Dear AUAF Students,

On behalf of the Student Government Association and the Office of Student Affairs, I would like to thank you for showing an interest in Student Organizations at The American University of Afghanistan. In this packet you will find the following useful documents and information.

- Getting An Organization Started
- Benefits of Applying for Recognition
- Faculty Advisor Information
- Description of the Recognition Process
- The Recognition Forms and all the necessary steps and procedures to instate your group as a registered student organization at AUAF.
- A Sample Constitution and By Laws

Please read all the materials thoroughly and if you have any questions while completing the paperwork please feel free to contact the Office of Student Affairs in or one of your Student Government Association Members.

Thank you again for your interest in Student Organizations at AUAF!

Sincerely,

Jamie Micheal MCnally
Acting Director of Student Affairs
The American University of Afghanistan
Jmcnally@auaf.edu.af
GETTING STARTED

Starting an organization takes time and effort. Please consider the following questions with potential answers as you define the purpose of your organization:

- What will you call your organization?
- What is the mission statement for your interest group?
- What are the goals of your interest group?
- How do you plan to accomplish these goals?
- How will your organization add to building campus community?

There will be a few other things for you to consider as you develop answers to many of the above questions. The logistics of your planning and organization must be outlined before you can start creating and hosting events:

- Where and what time will your meetings be held?
- What kind of events or projects will your organization oversee?
- What is the benefit of your organization being on campus?
- What is your meeting agenda look like?

The written responses to the above questions can be used as the basis of your mission statement, a means for drafting a constitution, and a way of determining what types of events and projects your organization will take on.

Each organization at the American University of Afghanistan is required to have on file a current copy of their constitution and by laws. A sample of such is included in this packet.
ADVISOR INFORMATION

All organizations that wish to be recognized must have a faculty and/ or staff advisor. The criteria for the advisor is as follows:

- Advisors must be members of the full or part time faculty or full time professional staff at The American University of Afghanistan. An individual enrolled as a full or part time student who is also a member of the faculty and/ or staff cannot be an advisor.

- Advisors should by virtue of interest, expertise, or experience, be both acceptable and beneficial to the group’s mission.

- Advisors serve in a voluntary capacity; they are the AUAF officials that the Office of Student Affairs will call upon regarding any major issues pertaining to the group.

- Advisement of their student organization regarding programming, usage of facilities, budget preparation, fiscal responsibilities and other policies and procedures.

- Awareness and involvement in the organization’s activities; advisors must be available for questions and consultation with the organization and the staff of Student Leadership.

- Signing all proposals before they are presented to the Office of Student Affairs.

- Involvement in the logistics of major events that the organization generates as well as attending all of these events such as conferences, fundraising, travel, etc. If at the request of the Office of Student Affairs, an advisor is requested to attend an event and he or she is unable to do so it is his or her responsibility to identify a representative who is an American University of Afghanistan staff or faculty to take their place.

Policies and Procedures:

- A student organization may initiate a change of advisors for reasons such as incompatibility or failure to fulfill responsibilities by submitting a letter of complaint.

- An advisor’s decision to decline or withdraw their voluntary services must be submitted in writing to the Office of Student Affairs and to the student organization.

- If an organization is having trouble finding an advisor, they must seek the assistance of the Office of Student Affairs.

RECOGNITION PROCESS

Please read all of the following information carefully and keep this form, as it will serve as a checklist when you have completed all the paperwork.
The following steps must be completed to become a recognized student organization:

- Find a group of students who share a passion for something that you enjoy. Sports, majors, recreational activities, and other common interests are great starting points.

- Find a faculty or staff advisor(s) who might be willing to help your group.
• Pick up a recognition packet from the Office of Student Affairs.

• Fill out all recognition forms. The recognition forms serve as registration and contact information.

• Submit a letter from your advisor on AUAF letterhead. The letter from your advisor also serves as a point of contact. If for any reason we cannot reach board members we can contact your advisor.

• Develop a mission statement that defines your purpose.

• Develop a new or revised Constitution and By-Laws. The constitution serves as a resource for your organization. It should include your mission statement, officer and member responsibilities, and the process for further developing your organization. A sample constitution is included with this packet. A copy of your most recent Constitution and By-Laws should always be on file with the Office of Student Affairs.

• Submit a detailed calendar. A list of events and projects that your organization intends to coordinate throughout the school year.

• Your submitted information will be reviewed by the Office of Student Affairs and submitted to the Student Government Association (SGA) for approval.

• The organization’s President and Advisor will be notified by the Office of Student Affairs and/or SGA once a decision has been made.
RECOGNITION APPLICATION

Students seeking to create an organization must complete and return this recognition form and a copy of the constitution in both hard and soft copy to the Office of Student Affairs.

NOTE: All Officers must be enrolled for at least 6 hours with a minimum cumulative G.P.A. of 2.5.

