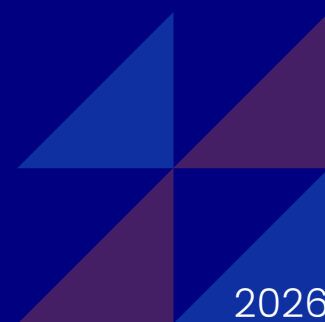




Student Affairs
STUDENT EXPERIENCE

STUDENT CLUBS & SOCIETIES PROCEDURES





Introduction

The document Student Clubs and Societies Procedures serves as a manual for student clubs and societies at the Aga Khan University (AKU).

It is mandatory for all student clubs and societies to:

- Read and understand this document, and
- Comply with all applicable university policies, including student organisation policies, communication guidelines, and the Student Code of Conduct.

A student club or society refers to any AKU-recognised student-run organisation that enhances the student experience through activities approved under its registered mandate.

In this document, the terms “club” and “society” are used interchangeably.



Process of Starting a New Club

- Interested in starting a new club or society? Please review the list of existing registered student organisations available on the [university website](#).
- Can't find a club that serves your purpose? You may apply through the Office of Student Experience (OSE).
- The [New Club Registration](#) document outlines the process

Official Club Email Address

If your club's registration is approved, it will be assigned an official AKU email address. This email address will serve as the primary channel for official communication.

The following guidelines govern the use of the official email account:

- The Leadership Core is responsible for safeguarding login credentials, ensuring appropriate use, and maintaining confidential information.
- The official email account cannot be used for personal purposes.
- All communication channels must include a disclaimer that the club does not represent AKU's official positions, decisions, or commitments.
- Any misuse of the official email account will result in disciplinary action against the responsible individual(s) and the club's leadership.

Annual Club and Society Cycle

	Pakistan	Kenya	Tanzania	Uganda
Annual Cycle Commences	January	Mid-September	November	August
Oath-Taking Ceremony	Mid-January	NA	NA	NA
Annual Re-Registration	Mid-November	June-July	June-July	May-June
Annual Recognition Ceremony	Mid-December	May	June-July	May-June



Clubs and Societies Re-Registration

All clubs and societies must complete annual re-registration to maintain active status. The following deadlines must be met:

- Pakistan: Mid-November
- Kenya: June-July
- Tanzania: June-July
- Uganda: May-June

The following documents are required for each society:

- Completed Online Annual Clubs and Societies Re-Registration Form
- *Details of the updated Leadership Core
- Updated Society Manual
- Activity Calendar
- Annual Budget Plan

** OSE in Kenya, Tanzania, and Uganda may assess the availability of student leaders and apply this requirement at its discretion.*

Clubs and societies that fail to complete re-registration by the stated deadline will be classified as Dormant and may lose access to resources and funding.

- Dormant clubs may apply for re-registration by submitting the Annual Re-Registration Form within 30 days of the original deadline.
- Budget allocations for reinstated Dormant clubs and societies are subject to the availability of funds with OSE and may differ from standard allocations provided to active clubs and societies

Club and Society Structure

To maintain active status, each club or society must have a minimum Leadership Core of three members, comprising:

Convenor

The Convenor provides overall leadership and is responsible for strategic planning, coordination, and compliance.

Key responsibilities of Convenor include, but are not limited to:

- Lead planning and implementation of the annual activity plan
- Ensure compliance with approved budgets, procedures, and SOPs.
- Appoint office bearers, assign roles, and ensure equitable participation across campuses and student groups.
- Develop and update the club/society manual in consultation with the executive committee and submit required documents (annual plan and closing report) to the Office of Student Experience (OSE) and the Patron.

Co-Convenor

The Co-Convenor supports the Convenor and serves as the club's secondary head. They will assume responsibility in the Convenor's absence.

Key responsibilities of Co-Convenor include, but are not limited to:

- Support and, when required, assume the Convenor's role to ensure continuity of leadership.
- Coordinate and deliver events and activities outlined in the approved annual plan, ensuring compliance with budgets, procedures, and SOPs.
- Facilitate member engagement by providing guidance, addressing concerns, and enabling participation.

General Secretary/Treasurer

The General Secretary/Treasurer is responsible for financial management and records.

Key responsibilities include:

- Prepare and manage budgets in consultation with the Convenor and Co-Convenor; track expenses and ensure spending remains within approved limits.
- Coordinate vendor quotations, approvals, and payments with the OSE, and maintain complete financial records and receipts.
- Ensure full compliance with all financial policies and guidelines applicable to clubs and societies.

