

## MODUL University Vienna Student Club Guidelines

To receive recognition and support as an official MODUL University Vienna Student Club, the following guidelines must be observed by all clubs and club leaders.

### Membership

- All members are to be treated with respect and fairness according to the MU Values.
- Club membership should be open to all. If a certain activity or event has limited spaces, club leaders should fill the spots on a first-come, first served basis. If a club would like to restrict membership this must be first approved by the SSC and will only be done for a valid practical reason.
- Clubs are responsible for recruiting their own members, and organizing events or activities.

### Administration

1. All clubs must fill out a club registration form
2. Selection of a Club leader, to work as contact point on matters concerning the Club.
3. Selection of other 2-3 club board members
4. Clubs are encouraged to create a schedule that includes the main events taking place during the semester.
5. Clubs that have been inactive for 2 semesters will cease to be Clubs. To continue on the following academic year the club will have to reregister and submit a semester schedule.
6. Each Club is highly encouraged to find a staff member that would help with the up keep of the club.
7. Clubs are eligible for financial support from MU via the SSC. Such support must be approved before any expenditure. Receipts will then be reimbursed by the SSC.
8. Before hosting an event at MODUL all Clubs must inform the SCC 6 weeks before the event. Furthermore, the club president must fill out an event request form and submit it to the SSC.
9. Each club receives its own MU email address. Email sent to this address will be forwarded to the club leader's MU email account.
10. Each club receives a logo from the MU marketing department and should use it on all their material.
11. Clubs are encouraged, but not required, to submit photos of their activities to the SSC and allow MU permission to use them for marketing purposes.
12. Club leaders must provide the SSC with a brief (half a page) report at the end of each semester indicating their membership, activities and attendance, and expenses.