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## INTRODUCTION

In compliance with Washington State law (RCW 28B.15.041), Clark College has created a Services and Activities Fee Fund (522 accounts) into which shall be placed fees and revenues received by the College in connection with student programs, activities, clubs, and organizations. The Services and Activities Fees accounts shall be used exclusively to account for the resources and functions associated with the various student programs and activities for the benefit of the entire student body. Separate accounts shall be kept for each program and activity.

The Board of Trustees has authorized these funds to be used for the purpose of financing the various programs and activities of the Associated Students of Clark College. Such funds are considered state funds subject to budgetary, purchasing and audit provisions of law applicable to state agencies.

## ARTICLE I – PURPOSE

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

## ARTICLE 2 – DEFINITIONS

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

**ASCC:** Associated Students of Clark College which consists of all currently registered students.

**ASCC Student Government:** Representative governing body for students at Clark College recognized by the Board of Trustees. The group consists of the ASCC President, Vice President, Finance Director, Executive Assistant, Club Coordinator, Student Relations & Promotions Coordinator, and Activities Director.

**ASCC Student Government Budget Committee:** Governing body consisting of ASCC Student Government members that review one-time funding requests from the ASCC Fund Balance.

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

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

**Club Advisor:** College employee who volunteers to provide guidance, support and advice to an officially chartered ASCC club by assisting student officers and members in achieving their club goals and providing oversight of club budgets.

**Club Service Funding (CSF):** Funding allocated by the ASCC Club Coordinator to active clubs for their service to the college campus and the community.

**Co-Curricular:** S&A Fee funded activities that are not essential for, or required elements of, a for-credit course. While these activities may enhance student learning, they cannot be a required or essential element of a course (i.e. – awarded credit).

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

**College Administration:** Refers to Clark College Executive Cabinet.

**Contingency Fund:** S&A fee reserves set aside for the costs of disaster recovery related to items originally funded with S&A fees and for unexpected downturns in revenue resulting in less than expected S&A fee revenue.

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

**Fund Balance:** The account containing the cash balance from the unallocated and unspent services and activities fees and program revenues at the end of the fiscal year.

**One-Time Funding Request:** Proposals to use S&A fund balance for student projects and activities that are unusual in nature and not expected to reoccur; or not funded during the annual allocation cycle.

**Program Director:** College employee who is paid a stipend to develop and maintain their specific program as outlined in the Program Director job description.

**Services and Activities Fees (S&A Fees):** Fees other than tuition, operation, and building fees charged to all students at Clark College for the promotion of student services and activities as indicated in RCW 28.B.15.041.

**S&A Fee Committee:** Committee consisting of nine (9) voting members, a non-voting recorder and advisory members responsible for making S&A Fee budget recommendations to the Board.

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

**Student:** Unless otherwise specified, any person who is enrolled for class.

## **ARTICLE 3 – 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 allowing for the presentation of a broad spectrum of ideas.

### **SECTION 2. USE OF FUNDS\***

Monies in S&A Fee 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. S&A Fee monies cannot be obligated by any body other than the ASCC S&A Fee Committee and the ASCC Student Government Budget Committee.

When authorized and approved in a manner consistent with this Financial Code, S&A Fee revenue may be used for, but should not be limited to:

1. Traditional and time honored activities such as student government, clubs, student governmental or programming organizations' activities or events, health and wellness programs, retreats, conferences, musical, dramatic, artistic, debate, and forensic presentations of an extracurricular nature, student publications and other mass media initiatives, child care centers, intramural and intercollegiate sports.
2. Equipment, supplies, and materials required for the operation of student programs and activities.
3. Travel and per diem for students and professional staff members participating in student programs and activities.
4. Recognition items (trophies, certificates, plaques, wearable items) for students, provided that they are a result of participation, are personal in nature, and are of nominal value.
5. Salaries of employees directly related to student programs.
6. Dues for institutional memberships in recognized student leadership, governmental or programming organizations.
7. Compensation to students for services rendered (hourly wage, stipends, etc.)
8. Premiums for liability and casualty insurance coverage for students participating in approved activities and programs.
9. Matching funds to acquire real property and fund capital projects with expressed approval of the State Board and, when required, approval of the appropriate legislative body.
10. Meals and refreshments (coffee, cookies, etc.) at approved student programs. Examples include: student activity or club meetings, student awards, trainings, etc.
11. Special tutorial or co-curricular programs, provided it is not to sustain a critical operation of the college.
12. A legal aid program that provides services to individual students, provided that the program is not used to institute legal action against the college.
13. Furniture and equipment for informal or non-instructional student spaces as approved by the Associated Students of Clark College Student Government.
14. Partial subsidization of a student food bank operation, provided that that the food bank benefits only students.
15. Scholarships. RCW 28B.10.825 expressly provides for a limited amount of S&A fees to be used for an institutional student loan fund for needy students. RCW 28B.10.703 and 704 specify particular non-S&A sources for scholarships for athletic and curriculum related activities.

