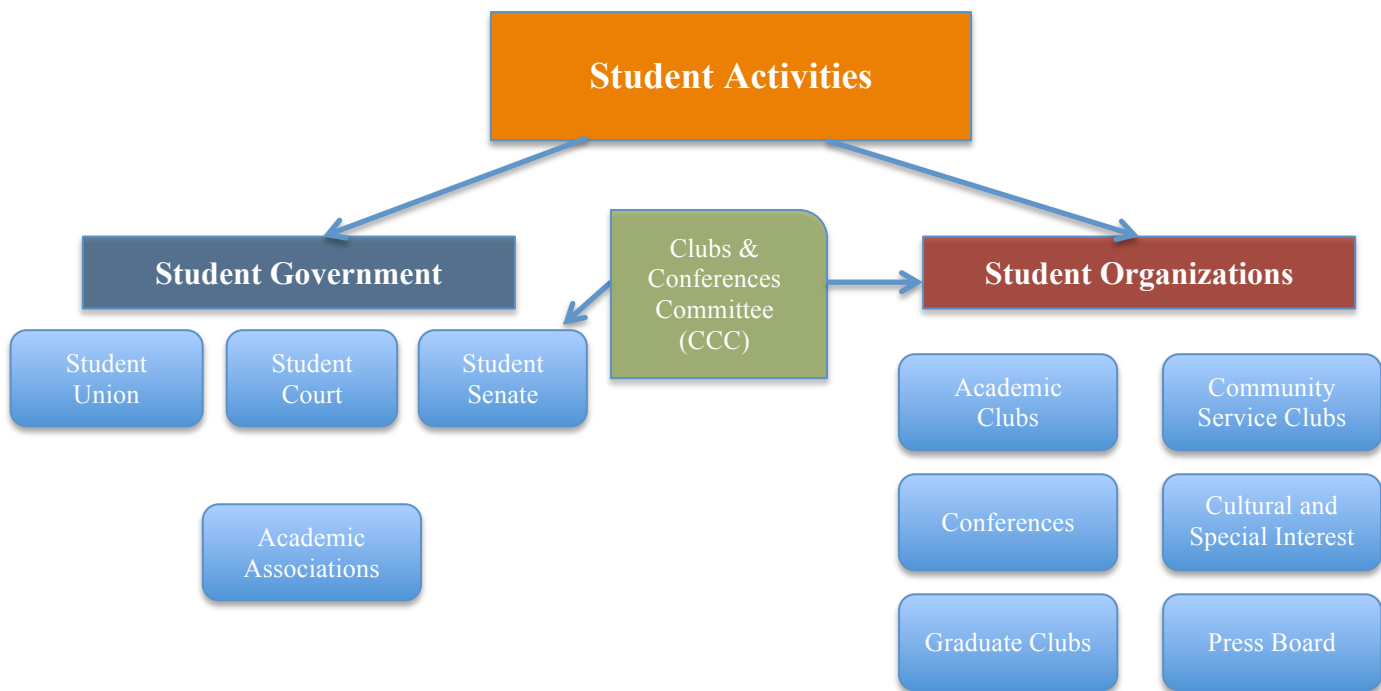
Forms Annex

Presidential Contract.....	8
Student Registration Members Form.....	9
Email Form.....	10
Proposed Constitutional Format.....	11
By-laws Format.....	11

Overview of Student Organizations:

“Student organizations are voluntary student groups organized for educational, social, and service purposes. A student organization can and may also be referred to or classified as a club, group, association, conference, union, senate, board, or league. The Student Government and corresponding student groups are part of the broader AUC Community, and in their operations they are constrained by the general University policies, as reflected in the most recent AUC Catalog, AUC Student Handbook, and elsewhere, as by the Egyptian law.”

Student Activities Chart:



Student Government

The Student Government is the organizational representative of all students at the AUC. It is referred to as the Student Union (SU) and it consists of three branches: legislative, executive, and judicial. The Student Senate acts as the legislative branch and includes representatives of all students enrolled in academic programs at the AUC. The Student Court represents the judicial branch, and it is comprised of newly elected members each year. The SU president heads the executive branch, and is elected before the end of each academic year by the student body at large. The previously mentioned bodies work in coherence to represent the large number of other student organizations, in order to support developing initiatives, opportunities, and interests. The Constitution of the Student Body describes in much more detail the structures of the AUC Student Government.

