

FINANCIAL CODE

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FINANCIAL CODE

INTRODUCTION

The Revised Code of Washington 28B.15.041 provides that the “Services and activities fees shall be used as otherwise provided by law or by rule or regulation of the Board of Trustees... of each of the state’s community colleges... for the express purpose of funding student activities and programs of their particular institution.” It is, therefore, expressly recognized that RCW 28B.15.041 grants to Community College District 14 Board of Trustees the final authority to determine the permissible uses of the Services and Activities Fees, consistent with the law.

In compliance with Washington State law, Clark College has created special Fund 522 accounts to be called ASCC Services and Activities Fees accounts into which shall be placed fees and revenues received by the College in connection with student programs, activities, clubs, and organizations. The ASCC Services and Activities Fees accounts shall be used exclusively to account for the resources and functions associated with the various student programs and activities provided by the College. Separate accounts shall be kept for each program and activity.

All funds collected and expended in Fund 522 accounts are subject to the policies, regulations, and procedures of the Board of Trustees, the State Board for Community College Education, the Washington State Budget and Accounting Act, the State Office of Financial Management, the State Attorney General, and College administrative procedures.

This Financial Code is authorized by the College President for the governance of public funds allotted by the Board of Trustees to the Associated Students of Clark College. The Vice President of Student Affairs is responsible to the College President for the administration of the Financial Code.

ARTICLE I – PURPOSE

The purpose of this Financial Code is to carry out the provisions indicated in the preceding introduction while providing clean guidelines for the effective administration of student programs, activities, clubs, and organizations. This Code supersedes all previous codes and procedures.

ARTICLE II – DEFINITIONS

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

Administrative Services: The office that carries out the functions of the college that relate to business, finance, auxiliary services, plant operations, maintenance, personnel services, and campus security.

ASCC: Associated Students of Clark College.

ASCC Executive Council: The Executive branch of the student government. The positions on this council are the ASCC President, Vice President, Club Coordinator, Finance Director, Activities Director, Public Relations Director, and Executive Assistant.

ASCC Finance Committee: The Services and Activities (S&A) Fee Budget committee, responsible for making S&A Fee budget recommendations. The Committee is chaired by the Finance Director and the voting membership of the committee is composed of at least six (6) student representatives, two (2) faculty members, and the Director of Business Services. The Director of Student Life and Vice President of Student Affairs (or designee) act as non-voting, advisory members to the committee.

ASCC Student Government: Includes both the ASCC Executive Council and the ASCC Activities Programming Board.

Board of Trustees: Board of Trustees of Clark College, Community College District 14, State of Washington.

Campus Project Reserve: See Fund Balance.

Capital Projects Fund: Established fund limited to long-term projects with a minimum expenditure of \$25,000.

Club Advisors: Faculty or staff members employed by the College who have account responsibilities for clubs or student organizations.

College: Refers to Clark College, Community College District 14, State of Washington.

College Facilities: Any or all real and personal property owned or operated by the College and including all buildings and appurtenances affixed thereon or attached thereto.

Director of Athletics: The person employed by the College whose responsibilities include the management of intercollegiate accounts.

Director of Business Services: The person employed by the College whose responsibilities include the management of all college accounts.

Director of Student Life: The person employed by the College whose responsibilities include advising ASCC Student Government and fiscal oversight of all student funded programs, clubs, and activities accounts.

District: Clark College, Community College District 14, State of Washington.

Financial Management System: (FMS) Statewide accounting system for community colleges.

Fiscal Year: Calendar period from July 1 through June 30.

Fund Balance: The account containing the cash balance from the Service and Activities fees and program revenues at the end of the fiscal year. Also known as the 522 Fund Balance or 522 Fund Reserve.

Legal Advisor: The person who serves as the appointed Assistant Attorney General for Clark College, Community College District 14, State of Washington.

Matriculation Fee: A voluntary student fee collected by the College at the time of registration for the purpose of supporting fees related to testing, transcripts and graduation.

Parking & Facilities Fee: A voluntary student fee collected by the College at the time of registration for the purpose of supporting campus parking facilities.

President: The duly appointed chief executive officer of Clark College, Community College District 14, State of Washington, or in his/her absence, the acting chief executive officer.

Program Directors: Persons employed by the college who have Service & Activities fee funded program responsibilities.

Services and Activities Fees (S&A Fees): Fees other than general tuition and operation fees charged to all students at Clark College for the promotion of student services and activities as indicated in RCW 28.B.041.15.

