

# How to Form a New Club

## A.S. Clubs & Organizations Recognition Policy & Process

*The Associated Students of Western Washington University are charged, by the Board of Trustees, with the responsibility for providing a framework for the development of a program of student activities in which student initiative and responsibility may find expression. In order to assure equal access to ASWWU resources and to insure compliance with relevant laws and regulations, the following policies and procedures govern the recognition of organizations at WWU.*

### Student Organization Categories

1. **Student organizations (clubs)** are groups formed by WWU students that have a particular purpose or goal usually centered on a topic, issue, activity, philosophy, or event. These organizations may be event specific, short-term, or on-going in nature; however their existence is dependent upon the continued interest of student members.
2. **Religious Organizations** are student groups whose purposes include, or who intend to conduct, religious worship, exercise, or instruction as part of their regular activities. These organizations are subject to all of the benefits, requirements, and regulations of organizational recognition, except as noted within this policy.
3. **Limited Membership Organizations** are student groups that are chapters or colonies of national associations whose by-laws require certain limitations on membership. Membership limitations must be contained within the parent organization's by-laws and are limited to: class standing, academic standing, and/or major. Social fraternities and sororities are specifically excluded from recognition under this classification. These organizations are subject to all the benefits, requirements, and regulations of organizational recognition except as noted within this policy.
  - a. **Honorary Societies** are student groups that are chapters or colonies of national organizations whose purposes are to recognize academic achievement.
  - b. **Pre-professional Organizations** are student chapters of professional organizations that offer unique opportunities & benefits to undergraduate or graduate students.

### RECOGNITION PROCEDURE

1. **Meet with Casey Hayden, Student Activities Adviser**, to review the recognition process and resources & services available to clubs. You can make an appointment with Casey by calling 650-3450 or going to Viking Union 535-Casey's office is VU 431, and his email is [Casey.Hayden@wwu.edu](mailto:Casey.Hayden@wwu.edu). Casey must sign off on your recognition request form before you submit it.
2. **Complete both the "A.S. Clubs & Organizations Recognition Request Form" and the "Club & Organization Registration Form"** and turn them in to Aaron Garcia, A.S. Vice President for Activities, in Viking Union 504, by 5:00 p.m. on any Wednesday (an e-sign form is available at <http://www.as.wwu.edu/clubs/>). If you meet the Wednesday deadline, you will be placed on the Activities Council meeting agenda for their next meeting. Check in the A.S. Board Office, VU 504, 650-3460 for information about the Activities Council meeting time and place.
3. **Student groups requesting recognition as a "Limited Membership Organization"** must submit a copy of their charter and by-laws and the appropriate charter and by-laws from their sponsoring national association to the Activities Council as part of the recognition process.
4. **Attend the Activities Council meeting**. Be prepared to explain the purpose of your organization, how you plan to utilize your basic funding, and answer any other questions related to the recognition policy. Organizations requesting recognition will be evaluated in accordance with the following criteria:
  - a. The purpose of the organization must be consistent with the role of the ASWWU (i.e., not for personal financial gain, not a commercial enterprise. This shall include, but not be limited to, the sale of services, instruction, or goods).
  - b. The organization must provide an opportunity not already offered by any existing organization. If a similar sports club or athletic team exists, the Activities Council shall contact the appropriate department prior to recognition.

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- c. Participation in an activity must be open to *all* WWU students on a non-discriminatory basis (Note: specific exceptions in "Limited Membership" Organizations).
- d. A minimum membership of five (5) WWU students must have signed the A.S. Clubs and Organizations Recognition Request Form.
- e. The decisions and actions of an organization must be determined in a democratic manner open to all student members.
- f. An organization may not require dues or membership fees nor solicit members for any enterprise where dues and fees would be prohibitive to students. ("Prohibitive" will be defined at the council/board level on a group by group basis.)
- g. An organization shall not have as a primary part of its purpose the granting of academic credit or academic instruction.

## REGULATIONS

**These regulations must be adhered to in order to retain recognition status after initial approval as an organization.**

