



UNIVERSITY *of* NICOSIA

Student Club Handbook

The Complete Guide

The insights shared here draw from the collective wisdom of our established University Clubs and the Department of Student Affairs. These valuable notes serve as your compass when it comes to establishing or managing a Club.

It's essential for every aspiring Club founder or committee member, whether you're initiating a new Club or joining an existing one, to immerse yourself in the contents of this handbook. While the information provided is comprehensive, it doesn't cover every possible scenario. If you ever find yourself uncertain about any aspect of Club formation or operations, don't hesitate to reach out to the Department of Student Affairs for further guidance. Your journey as a Club leader or member is an exciting one, and we're here to support your success every step of the way.

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Welcome Note

Dear student,

Congratulations on your elected position in the Club. Your willingness and passion to engage in activities, seminars, and events that benefit both your fellow students, and the wider community are truly commendable. As a team, you are expected to collaborate with a positive and cooperative spirit, driving initiatives to successful events and activities.

This handbook is your compass, offering valuable insights into the proper management of your Club. Before you begin brainstorming ideas for events and activities, it is recommended to use the contents of this handbook to familiarize yourself with the essential steps and guidelines.

Please bear in mind that the Department of Student Affairs team is always here to provide clarification and support if you come up with any questions while advising this handbook. However, we kindly ask you to review it thoroughly first to ensure your inquiries are well-informed.

Finally, always remember the wise words of Steve Jobs: “Great things in business are never done by one person; they're done by a team of people”. Enjoy your student years to the fullest.

Guidelines for Student Clubs of the University of Nicosia

Introduction

A Student Club is a group of University students, which with the support of one or more University members of faculty and/or staff, pursue their specific interests by planning, organising and conducting various events and/or activities. It is important to highlight that Student Clubs differ from the official student bodies elected at the University Departmental Elections.

A Club serves as a platform to nurture extracurricular, social, and sporting interests, enhancing the overall well-being of our student community. Examples abound, from the Chess Club to the Photography Club. Furthermore, Clubs can extend to include a group of scholars, students, and alumni, coalescing around a common purpose—to orchestrate enlightening experiences like lectures, seminars, conferences, social gatherings, and other events.

It's important to note that alumni, academic, and staff members are welcome participants in the student Clubs, although they cannot hold positions within the Executive Committee of the Clubs.

Activation of a Student Club

A student Club becomes active after elections take place for the specific Club's Executive Committee, consisting of typically five (5) members (see Executive Committee section) and after the students have registered in the Club through the UNIC Student Portal and are considered as registered students (have a CPA more than 12 ECTS). If necessary, a Club can be also activated if it consists by a minimum of three (3) students, who occupy the positions of President, Treasurer and Secretary.

In case a specific Student Club has been active during the previous academic year, the above-mentioned procedure must be repeated. Elections take place annually. It is recommended that each Club has an advisor (see Executive Committee section), preferably a member of the University's academic community (mainly applies for the Academic Clubs).

The successful activation of a Student Club hinges on the following essential steps. Following this process ensures that your Club is activated and well structured:

