

Student Activities Office



Operating Guide for Student Organizations

Amendments:

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Introduction

All students are encouraged to get involved in the community through student organizations and clubs in order to enrich campus life and develop their life experience. Student organizations support student development, cultivate leadership and foster a sense of social engagement. Through this enhanced learning, students are able to integrate and merge their classroom accumulated knowledge with more practical experiences as an active part of a diverse community with different interests, ideas, and values.

An AUI student organization consists of a group of students pursuing a common purpose that contributes the mission of AUI. Student organization is driven by students developed for students, and directed by students.

In order to operate effectively and professionally and achieve set goals, student organizations should abide by the different university rules and by the procedures listed in the student organization guide delivered by the Student Activities Office.

I - Student organizations: Creation and renewal

1.1. Creation of a new student organization

All registered students have the right to create a student organization according to the following process:

- Applications for the creation of clubs should be sent during the Spring semester, no later than the end of the first week of April.
- The application file should include the following forms that are available for download from the [AUI website](#):
 - New Student Organization Application signed by at least 10 potential student members (see SAO/F1)
 - The Student Organization Constitution (see SAO/S1)
 - The Advisor Commitment Form (see SAO/F2)
- After the application submission, a representative of the group is called to present the mission and the future action plan of the potential organization to the VPSA and the SAO Director.
- If the application is approved, the student organization is recognized, and the founding group is called to hold an election to choose their Executive Board. If not, the group will receive an explanation and possible recommendations for improvement.
- Any application not respecting the process will not be approved until the full respect of the creation guidelines.

1.2. Renewal of a student organization

Students willing to renew inactive student organizations and give them a new life must abide by the following process:

- Applications for the renewal of clubs can be submitted to the SAO during both semesters fall and spring.
- Renewal procedures concern only existing organizations that have been evaluated as inactive by the SAO.
- The application file for renewal should include the following forms ([downloadable](#) in the AUI website)

- Student Organization Renewal Application signed by at least 10 potential student members (see SAO/F3)
- The Student Organization updated constitution (see SAO/S1)
- The Advisor Commitment Form (see SAO/F2)
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- If approved, the group must hold an election to choose their Executive Board. If not, the group will receive recommendations for improvement from the SAO Director.
- The elected executive board will serve for one semester or two semesters depending on the date of the SAO approval.
- Any request for renewal not respecting the process, will not be approved until full respect of the renewal guidelines.

II- Membership



2.1. Members

- Student organizations should not deny membership to any member of the University community on the basis of race, sex, age, disability, religion, sexual orientation, color or national origin.
- Any enrolled student has the right to be member of one or different student organizations following the university and the SAO regulations.
- Members of any student organization must attend at least 50% of the regular meetings of their club(s).
- Any member has voting rights for all major decisions.
- A non-active member cannot run for an executive board position.
- Membership with no active participation in a student organization is not recorded in the student activities transcript.
- Any member has the right to leave the student organization without being subject to pressure or any kind of harassment.
- Some organizations may require a membership fee for members to benefit from discounts for organized trips, cover some specific costs or pay affiliation costs to external organisms.

2.2. Active Members

In addition to the membership status, active members have additional responsibilities and commitment towards the organization.

- Members attending 70% of the regular meetings of the student organization, and actively participating in 2 events are considered active members.
- As for members, active members have voting rights for all major decisions.
- All active members have the right to run for any Executive Board position based on the SAO regulations.

- Active membership in a student organization is recognized and recorded in the student activity transcript.

2.3 .Student Activity Transcript

- The Student Activity Transcript is issued to graduating students who have been actively involved in Student Organizations for at least three semesters. Each transcript indicates the duration of the student's involvement with the name of the organization.
- Organization members who do not fulfill their job assignments or board assigned tasks do not get an activity transcript. Any organization member who breaches AUI's code or ethics will NOT get a transcript.
- The executive board of the organization is responsible to submit the active members list to the SAO in order to be included in the transcript.
- A list of active students is recorded by the SAO by the end of each semester.
- Activity transcripts are prepared by the SAO, approved by the SAO Director and the VPSA before they are submitted to the President for a final approval.

2.4. Revocation of Membership

Membership can be revoked any time according to the following conditions:

- A member is subject to revocation in case of misconduct, or any violation of any of the university and the SAO regulations.
- The member is notified by the general secretary in writing of the possible revocation at least 72 hours prior to the vote of the Executive board.
- Before the vote takes place, the accused member is called to defend his/her case to the executive board.
- Membership can only be revoked upon the Executive Board Majority vote.

2.5. Appeal of Revocation of membership

- Any student whose membership is revoked has seven (7) calendar days to appeal the revocation.
- The appeal must be submitted in writing to the Executive Board, and must include any relevant information that has not already been presented.
- The Executive Board must take a decision no later than seven (7) calendar days from the day of the appeal submission.
- The Executive Board must inform all members of the club about the revocation decision.

III- The Student Organization Advisor

All student organizations must recruit an advisor and no organization is allowed to operate without one.

3.1. Requirements for an advisor

- An advisor is a full time faculty or staff member at AUI who agrees to be an educational resource and consultant for an organization and its members.
- Staff members who are part of the Student Activities Office are not allowed to be advisors of any student organization.
- All student organizations advisors cannot advise more than one student organization.

3.2. Responsibilities of the Advisor

- The advisor's role is to guide and advise organization members concerning the organization of events and activities, and the preparation and the implementation of the action plan in collaboration with the Executive Board.(more details are present in the advisor form (see SAO/F2)
- The advisor will need to be kept informed of all details of an event (program, participants, date, time, and venue, etc.).
- The advisor needs to approve all activities of the organization by signing the appropriate event forms.
- The advisor is responsible for informing his/her school of any academically related activities.
- Advisors should be available to meet with organization members when assistance is requested.
- The advisor is evaluated at the end of every semester by the EB (see SAO/F4)

3.3. Selection of the Advisor

- Members of the organization meet and nominate possible candidates.
- The nominated advisor receives a request letter from the executive board.
- Upon the acceptance of the advisor, he/she completes and signs the student organization advisor Form.(see SAO/F2)
- The student organization advisor form is then submitted to the SAO Director for final approval.

