

2020-2021 ASB Financial Code



FINANCIAL CODE

ARTICLE I

Purpose

The purpose of this financial code is to provide for the provisions indicated in the preceding introduction while providing for the effective administration of student programs and activities.

ARTICLE II

Objective

The generating and expenditure of funds by the Associated Students of Everett Community College (ASB) has the objective of legal promotion of general welfare and morale of students by providing a meaningful variety of healthful, social, cultural, recreational and coeducational learning experiences.

ARTICLE III

Definitions

As used in this financial code the following words and phrases shall mean:

1. **Administrative Review Committee:** The administrative committee reviews with the president the proposed annual budget recommendations submitted by the S & A Fee Budget Committee and Student Senate. This committee shall consist of the Vice President for Instruction and Student Services, Associate Dean of Student LIFE and others as designated by the president.
2. **Administrative Services:** The office that provides the functions of the college that relates to business and finance.
3. **ASB:** The Associated Students of Everett Community College.
4. **ASB Executive Council:** The executive/administrative branch of the Associated Students student government. The positions on this council are the ASB President, ASB Vice President of Budget, ASB Vice President of Clubs and Organizations, ASB Vice President of Student Engagement and ASB Vice President of Administration.
5. **ASB Student:** Any person who is currently enrolled in EvCC classes.
6. **ASB Student Senate:** The representative governing body for students at Everett Community College recognized by the Board of Trustees. This body is the legislative branch of the student government.
7. **Account Directors:** Persons employed by the college who have sub-program account responsibilities for the S & A Fees Budget.
8. **Board/BOT:** The Board of Trustees of Everett Community College, State of Washington.
9. **College:** Refers to Everett Community College and the State of Washington.

10. **College Facilities:** Any or all real and personal property owned or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto.
11. **Director of Athletics:** The person whose responsibilities include the management of intercollegiate athletic accounts.
12. **Vice President for Instruction and Student Services:** The person whose responsibilities involve the providing of administrative leadership for the instruction and student services programs.
13. **Associate Dean of Student LIFE:** The person whose responsibilities and budget authorities include the management of all student activity accounts and advising student government (Executive Council and Student Senate).
14. **Fiscal year:** The calendar period from July 1 through June 30.
15. **Fund Balance:** The account containing the remaining unencumbered cash balance and any unallocated revenues from the student services and activities fee monies at the end of the fiscal year.
16. **President:** The duly appointed chief executive officer of Everett Community College, State of Washington, or in his/her absence the acting chief executive officer.
17. **S & A Fee Budget Committee:** The Services and Activities Fee Budget Committee for the Associated Students of Everett Community College.
18. **Services and Activities Fees (S & A Fees):** Fees other than general tuition and operating fees charged to specific students registering at Everett Community College.
19. **State Board:** Refers to the State Board for Community and Technical Colleges, for the State of Washington.
20. **Student Activities and Programs:** Functions recognized by the ASB Student Programs Board, formally authorized by the Board of Trustees and operated under regulations and procedures officially adopted by the Board of Trustees.
21. **Student LIFE Staff:** The staff who are employed in the Office of Student LIFE. Duties include, but are not limited to, payroll, EvCC student club coordination, monitoring and tracking of the S & A Fee funded budgets, Student LIFE office management and advising the Student Ambassador Program, Publicity Services, Student Programs Board, Executive Council, Trojan Nation and the Student Senate.
22. **Vice President of Administrative Services:** The chief fiscal officer of the college whose duties includes business and finance functions, purchasing/receiving and Human Resources.

ARTICLE IV Fund Management

Section 1

Philosophy of Fund Use

Monies in accounts under the jurisdiction of this code are to be used pursuant to the state guidelines relating to the expenditure of services and activities fees and may be used for, but not limited to, the following purposes:

- A. Coeducational and social events, seminars, workshops, retreats and conferences; student government and organizations; professional consulting fees; clubs and organizations; musical, dramatic, artistic and forensic presentations of an extracurricular nature; student publications and other mass media activities; tutorial services; daycare centers; intramural and intercollegiate sports.
- B. Equipment, supplies and materials required for the operation of student programs and activities.
- C. Travel and per diem costs for students and professional staff members while on authorized travel status and participating in student programs and activities.
- D. Premiums for liability and casualty insurance coverage for students serving in official capacities or participating in such programs and activities.
- E. Dues for institutional memberships in recognized student government or activity organizations; provided that the legality of such expenditures is first established in consultation with the legal advisor of the college.
- F. Salaries and compensation to students.
- G. With the expressed prior approval of the State Board, and, when required, approval of the appropriate legislative body services and activities fee revenue may be used to acquire real property and fund capital projects and may be used as matching funds for such purposes.
- H. Using the approval processes of this code for annual budget development, the Contingency Funds and Fund Balance, salaries of professional employees in tenurable positions, administrative exempt personnel, permanent classified, civil service employees and stipend employees may be paid from service and activity fees revenue. Services and activities fees may also be used to fund programs, facilities, equipment and maintenance.

Those in charge of a student program or activity may determine how monies are to be spent so long as the expenditure is not an improper expenditure of public funds or contrary to sound financial practice and within the policies and requirements of the college and state statutes.

Section 2

Recording and Reporting Responsibility

It shall be the responsibility of the Vice President of Administrative Services, in coordination with directives received from the College President, to maintain proper recording of all financial transactions of ASB monies and to provide monthly status reports to the Vice President for Instructions and Student Services, Associate Dean of Student LIFE and the ASB S & A Fee Budget Committee.

Section 3

Account Management

All funds collected on revenues produced by or through ASB student programs and activities shall be deposited and/or expended through the Administrative Services Office. The Vice President of Administrative Services maintains the official records of all monies for student programs and activities and its subsidiary units. The Student LIFE Staff will maintain day-to-day current records in Student LIFE. The following points should be noted and observed by all student programs and activity groups:

- A. **Deposits:** All monies collected as the result of any student programs or activity, funded or non-funded, must be deposited with the Cashiers office immediately following the event/activity. In the event of multi-day events/activities, funds will be deposited daily utilizing the same process above. If applicable, a new change fund will be received from the Cashiers Office each day. Exceptions to this procedure due to after business hours and/or off-campus events/activities will be handled on a case by case basis with the Associate Dean of Student LIFE.
- B. **Disbursements:** No disbursements (except from petty cash) from any account are to be made except by checks prepared in the Administrative Services Office. The Revised Code of Washington (RCW)28B.50.320 states:

“Disbursement shall be made by check signed by the president of the community college or his/her designee appointed in writing and such other persons as may be designated by the Board of Trustees of the community college district.”

