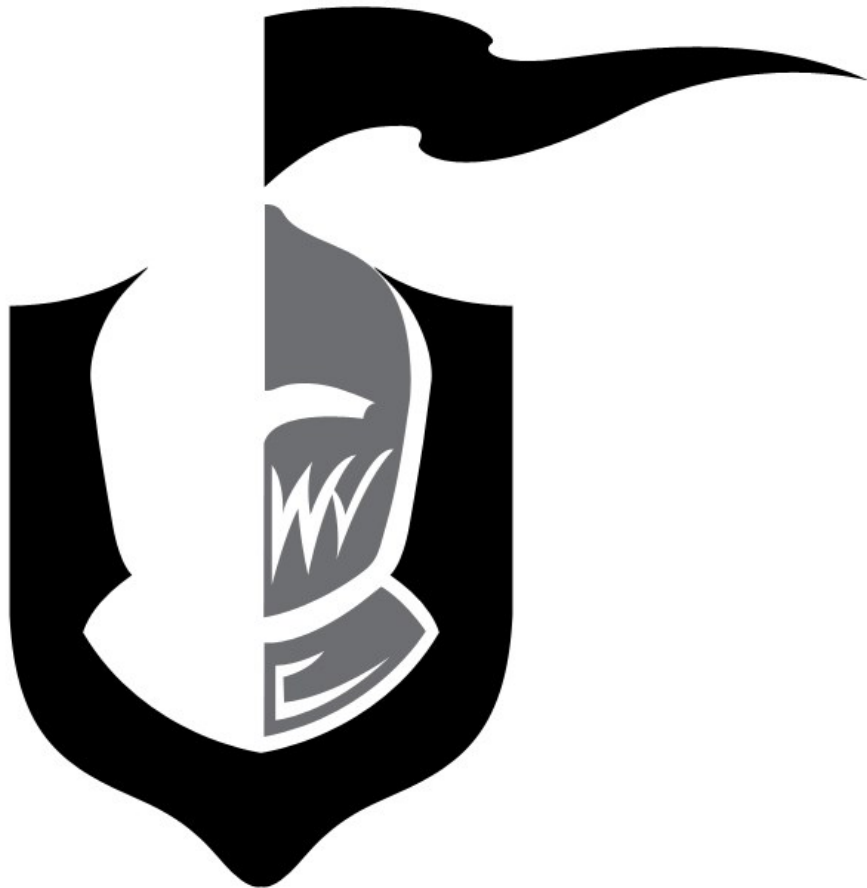


WENATCHEE VALLEY COLLEGE



ASWVC CLUB HANDBOOK

2018-2019

TABLE OF CONTENTS

Welcome from the Student Leadership & Engagement Coordinator	3
Contact List	4
Services & Resources for Clubs	5
WVC Club Business Timeline	5
Certified Club Guidelines	6
Expectations of Club Officers	7
Expectations of Faculty and Staff Advisors	7
Clubs Rules and Responsibilities	8
Club Funding	9
Purchasing Food with S&A Funds	9
Spending Club Money	9
Travel Procedures	10
Revoking/Suspending Club Recognition Status	11
Wenatchee Valley College Club Disclaimer	11

Campus Life

ASWVC Student Clubs

Welcome from the Campus Life Office!

Thank you for taking on a leadership role at our college. We are privileged to get to work so closely with student clubs and faculty advisors. It is our goal to offer you the opportunity for co-curricular and extra-curricular activities that enhance the experiences you receive while attending Wenatchee Valley College. WVC Clubs provide an excellent atmosphere for leadership and skill building, with making new friends and of course, having fun!

The mission of Campus Life is to provide you with experiences that support your growth and development, and help you succeed. By joining a club, you open the door to many wonderful experiences and people. Our faculty and staff advisors care about your success and are prepared to provide you with the support you need to excel through your club experience.

Above all, we want you to feel welcome and connected to Wenatchee Valley College. It's our hope that you enjoy your club experience and make friendships that last a lifetime. If you have any questions, need help or accommodations, please don't hesitate to contact myself or our ASWVC Vice President. We look forward to helping you get involved and participate in campus life!

Best Regards,

Michelle Cannaday
Student Leadership & Engagement Coordinator
Wenatchee Valley College

CONTACT LIST

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SERVICES & RESOURCES FOR CLUBS

Campus Life provides access to the following services and resources to assist club leaders:

- **Mail and Mailboxes**
- **Telephones and Fax**
- **Copying and Printing**
- **Basic Office Supplies**
- **Sandwich Boards**
- **Reader Board Messaging**
- **Room Reservations**
- **Budget Management**
- **Social Media**

For more information about these resources or to find out how to utilize them, please contact the Campus Life Office.

