



 **WEST COAST
UNIVERSITY**
Founded 1909

GUIDELINES FOR STUDENT ORGANIZATIONS

2015-2016 Academic Year

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Table of Contents

GENERAL INFORMATION	5
INTRODUCTION	5
IMPORTANCE OF REGISTERING YOUR STUDENT CLUB/ORGANIZATION	5
AMENITIES AVAILABLE TO STUDENT CLUBS/ORGANIZATIONS	5
RESPONSIBILITIES OF STUDENT ORGANIZATION	5
<i>Good Standing/Code of Conduct</i>	5
<i>Email</i>	6
<i>Student Event and Activities</i>	6
<i>Use of Campus Facilities</i>	7
<i>Participation in One Community Service/ Campus Activity Annually</i>	7
<i>Club Fair</i>	7
<i>Submit Annual Update Form</i>	7
<i>Attend Mandatory Annual Meeting with Director of Student Affairs or designee</i>	8
HOW TO GET STARTED	8
<i>Conduct a needs assessment</i>	8
<i>Meet with Student Services</i>	8
<i>Identify an Advisor</i>	8
<i>Create Constitution and By-Laws for approval</i>	8
<i>Register</i>	8
FAQ's	9
<i>Tax ID</i>	9
<i>Fundraising</i>	9
<i>Selling Food</i>	9
<i>WCU Name and Logo</i>	9
<i>Posting/Advertising</i>	9
<i>Contracts</i>	9
<i>Membership Requirements</i>	9
OFFICER INFORMATION AND TIPS	9
DUTIES, ROLES AND RESPONSIBILITIES	9
<i>President</i>	9
<i>Vice President</i>	10
<i>Secretary</i>	10
<i>Treasurer</i>	10
<i>Leadership Transitions</i>	10
<i>Ethics</i>	10
<i>Leadership</i>	11
<i>Effective Communication</i>	11
<i>Relationships</i>	11
<i>Team Building</i>	11
<i>Setting Goals</i>	11
<i>Motivate</i>	12
<i>Delegate</i>	12
<i>Make Decisions</i>	12
<i>Role Model</i>	12
RECRUITING AND RETAINING MEMBERS	12
ADVISOR INFORMATION	13
WELCOME	13
SUPPORTING THE ORGANIZATION/CLUB	13
ADVISOR ROLE AND RESPONSIBILITIES	13
LIABILITY	14

APPENDIX	15
SAMPLE CONSTITUTION AND BYLAWS.....	16
REGISTRATION FORM	17
ANNUAL UPDATE FORM	20
ADVISOR FORM	23

GENERAL INFORMATION

INTRODUCTION

Student organizations can provide many opportunities and benefits to their members. Making new friends, academic, professional, and personal growth, developing your social and leadership skills, getting involved with community service projects and broadening your academic, cultural, and social interests are just a few of the ways student organizations may enhance your educational experience.

IMPORTANCE OF REGISTERING YOUR STUDENT CLUB/ORGANIZATION

Being recognized by West Coast University as a student club/organization on campus provides the student club/organization with access to certain benefits and privileges. Contact Student Services if you are looking to join a club, start a club, or are the leader of an existing club; we will be happy to assist you.

AMENITIES AVAILABLE TO STUDENT CLUBS/ORGANIZATIONS

- Authorization to promote the club/organization and activities (in accordance with University policies and procedures).
- Ability to sponsor approved activities and/or events.
- A dedicated club/organization email address.
- Ability to reserve the use of campus facilities (bulletin boards, classrooms and meeting spaces for approved activities and events).
- Use of the University name and logo (in accordance with all University policies and procedures)
- Opportunity for sponsorship or funding for approved activities or events.
- Access to the Student Services Department for support and resources

RESPONSIBILITIES OF STUDENT ORGANIZATION

A student organization is defined as a student-led group of active (currently enrolled and attending) WCU students with a common interest, which has received university recognition. WCU recognizes the value and contribution that student organizations can make to a student's campus life and academic journey.

Good Standing/Code of conduct

All student organization members will fully comply with University policies, as well as federal, state, and local laws. The University will investigate student organizations (whether recognized or unrecognized by the University) suspected of violating University policy, or federal, state or local laws, and may render sanctions, including but not limited to suspension or termination of the organization. The student organizations may be held responsible—collectively or as individual members/representatives—for misconduct, violations or damages caused by members of the student organization. Please refer to the University handbook for more information regarding violations under the University Code of Conduct.

