

# 2015-2016 WSU-Everett Student Organization Charter



ASSOCIATED STUDENTS of WASHINGTON STATE UNIVERSITY EVERETT

GUIDE TO

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# REGISTERING A STUDENT ORGANIZATION

## 2015-2016

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# Steps for Registering

## STEP 1: FIND AN ADVISOR

- Before creating a club, a WSU-Everett faculty member that is passionate about the club should be selected to advise the club.

## STEP 2: FIND FIVE OR MORE ACTIVE MEMBERS

## STEP 3: COMPLETE THE CLUB ACTIVATION FORM

- Involve your club executive members and active members and turn in the form.

## STEP 4: WRITE A CONSTITUTION

- A club constitution must be created that defines the clubs intentions to impact the student body.

## STEP 5: APPLY FOR YOUR CLUB CHARTER

- Submit your charter application to the University Center front desk.
- Your club constitution will be reviewed at an ASWSUE committee
- Modify aspects of your club constitution as suggested by the committee
- Club charters must be approved by the ASWSUE Vice President, the Associate Dean of WSU NPSE and Associate Dean of Student Services.

## STEP 6: ATTEND AN ASWSUE MEETING

- Club Officers and Advisor must attend an ASWSUE meeting that is to act as the club orientation.

# Club Activation Form

Official Recognition by the Associated Students of Washington State University NPSE in Everett  
Academic Year 2015-2016

Name of Club \_\_\_\_\_

Type of Club (check one)       Academic       Service  
 Special Interest       Other (specify) \_\_\_\_\_

Overall Intent of the Club:

\_\_\_\_\_  
 \_\_\_\_\_

Description of the Club:

\_\_\_\_\_  
 \_\_\_\_\_

Club Meeting Times:      Days (circle)      M      T      W      Th      F      St      Su

Times: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Club Advisor: \_\_\_\_\_

Club Advisor Signature: \_\_\_\_\_

Proposed Club President \_\_\_\_\_

Email of President \_\_\_\_\_

Designated RSO Council Members:

1. \_\_\_\_\_ (please print name) Email: \_\_\_\_\_

2. \_\_\_\_\_ (please print name) Email: \_\_\_\_\_

## Active Member List

Name (print)	Signature	Date

## Club Officer List

Name (print)	Position	Email

*Run out of space for members and officers on this form? Attach additional pages to this activation form.*

*Form must be completed to be accepted.*

*Submit form to:*

**ASWSU EVERETT**

**Gray Wolf Hall, Room 365**

## RSO Council

*The Registered Student Organization (RSO) Council is designed to give club members and ASWSUE senate members opportunities to share ideas, information and your clubs voice to better the club infrastructure and atmosphere to maximize student involvement.*

### Attendance

- It is required that a minimum of one club representative is present at designated Club Council meetings.
- One excused absence is permitted, given that the club council board members are notified of the reason in writing no later than one day before a meeting is held.
- A club member cannot represent two clubs or the both a club and ASWSUE at these meetings.
- Each involved members of these meetings is able to cast one vote

### Funding

- The club council must be notified of intent to request funding one week prior to the meeting in the form of a finalized proposal in writing.
- Club council can approve a maximum of \$500 per semester per club.  
(Exceptions may be allowed: dependent on number of registered clubs)

### Good Standing

This is mandatory to be eligible for funding and voting. Automatically in good standing at time of activation, clubs must maintain this standing by completing the following requirements:

- Follow correct club policies and rules outlined in the ASWSUE budget code and by-laws
- Participate in ASWSUE orientation meeting and two RSO Council meetings in semester (have a minimum of one representative at these meetings)
- Maintain a consistent membership of 5 or more active members

# Club Constitution

## Required Content of a Club Constitution

- Article I      Name of Club or Organization
- Article II     Statement of Purpose
- Article III    Student Impact and Goals
- Article IV    Membership
- Article V     Club or Organization Structure
- Article VI    By-Laws
- Article VII   Operating Procedures

## Article Descriptions and Guide

### **Article I                      Name of Club or Organization**

### **Article II                     Statement of Purpose**

A short statement describing the overall purpose of the club.

### **Article III                    Student Impact and Goals**

Answers the question: Why does this club benefit the student body?  
Outlines the functions that the club will be involved in.

### **Article IV                    Membership**

Describe club membership, such as who is eligible. Club membership must be open to all currently enrolled WSU-Everett students.

### **Article V                     Club or Organization Structure**

This article should be broken up into the 5 following sections:

#### **Section I                    Outline of Officers**

This section adds titles to specific roles within the club. Typical titles in clubs are: President, Vice President, Secretary, Treasurer, Advisor, Public Relations. Depending on the nature of the club, necessary titles should be applied. Also outline which persons will act under this title for the academic year.

- Section II      Officer Requirements or Qualifications**  
Designate what qualities in an officer are required or preferred for elected roles. This will usually consist of specific knowledge, level of commitment, and time dedication.
- Section III     Term of Office**  
It is recommended that people in office can hold their positions for a minimum of one semester, to a maximum of one academic year.
- Section IV      Duties of Officers**  
Each officer role provided in section I should have one paragraph described the expected duties of each role. Ensure that tasks are spread out between roles, and be certain to take peoples personal lives into consideration when assigning tasks.
- Section V       Provisions for Removal from Office**  
Describe the conditions that can be met in order for the club to remove an officer, such as not fulfilling their expectations outlined in the club constitution. Address what happens when a position becomes vacated.
- Article VI       By-Laws**  
General statements connecting the processes and capabilities of club members to change the constitution.
- Article VII      Operating Procedures**  
This section outlines what functions the membership and executive members to maintain good standing and bring success to the club.