3.4. Revocation of the Advisor

- The advisor can be revoked in case of misconduct, or violation of the university and SAO rules and regulations.
- The advisor must be notified in writing of the possible revocation at least 72 hours prior to the vote.
- Before the vote take place, the advisor is called to present his/her defense to the general assembly.
- Upon a 2/3 majority vote of eligible members, the advisor is revoked.
- In the event that an advisor is revoked, a new advisor shall be elected within 14 calendar days. Failing to select an advisor within the mentioned period, the organization is suspended.
- The EB must submit the change of the advisor form with all details in order to recognize the new advisor.(SAO/F5)

3.5. Resignation of the advisor

- The advisor can resign from his/her position at any time during the semester.
- The advisor must inform the Executive Board of his/her resignation at least 15 calendar days before his/her resignation in writing.
- The Executive Board must choose a new advisor within 14 calendar day from the day of resignation. Failing to select an advisor within the mentioned period, the organization is suspended.
- The EB must submit the change of the advisor form with all details in order to recognize the new advisor. (SAO/F5)



IV - The role Executive board

4.1. The Executive Board general rights and responsibilities

- The board must include a President, a Vice President, a Secretary General, and a Treasurer. If necessary, committees can be formed and committee chairs appointed by the executive board (EB).
- All EB officers must be adequately familiar with university rules and regulations.
- The EB must submit a one semester action plan regarding all events to be organized after 48h after the first general meeting of the club.
- The EB is responsible of submitting needed documents for their events in due dates announced by the SAO (action plan, members and active members list, activity report, minutes of the meeting...).
- The EB should stick to the action plan. However, any change can be made in consultation with the SAO.
- The EB is required to evaluate their events and actions, and share their progress with all the organization members.
- All members of the Executive Board are accountable for all the funds they handle. The SAO may block grades, registration or graduation until financial issues have been settled.
- The Executive Board may be suspended by SAO due to low performance assessed based on the SAO evaluation system, or any violation of the University and SAO regulations.
- All members of the Executive Board are accountable for the performance of their organization and are evaluated based on the performance of the organization.(see SAO/S2).

4.2. Officers Responsibilities

The President shall:

- Provide leadership to the EB and preside over the organization's meetings.
- Work collaboratively with all other members.
- Be a partner with all EB members and Advisor in achieving the club's mission
- Regularly update the SAO and the advisor for any progress made in the event organization.
- Regularly update the organization members and share with them the knowledge and skills acquired for the position to ensure future continuity of the organization.
- Work with all members of the EB to develop and implement a transition plan for the next board.
- Monitor the Club's financial activities.
- Play a leading role in fundraising activities, if any.
- Be responsible for follow up on official documents including minutes, memos, bookings, deductions and financial requests, and make sure that documents are done in compliance with AUI procedures.
- Represent the organization during official meetings with SAO or AUI Administration.
- Remain fair and impartial during organization decision making processes.
- Perform other responsibilities as assigned by the board.

The Vice President shall:

- Perform and act on behalf of the President in his/her absence.
- Report to the President
- Be aware of the latest updates of the organization and details about its activities.
- Work with all members of the EB to develop and implement a transition plan for the next board.
- Work with the EB on each semester's activities.
- Remain fair and impartial during organization decision making processes.
- Perform other responsibilities as assigned by the president and the board.

The General Secretary shall:

- Maintain records and ensures effective management of club's or organization's records.
- Administrate the organization's email and printing account and update it if necessary.
- Create and distribute agendas for each meeting of the organization.
- Notify all members about meetings.
- Prepare organization's calendar of events.
- Record and manage minutes of board meetings and ensure minutes are communicated to members and the SAO shortly after each meeting.
- Inform in writing all members and the SAO with pertinent organization information.
- Inform in writing all members, the SAO staff and University community about major organization announcements.
- Archive all organization documents including minutes of meetings, activities reports, membership lists, and current constitution amendments.
- Remain fair and impartial during organization decision making processes.
- Perform other responsibilities as assigned by the president and the board.

The Treasurer shall:

- Manage the finances of the organization under the guidance of the SAO.
- Be aware of the University financial policies concerning payments, deductions, petty cash, etc.
- Be familiar with accounting procedures and policies.
- Submit financial reports to the SAO regarding expenditures for each activity organized by the club.
- Never commit funds or make payments without the knowledge of or without the approval of all members of EB and SAO.

- Be responsible with the EB for signing all documents related to finances (memos, deductions, petty cash, etc.).
- Prepare and submit financial reports to the members and to the SAO.
- Plan and record all expenses for all type of events (with the assistance of the SAO).
- Keep a paper trail of all financial transactions (the treasurer must collect original receipts and invoices before they are submitted to the SAO immediately after the event).
- Should keep record of any and all financial transactions during the entire semester.
- Provide the estimate for the budget for every semester for the board for approval.
- Collect organization dues.
- Advise members on financial matters (i.e. vendors, ticket selling procedures, etc.)
- Coordinate fund raising drive.
- Remain fair and impartial during organization decision making processes.
- Perform other responsibilities as assigned by the president and the board.

4.3. Revocation of an executive Board member

- Any officer may be removed from office upon a 2/3 popularity vote of eligible members during a general assembly.
- The officer will be notified in writing by a member of the executive board with a copy to the rest of the executive board members of the possible termination or removal at least 72 hours prior to the vote.
- The officer will be allowed to address the organization in order to present his/her defense prior to the voting for removal.
- Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.
- In case, the general assembly fails to meet to decide on the revocation within 5 days after the notification, an Ad hoc committee is appointed by the SAO director to settle the revocation issues.

V- The Election of the Executive Board Officers

- All Student Organizations must hold elections each year during the first week of April under the supervision of a SAO staff or a designated representative.

