



The American University of Kurdistan Student Clubs Policy

Policy Number: AS044

Effective Date: November 30, 2023

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose of this policy is to outline the required procedure for establishing and maintaining a Student Club at AUK.
- c. **Scope:** This policy applies to Students and their Faculty/Staff Advisors.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** President
- b. **Responsible Administrator:** Director of Student Affairs
- c. **Responsible Office:** Office of Student Affairs (OSA)
- d. **Policy Contact:** Director of Student Affairs

III. DEFINITIONS

Student Club: A Student organization comprising of a board of executive members; the President, Vice-President, Treasurer and Secretary, along with a Faculty or Staff Advisor, and a group of active members. A Student Club's purpose is to unite Students on campus who share a passion for a particular subject area and further explore the topic along with likeminded Students, while adhering to AUK internal policies and procedures.

Student Club Member: A Student who has registered for a Club with the Student Club Executive Board.

IV. Policy Principles

- Student Clubs are the core of Student life on campus, as they allow Students to continuously explore and network with peers around the topic that can have professional and/or personal impact on the Students' life or the community at large.
- Student Clubs create opportunities for leadership development, continuous learning, Student engagement, and the fostering of shared interests.
- The membership's active participation is a requirement to achieve the core purpose of Student Clubs.
- Faculty/Staff advisors play an important role in offering Student Clubs valuable guidance in their activities.
- AUK is dedicated to developing leadership, self-reliance, community involvement, and civic engagement skills among the AUK Students providing equal opportunity in access and participation in all activities.
- Transparent funding and spending procedures are essential for the efficacy and fairness of any Student-led organization.
- Student Club communications with the Student body, administration, and the non-AUK community are essential for the promotion of Student life engagement. As such, regulations must be in place to ensure clarity and professionalism in all communications.
- Student Clubs will be active for one full academic year upon the approval date.
- Student Club activities cannot directly or indirectly serve as source of income for Club members or individual Students.

V. Procedure on establishing a Student Club

- Applicants must be full-time registered AUK Students and have at least a CGPA of 2.5 and be in good conduct standing.
- A Student Club name must be provided.
- The names of the following must be provided: four board members and a faculty/staff as the advisor.
- A Club Proposal shall be filled and submitted within the announced timeline, which will be communicated to Students in advance.

Membership Regulations

- Membership in AUK Student Clubs is restricted to registered full-time AUK Students.
- To maintain membership, members must attend all meetings set by the board, and assist in all activities on the Club event calendar.

VI. Advisor Responsibilities

- Faculty/Staff advisors share their experiences with the Club members in order to support the Club's goals and mission;
- The Advisor will be the decisive vote when there is a 50/50 tie in votes by board members.
- Students are responsible for Club-related decisions.
- Advisors are encouraged to attend Club meetings and events as time allows, assist the Club in transitioning and training officers, understand university policies, and resolve potential conflicts. There are no financial or monetary responsibilities associated with being an advisor.

VII. Events, initiatives, or programs

These can include but are not limited to:

- Campaigns
- Competitions
- Social Gatherings
- Trips, visits, expeditions
- Tournaments
- Forums
- Debates
- Conferences

Within 5 working days of the notice of the Club's official approval, with the guidance of the Director of the OSA, each Student Club will develop an event calendar for the semester. The Students will be requested to submit the Event Proposal form for each event. The Proposal should be submitted 10 working days before the suggested event date and will be approved within 5 working days of the submission. The Director of the OSA should be informed of all communications with campus units in the planning for events.

Community engagement can be defined as but is not limited to:

- Participation of non-AUK community members in events, initiatives, or programs
- Marketing or soliciting the participation of non-AUK community members

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- Invitation of non-AUK community members to AUK events, tournaments, forums, conferences, debates, social gatherings, etc.

IX. Student Club Active Status

To retain Active Status, Clubs must meet the following requirements:

- Event Calendars must be submitted as outlined in Section VIII above.
- Club members must have regular meetings to be ready for the planned activities and events; all board members are required to attend every meeting.
- Monthly reports must be submitted to the OSA by email, copying the Director of the OSA. The report must include:
 - List of members
 - Reports on activities, initiatives, or programs; these are to be submitted within 3 days after the event's occurrence. The report includes the budget, expenditures, and any revenues.
- A minimum of 2 activities/events, initiatives, or programs must be held each semester by each Club.

In the event that a Club does not meet any one of the minimum requirements set for Active Status, a Club is rendered inactive. A written warning for inactivity is sent to the Club President by the Director of the OSA. Once the warning is received, the Club has one week to submit a report detailing plans for addressing gaps. If inactivity persists with no response for more than 2 weeks, then the Club will be suspended by the Director of the OSA.

