



**RAFIK HARIRI UNIVERSITY**  
**Student Affairs Office**

**STUDENT CLUB HANDBOOK**

## Table of Contents

<b>ARTICLE I- MISSION STATEMENT .....</b>	<b>2</b>
<b>ARTICLE II- VALUES.....</b>	<b>2</b>
<b>ARTICLE III- LANGUAGE .....</b>	<b>2</b>
<b>ARTICLE IV- STARTING A NEW CLUB .....</b>	<b>2</b>
<b>ARTICLE V- CLUB ADVISOR .....</b>	<b>2</b>
<b>INCUMBENT PERIOD FOR CLUB ADVISORY.....</b>	<b>3</b>
<b>RESPONSIBILITIES OF A CLUB ADVISOR .....</b>	<b>3</b>
<b>RESPONSIBILITIES TO THE UNIVERSITY .....</b>	<b>3</b>
<b>RESPONSIBILITIES TO THE CLUB.....</b>	<b>3</b>
<b>ARTICLE VI- MEMBERSHIP.....</b>	<b>3</b>
<b>SIGNING UP .....</b>	<b>3</b>
<b>MEMBERSHIP FEE.....</b>	<b>3</b>
<b>MEMBERSHIP ROSTER.....</b>	<b>3</b>
<b>ARTICLE VII- HOLDING CLUB ELECTIONS .....</b>	<b>3</b>
<b>DATE OF THE ELECTIONS .....</b>	<b>4</b>
<b>NOMINATIONS .....</b>	<b>4</b>
<b>ELIGIBILITY FOR NOMINATION .....</b>	<b>4</b>
<b>ELECTION PROCEDURE.....</b>	<b>4</b>
<b>ARTICLE VIII- EXECUTIVE COMMITTEE .....</b>	<b>4</b>
<b>PRESIDENT .....</b>	<b>5</b>
<b>VICE PRESIDENT .....</b>	<b>5</b>
<b>TREASURER .....</b>	<b>5</b>
<b>SECRETARY .....</b>	<b>6</b>
<b>ARTICLE IX- CLUB MEETINGS .....</b>	<b>6</b>
<b>ARTICLE X- ADMINISTRATION OF CLUB ACTIVITIES.....</b>	<b>7</b>
<b>STUDENT CLUB COMMITTEE SCC.....</b>	<b>7</b>
<b>STUDENT AFFAIRS OFFICE.....</b>	<b>7</b>
<b>MAINTAINING RECORDS.....</b>	<b>7</b>
<b>ACTIVITY PLANS.....</b>	<b>7</b>
<b>ACTIVITY REPORTS .....</b>	<b>7</b>
<b>ARTICLE XI- FINANCIAL MATTERS .....</b>	<b>8</b>
<b>SUPPORTING NEWLY ESTABLISHED CLUBS.....</b>	<b>8</b>
<b>SUPPORTING EXISTING CLUBS .....</b>	<b>8</b>
<b>INITIATING /TERMINATING CLUB ACCOUNTS.....</b>	<b>8</b>
<b>FINANCIAL STATEMENT .....</b>	<b>8</b>
<b>CREDITING FUNDS .....</b>	<b>8</b>
<b>PROTECTION OF FUNDS .....</b>	<b>8</b>
<b>FINANCIAL REPORTS .....</b>	<b>8</b>
<b>ARTICLE XII- CLUB ON PROBATION .....</b>	<b>9</b>
<b>ARTICLE XIII- DISSOLUTION .....</b>	<b>9</b>

## **ARTICLE I - MISSION STATEMENT**

RHU considers that the structured experiences provided by club activities are a great boon to individual and collective group growth. Club activities provide opportunities for complementing and supporting the RHU academic mission. Those activities bring students together to share in a variety of common interests. Club activities empower students to serve their communities, meet their interests, and enhance their leadership potentials.

## **ARTICLE II - VALUES**

All students are eligible and encouraged to establish new clubs or register in active clubs that match their personal interests and talents.

Club members are encouraged to establish partnerships with similar clubs in other universities, with businesses, and community organizations to promote their activities.

Volunteerism is at the foundation of club members' work. Success is attained through team work, unity, and respect for the potentials and opinions of others.

## **ARTICLE III - LANGUAGE**

The official language of all RHU clubs is English.

## **ARTICLE IV - STARTING A NEW CLUB**

1. The regular tenure period of any club is from the beginning of the fall semester and until the end of the spring semester of the current academic year.
2. At least three members should submit a proposal to the Student Affairs Office requesting the establishment of a new club and wait for the official approval. The proposal should include the name of the club, its mission statement, major activities, names and signatures of at least three members, and name and signature from a willing club advisor.
3. Once official approval is secured, the members constitute the 'Establishing Committee' of the new club. They are entitled to:
  - a. Motivate other members to join the club.
  - b. Administer and run the club's first annual elections for 'Executive Committee' members. The Executive Committee will take over the role of the 'Establishing Committee' and is responsible to conduct the operations of the club while abiding by the policies and procedures stipulated in the Student Club Handbook.

