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INTRODUCTION

Walla Walla University believes its excellence extends beyond the corridors of academia. Campus clubs, through the office of Student Life, provide opportunities for students, faculty, and staff with similar interests to connect. Clubs engage students in meaningful co-curricular activities and enable students to develop their communication and leadership skills. Questions about campus clubs can be directed to the office of Student Life at clubs@wallawalla.edu. Other important contacts for clubs are listed below.

STUDENT LIFE
Student Life (main club contact)
clubs@wallawalla.edu
(509) 527-2542
Sheila Meharry (poster approval)
sheila.meharry@wallawalla.edu
(509) 527-2511

RISK and SAFETY MANAGEMENT
Marianne Goltz (contracts, waivers, and drivers)
marianne.goltz@wallawalla.edu
(509) 527-2250

ACCOUNTING
Eduard Krivoruk (club finances)
eduard.krivoruk@wallawalla.edu
(509) 527-2841

CAMPUS SECURITY
(safety and emergency contact)
security@wallawalla.edu
(509) 527-2222
starting a club

Clubs must be formed through the office of Student Life in order to be recognized at Walla Walla University (WWU). All campus clubs are approved through the AVP/Dean of Students and the vice president of Student Life. To petition to form a club:

1. Identify your proposed club’s purpose. Groups seeking recognition as a club on campus should be able to articulate the club’s purpose and how this purpose aligns with the mission and values of WWU.

2. Secure a sponsor from among the Walla Walla University faculty and staff. Sponsors should have some skill, knowledge, or interest related to the purpose of your club. (Find more details about sponsor responsibility and eligibility on page 5.)

3. Submit the Petition to Form a Campus Club form found in Appendix A to Student Life in person or via email. There must be at least three full-time students listed as club officers to be eligible. This will let the office of Student Life know that you are thinking of starting a campus club.

With your club sponsor and officers, create a club constitution. Take a look at the guidelines for writing a constitution in Appendix B and Sample Constitution for direction in crafting this document in Appendix C. Every club must have an approved constitution on file in the office of Student Life to be recognized as a club at WWU.

4. Submit a completed club constitution to Student Life. You will receive notification when your constitution has been approved by the vice president of Student Life. If the office of Student Life recommends change be made before approval, you will be asked to resubmit this document with the necessary revisions.

5. Attend the beginning-of-the-year club officer/sponsor meeting. At least one representative of each club must be present at this meeting to review club management, policies, finances, and event planning.

club officers

Club officers provide leadership to student organizations, ensuring the club’s success and active involvement on campus. Officers are responsible for being informed about their official duties, as well as club and university policies, with the help of their sponsor. Club officers must be registered students at WWU.

Elections of officers for the next school year should take place during spring quarter of the current school year. Late elections may take place in the event a club is unable to hold elections, but officers must be elected within the first three weeks of the school year.
After elections are held, the list of officers and sponsors, including full name and club officer position, must be submitted to Student Life. The club and its officers will not be officially recognized or have access to club funds until this list has been submitted to the office of Student Life.

**club sponsors**

Club sponsors provide support for students forming a club and offer guidance and encouragement in the planning and execution of club events and initiatives. Club sponsors are responsible for ensuring adequate supervision of club activities as well as alignment with WWU’s mission and values.

Any full-time staff, faculty, or administrator may serve as a club sponsor, and it is recommended that these individuals have experience or interested relevant to the club’s purpose. Special requests for club sponsors who are not full-time employees of WWU may be submitted to Student Life for consideration. Clubs may have more than one sponsor. Unlike annually elected club officers, sponsors remain in their role each year unless they communicate to the office of Student Life otherwise.

**keeping a club active**

To remain an active club on campus, clubs must submit a list of incoming club officers and sponsors to Student Life during spring quarter. During the school year, clubs must retain at least one officer and hold at least one event per quarter.

**inactive clubs**

The office of Student Life will retain constitutions for inactive clubs for a period of three years for reference in the event a club wishes to reactivate. If reactivated, clubs will operate under the existing constitution unless a new or updated constitution is submitted. Club officers are responsible for notifying club members if their club becomes inactive. If a club becomes inactive during a term, members will not be refunded for the current term.