5.1 The eligibility criteria

- All Student Organizations must hold elections each year during the first week of April under the supervision of a SAO staff or a designated representative.
- All candidates for an Executive Board position must be in a good academic standing with a 2.4 at least as a cumulative GPA.
- Students with fewer than 2 semesters left for degree completion are NOT eligible for holding any EB position. This rule also applies to students who plan to go on an exchange program during one or both semesters of the EB term.
- Only active and registered members registered with any student organization for at least one completed semester are eligible to run for a board position.
- Elections can only be valid if the SAO staff or a designated representative from the SAO is present as an independent observer.
- The board must include a President, a Vice President, a Secretary General, and a Treasurer. If necessary, committees can be formed and committee chairs appointed by the EB.
- Members cannot hold more than one officer position in a term.
- Officers cannot reappoint themselves for a second term they must be re-elected.
- Presidents of clubs cannot be reelected for more than one mandate (2 semesters) for any position of the executive board within the same club.

- In case of newly created organizations, all founding members have the right to vote and run for an EB position.



5.2. The Election process

- The EB should inform the SAO about the day and location of the election 72 hour in advance.
- Elections are declared null if organized without the presence of the SAO staff or a designated representative.
- In order for elections to take place, 60% of all eligible members of the organization must be present to vote. In the event that 60% of eligible members cannot attend, elections are postponed for one week, at which time, the members present can vote regardless of their number.
- Any eligible active member present may verbally nominate him/herself for EB during the election meeting.
- Absentee ballots and proxy ballots are not permitted in the nomination process.
- The SAO staff or a designated representative must clarify eligibility conditions for each Executive Board position to all organization members present during the election meeting.
- If a candidate clearly understand the eligibility condition for any executive board position, yet the candidate choose to ignore them. The candidate will lose the right to run for any EB position for one semester.
- Candidates will be given 2 minutes to address the organization's members in order to present his/her qualifications and motivation.
- Once each candidate has had the opportunity to present his/her action plan, they must leave the room so all eligible members can vote by secret ballot.
- The SAO staff or a designated representative will tabulate all votes and announce the officer with a simple polarity of votes cast by eligible members.
- After announcing the new officer, the SAO staff or a designated representative shall ask if any eligible members contest the count, if an eligible member contests the count the SAO staff or a designated representative will recount all votes.
- In the event of a tie, the newly elected President shall cast the deciding vote for office.
- In the end of the election process, the SAO staff or a designated representative must announce the newly elected board, and clarify the importance of the transition period for the continuity of the organization.
- The newly elected board resumes its duties at the beginning of the Fall semester and serves for one year.

- Election results must be recorded by the SAO staff or representative using the election form and submitted for filing.

5.3. Vacancies in an executive board

- Any vacancy occurring in the Executive Board due to resignation, revocation or any other reason should be officially filled for the club to remain recognized and operational. The remaining EB members have the right to directly nominate a qualified member with no need for a general assembly for new elections. SAO should be notified with an official email to be sent by the president of the club or the vice president with a notification of all executive board members.
- Officers no longer wishing to serve on the board must submit their resignation to the EB at least two (2) weeks in advance.
- In the event of an officer is removed or resigns, the newly designated and elected officer term shall end with the termination of the actual EB.

VI -The clubs duties

6.1. Beginning of the semester

In order to be able to pursue on their activities, recognized student organizations should make sure to carry to the following tasks during the 2 first week of the semester:

- **Active participation in the club's fair:** During the clubs fair, clubs are assigned a stand and a board that they can use to communicate about their club. The clubs fair in an opportunity for the clubs to inform the members of the community about their activities and recruit potential members.
- **Setting of the meetings schedules:** After the clubs fair, the EB calls for the first meetings and invite old members and all new members. The first meeting is an opportunity to introduce the new members to the club, and elaborate an action plan of the semester. During the clubs meeting, the members agree on possible timing for their weekly meeting before booking spot and a location with the SAO.
- **Submission of the [action plan](#):** the EB should submit the action plan 48 hours after the clubs first meeting using (SAO/S6). Clubs cannot start their activities before the submission of the action plan that should be signed by the club's advisor.
- **Submission of the list of members:** after the second meeting the EB board should submit the list if members. The list of member should be updated regularly and communicated to the SAO by the EB.

6.2. Mid semester

During the semester, the clubs make sure they follow the defined set of rules that regulates the event organization and all organizational matters.

Their active participation of the club involves the workshops attendance and the participation in the mid semester evaluation with a SAO representative.

6.3. Closing of the semester

Before the end of the semester, the clubs should carry out the following tasks:

- **The submission of the activity report:** the EB should submit an activity report that summarizes all the semester activity using form (SAO/S7).

- **The submission of the list of active members:** the EB should send the complete list of active members (SAO/S8).
- **The submission of the advisor evaluation:** The EB should provide the SAO with the evaluation of their advisor using form (SAO/F4)

VII. Standard Event Organization

In order to organize events, the executive board must respect the following steps.

7.1. Before the Event

Preliminary preparation

- Preparation of the event: The EB should prepare and submit the [Pre-event form](#) at least 5 days before the event date (SAO/F6). The Pre-event form should be submitted for approval to the SAO at least 72 hours before the day of the event and consideration regarding dates and availability of venue and equipment.
- The signature of the advisor is mandatory for events not included in the action plan.
- Presentation of the event: The president should meet with a SAO representative in order to discuss further details about the event (date, participants and purpose).
- The EB should assign different tasks to different members and set deadlines and milestones.
- A preliminary budget should be set based on the different needs and including the potential resources (clubs budget, sponsors and fundraising).
- The EB should make sure that no conflict regarding time or location with other events that may be taking place at the same time.
- The SAO reserves the right to cancel any event if the required forms are not submitted within the specific deadline

Logistics

- The club should book for the location of the event and define the needed setting (tables, chairs and equipment) following the confirmation of the SAO.
- The reservations regarding dates and locations are made on a first-come, first-served basis.
- If an external guest is involved, the necessary needs in terms of housing and restaurant should be communicated to the SAO.
- Needs in terms of transportation should be communicated as well at least 5 days before the event.