X. Probation Regulations

- Probation can only be applied to executive board members of a Student Club.
- If a Student's GPA drops below the CGPA 2.5 required, they will be placed on a 1 term probation. After this probation, if the CGPA did not rise to the minimum of 2.5, they will be automatically dismissed from their position in the Club.
- If a Student violates a term in any of the Student Club policies or AUK Student Code of Conduct and Grievance Policy, based on the decision of the Director of the OSA, they may be placed on a 1-month probationary period during which their performance will be evaluated. If the Student does not show improvement in their role or in the matter regarding their probation, they will be dismissed from the Club.
- All Executive Club members placed on probation for any reason must be informed by the OSA in writing.

XI. Resignation Regulations

Any member of a Student Club Executive Board may resign from his/her position by providing one-month advance notice of the resignation to the Director of the OSA.

XII. Dismissal Regulations

Any member of the Student Club Executive Board may be expelled from the Student Club for the following reasons:

- Failure to comply with instructions.

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- Failure to fulfill assigned duties of their designated position.
- Violations of the AUK Student Code of Conduct and Grievance Policy and Student Clubs Policies.

XIII. Non-Compliance & Appeal Procedure

- Any dismissed Executive Board member of a Student Club can appeal against the decision within 10 working days of being handed the written dismissal letter. The appeal must include clear reasoning arguing against the dismissal.
- Appeals go to Director of the OSA. A Committee, consisting of the Provost, one faculty, one staff (manager level and above), and the Director of the OSA as non-voting, will be formed. The members of the Committee are selected by the AUK President with the guidance of the Director of the OSA.
- Appeal decisions must be rendered within 10 working days of the submission of the appeal.
- The Committee's decision on the matter will be considered as final.

XIV. Funding Regulations

- Each Student Club will receive a designated funding allocation.
- At the start of each semester, each Student Club must submit a budget request.
- The Treasurer is solely responsible for financial record keeping. This includes end-of-semester reports, collecting receipts, and following up with all members of the Student Club on their spending requirements.
- All revenues acquired through Student Club's activities must be recorded by the Treasurer's records, and must be immediately reported to the OSA through email.
- In the case of a Student Club being declared inactive or suspended, the unused allocation will be returned to the OSA budget.

XV. Communications Regulations

- To advertise, campaign, or communicate with both or either the AUK community or the community at large, Student Clubs must have their communications approved by the Office of Communications in close coordination with the OSA.
- All communications and advertising must conform to the standards outlined by the AUK Student Code of Conduct. This also governs communications on social media. For example, Clubs are not permitted to publish any compromising information on any AUK community member, unit, or the University.

XVI. NON-COMPLIANCE PROCEDURE

- Clubs in violation of the policies may face suspension and/or other disciplinary actions.
- Club members found to be in violation of the AUK Student Code of Conduct Policy will face disciplinary action at the discretion of the Director of the OSA.

XII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** November 30, 2023

XVII. APPENDIX

A. Student Club Event Proposal Form

The event proposal should be submitted 5 working days before the suggested event date and will be approved within 3 working days upon the submission date.

Event Proposal submission date:
Date and Time of the event:
Location:
Duration:
Event Title:
Purpose of event:
Intended audience:
Impact on campus community:
Budget details: please, specify how much will be spent on what item
Special accommodations/requests (Chairs, projector, microphone, etc.):
Service Requested from Administrative Units (IT, Communications, Campus Services, etc.):
Guests if any:
Student Club and the President’s name:
Event details description:

How do you plan to fund your event? (Please circle one or both from the following)

	Funding source	Amount
1.	Funds allocated from the OSA	
2.	External funding: please provide the details of who will donate and how the fund will be transferred to the Club funding	

B. Student Club Post - Event Report Form

Club Name: _____ Club President's Name: _____

Report Date: _____

Activity/Event Description
Activity/Event Name: _____ Date(s): _____ Time(s): _____ Location(s): _____ Total Attendance: _____
Description of Activity/Event and Purpose:
Total Cost: _____ Funding used from Club: _____ Funding used from a sponsor: _____

Results
Description of Results:
Activity/Event Achievements:
Major Problems if any:
Activity/Event Challenges:
Recommendation for Future Event:

Financial Report

Amount accumulated at the end of the vent	
Expenditures	
Savings	

*Along with the report provide the any poster or printing materials used.

* Share with us the event photos.