

University of Hafr Al-Batin Student Club Regulations 2021 - 1443



بيت الحكيم

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Adoption of the Regulation

Resolution No. (74), passed at the third meeting of the University Council for the academic year 1443, which was held on February 13, 1443 (or September 20, 2021), established the regulations. The language of the decision was as follows: "The Council accepts the rules for student clubs at the University of Hafr Al-Batin in accordance with the formula attached and approved by His Excellency the Minister of Education Chairman of the University Council in accordance with the letter of His Excellency the Sec.

Article One:

Terms and Definitions

1. The Student Club

A group of Hafr Al-Batin students who are interested in a certain subject make up this club, and as a result, the club's activities and events fall within that category.

2. Club Supervisor

He is one of the staff members and employees at the University of Hafr Al-Batin.

3. The head of the Club

He attends the University of Hafr Al-Batin, is well-behaved, and participates in several student organizations.

4. The Club Vice President

He is one of the University of Hafr Al-Batin's students, and when he is not present, another student represents him and delegated duties set by the club's council of directors.

5. The Club's Council of Directors

university students who are members of the Student Club. They provide consultation on all club-related issues as well as strategies and activities for the club. It comprises of the (5-7) club members, the club supervisor, the club president, and his deputy.

6. Club Members

Many University of Hafr Al-Batin students, both male and female, have shared interests and objectives that they seek to realize through club activities.

7. Honorary Membership of the Club

Male and female graduates of the University of Hafr Al-Batin are awarded membership, which enables them to participate in club events and get the benefits of its programs as long as they adhere to the established regulations.

8. Working committees

They are the clubs' created committees, which perform a variety of duties, including the Media Committee, the Activities and Events Committee, the Initiatives Committee, and others.

9. The Visual Identity of the Club

a collection of elements that set the club apart from other organizations, such as the logo, colors, and typefaces used on printed materials like cards and uniforms.

Article Two

Student Clubs Objectives

01

Effectively promoting Islamic principles among students through club activities

02

Through student club initiatives, fostering a feeling of citizenship and strengthening patriotism among students

03

creation of student leadership cadres in a variety of sectors

04

Identifying student potential, honing it, and developing it, as well as fostering the talented

05

Using students' free time in a way that benefits them and helps them gain a variety of experiences, abilities, and information that help develop the typical university student personality.

06

Developing the pupils' social, cultural, and cognitive selves.

07

encouraging university students to adopt a creative and innovative culture.

08

Teach students how to organize the club's activities and programs and carry them out while adhering to the direction and oversight of the Deanship of Student Affairs.

09

Fostering among university students a sense of love, fraternity, camaraderie, and fair competition

10

Encouraging love, brotherhood, friendship, and fair competition among college students.

11

Fostering a connection between the student and the community via the organization of seminars, exhibits, contests, and other university-sponsored events both on and off campus.

12

Through the specialist clubs that the university is concerned with, documentation and consolidation of the connection between academic study and practical application.

Article Three

Classification of Student Clubs

Specialized Student Clubs:

These clubs are located in university colleges and are associated with the college or one of its departments.

Examples include the English Language Club, Engineering Club, Mathematics Club, and other groups.

These groups help the student advance in his area of academic concentration.

Public Student Clubs: These are broad skill clubs that are not associated with a particular Speciality but are enhanced in one of the general domains, and they are supervised by the Deanship of Academic Affairs.

Students that participate in clubs like the Scouting Club, Speech Club, and others

Article Four:

Conditions for Foundation Student Clubs

1. Submitting a comprehensive proposal for the club's establishment to the Deanship of Student Affairs. The application for incorporation should include the club's vision, purpose, goals, and areas of activity.

4. Per the form created for this, club members agree to follow all university norms and regulations.

7. In order to establish any general student clubs, the Dean of Student Affairs must make a decision based on an analysis of the proposal from the Student and Specialty Clubs Committee, a formal request from the Dean of the College to do so, and recommendations from the Department and College Councils, the Student Advisory Council, and the college level.

2. There should be a minimum of 15 male and female students in each club at foundation stage.

5. The club ought to have an Organizational Structure.

8. General clubs are supervised by the Deanship of Student Affairs after receiving approval, while specialized clubs are supervised by the deanship of the appropriate college after receiving approval. Any activity that has not been approved by the University Council may not be practiced.

3. A dean who is responsible for the club chooses a supervisor from among the academics or staff and assigns him to that position.