State Board: State Board for Community and Technical Colleges (SBCTC).

Student: Any person who is registered for classes and is paying services and activities fees.

Student Programs and Activities: Functions recognized by the ASCC, formally authorized by the Clark College, Community College District 14 Board of Trustees.

Student Life Program Coordinator: The person who assists the Director of Student Life with the student programs and activities, and whose responsibilities include advising ASCC committees, event & activities development, management of various sub-program accounts, and supervision of clerical staff.

Student Union Building Fee: A voluntary student fee collected by the College at the time of registration for the purpose of construction of the Penguin Student Union.

Technology Fee (Tech Fee): A voluntary student fee collected by the College at the time of registration for the purpose of purchasing, maintaining, and replacing technology hardware and promoting communication on campus.

Technology Fee Committee: The governance body established by Technology Fee referendum and described in the Technology Fee Bylaws to disburse and manage Technology Fee funds.

Vice President of Administrative Services: The chief fiscal officer of the College whose duties include business and finance functions, plant operations, maintenance, personnel services, and campus security.

Vice President of Student Affairs: The person employed by the College whose responsibilities and budget authorities include leadership over all student services and programs in Student Affairs. Further plans, implements, coordinates and evaluates services to students to insure that their needs are strongly considered.

ARTICLE III – FUND MANAGEMENT

SECTION 1. OBJECTIVE

The Associated Students of Clark College raise and expend funds to promote by legal means the general welfare and morale of the students as a whole. The activities and programs supported by these expenditures provide a meaningful variety of healthful, educational, cultural and social learning experiences. Therefore, services and activities fees shall allow for the presentation of a broad spectrum of ideas.

SECTION 2. SOURCE OF FUNDS

ASCC funds are received from four sources:

- 1) services and activities fees which are paid at registration
- 2) revenues from activities sponsored by the Associated Students of Clark College
- 3) contributions, and
- 4) investment income.

SECTION 3. USE OF FUNDS

Funds in Services and Activities Fees accounts must be used as provided by law, rule, or regulation of the Board of Trustees for the express purpose of funding student programs and activities of the College.

When authorized and approved in a manner consistent with this Financial Code, services and activities fees revenue may be used for, but should not be limited to:

- A. Social events, seminars, workshops, retreats, and conferences; student government organizations; professional consulting fees; clubs and societies; musical, dramatic, artistic and forensic presentations of an extra-curricular nature, student publications, and other mass media activities; tutorial services; child care centers; intramural and collegiate sports.
- B. Equipment, supplies, and materials required for the operation of student programs and activities.
- C. Travel and per diem for students and professional staff members participating in student programs and activities.
- D. Dues for institutional memberships in recognized student government or activities organizations provided that the legality of such expenditures is first established by the Vice President of Student Affairs in consultation with the legal advisor of the College.
- E. Salaries and compensation for student employees.
- F. Compensation for part-time staff or faculty employees
- G. With the expressed approval of the State Board and, when required, with approval of the appropriate legislative body, Services and Activities Fee revenue may be used as matching funds to acquire real property and fund capital projects and may be used as matching funds for such purposes.

SECTION 4. LIMITATIONS

- A. Those in charge of a student program or activity may determine how funds are to be spent provided that the expenditure is not an improper expenditure of public funds or contrary to sound financial practice as outlined by the policies and requirements of the College and state and federal laws.
- B. Full regular salaries of professional employees in tenurable positions and permanent classified employees shall not be paid from Services and Activities Fees revenue. Stipends for Program Directors may, however, be paid using S&A fees.
- C. No prizes given away at events and activities may exceed \$30.00 per person or total more than 15% of the overall event/activity budget, whichever is the lesser expenditure.
- D. Services and Activities Fees shall not be used to fund programs, personnel, facilities, equipment and maintenance covered within the State Board allocation model.
- E. Services and Activities Fees shall not be used in a nepotistic manner.

SECTION 5. RECORDING AND REPORTING RESPONSIBILITY

It shall be the responsibility of the Vice President of Administrative Services to maintain proper recording of financial transactions of the Services and Activities fees funds and to provide periodic reports to the Vice President of Student Affairs, Director of Student Life & Multicultural Student Affairs, ASCC Finance Director, program directors, and club advisors.

