

Associated Students of Westminster: Clubs Handbook

Table of Contents

- I. Name and Purpose of the Associated Students of Westminster Clubs
 - II. Definition and Purpose of a Club or Organization
 - Definition and Guidelines of an Athletic and Recreational Club
 - Definition of Diversity Union Club
 - III. Associated Students of Westminster Clubs Organizational Structure
 - IV. Associated Students of Westminster Clubs Leadership
 - V. Role of the Advisor
 - VI. Establishing a Student Club or Organization
 - Club Proposal
 - Club Constitution
 - VII. The Recognition Process
 - Board, Judicial and Student Life Review and Endorsement
 - Associated Students of Westminster Clubs I Review and Approval
 - Notification
 - Acceptance of ASW/ASW CLUBS Recognition
 - VIII. Retention of ASW Recognition
 - IX. Associated Students of Westminster Clubs Sanctions
 - X. Termination of Official Recognition by ASW
 - XI. Reactivation of ASW recognition
 - XII. Contractual Agreements
 - XIII. Event Notification Policy
 - XIV. Food, Beverage, and Alcohol Guidelines
 - XV. Advertising, Photocopy, and Print Procedures
 - XVI. Code of Conduct On/Off Campus
 - Reporting Misconduct
 - Campus Emergency
 - XVII. Associated Students of Westminster Clubs Awards
- Addendum I: Associated Students of Westminster Clubs Forms
- Club Proposal
 - Club Constitution Template
- Addendum II: ASW Constitution
- Addendum III: ASW Financial Code
- Addendum IV: Contact Information

Article I

Name

The name of the organization governing this handbook is the Associated Students of Westminster Clubs and shall hereafter be referred to as ASW Clubs.

Purpose of the ASW CLUBS Handbook

It is the purpose of this handbook to provide information and resources on the creation, sustainment, and termination of Clubs and Organizations, in accordance with all rules and laws outlined by the Associated Students of Westminster College (ASW).

The ASW CLUBS established this Handbook to facilitate the smooth operations of clubs and organizations on and off campus. As the governing body of all clubs and organizations, the ASW CLUBS strives to assist club leadership in planning and executing the goals of each club and organization. To achieve this end the ASW CLUBS has:

1. Power granted by ASW and the Board of Trustees.
2. A leadership board of five members; one President and four advisory members.
3. A commitment to remain consistent with the ASW Constitution and all other guiding documents.

Article II

Definition and Purpose of a Club or Organization

A club or organization recognized by ASW is defined as a group of Westminster College students who have completed the formal recognition process as outlined in Article VII and meet formally on a regular basis to advance the goals outlined in their club constitution. Any such group shall only retain recognition so long as they continue to abide by the guidelines established herein.

The ASW CLUBS believes students benefit from active participation in clubs and organizations. In addition to their unique goals and purposes, students are encouraged to form clubs that:

1. Advance the mission of Westminster College.
2. Provide an environment which facilitates individual growth and autonomy while fostering social responsibility within a larger community.
3. Contribute to the intellectual, spiritual, social, emotional, and physical development of students.
4. Enhance the overall quality of student life at Westminster College.

Definition and Purpose of an Athletic and Recreational Club



Any club or organization whose general purpose promotes physical activity or involvement will be classified as an Athletic and Recreational Club (ARC).

The ASW CLUBS supports an environment of overall wellness among students. Participation in athletic and recreational activities helps to promote physical and emotional wellbeing. To ensure the continuing existence of such groups, students who voluntarily participate in one of these organizations will be required to adhere to the following membership guidelines

1. All student members of an ARC must show proof of being over the age of 18 (eighteen) or submit a parental consent form signed by parents or legal guardian.
2. All student members of an ARC must complete and submit a Westminster College Assumption of Risk and Release prior to participation in any and all ARC activities.
3. The club President must submit a full roster and releases for all club members to the ASW CLUBS President within the first thirty (30) days of each semester or prior to the first ARC activity, whichever is sooner. Should a club President need to update their roster, they will submit updates to the ASW CLUBS President within two weeks of the change.

Article III

ASW CLUBS Organizational Structure

The ASW CLUBS is a student organization which oversees all clubs and organizations. The body is comprised of student representatives from all active clubs and organizations during an academic year. The ASW CLUBS Body will meet no less than once (1) and no more than twice (2) per month during the academic year. The following are guidelines, expectations, rights, and responsibilities of all ASW CLUBS clubs and organizations and their representatives.