Communication and Advertising

- Communication means should be set based on the target (On campus or external community)
- All advertising means should be prepared accordingly and must be approved by the SAO (emails, flyers, banners, social media or personalized invitations).
- Communication with external media should go through the department of communication. The organizers should coordinate with the SAO for all details.

7.2 The day of the event

- The club representatives should check the needed settings and room set up Hours before the event and during the administrative working hours.
- The organizing club should take pictures of the event and provide if possible a short video.

7.3. After the event

- The EB should evaluate the event, the performance of the members and identify areas of improvement.
- The EB should submit all financial needed documents if any
- The EB must submit a [Post-evaluation](#) form to highlight all organizational issues of the event. (see SAO/F7)
- The club should Send thank you notes and acknowledgments

IIX. Special event organization

In addition to the above mentioned conditions, other steps are required depending on the nature of organized events: fund raising, classes, trips, and external guest.

8.1. Fund Raising Activities

- In order to fund major activities, student organizations are allowed to organize fund raising activities (sales and donations) under the following conditions:
 - The Fund raising is only allowed based on projects presented in the action plan or a suggested activity approved by the SAO.
 - The Fund Raising event should be related to the mission of the organization and respecting the code of ethics and morale of the university.
 - If an external supplier is involved, prices provided by the supplier should be public prices with no additional margin.
 - The supplier must sign an agreement listing the selling conditions and terms as agreed with the organization.
 - The budget collected through fund raising cannot be used to fully finance activities of members only. However, a part of it can be used after approval of the SAO Director.
- The Executive Board of the organization must submit the following documents within the set deadline:
 - Pre-event form (see SAO/ F6)
 - [Fundraising form](#) (see SAO/ F8)
 - Prices list (for sale events)
- For sale events, prices are reviewed and approved by SAO before announcing them to the community. Once approved, the list of items is submitted to the SAO director (Max 10 items) at least 72 hours before the day of sale.
- During the fund rising event, the EB must take responsibility of the sign-up sheets and the real time deduction using the cash wallet deduction system.
- Any donation to the organization shall be collected by the treasurer and deposited with the SAO within a maximum of 48h. Failure to do so may result in referral to the disciplinary committee.
- The EB must submit a number of financial documents to SAO within a set deadline in the end of the event, failing to do so, the student organization will lose the right to organize any future events until matter solved (See SAO/S4).

8.2. Trips

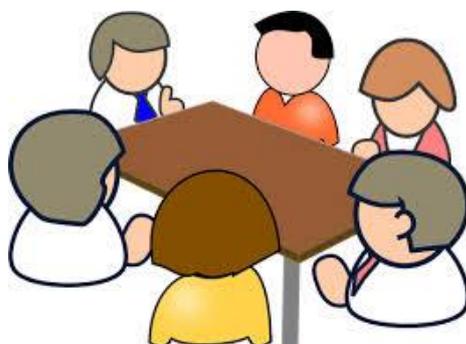
- SAO should be informed about any trip organized by students at least 3 weeks before it is due to take place and a min of 4 weeks min for international trip.
- The rationale of the organized trip and the intended outcomes should be aligned with the club's mission
- All organized trips by Executive boards can only be done in coordination with the SAO. according to the following steps the EB must (see details about the trip organization in SAO/S5)
 - Submit of the pre-event needed documents to the SAO including a proposal of the itinerary with a tentative schedule and a budget plan with all estimated expenses and fees.
 - Inform the community about the trip (Flyer, emails, and social media).
 - Fulfill all necessary documents to process all logistical needs and follow and record all financial transactions.
- Overnight trips going within Morocco or international should have one group leader (chaperon) designated by the SAO director per 15 students max. The trip transportation fees related to the group leader or chaperon are paid by the members as part of the trip expenses.
- The organizing club has the right to reserve seats for its members (up to 60% of the total number of seats).
- In order to create opportunities for all students and visiting students to meet, interact and integrate, all trips must reserve 10% of the seats for exchange students during the first 24 hours after the opening of the list. Passing this deadline, the seats go automatically to degree seeking students.
- The student(s) acting as a trip organizer(s) should be part of the trip and could benefit to up to 20% discount (that could be divided by the student organizers) following the approval of the director. The granted 20 % discount could only be deducted from the cumulative budget or covered by the trip expenses covered by the participants.
- Trip organizers cannot benefit from the allocated discount twice one mandate.
- The organizers are only allowed to seek the use of transportation companies that are affiliated with the university following the terms described in a written convention with the purchasing department.
- No refund is possible after the payment is made. In case of cancelation, the requesting student should seek a replacement using a form (see SAO/F9). In case there is a waiting the list, the seat should go to the first person on the list after he or she agrees to reimburse the canceling part.
- The organization has the right to sponsor the trip fully or a based on known percentage once approved by the EB and the SAO director.
- After the deductions are made and final bids collected, the treasurer of the club or one of the board members will prepare a memo to the attention of the BO for the preparation of checks and wire transfers. The memo is approved and validated by the SAO before it submitted to the BO.
- The organization must submit a Trip form to ensure the needed security for the trip (see SAO/S12).
- Trip participants must sign a commitment to abide by the university and SAO regulation (see SAO/S11).
- During the trip, the participants must abide by the university and SAO regulations.
- Every student leaving the trip after the end of the program should sign a form indicating the time and the location where the trip ended using a form (see SAO/F10)
- For international trips, any student who wishes to leave the group before the end of the trip, he/she should provide a written and notarized parents' authorization before the trip.
- The group leaders must submit a report (including an evaluation) about the trip to SAO director 48 h after the return from the trip.
- The EB must submit a number of financial documents to SAO within a set deadline in the end of the event, failing to do so the student organization will lose the right to organize any future events until matter solved.

8.3. External guests speakers

- External guests are invited by the club executive board using an official letter request that should be validated by the SAO. Invitations for VIPs must go through the President's office for validation and for the preparation of a support letter.
- For any action involving the external communication and the press, the executive board should work jointly with the Communication Department.