1. An organization must abide by all applicable A.S. policies and procedures, University regulations, and state laws.
2. A "Registration Form" must be kept on file with the Viking Union Administration Office in VU 535 with a minimum membership of 5 WWU students that is updated as necessary. An updated registration form needs to be turned in at the beginning of each fall quarter for returning clubs. Recognition terminates automatically for any organization that fails to file an updated Registration Form by the fourth Friday of each Fall Quarter (Oct. 19<sup>th</sup> for 2007).
3. An organization may offer affiliate membership to individuals who are not WWU students, providing this does not limit the participation of student members. The student members of an organization shall determine if affiliate members are authorized to vote or hold club office (except Budget Authority). The number of non-student affiliate members may not exceed 49% of the organizational membership.
4. Amendments to the original statement of purpose, including name changes must be submitted to the Activities Council for approval.
5. Organizations shall be entitled to all financial benefits and be required to follow A.S. financial policies and regulations except as noted below. All recognized organizations (with the exception of religious groups) must use the VU Finance Office for all financial transactions. The budget authority must be a current WWU student.
  - a) "**Limited Membership Organizations**" may not receive A.S. funds for any purpose except in the form of a loan for events or activities. These organizations must follow all applicable A.S. policies.
  - b) "**Religious Organizations**" may not receive A.S. funds for any purpose. Funds controlled by these organizations may not be deposited in A.S. accounts and may be expended without A.S. approval provided that at the time of collection it shall be indicated that funds will belong to the respective organization and not to the A.S. or WWU. These organizations shall retain records of the amount of funds raised on-campus and provide those records on the request of the A.S.

## VIOLATIONS

The Activities Council shall hold a hearing to review alleged violations against student organizations. The affected organization shall have the right to be present at the hearing. The Council will take appropriate action as necessary.

## AFTER YOUR CLUB/ORGANIZATION IS RECOGNIZED

1. Within a week or so, **you will be assigned a club mailbox and a club budget code.** You can find your mailbox number on the alphabetical list posted on the club mailboxes, and your budget authority will get your budget code during budget authority training.
2. **Your club budget authority must make an appointment with Kayle Walls, the A.S. Business Director,** in Viking Union 513, 650-6112, AS.Business@wwu.edu. Kayle will explain financial policies and procedures, give the budget authority a handbook and budget code, and let you know how you can access your club account and make deposits.
3. **Update your Club Registration Form any time you have a change in the listed information** with the Information Coordinator in VU 535 (for example, any time there is a change in officers, a change in people that you want on your access list, email/phone number changes of people on your access list, change in meeting times, etc.). We appreciate your cooperation with this process so that we may maintain the most accurate information possible about your club!

# Resources Available to A.S. Clubs & Organizations

*The A.S. is committed to providing a wide variety of resources, services, and facilities to help clubs be successful. Below is a list of some of the benefits to which you are entitled as a recognized club.*

**Advising:** Casey Hayden and Lisa Rosenberg are the advisers for most A.S. clubs, and are available to help your group with such things as program planning, understanding A.S. policies, procedures, and resources, and other organizational issues. You can contact Casey in VU 431, 650-2489, [Casey.Hayden@wwu.edu](mailto:Casey.Hayden@wwu.edu) or Lisa in VU 425A, 650-6123, or [lisa.rosenberg@wwu.edu](mailto:lisa.rosenberg@wwu.edu). Appointments can be scheduled by going to the VU 5<sup>th</sup> floor reception desk or calling 650-3450. Michael Vendiola is the adviser for Ethnic Student Center clubs, and can be reached at 650-7271, VU 420J, [michael.vendiola@wwu.edu](mailto:michael.vendiola@wwu.edu). If you are planning an event, please make an appointment with an adviser in the initial stages of your planning.

**Activities Center:** The Activities Center, Viking Union 425, is a work space available to all A.S. clubs. It offers file space, work tables, telephones for local and long distance calls, computers, a leadership library, some storage space, and various basic supplies. The Activities Center is open 8 am-5 pm, Monday-Friday. Access is available after 5 pm and weekends to people on your club registration form-just contact the Building Manager through the Information Desk on the sixth floor of the Viking Union, or the VU 5<sup>th</sup> floor reception desk.

**Telephones:** The A.S. provides telephones in the Activities Center for both local and long distance calling at no cost to clubs for official club purposes. Instructions are provided in the Activities Center Phone Log.

**Computers/Printer:** Two computers are available in the Activities Center, and there is one laser printer.

**Mail and Mailboxes:** Basic mail service for both outgoing and incoming mail is provided by the A.S. at no cost to clubs for official club purposes. In addition, each recognized club receives a mailbox located in Viking Union 547 for incoming mail. All club mailing addresses are as follows: Club/Organization Name, Viking Union Box \_\_\_\_\_, 516 High Street, WWU, Bellingham, WA 98225-9106. A return address stamp is available in Viking Union 504. If you are doing a mailing of more than 75 pieces, your organization will be charged for the mailing-contact the A.S. Business Director for procedures.

**Copying:** A.S. clubs can use the copy machine on the 5<sup>th</sup> floor of the Viking Union for making 20 or fewer copies at a time. You can get your club's access code at the 5<sup>th</sup> floor VU Reception Desk. Copies will be billed to your club's budget at 6.6 cents per copy. Larger orders should be sent to Copy Services.

