

# 2024-25 ASWCC Club Chartering Packet



## **ASWCC Vision Statement**

ASWCC Student Leadership aims to achieve a dynamic campus environment in which all students are represented and have an opportunity to participate.

## **ASWCC Mission Statement**

To serve students by providing diverse opportunities for involvement to build campus community and represent student concerns in college decision-making.

Date Stamp and Staff Initial when received in OSRD:

# Instructions for Chartering an Associated Students of Whatcom Community College (ASWCC) Club

Thank you for picking up an application to start an ASWCC Club. This is your opportunity to gather students together, involve them in activities, and enhance student life at Whatcom Community College. Please do not hesitate to ask questions, find support and get involved with Student Life and Development at WCC. We are here to support all clubs and help students connect and build community.

This application includes the ASWCC Club Communication Agreement, application for chartering, a sample constitution, guidelines for ASWCC club advisors, and an advisor agreement; please read the directions carefully as an incomplete application may delay the chartering process. Please print or type clearly and legibly. You can use the checklist at the back of the packet to organize your information.

Please note: Club advisor & officer training must happen for chartering to be complete

## **Section 1: Name**

The club name will be used in all cases of identifying the club. All club names are prefaced with "ASWCC."

## **Section 2: Purpose**

According to the Associated Students of Whatcom Community College Bylaws, "Students shall be free to organize and join associations to promote their common interests, provided such groups are not in conflict with the educational goals of the college." Define the purpose of your club so we can help you gather support and membership around similar interests.

## **Section 3: Membership**

ASWCC chartered clubs shall be open to all WCC students on a non-discriminatory basis. Non-WCC students may attend club meetings, however, a club must be chartered by five students currently attending Whatcom Community College. All five students must provide a copy of current class schedule with the Club Chartering packet. Additionally, non-WCC students may not hold officer or advisor positions.

## **Section 4: Officers**

Please provide all members' phone numbers, emails, and signatures. Specify the duties of each officer, the length of term, and provisions for removing officers.

## **Section 5: Bylaws**

Please provide a copy of the bylaws for your club as it will be used to make club decisions (See sample constitution form for guidance).

## **Section 6: Financial Procedures**

This section will provide information as to how your club will collect money, such as joining or membership fees. Please state the amount and due date if applicable. Please also outline how your club will approve expenses.

## **Section 7: Outline of Activities**

Please give an outline and brief description of your plan for club meetings and events. Specify dates, times, and locations as thoroughly as possible. If this plan changes, you can let us know.

## **Associated Students of Whatcom Community College (ASWCC) Club Communication Agreement**

It is essential that clubs maintain consistent communication with the ASWCC Club Team. This will allow our office to keep WCC campus informed. Failure to maintain active communication will result in the club going into inactive status.

- Clubs are required to identify one club officer as a public point of contact for the club. This officer's WCC student email will be listed on the ASWCC Club webpage for interested students and members of the campus community to contact if they have questions about the club.
- Clubs are expected to respond to all emails from the ASWCC Club Team in a timely manner.
- Clubs are required to use their WCC student emails to communicate with the ASWCC Club Team, not personal email accounts.
- The ASWCC Club Team must be notified of all club officer or club advisor changes as soon as possible.
- In the Quarterly Club Report, Clubs are required to make sure the contact list for the club is up to date.
- Clubs are expected to check their entry on the ASWCC Club webpage at least once per month to verify the information is accurate. The ASWCC Club webpage is the official list of clubs on campus, so maintaining its accuracy is essential to achieving the mission of the ASWCC.
- Clubs are required to complete Club Attendance Records for all club meetings and events. Club Attendance Forms are available at the OSLD and can be turned into the OSLD at any time, but they are due no later than the last day of the 11<sup>th</sup> week of the quarter, along with the Quarterly Club Report.
- Social Media: At this time, please **DO NOT** start your own social media accounts for your club. We would love to promote your club on the WCC Student Life Instagram and Facebook pages.

\* By completing the sections below, you acknowledge you have read and agree to the communication requirements listed above

Name of student completing agreement: \_\_\_\_\_

WCC student email of student completing agreement: \_\_\_\_\_

Name of the student who will serve as public point for the club: \_\_\_\_\_

WCC student email of student who will serve as public point for the club: \_\_\_\_\_

\_\_\_\_\_

# Application for Chartering an ASWCC Club

All chartering applications must be completed by the 7th week of Fall, Winter, or Spring quarter to receive funding for the current quarter. All clubs will cease to exist on the final day of Spring Quarter and must resubmit an application the following Fall Quarter for re-chartering consideration.

A request to begin an ASWCC Club is hereby submitted by the following currently enrolled WCC students. A minimum of five (5) WCC students is required to initiate the club approval process and a **minimum of two must attend Club Training**, hosted by the Office of Student Life and Development **prior to application approval**. Please attach a copy of 5 initiating members current class schedules and **indicate which members or officers will attend Club Training**.

Print Name	Signature	Schedule Attached
1. _____		<input type="checkbox"/>
	(Student Initiator)	
2. _____		<input type="checkbox"/>
3. _____		<input type="checkbox"/>
4. _____		<input type="checkbox"/>
5. _____		<input type="checkbox"/>

Please list all additional members and Email Addresses (neither signature nor schedules necessary)

Member Name	Whatcom Student Email Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## **ASWCC Club Constitution 2024-25**

The following is a sample Club constitution. If your club chooses to either write its own constitution, or has an already established constitution, please attach it to the Club Chartering Packet. Only one constitution per club is required.