1. All ASW CLUBS recognized clubs and organizations must send one (1) representative to each and every scheduled ASW CLUBS meeting. These representatives make up the ASW CLUBS Body.
2. Each club is allowed one (1) ASW CLUBS absence per semester.
3. Each club is allowed one (1) vote in all decisions before the ASW CLUBS Body.
4. All ASW CLUBS Body representatives equally share voting power on all matters brought before the ASW CLUBS Body, so long as a quorum is present. Quorum is met with the attendance of at least two board members and the ASW CLUBS President
5. The ASW CLUBS provides support for all ASW recognized clubs and organizations.
6. The ASW CLUBS provides a forum for communication among clubs and organizations.



7. All ASW recognized clubs and organizations may apply for funding by the appointed deadline each semester per the guidelines established in the ASW Financial Code.

Article IV

ASW CLUBS Leadership

The ASW CLUBS leadership shall be comprised of 5 members:

The ASW CLUBS President and four (4) board members, who each have one vote in all matters. The four board members are to be elected by ASW CLUBS representatives during an ASW CLUBS Body Meeting. Special elections will be held by the ASW CLUBS Body in the case of a Board seat vacated during the academic year.

It is the responsibility of the ASW CLUBS Board to:

- A. remain consistent with the original position guidelines dictated in the ASW Constitution and Bylaws;
- B. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all votes cast by the individual club representatives at the ASW CLUBS Body meeting;
- C. vote on matters affecting the ASW CLUBS where a simple majority rules including;
 - a. all matters concerning club activities and finances/budgets;
 - b. club and organization retention, inactive clubs and old clubs.
- D. Facilitate communication between clubs and other campus organizations;
- E. act as a resource for clubs and organizations, particularly in the areas of organization, problem solving, membership promotion, and fundraising;
- F. maintain club participation in and support of ASW sponsored events;
- G. provide a forum for expressing the interests of clubs.
- H. meet weekly or bi-weekly;
- I. update the ASW CLUBS Handbook (ASW CLUBS Body vote required) when necessary;
- J. be responsible for working with clubs and organizations to coordinate service projects and volunteer activities;
- K. assist the ASW CLUBS President to track, organize and report all service project paperwork;
- L. work with the Executive President of Communication to facilitate club advertising;
- M. communicate between the Student Activities Commission Club Chair and club leadership to coordinate events.

The ASW CLUBS President shall:

- A. be elected, by a simple majority vote, greater than 50 percent, of all ballots cast by the student members of ASW;

asw.clubs

- B. organize and chair a monthly meeting consisting of all club Presidents or club and organization representatives in order to establish event dates for all clubs, inform ASW CLUBS representatives of upcoming ASW CLUBS events and service opportunities, and allow representatives to communicate ideas and announcements to their peers;
- C. chair the ASW CLUBS Board;
- D. facilitate advertising for club events;
- E. prepare a list of all active clubs with contact information;
- F. prepare a list of all service projects accomplished by clubs in conjunction with the Graduate Assistant for Student Involvement;
- G. vote in the event of a tie in ASW CLUBS Board decisions;
- H. receive a scholarship as stated in the ASW By-Laws; and,
- I. have been an active officer of an ASW club for at least a full academic year.

ASW CLUBS Board members shall:

- A. Attend all board meetings scheduled by the ASW CLUBS President to vote on new club proposals after they have been reviewed by the Judicial Council and the Student Life Committee;
- B. Review club proposals, constitutions, and budget requests provided by the ASW CLUBS President and edit them or make recommendations as needed;
- C. Perform historian, and other duties as requested by the ASW CLUBS President;
- D. Maintain sufficient knowledge of ASW CLUBS and ASW laws and regulations to serve as an information resource in the event the ASW CLUBS President is unavailable;
- E. Must be a current officer of an ASW club.

Article V

Role of the Advisor

Each club or organization recognized by the ASW must have an advisor who is either a current faculty or staff member of Westminster College.