8.4. Classes

- Student organizations often offer classes (music, language, etc.) which support their organization's mission and objectives.
- Any class offered by a student organization must seek approval of the SAO at least 3 weeks before they take place.
- Classes taught by professionals must be negotiated and approved by the club's Advisor and the SAO.
- The EB must submit a number of financial documents to SAO within a set deadline in the end of the event, failing to do so the student organization will lose the right to organize any future events until matter solved.



8.5. Community Involvement Program

- Student organizations are encouraged to be involved in social activities for the benefit of the Ifrane community and region.
- Students are allowed to accomplish their 60 hours within student organizations as long as they abide by the Community Service policies.
- The list of the members who took part of a recognized social action by the CIP of a club should be communicated to the SAO by the club before the submission of the form.



IX- General Financial Policy and budgeting

- All recognized clubs benefit from an operating budget of 4000 dh per semester.
- Raised funds through fund raising activities are transferred to a cumulative budget that cannot be kept for more than 4 semesters if the budget is not active.
- Needs for investment budget mainly equipment is granted based on the request and the depreciation rate of the equipment and following the approval of the SAO director

All financial transactions made by Student Organizations are subject to University Policies & Procedures. Executive board members, particularly the treasurer who oversees the financial matters must abide by the following financial regulations:

- No financial commitment (promise of payment) is to be made without the consent of the Student Activities Office.
- Purchases and purchase orders must be made in accordance with the established university purchasing procedures. Any purchases or purchase orders made by a club outside of these regular procedures will remain the sole responsibility of the club members. An exception to this rule is made when it is the only alternative in which case, these cash purchases must be supported by receipts signed by the shopkeeper, tradesman, or service provider and must be within a limit of 200 MADs per purchase and not exceed 500 MDs per event or trip.
- Student organizations are allowed to fund events that are exclusive to their members as part of their team building activities up to 300 dh per semester.
- The paperwork including all necessary receipts and documents must be submitted to the SAO within one week after the event.
- Funds collected on behalf of the club or the University, either through donations or the sale of products, services, and concert or raffle tickets must be promptly be deposited in the BO within 48 hours
- All members of the Executive Board are accountable for the organization's funds. The SAO reserves the right to block grades, registration or graduation processes until financial issues have been settled. The SAO may also refer the case to the disciplinary committee. In case of criminal cases, the University reserves the right to refer them to the local authorities.
- Student Organization members must practice full and transparent disclosure of any relationship, association, or situation that might suggest that decisions were made for personal gain or the gain of family, close friends, or business associates and thus contrary to the best interest of the University. Students responsible who are deemed to be in conflict of interest are subject to disciplinary action.



X- Evaluation of the student organizations

In order to insure the continuity of all student organizations, provide members of the clubs with an objective and transparent evaluation of their performance and build a basis to reward and recognize excellent achievements, Student Activities Office evaluates all Executive Boards using an evaluation grid. The evaluation grid is used in order to evaluate the performance of student organizations based on different criteria like the organized events (team building events are not included). All clubs start with a 100 % score and should be able to maintain their score by delivering different tasks and/or increasing it by fulfilling extra duties. The grid gives a score that assigns the clubs boards to a probation status for low performing clubs and an honoring status for excellent ones based on clear criteria for their respective category (Cultural, educational, recreational and social).

Based on a calculated percentage, the SAO evaluation grid (see SAO/S2) is classifying the Executive Board of each student organization to the following categories:

- **Suspension**

If the executive board is evaluated with a percentage less than 50%, the executive board will be removed from its position and cannot hold any position any EB for 2 semesters. The organization will be suspended for a limited period based on the decision of the SAO.

- **Probation**

If the executive board is evaluated with a percentage between 50% and **69%**, the executive board receives a warning for the SAO director and recommendation for future improvement. The EB will be under watch by the SAO for the coming semester.

- **Active Board**

If the EB gets percentage between 70% and 80%, the EB is considered an active EB. However, the EB does not receive any official recognition from the SAO.

- **Awarded club**

The EBs with the highest score for each category (cultural, social, educational, and recreational) are nominated the SAO clubs of the semester for the period of one regular semester (fall or spring).

Student Organization Creation Application

Name of the Organization: _____

Type of Organization:

- Recreational Social Cultural Educational

1. What is the purpose for the creation of this organization?

2. What kind of qualifications will you bring to the organization as founders (qualifications, skills, resources, talents)?

Any organization petitioning for University recognition must submit signatures of at least ten students who agree to join the organization:

Full Name	ID Number	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

NB: In order to complete the application process, the founders of the organization are required to make a presentation describing the organization mission and objectives.

-

FOR OFFICE USE ONLY

Submitted By:	Date: / /	Signature:
Received By:	Date: / /	Signature:

SAO Director:

Approved

Rejected

Comments:

-
FOR VPSA OFFICE USE ONLY

Name of the Student Organization: _____

Date of the Presentation: _____ / _____ / _____

Student Organization Presentation Evaluation

Student Organization Presentation Characteristics	Yes	No	Notes
The Mission of the Club is Clearly identified			
The club founders have the necessary resources and skills to run the organization			
The Student organization will bring a clear added value to the community			
The Student organization identified opportunities for collaboration with other student organizations			

(SAO/F1)

The VPSA Final Decision :

Approved with no reservations Approved with reservations Rejected

Comments/Reservations

Student Organization Advisor Commitment Form

Responsibilities of the Advisor

An advisor is a full time faculty or staff member of AUI that agrees to be an educational resource and consultant for an organization/club and its members. The advisor should be a caring individual with a genuine interest for students, the organization, and their programs and activities. The advisor's role will be simply to guide and advise the club members concerning the club's constitution, organization of events and activities. He/she **is not expected to do the work for them.**

- Student organizations must recruit either a staff or a faculty member as an advisor. No organization will be allowed to operate without one.
- The advisor will need to be kept informed of all details of an event including the event program (list of speakers if any, the date, time, and venue, etc.).
- The advisor needs to approve all activities of the club by signing the appropriate event forms.
- It is recommended that organizations with an academic (subject-matter) component (e.g., finance, marketing, diplomacy, politics, etc) they have an advisor from the relevant school.
- A club's advisor is responsible for informing his/her school of any academically related activities.
- Advisors should attend the regularly-scheduled meetings of their respective organizations.
- Advisors should be available to meet with the members when they request assistance.
- Advisors should meet the club's Executive Board members to:
 - ✓ Help establish the club's goals and objectives.
 - ✓ Assist with the development of an action plan for the semester.
 - ✓ Familiarize themselves with the organizations' constitution in order to assist with problem-solving more effectively.
 - ✓ Assist in resolving internal organizational issues such as communication and delegation of responsibilities.
 - ✓ Encourage Executive Board members to assume responsibilities and play a leading role within the organization.
- The organization has the right to replace its advisor by submitting the needed document stating the reasons behind the change to the SAO. Similarly, the club's advisor may resign his position by informing the Executive Board.
- The advisor is evaluated by the EB at the end of every semester.
- An advisor should not accept an invitation to serve as advisor or continue to serve if he/she is unprepared to fulfil the aforementioned responsibilities.

Club / Organization: _____

Advisor Name: _____

*“I am willing to serve as Student Organization’s Advisor for the aforementioned organization
and I will notify the Office of Student Activities if I decide to terminate such affiliation.”*

Signature: _____ Date: _____

Advisor’s Phone Extension: _____ Cell phone: _____

(SAO/F2)

Sample Constitution

Club's Name Constitution

Items marked in bold font are required in all organization Constitutions

Article I. Organization Name

The name of this organization shall be "Full name of the Club" at Al Akhawayn University in Ifrane. The organization may also refer to itself as "Abbreviation of the organization."

Article II. Purpose

(Insert your Mission Statement or Statement of Purpose here)

All activities and functions of "Full name of the Club" shall be legal under University rules and procedures.

Article III. Regulations and Rules

The organization will respect all regulations and rules as stated in the operating guide of student organizations.

Article IV. Finances

Section 1: Membership Dues (Mainly for clubs giving courses)

Membership dues shall be (amount to be specified in letters and numbers) per semester or (amount to be specified in letters and numbers) per year.

Membership dues will be collected during the first month after registration of the Fall and Spring Semester. No membership dues will be collected during Summer session.

Section 2: Spending Organization's Money

All members of the Executive Board are accountable for the organization's funds. The SAO reserves the right to block grades, registration or graduation processes until financial issues have been settled. The SAO may also refer the case to the disciplinary committee. In case of criminal cases, the University reserves the right to refer them to the local authorities.

Section 3: Officer Transition

The Treasurer will be responsible to pass along all information from previous year's budget and current budget.

Section 4: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be remitted back to the Student Activities Office to finance other activities

Article V. Publications

Section 1: Compliance

All advertisements of the organization must comply with the University Posting Policy

Section 2: Approval

The President and the General Secretary must approve all publications, flyers, posters, etc. prior to duplication and distribution.

Article XI—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next scheduled meeting. The amendment shall not take effect until approved by a 2/3 majority vote of eligible members of the organization.

(SAO/S1)

Student Activities Office

Student Organization Renewal Application

Name of the Organization:

1. What is the rationale of the renewal of this organization ?

2. What added value will you bring to this organization (qualifications, skills, resources, talents)?

Any organization petitioning for University recognition must submit signatures of at least ten students who agree to join the organization:

Full Name	ID Number	Signature
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

FOR OFFICE USE ONLY

Submitted By:	Date: / /	Signature:
Received By:	Date: / /	Signature:

(SAO/ F3)

SAO Director:

Approved

Rejected

Comments:

**STUDENT ORGANIZATION
CHANGE OF ADVISOR FORM**

Name of the Organization:

Name of the Former Advisor:

Name of the New Advisor:

Date of the change:

Reason(s) for the change of the advisor:

1.
.....
2.
.....
3.
.....

Approval of the club members:

	Full Name	ID Number	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Approval of the New Advisor:

Full name: **Signature:**

FOR Student Activities Office use only

Date:

Signature:

SAO/F5

Advisor Evaluation Form for Student Organizations

This form is used for the evaluation of the advisor by the EB of the student organization. It should be submitted 2 weeks before the beginning of the finals week.

	Excellent	Good	Moderate	Poor	Very Poor
Is available and reachable (events, meetings..)					
Conveys knowledge and brings real added value for the preparation of the action plan					
Moderates in case of internal conflicts					
Acts as a resourceful person in event organization					
Follows up on details for the organization of event					

Suggested Improvement:

FOR SAO USE ONLY (SAO/F4)

Submitted By:	Date: / /	Signature:
Received By:	Date: / /	Signature:
Comments:		
<hr/>		
<hr/>		
<hr/>		

SAO/F4

Student Activities Office

Action Plan for Student Organizations

Semester: Click here to enter text.

Student Organization: Click here to enter text.

This Document must be submitted 48 hours after the first meeting of the organization

Name of the event	Description of the event	Date of the event	Estimate budget for the event
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.

(SAO/S6)

Activity Report for Student Organizations

Semester: [Click here to enter text.](#)

Student Organization: [Click here to enter text.](#)

This Document must be submitted 2 weeks before the beginning of the finals week

Please list the main achievements of the semester: (Please list repeated actions in one entry)			
The event	Date	Budget Involved	Short Evaluation <i>in terms of attendance and impact</i>
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter a date.	Click here to enter text.	Click here to enter text.

Please list any challenges you encountered for the organization or planning of your events:
[Click here to enter text.](#)

Budget:

The Beginning of the semester

balance: _____

Total Raised

Funds: _____

Engaged semester

costs: _____

End of the semester budget

: _____

End of the semester budget = The Beginning of the semester balance + Total Raised Funds-Engaged semester costs

Activity Report for Student Organizations

Recommendation for the SAO:
Click here to enter text.

(SAO/S7)

Pre-event Planning

For Student Organizations

Organization Name:

About the Event:

Title:

Date of the event: [Click here to enter a date.](#) Start Time: End Time: Venue:

Type: Lecture Concert Field Trip Exhibition Workshop Other:

Funding: Club Budget Sponsors (if yes please attach any document: emails, bank statement, check ...)

The SAO reserves the right to cancel any event if the needed documents are not submitted with the set deadline min of 72 hours for general events.

Describe the event with all the necessary details (program, participants, targeted audience, purpose ...) :

What is the purpose of the event? How does the event align with the mission of the club?

Budget Estimation:

Please list any possible partnerships and/or collaboration with other entities (other clubs, schools, and centers):

Submitted by: Date: [Click here to enter a date.](#) Phone: Signature: _____

Approved by the Club's President: Date: [Click here to enter a date.](#) Phone: Signature: _____

Approved by the Club's Advisor: Date: [Click here to enter a date.](#) Phone: Signature: _____

Office Use Only

Approved Not Approved

Print

Approved by SAO Director: **Mrs Yasmine BHAJI** Received on: _____ Signature: _____

Comments:

(SAO/F6)



Student Activities Office

Fundraising Activity Request

Student organizations wishing to conduct fundraising activities on or off campus must submit this completed form to SAO for review and authorization. Completed forms must be submitted at least two weeks in advance of the planned activity in order to allow sufficient time for approval and preparation. Reservations for space on campus must be checked with SAO while submitting the Fundraising Form. No fundraising activity is allowed on campus without SAO authorization.

Date of Request: ____ / ____ / ____

Name of Organization: _____

Description of Fundraising activity: _____

Purpose of Fundraising activity: _____

Project Timeline: Start date: ____ / ____ / ____ End date: ____ / ____ / ____

Type of payment that will be accepted: Cash Cash Wallet

Estimate of amount to be raised: _____ Dhs

Fundraising activity will take place in: _____

Describe Item(s) for sale & price per item:

Item	Price
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

SAO Director:

Approved

Rejected

Comments:

Fundraising Activity Check**List****For Student Organizations**

The name of the student organization: _____

Event name: _____

Coordinator name: _____

Pre fundraising activity preparation	
Preparation for of the event: Prepare and submit the Pre-event form, and fundraising activity request form to the SAO along with the 3 bids from different suppliers except for NGOs who do not need comparative prices.	<input type="checkbox"/>
Location Booking : Set a date for the fundraising activity and consult with SAO for location reservation and other needs	<input type="checkbox"/>
Items Creation: Send a list of items (max 10 items) to the SAO director a week prior to the event to be processed by the Business Office (articles to be created on the cash wallet deduction machine)	<input type="checkbox"/>
Advertising : Plan for advertising means (emails, flyers, banners and social media) and validate them with the SAO in order to inform AUI community about the fundraising activity (date, time, location, and product prices)	<input type="checkbox"/>
The Day of the Fundraising Activity	
Make sure that the stamped and the approved signup sheets by the SAO are available in the event location	<input type="checkbox"/>
Check the cash wallet deduction machine and insure that is plugged and well-functioning	<input type="checkbox"/>
Make sure that all deductions are made before the delivery of any product or service (based on the SAO regulation)	<input type="checkbox"/>
Post Fundraising Activity	
Submit a memo with the original signup sheets, and the deduction report to the SAO	<input type="checkbox"/>
Follow up on the payment of the related bills	<input type="checkbox"/>
Make sure that all borrowed equipment are returned to the SAO	<input type="checkbox"/>
Submit the Post-evaluation form to SAO	<input type="checkbox"/>
Send thank you notes and acknowledge all the Fundraising activity participants	<input type="checkbox"/>

(SAO/S4)

Student Activities Office



Trip Organization

Check List

For Student Organizations

The name of the student organization: _____

Event name: _____

Coordinator name: _____

Pre event Organization

Preparation of the trip : Prepare and submit the Pre-event form ,and the trip program to SAO	<input type="checkbox"/>
Prepare a cost estimation plan for the trip	<input type="checkbox"/>
Prepare different bids of different suppliers based on the trip needs and program	<input type="checkbox"/>
Event confirmation : Consult & inform SAO about the trip destination and final cost	<input type="checkbox"/>
Logistics : consult with SAO for transportation reservation	<input type="checkbox"/>
Advertising : Inform AUI community about the trip information (date, time, location, number of seats)	<input type="checkbox"/>
Open the trip sign-up sheet for all registered students (Based on the SAO regulations)	<input type="checkbox"/>

Payment

Work in collaboration with SAO for cash wallet deductions	<input type="checkbox"/>
Submit a memo with the original signup sheets and the deduction report to SAO	<input type="checkbox"/>
Collect all needed financial documents for payment	<input type="checkbox"/>
Insure that all documents are submitted to BO.	<input type="checkbox"/>

Trip organization

Select in collaboration with SAO group leaders for the trip (base on SAO regulation)	<input type="checkbox"/>
Submit a trip organization form to SAO	<input type="checkbox"/>
Organize a meeting with all trip participants to introduce details about the trip program and conditions	<input type="checkbox"/>
Collect signatures from all trip participants in the trip commitment form	<input type="checkbox"/>
Collect all needed primary medical supply to be available for all trip group leaders	<input type="checkbox"/>

The day of the trip

Collaborate with the group leaders to make sure that all participants are respecting the university regulations	<input type="checkbox"/>
---	--------------------------

Post event organization

Contact and remind group leaders to submit their trip evaluation	<input type="checkbox"/>
Submit the post-evaluation form, bills, and delivery reports to SAO	<input type="checkbox"/>
Send thank you notes and acknowledge all the Trip organizers	<input type="checkbox"/>

(SAO/S5)



Student Activities Office

Trip Switching Form

Student Organization Name: _____

Event: _____ Date: ___/___/___ Time: ___:___ Am/Pm

I, the undersigned, _____ ID n° _____
hereby certify that by signing this document, I agree that I will not be participating in the trip and
that _____ ID n° _____ will be going instead. As for the
payment, I have received the amount of _____MAD in cash from the student replacing me.

Signature of the Old participant:

Signature of the New participant:

(SAO/F9)



Student Activities Office

Trip Switching Form

Student Organization Name: _____

Event: _____ Date: ___/___/___ Time: ___:___ Am/Pm

I, the undersigned, _____ ID n° _____
hereby certify that by signing this document, I agree that I will not be participating in the trip and
that _____ ID n° _____ will be going instead. As for the
payment, I have received the amount of _____MAD in cash from the student replacing me.

Signature of the Old participant:

Signature of the New participant:

(SAO/F9)



Student Activities Office

Student Organization Trip Security Form

1. Fill in with all necessary information, including passenger and staff list.
2. Bring completed form to the Office of Safety & Security for review **at least 24 hours prior to departure.**

Name of Organization: _____
 The Trip Coordinator: _____
 E-mail: _____ Room Extension: _____ Cell Phone: _____
 Purpose of the Trip: _____
 Total number of students going on the trip: _____ Total number of faculty/staff going on the trip: _____
 Destination: _____

Destination Address (hotel, locations, and other): Please attach the program of the trip

Date	Place	Contact information

Leaving Campus on: _____ Date: _____ Time: _____
 Returning to Campus on: _____ Date: _____ Time: _____
 Type of Transportation: University vehicle other: _____

“By signing below, I certify that the organization I represent has agreed to organize this trip and will take responsibility for conducting it in compliance with the University policies governing such activities.”

Signature of the President: _____ Date: _____
 Signature of the Advisor: _____

For SAO use only

Name of the Driver: _____ CIN #: _____
 Vehicle Brand: _____ Plates #: _____
 Received By: _____ Date: / / Signature: _____
 Approved By: _____ Date: / / Signature: _____
 SAO Director Signature: _____

CLEARLY PRINT THE NAMES OF ALL PASSENGERS AUI STUDENTS

- | | | | |
|-----|-----------------|----------|------------------|
| 1. | Full name:..... | ID:..... | Cell Phone:..... |
| 2. | Full name:..... | ID:..... | Cell Phone:..... |
| 3. | Full name:..... | ID:..... | Cell Phone:..... |
| 4. | Full name:..... | ID:..... | Cell Phone:..... |
| 5. | Full name:..... | ID:..... | Cell Phone:..... |
| 6. | Full name:..... | ID:..... | Cell Phone:..... |
| 7. | Full name:..... | ID:..... | Cell Phone:..... |
| 8. | Full name:..... | ID:..... | Cell Phone:..... |
| 9. | Full name:..... | ID:..... | Cell Phone:..... |
| 10. | Full name:..... | ID:..... | Cell Phone:..... |
| 11. | Full name:..... | ID:..... | Cell Phone:..... |
| 12. | Full name:..... | ID:..... | Cell Phone:..... |
| 13. | Full name:..... | ID:..... | Cell Phone:..... |
| 14. | Full name:..... | ID:..... | Cell Phone:..... |
| 15. | Full name:..... | ID:..... | Cell Phone:..... |
| 16. | Full name:..... | ID:..... | Cell Phone:..... |

- 17. Full name:..... ID:..... Cell Phone:.....
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- 42. Full name:..... ID:..... Cell Phone:.....
- 43. Full name:..... ID:..... Cell Phone:.....
- 44. Full name:..... ID:..... Cell Phone:.....
- 45. Full name:..... ID:..... Cell Phone:.....
- 46. Full name:..... ID:..... Cell Phone:.....

AUI STAFF / FACULTY (Group Leaders)

- 1. Full name:..... CIN:..... Cell Phone:.....
- 2. Full name:..... CIN:..... Cell Phone:.....

FOR AUI SATFETY & SECURITY ONLY

Received on: _____ Checked by: _____

(SAO/ F12)



Student Activities Office

Departure Commitment Form for Trip Participants

Student Organization Name: _____

Trip: _____

I, the undersigned _____, ID n ° _____ hereby certify that by signing this document that I will be leaving the trip at _____, Date: ____/____/____, Time: ____:____ Am/Pm and that I assume total responsibility of my decision.

Signature of the Trip's participant: _____, Date: ____/____/____

Signature of the Group leader: _____, Date: ____/____/____

(SAO/F10)



Student Activities Office

Departure Commitment Form for Trip Participants

Student Organization Name: _____

Trip: _____

I, the undersigned _____, ID n ° _____ hereby certify that by signing this document that I will be leaving the trip at _____, Date: ____/____/____, Time: ____:____ Am/Pm and that I assume total responsibility of my decision.

Signature of the Trip's participant: _____, Date: ____/____/____

Signature of the Group leader: _____, Date: ____/____/____

(SAO/F10)

The Evaluation Grid for Student Organizations-Spring 2016

Criteria	Evaluation basis/specifications	Total Deduction %
Event Organization		
<i>Events and Respect of Procedures</i>	The events and all needed documents for the Post-event organization (post evaluation and event pictures + financial documents if needed ...)	50 %
Deliverables	Action plan	Mandatory
	list of members	Mandatory
	Activity report	24 %
	Meeting minutes	
	List of active members	
	The Advisor Evaluation	
Attendance	Workshops attended by the boards (2 workshops per semester)	24 %
	Mid semester evaluation meeting.	
Collaboration	Collaboration with other clubs or academic units.	2%

Extra Credit Grid System Tables

Action
Promotional video
Collaboration with other Clubs or Academic Units
Published Article

Evaluation Scale

Percentage	Evaluation	Consequences
Less than 50 %	Suspended board	Suspension of the board members for two following semesters.
50%- 69%	Warning/ Board on probation	(- 1000 dhs) from the budget for the following semester.
70%-79 %	Super active board (Bronze)	
80%-89%	Super active board (Silver)	
90%-100 %	Super active board (Gold)	Boards with official recognition
The Highest Grade	SAO Club of The Semester	+ 1000 dhs in the budget.

SAO/S2