Associated Students  
Western Washington University  
Club Recognition Policy  
January 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 organizations 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 compliment 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
e. 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.

b. The organization must provide an activity not offered by any existing campus organization. If a similar sports club or athletic team exists the Activities Council shall contact the appropriate department prior to recognition.
   c. Participation in an activity-organization 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 to be founding members and be listed on the A.S. Clubs and Organizations Recognition Request Form.

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, the regulations must be adhered to in order to retain recognition after initial approval as an organized program.
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.

d.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.

d.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 AS Structure and Program Advisory Committee Board of Directors for review and recognition. Applications must include:
   a. Program A.S. Clubs and Recognition Request Form
   b. Statement of purpose
   c. Job descriptions for staff
   d. Proposed activities and services
   e. Proposed budget

2. The A.S. Structure and Program Advisory Committee Board shall forward the proposed application to all the appropriate committees and councils 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 A.S. Board of Directors their findings and recommendations for said program. The A.S. 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 A.S. 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 the 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. Proposals must include:
   a. A.S. Clubs and Recognition Request Form
   b. Statement of purpose
   c. Job descriptions for staff
   d. Proposed activities and services
   e. 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

RECOGNIT-POL

Approved By: Activities Council, AS Board of Directors
Date Approved: 04/21/78, 04/25/78, 12/05/78, 05/19/92, 05/22/95-AC/05/24/95-ASB.
06/02/99 - ASB
Organization: Associated Students
The Associated Students of Western Washington University is 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.

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      i. 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 the benefits, requirements, and regulations of organizational recognition, except as noted within this policy.
      ii. 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.
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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.
e. Regulations: These regulations must be adhered to in order to retain recognition after initial approval as an organization.
   i. An organization must abide by all applicable Associated Students policies and procedures, University policies and procedures, and federal and state laws.
   ii. 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 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.
   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.

C. VIOLATIONS
The AS 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, which could include, but is not limited to, denial of access to resources or revocation of club recognition.
CONSTITUTION & BY-LAWS - A SAMPLE

It is often helpful for clubs and organizations to establish a constitution and by-laws to aid in the effective running of the group. Below is a sample outline that your group could use to develop a constitution and by-laws.

Sample Constitution

Preamble
State the purpose and aim of the organization. It shall be the purpose of [name of organization] to [identify purpose].

Article I - Name
Section 1 The name of this organization shall be [provide complete, official name, and specify any variations on the name which the organization might use in the business it conducts].
Section 2 Identify, if any, affiliations with national, regional, or other groups and specify what the relationship is between the local group and other groups.

Article II - Membership
Section 1 List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated. Please note: Membership must be open to all students on a non-discriminatory basis. Membership in a recognized student club or organization is available to WWU students, faculty, and staff, and can be open to community members as well.

Article III - Officers
Section 1 The officers of this organization shall consist of: [state the number of officers, their titles, and their general duties and responsibilities].
Section 2 Qualifications for each office, if any.
Section 3 Term of office [state the period of time that the office will be held].
Section 4 Provisions for removal of an officer.

Article IV - Executive Council/Board of Directors
Section 1 State the make-up of the Executive Committee, Board of Directors, or Council (if you have one); the method of selection; terms of office; and its general duties and responsibilities as well as a provision for filling vacancies.

Article V - Elections
Section 1 Election of officers shall be held [state the method and frequency of elections; specify who is eligible to vote and all qualifications, requirements, or other conditions that members must meet before becoming candidates for office].

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Article VI - Meetings
Section 1  Regular meetings of this organization shall be held [state the number of members required to be present at a meeting in order to conduct the organization's business, i.e., a quorum, which is usually a simple majority].

Section 2  [State by what rules of order or procedure the meetings of the organization shall be conducted].

Article VII - Advisers
Section 1  There shall be [list the number] faculty/staff advisers who shall be ex officio members with no voting privileges.
Note: The A.S. does not require recognized clubs & organizations to have a faculty or professional staff member as an adviser, but it is encouraged.

Section 2  Method of selecting adviser.

Section 3  Duties or responsibilities of adviser.

Article VIII - Amendment
Section 1  The constitution may be amended by a vote of [be specific - include any requirements for the form or manner in which the amendment is written; any limitations for the presentation or ratification of an amendment; and what margin of votes an amendment shall be required to receive for passage].

Sample By-Laws

By-Laws deal with the day-to-day rules governing an organization. These may have to change in order to accommodate new conditions or circumstances. Hence, they should be reviewed and updated at least annually.

1. Meetings: Stipulate the frequency of meetings, possibly the day of the week, and even the time and location.

2. Officers: List any additional duties or responsibilities assigned to the various officers which have not already been covered in the constitution.

3. Committees: Name any standing committees and the method to be used for selecting chairpersons and committee members. State the duties and responsibilities of these committees.

4. Financial: Provide for membership fees, dues, and other assessments (if any); also details regarding delinquencies. Consider provisions for allocation of funds. Note: With the exception of religious clubs, all clubs and organizations are required to use the VU Finance Office for any and all financial transactions.

5. Elections: State all election rules and procedures not already covered in the constitution. Be sure to include procedures for filling vacancies and procedures for voting.

6. Amendment of By-Laws: Stipulate the method for amending the By-Laws. The requirements for amending the By-Laws should not be as great as those for amending the constitution.

Please give a copy of your Constitution and By-Laws to the receptionist in VU 202 to be kept on file in the central club files. Thank you!