



# Student Organization Guidelines Spring 2015

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## **AMERICAN ISLAMIC COLLEGE** **MISSION STATEMENT**

The mission of American Islamic College is to provide students of all backgrounds with a solid liberal arts and sciences education that will include a rigorous academic formation in Islamic Studies, thereby conveying a broad understanding of the historical and global forces that have shaped intellectual debates and interpretations as well as the political and social structures of diverse contemporary Muslim societies.

## **AMERICAN ISLAMIC COLLEGE** **PHILOSOPHY STATEMENT**

Our innovative interdisciplinary educational program, while grounded in Islamic learning, will be committed to promoting inter-religious and inter-cultural understanding, responsible world citizenship, and engaged social service. Furthermore, American Islamic College will expose the general public to the rich heritage and the contemporary realities of Muslim cultures through community outreach activities, academic symposia and seminars, and dynamic exchange and immersion programs.

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## *Established Student Club (ESC)*

### **AMERICAN ISLAMIC COLLEGE** **ESC Philosophy Statement**

*Connect. Engage. Learn. Transform.*

We believe *Established Student Clubs* (ESCs) are an integral part of student education at American Islamic College. They provide students with a number of opportunities to explore their interests, to cultivate leadership skills, to build friendships across college campuses-both locally and nationally, and to participate in meaningful and constructive activities for the student body and the community. In both developing and leading ESCs, students gain realistic insight and experience in modes of professionalism, organization, and leadership, which produce beneficial skills for establishing sustainable organizations that serve the college campus and the Chicago community. We believe that student clubs engage social service and are an exemplary setting for experiential knowledge that supports inter-/intra-religious and intercultural understanding, which nurtures responsible global citizens. Through a standard of challenge and encouragement, AIC is committed to helping students become free-thinking leaders and responsible global citizens.

## HOW TO GET STARTED...

*Propose your idea for a club, based on the categories provided in the "Guidelines" section of this handbook, to your classmates. You must show that you have at least 5 people interested, and you must win the support of a staff or faculty member, who can serve as your advisor. Work together, consult each other, and complete the following five items.*

**The following items must be completed as part of the application, and submitted to the Director of Student Services in the Administrative Office.**

- I. Create a constitution for your club/organization
- II. Outline learning outcomes for your club/organization
- III. Leadership Council & Membership Form
- IV. ESC questions
- V. Signed copy that you agree to the terms set forth by the Student Organization Guidelines, College policies, & City & State laws.

### **I. Constitution**

The constitution should be the guiding document for the club, and all matters related to an *ESC* must comply with the club's constitution. All ESCs are required to have a current constitution, which must be reviewed by the club's Leadership Council and submitted annually to the Director of Student Services, in order to renew annual registration with AIC.

The constitution must include the following:

#### **1. Name and mission statement of the club**

When writing the mission statement, try to answer the questions, "Why did we establish this group?" and "What do we hope to accomplish?"

#### **2. Qualifications for membership and eligibility of voting membership**

Only students enrolled at American Islamic College are eligible to be on the leadership council, and/or voting members. Be sure to define what it means to be an active member (for example, is it based on meeting attendance? event organizing? voting?), as well as who has the right to vote (for example, is it only active members or all members of the club?).

#### **3. Basic operating procedures of the club**

Procedures may include, but are not limited to: the elections process, how to establish committees, procedure for facilitating general meetings, delineation of leadership councils and each positions descriptions, i.e. roles, and a procedure for amending the constitution.

#### **4. Learning Outcomes**

See point II for details. Include this as part of your Constitution.

#### **5. List general club activities**

Provide a general list of activities the club would put together for students and the community (for example, service projects, meetings, tournaments, etc.).

## **II. Outline learning outcomes**

Students participating in Student Clubs will be able to . . .

1. Identify at least three leadership skills students will develop through their co-curricular group experiences.
2. Explain how one's engagement with student activities will result in increased personal connection to campus life.
3. Give one example of how involvement in co-curricular experiences will contribute to a greater awareness of self.
4. Identify two ways in which students will foster positive social change through their engagement with program activities.

## **III. Submit Leadership Council & Membership Form**

All club members must be currently enrolled students at American Islamic College. The club must win the support of one AIC staff or faculty member to serve as the club's. The advisor cannot take part in voting for the leadership council or hold office. Clubs may offer membership to AIC faculty, administration, alumni, and staff on an associate member basis. Associate members may not hold office or vote. Graduate students may take active membership in an ESC. The leaders of all student organizations must be in 'good academic standing' at the time of their election or appointment and throughout their terms of office. Leaders are required to be enrolled for at least six credit hours each semester during their terms of office. A student is considered to be in good academic standing as defined by AIC's academic policies (see AIC Student Handbook). Students who are not in good standing may be removed from the leadership council, or membership may be revoked. The College does not recognize the right of any organization external to the College to decide questions of membership.

## **IV. ESC Application Form**

A group of five or more American Islamic College students may apply to establish a new club. All new organization applications must identify 3 individuals to serve in the following leadership council positions: President/Primary Contact, Treasurer, and a Campus Activities Representative.