## **ARTICLE V - CLUB ADVISOR**

A "Club Advisor" is a full-time faculty member who is interested in providing general guidance, advice, and support to club members.

The active involvement of students in the structured experiences provided by clubs promotes their personal growth, leadership potential, and decision making abilities. Club advisors can

play an integral role in this respect by promoting and not hindering those opportunities for students.

### **Incumbent Period for Club Advisory**

Club advisors are remain in office for one whole year or until termination by resignation.

### **Responsibilities of a Club Advisor**

A club advisor assumes responsibilities to both the University and the club.

#### Responsibilities to the University

1. Enforce university rules and regulations including university conduct policy;
2. Ensure that club members are adhering to the policies and procedures as stipulated in RHU Student club handbook;
3. Redirect student activities to avoid any conflict with RHU's general mission and goals.

#### Responsibilities to the Club

1. Oversee the proper running of club elections and attend the elections day;
2. Attend the club's executive committee meetings, activities, and other club events;
3. Assist club officers in assuming their responsibilities;
4. Promote positive interaction and good sportsmanship;
5. Provide guidance, advice, and support in the planning and running of club activities;
6. Revise, approve, and authenticate by signing the club's planned activities for the semester and the final report on all activities held by the club at the end of the semester, before sending them to the Student Affairs Office;
7. Revise, approve, and authenticate by signing all financial statements for individual activities, all financial transactions of the club, and all expenditure reports of the club before sending them to the Student Affairs Office;
8. Foster leadership development by supporting group decisions and allowing the club leaders to play an active role in the governance of the club.

## **ARTICLE VI - MEMBERSHIP**

### **Signing Up**

Any RHU student could join an established student club by filling out a club membership application form. The regular membership period is set at the beginning of the fall semester of every year. New club members are also enrolled at the beginning of the spring semester.

### **Membership Fee**

A membership fee, payable by each RHU student who is willing to join the club, is set at 10,000.L.L. per semester. Membership fees should be treated as funds and should be properly documented and deposited in the club's financial account at the RHU finance department.

### **Membership Roster**

Each club should send a complete *membership roster* to the Student Affairs Office no later than October 1 of each academic year.

## **ARTICLE VII - HOLDING CLUB ELECTIONS**

Election of a club's executive committee is a substantial and delicate occupation. Elections should run for the posts of president, vice president, secretary, and treasurer.

### **Date of the Elections**

Officers for the ensuing academic year for each club shall be elected at a scheduled meeting held during the spring semester of each year. The meeting should be announced to all voting members to ensure a quorum of at least 2/3 of all voting members.

### **Nominations**

The very first step in club elections is to invite members to nominate themselves. Nominations should be presented to the Student Affairs Office for verification of eligibility of the nominees no later than 48 hours prior to the date of the elections.

### **Eligibility for Nomination**

Not all voting members of a club may be eligible to nominate themselves. The following are the RHU set parameters for determining eligibility for candidacy:

- a- A nominee should be an undergraduate full-time student with no academic probation.
- b- A nominee should be a committed student with no record of offenses and not held under disciplinary probation.
- c- A nominee may not run for more than one voting position in any one election.

### **Election Procedure**

- 1- The club advisor is to reside at the elections.
- 2- The club president is responsible to initiate club elections in coordination with the club advisor and Student Affairs Office.
- 3- The quorum for elections shall be a simple 2/3 of the voting members, on record as of October 1.
- 4- In the event that no quorum is achieved at the initially scheduled election meeting, a second meeting shall be assigned not later than 48 hours. Any number of voting members in attendance of all nominees shall constitute a quorum during the second election meeting.
- 5- Elections for all offices should be done simultaneously with each voting member nominating one name for each office on the same ballot section.
- 6- An officer may be re-elected either to the same office or to any other office, for a maximum of 2 years in total.
- 7- At the end of each election, the names of the newly elected officers together with their positions and e-mail addresses will be announced by the Student Affairs Office.
- 8- If a president of a club shall fail to ensure elections for the coming year in the specified period for club elections, the Student Affairs Office in coordination with the club advisor shall appoint an interim member to carry out this role.
- 9- Officers who are placed on academic or disciplinary probation will be removed from office immediately. The Clubs Advisor shall call for the election of a new officer.

## **ARTICLE VIII - EXECUTIVE COMMITTEE**

Newly elected officers will take over the role of 'Executive Committee' of the club. The Executive Committee is responsible to conduct all club operations, while abiding by the policies and procedures stipulated in the Student Clubs Handbook.