**Fax Machine:** A.S. clubs have free use of the fax machine in the Publicity Center, VU 411. The number for incoming faxes is 360-650-6507-items received will be put in your mailbox, as long as the club's name is on it.

**VU Finance Office and A.S. Business Director:** All clubs & organizations, with the exception of religious organizations, must handle all of their financial transactions through the Viking Union Finance Office, and are not permitted to have an outside account at a financial institution. The Finance Office provides a variety of services including issuing Purchase Orders and checks, change funds, deposits of earned funds, monthly budget reports, and more. If you have questions about how to utilize your club account, please contact Kayle Walls, the AS Business Director, in VU 513, 650-6112, [AS.Business@wwu.edu](mailto:AS.Business@wwu.edu). A Budget Authority Handbook is available with detailed financial information, and most financial policies and forms are available at <http://www.as.wwu.edu/business/>.

**Vendor's Row/Red Square & VU Lobby Tabling:** A.S. clubs can reserve tables in vendor's row at no cost for fundraisers, or reserve a table in red square or the VU 6<sup>th</sup> floor lobby to hand out informational materials. You can obtain more information and make your reservations through the VU Reservations Office, VU 536.

***E.D.G.E. Program (Encouraging the Development of Groups Through Experience):*** Could your group use a boost in energy, unity, team building, communication, trust, group effectiveness, or problem solving? If so, the E.D.G.E. Program may be for you! The A.S. E.D.G.E. program offers a sequence of activities specifically designed for each group to increase social and individual awareness and appreciation through safe physical and mental challenges, discussion and reflection. Contact Casey Hayden at [Casey.Hayden@wwu.edu](mailto:Casey.Hayden@wwu.edu), 650-2489 to discuss possible options for your club. More information is available at [www.theedge.as.wwu.edu](http://www.theedge.as.wwu.edu).

***Leadership Library & Resource Files:*** The Leadership Library is in the Activities Center, and offers handouts, books, manuals and other materials on numerous leadership topics such as effective meeting skills, motivation, teambuilding, creativity, leadership styles, group dynamics, and much, much more! Feel free to come in and browse, or check out any materials that you wish to read in more depth.

***Room and Banner/Kiosk Reservations:*** Clubs can reserve rooms in the Viking Union or other campus facilities for meetings or events. There generally is no charge for the use of rooms, unless set-up, technical support, cleaning, or security costs are incurred. You can also reserve banner and kiosk space. Reservation request forms are available in VU 536 or at <http://vu.wwu.edu/reservations/>. If you have any questions, contact Linda Bolinger, the VU Reservationist, in VU 536, 650-3450, or [Linda.Bolinger@wwu.edu](mailto:Linda.Bolinger@wwu.edu).

***Vehicles:*** Clubs can reserve A.S. or Motorpool vehicles for club activities. For A.S. vehicles fill out a vehicle request form in VU 536 or at the website listed above. Motorpool vehicles can be reserved on-line at [www.fm.wwu.edu/fm/mp\\_fm\\_vehicle\\_request.html](http://www.fm.wwu.edu/fm/mp_fm_vehicle_request.html)-please route to [lisa.rosenberg@wwu.edu](mailto:lisa.rosenberg@wwu.edu) for approval. A.S. vehicle rates are at <http://vu.wwu.edu/feeschedules/vehicles.php>. Drivers must go through a vehicle orientation.

***Banner Production Room:*** The Banner Production Room, VU 417, is available for making banners. Paper and paints are supplied & your club is charged just \$4 per banner. You may reserve time and check out a key to the banner production room from the 5<sup>th</sup> floor VU Reception Desk – a piece of identification is needed.

***Program Funding:*** The A.S. has funding available for events and activities sponsored by student groups in the form of grants, underwrites, and loans. Clubs can also request \$50 basic funding once per academic year. Complete an Activities Council Funding Request Form, available in VU 504 or at <http://www.as.wwu.edu/clubs/>. For more information about club funding, contact Aaron Garcia in VU 504, 650-3460, [asvp.activities@wwu.edu](mailto:asvp.activities@wwu.edu) or Casey Hayden, VU 431, 650-3450, [Casey.Hayden@wwu.edu](mailto:Casey.Hayden@wwu.edu) or Lisa Rosenberg in VU 425A, [Lisa.Rosenberg@wwu.edu](mailto:Lisa.Rosenberg@wwu.edu).

***Publicity and the Publicity Center:*** Your club will be listed in the club & organization roster, directory, web page, and other club promotional materials. Clubs also have access to the services provided by the A.S. Publicity Center (PC) located in Viking Union 411. The PC handles a wide variety of publicity production, printing, & distribution needs-everything from posters, the A.S. Review, website events calendar, and press releases to bumper stickers and organization logos. Staple guns are available for check-out for posting on campus.