Student Organizations

There are numerous active organizations at the AUC. The opportunity for membership to an organization is open to any interested AUC student. Each organization has a faculty advisor and its own constitution with a clearly stated mission, structure, and objective(s).

Student Organizations are classified under the following categories:

- Special interest or culturally- based;
- Community service-based;
- Academic-based;
- Conferences;
- Graduate;
- Governing bodies

For the directory of student organizations please visit:

<http://schools.aucegypt.edu/studentlife/involve/org/Pages/home.aspx>

Participating in Student Activities

- Please contact the organization directly, their contact information is available on the student organizations directory, and contact the club directly
<http://schools.aucegypt.edu/studentlife/involve/org/Pages/home.aspx>
- Visit the Clubs week, which is held on the second week of the semester.
- For freshman students, they can visit the student engagement fair, which takes place one week prior to the beginning of the semester. For more information visit the FYE website. <http://www.aucegypt.edu/studentlife/FYE/Pages/home.aspx>

Registering Your Organization

All active student organizations are required to register twice a annually. Registration serves as the official recognition of affiliated student groups. It also grants the right to utilize the designated university facilities and services, and allocate fund. All new student clubs, organizations, and associations are required to do the following at the beginning of each year:

1. Register their organization by sending an email to osd@aucegypt.edu and your staff advisor. You can find the staff directory over this page:
<http://www.aucegypt.edu/studentlife/involve/Pages/contact.aspx>
2. Sign presidential contract. (see p.8)
3. Submit a final version of their constitution and by-laws for approval within the deadline that is communicated to the student body. This process is done jointly with the Student Court. You can do that by sending an email to osd@aucegypt.edu and sjb@aucegypt.edu. (see p. 11)
4. Send the list of officers and their titles, ID numbers, and joining date to be submitted to the OSD for approval. (see p.9)
5. The budget and business plan, which should be sent to the staff advisor and the Clubs and Conferences Committee, whereby it allocates the student activities fees for each student organization.
6. Send the formal auc email of the organization. You can do this by requesting a new one or take the old one through the hand over from the old crew. To request one you need to follow this link:
<http://unswb.aucegypt.edu/E-Mail/PartTime/CheckUsername.asp> and print the document (see p. 10 as an example), get it signed by staff advisor and send it back to support@aucegypt.edu

7. Organization's faculty advisor.
8. Registration deadline is no later than the end of the last business day of second week of each semester.

Reactivation of Your Organization:

Inactive clubs may be reactivated in the same way. Clubs not abiding by these registration procedures may be suspended. However, a cap on the number of organizations would be placed in order to increase the efficiency of the organization and use of the available resources.

Establishing a New Organization or Association:

Organization must fulfill the requirements needed for the establishment of a student organization.

The proposals for new organization must be sent to the Office of Student Development and the student senate two weeks before the beginning of the semester.

The OSD committee will review and take decision about all submitted proposals according to available club space.

Committee criteria:

- ✓ The availability of the organization's constitution/by laws
- ✓ The availability of at least 9 undergrad founding members.
- ✓ The similarity of the proposed activity compared to any of the existing activities. (Repeating activities is not allowed)
- ✓ The approval of the student senate.
- ✓ Within the capacity of the OSD and the University

Difference Between Association and Organization:

The association is a local government for the major. Its money allocated as a percentage as stipulated per the student constitution based upon the number of students enrolled in the major. As for the organization, its funds are allocated from the Clubs and Conferences Committee.

The association only serves the students of the major, however the organization can serve any mission or purpose as written in the constitution and approved by the OSD.

Suspension or Freezing of Your Organization or Activity:

Registration may be suspended for the following reasons:

- a) Failure to re-register annually on the stated due date;
- b) Failure to abide by University rules and regulations;
- c) Failure to abide by the club's own constitution or violation of the constitution of the General Assembly and/ or its By-laws;
- d) Failure to implement approved plan for a year. The CCC freezes the club.