### SECTION 3. LIMITATIONS\*

S&A Fee revenue shall not be used to fund:

1. Salaries of professional employees in teaching, administrative or clerical positions not directly related to the student programs' operations.
2. Programs, personnel, facilities, equipment and maintenance covered within the State Board allocation model, supported by existing contracts, or considered basic services provided by the college.
3. Donation of gifts, money, property, meals or lodging
4. Tips or gratuities for services rendered by anyone unless authorized by the Office of Financial Management.
5. Recruitment events for non-students – such as Career Days, orientation or similar events where high school students and their counselors or other prospective students are invited to

campus to learn about the educational offerings of the College and are provided with refreshments and other promotional materials.

*\*Use of funds and limitations guidelines were developed using the Guidelines for Permissible Use of Services and Activities Fees (February 2010, commonly known as the Killian Outline).*

#### SECTION 4. 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 S&A Fee funded accounts and to provide periodic reports to the Vice President of Student Affairs, Director of Student Life, ASCC Finance Director, program directors, and club advisors.

#### SECTION 5. 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 6. RECOGNITION AS A FUNDED ACTIVITY

Any club or program aligned with the objective of the S&A Fees may apply for recognition as outlined in the ASCC Bylaws.

Membership of a funded club or program must be composed of currently enrolled students at the College and may be organized to promote any permissible purpose, whether it is educational, recreational, or social. Among the purposes of any club or program is that of providing service to its members and/or the College.

Membership must be open to all students except in cases in which there exists reasonable justification for exceptions directly related to the purpose of the organization. All funded activities are expected to conduct their programs or activities in accordance with these guidelines, the ASCC Constitution and Bylaws, the Code of Student Conduct, and all College, state and federal policies and procedures.

### **ARTICLE 4 – BUDGET DEVELOPMENT**

#### SECTION 1. SOURCE OF FUNDS

ASCC funds are received from five sources: student fees allowed by law and paid at registration; revenues from activities; investment income; contributions and voluntary fees.

#### SECTION 2. REVENUE ESTIMATE & YEARLY BUDGET ALLOCATION

During winter quarter, the Director of Business Services will estimate the amount of revenue from S&A Fees available for allocation for the next fiscal year.

### SECTION 3. SERVICES & ACTIVITIES FEE COMMITTEE

It shall be the responsibility of the S&A Fee Committee to determine the fee level, recommend and propose the distribution and use of fees in accordance with established policies and requirements of the College, district, state, and federal laws.

The S&A Fee Committee shall be composed of the following:

1. Voting Chair, selected from and by the committee members
2. ASCC Finance Director, voting member
3. Six (6) students-at-large, appointed by the ASCC Vice President, voting members. Students-at-large may not be a member of the ASCC Student Government or Activities Programming Board.
4. One (1) College faculty member, appointed by the Vice President of Instruction, voting member. Faculty member may not be an ASCC Program Director.
5. Director of Business Services, voting member
6. ASCC Executive Assistant shall serve as non-voting recorder

The Dean of Student Success and Retention and Director of Student Life 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 S&A Fee Committee is a recommending body only. The Committee shall be responsible for evaluating and adjusting budget requests to create an initial budget using the estimated yearly budget allocation provided by the Director of Business Services. The Committee will provide an opportunity for requestors to present their budget requests, notify requestors of their initial allocation, their right to appeal, and subsequently hear appeals. Final committee recommendations will be presented to the Board for approval.

### SECTION 4. BUDGET TIMELINE

An annual budget timeline, consistent with the College's budgeting timeline, will be prepared by the Director of Student Life and made available to the ASCC. The timeline will include dates for budget development, hearings, appeals, and adoption. Program Directors are required to submit their budget requests annually by the determined deadline or they will not be considered.

The following dates are guidelines only.

October: S&A Fee Committee is formed. Trainings are conducted for committee and budget requestors.

October/November: S&A Budget Request forms are made available.

January: Deadline to submit budget proposals to the S&A Fee Committee. The S&A Fee Committee will then begin review of program budget requests.

February: S&A Fee Committee reviews submitted budget requests.

