

**FINANCIAL CODE
FOR
ASSOCIATED STUDENTS
OF
BELLEVUE COLLEGE**

ARTICLE I: PURPOSE

The purpose of the Financial Code is to govern and prescribe the specific processes and procedures under which Services and Activities Fees collected by Bellevue College are allocated and expended. Further, the Financial Code is provided as a means of facilitating an appropriate sharing of responsibilities and decision-making opportunities among the Associated Student Government of Bellevue College Board of Directors and Bellevue College employees accountable for effective administration of Services and Activities Fees. The Financial Code prescribes the protocol for the Services and Activities Fees Allocation Committee responsible for making budgetary recommendations while respecting the proper roles of the Associated Student Government Board of Directors and the college employees accountable for effective administration of co-curricular and extracurricular student activities. The Financial Code outlines the process for requesting funding through the Associated Student Government and the Services and Activities Fee Allocation Committee.

ARTICLE II: DEFINITIONS

ASSOCIATED STUDENTS OF BELLEVUE COLLEGE (ASBC):

The student body of Bellevue College, consisting of all currently enrolled students

ASSOCIATED STUDENT GOVERNMENT (ASG):

The officially recognized student government organization of Bellevue College.

ASG BOARD OF DIRECTORS:

As defined by the ASG Constitution the ASG Board of Directors is comprised of the ASG President, ASG Vice President, ASG Treasurer and four student representatives whose specific titles and roles are determined by the ASG Board of Directors.

ASG EXECUTIVE BOARD

As defined by the ASG Constitution the ASG Executive Board is comprised of the ASG President, ASG Vice President, ASG Treasurer

ASSOCIATE VICE-PRESIDENT OF STUDENT AFFAIRS

Officer in charge of Student Affairs at Bellevue College, District VIII, State of Washington

BOARD OF TRUSTEES:

Board of Trustees of Community College District VIII.

CAMPUS RESERVE: Services and Activities (S&A) Fund Balance

Account containing the unencumbered cash balance of the S&A fees.

CIVILITY

For the purposes of this document, the term “civility” is defined as **claiming and caring for one’s identity, needs and beliefs without degrading someone else’s in the process**. Civility is about more than just politeness, although politeness is a necessary first step. It is about disagreeing without disrespect, seeking common ground as a starting point for dialogue about differences, listening past one’s preconceptions, and teaching others to do the same. Civility is the hard work of staying present even with those with whom we have deep-rooted and fierce disagreements.” (The Institute for Civility in Government).

CO-CURRICULAR ACTIVITY

Any student activity which may offer an enriched academic experience that may complement credit course offerings, and is open to all BC students. BC Students do not receive academic credits for participating in these activities. Students may earn extra credit at faculty discretion, but participation is open to all students.

COLLEGE:

Bellevue College, Community College District VIII.

CURRICULAR ACTIVITY

A curricular activity is an activity that is assigned as part of a course of curriculum and is restricted to students who are enrolled in a particular class or program of study. Students earn academic credit for these activities. As defined in Services and Activities (S+A) Fee Use – Compliance and Guidance Document: “S&A funds are not curricular in nature. They are for **co-curricular** or **extracurricular** involvement (Killian, pg 2). A class cannot be required for an experience that is funded by S&A and S&A funds cannot be used for curriculum needs.”

DEAN OF STUDENT LIFE AND LEADERSHIP

Person whose responsibilities include oversight of the Director of Student Engagement.

EXECUTIVE DIRECTOR OF FINANCE:

Officer of the college responsible for college financial matters. Responsibilities include the management of intercollegiate and intramural athletic accounts.

DIRECTOR OF STUDENT ENGAGEMENT

The person responsible for the oversight and administration of the Office of Student Engagement (currently known as the Office of Student Programs).

DISTRICT:

Community College District VIII, Bellevue College.

EXTRACURRICULAR ACTIVITY

Any student activity which is available to any BC student, AND for which a student is not required to enroll in a course in order to participate. Students do not receive academic credits for

participating in these activities. Students may earn extra credit at faculty discretion, but participation is open to all students.

FINANCIAL MANAGEMENT SYSTEM: (FMS)

Statewide accounting system for community colleges.

FISCAL YEAR:

Calendar period from July 1 through June 30.

KILLIAN GUIDELINES

A set of guidelines adopted by the Council of Student Unions and Programs in the State of Washington as best practice for the use of Services and Activities Fees by Community and Technical Colleges in the State of Washington.

LEGAL ADVISOR:

Assistant Attorney General appointed to serve Community College District VIII.

OFFICE OF STUDENT ENGAGEMENT (Currently known as the Office of Student Programs):

Campus department recognized by the ASG and Bellevue College as the department responsible for student activities and student leadership.

PRESIDENT'S CABINET:

Group of senior administrators comprised of Vice Presidents and Associate Vice Presidents of Bellevue College who advise the President of Bellevue College.

RCW:

Revised Code of Washington (State of).

SERVICES AND ACTIVITIES (S&A) FEES:

Portion of general tuition charged to all state supported students at Bellevue College for the promotion of student services and activities.