1. Check with the Department of Student Affairs to see if there is a Club that you would like to join (click [here](#) to watch video tutorial on how to join a student club). If such a Club does not exist, you may select at least **three (3)** active students who are interested in the Club, offer the name of the desired student Club, and write and submit a brief description of the Club's goals and objectives to the Department of Student Affairs.
2. Students can join up for the many Clubs available through the UNIC Student Portal.
3. The Department of Student Affairs will determine a date for the Executive Committee elections. **Five (5)** working days before the day of elections, the date and hour of Club elections are posted on the UNIC Student Portal, Dashboard > Messages.
4. Elections for the new Club may take place only if at least **three (3)** students are present on the day and time of the elections, along with a representative of the Department of Student Affairs conducting the elections.
5. Only students registered for more than 12 ECTS who present their valid Student I.D. Card or Registration Form of the respective academic year, and who have registered in the Club through the UNIC Student Portal **no later than 48 hours before the elections**, are allowed to vote or be voted on the day the elections take place.
6. New members will be permitted **to register** in any Club **no later than 48 hours before the election date or any time after the elections**.
7. The Student Club Handbook is available [online](#) and should be thoroughly examined by the members of the elected Executive Committee. Members of the newly elected Executive Committee will be able to send relevant messages (click [here](#) to watch video tutorial on how to contact the members of the club) to all Club registered members via the UNIC Student Portal.
8. The Department of Student Affairs sends an email containing the newly elected Executive Committee members as a confirmation to the elected members.
9. Unless stated otherwise the **President's email address** will appear on the UNIC Student Portal under the email address of the Club contact details.
10. If the election date is cancelled for any justifiable reason, a new election date can be arranged in consultation with the Department of Student Affairs, and new members can register in the Club **no later than 48 hours before the new election day**.
11. International/national/European, etc. chapters that fall under general chapter rules and regulations, unable to follow the UNIC Clubs Handbook are eligible for financing. However, the elected executive committee must submit a request to join the UNIC Clubs for the current academic year, along with the chapter's rules and regulations, constitution, and a list of the contact details and positions of the elected students, all of which must be signed by the club/society/chapter's academic advisor/s. The list must also indicate the date of elections.

Denial of Application for Student Club Activation

Applications for Student Club Activation may be declined on the following grounds:

- **Formal Grounds:** Activation may be denied on formal grounds, such as when disciplinary action is pending against one or more of the students who have applied, or if an insufficient number of students have registered to form the club.
- **Past Executive Member Performance:** If one or more of the students applying have previously served as Executive Members of a Student Club and there is evidence that they did not fulfil their prescribed duties, their application may be declined.
- **Overlap with Existing Clubs:** Activation may also be denied if the proposed Club's purposes significantly overlap with those of an existing Student Club. This ensures that the university's resources and efforts are effectively distributed across a diverse range of clubs and activities.

Rights and Obligations of a Student Club

The Student Club has the responsibility to:

- Accept all interested students without regard to nationality, language, religion, gender, or any other type of discrimination.
- Student Clubs are expected to hold a minimum of two meetings per semester.
- Keep minutes of meetings held by the Executive Committee of the Student Club.
- Provide the Department of Student Affairs with specific event details and submit all required documentation on time.
- Create budgets and detailed proposals (click [here](#) to watch a video tutorial on how to submit an event proposal) for each of the Student Club's events.
- Maintain detailed records of all financial items relevant to the operation of the Clubs. This cannot be overstated!
- Student Clubs are encouraged to actively promote themselves to both new and existing students during registration, orientation, and throughout the academic year.

The Student Club is entitled to:

- Request financial subsidies from the Department of Student Affairs for events held. Such subsidies will not exceed the amount of €900 per academic year.*
- All subsidies will be subject to approval only when the appropriate processes have been followed (see the section **Getting Ready for an Event**).

- The use of University facilities for its meetings/functions/events, bearing in mind that a minimum of **three (3) weeks'** notice needs to be given to the Department of Student Affairs regarding the intention to use such facilities.

*Please keep in mind that this sum is subject to vary depending on the University's overall budgetary policy. However, at the discretion of the Head of the Department of Student Affairs and/or the Vice President of Student Services/CEO, an additional sum may be considered for particular events.

Legal Status of Clubs

Clubs, whether or not using the name of the University in their title, **accept liability or responsibility for any debts they may incur. Any claim for debts against a Club can be brought only against its Executive Committee Members.**

To ensure the protection of its members, especially the Treasurer, from undue liability, the Club has established safeguards. As a result, the Treasurer cannot be held personally liable for any debt or other obligations incurred by the Club, except in cases where he/she, along with the rest of the Club members, provided written authorization for such obligations. This policy serves to protect the Treasurer and underscores the importance of clear, documented consent in financial matters.

