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**2019-2020**

# **ASWCC CLUB CHARTERING PACKET**

## ASWCC Vision Statement

ASWCC Student Leadership aims to achieve a dynamic campus environment in which all students are represented and have an opportunity to participate.

## ASWCC Mission Statement

To serve students by providing diverse opportunities for involvement to build campus community and represent student concerns in college decision-making.

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## Definitions

**Office of Student Life and Development (OSLD)** – The office located at Syre 208 which houses all ASWCC Club Team staff and serves as location where clubs can turn in club paperwork during regular business, Monday – Friday, 8:00 am to 5:00 pm.

**Associated Students of Whatcom Community College (ASWCC)** – The representative student body organization for Whatcom Community College. Its membership consist of all currently enrolled WCC students and is governed by the ASWCC executive Board, Programming and Diversity Board, and Senate.

**ASWCC Club Team** – The student leaders and professional staff who support and oversee ASWCC Clubs.

**Club Action Form (CAF)** – The form ASWCC Clubs can use to make requests, such as requesting to make a purchase with club funds, reserve a room on campus, get materials printed, initiate travel, etc.

*v1.0 - Updated 9.20.19*

## Instructions for Chartering an ASWCC Club

Thank you for your interest in chartering an ASWCC (Associated Students of Whatcom Community College) Club. The chartering process is the official process a group of WCC students must complete to initiate a club on campus. Completing the chartering process gives the group of students the official designation as an ASWCC Club and grants the associated benefits, including access to funding and resources through the ASWCC.

### **The following steps are required to complete the club chartering process:**

- ❑ Complete the application to charter and communication agreement included in this packet.
- ❑ Establish a club constitution using the constitution template included in this packet or submitting an original club constitution.
- ❑ Find a WCC faculty or staff member to serve as club advisor and to complete the advisor agreement included in this packet. Clubs are required to have one advisor, but may have multiple co-advisors.
- ❑ Submit copies of quarterly class schedules for five initiating club members to the Office of Student Life and Development to verify current student status.
- ❑ Two members of the club and at least one club advisor must complete ASWCC Club training.

**All chartering requirements, including club training, must be complete by first day of the 7<sup>th</sup> week of the quarter for the club to receive access to funding for that quarter.** Clubs who complete chartering requirements after the deadline may still receive recognition and the ability to reserve a meeting location on campus, but will not be able to access funding until the following quarter (summer quarter not included.)

Once all requirements are complete, and all chartering documents turned in to the OSLD and reviewed by the ASWCC Club team, the initiating club members and advisor will be notified once the club is officially chartered, and the club may begin to utilize the benefits of club status, including reserving a meeting location through an ASWCC Club Action Form.

**Please note ASWCC Clubs are not active during summer quarter or during intersessions between quarters.**

Clubs can complete the “ASWCC Club Intent to Return” packet during spring quarter to indicate their intent to return the following academic year and to expedite the chartering process for the following fall quarter.

## Instructions for Club Constitution

### Section 1: ASWCC Club Name

The name listed here will be used in all cases of identifying the club and must meet these requirements:

- Clubs must include the word “club” or other acceptable alternatives which reflect the role and purpose of clubs on campus, subject to approval by the ASWCC Club team. Examples of acceptable alternatives include “student association” or “student society”. Examples of alternatives that would not be accepted are “program,” “department” or similar words which have other meanings and denotations on campus.
- Clubs must identify themselves with the ASWCC in their name, not the College itself. Example: “ASWCC Literature Club” would be an appropriate name for a club, not “WCC Literature Club”. In this example, the club could refer to itself as “Literature Club” in casual verbal contexts, but in any written or official

context, clubs are required to include ASWCC in their name. As ASWCC Clubs are student initiated, student led, and funded by student S&A fees, this requirement is important to denote the relationship of clubs to the ASWCC.

## **Section 2: Purpose**

Your purpose statement will be used to communicate to the campus the mission, vision, intent, and/or goals of your club. This statement will be listed on the ASWCC Club page on the WCC website which is the official list of clubs on campus. When drafting this statement, make sure to remember that potential club members will be reading your purpose statement to gauge if your club meets their interests.