SERVICES AND ACTIVITIES (S+A) FEE USE COMPLIANCE AND GUIDANCE DOCUMENT

Document created by working group in 2019 and approved by the College's executive leadership to provide clarification for Bellevue College regarding the Killian Guidelines.

SERVICES AND ACTIVITIES FEE ALLOCATION COMMITTEE (S&A Committee)

Committee formed each year according to the process outlined in this Financial Code to recommend budget allocations to the Associated Student Government Board of Directors.

STATE BOARD:

State Board for Community & Technical College (SBCTC).

STUDENT

Unless otherwise qualified, means and includes any person who is registered for one or more classes at Bellevue College.

STUDENT ORGANIZATION

A Student Organization is student-led and student-driven. Students set the agenda for what the group will do, manage the group's events and activities, run their own officer elections and set the goals for themselves. Becoming a Chartered Student Organization means that a student organization is officially recognized by the College and has access to support and College resources. The student org's advisor and the Office of Student Engagement support student organizations through a student-development-centered approach that fosters learning and personal growth for involved students. To be an official student organization at BC, student organizations must charter through ASG and the Office of Student Engagement. Student organizations at Bellevue College do not have paid faculty or staff advisors, and student leadership positions are also voluntary. Student organizations are different from other groups on campus which may have a staff or faculty member who oversees the group and who may set expectations for students participating. Other groups may have student leaders, but they are not considered student organizations at BC.

VICE-PRESIDENT OF ADMINISTRATIVE SERVICES:

Officer in charge of Administrative Services at Bellevue College, District VIII, State of Washington

ARTICLE III: FUND MANAGEMENT

SECTION I: OBJECTIVES

Services and Activities Fees are one component of the total tuition and fees that a student pays. The activities supported by these expenditures are non-academic and provide a meaningful variety of healthful, educational, cultural and social learning experiences.

SECTION II: USE OF FUNDS

Funds in S&A accounts are to be used as provided by law, rule, or regulation of the Board of Trustees for the express purpose of funding co-curricular and extracurricular student activities and student organizations of the college.

Use of allocated S&A funds shall be clearly outlined in the submitted funding request. Funds shall be used exclusively in the manner under which they were allocated and approved by the S&A Committee, the ASG BOD, and the Board of Trustees.

The allocation and expenditure of S&A funds are subject to state ethics laws re: conflicts of interest, special privileges, and so on (<https://ethics.wa.gov/>).

Funds may only be used for the approved purpose unless approval is granted in writing by the ASG BOD or the S&A Committee.

When authorized and approved in a manner consistent with this Financial Code and applicable laws and regulations, S&A funds may be used for, but shall not be limited to:

- A. Social events, seminars, workshops, retreats, and conferences; student government organizations; professional consulting fees; clubs and societies; musical, dramatic, and artistic presentations of an extracurricular nature, student publications and other mass media activities; tutorial services; child care centers; intramural and intercollegiate sports.
- B. Equipment, supplies, and materials required for the operation of student organizations as well as co-curricular and extracurricular activities.
- C. Travel and per diem for students and the college employees who travel with them as advisors participating in student co-curricular and extracurricular activities.
- D. Dues for institutional memberships in ASG or student organizations provided that the legality of such expenditures is first established in consultation with the legal advisor of the college.
- E. Salaries and compensation to students.
- F. Salaries and compensation for professional staff in the Office of Student Engagement.
- G. With the expressed prior approval of the State Board of Community and Technical Colleges and when required, with approval of the ASG BOD and the College's Board of Trustees, S&A funds may be used to acquire real property and fund capital projects and may be used as matching funds for such purposes.

Even if the proposed expense is allowable under current guidelines, the S&A Committee will ultimately determine whether to recommend funding for proposed activities.

SECTION III: LIMITATIONS

Limitations include but are not limited to:

- A. Regular salaries of professional employees shall not be paid from S&A Fee revenue with the exception of salaries and compensation for professional staff in the Office of Student Engagement.
- B. S&A fees shall not be used to fund academic programs, personnel, facilities, equipment and maintenance covered within the State Board Allocation Model.
- C. The S&A-funded accounts shall be used exclusively to account for the resources and functions associated with the various student organizations and student activities provided by the College. Separate accounts shall be kept for each student organization or activity.

SECTION IV: RECORDING AND REPORTING RESPONSIBILITY

It shall be the responsibility of the Finance Office to maintain official recording of financial transactions of the S&A funds. The Executive Director of Finance at their discretion may allow finance personnel in the Office of Student Engagement to manage transactions, balance budgets and pull reports to share with student organizations and campus entities receiving S&A funds. Allocations and expenses are available on FMS. S&A allocations are reported by the College Finance office and are publicly posted on the [How Your Fees are Spent](#) page.

SECTION V: DEPOSITS AND EXPENDITURES

Funds collected or revenues produced by or through any activities for which a group received S&A funding, shall be deposited with College Finance Office and shall be expended subject to College Finance Office policies and procedures governing the expenditures of S&A funds. The official records of S&A funds are maintained by the College Finance Office, and the Office of Student Engagement at the discretion of the College Finance Office.