- I. Club committee members are jointly responsible for not authorising any transaction that has not already been approved by the University, nor may they exceed the financial grant allocated to the Club.
- II. The committee members' combined obligation also includes refusing any transaction that exceeds the Club's budget. If all committee members collectively authorise a transaction that exceeds the Club's budget, the entire committee will be held liable for any debts or liabilities incurred as a result of this transaction.
- III. If the majority of Executive Committee Members vote against a financial transaction or are unaware of one, the transaction must be cancelled.
- IV. If any Executive Committee Member engages into a transaction without the agreement or consent of two or more Executive Committee Members, the member or members in issue will be solely accountable for any obligations or

liabilities incurred as a result of such transaction. Except for individuals who participated in the transaction, no other members will be held accountable.

- V. Club funds must only be used for purposes consistent with the objectives of the Club, which are laid down in the Clubs Handbook.

In cases involving misappropriation of funds or debts incurred by any Club, the Department of Student Affairs assumes a **disciplinary and supervisory** role. Specifically, in instances of debts or liability, the Department of Student Affairs will oversee and facilitate the resolution process, ensuring that the members involved take responsibility for settling any outstanding debts. This approach maintains financial accountability and fosters a sense of responsibility among club members.

Executive Committee

A Committee consisting of the following officers will head each Student Club.

Advisor

Whenever possible, the advisor should be a full-time faculty or staff member. Their duties include:

- Overseeing the Student Club.
- Providing support and participating in the various events of the Student Club.
- Initiating the invitation of speakers for related Student Club seminars.

President

The President of the Student Club holds a central leadership role and bears various responsibilities. It's important to note that a student can occupy this position for a maximum of three consecutive years. The President's duties include:

- Submitting proposals (click [here](#) to watch a video tutorial on how to submit an event proposal) through the UNIC Student Portal for all activities to the Department of Student Affairs.
- Submitting proof (in cooperation with the Treasurer) that the money has been spent for the allocated purposes (e.g. invoices, receipts, etc.).
- Handing over remaining funds in cooperation with the Treasurer (after the conclusion of each organised activity/event) to the Department of Student Affairs, which will ensure that these

are transferred to the account of the Student Club at the Finance Department of the University of Nicosia.

- Collecting and signing all necessary documents related to the allocated funds (in cooperation with the Treasurer).
- At the end of each academic year, the President, jointly with the Executive Committee Members, prepares and submits a report/portfolio of the activities of the Student Club of the past academic year to the Department of Student Affairs.

Vice-President

The Vice President of the Student Club plays a pivotal role in ensuring the Committee functions seamlessly. His/her responsibilities encompass a wide range of tasks that contribute to the club's effectiveness and cohesion. Key duties of the Vice President include:

- Participates and coordinates actively in the committee's meetings and take care of finding means of collaboration with significant links.
- Is responsible for finding volunteers for Task Forces, if needed.
- The Vice President in collaboration with the President, are responsible for directing and organising the strategic plan of the committee in the beginning of their term,
- The Vice President also substitutes for the President when the President cannot be available.

Secretary

The Secretary of the Student Club assumes a crucial role in maintaining organized and effective club operations. Their responsibilities encompass a diverse range of tasks, including:

- Keeping minutes of every meeting.
- Keeping clear records of all documentation related to the Student Club.
- The overall administration of the Student Club (correspondence, etc.).

Treasurer

The Treasurer of the Student Club holds a crucial financial role and is entrusted with various responsibilities that contribute to the club's fiscal health and transparency. Key duties of the Treasurer include:

- Preparing proposed budgets for all activities organized by the Student Club.
- Submitting proof (in cooperation with the President and the rest of the Executive Committee members) that the money has been spent for the allocated purposes (e.g. invoices, receipts, etc.).

- Handing over remaining funds in cooperation with the President (after the conclusion of each organised activity/event) to the Department of Student Affairs, which will ensure that these are transferred to the account of the Student Club at the Finance Department of the University of Nicosia.

