

**Wenatchee  
Valley College at  
Omak**



**ASWVCO  
Club Handbook**

**2022 - 2023**

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# Campus Life

ASWVCO Student Clubs

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Welcome from the Campus Life Office!

Thank you for taking on a leadership role at Wenatchee Valley College at Omak. 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 at Omak. WVCO 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 at Omak. 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 or our ASWVCO Vice President. We look forward to helping you get involved and participate in campus life!

Best Regards,

Edith Gomez

Campus Life & Diversity Coordinator

Wenatchee Valley College at Omak

# CONTACT LIST

## Campus Life:

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## Associated Students of Wenatchee Valley College at Omak (ASWVCO):

509.422.7890

### ASWVCO Executive Board:

Abigail Steinshouer      President      asteinshouer1657@wvc.edu

Erik Martin      Vice President      emartin@wvc.edu

Keilahni Pelton      Secretary/Treasurer      kpelton1580@wvc.edu

### Campus Activities Board:

Mercedez Weeks      Director of Campus Activities      mweeks8193@wvc.edu

Bobbi Nicholson      Director of Public Relations      bnicholson7774@wvc.edu

Tiffany Bryant      Student Ambassador      tbryant0747@wvc.edu

# DEFINITION OF TERMS

**Certified Club** - A group of no less than 2 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 ASWVCO 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 ASWVCO 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](http://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 ASWVCO 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](http://www.wvc.edu)) .

# CLUB SERVICES & RESOURCES

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

## No Fee Associated

- All-campus email promotion for events
- Basic Office Supplies
- Budget Management
- Reader Board Messaging
- Room/Space Reservation
  - Some spaces/setup needs may have a fee charged by facilities/IT
- Sandwich Boards
- Social Media

## Fee Associated

- 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</u> Timeline for Submission
<b>Posters / Copies</b>	- Purchase Request Form	2 weeks before date needed
<b>Reserve a Space</b>	- Activity Request Form - Room Reservation Form	2 business weeks before date needed
<b>Food Requests</b>	-Activity Request Form -Purchase Request Form -Meals & Light Refreshments Form	2 business weeks before date needed
<b>Misc. Expenses and Supplies</b>	-Purchase Request Form	2 business weeks before date needed
<b>Conferences &amp; Presentations</b>	-Activity Request Form -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 at Omak (ASWVCO) 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 two currently enrolled students at Wenatchee Valley College at Omak, including the club president/official representatives who are available for on-campus club responsibilities
- Once a club is officially recognized by the ASWVCO Student Senate, the club President, officers, and advisor(s) must schedule and complete Club Training with the Campus Life Office and/or ASWVCO 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.

## EXPECTATIONS OF CLUB OFFICERS

**Club officers must follow these guidelines:**

- Be enrolled in at least six credits at WVCO with a minimum 2.5 cumulative & quarterly GPA.
- Maintain open membership in the organization to all WVCO students on a non-discriminatory basis.
  - à 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.
  - à 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 WVCO Students.
- Notify Campus Life Staff of any changes in club name, meeting times/locations, designated leaders, and club purpose. If there is a change in club leaders/ officers, the new leaders must attend a training session with the ASWVCO Vice President and/or Campus Life staff.
- Designate a student representative to attend Interclub Council meetings
  - à See page 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 and WVC Student Rights and Responsibilities, and uphold the ASWVCO 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 the 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.
  - o If in doubt, consult with the Campus Life & Diversity 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 and WVC Student Rights and Responsibilities, uphold the ASWVCO Constitution and Bylaws, and report violations to the Campus Life & Diversity 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 ASWVCO Clubs, members and officers must be in good standing with the college.
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.
7. Unapproved purchases or fundraising activities are not allowed and may result in personal and/or club liability.
8. Clubs may not use non-WVC email accounts for club business - for example: artclub@gmail.com.
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 \$35, 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 ASWVCO Club Advisor, and the majority vote of the certified clubs.

**Membership** - Interclub Council is comprised of at least one representative from each club, the ASWVCO Vice President, who service as the Chair of Interclub Council, the ASWVCO Secretary/Treasurer, who serves as the Co-Chair, and the Campus Life & Diversity Coordinator, who serves as the ASWVCO Club Advisor.

