Associated Students
Western Washington University
Club Recognition Policy
January-May 2010

RECOGNITION
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. Thus, 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 and programs at Western Washington University.

A. STUDENT ORGANIZATIONS
1. Student organizations (clubs) are groups that form through the interest of student members with a particular purpose or goal usually centered on a topic, issue, activity, philosophy, or event. Recognition of a student organization does not necessarily mean that the organization reflects the views or opinions of Western Washington University. Rather recognition constitutes an acceptance of the organization's ability to operate on the WWU campus. These organizations may be event specific, short-term, or ongoing in nature; however their existence is dependent upon the continued interest of the 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.

3. These activities are subject to all the benefits, requirements, and regulations of organizational recognition, except as noted within this policy.

4. Limited membership organizations are student groups that are chapters or colonies of national associations whose by-laws require certain limitations on membership.

5. 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 and benefits to students while undergraduates or graduate students.

6. Programs are defined as offices chartered and organized by the A.S.-Board of Directors to provide on-going basic resources for students in the form of recreational, informational, activity, entertainment, cultural events, and service programs that complement those offered by the University.

7. Administrative offices are chartered and organized by the A.S.-Board to provide internal support services to the A.S.-Board or for the A.S. programs and organizations.
B. PROCEDURE FOR AS CLUB & ORGANIZATION RECOGNITION

1. Student groups requesting recognition must meet with the Student Activities Adviser, attend a new club orientation session, and submit an A.S. Clubs and Organizations Recognition Request Form and Registration Form to the AS Activities Council. Included should be information on:
   a. Purpose of the organization
   b. Organizational status requested (i.e., general, religious, limited membership)
   c. Constitution
   d. Or by-laws (if available)

2. 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.

3. Organizations requesting recognition will be evaluated in accordance with the following criteria:
   a. The purpose of the organization must be consistent with the role-mission of the ASWWU (i.e., not for personal gain, not a commercial enterprise. This shall include, but not be limited to, the sale of services, instruction or goods.
   b. Organizations cannot engage in commercial for-profit activities, promote any commercial products or services, or use funds collected by the club for personal financial gain.
   c. The organization must provide an opportunity not offered by any provided by an existing campus organization. If a similar sports club or athletic team exists, the Activities Council shall contact the appropriate department prior to recognition.
   d. Participation in an activity organization must be open to all WWU students on a non-discriminatory basis. (Note: specific exceptions in "Limited Membership" Organizations.)
   e. A minimum membership of five (5) WWU students must have signed an agreement to be founding members and be listed on the A.S. Clubs and Organizations Recognition Request Form.
   f. The decisions and actions of an organization must be determined in a democratic manner open to all student members. Organizations without a formal constitution or set of by-laws will be governed by the "Standard Organizational Constitution."
   g. An organization may not require dues or membership fees nor solicit members for any enterprises where dues and fees would be prohibitive to students. ("Prohibitive" will be defined at the council/board level on a group by group basis.)
   h. An organization shall not have as a primary part of its purpose the granting of academic credit or academic instruction.

4. If a proposed organization is denied recognition by the AS Activities Council, the organization may appeal the decision to the AS Board of Directors.

4.5. Regulations: To retain recognition status, these regulations must be adhered to in order to retain recognition after initial approval as an organization.
a. An organization must abide by all applicable Associated Students policies and procedures, University regulations, policies and procedures, and federal and state laws.

b. A "Registration Form" must be kept on file with the Viking Union Administration with a minimum membership of five (5) currently enrolled WWU students and be updated as necessary when information changes. The Recognition of an organization will terminate if the organization fails to file an updated Registration Form by the fourth (4) Friday of Fall Quarter each year.

c. An Organization may offer affiliate membership to individuals who are not WWU students, providing this does not limit the participation of student members. All organization leadership roles must be held by currently enrolled WWU students. Working at tables and distributing materials on campus on behalf of the organization must be conducted by student members (affiliate members may assist provided that a student member is present at all times and responsible for the table and/or the distribution). 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 forty-nine percent (49%) of the organizational membership.

d. Amendments to the original Statement of Purpose and including name changes must be submitted to the AS Activities Council for approval.

e. Organizations are expected to exercise reasonable precaution to ensure that their events and activities are safe to all participants and do not cause damage to property or persons. The AS and/or Student Activities staff reserve the right to limit proposed organization sponsored activities that pose a high risk and/or which endanger the physical health or safety of an individual.

f. Organizations shall be entitled to all financial benefits and regulations and follow all A.S. financial policies except as noted below. Organizations are required to follow all A.S. financial regulations and receive financial benefits except as noted below. All financial transactions must be conducted through the Viking Union Finance Office.

i. "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.

ii. "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.