Section 4

Account Responsibility

Accounts shall be established which shall inform the ASB Senate of the financial status of all ASB accounts. Monthly statements shall be prepared by the Administrative Services Office and made available to the ASB Senate and the S & A Fee Budget Committee upon request through the ASB Vice President of Budget, the Vice President for Instruction and Student Services and the Associate Dean of Student LIFE. The general administrative responsibility for the proper management of the student program and activity account is with the Associate Dean of Student LIFE and any account director that has been assigned a specific account. Account directors are responsible for proper fiscal procedure within their accounts. These procedures must be consistent with the general procedures for purchases and expenditures established by State regulations and by this code.

Section 5

Petty Cash Fund

Petty cash funds may be requested through the Administrative Services Office. Disbursement from a petty cash fund may only be for items as described in the Revised Code of Washington (RCW 42.26). A petty cash voucher must be completed at the time of transaction indicating the budget code to be charged and a valid receipt for the goods or services purchased must be attached to each voucher as established by State regulations.

ARTICLE V Funded Programs

Section 1

Recognition as a Funded Program

Any student program or activity, the basic aim of which is to promote the objective of this financial code, may apply for and be recognized as a funded student program or activities provided that said programs, events, or activities conform with the service and activity fee guidelines (Article IV, Section 1) and approval for funding is granted by a two-thirds affirmative vote of the ASB Senate, sitting in quorum. Subsequent approval is also required by the Associate Dean of Student LIFE, the Vice President for Instruction and Student Services and the President of the college.

Student programs or activities recognized by the ASB shall be considered an extension of the student government association and will be expected to conduct their programs or activities in accordance with this code, the ASB Constitution, Programs Board By-laws and the Student Rights and Responsibilities.

Section 2

Club Funding Recognition Process

For a chartered EvCC Student Club to be eligible for funding they must attend a club orientation, complete a Club Application and Official Recognition Form and submit it to Student LIFE (see Appendix A). The form is then processed for approval or denial through the ASB Vice President of Clubs and Organizations, the Associate Dean of Student LIFE and the Vice President for Instruction and Student Services.

Section 3

Definition of a Funded Program

ASB sponsored activities and programs are defined as:

- A. **Chartered Student Clubs**: Any student clubs possessing a currently valid charter granted under the provisions of the ASB Constitution and by-laws and the Revised Statement of Student Rights and Responsibilities may qualify for funding (see Appendix A for application process for student clubs and Appendix B for funding guidelines for student clubs).
- B. **Student LIFE/Student Programs Board/Government Programs**: Programs and activities of Student LIFE /student programs board /student government functions offering students opportunities in coeducational, social, cultural, entertainment, recreational, and leadership experiences may qualify for funding.
- C. **Sports/Recreation Programs**: Programs and activities of the Student LIFE function offering students opportunities in organized intercollegiate athletics, and in intramural/extramural sports.
- D. **Instruction/College Related Programs**: Programs of the instructional function, or other college programs, offering student opportunities having co-curricular aspects may qualify for funding.

- E. **Student Services/Development Programs**: Programs of the student services function that promote student development such as assisting students with disabilities; tutoring/supplemental education or skill deficiencies, and learning about cultural differences and diversity may qualify for funding.

Section 4

Funding Option

It shall be the responsibility of the members of chartered student clubs to determine whether they desire the club to be funded or non-funded. The members of a chartered student clubs shall, at any time, have the option of reversing its funding status for the upcoming fiscal year. Student activities and programs granted a charter during the fiscal year normally will not qualify for subsidy until the beginning of the following year. New clubs may request start-up funds through the ASB Club Council at a regularly scheduled meeting. Funds, however, may not be available (see Appendix B for additional club funding guidelines).

Section 5

General Fiscal Procedures

Chartered student clubs wishing to apply for funding must do so in accordance with the provisions of Article V, Section 1 of this code. Fund raising projects sponsored by non-funded chartered student clubs are subject to the approval of (1) the club's membership, and (2) the Associate Dean of Student LIFE. Additionally, the club must follow the accounting procedure outlined in Article IV.

The fiscal affairs of all chartered student clubs are subject to the provisions of this code. Funds generated in any manner by a funded or non-funded club shall be held in trust by the college.

ARTICLE VI Fiscal Year Budget Development

Section 1

Revenue Estimate and Contingency Fund

- a) **Service and Activities Fee Revenue**: Estimates of the amount of service and activities fee revenue shall be made by the Associate Dean of Student LIFE and Administrative Services personnel during the month of March, but no later than April 15. Revenue estimates will be projected primarily based upon the actual collections during the prior fiscal year as modified by anticipated changes. The Associate Dean of Student LIFE will report the revenue estimates to the Vice President for Instruction and Student Services.
- b) **Contingency Fund**: Once the estimated revenue has been determined, an amount not less than four percent nor more than seven percent of the estimated revenue shall be budgeted into a contingency fund.
- c) **Other Revenue**: Several ASB funded programs have the capability to generate revenue. In order to encourage these programs to produce revenue and augment basic ASB funding the following revenue estimate procedure shall be followed:
 - 1) At the time of fiscal budget development, each account director, advisor or designee shall present the anticipated revenue for the upcoming fiscal year for his/her student program.

- 2) The S & A Fee Budget Committee, using the program's revenue history and the account director's estimate, shall determine a basic amount of revenue that is expected to be produced by the program. This anticipated revenue shall be estimated and included in the program's allotment.
- 3) The S & A Fee Budget Committee shall review the anticipated revenue of each producing program. The allotment of a revenue-producing program may then be adjusted.

Section 2

Annual Budget Allocation

The annual budget allocation for ASB funded programs will not exceed the sum of the services and activities fee revenue and such other revenue generated by ASB funded programs. Unless this established allocation is officially changed, it shall not be exceeded.

Services and activities fees and revenues generated by programs and activities funded by such fees shall be deposited and expended through the office of the chief fiscal officer of the institution.