The Advisor shall:

- 1. act as the official representative of the club or organization in the absence of its officers;
- 2. maintain the records and/or equipment of the club or organization from year to year;
- 3. ensure that the club or organization follows the guidelines outlined in the ASW Constitution and the constitution of the club or organization;
- 4. accept responsibility for all actions taken by the club/organization and its officers;
- 5. oversee budget requests and expenditures of club/organization funds and provide sound financial guidance;
- 6. monitor the operations of the club or organization and provide necessary guidance to its officers;

7. attend as many club events and activities as possible;
8. attend any club event with anticipated attendance of (fifty) 50 or more students and remain at such events for their duration; and,
9. perform any other rights and duties granted him/her by the constitution of the club or organization.

Article VI

Establishing a Student Club or Organization

In order to establish a club or organization officially recognized by ASW, the following procedures must be followed:

1. Club Proposal:

ASW will accept petitions for new clubs at any time throughout the academic year. Proposals will be approved at the convenience of the ASW CLUBS Board and Judicial Council in a timely manner.

To complete the form, the organizer of the club must:

1. identify and approach a potential advisor for the club or organization (either a faculty or staff member of Westminster College);
2. upon the agreement of the potential advisor, they must sign the club proposal form;
3. obtain the names and ID numbers of at least eight (8) Westminster students interested in joining the prospective club or organization;
4. Submit the Club Proposal form to the ASW CLUBS President via email to ASWclubs@gmail.com.

The ASW CLUBS President , with the aid of the ASW CLUBS Board, will examine the purpose and goals of the club or organization and forward them to the Judicial Council for legal review and the Student Life Committee. Once the proposal has been approved by the ASW CLUBS President, ASW CLUBS Board, and Judicial Council, and the Student Life Committee has submitted their recommendation to the ASW CLUBS President, the proposal will be voted on by the ASW CLUBS Body for formal recognition as a club or organization.

2. Club Constitution:

The prospective members of the club or organization must write a club constitution to outline its objectives, membership criteria, operating procedures, and all other aspects of the club or organization. This step is the most crucial and must be completed before further progress can be made. The completed copy must be submitted to the ASW CLUBS President with the club proposal form. The constitution is subject to the same approval process as the club proposal form. All clubs must maintain a copy of their constitution. See addendum I for a copy of the club constitution template.

Article VII

The Recognition Process

1. Board, Judicial, and Student Life Review and Endorsement

- a. The ASW CLUBS Board members are responsible for the structural integrity and completeness of the club proposal. They may recommend changes be made before the constitution is sent to the Judicial Council.
- b. The Judicial Council will only approve constitutions which are complete and consistent with the policies of ASW and Westminster College. Once signed by the Chief Justice, the constitution will be subject to the review of the Student Life Committee.
- c. The Student Life Committee will evaluate the potential club or organization to determine whether or not it fills a definite need for students on campus. The Committee also determines whether or not another club on campus already serves the same function as the prospective club. The Student Life Committee will make a recommendation to the ASW CLUBS Board on their findings in accordance with the above description.
- d. Should a club require emergency approval for reason of extraneous time constraints, they may request temporary accreditation from the ASW CLUBS Board. The Board shall approve or deny the request by a simple majority vote, greater than 50 percent, after considering the recommendation of the Student Life Committee. Upon completion of constraining activity, the club shall complete the formal process for ASW recognition

2. ASW CLUBS Review and Approval

- a. Following approval of the constitution by the ASW CLUBS Board and Judicial Council, and the recommendation of the Student Life Committee, the ASW CLUBS President will verify that each step of the approval process has been followed and all documents are in order.
- b. The ASW CLUBS Body will then hear a brief introduction of the club's purpose by its organizer and have an opportunity to question them. They will then vote to determine whether or not to award official recognition to the club or organization. The ASW CLUBS Body must then approve or deny the proposed club by a simple majority vote (50 percent plus 1).
- c. If a club or organization is denied by the ASW CLUBS Body, the organizer may choose to petition for approval from the ASW Senate. In this case, a written request must be made to the Judicial Council. It will be the decision of the Judicial Council to determine whether a Senate vote, where a simple majority rules, should be made.

3. Notification:



The ASW CLUBS President will contact the organizer regarding the official status of the club or organization once each committee has had a chance to thoroughly review the proposed constitution.

