



Welcome!

Being involved with the club experience is an exciting prospect, offering involvement, networking and learning opportunities. Such opportunities complement personal or professional development because students are at the forefront of creating activities that enhance academic or personal interests.

Westside Centers register over 1000 students per year, offering all students the opportunity to become involved with creating, leading, or being a member of a student club. This community creation has improved student life within the Centers because it has offered networking opportunities within an academic profession, socializing within an academic program or cohort, or the advancement of student's personal interest.

Central Washington University Westside Student Affairs support voluntary club participation and view such opportunities as an advantage. It is an opportunity for students to join together to learn and practice leadership skills, develop friendships, contribute to campus life by providing activities or services, and to have fun.

Clubs have access and opportunities that individual students do not have. When more students are involved in clubs, the stronger the club system will be. A strong club system is built by students who work, plan, and have fun together. Collaboration and common interest are the heart of the Central club system. The possibilities are endless!

Attached:

You will find the Club Charter attached. Please complete the paperwork and return it to the Director for Student Affairs, located in the CWU main office. The paperwork may also be faxed to 206.878.0527. Once completed, please send all original paperwork to the Des Moines Center, via the center courier service to Sheila Walton – Des Moines center.

Completed paperwork will include all information located on the next page:



CLUB CHARTER INFORMATION AND TIPS

📁 **The Club Name:**

The club name should be representative of what the club initiators would like the club to be referred as. This name will also be used on the club funds account, as well as be an identifying source for scheduling on campus rooms.

📁 **Club Description**

The student initiator, along with other interested students, develops the club's purpose and lists it in this section. The club's description helps staff and faculty know there are many club opportunities students may take advantage of. Additionally, this section includes a description of potential activities, how students become members, the goals the club wants to achieve and if it plans to travel to any conference. Generally, club opportunities are advertised in the front office and in classes. When complete information is included, it can help generate membership.

📁 **Constitution/By-Laws:**

The club constitution should contain information on the club's name, rules and procedures related to membership, officer elections, dispute processes, fee collection, and the decision making process the club will use to enact its decisions.

- ✓ An updated constitution must be submitted every two years and may be as informal or formal as necessary.

📁 **Membership Information**

Membership information outlines which students are choosing to participate as club initiators.

- ✓ Although club titles are included here, a club does not have to keep those titles. A club may choose to fill in officer titles and names, and complete elections at a later date.

📁 **Advisor Statement**

The advisor statement outlines what the expectations are of each advisor. The advisor must sign it before the charter is turned in. An advisor should be either faculty or staff.

📁 **Statement of Non-Discrimination**

The club initiator and advisor must sign the statement of non-discrimination form. This ensures the club understands the importance CWU places upon creating an open and accepting club experience.

📁 **Acknowledgement of Responsibilities**

By signing the Acknowledgement of Responsibilities, club officers are acknowledging they have read applicable club operating procedures.

📁 **Final Approval**

Upon completion, the charter is turned into the Director for Westside Student Affairs for approval. It is then forwarded to the Assistant Director for Student Affairs for review, the Vice President for Clubs and Organizations for review and approval/denial. Notification of club status will happen from the Director of Westside Student Affairs.



CLUB RECOGNITION

Please fill out all information completely. Any incomplete paperwork will be returned to the club initiator.

1. Is this club new? Yes No

2. Club Name: _____

Club Description

1. The purpose of this club is to: _____

2. A student becomes a club member by:

a. _____

b. _____

c. _____

3. The club would like to accomplish the following goals this academic year:

a. _____

b. _____

c. _____

4. The club would like to sponsor the following activities this academic year:

a. _____

b. _____

c. _____

5. The club would like to attend the following conferences this year:

a. _____

b. _____

c. _____



CHARTERING STUDENT INFORMATION

Please include names, contact numbers and email addresses for 5 club initiators and attach any other names as necessary or desired.

Name: _____	Signature: _____
Club Officer Title: _____	CWU ID: _____
Contact Number: _____	Email Address: _____

Name: _____	Signature: _____
Club Officer Title: _____	CWU ID: _____
Contact Number: _____	Email Address: _____

Name: _____	Signature: _____
Club Officer Title: _____	CWU ID: _____
Contact Number: _____	Email Address: _____

Name: _____	Signature: _____
Club Officer Title: _____	CWU ID: _____
Contact Number: _____	Email Address: _____

Name: _____	Signature: _____
Club Officer Title: _____	CWU ID: _____
Contact Number: _____	Email Address: _____

Name: _____	Signature: _____
Club Officer Title: _____	CWU ID: _____
Contact Number: _____	Email Address: _____



ADVISOR RESPONSIBILITIES

Thank you for participating in the club experience. It is a compliment to be asked to serve as an advisor because students seek mentorship and guidance from professors who offer expertise and a commitment of involvement. It is also a significant responsibility because the advisor is helping the club guide its decision making process and direction, and acting as a funds monitor. Although the advisor is helping officers, they are not responsible for running or managing the club.

Advisors must be Central Washington University faculty or staff members.

All Advisors should be prepared to:

- Be thoroughly familiar with the nature and objectives of the club
- Be knowledgeable/familiar with University rules, policies and procedures and serve as a liaison between the University and the student club
- Read the Club Handbook and be familiar with ASCWU BOD club policies and procedures
- Attend club meetings when possible
- Approve and monitor expenditures, ensuring sound financial and business practices that comply with state and college policies regarding expenditures of club funds
- Sign all paperwork authorizing expenditures, as necessary
- Attend club activities, as much as possible
- Guide the club in accordance with the goals of the club, keeping in mind the mission statement of the University
- Help establish and maintain positive traditions and a positive reputation
- Assist the club with the development of realistic goals
- Discourage domination of the club by an individual or sub-group
- Provide long-term continuity within the club
- Promote leadership opportunities for all members of the club
- Help individuals balance academic, work, and club commitments by suggesting time management strategies
- Provide feedback to individuals that will enable them to become aware of their actions within the club
- Encourage more individuals to get involved
- Be easily accessible and available for students to contact for help in any area

To fulfill my obligations and responsibilities as the _____
Club Name

advisor, I acknowledge that I am aware of the above advisor responsibilities and agree to serve as the

Advisor for the academic year _____ Agreed upon this day _____
Date

Advisor Signature Print Name

Phone E-mail Mail Stop:



ACKNOWLEDGEMENT OF RESPONSIBILITIES

- ▶ *This club/organization will not discriminate in its membership on the basis of race, age, sexual orientation, gender, religion, ethnicity, physical disability, academic standing, or marital status.*
- ▶ *Central Washington University affiliated club activity is expected to comply with the prescribed conduct provisions of the university student rights and responsibilities policy, Washington state law, and University policy.*
- ▶ *Central Washington University reserves the right to deny club recognition should a club or its members violate said policies and/or State law. Alleged violations will be referred to the campus judicial council.*
- ▶ *I agree to comply with all University and Club policies, as stated in the Club Handbook.*
- ▶ *Constitution is attached Yes No*
If no, the charter cannot be approved until the constitution is completed and turned into Westside Student Affairs. No events will be approved until the charter is completed.

Print Club Initiator Name

Signature

Date

Print Advisor Name

Signature

Date

FINAL APPROVAL – STUDENT AFFAIRS

Director for Westside Student Affairs

Signature

Date

Charter Approved by ASCWU Board of Directors Yes No

Vice President for Clubs and Organizations

Signature

Date

ASCWU President Signature

Signature

Date

