

# ***UNIVERSITY OF BALAMAND***

Office of Student Affairs



## **Clubs Constitution and Policy Guide**

March 2019

# Table of Contents

<b>Statement of Purpose .....</b>	<b>5</b>
<b>Organization of a Club.....</b>	<b>5</b>
Definition.....	5
Initiation.....	6
Membership.....	6
Active Member/Members at Large .....	6
Meetings .....	6
Activities and Events .....	7
Budget.....	7
Publications.....	8
Officers.....	8
The Officers.....	8
Duties.....	8
Faculty Advisor.....	9
Resignation of Officer(s) and/or Advisor .....	10
Termination of Office.....	10
Elections Procedure .....	10
Committees.....	11
<b>Rights and Responsibilities .....</b>	<b>11</b>
Use of the University’s Name.....	11
Rights.....	11
Responsibilities .....	12
<b>Campus Life and Student Development Office .....</b>	<b>12</b>
Duties .....	12
Membership.....	12
<b>Suspension of a Club .....</b>	<b>12</b>
<b>Amendments .....</b>	<b>13</b>
<b>Fundraising Events Organized by Club and Societies.....</b>	<b>13</b>

Purpose .....	13
Procedures .....	13
Prohibitions .....	15
Obligations .....	15
Reservation of Rights .....	16
<b>Sponsoring Events Organized by Club and Societies .....</b>	<b>16</b>
Purpose .....	16
Procedures .....	17
Sponsor’s Rights .....	19
Prohibitions .....	20
Code of Ethics.....	20
Reservation of Rights .....	21
<b>Announcements.....</b>	<b>21</b>
Purpose .....	21
Procedures for Submitting Announcements and Posters.....	21
Guidelines .....	22
Reservation of Rights .....	23
<b>Off Campus Activities and Insurance Policy.....</b>	<b>23</b>
<b>Award Criteria .....</b>	<b>24</b>
Introduction .....	24
Award Criteria .....	25
Evaluation Process .....	27
<b>Appendix A.....</b>	<b>28</b>
<b>Appendix B .....</b>	<b>30</b>
<b>Appendix C .....</b>	<b>32</b>
<b>Appendix D.....</b>	<b>34</b>
<b>Appendix E .....</b>	<b>36</b>
<b>Appendix F .....</b>	<b>38</b>
<b>Appendix G.....</b>	<b>40</b>
<b>Appendix H.....</b>	<b>42</b>



# CLUBS CONSTITUTION & POLICY

## 1. Statement of Purpose

The University of Balamand (UOB) recognizes the importance of extracurricular activities and organized student activities as an integral part of the total educational process of the University. In this issue, university learning experiences are enriched by student organizational activities. Clubs provide a framework for students to develop their own special talents, leadership skills and interests. They represent an area for preparing critical thinkers who have the ability to work efficiently with others, and apply their academic knowledge in serving humanity.

It must be understood that all activities should be consistent with the Statement of Purpose of UOB as presented in the UOB Catalogue (Appendix A).

Clubs at the University are managed by the Campus Life & Student Development Office (CLSD) in the Office of Student Affairs (OSA), located on the first floor of Zakhem Building (Zakhem 118), email: [joann.harb@balamand.edu.lb](mailto:joann.harb@balamand.edu.lb), phone: 06-930250 ext. 3935.

## 2. Organization of a Club

### 2.1 Definition

A club is a group of individuals who share a common vision and interests disseminated through activities/events.

A club is initiated by students and supported by UOB and is open to all students, faculty, and staff of UOB. It should constantly seek to:

- Project and share its mission within its direct community: the University (Faculty, employees and students).
- Project and share its mission within its larger community: the region/the country.
- Promote teamwork within the club and build a sense of belonging to a particular cause.
- Enhance skills needed in their particular domain of interest.
- Enhance general skills needed for social work and community service.
- Develop creative intelligence at both the individual and group level.

## *2.2 Initiation*

- To initiate a club, a written request (Appendix E) stating the purpose, name, and logo of the new club should be submitted to the Campus Life & Student Development Coordinator at the Office of Student Affairs.
- The club's objective must differ from that of any other existing club.
- This request should be signed by a minimum of 10 students, depending on student enrollment on that campus, and a full-time faculty advisor (if not available, a part-time faculty member can be consulted). The list should include: student's name, ID, phone number, and email. It must clearly state the officers of the club.
- The Campus Life & Student Development Office must respond officially within 2 weeks. If disapproved, justification should be clearly communicated.

## *2.3 Membership*

- Membership is restricted to enrolled students, faculty, and staff of UOB by filling the club application form.
- Membership fee is not allowed.
- The duration of membership is one academic year.
- Deadline to join is decided by the club.
- The club should maintain a list of current officers, members, and faculty advisor to be submitted regularly to the OSA.

### *2.3.1 Active Member/Members at Large*

An active member should attend more than 2/3 of meetings and/or events. He/she is entitled to all rights of membership including the right to vote and to hold office. A member who does attend more than 2/3 of meetings and/or events is referred to as a member at large.

## *2.4 Meetings*

- Regularly scheduled meetings, in assigned meeting rooms, are held at a time and place suitable to all members.
- The presence of the advisor, the President or a delegate of the President and the simple majority of active members is necessary for a quorum at any regular meeting.
- Minutes of every meeting should be circulated to all members.
- At least two general meetings must be held during each semester.

