

WALLA WALLA UNIVERSITY

Club Handbook



2023–2024

Club Handbook

Walla Walla University vision

A community of faith and discovery committed to:

Excellence in thought

Generosity in service

Beauty in expression

Faith in God

For information about local screen printing, embroidery, graphic design services, local event venues, event rentals, and catering services, email the Clubs Manager.

If you have questions about planning or promoting events, email the Clubs Manager.

Any and all final decision pertaining to the interpretation of this handbook are left to the Clubs Manager and the Vice President of Student Life. Anything that is NOT specified by this handbook will fall to the discretion of the Clubs Manager and the Vice President of Student Life.

If you have questions about planning or promoting events, email clubs@wallawalla.edu.

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INTRODUCTION

What is a Walla Walla University Club?

A Walla Walla University Club:

1. Is a community of students and faculty/staff that gathers around a common interest.
2. Is sanctioned by the office of Student Life in accordance with the policies outlined in the WWU Club Handbook.
3. Spends collected resources on gatherings and events that focus on the common interest.
4. Contributes to its community by engaging in outreach.
5. NOT a loyalty program or discount scheme for a local business.
6. NOT An organization primarily oriented toward distributing free items or benefits, as opposed to engaging in structured activities.

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 the Clubs Manager. Important contacts for clubs are listed below.

Student Life

Seth Wolcott (clubs manager and poster approval)

Email: clubs@wallawalla.edu

Phone: (509) 527-2511

Sharryl Toews (poster approval)

Email: sharryl.toews@wallawalla.edu

Phone: (509) 527-2511

Darren Wilkins (Vice President of Student Life)

Email: darren.wilkins@wallawalla.edu

Phone: (509) 527-2511

Risk and Safety Management

Sophie Webster (contracts, waivers, and drivers)

Email: sophie.webster@wallawalla.edu

Phone: (509) 527-2250

Accounting

Eduard Krivoruk (club finances)

Email: eduard.krivoruk@wallawalla.edu

Phone: (509) 527-2841

Campus Security

(safety and emergency contact)

Email: security@wallawalla.edu

Phone: (509) 527-2222

POLICIES AND PROCEDURES

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 Clubs Manager 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 6.)
3. Submit the Petition to Form a Campus Club form. This will let the office of Student Life know that you are thinking of starting a campus club.
4. With your club sponsor and officers, create and submit the **Club Constitution form**. Take a look at the guidelines for writing a constitution in **Appendix A** and Sample Constitution for direction in crafting this document in **Appendix B**. direction in crafting this document in Appendix B. Every club must have an approved constitution on file in the office of Student Life to be recognized as a club at WWU. You will receive a notification

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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. Club Constitutions must be signed every school year by the officers.

5. Attend the beginning-of-the-year club officer/sponsor meeting the Sunday of the Welcome Back Bash. At least one officer and one sponsor from each club must be present at this meeting. Important information regarding club management, policies, finances, and event planning will be presented.

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.

The officers of each club must be elected during spring quarter of the current school year to activate the club for the following fall quarter. This enables students to sign up for clubs at the annual Welcome Back Bash event. A list of elected officers for each school year must be submitted to the Clubs Manager using the [Club Officers form](#).

The list of officers and sponsors, including full name and club officer position, must be submitted to the Club Manager. 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 the Club Manager.

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 interests 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.

How to Work with Your Sponsor

1. Sponsors are employees of the college, and their first responsibility to the college is to their job.
2. Sponsors volunteer to work with student organizations because they want to do it and they feel they can contribute to the organization's success.
3. Faculty/staff sponsors are human. Clubs can help their sponsor by:
 - Making clear the role they would like their sponsor to take in the organization.
 - Keeping your sponsor informed of the organization's plans and problems.
 - Making use of your sponsor's background of experiences with the organization and the university.
 - Working out tentative solutions to problems before going to your sponsor, whenever possible.
 - Observing lines of responsibility. Don't go "over their head" or bypass your sponsor entirely.
 - Taking the initiative in arranging for regular executive committee meetings with your sponsor.
 - Inviting your sponsor and their family to all activities. Don't take their attendance for granted.
 - Making your sponsor feel like a member of the organization. Present them with membership cards. Ask them to serve on certain committees in some appropriate way.
 - Extending appropriate courtesies to your sponsor and their guests at special functions such as banquets and meetings which include important speakers.
 - Showing an appreciation for their services through a letter or appropriate comments at meetings and other events.

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 Welcome Back Bash meeting, all club presidents and sponsors must sign their club constitution. During the school year, clubs must retain at least one officer and hold at least one event per quarter.

