

Event Management Club Rules & Regulations

Objective:

To ensure that all members of the Event Management Club maintain professionalism, uphold the university's standards, and work collaboratively to organize successful events.

1. Membership

Eligibility: All students of NUR International University are eligible to join the club.

Application: Prospective members must complete an application form and undergo an interview process.

Commitment: Members are expected to actively participate in meetings, training sessions, and events.

2. Conduct

Professionalism: Members must conduct themselves with integrity and professionalism at all times, representing the university positively.

Punctuality: Members must be punctual for all meetings, events, and assigned tasks.

Respect: All members must respect each other's ideas, opinions, and contributions.

3. Meetings

Attendance: Regular attendance is mandatory. Absences must be reported in advance with a valid reason.

Participation: Active participation in discussions and decision-making processes is encouraged.

Agenda: The agenda will be shared prior to each meeting, and members are expected to come prepared.

4. Event Planning & Execution

Approval: All events must be approved by the club's executive committee and the university administration before planning begins.

Budget: A detailed budget must be submitted for approval. Funds must be managed transparently.

Roles: Members will be assigned specific roles and responsibilities for each event, which they must fulfill to the best of their abilities.

Collaboration: Members must work together and communicate effectively to ensure the success of each event.

5. Reporting & Accountability

Progress Reports: Regular progress reports must be submitted to the executive committee during the planning phase of each event.

Post-Event Report: A comprehensive post-event report, including successes, challenges, and financial details, must be submitted within a week after the event.

Feedback: Members are encouraged to provide constructive feedback and suggestions for improvement.

6. Disciplinary Actions

Violations: Any violation of the rules and regulations will result in disciplinary action, which may include suspension or expulsion from the club.

Complaints: Complaints about conduct or performance should be reported to the executive committee for review.

7. Amendments

Review: These rules and regulations will be reviewed annually and may be amended as necessary by the executive committee.