## *2.5 Activities and Events*

- The club may not engage in commercial sales and fund-raising projects unless the proceeds from such sales and projects are used for educational or charitable purposes or to support forthcoming events.
- An Activity Requisition Form (Appendix H) (available at the Campus Life & Student Development Office) must be submitted to the OSA at least two weeks before the date of the activity for small scale events, and one month before large scale events and campaigns. The form, signed by club President, Secretary and Advisor, should state the type of activity, time, date and place, equipment needed and identity of speakers.
- The club should inform the OSA of safety and security needs before the event. This request should be attached to the Activity Requisition Form.
- Non-UOB speakers should be approved by the OSA.
- The OSA should respond in writing within 1 week on the acceptance or rejection of the activity with justification.
- A detailed expense report, signed by the club Treasurer and President, with supporting original documents should be submitted to the OSA within a week after the activity.
- A fundraising activity should meet the conditions stated in the fundraising policy.
- Sponsorship of events by establishments or institutions other than an administrative or academic unit of UOB must be in agreement with the sponsorship policy.
- After each event, an activity report must be submitted to the OSA along with photos of the event, no longer than one week after the event.

## *2.6 Budget*

- The club should be provided with the required financial support for club activities in accordance with the budget approved between the club and the OSA.
- Additional funds can be requested from the OSA.
- The club's Annual Budget should be discussed before April 1.
- A club can ask for a cash advance for a given event one week before the date of money delivery.
- All club funds are kept in a special club account at the office of the comptrollers.
- One week after the end of each activity the club should submit an expense report. A sample of the expense report can be found in Appendix D.
- A sample of activity budget can be found in Appendix F.

## 2.7 Publications

- The club is allowed to publish literature (brochures, leaflets, flyers, and stickers...) to promote the club and/or advertise an event.
- Club membership cards are permissible but do not replace UOB ID cards.
- All publications should be stamped by the OSA before distribution, and must be in agreement with the rules stated in section 9.

## 2.8 Officers

### 2.8.1 The Officers

- The officers of the club are President, Vice-president, Secretary, Treasurer, and Public Relations (optional).
- The officers will serve for a term of one year.
- In order to hold office a student must:
  - be registered as a full-time student.
  - be free of academic/disciplinary probation.

### 2.8.2 Duties

#### **President:**

- must be an active member of the club for at least one year.
- schedules meetings.
- presides all meetings.
- maintains communication with the Advisor and the OSA to ensure continuous familiarization of all actions taken by the club and possible changes to the club board.
- promotes cooperation and teamwork among members.
- represents the club in the Board.
- signs all club documents in conjunction with other officers where stated.
- prepares the agenda of the following meetings in coordination with the secretary.
- faces responsibility for club actions.

#### **Vice-President:**

- assumes the duties of the President or any other officer in his/her absence or upon the request of the President.
- supervises sub- committees meetings.

**Secretary:**

- maintains all club records and holds them available to any club member.
- keeps minutes of meetings of the club and circulates them to all members.
- prepares the annual report and the activity reports that must be submitted to the OSA.
- records attendance of the members.
- sends notices of the scheduled meetings to all members.
- provides the OSA with all voting members' names at the end of each academic year.

**Treasurer:**

- is responsible of all club funds.
- reports on the club's financial status at each meeting and holds all financial records available for inspection by any club member.
- keeps record of all revenues and expenditures.
- prepares an expense report for each activity, to be submitted to the Campus Life and Student Development Office (Appendix D).
- prepares a financial statement at the end of each semester.
- prepares a detailed budget study for a given activity to be submitted to the OSA attached to the activity requisition form.
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**2.9 Faculty Advisor**

- The club shall have a Faculty Advisor from amongst the full time members (if not available, a part-time faculty member).
- The Advisor is selected by the active members.
- The Advisor:
  - attends regular meetings to advise and assist in the planning and implementation of the club's program of activities.
  - chairs election meetings.
  - signs the Activity Requisition Form, financial statement and the annual report.
  - chairs election meetings.
  - acts as mediator when controversial issues arise in the club and restrains the members when engaged in debate with the rules of order.

### *2.10 Resignation of Officer(s) and/or Advisor*

In case a position becomes vacant for any reason, the Elections Committee should prepare a meeting to elect a new member to fill the empty seat within a period of two weeks.

### *2.11 Termination of Office*

- In case of violation of the principles and aims of the club or of the clubs policies or the university rules and regulations, the club has the right to terminate the duties of any officer or the advisor, or to expel a club member.
- A three fourth majority of active members should sign a petition stating the reasons and justification of complaint to be submitted to the OSA.
- The concerned individual is given a period of two weeks to clear the record. If not, the absolute majority signs a notification of termination of office submitted to the OSA.
- The election committee should prepare a meeting to elect a new officer or advisor to fill the seat within a period of one week.

### *2.12 Elections Procedure*

- Elections of the President, Vice-president, Secretary, and the Treasurer are held annually before March 15. Those elected should take office after a transition period of two weeks.
- Only active members have the right to vote or to hold office.
- Nominations of officers should be made in writing and presented to the elections committee during the 1st week of March.
- A nominee should present nomination to a position in the elections meeting to be seconded by a voter. If no one presents nomination, voters nominate and second.
- Calling for elections should be announced on the club notice board at least ten days prior to the date of elections, indicating place, date and time.
- Candidates are voted by secret ballot.
- Active members are expected to vote for all positions in the following order: President, Vice-President, Secretary and Treasurer.
- The elections committee is composed of the Advisor and two club members on condition that they are not candidates. In case of absence of the Advisor, the Dean of the OSA or a delegate chairs the election meeting.