Remaining funds for all inactive clubs will remain intact within the current club account for a period of three years. If an inactive club becomes active within this three-year period, club officers authorized on the Signature Authorization Form will have access to these funds. After a three-year period of inactivity, any remaining club funds will be placed in a protected account established by the Accounting office. These funds will be used at the discretion of the AVP/Dean of Students in consultation with the vice president of Student Life.
Club events including presenters, movies, musical presentation, and any entertainment must be planned and implemented in accordance with the *Student Handbook and Code of Conduct*. Events must not interfere with or disrupt regular campus operations and proper sponsorship must be provided for all club events. If you have any questions about planning club events, email clubs@wallawalla.edu.

Events involving one or more of the following must follow the steps for event approval listed on page 8:
- Physical activity
- Charging for food service
- Guest speakers, musicians, or artists
- Third party collaboration
- Any activity that could be considered a risk

planning an event

Clubs plan a variety of events throughout the school year to provide time for students, faculty, and staff with similar interests to connect. Clubs should plan events in consultation with their sponsor and plan events within the parameters of the *Student Handbook and Code of Conduct*. Successful events consider the following:

facility reservation

For events on campus, clubs must reserve venues in advance. Reservations require sponsor approval. Spaces are reserved on a first-come, first-serve basis. Common event reservation contacts include:
- University Church (sanctuary, youth room, Heubach chapel, fellowship hall) - church@wallawalla.edu
- FAC (auditorium, classrooms) - music@wallawalla.edu
- WEC (gym, first floor classrooms) - linnae.hays@wallawalla.edu
- Other campus classrooms/facilities - craig.connell@wallawalla.edu

finances

Up-to-date account balance and transaction information can be found on myWWU. All receipts related to an event must be saved. Club accounts must have enough money to cover their production and performer expenses. Campus clubs will not be allowed to overspend their budget.

WITHDRAW
To withdraw funds under $200 from a club account, submit the Club Withdrawal Request Form to cashier@wallawalla.edu. For withdrawals over $200, use the Check Request Form.

INVOICE PAYMENT
For invoices under $500, submit the invoice with two club officer signatures and the club accounting information (309329-<insert your club ID here>-71) to cashier@wallawalla.edu. For invoices over $500, include a club sponsor signature with the office signature and accounting information.

REIMBURSE
To reimburse club officers or sponsors for club expenses, submit the Club Reimbursement Request Form with original receipts to the Accounting office for each individual receiving reimbursement.
contracts
To work with a third party or bring in a presenter, clubs must work with Risk and Safety Management. Club officers should be careful not to verbally commit to a presenter or third party, risking becoming personally liable.

physical activities
For events involving activities that could be a risk or dangerous to participate in, clubs must follow the steps outlined on page 8 for special events (including events involving physical activity, food service, third-party collaboration, or a guest speaker/artists). Risk and Safety Management is available to discuss insurance coverage and/or waivers that might be necessary for these events. For events involving physical activity, the Risk and Safety Management website provides detailed information on the following topics:

- Accident/Incident Reporting
- Approved Pilot List
- Boating Policy
- Contract/Agreement/Lease Policy
- Driver and Transportation Policies
- Food (for events where participants pay for food service)
- Insurance Exclusions and Safety Guidelines
- Waivers (for physical activities)

security
For events involving physical activity or any activity that could be considered high risk, clubs must contact Campus Security to develop an emergency response plan at (509) 527-2222. A Hot Works Permit obtained through Campus Security is required for events involving open flames. The Animal Policy contains information regarding animals at events.

advertising & promotion
Clubs may use a variety of media to promote their events including, but not limited to:

POSTERS
All posters must be approved at the office of Student Life across from the SAC before being posted.

DAILY ANNOUNCEMENTS
To promote events in the daily 11 a.m. email announcements, submit this form: http://www.wallawalla.edu/form/?announce.

COMMUNITY ANNOUNCEMENT SLIDES
To promote events via pre– and post-CommUnity announcement slides, submit your announcement in a PowerPoint format to the AVP/Dean of Students.

FLYERS
Flyers can be distributed at CommUnity (with prior approval from the office of Student Life) or in campus mail boxes (with prior approval from the Mail Room).
campus event resources

AUDIO SUPPORT
Campus Support is available upon request to provide sound and/or projection for on-campus events via this form: http://www.wallawalla.edu/form/?campussoundrequestform.

EVENT PROPS
Tables, chairs, stage pieces, or garbage cans are available to be delivered upon request to Facility Services via this form: http://www.wallawalla.edu/services/plant/workorders/.