March: S&A Fee Committee creates the initial annual budget allocation for the following fiscal year and informs requestors of initial allocations and their right to appeal.

April: Deadline to submit budget appeals to the S&A Fee Committee. The S&A Fee Committee will then review program budget appeals and make determinations regarding any changes to the initial allocation.

May: S&A Fee Committee shall submit budget recommendations for the expenditure of S&A fees with supporting documents to the Board and the President. The President shall review the S&A Fee Committee budget recommendations and publish a written response outlining any potential areas of difference.

June: The Board votes on the recommended budget. Board approval is required prior to the start of the new fiscal year.

July: New fiscal year begins.

## SECTION 5. BUDGET APPROVAL

The S&A Fee Committee will present the recommended S&A Fee Budget to the Board.

Before adoption of the budget, the Board shall address any areas of difference documented by the President following the review of the S&A Fee Committee budget recommendations presented for adoption.

Final adoption of the budget will rest with the Board.

## SECTION 6. DISPUTE RESOLUTION

As provided in RCW 28B.15.045, in the event of a dispute or disputes involving the S&A Fee Committee recommendations, the College Administration shall meet with the S&A Fee Committee in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the Board.

If said dispute is not resolved within fourteen days of the original dispute, a dispute resolution committee shall be convened by the chair of the S&A Fee Committee within fourteen days. The dispute resolution committee shall be selected as follows: The College Administration shall appoint two nonvoting advisory members; the Board shall appoint three voting members; the S&A Fee Committee chair shall appoint three student members of the S&A Fee Committee who will have a vote, and one student representing the S&A Fee Committee who will chair the dispute resolution committee and be nonvoting.

The committee shall meet in good faith, and settle by vote any and all disputes. In the event of a tie vote, the chair of the dispute resolution committee shall vote to settle the dispute.

The Board may take action on those portions of the S&A Fee budget not in dispute in accordance with the customary budget approval timeline established by the Board. The Board shall consider the results, if any, of the dispute resolution committee and shall take action.

## SECTION 7. BUDGET AMENDMENTS

Any changes which will significantly alter the original intent of a program's approved budget request, must be formally amended by the S&A Fee Committee. The program should submit a detailed amendment request that clearly states the rationale for the change. The S&A Fee Committee must approve the budget amendment with a majority vote.

## **ARTICLE 5 – S&A FEE BUDGETS**

### **SECTION 1. CLUB BUDGETS**

Upon successful completion of new club charter requirements, a budget will be created for each club. Club seed money will be allocated to new clubs as outlined in the Club Handbook.

Upon dissolution of a chartered club the balance of the budget shall revert to the Fund Balance. After one year of club inactivity, the balance of the club budget shall revert to the Fund Balance. Funds may not be transferred from an inactive or dissolved club budget to any active club budget.

### **SECTION 2. PROGRAM BUDGETS**

Program Directors are required to submit their budget requests annually by the determined deadline for consideration.

Upon approval of the S&A Fee annual budget, a budget will be created for each program, if one does not already exist. Annual program allocations can be found in the S&A Fee Budget Handbook.

### **SECTION 3. CLUB SERVICE FUNDING**

The purpose of CSF is to reward highly active clubs for providing and/or supporting events and activities on campus and in the community. The ASCC Club Coordinator will approve, track, and award all CSF requests, as outlined in the Club Handbook.

## **ARTICLE 6 – DEPOSITS & EXPENDITURES**

### **SECTION 1. DEPOSITS**

Funds collected or revenues produced through ASCC sanctioned activities or fee collections, shall be deposited with and expended through the business office of the College. This includes all monies raised for projects on or off campus by ASCC sanctioned program or clubs. All fundraising activities must be preapproved by the Director of Student Life using the Fundraising Application Form.

Off-campus bank accounts for clubs and programs are strictly prohibited. The procedure for collecting revenues shall be in compliance with the policies, regulations and guidelines under which the Vice President for Administrative Services manages the various College funds. The Director of Student Life, in collaboration with Club Advisors and Program Directors, is responsible for ensuring that all funds are managed according to established College procedures.

Monies collected by any student program or activity must be turned in to the Cashier's Office at the end of the day, or if after hours, turned in immediately the following morning. When deposited with the Cashier, a receipt will be issued indicating the amount credited and the account funds are deposited in.

### **SECTION 2. EXPENDITURES**

Expenditure of funds shall be in compliance with the established rules, regulations, and internal procedures of the Office of Student Life and the College, under which the Vice President of Administrative Services manages the acquisition, inventory and disposal of property.

Disbursements from any S&A fee account must be approved in advance with established College purchasing protocol.

