

# Financial Guidelines for the Associated Students of Whatcom Community College

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## **INTRODUCTION**

The Revised Code of Washington 28B.15.041 provides that the “services and activities fee shall be used as otherwise provided by law or rule or regulations 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 Whatcom Community College’s 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, Whatcom Community College has created special Fund 522 accounts to be called 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 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 organization.

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, the Washington State Budget and Accounting Act, the State Office of Financial Management, the State Attorney General, and College administrative procedures.

The Financial Guidelines shall be used for the governance of public funds allotted to the Associated Students of Whatcom Community College. The Director for Student Life and Development is responsible to the Vice President for Student Services for the administration of the Financial Code.

This financial code supersedes all previous codes and procedures.

## **ARTICLE I: PURPOSE**

This Financial Guideline assures responsible allocation and management of student funds to provide for a wide variety of programs and activities to serve the diverse needs and interests of the Associated Students of Whatcom Community College and to provide for continuity in established programs and activities. It is intended to provide guidance for the shared stewardship of these funds by the Associated Students of Whatcom Community College and the college administration.

## **ARTICLE 2: DEFINITIONS**

As used in this Financial Code the following words and phrases shall mean:

- 1) ADVISOR is the staff member who has account responsibility for a particular student organization/club;
- 2) ASWCC means Associated Students of Whatcom Community College, which consists of all currently registered students paying Services and Activities Fees.
- 3) ASWCC EXECUTIVE BOARD means the associated student government and representative governing body for students at Whatcom Community College, recognized by the College Board of Trustees. The Executive Board oversees the administration of the Associated Student Government, is responsible for planning and initiating policies and fees of the Associated Students, and has the ability to sanction or cancel student organizations.
- 4) BOARD is the Board of Trustees of Whatcom Community College.

- 5) COLLEGE is Whatcom Community College.
- 6) COLLEGE FACILITIES includes any or all real and personal property owned or operated by the college and shall include all buildings and fixtures;
- 7) COLLEGE PRESIDENT means the duly appointed chief executive officer of Whatcom Community College.
- 8) CONTINGENCY FUND means a contingency budget, up to 20 percent of the total yearly budget level, may be retained to meet changing needs of the ASWCC.
- 9) DIRECTOR FOR STUDENT LIFE AND DEVELOPMENT means that person whose responsibilities include the oversight and management of student activities and programs.
- 10) FISCAL YEAR means that calendar period from July 1 through June 30.
- 11) FUND BALANCE is the account containing the cash balance from the services and activities fees and program revenues at the end of the fiscal year. Also known as the 522 Fund Balance or 522 Fund Reserve.
- 12) LEGAL ADVISOR means that person who serves as the appointed Assistant Attorney General for Whatcom Community College.
- 13) SERVICES AND ACTIVITIES BUDGET COMMITTEE means the Committee, outlined by the ASWCC bylaws, comprised primarily of students, and includes faculty & staff, who are responsible for making budget recommendations with the assistance of the Director for Student Life and Development.
- 14) SERVICES AND ACTIVITIES FEE means fees, other than general tuition and operating fees, charged to students registering at Whatcom Community College as indicated in RCW 28B.15.041.
- 15) STATE BOARD means the State Board for Community and Technical College Education, State of Washington.
- 16) STUDENT, unless otherwise qualified, means and includes any person who is registered for classes.
- 17) STUDENT SENATE is an advocate for the student voice and partners with other governing units.
- 18) STUDENT PROGRAMS means programs, services, student organizations, clubs, activities, functions and events recognized and funded by the ASWCC and operated under regulations and procedures officially adopted by the Board of Trustees.
- 19) VICE PRESIDENT FOR ADMINISTRATIVE SERVICES means the chief officer in charge of financial services for Whatcom Community College.
- 20) VICE PRESIDENT FOR STUDENT SERVICES means the chief student services officer for Whatcom Community College.

## ARTICLE 3: FUND MANAGEMENT

### SECTION 1, OBJECTIVE

The Associated Student Government raises and expends funds to promote by legal means the general welfare and morale of the students as a whole. The activities supported by these expenditures provide a meaningful variety of healthful, educational, cultural and social learning experiences that allow for the presentation of a broad spectrum of ideas.

### SECTION 2, PURPOSE OF SERVICE & ACTIVITIES FEES

Service & Activities (S&A) Fees are for the purpose of supporting student activities and programs. "Student activities" refers to any co-curricular or extracurricular activity participated in by students in the furtherance of their education.

