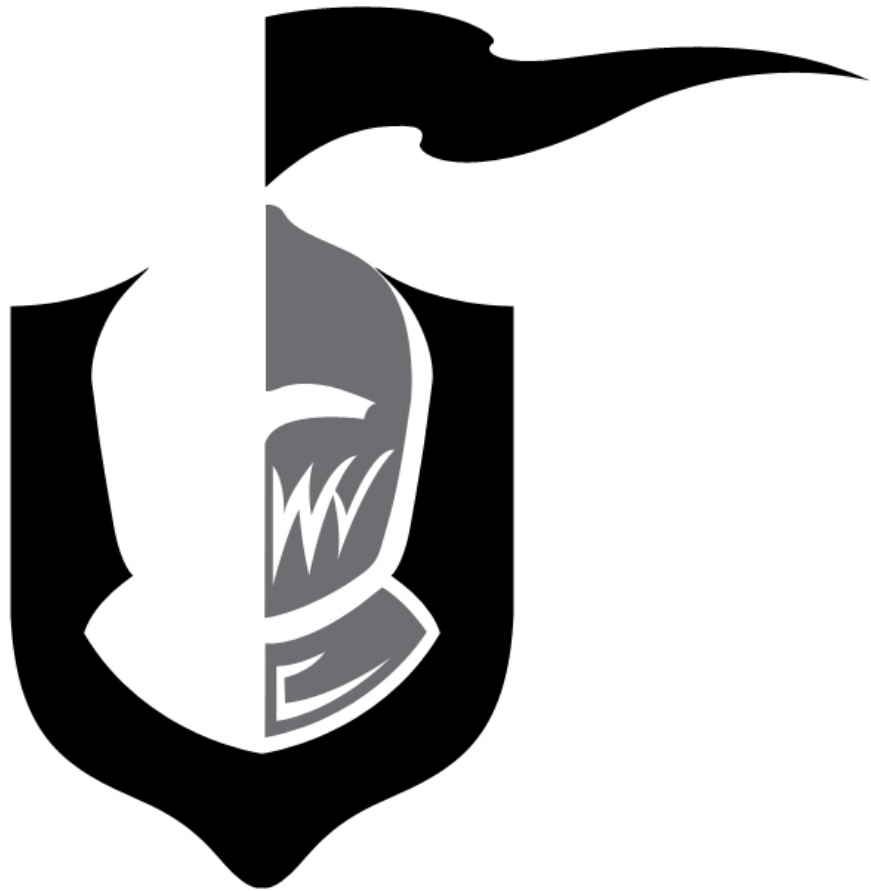


WENATCHEE VALLEY COLLEGE



ASWVC CLUB HANDBOOK

2020 - 2021

TABLE OF CONTENTS

Welcome from the Student Leadership & Engagement Coordinator	3
Contact List	4
Definition of Terms	5
Club Services & Resources	6
WVC Club Business Timeline	6
Certified Club Guidelines	7
Expectations of Club Officers	8
Expectations of Faculty and Staff Advisors	8
Clubs Rules and Regulations	9
Interclub Council	10
Interclub Council Rights & Responsibilities	11
Club Funding	12
Spending Guidelines	12
Fundraising Guidelines	13
Purchasing Food	13
Travel Procedures	14
Revoking/Suspending Club Status	15
Wenatchee Valley College Club Disclaimer	15
Non-Discrimination Statement	15

Campus Life

ASWVC Student Clubs

Welcome from the Campus Life Office!

Thank you for taking on a leadership role at Wenatchee Valley College. Here in Campus Life we are privileged to get to work so closely with student clubs and advisors. It is our goal to support your co-curricular and extracurricular activities, and we hope that they enhance the experiences you receive while attending Wenatchee Valley College. WVC Clubs provide an excellent atmosphere for leadership and skill building, while 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, opportunities, and people. Our faculty and staff advisors care about your success and are prepared to provide you with the support you need to excel throughout your club experience.

Above all, we want you to feel welcome, supported, and engaged while attending 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, or need help or accommodations, please don't hesitate to contact myself, the Associate Dean of Campus Life, Equity, & Inclusion, 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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DEFINITION OF TERMS

Certified Club - A group of no less than 4 currently enrolled students, that has secured a Club Advisor, submitted the Club Certification and Club Constitution paperwork, gained official recognition of the Campus Life Office, and the ASWVC Student Senate, and completed club training.

Club Advisor - Any person presently employed in a professional position at Wenatchee Valley College that wishes to volunteer and take responsibility for guiding an ASWVC Certified Club.

Club Business Timeline - An established timeframe for the submission of paperwork that is to be processed for an activity, event, project, or purchase.