4. Acceptance of ASW/ASW CLUBS Recognition

Once a new club or organization has been notified of their official recognition as an ASW/ASW CLUBS club or organization, the new President of the club or organization must schedule a one on one meeting with the ASW CLUBS President to both formally accept the recognition and review ASW/ASW CLUBS guidelines and procedures for clubs and organizations.

Article VIII

Benefits of ASW Recognition

Clubs and organizations officially recognized by ASW and the ASW CLUBS are entitled to the following benefits:

1. use of the titles “The Associated Students of Westminster College,” and “Westminster College” in the name of their club, and/or for publicizing events or recruiting members;
2. funding by the ASW through the annual budgeting process and/or the ASW CLUBS Ongoing Fund;
3. an ASW expense and revenue account (if the club/organization receives outside funding);
4. use of Westminster College facilities free of charge (subject to availability of facilities and prior approval from Campus Scheduling);
5. a club/organization webpage incorporated into the ASW website;
6. advertising through ASW channels;
7. permission to recruit approved off-campus (non-faculty and staff) speakers and guest performers, in accordance with the guidelines found in Article XIII;
8. membership in the Inter-Club Council Body;
9. ability to engage in on-campus fundraising activities; and,
10. participation in the annual ASW Clubs and Organizations Fair.

Article IX

Retention of ASW Recognition

Clubs and organizations officially recognized by ASW must:

1. adhere to all ASW policies, all policies outlined in this handbook, and applicable ASW authority;
2. adhere to the intent of the current club or organization constitution as well as the ASW Constitution;

asw.clubs

3. maintain a membership of active Westminster student members;
4. have a Westminster faculty or staff member as an advisor;
5. use ASW funds in accordance with the goals and purposes outlined in their constitution, the ASW CLUBS Board recommendation, and the ASW Financial Code;
6. collect and update waivers from club members, to file with the ASW CLUBS President prior to any event involving travel or athletic activities;
7. Complete one (1) service project for the Westminster College campus or the community each semester (Fall and Spring) of the academic year;
8. submit a Service Project Report to the President of the ASW CLUBS for each of the two (2) required semester service projects, due one (1) week prior to the day club and organization budgets are due each semester (Fall and Spring);
9. send at least one representative to ASW CLUBS Body meeting, held up to two (2) times per month during the academic year;
10. Send at least one representative to the Clubs & Organizations Fair in fall and the Admitted Students Day Club Fair in the spring.
11. retain a current copy of the club or organization constitution and notify the President of the ASW CLUBS if the constitution is updated;
12. adhere to all federal, state, and local laws;
13. observe the rules and regulations regarding the use of Westminster College facilities;
14. abide by the Standards of Conduct and Substance and Alcohol Abuse Policy of Westminster College as presented in the Student Handbook;
15. remain consistent with the ASW Constitution and any other guiding documents;
16. acknowledge that the views and opinions expressed by clubs are those of the club members and do not necessarily reflect the official policy or position of ASW or Westminster College;
17. in no way defame the Westminster College or ASW name; and,
18. in no way limit the inclusion of any individual who wishes to participate in the club or organization.
19. In no shape or form subjugate or force any of its potential members into any hazing rituals (defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization) to become a member of the club or organization.

Article X

ASW CLUBS Sanctions

All ASW CLUBS clubs and organizations are expected to follow all guidelines required for retention of their ASW recognition. In the event an ASW CLUBS club or organizations fails to do so, sanctions may be imposed on that club by the ASW CLUBS

Board and/or Student Life Committee. Such sanctions may include but are not limited to the following;

1. partial or total loss of funding;
2. probationary status for the duration of one (1) semester;
3. termination of any or all benefits of ASW recognition outlined in Article VIII; and
4. termination of official recognition by ASW.

Article XI

Termination of Official Recognition by ASW

A club or organization officially recognized by ASW may be terminated due to:

1. failure to comply with the policies outlined in Article IX;
2. habitual disregard for the timely completion of deadlines outlined in Article IX,
3. intentional omission of any person wishing to participate in club or organization activities, operations or leadership;
4. the ratification of a constitution which fundamentally differs from the initial expressed intent of the club or organization (if a significant change is to be made the club or organization may do so by using the club proposal steps outlined in Article VI);
5. the ratification of a constitution which is inconsistent with the current policies of ASW;
6. failure to amend the club or organization constitutions to align with ASW constitution changes;
7. inactivity of two consecutive semesters;
8. a written request for termination by the club or organization, signed by the presiding officer and advisor; and,
9. recommendation of the Judicial Council and a simple majority of (50) plus (1) of all ballots cast by the ASW CLUBS Board.

