



EC Student Organization 2009-10 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 during the Education City Student Leader Workshop 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.
- Statement of Academic Eligibility Form** *required for all officers of the organization*
Officers of EC student organizations must be full time Education City college 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. This form must be submitted for *each* officer in order for grade checks to be performed each semester.
- 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.

Contact Information:

Curt Kenoyer, Campus Life Coordinator ckenoyer@qf.org.qa (4540371)

Ameena Hussain, Student Activities Officer amhussain@qf.org.qa (4540355)

Lindsay Coco, Student Activities Officer lcoco@qf.org.qa (4540368)

Email: campuslife@qf.org.qa

Website: www.qf.org.qa/studentexperience

Facebook: Become a fan of QF Campus Life!

2009-10 Registration Packet

EC Student Organization Handbook

Student organizations are at the heart of any healthy college or university campus community. Not only do they provide an opportunity to build relationships with fellow students in a co-curricular setting, but they also help develop leadership skills valued by potential employers.

While individual branch campuses within Education City seek to develop and support student organizations comprised of their respective students, QF Campus Life staff encourage and support the development of student organizations across traditional institutional boundaries. These organizations contain members from various campuses and seek to unite the entire Education City community through ongoing activities and events.

Education City student organizations fall under seven primary categories; academic, programming, governance, community service, cultural, recreation, and special interest. Any full-time enrolled Education City college student may either join an existing student organization or start a new one.

Registration Privileges

A student group wishing to take advantage of privileges granted by the Qatar Foundation must first be officially registered by Campus Life staff. Registration is a means by which student organizations become eligible to receive standard privileges granted by the Qatar Foundation when certain minimum requirements are met. Examples of registration privileges include the following:

- 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
- Access to QF facilities and pertinent staff support
- Potential office space in the Student Center

Registration Guidelines

In order to be approved for QF registration, student organizations must complete the annual registration packet. The registration packet includes a ***General Information Form, Membership Roster, Academic Eligibility Form, and Constitution***. Education City student organizations require membership from at least five students and representation from a minimum of two campuses. However, all organizations should strive to achieve representation and participation from all campuses whenever possible. Student organizations registered by the Qatar Foundation are therefore obligated 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 also 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 order to remain registered as

an 'active' Education City student organization, each group must sponsor at least one program or event per semester.

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.

Registration does not imply Qatar Foundation approval of the student organization's purpose, function or activities.

Registration Process

Currently, all *new* student organization registration applications are accepted on an ongoing basis. After an organization is officially registered for the first time, groups must complete the annual registration process each fall semester for the current academic year by attending the EC Student Leader Workshop. This helps to insure that all registered student organizations are still active and contributing to the campus community. Each organization will also have a primary advisor within the Campus Life staff who will check-in periodically on your progress, provide ongoing support, and answer any questions you might have.

For *NEW* student organizations (ongoing):

- **Step 1:** Print and review the current **EC Student Organization Registration Packet** online at www.qf.org.qa/studentexperience
- **Step 2:** Complete the student organization General Information Form
- **Step 3:** Complete the Membership Roster
- **Step 4:** Complete Academic Eligibility Form for all officers
- **Step 5:** Create a Constitution (sample constitution provided if you need help)
- **Step 6:** Submit all four parts to Campus Life staff in Porta Cabin #4
- **Step 7:** Wait for confirmation on registration status (approximately one week)
- **Step 8:** Meet with primary advisor from Campus Life to review student organization policies and funding procedures

For *RENEWING* student organizations (every August):

- **Step 1:** Obtain latest registration details from website or Campus Life advisor
- **Step 2:** Update General Information Form
- **Step 3:** Update Membership Roster
- **Step 4:** Officers should complete Academic Eligibility Form
- **Step 5:** Update Constitution if necessary
- **Step 6:** Send at least 2 representatives to the EC Student Leader Workshop held annually in the fall semester
- **Step 7:** Submit all documents to Campus Life staff at annual registration session held in conjunction with the EC Student Leader Workshop

Denial of Registration

No student organization will be officially registered by the Qatar Foundation if Campus Life staff determines that the organization's primary mission and activities are not educationally purposeful or would be a duplication of an existing Education City student organization. If registration is denied, the Assistant Director for Campus Life will notify the applying organization of the decision in writing and provide rationale.

