

Standards: Recognition and Expectations of Student Clubs

University Standards: STN-U8610.02

Effective: October 31, 2023

Authority

[POL-U8610.02](#) Recognizing Student Groups policy

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 provides some structural support to, recognized Student Clubs.

Register a New Organization Form:

Official form for Club Recognition. To find- go to Western Involvement Network (WIN) <https://win.wvu.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: 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

Club Recognition Steps

1. Student Clubs must meet the requirements in university policy POL-U8610.02, Recognizing Student Clubs.
2. A group of five or more students may propose to create a club by submitting 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 Associated Students (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 Clubs- these Clubs affiliate with the AS Club Activities Office for services and support:
 - i. Academic– Clubs that align with an academic field of study
 - 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 affiliated with Campus Recreation).
 - 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” and that are affiliated with the ESC.
- 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 ensure democratic procedures and that the club is open to all students on a non-discriminatory basis. Dues or membership fees must be 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 most campus spaces for use by 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 the 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 Clubs, in addition to the following.
2. All Student Clubs are part of the Western community. Club leaders, members, and advisors are expected to uphold [Western's basic values](#). This includes acting respectfully toward other Student Clubs and people of all identities, and acting with integrity and accountability in all Club work.

Harassment (as defined in the Student Conduct Code, WAC 516-21-110) of other clubs or club members is not allowed.

3. Discrimination and harassment against current, potential, and past members, university faculty and staff, students, and community members on the basis of protected characteristics is prohibited by POL-U1600.02 and will not be tolerated. Protected characteristics 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. If such acts should occur, members and non-members are expected to report the behavior to university staff, who will refer the matter to the Office of Civil Rights and Title IX Compliance. For more information about the university's non-discrimination policy and reporting discrimination and harassment concerns, visit: <https://crtc.wwu.edu/compliance/non-discrimination>
4. 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>.
5. Student Clubs must abide by federal and state laws, these Standards, and University policies and procedures, including [risk reduction practices](#) and affiliate travel documentation procedures.
6. Clubs are expected to exercise reasonable precautions 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.
7. 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.
8. 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) and PRO-U8610.02, Addressing Violations of Student Club Policies, standards, and procedures.