## **Section 3: Membership**

ASWCC Clubs shall be open to all WCC students on a non-discriminatory basis with specific exceptions allowed as outlined in the ASWCC Club Handbook. ASWCC clubs may choose to be open to non-WCC students, however the club must be initiated and chartered by current ASWCC students. We ask five of the students initiating the club provide a copy of their class schedule to the ASWCC Club Team to verify current enrollment status.

## **Section 4: Officers**

Your club gets to decide its own organizational structure and develop its own officer roles. You are required to have at least two club officers with at least one as a club president or equivalent position, and only currently enrolled WCC students may serve as club officers. Complete the “duties of club officers” template or attach your own list of duties to the chartering packet to communicate the roles and responsibilities of each club officer.

## **Section 5: Bylaws**

Bylaws are governing guidelines your club uses to make decisions. Please complete the bylaws template in this packet, or attach your own drafted bylaws which must at minimum address the sections in the template.

## **Section 6: Financial Procedures**

This section will provide information as to how your club will collect money, such as joining or membership fees, if applicable. Please complete the financial procedures template in this packet, or attach your own drafted financial procedures which must at minimum address the sections in the template.

## **Section 7: Outline of Activities**

In this section, please outline the activities and events your club is planning to host and/or participate in throughout the year. Please note clubs are required to meet at least monthly and to participate in Orca Day to maintain active status.

# Application to Charter an ASWCC Club

## Initiating Student Information

Please list below the student who is taking primary charge the chartering process for this club. This student will be contacted if there are questions about chartering paperwork.

Name

Phone

Class schedule attached

WCC student email

## Initiating Club Members

In addition to the student above, four additional currently enrolled students expressing interest in the club are required to charter. A minimum of two members must attend ASWCC Club training before the charter will be approved.

Print name

WCC student email

Class schedule attached?

## Additional Initiating Club Members

Only five currently enrolled WCC students are required to charter a club, but you may list additional initiating club members below if you would like.

Print name

WCC student email

Class schedule attached?

# Club Constitution Template

This template can be filled out to meet the club constitution requirements for chartering a club, or you may submit an original club constitution which must at least address the seven sections below.

## Section 1: ASWCC Club Name

ASWCC Club name:

To your knowledge, has this club existed in prior years?

If so, under what name(s)?

## Section 2: Purpose

Club purpose (write legibly and review closely, this statement will be used on the ASWCC Club page):

## Section 3: Membership

The membership of this organization shall consist of:

Currently enrolled WCC students

Other:

## Section 4: Officers

Officer position 1 title (president or equivalent):

Student name:

Phone:

WCC student email:

Officer position 2 title:

Student name:

Phone:

WCC student email:

Officer position 3 title:

Student name:

Phone:

WCC student email:

Officer position 4 title:

Student name:

Phone:

WCC student email:

Officer position 5 title:

Student name:

Phone:

WCC student email:

*You may attach pages with additional club officer positions if desired.*

## Duties of Club Officers

Below are example duties for each of your club officers. You can assign these duties to different officer positions by listing the officer position number to the duties.

Required club officer duties:

Making sure attendance records are completed and turned in for each club meeting and event.

Communicating with the ASWCC Club Team regularly, answering emails and notifying of any club changes including officer changes

Serve as a public point of contact for the club, answering questions from interested students and campus community members

Tracking club funds and expenditures in collaboration with ASWCC Club Team

Stepping into club officer 1's role in the case of their absence

Communicating with ASWCC Club Team to make sure information about club on ASWCC Club webpage is up to date

Completing and turning in end of quarter report for club

Other recommended duties for officers:

Setting agendas for club meetings

Leading club meetings

Taking meeting minutes for each club meeting

Completing and submitting Club Action Forms, corresponding with the ASWCC Club Team when there are questions about Club Action Form requests

Designing club advertising materials

Managing club social media accounts

Coordinating the planning of club events

Please list any additional club officer responsibilities below. Feel free to attach additional pages.