SECTION 6. RESPONSIBILITY FOR ACCOUNTS

The general responsibility for the proper management of the accounts and the budgetary levels set for each account rests with the Director of Student Life.

The Director of Student Life is responsible for proper fiscal procedures. These procedures must be consistent with the procedures for purchases, inventories, and expenditures established by the Vice President of Administrative Services, Vice President of Student Affairs, and this Financial Code.

SECTION 7. ASCC FINANCE COMMITTEE RESPONSIBILITY

It shall be the responsibility of the ASCC Finance Committee to serve as the services and activities fees budget committee and approve the distribution and use of fees in accordance with established policies and requirements of the College, District, State, and Federal laws.

The Finance Director shall Chair the committee, unless otherwise determined. The Chair shall not vote, except in cases where voting shall change the outcome of the vote.

Six (6) students-at-large, appointed by the ASCC Vice President, are to serve as voting members. They may not be a member of the ASCC Executive council or Activities Programming Board.

Two (2) College faculty members, appointed by the Vice President of Instruction, shall serve as voting members. They may not be ASCC Program Directors.

The Director of Business Services shall serve as a voting member.

The Executive Assistant shall serve as recorder. The Director of Student Life and Vice President of Student Affairs or designee serve as non-voting, advisory members to the committee.

A quorum of at least five (5) voting members, with a majority of students, must be present to conduct official business.

The ASCC Finance Committee is a recommending body only. The initial responsibilities for proposing program priorities, evaluating existing programs, proposed budget level, and adjusting budget requests to the yearly budget allocation shall reside with the Committee. The Committee shall provide an opportunity for all College viewpoints to be heard during its consideration of the funding of student programs and activities, notify advisors of their right to appeal, and subsequently hear appeals. The ASCC Executive Council shall review and upon concurrence with the ASCC Finance Committee shall submit the budget recommendations to the Vice President of Student Affairs. The Vice

President of Student Affairs shall present it for approval to the College President and the Board of Trustees.

The College President shall review the budget recommendations prepared by the ASCC Finance Committee and, if necessary, publish a written response concerning them to the committee. This response shall outline differences, if any, between the committee recommendations and the President's proposed budget recommendations.

The College President, when submitting the proposed College budget recommendations to the Board of Trustees, shall transmit a copy of the ASCC Finance Committee recommendation originally provided by the committee and a copy of the President's response to the committee recommendations, if the committee recorded budget differs from the college recommended budget.

The ASCC Finance Committee shall meet in regularly called sessions at least once weekly during fall, winter, and spring quarters to satisfy the demands of the calendar described in Article V, Section 2. Formal motions shall be duly recorded. Written notification of meetings shall be circulated to members of the committee by the committee recorder at least two (2) days prior to the meetings.

ARTICLE IV – PROGRAMS AND CLUBS/STUDENT ORGANIZATIONS

SECTION 1. DEFINITION OF A PROGRAM

- A. Student Programs: Extracurricular programs and activities of the student activities/government function offering students opportunities in social, cultural, entertainment, recreational, multicultural, and leadership experiences;
- B. Sports/Recreation Programs: Programs and activities of the student activities function offering students opportunities in organized intercollegiate athletic, and in intramural/extramural sports;
- C. Co-curricular Programs: Programs offering students opportunities to be involved in co-curricular activities;
- D. Student Services/Development Programs: Programs of the student services function that promote student development such as assisting students in overcoming personal or physical problems, overcoming educational problems or skill deficiencies, or in promoting cultural awareness; &
- E. Campus Services: Services, other than student services, which support student success.

SECTION 2. RECOGNITION AS A 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 subsidized student program or activity and may be established according to the procedures as outlined in the ASCC Bylaws.

The membership of a subsidized student program or activity must be composed of students registered at the College.

Student program or activities recognized by the ASCC shall be considered an extension of the ASCC and will be expected to conduct their programs or activities in accordance with this Financial Code, the ASCC Constitution and Bylaws, and the Code of Student Rights and Responsibilities.

SECTION 3. PROGRAM BUDGETS & ACCOUNTS

A recognized student program may request annual funding through the budget development process described in Article V of the Financial Code.

Upon approval of the annual budget, the business office will enter the budget into the accounting records for each student program per the ASCC S&A Fee Budget Handbook.

The program director may determine how the funds are spent so long as the expenditure is within the scope of the approved annual budget, is legal and within the policies and requirements of the College, District, State, and Federal laws.

Expenditure of funds in a program account requires the approval of the program director before approval is granted at any other level.

Any funds remaining in a program account at the end of the fiscal year shall revert to the ASCC Fund Balance.

SECTION 4. DEFINITION OF A CLUB/STUDENT ORGANIZATION

A Club/Student Organization may be organized to promote any legal purpose, whether it be educational, recreational, or social. Among the purposes of any chartered student organization is that of providing services to its members and/or the College.

A Club is defined as an organized group of students with an advisor and statement of purpose that supports the purpose of the ASCC as outlined in Article II and has met all qualifications for establishing and maintaining a charter. Advisors may consist of faculty, staff, or administrators. All Club Charters must be confirmed by the ASCC Executive Council according to the procedures as outlined in the ASCC Bylaws and How to Charter a Club document.

Membership in chartered student organizations must be open to all students except in cases in which there exists reasonable justification for exemptions directly related to the purpose of the organization.

Clubs/Student Organizations recognized by the ASCC shall be considered an extension of the ASCC and will be expected to conduct their activities in accordance with this Financial Code, the ASCC Constitution and Bylaws, and the Code of Student Rights and Responsibilities.

SECTION 5. CLUB BUDGETS & ACCOUNTS

A Club/Student Organization is ineligible for annual funding unless the club seeks recognition as a Program, as described in Section 2.

However, the fact that a club/student organization provides a service to its members or the College in general is justification for providing the organization with a financial subsidy through Seed Money and Club Service Funding, as described in Article IV, Sections 6 and 7, or Fund Balance requests, as described in Article VI, Section 2.

Upon approval of its club charter, a club budget account shall be designated for the club. Clubs that are approved by the ASCC Executive Council may determine how the funds are spent so long as the expenditure is legal and within the policies and requirements of the College, District, State, and Federal laws.

Expenditure of funds in club accounts require the approval of the club advisor and club officer, preferably the club treasurer or club president, before approval is granted at any other level.

Any funds remaining in an active club account at the end of the fiscal year shall rollover to the next fiscal year.

SECTION 6. SEED MONEY

Each newly chartered club is eligible to receive \$100.00 in seed money. Once the charter is approved, the ASCC Club Coordinator completes the Seed Money form and submits it to the ASCC Finance Director. The Finance Director shall then request a Club budget number from Accounting Services and make the appropriate transfer from the Club Service Funding budget into the Club account. The Finance Director shall then notify the club advisor, in writing, of their Club account number.

SECTION 7. CLUB SERVICE FUNDING

Only eligible, chartered, campus clubs that are actively represented on the Club Committee and are verified as qualified for Club Service Funding shall have the ability to apply for and earn Club Service Funding. Club Service Funding shall be provided as set forth in Club Service Funding document.

SECTION 8. EARNED FUNDS

Only eligible, chartered, campus clubs that are actively represented on the Club Committee may earn funds through sponsorship/donations, fundraising or sponsorship of vendors. Clubs wishing to earn funds through such avenues must comply with all set guidelines for earning funds. Earned funds must be expended within the policies and requirements of the College, District, State, and Federal laws.

SECTION 9. DISSOLUTION OR CLUB INACTIVITY

Upon dissolution of any chartered club/student organization or after two fiscal years of budget inactivity, all funds held in trust for that club/student organization shall revert to the ASCC Fund Balance.

ARTICLE V – ANNUAL SERVICE & ACTIVITIES FEE BUDGET DEVELOPMENT

SECTION 1. REVENUE ESTIMATE & YEARLY BUDGET ALLOCATION

During winter quarter, in consultation with the Finance Director, Director of Student Life and Vice President of Student Affairs, the Vice President of Administrative Services will estimate the amount of income from services and activities fees available for allocation for the next fiscal year.

It shall be the responsibility of the ASCC Finance Committee to confirm the proposed allocation.

Unless the established allocation is officially changed, it shall not be exceeded.

SECTION 2. ANNUAL BUDGET DEVELOPMENT CALENDAR

The following calendar is subject to adjustment by the Vice President of Administrative Services.

To facilitate the handling of budget requests in preparation of the budget, every effort will be made to adhere to the following dates:

January – February: Opportunities will be provided all members of the College community to submit budget proposals through the appropriate advisor, director, etc., to the ASCC Finance Committee.

March 1 – March 10: The yearly budget allocation is established by the Vice President of Student Affairs.