C. VIOLATIONS

The AS Activities Council shall hold a hearing to review alleged violations against student organizations and programs. The affected organization shall have the right to be present at the hearing. The Council will take appropriate action as necessary, which could include, but is not limited to, denial of access to resources or revocation of club recognition.
D. PROGRAMS

1. Proposals for Program status are submitted to the A.S.-Vice President for Business and Operations. The VP for Business and Operations then forwards the application to the A.S. Structure and Program Advisory Committee. Board of Directors for review and recognition. Applications must include:
   a. Program name
   b. Description of the program
   c. Purpose of the program
   d. Proposed budget

2. The A.S. Structure and Program Advisory Committee shall forward the proposed application to all the appropriate committees and council for review and comment. If the application does not fit within the purview of any council, the Board shall establish a study group to review the proposal.

3. The A.S. Structure and Program Advisory Committee will forward to the AS-Board of Directors their findings and recommendations for said program. The AS-Board of Directors shall have complete authority to accept, reject, or modify the proposal and to place conditions on recognition.

4. Proposals for recognition shall be evaluated in accordance with the following criteria:
   a. The purpose of the program must be consistent with the mission goals of the AS, as listed in the by-laws.
   b. The activities and services of the program must meet students' needs and offer an opportunity not provided within the campus community.
   c. The availability of resources necessary for operation, e.g., funding, space.

E. ADMINISTRATIVE OFFICES

1. Proposals for Applications for Administrative Office status are submitted to the A.S.-Board of Directors for review and recognition. Applications must include:
   a. A.S.- Clubs and Recognition Request Form
   b. Statement of purpose
   c. Proposed activities and services
   d. Proposed budget

2. The A.S.-Board shall have complete authority to accept, reject, or modify the proposal and to place conditions on recognition.

Interpretation and Enforcement: Appropriate Council, A.S.-Board of Directors

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Approved By: Activities Council, AS-Board of Directors
Date Approved: 04/21/78, 04/28/78, 12/06/78, 05/19/82, 05/22/86-AC/05/24/85-ASB,
06/02/89 - ASB
Organization: Associated Students
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i. Purpose of the organization

ii. Organizational status requested (i.e., general, religious, limited membership)
iii. Constitution
iv. By-laws (if available)
b. 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.
c. Organizations requesting recognition will be evaluated in accordance with the following criteria:
i. The purpose of the organization must be consistent with the mission of the ASWWU.
ii. Organizations cannot engage in commercial for-profit activities, promote any commercial products or services, or use funds collected by the club for personal financial gain.
iii. The organization must not duplicate an opportunity provided by an existing campus organization.
iv. Participation in an organization must be open to all WWU students on a non-discriminatory basis. (Note: specific exceptions in "Limited Membership" Organizations.)
v. A minimum membership of five (5) WWU students must agree to be founding members and be listed on the AS Clubs and Organizations Recognition Request Form.
vi. The decisions and actions of an organization must be determined in a democratic manner open to all student members. An organization may not require dues or membership fees nor solicit members for any enterprises where dues and fees would be prohibitive to students. ("Prohibitive" will be defined at the council/board level on a group by group basis.)
vii. An organization shall not have as a primary part of its purpose the granting of academic credit or academic instruction.
d. If a proposed organization is denied recognition by the AS Activities Council, the organization may appeal the decision to the AS Board of Directors.
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iii. An Organization may offer affiliate membership to individuals who are not WWU students, providing this does not limit the participation of student members. All organization leadership roles must be held by currently enrolled WWU students. Working at tables and distributing materials on campus on behalf of the organization must be conducted by student members (affiliate members may assist provided that a student member is present at all times and responsible for the table and/or the distribution). The number of non-student affiliate members may not exceed twenty percent (20%) of the organizational membership.
iv. Amendments to the original Statement of Purpose, and name changes must be submitted to the AS Activities Council for approval.

v. Organizations are expected to exercise reasonable precaution to ensure that their events and activities are safe to all participants and do not cause damage to property or persons. The AS and/or Student Activities staff reserve the right to limit proposed organization sponsored activities that pose a high risk and/or which endanger the physical health or safety of an individual.

vi. Organizations are required to follow all AS financial policies and regulations, and may receive financial benefits except as noted below. All financial transactions must be conducted through the Viking Union Finance Office.

1. "Limited Membership Organizations" may not receive AS funds for any purpose except in the form of a loan for events or activities. These organizations must follow all applicable AS policies.

2. "Religious Organizations" may not receive AS funds for any purpose. Funds controlled by these organizations may not be deposited in AS accounts and may be expended without AS approval provided that at the time of collection it shall be indicated that funds will belong to the respective organization and not to the AS or WWU. These organizations shall retain records of the amount of funds raised on-campus and provide those records on the request of the AS.

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