### SECTION 3, USE OF FUNDS

Monies in S&A Fee funded accounts are to be used pursuant to state guidelines related to services and activities fees. When authorized and approved in a manner consistent with these guidelines, fee revenue may be used for, but shall not be limited to:

1. Traditional and time-honored activities such as student government activities, student organizations, health and wellness programs, retreats, conferences, seminars, workshops, musical, dramatic, artistic, debate and forensic presentations of an extra-curricular nature, student publications and other mass media initiatives, intramural and intercollegiate sports, tutorial services, career services and child care centers.
2. Equipment 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. Furniture and equipment for student use in informal or non-instructional student spaces as approved by the Associated Student Government.
5. Salaries of college employees directly related to student programs. S&A fees may be used only to the extent that the employees are engaged in student activities and programs - as opposed to normal maintenance and operation functions of the college.
6. A legal aid program which provides services to individual students *provided that* the program is not used to institute legal action against the college.
7. Partial subsidization of a student food bank operation *provided that* it benefits only students.
8. Meals for reception or award ceremony attendees who are part of the sponsored program.
9. Meals and refreshments at approved student programs as incidental thereof.
10. Dues for institutional memberships in recognized student leadership, governmental or activities organizations.
11. Salaries and compensation for student employees.
12. Funds may be used to implement new student orientation.
13. Premiums for liability and casualty insurance for students serving in official capacities or participating in approved programs and activities.
14. With the expressed prior approval by 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.
15. Tutorial or co-curricular programs provided it is not to sustain a critical operation of the college.

## SECTION 4, LIMITATIONS

Services & Activities Fee revenue shall not be used to fund:

1. Salaries of professional staff in teaching, administrative or clerical positions not directly related to the operation of student programs.
2. Fund programs, personnel, facilities, equipment and maintenance covered within the State Board allocation model.
3. Free meals and/or lodging for anyone without consideration and with a donative intent.
4. Gifts of appreciation or concern for anyone (farewell gifts, flowers for bereavement, etc.) unless in return for participation or as an award for which one has competed and won.
5. Food or refreshments purchased by a student group without the Executive Board's approval.
6. Tips or gratuities for services rendered by anyone unless authorized by OFM.
7. Meals, lodging, coffee hours, receptions, or teas for a guest entertainer, lecturer, etc., unless required by the contract made for their services.
8. Programs or activities which violate the WCC Non-Discrimination Statement.
9. Donations of gifts of money or property.
10. Career Day - An event at which high school students (typically juniors or seniors) are invited to spend a day on campus with their high school counselors to learn about the educational offerings of the college as those offering relate to various careers, and which involves service of refreshments to the high school students and their counselors.
11. Commercial sales, advertising, promotions, or activities which an individual or organization will derive private material gain, unless can clearly serve educational objectives and are conducted under the sponsorship or at the request of a department or student organization.
12. Programs, personnel, facilities, equipment, and maintenance that are considered basic services provided by the college or supported by existing contracts.

## SECTION 5, RECORDING & REPORTING RESPONSIBILITY

The responsibility to maintain proper recording of financial transactions of the ASWCC monies and to provide periodic reports to the Vice President for Student Services and the ASWCC Executive Board, shall be the responsibility of the Director for Student Life and Development, under the direction of the Vice President for Administrative Services. A general budget for each student organization allocated S&A funding shall be maintained by the Office of Student Life.

Fundraising projects sponsored by student organizations/clubs are subject to the approval of the organization's membership, the organization's Advisor, and the Director for Student Life and Development and must follow the depositing and purchasing procedures in Article 5. In addition, fundraised dollars using a 280 - trust account, may be carried forward each year.

## SECTION 6, RESPONSIBILITY FOR ACCOUNTS

- A. The general responsibility for the proper management of the accounts rests with the Director for Student Life and Development.
- B. The Director for Student Life and Development is responsible for proper fiscal procedures. These procedures must be consistent with college procedures covering purchases, inventories, and expenditures and this Financial Code.

## SECTION 7, RECOGNITION AS A FUNDED ACTIVITY

Any program or, organization/club may apply for and be recognized as a funded student program or activity upon affirmative vote by the ASWCC Executive Board, following voting regulations outlined in the bylaws.

Membership of a funded student organization/club 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 student organization/club is that of providing service to its members and/or the College.

