

2024-25 ASWCC Club Handbook



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.

Table of Contents

- 2 Welcome
- 3 Directory
- 4 Chartering
- 5 Club Rights & Responsibilities
- 6 Officers
- 7 Advisors
- 8 Club Funding
 - Overview
 - Quarterly Operating Allocations (QOA)
 - Fund-Raised Money
- 10 Forms, Payments, and Contracts
- 11 Events
- 13 Food, Publicity, and Posting
- 14 Club Travel
- 16 Glossary of Terms

Welcome

Organizing and Joining a Club

Whatcom Community College (WCC) Board of Trustees grants authority to the Associated Students of Whatcom Community College (ASWCC) to charter and fund student clubs. Students are free to organize and join clubs to promote their common interests, provided such clubs are not in conflict with the educational goals of the college, relevant laws and college regulations. ASWCC chartered clubs shall be open to all students on a non-discriminatory basis, and will make every effort to make the club visible and accessible to all members of the ASWCC.

The ASWCC Bylaws define a club at WCC as:

“A group of Whatcom Community College students collectively organized based on a mutual interest, hobby, or instructional program, whereby the primary outcome of club functions and activities relate to benefiting the common interest of club members, or provides general welfare for the entire student body.”

Learning and Growing

The Office of Student Life & Development (OSLD) views participation in clubs at WCC as voluntary and as a privilege. It is an opportunity for students to join together to:

- Learn and practice leadership skills
- Grow in artistic, technical and social skills
- Develop friendships
- Contribute to the student life experience on campus

Clubs are granted resources and rights that individual students do not have. Club leaders are encouraged to use these resources and opportunities to better the lives of themselves as well as the ASWCC community as a whole.

Student Learning Outcomes:

- Learn and incorporate the qualities and skills of a confident, inspiring, inclusive and empowering leader
- Build an environment that inspires and empowers students
- Reflect on club experiences to enhance your growth

Your Club Responsibility

It is important for club officers and advisors to be familiar with the State, College, and OSLD policies and procedures. OSLD provides training which covers rules and regulations all clubs are required to follow. More importantly, the training provides a built-in network for club officers to make connections with other clubs.

As a club leader, you are responsible for respecting, following and educating your fellow club members on the policies and procedures by which your club accesses the resources granted to you by the ASWCC. Planning for deadlines, submitting important details and communicating responsibly with the staff members who support you are all necessary functions of being a student leader.



Directory

ASWCC Club Contact Information

The ASWCC Club Team supports both students and advisors in the administrative processes related to clubs, programming, maintenance and more.

Office of Student Life and Development (OSLD)

Syre 208

ASWCC VP for Clubs & Unions

Maggie Flowers MFlowers@whatcom.edu

Oversees club administration and advocates for student clubs within the ASWCC by serving as Chair of Interclub Council, directing the Club Chartering process, advocating for ASWCC clubs and unions, and reporting to the Executive Board on club status and activities, etc.

Clubs@Whatcom.edu

360-383-3007

ASWCC Clubs webpage

whatcom.edu/clubs

Director for Student Life and Development

Heidi Farani, Interclub Council Advisor & Budget Manager

Hfarani@whatcom.edu

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, or age in the administration of its programs.

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, 237 W. Kellogg Road, Bellingham, WA 98226.

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

The Office of Student Life and Development encourages persons with disabilities to participate in its programs and events. If you require any accommodations, please call 360.383.3043 (voice) 360.225.7128 (videophone) or email Access and Disability Services ADS@whatcom.edu.

Chartering

Club Chartering Process

All clubs seeking recognition are required to complete the club chartering process. First you must submit a completed Club Chartering Packet to the Office of Student Life and Development (OSLD). These are available at the OSLD (Syre 208) or on the ASWCC Clubs website.

The Club Advisor and two club members are required to attend club training as well as complete and submit an ASWCC Club Chartering Packet. These trainings are conducted by the ASWCC VP for Clubs & Unions and the Director for Student Life and Development.

See ASWCC Club Chartering Packet for required steps in chartering process.