- Quorum for elections is the simple majority of the active members. In case there is no quorum on the assigned date, a meeting should be held one week later at the same time and place. At that meeting those present constitute a quorum.
- Those nominees receiving the majority of the present members' votes are elected.
- After the elections a list of the newly elected officers with their titles and the Advisor should be submitted to the OSA by the newly elected committee.

### *2.13 Committees*

A club can form committees and subcommittees to simplify and organize its operation.

## **3. Rights and Responsibilities**

A club exists on campus on the assumption that its activities contribute to the educational, civic and social development of the students involved.

### *3.1 Use of the University's Name*

- The club may use the name of the University of Balamand or an abbreviation of the name:
  - as part of its name
  - to advertise an event cosponsored with an establishment or institution other than an administrative or academic unit of UOB after the approval of the OSA.
- The use of the name of the University of Balamand or an abbreviation of the name is restricted to club activities, not for individual benefit or profit.

### *3.2 Rights*

The club has the right:

- To use available UOB facilities in accordance with UOB Rules and Regulations.
- To organize fund raising activities in accordance with UOB regulations.
- To be provided with the required financial support for club activities in accordance with the budget approved by the club and the OSA.
- To request additional financial support from the OSA.
- To be provided with safety and security precautions at any event on and off campus.

### *3.3 Responsibilities*

The club and its members should:

- Act in their best interests and UOB's within a framework of coordination, friendship, service, and respect among all.
- Make sure that UOB facilities are not damaged or vandalized while in their use. Any member found directly responsible for damage or vandalism will be referred to the OSA.
- Agree to obey the regulations and constitution of the club.
- Respect the diversity of UOB students in terms of gender, religion, nationality, race, and political beliefs. Any activity should not by any means trigger dredges against this diversity.

## **4. Campus Life and Student Development Office**

### *4.1 Duties*

The Campus Life and Student Development office is responsible of:

- Approval of club initiation or termination.
- Constitution amendment.
- Approval of the activity request.
- Making the link between the clubs and other UOB offices.

### *4.2 Membership*

- Dean of the Office Student Affairs (OSA)
- Assistant to the Dean of the OSA
- Campus Life and Student Development Office Coordinator

## **5. Suspension of a Club**

- Suspension of a club will be decided by the Campus Life and Student Development office, in case of violation of the clubs policies or the university rules and regulations.
- The balance of funds of the suspended club shall be placed at the disposal of the OSA for the support of other clubs.

- An inactive club for two consecutive semesters is considered as a club in suspension. To reactivate the club, a reactivating letter must be addressed to the OSA, stating clearly the objectives of the club and the list of member sand officers.

## **6. Amendments**

Proposal for changes in the Clubs Policy and Constitution shall be initiated and considered by the Campus Life and Student Development office.

The “Clubs Policy and Constitution” was compiled by Mr. Jamil Karam, Director of Student Affairs, in November 1997 and approved by the University Council on May 12, 1998. This Constitution was revised in coordination between the clubs officers and the OSA Advisory Board in 1999. This policy was amended by the Campus Life and Student Development office headed by Dr. Antoine Gergess, Dean of Student Affairs, in March 2013.

## **7. Fundraising Events Organized by Clubs and Societies**

### *7.1 Purpose*

Fundraising is defined as the collection of money, items or goods through donations, sales, and / or events programmed for the purpose of charitable support or Students Clubs and Societies budget enhancement.

Fundraising events may include:

- Sale of items produced by the Club or Society (such as bake sales, decorative items and other items reviewed and approved by the University).
- Donation of items of value (such as clothing, school supplies, toys, canned food, etc.).
- Collection of money through sale of items or tickets.
- Blood drives for charitable organizations and hospitals.

### *7.2 Procedures*

The following procedures should be implemented by all Clubs and Societies organizing fundraising activities:

- a) **Requisition:** The Club or Society should submit a detailed proposal about the fundraising event to the Office of Campus Life and Student Development at the

Office of Student Affairs at least two weeks before the event. This should clearly state:

- The purpose and description of the fundraising event, clearly reflecting its compliance with the University's educational mission and the Club or Society Mission Statement.
- The non-profit charitable organization name (in case applicable) and / or cause for which the fundraising event is organized. It is recommended to submit with the proposal a statement of support from the charitable organization as well as proof of official registration in Lebanon and information about its services. The charitable organization should also provide proof that its activities comply with all applicable tax rules and regulations in Lebanon.
- The name and contacts of the person from the charitable organization that the Club or Society is coordinating with.
- A detailed budget proposal showing the expected return of money and / or amounts of goods and items that will be collected. The Club and Society should also clarify how the collections will be conveyed to the charitable organization.

b) **Cash Advance:** The University is willing to support Clubs and Societies by providing a cash advance to organize the fund-raising event. Once the detailed proposal for the event is approved by the Office of Student Affairs, the Club or Society should submit a request for cash advance and sign a receipt in the Office of Student Affairs stating that they have received the amount requested as cash advance. The Club or Society shall return the amount received as cash advance for the activity to the account of the Club or Society at the University. In case of fundraising for charitable donation, the cash advance requested by the Club or Society should be excluded from the donation.

**Expense Report:** The Club or Society will submit an expense report within a week of time, detailing the expenses incurred and the donations given away as charity including official receipts for all costs incurred during the activity.

c) **Delivery of the Donation:** the Club or Society is responsible for delivering the donations to the designated organization.