Plan to participate in the annual Welcome Back Bash which is a fun event that takes place the Sunday before classes begin fall term. This is a great way to recruit club members. All club officers and sponsors are required to attend the Welcome Back Bash meeting.

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 ratify 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 Clubs Manager in consultation with the vice president of Student Life.

EVENTS

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, contact the Clubs Manager.

Events involving one or more of the following must follow the steps for special event approval listed on page 10:

- 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.

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. To reserve an indoor or outdoor space complete the Request a Campus Facility form. Please remember that set up and take down for secular events must take place before sunset on Friday or after sunset on Sabbath.

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.e.e.

Physical Activities

For events involving activities that could be a risk or dangerous to participate in or special events including events involving physical activity, food service, third-party collaboration, or a guest speaker/artists, clubs must follow the steps outlined on page 10. For any activity that fits into one of these categories, club officers must work with Risk & Safety Management 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..

Welcome Back Bash

The Welcome Back Bash (WBB) is the biggest club event of the school year as it is the best time for student to join the clubs they want to. A club officer must be present at the booth they represent for the duration of the event to answer questions and encourage students to sign up. Any and all signage at each booth must represent the values of Walla Walla University.

Each WBB begins planning and organization the school year before the event occurs. In order for a club to have a booth at the 2024-2025 WBB, the [Request a Booth at WWB form](#) must be filled out by the spring quarter of the 2023-2024 school on a date set by the Club Manager.

Advertising and 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](#).

- **COMMUNITY ANNOUNCEMENT SLIDES**

To promote events via pre- and post-CommUnity announcement slides, submit your announcement in a PowerPoint format to the Chaplains Office.

- **FLIERS**

Fliers 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).

- **AUDIO SUPPORT**

Campus Support is available upon request to provide sound and/ or projection for on-campus events via this [form](#).

- **EVENT PROPS**

Tables, chairs, stage pieces, or garbage cans are available to be delivered upon request to Facility Services via this [form](#). Tables are also available upon request to Student Life via this [form](#).

- **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 [here](#).

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:

- Approve with club sponsor.
- Prepare with Risk and Safety Management: Contact Risk and Safety Management to prepare any contracts, waivers, or insurance necessary for your event.
- 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. It takes several days to obtain clearance for the Approved Driver List. Please do not wait until the last minute to apply.

FINANCES

Access current account info on myWWU. Keep event receipts. Clubs can't overspend. Presidents/treasurers manage finances. Records auditible by Club Manager. Clubs follow financial procedures. Spending needs sponsor/officer approval, per outlined process. Submit [Signature Authorization Sheet](#) to Student Life by first fall week for 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

An amount up to \$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.

Charging more than \$30 per quarter is strictly prohibited without explicit permission from the Clubs Manager and the Vice President of Student Life. This approval expires at the end of every school year. Clubs requesting more than \$30 per quarter must apply for this privilege annually.

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 officers' signatures 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.

CLUB SPONSOR HANDBOOK

Constitution Submission

Clubs are required to submit a constitution detailing the club's purpose to the Student Life Clubs Manager for approval. Refer to the Clubs Handbook for comprehensive guidelines.

Sponsor Requirement

Each club must have at least one adult sponsor, who is an employee of Walla Walla University and has been endorsed by the VP for Student Life.

Meeting Procedures

The meeting is called to order, with a designated member recording minutes. The Club Sponsor's presence is necessary.

Minutes should encompass, but are not limited to, the following: date, time, attendance, discussions, motions proposed, and approved motions. A Sample Minutes Form is provided in the Appendix.

The Club Sponsor retains filed minutes for a minimum of three years for audit purposes.

Conflict of Interest

All student activity transactions are subject to conflict of interest policies. This prevents school employees from participating in any contract, sale, or purchase involving themselves or their relatives with a significant interest.

Proper Fund Use

Mishandling or misuse of student activity funds may result in disciplinary actions. The Club Sponsor and Treasurer should receive monthly reports of club balances from the accounting office. Verify accounting office balances with the student club balance. Address any discrepancies by conducting research and reconciliation. The Club Sponsor confirms the balance by endorsing a copy of the report.

Role of Club Sponsors

The role of a sponsor may vary among clubs and evolve with student officer changes. A clearly defined job description is crucial for fostering a positive, enduring sponsor-student organization relationship. Sponsor roles can be classified as follows:

1. **Listener:** The sponsor listens to members' and officers' concerns, providing guidance and expertise to facilitate organizational operations.
2. **Advocate:** In this capacity, the sponsor represents the club within the college community when required. Plan with Campus Security: Contact Campus Security to develop an emergency response plan, considering potential dangers and how you will respond to these dangers.
3. **Facilitator:** The sponsor aids members and officers in developing strong leadership skills, offering assistance in conflict resolution. Sponsors act as consultants, guiding growth through advice and understanding.