Revocation of Registration

When an Education City student organization fails to abide by Qatar Foundation expectations and policies or Qatari law and customs, their registration status may be temporarily suspended or revoked entirely depending on the severity of the incident in question. In cases where it is determined to be the inappropriate actions of one or a few members from the student organization in question, judicial action may rest with students' respective campus. Close consultation between campus staff and QF Campus Life will determine the appropriate course of action following the process outlined below:

EC Student Organization Judicial Process

1. An incident report is generated by the individual(s) involved. These reports are submitted to a Campus Life staff member for review who will in turn notify all pertinent parties involved including Education City staff members.
2. The primary CL advisor for the student organization in question will meet with student organization members or other witnesses related to the incident to gather as much information as possible.
3. The Campus Life Judicial Board, comprised of all Campus Life staff members, will convene to discuss the incident in question, review the pertinent information, and render a decision ranging from a written warning to the immediate dissolution of an organization.
4. Student organizations have the right to appeal the decision rendered by the Campus Life Judicial Board. This appeal must be submitted in writing to the Director of the Student Center within 3 business days of the decision. Upon review, the Director will uphold, overturn, or modify the decision. The Director's decision is final.

Funding

All registered Education City student organizations may apply for funding from the Qatar Foundation for activities and events related to their mission. The funding process is ongoing throughout the year and funds will be awarded on a case-by-case basis. Please review the following information carefully before initiating the process:

- Your organization must be officially registered and in good standing with the Qatar Foundation to receive funding
- Your organization must submit the **Funding Request Form** available online at www.qf.org.qa/studentexperience to be considered. Completed forms may be delivered to the Campus Life staff in Porta Cabin #4 or emailed to campuslife@qf.org.qa.
- Your organization must submit this form at least seven business days prior to when you need to receive funding in order for your request to be considered
- If the amount of funding that you are requesting is more than QR 5,000 your request may require extra time
- All receipts for items purchased with Qatar Foundation funds must be turned into a Campus Life staff member within two business days after the activity or event completion date

Officer Eligibility

Officers of student organizations must be full time Education City college 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. During the annual registration process in August, all organization officers must submit a signed Statement of Academic Eligibility to their Campus Life advisor. This release form will allow QF Campus Life to verify academic standing throughout the academic year with branch campus staff. 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. For this reason, student organizations are encouraged to incorporate a process into their constitution for reviewing officer eligibility at the end of each academic term as well as a process for replacing an ineligible officer.

Posting

Due to the unique nature of Education City, posting guidelines will differ at each institution and center. Therefore, it is the responsibility of organization members to insure they are abiding by all set policies. Marketing materials should never contain obscene or offensive materials and always include the name of the sponsoring organization.

Fundraising

EC student organizations must visit with their respective Campus Life Advisor before collecting any donations or engaging in collective fundraising efforts. Regarding donations, it is always better to involve either Qatar Charity or Eid Charity (both are recognized by the government) to oversee the collection of donations and delivery to the appropriate agency. Registered organizations must gain prior approval for any fundraising initiatives to insure adherence to current fundraising guidelines.

Hazing

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 can be defined as any action or situation that intentionally or unintentionally endangers a student as a condition for admission to, or affiliation with, any student organization; 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.



Campus Life
Office of Faculty and Student Services
Education Division
Porta Cabin #4
Doha, Qatar

Email: campuslife@qf.org.qa
Website: www.qf.org.qa/studentexperience

To: Education City University Partners
From: Qatar Foundation Campus Life
RE: Officer Eligibility / Academic Standing

In order to serve as an officer of a registered Education City student organization, I am required to demonstrate good academic standing at my university during the previous semester. Therefore, I am requesting that permission be granted to QF Campus Life staff in order to access my term *and* cumulative GPA for the spring semester 2009. Furthermore, this permission form serves for the entire 2009-10 academic year. Currently the minimum GPA requirement is a 2.25.

EC Student Organization:

Officer Position:

Printed Name:

University:

Signature:

Date:

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.