- In case the donation is monetary for Clubs and Societies budget enhancement, they should return the amount to the Coordinator of Campus Life and Student Development in the Office of Student Affairs who will deposit it in the Club or Society account in the Office of the Comptroller and will give them an official receipt afterwards.
- In case the donation is monetary for a charitable organization, the money should be paid by a check or money transfer issued officially by the Office of the Comptroller at the University (not in cash). The Club or Society should present an official receipt from the charitable organization afterwards.
- In case the donation is for items and goods for a charitable organization, the Club or Society should present a detailed inventory of all items collected and present an official paper from the charitable organization acknowledging receipt of the items and goods.

### *7.3 Prohibitions*

It is against the Policy of the University that any of its associations including Clubs and Societies perform the following acts:

- Use collection boxes (or any other collection method other than sales of items) to collect money and donate it to other organizations on-campus and off-campus.
- Conduct door-to-door fundraising on University premises.
- Conduct or assist in fundraising events off-campus in the name of a Club or Society registered at the University.
- Conduct fundraising for a humanitarian cause or organization that is the subject of a political or sectarian conflict in the country.
- Conduct fundraising for individuals or families.

### *7.4 Obligations*

- In case a Club or Society is operating at the University under the name of a charitable or international organization, the Club or Society should ensure that the event is organized in full compliance with the University Policies and Regulations and that the Club or Society officers consult with the Office of Student Affairs before committing to the head organization.

- Club officers should be present during the entire time of the event.
- Commercial or specific corporate sponsorship is permissible during fundraising events provided that no products and / or services are sold at the event.

### *7.5 Reservation of Rights*

The University of Balamand will give priority to institutions and organizations that are affiliated with it. It will hence reserve the right to direct Clubs and Societies accordingly.

Blood drive events should be closely coordinated with the Faculty of Medicine and Medical Sciences and St. George Hospital – University Medical Center, through the Office of Student Affairs.

Note that this Policy on Fundraising Events by Clubs and Societies should be considered as a complimentary document to the Constitution and Policies for Clubs and Societies.

The University of Balamand acknowledges that this policy on fundraising may not anticipate all issues that could arise with respect to fundraising activities. As a result, the University reserves the right to impose other restrictions and / or requirements on proposed fundraising activities by Clubs and Societies. These restrictions may be in addition to, or in lieu of, those set forth in this policy.

## **8. Sponsoring Events Organized by Clubs and Societies**

### *8.1 Purpose*

Sponsorship is defined as the provision of a non-university entity of support (money, goods, or services) to a cause or event. In return, the sponsor is provided with exposure from the sponsored entity (Club, Society or event) through advertisements, posters, etc.

The University of Balamand acknowledges that sponsorship by appropriate entities provides financial and social benefits to Clubs and Societies' events / activities. Sponsorship does not solely aim to raise money or prizes to be used during a given event but also to educate students about procedures for seeking sponsorship in a manner as to enhance the students' negotiation and communication skills.

The purpose of this Policy on Sponsorship in Events organized by students (mainly Clubs and Societies) is to outline the procedures and regulations that Clubs and Societies should abide by when seeking sponsorship in order to protect the image and rights of the University and sponsors, and to achieve the educational goals behind it.

## *8.2 Procedures*

Clubs and Societies should ensure that events are in full compliance with the Constitution and Policies for Clubs and Societies (document may be retrieved from the Office of Student Affairs or from the UOB website). In particular, the following procedures should be implemented by all Clubs and Societies involving sponsors in their activities:

- 1. Proposal:** The Club or Society should first inform the Coordinator of Campus Life and Student Development about the event that they are planning to organize and the potential sponsoring organization. If notified to proceed, the Club or Society should submit a detailed proposal about the sponsored event to the Coordinator of Campus Life and Student Development at least two weeks before the event. The Club or Society should not commit to the sponsoring agency before submitting the proposal as a Sponsorship Clearance Form (Appendix A) should be submitted by the Office of Student Affairs to the Office of Development for official approval. In the proposal, the Club or Society should follow the procedures below:
  - The Club or Society should state the purpose and description of the sponsored event, clearly reflecting its compliance with the University's educational mission and the Club or Society Mission Statement.
  - Potential sponsoring agencies should be formally documented in the proposal. A detailed description and reference of the potential sponsor should also be submitted.
  - The Club or Society should ensure that the event is organized in full compliance with the University Policies and Regulations and that the Club or Society officers consult with the Office of Student Affairs before committing to the potential sponsoring agency.
  
- 2. Upon approval:** A statement of support from the sponsoring organization as well as proof of official registration in Lebanon and information about its services should be

submitted to the Office of Campus Life and Student Development. The sponsoring organization should also provide proof that its activities comply with all applicable tax rules and regulations in Lebanon.

- Name and contact details of personnel from the sponsoring organization that the Club or Society is coordinating with should be also provided.
- Once the sponsorship seeking process is complete, clubs should submit a detailed sponsorship report clearly stating the names of sponsors and the amount received.

**3. Upon completion:** The Club or Society should submit to the Office of Campus Life and Student Development a detailed expense report of the event stating the cost incurred during the activity. Official receipts for expenses and an official letter from the sponsoring agency about the type of sponsorship should be included in the report.