The procedures for the collection of all revenues and for the expenditure of all resources shall be in compliance with the policy, regulations and rules of the College Finance Office. Student organizations must follow all protocols as defined in the Student Organization Handbook.

The S&A Committee and the ASG BOD will work with the Finance Office, Human Resources Department and/or the Office of Student Conduct to make the determination if protocols were not followed, and will make use of all avenues available through the College's Human Resources Department, the Code of Student Conduct, state laws and protections, to address behaviors.

ARTICLE IV - BUDGET

SECTION I: SOURCE OF FUNDS

ASBC funds are received from four sources: (1) S&A Fees which are paid at registration on a quarterly basis, (2) revenues from activities sponsored by the Associated Students of Bellevue College, (3) contributions, and (4) investment income.

SECTION II: FUNDRAISING

Fundraising projects sponsored by S&A-funded activities or organizations are subject to approval by:

- A. The membership of the organization
- B. The governing body of any such organization if duly elected and tasked by its members with this responsibility
- C. The Director of Student Engagement or designee
- D. The Bellevue College Foundation

Groups must follow the accounting procedures for fund management outlined by the College Finance Office and in this Financial Code.

SECTION III: REVENUES ESTIMATES & YEARLY BUDGET ALLOCATION

At the start of the budget process, the Executive Director of Finance or designee will estimate the amount of income from Services and Activities Fees available for allocation for the upcoming year.

The annual budget allocation is established by the Executive Director of Finance based on projections for the current fiscal year. Unless the established allocation is officially changed, it shall not be exceeded by drawing on reserve accounts unless approved by a 2/3 majority of the S&A Committee at a public meeting, and then a 2/3 majority of the ASG BOD at an ASG BOD public meeting.

SECTION IV: BUDGET AMENDMENTS

Amendments within the established annual budget allocation may be initiated by the ASG BOD or S&A Committee.

Proposed budget amendments should include:

- A. A detailed rationale for the amendment requests; and
- B. A detailed proposed budget amendment.
- C. Amendments must be approved by a simple majority of the S&A Committee at a public meeting, and then a simple majority of the ASG BOD at an ASG BOD public meeting. If the S&A Committee is not convened or active, then the amendment must be approved by a 2/3 majority of the ASG BOD in a public meeting.
- D. Approval of the Dean of Student Life and Leadership and the AVP of Student Affairs
- E. Approval of the College President. Prior to approval, the College President shall review the proposed amendment with the Vice-President of Administrative Services to determine whether the amendment is of sufficient magnitude to require Board action.

In the event of a dispute between the S&A Committee or the ASG BOD and the College President regarding budget amendments, the College President shall publish a written response concerning the budget amendment recommended by the ASG BOD. When necessary, the parties involved shall meet in a good-faith effort to resolve the budget amendment differences.

ARTICLE V: EXPENDITURE PROCEDURES

The procedures set forth in this Financial Code shall apply to expenditure of S&A funds and govern all S&A accounts, including all S&A funds allocated directly by the ASG BOD. These procedures are designed to account for funds and to authorize expenditures within the accounts.

Procedures for the acquisition or relinquishment of goods and services shall be in compliance with State law, College regulations, and College policies and procedures applicable to the acquisition, inventory, and disposal of College property as imposed and implemented by the Vice President of Administrative Services.

Expenditures and encumbrances shall be made from a budget (or budgets) only when officially approved and adopted in a manner consistent with the Financial Code. Student organizations should follow the protocols laid out in the Student Organization Handbook.

The S&A Committee and the ASG BOD will work with the Finance Office, Human Resources Department and/or the Office of Student Conduct to make the determination if protocols were not followed, and will make use of all avenues available through the College's Human Resources Department, the Code of Student Conduct, state laws and protections, to address behaviors.

ARTICLE VI: SUBSIDIZED ACTIVITIES

SECTION I: STUDENT ORGANIZATIONS

A student organization (defined in Article II; commonly referred to as a "club") may apply for and be recognized as an official student organization at Bellevue College upon a 2/3 affirmative vote of the ASG Board of Directors at a public meeting, and with the advice and consent of the Director of Student Engagement.

The membership of a student organization must be comprised of students currently registered at Bellevue College. Student officers and professional employees who are designated as advisors are not paid to manage or run a student organization. If an organization has student officers or advisors who are paid, that organization may still have access to some College resources and support but it does not meet the criteria to be designated as a student organization at BC.

The exception is the ASG, an independent student organization, the BOD of which is comprised of elected and appointed officers who receive a leadership stipend paid out of S&A funds.

Chartered student organizations recognized by the ASG BOD shall be considered an extension of the ASG and will be expected to conduct their programs or activities in accordance with this Financial Code, the ASG Constitution and ASG By-Laws, and the Code of Student Conduct.

To be recognized by the ASG BOD, student organizations must follow the established charter process as administered by the ASG BOD and the Office of Student Engagement. Student

organizations that are approved by the ASG BOD and who receive funds through the S&A yearly budget process or from the ASG BOD S&A funding process must spend allocated funds consistent with the funding request submitted and approved. All expenditures must be preapproved through the process established by ASG BOD, the Office of Student Engagement, and must be legal and within policies and requirements of the college, District, and state statutes.

In order to be eligible for funding from ASG BOD or the S&A yearly funding process, a student organization must be officially chartered and active for a minimum of one quarter and provide proof of membership and activities prior to applying for funding.

Upon dissolution of any chartered student organization all S&A funds held in trust for that organization shall revert to the Campus Reserve Account maintained by the College Finance Office and made available for the next S&A budget cycle.

When a student organization has been inactive for at least one calendar year, other types of funds may be swept and made available to other student organizations at the discretion of the ASG BOD and the Director of Student Engagement so long as this sweeping of funds is consistent with Finance Office policies and procedures.

SECTION II: OTHER ACTIVITIES

Members of the campus community who sponsor co-curricular and extracurricular activities and do not meet the above definition of a student organization may apply for S&A funds through the yearly budget allocation process managed by the S&A Committee, and may also request S&A funds through the ASG BOD allocation process throughout the academic year.

All such requests must comply with the policies and procedure in this Financial Code and conform to the S&A Fee Use Compliance and Guidance Document and the Killian Guidelines. Activity sponsors who propose, manage or host these activities must be officially recognized as part of Bellevue College and be in good standing with the College. Parties seeking funding are limited to current BC students, and college employees who have the support of current BC students. College employees making a request on behalf of students may be required to provide proof of student buy in for the proposed activities.

Funding is NOT guaranteed year to year. The activity sponsors who oversee these activities must comply with state law, College regulations, and College policies and procedures governing the use and expenditure of state funds generally and S&A funds in particular.

All expenditures must be preapproved through the process established by the Finance Office and must be legal and within policies and requirements of the college, District, and state statutes.

Any unspent funds allocated during the yearly S&A budget process will be returned to the S&A Campus Reserve at the end of the fiscal year in which they are granted. Any unspent S&A funds allocated by the ASG BOD will be returned to the ASG BOD budget out of which they were allocated upon completion of the requested activities.

Unspent S&A funds will be removed at the end of the fiscal year, unless expressly approved by the S&A Committee during the yearly allocation budget cycle.

ARTICLE VII: ASG BOD FUNDING REQUESTS

ASG BOD applies to the S&A Committee each year for additional S&A funds to cover one-off requests made during the academic year when the S&A Committee is not convened.

As such, ASG BOD allocations are subject to the S&A Fee Use Compliance and Guidance Document, Killian Guidelines, and applicable state laws, College regulations and College policies and procedures governing state funds generally and S&A funds in particular. ASG allocations of S&A funds must conform to the purpose for which the S&A Committee approved ASG's use of those S&A funds.

All groups outlined in Subsidized Activities may apply for funding during the annual S&A process and may also apply for one-off S&A funds through the ASG funding process, so long as the request is compliant with all guidelines and consistent with the purpose approved by the S&A Committee.

Eligibility to receive funding is based on the nature of the activities, applicable RCWs, Killian Guidelines and S&A Fee Use Compliance and Guidance Document. The ASG BOD when reviewing funding requests determine eligibility based on the guidelines above and further, the ASG BOD may determine by simple majority vote during a public meeting of the ASG BOD whether they wish to fund any group or activities.

Funding allocations are not usually available until the minutes of the ASG BOD meeting in which the vote occurred are ratified. ASG BOD may override the waiting period for the minutes to be approved upon a 2/3 vote in a public meeting.

Submission of a funding request does not guarantee funding.

Funding is not guaranteed year to year.

Written funding requests complying with the Financial Code must be submitted to the ASG Treasurer a minimum of one week prior to the proposed read and vote at the ASG BOD.

Funding request presentations at ASG BOD meetings on behalf of student organizations or sponsored activities should be managed and presented by students. Advisors may be present, but the focus should be on students requesting funds from their fellow students on the ASG BOD.

Receiving a funding allocation from the ASG BOD, does NOT equate to approval to proceed with any activity. Approval for student organization activities is through the established procedure in the Office of Student Engagement and the Finance Office. Approval for other activities must follow departmental and Finance Office protocols.

Unspent funds from any allocation remain in ASG budget accounts.

All groups requesting S&A funding from the ASG BOD MUST disclose other sources of revenue on the funding request. Failure to disclose alternate funding may result in denial of application and/or cancellation of an allocation already granted.

The ASG BOD has the right to amend, freeze or remove S&A funds granted to any recipient, to include allocations granted by the S&A Committee during the annual funding process IF the S&A Committee is not convened or active when the action is taken.

All groups wishing to apply for S&A fund from the ASG BOD must do so in accordance with procedure established within this Financial Code.

It shall be the responsibility of the members or the governing body of a chartered student organization, if duly elected and tasked by its members with this responsibility to determine whether they desire to apply for S&A funding through the ASG BOD.

It shall be the responsibility of the program managers of all other groups to determine whether they desire to apply to the ASG BOD for S&A funding during the academic year.

ARTICLE VIII: SERVICES AND ACTIVITY FEE ALLOCATION COMMITTEE

SECTION I: CHARGE TO THE COMMITTEE

- A. The S&A Committee is charged with reviewing all requests for funding through S&A and recommending allocations for the next fiscal year to the ASG BOD.
- B. The S&A Committee is a recommending body. The initial responsibilities for proposing program priorities, evaluating existing programs, proposing budget levels, and adjusting budget requests to the annual budget allocation shall reside with the S&A Committee.
- C. The S&A Committee, with the advice and consent of the ASG BOD, has the right to amend, freeze or remove S&A Funds granted to any recipient.
- D. Eligibility to receive funding is based on the nature of the activities, applicable RCWs, Killian Guidelines and S&A Fee Compliance and Guidance Document. The S&A Committee when reviewing funding requests determines eligibility based on the guidelines above and further, may then determine whether or not they wish to fund any group or activities.
- E. Funding is NOT guaranteed year to year.

- F. The ASG BOD in collaboration with Student Affairs administrators may determine the compliance of funding requests prior to these requests going to the S&A Committee for review. Requests deemed noncompliant will be returned to the applicant for revision and possible resubmittal.
- G. The S&A Committee shall meet in regularly called sessions in accord with the proposed calendar. Formal motions shall be duly recorded. Written notification of meetings shall be circulated to members of the S&A Committee at least two (2) days prior to the meetings.

SECTION II: VOTING MEMBERS

- A. Student Voting Members: The S&A Committee shall be comprised of the ASG Treasurer, and the ASG President.
- B. Students at Large Voting Members: Two students at large who are members of the ASBC (students of Bellevue College) appointed by the ASG BOD. ASG BOD with the assistance of Student Engagement staff (if desired) shall publicize the opportunity for students at large through tabling, email or social media, as they see fit, or may appoint student organization leaders who represent diverse interests, or additional members of the ASG BOD to serve as students at large.
- C. Employee(s): One classified employee, one faculty member and one administrator.
 - a. The ASG BOD and President's Cabinet will work together to determine how to reach out to campus for volunteers or nominations for the classified, administrator and faculty S&A Committee voting members.
 - b. The staff members on the S&A Committee are to be appointed through a collaborative process with the ASG BOD and the President's Cabinet. This collaborative process allows for a mutually agreed upon group of employees who represent a range of viewpoints and ensures that members will serve in the best interest of the students of Bellevue College. Employees who are appointed to serve may have to secure approval from their supervisor in order to serve given the time-intensive nature of the review, deliberations and appeals process.
 - c. In the event of a disagreement over which employees will serve, the ASG BOD and the President's Cabinet will meet in a good faith effort to resolve any disagreements and come to a consensus on the employees who shall serve as voting members.

SECTION III: NONVOTING MEMBERS

Nonvoting members have specified roles in the S&A process. (Non-voting members do not count towards quorum). The Director of Student Engagement and the Executive Director of Finance shall serve as consultants to the S&A Committee and assist with administrative tasks, including but not limited to scheduling meetings, notifications of public meetings, provision of financial records to

the S&A Committee, and communications on behalf of the S&A Committee. The Director of Student Engagement shall serve as the parliamentarian to ensure Robert's Rules are followed for motions and votes.

Financial personnel in the Office of Student Engagement or designee chosen by Director of Student Engagement shall serve as recorder.

If other current ASG Board of Directors members wish to participate in the S&A Committee review, deliberations and appeals as nonvoting members, they are permitted to do so at their discretion. Nonvoting ASG officers may speak to and engage with the S&A Committee during review, deliberations and appeals as they see fit, but do not vote.

SECTION IV: INTERACTIONS WITH ASG AND THE S&A COMMITTEE

The ASG BOD expects all students, staff and faculty involved in the S&A process to uphold the College's Affirmation of Inclusion and APPENDIX II: ASG Commitment to Civility of this Financial Code at all times and to treat members of the S&A Committee, ASG Officers and staff who support the ASG and the S&A Committee in a manner consistent with the Affirmation of Inclusion and the ASG Commitment to Civility at all times. For the purposes of this document, the term "civility" is defined in Article II: Definitions.

Disagreements with the recommendations of the S&A Committee and/or the ASG BOD should focus on the recommendations and not the individuals who comprise the S&A Committee, the ASG BOD, or the staff in the Office of Student Engagement. Attacks of any kind on students and staff involved in the S&A process; coercive or aggressive behavior, attempts to undermine the ASG BOD, the S&A Committee or the S&A process will not be tolerated.

The Board of Trustees of Bellevue College have the final decision on S&A funding allocations.

Failure to uphold the Affirmation of Inclusion and Appendix II: ASG Commitment to Civility throughout funding request submission, communications, appeals and any additional interactions with the ASG BOD, S&A Committee, and employees who support the ASG BOD and the S&A Committee may result in the removal of the applicant from the S&A process.

The S&A Committee and the ASG BOD will work with Human Resources Department and/or the Office of Student Conduct to make the determination if behavior is unacceptable and will make use of all avenues available through the College's Human Resources Department, the Code of Student Conduct, state laws and protections, to address behaviors.

Behavior inconsistent with the Affirmation of Inclusion and the ASG Commitment to Civility may result in actions such as: current funds or allocations may be frozen or removed and the office, organization or individual may be prohibited from applying to S&A or to the ASG BOD for funding for up to one year.

The applicant may be permitted to re-submit their proposal in the next academic year at the discretion of the ASG BOD and the S&A Committee.

SECTION V: S&A ALLOCATION PROCESS

- A. The S&A Committee shall elect a chairperson at the first meeting. and the Chairperson shall conduct the meetings of the Committee.
- B. The Office of Student Engagement manages the process of soliciting and compiling funding requests on behalf of the Committee, in addition to administrative functions, including but not limited to scheduling meetings, notifications of public meetings, and communications.
- C. All applicants associated with an Academic unit or other office/campus department, must have written approval on their application from the Dean or supervisor of the staff or faculty member who is submitting the request.
- D. All groups and activity sponsors who wish to apply for S&A funding must attend a S&A Budget Orientation and Training session prior to submitting application.
- E. The S&A process is open to the Bellevue College campus community, including but not limited to student organizations, campus departments, campus initiatives or activities not of a curricular or operational nature. See Subsidized Activities.
- F. Quorum for conducting an S&A Committee meeting shall be a simple majority of the voting members of the S&A Committee. Quorum during final allocation recommendation votes and appeals decisions must be comprised of a majority of student voting members of the S&A Committee. Quorum for voting on all other matters shall be a simple majority of the voting members of the S&A Committee. At the initial meeting each funding cycle, the S&A Committee will develop guidelines for funding priorities to guide their deliberations.
- G. The S&A Committee shall review each funding request and determine an initial allocation recommendation for each request.
- H. Applicants shall be notified in writing of the S&A Committee's initial allocation recommendation and their right to appeal.
- I. If an applicant's request is determined to be curricular in nature or is not deemed to be in compliance with Killian Guidelines and S&A Fee Use Compliance and Guidance document, the S&A Committee may afford the applicant the opportunity to revise the request either prior to deliberations or on appeal.
- J. Appeals hearings will be scheduled and appellants afforded the opportunity to present in a public meeting and answer questions from the S&A Committee.
- K. S&A Committee members will meet at the close of the appeals to determine final allocation recommendations for each group.
- L. In cases where it is unclear how S&A funds will be used between curricular and co-curricular activities, the S&A Committee shall have the discretion to determine the nature of the activity and/or refer the group for a review by the Finance Office to make the determination.

- M. All meetings in which a quorum of the S&A Committee meets to conduct committee business, shall be conducted in compliance with the Open Public Meetings Act, RCW 42.30. Review of funding requests, deliberations, and appeal hearings are open to the public. However, members of the public may not be recognized or participate in the meetings. The Committee may set the parameters of the open meetings and appeals, to include length of time, number of appellants per hearing, and questions to the appellant.
- N. All appellants will be notified in writing of the S&A Committee's rationale for its decisions. The Committee's recommendation after the appeals is final.
- O. Once all reviews and appeals are complete, the S&A Committee then prepares the budget allocation recommendations and submits to ASG BOD for review and vote.

SECTION VI: BUDGET APPROVAL PROCESS

The ASG BOD shall review the recommendations of the S&A Committee. If there is a concern, the ASG BOD and S&A Committee shall work together to resolve those concerns. The ASG BOD upon concurrence with the S&A Committee shall vote on the final allocation recommendations in a public meeting, and must approve with a simple majority.

Once approved, the ASG President must submit the budget recommendations to the Associate Vice President of Student Affairs, who, with the ASG President shall present it to the College's President's Cabinet. Upon approval by President's Cabinet to send to Board of Trustees, the ASG President will present the budget recommendations to the Board of Trustees.

SECTION VII: S&A PROCESS STEPS

To facilitate the handling of budget requests in preparation of the budget, outlined here is step by step S&A process. The calendar will be developed based on campus dates and schedules.

Step 1: Notification and application materials are advertised to the campus community.

Step 2: Orientation and info sessions are held for all parties wishing to apply for S&A.

Step 3: At the discretion of the ASG BOD, there may be an opportunity for all campus viewpoints to be heard prior to the allocation process. Information gathered shall be given to the S&A Committee for consideration.

Step 4: The yearly budget allocation is established by Executive Director of Finance in communication with the Director of Student Engagement.

Step 5: The S&A Committee membership shall be appointed per the process in this Financial Code.

Step 6: Applicants submit funding requests by the published deadline.

Step 7: The S&A Committee shall meet in a series of public meetings to review all budget requests and recommend the yearly budget allocation.

Step 8: Applicants shall be notified in writing of the recommended allocation resulting from deliberations of the S&A Committee. They shall be notified of the status of their request and shall be advised concerning their right of appeal.

Step 9: Public Appeals shall be held, if appeals are submitted.

Step 10: Following appeals, the budget as recommended by the S&A Committee shall be forwarded to the ASG BOD for approval by a simple majority vote during their public meeting. The budget recommendation upon approval, then goes to the AVP of Student Affairs, and finally to the College President's Cabinet and the President for review and approval to forward to the College Board of Trustees.

Step 11: The College President shall review the committee's recommended budget.

Step 12: If there is a dispute between the College President/President's Cabinet and the ASG/S&A Committee regarding budget recommendations, the parties shall enter into the dispute resolution process outlined in RCW 28B.15.045 (See Section VIII: Budget Adoption.)