By mid-April: The ASCC Finance Committee shall meet to adjust the budget requests to the yearly budget allocation.

Advisors and directors shall be notified in writing of the recommended allocation resulting from deliberations of the ASCC Finance Committee. They shall be notified of the status of their request and shall be advised concerning their right of appeal. Following appeals, the budget as recommended by the Committee shall be forwarded to the ASCC Executive Council, the Vice president of Student Affairs, and finally to the College President.

May: The College President shall review the committee's recommended budget and then submit a recommended budget to the Board of Trustees as a future action item at the May Board of Trustees meeting.

June: The Board of Trustees shall approve the budget. Copies of the final budget are made available to the interested parties.

July 1 – June 30: The adopted budget shall be in effect for the fiscal year.

SECTION 3. BUDGET APPROVAL

Recommendations for budget approval shall be indicated by signatures of the ASCC Finance Committee members. The Vice President of Student Affairs will forward the recommended budget to the College President, who shall review the proposed budget with the President's staff in preparation for presentation and adoption by the Board of Trustees.

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

Final adoption of the budget will rest with the Board of Trustees. Following Board of Trustee adoption, the College President's signature shall be affixed certifying that the budget is in effect.

SECTION 4. BUDGET AMENDMENTS

Amendments within the established yearly budget allocation which significantly alter the intent of the use of the budget must be approved by a majority of the ASCC Finance Committee with a majority affirmative vote of the ASCC Executive Council. Budget amendments are accomplished by:

- A. Developing a rationale for the amendment request.

- B. Providing a detailed proposed budget amendment.
- C. Approval of the ASCC Finance Committee.
- D. Approval of the ASCC Executive Council.
- E. Approval of the Director of Student Life.
- F. Approval of the Vice President of Student Affairs.
- G. Approval of the 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 action by the Board of Trustees.

ARTICLE VI – CONTINGENCY & FUND BALANCE ACCOUNTS

SECTION 1. CONTINGENCY FUNDS

As part of the annual Services and Activities Fee budget, the ASCC Finance Committee will set the beginning Contingency Fund level at the minimum of 2.5% of the total projected S&A Fees revenue collection but not to exceed 5% of the total projected S&A Fees revenue collection. The level may be amended by a majority vote of the ASCC Finance Committee.

ASCC Contingency Funds are only available to currently funded Services and Activities (S&A) fee programs and are intended to be used for program expenses (such as equipment, guest presenters or travel) that were not anticipated as part of the regular budget request cycle.

Due to the limited nature of the funds available in the Contingency Fund, requests through the Contingency Fund should not exceed \$3,000.

To be eligible for Contingency Funds the request must be from a currently funded S&A fee program and unusual in nature and not expected to recur.

If the expense is expected to recur it should be included in the annual budget for the program, as future Contingency Funds will not be approved for the same expense.

Contingency Funds may not be used for permanent staff salaries, stipends or to cover over-expenditures or for items which should be covered in whole or in part by instructional funds and/or other appropriate college budgets.

Once a request is approved by the ASCC Executive Council, no additional funds will be approved or allocated towards the request.

If a requested amount is altered or denied prior to approval by the ASCC Executive Council, the requester has the right to appeal the decision and/or submit an amended proposal to the ASCC Finance Committee.

All Contingency Fund requests must be submitted in writing to both the ASCC Finance Director and Director of Student Life and must follow the submission requirements outlined in the Contingency Fund request document.

SECTION 2. FUND BALANCE

All unallocated Service and Activities Fees, remaining unspent service and activities fees funds and earned program revenues shall, at fiscal year end, revert to the ASCC Fund Balance (also known as the 522 Fund Balance or 522 Fund Reserve).

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

All Fund Balance requests must be submitted in writing to both the ASCC Finance Director and Director of Student Life and must follow the submission requirements outlined in the Fund Balance request document.

SECTION 3. APPEALS

The Finance Committee will thoroughly examine each fund balance and/or contingency fund request and make a decision.

If a request is denied or approved at a lesser requested amount, the Committee will provide a reason why the request was denied or approved at a lesser requested amount (citation) to the Finance Director. The Finance Director will then forward that citation to the person who submitted the request.

Upon receiving that citation, the club or program may contact the Finance Director for a Request of Appeal form. After changing the original request addressing the Committee's citation and submitting a completed Request of Appeal form, the club or program may resubmit the request for review.