All funded activities will be expected to conduct their programs or activities in accordance with these Guidelines, the ASWCC Constitution and bylaws, Code of Student Conduct, and all college, state and federal policies and procedures.

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.

## **ARTICLE 4: BUDGET DEVELOPMENT**

### **SECTION 1, SOURCE OF FUNDS**

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

### **SECTION 2, REVENUE ESTIMATES & YEARLY ALLOCATIONS**

Each winter quarter, the Vice President for Administrative Services or designee and Director for Student Life and Development will establish a preliminary yearly revenue forecast for planning purposes. This allocation will be the basis of the budgeting process for the coming fiscal year. The preliminary forecast shall be reviewed by the Vice President for Administrative Services or designee in early spring quarter; however, unless it is officially changed, the preliminary forecast shall not be exceeded.

### **SECTION 3, SERVICES & ACTIVITIES BUDGET COMMITTEE**

It shall be the responsibility of the ASWCC Executive Board to recommend and propose the distribution and use of the S&A fee in accordance with established policies and requirements of the college, district, state, and federal laws.

The S&A Budget Committee shall be chaired by the ASWCC Director of Operations and will be composed of 1 ASWCC Executive Board member (voting member), 2 students-at-large who are not on the Executive Board (voting members), Vice President for Student Services or their appointee (voting member), 1 WCC Faculty or Staff member appointed by the Executive Board Advisor (voting member), and the advisor of the Executive Board (non-voting member).

An official recorder for the committee shall be elected at the first S&A Budget Committee.

The S&A Budget Committee is a recommending body, whereas their initial responsibilities are; proposing program priorities, evaluating existing programs, proposing budget levels, and adjusting budget requests to the yearly budget allocation. The Committee shall provide an opportunity for all viewpoints to be heard during its consideration of the funding of student programs and activities, notifying budget requestors of their right to appeal.

### **SECTION 4, BUDGET TIMELINE**

An annual budget timeline, consistent with the college's budgeting timeline will be prepared by the Director for Student Life and Development and committee chair to be made available to the ASWCC. The timeline will include dates for budget development, open forums, appeals, and adoption. The following dates are guidelines only.

**January:** The S&A Budget Committee is formed and a formal budget timeline is adopted. Budget trainings are conducted for organizations and budget managers.

**February:** Opportunities will be provided to the ASWCC to submit budget proposals to the Services & Activities (S&A) Budget Committee. Student organizations will receive budget request forms and

budget planning assistance to create their budget request for the next fiscal year. The Director for Student Life and Development will also work with budget managers to prepare requests for departments funded through existing accounts funded by S&A Fees. All budget requests are submitted to the Office of Student Life, who will be responsible for preparing master budget request documents for the committee.

**March:** The committee will review the budget requests. The committee shall develop a budget allocation and recommendation based on submitted materials.

**April:** The budget as recommended by the Committee shall be forwarded to the Executive Board for final consideration and adoption. The committee will forward the recommended budget to the Vice President for Student Services who shall review and offer comments to the proposed budget in consultation with the College President's Cabinet. The budget shall be posted to the public by the Office of Student Life for 30 days calendar days.

**May:** Board of Trustees reviews – first reading; possible adoption of proposed budget

**June:** Board of Trustees reviews – second reading; possible adoption

**July:** New Fiscal year begins on July 1.

#### SECTION 5, BUDGET APPROVAL PROCESS

The committee will submit a budget to the ASWCC Executive Board for final consideration and adoption. The committee will forward the recommended budget to the Vice President for Student Services who shall have 10-15 days to review and offer comments to the proposed budget in consultation with the College President's Cabinet.

The Vice President for Student Services, the Director for Student Life and Development and the S&A Budget Committee Chair, after reviewing the recommendations, shall forward the Services and Activities Fee budget recommendation, along with any additional comments or recommendations, to the College President.

Before adoption of the budget, within 10-15 days the College President shall address areas of difference, if any, between the Services and Activities Fee Budget Committee recommendations and the administration budget recommendations presented for adoption by the Board of Trustees. A student representative of the Services and Activities Fee Budget committee shall be given the opportunity to reasonably address the College President concerning any such differences.

Final adoption of the budget will rest with the Board of Trustees.

#### SECTION 6, DISPUTE RESOLUTION

In the event of a dispute or disputes involving the S&A Budget Committee recommendation, within ten (10) days the college administration shall meet with the S&A Budget Committee in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the Board as provided in [RCW 28B.15.045](#).