**Club posters & fliers must include the following to be posted on campus:** A.S. logo, recycle logo, and “For disability accommodations please call [club contact] at [phone #]. Logos are available for downloading from the web at <http://www.as.wwu.edu/programs/> from a link under “Promotion”. Clubs can give 32 copies of posters to the VU 5<sup>th</sup> floor reception desk to be posted in the residence halls and Viking Union.

***KUGS:*** KUGS can air free Public Service Announcements (PSAs) for your activities and events. DJs will read your announcement over the air. Pick up a PSA form in Viking Union 700 and turn it in to the KUGS mailbox in Viking Union 547, Box E-4 at least 2 weeks prior to your event-or fill out the on-line PSA form on the KUGS web page at <http://www.kugs.org/>. Clubs can also arrange to have an announcement recorded and played over the air. For more info, contact Samuel Parker at 650-2986 or [operations@kugs.org](mailto:operations@kugs.org).

# A.S. Club & Organization Recognition Request Form

**Return to VU 504**

**Club/Organization Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Statement of Purpose** *(This description may be used in publications and promotional materials about clubs and organizations)*

Please attach your constitution/by-laws, if applicable, or other related material

**Activities and Events:** *(Explain the nature and type of activities the organization will be likely to organize and participate in)*

**Do you want to request basic funding of \$50?** *(not available to religious or limited membership organizations)*    **Yes**    **No**  
*If yes, please indicate below some of the ways you would likely utilize your basic funding*

**Organization Category In Which You Would Like To Be Recognized (please check one):**

Cultural/Ethnic     Recreational     Social Issues     Academic/Departmental     Religious     Environmental  
 Special Interest     Arts and Music     Service     Limited Membership     Political

**FOUNDING MEMBERS (all 5 must be WWU students)**

*I, the undersigned, have read and understand the Associated Students Recognition Policy and Recognition packet and agree that the above organization will abide by its terms and conditions I also certify that I am a current WWU student..*

1. Organization Representative _____	Signature _____
E-mail _____	Phone _____ <input type="checkbox"/> current WWU student
2. Name _____	Signature _____
E-mail _____	Phone _____ <input type="checkbox"/> current WWU student
3. Name _____	Signature _____
E-mail _____	Phone _____ <input type="checkbox"/> current WWU student
4. Name _____	Signature _____
E-mail _____	Phone _____ <input type="checkbox"/> current WWU student
5. Name _____	Signature _____
E-mail _____	Phone _____ <input type="checkbox"/> current WWU student

**For Activities Council Use Only**

Date of Information: \_\_\_\_\_ Date of Action: \_\_\_\_\_ Recognition Approved: Yes No  
Organization Category: \_\_\_\_\_ Basic Funding Approved: Yes No  
Advisor met with organization representative \_\_\_\_\_

# A.S. Club, Organization & Program Registration Form

*New club: return to VU 504 with recognition request form. Club update only: return to VU 5<sup>th</sup> floor Reception Desk.  
Please submit an updated form any time there's a change in the below information.*

Group Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Club e-mail account (if applicable) \_\_\_\_\_

Web Page URL (if applicable): \_\_\_\_\_

Office hours (if applicable): \_\_\_\_\_ Location: \_\_\_\_\_

Regular Meeting Day/Time/Location (if applicable): \_\_\_\_\_

Faculty/Staff Adviser (if applicable) \_\_\_\_\_ Phone \_\_\_\_\_

### Club Leader & Member Information

*List student club leaders/members authorized to have access (check out keys, etc), use A.S. copier, make reservations, and buy A.S. supplies. Use back or an additional sheet to add more students or any non-student members to this list.*

**Clubs & organizations must have at least 5 student members listed to maintain A.S. club recognition status.**

<u>Name</u>	<u>Code</u> (circle "All" or as many others as apply)
Coordinator/President _____ Phone _____ E-mail _____	All    Access    Reservations    Copier
Assistant Coordinator _____ Phone _____ E-mail _____	All    Access    Reservations    Copier
Budget Authority _____ Phone _____ E-mail _____	All    Access    Reservations    Copier
Name _____ Phone _____ E-mail _____	All    Access    Reservations    Copier
Name _____ Phone _____ E-mail _____	All    Access    Reservations    Copier
Name _____ Phone _____ E-mail _____	All    Access    Reservations    Copier

**All listed names are a matter of public record. Please be advised that listed information will be given out to people who request information about clubs & organizations on campus.**

Office Use Only