Article VIII

Campus Organizations

Section A. Recognition (Chartering)

Any student or group of students may organize a club on campus. The Club may not be started by a staff member or by outside organizations. In order to begin the process, the interested students will need to meet, organize and elect officers. The following procedures govern the organization of a club:

1. Prospective organizations shall submit a Constitution that details the purpose of the organization. It must follow the format supplied by ASG. (Appendix 1) a. Clubs are eligible for ASG charter and funding only if their membership is open to any WWCC student (Any student who has the ability to meet their membership requirements).
2. The application must contain a list of members, officers to include a President, Vice President, Secretary and Treasurer and the faculty or staff advisor.
3. There are no deadlines for chartering, but it is recommended that each club charter during the first month of school.
4. The Constitution, and list of members will be distributed to ASG members at the next regularly scheduled meeting. It will be voted on at the meeting following the one at which it is submitted.

Once the charter is approved, the ASG Secretary will notify the club in writing and send them their Certificate of Charter.

Section B. Funding:

1. All chartered organizations are eligible for ASG grants.
2. Grant amounts will be determined by the WWCC ASG based upon the budget submitted by the club and the number of students in the club. The maximum allowable grant is generally $200 per semester per club.
3. A simple majority vote of WWCC ASG is required for grants to not to exceed $200. Requests for over $200 require a comprehensive request and a two-thirds vote for approval.
4. No grants will be given during the last thirty days of the semester. No club may carry allocations over from one semester to another. If $200 is not requested for the fall semester, the club may not request $400 for the spring semester.
5. If the club does not utilize funds for the requested purpose, they must be returned to ASG.
6. Once the allocation is approved, the club must submit appropriate bills or receipts to the ASG Treasurer and the bills will be paid.
Section C. Duties:

1. Each club must be represented at all Wednesday ASG weekly meetings. Each club will be allowed two unexcused absences per semester, or four per academic year. If an ASG member is a representative for a club he/she may not vote in matters concerning his/her club, as to prevent a conflict of interest. Failure to attend meetings could result in revocation of the charter. The ASG Secretary will take roll call at each meeting.
2. Each organization is required to give a monthly report at the first ASG meeting of the month describing their previous month's activities.
3. All organizations are required to follow established WWCC policies and procedures including:
   a. Reserving college facilities for any planned event.
   b. Having a faculty or staff person in attendance at each scheduled event.
   c. Making sure that all advertising materials (posters) are stamped by the information desk and that they are removed by club members when the event is done.
   d. The sponsoring club at the conclusion of the event must clean up campus facilities.
4. Clubs may be called upon to assist ASG with some of their sponsored events.
5. All organizations are required to hold one campus-wide event per semester.
6. Clubs can have excused absence approved by an officer.
7. ASG members cannot represent a club in ASG meetings.

Section D.

Charters may be revoked for violation of any of the above guidelines or any other violation of college policy.

1. A hearing within one week of the motion must follow a motion for the revocation.
2. Three-fourths (3/4) of the WWCC ASG members must be present before the hearing can begin.
3. An organization will forfeit its charter upon two-thirds (2/3) majority vote of WWCC ASG members present.
4. The organization has the right to appeal through the Student Affairs Appeals Board.