The Committee will review the Request of Appeal form and supporting evidence and make a final decision regarding the club or programs request for funds.

This second review will be the final review by the Finance Committee.

ARTICLE VII - CAPITAL PROJECTS FUND

Established in 1985 by the Board of Trustees, the ASCC Capitol Projects Fund receives \$1 per FTE, per quarter, from S&A Fee collections.

Expenditures are limited to long-term projects with a minimum expenditure of \$25,000 and must be passed by a majority vote of students in either a regular or special election as described by the ASCC Bylaws.

Board of Trustees authorization must be given prior to any expenditure from this fund.

ARTICLE VIII – DEPOSITS AND EXPENDITURES

SECTION 1. DEPOSITS

Funds collected or revenues produced by or through the Associated Students of Clark College student programs or activities, or fee collection, shall be deposited with and expended through the College's Business Office. The official records of funds for the ASCC with its subsidiary units are maintained by the College's Business Office.

The procedures for the collection of all revenues shall be in compliance with the policies, regulations, and rules under which the Vice President of Administrative Services manages the various district funds.

The following points should be noted and closely observed by program directors, club advisors and clubs student/organizations:

- A. Funds collected as a result of any student program or activity must be turned into the Cashier's Office at the end of the day, or, if after office hours, on a weekend, or holiday, deposited immediately by night deposit. (Night deposit bags and cash report forms are obtained from the Cashier's Office).
- B. Upon receipt of funds, the Cashier's Office is responsible for issuing a receipt indicating the date, account to which the funds are to be credited and such other information as will facilitate the accounting of the funds.

SECTION 2. EXPENDITURES

The procedures for the expenditure of all resources shall be in compliance with the policies, regulations, and rules under which the Vice President of Administrative Services manages the various district funds.

No expenditures from any account are made except by checks prepared by the Finance Office. The Revised Code of Washington, 28B.50.320 states "Disbursement shall be

made by check, signed by the President of the Community College or his designee appointed in writing and such other person as may be designated by the Board of Trustees of the community college district.”

The procedures set forth in this Financial Code shall be followed in the expenditure of funds from all Services and Activities Fee accounts. 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 the policies, regulations, and rules under which the Vice President of Administrative Services manages the acquisition, inventory, and disposal of College property.

Expenditures and encumbrances shall be made from a budget (or budgets) only when officially approved and adopted in a manner consistent with Article V, Section 3. Article - V, Section 4 shall govern budget amendments.

- A. Purchase Requests: Requests for purchases to be made from funds in clubs, programs, activities, and athletic accounts shall be initiated by the individual with signatory authority. The request shall be processed through the advisor or appropriate director and forwarded to the Director of Student Life or the Vice President of Student Affairs for approval. Approved requests are then forwarded to the College’s Financial Office.
- B. Reimbursement: Since no expenditure can be made without approval prior to purchase, reimbursement for personal funds expended should not be expected. However, purchase of supply items of \$100.00 or less (per vendor, per like item, per day) may, if necessary, be purchased directly by use of personal non-institutional cash. Such items must be itemized by the requester and authorized by the program director or club advisor responsible for a specific account prior to the purchase of any goods or services. Within two weeks of the purchase, the purchase request plus original receipt should be sent on to the ASCC Finance Director, the office of Student Life, the office of the Vice President of Student Affairs, and to Purchasing Services for signatures. Following processing by Purchasing Services, the purchase request will be returned to the requester.
- C. Advance Payment: It may be necessary to request funds in advance of the services to be performed. Permission must be obtained from the Director of Student Life or the Vice President of Student Affairs through the appropriate advisor or director. Advances 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.
- D. Travel: State funds may be used for travel expenses only when the proper travel authorization form has been submitted in advance through the appropriate

advisor, director, or coach to the Director of Student Life or the Vice President of Student Affairs and approval has been granted.

- i. Meals and lodging: Individual meals are reimbursed based on the College and state travel per diem rates. Total daily rate of three (3) meals shall not exceed the total of College and state travel per diem rates.
- ii. Miscellaneous travel expenses: Miscellaneous travel expenses essential to the transaction of official ASCC business are reimbursable. Reimbursable expenses shall include, but are not limited to:
 - a. Taxi fares, car rentals, parking fees, and ferry and bridge tolls
 - b. Registration fees required in connection with attendance at conventions, conferences, and official meetings.
- iii. State vehicles: The use of state vehicles shall be in accordance with appropriate rules and policies and cost schedules.
- iv. Private vehicles: The use of private vehicles is reimbursable at the rate established by state regulations and local travel policies.
- v. Reporting expenses: The program director, coach or club advisor is responsible for proper disbursement of funds when advance payment has been made. Unexpended funds are to be deposited in the Cashier's Office immediately upon return of the group or team.

