Obtaining and Maintaining Membership in AICA

Student organizations that increase awareness of the similarities and differences that exist between cultural groups; promote cultural understanding and tolerance; and celebrate the diversity of the campus community are welcome to join the AICA General Council.

Steps to obtain membership in AICA:

(1) Student organization **must be officially recognized by the Student Organization Resource Center (Student Life and Leadership Development)**. This includes:
   a. By its constitution, promote an awareness of and actively celebrate the many differences which represent the campus community;
   b. Must not engage in conversion activities;
   c. Must not discriminate, devalue or denigrate; and,
   d. Must desire to promote an understanding, a tolerance and a celebration of the diversity of the campus community.

(2) Contact the AICA Chair.
   - Inform the AICA Administrative Chair that your group would like to obtain membership in AICA.
   - The 2014/2015 AICA Administrative Chair is Taylor Saucedo. She can be reached at: (675) 278-2914 or via email at aica@fullerton.edu. The AICA office is located in Titan Student Union, 256.
   - The AICA chair will describe the petitioning process and explain the role of the petitioning organization during these three meetings (i.e., where to sit, when to announce the name of the petitioning student organization, etc.)

(3) Designate a representative of your student organization to attend **three consecutive AICA General Council meetings**.
   - Meetings are held on Thursdays, 3:00pm – 5:00pm in TSU, Gabrielino
   - Representative must announce the petitioning organization name **during the Public Speakers portion** of the meeting.
     
     “Hi my name is __________. I am from (name of organization) and I am petitioning for membership. This is my (1st/2nd/3rd) meeting.”

Updated on 08/14/2014 Page 1
(4) Following attendance at the third meeting, the petitioning organization must attend a Finance Committee meeting. Finance Committee meetings are held immediately following the AICA General Council Meeting in TSU, Gabrielino.

(5) At the Finance Committee meeting, the petitioning organization presents 10 copies of the portfolio. The portfolio includes all of the items listed below, a - g (please organize your portfolio in the order that appears below):

a) **Cover page:**
   - Name of organization
   - Petition to Obtain Membership to AICA
   - Dates organization attended AICA general meetings
   - Date of formal presentation
   - Name of student conducting the presentation

b) **Proof of current recognition from the SORC:**
   - Copy of email from the SORC that confirms your club’s application for recognition has been processed and approved
   - Copy of your constitution

c) **Leadership**
   - A list of current officers and advisor(s) with contact information
   - Include number of currently active members

d) **Organizational Budget and List of Activities**
   - An organizational budget for the year that indicates sources of income and anticipated expenses
   - A list of events that the organization plans to ask for AICA funding support

e) **Organizational History**
   - A one-page summary/history of the organization, with an emphasis on the main purpose of the organization and the specific cultural aspects of the group

f) **Organizational Goals**
   - Description of goals the organization plans to accomplish during the fall and spring semesters and the cultural relevance of those goals

g) **Rationale**
   - One to two paragraphs that specifically address why the group wants to join AICA
   - How will the petitioning organization benefit from AICA membership? Be specific/provide examples.
   - How will AICA and the campus community benefit from granting membership to your group? Be specific/ provide examples.
PLEASE NOTE: portfolios and presenters will be evaluated by the finance committee. Please carefully review the documents listed below as you prepare your portfolio and presentation:

> Guidelines for Presenting Your Membership Portfolio
> New Member Portfolio Evaluation

(6) The Finance Committee will evaluate your portfolio and oral presentation, ask you follow up questions, and take a vote. The decision to grant membership to a petitioning organization will be based on the quality of the portfolio and presentation as it relates to the criteria (a-g). Successful petitioning organizations are seated at the next General Council meeting.

**HOW TO PRESENT YOUR PORTFOLIO – PRACTICE IN ADVANCE**

Practicing presenting your new member portfolio prior to finance committee will help you understand the process better, develop your public speaking skills, and increase your confidence! Schedule an appointment with an executive board member or an advisor.

**MAINTAINING MEMBERSHIP STATUS**

(1) All AICA representatives register with the Administrative Chair no later than the second week of each semester or by the second week after gaining membership. To register, General Council member provides:
   a. Proof of recognition from the Student Life and Leadership
   b. Updated list of officers with contact information,
   c. An organizational budget for the year, and
   d. A list of planned events for the year.

(2) Failure to register results in immediate removal from the General Council until such time that the organization registers with the Administrative Chair.

For questions, please contact the AICA Executive Board or the advisors:

Administrative Chair • aica@fullerton.edu • (657) 278-2914 • TSU-256
Public Relations Coordinator • asiaicapubrel@fullerton.edu • (657) 278-2914 • TSU-256
Advocacy Coordinator • asiaicaadvocacy@fullerton.edu • (657) 278-2914 • TSU-256
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