

**PROCEDURE**

Effective Date: DRAFT 10/5/10

Approved By: AS Activities Council 00/00/00; AS Board 00/00/00

Authority: RCW 28B.35.120

Cancels: PRO U8610.01

See Also: POL U8610.01

**PRO-U8610.01A ASSOCIATED STUDENTS (AS) CLUBS RECOGNITION PROCEDURE****Student Organization Must Submit Recognition Request Form**Action by:Action:

Student Organization

1. Student groups requesting recognition must meet with the Student Activities Advisor, attend a new club orientation session, and submit an AS Clubs and Organizations Recognition Request Form and Registration Form to the AS Activities Council, which will serve as the governing body authorized to grant official club recognition to student groups. The following should be included in the request documentation:
  - a. Purpose of the organization
  - b. Organizational status requested (i.e., general, religious, limited membership)
  - c. Constitution
  - d. 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 mission of the ASWWU.
  - 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 not duplicate an opportunity provided by an existing campus organization.
  - d. Participation in an organization must be open to all currently enrolled WWU students on a non-discriminatory basis. (Note: specific exceptions in "Limited Membership" Organizations.)

## PROCEDURE

Action by:

Action:

- e. A minimum membership of five (5) currently enrolled WWU students must agree to be founding members and be listed on the AS 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. 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.)
  - g. 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.

### Regulations Must Be Adhered To Retain Recognition

5. 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 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 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. Membership (with voting privileges) in a recognized student club is available only to currently enrolled WWU students. Student clubs may make the determination to allow non-student participation in adherence with the following stipulations. Non-students (including faculty, staff, students from other institutions, and community members) may be allowed to participate in the meetings and activities of a recognized club, provided that this does

## PROCEDURE

Action by:

Action:

not limit the participation of student members. These non-student participants will be known as "community affiliates" and will not possess the ability to vote or hold office. The number of community affiliates may not exceed twenty percent (20%) of the organizational membership. Working at tables and distributing materials on campus on behalf of the organization must be conducted by student members (community affiliates may assist, provided that a student member is present at all times and responsible for the table and/or the distribution).

- d. Amendments to the original Statement of Purpose, and 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 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.
  - "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.
  - "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.

## PROCEDURE

Action by:

Action:

### VIOLATIONS

6. The AS Activities Council shall hold a hearing to review alleged violations against student organizations, limited to the AS Activities Council members. 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.