

Guidelines for Faculty Clubs and Societies

Faculty of Science and Technology

1. Introduction

This document provides guidelines for the functioning of student clubs and societies within the Faculty of Science and Technology.

All Faculty clubs and societies reside within the Faculty and must therefore preserve and enhance the reputation and objectives of the Faculty.

- Within this document, “clubs and societies” will be referred to as “clubs”.
- Within this document, “staff” refers to “Academic, Technical and ATS staff”, unless otherwise stated.
- Within this document, “student” refers to “a student enrolled in an undergraduate or postgraduate degree program within the Faculty of Science and Technology”.

2. Aims of a Faculty Club

The overall aims of a Faculty club are to:

- a. Develop leadership and management skills.
- b. Enhance the skills developed within the related Faculty programs.
- c. Develop self-reliance and resourcefulness.
- d. Develop camaraderie among the student body.
- e. Create a sense of belonging within the Faculty.

The remaining aims will be determined by the student membership of the club.

3. Creation of a Club

- a. A club can be proposed by any staff member or student within the Faculty.
- b. A club can reside in a Department or within the Faculty Office.
- c. If the club resides within a Department, the proposer must seek the approval of both the Head of Department and the Dean. Otherwise, permission of the Dean is required.

- d. Once permission is granted, the proposer must send the following information to the Head and the Dean or to the Dean if it does not reside in a Department.
 - i. Name of the club
 - ii. Purpose of the club
 - iii. The aims of the club
 - iv. Website or social media links that are created for the club
 - v. Name of the Faculty Advisor
- e. The submitted information will be added to the Faculty Office *Registry of Faculty Clubs*. This information forms the *Faculty Club Profile* of the club.
- f. The submitted information will be placed on the club page on the Faculty website.

4. Structure of a Club

- a. Only students enrolled in a program within the Faculty of Science and Technology can be members.
- b. Each club must have a president.
- c. The remaining roles within the club will be determined by the student membership.
- d. Each club must have a Faculty Advisor. A Faculty Advisor is a full time staff member of the Faculty of Science and Technology. This includes Campus approved affiliated institutions within the Faculty.
- e. In the case of Departmental clubs, the Head can approve a non-staff member as Faculty Advisor.
- f. In all other cases, the Dean can approve a non-staff member as Faculty Advisor.
- g. The Dean can override any club decision that will bring disrepute to the club, Faculty, Campus or University, cause harm to the members or others or, violate any University regulations or laws of the residing Country.

5. Role of the Faculty Advisor

- a. The Faculty Advisor seeks to guide and mentor the students.
- b. The Faculty Advisor does not manage the club.
- c. The Faculty Advisor can overrule a club decision if it will bring the club, Faculty, Campus or University in disrepute, cause harm to the members or others or, violate any University regulations or laws of the residing Country.
- d. In cases where the student membership disagrees with a decision of the Faculty Advisor, the *Dispute Resolution* procedure will be enacted.

6. Reporting

- a. Each club must inform the Faculty Office of any changes to its profile which was submitted when the club was first created. In the case of Departmental clubs, the Head must also be informed.
- b. Each club must submit a preliminary plan of activities, for the entire academic year, within the first three weeks of semester I.
- c. Each club must submit a report of implemented activities by July 1st of the academic year in question.
- d. In the case of a Departmental club, these reports will go to the Head copied to the Dean. In all other cases it will go to the Dean.
- e. The registry of clubs will be submitted to Faculty Board, for noting, in semester I, once all up to date information has been submitted.
- f. All reports from the clubs will be submitted to Faculty Board for noting.

7. Dispute Resolution

- a. Students are expected to resolve disputes that may occur within the club.
- b. Where the students are unable to resolve the dispute and the club is a Departmental club, the matter is referred to the Head.
- c. In cases where the dispute remains unresolved after the preceding steps, the matter is referred to the Dean.
- d. When matters are referred to the Head or the Dean, the primary objective is to have the students resolve the matter themselves in the first instance.

8. Use of Faculty and Campus Assets

- a. Permission must be sought by the club to use any Faculty asset. This includes physical space, equipment and digital assets such as Faculty and Department websites and social media content.
- b. Clubs must seek permission to use the Faculty or Department logos.
- c. Clubs are not permitted to use Faculty or Department letterheads.
- d. Clubs are not permitted to use the University crest.
- e. Clubs cannot represent the Faculty or Department at external events without the permission of the Dean.
- f. In the case of assets within the Department, permission must be obtained from the Head of Department.

- g. In all other cases, permission of the Dean is required.
- h. In cases, where permission of the Campus Registrar is required, it must be done through the Dean.

9. Finances

In order to ensure that the University financial code is not breached, the following is required.

- a. A Departmental club must seek permission of the Head and the Dean for all fund raising activities. In all other cases, permission of the Dean must be obtained.
- b. Clubs are required to keep satisfactory records of all financial transactions including invoices and receipts.
- c. The club is required to regularly inform the Faculty Advisor of all financial transactions and fund raising activities.
- d. An annual financial statement must be produced at the end of the academic year and submitted to the Head copied to the Dean for Departmental clubs. In all other cases, the statement should be submitted to the Dean.
- e. The Head can require that funds be stored and managed by the Departmental Office for Departmental clubs. In all cases, the Dean can require that funds be stored and managed by the Faculty Office.

Faculty Office
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