Eligibility Criteria for Leadership Core

To be eligible for a leadership role (Convenor, Co-Convenor, General Secretary, or Treasurer), a student must:

- Be an active enrolled student at AKU
 - Students on a semester or year break are not eligible.
- Be in good academic standing and have no failed assessments in the preceding academic year
 - This includes term exams, CATs, OSCEs, midterms, clerkships, finals, or professional examinations.
- Have no active or past disciplinary findings against them
 - Students found guilty of a disciplinary offense are ineligible to hold any leadership role for two years from the date of the Disciplinary Committee's decision.
 - If a student is found guilty during their tenure, they must resign from the leadership role with immediate effect.



Selection of Leadership Core

The outgoing leadership is responsible for the nomination process and conducting interviews or elections, in accordance with the society's approved constitution.

The finalised list of incoming office bearers must be submitted to OSE by the applicable annual deadline for verification and transition planning:

- Pakistan: Mid-November
- Kenya: June–July
- Tanzania: June–July
- Uganda: May–June

The candidate can apply for multiple leadership core positions of unified societies and/or societies with wings. However, students cannot hold two* leadership roles simultaneously per cycle.

** OSE in Kenya, Tanzania, and Uganda may assess student availability and apply this requirement at its discretion.*



Training

At the start of each academic year, the leadership team of student clubs and societies must attend mandatory training. Student clubs and societies not represented at the annual compulsory training risk losing their annual budget.

Funding

Each student club and society will have access to the OSE Annual Fund, external sponsorships, event pass sales, and stall revenues. Treasurer/General Secretary of each club will be responsible for maintaining the financial records of all the income and expenditure in their respective Clubs Financial Tracker.xlsx.

OSE Annual Fund

OSE will allocate budget to clubs and societies based on their performance in the previous academic year and the annual activity plan submitted during the re-registration process.

- Clubs and societies must manage all their activities within the approved budget for the year
 - No additional funding will be provided during the year.
- Clubs may spend up to 5% of their allocated budget on recreational activities, swags, team-building initiatives, appreciation events, and end-of-term gatherings, subject to prior OSE approval.
- Funds from club/society budgets cannot be used in any of the following ways:
 - For donations or charitable contributions
 - To pay honoraria to AKU employees or students





External Sponsorships

Societies are encouraged to secure external sponsorships to support approved activities. The SOPs for soliciting sponsorships are as follows.

- All sponsorship agreements will be executed between the student club and the sponsoring company. Such contracts will not be entered into directly under the name of AKU.
- Clubs and societies may utilize up to 75% of the total sponsorship amount, exclusively for OSE-approved activities aligned with the approved annual plan.
- All sponsorship contracts must include a clause stating:
 - The club's representative agrees on behalf of the club/society, and
 - AKU bears no legal responsibility for disputes or breaches arising from the agreement.

The External Sponsorship Process.docx document outlines the step-by-step sponsorship process.

Pass Sale/Registration

Clubs and societies may charge a nominal fee for large-scale events, subject to the following conditions:

- Pricing must be reasonable and not restrict student participation.
- Passes must be pre-numbered and sold sequentially to ensure transparency.
- All revenue must be deposited into the OSE-mandated account.

Unutilized funds from allocations, sponsorships, pass sales, or registrations will not be carried forward to the next academic year.

Event Management

Clubs and societies must ensure that all events align with and promote the cultural, intellectual, physical, emotional, occupational, and community-building objectives of student life at AKU.

Access

- Events must promote diversity, equity, inclusion, belonging, and accessibility.
- Events are open to the entire AKU student body across campuses, entities, and programs regardless of gender, race, and ethnicity, unless explicitly designed for a specific audience and approved by OSE.
- The event management process document outlines the step-by-step process of conducting on-campus or off-campus events.

Note: OSE reserves the right to approve or decline any event, regardless of available budget.

Official Representation in Inter-University, External Competitions and Events

AKU participates in approved inter-university and external competitions. All invitations or announcements must be shared with OSE for review and coordination.

- OSE will share the invitation with the relevant society or share it with the entire student body, as deemed appropriate.
- The assigned club will select participant(s) based on merit.
- Participation costs must be covered through the society's annual budget; students are encouraged to seek sponsorships.

Eligibility for Participation

- Students on probation, on a semester freeze, on a gap year, or undergoing disciplinary proceedings are not eligible to represent AKU.
- Students found responsible for misconduct by the Disciplinary Committee are not eligible to represent AKU for a duration determined by the nature of the violation.

Note: Participation is subject to OSE approval, taking into account leave of absence, event quality, funding availability, event timing, and other relevant factors.



