Proposed Revisions
Constitution & By-Laws

Chapter 1
Letter of Support from Cal Erwin-Svoboda
President of the Council of Unions & Student Programs (CUSP)

Chapter 2
Summary of Changes in the Constitution & By-Laws

Chapter 3
Timetable & Record of Activity

Chapter 4
Constitution – Where We Started

Chapter 5
Constitution – Revision #1

Chapter 6
Constitution – Revision #2

Chapter 7
Most Recent Draft - Constitution

Chapter 8
By-Laws – Where We Started

Chapter 9
By-Laws – Revision #1

Chapter 10
Most Recent Draft - By-Laws

Chapter 11
Selection Process for Executive Council on Walla Walla Campus

Chapter 12
Election Process for Executive Council on Clarkston Campus

Chapter 13
Club Handbook

Chapter 14
Financial Guidelines

Chapter 15
Services & Activities Budget Packet

Chapter 16
Email Record Between Tim Toon & Cal Erwin-Svoboda
Chapter 1

Letter of Support from Cal Erwin-Svoboda

President of the Council of Unions & Student Programs (CUSP)
To: Associated Students of Walla Walla Community College  
500 Tausick Way  
Walla Walla, WA 99362

Date: December 16, 2014

Re: Constitution & By-Law Revisions

It is my pleasure to write a letter of support on behalf of Tim Toon and Vince Ruzicka at Walla Walla Community College. I have had the opportunity to work directly with the department staff as they have authored multiple constitutional revisions.

As President of the Council of Unions and Student Programs, I have introduced and connected Tim Toon and Vince Ruzicka to student activities directors from across the state and encouraged them to ask questions about departmental structure, governing documents and processes.

I have been involved with constitution and by-laws rewrites at both institutions I have worked at; Grays Harbor College (2007-2013) and most recently at Clover Park Technical College (2013-Present). I advised and mentored Tim and Vince on the process and steps based on my previous experience. While it may be time consuming, it will establish the foundation for your Associated Students for years to come.

In looking at your most recent version of the Constitution, it is adapted from model programs across the state and a good reflection of what the statewide council encourages member campuses to strive for. This solid foundation will serve you well as you tackle by-laws revisions in the future.

If I can be of any other assistance, please do not hesitate to contact me at any time.

Cal Erwin-Svoboda  
Director of Student Involvement and Event Services  
Council of Unions and Student Programs President, 2014-2015  
Clover Park Technical College  
cal.erwin@cptc.edu  
253-589-5644
Chapter 2

Summary of Changes in the Constitution & By-Laws
Why the Changes:

- It has been 10 years since the last update to the WWCC Constitution and By-Laws. In that time, State Laws have changed and trends in Student Activities have changed. The new documents reflect the changes and trends.

- There are some key areas where, for many years, ASB has operated outside the guidelines of the current Constitution and By-Laws. These areas could be a huge audit liability if not fixed. The new documents have addressed these issues (specific examples included later).

- The Constitution is meant to be a 30,000 foot view with the By-Laws providing the “boots on the ground” view. The Constitution should be a document that can stand the test of time with only a few amendments as needed. The By-Laws are easier to change. The revisions support this concept.

- Most branch campuses in the state of Washington have their own Constitution and By-Laws. At Walla Walla Community College, we would like to have elected to share these documents for both campuses. In the new Constitution and By-Laws, additional clarity was added to better define the governing differences between the Walla Walla and Clarkston campuses.

New to Constitution:

- Shorter – only 3 pages in length compared to 5 pages. Several sections of the old Constitution were consolidated.

- Constitution now has its own table of contents – not a table of contents combined with the By-Laws.

- Verbiage was strengthened associated with:
  - Compliance with State law
  - WWCC Board of Trustees have ultimate authority over ASB governance and spending

- The Walla Walla campus will move to the “selection” of the Executive Council and the Clarkston campus will stay with the “election” process.

- Details about Parliamentary Authority were moved from the Constitution to the By-Laws.
Those eligible for ASB rights, privileges and responsibilities was further defined to come into compliance with State regulations.
  - Defined eligibility as those that “pay S&A fees”
  - Eliminated the section that allowed “Faculty, Administrators and Classified Staff” to vote in ASB elections (they do not pay S&A fees)

Added “Vice President of Media & Technology” to the list of Executive Council Members on the Walla Walla Campus. Students have served in this position for many years but there is no mention of this leadership position in the old Constitution.

Replaced the section on “Funds” and replaced it with “Revenues”. Significant details were added to show proper chain of command and authority over collected student funds.

A section titled “Judicial Review Committee” was added to the Constitution. It states “The purpose of the Judicial Review Committee is to hear all cases and/or controversies associated with the interpretation of the Constitution or By-Laws”. This new section would establish a committee charged with KNOWING the Constitution and By-Laws and making sure they are being followed.

Took out the reference to WWCC students participating in the Washington Association of Community College Students (WACCS). This organization no longer exists. It has been replaced by Washington Community & Technical College Student Association (WACTSA). The reference to WACTSA has been moved to the By-Laws.

New to By-Laws

- By-Laws now have their own table of contents – not a table of contents combined with the Constitution.
- The order of contents has been significantly altered. The old By-Laws started off with “Elections” before establishing who and what was being elected. The new By-Laws fully establish purpose, authority and leadership positions before outlining the selection/election process.
- The differences in leadership structure between the Walla Walla and Clarkston campuses are outlined with more detail and clarity.
- General and specific job descriptions for the Executive Council have been expanded.
- Additional expectations have been built into the By-Laws for the Executive Council leaders to participate in statewide leadership activities (CUSP & WACTSA).
- Tools associated with the evaluation of job performance have been added to increase student leader accountability.
- Walla Walla has moved to the “selection” of Executive Council Members. Clarkston will keep the “election” model. This is reflected in the new By-Laws.
- Additional pay is possible for Executive Council Members and Executive Assistants. The payment system in past years rewarded Officers equally, even if they did not put in equal work. The new system would financially reward those that put in extra hours.
- Information and details from the old By-Laws have been shifted to the “Other Regulatory Documents” listed below.
  - Selection Process for Executive Council on Walla Walla Campus
  - Election Process for Executive Council on Clarkston Campus
  - Club Handbook
  - Financial Guidelines
  - Service & Activities Budget Packet

- The new By-Laws authorize the Executive Council to spend up to $2,000. Expenditures over $2,000 are subject to Senate approval. The previous threshold amount was $500.

- The “Leadership Awards” section was eliminated. This program has been inactive for many years.

- Definition, function and composition of “Committees” have been significantly revamped.

- Judicial Review Committee has been added.

- More definition has been added to “Amendments”

- “Definition of Terms” has been added to the new By-Laws.
Chapter 3

Timetable & Record of Activity
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Summer 2014</td>
<td>Research Began – Collected and reviewed Constitutions and By-Laws from 9 different Community &amp; Technical Colleges in Washington.</td>
</tr>
<tr>
<td>July 29, 2014</td>
<td>Travelled to Clarkston (branch campus). Met with Carol Bennett – ASB Advisor and Janet Danley – Clarkston Director. Shared proposed changes and received feedback.</td>
</tr>
<tr>
<td>July 30, 2014</td>
<td>Shared proposed changes with Wendy Samitore – Vice President of Student Services at WWCC.</td>
</tr>
<tr>
<td>September 11, 2014</td>
<td>Shared proposed changes with ASB Advisors from both campuses.</td>
</tr>
<tr>
<td>September 17, 2014</td>
<td>Shared proposed changes with the Board of Trustees.</td>
</tr>
<tr>
<td>September 18, 2014</td>
<td>Shared proposed changes with ASB Student Executive Officers – Walla Campus.</td>
</tr>
<tr>
<td>September 30, 2014</td>
<td>Work Session with Walla Walla ASB Executive Officers Unanimously Voted to take “Selection vs. Election” to Entire Senate.</td>
</tr>
<tr>
<td>October 2, 2014</td>
<td>Share proposed changes with the entire Walla Walla Student Senate.</td>
</tr>
<tr>
<td>October 7, 2014</td>
<td>Work Session with Walla Walla ASB Executive Officers – Hourly Pay vs. Stipend.</td>
</tr>
<tr>
<td>October 8, 2014</td>
<td>Travel to Clarkston – Work Session with ASB Executive Officers – Reports to the Board of Trustees, Financial Guidelines, General Constitution Discussion, Selection vs. Election, Hourly Pay vs. Stipend, Officer Job Descriptions.</td>
</tr>
<tr>
<td>October 14, 2014</td>
<td>Work Session with Walla Walla ASB Executive Officers.</td>
</tr>
</tbody>
</table>
October 15, 2014  Short Update to Board of Trustees

October 22, 2014  Travel to Clarkston – Meet with ASB Senate
Share & discuss proposed changes.

October 16, 2014  Discuss proposed changes with Walla Walla Student Senate

October 30, 2014  Straw Vote Taken on Walla Walla Senate
80% YES in favor of Selection over Election
94% YES in favor of a Scholarship/Hourly Pay Hybrid

Looking Ahead

November 5, 2014  Clarkston Straw Vote
Vote NO on Selection
Want to Keep Election system
Walla Walla will SELECT – Clarkston will ELECT
100% YES in favor of a Scholarship/Hourly Pay Hybrid

December 2014  President & Vice Presidents of WWCC give briefly look at
Constitution

December 2014  In consultation with Clarkston & Walla Walla students and with
input from CUSP, a clean draft of the Constitution is ready to be shared
more globally for additional input.

December 2014  Intense work to revise the By-Laws and “Other Regulatory
Documents”

What is Next – Proposed Timetable

Winter 2015  President & Vice Presidents of WWCC look at Constitution, By-
Laws, and “Other Regulatory Documents”

Discussion at Senate Meetings – both Campuses
Senate Votes on Constitution & By-Laws – Both Campuses

VOTE – All Students – both Campuses

Update to Board of Trustees – Seek Approval of new Constitution
Chapter 4

Constitution

Where We Started

Last Amended

March 16, 2005
CONSTITUTION AND BY-LAWS OF
THE ASSOCIATED STUDENTS OF
WALLA WALLA COMMUNITY COLLEGE

CONSTITUTION

CONSTITUTIONAL PRECEDENCE.................................................................2
PURPOSE ..................................................................................................2
ARTICLE I: NAME ..................................................................................2
ARTICLE II: ORGANIZATION .................................................................2
ARTICLE III: MEMBERSHIP .................................................................2
ARTICLE IV: PARLIAMENTARY AUTHORITY ........................................3
ARTICLE V: ELECTIONS .........................................................................3
ARTICLE VI: ASWWCC EXECUTIVE BODIES ......................................3
ARTICLE VII: LEGISLATIVE BODIES of ASWWCC ...............................3
ARTICLE VIII: INITIATIVE, REFERENDUM AND RECALL .................4
ARTICLE IX: COMMITTEES ......................................................................4
ARTICLE X: AMENDMENTS .................................................................4
ARTICLE XI: CLUBS AND ORGANIZATIONS ......................................4
ARTICLE XII: FUNDS ...........................................................................4
ARTICLE XIII: WASHINGTON ASSOCIATION OF COMMUNITY COLLEGES 5

BY-LAWS

ARTICLE I: ELECTIONS ........................................................................6
ARTICLE II: EXECUTIVE COUNCIL ....................................................8
ARTICLE III: EXECUTIVE ASSISTANTS..............................................9
ARTICLE IV: COMPENSATION FOR ASWWCC EXECUTIVE COUNCIL MEMBERS 10
ARTICLE V: ALLOCATION OF MONEY ...............................................12
ARTICLE VI: THE SERVICE AND ACTIVITY FEE COMMITTEE ........12
ARTICLE VII: THE CLARKSTON CENTER SUB-COMMITTEE ..........12
ARTICLE VIII: LEGISLATIVE BODIES OF ASWWCC .......................12
ARTICLE IX: WALLA WALLA COMMUNITY COLLEGE CLUBS AND ORGANIZATIONS 13
ARTICLE X: LEADERSHIP AWARDS .................................................14
ARTICLE XI: STANDING COMMITTEES ............................................14
ARTICLE XII: SPECIAL COMMITTEES ...........................................16
ARTICLE XIII: INITIATIVE AND REFERENDUM ...............................16
ARTICLE XIV: RECALL ......................................................................18
Constitution of the Associated Students
Of Walla Walla Community College

Unless designated by a (*) for the Walla Walla Community College Walla Walla Campus and (**) for the Clarkston Center, this Constitution will include both student bodies.

Constitutional Precedence

The provisions of this constitution shall govern all charters and constitutions of student organizations of this college and shall take precedence over them in case of conflict. This constitution shall become effective upon adoption by the members of the Associated Student Bodies and the approval of the Board of Trustees, and shall supersede all previous Associated Student constitutions. All standing orders, Associated Student Council recognized constitutions, or legislation of any type in conflict with this constitution shall be void.

Purpose

We, the Associated students of Walla Walla Community College (WWCC), in order to bring about in the students an appreciation and understanding of democratic values and process through participation in student government and to develop in the students free expression and a realization of their rights: to provide a means to convey and interpret student attitudes and opinions to the teaching faculty and the college administration and further, to provide a means whereby adult social responsibilities can be developed in the students by a maximum of self-control and self-direction in all areas of student life, do hereby adopt and establish the following constitution.

ARTICLE I: NAME

The name of this organization shall be the Associated Students of Walla Walla Community College, hereafter referred to as ASWWCC. The students of the ASWWCC shall hereafter be known as the Associated Student Body (ASB).

ARTICLE II: ORGANIZATION

The government of the ASWWCC shall consist of two branches: the Executive, which shall be made up by the Executive Council and the Legislative, which shall be made up by the Senate.

ARTICLE III: MEMBERSHIP

All registered students of Walla Walla Community College who hold a current ASWWCC card shall be members of this organization with all rights, privileges, and responsibilities granted in the Constitution.
ARTICLE IV: PARLIAMENTARY AUTHORITY

1. The parliamentary authority of this organization shall be the most current revision of Robert’s Rules of Parliamentary Procedure, except in such cases as are covered by the bylaws of this constitution or by special rules adopted by the Associated Student Body.

2. All meetings of all organizations and agencies established by this constitution shall be conducted under Robert’s Rules of Parliamentary Procedure.

3. The parliamentarian for the Associated Student Senate shall be a member of the Student Senate and shall be elected by a majority vote of the Senate. The parliamentarian does not have a vote in the Student Senate and is required to attend all Associated Student Senate meetings.

4. The President of the ASB shall appoint a parliamentarian pro-tem in the absence of the parliamentarian.

ARTICLE V: ELECTIONS

1. Eligible voters shall consist of all registered students at Walla Walla Community College, provided they have a valid identification card or current quarter's registration receipt. Faculty, Administrators and Classified Staff are also eligible to vote.

2. The procedure of elections shall be set forth in the bylaws.

ARTICLE VI: ASWWCC EXECUTIVE BODIES

1. The executive authority of the ASB shall be vested in the offices of President, Executive Vice-President*, Business Vice-President, Activities Vice-President, and their Executive Assistants.

2. There shall be (four*) (three **) Executive Assistants appointed each year by the Associated Student Senate.

3. The duties and regulations of the Executive Council and Executive Assistants shall be set forth in the bylaws.

ARTICLE VII: LEGISLATIVE BODIES OF ASWWCC

1. The legislative authority of the ASB shall be vested in the Associated Student Senate.

2. The duties and regulations of the legislature shall be set forth in the bylaws.
ARTICLE VIII: INITIATIVE, REFERENDUM AND RECALL

1. The Associated Students shall have the right of initiative and recall and shall have the right of referendum.

2. The procedure of initiative, referendum and recall shall be set forth in the bylaws.

ARTICLE IX: COMMITTEES

1. The standing and special committees as required of the Associated Students shall be designated in the bylaws.

2. The bylaws shall also set forth the purpose and membership of such committees.

ARTICLE X: AMENDMENTS

1. Amendments to this constitution and bylaws shall be proposed by either a two-thirds (2/3) majority of the Associated Student Senate or by a petition presented to the Executive Council containing the signatures of at least 100 members of the ASB.

2. The constitution shall be amended by a majority of the votes cast by the members of the ASB on both campuses, who vote in a general or special election and the approval of the Board of Trustees of Walla Walla Community College.

3. A proposed constitutional amendment shall be included on the ballot at the next general or special election after its proposal or presentation.

4. Amendments to the bylaws shall be submitted to the Associated Student Senate for approval and shall pass upon a two-thirds (2/3) majority vote of the seated body.

5. Approved constitutional and bylaws amendments shall be incorporated into this constitution and the bylaws to which they refer.

ARTICLE XI: CLUBS AND ORGANIZATIONS

Any group within the ASWWCC desiring to organize a club or organization must seek recognition from the Executive Council after meeting the qualifications set forth in the bylaws.

ARTICLE XII: FUNDS

The allocation process, description of the Service and Activity Fee Committee and Clarkston Sub-Committee, and the process therein shall be set forth in the bylaws.

ARTICLE XIII:
WASHINGTON ASSOCIATION OF COMMUNITY COLLEGE STUDENTS (WACCS)
1. The Executive Vice-President* of the ASWWCC and a representative from the Clarkston Campus will represent the Associated Students in WACCS.

2. The Executive Council may appoint, with the Associated Student Senate approval, an individual to monitor meetings of WACCS. The appointed individual may never vote or state what stand our campus has on issues unless two-thirds (2/3) of the Student Senate gives its express approval. Voting will be limited to specific items to be decided on by the WACCS where WWCC’s vote and/or opinion is desired.
Chapter 5

Constitution Revision #1

• Summer of 2014
• Tim Toon made initial changes
• Wendy Samitore suggested Tim call Cal Erwin-Svoboda
  o Cal is the Director of Student Involvement at Clover Park Technical College
  o President of the Council of Unions & Student Programs (CUSP)
  o Led successful Constitution revisions at 2 Community Colleges in Washington
  o Considered the “godfather” of Student Constitutions & By-Laws
• Tim sent his revisions to Cal for his suggestions
• Cal invited Tim to meet him and other Student Involvement leaders to a conference the next week in Spokane.
• On the plane ride from Seattle to Spokane, Cal wore out a red pen making comments on our current Constitution. At one point, he even suggested we “blow up” the WWCC Constitution and start completely over.
  • Cal’s comments are in red.
• At the 2-day Conference in Spokane, Cal set up a “speed dating” routine – asking about 20 Student Involvement Leaders to spend 10-20 minutes talking 1 on 1 with Tim. The main topics involved Constitution reform and best practices in Student Activities.
CONSTITUTION AND BY-LAWS OF
THE ASSOCIATED STUDENTS OF
WALLA WALLA COMMUNITY COLLEGE

CONSTITUTION

Once all changes have been approved, table of contents below will need to be revised
so that proper pages are referenced.

CONSTITUTIONAL PRECEDENCE................................................................. 2
ARTICLE I: NAME......................................................................................... 2
ARTICLE II: ORGANIZATION........................................................................ 2
ARTICLE III: MEMBERSHIP........................................................................... 2
ARTICLE IV: PARLIAMENTARY AUTHORITY - BYLAWS.......................... 3
ARTICLE V: ELECTIONS - BYLAWS............................................................... 3
ARTICLE VI: ASWWCC EXECUTIVE BODIES........................................... 3
ARTICLE VII: LEGISLATIVE BODIES OF ASWWCC................................. 3
ARTICLE VIII: INITIATIVE REFERENDUM AND RECALL.......................... 4
ARTICLE IX: AMENDMENTS....................................................................... 4
ARTICLE X: EXECUTIVE COUNCIL............................................................... 4
ARTICLE XI: EXECUTIVE ASSISTANTS......................................................... 4
ARTICLE XII: COMPENSATION FOR ASWWCC EXECUTIVE COUNCIL MEMBERS................................................................. 5
ARTICLE XIII: WALLA WALLA COMMUNITY COLLEGE CLUBS AND ORGANIZATIONS................................................................. 5
ARTICLE XIV: RECALL................................................................................. 6

ARTICLE I: ELECTIONS.............................................................................. 6
ARTICLE II: EXECUTIVE COUNCIL.............................................................. 8
ARTICLE III: EXECUTIVE ASSISTANTS....................................................... 9
ARTICLE IV: COMPENSATION FOR ASWWCC EXECUTIVE COUNCIL MEMBERS................................................................. 9
ARTICLE V: ALLOCATION OF MONEY..................................................... 10
ARTICLE VI: THE SERVICE AND ACTIVITY FEE COMMITTEE.............. 11
ARTICLE VII: THE CLARKSTON CENTER SUB-COMMITTEE................ 12
ARTICLE VIII: LEGISLATIVE BODIES OF ASWWCC............................. 12
ARTICLE IX: WALLA WALLA COMMUNITY COLLEGE CLUBS AND ORGANIZATIONS............................................................. 13
ARTICLE X: LEADERSHIP AWARDS......................................................... 14
ARTICLE XI: STANDING COMMITTEES..................................................... 14
ARTICLE XII: SPECIAL COMMITTEES...................................................... 16
ARTICLE XIII: INITIATIVE AND REFERENDUM..................................... 16
ARTICLE XIV: RECALL.............................................................................. 18
Constitution of the Associated Students
Of Walla Walla Community College

Unless designated by (*) for the Walla Walla Community College Walla Walla Campus and (**) for the Clarkston Center, this Constitution will include both student bodies.

Constitutional Precedence

The provisions of this constitution shall govern all charters and constitutions of student organizations of this college and shall take precedence over them in case of conflict. This constitution shall become effective upon adoption by the members of the Associated Student Bodies and the approval of the Board of Trustees, and shall supersede all previous Associated Student constitutions. All standing orders, Associated Student Council recognized constitutions, or legislation of any type in conflict with this constitution shall be void.

Purpose

We, the Associated students of Walla Walla Community College (WWCC), in order to bring about in the students an appreciation and understanding of democratic values and process through participation in student government and to develop in the students free expression and a realization of their rights: to provide a means to convey and interpret student attitudes and opinions to the teaching faculty and the college administration and further, to provide a means whereby adult social responsibilities can be developed in the students by a maximum of self-control and self-direction in all areas of student life, do hereby adopt and establish the following constitution.

ARTICLE I: NAME

The name of this organization shall be the Associated Students of Walla Walla Community College, hereafter referred to as ASWWCC. The students of the ASWWCC shall hereafter be known as the Associated Student Body (ASB).

ARTICLE II: ORGANIZATION

The government of the ASWWCC shall consist of two branches: the Executive, which shall be made up by the Executive Council and the Legislative, which shall be made up by the Senate.

ARTICLE III: MEMBERSHIP

All registered students of Walla Walla Community College who hold a current ASWWCC card shall be members of this organization with all rights, privileges, and responsibilities granted in the Constitution.
ARTICLE IV: PARLIAMENTARY AUTHORITY

1. The parliamentary authority of this organization shall be the most current revision of Robert’s Rules of Parliamentary Procedure, except in such cases as are covered by the bylaws of this constitution or by special rules adopted by the Associated Student Body.

2. All meetings of all organizations and agencies established by this constitution shall be conducted under Robert’s Rules of Parliamentary Procedure.

Eliminate 3 & 4

3. The parliamentarian for the Associated Student Senate shall be a member of the Student Senate and shall be elected by a majority vote of the Senate. The parliamentarian does not have a vote in the Student Senate and is required to attend all Associated Student Senate meetings.

4. The President of the ASB shall appoint a parliamentarian pro-tem in the absence of the parliamentarian.

ARTICLE V: ELECTIONS

1. Eligible voters shall consist of all registered students at Walla Walla Community College, provided they have a valid identification card or current quarter’s registration receipt. Faculty, Administrators and Classified Staff are also eligible to vote.

2. The procedure of elections shall be set forth in the bylaws.

ARTICLE VI: ASWWCC EXECUTIVE BODIES

1. The executive authority of the ASB shall be vested in the offices of President, Executive Vice-President*, Business Vice-President, Activities Vice-President, Media & Technology Vice-President and their Executive Assistants.

2. There shall be multiple [Eliminate (four*) (three **)] Executive Assistants appointed each year by the Associated Student Senate.

3. The duties and regulations of the Executive Council and Executive Assistants shall be set forth in the bylaws.

ARTICLE VII: LEGISLATIVE BODIES OF ASWWCC

1. The legislative authority of the ASB shall be vested in the Associated Student Senate.

2. The duties and regulations of the legislature shall be set forth in the bylaws.
ARTICLE VIII: INITIATIVE, REFERENDUM AND RECALL

1. The Associated Students shall have the right of initiative and recall and shall have the right of referendum.

2. The procedure of initiative, referendum and recall shall be set forth in the bylaws.

ARTICLE IX: COMMITTEES

1. The standing and special committees as required of the Associated Students shall be designated in the bylaws.

2. The bylaws shall also set forth the purpose and membership of such committees.

ARTICLE X: AMENDMENTS

1. Amendments to this constitution and bylaws shall be proposed by either a two-thirds (2/3) majority of the Associated Student Senate or by a petition presented to the Executive Council containing the signatures of at least 100 members of the ASB.

2. The constitution shall be amended by a majority of the votes cast by the members of the ASB on both campuses, who vote in a general or special election and the approval of the Board of Trustees of Walla Walla Community College.

3. A proposed constitutional amendment shall be included on the ballot at the next general or special election after its proposal or presentation.

4. Amendments to the bylaws shall be submitted to the Associated Student Senate for approval and shall pass upon a two-thirds (2/3) majority vote of the seated body.

5. Approved constitutional and bylaws amendments shall be incorporated into this constitution and the bylaws to which they refer.

ARTICLE XI: CLUBS AND ORGANIZATIONS

Any group within the ASWWCC desiring to organize a club or organization must seek recognition from the Executive Council after meeting the qualifications set forth in the bylaws.

ARTICLE XII: FUNDS

The allocation process, description of the Service and Activity Fee Committee and Clarkston Sub-Committee, and the process therein shall be set forth in the bylaws.

SEE CPTC CONSTITUTION, ARTICLE V
ARTICLE XIII:
WASHINGTON ASSOCIATION OF COMMUNITY COLLEGE STUDENTS (WACCS)

1. The Executive Vice-President* of the ASWWCC and a representative from the Clarkston Campus will represent the Associated Students in WACCS.

2. The Executive Council may appoint, with the Associated Student Senate approval, an individual to monitor meetings of WACCS. The appointed individual may never vote or state what stand our campus has on issues unless two-thirds (2/3) of the Student Senate gives its express approval. Voting will be limited to specific items to be decided on by the WACCS where WWCC’s vote and/or opinion is desired.
Chapter 6

Constitution Revision

#2

- Note HUGE changes from Revision #1
- Cal’s comments from Revision #1 incorporated in Revision #2
- Students on both campuses involved in the revision discussion
- Cal’s comments are in green and blue.
CONSTITUTION

OF
THE ASSOCIATED STUDENTS
OF
WALLA WALLA COMMUNITY COLLEGE
(Walla Walla and Clarkston Campuses)

Amended Fall 2014

TABLE OF CONTENTS

CONSITUTIONAL PRECEDENCE & AUTHORITY 1
ARTICLE I: NAME AND MEMBERSHIP 2
ARTICLE II: ORGANIZATION 2
ARTICLE III: AMENDMENTS 3
ARTICLE IV: CLUBS 3
ARTICLE V: FUNDS 3
ARTICLE VI: INITIATIVE 3
ARTICLE VII: JUDICIAL REVIEW COMMITTEE 3

CONSITUTIONAL PRECEDENCE & AUTHORITY

The provisions of this Constitution shall govern all Charters and Constitutions of student organizations of this college and shall take precedence over them in case of conflict. This Constitution shall become effective upon adoption by the members of the Associated Student Bodies and the approval of the Board of Trustees, and shall supersede all previous Associated Student Constitutions. All standing orders, Associated Student Council recognized Constitutions, or legislation of any type in conflict with this Constitution shall be void.
We, the Associated students of Walla Walla Community College (WWCC), in order to bring about in
the students an appreciation and understanding of democratic values and process through
participation in student government and to develop in the students free expression and a
realization of their rights: to provide a means to convey and interpret student attitudes and
opinions to the teaching faculty and the college administration and further, to provide a means
whereby adult social responsibilities can be developed in the students by a maximum of self-
control and self-direction in all areas of student life, do hereby adopt and establish the following
Constitution.

ARTICLE XX: RECOGNITION
The name of this student body shall be the Associated Students of Walla Walla Community
College, hereafter referred to as ASWWCC. The recognized governing body of the Associated
Student Body shall be the Associated Student Senate.

ARTICLE XX: AUTHORITY
The Associated Student Body shall have the authority as granted by the Board of
Trusteess of Clover Park Technical College, to legislate, promote and regulate the
affairs of the Associated Students. In acceptance of this authority, the Associated
Student Senate recognizes its responsibility to administer its programs and funds in
compliance with rules and regulations prescribed by the College and the laws of the
State of Washington.

ARTICLE I: MEMBERSHIP
The students of the ASWWCC shall hereafter be known as the Associated Student Body (ASB). All
registered students of Walla Walla Community College who hold a current ASWWCC card shall be
members of this organization with all rights, privileges, and responsibilities granted in the
Constitution.

ARTICLE II: ORGANIZATION
The government of the ASWWCC shall consist of two branches: the Executive (Executive Council & Assistants) and the Legislative (the Senate). The Executive Council of the ASB shall be vested in the offices of Walla Walla Campus - President, Executive Vice-President, Business Vice-President, Activities Vice-President, Media & Technology Vice-President Clarkston Campus – President, Business Vice-President, Activities Vice-President.

1. The selection of the Executive Council and Executive Assistants shall be selected and
   compensated as set forth in the By-Laws.

4. The duties and regulations of the Executive Council, Executive Assistants and Senate
   shall be set forth in the By-Laws.

5. The Director and Assistant Director of Student Activities shall be ex-officio, non-voting
   members of the Executive Council.
ARTICLE III: AMENDMENTS
1. Amendments to this document shall be initiated by ASB action, by initiative or by administrative action in collaboration with the student council.

ARTICLE IV: CLUBS & ORGANIZATIONS
Any group within the ASWWCC desiring to organize a club must seek recognition from the Executive Council after meeting the qualifications set forth in the By-Laws.

ARTICLE V: REVENUES
The Associated Students shall have the authority to generate revenue through the collection of Services and Activities Fees (S&A), admission charges, fund raising programs and other means deemed beneficial by the ASB, in compliance with the WWCC & State Financial Guidelines.

Once collected, the ASB shall assume authority and initial responsibility for the development, and approval of S&A Fees and associated budgets. Final budget approval lies with the Board of Trustees or designee.

ARTICLE VI: INITIATIVE
Members of the Associated Students shall have the right to initiate and implement legislation. This shall take place in a fair and timely manner as outlined in the By-Laws.

ARTICLE VII: JUDICIAL REVIEW COMMITTEE
The Judicial Review Committee shall hear all cases and/or controversies of the interpretation associated with this Constitution or the By-Laws. Details of the Judicial Review Committee are outlined in the By-Laws.
Chapter 7

Most Recent Draft

WWCC Constitution

Comments from Cal (see email record in the back of this folder)
- “the flow works really well”
- “sections are consistent”
- “I would be more than happy to write something” in reference to Tim’s request for a formal letter of support from Cal stating that the new proposed WWCC Constitution is now aligned with common practice in the State of Washington and meets current CUSP standards.
CONSTITUTION
OF
THE ASSOCIATED STUDENTS
OF
WALLA WALLA COMMUNITY COLLEGE
(Walla Walla and Clarkston Campuses)
Amended Winter 2015
Adopted December 21, 1972 * Amended May 20, 1982 * Amended September 30, 1988 *
Amended April 6, 1989 * Amended September 5, 1989 * Amended June 27, 1990 * Amended
March 16, 2005

TABLE OF CONTENTS
CONSTITUTIONAL PRECEDENCE 2
ARTICLE I: RECOGNITION 2
ARTICLE II: AUTHORITY 2
ARTICLE III: MEMBERSHIP 2
ARTICLE IV: ORGANIZATION 2
ARTICLE V: CLUBS 3
ARTICLE VI: REVENUES 3
ARTICLE VII: JUDICIAL REVIEW COMMITTEE 3
ARTICLE VIII: INITIATIVE 3
ARTICLE IX: AMENDMENTS 3
CONSTITUTIONAL PRECEDENCE

The provisions of this Constitution shall govern all Charters and Constitutions of student organizations of this college and shall take precedence over them in case of conflict. This Constitution shall become effective upon adoption by the members of the Associated Student Bodies and the approval of the Board of Trustees, and shall supersede all previous Associated Student Constitutions. All standing orders, Associated Student Council recognized Constitutions, or legislation of any type in conflict with this Constitution shall be void.

We, the Associated students of Walla Walla Community College (WWCC), in order to bring about in the students an appreciation and understanding of democratic values and process through participation in student government and to develop in the students free expression and a realization of their rights: to provide a means to convey and interpret student attitudes and opinions to the teaching faculty and the college administration and further, to provide a means whereby adult social responsibilities can be developed in the students by a maximum of self-control and self-direction in all areas of student life, do hereby adopt and establish the following Constitution.

ARTICLE I: RECOGNITION

The name of this organization shall be the Associated Students of Walla Walla Community College, hereafter referred to as ASWWCC. The recognized governing structure of the ASWWCC shall be in the office of the Executive Council, Executive Assistants and the Senate.

ARTICLE II: AUTHORITY

The ASWWCC shall have the authority as granted by the Board of Trustees of Walla Walla Community College to legislate, promote and regulate the affairs of the Associated Students. In acceptance of this authority, the Executive Council, Executive Assistants and the Senate recognize their responsibility to administer its programs and funds in compliance with rules and regulations prescribed by the College and the laws of the State of Washington.

ARTICLE III: MEMBERSHIP

The students of the ASWWCC shall hereafter be known as the Associated Student Body (ASB). All registered students of Walla Walla Community College that pay S&A fees shall be members of this organization with all rights, privileges, and responsibilities granted in the Constitution.

ARTICLE IV: ORGANIZATION

The government of the ASWWCC shall consist of two branches: the Executive (Executive Council & Assistants) and the Legislative (the Senate). The Executive Council of the ASB on the Walla Walla campus shall be selected and compensated as outlined in the By-Laws and vested in the offices of President, Executive Vice-President, Business Vice-President, Activities Vice-President, and Media & Technology Vice-President. On the Clarkston Campus, the Executive Council of the ASB shall be elected.
and compensated as outlined in the By-Laws and vested in the offices of President, Business Vice-President, and Activities Vice-President. Duties of the Executive Council, Executive Assistants and Senate shall be set forth in the By-Laws. The Director and Assistant Director of Student Activities shall be ex-officio, non-voting members of the Executive Council.

**ARTICLE V: CLUBS**

Any group within the ASWWCC desiring to organize a club must seek recognition from the Executive Council and Senate after meeting the qualifications set forth in the By-Laws and Club Handbook.

**ARTICLE VI: REVENUES**

The Associated Students shall have the authority to generate revenue through the collection of Services and Activities Fees (S&A), admission charges, fund raising programs and other means deemed beneficial by the ASB, in compliance with WWCC & State Financial Guidelines.

Once collected, the ASB shall assume authority and initial responsibility for the development and approval of S&A Fees and associated budgets. Final budget approval lies with the Board of Trustees or designee. Additional details shall be set forth in the By-Laws and Financial Guidelines.

**ARTICLE VII: JUDICIAL REVIEW COMMITTEE**

The purpose of the Judicial Review Committee is to hear all cases and/or controversies associated with the interpretation of the Constitution or By-Laws.

**ARTICLE VIII: INITIATIVE**

Members of the Associated Students shall have the right to initiate and implement legislation. This shall take place in a fair and timely manner as outlined in the By-Laws.

**ARTICLE IX: AMENDMENTS**

Amendments to this Constitution shall be initiated by ASB action or by administrative action in collaboration with the Senate. Approval of Amendments to the Constitution shall require a 2/3 majority vote from the Senate on both campuses and a majority vote (50% + 1) vote of the ballots cast by the entire student body on both campuses and approval of the Board of Trustees of Walla Walla Community College.

Amendments to the By-Laws shall be submitted to the Associated Student Senate for approval and shall pass upon a two-thirds (2/3) majority vote of the seated body of the Senate on both campuses.
Chapter 8

By-Laws

Where We Started

Last Amended

March 16, 2005

CONSTITUTION AND BY-LAWS OF THE ASSOCIATED STUDENTS OF WALLA WALLA COMMUNITY COLLEGE

CONSTITUTION

CONSTITUTIONAL PRECEDENCE ............................................................................................................ 2
PURPOSE ....................................................................................................................................................... 2
ARTICLE I: NAME ........................................................................................................................................ 2
ARTICLE II: ORGANIZATION .................................................................................................................... 2
ARTICLE III: MEMBERSHIP ........................................................................................................................ 2
ARTICLE IV: PARLIAMENTARY AUTHORITY ....................................................................................... 3
ARTICLE V: ELECTIONS ............................................................................................................................. 3
ARTICLE VI: ASWWCC EXECUTIVE BODIES ......................................................................................... 3
ARTICLE VII: LEGISLATIVE BODIES of ASWWCC ............................................................................. 3
ARTICLE VIII: INITIATIVE, REFERENDUM AND RECALL ................................................................... 4
ARTICLE IX: COMMITTEES ....................................................................................................................... 4
ARTICLE X: AMENDMENTS ...................................................................................................................... 4
ARTICLE XI: COMMITTEES ....................................................................................................................... 4
ARTICLE XII: FUNDS ................................................................................................................................... 4
ARTICLE XIII: WASHINGTON ASSOCIATION OF COMMUNITY COLLEGES ................................... 5

BY-LAWS

ARTICLE I: ELECTIONS .............................................................................................................................. 6
ARTICLE II: EXECUTIVE COUNCIL.......................................................................................................... 8
ARTICLE III: EXECUTIVE ASSISTANTS ................................................................................................. 9
ARTICLE IV: COMPENSATION FOR ASWWCC EXECUTIVE COUNCIL MEMBERS .......................... 10
ARTICLE V: ALLOCATION OF MONEY ................................................................................................. 11
ARTICLE VI: THE SERVICE AND ACTIVITY FEE COMMITTEE ........................................................ 12
ARTICLE VII: THE CLARKSTON CENTER SUB-COMMITTEE ........................................................ 12
ARTICLE VIII: LEGISLATIVE BODIES OF ASWWCC ....................................................................... 12
ARTICLE IX: WALLA WALLA COMMUNITY COLLEGE CLUBS AND ORGANIZATIONS ............ 13
ARTICLE X: LEADERSHIP AWARDS .................................................................................................. 14
ARTICLE XI: STANDING COMMITTEES ............................................................................................... 14
ARTICLE XII: SPECIAL COMMITTEES ................................................................................................. 16
ARTICLE XIII: INITIATIVE AND REFERENDUM .............................................................................. 16
ARTICLE XIV: RECALL ............................................................................................................................. 18
BY-LAWS OF
THE ASSOCIATED STUDENTS OF WALLA WALLA COMMUNITY COLLEGE

ARTICLE I: ELECTIONS

SECTION 1: Executive Officer Elections

1. The election for the Executive Council Officers shall be held on the (Wednesday and Thursday*) (Wednesday**) of the sixth week of spring quarter, from 9 a.m.-5 p.m.

2. The names of the candidates for the officer positions shall appear on the ballot if all other requirements set forth by the policies and procedures of the ASWWCC constitution are met.

3. All candidates must sign an application informing the ASWWCC of their intent to be enrolled at WWCC for the duration of their term in office.

4. The election board shall post the names of all the candidates in all the buildings where students have access, within one week after the applications are due.

5. Candidates for the office of President, Executive Vice-President*, Activities Vice-President and Business Vice-President shall be members of the Associated Student Body, shall have completed one quarter in residence at the time of nomination, shall have and maintain a minimum cumulative grade point average of 2.5 and shall have completed a minimum of twenty-four (24) credit hours at the end of the spring quarter of his/her nomination, except the candidates of President and Executive Vice-President* who shall have completed a minimum of thirty-six (36) credit hours at the end of the spring quarter of his/her nomination.

SECTION 2: Application

1. The election board shall advertise open positions and date of the election in all buildings where students have access.

2. Applications will be available in the ASB office the first day of spring quarter.

3. Applications must be returned to the ASB office on the date set forth by the election board.

4. The Parliamentarian shall validate the applications of the candidates within two (2) school days after the date due.

5. The Parliamentarian shall notify every candidate orally and in writing of the results of the validation process.
SECTION 3: Voting

1. There shall be (two*) (one**) polling sites on campus. (One located in the main building and one in the technology building*) (In the main lobby**).

2. During elections secret ballots shall be used, with a space available for write-in candidates.

3. No person shall vote before presenting proof that they are a current member of the ASWWCC or a faculty/staff member of WWCC as defined by the ASWWCC constitution.
   
   (1) Proof will be either a valid Student ID card or other form of photo ID (i.e. Drivers License).

4. No proxy votes shall be permitted

SECTION 4: Election Results

1. The ballots shall be counted on WWCC campus.

2. There shall be at least two members of the Executive Council present at the counting of the ballots.

3. Candidates shall be notified within twenty-four (24) hours of the results being tallied.

4. The candidate receiving the most votes for each position shall be considered elected to the office for which he/she applied. In the case of a tie, there shall be a run-off held not earlier than five (5) days after the general election.

5. The newly elected officers shall hold office from the end of the spring quarter in which they were elected until the end of the following spring quarter.

6. All questions concerning elections shall be presented to the Election Board in writing within five (5) school days following the election.

7. All disputes or irregularities shall be decided by the Election board and shall be subject to appeal by the Vice-President of Student Services.

SECTION 5: Election Campaigning Rules

1. All Candidates must operate within their campaign budget.

2. Each Candidate shall have a maximum campaign budget of one hundred ($100.00) dollars of personal money.

3. Campaign materials shall only be posted in designated posting areas.
4. No campaigning shall begin until the date set forth by the election board.

5. All campaign material shall be taken down the end of the sixth (6th) week of spring quarter by 5:00 p.m.

6. There shall be no campaigning within 25 feet of the polling stations.

ARTICLE II: EXECUTIVE COUNCIL

SECTION 1. Roles and Responsibilities

1. Staffing the polling places and tabulating the results, for ASB elections.

2. Assisting in planning, organizing and presenting information at the student orientation in the fall quarter of each year.

3. Planning, organizing and implementing a Spring Retreat each year for the incoming ASB Officers.

4. Gathering information and ideas for the planning of the subsequent year’s student handbook.

5. Executive Council Officers, Executive Assistants and Associated Student Senate Representatives are required to pass a minimum of twelve (12) credit hours per quarter.

6. Executive Council Officers are required to be in the ASB Offices a minimum of one (1) hour a day. It is recommended that they work a minimum of ten (10) hours a week for the ASB.

7. Executive Council Officers, Executive Assistants and Associated Student Senate Representatives are required to attend all Associated Student Senate meetings. Three unexcused absences per quarter may be grounds for impeachment or expulsion by a two-thirds (2/3) majority approval of the Student Senate.

8. Executive Council Officers may not enroll in more than eighteen (18) credit hours a quarter without expressed approval of the Associated Student Senate.

9. Members of the ASB Executive Council shall not hold offices in any other WWCC clubs or classes.

SECTION 2. President

The ASB President shall preside over all meetings of the Executive Council and joint meetings with the Associated Student Senate. The President shall make all appointments subject to the approval of the Executive Council and/or the Associated Student Senate unless otherwise provided for in this constitution and its by-laws to include the appointment of members to vacancies within the Executive Council. All appointments must meet election code criteria and
be approved by a two-thirds (2/3) majority vote of the ASB Senate. The President shall be an ex-officio (nonvoting) member of the Associated Student Senate and committees, with the exception of the Executive Council, or in the occurrence of a tie. The President shall be the official representative of the Associated Student Senate and the Executive Council.

SECTION 3. Executive Vice-President*

The Executive Vice-President* shall assist the President in his/her duties and shall temporarily assume the duties of the President in his/her absence. His/Her most important duty is to involve more people in student government. He/She is to keep up-to-date and precise records of each club’s officers and all people in Student Government (i.e. names, phone numbers, etc.). The Executive Vice-President* is a student representative on all school committees (i.e. Washington Association of Community College Students, Curriculum Committee, Graduation Committee, etc.).

SECTION 4. Activities Vice-President

The Activities Vice-President shall be responsible for the activities program. He/She shall nominate candidates to the Activities Committee. He/She shall also be responsible for promoting Walla Walla Community College to high school seniors in District 20. The Activities Vice-President shall be responsible for posting announcements on the inside reader boards, and for assisting clubs with publicity.

SECTION 5. Business Vice-President

The Business Vice-President shall be responsible for all financial matters of the ASWWCC, and shall act as financial advisor to all subsidiary organizations of the ASWWCC. The Business Vice-President shall maintain in an efficient manner all financial records of the ASWWCC and shall submit a financial report to the Executive Council and the Associated Student Senate at the termination of each academic quarter or at their request. The Business Vice-President shall prepare the ASWWCC budget with the aid of the Service and Activities Fee Committee. The Business Vice-President must have experience and/or training in bookkeeping and accounting, which are necessary to effectively manage the student budget. They will also be responsible for monitoring each club account balance and notifying the club advisor of an imminent negative balance. (He shall also temporarily assume the duties of President in his absence**.)

SECTION 6. Compensation

See ARTICLE V in these by-laws.

ARTICLE III: EXECUTIVE ASSISTANTS

SECTION 1. General Information

1. Persons interested in seeking an Executive Assistant position should contact the Director of Student Activities, the Executive Council or members of the Associated Student Senate.
SECTION 2. Requirements

1. Applicants will be screened by the Executive Council. The Executive Council will then hire the candidate(s), which they feel have the best qualifications. The minimum cumulative grade point average for Executive Assistants shall be 2.5.

SECTION 3. Compensation

1. See ARTICLE IV in these by-laws.

SECTION 4. Duties and Responsibilities

1. To assist the Executive Council officers and the Associated Student Senate in the implementation of goals and objectives.

2. To assist in planning, organizing and scheduling of activities and related publicity.

ARTICLE IV:
COMPENSATION FOR ASWWCC EXECUTIVE COUNCIL MEMBERS

SECTION 1. Executive Council

1. The ASWWCC Executive Officers shall receive quarterly the equivalent of a full-time, in-state, student tuition, upon two-thirds (2/3) ratification by the Associated Student Senate that the Officers have successfully upheld their duties during the previous quarter.

2. ASWWCC Executive Officers must submit a form summarizing their performance and activities of the preceding quarter to the Student Senate. The Senate must approve by a two-thirds (2/3) majority vote any funds which will be awarded to the Officers.

SECTION 2. Executive Assistants

At the end of every quarter, the Executive Council and the ASB Advisor shall hold a closed meeting to evaluate performance of the Executive Assistants. The Executive Council may recommend that:

a. duties be reassigned;

b. a student Executive Assistant be requested to resign;

c. a student Executive Assistant be reimbursed up to one-half (1/2) of the last quarter’s in-state, full-time student tuition;

d. student(s) be nominated to receive Outstanding Student Awards.
ARTICLE V: ALLOCATION OF MONEY

SECTION 1. Service and Activities Fee Committee (S & A Fee Committee) Budget

Each ASB sponsored activity (i.e. service clubs, activity clubs, the Clarkston Center, and intercollegiate athletics) shall submit a budget to the S & A Fee Committee spring quarter. The S & A Fee Committee shall then appropriate the amount they deem necessary for the club to function during the next year.

SECTION 2. ASB Accounts

All S & A Fee revenue shall be expended through ASB accounts (see the Walla Walla Community College Associated Student Body Financial Code Book for a listing of ASB accounts).

SECTION 3. Expenditures

1. Expenditure of funds is allowed by all ASB funded clubs and organizations, as they see fit, as long as expenditures remain within State, College, and ASB guidelines.

2. The ASB President and the Business Vice-President may allocate non-budgeted expenditures of amounts up to one hundred ($100.00) dollars.

3. The Executive Council of the ASB may authorize non-budgeted expenditures of up to five hundred ($500.00) dollars.

4. Authorization for non-budgeted expenditures over five hundred ($500.00) dollars must be approved by the Associated Student Senate with a two-thirds majority vote.

5. In order for due consideration of non-budgeted expenditures of over five hundred ($500.00) dollars, requests will be submitted to the Associated Student Senate at one meeting, with the deciding vote of approval or denial of the expenditure taking place at the next scheduled Senate meeting.

SECTION 4. Carrying Over of Funds

1. All student account ending balances will be carried forward to the next fiscal year and credited or debited to the same account.

2. If a club, or any other account, is discontinued, the current balance of said account shall be transferred to account #ST-34 (Campus Improvement*) or (ST-03**).

3. The balance of all revenue accounts shall be transferred to account #ST-34 at the end of each fiscal year. The balance of account #ST-19 (Clarkston Vending) shall be transferred to account #ST-03 (Clarkston Activities) at the end of each fiscal year.
SECTION 5. Account #ST-34

Account #ST-34 shall be used only for unforeseen and critically important items or expenditures as approved by a two-thirds majority approval of the Associated Student Senate and the approval of the Vice-President of Student Services.

ARTICLE VI: THE SERVICE AND ACTIVITY FEE (S & A FEE) COMMITTEE

SECTION 1. Members

1. The student members of the S & A Fee Committee shall include: The ASB President, the Executive Vice-President*, Business Vice-President, six (6) students from the Student Senate, and one (1) student at large.

2. The Service and Activity Fee Committee shall also include: The Director of Student Activities, The Vice-President of Student Services, and a member of the business office.

ARTICLE VII: THE CLARKSTON CENTER SUB-COMMITTEE

1. The Clarkston Center Sub-Committee will be responsible for the budgeting of Clarkston Center Clubs and Activities accounts.

2. The members of this committee are as follows: The Executive Council Officers of Clarkston Center, with the President serving as the chairman, one student at-large, and the Clarkston ASB Advisor.

3. The President is responsible for reporting back to the Service and Activity Fee Committee with their budget for final approval.

ARTICLE VIII:
LEGISLATIVE BODIES OF ASSOCIATED STUDENTS OF WALLA WALLA COMMUNITY COLLEGE

SECTION 1. Voting Members

1. The voting members of the Associated Student Senate shall be the Executive Vice-President*, Activities Vice-President, Business Vice-President, of the Associated Students, and Executive Assistants and Club Representatives. The President shall vote in the occurrence of a tie.

2. Each voting member shall be entitled to only one (1) seat at any Associated Student Senate meeting.
SECTION 2. Student Senate Candidates

Candidates for Associated Student Senate shall be members of the ASB, shall be full-time (at least 12 credits) students while in office, and shall have a minimum cumulative grade point average of 2.25 at time of nomination.

SECTION 3. Impeachment

1. An impeachment measure may be moved against any member of the Associated Student Senate or Executive Council by petition of two-fifths (2/5) of the membership of the Associated Student Senate. Conviction shall require two-thirds (2/3) of the tabulated vote of the ASB Senate.

2. An impeachment measure moved against any member shall disqualify them from participating in voting in their impeachment proceedings.

3. The impeachment hearing must be held within one (1) week of the passage of the motion for impeachment.

4. Grounds for impeachment will be for non-performance of the duties of office, or by violation of the Student Code of Ethics of the ASWWCC.

5. A Student Conduct Committee will be appointed by the ASB President to preside over all impeachment hearings.

6. ASB approves the grounds for impeachment by a vote of two-thirds (2/3) of the total current Senate membership, then the accused shall be put on suspension and all voting privileges will be revoked. The vacancy shall be filled in the manner prescribed in this Constitution. At this time the accused may make an appeal within one week to the Student Conduct Committee or waive the appeal and submit their resignation. If no appeal or waiver is submitted, the accused shall immediately be removed from office. Anyone resigning, removed or impeached from ASB due to: allegations, failing to execute duties, or misconduct may not return to the Senate at any time. Any member, who is pronounced guilty, shall have the right to appeal within one (1) week. All appeals shall be typed, signed by the accused and delivered to the Student Conduct Committee Chair. If the accused waves the appeal, they shall submit their resignation with one (1) week to the ASB president.

ARTICLE IX: WALLA WALLA COMMUNITY COLLEGE CLUBS AND ORGANIZATIONS

SECTION 1. Senate Seats

1. Each club, which has been approved by the Executive Council, shall have one (1) Student Senate Representative in the Associated Student Senate, providing the club has seven (7)*, ten (10)** active members. Clubs not having enough active members must be approved yearly by the Student Senate through a majority vote.
2. Each club will be required to have a constitution and/or goals.

3. Each club is required to have an advisor. The advisor must be a member of the school faculty or staff.

4. Any new club wishing to have a voting seat in the Associated Student Senate is required to have been in existence (active) for a minimum of five successive weeks, including attendance at five successive Student Senate meetings.

SECTION 2. Missing Meetings

Missing three (3) Associated Student Senate meetings in one (1) quarter forfeits all voting rights, as well as the ability to spend the ASB monies, until five (5) successive meetings have been attended.

ARTICLE X: LEADERSHIP AWARDS

SECTION 1. Amount of Awards

1. The number of awards given at the end of each quarter shall be decided by the Executive Council.

2. The amount of the Awards shall be one hundred ($100.00) dollars.

SECTION 2. Candidate Guidelines

1. Voting members of the Executive Council shall be excluded.

2. Candidates shall exhibit enthusiasm and shall participate in school activities.

3. Candidates shall have, at the time of the award, a minimum 2.5 cumulative grade point average, with the exception of incoming freshmen, fall quarter.

4. Candidates shall have exhibited a willingness to sacrifice their personal time to participate in the planning and organizing of school activities.

5. Candidates will be selected by the Executive Council.

ARTICLE XI: STANDING COMMITTEES

SECTION 1. Membership

Committee membership shall be filled by appointment of the Executive Council, subject to ratification by the Associated Student Senate by majority vote.
SECTION 2. Qualifications

Appointees to standing committees, formed in the fall quarter, and the student membership of joint committees shall possess the same qualifications as noted in section 2 of Article VIII of these by-laws, under Legislative Bodies of ASWWCC, provided that the freshmen members of the standing committees shall not be bound by such cumulative grade point qualifications.

SECTION 3. Responsibilities

The standing committees and the student membership of joint committees shall be responsible to the Associated Student Senate and shall be administered by the Executive Council.

SECTION 4. Purpose

The purpose of the standing committees is to work toward achieving goals that have been recognized by the Executive Council or Student Senate.

SECTION 5. Types of Standing Committees

1. College Council: Meets Monthly (ASB President or designee). Board of Trustees agenda is created, other college-wide issues discussed.

2. Professional Development: Meets quarterly or more often (one ASB Representative). Faculty professional development is discussed and approved.

3. Tenure Review: Meets fall and winter quarters (one (1) ASB Representative). Faculty evaluations are reviewed and tenure or non-tenure recommendations are made.

4. Dismissal Review: Meets as needed (one (1) ASB Representative). Recommends retention or dismissal for cause.

5. Legislative: Meets about once a quarter (one (1) ASB Representative). Discussion of legislative issues including tuition, capital, budgeting and community college issues (often with our state representatives).

6. Affirmative Action Council: Meets about once a year (one (1) ASB Representative). Committee reviews affirmative action goals, accomplishments, etc.

7. Title IX: Meets about once a year (one (1) ASB Representative). Committee handles Title IX reports and complaints.

8. Graduation: Meets twice a month during late winter quarter and all spring quarter (open to all ASB students). Committee approves graduation plans, schedules, details, etc.
9. Curriculum Committee: Meets monthly or more often (one (1) ASB Representative). Recommendations on new courses and degrees, and reviews curricula.

10. Service and Activity Fee Committee: Meets during late winter quarter and spring quarter. Discusses and budgets Service and Activity Fee revenue.

11. Activities Committee: Meets weekly (open to all ASB students). Plans and organizes student activities.

12. Nominating Committee: Meets as needed to nominate students for elected or appointed positions.

**ARTICLE XII: SPECIAL COMMITTEES**

**SECTION 1. Members**

1. A Special Committee shall consist of three (3) members from the student population and two (2) from the faculty/staff, who shall be selected by the Executive Council and the Director of Student Activities.

2. The committee will choose one (1) member to act as committee chairperson. The chairperson will report to the Executive Council.

**SECTION 2. Responsibilities**

The committee will review the case in question and decide the results by majority vote. The decision will be presented to the Executive Council and the Director of Student Activities.

**SECTION 3. Types of Special Committees**

Special Committees are formed as needed and often consist of the following: Tutorial Committee, Safety Committee, Constitutional Committee, Recall Committee, etc.

**ARTICLE XIII: INITIATIVE AND REFERENDUM**

**SECTION 1. Filing of a Measure**

If any legal voter or organization of legal voters of Walla Walla Community College desires to petition the Associated Student Senate to enact a proposed measure, or to submit a proposed measure to the people, or to the order that a referendum of any act, or any part thereof, passed by the Associated Student Senate be submitted to the students, they shall file in the offices of the Executive Council five (5) printed or typewritten copies of the measure proposed, or the act or part thereof on which a referendum is desired, accompanied by the name and address of the author(s), and by an affidavit that the author(s) (if an individual) is, or that the members of the proposing group (if an organization) are legal voters.
SECTION 2. Filing Initiatives

Initiative measures proposed to be submitted to the students must be filed with the Executive Council within two months prior to the election at which they are to be submitted, and the petitions, therefore, must be filed with the Executive Council not less than one (1) month before the next general election.

SECTION 3. Petition for Referendum Form

Petitions ordering that acts or part of acts passed by the Associated Student Senate be referred to the students at the next ensuing election is available in the ASB offices.

SECTION 4. Number of Signatures

The person or organization proposing any initiative measure shall secure upon any such initiative petition the signatures of legal voters equal in number to or exceeding 100 members of the whole number of legal voters.

SECTION 5. Time for Submitting Initiative or Referendum Petitions

1. A referendum petition ordering and directing that the whole or some part or parts of an act passed by the Student Senate be referred to the students for their approval or rejection at the next ensuing general election or a special election ordered by the Student Senate, must be submitted not more than ninety (90) days after the final adjournment of the session of the Student Senate in which passed the act.

2. An initiative petition proposing a measure to be submitted to the students for their approval or rejection at the next ensuing general election must be submitted not less than two months before the date of such election.

SECTION 6. Grounds for Refusal

1. The petition is not in proper form.

2. The petition clearly bears insufficient signatures.

3. The time within which the petition may be filed has expired.

4. In the case of refusal, the Executive Council shall endorse on the petition the word “submitted” and the date, and retain the petition pending appeal. If none of the grounds for refusal exist, the Executive Council must accept and file the petition.
ARTICLE XIV: RECALL

SECTION 1. Initiating Recall Proceedings-Statements-Contents-Verifications

1. Prior to initiating a recall petition of any elective public officer of Walla Walla Community College, the student, committee or organization intending to initiate the recall shall first contact the Director of Student Activities with notification of the intent, providing a printed or typewritten charge, reciting that such officer, naming the elective public officer and giving the title of the office, has committed an act of malfeasance while in office. The charge shall state the act or acts in concise language, without unnecessary repetition.

2. The Director of Student Activities, together with the Executive Council of the ASB, shall within five (5) working days select a Special Committee to investigate the validity of the charge.

3. This committee shall follow the guidelines set forth by Special Committees and within five working days report to the Executive Council and the Director of Student Activities its findings.

4. That within five (5) days from the time the Special Committee submits its findings to the Executive Council and the Director of Student Activities, the Director of Student Activities shall notify the student, committee or organization intending to initiate the recall, the findings of the special committee as to the validity of the charges.

SECTION 2. Invalid Petition

Should the Special Committee determine the charges on the proposed recall petition to be invalid, then the student, committee or organization may still pursue the recall provided the Special Committee’s findings are published and distributed, together with the petition for recall, within five days following the date the Executive Council and Director of Student Activities have received the Committee’s report.

SECTION 3. Valid Petition

Should the legal vote or committee or organization of Walla Walla Community College determine to pursue the recall petition, they shall then prepare a printed or typewritten charge reciting that such officer, naming the officer and giving the title of the office, has committed an act of malfeasance while in office. The charge shall state the act or acts complained of in concise language, without unnecessary repetition. The charges must remain the same as those filed with the Director of Student Activities and the Executive Council and referred to the Special Committee. The charges shall be signed under oath that they believe the charge or charges to be true. The Special Committee’s finding on each charge alleged in the recall petition shall be included in the signed recall petition.
SECTION 4. Recall Petition Form

Upon being notified of the language of the ballot synopsis of the charge, the persons filing the charge shall cause to be printed for the recall and discharge of an officer a petition which is available in the ASB office.

SECTION 5. Where to File a Petition

1. The recall petition shall be filed in the office of the Director of Student Activities and Executive Council.

2. The petition shall be filed with both the President and the Executive Vice-President* of the ASB, with a copy provided to the Director of Student Activities.

SECTION 6. Number of Signatures Needed

When the person, committee, or organization demanding the recall of an ASB officer has secured sufficient signatures upon the recall petition they may submit the same to the ASB President or the Director of Student Activities. The number of signatures required shall be one-hundred (100) qualified voters.
Chapter 9

By-Laws Revision #1

Cal Erwin-Svoboda’s Comments in the Margins
SECTION 1: Executive Officer Elections

1. The election for the Executive Council Officers shall be held in (on) the (Wednesday and Thursday*) (Wednesday**) of the sixth week of spring quarter, from 9 a.m.-5 p.m.

2. The names of the candidates for the officer positions shall appear on the ballot if all other requirements set forth by the policies and procedures of the ASWWCC constitution are met.

3. All candidates must sign an application informing the ASWWCC of their intent to be enrolled at WWCC for the duration of their term in office.

4. The election board shall post the names of all the candidates in all the buildings where students have access, within one week after the applications are due.

5. Candidates for the office of President, Executive Vice-President*, Activities Vice-President, Business Vice-President and Media & Technology Vice-President shall be members of the Associated Student Body, shall have completed one quarter in residence at the time of nomination, shall have and maintain a minimum cumulative grade point average of 2.5 and shall have completed a minimum of twenty-four (24) credit hours at the end of the spring quarter of his/her nomination, except the candidates of President and Executive Vice-President* who shall have completed a minimum of thirty-six (36) credit hours at the end of the spring quarter of his/her nomination.

SECTION 2: Application

1. The election board shall advertise open positions and date of the election in all buildings where students have access.

2. Applications will be available in the ASB office the first day of spring quarter.

3. Applications must be returned to the ASB office on the date set forth by the election board.

4. The (Eliminate - Parliamentarian) Executive Council shall validate the applications of the candidates within two (2) school days after the date due and (eliminate - The Parliamentarian) shall notify every candidate (eliminate orally and in writing of the results of the validation process.) of the validated results.
SECTION 3: Voting

Since Voting is now done electronically – Large restructure of this section

1. There shall be (two*) (one**) polling sites on campus. (One located in the main building and one in the technology building*) (In the main lobby**).

2. During elections secret ballots shall be used, with a space available for write-in candidates.

3. No person shall vote before presenting proof that they are a current member of the ASWWCC or a faculty/staff member of WWCC as defined by the ASWWCC constitution.

   (1) Proof will be either a valid Student ID card or other form of photo ID (i.e. Drivers License).

4. No proxy votes shall be permitted

1. Votes will be cast electronically through a link on the WWCC web site.

2. All current ASWWCC students are eligible to vote along with all current WWCC faculty and staff.

SECTION 4: Election Results

1. The ballots shall be counted electronically (Eliminate - on WWCC campus).

2. Eliminate - There shall be at least two members of the Executive Council present at the counting of the ballots.

3. Candidates shall be notified within 1 hour [Eliminate twenty-four (24) hours] of the results being tallied.

4. The candidate receiving the most votes for each position shall be considered elected to the office for which he/she applied. In the case of a tie, there shall be a run-off held not earlier than five (5) days after the general election. Could differentiate between holding office and term of office.

5. The newly elected officers shall hold office from the end of the spring quarter in which they were elected until the end of the following spring quarter. See CPTC Art. 1 - Sec 465

6. All questions concerning elections shall be presented to the Executive Council (Eliminate - Election Board) in writing within five (5) school days following the election.

7. All disputes or irregularities shall be decided by the Executive Council (Eliminate Election board) and shall be subject to appeal by the Director of Student Activities
SECTION 5: Election Campaigning Rules

1. All Candidates must operate within their campaign budget.

2. Each Candidate shall have a maximum campaign budget of one hundred ($100.00) dollars of personal money. ASWWCC will provide basic campaign supplies at no cost to each candidate.

3. Campaign materials shall only be posted in designated posting areas.

4. No campaigning shall begin until the date set forth by the election board.

5. All campaign material shall be taken down the end of the sixth (6th) week of spring quarter by 5:00 p.m.

6. There shall be no campaigning within 25 feet of electronic polling stations.

ARTICLE II: EXECUTIVE COUNCIL

SECTION 1. Roles and Responsibilities

1. Certifying the results for ASB elections.

2. Assisting in planning, organizing and presenting information at the student orientation in the fall quarter of each year. (only one orientation; winter and spring)

3. Planning, organizing and implementing a Spring Retreat each year for the incoming ASB Officers.

4. Attending the annual Fall CUSP Conference.

5. Gathering information and ideas for the planning of the subsequent year's student handbook.

6. Executive Council Officers, Executive Assistants and Associated Student Senate Representatives are required to pass a minimum of twelve (12) credit hours per quarter.

7. Executive Council Officers are required to be in the ASB Offices a minimum of one (1) hour a day. It is recommended that they work a minimum of ten (10) hours a week for the ASB.

8. Executive Council Officers, Executive Assistants and Associated Student Senate Representatives are required to attend all Associated Student Senate meetings. Three unexcused absences per quarter may be grounds for impeachment or expulsion by a two-thirds (2/3) majority approval of the Student Senate.
9. (Eliminate - Executive Council Officers may not enroll in more than eighteen (18) credit
hours a quarter without expressed approval of the Associated Student Senate.)

10. Members of the ASB Executive Council shall not hold offices in any other WWCC clubs or
classes. **YES**

**SECTION 2. General Duties of Council Members**

The ASB President shall preside over all meetings of the Executive Council and joint
meetings with the Associated Student Senate. The President shall make all appointments subject
to the approval of the Executive Council and/or the Associated Student Senate unless otherwise
provided for in this constitution and its by-laws to include the appointment of members to
vacancies within the Executive Council. All appointments must meet election code criteria and
be approved by a two-thirds (2/3) majority vote of the ASB Senate. The President shall be an
ex-officio (nonvoting) member of the Associated Student Senate and committees, with the
exception of the Executive Council, or in the occurrence of a tie. The President shall be the
official representative of the Associated Student Senate and the Executive Council.

**SECTION 3. Executive Vice-President**

The Executive Vice-President shall assist the President in his/her duties and shall
temporarily assume the duties of the President in his/her absence. His/Her most important duty
is to involve more people in student government. He/She is to keep up-to-date and precise
records of each club’s officers and all people in Student Government (i.e. names, phone
numbers, etc.). The Executive Vice-President or designee (Eliminate – is) will serve as a
student representative on all appropriate school committees (Eliminate - i.e. Washington
Association of Community College Students, Curriculum Committee, Graduation Committee,
etc.). (See ARTICLE VI for Appropriate Committees)

**SECTION 4. Activities Vice-President**

The Activities Vice-President shall be responsible for the activities program. He/She shall nominate candidates to the Activities Committee. He/She shall also be responsible for promoting Walla Walla Community College to high school seniors in District 20. The Activities Vice-
President shall be responsible for posting announcements on the inside reader boards, and for
assisting clubs with publicity.

**SECTION 5. Business Vice-President**

The Business Vice-President shall be responsible for all financial matters of the ASWWCC,
and shall act as financial advisor to all subsidiary organizations of the ASWWCC. The Business
Vice-President shall maintain in an efficient manner all financial records of the ASWWCC and
shall submit a financial report to the Executive Council, Associated Student Senate and to each
club at the termination of each academic quarter or at their request. The Business Vice-President
shall prepare the ASWWCC budget with the aid of the Service and Activities Fee Committee.
The Business Vice-President must have experience and/or training in bookkeeping and
accounting, which are necessary to effectively manage the student budget. They will also be
responsible for monitoring each club account balance and notifying the club advisor of an imminent negative balance. (He/She shall also temporarily assume the duties of President in his/her absence**.)

SECTION 6. Media & Technology Vice-President

SECTION 7 (eliminate – 6 because this section is now #7). Compensation

See ARTICLE V in these by-laws

ARTICLE III: EXECUTIVE ASSISTANTS

SECTION 1. General Information and Requirements

1. Persons interested in seeking an Executive Assistant position should contact the Director of Student Activities, the Executive Council or members of the Associated Student Senate.

2. Applicants will be screened by the Executive Council. The Executive Council will then hire the candidate(s), which they feel have the best qualifications. The minimum cumulative grade point average for Executive Assistants shall be 2.5.

Eliminate this section because it was added above

SECTION 2. Requirements

1. Applicants will be screened by the Executive Council. The Executive Council will then hire the candidate(s), which they feel have the best qualifications. The minimum cumulative grade point average for Executive Assistants shall be 2.5.

SECTION 2 (3). Compensation

1. See ARTICLE IV in these by-laws.

SECTION 3 (4). Duties and Responsibilities

1. To assist the Executive Council officers and the Associated Student Senate in the implementation of goals and objectives.

2. To assist in planning, organizing and scheduling of activities and related publicity.
ARTICLE IV:
COMPENSATION FOR ASWWCC EXECUTIVE COUNCIL MEMBERS

SECTION 1. Executive Council

1. The ASWWCC Executive Officers shall receive quarterly the equivalent of a full-time, in-state, student tuition, upon two-thirds (2/3) ratification by the Associated Student Senate that the Officers have successfully upheld their duties during the previous quarter.

2. ASWWCC Executive Officers must submit a form summarizing their performance and activities of the preceding quarter to the Student Senate. The Senate must approve by a two-thirds (2/3) majority vote any funds which will be awarded to the Officers.

SECTION 2. Executive Assistants

At the end of every quarter, the Executive Council and the ASB Advisor shall hold a closed meeting to evaluate performance of the Executive Assistants. The Executive Council may recommend that:

a. a student Executive Assistant fulfilled the job requirements and will be awarded appropriate compensation. (eliminate - reimbursed up to one-half (1/2) of the last quarter’s in-state, full-time student tuition;)
b. duties be reassigned;
c. a student Executive Assistant be requested to resign;
d. (eliminate - student(s) be nominated to receive Outstanding Student Awards.)

ARTICLE V: ALLOCATION OF MONEY

SECTION 1. Service and Activities Fee Committee (S & A Fee Committee) Budget

Each ASB sponsored activity (i.e. service clubs, activity clubs, the Clarkston Center, and intercollegiate athletics) shall submit a budget to the S & A Fee Committee spring quarter. The S & A Fee Committee shall then appropriate the amount they deem necessary for the club to function during the next year.

SECTION 2. ASB Accounts

All S & A Fee revenue shall be expended through ASB accounts (see the Walla Walla Community College Associated Student Body Financial Code Book for a listing of ASB accounts).

SECTION 3. Expenditures

1. Expenditure of funds is allowed by all ASB funded clubs and organizations as they see fit as long as expenditures remain within State, College, and ASB guidelines.
2. Eliminate - The ASB President and the Business Vice-President may allocate non-budgeted expenditures of amounts up to one hundred ($100.00) dollars.

WHAT'S THIS MEAN?

3. The Executive Council of the ASB may authorize non-budgeted expenditures of up to two thousand dollars ($2,000) (Eliminate - five hundred ($500.00) dollars.)

4. Authorization for non-budgeted expenditures over two thousand dollars ($2,000) (Eliminate five hundred ($500.00) dollars) must be approved by the Associated Student Senate with a two-thirds majority vote.

5. In order for due consideration of non-budgeted expenditures of over two thousand dollars ($2,000) (Eliminate five hundred ($500.00) dollars), requests will be submitted to the Associated Student Senate at one meeting, with the deciding vote of approval or denial of the expenditure taking place at the next scheduled Senate meeting.

SECTION 4. Carrying Over of Funds

1. All student account ending balances will be carried forward to the next fiscal year and credited or debited to the same account.

2. If a club, or any other account, is discontinued, the current balance of said account shall be transferred to account #ST-34 (Campus Improvement*) or (ST-03**).

3. The balance of all revenue accounts shall be transferred to account #ST-34 at the end of each fiscal year. The balance of account #ST-19 (Clarkston Vending) shall be transferred to account #ST-03 (Clarkston Activities) at the end of each fiscal year.

Eliminate entire Section below in blue

SECTION 5. Account #ST-34 (Fund Surplus Account Could Develop This in Financial Code)

Account #ST-34 shall be used only for unforeseen and critically important items or expenditures as approved by a two-thirds majority approval of the Associated Student Senate and the approval of the Vice-President of Student Services.

ARTICLE VI: THE SERVICE AND ACTIVITY FEE (S & A FEE) COMMITTEE

SECTION 1. Members

1. The student members of the S & A Fee Committee shall include: The Executive Council, three (3) students (Eliminate - The ASB President, the Executive Vice-President*, Business Vice-President, six (6) students) from the Student Senate, and one (1) student at large.

2. The Service and Activity Fee Committee shall also include: The Director of Student Activities, Activity Coordinator, (Eliminate - The Vice-President of Student Services), and a member of the business office.
TO DO

EXECUTIVE COUNCIL (ARTICLE I, SEC. 1-9)

COMMITTEES (ARTICLE III, SEC. 1-3)

CLUBS + ORGANIZATIONS (ARTICLE IV, SEC. 1-9)

ELECTIONS, SELECTIONS, APPOINTMENTS + VACANCIES

INITIATIVE

REFERENDUM

REGULATORY DOCUMENTS

CONSTITUTION

JUDICIAL REVIEW COMMITTEE
ARTICLE VII: THE CLARKSTON CENTER SUB-COMMITTEE

1. The Clarkston Center Sub-Committee will be responsible for the budgeting of Clarkston Center Clubs and Activities accounts.

2. The members of this committee are as follows: The Executive Council Officers of Clarkston Center, with the President serving as the chairman, one student at-large, and the Clarkston ASB Advisor.

3. The President is responsible for reporting back to the Service and Activity Fee Committee with their budget for final approval.

ARTICLE VIII: LEGISLATIVE BODIES OF ASSOCIATED STUDENTS OF WALLA WALLA COMMUNITY COLLEGE

SECTION 1. Voting Members

1. The voting members of the Associated Student Senate shall be the Executive Vice-President, Activities Vice-President, Business Vice-President, Media & Technology Vice-President of the Associated Students, and Executive Assistants and Club Representatives. The President shall vote in the occurrence of a tie.

2. Each voting member shall be entitled to only one (1) seat at any Associated Student Senate meeting.

SECTION 2. Student Senate Candidates

Candidates for Associated Student Senate shall be members of the ASB, shall be full-time (at least 12 credits) students while in office, and shall have a minimum cumulative grade point average of 2.5 (2.25) at time of nomination.

SECTION 3. Impeachment

1. An impeachment measure may be moved against any member of the Associated Student Senate or Executive Council by petition of two-fifths (2/5) of the membership of the Associated Student Senate. Conviction shall require two-thirds (2/3) of the tabulated vote of the ASB Senate.

2. An impeachment measure moved against any member shall disqualify them from participating in voting in their impeachment proceedings.

3. The impeachment hearing must be held within one (1) week of the passage of the motion for impeachment.

4. Grounds for impeachment will be for non-performance of the duties of office, or by violation of the Student Code of Ethics of the ASWCC.
5. A Student Conduct Committee will be appointed by the ASB President to preside over all impeachment hearings.

6. ASB approves the grounds for impeachment by a vote of two-thirds (2/3) of the total current Senate membership, then the accused shall be put on suspension and all voting privileges will be revoked. The vacancy shall be filled in the manner prescribed in this Constitution. At this time the accused may make an appeal within one week to the Student Conduct Committee or waive the appeal and submit their resignation. If no appeal or waiver is submitted, the accused shall immediately be removed from office. Anyone resigning, removed or impeached from ASB due to: allegations, failing to execute duties, or misconduct may not return to the Senate at any time. Any member, who is pronounced guilty, shall have the right to appeal within one (1) week. All appeals shall be typed, signed by the accused and delivered to the Student Conduct Committee Chair. If the accused waves the appeal, they shall submit their resignation with one (1) week to the ASB president.

ARTICLE IX:
WALLA WALLA COMMUNITY COLLEGE CLUBS AND ORGANIZATIONS

SECTION 1. Senate Seats

1. Each club, which has been approved by the Executive Council, shall have one (1) Student Senate Representative in the Associated Student Senate, providing the club has seven (7)*, ten (10)**, 10+ active members. Clubs not having enough active members must be approved yearly by the Student Senate through a majority vote.

2. Each club will be required to have a constitution and/or goals.

3. Each club is required to have an advisor. The advisor must be a member of the school faculty or staff.

4. Any new club wishing to have a voting seat in the Associated Student Senate is required to have been in existence (active) for a minimum of five successive weeks, including attendance at five successive Student Senate meetings.

SECTION 2. Missing Meetings

Missing three (3) Associated Student Senate meetings in one (1) quarter forfeits all voting rights, as well as the ability to spend the ASB monies, until five (5) successive meetings have been attended.

Eliminate entire section

ARTICLE X: LEADERSHIP AWARDS

SECTION 1. Amount of Awards

1. The number of awards given at the end of each quarter shall be decided by the Executive
Article X (XI) - Standing Committees

SECTION 1. Membership

Committee membership shall be filled by appointment of the Executive Council, subject to ratification by the Associated Student Senate by majority vote.

SECTION 2. Qualifications

Appointees to standing committees, formed in the fall quarter, and the student membership of joint committees shall possess the same qualifications as noted in section 2 of Article VIII of these by-laws, under Legislative Bodies of ASWWCC, provided that the freshmen members of the standing committees shall not be bound by such cumulative grade point qualifications.

SECTION 3. Responsibilities

The standing committees and the student membership of joint committees shall be responsible to the Associated Student Senate and shall be administered by the Executive Council.

SECTION 4. Purpose

The purpose of the standing committees is to work toward achieving goals that have been recognized by the Executive Council or Student Senate.
SECTION 5. Types of Standing Committees

1. College Council: (Eliminate - Meets Monthly (ASB President or designee). Board of Trustees agenda is created, other college-wide issues discussed.)

These are Committees that no longer exist or Committees that are not appropriate for students to be on because of confidentiality issues.

2. Professional Development: Meets quarterly or more often (one ASB Representative).
   Faculty professional development is discussed and approved.

3. Tenure Review: Meets fall and winter quarters (one (1) ASB Representative).
   Faculty evaluations are reviewed and tenure or non-tenure recommendations are made.

4. Dismissal Review: Meets as needed (one (1) ASB Representative). Recommends retention or dismissal for cause.

5. Legislative: Meets about once a quarter (one (1) ASB Representative). Discussion of legislative issues including tuition, capital, budgeting and community college issues (often with our state representatives).

6. Affirmative Action Council: Meets about once a year (one (1) ASB Representative).
   Committee reviews affirmative action goals, accomplishments, etc.

7. Title IX: Meets about once a year (one (1) ASB Representative). Committee handles Title IX reports and complaints.

8. Graduation: Meets twice a month during late winter quarter and all spring quarter (open to all ASB students). Committee approves graduation plans, schedules, details, etc.

9. Curriculum Committee: Meets monthly or more often (one (1) ASB Representative).
   Recommendations on new courses and degrees, and reviews curricula.

10. Service and Activity Fee Committee: Meets during late winter quarter and spring quarter.
    Discuses and budgets Service and Activity Fee revenue.

11. Activities Committee: Meets weekly (open to all ASB students). Plans and organizes student activities.

12. Safety Committee: Discusses safety issues on campus.

13. Nominating Committee: Meets as needed to nominate students for elected or appointed positions.
ARTICLE XI (XII): SPECIAL COMMITTEES

SECTION 1. Members

1. A Special Committee shall consist of three (3) members from the student population and two (2) from the faculty/staff, who shall be selected by the Executive Council and the Director of Student Activities.

2. The committee will choose one (1) member to act as committee chairperson. The chairperson will report to the Executive Council.

SECTION 2. Responsibilities

The committee will review the case in question and decide the results by majority vote. The decision will be presented to the Executive Council and the Director of Student Activities.

SECTION 3. Types of Special Committees

Special Committees are formed as needed and often consist of the following: Tutorial Committee, Safety Committee, Constitutional Committee, Recall Committee, etc.

ARTICLE XII (XIII): INITIATIVE AND REFERENDUM

SECTION 1. Filing of a Measure

If any legal voter or organization of legal voters of Walla Walla Community College desires to petition the Associated Student Senate to enact a proposed measure, or to submit a proposed measure to the people, or to the order that a referendum of any act, or any part thereof, passed by the Associated Student Senate be submitted to the students, they shall file in the offices of the Executive Council five (5) printed or typewritten copies of the measure proposed, or the act or part thereof on which a referendum is desired, accompanied by the name and address of the author(s), and by an affidavit that the author(s) (if an individual) is, or that the members of the proposing group (if an organization) are legal voters.

SECTION 2. Filing Initiatives

Initiative measures proposed to be submitted to the students must be filed with the Executive Council within two months prior to the election at which they are to be submitted, and the petitions, therefore, must be filed with the Executive Council not less than one (1) month before the next general election.

SECTION 3. Petition for Referendum Form

Petitions ordering that acts or part of acts passed by the Associated Student Senate be referred to the students at the next ensuing election is available in the ASB offices.

SECTION 4. Number of Signatures

You can definitely streamline your committee section.
The person or organization proposing any initiative measure shall secure upon any such initiative petition the signatures of legal voters equal in number to or exceeding 100 members of the whole number of legal voters.

SECTION 5. Time for Submitting Initiative or Referendum Petitions

1. A referendum petition ordering and directing that the whole or some part or parts of an act passed by the Student Senate be referred to the students for their approval or rejection at the next ensuing general election or a special election ordered by the Student Senate, must be submitted not more than ninety (90) days after the final adjournment of the session of the Student Senate in which passed the act.

2. An initiative petition proposing a measure to be submitted to the students for their approval or rejection at the next ensuing general election must be submitted not less than two months before the date of such election.

SECTION 6. Grounds for Refusal

1. The petition is not in proper form.

2. The petition clearly bears insufficient signatures.

3. The time within which the petition may be filed has expired.

4. In the case of refusal, the Executive Council shall endorse on the petition the word "submitted" and the date, and retain the petition pending appeal. If none of the grounds for refusal exist, the Executive Council must accept and file the petition.

ARTICLE XIV: RECALL-SEE EVCC

SECTION 1. Initiating Recall Proceedings-Statements-Contents-Verifications

1. Prior to initiating a recall petition of any elective public officer of Walla Walla Community College, the student, committee or organization intending to initiate the recall shall first contact the Director of Student Activities with notification of the intent, providing a printed or typewritten charge, reciting that such officer, naming the elective public officer and giving the title of the office, has committed an act of malfeasance while in office. The charge shall state the act or acts in concise language, without unnecessary repetition.

2. The Director of Student Activities, together with the Executive Council of the ASB, shall within five (5) working days select a Special Committee to investigate the validity of the charge.

3. This committee shall follow the guidelines set forth by Special Committees and within five working days report to the Executive Council and the Director of Student Activities its findings.

4. That within five (5) days from the time the Special Committee submits its findings to the
Executive Council and the Director of Student Activities, the Director of Student Activities shall notify the student, committee or organization intending to initiate the recall, the findings of the special committee as to the validity of the charges.

SECTION 2. Invalid Petition

Should the Special Committee determine the charges on the proposed recall petition to be invalid, then the student, committee or organization may still pursue the recall provided the Special Committee’s findings are published and distributed, together with the petition for recall, within five days following the date the Executive Council and Director of Student Activities have received the Committee’s report.

SECTION 3. Valid Petition

Should the legal vote or committee or organization of Walla Walla Community College determine to pursue the recall petition, they shall then prepare a printed or typewritten charge reciting that such officer, naming the officer and giving the title of the office, has committed an act of malfeasance while in office. The charge shall state the act or acts complained of in concise language, without unnecessary repetition. The charges must remain the same as those filed with the Director of Student Activities and the Executive Council and referred to the Special Committee. The charges shall be signed under oath that they believe the charge or charges to be true. The Special Committee’s finding on each charge alleged in the recall petition shall be included in the signed recall petition.

SECTION 4. Recall Petition Form

Upon being notified of the language of the ballot synopsis of the charge, the persons filing the charge shall cause to be printed for the recall and discharge of an officer a petition which is available in the ASB office.

SECTION 5. Where to File a Petition

1. The recall petition shall be filed in the office of the Director of Student Activities and Executive Council.

2. The petition shall be filed with both the President and the Executive Vice-President* of the ASB, with a copy provided to the Director of Student Activities.

SECTION 6. Number of Signatures Needed

When the person, committee, or organization demanding the recall of an ASB officer has secured sufficient signatures upon the recall petition they may submit the same to the ASB President or the Director of Student Activities. The number of signatures required shall be one-hundred (100) qualified voters.
Chapter 10

Most Recent Draft

WWCC By-Laws
BY-LAWS

OF THE ASSOCIATED STUDENTS OF WALLA WALLA COMMUNITY COLLEGE

(Walla Walla and Clarkston Campuses)


ARTICLE I – EXECUTIVE COUNCIL
Section 1 – Purpose
Section 2 – Authority
Section 3a – Executive Council Positions on the Walla Walla Campus
Section 3b – Executive Council Positions on the Clarkston Campus
Section 4a – Selection Process on the Walla Walla Campus
Section 4b – Election Process on the Clarkston Campus
Section 5 – Term of Office & Assumption of Duties
Section 6 – Condition of Executive Council Tenure
Section 7 – Executive Council Meetings
Section 8 – Compensation for Executive Council Members
Section 9 – General Duties of the Executive Council
Section 10 – Specific Duties of the Executive Council

ARTICLE II – EXECUTIVE ASSISTANTS
Section 1 – Purpose, Authority & Selection
Section 2 – Compensation for Executive Assistants

ARTICLE III – SENATE

ARTICLE IV – GENERAL GUIDELINES for CLUBS & ORGANIZATIONS

ARTICLE V – SERVICE & ACTIVITIES (S&A) FEES

ARTICLE VI – COMMITTEES
Section 1 – Service & Activities (S&A) Fee Committee
Section 2 – Selection Committee for Executive Council - Walla Walla Campus Only
Section 3 – Judicial Review Committee
Section 4 – Students on Campus Committees
Section 5 – Ad Hoc Committees

ARTICLE VII – EXECUTIVE COUNCIL or EXECUTIVE ASSISTANT VACANCIES

ARTICLE VIII – REMOVAL FROM OFFICE – EXECUTIVE COUNCIL OR EXECUTIVE ASSISTANTS

ARTICLE IX – INITIATIVE & REFERENDUM

ARTICLE X – AMENDMENTS
Section 1 – Grammar, Spelling & Punctuation in Constitution & By-Laws
Section 2 – Housekeeping Revisions to the Constitution & By-Laws
Section 3 – Amendments to the Constitution
Section 4 – Amendments to the By-Laws
Section 5 – Amendments to the “Other Regulatory Documents”
ARTICLE XI – DEFINITION OF TERMS

ARTICLE I – EXECUTIVE COUNCIL

SECTION 1 - PURPOSE

The purpose of the Executive Council, Executive Assistants and Senate is to manage, direct, and monitor all of the activities, policies, procedures and act as a voice for the students at Walla Walla Community College.

SECTION 2 - AUTHORITY

As defined in the Constitution, all powers herein granted shall be vested in the Executive Council, Executive Assistants and the Senate. Such powers include the direction and regulation of all activities, policies, procedures and enactment of measures for the general welfare of the Associated Students. As delegated by the Board of Trustees, the Executive Council, Executive Assistants and the Senate expend the Service & Activities Fees.

SECTION 3a – EXECUTIVE COUNCIL POSITIONS on WALLA WALLA CAMPUS

As defined in Article IV of the Constitution, the Executive Council on the Walla Walla Campus is comprised of the members listed below. The Director of Student Activities or designee shall serve as non-voting advisor to the Executive Council.

1. President
2. Executive Vice President
3. Activities Vice President
4. Business Vice President
5. Media & Technology Vice President

SECTION 3b – EXECUTIVE COUNCIL POSITIONS on CLARKSTON CAMPUS

As defined in Article IV of the Constitution, the Executive Council on the Clarkston Campus is comprised of the members listed below. The Director of Student Activities or designee on the Clarkston Campus shall serve as non-voting advisor to the Executive Council.

1. President
2. Activities Vice President
3. Business Vice President

SECTION 4a – SELECTION OF EXECUTIVE COUNCIL POSITIONS on the WALLA WALLA CAMPUS

A Selection Committee on the Walla Walla Campus shall screen applications, interview candidates and select candidates for these positions. See separate SELECTION PROCESS document and ARTICLE VI in the By-Laws for additional details.

SECTION 4b – ELECTION OF EXECUTIVE COUNCIL POSITIONS on the CLARKSTON CAMPUS

Candidates shall be placed on a ballot and selected for these positions. See separate ELECTION PROCESS document for additional details.
SECTION 5 – TERM OF OFFICE & ASSUMPTION OF DUTIES

Term of office shall be June of the year selected, through the Walla Walla Community College Commencement Ceremony in June of the following year.

SECTION 6 – CONDITIONS OF EXECUTIVE COUNCIL TENURE

1. Each member of the Executive Council shall be responsible for fulfilling his/her job description.
2. To remain in office, each member shall be enrolled in 12 credits, earning a minimum GPA of 2.50.
3. Each member shall be in good standing with the WWCC Student Code of Conduct.
4. Each member shall sign a “terms of appointment” contract

SECTION 7 – EXECUTIVE COUNCIL MEETINGS

1. Meetings of the Executive Council shall be held weekly in the Fall, Winter, and Spring Quarters.
2. Special meetings may be called as necessary.
3. Each member of the Executive Council shall exercise one vote except for the President.
4. The President shall cast a vote in the event of a tie.
5. No proxy votes shall be accepted.

SECTION 8 – COMPENSATION FOR EXECUTIVE COUNCIL MEMBERS

1. Members of the Executive Council shall be paid in scholarship form the monetary equivalent of 12 in-state credits with the following pay-out stipulations:
   a) Half of the Scholarship paid before the start of each Quarter
   b) Council Members will chart weekly hours
   c) Council Members will be expected to average about 10 hours per week
   d) During week 5 of every Quarter, Council Members will have a job review with the Director of Student Activities.
   e) If the job review is favorable, the other half of the scholarship will be awarded. If the job review is less favorable, less scholarship money is possible

2. If a Council Members works more than 10 hours in any week or logs hours in the summer or during Quarter breaks, they will be paid an hourly wage for the additional hours.
   a) Hourly salary determined by Washington Minimum Wage rate
   b) WWCC Student Payroll process will be followed

SECTION 9 – GENERAL DUTIES OF EXECUTIVE COUNCIL MEMBERS

1. Promote the goals and objectives of the students at Walla Walla Community College.
2. Serve as conduits of information and expression of concerns between the College Administration, Executive Assistants, Senate and students.

3. Attend all Executive Council and Senate meetings.

4. Attend mandatory training and leadership development sessions and overnight retreats.

5. Serve, when appointed, on applicable standing, ad hoc, and College Committees as assigned.

6. Help with Student ID Photos, New Student Orientations and Graduation.

7. Train, mentor and supervise Executive Assistants.

8. Have a working knowledge of the ASB Constitution, By-Laws and “Other Regulatory Documents”.

9. Adhere to all State laws and College policies, procedures, and departmental guidelines.

10. Be willing to work with the institution’s internal procedures to voice concerns and resolve conflicts, should a conflict arise.

11. Communicate well through spoken, written, and electronic means of communication.

12. Attend and represent the Executive Council at College events as assigned.

13. Participate in events and programs sponsored by CUSP (College of Unions & Student Programs) and WACTCSA (Washington Community & Technical College Student Association).

14. Post and maintain regular office hours.

15. Accurately track and report weekly work hours.

SECTION 10 – SPECIFIC DUTIES OF EXECUTIVE COUNCIL MEMBERS

1. President
   a) Serve as the liaison to the College Administration and attend all Board of Trustees meetings as the student representative.
   b) Serve as the Chair of the Executive Council and Senate.
   c) Oversight of Executive Assistants
   d) Serve as a voting member of the Services and Activities Fee Committee.
   e) Ensure involvement of the student body in the formation of college policies.
   f) Prepare agendas for and reside over the Executive Council and Senate Meetings
   g) Implement action on motions passed by the Executive Council and Senate.

2. Executive Vice President (Walla Walla Campus Only)
   a) Assist the President in matters related to the Executive Council, Executive Assistants and
the Senate.
b) Serve as Chair of the Services and Activities Budget Committee.
c) In the event of vacancy in the office of President, shall assume responsibilities of interim President.
d) Oversee club activities
e) Provide oversight of Club Constitutions
f) Notify Club Advisors when representatives are absent from Senate meetings
g) Help representatives prepare club reports at Senate meetings

3. Business Vice President
a) Responsible for all financial matters and shall act as financial advisor to all WWCC clubs.
b) Maintain financial records of the WWCC ASB and submit a financial report to Executive Council every month.
c) Prepare budgets with the aid of the Service and Activities Fee Committee.
d) Monitor each club account balance and notify the club advisor of an imminent negative balance. Provide quarterly balances to each club.
e) Additional Duties of the Business Vice President on the Clarkston Campus
   • Assist the President in matters related to the Executive Council, Executive Assistants and the Senate.
   • Serve as Chair of the Services and Activities Budget Committee.
   • In the event of vacancy in the office of President, shall assume responsibilities as interim President.
   • Provide oversight of Club Constitutions
   • Notify Club Advisors when representatives are absent from Senate meetings
   • Help representatives prepare club reports at Senate meetings

4. Activities Vice President
a) Create, promote and supervise educational, social, cultural and recreational programs at WWCC.
b) Encourage student involvement in ASB activities
c) Track participation and learning outcomes at ASB events
d) Plan, promote and oversee Intramural activities
e) Work with the Media & Technologies Vice President to produce calendars, flyers, posters and newsletters in support of ASB activities

5. Media & Technologies Vice President (Walla Walla Campus Only)
a) Responsible for the updating and maintenance of the ASB website
b) Work with the Activities Vice President to produce calendars, flyers, posters and newsletters in support of ASB activities
c) Maintain ASB social media sites

ARTICLE II - EXECUTIVE ASSISTANTS

SECTION 1 – PURPOSE, AUTHORITY & SELECTION

1. The purpose of the Executive Assistants is to assist the Executive Council and Senate with its goals, objectives and programming needs.
2. The number of Executive Assistants on each campus will be determined by need and budgetary priorities.

3. The Executive Assistants shall receive authority from the Executive Council and the Director of Student Activities.

4. Students interested in Executive Assistant positions must meet all of the eligibility requirements.
   a) Enrolled in 12 or more credits at Walla Walla Community College
   b) 2.5 GPA or higher
   c) Be in good standing with the WWCC Student Code of Conduct

5. Interested students shall submit an application by the specified deadline.

6. Applicants will be screened by the Executive Council and Director of Student Activities. The Executive Council shall make the hiring decisions.

7. At the end of every Quarter, Executive Assistants will meet with the Student Activities Director for a job review.

SECTION 2 – COMPENSATION FOR EXECUTIVE ASSISTANTS

1. Executive Assistants may work up to 10 hours per week and will be paid an hourly rate as determined by the Washington Minimum Wage rate.

2. The WWCC Student Payroll process will be followed.

ARTICLE III - SENATE

1. The Senate shall be the Legislative Body for the Associated Students at Walla Walla Community College.

2. The President of the Executive Council shall preside over the Senate meetings.

3. Robert’s Rules of Order, current edition, shall be used to run the Senate meetings.

4. The voting members of the Senate shall be the Vice Presidents (on the Executive Council), the Executive Assistants and the Club Representatives (each club shall have 1 representative on the Senate – each club shall state in their Constitutions how their representative will be selected/elected). The President shall only vote to break a tie. Only 1 vote per club shall be allowed.

5. The responsibilities of the Senate members shall be:
   a) Attend regular meetings during the Fall, Winter and Spring Quarters. If a club representative misses more than 1 Senate meeting in the same Quarter, all voting rights shall be forfeited and club accounts frozen until 3 successive meetings have been attended.
b) Make motions, discuss, and vote on Senate business  
c) Share with the entire Senate the views and opinions of the club they represent  
d) Give club reports to the entire Senate  
e) Be a communication link between the Senate, clubs and general student body  
f) Keep Club Advisors informed of Senate action  
g) Approve amendments to the Constitution and By-Laws.  
h) Approve S&A Budget allocations  
i) Serve on committees as requested

ARTICLE IV – GENERAL GUIDELINES FOR CLUBS & ORGANIZATIONS

1. The Clubs Handbook shall be the official policies and procedures manual for all chartering requirements.

2. The purpose shall be to give students the opportunity to organize as a sanctioned club and offer a wider variety for student involvement opportunities for the associated students. Approved clubs may request start-up funds to begin accomplishing stated objectives.

3. Clubs are eligible to apply for annual funding through the S&A Fee budget process. This process is fully outlined in the S&A Fee budget packet. Clubs are encouraged to seek additional resources through fundraising.

4. To become a recognized campus club, a completed sanction packet shall be given to the Executive Council.

5. Each club is required to have an Advisor. The Advisor shall be a full-time employee of Walla Walla Community College. The role and responsibilities of an Advisor shall be set forth in the Clubs Handbook.

6. Each club shall be required to have a Constitution. An updated Club Constitution shall be required before S&A funds are allocated.

7. Each club shall meet at least 3 times per Quarter and shall have written minutes from each meeting.

8. Any new club is required to attend 5 successive Senate meetings to earn a voting seat.

9. Each club shall have at least 7 active members to receive all the rights and privileges outlined in the Constitution and By-Laws.

10. Each club shall be granted one voting seat in the Senate.

11. Membership in any sanctioned campus organization must be open to all association students who pay the Service & Activities (S&A) fees without regard to gender, ethnic background, economic status, sexual orientation, age, ability, cultural, religious background, or program of study (Arts & Science or Professional/Technical).
12. All clubs and organizations must be fully recognized by the Executive Council if they are to:
   a) Use the name of the college
   b) Use the facilities of the college
   c) Administer services, programs or activities

**ARTICLE V – SERVICE & ACTIVITIES (S&A) FEES**

1. The Student Activities budget shall be funded by Services and Activities (S&A) Fees collected from students as part of their tuition and fees.

2. The Executive Council, Executive Assistants and the Senate have the sole authority to develop and recommend the annual S&A Fee budget to the College President to the Board of Trustees. The allocation and expenditure of student S&A funds shall be subject to the provisions outlined in the Financial Guidelines.

3. The procedure for developing the annual budgets of the various student funded programs and clubs shall be vested with the S&A Budget Committee.

4. Each ASB sponsored program and club shall submit a detailed budget request to the S&A Fee Committee by the end of Winter Quarter. The S&A Fee Committee shall appropriate budgets as they deem appropriate.

5. Clubs must submit meeting minutes showing a vote of approval from members before funds can be spend.

6. All spending must comply with Walla Walla Community College and Washington State rules, regulations and laws.

7. The Executive Council may authorize non-budgeted expenditures up to $2,000.

8. Authorization for non-budgeted expenditures over $2,000 must be approved by the Senate with a two-thirds majority vote.

9. All student accounts ending with balances shall be carried forward to the next fiscal year and credited or debited to the same account. These balances will be taken into account as the S&A Fee Committee makes budget allocations for the next fiscal year.

10. If a club, or any other account, is discontinued, the current balance of that account shall be transferred to general ASB accounts.

**ARTICLE VI – COMMITTEES**

**SECTION 1 – SERVICE & ACTIVITIES (S&A) FEE COMMITTEE**

1. The purpose of the S&A Fee Committee is to consider annual program and club requests and allocate money within budgetary guidelines.
2. The recommendations of S&A Fee Committee are subject to approval from the Walla Walla Community College Administration and the Board of Trustees.

3. Composition of the S&A Fee Committee
   a. Chair – Executive Vice President on the Walla Walla Campus & Business Vice President on the Clarkston Campus
   b. All other members of the Executive Council
   c. 3 Students from the Senate
   d. 1 at-large student
   e. Director(s) of Student Activities as a non-voting member

4. Responsibilities
   a. Develop the annual S&A budget for approval by the WWCC Board of Trustees.
   b. One member designated by the chairperson will record minutes during the entire S&A budget process.
   c. The S&A Budget Committee is responsible for the review of all submitted paperwork, viewing presentations, and deliberating on budget items.

5. Timeline:
   a. The Committee shall be organized in February of every year.
   b. Budget request packets will be disbursed during the month of February and will be due by the last day of Winter Quarter.
   c. The Committee shall hold meetings in April to consider budget requests.
   d. Clubs & Organizations may request an April meeting with the Committee to make an in-person budget presentation.
   e. By May 1st, the Committee shall make initial budget recommendations and shall notify each club and organization.
   f. Clubs & Organizations may request a meeting with the Committee to further discuss the recommended budget allocation.
   g. The Committee shall submit a final budget proposal for Senate approval in mid-May.
   h. Also in May, the S&A Budget shall be submitted to the WWCC Administration for comment.
   i. In June, the S&A Budget shall be submitted to the WWCC Board of Trustees for approval.

SECTION 2 – SELECTION COMMITTEE for EXECUTIVE COUNCIL POSITIONS – Walla Walla Campus Only

1. The purpose of the Selection Committee is to screen applicants for Executive Council positons on the Walla Walla campus, interview candidates and make hiring decisions.

2. Composition of the Selection Committee
   a. Chair – Executive Vice President on the Walla Walla Campus
   b. All other members of the Executive Council
   c. 3 Students from the Senate
   d. 1 at-large student

3. See separate SELECTION PROCESS document for additional details.
SECTION 3 – JUDICIAL REVIEW COMMITTEE

1. The purpose of the Judicial Review Committee is to hear all cases and/or controversies associated with the interpretation of the Constitution or By-Laws.

2. This Committee shall meet as needed.

3. The composition of this Committee shall be:
   a. Chair shall be the Executive Vice President on the Walla Walla Campus and the Business Vice President on the Clarkston Campus.
   b. 2 additional members of the Executive Council
   c. 2 Students from the Senate
   d. 1 at-large student
   e. Director(s) of Student Activities as a non-voting member

SECTION 4 – STUDENTS ON CAMPUS COMMITTEES

1. The purpose of students serving on campus committees is to hear student views on issues associated with the governance of Walla Walla Community College.

2. Student representatives on campus committees shall give reports at the Senate meetings.

3. The President of the Executive Council shall appoint a student representative to the following campus committees:
   a) College Council – Board of Trustees agenda is created and other college-wide issues are discussed.
   b) Graduation Committee – Approves graduation plans, schedules and details.
   c) Curriculum Committee – Approves recommendations on new courses and degrees and reviews curricula.
   d) Safety Committee – Discuss safety issues on campus.

SECTION 5 – AD HOC COMMITTEES

1. Ad Hoc Committees shall be formed to deal with issues or concerns associated with a specific subject, purpose, or end. Ad hoc Committees shall disband after making final reports.

2. The President of the Executive Council shall make appointments to Ad Hoc Committees. The composition of these committees shall be at the discretion of the President and will depend on the issues or concerns.

ARTICLE VII – EXECUTIVE COUNCIL or EXECUTIVE ASSISTANT VACANCIES

Should a vacancy occur in the Executive Council or Executive Assistants during the academic year:

1. The Executive Council shall submit names of possible replacement candidates.

2. The Senate shall vote to fill the vacancy.
ARTICLE VIII – REMOVAL FROM OFFICE - EXECUTIVE COUNCIL or EXECUTIVE ASSISTANTS

The following are grounds for dismissal from office:

1. Failure to maintain the responsibilities, duties, and/or minimum qualifications of office.
2. Failure to follow policies and procedures outlined in any governing documents.
3. Abuse of power of office.
4. Found by the Vice President of Student Services or his/her designee to have committed a violation of the Walla Walla Community College Student Code of Conduct.

ARTICLE IX – INITIATIVE & REFERENDUM

Any student at Walla Walla Community College may initiate an article of legislation or referendum by:

1. Presenting a petition to the Executive Council containing the signatures of at least 100 students.
2. Petitions shall be reviewed for appropriateness, clarity and accuracy by the Executive Council.
3. Upon receipt of a valid petition, the Executive Council shall present the petition to the Senate for consideration. The Executive Council and Senate shall follow voting and approval procedures outlined in the Constitution and By-Laws.

ARTICLE X – AMENDMENTS

SECTION 1 – Grammar, Spelling & Punctuation in the Constitution & By-Laws

Grammar, spelling, and punctuation changes may be approved by a two-thirds (2/3) majority vote of the Senate.

SECTION 2 – Housekeeping Revisions to the Constitution & By-Laws

Minor revisions that do not substantially change the overall intent may be approved by a two-thirds (2/3) majority vote of the Senate.

SECTION 3 – Amendments to the Constitution

Amendments to the Constitution shall be initiated by ASB action or by administrative action in collaboration with the Senate. Approval of Amendments to the Constitution shall require a 2/3 majority vote from the Senate on both campuses and a majority vote (50% + 1) vote of the ballots cast by the entire student body on both campuses and approval of the Board of Trustees of Walla Walla Community College.

SECTION 4 – Amendments to the By-Laws
Amendments to the By-Laws shall be submitted to the Associated Student Senate for approval and shall pass upon a two-thirds (2/3) majority vote of the seated body of the Senate.

SECTION 5 – Amendments to “Other Regulatory Documents”

Amendments to the “Other Regulatory Documents” shall be in compliance with the Constitution and By-Laws and be approved by the Student Activities Director and receive an unanimous vote from the Executive Council. The “Other Regulatory Documents” are:

1. Selection Process for Executive Council on Walla Walla Campus
2. Election Process for Executive Council on Clarkston Campus
3. Club Handbook
4. Financial Guidelines
5. Service & Activities Budget Packet

ARTICLE XI – DEFINITION OF TERMS

Associated Students - Students that pay S&A fees.

Board of Trustees - The governing body of the institution, they are appointed by the governor and serve the educational needs of Walla Walla Community College.

Service & Activities (S&A) Fees - Money paid by students, with tuition, that are set aside for services and activities to benefit the student body. The allocation and expenditure of these funds shall be subject to the provisions outlined in the Financial Guidelines.

Chair - A person who is designated to preside over a meeting and/or committee

Quorum - The minimum number of members that must be present at any of its meetings to make the proceedings of that meeting valid.

Robert’s Rules of Order - A book of rules for presiding over a meeting; written by Henry M. Martin in 1876 and subsequently updated through many editions.

Ex-Officio - One who becomes a member not through the regular appointment process but due to the power or influence of one’s office. Ex-Officio members have no voting authority.

Fiscal - Of or related to government expenditures, revenues, or debt.

Initiative - The right and procedure by which citizens can propose a law by petition and ensure its submission to the electorate.

Tenure - The status of holding one’s position during the academic year.

Approval - Official permission or approval for an action.

Charter - A governing document.
Amendment - A change made to a motion, bill, or constitution by correction, addition, or deletion.

Referendum - The submission of a proposed public measure to a direct popular voice.

Ad-Hoc - Committee that is formed as needed.

ASB – Associated Student Body at Walla Walla Community College

Majority - More than half of a voting body
Chapter 11

Selection Process for Executive Council on Walla Walla Campus
Selection Process for Executive Council Positions on the Walla Walla Campus

What the Constitution Says

- Recognition
- Authority
- Organization

What the By-Laws Say

- Purpose
- Authority
- Executive Council Positions on Walla Walla Campus
- Selection of Executive Council Positions on Walla Walla Campus
- Term of Office & Assumption of Duties
- Conditions of Executive Council Tenure
- Executive Council Meetings
- Compensation for Executive Council Members
- General Duties of Executive Council Members
- Specific Duties of Executive Council Members
- Selection Committee for Executive Council Positions

Actual Selection Process
What the Constitution Says

RECOGNITION - The name of this organization shall be the Associated Students of Walla Walla Community College, hereafter referred to as ASWWCC. The recognized governing structure of the ASWWCC shall be in the office of the Executive Council, Executive Assistants and the Senate.

AUTHORITY - The ASWWCC shall have the authority as granted by the Board of Trustees of Walla Walla Community College to legislate, promote and regulate the affairs of the Associated Students. In acceptance of this authority, the Executive Council, Executive Assistants and the Senate recognize their responsibility to administer its programs and funds in compliance with rules and regulations prescribed by the College and the laws of the State of Washington.

ORGANIZATION - The government of the ASWWCC shall consist of two branches: the Executive (Executive Council & Assistants) and the Legislative (the Senate). The Executive Council of the ASB on the Walla Walla campus shall be selected and compensated as outlined in the By-Laws and vested in the offices of President, Executive Vice-President, Business Vice-President, Activities Vice-President, and Media & Technology Vice-President. On the Clarkston Campus, the Executive Council of the ASB shall be elected and compensated as outlined in the By-Laws and vested in the offices of President, Business Vice-President, and Activities Vice-President. Duties of the Executive Council, Executive Assistants and Senate shall be set forth in the By-Laws. The Director and Assistant Director of Student Activities shall be ex-officio, non-voting members of the Executive Council.

What the By-Laws Say

PURPOSE - The purpose of the Executive Council, Executive Assistants and Senate is to manage, direct, and monitor all of the activities, policies, procedures and act as a voice for the students at Walla Walla Community College.

AUTHORITY - As defined in the Constitution, all powers herein granted shall be vested in the Executive Council, Executive Assistants and the Senate. Such powers include the direction and regulation of all activities, policies, procedures and enactment of measures for the general welfare of the Associated Students. As delegated by the Board of Trustees, the Executive Council, Executive Assistants and the Senate expend the Service & Activities Fees.

EXECUTIVE COUNCIL POSITIONS on WALLA WALLA CAMPUS - As defined in Article IV of the Constitution, the Executive Council on the Walla Walla Campus is comprised of the members listed below. The Director of Student Activities or designee shall serve as non-voting advisor to the Executive Council.

1. President
2. Executive Vice President
3. Activities Vice President
4. Business Vice President
5. Media & Technology Vice President
**SELECTION OF EXECUTIVE COUNCIL POSITIONS on the WALLA WALLA CAMPUS** - A Selection Committee on the Walla Walla Campus shall screen applications, interview candidates and select candidates for these positions. See separate SELECTION PROCESS document and ARTICLE VI in the By-Laws for additional details.

**TERM OF OFFICE & ASSUMPTION OF DUTIES** - Term of office shall be June of the year selected, through the Walla Walla Community College Commencement Ceremony in June of the following year.

**CONDITIONS OF EXECUTIVE COUNCIL TENURE**
5. Each member of the Executive Council shall be responsible for fulfilling his/her job description.
6. To remain in office, each member shall be enrolled in 12 credits, earning a minimum GPA of 2.50.
7. Each member shall be in good standing with the WWCC Student Code of Conduct.
8. Each member shall sign a “terms of appointment” contract

**EXECUTIVE COUNCIL MEETINGS**
7. Meetings of the Executive Council shall be held weekly in the Fall, Winter, and Spring Quarters.
8. Special meetings may be called as necessary.
9. Each member of the Executive Council shall exercise one vote except for the President.
10. The President shall cast a vote in the event of a tie.
11. No proxy votes shall be accepted.

**COMPENSATION FOR EXECUTIVE COUNCIL MEMBERS**
6. Members of the Executive Council shall be paid in scholarship form the monetary equivalent of 12 in-state credits with the following pay-out stipulations:
   a) Half of the Scholarship paid before the start of each Quarter
   b) Council Members will chart weekly hours
   c) Council Members will be expected to average about 10 hours per week
   d) During week 5 of every Quarter, Council Members will have a job review with the Director of Student Activities.
   e) If the job review is favorable, the other half of the scholarship will be awarded. If the job review is less favorable, less scholarship money is possible

7. If a Council Members works more than 10 hours in any week or logs hours in the summer or during Quarter breaks, they will be paid an hourly wage for the additional hours.
   h) Hourly salary determined by Washington Minimum Wage rate
   i) WWCC Student Payroll process will be followed

**GENERAL DUTIES OF EXECUTIVE COUNCIL MEMBERS**
16. Promote the goals and objectives of the students at Walla Walla Community College.

17. Serve as conduits of information and expression of concerns between the College Administration, Executive Assistants, Senate and students.

18. Attend all Executive Council and Senate meetings.
19. Attend mandatory training and leadership development sessions and overnight retreats.

20. Serve, when appointed, on applicable standing, ad hoc, and College Committees as assigned.

21. Help with Student ID Photos, New Student Orientations and Graduation.

22. Train, mentor and supervise Executive Assistants.

23. Have a working knowledge of the ASB Constitution, By-Laws and “Other Regulatory Documents”.

24. Adhere to all State laws and College policies, procedures, and departmental guidelines.

25. Be willing to work with the institution’s internal procedures to voice concerns and resolve conflicts, should a conflict arise.

26. Communicate well through spoken, written, and electronic means of communication.

27. Attend and represent the Executive Council at College events as assigned.

28. Participate in events and programs sponsored by CUSP (College of Unions & Student Programs) and WACTCSA (Washington Community & Technical College Student Association)

29. Post and maintain regular office hours.

30. Accurately track and report weekly work hours.

SPECIFIC DUTIES OF EXECUTIVE COUNCIL MEMBERS

1. President
   a) Serve as the liaison to the College Administration and attend all Board of Trustees meetings as the student representative.
   b) Serve as the Chair of the Executive Council and Senate.
   j) Oversight of Executive Assistants
   k) Serve as a voting member of the Services and Activities Fee Committee.
   l) Ensure involvement of the student body in the formation of college policies.
   m) Prepare agendas for and reside over the Executive Council and Senate Meetings
   n) Implement action on motions passed by the Executive Council and Senate.

2. Executive Vice President
   a) Assist the President in matters related to the Executive Council, Executive Assistants and the Senate.
   b) Serve as Chair of the Services and Activities Budget Committee.
   c) In the event of vacancy in the office of President, shall assume responsibilities of interim President.
d) Oversee club activities  
e) Provide oversight of Club Constitutions  
h) Notify Club Advisors when representatives are absent from Senate meetings  
i) Help representatives prepare club reports at Senate meetings

8. Business Vice President  
a) Responsible for all financial matters and shall act as financial advisor to all WWCC clubs.  
b) Maintain financial records of the WWCC ASB and submit a financial report to Executive Council every month.  
c) Prepare budgets with the aid of the Service and Activities Fee Committee.

d) Monitor each club account balance and notify the club advisor of an imminent negative balance. Provide quarterly balances to each club.

9. Activities Vice President  
a) Create, promote and supervise educational, social, cultural and recreational programs at WWCC.  
b) Encourage student involvement in ASB activities  
c) Track participation and learning outcomes at ASB events  
d) Plan, promote and oversee Intramural activities  
e) Work with the Media & Technologies Vice President to produce calendars, flyers, posters and newsletters in support of ASB activities

10. Media & Technologies Vice President  
a) Responsible for the updating and maintenance of the ASB website  
b) Work with the Activities Vice President to produce calendars, flyers, posters and newsletters in support of ASB activities  
c) Maintain ASB social media sites

SELECTION COMMITTEE for EXECUTIVE COUNCIL POSITIONS

4. The purpose of the Selection Committee is to screen applicants for Executive Council positions on the Walla Walla campus, interview candidates and make hiring decisions.

5. Composition of the Selection Committee  
a. Chair – Executive Vice President on the Walla Walla Campus  
b. All other members of the Executive Council  
c. 3 Students from the Senate  
d. 1 at-large student

ACTUAL SELECTION PROCESS

1. All candidates shall fill out an application (attached).  
   o Applications shall be available the first day of Spring Quarter.  
   o Applications shall be due May 1st.  
   o Complete applications must include:  
     ▪ Letter of Recommendation from 2 Instructors at WWCC  
     ▪ Unofficial Transcript from WWCC  
     ▪ Platform  
       • What they stand for and can bring to the office
• How they will support WWCC’s Core Themes
  o Student Success
  o Strengthen Communities
  o Resource Stewardship
    o Applications shall be screened by the Selection Committee to make sure all eligibility requirements have been met.


3. Each candidate shall be interviewed by the Selection Committee.

4. Each candidate shall make a short presentation to the Senate in early May.

5. Senate Members shall talk to their club members about the candidates.

6. Senate Members shall take an ADVISORY VOTE
   o 1 vote per club
   o Vote will take place at a May Senate meeting

7. Results of the ADVISORY VOTE shall be forwarded to the Selection Committee.

8. The following criteria shall be used for the FINAL SELECTIONS
   o ADVISORY VOTE from Senate
   o Skill Sets Matching Job Requirements
   o Balanced Representation

9. The final selections shall be announced by June 1st.

10. Those not selected shall receive strong consideration as Executive Assistants.
Chapter 12

Election Process for Executive Council on Clarkston Campus
Election Process for Executive Council Positions on the Clarkston Campus

**What the Constitution Says**
- Recognition 2
- Authority 2
- Organization 2

**What the By-Laws Say**
- Purpose 2
- Authority 2
- Executive Council Positions on Clarkston Campus 2
- Election of Executive Council Positions on Clarkston Campus 2
- Term of Office & Assumption of Duties 3
- Conditions of Executive Council Tenure 3
- Executive Council Meetings 3
- Compensation for Executive Council Members 3
- General Duties of Executive Council Members 3
- Specific Duties of Executive Council Members 4

**Actual Election Process** 5

**Campaign Regulations** 5
What the Constitution Says

RECOGNITION - The name of this organization shall be the Associated Students of Walla Walla Community College, hereafter referred to as ASWWCC. The recognized governing structure of the ASWWCC shall be in the office of the Executive Council, Executive Assistants and the Senate.

AUTHORITY - The ASWWCC shall have the authority as granted by the Board of Trustees of Walla Walla Community College to legislate, promote and regulate the affairs of the Associated Students. In acceptance of this authority, the Executive Council, Executive Assistants and the Senate recognize their responsibility to administer its programs and funds in compliance with rules and regulations prescribed by the College and the laws of the State of Washington.

ORGANIZATION - The government of the ASWWCC shall consist of two branches: the Executive (Executive Council & Assistants) and the Legislative (the Senate). The Executive Council of the ASB on the Walla Walla campus shall be selected and compensated as outlined in the By-Laws and vested in the offices of President, Executive Vice-President, Business Vice-President, Activities Vice-President, and Media & Technology Vice-President. On the Clarkston Campus, the Executive Council of the ASB shall be elected and compensated as outlined in the By-Laws and vested in the offices of President, Business Vice-President, and Activities Vice-President. Duties of the Executive Council, Executive Assistants and Senate shall be set forth in the By-Laws. The Director and Assistant Director of Student Activities shall be ex-officio, non-voting members of the Executive Council.

What the By-Laws Say

PURPOSE - The purpose of the Executive Council, Executive Assistants and Senate is to manage, direct, and monitor all of the activities, policies, procedures and act as a voice for the students at Walla Walla Community College.

AUTHORITY - As defined in the Constitution, all powers herein granted shall be vested in the Executive Council, Executive Assistants and the Senate. Such powers include the direction and regulation of all activities, policies, procedures and enactment of measures for the general welfare of the Associated Students. As delegated by the Board of Trustees, the Executive Council, Executive Assistants and the Senate expend the Service & Activities Fees.

EXECUTIVE COUNCIL POSITIONS on CLARKSTON CAMPUS - As defined in Article IV of the Constitution, the Executive Council on the Clarkston Campus is comprised of the members listed below. The Director of Student Activities or designee on the Clarkston Campus shall serve as non-voting advisor to the Executive Council.

1. President
2. Activities Vice President
3. Business Vice President

ELECTION OF EXECUTIVE COUNCIL POSITIONS on the CLARKSTON CAMPUS - Candidates shall be placed on a ballot and selected for these positions. See separate ELECTION PROCESS document for additional details.
TERM OF OFFICE & ASSUMPTION OF DUTIES - Term of office shall be June of the year selected, through the Walla Walla Community College Commencement Ceremony in June of the following year.

CONDITIONS OF EXECUTIVE COUNCIL TENURE
9. Each member of the Executive Council shall be responsible for fulfilling his/her job description.
10. To remain in office, each member shall be enrolled in 12 credits, earning a minimum GPA of 2.50.
11. Each member shall be in good standing with the WWCC Student Code of Conduct.
12. Each member shall sign a “terms of appointment” contract

EXECUTIVE COUNCIL MEETINGS
13. Meetings of the Executive Council shall be held weekly in the Fall, Winter, and Spring Quarters.
14. Special meetings may be called as necessary.
15. Each member of the Executive Council shall exercise one vote except for the President.
16. The President shall cast a vote in the event of a tie.
17. No proxy votes shall be accepted.

COMPENSATION FOR EXECUTIVE COUNCIL MEMBERS
11. Members of the Executive Council shall be paid in scholarship form the monetary equivalent of 12 in-state credits with the following pay-out stipulations:
   b) Half of the Scholarship paid before the start of each Quarter
   c) Council Members will chart weekly hours
   d) Council Members will be expected to average about 10 hours per week
   e) During week 5 of every Quarter, Council Members will have a job review with the Director of Student Activities.
   f) If the job review is favorable, the other half of the scholarship will be awarded. If the job review is less favorable, less scholarship money is possible
12. If a Council Members works more than 10 hours in any week or logs hours in the summer or during Quarter breaks, they will be paid an hourly wage for the additional hours.
   o) Hourly salary determined by Washington Minimum Wage rate
   p) WWCC Student Payroll process will be followed

GENERAL DUTIES OF EXECUTIVE COUNCIL MEMBERS
31. Promote the goals and objectives of the students at Walla Walla Community College.
32. Serve as conduits of information and expression of concerns between the College Administration, Executive Assistants, Senate and students.
33. Attend all Executive Council and Senate meetings.
34. Attend mandatory training and leadership development sessions and overnight retreats.
35. Serve, when appointed, on applicable standing, ad hoc, and College Committees as assigned.

36. Help with Student ID Photos, New Student Orientations and Graduation.

37. Train, mentor and supervise Executive Assistants.

38. Have a working knowledge of the ASB Constitution, By-Laws and “Other Regulatory Documents”.

39. Adhere to all State laws and College policies, procedures, and departmental guidelines.

40. Be willing to work with the institution’s internal procedures to voice concerns and resolve conflicts, should a conflict arise.

41. Communicate well through spoken, written, and electronic means of communication.

42. Attend and represent the Executive Council at College events as assigned.

43. Participate in events and programs sponsored by CUSP (College of Unions & Student Programs) and WACTCSA (Washington Community & Technical College Student Association)

44. Post and maintain regular office hours.

45. Accurately track and report weekly work hours.

**SPECIFIC DUTIES OF EXECUTIVE COUNCIL MEMBERS**

1. President
   a) Serve as the liaison to the College Administration and attend all Board of Trustees meetings as the student representative.
   b) Serve as the Chair of the Executive Council and Senate.
   q) Oversight of Executive Assistants
   r) Serve as a voting member of the Services and Activities Fee Committee.
   s) Ensure involvement of the student body in the formation of college policies.
   t) Prepare agendas for and reside over the Executive Council and Senate Meetings
   u) Implement action on motions passed by the Executive Council and Senate

2. Business Vice President
   a) Responsible for all financial matters and shall act as financial advisor to all WWCC clubs.
   b) Maintain financial records of the WWCC ASB and submit a financial report to Executive Council every month.
   c) Prepare budgets with the aid of the Service and Activities Fee Committee.
   d) Monitor each club account balance and notify the club advisor of an imminent negative balance. Provide quarterly balances to each club.
e) Assist the President in matters related to the Executive Council, Executive Assistants and the Senate.

f) Serve as Chair of the Services and Activities Budget Committee.

g) In the event of vacancy in the office of President, shall assume responsibilities as interim President.

h) Provide oversight of Club Constitutions

i) Notify Club Advisors when representatives are absent from Senate meetings

j) Help representatives prepare club reports at Senate meetings

13. Activities Vice President

a) Create, promote and supervise educational, social, cultural and recreational programs at WWCC.

b) Encourage student involvement in ASB activities

c) Track participation and learning outcomes at ASB events

d) Plan, promote and oversee Intramural activities

e) Produce calendars, flyers, posters and newsletters in support of ASB activities

ACTUAL ELECTION PROCESS

11. All candidates shall fill out an application (attached).

   o Applications shall be available the first day of Spring Quarter.
   o Applications shall be due May 1st.
   o Complete applications must include:
     ▪ Letter of Recommendation from one Instructor at WWCC
     ▪ Unofficial Transcript from WWCC
     ▪ Platform
       • What they stand for and can bring to the office
       • How they will support WWCC’s Core Themes
         o Student Success
         o Strengthen Communities
         o Resource Stewardship

12. The Director of Student Activities shall screen the applications to confirm all conditions of candidacy have been met.


14. Each candidate shall make a presentation at the May Convocation.

15. All voting shall be done electronically through a link on the Walla Walla Community College website.

16. Voting shall take place in May.

17. All candidates shall be notified of the results by 12:00 noon the next day.
CAMPAIGN REGULATIONS

1. Campaign materials shall only be posted in designated areas.

2. Campaign materials shall be taken down by 5:00 pm the day after the election.

3. The Clarkston Campus shall develop a more complete outline of campaign regulations.
Chapter 13

Club Handbook
ASB Contact Information

Tim Toon
Director of Student Activities
Office # 256
509 527 4307
tim.toon@wwcc.edu

Vince Ruzicka
Assistant Director of Student Activities
Office # 258
509 527 4351
vince.ruzicka@wwcc.edu

Office Hours & Location
All student clubs get support in the:
   Student Activity Center – Offices 256 & 258
   Monday – Friday, 8am-5pm

Student Leadership Staff
Student Leadership Staff are here to help you. The Director of Student Activities & and the Assistant Director of Student Activities will be your primary staff contacts. They can help you find the answer to questions you may have and assist you with a variety of projects and programs. Key staff is listed below.

A Message from the Staff:
As a member of an official Walla Walla Community College club or student organization, you represent the college, Student Leadership and your student organization or club at all times. Conducting yourself in a respectable and professional manner is expected. Have fun. Show your enthusiasm for your student organization or club, its mission and activities. Remember you belong to a community of leaders – leaders that have many differences, but come together to improve themselves, their educational experience, WWCC and the greater community. Your words and actions should always honor this.

WHY GET INVOLVED?
The purpose and benefits of a student club/organization
Purpose of Student Clubs

The purpose of a student club is to give students the opportunity to combine various aspects of their academic and/or vocational learning into personal action. In a student club, students have the chance to apply their skills and knowledge in a community environment. They work together to set goals, develop plans to achieve those goals, carry out their plans, while building and maintaining working relationships in the process. In clubs, students learn to apply skills and responsibilities of leadership and to become involved in the campus community.

Benefits to Students

Students are provided with the opportunity to participate in activities that develop and enhance their abilities. Student clubs are a means of reaching a diverse pool of students with varied abilities. Clubs provide opportunities to:

- develop leadership skills involving communication, problem solving, meeting management, decision making, and conflict management
- apply knowledge and skills learned in the classroom
- learn to work as part of a team and contribute to group effort
- learn to work well with people from diverse backgrounds
- enhance self-esteem
- meet and become better acquainted with people from the campus and community
- become better acquainted and more appreciative of instructors and advisors

Benefits to Advisors

Advisors of student clubs can gain a great deal as a result of their involvement. Such involvement can provide opportunities to:

- motivate and challenge students
- better know and understand students outside the classroom
- see students successfully apply skills learned in the classroom
- meet and work with leaders from the community and our campus in planning student club programs
- meet professionally and socially with other instructors involved in similar activities
- work with students from diverse backgrounds

Benefits to the College

Student clubs can provide a window through which the community views the school. Through student club activities, community members can be involved with students in positive ways and become familiar with the college program. Some of the benefits of a student club to the school include:
• development of public speaking skills which enable students to effectively communicate their ideas to community members
• development of good public relations fostered through student club programs, including recognition of the college, its students and its programs
• development of skills which assist students in becoming knowledgeable participants in community clubs
• opportunities for recognizing and rewarding students who may not receive similar attention through other school activities
• involvement of community members in student project

**CLUB GUIDELINES**

1. A club must have at least 7 active members with 1 FULLTIME Advisor (WWCC Faculty or Staff).

2. Each Club Must have an updated Club Constitution

3. Select a club member to be the representative at the student senate meetings. Also elect a backup representative in case the original representative is unable to attend a meeting.

4. Missing more than 1 ASB Senate Meetings in one quarter results in loss of spending club funds. After attending 3 consecutive ASB Senate Meetings, Clubs can then spend funds again.

5. If a Club Representative cannot attend a Senate Meeting, please call/email in advance to be excused. This may or may not be granted. Call 527-4351 or Email vince.ruzicka@wwcc.edu

6. Typed Minutes from each Club Meeting will be turned in to WWCC ASB with a Minute Coversheet attached to the front.

7. Club Funds may not be spent from any club account without minutes of a meeting documenting club approval.
8. STUDENTS WILL NEVER HANDLE ANY CLUB MONEY. (Exception would be Fundraisers; MONEY WILL BE DEPOSITED SAME DAY)
Student Leadership Office Resources

Forms
Most of the forms you will need are located online at http://asb.wwcc.edu/download-forms/ (asb.wwcc.edu then go to downloads – download forms) If you cannot find something there please ask.

Archives
In an effort to help student organizations/clubs sustain their ideas and membership over time, the Student Leadership offices provides a space for your student organization/club to store archival material. Your organization or club archives might include a “legacy report:, copies of important documents, flyers from successful events, key contacts, meeting minutes, etc.

Telephone
Student Activity Center is equipped with a telephone that your student organization/club can use to make business-related calls. To make an off-campus call in the Walla Walla area dial “9” and then the number. Contact staff for further information if you need to make a long distance call.

How to Post Your Flyer/Poster

Hanging flyers around campus is an effective and simple way of recruiting new members as well as advertising your student organization/club meetings and events.

Posting Procedure
Step 1: Include the Required Information
- The name of the sponsoring student organization or club and/or department
- Contact information if viewers have questions
- Other pertinent information such as dates, time, location, and cost

Step 2: Receive Approval for your Flyer/Poster
- Show the flyer/poster to the Assistant Student Activities Director for approval. He will review the flyer with you and authorize it for copying/posting

Step 3: Posting Guidelines
- Use painter tape ONLY, rolling it and putting it on the back so tape doesn’t show
- DO Not tape across the corners of the flyer
- Post ONLY on interior walls of campus buildings
- Flyers MAY NOT be posted to doors, windows or exterior walls.
• Student organizations are responsible for removing flyers after the authorization stamp date expires.

Please note: Student organizations/clubs violating these guidelines may have their posting privileges revoked for the duration of the quarter.

**What makes a great flyer?**

- Design a large visible organization or club name: Make people aware of your group! Design your name as one of the strongest most visible elements in your poster design.
- Use Big Font for all Words
- Use Your Own Unique Style and Creativity to get noticed

**How to Reserve a Room**

Student organizations/clubs are welcome to utilize various rooms around campus for weekly meetings, hosting events, guest speakers, etc. Talk to Student Activities staff to reserve a room. The following is a descriptive list of available rooms for student organizations and clubs use. Please contact Denise Marr at denise.marr@wwcc.edu for availability or in person at the Foundation Office.

- **Room 242**: This "classroom" setting has tables & chairs with overhead video capabilities. 35 person capacity.
- **Room 260**: This is a conference room. 14 person capacity.
- **Health Sciences Auditorium**: This venue is more a lecture hall setting this space lends itself well to special speakers or larger meetings. 300 person capacity
- **Room(s) 185 A-B-C**: This area is multi-purpose in nature and can be used for large crowds or sectioned off for smaller gatherings or breakout sessions. Three sections with a 180 person capacity.
- **Titus Creek Café**: This is a restaurant setting that works well if food is being served and works well for smaller groups.
- **Student Activity Center**: Usually packed with Students, but in late afternoons can be used for an informal meeting space for large or small groups. 85 person capacity

**Classrooms**
Classrooms vary in size and are available for organizations and clubs use. Denise Marr can work with program instructors to reserve classrooms for Organization and Clubs use when appropriate.

**Off Campus Venues**
Before arranging to hold an event off campus, speak with Student Leadership Staff. Prior authorization from Student Leadership must be obtained for any reservation and/or rental fees.

---

**How to Reserve a Table for Promotion**

By submitting a table request form, student organizations/clubs are able to reserve a table in the Titus Creek Cafe, outside the cafe, in the Student Activity Center, Under the “Warriors Knee” or the courtyard. Tabling is a great way to recruit new members, hold fundraisers, or promote an upcoming event sponsored by your organization or club. After the space is reserved you will need to submit a facilities use form for setup (with Denise Marr in the Foundation Office).

**Current tabling procedures are:**

- All Tabling Request Forms must be submitted for approval three business days prior to the day you wish to table.
- If you decide not to table on a day you have reserved, contact Student Activities to cancel your reservation.

Your student organization/club may reserve tables for two weeks at a time, as needed or reserve one table one day a week for the entire quarter. All student organizations must comply with the Terms of Agreement listed on the back of the Tabling Request Form.

---

**How to Plan and Host an Event**

**Step 1: Assess student needs.** What event do we want to host? All events are different. Think about what your student organization/club stands for and what would be fun and educational. Always ask this question. **Who is our target audience?**

**Step 2: Design the event.** What is the goal of your activity? When do you want to have your activity (an approximate date or quarter)? Where would the activity take place? Why do you want to put on this particular activity? Who is going to do what? At this step work with Student Activities staff to best utilize the Event Planning Checklist available to student organizations in the Student Activity Center (SAC).
Step 3: Implement the Event. Based on the decisions your group made during the design process, you should be prepared to move ahead in making some decision about specifics.

Step 4: Assess your Event. Conducting an event is a great way to learn from your work. Your Project Evaluation form should teach you many things that will help you improve your performance in the future. You can also use the data collected from your evaluations to create a "legacy report" or some type of historical document that will help the next generation of student leaders in your group capitalize on your hard work. Pick up a Project Evaluation form from The Big Wall of Forms and submit it no later than two weeks after you event/activity.

How to Spend Your Organizations Funds

Information about how your organization or club can spend funds is located in the WWCC ASB Financial Guidelines. Discuss all expenditures in advance with Student Leadership Staff, as they will help you make all of your purchases, including on-campus purchases from food services and Warriors Locker (bookstore).

Additional Policies and Procedures

Advisors
No campus employee may serve as the campus advisor for more than 2 student organizations at the same time.

Conduct of Student Organization Members
As a member of an official Walla Walla Community College organization or club, you represent the college, Student Activities and your student organization or club at all times. Conducting yourself in a respectable and professional manner is always expected. Have fun! Show your passion and enthusiasm for your student organization or club, its mission and activities. And while doing this, remember that you belong to a community of learners – leaders that have many differences, but come together to improve themselves, their educational experience, WWCC and the greater community. Your words and actions should always honor this.

Failure to comply with the policies outlined in this handbook will result in:
1. First offense – Verbal counsel to the organization or club and written notice to the organization and Advisor.
2. Second offense – Suspension of the organization or club for the remainder of the quarter.
3. Final offense – Suspension of the organization or club for the remainder of the academic year.
ASB Senate
Senate meetings on the Walla Walla Campus are every other Thursday (except of the First Thursday of the Quarter and the last Thursday of the Quarter not including Finals) Meetings are at 12:30 in Room 242 just outside the library. Frequency and location of the Clarkston ASB meetings TBA. You are required to have a representative from your group at these meetings.

Collaborating with Off-Campus Organizations
Student organizations are sometimes asked by organizations not affiliated with WWCC to co-sponsor an event or project. This sometimes means that the student organization/club needs to obtain facilities and other college resources for the event. The following policy must be followed.

- At least one member of the sponsoring student organization must be present at the event at all times.
- The off-campus group requesting co-sponsorship must send a representative to at least one regular meeting of the student organization to present their proposal. The request should be submitted both verbally and in writing to the student organization and a written copy should be sent to Student Activities and it must include the following information:
  1. What kind of event or program is being proposed?
  2. What are the purposes or goals of the event, and how will the co-sponsorship help accomplish them?
  3. How will it be publicized?
  4. What exactly is being asked of the student organization and its members?
  5. How will the student organization and the WWCC community benefit from co-sponsoring this event?

Special Note:
Organizations can sponsor an off-campus organization to use a table. Under the following conditions; at least one member of your organization must staff the table at all times. The off-campus organization’s activities must either be related directly to the college’s educational mission, or are justifiable on the basis of their contributions to the cultural, social, or economic development of the state.

Event Planning
Student Activities at WWCC has a strong history of funding, publicizing and helping to facilitate student events that represent a broad range of political and cultural positions and assumptions. We respect the views and values of all students and student groups, as well as the right to free expression of opinions. However, some limitations are placed on the support of funds and resources a student organization can receive from Student Activities for events.

Limitation of Use: Primary consideration shall be given at all times to activities specifically related to the college’s mission, and no arrangements shall be made that may interfere with, or operate to the detriment of, the college’s own reaching, research or public service programs.
No student organization funds or campus resources can be expended for activities that could disrupt the mission and operations of WWCC. Before your club organizes an event, the following questions should be answered by student organization members. Does the proposed activity intend to, or is it likely to disturb the work of WWCC? If the answer is yes, whether the activity is educational, entertaining, religious or political in nature, then Student Activities will not support the event with funds or other services/resources usually available to student organizations.

Films
WWCC student organizations must comply with the Federal Copyright Act of 1976 which states that use of media (films) is permitted in an educational institution as long as certain conditions are met. Therefore films must be shown:

- As part of the instruction program
- By students, instructors or guest lecturers
- Either in a classroom or other school location devoted to instruction such as studio, workshop, library, or auditorium if it is used for instruction
- Either in a face-to-face setting or where students and instructor(s) are in the same building or general area
- Only to students and educators
- Using a legitimate (that is not illegally reproduced) copy with the copyright notice included

*Please contact Student Activities with questions or concerns.

Non-Student Involvement in Student Organizations or Clubs
As stated in the Student Club/Organization Application, the primary point of contact (i.e. club president, lead officer, etc.) for student organizations must be enrolled in at least 10 credits per quarter and maintain a GPA of 2.0. The secondary point of contact (another club officer, etc.) must be enrolled in at least 5 credits per quarter; all other members must be currently enrolled students. Individuals who are not currently enrolled students at WWCC can participate in events/activities sponsored by student organizations if that organization invites them to do so.

Club Reports
Each club will be required to report at least every other senate meeting.

Must have when reporting –
**What** - The event the Club is doing

**Who** – Your Club Contact Information – Name, Phone #/Email Etc.

**Who to Contact With Questions**

**When** - Date/Time of the Event

**Where** - the Event will take place

**Why** - the Club is participating in this event

Examples of what you can report about.

Club Events – ex. Trio Giving tree or Stress Free Zone, Nursing Club Silent Auction or Blood Drive, Firewood Sale, Welding Club Selling Ornaments, Culinary Club Cookie Sale, Cosmetology Hair Extension Sale, Art Club Calendar Sale, John Deere Hat Sales, Jazz Band Performances, Computer Tech Game Nights, Vocal Music Performances, etc.

Club Meetings – What you voted and approved as a club. What you discussed as a club. What you will be doing as a club.

Community service – Any community service the club has done or will be doing.

Club Fundraisers – Any Fundraisers the club has done or will be doing.

Remember Students helping students!

**Please don’t forget the WHO, WHAT, WHEN, WHERE, & WHY!**

**STUDENT CLUB APPLICATION FORM**

To get started, follow these steps:

1. **Brainstorm** and idea for a student organization.

2. **Recruit** at least seven (7) currently enrolled Walla Walla Community College students to form your initial membership base. (Note: enrollment status of founding members will be verified as part of application review process)

3. **Identify** a Walla Walla Community College fulltime faculty or staff member to serve as your advisor.

4. **Submit** a completed Student Club Application Form (Attached) to the Student Activities Office (Student Activity Center 250).
5. **Receive notification** from Walla Walla Community College ASB that your student club/organization has been ratified by the Walla Walla Community College Associated Student Body Executive Council approx. one week after application is submitted.

6. **Attend a Mandatory New Student Club/Organization Orientation.** A WWCC ASB member will be assigned to your student organization and contact you to schedule this training session.

7. **Recruit New Members!** Every student currently enrolled at WWCC is eligible for membership in your student organization! So get out there and recruit as many members as you can!

8. **Designate a member of your organization to serve as the ASB Club Representative** in order to be eligible to Student Club Funds and receive assistance from WWCC ASB. (Use the Club Representative Responsibilities Form (Available at asb.wwcc.edu – Download Forms)

9. **Start planning your organization’s activities!** Hold weekly meetings, plan events and fundraise! And remember, the members of WWCC ASB are always available to help your student organization!

**Note:** Walla Walla Community College Clubs/Organizations comply with all federal and state rules and regulations and do not discriminate or limit membership on the basis of race, color, creed, religion, national origin, age, sex, sexual orientation, marital status, disability, status as a veteran, or any physical, sensory, or mental disability.

**Club Name:** __________________________________________

Affiliation Information - Is your proposed organization affiliated with an off-campus organization, company, etc.?  *(please attach brochure, etc. of organization)  

NO

YES:

**Primary Point of Contact**

The primary point of contact must be:
- Currently enrolled in at least 12 credits/quarter and maintain a min. GPA of 2.0
- Be willing to share their email address with the Walla Walla Community College student body

Name:_________________________________  Student ID #:_____________________

Mailing Address: ____________________________

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City, State</th>
<th>Zip code</th>
</tr>
</thead>
</table>
Primary Phone: ___________________ Email Address: ________________

Credit Hours Currently Enrolled: _________

Student Signature: ____________________________ Date: _________

**Secondary Point of Contact**

The secondary point of contact must be currently enrolled in at least 5 credits per quarter.

Name: ___________________________ Student ID #: _______________

Mailing Address: ___________________________

Street Address ____________________________ City, State Zip code

Primary Phone: ___________________ Email Address: ________________

Credit Hours Currently Enrolled: _________

Student Signature: ____________________________ Date: _________

**Membership**

To become a recognized student organization at Walla Walla Community College, you must obtain the commitment of at least seven (7) currently enrolled students (including the Primary/Secondary Points of Contact).

Names & SID Numbers of 5 additional Members

1. ___________________________ ____________________________

2. ___________________________ ____________________________

3. ___________________________ ____________________________
Description

1. The purpose of our organization is and how would your Club align with the Core Themes of WWCC: Student Success, Resource Stewardship & Strengthen Communities.

2. POSSIBLE EVENTS, ACTIVITIES, AND/OR SERVICES:

3. Ways you plan to work with other student organizations on campus.

4. Ways you plan to improve Walla Walla Community College.

5. Should your club be granted start-up funds, what would you spend the money on?

**Note: A student organization’s statement of purpose is subject to change due to possible grammatical errors, any changes to it will be notified to the primary and secondary point of contact. The student organization’s name, statement of purpose, as well as first and secondary contact will be posted and available for students to access at the Walla Walla Community College Clubs/Organizations website asb.wwcc.edu**
Advisors

Each recognized student organization is required to have an advisor (either a faculty or staff member). When identifying an advisor, consider if your advisor will be able to:

- Help guide your learning experience,
- Support your organization’s purpose and activities,
- Commit adequate time to attending your organization’s events and assisting the members, and
- Offer subject matter expertise and/or interest in the work of your organization.

Once you have identified a willing advisor, provide your advisor with the WWCC ASB Club Handbook. After your advisor has read the Information Form, ask her/him to complete the Advisor Commitment Form below.

Advisor Commitment Form

Name: __________________________________________

Department: ___________________________ Cell Phone: ________________

Campus Phone: __________________________ E-mail: _________________________

By signing this form, I agree to serve as this organization’s advisor.

In addition to fulfilling the minimum expectations outlined below, I also commit to making it my business to remain up to date with the organization’s members, plans, and programs.

Minimum expectations for student organization advisors:

- Understand and support the organization’s goals and activities
- Commit time each week to the organization and its membership by attending its meetings and events
- Understand the organization’s financial transactions, records, and the role that Student Leadership and WWCC ASB play in funding student organization activities
- Gain a clear understanding of the services offered by Student Leadership and Walla Walla Community College ASB to organizations and their advisors
Advisor Information Form

The staff of the Student Activities Department at Walla Walla Community is pleased you are interested in working with us to ensure our students’ learning continues beyond the classroom. Electing to become an advisor demonstrates your commitment to serving students and enhancing our college community.

As a student organization advisor, it is expected that you are willing to:

- Understand and support the organization’s goals and activities
- Commit time each week to the organization and its membership by attending its meetings and events
- Understand the organization's financial transactions, records, and the role that Student Activities and WWCC ASB play in funding student organization activities
- Gain a clear understanding of the services offered by Student Activities and the Walla Walla Community College Associated Student Body (WWCCASB) to organizations and their advisors

-------------ADVISORS, RETAIN THIS PAGE FOR YOUR RECORDS-------------

Advisors Please Note: Once the complete Student Organization Application Form is received the ratification and orientation process takes up to two weeks. After the organization has been ratified and oriented, you will receive an Advisor’s Packet. This packet will include:
- a copy of the application for your records
• a copy of the Walla Walla Community College Club Handbook
• a copy of Club Guidelines

Building or Revising a

CONSTITUTION

1. Name of Your Club

2. Name of Advisor
   a. Contact Information – Phone – Email
   b. Must be a full-time employee at Walla Walla Community College

3. Mission Statement or Purpose
   a. Why is it important for this club to be on campus
   b. What are some of the primary activities and functions your club members will be involved in?
   c. How will this club support WWCC’s Core Themes?
      • Student Success
      • Strengthen Communities
      • Resource Stewardship

4. Who can be involved?
   a. Clubs must be open to ALL students at WWCC (see ASB By-Laws).
   b. Could an atheist be a member of a Christian club? – YES.
   c. HOWEVER, it is expected that all club members will work in a productive manner towards meeting the stated mission statement or purpose.
   d. EXAMPLES of EXCEPTIONS
      • Honors Club may have a requirement such as a 3.5 GPA for eligibility.
      • Nursing Club – any student CAN apply to be in the Nursing Program. You can be a part of the club IF you are accepted into the Nursing Program.

From the ASB By-Laws – “Membership in any sanctioned campus organization must be open to all association students who pay the Service & Activities (S&A) fees without regard to gender, ethnic background, economic status, sexual orientation, age, ability, cultural, religious background, or program of study (Arts & Science or Professional/Technical)”.
5. Student Leadership Structure
   a. President, VPs, Secretary, Treasurer ??? (just examples)
   b. What are the primary duties of each leader
   c. Who will lead meetings?
   d. Who will take minutes? Minutes required before money can be spent.
   e. Who will be the primary and back-up representatives for the ASB Senate meetings?
      - Give club reports to the ASB Senate
      - Share information from ASB Senate Meetings back to the club

6. Eligibility for Club Leadership
   a. Full time student or not?? Does it matter?
   b. 1st year at WWCC or 2nd year??
   c. Have a certain GPA??
   d. Could someone hold an office for more than 1 year?

7. How will leaders get into office?
   a. Elected or Selected?
   b. What is the process
   c. Will this happen in late Spring for the next school year or in the Fall

8. Club Meetings
   a. How often each Quarter? (3 meetings minimum)
   b. Will Robert’s Rules of Order be used to conduct business?
   c. What is considered a YES vote on club business?
      - Majority (50% + 1)
      - Super Majority (2/3)

9. Will club members be expected to pay dues, how much and when are they paid? (not required)
Please use this form when your club/organization changes leaders or advisors. Fill out all applicable information and return to Student Activities.

Name of Organization: ____________________  Date: __________________

Your Name: ____________________________

Student Contact:
____ New Group Name
____ New address or phone number for a student contact that we have on file
____ New Student ASB Club Rep. person replacing the one(s) we have on file
If so, is it the Primary or Alternate Contact (Circle one)
____ Additional contact person in addition to the one on file

Advisor Contact:
____ New Contact information for advisor
____ New Advisor replacing the one(s) on file.
____ Additional Advisor to the one on file

New Group Name: __________________________

New Name: ____________________________  Student ID #: ______________________

Mailing Address: _____________________________________________________________

Primary Phone: __________________  E-mail: _________________________________

Number of Credit hours enrolled for: Fall _____ Winter _____ Spring _____

(The main student contact for your organization must be enrolled for at least 12 credits and have a G.P.A of 2.0 or higher.)

Advisor Signature: __________________________
(advisor signature required for all forms)

Student Contact Signature: __________________________
Chapter 14

Financial Guidelines
Walla Walla Community College

ASB Financial Code & Guidelines

TABLE OF CONTENTS

INTRODUCTION 2
ARTICLE 1: PURPOSE 2
ARTICLE 2: DEFINITIONS 2
ARTICLE 3: FUND MANAGEMENT
   SECTION 1 – OBJECTIVE 3
   SECTION 2 - SOURCE OF FUNDS 3
   SECTION 3 – USE OF FUNDS 4
   SECTION 4 – LIMITATIONS 4
   SECTION 5 – RECORDING AND REPORTING RESPONSIBILITY 5
   SECTION 6 – DEPOSITS 5
ARTICLE 4: RECOGNITION AS A FUNDED ACTIVITY 6
ARTICLE 5: BUDGETING
   SECTION 1 – SOURCE OF FUNDS 6
   SECTION 2 – REVENUE ESTIMATES AND YEARLY ALLOCATIONS 7
   SECTION 3 – S & A BUDGET 7
   SECTION 4 – S & A FEE COMMITTEE 7
   SECTION 5 – STUDENT AUTHORITY 8
INTRODUCTION

In compliance with Washington State Law, Walla Walla College has created a Services & Activities Fund (522 accounts) into which shall be placed fees and revenues received by the College. The Services & Activities Fund shall be used exclusively for the resources and functions associated with various student programs and activities for the benefit of the entire student body and will support WWCC's Core Themes: Student success, Strengthen Communities, Resource Stewardship.

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 Walla Walla College. Separate accounts shall be kept for each student activity or program. Such funds are considered state funds subject to budgetary, purchasing and audit provisions of law applicable to state agencies. The Director of Student Activities is responsible to the Vice President of Student Services for the administration of the Financial Guidelines.

ARTICLE 1: PURPOSE
The Financial Guidelines 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 Walla Walla 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 Walla Walla College and the college administration.

**ARTICLE 2: DEFINITIONS**

As used in these Financial Guidelines, the following words and phrases shall mean:

1. **advisor** is the staff member who has account responsibility for a particular student organization/club;

2. **ASWWCC** means Associated Students of Walla Walla Community College, which consists of all currently registered students paying Services & Activities Fees;

3. **ASSOCIATED STUDENT BODY (ASB)** means the representative governing body for students at Walla Walla Community College recognized by the college board of trustees; ASB consists of an Executive Board, Executive Assistants and a Senate;

4. **BOARD** is the Board of Trustees at Walla Walla Community College;

5. **COLLEGE** is Walla Walla 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 Walla Walla Community College;

8. **Vice President of Financial Services** means the officer in charge of financial services at Walla Walla Community College;

9. **Vice President of Student Services** means the chief student services officer at Walla Walla Community College;

10. **Director of Student Activities** means the person whose responsibilities include the oversight and management of student programs accounts;

11. **Fiscal Year** means the calendar period from July 1 – June 30;

12. **Funded** means those college programs and student organizations who receive funding from the ASB;
13. **SERVICES & ACTIVITIES (S&A) FEE** means fees, other than general tuition and operating fees, charged to all students registering at Walla Walla Community College;

14. **STATE BOARD** means the State Board for Community and Technical Colleges, State of Washington;

15. **STUDENT**, unless otherwise specified, means and includes any person who is enrolled for class or formally in the process of applying for admission to the College;

16. **STUDENT PROGRAMS** means programs, services, student organizations, clubs, activities, functions and events recognized and funded by the ASB and operated under the regulations and procedures officially adopted by the college board of trustees;

**ARTICLE 3: FUND MANAGEMENT**

**SECTION 1 – OBJECTIVE**

The ASB raises and expends Services & Activities Fees to promote, by legal means, the general welfare and morale of the student body. The activities 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 – 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 3 – USE OF FUNDS**

Monies in Services & Activities 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, food banks, and child care centers.
2. Equipment, supplies and materials required for the operation of student programs and activities.
3. Travel and per diem for students and staff members participating in student programs and activities at the rate approved for students.
4. Recognition items (trophies, certificates, plaques, and wearable items) for students who have earned them, 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 (scholarships, hourly salaries, stipends, etc).

8. Premiums for liability and casualty insurance for students participating in approved programs and activities.

9. Expressed prior approval by State Board is required for acquisition of real property. Real property and capital projects acquisition must be approved by the Board of Trustees. Property or capital projects funded by S&A fees can be used as match in the stated capital budget process.

10. Special tutorial or co-curriculum programs provided it is not to sustain a critical operation of the college.

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

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. Programs included within the State Board allocation model.

3. Programs or activities that support, advance or inhibit religion or foster excessive entanglement between the state institution (WWCC) and religion.

4. Programs or activities which violate the WWCC Non-Discrimination Statement.

5. Activities of a state organization affiliated with a political party if the funding advances any candidate or ballot issue in an off-campus election or finances lobbying or political activities of non-students.

6. Donations of gifts of money or property.

7. Commercial sales, advertising or promotional activities, or activities which an individual or organization will derive private material gain, unless such activities clearly serve educational objectives and when these activities are conducted under the sponsorship or at the request of a department or student organization.

8. Purchase of food and beverages, except for meals purchased while traveling using state per-diem guidelines or meals/light refreshments that are budgeted in advance and are an integral part of a special event, other than regular business.

9. In the case of fundraising projects that have S&A funds as “seed money”, all the revenues are then commingled with state funds and are under college and state spending restrictions of public funds. State facilities and resources cannot be used to
raise funds that will be given to charitable organizations. Profits from such projects CANNOT be donated to charity. Student organizations/clubs CAN collect donated items to contribute to community charitable activities.

SECTION 5 – RECORDING AND REPORTING RESPONSIBILITY

It shall be the responsibility of the Vice President of Financial Services and the Director of Student Activities, under the direction of the College President, to maintain proper recording of financial transactions of monies from Services & Activities Fee funded accounts and to provide periodic reports to the Vice President of Student Services and the WWCC Associated Student Body.

A general budget for each funded student organization/club shall be maintained by the ASB. Student organizations/clubs shall be eligible to receive a yearly allocation upon demonstrating active status, as outlined in the ASB Constitution and Bylaws.

Fundraising projects sponsored by student organizations/clubs are subject to the approval of the organization’s membership, the Advisor and the Director of Student Activities and must follow the depositing and purchasing procedures of WWCC.

SECTION 6 – DEPOSITS

Funds collected or revenues produced by or through ASB 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 ASB sanctioned and recognized student groups.

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

The procedures for the collection of all revenue and the expenditure of all resources shall be in compliance with the policies, regulations and guidelines under which the Vice President of Administration and Finance manages the various College funds. The Director of Student Activities, in collaboration with Club Advisors, is responsible for ensuring that all funds are managed according to established college procedures.

Monies collected as the result of any student program or activity must be turned in to the Director of Student Activities (or designee) at the end of the day, or if after hours, turned in immediately the following morning.

The Director of Student Activities (or designee) will issue a receipt for the funds collected and then submit to the cashier’s office for deposit into the student organization’s account. A receipt of the deposit will be placed in the student organization’s file indicating the date, account to which the monies are to be credited and such other information as will facilitate the accounting of the monies.
Disbursements from any account must be pre-approved by Director of Student Activities and are made only by checks or procurement card expenditures prepared by the business office.

**ARTICLE 4: RECOGNITION AS A FUNDED ACTIVITY**

Any program, organization/club or activity aligned with the objective of Services & Activities Fees may apply for and be recognized as a funded student program or activity upon a majority affirmative vote of the ASB Senate, sitting in quorum. It shall be the responsibility of the members of a recognized student organization or club to determine whether they desire their organization to be funded or non-funded.

Membership of a funded student organization/club must be composed of currently enrolled students at the College and may be organized to promote any legal 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.

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. The fact that a student organization/club provides a service to its members or the College in general, may be justification for providing the organization with funding. (example: Phi Theta Kappa members must have a 3.5 GPA)

All funded activities will be expected to conduct their programs or activities in accordance with these Guidelines, the ASB Constitution, Students Rights and Responsibilities, and all college, state and federal policies and procedures.

**ARTICLE 5: BUDGETING**

**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 AND YEARLY ALLOCATIONS**

The Vice President of Financial Services, Vice President of Student Services and Director of Student Activities establish the yearly budgeted allocation. This allocation will be the basis for the budgeting process for the coming fiscal year and revenue estimates will be based on a percentage of total projected credit hours from programs with students paying the Services & Activities Fee. Unless the established allocation is officially changed, it shall not be exceeded.

**SECTION 3 – S & A BUDGET – from ARTICLE V & VI in the By-Laws**
11. The Student Activities budget shall be funded by Services and Activities (S&A) Fees collected from students as part of their tuition and fees.

12. The Executive Council, Executive Assistants and the Senate have the sole authority to develop and recommend the annual S&A Fee budget to the College President to the Board of Trustees. The allocation and expenditure of student S&A funds shall be subject to the provisions outlined in the Financial Guidelines.

13. The procedure for developing the annual budgets of the various student funded programs and clubs shall be vested with the S&A Budget Committee.

14. Each ASB sponsored program and club shall submit a detailed budget request to the S&A Fee Committee by the end of Winter Quarter. The S&A Fee Committee shall appropriate budgets as they deem appropriate.

15. Clubs must submit meeting minutes showing a vote of approval from members before funds can be spent.

16. All spending must comply with Walla Walla Community College and Washington State rules, regulations and laws.

17. The Executive Council may authorize non-budgeted expenditures up to $2,000.

18. Authorization for non-budgeted expenditures over $2,000 must be approved by the Senate with a two-thirds majority vote.

19. All student accounts ending with balances shall be carried forward to the next fiscal year and credited or debited to the same account. These balances will be taken into account as the S&A Fee Committee makes budget allocations for the next fiscal year.

20. If a club, or any other account, is discontinued, the current balance of that account shall be transferred to general ASB accounts.

SECTION 4 - S & A FEE COMMITTEE

4. The purpose of the S&A FEE Committee is to consider annual program and club requests and allocate money within budgetary guidelines.

5. The recommendations of S&A Fee Committee are subject to approval from the Walla Walla Community College Administration and the Board of Trustees.

6. Composition of the S&A Fee Committee
   a. Chair – Executive Vice President on the Walla Walla Campus & Business Vice President on the Clarkston Campus
   b. All other members of the Executive Council
   c. 3 Students from the Senate
   d. 1 at-large student
e. Director(s) of Student Activities as a non-voting member

4. Responsibilities
   a. Develop the annual S&A budget for approval by the WWCC Board of Trustees.
   b. One member designated by the chairperson will record minutes during the entire S&A budget process.
   c. The S&A Budget Committee is responsible for the review of all submitted paperwork, viewing presentations, and deliberating on budget items.

5. Timeline:
   a. The Committee shall be organized by February 1st of every year.
   b. Budget request packets will be disbursed during the month of February and will be due by the last day of Winter Quarter.
   c. The Committee shall hold meetings in April to consider budget requests.
   d. Clubs & Organizations may request an April meeting with the Committee to make an in-person budget presentation.
   e. By May 1st, the Committee shall make initial budget recommendations and shall notify each club and organization.
   f. Clubs & Organizations may request a meeting with the Committee to further discuss the recommended budget allocation.
   g. The Committee shall submit a final budget proposal for Senate approval in mid-May.
   h. Also in May, the S&A Budget shall be submitted to the WWCC Administration for comment.
   i. In June, the S&A Budget shall be submitted to the WWCC Board of Trustees for approval.

SECTION 5 – STUDENT AUTHORITY

Students have no statutory control over S&A fees; that authority resides with the board of trustees. Pursuant to statute, students propose expenditures through the S&A budget process, serve as the majority of the S&A budget committee, and make recommendations to the board of trustees. Students are expected to have a “strong voice” in recommending budgets for S&A fees.

SECTION 6 – DISPUTE RESOLUTION

The Board of Trustees will approve or deny the recommended budget. Should the Board disagree with the recommendation of the ASB, they will outline potential areas of difference in writing. In case of a dispute, the administration shall meet with the ASB in a good-faith effort to
resolve the disputes. If the dispute is not resolved, a dispute resolution committee shall be
convened.

The dispute resolution committee shall be selected as follows: the administration will appoint
two non-voting advisory members, the governing board three voting members, the ASB
President shall appoint three voting student members and one student representing the ASB
Budget Committee who will chair the dispute resolution committee and be nonvoting. Thus, the
committee is composed of six (6) voting members and three (3) nonvoting members unless
there is a tie vote, in which case the nonvoting chair shall vote to decide the tie.

The dispute resolution committee shall meet and attempt in good faith to settle by vote any
and all disputes. The Board of Trustees is not bound by the committee’s recommendation
though it must consider the result and take action.

The Board of Trustees need not delay taking action on that portion of the budget not in dispute.

SECTION 7 – BUDGET AMENDMENTS

Requests for change to the budget after the Board of Trustees has approved it or expenditure
requests from the Services & Activities Capital Equity Account are presented through the ASB.

If the ASB approves the proposal, the Vice President of Student Services presents the proposal
to the College President or the Board of Trustees, as appropriate, for disbursement approval.

SECTION 8 – BUDGETING AMENDMENT PROCEDURES

The budget procedure may be modified by a majority vote of the ASB Senate sitting in quorum.
The Vice President of Student Services and the College President must approve any
modifications. All activities and the general college community will be informed of any adopted
modifications.

ARTICLE 6: EXPENDITURE PROCEDURES

The procedures as set forth in these guidelines shall be followed in the expenditure of funds
from the accounts funded by Services & Activities Fees. These procedures are designed to
account for funds and to authorize expenditures within the accounts. It shall be the
responsibility of the Director of Student Activities to ensure the prompt, accurate, complete
preparation and submission of all necessary documents to the Business Office.

SECTION 1 – PURCHASES
**Purchase Requests:** The person having account responsibility for the student organization/club or funded program shall initiate purchases, by completing a request to expend fund form. Upon approval by the Director of Student Activities, the request shall be forwarded to the college purchasing department for processing.

**Reimbursement:** Since no expenditure can be made without prior approval, reimbursement for expenditure of personal funds expended should not be expected. Proper planning will make it unnecessary to use personal funds for purchases.

**Advance Payment:** It may be necessary to request funds in advance of the services to be performed. Advance of funds are strictly controlled and not intended to take the place of the regular purchasing procedures. Advance payments are to be made only in the following cases: student group travel, dues, registration and entry fees, rental payments, etc. The necessary forms must be submitted to the Director of Student Activities at least 10 business days prior to the expected issuance of a check. Unexpended funds are to be returned to the Business Office upon return to campus. No further expenditures will be authorized until all necessary documents are filed for the preceding transaction.

**Purchasing Cards:** Cards are available from the business office and must be reserved 48 hours prior to use by a purchaser approved by the Director of Student Activities. Purchase made with card must have prior approval. All itemized receipts must be returned with card.

**SECTION 2 - TRAVEL**

**Travel Policies and Regulations:** College travel policies and regulations shall apply to all ASB travel. Only travel by members and advisors of recognized ASB group or organization shall be considered travel and only when officially representing the College. If Services & Activities Funds are to be used for travel by members and advisors of a subsidized activity, a prior approval for travel and reimbursement form must be submitted by the student organization advisor and approved by the Director of Student Activities.

**Funding for Travel:** Funding allocation for travel will take place during the annual budget development process. Opportunities for travel which cannot be identified as a part of the budget development process may be proposed to the ASB during the year as a one-time fund request.

**Per Diem, Lodging and Miscellaneous Travel Expenses:** All ASB travel will follow the per diem, lodging and miscellaneous travel expense guidelines established by the State Board.

**National Travel:** National travel outside the bordering states of Oregon, Idaho and British Columbia for individual students and special interest group organizations may be funded by Services & Activities Fees. Students and groups qualifying for national competition are encouraged to seek other funding options to finance their travel. National travel for ASB, Director of Student Activities and staff will be coordinated during the budget development
process or may be proposed as a contingency item during the year. National travel must be approved by the Director of Student Activities, Vice President of Student Services and the College President. Travel outside the US will be reviewed on a case by case basis.

**State Vehicles:** The use of state vehicles shall be in accordance with appropriate rules, policies and cost schedules.

**Authorized Vehicle Operators:** The following personnel, while serving in an official capacity as an agent of the College, are authorized to drive state-owned vehicles: Staff members possessing a valid WA State Driver’s License and Students possessing a valid WA State Driver’s License and who have been approved by the Director of Student Activities, have proof of auto insurance and provide a copy of a good driving record by the WA State Department of Licensing.

**Private Vehicles:** Use of private vehicles must be approved in advance and submitted by the Director of Student Activities. The approved use of private vehicles is reimbursable at the rate established by state regulations and local travel policies.

**Rental Vehicles:** Those organizations, activities or personnel utilizing rental vehicles will be required to pay the full amount of the rental charge and all expenses incurred in the use of the vehicle. Amounts are reimbursable.

**SECTION 3 - CONTRACTS**

Prior approval must be obtained for all contractual agreements. The Vice President of Finance & Administration or designee must authorize any contractual agreements pertaining to programs, organizations or activities using Services & Activities Fees. Contracts made without prior approval are invalid. Responsibility for payment of an invalid contract rests with the individual making the contract and may not be paid from public funds.

**ARTICLE 7: FUND BALANCES**

**SECTION 1 – REVENUE CONTINGENCY ACCOUNT**
A Revenue Contingency Fund may be established annually to assure the integrity of the annual S&A Budgets. A balance equal to at least 10% of the proposed budget shall be maintained.

**SECTION 2 – SERVICES & ACTIVITIES CAPITAL EQUITY ACCOUNT**
With the exception of student organization/club fundraising dollars, which may be carried forward, all remaining unspent Services & Activities Fee money shall, at the fiscal year’s end, revert to the Services & Activities Capital Equity Account. This account is maintained to allow for ASB participation in capital projects on campus. Expenditures from this account require the signatures of the ASB President, Director of Student Activities, Vice President of Student
ARTICLE 8: OPERATIONAL DIRECTIVES

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

ARTICLE 9: AMENDMENT PROCEDURES

The Executive Council shall have the authority to amendment this document. All changes must be in accordance with State law and WWCC policy.

ARTICLE 10: 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 of Student Services.

ARTICLE 11: LIMITATIONS

Any of the articles, sections and parts of these guidelines shall be decreed inoperable and void if the article, section or part is or becomes contrary to law applicable to state agencies.
Chapter 15

Services & Activities
Budget Packet
Walla Walla Community College ASB

S &A Budget Packet

2015- 2016 Academic Year
ARTICLE V in the By-Laws – SERVICE & ACTIVITIES (S&A) FEES

21. The Student Activities budget shall be funded by Services and Activities (S&A) Fees collected from students as part of their tuition and fees.

22. The Executive Council, Executive Assistants and the Senate have the sole authority to develop and recommend the annual S&A Fee budget to the College President to the Board of Trustees. The allocation and expenditure of student S&A funds shall be subject to the provisions outlined in the Financial Guidelines.

23. The procedure for developing the annual budgets of the various student funded programs and clubs shall be vested with the S&A Budget Committee.

24. Each ASB sponsored program and club shall submit a detailed budget request to the S&A Fee Committee by the end of Winter Quarter. The S&A Fee Committee shall appropriate budgets as they deem appropriate.

25. Clubs must submit meeting minutes showing a vote of approval from members before funds can be spend.

26. All spending must comply with Walla Walla Community College and Washington State rules, regulations and laws.

27. The Executive Council may authorize non-budgeted expenditures up to $2,000.

28. Authorization for non-budgeted expenditures over $2,000 must be approved by the Senate with a two-thirds majority vote.

29. All student accounts ending with balances shall be carried forward to the next fiscal year and credited or debited to the same account. These balances will be taken into account as the S&A Fee Committee makes budget allocations for the next fiscal year.

30. If a club, or any other account, is discontinued, the current balance of that account shall be transferred to general ASB accounts.

ARTICLE VI * Section 1 in the By-Laws– SERVICE & ACTIVITIES (S&A) FEE COMMITTEE

7. The purpose of the S&A Fee Committee is to consider annual program and club requests and allocate money within budgetary guidelines.

8. The recommendations of S&A Fee Committee are subject to approval from the Walla Walla Community College Administration and the Board of Trustees.
9. Composition of the S&A Fee Committee
   a. Chair – Executive Vice President on the Walla Walla Campus & Business Vice President on the Clarkston Campus
   b. All other members of the Executive Council
   c. 3 Students from the Senate
   d. 1 at-large student
   e. Director(s) of Student Activities as a non-voting member

4. Responsibilities
   a. Develop the annual S&A budget for approval by the WWCC Board of Trustees.
   b. One member designated by the chairperson will record minutes during the entire S&A budget process.
   c. The S&A Budget Committee is responsible for the review of all submitted paperwork and deliberating on budget items.

5. Timeline:
   a. The Committee shall be organized by February 1st of every year.
   b. Budget request packets will be disbursed during the month of February and will be due by the last day of Winter Quarter.
   c. The Committee shall hold meetings in April to consider budget requests.
   d. Clubs & Organizations may request an April meeting with the Committee to make an in-person budget presentation.
   e. By May 1st, the Committee shall make initial budget recommendations and shall notify each club and organization.
   f. Clubs & Organizations may request a meeting with the Committee to further discuss the recommended budget allocation.
   g. The Committee shall submit a final budget proposal for Senate approval in mid-May.
   h. Also in May, the S&A Budget shall be submitted to the WWCC Administration for comment.
   i. In June, the S&A Budget shall be submitted to the WWCC Board of Trustees for approval.
Club Budget Request from S & A Fees

2015-16 Academic Year

Please answer the following questions on a Separate Sheet of Paper (MUST BE TYPED):

1. Please state the name, ST # and purpose of your organization.

2. Is your Club Constitution up to date? S & A Funds will not be awarded without a current and up to date Club Constitution.

3. Please summarize the activities your club has been involved in this past year (including the activities you have planned through the end of Spring Quarter 2014). How did these activities align with WWCC’s Core Themes * Student Success * Strengthen Communities * Resource Stewardship?

4. List the approximate number of participants (students and community members) you had in each of your events.

5. About how many active club members do you have?

6. What is the current balance in your club account?

7. What is the total amount of funding you are requesting from ASB in 2015-2016?

8. Please itemize your requests with a description and justification for each item. If you are requesting more funding than last year, please justify. How will your spending and club activities in 2015-16 support WWCC’s Core Themes * Student Success * Strengthen Communities * Resource Stewardship?

9. Does your club receive funding from other sources? Please list the funding sources.

Due on the last day of Winter Quarter
Chapter 16

E-Mail Record Between

Tim Toon

&

Cal Erwin-Svoboda