Use of email

Officially recognized/registered student organizations in good standing are eligible to receive an email address. Established organizations are required to renew their registration each year (following the re-registration guidelines) in order to maintain their status and email address. To request an email account and address, submit the Account Application to the Student Services Department.

Email accounts are made available as a resource to help support communication within the organization. The student organization advisor and principal members are the only authorized users of the address, and will be accountable for proper use of the account. The account will be listed as the organization's official contact email address.

All emails must be approved prior to sending to student body, student distribution groups, third parties, etc. The emails must clearly state that the email is from a student organization and not WCU. The advisor will maintain email address.

The account may NOT be used for any of the following:

- Acts that violate University policy or procedures
- Personal communication
- Solicitation

Student Events and Activities

Students and student organizations wishing to host a University-related event, whether on- or off-campus, are required to complete and submit a Campus Activities Request Form to Student Services for approval. Events may be promoted, finalized, and confirmed once the activities request has been approved; this may require approval from departments with a vested interest, even if they are not listed as requiring a signature on the form.

Events requiring approval include but are not limited to:

- Events that would impact the broader campus community for any single- or multi-day event that will use common areas of the campus, or
- Any off-campus activity where students, faculty or associates are identified as community members of WCU or acting on behalf of WCU.

Examples of events requiring approval include student organization fund raisers, organizing a group for charity events (5Ks, etc.) as well as campus driven events such as blood drives and student appreciation events.

Events which do not require prior approval include standing meetings (like CNSA Officer meetings) or campus-led events (e.g. pinning or hooding ceremonies).

Please contact the Student Services Department for a copy of the Activities Request form or if you would like assistance requesting an event.

Use of Facilities

Student organizations officially recognized/registered with the Student Services Department at their WCU campus and in good standing may reserve campus space and hold events/activities by following the University Activities Request process.

- Student organizations reserving space are accountable for their guests' and members' behavior, and must abide by all University policies and procedures.
- Consumption of alcohol is not permitted on University campuses. For information regarding the University Drug and Alcohol policy, please refer to the University handbook.
- The University is not responsible for lost, stolen or damaged items.
- The student organization is responsible for damages that occur while hosting its event/activity.
- Student organizations may only request use of University facilities for their own events/activities.
- Student organizations are responsible for set up and cleanup of their events/activities.

Failure to abide by any of the rules and/or responsibilities may result in suspension of the organization and/or the loss of the ability to host future events/activities.

Participation in At Least One Community Service/ Campus Activity Annually

Student organizations have a unique opportunity to make a positive impact to others outside of the classroom, within the WCU community and the surrounding community. Working with others and inspiring others to get involved can be just as rewarding for the members of the student organizations as those who participate in the events. WCU requires all student organizations to help enrich campus life by contributing annually in at least one of a few ways:

- Enrichment through service (e.g., hosting/sponsoring food drives, blood drives, school supply drive, a walk for local charity/event within the community)
- Hosting an event on campus (e.g., bake sale)
- Partner with a department on campus to promote an event/activity (e.g., volunteer fair, "love what you do month activities")

Club Fair

During the Fall 1 and Spring 1 terms, the campus will host a Club Fair. Your club will be required to set up a booth and include club information to encourage students to join and participate in your club.

Submit Annual Update Form

All student organizations must renew their registration each year through the Annual Update Form. University authorization of student organization lasts for one (1) year. The deadline to renew a student organization is November 15th of each year.

Attend Mandatory Annual Meeting with Director of Student Affairs or designee

To ensure support and resources are available in the planning of future events and activities, a representative from each student organization will need to meet with the campus Director of Student Affairs or their designee each year as part of the annual renewal process.

HOW TO GET STARTED

1. Conduct a needs assessment

- Determine the purpose of your student organization. What is the mission of your student organization?
- Who is interested in joining this type of student organization? A student organization must have a minimum of 4 students in order to be recognized as a student organization.
- Are there any other student organizations on campus with a similar interest?
- Would the student organization be affiliated with a national or professional organization outside of campus?

2. Meet with Student Services Department

During an initial meeting with the campus Director of Student Affairs (or their designee), you will be able to review the purpose of your student organization and the steps to register and be recognized as a new student organization, as well as answer any questions you may have.

3. Identify an Advisor

Each student organization must have a full-time faculty or staff member as their advisor. Once you identify an advisor, the advisor will need to complete the advisor agreement form that will be submitted with the student organization registration form.

Be prepared to let the advisor know how much time will be involved, and what your organization/club would like to see from their advisor.

4. Create Constitution and By-Laws

The Constitution and By-laws will be the official statement of purpose and the rules of operation for your student organization. These will also serve as a guide for future leaders of the organization and how the group will make decisions and operate.

5. Register

Each student organization will need to complete and submit the registration form and all supporting documents.

FAQ's

Tax ID

Student organizations are not able to use the University's tax ID number. This also means that student organizations are not able to accept charitable donations, such as food or percentages of a restaurant profit. However, if your student organization is affiliated with an outside organization (such as a student professional association), that organization may be able to receive tax deductible donations on behalf of your organization or may allow you to use their tax ID.

Fundraising

All fundraising activities must be approved (see student activities and events) and should benefit the whole student organization or charitable cause. Monies raised must not be for a specific individual(s).

- **Selling Food** may be approved as long as the items are prepackaged/individually wrapped, and **NOT** home-prepared items.

WCU Name and Logo

Student organizations may use WCU's name and logo with proper approval. Please contact the Student Services Department to obtain a copy of the Campus Activities Request Form required to gain approval.

Posting/Advertising

Authorization to post or advertise your student organization and/or event may be granted by submitting a completed Campus Activities Request Form that is available from the office of Student Affairs.

Contracts

Under no circumstance is a representative of any student organization able to sign contracts with outside vendors, facilities or organizations/businesses or represent themselves as officials of the University.

Membership Requirements

Student organizations may not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran, or military service status, political affiliation, age, or disability.

OFFICER INFORMATION AND TIPS

DUTIES, ROLES AND RESPONSIBILITIES

President

- Preside at all meetings of the organization/club.
- Act as the principal host at all events.
- Be familiar with specific duties, roles, and responsibilities of office.
- Be familiar with University policy and operations (specifically in relations to the organization/club).

- Be familiar with organization/club bylaws and constitution.
- Plan for the year ahead.
- Serve as the organization/club liaison to the association/club advisor and campus Student Affairs office.
- Keep your advisor informed.
- Ensure all required documents and materials are submitted and filed with the Student Affairs office.

The organization/club must consider their effect on the overall University and campus, which includes, but is not limited to, behavior of members, events and activities, and projects of the organization/club.

Vice President

- Handle Presidential responsibilities in his or her absence and assist as needed.
- Other duties as assigned.
- Share in responsibility and accountability to ensure organization/club functions effectively.

Secretary

- Record meeting minutes; communicate them to each committee members, to the organization/club advisor, and the Student Affairs office.
- File all minutes and action items.
- Work with the President to prepare meeting agendas.
- Secure meeting date, time, and location. Along with any other items needed for the meeting.
- Send meeting notifications to organization/club members.

Meeting minutes should always include:

- Organization/club name.
- Date and time of meeting.
- Location of meeting.
- President's name.
- Attendance: Members present.
- Summary of agenda.

Treasurer

- Maintain finances, including records and annual statements, of the association.
- Provide copies of the records to the Student Affairs Office

Leadership Transitions

- Identify all information a new leader may need (what did you have available when you started, what would you have liked to know).
- Organize the information for easy review and access.

Ethics

- Do the right thing.
- Be aware of what is happening within the organization/club, your campus, and the University.

- Open communication and set clear expectations.
- Treat everyone equally.
- Benefits are shared equally among members.
- Follow policy and procedures.
- Ask yourself if you would want the information/your decision shared as a news headline/story for the world to see.

Leadership

- Common definition: “Leadership is getting things done through people who are motivated by a vision or common goal”
- Additional skills needed to meet that vision or common goal:

Effective Communication:

- Express yourself clearly/be specific
- Listen to others – without responding
- Understand – ask questions
- Look at ideas from their point of view
- Agree to disagree
- How you say things is as important as what you say
- Be descriptive without using judgmental statements
- Speak about the behavior not the individual
- Speak for yourself
- Align your actions with what you say
- Follow up

Relationships:

- Work well with others
- Interact with everyone
- Build relationships with others on campus (other leaders, students, faculty, and staff)

Team Building:

- Create an environment where all members feel welcome
- Include ice breakers, so members get to know each other

Setting Goals:

- Ask members what they want the organization/club to achieve (be clear and specific)
- Ask members where they want the organization/club to be in one (1) year
- Ask members how they want to achieve organizational goals
- Ask members what they want others to know about their organization/club (how do they want others to view their organization/club)
- Brainstorm/encourage creative thinking

Motivate:

- What is important to others
- Requires time, energy, and awareness (relationships)
- Set goals to accomplish as an organization

Delegate:

- Know the task to be completed and what is required to complete it (skills and resources)
- Choose people with skills that match task at hand (could also be opportunity for individual to develop skills further)
- Communicate: Ensure delegate clearly understands expectations (what, when, where, how, and why)
- Provide coaching throughout the process
- Monitor and follow up without taking over
- Build relationships with others on campus (other leaders, students, faculty, and staff)
- Say **THANK YOU**

Make Decisions:

- Learn when to make a decision on your own and when to involve others
- Remember why you are doing what you are doing

Role Model:

- Lead by doing
- Try new things (when appropriate)
- Be passionate (don't do something because you think you have to)
- Be sincere
- Acknowledge others
- Seek out mentors and others who can listen, support, offer advice, etc.
- Say **THANK YOU**

Recruiting and Retaining Members:

- Be organized.
- Register your organization/club – be recognized.
- Ensure your organization/club is involved in events and activities on campus and within the community.
- Empower members to become leaders and further develop their skills.
- Create a positive and welcoming environment.
- Know members' names.
- Stay connected with members.
- Encourage diversity of members.
- Encourage others to share ideas and thoughts.
- Recruiting and retaining members is EVERYONE'S responsibility.

ADVISOR INFORMATION

Welcome

Thank you for being willing to serve as an advisor to a student organization/club. Research has shown that involvement with faculty outside of the classroom is directly linked to student retention, enhanced learning, and increased social and intellectual development (Pascarella & Terenzini, 2005). The University hopes that not only will the students grow and learn from this experience but that you will as well. As an advisor you will be providing support to the organization/club while ensuring the students run it according to University policy and procedures.

Supporting the Organization/Club

- Help organization/club set written goals.
- Explain University policy and procedure when appropriate.
- Attend all general meetings.
- Provide ideas for discussion.
- Help ensure all activities are properly approved and scheduled.
- Be familiar with each member and get to know them in a professional manner.

Advisor Role and Responsibilities

- Campus Security Authority (CSA) responsibility
 - Report allegations made in good faith to the reporting structure (Campus Security and/or Director of Student Affairs and/or Executive Director and/or Title IX Administrator/Coordinator)
 - Attend annual training for CSA
- Maintain open and honest communication with all parties.
- Be an advocate for the student organization/club.
- Know University policy and procedures or how to find the information/who to ask.
- Explain University policy and procedure when appropriate.
- Understand what the organization/club expects from an advisor.
- Attend all general meetings (as a non-voting member and observer).
- Provide guidance when the group is making a decision out of alignment with organization/club and/or University mission, vision, and goals.
- Inform organization/club of any infractions or violations.
- Attend all group activities and meetings.
- Review meeting minutes prior to being sent to members.
- Review all correspondence prior to being sent.
- Clear all treasurer expenses prior to expenditures being made.
- Check treasurer records at the end of every term/semester.
- Ensure all files and materials are safely secured.
- Mediate conflict while allowing organization/club to learn.
- Be a mentor for leaders.
- Cancel or veto activities, events, decisions if in violation of policies and objectives or if not adequately prepared. Ensure good standing.
- Report misconduct to the Director of Student Affairs.
- Share organization/club achievements and successes.

- Share University information with the organization/club.
- Be a role model.

Liability

- Ensure compliance with all Federal and State laws.
- Ensure compliance with all University policy and procedures.
- Ensure compliance with professional association guidelines.
- Maintain University and industry standards.
- Understand the risks involved in certain types of events (field trips, social activities). Know if additional documentation, approvals, and/or waivers are required.
- Understand and abide by copyright laws.
- Ensure all activities are accessible to all individuals (no discrimination, abide by American with Disabilities Act). Please check with the Director of Student Affairs if you have questions or concerns.

APPENDIX

SAMPLE STUDENT ORGANIZATION/CLUB NAME CONSTITUTION and BYLAWS

- PREAMBLE: STATES THE PURPOSE AND OBJECTIVES OF THE ORGANIZATION/CLUB
Include non-discrimination policy that aligns with the University policy

- ARTICLE I NAME OF ORGANIZATION
Official name and abbreviated or other variation that may be used

If affiliated with national, international, or professional association, include the affiliation details (constitution and bylaws may be adopted from the affiliate association)

- ARTICLE II MEMBERSHIP
List the requirements, qualifications, and other conditions for membership in the organization/club (i.e. the individual must be a student at the University in a specific program, attending core courses). Also state how members may be terminated or resigned, and which members have voting privileges.

- ARTICLE III ADVISER
Name of University Full-time Faculty and/or Administrator and expectation of adviser (i.e. attend all meetings, etc.)