FOOD SERVICE/CATERING
Sodexo is available to provide catering for on-campus meals. To request catering services email sodexo@wallawalla.edu or call (509) 527-2690. More information on catering is available at http://wwudining.sodexomyway.com/catering.

special events
Events involving one or more of the following are considered special events and must be pre-approved by the student life manager using the Club Event Approval Checklist:

- physical activity
- charging for food service
- guest speakers, musician, or artists
- third party collaboration
- any activity that could be considered a risk

To approve a special event, clubs must follow these steps:

1. Approve with Student Life: Communicate your event plan, and receive pre-approval.

2. Prepare with Risk and Safety Management: Contact Risk and Safety Management to prepare any contracts, waivers, or insurance necessary for your event.

3. Plan with Campus Security: Contact Campus Security to develop an emergency response plan, considering potential dangers and how you will respond to these dangers.

off-campus events
For events involving any travel or driving, it is recommended that participants be responsible for their own transportation. If clubs decide to provide transportation to off-campus events, all drivers must be on the Approved Driver List and clubs will be responsible to provide transportation for all event participants.
Club presidents and treasures are responsible for monitoring the club’s financial operations. All records are subject to review and audit by the AVP/Dean of Students and vice president for Student Life. Student clubs must follow financial procedures as established by financial administration and the Accounting office and financial guidelines stated in the club’s constitution.

Expenditure and disbursement of funds from a club’s account follow the procedures outlined below, and require the authorization and signature of the club sponsor and club officers designated on the Signature Authorization Sheet. The club’s Signature Authorization Sheet must be submitted to the office of Student Life by Friday of the first week of fall quarter prior to any club financial transactions.

income
A club may be derive or receive income through club dues, ticket sales for special events, fundraising, and unsolicited donations. Fees for special events (i.e., banquet) must be collected in cash or check and may not be charged to a student account.

club dues
A maximum of $30 per quarter may be charged as club dues to student accounts. Dues may be charged to a student account, or may be paid in cash. To deposit cash dues, the club financial officer or the club member should submit cash dues to the cashier’s desk in the Accounting office.

withdrawal
To withdraw funds under $200 from club accounts, submit the Club Withdrawal Request Form to cashier@wallawalla.edu. For withdrawals over $200, use the Check Request Form.

invoice payment
For invoices under $500, submit the invoice with two club officer signatures and the club accounting information (309329-<insert your club ID here>-71) to cashier@wallawalla.edu. For invoices over $500, include a club sponsor signature with the office signature and accounting information.

reimbursement
To reimburse club officers or sponsors for club expenses, submit the Club Reimbursement Request Form with original receipts to the Accounting office for each individual receiving reimbursement.
APPENDIX A: PETITION TO FORM A CLUB

Club Overview

Name of Club: ______________________________________________________

Purpose of Club: ____________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Expectations of Club: ________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

(experiences or events the club will provide for members who join)

Club Leadership

Name Sponsor ______________________________________________________

(name and phone number)

Club Officer: _______________________________________________________

(name of office, officer name and phone number; e.g., President, Jane Smith, (509) 555-5555)

Club Officer: _______________________________________________________

Club Officer: _______________________________________________________

Club Officer: _______________________________________________________

Club Officer: _______________________________________________________

If you have questions regarding club approval, email or call the AVP/Dean of Students at clubs@wallawalla.edu or (509) 527-2542. Please return this completed petition to the AVP/Dean of Students.
APPENDIX B: CLUB CONSTITUTION GUIDELINES

A constitution describes the fundamental regulations that govern an organization. Club constitutions should be the basis for the operation of the group and will vary in complexity based on the club’s purpose and association. Each recognized club is required to have an approved club constitution on record with the AVP/Dean of Students. A club must abide by their constitution for all operations and activities. The constitution should be arranged in an appropriate manner, with the following information listed under articles.

**article I: name**

State the complete, official name of the organization and any other names it will go by while active.

**article II: purpose**

State the purpose and mission of the organization. This statement should be clear, concise, and specific as it is the basis of your club and what both outside community members and future club leaders will be referring to in order to understand the organization.

**article III: membership**

List the qualifications, requirements, rights, duties, and all other conditions for membership in the organization. If desired, include benefits and privileges of membership. Specify how membership may be resigned or terminated.

**article IV: officers**

State the makeup of club officers; the method of selection; term of office and its general duties and responsibilities; conditions for impeachment. A provision for filling vacancies may also be included in a section under this article (each club must have a president and a treasurer/financial vice president).

**article V: meetings**

State frequency of meetings; who may call a meeting, agenda/minutes requirements; number of members required to be present at a meeting in order to conduct the organization’s business, i.e., quorum (this number is usually a simple majority).

**article VI: elections**

State the method and frequency of elections. Specify who is eligible to vote and all qualifications, requirements, or other conditions that members must meet before becoming candidates for office.

**article VII: officer transitions**

State the procedure for newly elected officers and the method for transitioning between people in office.

**article VIII: risk management**

State the process for risk management in dealing with safety and liability. This means managing the clubs potential exposes to loss (either bodily injury or property damage).

**article IX: ratification**

State when this constitution was submitted and by whom.

Other articles to consider including:
- Choosing your sponsor (how sponsors are selected and how long they serve)
- Club dues (who sets dues, who pays dues, and how often they are collected)
- Committees (committee makeup, member selection, and purpose)
- Amending the constitution (who can amend the constitution and how)
- Dissolution of the club (conditions necessary to dissolve the club)
APPENDIX C: SAMPLE CLUB CONSTITUTION

ARTICLE I
Name
The name of the organization will be the ABC Club of Walla Walla University.

ARTICLE II
Purpose
The ABC Club promotes interests related to ABC, provides ABC related events for its members, and promotes goodwill within the ABC community.

ARTICLE III
Membership
Active members of this organization will consist of any students, faculty, or staff of Walla Walla University who are interested in ABC and choose to be members by paying club dues. Members are expected to attend at least 40% of all club events. Members may remove their membership by contacting officer X or may be removed by the executive committee of club officers after a two-thirds majority vote.

ARTICLE IV
Officers
Section 1
A. The officers of this organization will be: president, executive vice-president, spiritual vice-president, vice-president of administration and vice-president of finance.
B. Additional officers may be elected as The ABC Club if its organization feels necessary.
C. The officers of this organization will serve for the entire school year.

Section 2
A. The president will be chairman of the executive committee, will give notice of and preside at all meetings of the club and generally supervise the business of the club.
B. The executive vice-president will be responsible for the organization of intercollegiate events.
C. The spiritual vice-president will be responsible for the spiritual atmosphere of the club.
D. The vice-president for administration will record the actions of the general meetings and the executive committee. This person will also be responsible for documenting all events of the club and serve as the public relations officer of the club.
E. The vice-president of finance will be responsible for the collection of dues and accounting for the memory of the club. This person will report the financial condition of the club at meetings and will furnish a report at the close of each quarter.
F. In the absence of the president, leadership responsibilities will be assigned to the ranking officer in the following sequence: executive vice-president, spiritual vice-president, vice-president of administration, vice-president of finance.

Section 3
A. The club will have a faculty advisor who has ABC experience.
B. The club will elect the advisor in the spring quarter to serve as advisor for the following year.

Section 4
A. An officer may be removed from office for nonperformance of duties by a two-thirds majority vote of the executive committee or a majority vote of the club members with two-thirds of the members in attendance. The club may then elect a new officer.
ARTICLE V
Meetings
Club meetings for the purpose of conducting club business should be called once a quarter and may be held in conjunction with an event. Additional club meetings may be called at the discretion of the president and advisor.

ARTICLE VI
Elections
The officers will be elected spring quarter of the year before they serve by a majority vote of all club members. Officers must have been a member of the ABC club for at least one year to be eligible for election.

ARTICLE VII
Officer Transitions
The incoming officers assume full responsibility for planning the following year’s events immediately after election. Outgoing officers are responsible for training incoming officers in their current roles and transitioning any materials belonging to the club to incoming officers. Outgoing officers will also make themselves available to answer any club related questions for up to six months following elections.

ARTICLE VIII
Risk Management
The executive vice-president, in consultation with the club sponsor, will oversee all risk management related issues for ABC. Prior to all club events, the executive vice-president will anticipate any potential risks and plan accordingly with officers, Campus Security, Risk and Safety Management, and the AVP/Dean of Students.

ARTICLE IX
Ratification
The constitution was ratified by the club’s officers (names here) on May 20, 2017.