### **President**

- 1- Calls for club meetings and general assemblies and plans with the secretary the agenda of all meetings;
- 2- Represents the club and heads all its meetings;
- 3- Is responsible for all the actions and activities of the club including any violations of RHU rules and regulations or Lebanese Law;
- 4- Informs the vice president in advance of his/her absence;
- 5- Conducts practices and provide liaison with the Student Affairs Office;
- 6- Contributes along with other club officers, voting members, and club advisor to the official planning of club activities;
- 7- Authenticates with his/her signature all official documents of the club;
- 8- Signs jointly with the secretary and the club advisor the club's activity plan before submitting it for final approval to the Student Affairs Office at the beginning of each semester;
- 9- Signs jointly with the treasurer and club advisor the financial statement for each individual activity
- 10-Signs jointly with the treasurer and club advisor on cash withdrawals or deposits and payment vouchers; all cash withdrawals and deposit before submitting them top the Student Affairs Office for final approval,
- 11-Signs jointly with the secretary and the club advisor the activity report before sending it to the Student Affairs Office at the end of each semester;
- 12-Signs jointly with the treasurer and club advisor the expenditure report before sending it to the Student Affairs Office at the end of each semester;
- 10-Runs the club's next elections. If a president of a club shall fail to hold elections for the coming year in the specified period for club elections, the Student Affairs Office in coordination with the club advisor shall appoint an interim member to carry out this role.

### **Vice President**

- 1- Assumes the responsibility of the President in his/her absence or incapacitation;
- 2- Attends committee meetings on regular basis;
- 3- Takes minutes of meetings in case of the absence of the secretary.

### **Treasurer**

- 1- Provides the Office of Student Affairs with spending plans at the beginning of each semester;
- 2- Facilitates the receipt and deposit of all club funds in the official club account;

- 3- Signs jointly with the president and the club advisor the financial statement for each individual activity
- 4- Ensures all expenditures are in accordance to the approved set of activities;
- 5- Signs jointly with the president and club advisor on cash withdrawals or deposits and payment vouchers; all cash withdrawals and deposit before submitting them top the Student Affairs Office for final approval,
- 6- Provides the Office of Student Affairs accurate reports on the club's financial activities and transactions, including advertising, sponsorship, or other payments. Failure to do so or the provision of any misleading information may result in expulsion of the treasurer from the club by the Student Affairs Office;
- 7- Signs jointly with the treasurer and club advisor the expenditure report before sending it to the Student Affairs Office at the end of each semester;
- 8- Maintains a petty cash, up to LL 50,000 per semester;
- 9- Submits an expenditure report to the Student Affairs Office at the end of each semester.

#### **Secretary**

- 1- Sends notices of meetings to all members;
- 2- Records attendance of all members;
- 3- Keeps accurate minutes of all meetings;
- 4- Handles all correspondences, notifications, and maintain copies of all documents (proposals, reports, official letters, e-mail printouts);
- 5- Signs jointly with the president on all minutes of meetings, official correspondences, and activity reports;
- 6- Signs jointly with the president and the club advisor the club's activity plan before submitting it for final approval to the Student Affairs Office at the beginning of each semester;
- 7- Signs jointly with the secretary and the club advisor the activity report before sending it to the Student Affairs Office at the end of each semester;
- 8- Submits all club photos to the Student Affairs Office at the end of each semester.
- 9- Provides the Student Affairs Office with required updates to be posted on the RHU website.

Failure of any officer to assume his/her responsibilities will result in placing the club on probation for one semester. The Student Affairs Office may dissolve the club's executive committee and call for new elections.

## **ARTICLE X - CLUB MEETINGS**

General Assemblies: At least two general assemblies for all members should be held every semester. All members should attend those meetings and the secretary should record attendance. The club advisor should be present on all general assemblies.

Election Meeting: An election meeting should be held prior to the elections day for all voting members of the club.

**Executive Committee Meetings:** Those meetings should be held on regular basis to discuss activity plans and operations. . Only voting members can attend those meetings. The club advisor should be present on all executive committee meetings. Minutes of all executive committee meetings must be submitted to the Student Affairs Office within one week of their approval.

Presidents of all student clubs are required to coordinate and collaborate in planning their club activities. A meeting between all club presidents should be held at the beginning of every semester, and before each club submits its club's activities calendar. In this meeting, presidents discuss their planned activities; check if any activities can be done jointly; ensure that planned dates for club activities are not conflicting.

## **ARTICLE XI - ADMINISTRATION OF CLUB ACTIVITIES**

### **Student Club Committee SCC**

The Student Clubs Committee SCC consists of permanent members being the club advisors, club presidents, and the Student Affairs Office.