ARTICLE IX- FUNDRAISING

Fundraising projects sponsored by funded programs and recognized chartered clubs/ student organizations are subject to the approval of the organization membership, the program director or club/student organization advisor and the Director of Student Life and must follow established College policy for fundraising and fund management.

ARTICLE X- CONTRACTS

SECTION 1. RESPONSIBILITY

Prior approval for contractual agreements pertaining to chartered clubs/student organizations, student sponsored programs and activities and athletic programs must be obtained from the Director of Student Life and the Vice President of Student Affairs.

The responsibility for finalized contractual agreements rests with the Vice President of Student Affairs or his/her designee.

SECTION 2. INVALID CONTRACTS

Written contracts pertaining to chartered student organizations, student sponsored programs and activities and athletics made without prior approval and not finalized by the Vice President of Student Affairs or his/her designee are invalid.

Responsibility for payment of invalid contracts rests with the program director, coach or club advisor and members of the contracting group and may not be paid from public funds.

ARTICLE XI – TECHNOLOGY FEE & TECHNOLOGY FEE COMMITTEE

SECTION 1. TECHNOLOGY FEE

The ASCC voted to implement a mandatory, quarterly universal technology fee of \$2 per credit up to a maximum of 20 credits. The fee was implemented in winter, 2000. A committee comprised of students, faculty and administration is responsible for recommending an annual technology fee budget.

SECTION 2. TECHNOLOGY FEE COMMITTEE

The Technology Fee Committee shall serve as the governance body responsible for the management and disbursement of Technology Fee funds.

Membership of the Technology Fee Committee shall consist of a Chair and eight (8) voting members. The Director of Computing Services shall serve as a standing member and Chair the committee. The Chair shall not vote, except in cases where voting shall change the outcome of the vote.

The ASCC President (or designee selected from the Executive Council) and ASCC Finance Director (or designee selected from the Executive Council) shall serve as voting members.

Two (2) students-at-large, appointed by the ASCC Vice President, are to serve as voting members. They may not be a member of the ASCC Executive Council or Activities Programming Board.

The Director of Business Services shall serve as a voting member. An Instructional Administrator and two (2) College faculty members, appointed by the Vice President of Instruction, shall serve as voting members. The Director of Student Life shall be an ex officio member.

A minimum of one meeting shall be scheduled each quarter (excluding summer quarter) by the committee chair. The meetings shall be scheduled at a time which is convenient for the majority of members. Quorum shall consist of the majority of the voting members (5). Special meetings may be called by the committee chair as needed to deal with proposed changes in the annual budget, proposals regarding unexpected or emergency expenditures, or other issues that arise between regularly scheduled meetings.

The chair shall notify the committee membership of the time and place of any regular meeting a minimum of seven (7) days prior to the meeting date. All Technology Fee Committee meetings shall be open.

See Technology Fee Committee Bylaws for more information.

ARTICLE XII – STUDENT UNION BUILDING FEE

The ASCC voted to implement a mandatory, quarterly student union building construction fee of \$2 per credit up to a maximum of 20 credits. The fee was implemented in fall, 2001 and lasts until Penguin Student Union construction loan obligations are complete. A committee comprised of students, faculty and administration will be responsible for monitoring the use of the funds.

ARTICLE XIII – PARKING & FACILITIES FEE

The parking and facilities fee is a voluntary student fee collected by the College at the time of registration for the purpose of supporting campus parking facilities.

ARTICLE XIV – MATRICULATION FEE

A mandatory student fee collected by the College at the time of registration for the purpose of supporting fees related to testing, transcripts and graduation. A small amount goes to admissions to assist with the processing of new student and health occupation applications. Test materials, transcripts, job placement support, evaluation of credits services, and various expenses related to graduation are also covered by the matriculation fee.

ARTICLE XV – 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 and regulations. Inoperable and voided articles, sections, or parts may be changed to bring this Financial Code in compliance with state statutes or district rules and regulations.

