The 5 Requirements to Becoming a Recognized Club at UW Bothell

# **All of the following requirements must be met prior to a group becoming a recognized club:**

* **5 Officers**: Each club must have five currently enrolled UW Bothell students as officers to lead the club.
* **Advisor**: Clubs can have a part time or full time UW Bothell faculty or staff member to serve as an advisor. The advisor must submit an Advisor Agreement Form to Club Council.
* **Constitution:**A club must submit an updated constitution (or operating manual) for approval. The constitution must follow the guidelines and be approved by the Club Council.
* **Officer Orientation:**Two officers must complete the officer training led monthly by Club Council.
* **Register with Club Council**: Clubs must register their organization with Club Council for access to club benefits

## Five Officers

**The club must have 5 officers, who are current UW Bothell students.** Please collect their names and emails as this information will be needed when the club registration is submitted. If you need help with how to recruit members and officers, Club Council can serve as a resource.

## Advisor

**A club needs a UWB faculty of staff member to serve as an advisor.** Before finding an advisor, think about what the club would need and expect from an advisor. Clubs are student run and student initiated, and advisors support the club in any way the club requires. Once the club decides what role they want an advisor to play, the club can start searching and contacting potential advisors. Clubs can seek a professor or a staff member they think would be interested in the club’s mission and purpose. Once the club has found an advisor, send the advisor a link to complete the Advisor Agreement form.

## Constitution

**A club must create a Constitution.** A constitution is the official document that outlines the purpose, structure, and limits of a club. The constitution provides a foundation upon which an organization operates. If a club creates and saves the constitution in word format, edits can be easily made in the future when the constitution is amended and updated.

## Officer Orientation

**At least 2 of the 5 club officers must attend an officer orientation.** Club officers must attend orientation during the academic year in which a club will be recognized; attending officer orientation in previous years does not meet the requirement for the current academic year. Trained officers are expected to share their information learned at orientation with the other executive members of their club. Training will be held on a monthly basis.

## Register with Club Council

**All clubs must submit a registration form to Club Council for full recognition.** Your registration will need to include your club name; identified officers names, positions, and email addresses; club category; upload a current constitution; and completed advisor agreement form. Once the registration is received Club Council will review it in their weekly business for approval and notify you when you are fully recognized. Once recognized, clubs have access to benefits including reserving space on campus, requesting funds for events, check out materials from the club resource room, and other benefits detailed in the Club Handbook.