Rights and Responsibilities

ASWCC grants the following rights to all chartered clubs:

- To use the name of ASWCC in connection with the club name
- To use and apply for funds as outlined in the ASWCC Financial Code
- To schedule college facilities in accordance with the college procedure through OSLD
- To post information about the club in accordance with the college posting policy through OSLD

Maintaining Active Club Status

To maintain your status as an active club you must:

- *Ensure that a minimum of two current club members have attended Club Officer Training.*
- Attend all Interclub Council Meetings. (Dates made available at Club Officer Training)
- Submit the Quarterly Report by the deadline to include the following:
 - Information containing quarterly activities sponsored by your club. Clubs must sponsor a minimum of one club meeting per month to be considered active**
 - Club events are not mandatory
 - Sign in sheets of each meeting as evidence of active membership
 - Update on officer or advisor changes, including contact info, for the following quarter
Note: The Quarterly Report must be submitted no later than the Friday before Finals week to the ASWCC VP for Clubs & Unions in order to remain active and receive funding for the following quarter.
- Participate in Orca Day June 2025 (Exact date TBA).

**Clubs are only considered active during Fall, Winter, & Spring Quarter. Summer activities and requests to be granted at the discretion of the professional staff on the OSLD Club Team.

Club Membership

- Membership in the organization must be open to all WCC students on a non-discriminatory basis. The only exceptions to this are chapters of national associations which have bylaws that require limitations on membership. These limits can only be made based on class standing, academic standing, and/or academic major and must be approved by OSLD Professional Staff.
- Clubs may choose to include non-WCC guests, so long as it does not limit the participation of Whatcom Students, and it does not include S&A funded activities. Guests may not hold leadership/officer/advisor roles within the club.

Officers

Officer Duties and Responsibilities

- Participate in Club Officer training
- Have knowledge of, and be in alignment with, the club's purpose and objectives
- Plan, advertise, and facilitate a monthly club meeting; Advertising must be in partnership with the OSLD
- Provide leadership and oversight of the club and its members
- Be knowledgeable of College, ASWCC, and OSLD policies and procedures
- Inform the Club Advisor and ASWCC Club Team of all club meetings and events through the ASWCC Club Action Form
- Oversee the submission of the ASWCC Club Action Form a minimum of 10 business days in advance (we recommend publication requests 3-4 weeks in advance). Travel requests are required 4 weeks in advance.
- Attend club meetings and events
- Track club financial records
- Handle cash with advisor oversight during fundraising, but deposits must be made to Business Office by the Director for Student Life & Development.
- Submit Quarterly Club Reports to the ASWCC VP for Clubs & Unions by the deadline set eachquarter.
- Serve in a leadership role in no more than two clubs at the same time.

Note: all purchases must be reviewed by the Club Advisor and approved by the Director for Student Life & Development before expenditure is made. Reimbursement may not be possible if this process is not followed.

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. The role of the advisor is to support, inspire, and empower the club leaders and members.

Advisor Responsibilities:

- Participate annually in Club Advisor Training
- Attend all club meetings and events unless other arrangements have been made with the Director for Student Life and Development.
- Attend all 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
- Encourage participation of club membership in activities and services
- Promote professionalism within club membership
- Be knowledgeable of OSLD and college policies and procedures to include: the Financial Guidelines of the ASWCC, Student Rights and Responsibilities Policy. Provide guidance and insight pertaining to state, college, ASWCC and OSLD policies and procedures.
- Encourage opportunities within the group that will contribute to student development
- Assist club decision making related to expenditure of club funds
- Communicate with the Director for Student Life and Development for extra support as needed

Funding

An Overview

The OSLD has authority over all club funding, financial transactions and accounts, is the primary budget authority for club expenditures and has the responsibility of ensuring that club funds are expended and deposited in accordance with the ASWCC Financial Guidelines, WCC policy, and Washington State law and auditing practices. Each club must keep records of income and expenses. The club financial officer must work with the ASWCC Club Team to maintain accurate records and process financial transactions in a timely manner. If discrepancies occur between the club's records and the OSLD's accounting, they need to be resolved as soon as possible.