Incident Reporting

The leadership of the involved club(s) must report any incident to OSE within 24 hours of its occurrence. Students are expected to take accountability and report any incident truthfully and to the best of their knowledge. Failure to comply carries serious consequences and will result in disciplinary action, impact future approvals, and affect eligibility for funding.

Marketing and Communications

AKU Logos, Mascot, and Trademarks

The AKU logo and mascot are the intellectual property of Aga Khan University and may not be used by student clubs or societies without explicit written approval from OSE.

- Unauthorized use of any version of the AKU logo, mascot, or trademark, including on personal or the club's social media, constitutes a violation of the Student Code of Conduct. Each club or society must create and use a distinct logo that represents its identity and activities and does not imply official AKU endorsement.
- Club and society logos must serve as a unified identity across entities and reflect the diversity of the AKU community.

Social Media Guidelines

Student clubs and societies may create and manage official social media accounts (e.g., Facebook, Instagram, LinkedIn). The social media guidelines are as follows:

- Accounts must clearly state that the organization is a "student-run club/society at AKU."
- Clubs and societies are fully responsible for all published content.
- All club and society accounts must follow the official AKU Student Affairs (SA) social media account(s).
- Content related to external collaborations, sponsorships, or partnerships requires prior approval from the Office of Student Experience (OSE).
- Content must not include offensive, discriminatory, or politically partisan material. Violations may result in suspension of digital privileges and further disciplinary action.
- Content should align with AKU's values and communication standards.
- OSE may review publicly shared content to ensure compliance with these guidelines.
- If OSE or SA provides feedback or instructions, clubs and societies should address them in a timely manner. Continued non-compliance may result in disciplinary action and/or the removal of social media privileges.
- Login details must be securely managed and handed over during leadership transitions.
- If using AKU's name, logo, or branding, clubs must use them as provided and not modify them. If unsure, check with OSE or SA before use.

Social Media Guidelines (cont'd)

- For sensitive issues or posts that may affect the university's reputation, clubs should consult OSE or SA before posting
- Clubs and societies are encouraged to collaborate and/or tag the official AKU Student Affairs social media account(s) for wider visibility of key announcements, events, and highlights.
- Personal data (e.g., student photos, names, contact details) must be shared only with appropriate consent.
- Clubs and societies should not represent their views as official positions of AKU.
- Inactive or unused accounts may be requested to be updated, archived, or removed by OSE or SA.
- Any reports of misuse, complaints, or security concerns related to accounts should be promptly communicated to OSE or SA.

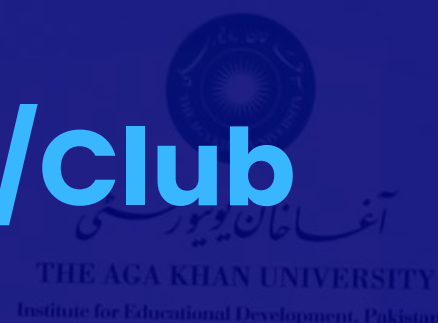
External Guests

- All external guest speakers, including celebrities, public officials, and political figures, must receive prior approval from the Legal Office through OSE.
- Guest speakers must comply with AKU's non-partisanship policy and institutional values.
- Guest speakers are strictly prohibited from promoting personal, commercial, or political products, services, or agendas during campus events. The hosting club or society will be held accountable for any violation of this policy.

Club and Society Misconduct

- Clubs and societies must comply with all AKU policies and ensure appropriate use of university resources, including funds, event spaces, and equipment.
- In cases of misconduct, OSE may freeze or seize club/society funds and remove responsible individual(s) from leadership roles.
- All violations will be reviewed under the Student Code of Conduct and may result in disciplinary action.

Annual Student Society/Club Recognition Ceremony



The Office of Student Experience will organize an Annual Student Club and Society Recognition Ceremony to acknowledge the contributions of clubs, societies, and student leaders to student life at AKU. During the ceremony, OSE will announce the following awards.

- **Student Leader** of the Year: For a student leader who demonstrated exceptional integrity, empathy, and vision in leading their society.
- **Student Club** of the Year: For the club whose work best reflects the values of belonging, collaboration, and growth.
- **Emerging Club** of the Year: For a newly formed club or society that showed promise through early achievements and member engagement.
- **Most Innovative Initiative**: For introducing a new idea, event, or project that brought a fresh approach to student engagement.
- **Independent Event** of the Year: For an independently managed event that engaged the student community and reflected AKU's commitment to excellence and continuous growth in extracurricular activities.

Student clubs and societies, including their leadership teams, may self-nominate for one or more award categories. OSE will review the performance of all clubs and societies for the current cycle and determine award recipients based on established evaluation criteria.



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