### **Section 1: Name**

*The name of this club shall be* \_\_\_\_\_

(Please note all club names will be prefaced with "ASWCC")

Did this club exist last year? If so, under what name? \_\_\_\_\_

### **Section 2: Purpose**

*The purpose of this club shall be:* \_\_\_\_\_

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**NOTE: Student chartered clubs shall be open to all Whatcom students on a non-discriminatory basis.** Exceptions to this are chapters of national associations whose bylaws require limitations on membership.

### **Section 4: Officers**

Each club will have at least two officers. We recommend 4 officers, but some clubs may choose more.

*The officers of this club shall be: (Please print names legibly and enter your WCC Student Email)*

**President:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Vice President:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Duties of each officer:** (Please check all that apply and/or specify)

**President:**

- Organizing club functions and leading meetings
  - Communicating with the ASWCC Club Team about club activities
  - Completing the Quarterly Club Report and Quarterly Active Member list
  - Other (please be specific) \_\_\_\_\_
- 

**Vice President:**

- Assisting the President to lead the club
  - Helping with membership development
  - Other (please be specific) \_\_\_\_\_
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**Secretary:**

- Taking and distributing official meeting minutes
  - Recording club's history
  - Filling out necessary paperwork for club activities, such as action forms
  - Returning the Quarterly Club Report to the Office of Student Life & Development
  - Other (please be specific) \_\_\_\_\_
- 

**Treasurer:**

- Accurately track financial records by working with the ASWCC VP for Clubs and Unions
  - Update club members on available club funding
  - Other (please be specific) \_\_\_\_\_
- 

Please attach a list of any other officers/duties.

**The term of each officer shall be:**

- 1 quarter
- 2 quarters
- Academic year
- Other (please be specific) \_\_\_\_\_

**Removal of officers from positions**

*The following will be the process by which club officers will be removed from office and relieved of officially representing the club (Please check all that apply):*

- Majority vote by club members present at a scheduled meeting, where the member has been previously notified of being removed from office
  - Approval by the club advisor
  - Other (please be specific) \_\_\_\_\_
-

## **Section 5: Bylaws**

*Method of adopting decisions made by club members:*

- Majority vote by club members present at the meeting
  - Other (please be specific) \_\_\_\_\_
- 

*Method for amendment or revision of club charter decisions:*

- Majority vote by club members present at the meeting
  - Other (please be specific) \_\_\_\_\_
- 

## **Section 6: Financial Procedures**

*Procedure for collecting membership dues or other special fees:*

- No dues will be collected at this time
  - Other (please be specific) \_\_\_\_\_
- 

*Method for approving of club fund expenditures:*

- Majority vote by club members present at the meeting
  - Other (please be specific) \_\_\_\_\_
- 

## **Section 7: Outline of Activities**

*Brief outline of when your club will meet (dates/times) and activities your club will plan:*

**Club Meetings:** \_\_\_\_\_

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**Activities:** \_\_\_\_\_

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**Please note:** Dates & time can be updated later but charter does not go into effect until dates & times can be advertised to the student body.

# Guidelines for ASWCC Club Advisors

## Advisor Role

Club Advisors play a vital role to ensure that student involvement within the club is meaningful and productive. The most successful clubs are those in which the advisor takes an active interest in the group and allows the students to lead the club. The role of an advisor is to support, inspire, and empower the club's leaders and members.

## Advisor Responsibilities:

- Participate annually in Club Advisor Training
- Attend all meetings and events, including weekend and holiday events
- Have a thorough knowledge of the purpose and objectives of the club
- Have a commitment to and enthusiasm for the club
- Provide guidance and oversight pertaining to policies and procedures
- Encourage participation of club membership in activities and services
- Promote professionalism within club membership
- Be knowledgeable of OSLD policies and procedures, such as the Financial Guidelines of the ASWCC, and the Student Rights and Responsibilities Policy.
- Encourage opportunities within the group that will contribute to student development
- Assist club with decision making related to expenditure of club funds

## Advisor Agreement

This agreement indicates that \_\_\_\_\_ has read and understands the  
(Printed Advisor's Name)  
Guidelines for ASWCC Club Advisors, is aware of the Advisor Duties and Responsibilities, and does agree  
to serve as an advisor for \_\_\_\_\_ during the academic year  
(Club Name)  
2024-25.

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Checklist for Chartering an ASWCC Club

(Keep this page to track your chartering progress)

The following items need to be complete before the Club Chartering Process is approved.

- Identify five currently enrolled WCC students as initiating members.
  - Attach current class schedules of initiating members to chartering packet.
  - Identify an advisor who is a full-time WCC staff/faculty member.
  - Submit the Club Chartering Packet to the Office of Student Life and Development (Syre 208)
  - A minimum of two club officers must complete mandatory Club Training with the Office of Student Life and Development
  - Each academic year, club advisors must also complete mandatory Club Training
- \* Once all the steps are complete, you will receive an email from the ASWCC Vice President for Clubs and Unions

### Non-Discrimination Statement

Whatcom Community College does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, gender identity, gender presentation, ancestry, ethnicity, family status, immigration status, citizenship, socioeconomic status, genetic information or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director for Human Resources, by phone: 360.383.3400 or email: [hr@whatcom.edu](mailto:hr@whatcom.edu) , 237 W. Kellogg Road, Bellingham, WA 98226.

For Title IX compliance: Title IX Coordinator, by phone: 360.383.3400 or email: [titleIX@whatcom.edu](mailto:titleIX@whatcom.edu) , 237 W. Kellogg Road, Bellingham, WA 98226.

WCC publications are available in alternate formats upon request by contacting the Access & Disability Services office at 360.383.3139; or Video Phone at 360.255.7182.