Step 13: Upon approval of the recommendations by President's Cabinet, the ASG President shall present the recommended budget to the Board of Trustees as a future action item at a Board of Trustees meeting. It shall appear as an action item at the following meeting.

Step 14: The Board of Trustees shall review and approve the budget. Copies of the final budget are made available to the interested parties and posted publicly.

SECTION VIII: BUDGET ADOPTION

Before adoption of the budget, the Board of Trustees shall address areas of difference, if any, between the S&A Committee recommendations and the President's budget recommendations presented for adoption by the Board.

A student representative of the S&A Committee shall be given the opportunity to reasonably address the Board of Trustees concerning such differences. If there is a dispute between the budget recommendation from the ASG BOD and the recommendation from the College Administration, the dispute process outlined in "RCW 28B.15.045 Services and activities fees—Guidelines governing establishment and funding of programs supported by—Scope—Mandatory provisions— Dispute resolution" shall be followed in order to resolve any such differences.

Applicants and members of the BC Community who are not in agreement with their allocation do not have recourse through the dispute resolution process, as it only applies to disputes between the ASG/the S&A Committee and the College's Administration (The President/President's Cabinet).

Final adoption of the budget rests with the District Board of Trustees. Following Board adoption, the College President's signature shall be affixed certifying that the budget is in effect for the next fiscal year.

A copy of the budgeted revenues and proposed budget expenditures shall be forwarded to the Executive Director of Finance for input to the Financial Management System.

SECTION IX: RESPONSIBILITY FOR ACCOUNTS

At the end of the fiscal year, all unspent S&A funds shall be swept and returned to the S&A Campus Reserve fund unless an exception is made by the S&A Committee. The College does not authorize deficit spending from S&A-funded accounts. In the event that a deficit occurs in an S&A-funded account, those responsible for the account must use other funding sources to make up the difference. Accounts shall be maintained to inform the ASG BOD and other interested parties of the status of the S&A budgets.

For student organizations, the personnel of the Office of Student Engagement are responsible for approvals and proper fiscal procedures with the accounts. These procedures must be consistent with those purchases, inventories, and expenditures established by the College, the state, and this Financial Code.

For activity sponsors or departments receiving S&A Funds, the employee managing the program or team (or designee) and the designated budget authority in that department are responsible for proper approvals and fiscal procedures with the accounts. These procedures must be consistent with those purchases, inventories, and expenditures established by the College, the state, and this Financial Code.

For the ASG BOD, the ASG President and Treasurer in collaboration with finance personnel in the Office of Student Engagement manage proper fiscal procedures with ASG's accounts. These procedures must be consistent with those purchases, inventories, and expenditures established by the College, the state, and this Financial Code.

SECTION X: YEARLY AUDIT, ROLLOVERS and REALLOCATION

A. Rollover Funds

- a. Funds allocated by the S&A Committee must be spent in the manner in which they were proposed and approved, with some discretion on line items variations. Funds which are not spent at the end of the fiscal year will revert to the Campus Reserve Fund unless an exception is approved by the S&A Committee. S&A funds should

not roll over year to year, with the exception of budgets designated as Reserve Accounts.

- b. The S&A Committee must approve through a majority vote any request to retain rollover funds.
- B. Annual Audit
- a. An annual review by Student Life and Finance Office of the College (or designee) of all groups receiving S&A funds shall be conducted in order to ensure funds are spent as intended by the S&A Committee.
 - b. Results of the audit will be provided to the ASG BOD and to the incoming S&A Committee for the following academic year.
 - c. If it is found that funds were not spent appropriately by groups or individuals, the College Finance Office and the ASG BOD will work to address concerns, and seek resolution to the concerns. Groups or individuals may be subject to removal of remaining funds, freezing of current balances, bans from applying for S&A funding, or other remedies afforded the ASG BOD or the S&A Committee by applicable RCWs, and College policies and procedures.
- C. Reallocation
- a. If an applicant wishes during the academic year to use funds for a purpose that was not intended or approved by the S&A Committee, the applicant must submit a written request to the ASG BOD for review. The ASG BOD will decide if they will consider the request, if the request for alternate use is compliant and whether they will vote on the reallocation request.
 - b. Votes for reallocation must be by a simple majority of the ASG BOD at a public meeting.

ARTICLE IX - CAMPUS RESERVE FUND

SECTION I RELEASE PROCEDURES

Funds released from the Campus Reserve Fund are intended for, but not strictly limited to, capital purchases (furniture, equipment, etc.), acquisition of real property, and support of extraordinary, unbudgeted and one-time projects.

Procedures for release of funds from the Campus Reserve require the submission of a budget amendment request as outlined in this Financial Code.

Amendments may be initiated by the ASG BOD or S&A Committee.

Proposed budget amendments should include:

- A. A detailed rationale for the amendment requests; and
- B. A detailed proposed budget amendment.