Article XII

Reactivation of ASW recognition

If a club or organization wants to become recognized by ASW after a period of inactivity it must:

1. Submit an updated copy of the constitution on file;
2. obtain the names and ID numbers of at least eight (8) Westminster students interested in joining the prospective club or organization; and,
3. be approved by the ASW CLUBS Board by a simple majority vote.

Article XIII

Contractual Agreements

Due to the complex nature of contractual agreements, no student or student organization may enter into a contractual agreement on behalf of Westminster College



or ASW without proper consent. Only Student Life officials may extend verbal and/or written offers, as well as sign contractual agreements on behalf of Westminster College. Before entering into a contractual agreement on behalf of Westminster College and/or ASW, Student Life must first review the agreement. Additional review by other campus departments may also be needed. At least fourteen business days should be allowed for the contract review process.

Article XIV

Event Notification Policy

If an event is anticipated to increase campus traffic, parking, or noise near Westminster College or any residential area (especially after 8 pm) an event notification form must be sent to the Graduate Assistant for Student Involvement and ASW CLUBS President. All amplified sound must be turned away from class rooms and residences. Any event where more than fifty people are anticipated requires an event proposal form. The form can be accessed on www.MyASW.com. There is also a mandatory student to faculty ratio at every event where fifty or more people are anticipated. Below are the students to faculty ratios:

1. 50-100 people = 1 faculty member (this should be the club advisor, per Article V);
2. 100-250 people = 2 faculty members;
3. any event with more than 250 people requires a special approval from the Dean of Students Office.

Article XV

Food, Beverage, and Alcohol Guidelines

1. Food Services

Catering services are available through Bon Appetit and the Shaw Center at Westminster College. Although there is no requirement to use Bon Appetit; a formal request must be made for any food purchase greater than \$150.00. Every club must ask Bon Appetit for a price on food catering prior to purchasing any food items which, combined, cost more than \$150.00. Once Bon Appetit has given an official price the, the club may proceed with any food provider. Arrangements for catering services through Bon Appetit should be made at least ten business days before the date of the event. Contact x2707 for more information.

2. Alcohol

Alcohol at club events may be permitted only in special circumstances. Any event with alcohol requires a formal approval from the Dean of Students Office and the Department of Alcohol and Beverage Control (DABC). Request for alcohol at ANY club event or meeting must be made at least fourteen (14) days before date of the event. Any club not adhering to the alcohol policy is subject to suspension or termination.

Article XVI

Advertising, Photocopy, and Print Procedures

Westminster College Advertising and Posting Policy

The Westminster College Advertising and Posting policy applies to all individuals, clubs, organizations, and institutions that may seek permission for postings. Any questions regarding this policy should be addressed to the President of Student Involvement and Leadership.

This policy excludes academic bulletin boards which are monitored by individual departments, and bulletin boards in the bathrooms, which belong to the prevention program. Only those programs may use these boards.

When posting the following rules must be followed:

1. All postings must be authorized by the Student Life Office. Upon approval, a stamp, including an expiration date, will be placed on the posting.
2. The Student Life Office will place all postings on campus bulletin boards except those in classrooms. There are 14 boards throughout the campus. Special permission from the Assistant Dean of Students must be given to post on boards in classrooms.
3. Posting is allowed on the lower level of glass doors of Shaw Center only with ASW approval. If you would like to post in this space, you must submit posting to the Student Life Office. There is no posting on doors or windows anywhere else on campus.
4. When posting on the Shaw Center doors, use masking tape, NOT scotch tape!
5. Postings may not be placed on black surfaced walls, glass windows, chalk boards, dry erase boards, photographs, paintings, floors, marble walls, wood doors, ceilings, or any painted or shiny surface.
6. The only posting allowed in bathroom stalls is that of the Dear John... and the Career News in the Loo newsletters which will be placed one each per stall. These will be posted in every stall and above every urinal on campus. All other postings will be removed.
7. Any requests to put information into the Dear John must be submitted to DearJohn@westminstercollege.edu by Tuesday at 10:00am the week prior to publication. Submission does not guarantee inclusion in the publication. Accommodation will be made as space is available. Each edition runs Friday to Friday.
8. All materials must be removed if they become torn/tattered. Postings will be approved for two weeks, or until the day after an event. Those persons posting material must remove all postings by 10:00 a.m. the day after the expiration date determined by the Student Life Office.