**4. Monitoring:** The Office of Campus Life and Student Development will work closely with the Club or Society to monitor the sponsored event and ensure that the university receives the full value of sponsorship. For this purpose, the following procedure should be adopted:

- All correspondences between the Club or Society and sponsoring agency should be documented through emails or official letters.
- The Office of Student Affairs will provide the Club or Society with a letter addressed to the sponsoring agency certifying the registration of the Club or Society at the University and the approval for the event that they are planning to organize (a sample letter can be found in Appendix B).
- Sponsorship in monetary amount should be given in the name of the Club or Society / the University of Balamand and not to individuals. In case the monetary amount is given in cash, a Club or Society officer (preferably the President) should submit to the Coordinator of Campus Life and Student Development an official document signed by the sponsoring agency stating the amount received.
- Note that the purpose of sponsorship is to support the Club or Society and / or contribute to an event organized by the Club or Society and not to make profit on an individual or group basis. Profits (including sponsor monetary amount) should be deposited in the Club or Society account.

- It should be noted that the Club or Society may request that profits be used for other approved events, such as charity work (refer to Policy on Fundraising Events Organized by Clubs and Societies), or an entertainment event organized by the Club or Society who obtained the sponsorship.

In case of events organized by Clubs and Societies (mainly competitions) or University-wide organized events (such as outdoors, founder's day, etc.), in which individuals or groups participating in the event would be seeking sponsorship on their own to support their group, the individuals or groups should comply with the procedures listed above.

### *8.3 Sponsors' Rights*

Approved sponsors will be permitted to do the following:

- a) Distribute flyers approved by the Office of Student Affairs during the sponsored activity.
- b) Distribute samples approved by the Office of Student Affairs during the sponsored event.
- c) Request from students to fill an evaluation sheet approved by the Office of Student Affairs during the sponsored event.
- d) Send representatives to the University on the day of the sponsored event.
- e) Post posters, leaflets and items approved by the Office of Student Affairs in the place of the sponsored event, noting that these posters and leaflets should be removed once the event ends.

Sponsor will not be permitted to:

- a) Sell items/ goods/ services/ on campus at any time.
- b) Display a presentation that is not approved by the Office of Student Affairs during the sponsored event.
- c) Perform acts or place items if not previously approved by the Office of Student Affairs.

#### *8.4 Prohibitions*

The Office of Student Affairs has the right not to accept sponsorships from agencies that are considered inappropriate. It is against the Policy of the University that any of its associations including Clubs, Societies, groups or individuals apply for sponsorships related to the following:

- Sponsors who adversely affect the reputation of the University.
- Sponsors who create an image that the University is endorsing their particular public policies (product, political views, etc...).
- Sponsors who are in direct competition with the University (other educational institutions).
- Sponsors who promote alcohol, tobacco, weapons/firearms, political cause, religious cause, gambling/lottery, and any other resource that the University finds inappropriate.

#### *8.5 Code of Ethics*

In order to maintain a professional behavior between Clubs, Societies, groups and individuals and reflect a good image to potential sponsors, students seeking sponsorship are requested to comply with the following:

- a) While sponsorships can entail the spirit of competition, Clubs, Societies, individuals and groups should not portray an inferior image about others in order to receive sponsorship. On the other hand, they must emphasize on the advantages of the event, institution or team.
- b) Clubs, societies, individuals and groups should keep into mind that they are representing the University when seeking sponsorship for any University approved event; therefore they should maintain a professional attitude and act according to the Policies and Regulations of the University.
- c) Clubs, Societies, individuals and groups should certify that they declared all the sponsorships that they received during the event.
- d) Clubs, Societies, individuals and groups seeking sponsorship, will be requested to sign a Code of Ethics (provided in Appendix C).

### *8.6 Reservation of Rights*

The University of Balamand acknowledges that this policy on sponsorship may not anticipate all issues that could arise with respect to sponsoring activities. As a result, the University reserves the right to impose other restrictions and / or requirements on proposed sponsoring activities by Clubs, Societies, individuals and groups. These restrictions may be in addition to, or in lieu of, those set forth in this policy.

## **9. Announcements**

### *9.1 Purpose*

The Policy on Announcements and Posters for Clubs and Societies is established to ensure proper and more efficient ways of communication to advertise events and programs organized on and off-campus.

A *Poster* is a flyer, notice, or other material that is intended to disseminate information to the campus and local community. Posters related to events organized by Clubs and Societies should be stamped by the Office of Student Affairs. An *Announcement* is a message or a piece of information that a Club or Society would like to broadcast to the UOB and local Community.

### *9.2 Procedures for Submitting Announcements and Posters*

The following procedures should be adopted by all Clubs and Societies for submitting Announcements and Posters:

- A draft copy of the *Announcement* or *Poster* should be submitted with the request for activity form to the Coordinator of Campus Life and Student Development (at least two weeks before the event's date) or it can be submitted individually (at least one week before the event's date).
- The Coordinator of Campus Life and Student Development will review the *Announcement* or *Poster* and will inform clubs about the modifications required within 48 hours after the *Announcement* or *Poster* is submitted.

- Clubs and Societies are responsible of applying the modifications on the *Announcement* or *Poster* and presenting a final copy to the Coordinator of Campus Life and Student Development for approval.
- After approval, the Office of Campus Life and Student Development is responsible of stamping, printing the *Announcement* or *Poster*, distributing them on bulletin boards and sending them electronically.

