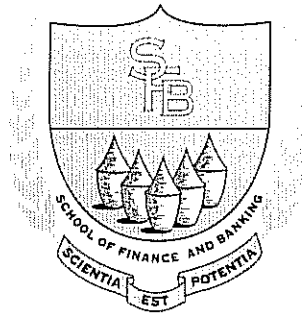


SCHOOL OF FINANCE AND BANKING

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ECOLE DES HAUTES ETUDES DES FINANCES
ET DES BANQUES

STUDENT CLUBS

POLICY

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SCHOOL OF FINANCE AND BANKING

STUDENT CLUBS POLICY

PREAMBLE

The purpose of this policy is to sustain the interests of club members, students, the SFBAS, and the SFB community. This document is designed to support students in the formation, operation and development of clubs and to make clear the obligations that a club has to the SFB community and to its members.

This policy is the guiding instrument for decisions rendered by the SFB Management.

1. DEFINITIONS

For purpose of this policy, unless otherwise stated, the following definitions shall apply

1. "Club" means an approved student organization;
2. "Club member" includes any individual who is a recognized member of an approved Club
3. "CAC" means the Clubs Advisory Committee;
4. "Organization" means a non-ratified club, seeking ratification;
5. "Student" includes any individual suitably enrolled at SFB
6. "SFB" means the School of Finance and Banking,
7. "SFBAS" means the School of Finance and Banking Student Association

2. POLICY CONTENT AND GUIDELINES

2.1 Generalities

1. The School of Finance and Banking permits the formation of students clubs.
2. The SFB management encourages the formation of effective and responsible student clubs. Such organizations, not only serve as alternative sources of recreation from the

rigors and stress of academic work but also a means of self-development, regulation of conduct and establishment of group communication.

3. Students are expected to develop from these organizations good virtues and acceptable social norms.
4. There should be one unique student general association assembling all SFB students. Other formations should be considered as Clubs operating under the general students association, SFBAS.
5. For particular planned activities and approved activities, the SFB management may at its discretion provide a financial support from its budget to the student general association, SFBAS.
6. Student clubs should not rely on SFB financial support to function or implement their activities, apart from organizational support enumerated in Section 2.4 of this policy.
7. Clubs should have their registrations renewed annually
8. Every student club must be registered with the Club Advisory Committee to ensure that they keep to the rules and regulations establishing their association. Any unregistered club will be declared illegal and banned.
9. The following categories of clubs are allowed to operate on campus:
 - a. Clubs oriented towards academic pursuit: These are basically clubs that are anchored on the various academic disciplines in the School
 - b. Clubs oriented towards socialization and moral development
 - c. Clubs oriented towards recreation
 - d. Clubs oriented towards culture
 - e. Alumni
10. The policy comes into force on the day it has been approved and may be amended at anytime by the SFB Management.

2.2 Clubs Approval

a. Application:

- (1) Every student club must apply for registration

(2) The CAC will evaluate an organization's application based on its merits with regard to the best interest of students.

b. Requirements for approval:

(1) An organization requesting approval must provide evidence that:

- i. Its membership is open to all students;
- ii. If the club chooses to affiliate to external organizations, the Affiliation must be to a recognized regional, national or international body.
- iii. It intends to carry on activities which do not infringe any existing law, nor any SFB policy and procedure;
- iv. It does not share the same mandate as any existing club registered in SFB
- v. It has financial capacity to realize the intended activities
- vi. It has no fewer than twenty (20) students currently registered at SFB who are interested in joining the organization if ratified.

The list shall include the students' names, student numbers and contact information;

Two (2) copies of a Clubs Proposal must be submitted to the CAC secretary. The proposal is to include the following:

- i. A typed cover letter stating the organization's desire to be ratified along with the names, student numbers, email address and telephone numbers of two (2) representatives for the organization if ratified;
- ii. A typed maximum three (3) page proposal answering the following questions:
 - What is the purpose of the club?
 - What activities will the club hold? Are these activities feasible?
 - How will the club be financially organized and how will monies be allocated?
 - What are some of the liability issues that the club may face?
- iii. A typed copy of the proposed constitution for the club that:
 - adheres to the SFB Clubs Policy;

- clearly includes the following areas: name of the club, club mandate, membership, membership fees, executive positions, executive duties/responsibilities, meetings, election procedures, signing persons, etc.

All organizations seeking ratification must give a brief presentation of the proposal, at a Clubs Advisory Committee meeting.