The decision to suspend student groups will be reviewed on a case-by-case basis, as determined by the Student Government in consultation with the OSD. The OSD has the authority to grant the final approval of such recommendations. Student organizations, which

have been inactive for one year, will be suspended/labeled inactive, their accounts will be frozen, and any funds remaining will be re-allocated to the General Activities Budget.

Moreover, the OSD has the right to disapprove, freeze or cancel any activity organized by any student organization at any point of time if the activity involves one of the following:

- ✓ A violation of law, university regulations or code of ethics.
- ✓ A practice that damages the image of AUC or its students.
- ✓ Violating contract commitments with sponsors, partners or clients.
- ✓ Engaging in activities that are not financially feasible.
- ✓ Causing uncompetitive direct damage to other student activity.
- ✓ Damages AUC property.

Constitution of an Organization:

Every organization must adopt a constitution. A constitution sets the procedures by which a group will operate its activities. A constitution also sets forth general guidelines regulating the activities of the organization, membership, and officer responsibilities.

General Guidelines:

- 1- Student Organizations are obliged to abide by laws and regulations of AUC.
- 2- Student Organizations shall not commit any practice that harms the image of AUC, or AUC students or Student activities.
- 3- AUC students must be the main executors of any student activities. Student Organizations are prohibited to use external assistance in planning, management, fundraising, marketing or publication designing.
- 4- Any practice of student activities must be within the framework of law without being subjected to discrimination of any kind.
- 5- No student is allowed to get paid or commissioned for any student activity task.
- 6- Based on AUC available resources, the OSD has the right to restrict the number of Student Organizations operating on campus.

Staff and Faculty Advisors

AUC requires student organizations to have an advisor selected from the university's full-time faculty or OSD staff. All clubs and student organizations are encouraged to work in coordination with their advisors, as this will help in the sustainability of the organization on the long-run. Academic clubs must select their advisors among full-time faculty members, based on their discipline. Appointment of advisors rests in the hands of the Provost and Dean of Students. The advisor must not be a staff member of any of the following entities or any of their affiliated offices. However, they can be involved only in the transitional period of these organizations:

- ✓ Office of Student Development
- ✓ Office of the Dean of the Students
- ✓ Office of the University Vice President for Student Affairs

Role of Faculty Advisor:

While the responsibility of supervising and coaching club leaders rests primarily with the faculty advisors, s/he is also expected to coordinate with OSD in regards to the following matters:

- Approval of the organization's comprehensive budget and plan for each semester;
- Holding periodic meetings with club members to ensure a smooth implementation process of the plan (at least monthly);
- Advising organization members on suitable trainings for their members;
- Reviewing the academic content of certain activities such as student conferences and seminars;
- Approving of all student publications related to their organization;
- Attending and chaperoning key events of the organization.
- Participating in the club's President and Vice President selection;
- Assisting with transitions;
- Editing and assisting with the organization's general budget and annual output report.

Forms Annex

AUC Club/Organization/Association
PRESIDENT/VICE PRESIDENT AND TREASURER CONTRACT 2016-17

Organization's NAME:

This contract represents an agreement between the Office of Student Development (OSD) the authorized office on campus through which student activities operate as one part, and President and Treasurer of the above Student Organization, on the other part.

Both the President and the Treasurer shall hold office from _____ 2016 to _____ 2017 unless they are selected/elected during the academic year due to any extraordinary situation, in which case they shall serve from when they are selected/elected to June 2016.

DUTIES OF THE PRESIDENT:

The President of the above Organizations shall:

- (i) Be the principal Officer of the above student organization and shall ensure that the above organization operates within its Constitution and within the organization's Regulations.
- (ii) Call General Meetings of the above organizations and shall ensure that appropriate elections/selection for the following year's Officers take place along with the Student Court if required (in case of an academic associations).
- (iii) Be the primary point of contact between the OSD and the above organization members.
- (iv) Have the ultimate responsibility for all the activities of the above organization, including ultimate responsibility for the financial affairs of the above Organization.
- (v) Adhere by the university regulations guided by the student leaders manual (on website).
- (vi) Represents the organization at official functions.
- (vii) Present to the OSD at the beginning and end of every semester the list of members with their IDs, role, and date of entry and exit.

