

SECTION 07. ■

APPENDICES

CONSTITUTION GUIDELINES

Each club must maintain an up-to-date constitution that outlines its mission, structure, and operating procedures.

Constitutions serve as the foundational document for the club and must be approved by OSL.

Major amendments may require external committee review.

The constitution must include the following sections:

01. NAME OF CLUB / ORGANIZATION

- Include the full name and any acronyms.

Note: “AUK” may only appear as “at AUK” in the title.

02. MISSION & PURPOSE

- Clearly define the club’s purpose and goals, and list typical activities.
- Note any formal affiliations with external or national organizations.

03. STRUCTURE

- List Executive Board positions and general member roles.

04. MEMBERSHIP

- **Eligibility:**
Refer to **Section 3.2.**
- **Duties & Responsibilities:**
Define officer responsibilities, including term length.
- **Rights:**
Define voting rights and participation privileges.
- **Dues/Fees:**
State if any fees apply; if none, explicitly state so.

SECTION 7.1

05. SELECTION PROCESS

- Default follows the Clubs & Orgs Manual unless otherwise stated.

06. CONFLICT RESOLUTION

- Default follows the Clubs & Orgs Manual unless otherwise stated.

07. ADMINISTRATION

- **Meetings:** Define frequency and quorum requirements.
- **Attendance:** Define permitted absences and consequences.
- **Documentation:** List documents that must be archived.

08. AMENDMENTS

- Outline the process for proposing and approving constitutional changes.

Note: All amendments require OSL approval prior to adoption.

SECTION 7.2

DETAILED EXECUTIVE BOARD & ADVISOR DUTIES

THE PRESIDENT SHALL:

- Lead the club in all its functions and uphold the club constitution.
- Ensure all members fulfill their roles and responsibilities.
- Serve as the official and primary spokesperson for the club.
- Facilitate and call all internal club meetings.
- Plan and execute on-campus and off-campus events to promote student interest and participation.
- Survey the student body to identify purposeful events (e.g., lectures, debates, seminars, conferences).
- Ensure completion of all required forms and procedures related to the club.
- Submit an **end-of-semester report** to the Office of Student Life each semester.
- Manage the club email, responding or referring inquiries.
- Meet regularly with the Advisor and Office of Student Life.
- Serve as a positive role model for members and support them in their engagement.
- Form and oversee subcommittees in coordination with the executive board to fulfill specific goals or address student needs. Subcommittee chairs must be appointed from existing club members.

THE SECRETARY SHALL:

- Schedule meetings and notify all members with a minimum of 2 business days’ notice.
- Prepare meeting agendas in coordination with the President.
- Record and distribute meeting minutes.
- Track attendance and report violations (e.g., tardiness, absences) to the President.
- Maintain an up-to-date calendar of events.
- Submit club proposals and room reservation requests.
- Maintain a digital filing system of all club records (minutes, attendance, proposals, etc.).
- Inform the President in advance if unable to attend a meeting; the President or Treasurer will take over minute-taking responsibilities.
- Manage the club email, responding or referring inquiries.
- Assist the President in carrying out club functions and responsibilities.

THE TREASURER SHALL:

- Manage all financial aspects of the club, including university budget, account funds, and sponsorships.
- Maintain a consistent relationship with the Finance Department and Purchasing Office.
- Keep organized financial records, including all receipts, reimbursements, and requisitions.
- Prepare and submit all required financial forms.
- Ensure that all financial approvals are obtained in a timely manner.
- Keep the Executive Board informed of the club’s financial status.
- Submit the Clubs Semester-End Activities and Expenditure Report by the second week before the end of each semester.
- Monitor and account for all revenue and expenses.

THE ADVISOR SHALL:

- Sign the Club / Organization Advisor Form and ensure submission at the beginning of the academic year.
- Support, guide, and advise the club and its members.
- Provide required signatures for club documentation in line with university policies.
- Mediate and help resolve internal club conflicts when necessary.
- Review any requests for executive removal and consult with the Office of Student Life before taking action.
- Attend all mandatory Club Advisor Training sessions.
- Stay informed on university policies relevant to club activities and events.
- Support connections with relevant academic or administrative departments.
- Encourage effective communication and relationship-building within the club.
- Remain in the advisor role until a successor is appointed. If unable to continue, submit a Transfer of Advisor Roles form for approval by the Office of Student Life.
- Assign a substitute and notify the Office of Student Life when taking leave.

SECTION 7.3

SAMPLES OF CLUB / ORGANIZATION'S LOGOS:

Below are some examples of logos of previous clubs that utilized the AUK full name (*AMERICAN UNIVERSITY of KUWAIT*) or abbreviation (*AUK®*) properly, where it is clearly shown and legible. Both the Acronym and the Full AUK name must include the “®”



LOGO DESIGNS WITH AUK BRANDING TOO SMALL & NOT LEGIBLE (PREVIOUS & CURRENT CLUBS)

While the below examples of clubs' logos are creative and appropriate for use, the utilization of the AUK name (*full name or abbreviation*) is too small, and not legible when used.