### SECTION 3. ANNUAL EXPENSE REPORTING

All information pertaining to S&A fees budgets shall be made available to interested parties. Annually, by September 30<sup>th</sup>, the Director of Student Life in coordination with Business Services will post S&A fees expenditure information for the prior academic year on the College website so that the information is clearly visible and easily accessible to students and the public. At a minimum, the S&A fees budget information must include all the major categories of expenditure and the amounts expended in each category.

### ARTICLE 7 – TRAVEL

College travel policies and regulations shall apply to all ASCC travel. Only travel by members and advisors of approved programs and chartered clubs shall be considered and only when officially representing the College. See *Administrative Procedures Manual 315.040-Field and Related Trips* for complete travel procedures.

- A. All travel regardless of cost must be pre-approved and authorized by the appropriate Clark College Administrator.
- B. An Authorized Advisor must travel with the students when travel is required (such as Field or Related Trips) or funding for travel transportation is requested. If the travel is not a required activity (optional) and funding for transportation is not requested, an Authorized Advisor is not required.
- C. When required, the Authorized Advisor must be present during the entire length of the program/activity. When transportation is provided by the College, the advisor and participants must travel together and are not allowed to extend their stay and/or travel separately from the group.
- D. For activities requiring an Authorized Advisor, the following ratios of Authorized Advisors to student is one advisor for every thirty students on a day trip or one advisor for every fifteen students on an overnight trip.
- E. All students traveling on ASCC sponsored trips must have a minimum cumulative or previous quarter GPA of 2.0 with the exception of “first quarter college students” and be currently enrolled in five credits (previous quarter registration will be used for travel during breaks). Student Athletes participating in intercollegiate competition must meet NWAC requirements for travel.
- F. All students traveling on ASCC sponsored trips must be in good standing from a student conduct perspective. Students not in good standing are not permitted to serve as a College representative and will not be allowed to travel.

Students in good standing with a negative student conduct history, are not automatically disqualified from participation, but will be reviewed on a case-by-case basis and travel eligibility will be determined by the travelling advisor, the Student Conduct Officer and the Director of Student Life.

- G. For all S&A sponsored travel, there is a non-transferrable maximum subsidy of \$1,500 per student per trip. Travel expenses are defined as transportation, lodging and per diem. Travel will be tracked by the Office of Student Life.
- H. Students are limited to two international trips in a six year period.
- I. Students participating in official ASCC events that take place off-campus are subject to all the rules and regulations outlined in Clark College's Code of Student Conduct (132N-121 WAC).

## **ARTICLE 8 – FUND BALANCE AND CONTINGENCY ACCOUNTS**

### **SECTION 1. FUND BALANCE**

All unallocated and unspent S&A Fees and earned program revenues shall, at fiscal year-end, revert to the Fund Balance.

Fund Balance monies may be requested as outlined below in *Section 2. Appropriation*. Requests can be made using the One-Time Funding Request Form and must be:

- A. A one-time request - unusual in nature and not expected to reoccur, or not funded during the annual allocation cycle, from a recognized Clark College student or group.
- B. Beneficial for the students of Clark College and/or the campus community
- C. Willing to provide monetary contribution depending on the size of request.
- D. For the use of students; all items covered under the normal College funding structure should not be submitted.

It shall be the responsibility of the Director of Student Life to ensure that One-Time Funding Request monies are expended as approved. Funds must be used as outlined in the approved One-Time Funding proposal. For example, should the ASCC Student Government Budget Committee approve travel for six people at a certain per-person cost, the funds may not be used to fund travel for four people at a higher per-person cost. However, if funding allows for additional people at a lower or equal per-person cost, this would be allowable.

Unused One-Time Funding Request monies will revert back to the Fund Balance.

### **SECTION 2. APPROPRIATION**

All One-Time Funding Requests must be submitted as indicated on the form and by the specified deadline. If the request is complete, it will be placed on the first available Student Government Budget Committee agenda. The requestor will be notified of the review date and has the option to attend the meeting.

If approved by the ASCC Student Government Budget Committee, the requestor will be notified and the request will be forwarded to the appropriate approvers, based on funding request amount, for review and final approval.

In the event a One-Time Funding Request is made by ASCC Student Government, it will be submitted to the S&A Fee Committee for review and approval. If approved by the S&A Fee Committee, the request will be forwarded to the appropriate approvers, based on funding request amount, for review and final approval.