DUTIES OF THE TREASURER:

The Treasurer of the above Organization shall:

- (i) Be responsible for all financial matters of the above Organization and shall ensure that they remain within the above Organization's Constitution and within the Organization's regulations.
- (ii) Authorize all expenditure on behalf of the above Organization except for when they need to reclaim money themselves. In this case the President shall authorize this expenditure.
- (iii) Be responsible for settling the account of the above Organization. In case that the account is not settled by the end of the academic year, a hold will be placed on the treasurer.
- (iv) Advise members on financial matters (i.e. vendors, ticket selling procedures).

DISCLAIMER:

As President and Treasurer of the above Organization, we agree to undertake the duties of these two offices as outlined above for the academic year 2016-17. We also accept responsibility if the Organization is found to have breached the Constitution and/or the Organization Regulations and/or University regulations at any point during our period of office. If we do not settle our accounts at the end of term, a hold will be placed on our accounts.

Signature:
Organization President 2016-17

Name:

Date:

Signature:
Treasurer's Contract 2016-17

Name:

Date:



Student Organization Registration

PLEASE READ CAREFULLY BEFORE SIGNING

We, the undersigned, request that our organization be officially recognized as a student organization for the 2014/2015 year, with the right to use the university name and facilities. We guarantee full cooperation with the University's standards and regulations.

Name of organization _____ Abbreviation (if any) _____

LIST OF OFFICERS:

President's Name: (first, last) _____

Phone: (mobile) _____ Email: _____@aucegypt.edu ID: _____

Vice-President's Name: (first, last) _____

Phone: (mobile) _____ Email: _____@aucegypt.edu ID: _____

Treasurer's Name: (first, last) _____

Phone: (mobile) _____ Email: _____@aucegypt.edu ID: _____

LIST OF MEMBERS:

Name	ID	Email	Title	Mobile

The American University in Cairo
Office of Information Technology

E-Mail Application For
New Part-time Faculty / Staff

Please write this number down : **26174**

Username: **csea**

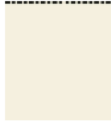
First Name: **Diaa**

Last Name: **Abdallah**

Department Approval

The applicant is working as a part-time in the
..... department, from (mm/dd/yy) to
..... (mm/dd/yy).

Department Head



Proposed Constitutional Format:

The following is a suggested template for your organization's constitution.

- Article I: The name of the organization and statement of its mission.
- Article II: Affiliations to other groups (campus, local, city, national, etc.). While student organizations may opt to collaborate with existing community organization, they are not permitted become affiliated with a third party or carry its exact name to avoid any blurred legal accountability. It is only allowed to be a part of an international chapter or international student organization.
- Article III: Purpose, objectives, mission Statement and functions of the organization.
- Article IV: Membership requirements and limitations, including:
1. Categories of members (e.g. active or associate);
 2. Provisions for application, acceptance and termination;
 3. Membership dues, collection and settlement procedures.
- Article V: Officers (titles, terms of office, their election timing and procedures, responsibilities and authority, termination of office, and filling of vacancies).
- Article VI: Meetings (frequency, procedures, notice prior to the holding of meetings, order of business, and disposition of minutes).
- Article VII: Referendum (procedures and handling).
- Article VIII: Amendments concerning proposal means, prior notifications, number of readings, and required vote for adoption.
- Article IX: Ratification (requirements for adopting and amending the constitution).

By-laws Format:

By-laws must not contradict with the provisions of the respective constitution. If there are topics that are not already addressed by the constitution, those are placed in the by-laws:

1. Membership (requirements, obligations, resignation, suspension and termination, rights and duties)
2. Dues (amounts and collection, any special extra fees, due date, settlement with OSD)
3. Executive structure and responsibilities / duties and management hierarchy
4. Committees (standing, special, formation mechanisms, chairpersons, meetings, responsibilities and duties)
5. Appointment System
6. Order of business (standard agenda for conducting meetings)
7. Clear statement of financial decision-making mechanism and which ones require membership approval
8. Parliamentary authority (rules of order provisions, name of the parliamentary practice manual which questions are referred)
9. By-laws Amending Procedures
10. Decision Making Policy.
11. Other special policies and procedures confined to the organization and necessary for its operation.