If said dispute is not resolved, the chair of the Services and Activities Budget Committee shall convene a dispute resolution committee within fourteen (14) days. The dispute resolution committee shall be selected as follows: The college administration shall appoint two nonvoting advisory members; the Board of Trustees shall appoint three voting members; The Services and Activities Fee Committee chair shall appoint three student members of the Services and Activities Fee Committee who will have a vote and one student representing the Services and Activities 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 of Trustees may take action on those portions of the Services and Activities Fee Budget not in dispute in accordance with the customary budget approval timeline established by the Board. The Board of Trustees shall consider the results, if any, of the dispute resolution committee and shall take action.

#### **SECTION 7, BUDGET AMENDMENTS**

Those in charge of a student program or activity may approve changes within their respective program or activity budget allocation. Budget transfers from one program or activity to another must be approved by the Director for Student Life and Development. Amendments within the adopted yearly budget allocation which significantly alter the intent of the use of the budget must be approved by a majority of the S&A Budget Committee.

Budget amendments are accomplished by:

1. Developing a rationale for amendment requests
2. Providing a detailed proposed budget amendment
3. Approval of the S&A Budget Committee
4. Approval of the ASWCC Executive Board
5. Approval of the Director for Student Life and Development
6. Approval of the Vice President for Student Services
7. Submitted to the College Business Office to affect the transfer

#### **ARTICLE 5: DEPOSITS & EXPENDITURES**

##### **SECTION 1, DEPOSITS**

Funds collected or revenues produced by or through ASWCC 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 ASWCC sanctioned student organizations.

Off-campus accounts of student organizations and clubs are strictly prohibited.

The procedure for the collecting of revenues and the expenditures of all resources 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 for Student Life and Development is responsible for ensuring that all funds are managed according to established College procedures and state regulations.

Monies collected as the result of 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.

Disbursements from any account must be pre-approved by Director for Student Life and Development, and can be made only by checks or procurement card.



## SECTION 2, TICKET SALES

Tickets for ASWCC sponsored events and programs may be placed on sale in appropriate campus locations designated by the Director for Student Life and Development. The sale of tickets is the responsibility of the sponsoring organization or program under the direction of the Office of Student Life and shall be conducted in a manner consistent with established departmental and college procedures.

## SECTION 3, EXPENDITURES

The procedures for the expenditure of all resources shall be in compliance with the policies, regulations, and rules of the Office of Student Life, under which the Vice President for Administrative Services manages the acquisition, inventory and disposal of property.

The procedures set forth in this Financial Code shall be followed in the expenditure of funds from the accounts funded by Services and Activities Fees. These procedures are designed to provide accounting for funds and to authorize expenditures within the accounts.

**Purchase Requests:** Requesting organizations initiate purchases by completing a purchase requisition. All purchases must be compliant with state and college policies. Upon approval by the Director for Student Life and Development, the request shall be forwarded to the purchasing department for processing.

**Reimbursement:** Reimbursement of personal funds shall only be made if applicable paperwork is submitted and approval for the expenditure is obtained from the Director for Student Life and Development or designee prior to purchase.

**Advance Payment:** It may be necessary to request funds in advance of the purchase to be made or services to be performed. Advance of funds are strictly controlled and not intended to take the place of the regular purchasing procedures. Advance payment includes, but is not limited to: student group travel, dues, registration and entry fees, rental payments, etc. The necessary forms must be submitted to the Director for Student Life and Development at least two weeks prior to the expected issuance of a check. No further expenditures will be authorized until all necessary documents are filed for the preceding transaction.

## SECTION 4, TRAVEL

**Travel Policies and Regulations:** College travel policies and regulations shall apply to all ASWCC travel, including the receipt and approval of travel authorization forms and authorization for vehicle operation. Only travel by members and advisors of registered students organizations shall be considered for travel and only when officially representing the College. **Funding for Travel:** Funding allocation for travel will take place during the year and requests will be made to the ASWCC Executive Board. An approved Funding Request Form must be received in order to allocate funds for travel.

**Per Diem, Lodging and Miscellaneous Travel Expenses:** All ASWCC travel will follow the per diem, lodging and miscellaneous travel expense guidelines established by the college and state laws.

**National Travel:** National travel outside the bordering states of Oregon and Idaho, for recognized student organizations may also be funded by services and activities fees. Groups qualifying for national competition are encouraged to seek other funding options to finance their travel. National travel for the Executive Board and/or the Director for Student Life and Development will be coordinated during the budget development process or may be proposed as a contingency fund request during the year. National travel must be approved by the Director for Student Life and Development, Vice President for Student Services, and the College President. Travel outside the 50 United States will be reviewed on a case-by-case basis.