The College reserves the right to limit the number of organizations with duplicate purposes. The College reserves the right to reject a proposal for a club and/or club activity.

New ESC requests will be reviewed by the AIC Administration. The "application" consists of the following questions. It must be completed and submitted with the rest of the documents outlined above.

1. What activities or events will be done to promote your organization?
2. What is your organization offering the community that is unique?

3. How will your organization sustain membership?
4. How does your organization relate to the mission of the College?

*The process for reviewing the ESC application materials in full, will take 1-2 weeks. The primary contact for the club/organization will receive an electronic email from the Director of Student Services regarding the Administration's decision.*

## **V. Student Organization Guidelines, College Policies & Procedures, City-State Laws**

Finally, the Leadership Council must submit their acknowledgement of the rules and regulations of the ESC by providing their signature after reading and understanding the guidelines, policies, and City and State laws. The Leadership Council will be responsible for leading their club. If a member of the Leadership Council or a member of the club is not abiding by the rules set forth by the College or by the City/State, then he/she may be dismissed from the club, and/or the College, depending on the nature of the transgression. College Policies may be found in the Student Handbook and further details can be found in the Main Office.

### **GUIDELINES**

American Islamic College reserves the right to establish newly created student clubs and organizations. AIC's policy is to encourage free discussion as part of the educational process. Registration of a student organization by AIC is an acknowledgment that the organization has complied with application and registration procedures. A notice will be submitted to the president/primary contact of the group once the review has been concluded by the AIC Administrative Office.

### **ESC Categories**

1. Academic/Honorary
2. Cultural/Ethnic
3. Service/Social Issues
4. Religious/Spiritual
5. Hobby/Special Interest

### **Eligibility for an ESC**

The club must:

1. Be organized and managed by students
2. Keep membership in the ESC open to all of AIC's students
3. Identify at least 5 enrolled AIC students as members, one of whom is willing to fulfill the requirement of being the president/primary contact
4. Abide by Federal, State, City, and College laws and policies
5. Be a non-profit group
6. Create, maintain, and follow a constitution
7. Have an advisor who is a staff or faculty member of the College

8. Abide by financial and all other regulations specified in the Student Handbook and/or Student Organization Guidelines (See below the section on “Activities Proposal” for budget information).

### **Club Management – Leadership Council**

ESCs have a right to structure their organizations to best meet the club’s needs and to accomplish its mission and goals, which should be aligned with the College’s mission and philosophy.

At a minimum, ESCs must identify at least 2 individuals to serve on the Leadership council: president/primary contact (will serve as a student representative if club is 5 persons), and Treasurer. Additional leadership council positions may include Vice President, Secretary, and Social Media Coordinator, which may be taken on if the club has more than 5 persons, but this is not mandatory.

### **Leadership Council Expectations**

An ESC’s leadership council members are expected to fulfill their roles and expectations, as outlined in the club’s constitution. The Council will act on behalf of the organization and are held responsible both individually and as an organization when acting on behalf of that organization.

### **ESCs Activities Proposal Form**

An ESC must submit an *Activities Proposal* to the Director of Student Services if the club is organizing a campus-wide event/activity or a public event. If the club wants to request a budget for its activity/event, then the portion of the form that deals with the budget needs to be submitted. Please allow the Administration 1-2 weeks to process the proposal. A response from the Director of Student Services may be a recommendation, may be an acceptance, or may be a denial. The Activities Proposal form can be found in the Main Office.

The College reserves the right to deny a proposal. A club may request one hearing to appeal the decision if changes were made to the proposal. This can be done by electronically requesting an appointment with the Director of Student Services within 3 days of the response. The Director of Student Services will set an appointment with 2 administrators. One week after the hearing, the club will receive the administration’s final determination regarding the proposed event or activity.

### **Rights and Privileges of Established Student Clubs**

The College grants all rights and privileges accorded to every established club.

A club that is recognized as an ESC implies that the College approves the club’s constitution. Registration does not indicate or imply that the College endorses the views of the club’s membership or the views expressed at its meetings. The individuals involved are solely responsible for any views held or expressed.

Only student organizations which maintain good standing as officially established AIC student organizations by following all applicable policies and procedures are authorized to use College facilities or services, or be permitted to identify themselves, directly or indirectly, with the College name, or credit. The College reserves the right to review the activities of student organizations and to monitor their compliance with the College's practices.

Established Student Clubs benefit by receiving access to College facilities, support, and services not available to non-registered groups or to the general public. These benefits include:

1. Use of the College's name in association with the organization's activities.
2. Assignment of a Room Reservation and use of College facilities in accordance with all applicable policies for meetings and activities.
3. Solicitation of membership on campus under the organization's name.
4. Listing of the organization in official publications of the College.
5. Use of campus bulletin boards and other designated posting areas for approved material.
6. Access to campus services such as audio-visual equipment, with the submission of an official request and after only if it is approved.
7. Expertise of a faculty/staff advisor.
8. Access to the staff and services of the Office of the Director of Student Services.
9. The right to actively promote the goals, purpose, identity, programs, and activities of the organization.
10. Eligibility to participate in campus club fairs.
11. Solicitation of funds (fundraising) on campus under the organization's name, subject to the approval of the President's Office.
12. Staff review and support for proposed and accepted budgets and activities.

