

## **Decree of Student Clubs and Services Center**

### **Article 1. Goals**

1. The Student Clubs and Services Center is set up to develop diverse student life, increase student engagement in university life, support student initiatives and maintain constant contact with existing students and graduates.

### **Article 2. Registration/annulment of Student Self-governing Club**

1. Registration or annulment of the Student Self-governing Club of the University of Georgia (hereinafter - the Club) is done by the Student Clubs and Services Center (hereinafter - the Center). Registration/ annulment of the Club is done on the ground of this Decree.

2. Club registration is done by filling out an online registration form from “My UG”. When registering for a club, an applicant will submit a club statute which should include:

2.1 The title of the club. The title should include the words “University of Georgia/relevant direction/club” or “University of Georgia club/title. The title does not have to match the title of the already registered club;

2.2 Information about founders (first name, last name, personal number). The number of founders should not be less than five. The founder/member of the club can only be an active status student. The club is managed by the founders in the manner provided by the club decrees;

2.3 Information on the main goals/activities of the club.

2.4 Information on academic performance of club founders. The GPA of each founder in the last academic year shall not be less than 1.00. The GPA is verified by the Center at the end of each academic year. The Center is obliged to protect the confidentiality of the founders’ academic performance.

2.5 Deadlines for submission of club registration documents by the founders are 25-1 numbers of each month. Within 3 business days after the submission of the registration documents, the center shall make a decision on the registration of the club or return the application to the founders on the grounds of refusal of registration.

2.6 The club registration form is presented in Annex N-1.

2.7 The club may be awarded by one or more stars on the ground of the club’s successful performance. For a period of 6 months the club may be awarded only one star. The criteria for awarding a star are determined by the center. Criteria can be determined based on the centre’s priority directions. One-star increases the club’s annual budget by 200 GEL. Establishing/increasing a club budget is not the responsibility of the center to fund club activity. Financing within the star determined budget is granted without a grant competition but with the approval of the project submitted by the club. Unfinished budget funding during the academic year does not move to the next year.

### **Article 3. Requirements to the Founder/member of the Club**

1. The founder/member of the club shall not be the founder/member/head of an entrepreneurial/non-entrepreneurial legal entity of similar purpose (conflict of interest).
2. The founder of a club cannot be the founder of another club.

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3. In case of violation of paragraphs 1-2 of this Article, the student club shall terminate the membership of the club no later than 5 days after the fact is revealed.
4. In the event of failure by the club to fulfill its obligations under paragraph 3, the Center shall impose a sanction on the club for breach of its rules of procedure.
5. If the club founder violates the requirement of academic performance set forth in paragraph 2.4 of this Decree, the club founder shall be disqualified after which the club may authorize a new member to apply to the center.

#### **Article 4. Student Club and Service Center functions**

1. Student clubs and services center within its authority shall:

- Facilitates the formation of student clubs in accordance with the present Decree, provides consultations to the club founders prior to registration;
- Promotes proper, productive and active functioning of the club;
- Provides information on student activities to the Public Relations and Marketing Department, manages the center's web site and social networks in agreement with this service;
- Provides information to students through all available means (internet/social network/university information boards/information display, etc.);
- coordinates projects and activities of student clubs;
- Monitors targeted spending of funds allocated for university-funded projects. Records student club activities and provides evaluation of each activity;
- Performs orientation days, educational projects through the Student Training Center;
- Within the framework of a financing student fund, discuss and agree with the Vice Chancellor on marketing the appropriateness of the student project;
- Updates as appropriate the club activity link on the University website;
- Organizes a student club forum once a semester. Organizes a student life forum once a semester (involving relevant services);
- Promotes other services in the department and motivates student activities;
- Establishes reception hours for meeting with club representatives;
- The center places the club in any room or auditorium of the university to plan and work on the project. The center must be informed about the purpose, time and amount of students in the relevant university space 4 days in advance;
- The center monitors the reporting of implemented projects on the club page as well as on the student page;
- The Center monitors all projects and establishes student involvement in project implementation. This information will eventually be posted on each student's page;

2. The Center is obliged to consider all projects in good faith and impartially, to manage in good faith the Student Fund allocated for student activities in agreement with the Vice Chancellor for Public Relations and Marketing fields.

