

STUDENT CLUBS POLICY

Title:	Student Clubs Policy
Policy Number:	SA 10/08.2018
Effective Date:	September, 2008
Issuing Authority:	University Council

1. RATIONALE

The life and sustainability of an institution depends on the quality of education the students receive and how well they perform in the real world after graduation. The interpersonal and communications skills that complement the technical skills a graduate possesses are vital to his/her success in a highly connected and integrated world.

RHU is keen to engaging students in extracurricular activities from which they derive the soft skills that put them in a better competitive position. An effective University platform to allow extracurricular activities is the existence of students' clubs. By organizing clubs activities students will have a chance to: Develop relationships and strengthen the bond with their fellow students, faculty, and community at large; gain self confidence and experience personal victories; Acquire interpersonal, communications, teamwork, leadership, presentation, debate, and organizational skills; enhance their inner strengths and explore their creative capacities; develop self awareness of contemporary community issues such as the environment, health, safety, education, and more.

This policy establishes the framework for clubs formation and the rules that regulates pursuant of activities.

2. POLICY

1. A group of students who share common interests have the right to petition the University Council to form a club and pursue related activities.
2. Forming a club and pursuing related activities must conform to Lebanese Laws and MOHE's rules and regulations.
3. A group of students must first develop a complete plan of the club and related activities and submit it to the University Council for approval.
4. All club activities must conform to the religious principles, cultural preferences, and moral standards of the Society.
5. The types of clubs allowed shall be limited to: Athletics, cultural, social, scientific, and recreational.
6. Clubs activities include: organize cultural and sports competitions, publish newsletters and pamphlets, wage awareness campaigns, and organize seminars, lecture series, field trips, and research.
7. A club must attain pre-approval of any proposed planned activity before it is executed.
8. If a club carries out an activity without obtaining prior approval from the University Council shall result in automatic club suspension and may result in disciplinary actions against involved individuals.

3. PROCEDURE TO FORM A CLUB

To attain approval for a club at RHU, the following procedure should be followed:

1. Prepare a proposal to form a club. The Proposal shall include the following information:
 - a. The name of the Club to be established
 - b. The nature of club's activities
 - c. The club posts and responsibilities of each for which students elect officers to hold.

- d. Signature of at least 10 students petitioning to form the club
 - e. The name and phone number of the contact person
 - f. The name of a Faculty Advisor for the club
2. Submit the Proposal with a cover letter to the Dean of Student Affairs
 3. The Dean of Student Affairs submits the application to the University Council for approval
 4. If approved the Dean of Student Affairs informs the designated contact person of the UC decision
 5. The students call for a meeting to elect the officers to assume the posts and start activities

4. INITIATING AND REPORTING CLUB ACTIVITIES

Before the club engages in any activity, the following steps must be followed:

1. Club members must hold elections in the presence of the Dean of Student Affairs and the Faculty Advisor to elect the officers for a one-year term.
2. The Club officers submit to the Dean of Student Affairs a plan of the activities the club wishes to engage in throughout the year with the approval by the faculty advisor.
3. The club president must submit a report to the Dean of Student Affairs at the end of the year of all the activities that were completed.

5. STAKEHOLDER IMPACT AND SCOPE

This policy will provide the platform for students who share common interests to organize and hold activities that improve their experience, enrich university culture, and form a bridge into the community.

6. RELATED DOCUMENTS

The following forms are employed:

1. Application to form a club
2. Application for activities approval
3. Annual club report

7. APPROVAL AND REVIEW

The stakeholders who reviewed and approved the policy are:

1. Policy proposed by:
2. Reviewed and forwarded by:
3. Director of Student Affairs

8. FINAL APPROVAL

Approved by RHU Administrative Board on October 22, 2024

Student Club Application Form

This application is to be completed and submitted to the Office of Student Affairs.

Club Name			
Club Type (Circle one)	<input type="radio"/> Social, <input type="radio"/> Scientific, <input type="radio"/> Cultural, <input type="radio"/> Athletic, <input type="radio"/> Recreational, <input type="radio"/> Other		
Faculty Advisor			
Contact person		Phone Number	

1. CLUB OVERVIEW

Please write a brief paragraph to describe the type of the club and the nature of activities the club will engage in.

2. CLUB OFFICERS

In this section, please list the titles of the club officers and the responsibilities of each. The following is an example.

The club activities shall be managed by the following committee.

1. President. Call for and conduct meetings, coordinate with the faculty advisor and student affairs, and ensure that all officers are keeping up with their responsibilities.
2. Vice President – take on the role of the president when the latter is absent. Help other officers in carrying out their tasks as needed.
3. Programs director – Propose a plan for the clubs activities and manage activities with the help of other officers and club members.
4. Secretary – Take minutes of the meetings, coordinate tasks, and help in carrying out club activities.
5. Treasurer – manages financial matters, seek financial support from businesses and community organizations
6. Other officer

3. PETITIONERS

List the names of inaugural club members and their signature in the following table.

#	Student's name	Signature
1.		
2		
3		
4		
5		
6		
7		
8		
9		
10		

4. APPROVALS

Faculty Advisor	Signature	Date

Student Affairs Officer	Signature	Date

University Council Decision	Signature	Date