

# The Art Institute of Vancouver<sup>SM</sup>

## Student Organizations: Information about Registering

### Registration

Student organizations provide opportunities for students to broaden their academic experiences. These affiliations can provide social, intellectual, political, cultural, spiritual, recreational, and professional growth to individual students.

### Why Register?

As members of The Art Institute of Vancouver community, student organizations are accountable for how their actions impact the community. This is especially true when the name of the school and the school's resources are being used. Registration is a way to ensure that student groups are using the school's name and resources in a manner that is fair and responsible. No group of students shall use the name of The Art Institute of Vancouver in outside activities, thereby representing The Art Institute of Vancouver unless approved and authorized by the President's office or Student Services Department. The name of The Art Institute of Vancouver may not be used for unauthorized commercial purposes.

### Benefits to the Organization

The benefits of being a recognized student organization include the following:

- Use of school facilities (for meetings, events, fundraising, etc.)
- Publicity space within the school
- Resources from the Student Services Department (workshops, conferences, etc.)
- Inclusion in information given to incoming new students and prospective students
- Inclusion in other official school publications
- Faculty or staff advisement
- Funding for activities if applicable

### Organization Responsibilities

With benefits come responsibilities. An organization that fails to comply with the regulations set forth in this manual or with policies listed in the Student Handbook may be subject to loss of privileges and/or disciplinary action at the discretion of the Dean of Student Services or her designate. Failure to abide by The Art Institute of Vancouver policies may result in, but is not limited to:

- Loss of registered student organization status.
- Loss of use of school facilities for any purpose.
- Loss of school services or benefits.
- Loss of ability to sponsor or cosponsor events on or off campus.
- Loss of representation on an Art Institute of Vancouver committee, or entity or activity on or off school property, where such participation would afford official representation.
- Loss of ability to promote itself on campus. This includes recruitment of members and advertising events of the organization anywhere on campus.
- Loss of funding, if applicable
- Other specific restrictions as seen appropriate by the Director of Student Services or his/her designate.

If a recognized or unrecognized student organization fails to comply with federal, state, or city regulations or laws, the group may be subject to criminal or civil action. In addition, the club and/or individual members representing the club may be subject to school disciplinary proceedings as well. Remember, when an individual is acting as a representative of the organization, his/her actions reflect upon the reputation of the entire student organization and of the school. Any in-school or off-campus act considered inappropriate and/or any incident of misconduct that adversely affects the interests of The Art Institute of Vancouver and/or its reputation is prohibited and is grounds for disciplinary action.

### Purpose of Faculty/Staff Advisor

Every student organization must have a full-time faculty or staff advisor to become a recognized student organization. The primary function of the advisor is to serve as a resource person for the organization. Advisors will counsel and advise student organizations and also provide continuity for an organization as they can pass along valuable information regarding the history of the organization and its past accomplishments. An active advisor can improve the effectiveness of an organization while also assisting in the positive development of the students.

# How to Register as a Recognized Student Organization

## New Organizations

1. Obtain, complete and return an Application for Recognition as an official Student Organization to the Student Services Department.
2. Identify and invite a **full-time** faculty or staff member to serve as advisor. The advisor must sign the Registration Application.
3. Determine officers for the upcoming term. Each organization must have a primary leader (e.g. president, chair) who will serve as the contact person to the Student Services Department. If the organization will be handling any funds, a treasurer must be designated who is not also the primary leader. If the officers change during the year, the group must notify the Student Services Department of the change in writing.
4. Submit to the Student Services Department a list of members for the upcoming academic term. This list may be updated once recruitment activities are completed. All members must be current students at The Art Institute of Vancouver in good financial, academic, and disciplinary standing.
5. Create a Mission Statement for the organization. The Mission Statement should encompass the main purpose of the student organization and describe how the organization will enhance the student experience at The Art Institute of Vancouver. See the Mission Statement worksheet for ideas on developing a Mission Statement. Submit to the Student Services Department a clean, typed copy of your organization's Mission Statement.
6. Meet with the Associate Director of Student Services to discuss revisions your Mission Statement may need.
7. Within two weeks you will receive notification on your organization's application. Your treasurer (if you have one) will be listed as the director of your account. Note: The Art Institute of Vancouver reserves the right to reject applications for the recognition and organization of student groups when it determines in its sole discretion that the group's mission and purpose does not serve the best interests of the School.

## Tips: Building a Mission Statement

### What is a Mission Statement?

A Mission Statement is a written paragraph or list of bullet points illustrating the organization's goals and purpose. Most Mission Statements have one common function: to guide the organization in making critical decisions that effect the direction of the organization.

When thinking about creating a Mission Statement for a student organization, it will be necessary to review the Mission Statement of The Art Institute of Vancouver and ensure that the student organization's purpose and goals are in alignment with those of The Art Institute of Vancouver. The Mission of The Art Institute of Vancouver is as follows:

*The Art Institute of Vancouver offers a dynamic learning environment led by a dedicated professional faculty and staff committed to maximizing student potential and creativity. This exceptional learner-centered, industry driven education prepares our graduates for entry level positions in their chosen career.*

*We support a proactive team environment that promotes open and effective communication, mutual respect, trust and integrity.*

*We serve as an intellectual, educational, and cultural resource for the surrounding community, fostering the conviction that education is a life-long process.*

### Things to Include

The first sentence or bullet point of your Mission Statement should describe to others what the primary goal of the organization is. Supporting statements will describe how the organization plans to meet the goals of the organization. Student organizations at The Art Institute of Vancouver also need to include a statement of non-discrimination, i.e. "Membership in the (your club name) club shall not be discriminated against on the basis of age, sex, race, national origin, religion, disability, or sexual preference and is open to all The Art Institute of Vancouver students in good standing with the school".

### Questions to Get You Started

**What is the primary goal of this organization?** - To provide leadership opportunities? Opportunities to enhance social interaction? Opportunities for students to gain additional experience in the area of \_\_\_\_\_?

**How will the activities of this organization benefit the student experience at The Art Institute of Vancouver** – Will they enhance social responsibility? Respect for difference? Promote enhanced organizational skills? Provide professional networking opportunities? Don't limit yourself to these suggestions – there are many ways that an organization will contribute to the student experience!

**Who is eligible to join the organization?** – A target group can be identified i.e. all graphic design majors, but a statement of non-discrimination must be included

### Final Thoughts

A Mission Statement is a document that should be viewed as the written collective conscience of an organization. The overriding effect of a Mission Statement should be to have an organization reflect on "Why are we doing this activity? Does it contribute to the goals of the organization"? As an organization grows through time, the Mission Statement should be periodically reviewed to ensure that the organization is acting in accordance with the original purpose, or if needed, update the Mission Statement to reflect a new set of ideals.

The Associate Director of Student Affairs and the staff at the Student Affairs Department are available to help any student organization with developing a Mission Statement and can be reached at [aivstudentaffairs@aii.edu](mailto:aivstudentaffairs@aii.edu) or 604.298.5492 ext 5411.

# **The Art Institute of Vancouver<sup>SM</sup>** **Application for Student Organizations**

**1) The Organization**

Name of organization \_\_\_\_\_

Organization status:  
 \_\_\_\_\_ New (Application for recognition) \_\_\_\_\_ Pre-existing (Application for active status)

Day, time and location of meetings: \_\_\_\_\_

**2) Officers:** All organizations are required to have (at least) one officer, who must be a full-time student in good academic, financial and disciplinary standing according to the policies of The Art Institute of Vancouver outlined in the student handbook and the school catalogue. Additional officers may be determined by the needs of the group. The officer(s) listed below should be:

- The primary student leader (President, Chair, etc.)
- Any additional officers should be indicated on the membership list (see Section V).

If the officers change during the year, the group **MUST** notify the Student Services Department of the change in writing.

Leaders

Name	Title	Phone and email

Name	Title	Phone and email

**3) Advisor(s):** The advisor(s) must be full-time faculty or staff.

Advisor(s)

Name	Department	Phone

Name	Department	Phone

**4) Mission Statement:** A typed updated copy of the organization's Mission Statement must be on file with the Student Services Department. The Student Services Department has sample Mission Statements for groups who need to create or amend a Mission Statement.

**5) Membership:** Please attach a list of members for the upcoming term. Indicate officer titles.

**6) Signatures:** All information listed on this application may be released to interested parties.

As the primary leader of this organization, I am a full-time student at The Art Institute of Vancouver in good academic, financial and disciplinary standing and will serve as the primary leader of this organization from \_\_\_\_\_ (month/year) to \_\_\_\_\_. As the primary leader, I understand that I will be responsible for the collective conduct of members of this organization during organization activities. I also understand that it is my responsibility to lead the organization according to the stipulations of this document, the organization's Mission Statement, and the policies outlined in The Art Institute of Vancouver Student Handbook.

Primary Leader's Signature	Date
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As an officer of this organization, I am a full-time student at The Art Institute of Vancouver in good academic, financial and disciplinary standing and will serve as the \_\_\_\_\_ (title) of this organization from \_\_\_\_\_ (month/year) to \_\_\_\_\_.

As the \_\_\_\_\_ (title), I understand that I will be responsible for the collective conduct of members of this organization during organization activities. I also understand that it is my

responsibility to lead the organization according to the stipulations of this document, the organization's Mission Statement, and the policies outlined in The Art Institute of Vancouver Student Handbook.

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Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

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Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Co-Advisor's (if any) Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office of Student Services Use Only:**

Date confirmation letter sent: \_\_\_\_\_

Date advisor letter sent: \_\_\_\_\_

Date file updated/created: \_\_\_\_\_