Public Relations (PR) Officer

- The PR Officer is responsible for the general promotion of the Club and for promoting all the events and activities.
- He/she is also responsible for taking pictures of all the events of the committee.
- The PR Officer indicates whether additional supporting volunteers are needed, as part of a marketing and promotion team.
- The PR Officer is also responsible to run any social media means linked with the Club.

Each Club reserves the right of electing two supplementary members.

Membership

Membership in Student Clubs at UNIC is inclusive and driven by principles of equality and fairness. No student shall be excluded due to sex, race, nationality, religion, or political preferences. In all other respects, membership is governed by the articles or rules of the Student Clubs. In order to be an Executive Member of a Student Club, a student must not be on academic or disciplinary probation.

For each Student Club must be kept an accurate and current **List of Members**. It is at the discretion of the Student Club whether its members should pay a membership fee to the Student Club (in consultation with the Department of Student Affairs).

Language of Communication

Communication within Student Clubs should be conducted in accordance with the official language of the University, which is English. However, when dealing with specific Academic Clubs related to Academic Programs, the language of communication may align with the language of that specific program, such as Greek. This approach ensures effective and inclusive communication while respecting the linguistic diversity within our academic community.

Events and Activities

The nature of the events and/or activities that a Student Club may organise should harmonize seamlessly with the noble aims of each unique Student Club's. It is essential to infuse purpose and direction into every event, as events without specific intent will not secure approval. In addition, each Student Club should pay effort in obtaining additional sponsorships from organisations/companies to fund their activities.

- **Academic Clubs** are urged to organise academic seminars, lectures, discussions etc. These platforms encourage meaningful discussions and insightful sharing of ideas.
- **Ethnic Clubs** are urged to organise cultural and ethnic events that mirror the vibrancy of heritage. This encompasses immersive visits to sanctuaries, museums, and exhibitions. Additionally, a fusion of tradition and modernity comes alive through ethnic events featuring traditional dances, gastronomic delights, fashion showcases, and theatrical spectacles.
- **Leisure Clubs** are not to be taken lightly, those clubs bear profound significance, necessitating dedicated commitment. The canvas is vast, and the work invested can yield remarkable experiences within this sphere.
- **Sports Clubs*** are organized teams that bring together individuals with a shared interest in a particular sport. These clubs provide a structured environment for members to participate in training, competitions, and social activities related to the sport, fostering a sense of community and camaraderie among athletes.

**The sports clubs operate under the jurisdiction of the Sports Office. Individuals interested in joining or seeking information about these clubs are encouraged to contact the Sports Office. Please find the Sports Office's contact information in Appendix II.*

The Student Club must ensure that its events/activities do not conflict with events/activities already scheduled. The reach of these clubs extends to both the university and local community levels, resonating with a dual purpose. The aspiration remains to beckon a diverse student cohort into the embrace of these vibrant activities.

As a pivotal note, all excursions/day trips organised by Student Clubs or Academic Departments are subject to prior approval by the Administration. By partaking in these endeavors, students acknowledge the University's detachment from liability in the event of accidents or incidents.

Procedures

Public Statements

Any public statement must bear the name of the Student Club, which issues this statement. If a statement is issued by an individual, this individual will be held responsible for it.

Getting Ready for an Event

In order to ensure a successful event at the University of Nicosia the Club should:

1. Contact the Department of Student Affairs **three (3) weeks** in advance, to check whether there is another event organised for the day. If an outdoor event is proposed the notification must take place **thirty (30)** days in advance.
2. Apply for the event/activity and indicate the preferred location via the UNIC Student Portal, **three (3) weeks** in advance. Please note that there is always a possibility that there might be another event taking place on the same date and the preferred location may have already been booked. An email notification will be sent upon approval of the event and successful booking of the preferred location.
3. For outdoor events, the volume of the music should be maintained at levels that will not cause nuisance to the neighbours and/or the Police. Additionally, a written permission is required from the local authorities.
4. All events that take place on campus should end by midnight sharp, otherwise the police may interfere.
5. Tiding up of the venue used for each event is compulsory.