9. The Student Life Office will remove all postings from campus bulletin boards (excluding classroom bulletin boards) the day after expiration, though this should be done by the club or person responsible. Custodians and the Student Life Office will remove all inappropriately placed postings when identified. Those requesting posting privileges are responsible for the removal of all materials in classrooms.
10. Any requests for special exception to this policy must be made to the Assistant Dean of Students prior to such posting.
11. Any organization or person continually in violation of this policy will be denied approval for posting until that group or person can show responsibility for adherence to the policy to the Assistant Dean of Students.

Article XVII

Code of Conduct On/Off Campus

All club or organization members are expected to adhere to the Westminster College Code of Conduct, policies outlined in the ASW Constitution, and policies outlined in this handbook both on and off campus.

Reporting Misconduct

Anyone may report a violation of the Code of Conduct by contacting the Dean of Students at x2230. Normally, the person reporting the violation will be asked to submit a written report. The report should be a brief written statement citing the section of the Code allegedly violated and providing a summary of the facts deemed to constitute a violation. Reports should be submitted as soon as possible after the event takes place. Westminster College reserves the right to take action against an individual or student organization for violating the Code of Conduct regardless of how much time has passed since the incident. Anonymous reports may also be made to the Assistant Dean of Students.

Campus Emergency

For any campus emergency, call x2525.

Article XVIII

ASW CLUBS Awards

ASW CLUBS awards are designed to reward outstanding club and organization actions and leaders. All ASW CLUBS awards shall be conferred at the Purple and Gold Gala.

ASW CLUBS awards are:

1. Outstanding Community Involvement
2. Rising Star

Outstanding Leader Award

Outstanding Community Involvement

1. The ASW CLUBS board will convene to choose a nominated club or organization to receive this award.
2. All clubs and organizations in good standing with no past violations of ASW CLUBS rules and regulations are eligible for the award.
3. Criteria for the award is not restricted to or encompassing of;
 - a. Outstanding community involvement;
 - b. Outstanding service to Westminster College;
 - c. Outstanding service to the ASW CLUBS; or
 - d. additional criteria to be determined by and voted on by the ASW CLUBS Board.
4. The award shall be a plaque located in the ASW office or future space to be determined with the following inscribed;
 - a. Inter-Club Council Outstanding Community Involvement;
 - b. the recipient club or organization's name; and
 - c. the year in which the award was given.

Rising Star

1. The ASW CLUBS board will convene to choose a nominated club or organization to receive the award.
2. All new (within the past two semesters prior to receiving award) clubs and organizations in good standing with no past violations of ASW CLUBS rules and regulations are eligible for the award.
3. Criteria for the award is not restricted to or encompassing of;
 - d. Outstanding community involvement;
 - e. Outstanding service to Westminster College;
 - f. Outstanding service to the ASW CLUBS; or
 - g. future criteria to be determined by and voted on by the ASW CLUBS Board.
4. The award shall be a plaque located in the ASW office or future space to be determined with the following inscribed;
 - h. Inter-Club Council Rising Star;
 - i. The recipient club or organization's name; and
 - j. year.

Outstanding Leader Award

1. The ASW CLUBS board will convene to choose a nominated club or organization to receive the award.
2. All clubs and organizations members in leadership positions or have served in leadership position in the previous semester prior to receiving the award, in good standing with no past violations of ASW CLUBS rules and regulations are eligible for the award.
3. Criteria for the award is not restricted to or encompassing of;
 - k. Outstanding community involvement;
 - l. Outstanding service to Westminster College;



- m. Outstanding service to the ASW CLUBS; or
 - n. future criteria to be determined by and voted on by the ASW CLUBS Board.
4. The award shall be a plaque located in the ASW office or future space to be determined with the following inscribed;
- o. Inter-Club Council Outstanding Leader;
 - p. The recipient's name; and
 - q. year.

