



## Alfaisal University

### Associations and Clubs Policies

#### Introduction

Alfaisal University is keen in involving all students in every kind of activities through college's associations or clubs. It Allows students to participate in the Kingdom's national and international events in the campus. The clubs' events aim at serving the campus life and the international community in general. The activity department at Student Affairs Deanship support and sponsor all approved proposals.

**Association:** each college has one association established and supervised by the Student Affairs Deanship (activity office), the members must be from the same college.

**Club:** established by the students and supervised by Student Affairs Deanship, the club members can be from all the students in the campus.

#### Policy

- Must be approved by Student Affairs Deanship.
- All clubs should represent Alfaisal vision and mission.
- All events must be in compliance with MoE and Alfaisal regulations.
- No mixed gender clubs of female and male.
- Head of association or club must spend a year at Alfaisal as a student and be aware of all regulations.
- A head of a club and its members should have no conduct or academic warning.
- No racial or religious discussions or debates.
- Should not duplicate either in function or purpose an existing club.
- No event that may endanger the mental, physical health or safety of students or endanger a public property on campus.
- Any club that inactive for whole year will be cancelled.
- All recognized student organizations (association and club) will be held responsible by the University for abiding by Alfaisal, and governmental laws. The University is involved in the off-campus event of recognized student organizations when such event is under Alfaisal name.
- Only currently registered students shall be eligible for active membership status in student organizations.

- The purpose of student organizations must not conflict with the educational functions or established policies of the University.
- The University offers several ways for student organizations to market themselves to students who want to become involved.
- All recognized student organizations are given space on the sites.  
<http://www.alfaisal.edu/>
- The Office of Student Activities coordinates associations and clubs Fair at the beginning of the fall semester. All recognized student organizations are given an opportunity to register for the fairs during which they can set up a table with information about their groups.
- Student organizations can place flyers/materials on general purpose bulletin boards throughout campus after the approval of SA & PR.
- The Head of a club's responsibilities:
  - Represent the club.
  - Enforce the regulations on the club's activities.
  - Contact Student Affairs for any issues.
  - Submit all financial receipts to the activities office.
  - Submit comprehensive report for each event with pictures.
  - Must be enrolled full time student.
  - Must train the next president before he/she leaves.
- the University's recognition to a student association or club, the club is accorded a number of benefits, including:
  - Use of the University's logo and insignia is subject to University regulations.
  - Ability to book space for the activity.
  - Right to hold Events.
  - The use of the clubs' name on campus.
  - Access and ability to use university property and equipment.
  - Access to send email to all students.
  - Financial support for the activities.
  - Email address for the club.

### **Financial Support of Students' Organizations**

In order to receive a financial support an organization should follow the following:

- Apply for approval of the event.
- Submit a budget with all details.
- Submit all original receipt of the Expenses to the activity officer or finance department.
- All events must go in hand with Alfaisal regulations.
- Any donation for activities must be submitted to the finance department with all information regarding the name of the donor/ amount /activity date.
- Sponsors should be approved by Student Affairs Deanship and development office.
- Any financial request must be submitted two weeks before the event.
- Any associations or club that represent Alfaisal officially should receive an official invitation to off campus events.

- Correspondence with sponsors is only through development office.

### **Clubs and Associations Procedures**

- Submit a report at the end of each event.
- Fill a form for any event with its budget to secure approval from Student Affairs.

### **Procedures of establishing a club**

- Clubs seeking recognition under this policy must supply the following:
  - Apply by filling the e-form.
  - The name of an academic advisor for the club.
  - The total number of at least five members, the size of the governing body.
  - A copy of the constitution of the student club.

### **Procedure to suspend a club**

- If the club violates MOE and Alfaisal regulations or club polices, an email will be sent with the violation committed.
- If Student Affairs do not accept any explanation for the violation of the regulation, the club will be suspended for a year.
- As a condition of being a registered association or club, the following information must be submitted to Student Affairs at the time of original application and at the beginning of each year.
- A complete list of the names and addresses of all officers of the association or club as well as all person(s) authorized to speak for, represent, or receive official notices, directives or instructions from the university on behalf of the organization. The list must be kept current and accurate throughout the year.
- List of the intended activities must be submitted prior to the new academic year or at its beginning.

### **New club form**

<https://portal.alfaisal.edu>