

Student Club Registration Packet

د افغانستان امریکایی پوهنتون
دانشگاه امریکایی افغانستان

2006

Dear Students,

The Office of Student Affairs would like to thank you for your interest in establishment of Student Club at The American University of Afghanistan. This packet will help you establish your own club by following a few simple steps.

- Getting a Club 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 club at AUAF
- A Sample Constitution and By Laws

Please follow the subsequent pages of this packet and read the documents and stop by the Office of Student Affairs if you have any questions.

All the best!

Office of Student Affairs
The American University of Afghanistan
studentaffairs@auaf.edu.af

GETTING STARTED

Starting a club has never been this easy. Please consider the following questions with potential answers as you write your Statement of Purpose for your club:

- What will you call your club?
- 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?
- What is the benefit of your club being on campus and how does it add value?

Please write a 500 words statement of purpose and submit it to the Office of Student Affairs at studentaffairs@auaf.edu.af

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 club:

- Find a group of students who share a passion for something that you enjoy.
- Find a faculty or staff advisor (s) who might be willing to help your group.
- Fill out all recognition forms. The recognition forms serve as registration and contact information.
- Develop a mission statement that defines your purpose.
- Edit/Modify the Generic Clubs Constitution document attached to this form. The constitution serves as a resource for your club. It should include your mission statement, officer and member responsibilities, and the process for further developing your club. 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 club intends to coordinate throughout the school year.
- Your submitted information will be reviewed by the Office of Student Affairs and the Student Government Association (SGA) for approval.

The club's President and Advisor will be notified by the Office of Student Affairs and/ or SGA once a decision has been made.

ADVISOR'S ROLE AND RESPONSIBILITY

All clubs that wish to be recognized must have a faculty and/ or senior staff advisor. The criteria for the advisor are as follow:

- Advisors must be members of the full or part time faculty or full time professional staff at a senior level at The American University of Afghanistan.
- 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 club regarding programming, usage of facilities, budget preparation, fiscal responsibilities and other policies and procedures.
- Awareness and involvement in the club's activities; advisor must be available for questions and consultation with the club 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 club generates as well as attending all of these events such as conferences, fundraising, travel, etc. If at the request 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 club 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 club.
- If a club is having trouble finding an advisor, they must seek the assistance of the Office of Student Affairs.

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 club. I (we) understand that it is the responsibility of an advisor to oversee the activities of a club and to ensure that all college policies and procedures are followed. I must attend club events. If I am unable to be present for an event, I shall appoint another faculty or staff member to take any place and immediately notify the Office of Student Affairs of the change.

Campus Office Address: _____

Department _____

Email _____

Phone # _____

Signature _____

RECOGNITION APPLICATION

Students seeking to create a club 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 Club: _____

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

Organizational 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.

President's Information:

Full Name _____

Class Standing: Freshman Sophomore Junior Senior

Email _____ Phone # _____ AUAF ID# _____

GPA _____ Signature _____

Vice President's Information:

Full Name _____

Class Standing: Freshman Sophomore Junior Senior

Email _____ Phone # _____ AUAF ID# _____

GPA _____ Signature _____

Secretary's Information:

Full Name _____

Class Standing: Freshman Sophomore Junior Senior

Email _____ Phone # _____ AUAF ID# _____

GPA _____ Signature _____

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 10 current AUAF students are required to be considered for recognition.

1. Printed Name: _____
AUAF ID: _____ Signature: _____
2. Printed Name: _____
AUAF ID: _____ Signature: _____
3. Printed Name: _____
AUAF ID: _____ Signature: _____
4. Printed Name: _____
AUAF ID: _____ Signature: _____
5. Printed Name: _____
AUAF ID: _____ Signature: _____
6. Printed Name: _____
AUAF ID: _____ Signature: _____
7. Printed Name: _____
AUAF ID: _____ Signature: _____
8. Printed Name: _____
AUAF ID: _____ Signature: _____
9. Printed Name: _____
AUAF ID: _____ Signature: _____
10. Printed Name: _____
AUAF ID: _____ Signature: _____

STATEMENT OF PURPOSE: Please write a 500 word Statement of Purpose...

