

Whitworth University Club Chartering Policy

ASWU Bylaws

Section 8. Club Chartering Committee

a. Purpose: The Club Chartering Committee is responsible for making recommendations to the assembly on the chartering of ASWU clubs and the bringing of clubs sponsored speakers to campus. It shall ensure that each club has a clear purpose, an advisor, and has considered membership, organizational structure, liability, duties, national affiliation mission and potential activities before passing a recommendation to the assembly. The Vice President of Student Life must approve the proposed charter before moving onto the assembly for a vote. The Director of Student Activities must approve the proposed speaker before moving onto the assembly for a vote. The club or club sponsored speaker must also meet the guidelines listed on pages 3 and 4 in the club manual titled, Becoming a Club at Whitworth University. Clubs and their actions that are chartered by ASWU do not necessarily represent the views and positions of the university.

b. Representation: The Club Chartering Committee shall consist of two assembly members and two members of the student body at large who are appointed by the financial vice president. The financial vice president shall chair the Club Chartering Committee meetings.

c. Meetings: The Club Chartering Committee shall meet whenever necessary to give recommendations to the assembly on the chartering of ASWU clubs, or whenever deemed necessary by the financial vice president.

Becoming a Club at Whitworth University

Thank you for taking the initiative to start a new club through the Associated Students of Whitworth University. We hope this packet will help you through all the phases necessary in beginning your club. Please read each section carefully and return the completed forms to ASWU promptly.

The following is a list of privileges extended to officially recognized and chartered clubs:

1. Inclusion in the university handbook and all ASWU informational publications, forums, and mailing lists as an ASWU club.
2. Ability to reserve campus facilities for club meetings and activities.
3. Access to ASWU programming funds, after going through requisition process.
4. May post on campus stamped and approved notices for meetings and activities.
5. May use Whitworth.fm and The Whitworthian to advertise for meetings and events at a 50% discount.
6. May post meetings and activities on the university's online master calendar.
7. May take part in Springfest and other club fairs being sponsored by ASWU.
8. May send campus wide email through ASWU, according to Club Email Policy.
9. Free accounting services.
10. Automatic seat on the ASWU Club Council. This opportunity provides input and support from other clubs, and fund-raising ideas and options. Please refer to the attached, Associated Students of Whitworth University Club Chartering Policy (below) for the privileges and restrictions for your organization.

PROCESS FOR BECOMING A CHARTERED CLUB

Below you'll find the Club Constitution Guidelines, the Associated Students of Whitworth University New Club Chartering and Registration Form and the Club Officer Roster Form that you'll need to fill out and return to the ASWU Financial Vice President for chartering. These forms will help you:

1. Organize your members (all members must be Whitworth students).
2. Find an advisor from the Whitworth Community which must be a current faculty or staff member- (Make sure they get a copy of the Club's Advisor Manual attached).

Additional Advisor Responsibilities

Clubs advisors must do the following:

- **Attend at least one club meeting per month to maintain the club's chartered status by the ASWU assembly.**
- **The Advisor must also provide a written report of the club's activities to the FVP at least 2 times per semester. If advisors do not attend the club meetings and provide said report, they and the club will be notified and if the advisor is not responsive within 2 days, the said club's account may be frozen until further notice at the discretion of the ASWU Financial Vice President.**
- **Club advisors must also attend an advisor training session once per semester directed by the ASWU FVP and the Director of Student Activities.**

3. **Develop a name and a statement of purpose that is in keeping with the mission and goals of Whitworth University (Use the Club Constitution Guidelines).**

Note on Club Meeting Responsibilities: Clubs must meet at least once per month in order to be considered a chartered club by the ASWU.

Process for club's hosting Speakers on Whitworth's Campus

4. **Clubs that wish to bring and sponsor a speaker or artist to Whitworth's campus must obtain the approval of the club chartering committee, the Director of Student Activities and then the ASWU assembly through a majority vote. The FVP will inform the assembly one week prior to voting on the speaker or artist in question. A club's proposed speaker must be presented to the ASWU assembly before a said speaker's contract is signed. The ASWU should consider the following when voting on the approval club-hosted speakers:**

1. **Does the proposed speaker and his/her message meet the mission of Whitworth University?**
2. **Does the proposed speaker meet the mission of the ASWU?**
3. **Does the proposed speaker accurately represent the interests of Whitworth students?**

The process for submitting a request for a club to host a speaker or artist on campus is as follows:

1. **Submit the request in writing to the ASWU Financial Vice President at least one-month prior the proposed speaker's attendance on campus.**
2. **The FVP will then review the request and notify the Club Chartering committee of the request at least 3 days before the committee meeting. The club is then responsible for presenting to the club chartering committee and must be able to articulate to the committee answers to the above questions as well as why they want to bring the said speaker to campus and what they hope to achieve in doing so.**
3. **If the speaker request is passed by the club chartering committee, it will be reviewed by the Director of Student Activities before going to the assembly for a vote.**

4. After review and approval by the DSA, the Financial Vice President will notify the assembly of the proposed speaker at least one week prior to an assembly vote.
5. If the assembly approves the request through a majority vote, the club president and/or officers will coordinate with the ASWU Financial Vice President, ASWU bookkeeper and club advisor to sign a contract for attendance.

