



EDMONDS COLLEGE

ASSOCIATED STUDENTS

ASEC Financial Code

Effective July 01, 2021

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ASEC FINANCIAL CODE

Chapter 28 and other related chapters of the Revised Code for Washington relating to education state that all fees and all other income which the Trustees are authorized to impose shall be deposited as the Trustees may direct. Such sums of money shall be subject to the budgetary and audit provisions of law applicable to state agencies.

The service and activities fee, including special assessed fees and other revenues collected by Edmonds College for the Associated Students of Edmonds College (ASEC) are for the benefit of the entire student body. The Board of Trustees has authorized these funds to be used for the purpose of financing the various programs of the ASEC. The authority for administering the Code and the budgeting and control of expenditures of ASEC funds has been delegated by the Trustees to the President of the College, to the Dean for Student Success/Student Development and to the Primary Administrator for Student Programs

This Code supersedes all previous codes and procedures.

DEFINITIONS

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

1. "ASEC" means the Associated Students of Edmonds College.
2. "ASEC Executive Board" is the representative governing body recognized by the District 23 Board of Trustees for students at Edmonds College.
3. "Account Directors" are persons employed by the college who have sub-program account responsibilities.
4. "Board" is the Board of Trustees of Edmonds College, State of Washington.
5. "Campus Project Reserve" is the account containing the remaining unencumbered balances from the student services and activities fee monies at the end of the fiscal year. Any expenditure of other local funds for a capital purpose (i.e., to acquire, construct or improve real property).
6. "Capital Projects" As defined by state board policy 6.10 "Each capital improvement project as an action affecting educational facilities. Projects include purchases of real property, new construction, replacements, renovations, remodels, major repairs, land acquisitions and site improvements."
7. "College" refers to Edmonds College.

8. “College facilities” means any or all real and personal property owned or operated by the college and including all building and appurtenances affixed thereon or attached thereto.

9. “The Primary Administrator for Student Programs” is that person whose responsibilities and budget authority include the management of all student programs accounts.

10. “District 23” refers to Edmonds College, State of Washington.

11. “Fiscal Year” is that calendar period from July 1 through June 30.

12. “President” is the duly appointed chief executive officer of Edmonds College, State of Washington, or in their absence, the acting chief executive officer.

13. “Services and Activities Fee”, known as “the S&A Fee”, are additional charges incorporated into general tuition charged to most students registering at Edmonds College.

14. “State Board” refers to the State Board for Community and Technical Colleges, State of Washington.

15. “Student” is any person who is enrolled for classes.

16. “Student Programs and Activities” are functions recognized by the ASEC Executive Board, formally authorized by the Board of Trustees, and operated under regulations and procedures officially adopted by the Board. 16. “Special Assessment Fees” are those fees that the ASEC imposes for specific, stated purposes. Examples of this are; Technology Fee, Assessment Fee, Student Center Maintenance and Operation Fee, Triton Field Fee, Sustainability Fee, and Bus Pass User Fee.

BY LAWS

ARTICLE I: CODE JURISDICTION

Section 1: PURPOSE

The purpose of this financial code is to carry out the provisions indicated in the preamble of the ASEC constitution, while at the same time providing effective administration of student programs and activities.

Section 2: OBJECTIVE

To administer the raising and spending of funds by the Associated Students of Edmonds College (ASEC).

Section 3: ACCOUNT FORMATION

There are hereby created revenue and expenditure accounts into which shall be placed service and activities fees and revenues received through the operation of such programs subsidized by such fees and contributions.

Section 4: ACCOUNT JURISDICTION

These accounts shall be under the jurisdiction of the ASEC Executive Board. The Primary Administrator for Student Programs shall have budget authority to manage account expenditures and see that this Code, Edmonds College policies and state regulations for state funds are enforced.

Section 5: REGULATIONS GOVERNING USE OF FUNDS

All funds collected and expended in conjunction with student programs and activities are subject to the policies, regulations, and procedures of this Financial Code, Edmonds College Board of Trustees, the State Board for Community and Technical Colleges, the Budget and Accounting Act of 1959 (RCW 43.88) and appropriate state law.

Section 6: RECORDING AND REPORTING RESPONSIBILITY

It shall be the responsibility of the Vice-President of Finance, Grants, and Institutional Effectiveness, under the direction of the College President, to maintain proper recording of financial transactions of monies covered by this Code, and to provide current financial information on the status of the accounts to the ASEC Executive Board, the Primary Administrator for Student Programs and Dean for Student Success/Student Engagement.

Section 7: PHILOSOPHY OF FUND USE

Monies in accounts under the jurisdiction of this Code are to be used, according to the state guidelines for expenditures of services and activities fees, for but not limited to:

- A. Social events, seminars, workshops, retreats, and conferences; student governmental organizations, professional consulting fees; clubs and societies; musical, dramatic, artistic and forensic presentations of an extracurricular nature; student publications and other mass media activities; tutorial services; day care centers; intramural and intercollegiate 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. Premiums for liability and casualty insurance coverage for students serving in official capacities or participating in such programs and activities.

- E. Dues for institutional memberships in recognized student governmental or activities organizations, provided that the legality of such expenditures is first established in consultation with the legal advisor of the college.
- F. Salaries and compensation to students.
- G. With the expressed prior approval of the State Board and, when required, approval of the appropriate legislative body, services and activities fee revenue may be used to acquire real property, fund capital projects, and as matching funds for such purposes.
- H. Food and refreshments for student attendees at approved student programs as incidental thereof. Examples include: graduation ceremonies, vocational certificate awards programs, scholarship convocations or receptions, student activity or club meetings, student awards, student work sessions, new student orientations, honor society initiations, scholarship donors receptions, etc.
- I. Food and beverages may be provided at an “open house” hosted by a student club aimed at promoting awareness of that club’s activities on campus, provided the club provides the college students who attend that open house with written or oral information about the club’s function and mission.
- J. Partial subsidization of a student food bank or food pantry operations, provided that the food bank benefits are served for students.

Limitations:

- A. Salaries of professional employees in tenurable positions, administrative exempt personnel, permanent classified, civil service employees and stipended employees should not be paid from service and activities fee revenue.

Exceptions:

- Revenue collected through the Technology Fee may be expended only on staff salaries, benefits and other operating expenses related to technology to a yearly maximum of \$225,000 unless the ASEC Executive Board by a two thirds majority vote approves additional funding. Any approval of additional funding shall be reflected within the TIMC.
 - All monies allocated to the childcare program may be expended on staff salaries, benefits and other operating expenses.
 - Money allocated to fund the position of assistant director as well as part time employees of the Center for Student Engagement and Leadership is a permissible use of S&A fees. (Amended June 2020)
- B. Services and activities fees should not be used to fund programs, personnel, facilities equipment and maintenance covered within the State Board allocation

model.

- C. Free meals and/or lodging for anyone without consideration and with a donative intent.
- D. 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.
- E. Tips or gratuities for services rendered by anyone unless authorized by the Office of financial management.
- F. Meals, lodging, coffee hours, receptions, or teas for a guest entertainer, lecturer, etc., unless required by the contract made for their services.
- G. Promotional hosting. Promotional hosting entails offering gifts to others in hopes of attracting their business or favorable public relations. For example, paying for complimentary tickets or admissions as a gift or for public relations purposes. Promotional hosting may also include paying for refreshments for prospective students at an event intended to bring potential students to campus to learn about the educational offerings of the college.

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

Section 8: CODE CONSONANCE

It is the expectation that all provisions in the Financial Code be followed. In the event an account director is found to be in violation of the Code, they shall be issued an informational memo from the ASEC Executive Board stating the provision of the Code in violation. Any subsequent similar violation shall be filed as a grievance with the Primary Administrator for Student Programs and Dean for Student Success/Student Engagement with the recommendation that the account director act in consonance with the Code or be relieved of their account responsibilities.

Section 9: AMENDMENT PROCEDURES

Proposed amendments to this Financial Code may be submitted to the ASEC Executive Board and read at any regularly scheduled meeting. The proposed amendment may be voted upon at any regularly scheduled meeting following the first reading so long as the time elapsed between the first reading and voting does not exceed one month. Amendments will be certified as passed when a majority of the ASEC Executive Board members, sitting in quorum, vote in the affirmative. After administrative review, the proposed amendment will then be forwarded for approval to the Edmonds College Board of Trustees. Approved amendments shall be returned to the ASEC Executive

Board for insertion into the copy of the Edmonds College ASEC Financial Code.

Section 10: OPERATIONAL DIRECTIVES

In the event a situation arises requiring immediate attention not covered by this Code, at least two (2) ASEC Executive Officers and the Primary Administrator for Student Programs shall meet and determine a temporary operational directive.

Section 11: CODE LIMITATIONS

Should any member of the associated students become aware that an article, section, or part of this code is contrary to State statutes or Board rules or regulations. Inoperable articles, sections or parts may be changed with a majority vote of the ASEC Executive Board to bring the Code into consonance with the State Statutes of Board Regulation.

ARTICLE II: BUDGET MANAGEMENT

Section 1: BUDGET

The ASEC Executive Board shall be responsible for administering the current fiscal year budget. Items related to financial matters and requiring action shall be submitted in writing. Decisions shall be made at the discretion of the ASEC Executive Board.

Section 2: ELIGIBILITY FOR ASEC SUBSIDY

To be recognized as eligible for ASEC funding, any member of the campus community shall complete the Recognition for Subsidy request and submit it to the ASEC Executive Officer for Budget and Finance or the Primary Administrator for Student Programs as prescribed in Article III, Section 3B. Upon receipt of ASEC approval, the person initiating the request, or their designee, shall become eligible to request funds during ASEC budgeting for the next fiscal year.

Section 3: PROGRAM ALLOCATIONS

Allocations to ASEC subsidized programs shall be determined by the S&A Fee Budget Committee during fiscal year budget development (Article III, Section 3).

Section 4: SPECIAL ACCOUNTS

A. Unallocated Reserve Fund:

As a regular part of budgeting, an account of funds of no less than 5% of the revenue estimate shall be maintained in contingency. The account is held to provide a security fund for the revenue estimate and to fund special projects and/or events that were unforeseen during budgetary planning. Monies in this account are under the jurisdiction of the ASEC Executive Board and may be released by a majority vote and approval of the Primary Administrator for Student Programs. If the Primary Administrator for Student Programs does not approve the release of funds, the ASEC Executive Board, upon consideration of their reasoning for doing so, may approve the release of funds with a two thirds vote.

B. Enterprise Account:

An enterprise account shall be available for special projects or events which have the capacity to generate revenue. Money from this account shall be used to finance materials, services, or other costs related to production of the project or event. Any revenue generated from the project is to be credited to the account of the requestor and is subject to the rules and regulations governing use of state funds. Should the project or event be unsuccessful in generating revenue, the deficit balance will be carried forward at the end of the fiscal year.

C. Campus Project Reserve Fund:

All unencumbered ASEC funds, except club fundraised and matched funds, at the end of the fiscal year shall revert into the Campus Project Reserve. Monies accumulated in the fund shall be used for major repair, replacement and/or purchase of equipment determined by the ASEC Executive Board to be to the benefit of the Associated Students of Edmonds College. Monies shall be released from the Campus Project Reserve fund for expenditures less than 5% of its current balance by a majority vote of the ASEC Executive Board and upon the approval of the Primary Administrator for Student Programs or their designee.

Expenditures from the campus project reserve fund greater than 5% of its current balance shall be reviewed by the PLT, if requested by ASEC, and is released with the approval by a two-thirds vote of the ASEC Executive Board.

For additional funding, in the case that the unallocated reserve fund falls below 5% of its starting balance, the ASEC Executive Board may approve, with a two-thirds vote, the transfer of up to 5% of the current balance of the Campus Project Reserve Fund to the Unallocated Reserve Fund once per year unless the Campus Project Reserve Fund has a total balance below one million dollars.

D. Club Accounts:

A general club account shall be maintained by the ASEC for the purpose of assisting clubs in their fundraising efforts. In addition, club revenue may be matched by ASEC funds, the amount of which shall not exceed the maximum as established in the Guidelines for Chartered Student Clubs. Revenue earned by clubs and ASEC matching funds shall be kept in trust by the college in that club's account. This money shall revert to the ASEC general fund only if the club has been inactive for one fiscal year.

Section 5: ACCOUNT MANAGEMENT

Funds collected or revenue produced by or through ASEC student programs for fee collections shall be deposited with and expended through the Business Office of Edmonds College.

A. Deposits:

Monies collected as the result of any student program or activity shall be deposited by the appropriate financial manager for the specific account at the end of the day or, if after hours, on the next working day.

B. Expenditures:

No disbursement from any accounts is made except by checks prepared by the Business Office, Community College District 23, or college P-card. Requests for expenditures are to be made on the appropriate College form.

C. Expenditure Restrictions:

Service and Activities Fees, known as “S&A Fees”, and associated revenue are governed by state law and College policy. The following specialized restrictions are by no means exhaustive, but rather common occurrences requiring recognition:

1. Contract Procedures:

Any expenditure of ASEC funds involving a contract must receive prior approval from the Primary Administrator for Student Programs. Any written contracts made without prior approval may be invalid and may not be paid from public funds. All contracts must follow State law and college policy.

2. Recognition and Award Procedures:

ASEC funds may be used to purchase awards for individuals, as long as such awards are personal to the recipient (have intrinsic sentimental or personal value) and reasonable under the circumstances (generally not for more than nominal monetary value) and are not monetary awards.

3. Awards Ceremony:

The ASEC shall host and fund only one annual awards ceremony for the purpose of recognizing students who have a recognized S&A Fee funded program. The Primary Administrator for Student Programs shall be responsible for ensuring the awards ceremony is held each year.

4. Travel Procedures:

ASEC funds may be used for travel by members of a subsidized program only when the travel is for official business and is generally related to the entire student body. Individuals traveling alone may not exceed the recognized college rate of per diem. The ASEC Executive Board may establish guidelines for travel.

ARTICLE III: FISCAL YEAR BUDGET DEVELOPMENT

Section 1: SERVICES AND ACTIVITIES FEE BUDGET COMMITTEE

- A. The S&A Fee Budget Committee is responsible for the development of an ASEC budget that represents diverse student interests. Service and Activities Fee Revenue estimates of all student fees shall be submitted by the college Business Office to the ASEC Executive Officer for Budget and Finance. This estimated value will be used as the target income amount when developing the budget for the next fiscal year.
- B. The S&A Fee Budget Committee shall be composed of: The Executive Officer for Budget and Finance acting as chair, one additional Executive Board Officer chosen by the Board, two at large students, one faculty member appointed by the Vice-President for Instruction, and one administrator appointed by the Vice-President for Student Services.

Section 2: REVENUE ESTIMATE PROCEDURES

Several ASEC subsidized programs have the capability to generate revenue. In order to encourage these programs to produce revenue and augment basic ASEC funding, the following revenue estimate procedure shall be followed:

- A. At the time of fiscal budget development each account director shall present the anticipated revenue for the upcoming fiscal year for their programs.
- B. The S&A Fee Budget Committee, using the program's revenue history and the account director's estimates, shall determine a basic amount of revenue expected to be produced by the program. This anticipated revenue shall be an estimate and shall be included in the program's allotment.

Section 3: BUDGET ALLOCATION PROCEDURES

- A. During Fall Quarter, account directors may be requested to and /or have the opportunity to meet with the ASEC Executive Officer for Budget and Finance to present program philosophy, goals, and interests.
- B. At the beginning of winter quarter, the ASEC Executive Officer for Budget and Finance shall provide opportunities for members of the campus community to apply for recognition as a subsidized program (Article II, Section 2B). Prior to the initiation of the S&A Fee Budget Committee deliberations, the Executive Board shall evaluate all currently funded programs, and the requests for new programs. The Executive Board shall determine which programs shall be eligible for funding and shall provide that information to the S&A Fee Budget Committee.
- C. By January 31, the ASEC Executive Officer for Budget and Finance will present a Budget Process timeline and a procedures document to the Executive Board for approval.

- D. The S&A Fee Budget Committee shall invite each account director to present their budget to the budget committee.
 - 1. The S&A Fee Budget Committee may determine the amount of time allocated for presentation and subsequent discussion.
 - 2. These sessions shall be advertised by the ASEC Executive Officer for Budget and Finance and be open to members of the campus community.
- E. After hearing program requests, the S&A Fee Budget Committee shall meet to prepare a balanced budget.
- F. When a preliminary balance has been established, the ASEC Executive Officer for Budget and Finance will schedule a preliminary balance hearing in order to provide account directors and any member of the campus community an opportunity to express viewpoints regarding the proposed ASEC Budget.
- G. The ASEC Executive Officer for Budget and Finance shall distribute the balanced budget to the Primary Administrator for Student Programs, the Dean for Student Success/Student Engagement and the Vice President for Student Services for administrative review.
- H. The Dean for Student Success/Student Engagement shall provide the administration response to the S&A Fee Budget Committee in a timely manner to allow adequate consideration, prior to the S&A Fee Budget Committee's adoption of the budget. The response shall outline areas of differences between the S&A Fee Budget Committee recommendations and the budget recommendations of the college administration.
- I. Upon receiving the budget recommendation of the administration, the S&A Fee Budget Committee shall convene to adopt the ASEC budget. Adoption requires a majority affirmative vote by the S&A Fee Budget Committee sitting in quorum.
- J. If no differences exist in the proposals of the S&A Fee Budget Committee and the administration, the proposed budget shall be formally printed and codified bearing the signatures of the S&A Fee Budget Committee. The formally adopted budget shall be submitted to the Board of Trustees for first consideration at their May meeting. Final consideration of the budget will be made at the June meeting.
- K. If a dispute exists between the proposals of the S&A Fee Budget Committee and the administration, the disputing parties will meet to resolve their differences. These differences should be resolved no later than 2 weeks prior to the May Board of Trustees meeting. If the dispute cannot be resolved, two budgets will be presented to the Board of Trustees at the May meeting – one by the S&A Fee

Budget Committee and one by the administration.

- L. The Board of Trustees may take action on those portions of the proposed Services and Activities Fee budget that are not in dispute.
- M. After the ASEC S&A Fee budget is formally presented to the Board of Trustees, the Trustees will have final authority in accordance with state law.
- N. Upon the adoption by the Board of Trustees, the ASEC budget shall become effective for the fiscal year.
- O. With the exception of any funds needed for bond covenant obligations, once the budget for expending services and activities fees is approved by the governing board, funds shall not be shifted from funds budgeted for associated students or departmentally related categories or the reserve fund until the administration provides written justification to the S&A Fee Committee and the governing board, and the governing board and the S&A Fee Committee give their express approval.
- P. In the event of a dispute or disputes involving the services and activities fee committee recommendations, the college administration shall meet with the services and activities fee committee in a good faith effort to resolve such dispute or disputes prior to submission of final recommendations to the governing board.

If said dispute is not resolved within fourteen days, a dispute resolution committee shall be convened by the chair of the services and activities fee committee within fourteen days.

The dispute resolution committee shall be selected as follows: the college administration shall appoint two non voting advisory members, the governing board shall appoint three voting members, and the S & A fee committee each 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 of Trustees may take action on those portions of the services and activities fee budget not 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.

- Q. The S&A Fee Budget Committee shall meet with the Executive Board to explain the newly adopted budget.
- R. The incoming ASEC Executive Board shall administer the budget as approved by

the Board of Trustees.

S. July 1 - June 30: The adopted budget shall be in effect.

Section 4: ASEC BUDGET DOCUMENT

The following format shall be used for the ASEC budget document.

- A. Title Page: Contents shall include logo, year, and title.
- B. Signature Page: Contents shall include the authorizing signatures of the S&A Fee Budget Committee, the Primary Administrator for Student Programs, The Dean for Student Success/Student Engagement, College President and Chairperson of the Board of Trustees.
- C. Summary Page: Contents shall include revenue estimates by source and program allocations.
- D. Fund Allocations: Contents shall include code account, allocations, special proviso or contingencies for each subsidized program.

ARTICLE IV: ADMISSION CHARGES

Section 1: IDENTIFICATION CARD

Validated student identification cards issued by the college will be used as verification of student status for admission to campus events or receipt of free or reduced rate services.

Section 2: ADMISSION PRICE PROCEDURES

- A. Admission prices shall be set in line with policies established by the S&A Fee Budget Committee or the ASEC Executive Board.
- B. For all ASEC campus events where there is an admission charge, tickets may be issued and controlled by the Primary Administrator for Student Programs or their designee. Sale of tickets is the responsibility of the subprogram account director.
- C. Account directors shall be responsible for the number of complimentary passes for each event. The number of complimentary passes shall be set in line with policies established by the S&A Fee Budget Committee or the ASEC Executive Board. Ticket inventory control documents must be maintained by the account director or their designee.

GUIDELINES FOR CHARTERED STUDENT ORGANIZATIONS

ARTICLE I: NAME

The name of this group shall be Chartered Student Organizations.

ARTICLE II: DEFINITIONS

For the purposes of these Guidelines for Chartered Student Clubs, the following terms apply:

- A. **Student Organization** - a group of Edmonds College students under the definitions of Club and Affinity Group
- B. **Club** - a group of Edmonds College students that is collectively organized based on a mutual interest, hobby, religiously and politically affiliated, or instructional program whereby the primary outcome of club functions and activities relates to benefiting the common interest of student members, or provides general welfare for the entire student body.

Has finished the initial chartering process as regulated from the Center for Student Engagement and Leadership and has submitted to the Center, each quarter, the necessary documents to charter and remain in status.

- C. **Affinity Group** – A group of Edmonds College students that is collectively organized based on a shared racial/ethnic, sexual orientation or gender, or social affiliation whereby the primary outcome of the student group's functions and activities is to promote, celebrate, and advocate in the interests of the members, inclusion, and diversity.
- D. **Student Officer** – a student member who is responsible for providing all aspects of leadership for the student organization and responsible for maintaining contact with the CSEL Club Team.
- E. **Advisor** – a staff or faculty member of Edmonds College who holds primary responsibility to advise the student members.
- F. **Co-Advisor** – staff, faculty or community member who assists the advisor.
- G. **Student Member** – a student currently registered for classes in the quarter for which any student organization requirement is mandated.

- H. **Active Student Organization** – a club and affinity group that hosts events to the student members or to the entire student body at least once per quarter.

Exception: A student organization with two members must have five members at the end of 11 academic weeks, from the first day of the student organization is chartered and extended through quarters, to maintain active status.

- I. **Non-Active Student Organization** – a club and affinity group that has existed within the last academic year and is not chartered.
- J. **State Funds** – funding received from tuition paid by students into the ASEC S&A Fee accounts
- K. **Activities** – organized events that student officers and advisors agree to sponsor and that may require the expenditure of time and/or money.
- L. **Community Member** – a person who is not a student, faculty members, or the other employee who works under Edmonds College.
- M. **Quarter** – a quarter(or academic quarter) is defined as a beginning on the first day of any Edmonds College academic quarter through the day prior to the beginning of the succeeding quarter.

ARTICLE III: PURPOSE

Students shall be free to organize and join student organizations to promote their common interests, provided such student organizations are not in conflict with relevant laws and the College's regulations, policies or procedures. Chartered Student Organizations shall be open to students of Edmonds College. Student Organization charters may state that community members are allowed as participants, community members may not serve as club initiators or as student officers.

ARTICLE IV: MEMBERSHIP

Student initiators seeking recognition through the chartering process as managed by the Primary Administrator for Student Programs or their designee will adhere to the following:

- A. Submitting a membership roster that lists the names and contact information of students enrolled for the quarter in which the charter is completed. The student initiator will provide with a photocopy of each member's school identification card;

a copy of the student's class schedule is acceptable.

- B. Student officer(s) and advisor(s) may have student organization exclusive events with prior approval from the CSEL Club team.
- C. The quarterly membership roster should maintain a simple majority of Edmonds College students.
- D. Maintaining contact between student members and the CSEL Club team, the role of which is outlined in the Clubs Handbook.
- E. Designating at least two student members to complete student officer training.

ARTICLE V: RECOGNITION

Any group seeking recognition as an ASEC funded student organization should submit to the CSEL Club Team a student organization charter packet containing the following information:

- A. Statement of purpose outlining why students are forming the student organization.
- B. Constitution, outline of structure, or organizational pattern of decision making.
- C. Statement of financial structure determining how student organizations funds are to be spent.
- D. Outline of activities to be sponsored by the student organization.
- E. Name and signature of one student initiator.
- F. Name and signature of one Edmonds College faculty or staff advisor who will complete the annual training.
- G. Names, signatures and copies of current ID cards or class schedules of five currently enrolled students interested in chartering the club.
- H. Names of two officers or members who will attend a student officer training.

After this complete documentation is received and reviewed, and officer and advisor training has been verified by the Club Administration Team, the student organization shall be chartered and receive notification of such charter from the Clubs Programmer.

Student Organizations shall be chartered for fall, winter, spring, and summer quarters. Chartering shall be terminated for all student organizations on the final day of spring

quarter. If student organizations have unfinished business that extends after the day of termination, that business will be administered by the Center for Student Engagement and Leadership.

Limitation: Summer quarter charter status is only granted for clubs that have been chartered in fall, winter, or spring quarters, and also finished the priority chartering process for the next academic year as determined by CSEL. To receive funding, all chartering processes must be completed by the seventh week of the quarter, except for summer quarter, for which chartering is sought.

Section 1: Eligibility of Religiously and/or Politically Affiliated Clubs

In addition to the policies and procedures of these general guidelines, religiously and politically affiliated clubs must adhere to the following guidelines:

- A. Religiously and/or politically affiliated clubs are defined as clubs recognized under the provisions of Article III whose purposes include, or who intend to conduct, religious worship, political exercise or instruction as part of their regular activities.
- B. No state funds may be allocated or appropriated for use by religiously affiliated clubs for the purpose of exercising religious worship, exercise or instruction.
- C. Politically affiliated clubs can be recognized as long as their purpose does not involve financial support of a specific candidate or a partisan cause and the group's expenditures are consistent with all applicable College policies and procedures, and State law.
- D. No chartered student club shall use any College facilities, supplies, equipment or State funds to solicit on behalf of any political party, candidate, initiative or referendum, or partisan cause.

Section 2: Privileges of Chartered Student Organizations

- A. The right to use the name of Edmonds College in connection with their own.
- B. The right to apply for and utilize funds as outlined in the ASEC Financial Code.
- C. The right to use College facilities in accordance with College scheduling policies and State laws.
- D. The right to publish and post information about the student organization in accordance with College posting and signage policies.

ARTICLE VI: CHARTERED STUDENT ORGANIZATION

SUPPORT

Section 1: Administrative Support

Student Activities Board in Center for Student Engagement and Leadership shall assist students to charter student organizations, communicate with student officers and/or advisors on a regular basis, provide student officers with information related to the operation of their student organizations, train officers, members and advisors and generally fulfill responsibilities on behalf of student organization as outlined in the job description and duties on file with the Primary Administrator for Student Programs or their designee.

Section 2: Student Organization Advisor

- A. The advisor or co-advisor is responsible to assist club members in the accomplishment of the club's goals, paying special attention to the club's mission statement.
- B. Advisors and co-advisors may advise a maximum of two clubs during an academic year.
- C. The student initiator is responsible for finding a staff or faculty member to serve as the volunteer club advisor.
- D. A club must have a college advisor before they establish a co-advisor. Community members may serve as co-advisors. Advisors and co-advisors are responsible for adhering to the advisor requirements as outlined in the Advisor Manual, on file with the Primary Administrator for Student Programs or their designee.

ARTICLE VII: STUDENT ORGANIZATION FINANCIAL PROCEDURES

Section 1:

A general fund for Chartered Student Organizations shall be maintained in the ASEC S&A Fee annual budget. Such funds shall be administered by the Primary Administrator for Student Programs, or their designee.

Section 2:

An account will be established for each student organization at the time of chartering. The student organization will be credited with the established quarterly operating allocation, except for the summer quarter where only half of the fund in fall, winter, and spring quarters is offered, as determined in the ASEC S&A Fee budget. A student organization's active members, advisors, and/or co-advisors are responsible for depositing with the Student Programs office all revenue within one day of receipt by the

student organizations.

Section 3:

All monies collected in the name of the student organization must be held in trust by the College in a student organization account. All student organization expenditures must be made from this account.

Section 4:

Purchasing, fundraising, expending, and depositing procedures for all student organization funds shall be in accordance with the ASEC Financial Code, Edmonds College policies and procedures and State law.

Section 5:

Each successive quarter after charter, a student organization shall be eligible for a quarterly operating allocation when the following documentation is submitted before the last day of classes of the quarter in which the student organization has been active:

- A. A written report including the quarterly activities sponsored by the student organizations. Student Organizations must sponsor a minimum of one activity or meeting per month to be considered active.
- B. An active member list of at least five members at the end of 11 academic weeks.

Section 6:

Any chartered student organization is encouraged to engage in revenue raising activities to assist with student organization sponsored activities. The ASEC agrees to match student organization fundraised revenue on a dollar per dollar basis, up to the maximum as outlined in the ASEC S&A Fee annual budget.

All fundraising activities are to follow all College policies and procedures as outlined in the Officer Handbook on file with the Primary Administrator for Student Programs or their designee.

Section 7:

At the end of a fiscal year, any fundraised revenue and any ASEC matching funds shall be carried over into the student organization's account- for use by the student organizations for the next fiscal year. Any money remaining from the quarterly operating allocation shall revert to the ASEC account.

Section 8:

If a student does not initiate, through the student organizations chartering process, the same student organizations at any time during the subsequent chartering year, as defined through the statement of purpose in the original student organization's charter, that student organization's account shall be liquidated and the funds shall revert to the general ASEC Club account.

ARTICLE VIII: GENERAL OPERATING PROCEDURES

Section 1:

Any Edmonds College students interested in chartering a student organization may do so, beginning the first day of any academic quarter, except for Summer quarter if they meet the requirement that is written in Article 5, no. 8, Limitation.

Section 2:

It shall be the responsibility of the student officers or designated student members to maintain ongoing communication with Student Programs by sending advance notification and receiving approval of all student organizations sponsored meetings, events, programs, or activities.

Section 3:

It shall be the responsibility of the student officers or student organization designee to complete an end of quarter report, due to Student Programs on the last day of classes, to ensure receipt of successive quarter funding, as outlined in Article VII, Section 5.

Section 4:

Any student organization which has not submitted a report (Article VII, Section 5) at the end of each successive quarter following charter shall be considered inactive and shall lose all privileges as outlined in Article V Section 2 until all requirements have been met.

Section 5:

In the event a student organization violates provision(s) of the ASEC governing documents or College processes or policy, the following process shall be followed:

- A. The Primary Administrator for Student Programs or their designee shall send written notification to the club Advisor and designated student officer, outlining the alleged violation and process for addressing the alleged violation.
- B. The student organization charter shall be revoked if it is determined the club advisor, student officer or member violated ASEC governing documents. A student organization may appeal that decision in writing to the ASEC Executive Board.

Section 6:

A student may serve as an officer in a maximum of two clubs. No ASEC Executive Officer may serve as a student officer.