This Committee meets at the beginning of every semester to discuss RHU club activities and also convenes to review fundraising requests submitted by individual clubs.

### **Student Affairs Office**

The Student Affairs Office is responsible to coordinate extra-curricular and club activities on campus.

### **Maintaining Records**

Membership and expenditure reports, minutes of meetings, activity records and other official documents are entries that each club should retain. Copies should be sent to the Student Affairs Office for record keeping.

All official documents should bear the signature of the president and advisor of the club. The secretary of the club is also required to sign all minutes of meetings, official correspondences, and activity reports; the treasurer is also required to sign financial documents including requests for cash withdrawal or deposit, payment vouchers, and expenditure reports.

### **Activity Plans**

Planned activities should coincide with the real mission of each club. Each club is required to submit a complete activity plan at the beginning of each semester to the Student Affairs Office. This plan should include all the activities that the club intends to hold during the semester, a statement of purpose for each planned activity, the date and time of the activity, necessary material equipment or reservation of facilities, and any necessary information. Activity plans should include the signature of the president, secretary, and club advisor.

### **Activity Reports**

Each club is required to submit a complete activity report that summarizes all the activities conducted by the club during the semester. The club is also required to submit any photos relevant to the held club activities.



## **ARTICLE XII - FINANCIAL MATTERS**

### **Supporting Newly Established Clubs**

RHU confers newly established clubs an *establishment donation* in the form of special equipment or material that the club requests, monetary level to be approved by the Dean of Students.

The special equipment/material donated to the clubs remains the property of RHU.

### **Supporting Existing Clubs**

RHU is not required to sponsor the activities of existing clubs. Established clubs should manage their own funding through locating external sponsors and holding fund-raising activities. In cases where the running cost for holding an activity is more than the club could afford and the planned activity is worthwhile for RHU and its students, the student club can submit a funding request to the Student Affairs Office.

Funding requests should include information on the event (purpose and significance), the rationale for the funding, and details on how this funding will be spent (to include any itemized purchases).

### **Initiating /Terminating Club Accounts**

As new clubs are formed, the Student Affairs Office may request the Finance Department to establish new accounts for that club. Likewise, the Student Affairs Office may request the termination of financial accounts for clubs that have been dissolved by RHU. In case of the dissolution of the club, the balance of funds shall be placed at the disposal of the Student Affairs Office to be distributed equally to other student clubs.

Club accounts are retained at the Finance Department.

### **Financial Statement**

Each club is required to generate a financial statement for individual activities to include any expected expenditure and profit. The financial statement should be signed by the president, treasurer, and club advisor before submitting it to the Student Affairs Office for approval.

### **Crediting Funds**

Approved funds for clubs in addition to funds generated by approved events and activities shall be credited to the club. This money is to be deposited in the club's account, as it is collected and retained at the Finance Department.

On the other hand, bills and official receipts bearing the required signatures (president treasurer and advisor) should be submitted to verify expenditure and withdrawal of cash from the club's account.

A copy of all financial records should be kept in the student treasurer's notebook, with a list of costs, total amount of monies received and profit along with a detailed statement of how the funds will be used.

Student activities money generated shall be used solely for the purpose of funding other activities by the same club.

### **Protection of Funds**

The club is required to fill out a cash/withdrawal deposit form available at the Student Affairs Office for money received in the club account or for money that need to be withdrawn from

the club account. Any money withdrawal should be verified by a financial statement signed by the president, treasurer, and club advisor.

### **Financial Reports**

RHU has the right to audit club accounts at any time. Auditing of clubs account is necessary to make sure that money generated is used for intended purposes.

Each club is required to submit a complete activity report that summarizes all the activities conducted by the club during the semester, and a financial report that indicates a summary of all the expenditures, money profited, and the money balance available at the end of the semester. The club is also required to submit the photos relevant to the held club activities.

## **ARTICLE XIII - CLUB ON PROBATION**

A club will be placed on probation in the following cases:

- A club fails to recruit at least 8 members by the end of the semester,
- Failure of any officer to assume his/her responsibilities will result in placing the club on probation for one semester. The Student Affairs Office may decide to dissolve the club's executive committee and call for new elections,
- A club does not carry out any activities for one whole semester.

## **ARTICLE XIV - DISSOLUTION**

1. The club shall abide by the mission and vision of the university, by the rules and regulations of RHU, by all the policies and procedures stipulated in the Student Club Handbook, and by any specific policy in the club's initial approved proposal.

2. Any violation of the mission and vision of the university, the rules and regulations of RHU, and the policies and procedures stipulated in the Student Club Handbook, such as voting without a quorum, will result with the dissolution of the club.

In case of the dissolution of the club, the balance of funds shall be distributed equally to all active student clubs.