## Section 5: Bylaws

Method of adopting decisions made by club members:

Majority vote by club members present at the meeting  
Other

Method for amendment or revision of club decisions:

Majority vote by club members present at the meeting  
Other

The terms of each officer shall be

One quarter  
One academic year  
Other

## Section 6: Financial Procedures

Procedure for collecting membership dues:

No dues will be collected at this time  
Other (please be specific)

Amount of dues or special fees collected from members:

No dues or special fees will be collected  
Other (please be specific)

Method for approving club fund expenditures

Majority vote by club members present at the meeting:  
Other (please be specific)

## Section 7: Outline of Activities

Outline tentative activities your club plans to host, including club meetings (clubs required to meet at least once per month to maintain active status), any events your club plans to host, ideas for your club's participation in Orca Day on June 10, 2020 (required to maintain active status), and anything else your club is considering.

Please note that any event or meeting listed here will still require a Club Action Form to be submitted before any spaces on campus are booked.



## Communications Agreement

It is essential that clubs maintain consistent communication with the ASWCC Club Team and to the WCC campus community. Failure to maintain active communication will result in the club going into inactive status.

- Clubs are required to identify one club officer as a public point of contact for the club. This officer's WCC student email will be listed on the ASWCC Club webpage for interested students and members of the campus community to contact if they have questions about the club. This is listed as a required club officer duty on page 6.
- Clubs are expected to respond to all emails from the ASWCC Club Team in a timely manner.
- Clubs are required to use their WCC student emails to communicate with the ASWCC Club Team, not personal email accounts.
- The ASWCC Club Team must be notified of all club officer or club advisor changes as soon as possible.
- Once per quarter, Clubs are required to check in with ASWCC Club Team to make sure our contact list for the club is up to date. This can be done via email.
- Clubs are expected to check their entry on the ASWCC Club webpage at least once per month to verify the information is accurate. The ASWCC Club webpage is the official list of clubs on campus, so maintaining its accuracy is essential to achieving the mission of ASWCC Clubs.
- Clubs are required to complete Club Attendance Records for all club meetings and events. Club Attendance records are available at the OSLD and can be turned in to the OSLD at any time, but they are due no later than the last day of the 11<sup>th</sup> week of the quarter, along with the Quarterly Club Report.
- If clubs choose to create a social media presence for their club (on Facebook, Instagram, Twitter, Snapchat, etc.) they must adhere to social media guidelines outlined in the ASWCC Club Handbook and develop a succession plan to transition the social media accounts if the club member managing the page becomes no longer involved with the club. This prevents inaccessible and outdated club social media accounts from existing on the internet.

By signing below, you acknowledge you have read and agree to the communication requirements listed above.

*Initiating student signature*

On behalf of

*ASWCC Club*



# Guidelines for ASWCC Club Advisors

## Advisor Role

Club advisors play a vital role in ASWCC Clubs to ensure student involvement with the club is meaningful and productive. The most successful clubs are those in which the advisor takes an active interest in the club. The role of the club advisor is to support, inspire, and empower club members to have a meaningful experience and to achieve the student learning outcomes for ASWCC Clubs:

- Learn and practice leadership skills
- Grow in artistic, technical, and social skills
- Develop friendships and build community
- Contribute to the life of the campus by providing activities and/or services
- Connect with faculty and peers along academic pathways and interests
- Build an environment that inspires and empowers students

While supporting the club, please allow students to take charge of initiating all club forms and communication between the club and the OSLD regarding regular club operations. The ASWCC Club Team is always willing to work with Club Advisors to provide guidance and insight into the role of advisor. If you have questions about your role as club advisor, please do not hesitate to reach out to the ASWCC Club Team to discuss.

## Advisor Responsibilities

- Participate annually in ASWCC Club training
- Attend all club events held outside regular College business hours, including weekends and holidays (see ASWCC Club Handbook for more specific details)
- Have a thorough knowledge of the club's constitution
- Have a commitment to student leadership development within the club.
- Promote professionalism within club membership
- Be knowledgeable of OSLD and College policies that pertain to clubs, including Financial Guidelines for the ASWCC, Guidelines on the Use of Services and Activities Fees (aka Killian Outline), and Student Rights and Responsibilities Policy
- Provide oversight and advising for decision making related to spending club funds

## Advisor Agreement

This agreement indicates the WCC faculty and/or staff members listed below have read and understand the Guidelines for ASWCC Club Advisors, is aware of the Advisor Role and Responsibilities, and agrees to serve as an advisor for \_\_\_\_\_ this academic year.

Advisor name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_