Event Financials

Each Club is entitled to €900 per academic year. An extra amount will be considered for certain events at the discretion of the Head of the Department of Student Affairs and/or the Vice President of Student Services/CEO. In order to use part or all of the Club's budget:

- Expenses must be approved prior to any purchasing. A **detailed** budget should be included in the Proposal (click [here](#) to watch a video tutorial on how to submit an event proposal) and

submitted via the UNIC Student Portal **three (3) weeks** prior to the event (e.g. food (10 large pizzas), beverages (80 tins of soft drinks), decorations (balloons), renting of equipment (sound and lighting), hiring a DJ, etc). If your proposal is approved, a part of the funds can be provided upon request **before the event** (at least one (1) week in advance).

- **All** receipts should be submitted to the Department of Student Affairs within maximum **two (2) working days** after the event. A copy of them should be also kept at the Department of Student Affairs. If your Club's Executive Committee do not submit receipts, everyone gets put on the "stop list" until the delivered to the Department of Student Affairs or until the respective amount is returned back to the University. If the amount of money spent exceeds the amount approved, the University will **not** cover the outstanding amount. In the case the money spent is less than the approved amount, this amount must be returned to the University maximum **two (2) working days** after the event.
- All extra funds (if any) raised by the Student Club should be deposited into the Club's Account. These can be used either to fund another event or to buy something the Student Club needs. But, still approval by the Head of the Department of Student Affairs and the Vice President of Student Services/CEO is also needed. All remaining funds raised by the Club will be carried forward to the next year as long as the Student Club remains active.
- Tickets that are going to be used at the event must be numbered and stamped by the Department of Student Affairs. Remaining tickets and any income must be returned to the Department of Student Affairs within **three (3) working days**.
- While seeking for sponsors, you're welcome to visit the Department of Student Affairs' to make any phone calls, etc.

A brief on "Getting Ready for an Event/Activity" is available (Appendix I)

Criteria for Best Student Club

The Best Student Club is a distinction announced at the Student Appreciation Awards Ceremony, which takes place at the end of each academic year. All Student Clubs registered at the Department of Student Affairs are eligible to compete for this award following the submission of the annual report of the Student Club. It is important to note that each Student Club submits its

report before the deadline announced by the Department of Student Affairs (towards the end of each academic year).

1. Service to New Students

Offer assistance to new students.

2. Organise career-related activities

Invite guest speakers and organise events such as workshops and seminars.

3. Organise events that focus on social responsibility

Increase awareness on issues such as: drug abuse, sexual behaviour and family planning, drinking and driving, assertiveness, ethnic diversity, anti-racism, etc.

4. Cultural, fun and other events

Host an array of cultural, fun, and educational events that unite the whole team and help students come together and enjoy themselves.

5. Organisational Excellence

- Be punctual.
- Involve all members of the Student Club in the activities organised.
- Plan several events.
- Submit an annual report of the activities of the Student Club to the Department of Student Affairs, at the end of the academic year (a reminder with a deadline for the report's submission is sent to all Clubs from the Department of Student Affairs to initiate the evaluation process).
- Organise several events, seminars and workshops related to the Club's spirit.

Disciplinary Actions

Integrity and accountability are important Club values. A serious stance is taken against any acts of fraud or deception, especially concerning funds meant for or assigned to a Student Club. The embezzlement of funds is considered to be a very serious offence and will be treated as such. In cases where there's reasonable evidence of such actions, the individual(s) responsible will be brought before the University Disciplinary Committee. The affected Student Club will automatically become dormant for the rest of the academic year. Legal actions can be taken if needed.

In the spirit of fairness and financial transparency, student club members are reminded that: the Club's name is meant for Club-related ventures, not personal financial gains. Any trips/events/activities taken place outside or inside the premises of the University, should not conclude to the financial benefit of the committee. Any financial profit from the activities should be reported to the Department of Student Affairs directly.

Finally, safeguarding Club members' personal information is of outmost importance. Sharing registered members' personal information with third parties for personal interests will lead to disciplinary action taken by the University. This applies to both the President and the dynamic Executive Committee Members.