WVC CLUB BUSINESS TIMELINE

Club Service	Forms	Completed By
Posters / Copies	-Club Activity Request form - Club Purchase Request form	4 business days before date needed
Reserve a Space	-Club Activity Request form	2 business weeks before date needed
Food Requests	-Club Activity Request form -Club Purchase Request Form -Meals & Light Refreshments form	2 business weeks before date needed
Misc. Expenses and Supplies	-Club Activity Request form	2 business weeks before date needed
Conferences & Presentations	-Conference Funding packet	ASAP or at least 4 business weeks before Conference or Presentation

CERTIFIED CLUB GUIDELINES

In order to conduct business on campus, Certified Clubs must obtain official recognition from the Associated Students of Wenatchee Valley College (ASWVC) Student Senate and Campus Life. Having your club certified allows you to gain access to resources, funding, and leadership training opportunities.

Certification guidelines are as follows:

- Maintain a minimum membership of four currently enrolled students at Wenatchee Valley College, including the club president/official representatives
- Submit a completed Club Certification Form and Club Constitution
- Club President, officers, and advisor(s) must schedule and complete Club Training with the Campus Life Office and ASWVC Vice President prior to being officially recognized by the ASWVC Student Senate
- Hold regularly scheduled meetings
- Encouraged to participate in one service project each quarter
- Certified clubs must participate in Club Showcases and Interclub Council meetings/activities
 - Participation in Interclub Council meeting includes:
 - ◊ Send one club representative to each Interclub Council meeting
 - ◊ Clubs may only miss one meeting per quarter without penalty
 - ◊ Club representative should come prepared to vote on club issues and funding requests, and report Interclub Council information at next club meeting

EXPECTATIONS OF CLUB OFFICERS

- Maintain open membership in the organization to all WVC students on a non-discriminatory basis.
 - Provide for membership in the club or organization which does not eliminate, discriminate, or harass students on the basis of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability.
 - Exceptions to this are chapters of national associations whose bylaws require limitations on membership. These limits can only be made based on class standing, academic standing, and/or academic major.
- Clubs may choose to include non-student guests, so long as it does not limit the participation of WVC Students.
- Notify Campus Life Staff of any changes in club name, meeting times/locations, designated leaders, and club purpose by submitting an updated Certification Form. If there is a change in club leaders/officers, the new leaders will attend a training session with the ASWVC Vice President and Campus Life staff
- Designate a student representative to attend Interclub Council meetings outlined in the Certified Club Guidelines.
- Build a positive community within the club and promote leadership development.
- Comply with all College rules and regulations as outlined by the WVC Student Code of Conduct ,WVC Student Rights and Responsibilities, and uphold the ASWVC Constitution and Bylaws .
- Be enrolled in at least six credits at WVC with a minimum 2.5 cumulative & quarterly GPA.

EXPECTATIONS OF FACULTY AND STAFF ADVISORS

- Ensure club is Student Led and Student Run. Support students to take the lead on club planning and decision making
- Club advisors must be currently employed in a professional position at Wenatchee Valley College.
- Attend club meetings regularly.
- Review expenditures of the club and sign necessary forms to comply with state and college policies. When in doubt, consult with the Student Leadership & Engagement Coordinator.
- Attend all off-campus events and club trips.
- Ensure students comply with all College rules and regulations as outlined by the WVC Student Code of Conduct , WVC Student Rights and Responsibilities, and uphold the ASWVC Constitution and Bylaws and report violations to the Student Leadership & Engagement Coordinator.
- All concerns or grievances are to be directed to the Student Leadership & Engagement Coordinator.

CLUB RULES & REGULATIONS

1. S&A funds may be used for co-curricular and extracurricular activities, and may only support student activities and student programs — not instructional programs, personnel, facilities, equipment and maintenance that are considered basic services by the college or supported by existing contracts.
2. To participate in ASWVC Clubs, members and officers must be in good standing with the college and community.
3. Off campus bank accounts of any kind are not allowed.
4. Personally profiting from a club or soliciting from club membership is prohibited.
5. Alcoholic beverages at any club sponsored function, including meetings, conferences, and events is prohibited.
6. Individuals not currently employed in a professional position at Wenatchee Valley College are prohibited from serving as club advisors or club officials.
7. Unapproved purchases or fundraising activities are not allowed.
8. Clubs may not use non-Wenatchee email accounts for club business - for example: artclub@gmail.com. Email accounts through the college can be set up instead
9. Religiously affiliated clubs/programs may not use S&A funds for worship or exercise.
10. Clubs may not use S&A funds to purchase gifts in excess of \$25, or for non-students.
11. Discrimination / Harassment
Clubs must provide open membership which does not eliminate, discriminate, or harass students on the basis of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, or participation in the complaint process.
12. Clubs may not use S&A funds to support fundraising activities for outside organizations (non-profits, political organizations, etc.).
13. Individual club rules or regulations may not supersede Club Handbook rules and regulations.

CLUB FUNDING

Once a club is officially recognized by the Associated Students of Wenatchee Valley College, they may begin utilizing available funding . These funds are intended to support the club activities and events.

Clubs have a budget that is maintained by the Interclub Council. The funds in the Interclub Council budget are derived from student fees, and may only be used for current WVC students.