Code of Conduct - The Washington State Community and Technical College system developed a standard code of conduct. Refer to the WVC website for the most up to date version of the Code of Conduct (www.wvc.edu)

College Facilities - Any or all real and personal property owned or operated by Wenatchee Valley College, including all buildings and appurtenances affixed thereon or attached thereto.

Constitution - Established guidelines for the governance of a club; a set of principles regarding the operation of club business.

Co-Curricular Activities - Activities, events, projects, and programs that enhance the learning experience of a student's studies.

Extra-Curricular Activities - Activities, events, projects, and programs that are outside or in addition to a student's usual studies.

Fundraised Funds - Monies obtained through activities, events, or projects that are not derived from student fees.

Interclub Council - An assembly of club representatives, chaired by the ASWVC Vice President, with the purpose of sharing club and campus activities, events, and projects, and voting on club business.

Service and Activity (S&A) Fees - Monies paid by students, with tuition, that are set aside for services and activities to benefit the student body.

Service Project - A club activity done with the intent of serving the campus or community at large without gain for, or to the club, monetary or otherwise.

Student Rights and Responsibilities - To improve our college learning environment, all students are asked to work together to promote positive, respectful interactions on our campus. Student "Rights and Responsibilities" are outlined in the WVC Student Handbook (www.wvc.edu) .

CLUB SERVICES & RESOURCES

The following services and resources are available to assist club leaders:

No Fee Associated

Fee Associated

- | | |
|--|---|
| <ul style="list-style-type: none"> • All-campus email promotion for events • Basic Office Supplies (available in the Club Room) • Budget Management • Reader Board Messaging • Room/Space Reservation <ul style="list-style-type: none"> • Some spaces/setup needs may have a fee charged by facilities/IT • Sandwich Boards • Social Media | <ul style="list-style-type: none"> • Copying & Printing • Mailing (envelopes, paper, & postage) |
|--|---|

For more information, or questions about other services and/or resources, contact Campus Life.

BUSINESS TIMELINE

Club Service	Required Forms	<u>Minimum Timeline for Submission</u>
Posters / Copies	-Activity Request Form - Purchase Request Form	2 weeks before date needed
Reserve a Space	-Activity Request Form (Room reservation on back)	2 business weeks before date needed
Food Requests	-Activity Request Form -Purchase Request Form -Meals & Light Refreshments form	2 business weeks before date needed
Misc. Expenses and Supplies	-Activity Request Form -Purchase Request Form	2 business weeks before date needed
Conferences & Presentations	-Activity Request - Conference Information & Funding packet -Prior Trip Authorization -Conference Agenda -Student Travel Waivers	ASAP or <u>at least</u> 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. Becoming a certified club allows you to gain access to resources, funding, and leadership training opportunities.

Certification guidelines are as follows:

- Secure a club advisor - club advisors must be employed in a professional position at Wenatchee Valley College
- Submit a completed Club Certification Form and a Club Constitution
- Maintain a minimum membership of four currently enrolled students at Wenatchee Valley College, including the club president/official representatives
- Once a club is officially recognized by the ASWVC Student Senate, the club President, officers, and advisor(s) must schedule and complete Club Training with the Campus Life Office and/or ASWVC Vice President —Training is mandatory and must be completed before any activities may be planned or expenses made
- Advertise and hold regularly scheduled meetings
- Mandatory participation in Interclub Council meetings/activities
 - * See 'Interclub Council' on page 10 for attendance guidelines
- Complete at least one service project each academic year
- Mandatory participation in the fall and spring Showcases

EXPECTATIONS OF CLUB OFFICERS

Club officers must follow these guidelines:

- Be enrolled in at least six credits at WVC with a minimum 2.5 cumulative & quarterly GPA.
- 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 must attend a training session with the ASWVC Vice President and/or Campus Life staff.
- Designate a student representative to attend Interclub Council meetings
 - ◊ See pp. 10: 'Interclub Council' for guidelines concerning Interclub Council representatives
- 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.

EXPECTATIONS OF CLUB ADVISORS

Club advisors must follow these guidelines:

- Club advisors must be currently employed in a professional position at Wenatchee Valley College.
- Ensure club is student led and student run. Support students to take the lead on activity planning and decision making
- 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 club meetings regularly.
- Attend all club 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.

CLUB RULES AND REGULATIONS

1. S&A funds may **only** be used for co-curricular and extracurricular activities, and may only support student activities and student programs. S&A funds may not be used for 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, and may result in personal liability.
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.