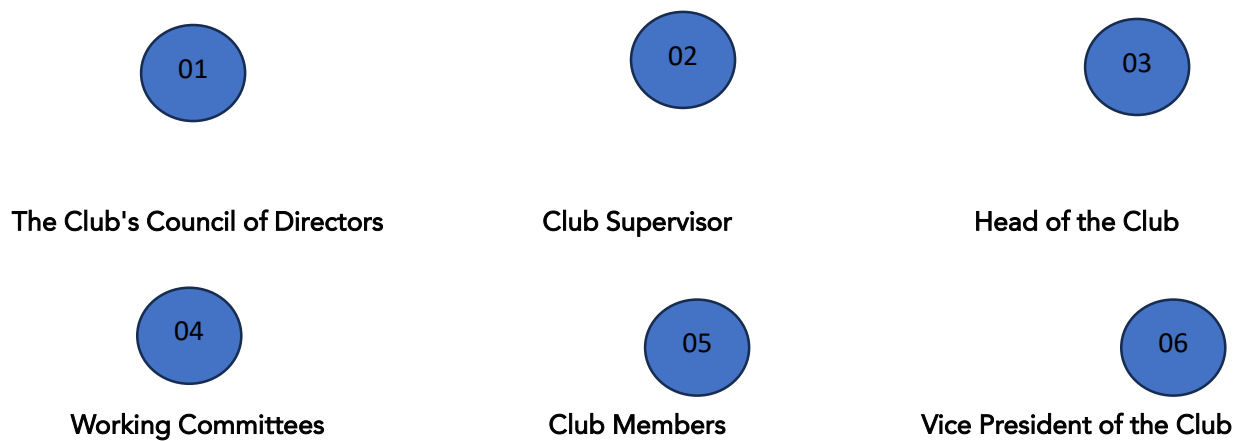
The club may have a logo that serves as a representation of its visual identity and matches to Hafar Al-Batin's name and logo.

9. The club's work term is one academic year, and membership is renewed annually.

Article Five:

Organizational Structure and Regulations for Memberships and Tasks

First: The Organizational Structure of the Student Club:



Second: Student Club Membership, Leadership, and Oversight Regulations:

Regulations for Assigning a Club Supervisor:

1. to be a member of the university's staff selected among its faculty or staff
2. To not oversee more than two student clubs.
3. The Dean of Student Affairs, in the case of general clubs, or the Dean of the College, in the case of specialty clubs, designates him as the club's supervisor.
4. Each academic year, the assignment term is extended.

Regulations for Assigning the Vice President of the Club

1

To be a regular student at the University.

2

He must be trustworthy and of excellent behavior. He cannot have received any disciplinary action for acting dishonestly.

3

It's been at least a full academic year since his enrollment at the college.

4

Not serving as the head or vice-head of more than one student club.

5

To take part actively in school activities.

6

must be able to effectively take on responsibilities and to possess communication and collaboration abilities.

7

In public clubs, they are assigned based on a decision made by the Dean of Student Affairs, and in specialty clubs, based on a decision made by the Dean of the College.

Club Membership Regulations:

1

The member must be a full-time college student.

2

He must have strong moral character, and no disciplinary action has been taken against him for misbehavior or lack of reliability.

3

Not participate in more than three extracurricular or volunteer organizations.

4

To actively participate in school activities.

5

He should be able to effectively take on responsibilities and possess communication and collaboration abilities.

6

Students who are club members are required to serve on the council of directors for the club.

7

The number of club council members, including the president and his deputy, must be between five and seven.

8

The Dean of Student Affairs in public clubs and the Dean of College in specialty clubs appoints the members of the club's council of directors.

Honorary Club Membership Regulations:

Honorary Membership

Male and female graduates of the University of Hafr Al-Batin are eligible for membership, which entitles them to participate in club events and receive the club's benefits subject to the following restrictions:

1

The graduate has the right to an Eastern membership, which entitles him to attend club-sponsored events, activities, and committee meetings but not to take part in their preparation or execution or representation on club councils.

2

The graduate must have displayed exemplary behavior during his time at the university, and no disciplinary action has been taken against him.

3

Honorary Membership is limited to a single club.

4

Honorary membership is available for a year and is renewable.

5

The competent dean grants honorary membership to the graduate after considering the club's board of directors' suggestion.

6

The honorary club member is required to follow all applicable university policies and regulations and not in any way violate them.

7

having effective cooperation and communication skills as well as the capacity and efficiency to accept responsibilities

Fourth: Tasks and Responsibilities

1

Club council meetings.

2

The council meets on a regular basis, holding a minimum of three sessions every semester.

3

Two-thirds of the members are required for the Council meeting to be valid.