Fiscal Guidelines:

Clubs that do not have at least five active members at all times will have their club account frozen until they regain at least 5 active members. For accounting purposes the first money spent in a club account will be the Quarterly Operating Allocations (\$200), not fund-raised money. A club may not have an off-campus bank account. When ASWCC and club fundraised money are deposited into the same account,

it is considered "co-mingled", and falls under all state funding guidelines. All non-perishable club supplies are considered state property. Any and all property purchased by individual clubs must be mailed to the college address and remain on campus. When a club is no longer active, and at the end of an academic year, all supplies purchased with club money must be returned to the Office of Student Life and Development. Clubs must use the Student Programs or ASWCC logo to recognize the use of the student funds on all printed materials and acknowledge ASWCC verbally at their event to help increase awareness of when and where student funds are used.

Quarterly Allocations

After a club's charter is approved, the club will be eligible for a Quarterly Operating Allocation of \$200.00 (*only if* the chartering process is complete by the end of the seventh week of the designated quarter). Each quarter the club maintains its active status it is eligible for an additional \$200.00 in operating funds up to a total of \$600.00 per academic year. The club may expend quarterly allocated funds for general operating costs. A club that does not turn in a quarterly report by the deadline will not have access

to the previous quarter's funds.

Club funding is only available Fall, Winter, and Spring Quarters.

Clubs will not be reimbursed for expenditures incurred prior to officially chartering. Clubs are responsible for tracking their financial expenditures. Consult with the ASWCC Club Team if you have fiscal questions.

Remaining Quarterly Operating Allocations at the end of the academic year will revert back to the ASWCC Fund Balance. If there is a negative balance at the end of the year, it will be carried forward to the next fiscal year.

*Please refer to the ASWCC Financial Guidelines and the "Guidelines for Permissible Use of Services and Activities Fees" (Killian Outline).

Funding, continued

ASWCC funding for the purpose of clubs is only for goods and services that benefit current WCC Students. Club Funds *cannot be used to:*

- Buy tobacco or alcohol
- Purchase firearms
- Give away as a scholarship/donation/gift
- Influence political campaigns
- Buy religious materials

Fundraised Money

Fundraising:

OSLD supports and encourages clubs to raise funds or secure sponsorship for programs that support the program or club. It is important that fundraising guidelines are followed because the laws and policies that guide fund-raising activities are governed by the State of Washington. At all times, the college reserves the right to approve or limit any fundraising activity, when it is in conjunction with the use of the name and facilities of WCC or ASWCC. Financial records should be kept on file with the Office of Student Life and Development. All records will be available to the OSLD staff as well as the Washington State Auditor's Office upon request. An ASWCC Club Action Form is required prior to

conducting fundraising. This form should include the purpose and intent of the fundraiser prior to approval. Also, when doing any fundraising activity, the name of the sponsoring organization and the intended use of the funds must be clearly stated or visible to those contributing. All fund-raised money must be used solely for the specific stated purpose(s). Disposition of remaining fundraised funds at the end of the academic year will be carried over into the club's account and can be used the next fiscal year as long as the club is chartered again the following year. If the account remains inactive for the next academic year, all funds will return to the ASWCC Student Programs Account.

Use fundraised money to:

- Buy club supplies
- Buy club snacks
- Put on a large event
- Give away as prize in recognition for participation; value up to \$50

Ideas for Fundraising:

1. Selling items: This type of fund raising shall be advertised to on-campus students and staff only. Example: bake sale
2. Event admissions: Clubs may charge admission to their event through ticket sales.
3. Cash Donations: Clubs may ask for cash donations. As long as they are promptly deposited.
4. Non-Cash Donations/In-Kind Services:
Clubs may ask for non-cash donations. These would then be used as either prizes or giveaways for a club sponsored event.
In-kind Services: A club may provide a service free of charge to another group in exchange for a service they are willing to provide the club. Must be approved by ASWCC Club team in advance by submitting an action form.

