**Student Societies Policy**

1. **Purpose**

To specify the rules and regulations governing student societies and clubs at Islamabad Campus of FAST National University of Computer & Emerging Sciences.

1. **Scope**

The policy covers all the societies (or clubs) at Islamabad Campus of FAST NUCES, including student societies and clubs.

1. **Definitions**
   1. *Society:* Student societies are a fundamental part of the campus activities. The registered societies play an important role in amplifying the educational objectives of the university. The term society in this policy will refer to clubs, societies and guilds at Islamabad Campus
   2. *Campus Level Society:* Comprise of members from multiple departments of the campus. These societies have broad objectives and directly support the vision and mission of the university through its activities.
   3. *Department Level Society:* Primary focus of these societies is promotion of department level vision and objectives. The membership of these societies is primarily from a single department
   4. *Special Interest Society:* These societies focus on special area of interest of students.
2. **Member Eligibility Criteria** 
   1. *Society Membership:*All students of Islamabad Campus of FAST NUCES are eligible to be member of a society.
   2. *Executive Committee Membership:* Students of Islamabad Campus who have never been on academic warning and have good disciplinary record are eligible to be members of executive committees of the societies.
3. **Societies Eligibility Criteria**
   1. *Campus Level Society:* The aims and objectives are broad and cover the benefits of campus at large. Have at least 30 members at the time of petition and must maintain a membership of at least 75 members throughout the year. Members are representative of multiple departments and the society constitution encourages inclusion of all university departments
   2. *Department Level Society:* Have at least 15 members at the time of petition. Need to maintain at least 30 members within four weeks throughout the academic year
   3. *Special Interest Group Society:* Have at least 10 members at the time of petition and throughout the year.
   4. All societies must register through the Society Registration/Renewal Form and will require a formal approval from the Campus Director
   5. The performance of societies will be reviewed at the end of each academic year. The societies would require to submit a list of current members, events conducted in the year, and formally fill the Society Registration/Renewal Form
4. **Rules governing all Societies**
   1. Following are the rules governing all societies at Islamabad campus. Failure to comply with the following rules shall be grounds for the Director of Campus or Manager Student Affairs to impose appropriate sanctions, up to and including revocation of club status.
   2. All the societies must have at least 01 mentor who should be Assistant Professor or above.
   3. Mentor of the society should be responsible for all activities/events of the society.
   4. All proposed society applications must be reviewed and approved by the Director of Campus
   5. All aspects of the society must be run by currently enrolled students. Individuals who are not students at the university may not join a society.
   6. All finances of societies must be run through the University Accounts. No society related transactions should be made in accounts of any individuals. No member of the society is allowed to handle cash for any purpose, including donation, event fees, etc.
   7. All on-campus activities by a society must be approved by the Manager Student Affairs
   8. All society events must be approved two weeks in advance by filling out an Event Form and submitting to One Stop Student Service Center/Student Affairs Office.
   9. All advertisements that promote society events, activities, or agendas must be approved in advance by the Director Campus. Once approved, societies may promote their events at the campus, including through slate, campus notice boards and digital screens.
   10. All society activities must support the University Mission Statement.
   11. All societies must strictly adhere to its objectives and conduct events that directly promote these objectives
   12. All society events should enhance or benefit a student’s experience at the campus
   13. Islamabad Campus societies should not be self-serving, but instead should aim to serve others.
   14. Societies may receive funding from the university to support society activities. This amount is determined on case-to-case basis and decided by Campus Director, subject to availability of funds.
   15. Recognized societies may be permitted to use the campus rooms, supplies, and facilities.
   16. Recognized societies may be permitted to advertise on campus, pending approval by the Student Affairs Department.
   17. Recognized societies are also advised to submit the details of the event which they planned to conduct in the semester with their tentative budget required from the university.

**Society Renewal/Registration Form**

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| **Applicant Details** | |
| Name of Student Applicant |  |
| Registration Number |  |
| Department |  |
| CGPA |  |
| Contact Details |  |

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| **Society Details** | |
| Name of Society |  |
| Area of Society |  |
| Aims & Objectives  (be precise) |  |
| Society Category |  |
| Basic introduction of Society for Website and University Brochures (250 words) |  |
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| Events conducted in last academic year  *(only for Society Renewal Applications)* |  |
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| Events planned for next academic year |  |
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| Proposed Positions of Execution Committee |  |
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| Office Holders | *<<list the names of all office bearers here>>* |
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| List of Members | *<<list the names of all current members here, attach a separate list if required>>* |
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