### 9.3 Guidelines

When preparing *Announcements* and *Posters*, Clubs and Societies should respect the guidelines below:

- *Announcements* and *Posters* to be displayed on bulletin board should not exceed 11 × 17 inches (A3) in size.
- The logo of the University of Balamand should appear first in the *Announcement* or *Poster*.
- The name of the club should be clearly displayed on the *Announcement* or *Poster*.
- The date, time and location of the event should be shown.
- The name of the sponsoring organization (if any and if approved by the Office of Student Affairs) should also be shown on the *Announcement* or *Poster*.
- If an event requires reservations, a contact number (could be a personal phone number of the Club or Society officers or members) or email and the deadline for reservation should be clearly mentioned.
- Any specific requirements (such as dress code, equipment needed, etc.) should be clearly mentioned.
- Clubs and Societies should ensure that *Announcements* and *Posters* are properly written and do not contain inappropriate language, statements or graphics.
- The price per ticket (if any) and statements advertising or promoting drink offers should be also excluded from the *Announcement* or *Poster* of any event.
- Clubs and Societies should consult with the Office of Campus Life and Student Development for printing and not refer directly to the Printing shop.
- Clubs and Societies should run a spell check and ensure that there are no grammatical mistakes.

- The Office of Campus Life and Student Development is responsible of distributing the *Posters* and *Announcements* on campus. *Posters* and *Announcements* should be only displayed on the “Office of Student Affairs” bulletin boards. *Posters* and *Announcements* hanging on doors, walls, and windows are not permitted (except in certain locations assigned by the Office of Student Affairs in consultation with the Office of Purchasing and Campus Services).
- *Announcements, Posters* and *Banners* displayed off-campus in the name of the University of Balamand Club or Society should be approved by the Office of Student Affairs.

The Office of Student Affairs has the right to remove *Posters* and *Announcements*. A daily purge of the bulletin board locations will remove any *Poster* and *Announcement* that:

- do not comply with the Policy on Announcements and Posters
- is outdated
- that is not stamped by a Faculty/Office at the University

Hanging posters over other active posters is strictly forbidden.

#### *9.4 Reservation of Rights*

Note that this Policy on *Announcements* and *Posters* by Clubs and Societies is an Addendum to the Constitution and Policies for Clubs and Societies.

The University reserves the right to impose additional restrictions and / or requirements on proposed *Announcements* and *Posters* by Clubs and Societies. These restrictions may be in addition to, or in lieu of, those set forth in this policy.

### **10. Off-Campus Activities and Insurance Policy**

All events taking place off campus must abide by the following guidelines:

- Trips should be announced at least 10 days prior to date.
- UOB students, staff and faculty members are eligible to sign up for off-campus activities and trips.
- In case non-UOB applicants (relatives of UOB Students, staff and faculty members) are interested to sign up for the activities, they should seek approval from the Office of Student Affairs and accordingly if granted, they must sign a waiver release form.

- The list of participants in the activity should be submitted to the Office of Students Affairs at least 72 hours prior to the event. The Office of Student Affairs will submit the names of UOB participants to Fidelity for insurance coverage.
- The activity organizers should ensure registration for all participants and should confirm attendance after the event.
- A detailed budget proposal for the trip shall be submitted and approved by the Office of Student Affairs at least 10 days before the event (as per the Clubs Constitution and Policy Guide). A detailed expenses report is to be submitted after the event.
- The Office of Student Affairs reserves the right to approve or disapprove any participant.

## **11. Award Criteria**

### *11.1 Introduction*

University education has converged over the years towards preparing well rounded individuals with high graduate qualities answering the needs of an increasingly global economy.

It became axiomatic that developing new skills beyond academic achievements is vital in order to help succeed in our contemporary highly competitive job market.

Consequently, preparing critical thinkers who can demonstrate leadership capabilities, ability to work efficiently with others, and apply their academic knowledge efficiently in serving humanity became a major objective for Universities.

From that perspective and during the last two decades, more attention has been given to extracurricular activities and community service programs and hence the role of the Office of Student Affairs became vital.

In particular at UOB, students are encouraged to engage in University life by joining or initiating clubs (or societies) that they could identify with in order to express themselves and address topics of common interest through events that might project internally (inside the University) and externally (reaching the community).

A club is seen to be a group of individuals who share a common interest or vision disseminated through activities/events. It should constantly seek to:

- Project and share its mission within its direct community: the University.
- Project and share its mission within its larger community: the region/the country.
- Promote teamwork within the club and build a sense of belonging to a particular cause.
- Enhance skills needed in their particular domain of interest.
- Enhance general skills needed for social work and community service.
- Develop creative intelligence at both the individual and group level.

### *11.2 Award Criteria*

Believing in *Rewarding* and *Positive Reinforcement*, clubs and societies at UOB are evaluated and recognized for their efforts on a yearly basis.

Active clubs will be recognized for their contribution in campus life through a token of appreciation.

Clubs and Societies will be invited to present their accomplishments during the academic year through a PowerPoint (unified content) for a limited time (5 minutes) in which they project their work based on the following key points:

- Campus life contribution
- Community projection
- International projection
- Team work
- Social work
- Promote Club President's leadership qualities

Each club will also be asked to nominate:

- A distinguished member eligible for being awarded for the title "Club Member Award".
- A distinguished event eligible for being awarded for the title "Event of the Year Award".