In the event that an organization is not ratified, the refusal should be officially communicated to the organization within two weeks after the decision. The Committee should explain its decision.

2.3 Clubs Governance

1. Organs monitoring clubs management

In light of its capacity, the SFB Management undertakes to supervise clubs in the following manner:

- a) Culture officer operating in the Student Affairs Unit
- b) The Vice Guild President of the student Association
- c) Clubs Coordinators: two students elected among clubs leaders to coordinate clubs activities.
- d) Clubs Advisory Committee which will have a mandate:
 - Approve clubs
 - Supervise and advise other organs in charge of clubs activities
 - Participate in clubs evaluation.

This committee will be composed by:

- People designated to represent academic Departments (one person by department for departments that have related academic clubs)
- Dean of students
- Culture office
- The Vice Guild President of the student Association

2.4 Club Rights

A ratified club is allowed to use certain school services when possible and the right to:

- (1) Be listed as an approved club;
- (2) Use available rooms, space in the SFB for approved club activities;
- (3) Be given a space in any SFB Clubs' Week event,
- (4) Request advice from the School Management to help set up club events or activities;
- (5) Request for transport facilitation (when the school bus is available) for specific activities of general interest to the community. However, the school administration reserves the right to determine the number and type of activities to be facilitated.
- (6) Request space on the SFB notice board to post club information;

2.5 Club Responsibilities

Every Club has important responsibilities to the SFB and to its membership. These responsibilities shall include:

Administrative duties

- (1) Verifying that there is an up-to-date Constitution filed with the CAC;
- (2) Forwarding all constitutional changes to the Clubs Coordinator and CAC within one week of changes;
- (3) Ensuring that club members act in a responsible way and the club is not brought into disrepute through the actions of its members
- (4) Have a feasible action plan
- (5) Consulting the School Management when inviting people from outside especially senior authorities
- (5) Submitting annual report to the Clubs Coordinator and CAC which includes:
 - a. a detailed report of all activities that have taken place during the year,
 - b. a list containing the dates of all constituted meetings held during the year,
 - c. a copy of the minutes from the club's annual general meeting,

- d. a detailed report on finances including a statement of revenue and expense for year,
- e. a list of incoming executives with their names, student numbers, email addresses, and up-to-date telephone numbers,
- f. an up-to-date membership list containing names, student numbers and telephone numbers

The responsibility is on the club to provide all necessary information to the appropriate body or individual described above for review, by fulfilling its responsibilities and by providing any other information requested.

2.6 Financial Management

1. Collection of membership fee should be agreed by the all club members and approved by the General Student Association
2. Clubs should keep a detailed and clear set of club financial records

2.7 Prohibited Activities

Clubs prohibited activities includes any of the following:

- Divisionism propaganda
- Any breach of SFB regulations or other laws
- Any other action that may be deemed unsuitable or which may bring either the Club or the School into disrepute.

2.8 Club Sanctions

Clubs will be sanctioned for the following reasons:

- (1) Breach of any of the responsibilities outlined in this policy; and,
- (2) Misuse of SFB Services or Privileges.

A club may be sanctioned in the following forms:

- (1) Warning – a club will receive a written warning for minor infractions of the Clubs policy

(2) Prohibition – a club will be prohibited from exercising rights associated with the type of infraction committed.

(3) Probation – a club will be placed on probation if the club has acquired repeated warnings and sanctions, or has seriously breached the Clubs Policy.

(4) De-ratification

2.9 Club Deratification

The CAC will decide to de-ratify a club if:

(1) The club is inactive

(2) The club fails to adhere to its objectives

(3) The club commits a serious offence which breaks any law(s);

(4) The club Commits an offence or engages in an activity that damages the school reputation.

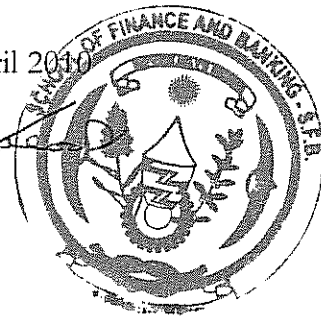
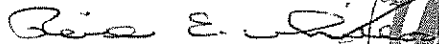
(5) A club is causing disturbance

(6) A club does not have sufficient members

(7) Breach of any of the responsibilities outlined in this Policy.

Approved by the EXCO N° 3 in a meeting held on 23rd April 2010

Dr. Reid E. Whitlock, Chairman



Date: ... 27 MAY 2010 ...