## **ARTICLE 6: CONTINGENCY & FUND BALANCE ACCOUNTS**

### **SECTION 1, CONTINGENCY FUND**

Up to 20 percent of the total yearly S&A budget level may be retained in a contingency fund to meet changing needs of ASWCC. Requests for amounts over 20 percent of the established contingency fund require approval by the Vice President for Student Services.

Upon dissolution of any chartered club or organization all funds held in trust for that group shall revert to the general Contingency Fund.

Programs or organizations requesting supplemental funding must complete a funding request form. In the case that the S&A Budget Committee is not yet formed the request will go directly to the Executive Board.

### **SECTION 2, FUND BALANCE**

All unallocated Service and Activities Fees, remaining unspent Service and Activities Fee fund shall, at the fiscal year-end, revert to the ASWCC Fund Balance (also known as the 522 Fund Balance or 522 Fund Reserve).

A balance equal to at least ten (10) percent of the yearly budget level shall be maintained.

Monies in this fund are intended for, but not limited to, capital purchases (items with an anticipated life of more than 5 years), capital projects, acquisition of real property; to accumulate funds over time for new trusts and support of extraordinary, special, one-time purchases which benefit the general student body.

Monies may be allocated by S&A Budget Committee during the annual budget development process. Allocations outside of the budget development process shall be made by the Executive Board.

The Fund Balance shall be spent in accordance with these guidelines and mentioned articles.

## **ARTICLE 7: CONTRACTS**

### **SECTION 1, RESPONSIBILITY**

Prior approval for contractual arrangements pertaining to chartered student organizations, and student sponsored programs and activities must be obtained from the Director for Student Life and Development and/or designee prior to submitting materials for approval.

### **SECTION 2, INVALID CONTRACTS**

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

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

## **ARTICLE 8: RECOGNITION & AWARDS**

### **SECTION 1, AWARDS**

ASWCC funds can be used to buy or make awards to any individual or group, so long as they are a current student of the college, when approved by the Director for Student Life and Development. Special recognition awards can be given for special services or special recognition. These awards shall be of nominal monetary value and shall not be monetary awards.

## **SECTION 2, AWARDS SYSTEM**

The awards system shall be the responsibility of the Office of Student Life. Awards are for the purpose of properly recognizing outstanding service to and for the Associated Students of Whatcom Community College.

## **SECTION 3, TRADITIONAL AWARD BANQUETS**

Office of Student Life may host annual award banquets for the purpose of recognizing persons who have made significant and outstanding contributions to ASWCC operations and/or to the campus community. The Director for Student Life and Development will approve award banquet requests and will be responsible for coordinating the events in partnership with appropriate college service areas.

## **ARTICLE 9: OPERATIONAL DIRECTIVES**

It is recognized that emergency situations arise which are not covered by this Financial Code. The Director for Student Life and Development is authorized to issue operational directives to protect the integrity of the Services and Activities Fees as related to programs, activities and associated funds.

## **ARTICLE 10: 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 11: VIOLATIONS**

Violations of the provisions of these guidelines by student organizations/clubs or by a funded program may be cause for revoking the program or organization's charter and/or revoking funding of said program or organization. Violations shall be filed as a grievance with the Vice President for Student Services and Director for Student Life and Development.

## **ARTICLE 12: AMENDMENT PROCEDURES**

### **SECTION 1, GRAMMAR, SPELLING AND PUNCTUATION**

Grammar, spelling and punctuation changes may be recommended by a majority vote of the Executive Board and approved by the Director for Student Life and Development.

### **SECTION 2, HOUSEKEEPING REVISIONS**

Minor revisions to these financial guidelines, which do not substantially change the overall intent of the Financial Code or any of its articles must be approved by a majority vote of the Executive Board and approved by the Director for Student Life and Development and the Vice President for Student Services.

### **SECTION 3, AMENDMENTS**

Amendments to these financial guidelines, which substantially change the overall intent of the Financial Code or any of its articles, must be approved by a majority vote of the Executive Board and Director for Student Life and Development and Vice President for Student Services.

In the event a proposed amendment is approved by the Executive Board, but is declined by the Director for Student Life and Development or the Vice President of Student Services, all parties shall meet in a good faith effort to resolve such dispute or disputes.