*****If at any point any of these steps is not approved, the proposed speaker request does not pass and the club will not be allowed to host the speaker on campus through the ASWU.**

5. Submit a roster of all your officers and members.

6. Write out your club constitution (see Club Constitution Guidelines).

7. Submit all completed forms in the chartering packet to ASWU Financial Vice-President for review. The Financial Vice-President will write out his/her recommendation from club chartering committee and forward it the Director of Student Activities, who will then review and approve your documents, write out any comments and recommendations, and then return these documents to the Assembly, who will vote on final approval. The President of your club at any time may be asked to give more information to the Assembly, club chartering committee or Director of Student Activities regarding your request for a club charter. Your group will be notified in writing as soon as a decision has been made.

8. Until the club is chartered with ASWU and has received official recognition, no potential club or organization can regularly use Whitworth's or ASWU's official name, grounds, equipment, nor shall they sponsor or publicize any events (including fundraisers), until they have received official charter.

9. Potential clubs may not receive or solicit funds from any university area, department, and student organization or outside donor.

10. National Club Affiliations: Clubs can charter with national affiliations and receive funds/resources from said affiliations. These clubs must keep the FVP up-to-date on said affiliations and funding. Clubs with a national affiliation will be responsible for providing the FVP with the funds and resources from said affiliates once per month at the Club Council Meetings. These national affiliations will be brought into consideration every spring when a club requests funds in the ASWU Budget Committee for next year.

Additionally, any potential club must present a copy of the mission of their national affiliate to the club chartering committee, the Director of Student Activities, and the general assembly so that ASWU may discern whether their mission falls within the ASWU mission statement.

11. A potential club violating any part of this policy may jeopardize their status with ASWU.

12. Potential clubs can make arrangements with the Director of Student Activities to set up recruitment advertisements for 2 weeks prior to charter in order to develop interest in the club, and The

Whitworthian reserves the right to make editorial decisions regarding advertising or story content regarding a potential club.

So, as a reminder, in order to charter your organization, submit the following forms to the ASWU Financial Vice President:

1) Your Club's Constitution

2) The Club Chartering/Re-chartering Registration Form (signed by your advisor)

3) National Affiliate's Mission (if applicable)

4) The Club Rosters of Officers and Members. If you have any questions regarding any of these mailers, please feel free to call the ASWU Financial Vice President at extension x4557. Thank you for your interest in participating in ASWU.

Associated Students of Whitworth University

New Club Chartering and Re-chartering Registration Form

<http://whitworthclubs.com/>

***Please submit this form online or return this completed form along with a roster (of all officers and members), Club Constitution and other pertinent documents to the ASWU Financial Vice President.

1) Club/Organization Name:

2) Type of Organization:

Academic

Sports/Rec.

Religious

Honorary

Political

Service

Social

Advocacy

Education

3) Membership and General Information

Brief description of club's purpose:

4) Advisor's name and department: _____

Advisor has read the Club Advisor's Manual: Yes No

5) Will you collect membership dues? Yes No

If yes, how much per person? _____

6) Is your organization open to all students? Yes No

If no, what restrictions does your organization have in regard to membership? _____

7) Do you have any local, state, or national affiliations? Yes No

If yes, list here: _____

8) On attached sheet, please describe your plans for at least two special events or projects that you would like to accomplish this year.

By signing below, I understand that the club or organization must remain within the confines of the ASWU Constitution, the Club Chartering Guidelines, the Mission and Goals of Whitworth University, and all local, state, and federal laws. I also realize the necessity to work as a team with other clubs and therefore agree to have a representative at the Club Council and ASWU meetings each month. I also understand the club will be evaluated twice a year, and that the club's charter could be revoked at this time if conditions of the charter are not being met. The failure to abide by any of the above regulations may result in a review and possible revoking of this charter by the ASWU Assembly. Unless revoked, this charter shall remain in effect until the re-chartering process in April of the same academic year.

President of Club/Organization **Date** _____
Advisor of Club/Organization **Date**