

ASEdCC Financial Code

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ASEdCC FINANCIAL CODE

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

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

This Code supersedes all previous codes and procedures.

DEFINITIONS

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

1. "ASEdCC" means the Associated Students of Edmonds Community College.
2. "ASEdCC Executive Board" is the representative governing body recognized by the District 23 Board of Trustees for students at Edmonds Community College.
3. "Account Directors" are persons employed by the college who have sub-program account responsibilities.
4. "Board" is the Board of Trustees of Edmonds Community College, State of Washington.
5. "Campus Project Reserve" is the account containing the remaining unencumbered balances from the student services and activities fee monies at the end of the fiscal year.
6. "College" refers to Edmonds Community College.
7. "College facilities" means any or all real and personal property owned or operated by the college and including all building and appurtenances affixed thereon or attached thereto.
8. "Director for Student Programs" is that person whose responsibilities and budget authority include the management of all student programs accounts.
9. "District 23" refers to Edmonds Community College, State of Washington.
10. "Fiscal Year" is that calendar period from July 1 through June 30.
11. "President" is the duly appointed chief executive officer of Edmonds Community College, State of Washington, or in his / her absence, the acting chief executive officer.
12. "Services and Activities Fee" are fees incorporated into general tuition charged to most students registering at Edmonds Community College.
13. "State Board" refers to the State Board for Community and Technical Colleges, State of Washington.
14. "Student" is any person who is enrolled for classes.

15. "Student Programs and Activities" are functions recognized by the ASEdCC Executive Board, formally authorized by the Board of Trustees, and operated under regulations and procedures officially adopted by the Board.
16. "Special Assessment Fees" are those fees that the ASEdCC imposes for specific, stated purposes. Examples of this are; Technology Fee, Assessment Fee, and Student Center Maintenance and Operation Fee

BY LAWS

ARTICLE I: CODE JURISDICTION

Section 1: PURPOSE

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

Section 2: OBJECTIVE

The raising and expending of funds by the Associated Students of Edmonds Community College (ASEdCC) has the objective of legal promotion of general welfare and morale of students by providing a meaningful variety of healthful, educational, cultural, recreational and social learning experiences.

Section 3: ACCOUNT FORMATION

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

Section 4: ACCOUNT JURISDICTION

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

Section 5: REGULATIONS GOVERNING USE OF FUNDS

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

Section 6: RECORDING AND REPORTING RESPONSIBILITY

It shall be the responsibility of the Vice-President of Finance and Operations, under the direction of the College President, to maintain proper recording of financial transactions of monies covered by this Code, and to provide current financial information on the status of the accounts to the ASEdCC Executive Board, the Director for Student Programs and the Senior Associate Dean for Student Life and Development.

Section 7: PHILOSOPHY OF FUND USE

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

- A. Social events, seminars, workshops, retreats, and conferences; student governmental organizations, professional consulting fees; clubs and societies; musical, dramatic, artistic and forensic presentations of an extracurricular nature; student publications and other mass media activities; tutorial services; day care centers; intramural and intercollegiate sports.
- B. Equipment, supplies and materials required for the operation of student programs and activities.
- C. Travel and per diem for students and professional staff members participating in student programs and activities.
- D. Premiums for liability and casualty insurance coverage for students serving in official capacities or participating in such programs and activities.
- E. Dues for institutional memberships in recognized student governmental or activities organizations, provided, that the legality of such expenditures is first established in consultation with the legal advisor of the college.
- F. Salaries and compensation to students.
- G. With the expressed prior approval of the State Board and, when required, approval of the appropriate legislative body, services and activities fee revenue may be used to acquire real property, fund capital projects, and as matching funds for such purposes.

Limitations:

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

Exceptions:

- Revenue collected through the Technology Fee may be expended only on staff salaries, benefits and other operating expenses related to technology to a yearly maximum of \$225,000 unless the ASEdCC Executive Board by a two thirds majority vote approves additional funding. Any approval of additional funding shall be reflected within the TIMC.
 - All monies allocated to the childcare program may be expended on staff salaries, benefits and other operating expenses.
- (2) Services and activities fees should not be used to fund programs, personnel, facilities equipment and maintenance covered within the State Board allocation model.

Those in charge of a student program or activity may determine how monies are to be spent so long as the expenditure is not an improper expenditure of public funds or

contrary to sound financial practice and within the polices and requirements of the College and the State statutes.

Section 8: CODE CONSONANCE

It is the expectation that all provisions in the Financial Code be followed. In the event an account director is found to be in violation of the Code, he/she shall be issued an informational memo from the ASEdCC Executive Board stating the provision of the Code in violation. Any subsequent similar violation shall be filed as a grievance with the Director for Student Programs/Senior Associate Dean for Student Life and Development with the recommendation that the account director act in consonance with the Code or be relieved of his/her account responsibilities.

Section 9: AMENDMENT PROCEDURES

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

Section 10: OPERATIONAL DIRECTIVES

In the event a situation arises requiring immediate attention not covered by this Code, the ASEdCC Executive Officer for Administrative Liaison, the ASEdCC Executive Officer for Budget and Finance and the Director for Student Programs shall meet and determine a temporary operational directive. At the next regularly scheduled meeting, the ASEdCC Executive Board shall develop an amendment to cover the area in question and follow the amendment procedure, Article 1, Section 9.

Section 11: CODE LIMITATIONS

Any of the articles, sections and parts of this Code shall be decreed inoperable and void if the article, section, or part is contrary to State statutes or Board rules or regulations. Inoperable or voided articles, sections or parts may be changed without vote of the ASEdCC Executive Board to bring the Code into consonance with the State Statutes of Board Regulation.

ARTICLE II: BUDGET MANAGEMENT

Section 1: The ASEdCC Executive Board shall be responsible for administering the current fiscal year budget. Items related to financial matters and requiring action shall be submitted in writing. Decisions shall be made at the discretion of the ASEdCC Executive Board.

Section 2: ELIGIBILITY FOR ASEdCC SUBSIDY

- A. Programs, events and activities which legally promote the general welfare and morale of students through healthful, educational, cultural, recreational and/or social learning means shall be eligible for funding by ASEdCC funds as long as said programs, events, or activities conform to the service and activity fee guidelines (Article 1, Section 7).
- B. To be recognized as eligible for ASEdCC funding, any member of the campus community shall complete Recognition for Subsidy form and submit it to the ASEdCC Executive Officer for Budget and Finance or the Director for Student Programs as prescribed in Article III, Section 3B. Upon receipt of ASEdCC approval, the person initiating the request, or his/her designee, shall become eligible to request funds during ASEdCC budgeting for the next fiscal year.

Section 3: PROGRAM ALLOCATIONS

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

Section 4: SPECIAL ACCOUNTS**A. Unallocated Reserve Fund:**

As a regular part of budgeting, an account of funds of no less than 5% of the revenue estimate shall be maintained in contingency. The account is held to provide a security fund for the revenue estimate and to fund special projects and/or events that were unforeseen during budgetary planning. Monies in this account are under the jurisdiction of the ASEdCC Executive Board and may be released by a majority vote and approval of the Director for Student Programs or his/her designee.

B. Enterprise Account:

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

C. Campus Project Reserve Fund:

All unencumbered ASEdCC funds, except club fundraised and matched funds, at the end of the fiscal year shall revert into the Campus Project Reserve. Monies accumulated in the fund shall be used for major repair, replacement and/or purchase of equipment determined by the ASEdCC Executive Board to be to the benefit of the Associated Students of Edmonds Community College. Monies shall be released from the Campus

Project Reserve fund for expenditure by a majority vote of the ASEdCC Executive Board and upon the approval of the Director for Student Programs or his/her designee.

D. Club Accounts:

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

Section 5: ACCOUNT MANAGEMENT

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

A. Deposits:

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

B. Expenditures:

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

C. Petty Cash Fund:

With Business Office approval, a petty cash fund shall be maintained by the Student Programs Financial Manager for 522- accounts. Disbursement from the fund will be governed by current college policy for petty cash funds.

D. Expenditure Restrictions:

Service and Activities Fees and associated revenue are governed by state law and District policy. The following specialized restrictions are by no means exhaustive, but rather common occurrences requiring recognition:

1. Contract Procedures:

Any expenditure of ASEdCC funds involving a contract less than \$3000.00 must receive prior approval from the Director for Student Programs. The responsibility and authority to finalize all contracts over \$3000.00 resides with the Vice President of Finance and Operations. Any written contracts made without prior approval are invalid and may not be paid from public funds.

2. Recognition and Award Procedures:
ASEdCC funds may be used to purchase awards for individuals, as long as such awards are personal to the recipient (have intrinsic sentimental or personal value) and reasonable under the circumstances (generally not for more than nominal monetary value) and are not monetary awards.
3. Awards Ceremony:
The ASEdCC shall host one annual awards ceremony for the purpose of recognizing students who have performed meritoriously in an ASEdCC sponsored program. The Director for Student Programs shall be responsible for ensuring the awards ceremony is held each year.
4. Travel Procedures:
ASEdCC funds may be used for travel by members of a subsidized program only when the travel is for official business and is generally related to the entire student body. Individuals traveling alone may not exceed the recognized college rate of per diem. The ASEdCC Executive Board may establish guidelines for travel.

ARTICLE III: FISCAL YEAR BUDGET DEVELOPMENT

Section 1: SERVICES AND ACTIVITIES (S AND A) FEE BUDGET COMMITTEE

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

Section 2: REVENUE ESTIMATE PROCEDURES:

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

1. At the time of fiscal budget development each account director shall present the anticipated revenue for the upcoming fiscal year for his/her program.

2. The S and A Fee Budget Committee, using the program's revenue history and the account director's estimates, shall determine a basic amount of revenue expected to be produced by the program. This anticipated revenue shall be an estimate and shall be included in the program's allotment.

Section 3: BUDGET ALLOCATION PROCEDURES:

- A. During Fall Quarter, account directors may be requested to and /or have the opportunity to meet with the AEdCC Executive Officer for Budget and Finance to present program philosophy, goals, and interests.
- B. At the beginning of winter quarter, the AEdCC Executive Officer for Budget and Finance shall provide opportunities for members of the campus community to apply for recognition as a subsidized program (Article II, Section 2B). Prior to the initiation of the S and A Fee Budget Committee deliberations, the Executive Board shall evaluate all currently funded programs, and the requests for new programs. The Executive Board shall determine which programs shall be eligible for funding and shall provide that information to the S and A Fee Budget Committee.
- C. By January 31, the AEdCC Executive Officer for Budget and Finance will present a Budget Process timeline and a procedures document to the Executive Board for approval.
- D. The S and A Fee Budget Committee shall invite each account director to present his/her budget to the budget committee.
 1. The S and A Fee Budget Committee shall determine the amount of time allocated for presentation and subsequent discussion.
 2. These sessions shall be advertised by the AEdCC Executive Officer for Budget and Finance and be open to members of the campus community.
- E. After hearing subprogram requests, the S and A Fee Budget Committee shall meet to prepare a balanced budget.
- F. When a preliminary balance has been established, the AEdCC Executive Officer for Budget and Finance will schedule a preliminary balance hearing in order to provide account directors and any member of the campus community an opportunity to express viewpoints regarding the proposed AEdCC Budget.
- G. The AEdCC Executive Officer for Budget and Finance shall distribute the balanced budget to the Director for Student Programs and the Senior Associate Dean for Student Life and Development for administrative review.
- H. The Senior Associate Dean for Student Life and Development shall provide the administration response to the S and A Fee Budget Committee in a timely manner to allow adequate consideration, prior to the S and A Fee Budget Committee's adoption of the budget.

The response shall outline areas of differences between the S and A Fee Budget Committee recommendations and the budget recommendations of the college administration.

- I. Upon receiving the budget recommendation of the administration, the S and A Fee Budget Committee shall convene to adopt the A SEdCC budget. Adoption requires a majority affirmative vote by the S and A Fee Budget Committee sitting in quorum.
- J. If no differences exist in the proposals of the S and A Fee Budget Committee and the administration, the proposed budget shall be formally printed and codified bearing the signatures of the S and A Fee Budget Committee. The formally adopted budget shall be submitted to the Board of Trustees for first consideration at their May meeting. Final consideration of the budget will be made at the June meeting.
- K. If a dispute exists between the proposals of the S and A Fee Budget Committee and the administration, the disputing parties will meet to resolve their differences. These differences should be resolved no later than 2 weeks prior to the May Board of Trustees meeting. If the dispute cannot be resolved, two budgets will be presented to the Board of Trustees at the May meeting – one by the S and A Fee Budget Committee and one by the administration.
- L. The Board of Trustees may take action on those portions of the proposed Services and Activities Fee budget that are not in dispute.
- M. After the A SEdCC S and A Fee budget is formally presented to the Board of Trustees, the Trustees will have final authority in accordance with state law.
- N. Upon the adoption by the Board of Trustees, the A SEdCC budget shall become effective for the fiscal year.
- O. With the exception of any funds needed for bond covenant obligations, once the budget for expending services and activities fees is approved by the governing board, funds shall not be shifted from funds budgeted for associated students or departmentally related categories or the reserve fund until the administration provides written justification to the S and A Fee Committee and the governing board, and the governing board and the S and A Fee Committee give their express approval.
- P. In the event of a dispute or disputes involving the services and activities fee committee recommendations, the college administration shall meet with the services and activities fee committee in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the governing board.

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

The dispute resolution committee shall be selected as follows: the college administration shall appoint two nonvoting advisory members, the governing board shall appoint three voting members, and the S & A fee committee each will have a vote, and one student

representing the S & A fee committee who will chair the dispute resolution committee and be nonvoting. The committee shall meet in good faith, and settle by vote any and all disputes. In the event of a tie vote, the chair of the dispute resolution committee shall vote to settle the dispute.

The Board of Trustees may take action on those portions of the services and activities fee budget not in accordance with the customary budget approval timeline established by the board. The Board of Trustees shall consider the results, if any, of the dispute resolution committee and shall take action.

Q. The S and A Fee Budget Committee shall meet with the Executive Board to explain the newly adopted budget.

R. The incoming ASEdCC Executive Board shall administer the budget as approved by the Board of Trustees.

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

Section 3: ASEdCC BUDGET DOCUMENT:

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

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

ARTICLE IV: ADMISSION CHARGES

Section 1: IDENTIFICATION CARD

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

Section 2: ADMISSION PROCEDURES

- A. Admission prices shall be set in line with policies established by the S and A Fee Budget Committee or the ASEdCC Executive Board.
- B. For all ASEdCC campus events where there is an admission charge, tickets may be issued and controlled by the Director for Student Programs or his/her designee. Sale of tickets is the responsibility of the subprogram account director.

- C. Account directors shall be responsible for the number of complimentary passes for each event. The number of complimentary passes shall be set in line with policies established by the S and A Fee Budget Committee or the ASEdCC Executive Board. A list of complimentary passes issued for each event must be compiled. Copies of the list must be included with the ticket inventory control documents maintained by the account director or his/her designee.

GUIDELINES FOR CHARTERED STUDENT CLUBS

ARTICLE I: NAME

The name of this Organization shall be Chartered Student Clubs.

ARTICLE II: DEFINITIONS

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

1. **Club** - a group of Edmonds Community College students collectively organized based on a mutual interest, hobby or instructional program whereby the primary outcome of club functions and activities relates to benefiting the common interest of club members, or provides general welfare for the entire student body.
2. **Advisor** – a staff or faculty member of Edmonds Community College who holds primary responsibility to advise the club members
3. **Co-Advisor** – staff, faculty or community member who assists the advisor.
4. **Active Club Member** – a student currently registered for classes in the quarter for which any club requirement is mandated.
5. **Active Club** – a club that has submitted to Student Programs, each quarter, the necessary documents to charter and remain in status.
6. **Non-Active Club** – a club that has not submitted to Student Programs, each quarter, the necessary documents to charter and remain in status.
7. **State Funds** – funding received from tuition paid by students into the ASEdCC S and A Fee accounts
8. **Activities** – organized events that club officers and advisors agree to sponsor and that may require the expenditure of time and/or money.

ARTICLE III: PURPOSE

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

ARTICLE IV: MEMBERSHIP

Student initiators seeking recognition through the chartering process as managed by the Director of Student Programs or his/her designee will adhere to the following:

1. Submitting a membership roster that lists the names and contact information of five students enrolled for the quarter in which the charter is completed. The student initiator will provide Student Programs with a photocopy of each member's school identification card with a current quarter sticker; a copy of the student's class schedule is acceptable.
2. Allowing all enrolled students access to club events and meetings.
3. Maintaining a simple majority of Edmonds Community College students in the club, to be reflected through the quarterly membership roster.
4. Maintaining contact between club members and Student Programs, the role of which is outlined in the Clubs Handbook.
5. Designating at least two club members to complete a club officer training.

ARTICLE V: RECOGNITION

Any group seeking recognition as an ASEdCC funded club, should submit to the Student Programs a club charter packet containing the following information:

1. Statement of purpose outlining why students are forming the club.
2. Constitution, outline of structure, or organizational pattern of decision making.
3. Statement of financial structure determining how club funds are to be spent.
4. Outline of activities to be sponsored by the club.
5. Name and signature of one student initiator.
6. Name and signature of one Edmonds Community College faculty or staff advisor who will complete the annual training.
7. Names, signatures and copies of current ID cards or class schedules of five currently enrolled students interested in chartering the club.
8. Names of two officers or members who will attend the annual club officer training.

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

Clubs shall be chartered for fall, winter and spring quarters only. Chartering shall be terminated for all clubs on the final day of spring quarter. If clubs have unfinished business that extends after the day of termination, that business will be administered by the Office of Student Life staff.

To receive funding, all chartering processes must be completed by the seventh week of the quarter for which chartering is sought.

Section 1: Eligibility of Religiously and Politically Affiliated Clubs

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

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

Section 2: Privileges of Chartered Student Clubs

1. The right to use the name of Edmonds Community College in connection with their own.
2. The right to apply for and utilize funds as outlined in the AEdCC Financial Code.
3. The right to use College facilities in accordance with College scheduling policies and State laws.
4. The right to publish and post information about the club in accordance with College posting and signage policies.

ARTICLE VI: CHARTERED STUDENT CLUB SUPPORT

Section 1: Administrative Support

Student Programs staff shall assist students to charter clubs, communicate with club officers and/or advisors on a regular basis, provide club officers with information related to the operation of their clubs, train officers, members and advisors and generally fulfill responsibilities on behalf of clubs as outlined in the job description and duties on file with the Director of Student Programs or his/her designee.

Section 2: Club Advisor

1. The advisor or co-advisor is responsible to assist club members in the accomplishment of the club's goals, paying special attention to the club's mission statement.
2. Advisors and co-advisors may advise a maximum of two clubs during an academic year.
3. The student initiator is responsible for finding a staff or faculty member to serve as the volunteer club advisor.
4. A club must have a college advisor before they establish a co-advisor. Community members may serve as co-advisors. Advisors and co-advisors are responsible for

adhering to the advisor requirements as outlined in the Advisor Manual, on file with the Director of Student Programs or his/her designee.

ARTICLE VII: CLUB FINANCIAL PROCEDURES

Section 1:

A general fund for Chartered Student Clubs shall be maintained in the ASEdCC S and A Fee annual budget. Such funds shall be administered by the Director for Student Programs, or his/her designee.

Section 2:

An account will be established for each club at the time of chartering. The club will be credited with the established quarterly operating allocation as determined in the ASEdCC S and A Fee budget. A club's active members, advisors, and/or co-advisors are responsible for depositing with the Student Programs office all revenue within one day of receipt by the club.

Section 3:

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

Section 4:

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

Section 5:

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

1. A written report including the quarterly activities sponsored by the club. Clubs must sponsor a minimum of one activity per month to be considered active.
2. An active member list of at least five members.

Section 6:

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

All fundraising activities are to follow all College policies and procedures as outlined in the Officer Handbook on file with the Director of Student Programs or his/her designee.

Section 7:

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

Section 8:

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

ARTICLE VIII: GENERAL OPERATING PROCEDURES**Section 1:**

Any Edmonds Community College student interested in chartering a club may do so, beginning the first day of fall quarter.

Section 2:

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

Section 3:

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

Section 4:

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

Section 5:

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

1. The Director of Student Programs or his/her designee shall send written notification to the club Advisor and designated club officer, outlining the alleged violation and process for addressing the alleged violation.
2. The club charter shall be revoked if it is determined the club advisor, club officer or member violated ASEdCC governing documents. A club may appeal that decision in writing to the ASEdCC Executive Board.

Section 6:

A student may serve as an officer in a maximum of two clubs. No ASEdCC Executive Officer or Student Activities Programmer may serve as a club officer.