Name of Organization: ________________________________________________

Please use the following pages to complete your information regarding the leadership of your organization. If information is left incomplete, the Office of Student Affairs will await a completed packet.

Organization Information:

IMPORTANT NOTE: You may not enter into any legally binding contracts on behalf of The American University of Afghanistan or the Office of Student Affairs. The Director of Student Affairs is the only person that can sign a contract with an outside vendor, business, etc. on your behalf. Your signature below denotes that you have read, understand, agree and will adhere to this important guideline.

(Please Print Unless Otherwise Noted)
***Make sure your information is legible***

President’s Information:
Name________________________________________________________________
Class Standing: FSP [ ] Freshman [ ] Sophomore [ ] Junior [ ] Senior [ ]
Graduate/Alumni [ ]
Email
Phone #__________________________ AUAF ID # ______ GPA ______
Signature____________________________________________________________

Vice President’s Information:
Name ________________________________________________________________
Class standing: FSP [ ] Freshman [ ] Sophomore [ ] Junior [ ] Senior [ ]
Graduate/Alumni [ ]
Email
Phone #__________________________ AUAF ID # ______ GPA ______
Signature____________________________________________________________

Treasurer’s Information:
Name
Class Standing: FSP [ ] Freshman [ ] Sophomore [ ] Junior [ ] Senior [ ]
Graduate/Alumni [ ]

Email
Phone # __________________________ AUAF ID # ________ GPA ______
Signature

Secretary’s Information:
Name: ________________________________
Class Standing: FSP □ Freshman □ Sophomore □ Junior □ Senior □
Graduate/Alumni □
Email
Phone # __________________________ AUAF ID # ________ GPA ______
Signature

Other Officers Information: (Additional Officers Other Than Above Are Not Mandatory)

Position: ________________________________
Name: ________________________________
Class Standing: FSP □ Freshman □ Sophomore □ Junior □ Senior □
Graduate/Alumni □
Email
Phone # __________________________ AUAF ID # ________ GPA ______
Signature

Position: ________________________________
Name: ________________________________
Class Standing: FSP □ Freshman □ Sophomore □ Junior □ Senior □
Graduate/Alumni □
Email
Phone # __________________________ AUAF ID # ________ GPA ______
Signature
THE AMERICAN UNIVERSITY OF AFGHANISTAN  
Organizational Recognition Packet

Advisor

I ______________________________________________________________________, faculty or staff member(s) of The American University of Afghanistan, hereby agree to serve in the capacity of advisor(s) to this organization. I (We) understand that it is the responsibility of an advisor to oversee the activities of an organization and to ensure that all college policies and procedures are followed. I must attend organization events. If I am unable to be present for an event, I shall appoint another faculty or staff member to take my place and immediately notify the Office of Student Affairs of the change.

Campus Office Address: ___________________________________________________

Department____________________________________________________________

Email____________________________________________________________________

Phone #______________________________________________________________

Signature________________________________________________________________

In addition the advisor should submit a formal letter on AUAF letter head stating that they are in fact the advisor to the group.
Charter Members:

The following students are part of a proposed organization and wish to become a recognized student organization. The printed names, signatures and id numbers of at least 5 current AUAF students are required to be considered for recognition. For verification purposes please use the name as it appears on the student identification card and in PowerCampus.

1. AUAF ID: ______________ Signature: ________________________________
   Printed Name: _______________________________________________________

2. AUAF ID: ______________ Signature: ________________________________
   Printed Name: _______________________________________________________

3. AUAF ID: ______________ Signature: ________________________________
   Printed Name: _______________________________________________________

4. AUAF ID: ______________ Signature: ________________________________
   Printed Name: _______________________________________________________

5. AUAF ID: ______________ Signature: ________________________________
   Printed Name: _______________________________________________________

6. AUAF ID: ______________ Signature: ________________________________
   Printed Name: _______________________________________________________

7. AUAF ID: ______________ Signature: ________________________________
   Printed Name: _______________________________________________________

8. AUAF ID: ______________ Signature: ________________________________
   Printed Name: _______________________________________________________

9. AUAF ID: ______________ Signature: ________________________________

(Use Back of This Form for Additional Members Information If Necessary)
CONSTITUTION AND BY-LAWS

A constitution and by-laws are written to guide an organization in its operations and activities. These documents should be clearly worded, intentionally structured, and kept up-to-date to meet the needs of the student organization.