INTERCLUB COUNCIL

Purpose - The purpose of Interclub Council is to bring representatives from each club together to discuss club business, vote on issues pertaining to clubs, monitor the club budget, and collaborate on activities/events.

Meetings - Interclub Council meets no less than once a month, on a day and time that is established each academic year, dependent on the availability of the Interclub Council Chair, the ASWVC Club Advisor, and the majority vote of the certified clubs.

Membership - Interclub Council is comprised of at least one representative from each club, the ASWVC Vice President, who service as the Chair of Interclub Council, and the Student Leadership & Engagement Coordinator, who serves as the ASWVC Club Advisor.

- One representative from each club needs to be present at Interclub Council meetings
 - * Club representatives do not have to be officers, and does not have to be the same person every time, but whomever attends should be aware of current discussions /voting topics, club availability, questions, and needs of their club
 - * If more than one club representative attends, one member may sit at the table, additional members may sit along the wall in chairs
- Club representatives that are members of multiple clubs, must choose which club they will represent at Interclub Council, as they may only represent one club at a given meeting.
- Club representatives should come prepared to vote on club issues and funding requests, and report Interclub Council information to their club at the next club meeting.
- Each club is allowed only one vote on behalf of their club – only the member at the table may vote.

Why do we have Interclub Council?

Interclub Council is for representatives from each club to come together in making a variety of decisions that impact clubs, and the club budget. This is place for clubs to get to know one another, and talk about events that they are planning or wish to collaborate on.

What is the role of the Interclub Council Chair?

The ASWVC Vice President of Student Senate serves as the Chair of Interclub Council. The Chair helps to facilitate the Interclub Council meetings by creating an agenda, and keeping the time. Additionally, the Chair assists the ASWVC Club Advisor with certifying clubs, communicating rules and responsibilities, and collaborating with the advisor and clubs on events.

What is the role of the Interclub Council Co-Chair?

The ASWVC Treasurer serves as the Interclub Council Co-Chair. The Co-Chair takes the minutes for Interclub Council and is responsible for making sure the minutes are correct and posted for others to access and read.

What is the role of the ASWVC Club Advisor?

The Student Leadership & Engagement Coordinator serves as the ASWVC Club Advisor. The ASWVC Club Advisor is responsible for making sure that clubs are operating within the guidelines set by the college and the Club Handbook. Additionally, the ASWVC Club Advisor coordinates the details of events, processes all club paperwork, and oversees the club budget.

INTERCLUB COUNCIL RIGHTS & RESPONSIBILITIES

◆ You are the voice for your club

- * *Ask*
 - ◇ You have the right to ask for more information
 - ◇ You have the right to ask specific questions regarding the logistics of an event
 - ◇ You have the right to ask about the purpose and/or goal of an event
- * *Make suggestions*
 - ◇ You have the right to make suggestions regarding how an event is advertised or structured
 - ◇ You have the right to suggest that a request be tabled until more information can be provided
- * *Inform your club and advisor*
 - ◇ You are responsible for letting your club and advisor know what was discussed in Interclub Council
 - Take notes if needed
 - Take an Interclub Council Agenda back to your club

◆ Come to Interclub Council meetings informed and prepared

- * You are responsible for reading the minutes from prior meetings so that you are aware of current issues/discussions, and prepared to vote on agenda items
- * You are responsible for knowing the limitations of your schedule when voting on times/days for all-club events
 - ◇ If you cannot be present at a mandatory event, you are responsible for letting your club and Advisor know of the day/time of the event so that someone from your club is present
 - There may be circumstances beyond your control that prevent all club members from participating in a mandatory event, should this be the case, you are responsible for notifying the Campus Life office in order to request accommodations/an excused absence.

◆ This is the time and place

- * Interclub Council is where you should voice any opinions, questions, or concerns regarding the use, or allocation of club funds, club activities, and Interclub Council decisions
 - ◇ If your club representative is not comfortable voicing their opinion, they may not be the right person to represent your club
- * Once a vote has been taken, it is final.
 - ◇ When a vote is taken to approve an agenda item, that vote is final; don't complain about the decision that was made after the fact.

CLUB FUNDING

Once a club is officially recognized by the Associated Students of Wenatchee Valley College Student Senate and have gone through the mandatory training they may begin utilizing available funding. These funds are intended to support student-directed club activities and events.

The funds allocated to clubs are derived from service and activity fees (S&A), and may only be used for current WVC students. Funding that is obtained from fundraisings events and/or donations is considered fundraised funds, and may be used for student and non-student. See spending guidelines for both the S&A funds and fundraised funds.