Clubs are free to plan events/activities that may require funds, but the Interclub Council may impose a limit on the dollar amount that clubs can freely access. Activities/events that require funds in excess of the limit must be proposed to the Interclub Council for approval.

PURCHASING FOOD WITH S&A FUNDS

- When clubs want to provide food for on-campus events or special meetings, the food must be purchased through Wentachee's food service vendor.
- Menus are available on the website, or you may check with Campus Life staff.
- Work with Campus Life staff when choosing, pricing and ordering food.
- All food orders must be submitted a minimum of two weeks prior to the meeting/activity.
- Food servers must carry a current Food Handler's Permit issued by the Chelan County Health Department.

SPENDING CLUB MONEY

- To request funds, clubs fill out the appropriate forms and submit them to Campus Life. If you are unsure or have questions about the forms or process, meet with Campus Life staff.
- Funding Request Forms must be filled out as exact as possible. When the exact amounts are not available, please estimate high.
- Signature of the club advisor and student representative must be on form prior to being submitted.
- Submit requests according to the WVC Club Business Timeline.

Club budgets are derived from student fees and are subject to college and state policies.

1. All expenditures must have the approval of the Student Leadership & Engagement Coordinator **before** the money is committed and spent.
2. Money in Fundraising accounts not used within 2 years will be transferred to the ASWVC if a club does not remain active.
3. Items purchased with S&A funds are property of the ASWVC. If a club's status is revoked or the club does not re-certify, supplies and equipment must be returned to Campus Life, unless otherwise communicated with the ASWVC
4. At the end of the academic year, please return supplies (or an inventory of) so the ASWVC can complete an annual inventory check.
5. Participation prizes are permitted, but cannot exceed \$25. Additionally, prizes purchased with S&A funds may only be given out to current WVC students.

TRAVEL PROCEDURES

When students are participating in a club event that requires off-campus travel, there are a few specific guidelines to follow:

- A Club Activity Request Form and Prior Trip Form must be submitted at least 2 weeks in advance of departure.
- The club advisors must join students on the trip and be present during the entire length of the program, if the trip is outside of the City of Wenatchee or East Wenatchee or overnight.
- Student carpooling is only approved within Wenatchee and East Wenatchee city limits. WVC Faculty or staff must accompany and drive students for trips outside of Wenatchee and East Wenatchee.
- Advisors may not use personal vehicles to transport students.
- Supplemental travel documents will vary depending on the nature of the trip. Please see a Campus Life staff member a minimum of 2 weeks prior to trip.
- Students participating in ASWVC sponsored trips or events that take place off-campus are subject to all the rules and regulations outlined in Wenatchee's Student Code of Conduct, including its Student Rights and Responsibilities policies.
- Any student violating the Student Code of Conduct while on travel status will be sent home immediately and required to pay all expenses associated with their participation.

FUNDRAISING GUIDELINES

Students at Wenatchee Valley College pay S&A Fees as part of their tuition. Clubs are intended as a space for students to expand their world views and come together through similar interests.

All fundraisers must be pre-approved through the Campus Life Office

- Fundraised monies must be brought to the Campus Life office within **24 hours** of the fundraising activity. If fundraising event occurs during the weekend, monies must be deposited the next business day. Campus Life will provide a receipt with the correct budget account number so that your fundraised dollars are deposited in the proper account.
- The fundraised dollars along with the receipt are submitted to the Cashier's Office immediately after the receipt is provided from Campus Life.
- Revenue received through fundraising using S&A as seed money will be deposited back into S&A funds and follow the same guidelines for spending.

REVOKING/SUSPENDING CLUB RECOGNITION STATUS

ASWVC may revoke, suspend, or deny club recognition status if the club:

1. Does not abide by the ASWVC constitution and/or bylaws, or policies set in this club handbook
2. Does not abide by the Policies and Procedures set by Wenatchee Valley College .
3. Commits act(s) of violence.
4. Disrupts ASWVC activities or classes in session at Wenatchee Valley College .
5. Violates State or Federal law.
6. Does not follow procedures to maintain club status, as outlined in this club handbook.
7. Failure to follow club guidelines may result in revocation of club status.

The Director of Student Programs will notify the club (officers and advisor) when club recognition status is pending. The club officers will have the opportunity to attend an ASWVC Student Senate meeting, in order to respond.

The ASWVC Senate will conduct a final review and determine if club status should be changed. The ASWVC Vice President or Student Leadership & Engagement Coordinator will notify the club representative and club advisor of the results. At this time, S&A funds and all club budgets will no longer be available. The club will need to wait one full academic quarter before re-applying to be a recognized club, unless otherwise notified by the ASWVC Vice President or the Student Leadership & Engagement Coordinator.

WENATCHEE VALLEY COLLEGE DISCLAIMER

By recognizing a club, the college does not assume responsibility for the club's action or activities; nor does it imply that the college in any way endorses the club's stated aims, objectives, policies, or practices. Clubs may not lend their name to non-college groups for the purpose of procuring college facilities or services for non-college events. A club may not use the college name without the express written authorization of the college, except to identify its institutional recognition.