Forms, Payments & Contracts

ASWCC Club Action Form

A minimum of 10 business days is required to process Club Action Forms. A Club Officer and the Club Advisor must sign all action forms. If you are turning in a club action form that coincides with a previously submitted form, please note that on the form.

Cashboxes

A cash box may be checked out by the club advisor for up to \$50.00 from the Cashier's Office to make change for a club event. Please have the advisor return the cash box to the Cashier's office the same day.

Reimbursement

All purchases must be approved in advance. Reimbursements can *only* be issued to club officers and advisors that provide the original receipts with an itemized list of purchases. The receipt should also clearly show the name and address of the business in English. Use of food stamps is prohibited. All reimbursement occurs in check form.

P-Card (Purchasing Card)

Only full-time WCC Staff or Faculty may check out the OSLD P-Card. After a transaction is made, the advisor must return the P-Card the same day and submit all associated receipts to the OSLD. These purchases must coincide with a previously submitted ASWCC Club Action Form that bears the signature of a club officer and a club advisor.

Payment in Advance

Clubs can request payment in advance by providing an invoice from a business or agency (checks are issued through the Business Office through mail or pick-up). Clubs can also hire performer(s) who are contracted for services. Make an appointment with the ASWCC Club Team to discuss this further.

Any revenue generated by the sale of tickets in advance cannot be used until the event has occurred.

Personal Services Contract

Clubs may want to contract with a speaker or performer. Vendors are required to have a business license and tax ID number. Contracts are used to pay for services rendered. OSLD has contracts to use or a performer may send their own contract. A club officer, member, or advisor may never sign any contract, as it will need to be routed to the WCC President's Office. A contract is a legal and binding obligation for the College. All contracts must be reviewed and signed by the President of the college or designee. Please work with the ASWCC Club Team. If questions arise about expenditures, the ASWCC Club Team will determine the legitimacy of expenditures.

On-Campus Events

An active, chartered club has the privilege of requesting the use of college facilities and space without being charged a fee. To request space on campus, clubs must mark the “Room Request” on the ASWCC Club Action Form. If a club simply wants a table for information sharing or fundraising, mark the “Table Request” on the form instead.

Requested campus space is in *no way* guaranteed until approval is confirmed. A member of the ASWCC Club team will forward the confirmation to both the club officers and club advisor.

The Club Advisor is responsible for the room anytime a club is using a Campus Space. The Club Officers are responsible for program-related activities including set-up, tear-down and clean-up. All reserved spaces need to be reset to their original configuration.

During summer quarter and intersession periods, all clubs are considered inactive and therefore cannot request campus space. Clubs who are in good standing (by having filled out their Quarterly/End of Year Report and indicating that they will continue into the next active quarter/year) may approach the Club Team about a special request for space in these periods, which will be granted entirely at the discretion of the Director for Student Life and Development in consultation with professional and student staff.

Please Plan Sustainably

Clubs are encouraged to participate in sustainable practices when planning events and conducting club activities. Please ask if you have questions regarding planning sustainably, or if you need guidance on sorting landfill, recyclables, and compostables.

Please Note: Anytime Food will be served; a club will need to work with OSLD in advance to adhere to food handling guidelines.

After-Hours and Large Events

Normal College Operating Hours: M-F 8:00AM – 5:00PM

The following guidelines govern programs that are sponsored by clubs that occur after 5:00 PM Monday thru Friday, or at any time on Saturdays, Sundays and Holidays. The purpose for these guidelines is to ensure the safety of students, campus facilities, and property through professional supervision and advising at all club events outside of normal college operating hours. The Club Advisor or designee approved by OSLD is required to attend all events held after 5pm.

Security and Supervision for Club Events

- Additional supervision/security will be required if a club has expected attendance of 50 or more people or if the general community is invited. If you anticipate hosting a program of this size, this must be discussed with OSLD leadership 3-4 weeks in advance.
- Additional security may be required depending on the nature of the event and the level of risk. Extra security costs may be the responsibility of the club depending on what is required.
- In the event that an advisor is not available or present, the event will not be able to begin or continue until an advisor is present.
- An alternative advisor may be chosen by the club and the Club Advisor with the approval of the Director for Student Life and Development to attend the event.
- The club is responsible for ensuring the ASWCC Club Team knows about the supervision structure.
- Security requirements will be determined by Raquel Vernola, Director for Safety and Security.

