****

**AMERICAN UNIVERSITY OF BEIRUT-MEDITERRANEO**

**OFFICE OF STUDENT AFFAIRS**

**STARTING A STUDENT CLUB AND SOCIETY**

​​​​​​​​A club is an officially registered student organization at AUB-Mediterraneo representing specific social and cultural student interests.

A society is a student organization associated with the academic programs they belong to (ex. Business Student Society, Computer Science Society). They may also be formed by residents of a residence hall at AUB Mediterraneo

Before you consider applying to start a new student organization, that is a club or society, check with the Office of Students Affairs (OSA) to see if there is already an organization on campus that is doing what you are trying to start. If you feel that none of the organizations in the existing list match you may start a new one. General Guidelines for starting a new student organization:

1. This completed form should be sent to osa@aubmed.ac.cy for study and approval. The form will be studied within a period of two weeks. Once approved, you will be asked to give a brief presentation of your student organization.

2. The presentation should cover the following points:

a. Purpose for starting the organization and its mission.

b. Tentative list of activities planned for the current academic year. These should be directly related to the mission of the organization.

c. Implementation: timeline approach and resources needed.

3. The cabinet members (a minimum of 3 members, see distribution of roles below) running the organization must be full time registered students in good academic standing.

4. The adviser must be an AUB Mediterraneo Faculty member.

5. A list of a minimum of 4 additional members showing interest in the club and of 2 members in the society must be current full time registered students.

6. The student organization must abide by university policies.

7. The cabinet members are expected to be fully aware of the policies, by laws, and process to follow and will be directly accountable for any violation.

**Proposed Name of Student Organization (Club or Society):**

**Mission Statement of Student Organization:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Affiliations of Student Organization (related to regional, national organization or NGO)**

**NO\_\_\_\_\_\_ YES\_\_\_\_\_\_ If yes, please specify**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Cabinet of the Student Organization**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** | **Full Name** | **AUB Email** | **Mobile Number** | **ID Number** | **Faculty** |
| **President** |  |  |  |  |  |
| **Vice President** |  |  |  |  |  |
| **Secretary** |  |  |  |  |  |
| **Treasurer** |  |  |  |  |  |
| **Member at large** |  |  |  |  |  |
| **Member (optional)** |

**Proposed Adviser**

I certify that I have revised and accordingly accept the goal and objective of this organization and I willingly accept to be the Adviser of this group and will perform my duties as it is specified by my position and listed in the Bylaws for Student Organizations

**Name of Adviser:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NB: Adviser must be an AUB Mediterraneo Faculty member**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ID** | **EMAIL@aubmed.ac.cy** | **SIGNATURE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |