

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Student Affairs Deanship Procedures Manual		Related Policy	SA-10
			Effective Date	01-Sep-2014
	Subject Student Activities and Leadership		Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Students Affairs & Enrollment		Due Date for Next Review	01-Sep-2016
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Procedures of Policy No. (10) - Student Activities and Leadership

1. Establishment of Student Organizations

- Each organization's purposes and activities are to be consistent with the University's Mission.
- Based on its nature and purpose, a student organization is classified as either academic or non-academic.
- Every organization must have a written vision and mission statement and a clear organizational structure.
- Student organizations must register/re-register each year to gain University recognition and access to the privileges offered to registered organizations.
- Student organizations must have a designated faculty or staff advisor and a minimum of four (4) officers and one (1) active student point of contact. Those students must be in good academic standing and with no disciplinary sanctions against them.
- Recognized student organizations may seek various resources from the USAL Department, are eligible to apply for funds, and are entitled to use designated University facilities for meetings, events, and other approved activities.
- A student organization must operate on voluntary basis.
- Before an organization can be registered and recognized, documentation of its mission, vision, organizational structure, planned activities, proposed budget, responsible officers, and faculty/staff advisor, must be submitted and reviewed by the USAL Department.
- Recognized student organizations must submit the same documents as above when they submit their annual registration. In addition, they submit documents regarding the activities conducted during the previous academic year and any other data associated with events, any disciplinary notes received during the previous academic year, and the current membership roster.
- The USAL Department is responsible for the recognition and annual registration of all student organizations.

2. Types of Student Organizations

Student organizations vary according to their nature, purpose and other factors.

a) Academic Organizations:

- This type of student organizations will be connected to a disciplinary major; it aims at deepening the knowledge and skills in the field of study.
- Academic organizations are monitored and supported by the relevant academic Department in a College. The membership of such organization is limited to the students of that College and the organization is not entitled to focus on non-academic activities or receive funds from the USAL Department.

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b) Non-Academic Organizations:

Student organizations of this type fall under the USAL Department. Their focus is normally on service and volunteering, hobbies and special interests, international communities, or cultural groups.

3. Faculty or Staff Advisor

Every organization must appoint a faculty member or a staff member as an advisor to assist in resolving disputes and negotiate controversial situations. Advisors must ensure that:

- All activities/events organized are in accordance with the University's Vision, Mission and Policies; and
- Promotion and advertisement for activities/events is done in accordance with the Residence Life and Student Housing Policy on Advertising.

4. Student Council

The USAL Department shall support the formation of a Student Council, develop appropriate policy and procedures for its operation, and review its operation annually.

5. Scouts

Scouting is a voluntary non-political educational movement for young people, which contributes to their integrated intellectual, physical and emotional growth and development so that they become happy, healthy and effective citizens. The University shall promote and sustain Scout Tribes that provide students with various Scouting activities. Policies and Procedures for Scouts shall be applied, reviewed and managed through the USAL Department.

6. Joining an Organization/Group

- The membership of University-recognized student organizations is open to any enrolled University student subject to the membership conditions of that organization and upon application by the student, provided that the student complies with the organization's rules and bylaws.
- A student may be an active member in as many student organizations as he/she likes.
- A student can be an officer (board member) in only one student organization at a time.

7. Student Organization Officers (Board Members)

- The USAL Department shall establish and publish criteria for students to apply and serve as officers of student organizations of different types.
- For the annual renewal of the organization, elections will take place to select officers.

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8. One-time Funding Application

- Only recognized and registered student organizations can apply for funding.
- Funding is available only once.
- Student organizations requesting funding must submit a written request detailing the nature and purpose of the event to be funded and a budget.

9. Advertising Approval

- To post, display or distribute a promotional material/advertisement on campus, the organization must submit a draft of the promotional material and a written explanation of its purpose for approval prior to posting.
- When approved, the USAL Department assigns the location(s), date and time for the promotional material to be posted or disseminated.

10. Organizing Events/Activities

- All activities organized by student organizations must comply with UAEU Mission, Policies and Procedures.
- Organizations must be in good standing to receive internal funding for such activities.
- All internal and external fund-raising activities, whether by a student organization or a student activities official, must be approved by the Director of the USAL Department according to the University Policies.
- Funds, whether internal or external, must be used only for supporting the related activities/events.
- Participation fees for an activity/event can be collected only after approval from the DVC for Students Affairs in coordination with the USAL Department.
- Activities/events that involve the participation of an external individual/group/organization must be prior approved by the DVC for Students Affairs in coordination with the USAL Department and are subject to applicable Policies and Procedures.
- The University does not accept liability for injuries to participants in intramural sports events. All injuries, no matter how minor, must be reported to the intramural supervisor on duty and must be documented.