4

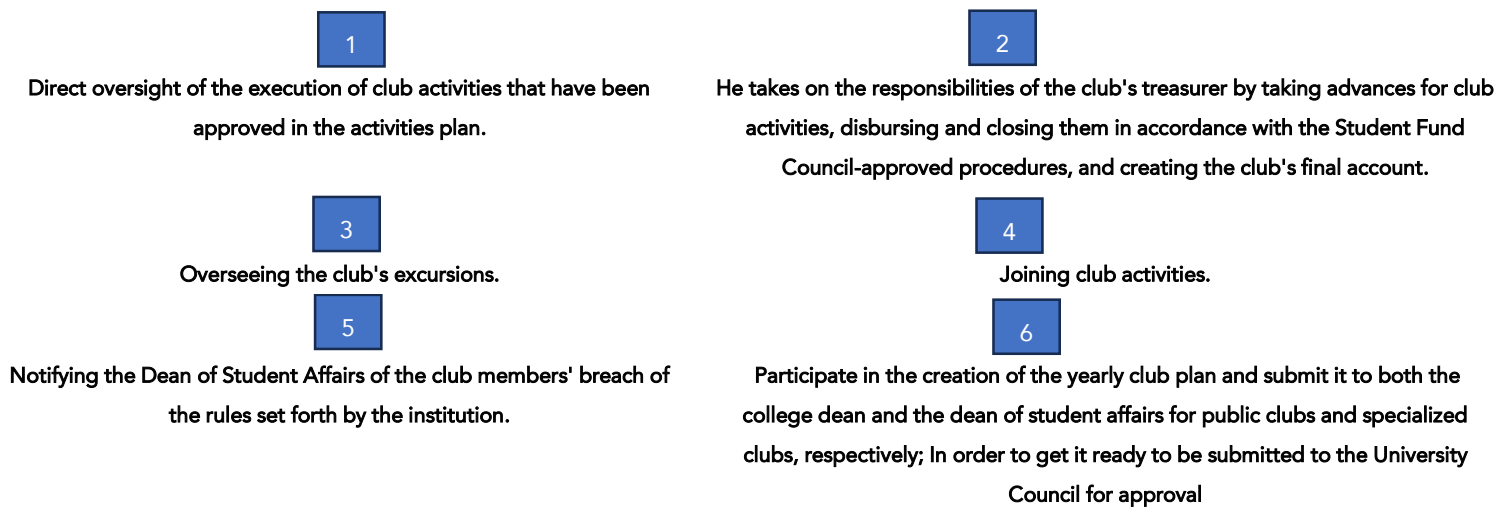
When a tie occurs, the club president's position is favoured, and the minutes of the council are transmitted to the relevant dean for confirmation. The council makes decisions by an absolute majority of the votes cast by those present.

Duties of the Club Council of Directors:

- Examining the plans for the club's activities and programs and suggesting that they be approved in accordance with the policies and procedures of the institution.
- Recommending the approval of student projects that are within the club's scope of expertise; monitoring and evaluating student activities;
- Creating working committees and appointing its members in advance of the club supervisor's permission.
- Proposing priorities for tasks within the constraints of the material resources at hand.
- Studying the monthly, quarterly, and yearly reports on the club's operations and suggesting their approval.
- Proposing schedules for activity plans issued throughout the academic year in accordance with the terms of reference and fields of the club.
- Analyzing the results of surveys taken by students about their wants and issues with the club's activities and events.
- If a student council member violated any rules, the council may propose that he be excluded.
- The Council may propose, in advance of approval by the Dean of Student Affairs for public clubs and the Dean of the College for specialized clubs, that university graduates who desire to participate in the club's events and activities be granted honorary club membership.

- Creating recurring reports to assess the club's degree of work continuity.
- Advising that the club's final account be approved.
- Take into account comments and grievances regarding the club's activities.

Duties of the Club Supervisor:



Duties of the Club President:

1. Making and presenting to the club's board of directors a plan of the activities to be carried out during the academic year in cooperation with the club's supervisor, together with the club's projected budget; In accordance with the deadline set by the Deanship of Student Affairs for the creation of a plan for student activities, to suggest its approval and present it to the Student Clubs Committee in anticipation of its acceptance and approval by the appropriate dean.
2. Keep track of the committees' activities inside the club in accordance with the agreed plan.
3. Keep track of how authorized club programming and events are being carried out during the academic year.
4. Writing a thorough report on each activity and presenting it to the club supervisor along with a final report on all club activities for the semester.

5. Ensure that club spending are followed up on, audited, and compliant with the rules of the Deanship and the Student Fund.
6. Maintaining the club's assets and conducting an inventory of them in cooperation with the club's manager
7. Request the club's board of directors to convene and preside over the meetings.
8. To divide the work for club members to do in their leisure time, create a database that contains the club members who have signed up and displays their study schedules.
9. Create a general report on the club's activities throughout the course of the academic year in a way that will help the media highlight and document them.
10. Informing the club supervisor of any students who miss more than two meetings of the club council without a valid justification.

Article Six:

Coordinating the Activities of Student Clubs

First: All general and specialized student clubs are overseen by the Student Clubs Committee.

