Student Club Recognition Standards
University Standards: STN-U8610.02

Effective Date: July 13, 2023

Authority
POL-U8610.02 Recognizing Student Clubs

See Also
RCW 28B.35.120 Trustees—General powers and duties of board.

Purpose
These standards provide details about processes and expectations for Western Washington University Student Clubs.

Definitions
Campus Affiliate Department:
University office, program, or department which establishes documented affiliations with, and provide some structural support to, recognized Student Clubs.

Register a New Organization Form:
Official form for Club Recognition. To find- go to Western Involvement Network https://win.wwu.edu/ sign in using universal login, select drop down menu, select organizations, use the register an organization button, scroll to bottom for Register a New Organization.

Student Club:
A voluntary organization or association that has been granted official recognition by the University and that is initiated, led, and sustained by student members. Exceptions include: the student body government and its established programs, residence hall councils, department-led student employment, social fraternities and sororities, and academic programs with experiential or out-of-the-classroom components. These areas are not considered Student Clubs.

Standards

Clubs Recognition Steps

1. Student Clubs must meet the requirements in university policy POL-U8610.02, Recognizing Student Clubs.

2. A group of, at minimum 5, students proposing to create a club must submit the Register a New Organization Form. Proposed Clubs must include the Club Name, Purpose of Club, Roster, etc. as instructed in the form.

3. New Clubs must choose one affiliate and/or organizational category from those described below. The Club Activities Office staff is available to help clubs determine the most appropriate category and may reassign categories, in consultation with affiliate area, if the
proposed choice seems misaligned with the category’s description at any time. The AS Club Activities Office serves as the default Campus Affiliate Department for all Student Clubs that do not have a formal relationship with another Campus Affiliate Department.

A. Associated Students (AS) Clubs- these Clubs affiliate with the AS Club Activities Office for services and support:
   i. Academic/Departmental – Clubs that associate with a Western academic department
   ii. Arts, Music & Dance – Clubs that explore and celebrate the arts through art, design, crafts, music, dance, etc.
   iii. Culture & Language – Clubs that support cultural sharing and/or language learning in a social and/or educational setting. This category is for culturally-focused clubs not affiliated with the Ethnic Student Center.
   iv. Environmental – Clubs that support sustainability and environmental causes
   v. Gaming – Clubs that are active in gaming of any kind, such as board games, video games, tabletop games, live action roleplay, e-sports, etc.
   vi. LGBTQ+ - Clubs to support and build community among LGBTQ+ identified students and allies
   vii. Political – Clubs that engage in some aspect of politics which may include supporting a particular political party or viewpoint
   viii. Pre-Professional & Honorary – Clubs designed to support career and professional development and/or have parameters for involvement such as academic achievement, membership in particular majors, etc.
   ix. Recreational – Clubs that involve recreational activities such as martial arts, outdoor recreation, sports, fitness and exercise (this does not include Sports Clubs).
   x. Religious – Clubs that involve religious practice, teaching, or worship
   xi. Service – Clubs that provide the student body with service or volunteer opportunities to support a beneficial cause or non-profit organization
   xii. Social Issues – Clubs that organize to create social change or raise awareness on current issues facing society
   xiii. Special Interest – Clubs that have a niche interest in a particular topic

B. Ethnic Student Center (ESC)- Clubs that are committed to the ESC mission to “be a community that centers the voices and experiences of historically underrepresented BIPOC students and allies by providing a social atmosphere and inclusive environment.”

C. Sport Clubs- Clubs that participate in competitive and recreational sports and are affiliated with Campus Recreation
D. Other Affiliate – Clubs can establish affiliation with another department not already listed and will work with the Club Activities Office to create an affiliation agreement.

4. Each Club must submit a Constitution or other foundational document. A template for making a constitution links available in the Register a New Organization Form.

5. Club leaders must meet with Club Activities Office Staff to discuss the creation of the club. During that meeting it will be determined if the club meets the above requirements, and the following topics will be discussed:
   A. Review the appropriateness of the purpose and organizational category/affiliation
   B. Review the starting club members to assure they are current students.
   C. Review of the constitution or other foundational documents to assure democratic procedures and open to all students on a non-discriminatory basis. Dues or membership fees must appropriate for the Club’s activities and efforts should be made to keep them accessible.
   D. Ensure the club meets all eligibility requirements referenced in the Recognizing Student Clubs policy (POL-U8610.02) and that its purpose and activities would not violate any university policies.
   E. Review available trainings and annual events to support Clubs throughout the year.

6. Once the Club Activities Office staff verifies that all requirements are met, the club’s recognition request will be approved in WIN, making it an official and active Student Club.

Changing Club Names and/or Purpose Statements

1. Student Club Name and/or Purpose Statement changes can be requested at any point using the Club Mid-Year Name and/or Purpose Change Request WIN form found here.

2. Changes are official after approval by Campus Affiliates and the Club Activities Office.

Student Club Benefits

1. Clubs receive benefits outlined in university policy POL-U8610.02, Recognizing Student Clubs

2. Club members may reserve campus space for use of the club, without paying room fees.

3. Club members may reserve spaces for tables and distributing materials on campus on behalf of the Club.

4. Clubs must access services from staff members associated with Campus Affiliate area for completing required forms, managing financial accounts, planning events, planning travel, processing contracts, assessing and managing risks, etc.
Club Expectations:

1. Student Clubs must meet Club Expectations in university policy POL-U8610.02, Recognizing Student in addition to the following.

2. Club leaders, members, and advisors are expected to uphold inclusive practices toward all identities. Protected identities include Race, Ethnicity, Color, National origin, Age, citizenship or immigration status, Pregnancy, or use of protective leave, Genetic status, Sex, Sexual orientation, Gender identity, Gender expression, Marital status, Creed, Religion, Veteran or military status, Disability, or the use of a trained guide dog or service animal by a person with a disability. Discrimination will not be tolerated toward current, potential, and past members, university faculty and staff, nor community members. If such acts should occur, members and non-members are expected to report violations to university staff, and it will be reported to appropriate source and handled as swiftly as possible. For more information about the university’s notice of discrimination and reporting, visit: https://crtc.wwu.edu/compliance/non-discrimination

3. Western Washington University prohibits hazing. Hazing, defined as any act that, as an explicit or implicit condition for initiation or admission into, affiliation with, or continued membership in a group or organization, endangers the health, safety, or well-being of any member of the university community, is a violation of Western’s Student Conduct Code. To learn more visit https://osl.wwu.edu/hazing-prevention.

4. Student Clubs must abide by these Standards, University policies and procedures, and federal and state laws including risk reduction practices and affiliate travel documentation procedures.

5. Clubs are expected to exercise reasonable precaution to ensure that all activities are safe for all participants and do not cause damage to persons or property. Staff in Campus Affiliate areas will assist as needed and reserve the right to limit proposed activities that pose a high risk and/or which endanger the physical health or safety of an individual.

6. No Club members, leaders, nor advisors may sign any contracts on behalf of the Club or WWU. Performance or vendor contracts, facility rental agreements, and non-WWU contracts must be submitted into the WWU Contract Management Module by a WWU staff member and signed by the appropriate university staff who are authorized to sign contracts for the University.

7. University funds may not be granted for, or expended on, activities involving religious worship, exercise, or instruction.

Violations of Standards

Violations will be considered according to the process set out in the Recognizing Student Clubs policy (POL-U8610.02)