## I. Awards Associated to Clubs

<b>Award Name</b>	<b>Criteria</b>
Campus Life Award	<ul style="list-style-type: none"><li>- Enriching and activating campus life.</li><li>- Significant impact on campus community.</li><li>- Planning and implementation.</li></ul>
Community Projection Award	<ul style="list-style-type: none"><li>- Community involvement and projection.</li><li>- Planning and implementation.</li><li>- Promoting the university in the region and beyond.</li></ul>
International Projection Award	<ul style="list-style-type: none"><li>- Promoting the University internationally.</li><li>- Impact on international community.</li></ul>
Team Work Award	<ul style="list-style-type: none"><li>- Team spirit within the club.</li><li>- Team work during planning and implementation.</li></ul>
Social Work Award	<ul style="list-style-type: none"><li>- Working with the civil society on awareness and goodwill.</li><li>- Fundraising for a good cause.</li><li>- Fostered positive relationships through civic engagement.</li></ul>
Social Media Award	<ul style="list-style-type: none"><li>- Quality of posts on social media platforms.</li><li>- Community interaction.</li><li>- Page growth.</li></ul>
Rising Club Award	<ul style="list-style-type: none"><li>- Impact in a short period of time.</li></ul>

*Outstanding Club Award will be offered in case a particular club earns more than 3 awards associated to clubs and societies.*

## II. Awards Associated to Events

<b>Award Name</b>	<b>Criteria</b>
Event of the Year Award	<ul style="list-style-type: none"><li>- Original and creative idea.</li><li>- High impact.</li><li>- Well organized.</li></ul>

### III. Awards associated to Individuals

Award Name	Criteria
Club President Award	<ul style="list-style-type: none"><li>- Leadership and involvement on campus.</li><li>- Communications skills.</li><li>- Dedication.</li><li>- Motivational techniques.</li><li>- Conflict resolution.</li><li>- Prompt action when needed.</li></ul>
Club Member Award	<ul style="list-style-type: none"><li>- Dedicated.</li><li>- Presence.</li><li>- Readiness to help for club events.</li></ul>
OSA Support Award	<ul style="list-style-type: none"><li>- Dependable.</li><li>- Major contributions to the Office of Student Affairs.</li></ul>

#### *11.3 Evaluation Process*

Clubs will present their work in front of a jury consisting of 3-5 members from the Office of Student Affairs.

#### **NOTES**

- The grading criteria are based on a scale from 5 to 1.
- A minimum average of 3 is required in order to be qualified for an award.
- The same award may be given to two clubs in case of equal averages.
- For individual awards, each club will nominate one person.
- A club/person may receive more than one award.

**Appendix A**  
**UOB Statement of Purpose**



**Office of Student Affairs**  
*The Office of Campus Life & Student Development*

## **UOB Statement of Purpose**

The University of Balamand is a private non-profit independent Lebanese institution of Higher Education licensed by the State of Lebanon. It was founded in 1988 by His Beatitude Patriarch Ignatius IV in the name of the Patriarchate of Antioch and All the East for the Greek Orthodox. The University admits students from Lebanon and the Region without discrimination on the basis of religion, gender, or physical handicap.

Inspired by the Tradition of the Antiochian Christian Orthodox Church in promoting the welfare of humanity and its highest values, the University is committed to principles of tolerance, compassion and openness and to Christian-Muslim understanding. The University is dedicated to graduating professionals who are well-rounded, critical thinkers, life-long learners, and active citizens in their respective societies.

The University also seeks to limit the influence of dogmatism and fundamentalism in intellectual, social, political, religious and cultural fields. The University believes in responsible freedom, in the role of reason in uncovering truth, and in the deepening of human existence under God. Through quality education, rigorous research, concern for the public good, and engagement with the community, the University seeks to contribute to nation building, ethical standards, inter-cultural dialogue, environmental responsibility, and human development.

**Appendix B**  
**Certificate of Potential Participation**



**Office of Student Affairs**  
*The Office of Campus Life & Student Development*

**Certificate of Potential Participation**

The Office of Student Affairs certifies by the present letter that the Club / Society / Team \_\_\_\_\_ represented by (Student names) \_\_\_\_\_ are organizing / participating in an event (describe the event) \_\_\_\_\_ that will be held on (date and time) \_\_\_\_\_ at (location and venue) \_\_\_\_\_.

For more information about the event, please do not hesitate to contact the Office of Campus Life and Student Development located in Zakhem Building Room 108, Phone 06-930250 ext. 3935, Fax: 06-930247, email: [joann.harb@balamand.edu.lb](mailto:joann.harb@balamand.edu.lb).

University of Balamand,

Signature and Date of the Dean of Student Affairs

**Appendix C**  
**Code of Ethics for Sponsorship**



**Code of Ethics for Sponsorship**

We (Club, Society or group representative / individual) \_\_\_\_\_,  
 ID. \_\_\_\_\_ acknowledge that we are applying for sponsorship for the event  
 \_\_\_\_\_ organized by  
 \_\_\_\_\_ on (date) \_\_\_\_\_.

We also acknowledge that we read the Policy on Sponsorship in Students' organized Events and that we are complying with its requirements as well as the Policies and Regulations of the University. We certify that information related to sponsors was conveyed correctly and complete to the Office of Campus Life and Student Development.

We recognize our obligations to all who have a stake in our success including the University, sponsors, and other organizations involved in the event.

We promise not to portray an inferior image about others in order to receive sponsorship. On the other hand, we will emphasize on the advantages of the event, institution or team.

We recognize that we are representing the University when seeking sponsorship and we will maintain a professional attitude and act according to the Policies and Regulations of the University.