3. When implementing a student project by the club, the center is required to mobilize the necessary university infrastructure and equipment (auditorium, gym, equipment, office supplies, etc.) for the project.

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4. The center ensures the registration, security, storage and use of material and technical resources available to them, including providing them with the club as needed for a student project.
5. The center cancels a club that has not submitted a project to a grant competition or has not been active for the past 3 months.

#### **Article 5. Grant Call**

1. The center reviews the projects submitted by the clubs twice a month, projects submitted before 1<sup>st</sup> is reviewed 1-5<sup>th</sup> of each month and projects submitted before 15 is reviewed 15-20<sup>th</sup> of each month.
2. The project can only be submitted by the club through My UG in the form specified by the center.
3. After submitting the application, the center shall verify that the project complies with the requirements of this Decree prior to the project review.
4. The project must meet the following criteria: Minimum 5-person organizational group; experience in similar projects (preferred); student involvement (minimum 15 current students) (compulsory); a logical link between the requested budget and the scale of the activity; actuality, timeliness, relevance, benefits; the possibility of extension; effective use of resources (material and technical); security guarantees; risks during project implementation; the quality and intensity of past club activities (compulsory).
5. Depending on the topic of the project, the university administration may use additional evaluation criteria.
6. Priorities for assessing projects are:
  - Academic performance of the founding students, club members and project beneficiaries;
  - Activity of the founders/members of the club, including attending public lectures at the university;
  - Cognitive and educational projects;
  - Student and student club development activities;
  - Healthy lifestyle facilitating activities;
  - Useful activities for students and university life.
7. All club founders and project beneficiaries must have active student status to apply for the grant.
8. A project that does not meet the requirements of this Decree or is not fully completed shall not be considered. The non-considered project, with recommendations developed by the center, is returned to the initiator club. Following the recommendations of the Center, the club has the right to re-submit the project to the grant competition.
9. Projects approved in the 1-5<sup>th</sup> day of the month can be launched from the 7<sup>th</sup> day (in case of a non-working day following the next business day).
10. Projects approved in the 15-20<sup>th</sup> month of the month can be launched from the 22<sup>th</sup> day (in case of a non-working day following the next business day).
11. The center, on a monthly basis with the Vice Chancellor for Public Relations and Marketing, reviews and evaluates the activities of the past month and gives the leader club the right to organize its own club exhibition in a special campus space.

#### **Article 6. Club Responsibilities in Project/activity Implementation**

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1. The club carries out activities according to the profile, thematically. The University of Georgia should be included in all activities. The beneficiary of any activity should only be an active student, graduate, student or employee of the University of Georgia. If the beneficiary is another person in the implementation of the project/activity, that must be indicated in the project or statement of activity.
2. In order to get involved in different thematic activities, the club is authorized to associate with different (relevant thematic) clubs around the project.
3. In order to disseminate information, the club is obliged to provide the center with the necessary information four days in advance;
4. Before inviting a person to a public lecture, the club is obliged to coordinate the activity with the center and invite the person only with the consent. Six months before the election, it is forbidden to invite political party members and/or political officials.
5. The club prepares a report card, photo/video material on the implemented project, which will be submitted to the center within 3 days after the project is completed.
6. At the club's request, unknown persons are admitted to the territory of the University in accordance with the order established by the Presidents of the University of Georgia. The use of the 519th Conference Hall is permitted under the 519th Conference Hall prescribed manner of use.

#### **Article 7. Sanctions**

1. Gross breach of the club's obligations under this provision, including failure to comply with club registration requirements, unintended use of allocated resources, breach of conflict of interest rules, failure to submit intentional misrepresentation in design documentation, shall result in appropriate sanction.
2. In violation of the club's established obligations under this provision, the center may apply the following sanctions:
  - 2.1 Warning;
  - 2.2 Suspending the right to work of the club for one to six months;
3. When imposing the sanction provided in paragraph 2.2, the founder of the club shall not have the right to found another club within the term of the sanction.

**Club Registration Form**

**Club title:**

University of Georgia's \_\_\_\_\_

**Information about founder:**

name, surname, personal number, GPA

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**Club's main goals/activities**

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By signing up for the registration form, I confirm that the Center will verify the accuracy of my personal data in the University database and also, at the end of each academic year, to obtain information about my academic performance, in particular, data of my GPA.

**Signatures of founders:**

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