

CLUBS' CONSTITUTION

NAME AND AUTHORIZATION

The name of this organization shall be the _____ Club, hereinafter referred to in this Constitution and By-laws as the “_____ Club”. This Constitution and By-laws were approved by the AUAF Office of Student Affairs on (_____).

PURPOSE

The _____ Club should write down their club purpose in 500 words and submit it.

CLUB OPERATIONS

The _____ Club shall abide by all rules and regulations set forth by the Office of Student Affairs. With the approval of this Constitution, the Office of Student Affairs establishes this Club, retaining full authority to modify its operation as it may decide.

MEMBERSHIP

Members

Any person who is an active UG student at the American University of Afghanistan shall be considered eligible to be a member of the _____ Club.

Honorary Members

Any person who has made substantial contributions to the University, its community, or to _____ Club may be awarded honorary membership in the _____ Club by vote of the team leaders. The honorary members will play an advisory role and shall not have a voting right.

Registration

The Office of Student Affairs shall maintain accurate membership records of all club members. These records shall be available for all official use by the University, and _____ Club.

OFFICERS

Requirements

_____ Club officers must be an active UG student and be in overall good standing with the University with a GPA of 2.5 and above. All efforts will be made to ensure the gender equality of the team.

Terms of Office and Term Limits

The terms of office of the _____ officers shall be one year. Terms of office shall begin on September 15th. Officers are limited to two consecutive terms in any position. However, they shall serve only once. Other Officers can nominate themselves for the presidency.

Resignation

A Team member may resign by giving written notice to the President and the Office of Student Affairs. A President's resignation should be given to the Vice President or the Student Affairs Office.

Removal

A two-thirds majority vote of the members of the leadership team shall be required to initiate the process of removing a member of the Team prior to the expiration of his/her term. Removal from office shall be limited to violations of this document, violation to local, state, or national laws, attendance, or behavior deemed unethical or contrary to the best interests of the _____ Club or the University. Once the decision is made by the Club, the recommendation should be sent to the Office of Student Affairs, who will make the final decision. Students who are placed in a disciplinary probation during their term of service will lose their role in the students' club.

Vacancies

A vacancy in any office except that of President may be filled for the unexpired portion of the term of that office by a candidate selected and voted upon by the leadership team.

President

The President shall be responsible to lead the activities of the _____ Club in consultation with the Team, and SGA.

The President shall preside over all meetings of the _____ Club. The President shall represent the _____ Club in the University community, or designate other persons to represent the Club as necessary.

With the cooperation of the Vice President, and Secretary the president shall arrange Good-Bye/Send-off party to final year graduates (which will be organized by juniors) whereas Welcome/Fresher's Party shall be given to juniors at the start of the year (which will be organized by seniors). In addition, plan and participate in the Clubs Fair to inform the new students about their activities and plans and how can they engage in these activities.

Vice President

In the absence of the President, the Vice President shall assume the role of President.

In the event of a vacancy, either by resignation or removal, in the Office of President, the Vice President shall succeed to President for the remaining portion of that person's term. A person who has succeeded to the office of President shall be eligible to run for election as President during the next election.

The Vice President will work with the President to review and make recommendations concerning establishment of new chapters. The Vice President shall review the annual plans as well.

Secretary

The Secretary shall ensure that minutes are kept of the meetings Team and shall oversee the keeping, preparation, and filing of all other official records of the club and its team. In addition, the secretary is responsible for reporting and events management of the club.

Meetings

The _____ Club shall meet in person at the University no less than five times per semester. Meetings may also be called as the President and/or Vice President deems necessary.

Quorum

Quorum will be considered as one-third of the voting members of the Leadership Team.

Clubs Advisor

- Club Advisor's role is voluntary.
- The selection of advisor shall be done by the agreement of the clubs' leadership team and acceptance of the advisor.
- Only AUAF Senior Staff and Faculty Members are eligible to become the advisor of the students clubs.
- If the Club wishes to have an external advisor (Outside AUAF), it should be approved by the office of Student Affairs.
- An advisor shall be removed if s/he does not engage actively in directing of the club.
- Removal of the club advisor should be done by consulting with the advisor and reaching an agreement.

ELECTIONS

Elections of the Club

The Office of Student Affairs, and the Student Government Association, will administer and facilitate the election of the club in keeping with the provisions of the organization's constitution and by-laws.

- Election for all Officers of the Executive Board for the following year must be held at the beginning of the Fall semester on dates specified by the Office of Student Affairs. Elections must be held no later than September 30th of each year.
- All members (as defined in Membership) may cast a vote.
- Nominations for office can be submitted to the Student Affairs Office (The nominee can only be the UG student of AUAF).
- The nominee should possess a minimum cumulative GPA of 2.5 and should not be in any disciplinary probation.
- All club members shall participate in election, and the voting will be casted after the 10 minutes speech given by the candidate about his/her work plan.
- Clubs with less than 10 active members is dissolved and elections shall not be required.

AMENDMENTS

- Amendments to the by-laws shall be made by majority vote of the voting membership.
- Amendments to the Constitution shall be made by two-thirds majority vote.
- Amendments must be publicized through reasonable channels at least one month before enactment.
- Amendments should be reviewed by the Office of Student Government Association and the Office of Student Affairs before enactment.

FINAL DETERMINATIONS

In the event of any ambiguity or conflict in the interpretation of the provisions of this Constitution and By-laws of the _____ Club, the decision of the Office of Student Affairs shall be final.

BY-LAWS

ARTICLE I. GENERAL

Name

The official name of this Club is _____, hereinafter referred to as the “_____” or its Abbreviation“_____”.

Authority and Affiliation

The _____ is a valued and integral part of the American University of Afghanistan community. The _____ is authorized by the Office of Student Affairs of the American University of Afghanistan. The Office of Student Affairs retains full authority to modify the operation of the _____ Club at any time. The _____ Club shall abide by all rules and regulation as set forth by the University, the Constitution, and these By-laws.

Identity

The use of the _____ Club identity, including but not limited to, using its name, logo, seal, whether explicitly or implicitly shall be governed by the Office of Student Affairs.

Representation

The _____ Club shall represent themselves as a student’s club of the American University of Afghanistan and in no circumstances represent themselves on behalf of the American University of Afghanistan.

Membership

AUAF clubs are open to all enrolled AUAF students. The membership of _____ Club shall not have any kind of associated fees and/charges, unless approved by the Office of Student Affairs for specific event.

The membership of a student shall be terminated with a majority vote by the leadership team and the Office of Student Affairs should be informed immediately.