Services and activities fees and revenues generated by programs and activities funded by such fees shall be subject to the applicable policies, regulations and procedures of the institution and the budget and accounting act, RCW chapter 43.88.

All information pertaining to services and activities fees Budgets shall be made available to interested parties.

Section 3

Budget Amendments/Shifts

Budget Amendments/Shifts to the S & A Fees Budget if projected revenues are modified or changed.

Amendments/shifting shall be supported by:

- A. A written rationale, explaining the purpose or need of the adjustment; and
- B. A detailed budget adjustment summary that identifies the adjustments.
- C. Items 1 and 2 shall be sent to the ASEvCC S & A Fee Budget Committee, Associate Dean of Student LIFE and Vice President for Instruction and Student Services, for their review, comments, and suggestions.
- D. If approved by the Student Senate, the proposed adjustments shall be submitted to the College President, and the Board of Trustees for final approval as described in the RCW 28B.15.045 (12).

Section 4

Contingency Fund

This fund, established pursuant to Section 1.b., shall be available to:

- A. **Support Budgeted Expenditures:** Should actual revenues fall short of budgeted expenditures; contingency funds may be reduced as necessary to support budget expenditures.
- B. **Fund Athletic State Tournament Travel:** A sub-account within the contingency fund shall be established, and during the budget process, the ASB S & A Fee Budget Committee shall establish a specific amount to be held in this account to support travel expenses for regional and state athletic tournaments. The Associate Dean of Student LIFE may spend these funds as appropriate. Unspent funds will remain in the contingency fund.
- C. **Funded New Programs, Special Projects, and Other Items Unforeseen at the Time of Budget Adoption:** Funds residing in the contingency fund may be appropriated for expenditure by adoption of a supplement to the budget. A supplement to the budget may be adopted as follows:
1. A written rationale, explaining the purpose or need of the appropriation to budget; and
 2. A detailed budget summary that identifies the appropriation and its effect on total expenditures and remaining reserves.
 3. The proposed expenditure must be reviewed by the S & A Fee Budget Committee and approved by a two-thirds affirmative vote of the ASB Senate sitting in quorum, the Associate Dean of Student LIFE, the Vice President for Instruction and Student Services and final approval by the College President.

Section 5

S & A Fee Budget Committee

The S & A Fee Budget Committee shall be comprised of the Associate Dean of Student LIFE, the ASB Vice President of Budget, four (4) other students, a faculty member and a representative from Administrative Services. The Faculty bargaining agent shall appoint the faculty member. The Vice President of Administrative Services shall designate the Administrative Services representative. The four other students shall be recommended to the Student Senate by the ASB Executive Council for approval and shall be:

- An EvCC student coordinator from the ASB Student Programs Board.
- An EvCC student from the instruction/college-related programs or the student services/development related programs.
- An EvCC student from Intercollegiate Athletics or the intramural/extramural activities program.
- A student at large.

All members of the S & A Fee Budget Committee shall be voting members except the administrative services representative. The chairperson of the committee shall be the ASB Vice President of Budget who will coordinate the activities of the committee and represent the committee to the Student Senate and college administration. The Associate Dean of Student LIFE shall serve as the executive secretary for the committee. Four voting members of the committee shall constitute a quorum.

- A. The S & A Fee Budget Committee is a recommending body only. The initial responsibilities for proposing budget priorities, evaluating existing programs, proposing budget levels, and adjusting budget requests to the yearly budget allocation shall reside with the committee. The committee shall provide an

opportunity for all viewpoints to be heard during its consideration of the funding of student programs and activities, notify advisors of the right to appeal and subsequently hear their appeals.

- B. The S & A Fee Budget Committee shall have regularly called sessions in accordance with a published calendar of events, agendas and formal motions shall be recorded. Written notification of meeting shall be circulated to members of the committee by the committee chair at least one (1) day prior to the meeting.
- C. The S & A Fee Budget Committee shall be an ad hoc committee during fall quarter and called to order whenever a budget or code item requires attention. During winter and spring quarter the committee shall be a standing committee for the purpose of fiscal year budget development.
- D. During the summer and fall quarter, prior to the forming of the current year's S & A Fee Budget Committee, the ASB Executive Council shall serve as the acting S & A Fee Budget Committee.

Section 6

Calendar

To facilitate the handling of budget requests in preparation of the budget, the following dates will be adhered to:

- January:** Opportunities will be provided for all members of the college community to submit budget proposals through budget request forms. These forms will be sent to all organizational advisors and programs directors including the Vice President for Instruction and Student Services. The budget for every activity program must be developed by students participating in the program in conjunction with the appropriate advisor, coach or director. The budget request forms should reflect the planned program for the next fiscal year and shall be submitted to the Associate Dean of Student LIFE and ASB Vice President of Budget by the published deadline. (Late budgets are subject to the S & A Fee Budget Committee discretion).
- February:** The ASB Vice President of Budget shall collect all budget request forms and prepare a master budget request. The S & A Fee Budget Committee shall also meet for preliminary information discussion session(s) to establish goals and to develop schedules and procedures.
The S & A Fee Budget Committee shall invite the various account directors and their program's/club's student representative to present their budget to the committee. Presentations to the committee are mandatory, if requesting a budget increase. (Written exceptions are subject to the S & A Fee Budget Committee discretion). Requesters presenting to the committee will be scheduled and the scheduled sessions will be advertised by the ASB Vice President of Budget and be open to all members of the campus community. Presentations will be limited to 15-20 minutes in length including a question and answer period.
- February/March:** Administrative Services personnel and the Associate Dean of Student LIFE will estimate the services and activities fee revenue for the next fiscal year. The S & A Fee Budget Committee will determine a basic amount of revenue that are expected to be produced by each revenue-generating sub-program. The sum of the services and activities fee revenue and other program revenue will be the annual budget allocation. The S & A Fee Budget Committee shall meet to adjust the budget requests to the annual budget allocation.

March: Account directors, club advisors and coaches shall be notified in writing by the ASB Vice President of Budget concerning the status of their budget request and shall be advised of their right to appeal. Appeals will be formally scheduled, and once heard, the S & A Fee Budget Committee will review them for possible adjustment.

April: Two (2) open hearings will be advertised to the campus community so that viewpoints regarding committee recommendations can be heard.

The S & A Fee Budget Committee will prepare a balanced budget and present its recommendations to the ASB Senate at a budget hearing during one of the regularly scheduled meetings. The budget, as recommended by the S & A Fee Budget Committee and accepted by the Student Senate, shall then be submitted to the College President through the Vice President for Instruction and Student Services. Informational copies shall also be sent to the Board of Trustees.

April / May: The President shall then review the S & A Fee Budget Committee recommendations with the administrative review committee. This Administrative Review Committee shall review and publish a written response to the S & A Fee Budget Committee recommendations.

If differences exist between the committee recommendations and recommendations submitted by the administrative review committee, at least one meeting between the two groups shall be scheduled to try and resolve them. The administrative review committee shall meet directly with the ASB student representatives and shall arrange for scheduling the meeting. The ASB representatives shall include, but not be limited to, the ASB President, ASB Vice President of Budget, and another S & A Fee Budget Committee member or a student senator. The Associate Dean of Student LIFE shall advise the student contingent.

Section 7

Budget Approval

The proposed ASB Budget, as recommended by the College President, shall be submitted to the Board of Trustees at a regularly scheduled or special meeting for consideration and final action.

At this hearing, the Board of Trustees will consider the presentation of the College President; a presentation from representatives of student government, as designated by the student senate; the Associate Dean of Student LIFE, who will present the S & A Fee Budget Committee recommendations; and from members of the public.

Section 8

ASEvCC Budget Document

The Associate Dean of Student LIFE and/or the ASB Vice President of Budget and Finance will make the budget document available to all interested parties. The budget document shall include:

- A. A title page with the year and title.

- B. A signature page with the authorizing signatures of the ASB Vice President of Budget, ASB President, Associate Dean of Student LIFE, Vice President of Instruction and Student Services, College President and chairperson of the Board of Trustees.
- C. A summary page showing revenue estimates and expenditure allocations by program area.
- D. Fund allocation pages which outline for each account the code, total allocation, subsidy and revenue, if appropriate, and special conditions or contingencies for each funded program.

ARTICLE VII
ASB S & A Fees Fund Balance

Section 1

ASB S & A FEES FUND BALANCE:

This fund is comprised of monies remaining unencumbered at the end of each fiscal budget year. Funds remaining unencumbered at the end of each budget year will automatically revert to this account.

PURPOSES:

Monies in this fund are intended to be used primarily for the purchase of capital items (items with an anticipated life of more than 12 months), real property and to fund in whole or in part extraordinary programs. Monies may also be appropriated to support budgeted expenditures.

APPROPRIATION:

Fund Balance:

If during the fiscal budget year there is a revenue shortfall, a proposed expenditure and/or an extraordinary need, the procedures established in Article VI, Section 4C will be utilized and require final approval by the Associate Dean of Student LIFE, the Vice President for Instruction and Student Services, Vice President of Administrative Services and College President.

Fund Balance:

For Fund Balance proposals exceeding \$35,000, procedures established in Article VI, Section 4 C will be utilized and require final approval by the Associate Dean of Student LIFE, Vice President of Instruction and Student Services, Vice President of Administrative Services, College President and the Board of Trustees.

Section 2

CLUB FUNDS:

All monies generated by clubs shall be appropriately identified and accounted for within 45 days of the close of any fiscal year.

AUDITS:

The College President may from time to time request or have completed an audit of the account of any club chartered under the provisions of the ASB Constitution.

EXPENDITURES:

No club shall expend monies for unbudgeted items without complying with the provisions of this code. As described in the RCW 28B.15.045.

ARTICLE VIII Expenditure Procedures

Section 1

General

The procedures established in this financial code shall be followed in the expenditure of funds from the accounts under the jurisdiction of the ASB. These procedures are designed to account for funds and to authorize expenditures within the accounts.

- A. **Purchase Request:** Requests for purchases to be made from the funds in Student LIFE accounts shall be initiated by the activity advisor and processed through the office of the Associate Dean of Student LIFE.
- 1) Intercollegiate athletic account requests shall be initiated by the coach of the sport involved and processes through the office of the Director of Athletics and the office of the Associate Dean of Student LIFE.
 - 2) Requests for purchase shall be made following the current Student LIFE and Everett Community College processes - duly authorized by the activity advisor or coach. This form is then reviewed by the appropriate account director and the Associate Dean of Student LIFE for approval.
 - 3) The activity advisor or coach must acknowledge receiving the items requested by signing the receipt or invoice.
- B. **Reimbursement:** Since no expenditure can be made without approval prior to purchase, reimbursement for personal funds expended should not be expected. Proper planning will make it unnecessary to use personal funds for purchases.
- C. **Advance Payment:** It may be necessary to request funds in advance of the services to be performed. Permission must be obtained from the Associate Dean of Student LIFE through the appropriate account director. Advance of funds are to be strictly controlled and are not intended to take the place of the regular ordering procedure in the purchase of supplies.
- Advance payments are to be made only in the following cases: student group travel, dues, registration, and entry fees, payment of game official, and payment of rental of outside facilities if necessary. A request for advance funds for travel is made on a travel authorization. All other advance payments shall be made on a purchase requisition accompanied with a letter, invoice or registration form to support payment in advance.
- D. **Reporting Expenses:** The activity advisor or coach is accountable for the proper disbursement of funds when and advance payment has been made. Unexpended funds are to be returned to the Administrative Services Office through Student LIFE upon return of the group or team. The advisor or coach is required to submit a trip expense report by completing a travel expense voucher.

- E. **Emergency Procedures:** Proper advance planning will make the necessity for emergency purchases a rarity. In cases of genuine emergency, the process may be expedited by contacting the office of the Associate Dean of Student LIFE. This procedure must then be followed-up with the normal procedures outlined elsewhere in this section.

No payment will be made to any supplier without a correctly processed payment document. When a staff member or student makes a purchase commitment without prior purchasing approval, the supplier will be directed to contact the individual(s) making the purchase for payment.

Section 2

Travel

If ASB funds are to be used for travel by members of a funded activity, a travel authorization must be submitted by the person(s) traveling to the Associate Dean of Student LIFE.

ASB funds may be used to pay travel expenses of specific members and advisers who officially represent the ASB.

- A. **Meals and Lodging:** Meals and lodging may be reimbursed at a rate not to exceed the rates established by the S & A Fee Budget Committee during the annual budget developmental process.
- B. **Out-of-State-Travel:** Out-of-state travel by student groups will be restricted to the states of Idaho, Oregon, California and Montana, and the province of British Columbia.

Student groups or individual students desiring to travel to states and provinces other than those listed above may be required to generate all or part of their own funding support. This type of travel is considered national travel. (See C below for guidelines and procedures.)

This type of funding will take place during the annual budget development process or it may be proposed to the S & A Fee Budget Committee during the year as a contingency item.

- C. **National Travel:** National travel for individual students and special interest group organizations may be partially funded by services and activities fees.
1. **Students and student groups qualifying for national competition will be encouraged to seek funding support in addition to services and activities fees to finance this type of travel.** This type of request will be considered a contingency item and must be proposed to the S&A Fee Budget Committee. The requester(s) must show that they or the group attempted to generate at least a minimum of twenty five percent of their own funds.
 2. Student government leaders, student program coordinators, and other student leaders may receive national travel funding for leadership development and activity programming workshops. This type of funding may take place during the annual budget development process or be proposed as a contingency item to the S & A Fee Budget Committee during the year.

The ASB S&A Fee Budget Committee during the annual budget development process will consider national travel for the Student LIFE staff. Funds will be provided only for professional development conferences.

- D. **College Vehicles:** The college motor pool maintains vehicles for the purpose of providing transportation for members of recognized student organizations and programs. Users of vehicle will be charged the established college motor pool recharge rate to their program accounts.

The following personnel are authorized to drive college-owned vehicles:

- 1) Staff members possessing a valid Washington State Driver's License.
- 2) Students possessing a valid driver's license and who have been approved to be a driver by their respective advisor, coach or director.

All students traveling in college vehicles must complete the Team Travel Form and Pool Car Trip Ticket, which can be obtained at Student LIFE.

- E. **Private Vehicles:** The use of private vehicles is reimbursable at the rate established by state regulations and local travel policies. Reimbursement for use of a private vehicle will be made upon completion and submission of a Travel Expense Voucher - State of Washington Form.
- F. **Rental Vehicles:** Those clubs, activities or personnel utilizing rental vehicles will be required to pay the full amount of the rental charge and all expenses incurred in the use of the vehicle.
- G. **Vehicle Damage or Deficiency:** Damage to college-owned vehicles or deficiencies noted shall be immediately reported in writing to the Associate Dean of Student LIFE and the Vice President of Instruction and Student Services.

Section 3

College Facilities

Student Programs, activities, or organizations recognized by the ASB are considered an extension of the student government association and may use college facilities in accordance with the college's facilities use and scheduling policies.

ARTICLE IX Admission to Events

Section 1

Issuance of ASB Student Photo ID Cards

Every student of Everett Community College shall be eligible to receive an ASB Student Photo ID Card upon request and payment of tuition and fees. ID cards are non-transferable and are validated quarterly. Replacement cards will incur a cost.

Section 2

Use of ASB Student Photo ID Cards

ASB Student Photo ID Cards entitle the authorized holder admission to sports and activity contests, events and receipt of ASB publications in most cases without charge or at specified reduced prices.

Section 3

Admission Prices

Admission prices shall be set in line with policies established by the ASBS & A Fee Budget Committee and approved by the Associate Dean of Student LIFE. The S&A Fee Budget Committee shall determine prices for all planned series or athletic meets during the annual budget development cycle. Admission process for special events and other student activities shall be set by the sponsoring program and shall be consistent with the S & A Fee Budget Committee's admission price policies.

Revenue collected as a result of a student program or activity may be used to support the program.

In accordance with RCW 28B.10.703 and 28B.10.704, gate receipts and revenues derived from athletic events are made available for financial assistance in return for participation in the major varsity intercollegiate sports programs of the college.

Section 4

Season Tickets

Ticketing for athletic contest and/or on-going series may be developed to offer a reduced price for individuals who wish to purchase a season pass. The S&A Fee Budget Committee shall establish the policies for season pass reduced pricing. Season pass distribution is to be regulated by the Associate Dean of Student LIFE and the Athletic Director.

Section 5

Ticket Sales

Tickets for ASB events may be placed for sale in appropriate campus areas designated by the Associate Dean of Student LIFE. The sale of tickets is the responsibility of the sub-program account director and shall be conducted in a manner consistent with established ticket control and accounting procedures.

Section 6

Complimentary Passes

Complimentary Passes may be issued in accordance with the following conditions:

- A. No more than ten (10) may be issued for any single event without advance approval of the Associate Dean of Student LIFE.
- B. The passes are pre-numbered.
- C. The issuance of complimentary passes is subject to the restriction relating to the providing of gifts from state funds.

ARTICLE X Contracts

Section 1

Responsibility

There are three types of contracts that the ASB organizations and clubs may encounter. These are personal service contracts, agency contractual services and purchased services. Personal service contracts and agency contractual services shall be submitted in accordance with the Revised Code of Washington (RCW 39.29). Purchased services shall be requested by a purchase requisition through Student LIFE and finalized through the Purchasing Office.

The Associate Dean of Student LIFE may recommend Personal Service Contracts, but final negotiating and contracting authority shall be the sole responsibility of the Vice President of Administrative Services or designee. The Associate Dean of Student LIFE is responsible for initiating the filing requirements as indicated in RCW 39.29 of the Revised Code of Washington.

Section 2

Invalid Contracts

Written contracts pertaining to the ASB sponsored activities made without prior approval and not finalized by the Associate Dean of Student LIFE are invalid. Responsibility for payment of invalid contracts rests with the individual(s) and members of the contracting group and may not be paid from ASB funds.

ARTICLE XI Recognition and Awards

Section 1

Awards and Banquets

The Associated Student funds may be used to purchase or make awards for individuals when such awards are given by the ASB for recognition of appreciation and/or for work accomplished by the recipient. The awards will be of reasonable expense befitting the recognition and/or work accomplished by the recipient and will not be monetary awards. The value of the awards must adhere to current college policy/procedure.

Section 2

Traditional Awards Banquet

The ASB shall host one annual awards banquet during spring quarter for the purpose of recognizing persons who have made significant and outstanding contributions to ASB operations and/or to the campus community. The ASB Vice President of Clubs and Organizations, the Student LIFE Staff and student leaders shall be responsible for arranging the banquet. This is a recognized awards banquet in which ASB funds may be used for food for the banquet. (Other programmatic award banquets may be funded, if approved through the procedures outlined in the S & A Fees Budget Development process).

Section 3

“Holiday” Breakfast/Luncheon

An annual “holiday” breakfast/luncheon may be hosted by the ASB Executive Council/Student Senate during fall quarter for college personnel and students involved in Student LIFE. This annual event is coordinated by the Associate Dean of Student LIFE, the ASB Vice President of Student Engagement, the Student LIFE Staff and other student leaders.

ARTICLE XII Operational Directives

It is recognized that situations may arise which are not covered by this financial code; therefore the ASB Student Senate authorized the ASB President and the Associate Dean of Student LIFE to meet and determine operational directives in their name in order to protect the integrity of the Associated Students. At the next regularly scheduled meeting, the Student Senate shall develop an amendment to cover the areas in question and do so in consonance with the amendment procedures established in Article XV.

ARTICLE XIII Code Limitations

Any of the articles, sections or parts of this code shall be decreed inoperable and void if the article, section or part is contrary to state statutes or board rules or regulations. Inoperable and voided articles, section or parts may be changed without vote of the ASB Student Senate to bring this code into consonance with state statutes or board regulations.

ARTICLE XIV Code Consonance

Violations of the provisions of the financial code by a chartered club or funded program may be cause for revoking the club’s charter and/or revoking funding. In the event an account director is found to be in violation of the code, they shall be issued an informational memo from the S & A Fee Budget Committee stating the provision of the code in violation. Any subsequent similar violation shall be filed as a grievance with the Associate Dean of Student LIFE and Vice President of Instruction and Student Services with the recommendation that the account director act in consonance with the code or be relieved of their account responsibilities.

ARTICLE XV Amendment Procedures

Proposed amendments to this code may be submitted to the ASB Senate at any regularly scheduled meeting at which time the proposed amendment shall be reviewed. The proposed amendment must be approved by a two-thirds affirmative vote of the ASB Senate, sitting in quorum. The proposed amendment shall then be forwarded to the Board of Trustees for consideration and action through the Vice President of Instruction and Student Services, Vice President of Administrative Services and College President. Approved amendments shall then be returned to the ASB Senate and Executive Council for insertion into the copy of the College’s ASB Financial Code.

The ASB Vice President of Budget and the Associate Dean of Student LIFE will annually update this code for nomenclature, currency and accuracy. They will ensure that this review has taken place by Summer Quarter of the current year so that the summer printing of the code will reflect the changes. These changes will be reported to the S & A Fee Budget Committee, EvCC Executive Council and Student Senate, and the Vice President of Instruction and Student Services and the College President.

APPENDIX

Appendix A - Club Application and Official Recognition Form

Appendix B - Club Funding Policy

Section 1: Eligibility for Club Funding Status

Section 2: Existing Clubs

Section 3: New Clubs

Section 4: Religious or Political Clubs/Organizations

Section 5: Club Council – Club Development Budget

Section 6: Good Standing Clubs

Section 7: Club Advisor

Section 8: Club Events/Activities

Section 9: Club Travel

Section 10: Budget Development

Section 11: Excess Revenue

Section 12: Club Donations to Charitable Groups

Section 13: Honorary Membership

Appendix C - Admission to Events and Activities

APPENDIX A
CLUB ACTIVATION FORM

& Official Recognition by the Associated Students of Everett Community College
Academic Year 2019-20

Name of Club _____

Brief Description of the Club

Purpose & Types of Activities

Club Meetings (days and times) _____

Club Advisor: _____

Club Advisor Signature: _____

New advisors must contact the Associate Dean of Student LIFE to review duties and responsibilities for club advising before signing this form and volunteering to be club advisor.

Proposed Club President _____ *(Please print name)*

Student Email of President _____

Designated Club Council Members: *(must be part of club's active membership and a currently enrolled EvCC student)*

1. _____ *(Please print name)* Email: _____

2. _____ *(Please print name)* Email: _____

ACTIVE MEMBER LIST

Nine or more signatures are required for club activation.
Please use this form to collect your club member signatures.

We, the undersigned members of the Associated Students of Everett Community College, hereby petition for the chartering of the club described above and state that we will be members of the club and believe that the forming of such a student club would be beneficial to other students. Furthermore, we will be active members of the club, participate in the Annual Club Orientation process and continue to identify the two designated voters to represent the majority interest/concerns of the club at the regularly scheduled Club Council meetings. If petitioning for a new club, we the undersigned members petitioning to charter this club, may be requested to meet with the Associate Dean of Student LIFE as a group to represent and to explain the mission statement of the club as well as future planned activities related to the purpose of the club. **To receive funding, club must have completed an annual club orientation. (Clubs are not funded during summer quarter).**

1. Print Name _____ Signature/Date _____

2. Print Name _____ Signature/Date _____

3. Print Name _____ Signature/Date _____

4. Print Name _____ Signature/Date _____

5. Print Name _____ Signature/Date _____

6. Print Name _____ Signature/Date _____

7. Print Name _____ Signature/Date _____

8. Print Name _____ Signature/Date _____

9. Print Name _____ Signature/Date _____

List of Club Officers (Please Print)

Name _____	Position _____	Email _____
Name _____	Position _____	Email _____
Name _____	Position _____	Email _____
Name _____	Position _____	Email _____
Name _____	Position _____	Email _____
Name _____	Position _____	Email _____
Name _____	Position _____	Email _____

(Attach list of any additional members/officers to this activation form)

ONLY FULLY COMPLETED FORMS WILL BE ACCEPTED

SUBMIT FORM TO:
Student LIFE
Parks Student Union, Rm 209

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status or age.

APPENDIX B

ASB Club Funding Policy

The intent of this policy is to provide an equitable and structured means for interested students to obtain funds for their recognized club.

Section 1

Eligibility for Club Funding Status

1. A student club must be chartered by the Associated Student Body of Everett Community College (ASB) and Student LIFE and approved by the ASB Vice President of Clubs, Associate Dean of Student LIFE and Vice President of Instruction and Student Services to become eligible for funding.
2. An active club must have a constitution on file with Student LIFE and have a membership of nine (9) or more currently enrolled EvCC students.
3. At the discretion of the Associate Dean of Student LIFE, if the membership of a club does not meet the minimum number of club members, then the membership of a club may be required to meet with the Associate Dean of Student LIFE in order to receive access to club funding.
4. Clubs must have at least one club advisor to stay in active status and have access to club funding. (See Club Advisor, Appendix B, Section 7)
5. Clubs become inactive during the summer quarters and do not have access to funding unless given approval by the Associate Dean of Student LIFE.
6. The club must meet the other requirements as outlined in Article VIII of the by-laws of the ASB Constitution.

Section 2

Existing Clubs

1. Existing clubs must complete the Club Activation Form. Club Officers and Club Advisor must attend a Club Orientation each academic year with Student LIFE in order to receive funding and access to college facilities and services.
2. The functioning of an active club shall be confined to and controlled by their active (voting) membership. The active (voting) membership shall be limited to currently enrolled Everett Community College Students. The number of Everett Community College student members shall always exceed the number of non-student members. S & A fee budgeted funds may only be used for currently enrolled EvCC students and their club advisor.
3. Clubs that are active during the annual ASB budget development process may apply for funding during this process and submit their budget request as per the ASB Financial Code. (Article V, Section 1 & 2).
4. **Supplemental funding:** Additional funding of a maximum of \$250.00 per quarter for each club may be allocated by Club Council (Refer to Club Council, Appendix B, Section 5). Clubs that have larger funding needs may propose a request for Contingency funds (Article VI, Section 4.C).
5. **Fundraising:** Clubs may also generate their own funds through authorized fundraising activities. (Refer to the Club Handbook, Club Sales). Student LIFE must approve fund raising activities at least two weeks prior to the fundraising project.

Section 3

New Clubs

1. New clubs must complete the Club Activation Form. Club Officers and Club Advisor must attend a Club Orientation each academic year with Student LIFE in order to receive funding and access to college facilities and services.
2. Clubs that become active during the annual ASB budget development process may apply for funding during this process and submit their budget request as per the ASB Financial Code. (Article V, Section 1 & 2).
3. **Initial funding:** New clubs may receive up to \$150.00 from the Club Development fund upon recommendation of the ASB Vice President of Clubs and Associate Dean of Student LIFE and upon completion and approval of club charter by the Vice President of Instruction and Student Services. New clubs must also submit a plan, in writing, for the utilization of their proposed budget when requesting funds from the Club Development Fund.
4. **Supplemental funding:** Additional funding of a maximum of \$250.00 per quarter for each club may be allocated by Club Council (Refer to Club Council, Appendix B, Section 5). Clubs that have larger funding needs may propose a request for Contingency funds (Article VI, Section 4.C).
5. **Fundraising:** Clubs may also generate their own funds through authorized fundraising activities. (Refer to the Club Handbook, Club Sales). Student LIFE must approve fund raising activities at least two weeks prior to the fundraising project.

Section 4

Religious or Political Clubs/Organizations

All Everett Community College clubs are invited to apply for funding, including religious and political organizations; however, due to federal and state constitutional requirements, EvCC is not allowed to fund any activity which involves religious worship, exercise or instruction. In addition, student funds may be used to support certain political activities if done by the recognized EvCC Student Government Association. (see EvCC6070P Student Club Financial Procedures)

Section 5

Club Council

1. To be eligible for additional club funding a club must be an active EvCC Chartered Club.
2. The Club Council consists of the ASB Vice President of Clubs and Organizations (chair) and club members who represent the individual EvCC Chartered Clubs. EvCC Chartered Club attendance is mandatory at Club Council meetings to stay in “good standing” (Refer to Good Standing Clubs, Appendix B, Section 6).
3. Voting members for the Club Council represent the majority decision of their designated club. Each Club Council Member may only represent and vote on behalf of one club during Club Council meetings.
4. A quorum is needed for a regularly scheduled Club Council meeting where a club requests funding or action/motion consisting of seven (7) voting members from seven (7) different clubs. (Only one voting member from each club is permitted to vote).
5. Active Clubs (defined under Appendix B, Section 1.3) may request a maximum of \$250.00 and receive \$250.00 upon approval of a 2/3-majority vote. A quorum consists of at least seven (7) of the Club Council voting members. **Budget requests must include a written plan for the use of their proposed budget.**

6. An active club may request additional funding (maximum \$250.00) once each quarter provided that the club remains active and has participated in the Club Orientation process with their club advisor. (If an active club requests a proposed budget exceeding the maximum of \$250.00 then refer to the process outlined under Appendix B, Section 2.4)

Section 6

Good Standing Clubs

Chartered Clubs are given “good standing” status automatically upon activation. Maintaining “good standing” will require the club to:

- Follow Club policies and rules outlined in the Club Handbook, ASB Constitution, and ASB Financial Code.
- Have a consistent membership of nine (9) or more active members and at least one advisor.
- Participate in mandatory Club Council meetings.
 - a. Clubs are allowed one excused absence (per quarter). To apply for an excused absence the representative must email the ASB Vice President of Clubs. Missing two meetings (per quarter) will remove your “good standing” status. (See Appendix B, Section 6, ASB Financial Code)

Violations that effect Club Standing

For policy/rule breaking

- A. A warning shall be issued describing the violation. The club will be given 14 days to resolve the problem.
- B. If the problem is not resolved within the 14 day period, the ASB Executive Council will be advised of the problem.
- C. If the problem has not been resolved, then a simple majority affirmative vote by the ASB Executive Council will result in the club being deemed inactive and the club will be notified within five school days.
- D. Any club deemed inactive shall remain so until all rules for an active club (refer to Article VIII, Sections 1-5, by-laws of ASB Constitution) have been re-established.

For membership below minimum requirements - Clubs may be required to meet with the Associate Dean of Student LIFE in order to receive access to their club funding.

Absences from Club Council – Clubs will be notified about the dates of Club Council and the process for submitting an excused absence. If the problem is not resolved within the 14 day period or within one (1) Club Council meetings the club will fall into inactive status and funding will be suspended.

Section 7

Club Advisor

1. Clubs must have at least one club advisor to stay in active status and have access to club funding.
2. Advisors must sign the ASB Club Activation Form (for the club they are advising) annually *in order* to receive club funding and access to college facilities and services.
3. Club advisors must be full or part time employees of EvCC.

4. Advisors must contact the Associate Dean of Student LIFE or designee to review duties and responsibilities for club advising.
5. Club Officers and Club Advisor must attend a Club Orientation each academic year with Student LIFE in order to receive funding and access to college facilities and services.
6. Advisors must assist club members with the preparation of various forms which includes the use of as well as travel authorizations, travel expense vouchers, purchase requisitions, invoice vouchers, etc.
7. A description of expenses is required with signatures from an active club member and the advisor prior to receiving the appropriate paperwork and approval from Student LIFE. The Associate Dean of Student LIFE approves all expenditures.
8. Only currently enrolled EvCC students, acting as active club members and/or EvCC employees, acting as club advisors, may initiate use the S & A Fee Budget for authorized expenditures or travel approved by the Associate Dean of Student LIFE.
9. Club Advisor must schedule rooms on campus for club meetings, activities, or events through the Centralized Room Scheduling system. Class rooms that have teacher stations in them must have Club Advisor or responsible staff present in order to utilize the room
10. Club advisors must travel with club members on all authorized travel unless granted an exception by the Associate Dean of Student LIFE.

Section 8

Club Events/Activities

1. All clubs must register their event/activity with Student LIFE at least (3) three weeks in advance. Failure to do so may result in a denial of funding. (*Please complete the Club Event Registration form available online*).
2. Club events and activities must adhere to the regulations and guidelines listed in the ASB Financial Code and have prior approval from the Associate Dean of Student LIFE.
3. Clubs may receive full funding for an event or activity they sponsor if it is determined to be of benefit to the entire campus community, upon the approval of the Associate Dean of Student LIFE e.g. travel, purchasing, tickets.

Section 9

Club Travel

4. All Travel Authorizations and supporting documents must be in the Club Advisor's name and the Club Advisor must attend all approved travel with club members unless granted an exception by the Associate Dean of Student LIFE.
5. If your Travel Authorization is approved, all EvCC students attending must complete an Assumption of Risk Contract which addresses the student's personal liability when traveling on an EvCC recognized trip.
6. Only currently enrolled EvCC students, acting as active club members and/or EvCC employees, acting as club advisors, may use the S & A Fee Budget for authorized or travel approved by the Associate Dean of Student LIFE.

Section 10

Budget Development

Existing and new clubs shall submit their proposed budget to the S & A Fee Budget Committee (refer to Article V, Section I of the Financial Code) during the annual budget development process and shall include:

- A review of the utilization of their current account expenditures.
- Matching funds from other sources to support the budget request.
- A plan for the utilization of their proposed budget request.

Section 11

Excess Revenue

Excess revenue generated by a club but not used during the fiscal year may be rolled over into the next year's club budget. Requests must be in writing or email from an active club member or club advisor. (Excess revenue is additional revenue after projected revenue has accrued, not excess expenditure line items) **Only clubs or organizations with a revenue requirement may roll over excess revenue.**

Section 12

Club Donations to Charitable Groups

Occasionally, student clubs are interested in organizing fundraisers for the express purpose of providing a donation to a charitable organization. Due to the Washington State Constitution prohibiting gifting public funds, the club would not be allowed to use money from their club account for the following, (but not limited to): seed money, advertising, purchases or to make a donation. However, to support the goals of the club, club officers may make arrangements with Student LIFE and Administrative Services to conduct the fundraiser within state and college guidelines (see EvCC6070P Student Club Financial Procedures).

Section 13

Honorary Membership

Community members may participate in clubs by invitation only, and are not permitted to:

- Represent the club in any fashion either on or off campus.
- Initiate or expend club funds, such as but not limited to utilizing club funds for travel, making copies, etc.
- Utilize campus resources on behalf of the club.
- Hold office, vote, or serve in any leadership role.
- Enter into any agreements on or off campus on behalf of the club.

The club has the authority to revoke the invitation of a community member at their discretion.

APPENDIX C

Admission to Events and Activities

3/4/88

The following policies regarding admission process have been established by the Associated Students S & A Fee Budget Committee in accordance with the ASB Financial Code, Article IX.

General Statement

For the majority of the events, activities, and series funded by S & A Fee there is no admission charge. For some, however, there are, and generally the following types of admission pricing situation exist and are acceptable.

1. Free exchange tickets for students.
2. Admission charge for general public, no charge for students.
3. Admission charge for general public and students. If so, EvCC students receive a reduced rate.

Specific Guidelines

Pricing

1. If there is an admission charge, EvCC students shall receive the lowest reduced rate. It is permissible, however, for children under twelve and senior citizens to receive the same rate as students.
2. It is permissible to provide college staff members with a reduced rate also, but it must be higher than the student rate.
3. The student rate must be reduced by at least 15% of the general public rate.
4. Season passes for athletic contest and/or on-going series may be developed at a reduced rate. This rate may be reduced by as much as 25% of the total cost of the contest/events. If there is pricing for the ticket series, it shall be further explained on the budget justification page of the annual budget.

Revenue

1. Revenue collected as a result of charging for an event, contest, or activity must be deposited in the appropriate S&A Fees budget in the Cashiers Office, immediately following event (If it is an off campus activity, then the advisor is responsible for the collection, tracking and depositing of the revenue per current college process).
2. Revenue generated in excess of projected amounts may be used to support the program.
3. Revenue and gate receipts generated at athletic contest and performing arts events may be used for tuition assistance scholarship funds (Athletic scholarships only).

Special Occasions (bake sales, drawings, and other sales)

Student clubs and other Associated Student Body activities and programs often sponsor special functions such as bake sales, drawings, and other sales for either the purpose of raising funds or providing an activity. Like other campus activities and events, these functions must be approved through Student LIFE (Any club/organization may not exceed two bake sales, fundraisers, etc. each quarter).

Athletic and/or student events, activities or programs sponsored/co-sponsored by Student LIFE are not responsible for any rental fees for the use of campus facilities per the College's Facilities Use Agreement e.g.

Student Fitness Center, Parks Student Union, etc. During off-hours, the College may charge the sponsoring group(s) for clean-up, if necessary. During the event, if security personnel are required in addition to those available through the Office of Campus Safety and Security, the sponsoring group(s) may be charged for required security.

Club Events/Activities: Student Clubs must follow the Event/Activity Registration process as described in the Club Handbook.

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment.

The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271.