Second: The Dean of Student Affairs may decide to create a committee for student groups if the following conditions are met:

Dean of Student Affairs	Chairman
Vice Deans of Student Affairs	Member
Director of Student Affairs	Member
Student club supervisors	Members
Administrative Employee	Committee Secretary

Third: Duties of the Committee:

- Review and discussion of student club plans submitted in advance of submitting them as part of the activities plan for approval by the University Council.
- Discussion of the clubs' budget for approval.
- Examining applications submitted for the establishment of student clubs, and recommending their approval in preparation for issuance of founding decisions by the Dean of Student Affairs.
- Securing all needs of student clubs.
- Host regular meetings, with at least three every semester.

Fourth: Fields of Work of Student Clubs:

Areas of General Student Clubs:

Religious	Cultural or Literary	Volunteer
Theatrical	Social	Art
Healthy	Sports	Scouting
Information	Technology	What can be created as needed from other disciplines

Specific fields for student clubs Its scope of work is restricted to the area of study at the college.

Article Seven

Mechanism for Carrying out the Functions of Student Clubs

The Mechanism Used to Carry out Club Activities:

1. The annual club plan that the University Council has authorized shall include the activity to be carried out.
2. The club director should use the appropriate form to make a request to the Deanship of Student Affairs for the activity.
3. Without the previous consent of the appropriate dean, clubs are not allowed to participate in any activity outside of the university.

The Mechanism for Hosting Lectures through Student Clubs is as follows:

1. The club supervisor should ask the appropriate dean for permission to schedule the lecture so that the dean has enough time to attend.
2. The lecture's subject should be within the club's expertise and areas of specialization.
3. The application must contain the following information:
 - The lecturer's name, his or her CV
 - The type of lecture, and the subject of the lecture
 - Location and lecture time
4. In accordance with the policies in place at the university, it is not permitted to welcome any speakers from outside the institution without official consent.

The Mechanism of Announcing the Activities of Student Clubs:

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Placing the university's logo and name	Placing the Deanship's logo and name	Placing the Club's logo and its name	Information about the activity to be held (activity name - day - place - time
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Article Eight

Student Clubs Budget

Club Finances

The club supervisor gets advances from the Student Fund, creates a draft budget for the club's activities for the next year, presents it to the Deanship of Student Affairs, and then closes it with authorized original invoices that precisely reflect the costs of each activity. The clubs' resources include:

1. Allotments that have been authorized from the University Council-approved student activity plan or from the Student Fund budget.
2. Financial assistance given by organizations prepared to fund select club events in exchange for advertising, according to restrictions established by the Student Fund Council of Directors.

Financial Regulations for Clubs

In order to be included in the student activities plan, the club supervisor's proposal serves as the basis for determining the budget for each club. For the University Council's blessing

The Student Fund provides an advance that is used to distribute the funds allotted for each item.

It needs to be used for the intended purpose.

Any use of the received advance must be supported by the original invoices.

If the allowed activities are spread out among numerous, the full amount shouldn't be used on one.

Student donations of any kind are not accepted.

Article Nine

Coordinating the Activities of Student Clubs

1. It is forbidden for club members or the General Student Clubs Committee to communicate or correspond with anyone or any organization outside of the university and its various faculties, or to invite anyone from outside the university, unless prior written permission from the Deanship of Student Affairs, represented by the Dean or his representative, has been obtained.
2. Copies of the minutes from general student club meetings are kept by the Deanship of Student Affairs, and copies of the minutes from specialized student club meetings are kept by the institution. The College and the Deanship of Student Affairs also maintain copies of the minutes from the general committees that oversee the operations of the student clubs.

Article Ten

General Provisions

1. When the need arises, the Deanship of Student Affairs may, with the University Council's approval of the additional materials and items, add to this bylaw what it judges to be necessary supplemental items.

2. This rule is in effect as of the day the University Council approved it.

Form for Establishing a Student Club		
University ID	Club Founder	Club Name
College	Major	Mobile
Club Vision		
Club Mission		
Areas of Club Activities	Club Objectives	

Club Members				
No.	Name	College	University ID	Mobile
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Club Founder		Club Supervisor		

The Dean of Student Affairs approves

Student Club Activity Submission Form			
The Activity Title		The Organization Running the Activity	
The Activity's Intended Audience		The Implementation Location	
Brief Description of the Activity			
No	Activity Objectives		
1			
2			
3			
4			
5			
Responsible Committee		Club Chairman	
Name		Name	
Signature		Signature	

Model of the Club's suggested student activities' proposed yearly plan for the year.....

Activity	Activity Type	Academic Semester	implementation method	Budget Estimated	Notes
Responsible Committee			Club Chairman		
Name					
Signature					