Dismissal or Resignation of Executive Committee Members

The responsibilities and authorities of the Executive Committee Member will be suspended as soon as the dismissal is adopted, written and signed by the members of the Executive Committee. New elections must take place to fill in the new position/s of the dismissed/resigned member/s or to be allocated to one or equally to the rest of the Club's Executive Committee Members until the end of the specific academic year.

The right to vote and the power to decide on motions and dismissals solely belong to the Executive Committee Members. Compulsory attendance of all the Executive Committee Members and **2/3 (two-third)** majority votes are required for a motion of dismissal. The Department of Student Affairs should be present at the dismissal and informed at least **three (3)** working days in advance.

If an Executive Committee Member desires to resign this must become known to the members of the Executive Committee by the Executive Committee Member him/herself. If the member persists with his/her decision, the resigned individual should make it known in a written format to both the Executive Committee and the Department of Student Affairs.

End Note

Up to this point you should have become inducted into the terms and proceedings of this handbook in order to successfully carry on with the duties of your Club. Remember that teamwork is the way to go forth. Do not let your egos destroy the team's spirit!

Have a great start and try your best to become the best Club of the year!

APPENDICES

Appendix I - Getting Ready for an Event/Activity - Brief

Prior to the announcement of the Event

DATE/LOCATION

- Discuss the date of the event with the Department of Student Affairs.
- Check availability with the Department of Student Affairs, ask to reserve it if possible and include it on your Proposal (click [here](#) to watch a video tutorial on how to submit an event proposal) via the UNIC Student Portal

Note: **three (3) weeks'** notice is required.

PROPOSAL

- Submit your Proposal about the event/activity through UNIC Student Portal at least **three (3) weeks** prior to the event.
- **Approval of the event's proposal** is required by the Department of Student Affairs and the Vice President of Student Services/CEO for both on and off campus events

BUDGET

- A list of all expenses must be prepared and included in the Proposal submitted through the UNIC Student Portal for approval.

Note: The University will **not** be held responsible to pay for expenses **not** approved prior to the event.

Following the Announcement of the Event

SECURITY

- Alcohol consumption must be controlled by the Student Club.

POSTERS

- When advertising an event, make sure that the following have been checked:
 - ✓ When – date and time
 - ✓ Where – venue
 - ✓ Who – does it involve / attend and who is arranging
 - ✓ Why – fund raiser etc.

- ✓ What is going to happen
- ✓ Price – cost
- ✓ Picture
- ✓ Spelling
- ✓ Get it stamped by the Department of Student Affairs
- ✓ Distribute to students/staff
- ✓ The use of the UNIC official logo and/or elements is prohibited

ADVERTISING

- Prepare posters/leaflets
- Prepare and distribute promotional material, after approval from the Department of Student Affairs.
- Ask the Department of Student Affairs to place the posters and the relevant announcement on the boards and/or share them on UNIC Student Portal, website and social media.

DECORATIONS

- Keep decorations simple but attractive.
- Nails, tape and/or glue cannot be used on the walls of the University.

MUSIC AND LIGHTING

- Reserve music and lighting equipment
- Find a DJ.

CHANGE

- Make sure you have enough change at the entrance (if there is an entrance fee)

TICKETS

- Make sure you have tickets (if any) stamped by the Department of Student Affairs.

CLEAN-UP

- Leave the place clean and tidy as initially found.
- Make sure you have set beforehand a team to clean up and tidy the place/venue used for the event.

After the Event

- Within **two (2) working days**, submit all receipts and invoices that need to be paid – **always based on the approved budget.**
- **Return any money left** (in case any funds were given beforehand)
- **Deposit any income** acquired from any event/activity, after consulting the Department of Student Affairs, in the Club's account kept at the UNIC Finance Department.

Appendix II - **Contact Information**

Department of Student Affairs:

Tel.: +357 22 842150

Email: student.affairs@unic.ac.cy

Sports Office:

Tel.: +357 22 842336

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