SPENDING GUIDELINES

Proper Paperwork/Request:

- To request the use of monies, whether S&A or fundraised, clubs must fill out the appropriate forms and submit them to Campus Life. If you are unsure or have questions about the forms or process, speak with Campus Life staff.
 - The required forms and approval process is the same regardless of the funding source, i.e. S&A / Fundraised monies
- Purchase Request Forms must be filled out as exact as possible, noting the desired items, quantity and price. When the exact price is not available, estimate high.
 - ◇ No purchases may be made unless prior approval has been received.
 - ◇ Purchases must be for only what is approved
 - i.e.: It is not allowable to purchase items because they are on sale if they were not included and approve on the Purchase Request

*This is to ensure that:

- ⇒ Requested expenses follow the spending guidelines for Wenatchee Valley College
- ⇒ Purchases are directed by, and are for the benefit of, students
- ⇒ Requested expenses do not exceed the available funding

Approval:

- Signature of the club advisor and student representative must be on form prior to being submitted.
 - ◇ Adjustments to the items and/or quantity will require re-approval of the club advisor and Campus Life office.
 - ◇ Submit requests according to the WVC Club Business Timeline (see pg 6).
- Final approval from Campus Life staff must be given prior to any and all purchases.

Purchases:

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. 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 by the ASWVC.
3. Participation prizes are permitted, but cannot exceed \$25. Additionally, prizes purchased with S&A funds may only be given to current WVC students.—A Participation Prize sheet is required

FUNDRAISING GUIDELINES

Fundraised monies are acquired through event proceeds and/or donations made to a given club. Each club's fundraised dollars will be tracked and monitored by the Campus Life office. Clubs will maintain individual monies concerning fundraised funds, to be used as the given club directs.

Fundraised monies are subject to the same processes and procedures as S&A funds concerning spending guidelines. All forms and prior approval of spending fundraised dollars apply.

All fundraising activities must be pre-approved through the Campus Life Office, by completing and submitting an Activity Request Form - select "Fundraiser" for type of event.

- Fundraised monies must be brought to the Campus Life office within **24 hours** of the fundraising activity.
 - *If a fundraising event occurs during the weekend, monies must be deposited the next business day.
- Campus Life will deposit fundraised monies with the cashier to ensure that funds are credited to the correct budget and club.
- Any S&A seed monies that were used for a fundraiser will be taken from the total revenue and returned to S&A before the fundraised dollars are credited to the club.
- Clubs with fundraised monies that are inactive for two years will lose access to fundraised funds, as those monies will be transferred to the ASWVC.

PURCHASING FOOD

Activities/events may include the provision of food, however the guidelines for purchasing and serving food must be followed:

- Providing food, including snacks and beverages, requires prior approval of the Campus Life office and Administration—This is regardless of the funding source.
- All food requests must be submitted a minimum of two weeks prior to the activity/event.
- Wenatchee's food service vendor has first right of refusal—only if they decline, may food be purchased through a different vendor
 - ◇ Requests must be requests, not demands!
 - ◇ Communicate with the food service vendor, be specific about what you want, the number of servings you would like, and your budget.
 - ◇ If the event is declined by Wenatchee's food service vendor, a signature or email showing decline of the event is required to accompany the Meals & Light Refreshments form.
- Work with Campus Life staff when choosing, pricing and ordering food—per diem limits apply.
- Food servers must carry a current Food Handler's Permit issued by the Chelan County Health Department.
- Foods that may be considered potentially hazardous are subject to additional regulations.

TRAVEL PROCEDURES

When students participate in club events that require off-campus travel, there are a few specific guidelines that must be followed:

- The Prior Trip Authorization Form, as well as a student roster and travel waivers must be submitted at least 2 weeks in advance of departure
 - ◊ If the travel pertains to a conference, 4 weeks notice is required, as well as additional documents including the Activity Request—Conference form and conference agenda.
- If the travel is outside the City of Wenatchee or East Wenatchee, or overnight club advisors must join students on the trip and be present during the entire length of the program.
- Students may carpool within Wenatchee and East Wenatchee city limits, but not beyond.
 - ◊ Advisors must accompany and drive students for trips outside of Wenatchee and East Wenatchee utilizing the ASWVC vehicles and/or a state-approved rental vehicle or charter.
- Advisors may not use personal vehicles to transport students—even within city limits.
- Supplemental travel documents will vary depending on the nature of the 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.

REVOKING/SUSPENDING CLUB 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. Fails to follow club guidelines.

The Associate Dean of Campus Life, Equity, and Inclusion 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.

NON-DISCRIMINATION STATEMENT

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.

To request disability accommodations: Director of Student Access, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: (509) 682-6853, sas@wvc.edu.