- ARTICLE IV OFFICERS
List of officers, title, and term limit

- ARTICLE V MEETINGS
State when regular meetings will be held

- ARTICLE VI FINANCES
Provide information on dues, fees, and other assessments. Also provide details about how delinquent payments will be addressed.

- ARTICLE VII AMENDMENTS
State how amendments will be made and any requirements for amendments (i.e. two-third vote or majority is required of voting members present at the time)

**Student Organization/Club
Application and Registration Form**



Name of Individual Submitting Application/Registration Form:	
Date of Request:	

Each student organization must complete and submit the registration form and all supporting documents in order to be recognized by the University.

Acknowledgements:

(Check box upon completion)

- I/we have read and understand University policy and procedures listed in the University catalog and general student / applicable programmatic handbook.
- I/we have read and agree to abide by the information listed in the Student Organization/Club Guidelines.

SIGNATURE: _____

Instructions – Please complete the following:

Organizational Information:
Name of Organization/Club: _____
Abbreviation or variation of name: _____
Date Founded: _____
Membership Dues/Fees: _____
Proposed Regular Meeting Time and Location: _____
Number of Members interested: _____

Brief Statement of Purpose of Organization

Type of Organization

Affiliate Association
(connected to professional
association within field of study)

- DH
- DPT
- MHA
- MSOT
- Nursing
- Pharm.D

Name of affiliate association:

- Cultural
- Social
- Service/Community

- Academic
- Other (please specify)

Officer Information

President:

Name (legal first and last name): _____

Local Address: _____

City: _____ State: _____ Zip: _____

WCU email address: _____

Phone Number (with area code): _____

Vice President:

Name (legal first and last name): _____

Local Address: _____

City: _____ State: _____ Zip: _____

WCU email address: _____

Phone Number (with area code): _____

Secretary:

Name (legal first and last name): _____

Local Address: _____

City: _____ State: _____ Zip: _____

WCU email address: _____

Phone Number (with area code): _____

Treasurer:

Name (legal first and last name): _____

Local Address: _____

City: _____ State: _____ Zip: _____

WCU email address: _____

Phone Number (with area code): _____

WCU Advisor(s):

Name: _____

WCU email address: _____

**Student Organization/Club
Annual Renewal and Update Form**



Name of Individual Submitting Annual Renewal and Update Form:	
Date:	
Signature:	

Each student organization must complete and submit the Annual Renewal and Update Form, and all supporting documents in order to continue to be recognized by the University.

Instructions – Please complete the following:

Organizational Information:
<p>Name of Organization/Club: _____</p> <p>Abbreviation or variation of name: _____</p> <p>Date Founded: _____</p> <p>Membership Dues/Fees: _____</p> <p>Proposed Regular Meeting Time and Location: _____</p> <p>Number of Members: _____</p>
Brief Statement of Purpose of Organization

Officer Information

President:

Name (legal first and last name): _____

Local Address: _____

City: _____ State: _____ Zip: _____

WCU email address: _____

Phone Number (with area code): _____

Vice President:

Name (legal first and last name): _____

Local Address: _____

City: _____ State: _____ Zip: _____

WCU email address: _____

Phone Number (with area code): _____

Secretary:

Name (legal first and last name): _____

Local Address: _____

City: _____ State: _____ Zip: _____

WCU email address: _____

Phone Number (with area code): _____

Treasurer:

Name (legal first and last name): _____

Local Address: _____

City: _____ State: _____ Zip: _____

WCU email address: _____

Phone Number (with area code): _____

WCU Advisor(s):

Name: _____

WCU email address: _____

Please List All Community Service or Campus Events/Activities Your Student Organization/Club Participated in Last Year:

Empty box for listing community service or campus events/activities.

**Student Organization/Club
Advisor Form**



Name of Individual Submitting Application/Registration Form:	
Date of Request:	
Name of Student Organization/Club:	

Each student organization/club Advisor must complete and submit the Advisor form and all supporting documents in order to be recognized by the University.

Acknowledgements:

(Check box upon completion)

- I/we have read and understand University policy and procedures listed in the University catalog and general student / applicable programmatic handbook.
- I/we have read and agree to abide by the information listed in the Student Organization/Club Guidelines.
- I/we agree to serve as the Advisor(s) for the above named student organization/club and will provide the appropriate professional guidance to ensure the above named student organization/club abides by all University policies and procedures.

SIGNATURE: _____

Instructions – Please complete the following:

Advisor Information:
WCU Advisor(s):
Name: _____
WCU email address: _____
Telephone Contact information (for school officials use only): _____