- C. Amendments must be approved by a simple majority of the S&A Committee at a public meeting, and then a simple majority of the ASG BOD at an ASG BOD public meeting. If the S&A Committee is not convened or active, then the amendment must be approved by a 2/3 majority of the ASG BOD in a public meeting.
- D. Approval of the Dean of Student Life and Leadership and the AVP of Student Affairs
- E. Approval of the College President. Prior to approval, the College President shall review the proposed amendment with the Vice-President of Administrative Services to determine whether the amendment is of sufficient magnitude to require Board action.

In the event of a dispute between the S&A Committee or the ASG and the College President regarding budget amendments, the President shall publish a written response concerning the budget amendment recommended by the Associated Student Government. When necessary, the parties involved shall meet in a good-faith effort to resolve the budget amendment differences.

SECTION II: EXPENDITURE PROCEDURES

The procedures set forth in this Financial Code and the procedures set by the College Finance Office shall be followed in the expenditure of funds from the Campus Reserve Fund and shall be reflected in a budget established for these funds and their expenditure shall be consistent with the expenditure of S&A Funds as outlined in this Financial Code.

ARTICLE X: CONTRACTS

SECTION I: RESPONSIBILITY

Prior approval for contractual agreements must follow the established policies and procedures of the College. Student organizations must follow the protocols outlined in the Student Organization Handbook.

The responsibility for finalized contractual agreements is outlined in Bellevue College Procedure 1150P.

SECTION II: INVALID CONTRACTS

All contracts for goods or services related to student organizations, and other S&A-funded activities must be in writing and executed by the Vice President of Administrative Services (or designee), and comply with all applicable state laws, regulations, and College policies and procedures governing public procurement and expenditure of state funds. Contracts that have not been reduced to writing or executed by the President of Administrative Services (or designee) or are issued in violation of the applicable laws or regulations are invalid.

No S&A funds or other state funds used to pay obligations arising from an invalid contract.

ARTICLE XI: CODE LIMITATIONS

Any of the articles, sections and parts of this Financial Code shall be decreed inoperable and void if the article, section, or part is contrary to state statutes or district rules or regulations. Inoperable and voided articles, sections, or parts may be changed to bring this Financial Code in compliance with state statutes or district rules or regulations.

ARTICLE XII: AMENDMENT PROCEDURES

Amendments to this Financial Code may be proposed to the President's Cabinet by a 2/3 majority vote of the ASG BOD in a public meeting. Amendments approved by the President's Cabinet and College President shall be forwarded to the Director of Student Engagement and the ASG President for insertion into the Financial Code.

APPENDIX I

Statutory Authority and References

RCW 28B.15.041 "Services and activities fees" defined.

RCW 28B.15.044 Services and activities fees - Legislative declaration on expenditure.

RCW 28B.15.045 Services and activities fees -- Guidelines governing establishment and funding of programs supported by -- Scope -- Mandatory provisions -- Dispute resolution.

RCW 28B.15.031 – “Operating fees” defined.

RCW 28B.15.051 – “Technology fees” defined.

43.88 RCW - State budgeting, accounting, and reporting system.

42.30 RCW - Open Public Meetings Act of 1971

APPENDIX II

ASG Commitment to Civility

In recognition that the term civility may be defined in a variety of ways, for the purposes of this Financial Code, “civility” is defined in Article II of this Financial Code.

While the Code of Student Conduct defines and identifies the rules and regulations regarding student conduct, there is a more fundamental expectation that all students, employees and guests of Bellevue College build and maintain a culture of civility, respect and safety. We are all expected to treat one another in a manner consistent with the Affirmation of Inclusion and this appendix through our greetings, our language, and actions. We exhibit civility through our language, our attitude and our behavior.

We seek to build a culture that fosters mutual respect, kindness and a drive toward learning and self-improvement. As leaders of the campus community, we expect standards of civility and respect to be upheld at all times, in all situations. This includes, but is not limited to:

- Conducting oneself in a manner consistent with the Affirmation of Inclusion in the meetings and activities with the S&A Committee, ASG BOD and the staff who support them.
- Understanding that all members of the campus community who seek to learn and improve themselves are welcome and belong here at Bellevue College.
- That we should debate the decision or the policy, not the person involved in the decision-making process.
- That the diversity of the state and of our college is a strength and that no one should be made to feel inferior or treated as anything other than a human being worthy of respect.
- Affirming that, when we disagree, we do so without anger or resorting to personal attacks, and that we will seek to understand why others think or believe as they do in a spirit of honest inquiry.
- Accepting that our disputes should be resolved by designated parties when they cannot be resolved by ourselves. There is no place for violence, verbal or mental abuse, or harassment in higher education or in our campus community.
- Avoiding inflammatory, rude, sarcastic, obscene or disrespectful speech and disruptive behavior that has a negative impact on everyone's learning.

What does respect look like?

Interactions should be constructive.

Assume good intentions – always!

Trust that every person is doing their job. If you feel there is an issue, address it in a spirit of collaboration and honest inquiry.

Allow others to speak, practice active listening and know that their experiences are their own, and are just as valid as your own experiences.

Civility and respect are standards of the campus that should be encouraged and supported by all members of the campus community in all settings. Should others question adherence to the standards of civility and respect, approach using the examples above: seek to understand the

difference in opinion; respectfully agree to disagree if there is no common ground; and seek appropriate college support to help work through unresolved conflicts.