### SECTION 3. APPEAL PROCESS

If the requested amount is altered or denied by the ASCC Student Government Budget Committee prior to approval by all needed approvers, the requester has the right to appeal the decision and/or submit an amended proposal. Upon submission of the appeal, the ASCC Student Government Budget Committee will review the request and make a final decision. If the request is approved in the appeal process it will go to the appropriate approvers for review and final approval.

### SECTION 4. LIMITATIONS

#### **Technology Requests**

All technology purchase requests must include a bid from the Clark College Information Technology Department prior to submission.

#### **Travel Requests**

All travel requests must include a Travel Request Authorization Form and travel cost estimates received from Clark College Purchasing Services. Travel must follow the policies outlined in the ASCC Travel Packet and the Clark College Administrative Policy and Procedures Manual; as well as, be the most economical to the college.

Except in the situations noted by the state:

- To ensure the health and safety of travelers
- To comply with the Americans with Disabilities Act

All travel requests that require participant/group contributions or space reservations will be given a deadline for submission of needed items at the time of approval. The requestor(s) must meet the specified deadline or the one-time funds will be cancelled and returned to the S&A Fund Balance for reallocation.

### SECTION 5. CONTINGENCY RESERVE

ASCC will maintain a total of ten percent of its S&A Fees Annual Budget within its *Unrestricted Fund Balances* as a "Reserve" to allow for fluctuations in revenue and/or expenditure amounts in any given fiscal year. *Dedicated Fund Balances*, monies reserved for clubs, certificates of participation, and capital project funds, are not to be included in the ASCC "Reserve." This reserve is set aside for the costs of disaster recovery related to items originally funded with S&A fees and for unexpected downturns in revenue resulting in less than expected S&A fee revenue. Approval to authorize the use of funds from the reserve, limited to one fiscal year at a time, must be granted by the S&A Fee Committee, the Vice President of Student Affairs, and the Vice President of Administrative Services. Unless additional action is taken by the S&A Fee Committee, the reserve will return to 10% the following fiscal year. Discretionary fund balances, the balance remaining after removing Dedicated Fund balances and the required reserve, are not available to fund ongoing S&A program needs.

Reserves and fund balance levels will be reported each month to the Board through the ASCC Board report.

## **ARTICLE 9 - CAPITAL PROJECTS FUND**

Established in 1985 by the Board, the ASCC Capital 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 the S&A Fee Committee. Additionally, these expenditures must be approved through the established College purchasing protocol.

## **ARTICLE 10 - CONTRACTS**

### **SECTION 1. RESPONSIBILITY**

Prior approval for contractual agreements pertaining to chartered clubs, and programs and activities must be obtained from the Director of Student Life and/or designee prior to submitting materials for approval. All contracts should be processed in accordance with the College's established contract approval policy.

### **SECTION 2. INVALID CONTRACTS**

Written contracts pertaining to chartered clubs, student sponsored programs and activities made without prior approval from the Director of Student Life, approved by the Vice President of Student Affairs or his/her designee and authorized by the Vice President of Administrative Services and/or designee are invalid.

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

## **ARTICLE 11 - OPERATIONAL DIRECTIVES**

It is recognized that emergency situations arise which are not covered by this Financial Code. The Director of Student Life is authorized to issue operational directives to protect the integrity of the S&A Fees as related to programs, activities and associated funds. Operational directives issued will be disclosed to the S&A Fee Committee.

## **ARTICLE 12 - CODE LIMITATIONS**

Any article, section, or part of these guidelines that is or becomes contrary to applicable law is declared inoperable and void, and severed from these guidelines. Remaining provisions of these guidelines shall stay in effect.

## **ARTICLE 13 - VIOLATIONS**

Violations of the provisions of the Financial Code by any club or funded program may be cause for revoking the club's charter and/or revoking funding of said program. Violations shall be filed as a grievance with the Vice President of Student Affairs and Director of Student Life.

## **ARTICLE 14 - AMENDMENT PROCEDURES**

Amendments to the Financial Code must be submitted in writing to the Director of Student Life. Revisions must be reviewed and approved by the ASCC Finance Director, Director of Student Life, Director of Business Services, Vice President of Student Affairs, and Vice President of Administrative Services.

## **ARTICLE 15 – RECORDS MANAGEMENT**

### **SECTION 1. CLUB RECORDS**

ASCC is responsible for retaining club charters, club service funding information, and budget information as specified by Washington State records retention schedules.

All original documents including club meeting agendas, minutes, flyers, etc. are the responsibility of the club.

### **SECTION 2. PROGRAM RECORDS**

ASCC is responsible for retaining program budget information as specified by Washington State records retention schedules.

Program Directors are responsible for maintaining all historical records relative to the program.