The Constitution:

• Establishes the broad structure and fundamental principles of an organization
• Should be straightforward and comprehensive
• Should be difficult to amend

The By-Laws:

• Outline the rules of procedures for an organization
• Should be consistent with the constitution
• Tend to be easier to amend than the constitution

The following sample constitution and by-laws are provided as a guideline to assist you in writing or revising your organizations constitution. There are many ways to structure an organization, so feel free to write your constitution and by-laws to meet the needs of your organization. However, asterisked (*) sections below must be included in your constitution and by-laws to be considered a recognized student organization. For further assistance, contact The Office of Student Affairs.
SAMPLE CONSTITUTION

Constitution of ___________________________________________ (Name of your group)

Article I: Name:

Section 1: The name of this organization shall be…………………………………
(Provide actual name which will be used for all official business),
hereafter referred to as……………………………………………………………………
(Shortened Name If Applicable)

Article II: Purpose:

Section 1: The purpose of this organization shall be to ……………………..
(State the purpose, aims, and function of the organization)

Article III: Affiliations:

Section 1: This organization is affiliated with……………………………………
(Indicate if your group has an affiliation with an AUAF department and/or any other campus, local, state, national, or international organization and explain the relationship. Organizations with inter/national affiliations must submit their inter/national constitution or statement of purpose. If your organization has no affiliation, this section may be omitted.)

Article IV: Membership:

*Section 1: The membership of this organization shall consist of enrolled AUAF students.
(A statement like this is required for your constitution)

*Section 2: This organization……………………………………………………………..
(All registered student organizations must include in their constitution a non-discriminatory policy statement that is consistent with the University’s non-discriminatory policy statement. An example would be: “This organization and its members shall not discriminate against any individuals for reasons of race, national origin, color, religion, gender, age, veteran status, sexual orientation, and/or ability status.”)

Section 3: Membership in this group shall be open to all who are interested and…………………………………………………………………………………………
(List the criteria for membership to your organization such as GPA, Major, or Classification, if you have any at all)

Article V: Officers

Section 1: The officers of the organization shall consist of the following:
(State all officer titles and duties – required officers list below)

A. President – The President shall…
B. Vice President – The Vice President shall…
C. Secretary - The Secretary shall…
D. Treasurer - The Treasurer shall…
E. Etc.

Section 2: The qualifications for each office………………………………………..
(State the qualifications, if any, for the offices)
Section 3: The term of each office shall be………………………………………
(Example: one year from Oct. 1 to Sept. 30. Make sure elections are held before the term expires.)

Section 4: Should an officer resign or become ineligible or otherwise the position become vacant during his/her term, the following will take place……..

Article VI: Advisor

*Section 1: Our organization advisor must be a member of the faculty, or staff of The American University of Afghanistan. (See Advisor Guidelines in this packet.)

Section 2: The duties and responsibilities of the advisor shall be…
(See Advisor Guidelines in this packet.)

Section 3: Should the position of advisor become vacant during the year…………….. Note: The Office of Student Affairs will be notified immediately.

Article VII: Meetings

Section 1: Regular meetings of the organization shall be held…………………..
(Consider how often you would like to meet, if not on a regular basis who calls the meeting, etc.)

Section 2: Special meetings of the organization shall be held…………………..
(Consider who has authority to call these meetings, etc.)

Article VIII: Amendments

Section 1: This constitution shall be amended by a vote of (2/3, 3/4, etc.) majority of the membership at any regular or special meeting.
(Note: The constitution should not be amended easily or frequently)

Section 2: Provision for advance notice of amendment shall be…
(Explain how eligible voting members will be informed of the proposed amendment such as posting, notification by email, announcement at two consecutive meetings, etc.)
SAMPLE BY-LAWS

By-Laws of ________________________________ (Name of your group)

Article I: Membership

Section 1: The procedure for selection of membership…
Section 2: Dues for this organization shall be…………………………………….
   (Indicate amount, if any, and how often they are paid)
Section 3: Membership responsibilities shall include…………………………
Section 4: Membership shall be terminated by…………………………………..

Article II: Selection of Officers

Section 1 The selection of officers shall be done by………………………..
   (Clearly state election rules and voting procedures, eligibility for each office, and when the elections take
   place during the academic year)
Section 2: The provisions for removal of an officer include……………………

Article III: Selection of Advisor

Section 1 The selection of the advisor shall be done by…………………………
Section 2: The provisions for removal of an advisor include……………………

Article IV: Committees (If Applicable)

Section 1: All permanent committees shall be formed by…………………………
   (Clearly list each committee and the function and specific duties of each)
Section 2: All ad-hoc committees shall be formed by…………………………..
   (Clearly list how and by whom ad-hoc committees are formed)

Article V: Rules of Order

Section 1: This organization shall be governed by………………………………
   (Specify source of parliamentary procedure for your organization. Most groups use “Robert’s Rules of
   Order” in cases when it is applicable and consistent with the organizations constitution and by-laws.)

Article VI: Amendment

Section 1: These by-laws may be amended by a vote of …………………… (Should be similar to
   constitution, but tend to be easier to amend. Example: simple majority vote, 2/3 vote, etc.)