Addendum I

ASW CLUBS Forms

1. Club Proposal

Proposed Club Name

National Affiliation (if applicable)

Date Submitted

Organizer's Name

Phone

E-mail

Potential Advisor

Phone

E-mail

Description of club (including goals and potential activities):

Potential Members Petitioning for the Club:

Name (print)

Major

Student ID #

Name (print)	Major	Student ID #

2. Club Constitution Template

Table of Contents

- I. Name
- II. Purpose
- III. Membership
- IV. Authority and Power
- V. Voting
- VI. Club Officers
- VII. Recall/Impeachment
- VIII. Vacancies
- IX. Parliamentary Procedures
- X. Amendments to this Constitution

ARTICLE I - NAME

CONSTITUTION OF THE _____ (club name) OF WESTMINSTER COLLEGE

Highlighted portions are optional, please remove or alter if you see fit.

We the students of Westminster College, in order to promote shared governance on campus, develop a sense of community, facilitate better communication with the faculty, administration and Board of Trustees, enrich the lives of students while attending the college, provide leadership, training and opportunities for students, and provide a forum for student concerns do ordain and establish this Constitution for the _____ (club name) and for the record of the Associated Students of Westminster College.

ARTICLE II – PURPOSE

- 1. The name of this body shall be the _____ of Westminster College and will appear hereafter as the _____.
- 2. It shall be the purpose of _____ (club name) to _____

The _____ (club name) shall be dedicated
to _____

ARTICLE III – MEMBERSHIP

1. Membership shall be open to any Westminster student, staff, or faculty member, regardless of sex, race, ethnic origin, religion, physical handicap, socioeconomic status, or sexual orientation.
2. Honorary/Lifetime members of the _____ (club name) shall include Westminster College Alumni, faculty, staff, and/or any person elected as an honorary/lifetime member associated with having an influence on concerns affecting the _____ (club name). Honorary/Lifetime members will only be allowed to participate in activities sponsored by the _____ (club name) after all student members who wish to participate are first accommodated. Honorary/Lifetime members will provide the club with the funds to support their participation. Persons who are declared Honorary/ Lifetime members shall not maintain a vote in the _____ (club name) and shall not be allowed to hold any club office position.
3. Waiver: “All _____(club name) members participating in club activities involving the risk of injury will be required to sign a waiver absolving Westminster College, the _____(club name), and its officers from any injuries that might occur.”
4. Attendance
5. Dues (if any) collection procedural processes
6. The _____ (club name) shall participate in at least one service project each semester.
7. Conduct in violation of the Westminster College Student Code of Conduct will merit a dismissal from the _____ (club name).

ARTICLE IV - AUTHORITY AND POWERS

1. Authority is established and power is granted by the Associated Students of Westminster College through the Board of Trustees of Westminster College.

ARTICLE V – VOTING

1. Elections will be held during a designated week near the end of spring semester each academic year. The designated week shall be dedicated by the clubs and the ASW CLUBS. Special elections may be called by the Club President. Sufficient

notification will be provided to inform club members of this special election in accordance with the guidelines of ASW Statutes.

2. The elections process shall be as follows:
 - a. Be held during the club meeting pertaining to that week
 - b. Nominees must submit their names to the club President one (1) week in advance of the election.
 - c. Write in candidates will also be accepted.
 - d. Ballots will only be cast during the specific _____ (club name) meeting.
 - e. Results of the elections will be announced before the last day of spring semester.

ARTICLE VI – CLUB OFFICERS

1. All powers herein granted shall be vested in the _____ (club name) by complying with ASW statutes.
2. The Club Officers shall be composed of:
 - a. the President;
 - b. the Vice-President;
 - c. the Treasurer;
 - d. the Secretary; and,
 - e. any other officers as the club may see fit to assist in the efficacy of the club matters or proceedings.
3. Duties of officers and role of advisor: The members of the _____ (club name) shall:
 - a. be registered for at least:
 - i. six (6) undergraduate; or,
 - ii. three (3) graduate semester hours at Westminster College; and,
 - b. be in good academic standing.
4. The President shall:
 - a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the student members of the _____ (club name);
 - b. call and chair all meetings of the club;
 - c. attend at least seventy-five (75) percent of all _____ (club name) activities;
 - d. vote on all issues before the club;
 - e. coordinate the club's activities; and
 - f. oversee the management of the club and its functions.
1. The Vice President shall:
 - a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all