We understand that it is our duty to submit a detailed expense report to the Office of Campus Life and Student Development at the end of the event and that the profit should not be used for personal reasons even if they are obtained on an individual / group basis.

We commit to maintaining a conscientious, friendly and courteous attitude knowing that the University is actually represented in the event.

**Club or Society:** \_\_\_\_\_

<b>Student Name</b>	<b>ID #</b>	<b>Date &amp; Signature</b>

I commit to maintaining a conscientious, friendly and courteous attitude knowing that I am actually representing the University in the event.

Student(s) Signature: \_\_\_\_\_

Club or Society:

\_\_\_\_\_ Date: \_\_\_\_\_

**Appendix D**  
**Expense Report**



## Expense Report

**TO: Ms. Joann Harb, Coordinator**

**FROM:** \_\_\_\_\_ Club    **DATE:** \_\_\_\_\_

**SUBJECT:** Financial report of Club Activity (\_\_\_\_\_).

Dear Ms. Harb:

The \_\_\_\_\_ Club recently held a \_\_\_\_\_ on (DATE) \_\_\_\_\_. Details of the financial status are shown below. Receipts and expense statements are attached.

ACTIVITY	ADVANCE	EXPENSES	INCOME	NET PROFIT

### Details

**Cash advance:** \_\_\_\_\_ LBP

**Income:** \_\_\_\_\_ LBP

**Total Income** = (Cash advance + Sales) \_\_\_\_\_ LBP

Expenses:	
Item	Cost
<b>Food:</b>	
<b>Beverage:</b>	
<b>Decoration:</b>	
<b>Transportation:</b>	
<b>Miscellaneous:</b>	
<b>Total Expenses :</b>	

The Club's officers are returning the sum of \_\_\_\_\_ LBP and declaring that the amount of \_\_\_\_\_ LBP is a net profit to be added to their account, after refunding the \_\_\_\_\_ LBP advance.

**President:** \_\_\_\_\_    **Signature & Date:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_    **Signature & Date:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_    **Signature & Date:** \_\_\_\_\_

**Appendix E**  
**Club Proposal Form**



**Appendix F**  
**Budget Sample**



**Budget Sample**  
**BUDGET FOR CLUB EVENTS**

**Club (or Society):** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Person in Charge:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

<b>Estimated Budget</b>	
<b>Item</b>	<b>Cost</b>
1. DJ	
2. Food	
3. Drinks for _____ persons	
4. Accessories (please specify): _____	
5. Transportation (please specify from where): _____	
6. Flyers and posters	
7. Cloth (shirts, hats, etc.) _____	
4.Others (please specify): _____	

<b>Estimated Revenues</b>	
<b>Item</b>	<b>Amount</b>
1. Sale of tickets	
2. Sale of food	
<b><u>Net profit/loss:</u></b>	

**Sponsorship** (Please specify sponsor and type of sponsorship): \_\_\_\_\_

**Treasurer Name:** \_\_\_\_\_ **Signature & Date:** \_\_\_\_\_

**Appendix G**  
**Sponsorship Clearance Form**



## **Sponsorship Clearance Form**

*This form should be filled out by any member of The University of Balamand who is seeking financial or in-kind support, in writing or orally, from an individual, corporate or any other prospective donor and submitted to The Office of Campus Life & Student at least two weeks before the event date.*

Solicitor
Applicant's Name (Primary Staff):
Contact Details and Extension:
Project/Activity Title:
Project/Activity Summary:
Total Funding/Contribution Required:
Available Funding/Items:
Project Time Line:
Responsible Fundraiser/Solicitor:
Approval by Dean/Vice-President/Senior Administrator _____
*must be signed
For Development Office use only
Approved:
Duration of approval:
Contact Person from Office of Development:

**Appendix H**  
**Activity Requisition Form**



**Activity Requisition Form**

**To:** Dr. Antoine N. Gerges, Dean of the Office of Students Affairs

**From :** \_\_\_\_\_ (Club Name)

**Subject :** \_\_\_\_\_ (Name of Event)

**I. Goal & Activity:**

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(Why is this goal important? Followed by *how* are you planning on achieving it? *What* is the activity? Following this order will ensure that everyone will understand what the event is and your purpose without even having to ask. MAX 4-5 lines)

**II. Logistics:**

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(What you will need from the OSA? Mention everything you will need specifically from the OSA e.g. tables, tents, transportation, even mention that you will be printing from La Bookita [there is a 100,000 L.L cap; if you require more, notify the OSA as soon as possible].)

**III. Indicators of Success:**

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(What are the outcomes that you are expecting to meet? It should be quantitative and objective criteria. Each event has a different number of indicators with a minimum of 1. For example, the indicator of success for a fundraiser is reaching 500,000 L.L)

**IV. Finance:**

(If there is a need for a cash advance from the OSA, or you're planning on getting sponsors, make sure to mention it in this part. These are all the expected costs that can affect the club majorly. Try to make all units the same, either all \$ or all L.L. 1\$ = 1,500 L.L)

**Expected Expenses: (food, material...)**

Item	Cost
...	0.00\$
...	0.00\$
<b>Total</b>	<b>0.00\$</b>

**Expected Income: (sponsors, donors...)**

Item	Cost
...	0.00\$
...	0.00\$
<b>Total</b>	<b>0.00\$</b>

**President:** \_\_\_\_\_ **Signature & Date:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_ **Signature & Date:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_ **Signature & Date:** \_\_\_\_\_