



University of the West Student Government Club Application

For any questions please contact any UWSG Officer or send an e-mail to UWSG@UWEST.EDU

Please fill out information below:

Club Name:	Date:
Purpose:	
Expected meeting time: (Optional)	

Please list officers: (Must have all 3 positions filled)

President:	()	-	Email:
Treasurer:	()	-	Email:
Secretary:	()	-	Email:

Other members: (Optional)

	()	-	Email:
	()	-	Email:
	()	-	Email:
	()	-	Email:
	()	-	Email:

Total Amount Requested:	\$	Teir: (See Reverse)
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Please list Potential Events:

Event 1:	Funds Use:	\$
	Funds Use:	\$
	Funds Use:	\$
Event 2:	Funds Use:	\$
	Funds Use:	\$
	Funds Use:	\$
Event 3:	Funds Use:	\$
	Funds Use:	\$
	Funds Use:	\$

Notes/Comments:

I have read and understand the bylaws and will operate this club under the guidelines

Signature Date

UWSG USE ONLY:	Received By:	Date:	Approved:	YES / NO
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ARTICLE VI. CLUBS

Section 1. Membership

A club will have at least three (3) foundational members to run and operate its business. These three (3) members will fulfill the role of leadership. Within a given month, a club is expected to have at least two (2) additional students present at club events. Proof of attendance may be required as determined by the Club Committee

Section 2. Leadership

A club shall have at least three (3) officers: President, Treasurer, and Secretary. A club may have more officers if they wish. Clubs may also have an adviser who is either a faculty or staff member of the university, though this is not required for establishment.

Section 3. Mission, Contract, and Bylaws

Each club must choose a mission statement that guides their actions, especially the activities they sponsor, and what they want to represent as a part of the UWest community. A club must refer to this mission when choosing finances and allocation of funds. (See Article XI)

Each club will sign a contractual agreement with UWSG to help guide their mission, focus their efforts, and maintain continuity and transparency between semesters and give insight and information as to their daily, weekly, and monthly operations. A Club that does not wish to sign this contract may still operate as a Special Interest Group within the University, though will not receive official endorsement from UWSG and may not receive financial support from student association fee monies. Special exceptions to this must be brought up to the General Assembly for approval and review.

Bylaws may also be created for their daily operations, though are not required for establishment.

Section 4. Finances

Clubs shall be defined into three separate tiered categories. Each tier allows set funding for a defined service that the Club gives to the students of UWest, which is guided by the Club's Mission, these By-Laws, and solidified by the Club Contract that will be signed at the beginning of every semester. A Tier 3 club will fulfill all the requirements of a Tier 2 and Tier 1 Club. A Tier 2 Club will fulfill the requirements of a Tier 1. The following Tiers are broken down as follows:

1. Tier 1 Club
 - a. Tier 1 Clubs will fulfill basic membership requirements
 - b. Tier 1 Clubs will adhere to the Club Contract signed between UWSG and the Club
 - c. Tier 1 Clubs are allotted a maximum of \$150 to be used within the scope of the Club's Mission
2. Tier 2 Club
 - a. A Tier 2 Club is required to have one community-wide event on UWest Campus, or Sponsored Off-Campus Event.
 - i. This event must be reported to the General Assembly before it is conceived. The event must offer something to the student body as guided by the mission of the club.
 - ii. Coordination must be reached with the Activities Officer of the UWSG and/or the Club Committee.
 - iii. After the event has transpired, a report is to be filed and given to the Club Committee for review.
 - b. Tier 2 Clubs are allotted a maximum of \$600 for their usage.
3. Tier 3 Club
 - a. In addition to one community-wide event, Tier 3 Clubs must either provide a second community-wide event or a community service project that connects UWSG with the local population.
 - i. Community Service projects and events are intended to diversify student experience and/or connect UWest to the local residents to further UWest and UWSG interests.
 - ii. Community Service projects and events are highly recommended and would be expected to represent UWest's Values and Mission.
 - iii. Community Service projects do not need to match the Club's individual mission, are to be considered "not-for-profit" (i.e. a club cannot use a Bake or Goods Sale as their Service Project), and can be made open to other locations of the University, such as the Office of Student Life, for additional support and/or funding.
 - b. A Tier 3 Club is allotted a maximum of \$800 for their usage.

Every Club must submit a budget request along with their Club Contract by the deadline that is set by the Clubs Committee each semester. Clubs may also submit a special Budget Carryover form to request unused monies to be placed into the Spring Semester from the Fall Semester. Otherwise, funds are to be considered a "Use it or Lose it" policy.

Club Budgets may be amended by the Assembly. Clubs may not spend funds on items or events that are not included in their specific budgets unless they receive prior approval from the Assembly and a special exception is made. Clubs must abide by all financial rules and procedures that are set forth in Article XI of these by-laws. Clubs may create and enforce their own financial procedures or bylaws so long as they are compliant with UWSG Bylaws.

Section 5. Privileges

Officially recognized clubs enjoy the following privileges:

1. Funding through the UWSG, pursuant to Article IX of these bylaws.
2. Inclusion of events in all-student emails.
3. Publication of events on the UWSG website and UWSG Facebook.
4. Ability to host club web page on the UWSG website.
5. Assistance from UWSG Officers to facilitate cooperation with UWest offices, such as general services, IT, or Student Life. The UWSG can help resolve conflicts when they arise.
6. Eligible for recognition for Annual Club Awards.

Section 6. Suspension

A club may be suspended and have their privileges revoked under the following circumstances:

1. Violation of financial bylaws and procedures.
2. Violation of the Club Contract
3. Participation in or sponsorship of illegal activities
4. Damage to university property.
5. Harassment or discrimination to any member of the UWest Community
6. Failure to turn in a complete club packet at the beginning of each school year.

The Clubs Committee has the right to suspend any club following a hearing held by the committee to review the situation. The club may appeal to the Assembly, if they feel they have been suspended improperly. If they choose, the Assembly may reinstate the club after discussion of relevant issues.

[ARTICLE VII. Struck on April 1, 2013]