- ballots cast by the student members of the _____ (club name);
 - b. assume the duties and responsibilities of the President, should an absence occur;
 - c. assume the office of President should a vacancy occur;
 - d. attend at least seventy-five (75) percent of all _____ (club name) activities;
 - e. coordinate the club's activities; and,
 - f. vote on all issues brought before the club.
2. The Treasurer shall:
- a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the student members of the _____ (club name);
 - b. keep budget records to be viewed by ASW and for the _____ (club name);
 - c. prepare and reconcile monthly balance sheets of the club budget;
 - d. approve and execute all expenditures of the _____ (club name) as authorized by the ASW Dir. Of Budget and Finance.
7. The Club Secretary shall:
- a. be elected, by a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the student members of the _____ (club name);
 - b. distribute all submitted action items and a meeting agenda to the members of the club three (3) days prior to the day of the meeting;
 - c. attend at least seventy-five (75) percent of all _____ (club name) activities;
 - d. maintain records of all club meetings, maintain an electronic record of all club documents;
 - e. maintain the club Web Page and e-mail contact list; and,
 - f. coordinate with the ASW CLUBS President and the President of Communications to facilitate club web pages.

ARTICLE VII - RECALL

- 1. The President, Vice President, and any member of the club shall be removed from office on recall for, a conviction of any act in direct violation of this Constitution or any document subordinate thereof.
- 2. Recall
 - a. A recall vote to remove any elected club officer will be held if:
 - i. twenty (20) percent of the total number of club members sign a petition for the recall of the club officer; or,
 - ii. twenty (20) percent of an officers' constituency sign a petition for the recall of that officer.
 - b. The petition must be received and verified by the President of the ASW

CLUBS and a club officer who is not being recalled.

- c. A recall election will be held within ten (10) working days of verification of the petition for the contested position(s).
 - d. A super- majority vote, of two-thirds (2/3) plus one (1), of all ballots cast in the recall election shall be required for the removal of the officer in question.
1. Any person acquitted of wrongdoing by lack of proper majority, shall not, for the same offense, be otherwise re-examined by any proceedings enumerated in this Constitution.
 2. Any conviction, resulting from an impeachment, leading to removal, can be appealed to the Judicial Council according to the disciplinary procedures in the Student Handbook of Westminster College.

ARTICLE VIII – VACANCIES

1. Vacancies in the executive cabinet of the _____ (club name) shall be filled by:
 - a. nomination of the club members; and,
 - b. a special election resulting in a simple majority vote, of fifty (50) percent plus one (1), of all ballots cast by the _____ (club name) members.
1. Vacancies in the Vice Presidency shall be filled by a special election which will be held by the _____ (club name). (delete – is not needed because of article 1)
2. Vacancies in the Presidency shall be filled by the Vice President.
4. Vacancies in any position appointed by the President, and ratified by the _____ (club name), shall be filled by the same procedure.

ARTICLE IX – PARLIAMENTARY PROCEDURE

1. The rules contained in the current edition of Roberts Rules of Order Newly Revised shall/may govern by the _____ (club name) in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order _____ (club name) may adopt.
2. Inter-Club Council Representation
 - a. Attend all ASW CLUBS meetings.
 - b. Vote on behalf of the club being represented.
 - c. Report the results of ASW CLUBS meetings to the club.

ARTICLE X – AMENDMENTS TO THIS CONSTITUTION

asw.clubs

1. Amendments to this Constitution may be proposed through:
 - a. Club action; or,
 - b. By petition signed by not less than ten (10) percent of the student members of the _____ (club name).
2. Proposed amendments to this constitution will be adopted by a super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast by the student members of _____ (club name).
3. Neither the _____ (club name) nor any body subordinate thereof, may enact any rules, policies or procedures inconsistent with the ASW Constitution.

***Please fill out this form and club constitution and email to
ASWclubs@westminstercollege.edu**

Addendum II

ASW Constitution

Please visit the following link for an updated version of all the ASW guiding documents.

Addendum III

ASW Financial Code

Please visit the following link for an updated version of all the ASW guiding documents.

Addendum IV

Contact Information

For an updated list of contacts please visit

http://www.westminstercollege.edu/faculty_staff/