

EC Student Organization 2008-09 Registration Packet

First time registration applications will be accepted on a rolling basis. Once an organization is initially registered, the organization must then complete the registration process on an annual basis each August for the upcoming academic year.

Contents

- Student Organization Handbook (including registration process overview)**
Outlines the purpose and privileges of having your organization registered with the Qatar Foundation as well as current policies all groups must adhere to. Also includes a step by step guide to the registration process.
- General Information Form** *required for first-time and renewing organizations*
Highlights key information from each student organization for easy reference.
***Provided information will be used in an online directory of student organizations.
- Membership Roster** *required for first-time and renewing organizations*
This form need not be typed and can simply be passed around during a regular meeting. A minimum of five students from at least two campuses must complete the membership roster in order to be recognized by the Qatar Foundation. ***Contact information for the leadership team will be used in the online directory of student organizations.
- Sample Constitution** *required for first-time and renewing organizations if changes have occurred*
Every organization must submit a constitution outlining the purpose, structure, and day to day functioning of their organization. Feel free to use the attached sample as a template or create your own.
- Campus Life Staff Contact Information & Resources**
Contains contact information for all Campus Life staff members who will serve as advisors for registered EC student organizations. Also includes valuable web address information where you can find many online resources and forms.

2008-09 Registration Application

EC Student Organization Handbook

Student organizations are an important link to the co-curricular activities of Education City. They should contribute to the personal development and enjoyment of their members within the context of the broader education, science, and community development missions of the Qatar Foundation. Any student group wishing to take advantage of privileges granted by the Qatar Foundation must be registered by Campus Life staff. All groups which meet the Qatar Foundation requirements for student organizations will be permitted to register.

Registration is a means by which student organizations may receive standard privileges granted by the Qatar Foundation when certain minimum requirements are met. Registration does not imply either Qatar Foundation approval or disapproval of the student organization's purpose, function or activities. All of the minimum requirements must be met in order to receive Qatar Foundation privileges. Each organization must be registered annually.

Registration privileges include:

- The opportunity to apply for funding to support organizational activities
- Advising support from QF Campus Life staff
- The opportunity to attend leadership development and organizational development trainings sponsored by QF Campus Life staff

The Qatar Foundation is committed to providing support and assistance to all student organizations properly registered within Education City. The initial step in receiving this support is the completion of the annual registration process. Organization registration will begin at the beginning of the fall semester; you will be notified of the dates for registration. If you do not register by the advertised deadline, your registration will expire, resulting in the loss of privileges listed above.

Denial of initial registration

No student organization will be officially registered by the Qatar Foundation if the Campus Life staff determines that the organization's activities are detrimental to the educational mission of Education City. If registration is denied, the Campus Life Coordinator will notify the applying organization of the decision in writing and provide rationale.

Guidelines for Education City student organizations

Student organizations registered by the Qatar Foundation are to make a reasonable effort to inform the Education City community of their membership criteria and processes, including membership application deadlines. Outreach efforts to students at all branch campuses should be made. Selection criteria must be relevant to the goals and objectives of the organization.

Each student organization, its members and officers are responsible for coordinating the activities of the group. This includes planning all programs and events including but not limited to facility reservations and equipment rentals, catering requests, advertising, as well as appropriate management and accounting of all funds provided.

In the case of sport clubs or groups that engage in physical activities, the group must make sure all rules and basic safety procedures are followed. They must also obtain, maintain, and inspect

all necessary equipment, make sure all required training related to equipment usage is completed, and assure that prompt medical attention is available when necessary.

Officer eligibility

Officers of student organizations must be full time Education City students, in good disciplinary standing, and maintain a minimum cumulative 2.25 GPA or the GPA required by their organization's constitution, whichever is higher. Since Campus Life staff members do not have access to students' academic records, students are expected to follow the honor system and inform their advisor and organization president if they have not met the minimum GPA requirement. Student organizations are also expected to incorporate a process into their constitution for reviewing officer eligibility at the end of each academic term. Current officers whose GPA has fallen below acceptable levels may still participate as general members but should relinquish their extra duties as officers and dedicate that time toward academic coursework. Once their GPA has returned to approved levels they may resume officer roles within the organization again.

Hazing policy

In keeping with its commitment to a positive academic and social living-learning environment, the Qatar Foundation is unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule. Respect and cooperation among peers within registered student organizations is a guaranteed right that all students possess.

Hazing encompasses any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of location, intent, or consent of participants. Hazing can also be defined as any action or situation that intentionally or unintentionally endangers a student for admission to or affiliation with any student organization.

Sample Student Organization Constitution

(please change or modify to meet your organization's needs or develop your own)

Article I (Name)

The name of the organization shall be _____

Article II (Objective, Aims, or Purpose)

It shall be the purpose of _____ (name) to

Article III (Membership and Eligibility Criteria)

Section A: Membership is open to any enrolled University student who:

1. _____
2. _____
3. _____

Article IV (Voting)

Section A: A quorum will be _____

Section B: Each member in good standing may vote.

Section C: Proxy voting is allowed by the following process:

Article V (Officers)

Section A: The (name of organization) _____ shall have a President, Vice President, Secretary and/or Treasurer, Advisor (these titles may vary for your organization, or you may choose not to have officers at all but to have team leaders of equal standing and operate on a consensus model) . These officers comprise the Executive Committee or Board.

Section B: All officers must be members of _____ (name of group)

Section C: The term of office shall be from _____ (month/date) to _____ (month/date)

Section D: Election of officers shall be held _____ (annually/month)

At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by a ballot. The person receiving majority vote will be elected.

Section E: Any officer may be removed from membership by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Section F: Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group business meeting.

Article VI (Duties of Officers Defined- This is only one possible way to organize duties - you may decide on a different division of labor for your officers.)

Section A: The President

1. The president shall be the chief executive officer
2. The president shall appoint all committee chairpersons
3. The president, with approval of the executive board, directs the budget
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

Section B: The Vice President

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.
4. The vice president will be responsible for scheduling programs.

Section C: The Secretary

1. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board.
2. The secretary will provide a copy of the minutes for each officer and keep a master file.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.

Section D: Treasurer

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
4. The treasurer will perform other duties as directed by the president.

Article VII (the structure of group committees)

Section A: Committee Identification and Appointment

The following committees (other than Executive Board) shall be appointed by the President subject to ratification by the organization during a regular business meeting.

1. _____
2. _____
3. _____

Section B: The duties of the standing committees shall include: (provide details of responsibilities respective to the committee.

Article VIII (notice of meetings)

Section A: The times for regularly scheduled meetings shall be: _____

Section B: At least _____ days notice shall be given for each regular business meeting.

Section C: Special or emergency meetings may be called with less than _____ hours/days notice by the Executive Board.

Section D: The meetings shall include a quorum, order of business, and disposition of the minutes.

Article IX: (parliamentary procedure)

Section A: (Example) *Robert's Rules of Order Revised* shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

Section B: The rules may be suspended by two-thirds vote of the present membership.