

## STUDENT CLUBS POLICY

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### ESTABLISH A STUDENT CLUB PROCEDURE:

1. The Proposal for establishing a new club at FBSU must include the following information:
  - a. The name of the Club to be established.
  - b. The nature of club's activities.
  - c. The club posts for which students would run and elect their representatives.
  - d. The signature of at least 10 students petitioning to establish the club.
  - e. The name and phone number of the contact person.
  - f. The name of a Faculty Advisor for the club.
2. Submit the proposal with a cover letter to the Dean of Student Affairs.
3. The Dean of Student Affairs submits the application to the University Council with his recommendation for approval.
4. If approved, the Dean of Student Affairs informs the designated contact person of the University Council decision.
5. The students call for a meeting to elect the officers to assume the posts and start the activities. The election should be held in the presence of the Dean of Student's Affairs and the Faculty Advisor.
6. The club officer submits a plan of activities for the year. He/She should also submit a report at the end of the year.