### **Established Student Organizations' Expectations and Requirements**

1. Student organizations are expected to adhere to all applicable institutional regulations. The College reserves the right to determine the appropriate time, place, content, and manner for conducting activities, and the posting and distribution of materials on or off campus. ESCs cannot use the College letterhead or its name without proper approval from the AIC Administration.
2. ESCs regularly plan activities and events, and so, they are expected to work closely with the AIC Administration in coordinating the events.
3. Student organizations are expected to exercise good judgment in planning and promoting their activities. The College may deny or restrict the activities of student organizations. Leadership Councils of student clubs are responsible for assuring compliance with procedures and policies as outlined in the student club guidelines and the student handbook.
4. A student organization accepts responsibility for a member's or club's behavior when a) he/she is acting as a member of the organization, with or without official sanction, rather than as an individual student; b) an event is held, officially or unofficially, in the name of the organization; or c) the association between, or the action of the individual(s) is under circumstances which draw attention to the organization rather than to themselves as individuals.
5. Organizations that have been suspended must adhere to the stated conditions of the suspension or face additional delay of reinstatement or possible permanent loss of

registration. Loss of registration is an action by the College indicating a total and permanent separation of the group from the College. This includes total prohibition for the organization and its members or supporters to conduct any activity on the campus or at off-campus College associated events that in any way promote the goals, purposes, identity, programs, or activities of the organization.

## **Contract Agreements**

Established Student Clubs may propose to conduct services with a non-AIC business or individual to service their club activity. Once the proposal is submitted to the Director of Student Services, and it is approved, then an agreement between the non-AIC business or individual may be created. Any time an ESC establishes an agreement for services with an off-campus individual, group, or company, an Event Agreement must be used (regardless of cost or fees, contracts must be submitted even when there is no payment associated with the contract). All agreements/contracts must be signed and executed by the Director of Student Services. This process must be done closely with the Director of Student Services; each step must achieve approval from the Director of Student Services.

A completed contract is defined as:

Event Agreement (Vendor's signature, ESC's Primary Contact's signature, & Director of Student Service's signature) + Vendor's Contract in compliance with ESC's and AIC's Event Agreement + Vendor's Certificate of Insurance (if applicable) + any other necessary documents as indicated by the Director of Student Services and the Director of Finance & Operations (if applicable).

These documents must be submitted to the Director of Student Services in order for it to be considered a "complete contract."

### ***Students must never sign a contract!***

American Islamic College will not be responsible, financially or otherwise, for any verbal or written agreements entered into by students, student organizations, or unauthorized College faculty and staff advisors. ESCs or individual ESC members themselves are not permitted to contract with outside parties, and should never sign a contract.

Violation of this policy is a serious offense and may be referred to the Student Conduct System for failure to comply. ESCs or ESC members may also be held financially responsible for any monetary damages or personal contractual agreements.

## **Solicitations, Donations, Sponsorships**

On the *Activities Proposal* form, one will find a question about sponsors and/or donors. It is important that prior to initiating contact, a student club must first indicate from whom they intend on seeking support. If the list of potential sponsors and/or donors is approved, then the club may proceed.

If the club would like to solicit support from other ESCs on campus, then the club must indicate the type of support the club is soliciting, and if it is financial support, the club must dictate what it will do with the money raised. All this must be properly noted on the *Activities Proposal* form. If the money raised is not used for the purposes described, it may be considered fraudulent, and the club will be seen in violation of the Student Conduct System.

### **Advertising**

If an ESC's activity or event is approved, then the ESC may advertise its program by:

- 1) posting a pre-approved flyer on the College bulletin board or the designated area. Any flyer, poster, or other distributed material must be approved and stamped by the Director of Student Services before it can be posted or distributed on or off campus.
- 2) Populi; after the text has been reviewed and approved.
- 3) Social Media & Website; after text has been reviewed and approved.

The College fully supports the advertising and marketing of ESC events and activities. Its review of text and any other material for publishing is offered as a resource or guide for making sure there are no typos or other errors.

### **Eligibility for Funding**

ESCs who wish to request funding must first be in good standing.

In order to be in good standing, ESCs must:

1. Re-register annually each Fall by providing the Director of Student Services with an updated member roster and any leadership changes throughout the year, an updated constitution (if changes were made), a general list of student activities, and the signed agreement of terms.
2. Have no outstanding financial lapses (e.g. missing receipts, incomplete payments)
3. Have resolved any policy violation(s)

These guidelines and policies may be modified, revoked, suspended, terminated, or changed, in whole or in part, at any time by the College. Accordingly, the College reserves the exclusive right to establish, change, interpret, or revoke its guidelines and procedures as necessary.