Sponsor Responsibilities

- Ensure continuity by educating new members and officers about regulations, rules, and responsibilities.
- Familiarize oneself with the Club Handbook.
- Exercise veto power when a decision contravenes the club's objectives, constitution, or university policy.
- Assist in program planning and development.
- Ensure alignment of proposed activities with university policy.
- Approve all media coverage through Marketing. · Approve/deny official club functions before submitting the Club Event Approval Checklist to the Office of Student Life.
- Fulfill duties assigned by the student organization's constitution.
- Grasp the organization's constitution, participate in goal-setting, and planning.
- Serve as a liaison between VP for Student Life, the University, and the student club.
- Provide an external perspective.
- Navigate bureaucratic obstacles.
- Aid in financial management.
- Consult with VP for Student Life periodically regarding the club's direction and programs.
- Review all printed material for grammar and spelling accuracy.
- Recognize and acknowledge students for their achievements.

Attendance at Club Functions

A sponsor is required to attend all club functions meeting the following criteria:

- Any off-campus event designated as an official club function.
- On-campus outdoor events with sound amplification.
- Publicly open events.
- Events featuring guest speakers or performers.
- Rallies or demonstrations.

Sponsor's Obligations

As a sponsor, your responsibilities extend to the following areas:

1. **Clarification of Role:** Clearly define and communicate your role to club members, ensuring they understand your function within the organization.
2. **Knowledge of Policies:** Maintain a comprehensive understanding of relevant student organization policies, both those outlined in this handbook and any additional regulations.
3. **Availability for Consultation:** Make yourself reasonably available to officers and other members of the organization for guidance, advice, and mentoring related to organizational matters.
4. **Problem Resolution:** Offer guidance and assistance in resolving issues or challenges that may arise within the organization.
5. **Stay Updated:** Keep yourself up-to-date with developments within the organization and the broader campus community, staying informed about relevant news and events.
6. **Mandatory Meeting Attendance:** Attend all club meetings to maintain an active presence and to provide consistent support to the organization.
7. **Team Encouragement:** Promote and encourage a spirit of teamwork and collaboration among club members, fostering a positive and inclusive atmosphere.
8. **Constructive Feedback:** Provide constructive feedback to the organization when appropriate, ensuring that criticism is delivered in a constructive and respectful manner. Consider providing feedback after meetings to avoid undermining members' confidence during sessions.
9. **Guiding Approach:** Adopt a guiding and advisory role rather than a directive one, allowing the organization to make decisions while benefiting from your insights.
10. **Program Development:** Assist in identifying the purpose and content of programs and events, helping student officers exercise sound judgment in their selection and planning.

Expectations from Officers

In return, you can anticipate certain expectations from the officers of the organization:

1. **Communication:** Officers should keep you informed about all organizational activities, including meeting schedules, locations, agendas, and any relevant updates.
2. **Regular Meetings:** Maintain a consistent schedule of meetings with you to discuss organizational plans, progress, and any concerns.
3. **Records and Financial Practices:** Develop and adhere to proper record-keeping practices, including minutes of meetings, financial records, and any materials distributed to members.
4. **Approval Seekers:** Officers must seek your approval before committing the organization to any external engagements, contracts, or significant decisions.

Guidelines for Approving Films for Student Viewing

When considering the screening of films as part of club events, adhere to the following guidelines:

1. **Copyright Compliance:** Ensure that the necessary permissions have been obtained from the copyright holders to publicly screen the film. If applicable, verify whether any fees are required for such screenings.
2. **Alignment with Values:** Select films that align with Walla Walla University's values and beliefs, taking into account with the Seventh-Day Adventist Church.

APPENDICES

Appendix A: 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 Clubs Manager. 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. Submit your club constitution [here](#) following these guidelines:

- **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.

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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 B: 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 (cont.)**

Section 4

» An officer may be removed from office for nonperformance of duties or behavior not in accordance with the Student Handbook and Code of Conduct 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 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.

Appendix B: Sample club constitution (cont.)**• 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 Clubs Manager.

• ARTICLE IX - Ratification

The constitution was ratified by the club's officers (names here) on (date).

2023–2024

Club Handbook

Office of Student Life

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(509) 527-2109 · fax (509) 527-2209

wallawalla.edu