PLEASE NOTE: Be familiar with campus security/emergency procedures. All events end at midnight. Exceptions to this must be discussed with and may be granted only by OSLD Leadership and Raquel Vernola.

Food, Publicity, and Posting

Food Services

1. Catered foods from Sodexo Catering

2. Catered foods from outside vendors/restaurants

The college and clubs are responsible for adhering to health requirements indicated by the Department of Health to ensure public safety in the handling of all foods. All foods consumed by ASWCC Chartered Clubs require prior submission of the ASWCC Club Action Form.

ASWCC Policy for Purchase of Food Using S&A Funds *Approved by ASWCC Council of Representatives May 15, 2008*

Purpose: Washington State Office of Financial Management Policy 70.10 states that agencies “may not provide coffee or light refreshments at meetings and formal training sessions unless the agency has formally adopted written internal policies and procedures that describe the approval process for these items.” To ensure effective stewardship and use of S&A funds, the ASWCC Council of Representatives adopts the following guidelines:

Light refreshments purchased with S&A funds are authorized only when a club or organization is holding a special event, special meeting, or training session and refreshments are an integral part of the event. Special events or meetings include activities such as an open house, new member orientation, induction ceremony, guest speaker, or graduation ceremony. Special training sessions include activities that require a lengthy time of attendance, include an outside speaker, or similar special event.

Use of S&A funds to purchase refreshments for routine, recurring normal club meetings is not authorized. Clubs and organizations do have the option to conduct fund raising to purchase light refreshments for normal meetings. If a club desires to use this option, the advisor should meet with the Student Programs Coordinator prior to the fundraising to ensure understanding of the criteria for fund-raising and using these funds.

“Light refreshments” are defined as coffee, tea, juice, and food items normally served between meals such as pastries, fruit, and cheese and crackers.

Meals or substantial foods which could be considered as meals (i.e., pizza, sandwich meats, etc) are not authorized to be purchased with S&A funds without the written approval of the Director of Student Programs. Approval may be made for major training events or programs where meals are necessary for students. The meal must be an integral part of the event when, in the interest of time, the session stays in progress while participants are eating, or if breaking for an un-sponsored meal would make it impossible to complete the meeting or training event on time. Requests for approval must be submitted two weeks in advance of the requirement.

References: RCW 43.03.050(4) and OFM 70.10

Publicity & Posting

To generate a publication request (Poster, Fliers, Business Cards, etc), fill out the ASWCC Club Action Form and submit an electronic version of your graphic to clubs@whatcom.edu. Please allow 10 business days for processing your request. It is required to submit an editable version of your design. All flyers must be approved by Heidi Farani, Director for Student Life and Development, who handles all posting on campus. Charges for printing will be taken out of your Quarterly Allocation (QOA).

Posting

All College posting is regulated and enforced by the OSLD. It is important that each club comply with the posting regulations. Unauthorized/ unapproved postings will be removed. Multiple unauthorized/unapproved postings may result in a club posting rights being revoked or other measures.

WCC Online Calendar

You must submit all events to the WCC Online Calendar. Instructions to do this are available in the Office of Student Life and Development

FIN Screen Slides

FIN is a visual communication medium that informs the campus community about events at Whatcom Community College. You can submit a FIN slide for approval and, if approved, it will be added to the rotating digital screens across campus.

Funding for Club Travel

Club Travel

For attendance and travel purposes, students eligible to be funded for travel are those who are currently enrolled and who have completed at least 6 WCC credits. If travel occurs between quarters, eligibility is determined by the student's registration status and the previous quarter. Participating students must comply with all expectations of student conduct while traveling. Funding may not be used for travel for staff or faculty, with the exception of one (1) advisor traveling with the club to the subsidized activity. Upon completion of travel, a written report must be submitted to the ASWCC VP for Clubs within 30 days. Failure to submit a report may negatively impact any future travel funding requests.