- One representative from each club needs to be present at Interclub Council meetings
  - \* Club representatives do not have to be officers, and do 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
- Club representatives that are members of multiple clubs must choose which club they will represent at the 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.

### ***Why do we have an Interclub Council?***

The Interclub Council is for representatives from each club to come together to make a variety of decisions that impact clubs, and the club budget. This is a 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 ASWVCO Vice President of the 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 ASWVCO 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 ASWVCO Secretary/Treasurer serves as the Interclub Council Co-Chair. The Co-Chair takes the minutes for Interclub Council Meetings and is responsible for making sure the minutes are correct and posted for others to access and read.

### ***What is the role of the ASWVCO Club Advisor?***

The Campus Life & Diversity Coordinator serves as the ASWVCO Club Advisor. The ASWVCO Club Advisor is responsible for making sure that clubs are operating within the guidelines set by the college and the Club Handbook. Additionally, the ASWVCO 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**

- à You have the right to ask for more information
- à You have the right to ask specific questions regarding the logistics of an event/activity
- à You have the right to ask about the purpose and/or goal of an event/activity

#### **\* Make suggestions**

- à You have the right to make suggestions regarding how an event is advertised or structured
- à You have the right to suggest that a request be tabled until more information can be provided

#### **\* Inform your club and advisor**

- à You are responsible for letting your club and advisor know what was discussed in Interclub Council meetings
  - Take notes if needed
  - Take Interclub Council Meeting Agendas/Minutes 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

- à 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 accommodation/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
  - a. If your club representative is not comfortable voicing their opinion, they may not be the right person to represent your club
  - b. When a vote is taken, 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 Wenatchee Valley College at Omak Student Senate and club officials have gone through mandatory training, clubs 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 WVCO students. Funding that is obtained from fundraisings events and/or donations is considered fundraised funds and may be used for students and non-students. 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.
  - o 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 exactly as possible, noting the desired items, quantity and price. When the exact price is not available, estimate high.
  - à No purchases may be made unless prior approval has been received.
  - à The Campus Life Office understands that the quantity or superficial nature of the items purchased may need to change due to circumstances beyond individual control. However, any major changes must be approved by the Campus Life Office, and purchases cannot exceed the approved limit under any circumstances.

\*This is to ensure that:

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

### **Approval:**

- The signature of the club advisor and student representative must be on forms prior to being submitted.
- Major adjustments to the items and/or quantity will require re-approval of the club advisor and Campus Life office.
  - à Submit requests according to the WVCO Club Business Timeline (see pg. 5).
- Final approval from Campus Life staff must be given prior to 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 Campus Life & Diversity Coordinator **before** the money is committed and spent.
2. Items purchased with S&A funds are property of the ASWVCO. 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 ASWVCO.
3. Participation prizes are permitted but cannot exceed \$35. Additionally, prizes purchased with S&A funds may only be given to current WVCO students, and 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 ASWVCO.

# 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, regardless of the funding source.
- All food requests must be submitted a minimum of two weeks prior to the activity/event.
- Work with Campus Life staff when choosing, pricing and ordering food—\$14 per diem limits apply.
- Food servers must carry a current and official Food Handler's Permit.
- 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
  - à If the trip 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 Omak or overnight, club advisors must join students on the trip and be present during the entire length of the program, utilizing the ASWVCO 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 ASWVCO sponsored trips or events that take place off-campus are subject to all the rules and regulations outlined in WVC 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

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

1. Does not abide by the ASWVCO 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 at Omak.
3. Commits act(s) of violence.
4. Disrupts 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 ASWVCO Student Senate meeting, in order to respond.

The ASWVCO Senate will conduct a final review and determine if the club's status should be changed. The ASWVCO Vice President or Campus Life & Diversity 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 ASWVCO Vice President or the Campus Life & Diversity 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) 6826445, [title9@wvc.edu](mailto:title9@wvc.edu).

To request disability accommodation: Director of Student Access, Wenatchi Hall 2133, (509) 6826854, TTY/TTD: (509) 682-6853, [sas@wvc.edu](mailto:sas@wvc.edu).