



Student Club Regulations at The American University of Madaba No (4) Year 2019

**Student club regulations at The American University of Madaba No. (4) Year 2019
Issued based on article (36) provisions of Jordanian universities' law No (18) Year 2018**

Article (1)

These regulations will be called 'The regulations of student clubs at The American University of Madaba for the year 2019' and shall be effective from the date of its approval by the university council.

Article (2)

Unless the context indicates otherwise, the following terms and expressions, whenever mentioned herein, shall have the following meanings:

University:	The American University of Madaba
Council:	The University Council
President:	The University's President
Deanship:	The Deanship of student affairs
Dean:	The Dean of a Faculty
Clubs:	The student clubs
Employee:	Faculty or administration employee within the university (this does not include day laborers).
Student:	A person who is officially registered in a faculty

Article (3)

There will be student clubs established under the supervision of the deanship according to the decisions issues by the President in accordance with the Dean's recommendation. These clubs will be on campus.

Article (4)

In accordance with the Dean's recommendation, the President can form student clubs that focus on social activities, sports, music, drama, art, creativity, chess, voluntary and public services etc. These clubs aim to develop and support students' talents and abilities on and off campus.

Article (5)

Student clubs should aim to achieve the following purposes:

1. To encourage teamwork, public service and voluntary work amongst students.
2. To develop and encourage talents and hobbies.
3. To give students the opportunity to participate in activities that are relevant to them.
4. To develop interest in creativity.
5. To develop interest in local and international cultures.

6. To develop interest in local and international economy and the needs of the labour market.
7. To develop an interest in social, local and international topics.

Article (6)

Student club activities must not include any activities that might trigger sensitivities or political, ethnic, racial, and regional prejudices or any party or tribal related biases.

Article (7)

The student clubs shall achieve their objectives through two bodies:

1. The general board
2. The administrative board

Article (8)

1. The general board should include all club members as long as this number is not less than ten.
2. The general board practices the following:
 - a. Electing the administrative board from within its members.
 - b. Discussing the administrative and financial annual report presented and endorsed by the administrative board.
 - c. Endorsing the club's annual plan.
 - d. Withdrawing confidence from the administrative board providing it is approved by a majority of two thirds of members.
 - e. Active participation in the club's activities through specialist committees.

Article (9)

The administrative board for every club includes members elected by the general board through a secret ballot during the second half of October every academic year according to the arrangement prepared by the Deanship. For the elections to be legal, 51% of all members must participate in the elections. If the quorum is not reached, the elections will be postponed for a week no matter what the quorum is.

Article (10)

A student who nominates himself/herself for membership in the administrative board of any club must meet the following conditions:

1. He/she has at least two semesters remaining until graduating from the University.
2. He/she must have spent at least one semester at the University.
3. There should be no valid disciplinary penalty in the student's record when nominating himself/herself for membership in the administrative board.

Article (11)

1. The administrative board elects a President, a Vice President, a Secretary and a Treasurer by secret ballot during their first meeting. Other administrative powers are distributed among its members by a public ballot.
2. The President, upon the recommendation of the Dean, appoints an advisor from amongst the faculty members or employees of the University to supervise and direct the work of the club's administrative board, without exercising the right to vote.

Article (12)

The administrative board of each club will oversee its administrative, financial and organizational affairs, and will handle the following matters:

- 1- Taking the necessary decisions and measures to achieve the club's objectives.
- 2- Forming the student committees for various activities from members of the general board and supervising their work.
- 3- Submitting an annual plan to the general board that includes the activities it intends to carry out and the financial requirements for its implementation.
- 4- Submitting the annual financial and administrative report to the general board.
- 5- Implementing the decisions of the general board.
- 6- Considering and deciding on new applicants to join the club. In the case of rejecting an application, the applicant can appeal the board's decision to the dDan within a week of receiving a written decision.
- 7- Accepting the resignation of members.
- 8- Supervising all general board's meetings.
- 9- Determining the best methods to achieve the board's objectives.
- 10- Informing the Dean of the membership subscription and the method of payment.

Article (13)

The members of the administrative board shall carry out the tasks entrusted to them by these instructions, each according to his/her specialization. The President of the club shall represent the club before the relevant University platforms.

Article (14)

Student Club Membership:

Active Member: a student who is registered as a full time student at the University working towards a degree, and the administrative board has approved his/her request to join the club, if he/she is committed to the activities of the club.

Supporting Member: a graduate who wishes to continue his/her membership in the club and is committed to paying the subscription fee and supporting the club by various means without taking part in votes or running for the administrative board.

Article (15)

Membership is terminated in one of the following two cases:

- 1- A written resignation.

2- Loss of one of the conditions of membership.

Article (16)

The membership of the administrative board and its sub-committees is valid for one year, after which new elections are held.

Article (17)

The meetings of the administrative board are considered legal if they are attended by more than half of the members, including the President or his deputy. Decisions are issued by a majority of the votes of those present. In the event of equal votes, the side for which the President of the board voted shall prevail.

Article (18)

Membership shall be forfeited from the administrative board if a member fails to attend the board's sessions for three consecutive times or six intermittent times without an excuse acceptable to the board.

Article (19)

If the position of a member of the administrative board becomes vacant for any reason, he/she shall be replaced by the student who obtained the next highest number of votes in the last elections conducted by the administrative board.

Article (20)

The administrative board informs its decisions and the decisions of the general board to the dean.

Article (21)

The general board meets once a year and may be called for exceptional meetings by a decision of the administrative board or at the request of more than half of its members.

Article (22)

The meeting of the general assembly is considered legal if it is attended by more than half of its members. If the quorum is not reached, the meeting shall be postponed for one week, and after that it shall be considered legal, regardless of the number of attendees.

Article (23)

The decisions of the general board and the administrative board must be consistent with the University's policies, objectives and interests, as well as all that is stated in Articles (5 and 6) of these regulations.

Article (24)

The financial year of the clubs begins with the beginning of the academic year and ends with the end of it.

Article (25)

Club funds are deposited under their name in a fund in the university's financial department withdrawn only with the authorization of the head of the administrative board, the secretary and the treasurer.

Article (26)

The club's funds are disbursed with the authorization of the administrative board in a legal meeting.

Article (27)

Club revenues consist of:

- 1- Member subscriptions.
- 2- The Deanship's contribution to supporting the club's activities.
- 3- The proceeds of the club's activities.
- 4- Revenues, donations and gifts approved by the University.

Article (28)

Club's bills, purchases and financial matters are audited by an accountant appointed by the University's financial department for this purpose.

Article (29)

In the founding stage that precedes the formation of the administrative board of any club, and in accordance with the provisions of Article (9) of these regulations, the Dean shall assume the powers of the administrative board, including making decisions related to applications submitted to join the club.

Article (30)

The Dean may delegate some of his/her powers set out in these regulations to one of his/her deputies or assistants, or to one of the senior staff working in the Deanship.

Article (31)

A club is dissolved in one of the following ways:

- 1- By a decision made by the President based on a recommendation from the Dean.
- 2- By decision of the general board.

In both cases, the funds and assets of the clubs shall be transferred to the Deanship.

Article (32)

The President may issue executive decisions and procedures he/she deems necessary to implement the provisions of these regulations.

Article (33)

The President and the Dean are responsible for implementing the provisions of these regulations.

Article (34)

The Council decides on cases that are not stated in these regulations.