Club Travel Funding

Supplemental funding can be requested for travel through the Interclub Council and/or ASWCC Senate at a regularly scheduled meeting no later than 10 days prior to the date of travel.

Travel Funding guidelines:

1. The Interclub Council or ASWCC Senate may allocate funds during a regularly scheduled meeting to chartered clubs for attendance at conferences, meetings, competitions and performances for travel expenses.
2. Travel funds are allocated only to ASWCC chartered clubs in good standing.
3. A club must first use its entire quarterly allocation budget, unless the ASWCC Senate or Interclub Council makes an exception.
4. Clubs who are requesting funding from the ASWCC Senate or Interclub Council must submit the ASWCC Funding Request form and Travel Packet to the ASWCC Senate or Interclub Council for review and a decision at least 10 working days prior to the date of departure. The travel packet requires the names and a current class schedule of each student who is traveling as well as the

advisor's signature.

5. Any student violating the Student Rights and Responsibilities policy while on travel status will be sent home immediately and required to pay all expenses associated with their participation. Club Advisors must complete an incident report in these cases.

Please Note: These deadlines solely relate to funding request. Initial travel request is due 4 weeks in advance of travel.

Club Travel

Club Travel Process

NOTES: _____

1. ASWCC Travel – Schedule a meeting with Director for Student Life and Development to complete a plan for travel 4 weeks in advance of travel. This meeting is REQUIRED and will tell us more about your Club’s Travel Agenda.
2. If meal subsidies were approved in your funding request, the Club Advisor must work with the Director for Student Life and Development to bill out the meal stipend form and make arrangements to receive funds before your travel occurs.
3. If the travel occurs outside of Bellingham city limits:
 - The club advisor must be present during the entire length of the trip.
 - Students may not drive themselves
 - Carpooling is not allowed
4. Advisors *cannot* use personal vehicles to transport students.
5. The Club Advisor must have completed WCC Van training with the Director for Safety and Security. WCC vans cost \$1/ mile.
6. Car Rental – If not renting a WCC van from the college, clubs will work with the Office of Student Life and Development to make the Van reservation. Please talk to the ASWCC Club Team for more information

Glossary of Terms

Club Fair

The Club Fair is held quarterly and is a wonderful way for clubs to promote their activities. The ASWCC Vice President for Clubs & Unions will notify club officers as to when the Club Fair is scheduled. This fair typically falls on a Wednesday in the 3rd or 4th week of the quarter.

All clubs are strongly encouraged to participate in Club Fair.

Not yet chartered clubs are also allowed to participate.

Expenditure

An expenditure is an amount of money that is spent towards purchasing something. All expenditures must be pre-approved, which means the Club Action Form must be completed, signed, and submitted 10 business days before expenditure is made, and you must have confirmation of approval before spending money.

ASWCC Forms and Packets

ASWCC Club Chartering Packet

This packet is the first step in the process of forming a new club. It asks for general information about the club being formed— club name, the purpose, student members and contact information. A club must be chartered in order to be considered active (eligible to receive financial support and to hold campus-wide events and activities).

ASWCC Club Action Form

This form is used to propose club meetings and club activities, request publications, inform OSLD of intent to make a purchase, request a room, table, cash box, etc.

Hold Harmless Form

This is a waiver used when traveling or at activities where students may incur injury when participating.

Interclub Council (ICC)

This is a council of WCC club leaders. Each chartered club must send a representative to these monthly meetings. Dates will be announced at the beginning of each quarter. The meeting provides an opportunity for information sharing, networking and collaboration, voting regarding ASWCC club decisions, as well as voting on ICC funding requests. Interclub Council is mandatory for all clubs; you must send at least one representative to each meeting in order to remain active.

S&A Funds

Part of tuition and fees goes towards the Services and Activities Fee (S&A). The ASWCC Student Senate creates an annual budget identifying how these funds are allocated each year.