

Central Washington University Extended Degree Center **CLUB RECOGNITION FORM**

Club Name: _____

2004-2005
CENTRAL WASHINGTON UNIVERSITY
UNIVERSITY CENTER
CLUB RECOGNITION PROCEDURE

CENTRAL WASHINGTON UNIVERSITY AFFILIATED CLUBS AND ORGANIZATION ACTIVITY IS EXPECTED TO COMPLY WITH THE PRESCRIBED CONDUCT PROVISIONS OF THE UNIVERSITY STUDENT RIGHTS AND RESPONSIBILITIES POLICY, WASHINGTON STATE LAW, AND THE UNIVERSITY POLICY. CENTRAL WASHINGTON UNIVERSITY RESERVES THE RIGHT TO DENY CLUB RECOGNITION SHOULD A CLUB/ORGANIZATION OR ITS MEMBERS VIOLATE SAID POLICIES AND/OR STATE LAW. ALLEGED VIOLATIONS WILL BE REFERRED TO THE CAMPUS JUDICIAL COUNCIL.

1. Please complete the included Recognition Form, Statement of Non-Discrimination, Club/Organization Description and Declaration of Representation
2. Verify that your club has opened an account with your Extended Degree Center Accountant by obtaining the signature of the CWU Center site Manager.

Site Manager: _____ Date: _____

3. Submit/fax a current or updated Constitution and By-Laws with this Recognition packet. Note: Your Constitution must be updated at least every two academic years. Constitutions should be a brief statement of requirements for and limitation on membership, the purpose and/or Mission of the club, information on club/organization dues or fees and when they are collected. Obtain a signature from the Assistant to the Vice President for Student Affairs and Enrollment Management, Jack Baker, at fax number 509.963.2983.

Jack Baker: _____ Date: _____

After the above items have been signed off and the rest of the packet is completed, Jack Baker will then forward these materials to the ASCWU Board of Directors' Vice President for Clubs and Organizations in SUB Room 116. For questions or concerns please contact the ASCWU Vice President for Clubs and Organizations at 509.963.1682 or the Assistant to the Vice President for Student Affairs and Enrollment Management at 509.963.1515.