ARTICLE XVI – VIOLATIONS

Violations of the provisions of this Financial Code by a funded program, chartered club/ student organization shall be cause for the revocation of funding for the program or club and/or the revocation of the club charter.

ARTICLE XVII - REVISION PROCEDURES

The Financial Code may be revised as needed. Changes/additions must be submitted to the Director of Student Life. All changes to the Financial Code must be reviewed by the Vice President of Student Affairs (or his/her designee), the Vice President of Administrative Services, the Director of Business Services and the ASCC Finance Director.

APPENDIX

RCW 28B.15.041

"SERVICES AND ACTIVITIES FEES" DEFINED

The term "services and activities fees" as used in this chapter is defined to mean fees, other than tuition fees, charged to all students registering at the state's community colleges, regional universities, The Evergreen State College, and state universities. Services and activities fees shall be used as otherwise provided by law or by rule or regulation of the board of trustees or regents of each of the state's community colleges, The Evergreen State College, the regional universities, or the state universities for the express purpose of funding student activities and programs of their particular institution. Student activity fees, student use fees, student building use fees, special student fees, or other similar fees charged to all full time students, or to all students, as the case may be, registering at the state's colleges or universities and pledged for the payment of bonds heretofore or hereafter issued for, or other indebtedness incurred to pay, all or part of the cost of acquiring, constructing or installing any lands, buildings, or facilities of the nature described in RCW 28B.10.300 as now or hereafter amended, shall be included within and deemed to be services and activities fees.

OPEN MEETING ACT HOUSE BILL NO. 357 FEBRUARY 1980

The multi-member student board which is the governing body of the recognized student association at a given campus of a public institution of higher education is hereby declared to be subject to the provisions of the open public meetings act as contained in this chapter, as now or hereafter amended. For the purposes of this section, "recognized student association" shall mean any body at any of the state's colleges and universities which selects officers through a process approved by the student body and

which represents the interests of the students. Any such body so selected shall be recognized by and registered with the respective boards of trustees and regents of the state's colleges and universities: PROVIDED there be no more than one such association representing graduate students, and no more than one such association representing each group of professional students so recognized and registered at any of the state's colleges or universities.

**HOUSE BILL 1480
FEBRUARY 1980**

Section 1: It is the intent of the legislature that students will propose initial budgetary recommendations for consideration by the college or university administration to the extent that such budget recommendations are intended to be funded by services and activities fees. It is also the intent of the legislature that services and activities fee expenditures for programs devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas.

Section 2: The Boards of Trustees and the Boards of Regents of the respective institutions of higher education shall adopt guidelines governing the establishment and funding of programs supported by services and activities fees. Such guidelines shall spell out procedures for budgeting and expending services and activities fee revenue. Any such guidelines shall be consistent with the following provisions:

1. Initial responsibility for proposing program priorities and budget levels for that portion of the program budgets that derive from services and activities fees shall reside with a Services and Activities Fee Committee, on which students shall hold at least a majority of the voting memberships and such student members to be recommended by the student government association or its equivalent. The governing board shall insure that the Services and Activities Fee Committee provides an opportunity for all view points to be heard during its consideration of the funding of student programs and activities.
2. The services and activities fee committee shall evaluate existing and proposed programs and submit budget recommendations for the expenditure of those services and activities fees to the college or university administration.
3. The college or university administration shall review and publish a written response to the Services and Activities Fee Committee recommendations. This response shall outline areas of difference between the committee recommendations and the administration's proposed budget recommendations.
4. The college or university administration, at the time it submits its proposed budget recommendations for the expenditure of services and activities fees to the governing board, shall also transmit a

copy of the Services and Activities Fee Committee recommendations along with any supporting documentation originally provided by the committee and a copy of the administration's response to the committee recommendations. Before adoption of the final budget, the governing board shall address areas of difference between committee recommendations and the administration's budget recommendations presented for adoption by the board. A student representative for the Services and Activities Fee Committee shall be given the opportunity to reasonably address the governing board concerning any such differences.

5. Services and activities fees and revenues generated by programs and activities funded by such fees shall be expended and deposited through the office of the chief fiscal officer of the institution.
6. 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, chapter 43.88 RCW.
7. All information pertaining to services and activities fees budgets shall be made available to interested parties.

Section 3: Sections 1 and 2 of this act are added to chapter 223, laws of 1969 ex. Sess. and to chapter 28B.15 RCW.

Section 4: If any provisions of this act or its application to any person or circumstances is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected.