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FINANCIAL CODE

INTRODUCTION

In compliance with Washington State law, Green River Community College has established the Service and Activities Fee (522 Fund) into which shall be placed fees and revenues received by the College in connection with Student Life and activities of Associated Student Government, intercollegiate athletics, recreation programs, performing and cultural arts programs, publications, radio stations, clubs, and organizations.

All funds gathered and expended in the 522 Fund are subject to the policies, regulations and procedures of the Board of Trustees, the State Board for Community College Education, and the Budget and Accounting Act of the State of Washington.

The legal responsibility for the Service and Activities fee monies rests with the Board of Trustees. The Vice President of Student Services has the responsibility of overseeing the fund.

This code is part of the administrative procedures of Community College District 10 for the purpose of properly maintaining public funds.

ARTICLE I

PURPOSE

The purpose of this Financial Code is to carry out the provisions indicated in the preceding introduction, while at the same time providing for the effective administration of the Student Life Office.

ARTICLE II

OBJECTIVES

The raising and expending of 522 funds by Green River Student Life organizations has the objective of enhancing the general educational experience and maximizing the success of every student by providing a meaningful variety of healthful, educational, cultural, recreational and social programs, activities, and services.

ARTICLE III

FUNDS

Section 1 – Source of Funds

Service and Activity funds are received from four sources:

- a. Student fees which are paid at registration.
- b. Revenues from activities sponsored by Student Life and/or organizations.
- c. Interest income.
- d. Contributions.

Section 2 – Use of Funds

1. Funds in the 522 accounts are to be used only for Student Life and Activities at Green River Community College.
2. Those in charge of an activity may determine how budgeted monies are to be spent so long as the expenditure is not in violation of college policies or applicable state and federal laws.
3. Prizes can be awarded for service or contests using 522 funds with the following criteria:
 - a. Prize value is limited to a maximum of \$50
 - b. Prize must be a certificate for a campus activity or an on campus service or product (i.e. Gator Grille, Papertree Bookstore, Student Life activity). * Subject to prior approval from the department involved.
 - c. Prizes may only be awarded to currently enrolled students. Exceptions are subject to approval from the Director of Student Services, Leadership and Involvement.

Section 2 – Use of Funds (continued)

- d. Contest rules must be submitted in detail for approval. At the conclusion of the contest, the winners name(s) and SID number(s) must be submitted to the Student Life Office.
- 4. No 522 funds may be used for professional or classified staff salaries and/or stipends, unless it is voted on and approved by the Student Life budget team and approved by the ASGRCC Senate.
- 5. All activities using 522 funds for food MUST have a sign-up sheet prior to events or collected at the event with all participants listed.
- 6. Events will be evaluated on participation and sign-ups and can be subject to cancellation by the Director of Student Services, Leadership and Involvement.

Section 3 – Accounting and Reporting Responsibility

- 1. It shall be the responsibility of the Vice President for Business Affairs, under the direction of the College President, to maintain proper accounting of financial transactions of all 522 monies and to provide monthly reports to the administration, students, and other interested parties.
- 2. Separate accounts shall be kept on each activity and related information is available to interested parties during regular Student Life office hours.

Section 4 – Deposits and Expenditures

- 1. All funds collected or revenues produced by or through Student Life shall be deposited with and/or expended through the business office of the College.
- 2. The official records of all monies for Student Life and its subsidiary units are maintained by the business office.
- 3. All monies collected as a result of any Student Life activity, funded or non-funded, must be turned into the Student Life Program Coordinator at the end of the event. If it is after office hours, on a weekend, or on a holiday, such monies must be deposited immediately by night deposit through Campus Safety. (Night deposit bags are obtained from the cashier's office located in the Lindbloom Student Center and reserved through Student Life.) These funds will not be held by any club member or advisor for more than 24 hours.
- 4. Funds are to be deposited with the Student Life Program Coordinator as described. At this time, a receipt will be issued indicating the date, account to which the monies are to be credited, and such other information as will facilitate the accounting of these monies. If funds are directly deposited with the Cashiers Office the receipt must be turned in to the Student Life office within 3 business days.

Section 4 – Deposits and Expenditures (continued)

5. No disbursements for any account are made except by checks prepared by the business office. No revenue monies may be expended until they are properly deposited and recorded in the business office and checks prepared in a routine manner. Cash is not available for purchases.

Section 5 Voluntary Student Fees

1. A voluntary student fee must be initiated and approved by the ASGRCC senate before proceeding to an Associated Student Body vote. 5% of the student body must cast a ballot in which a 51% majority is needed to pass the referendum. The authority to determine the use of the fee is left solely to students and it must be used for “student purposes”. The duration of such a voluntary student fee is two (2) years and will be reviewed thereafter by the ASGRCC Student Government to increase, decrease, eliminate or retain as is with the exception of any voluntary student fees assessed for building projects.

ARTICLE IV

STUDENT ORGANIZATIONS

Section 1 – Funded Organizations

1. Any activity whose basic aim is to promote the objectives of the Financial Code may be recognized as a funded activity upon approval of the Student Senate.
2. Recognized student organizations may be formed to promote any legal purpose, as stated in the by-laws.
3. Student organizations must be open to all students, except in cases which the ASGRCC Senate determines there exists reasonable justification for exceptions directly related to the purpose of the organization.
4. The membership of student organizations must be composed solely of currently registered students at Green River Community College. Faculty, staff, administrators and alumni may hold non-voting associate membership.
5. The fact that a recognized student organization provides a service to its members or the College in general is justification for providing the organization with funds to the limit that resources are available in the budgeting process. For specifics regarding Church/State Issues and Student Services, and Student Political Issues see the sections after Article IV Section 1 – Funded Organizations.
6. Donations using 522 funds (including fundraised dollars) are prohibited.

Section 1 – Funded Organizations (continued)

7. Clubs which have similar purposes shall be reviewed by the Director of Student Services, Leadership and Involvement. Already funded programs cannot receive club funding.
8. Fund-raising projects of student organizations are subject to the approval of the Director of Student Services, Leadership and Involvement.
9. Funds generated in any manner by a recognized student organization will be held in trust by the College. (Refer to Article III, Section 4 Deposits and Expenditures.)
10. The fiscal affairs of all recognized student organizations are subject to the provisions of this Code. Violations of this Code by a student organization shall be cause for referral to the appropriate College body or official and violators will be subject to discipline as the Director of Student Services, Leadership and Involvement deems appropriate.

Section 2 – Funding Option

1. See ASGRCC Club Funding Policy (By-Laws).
2. Clubs & Organizations receiving funding shall not be entitled to carry a balance forward at the end of the fiscal year. Funds remaining shall revert to the 522 Reserve Fund. Fundraised dollars exceeding \$50.00 can be carried forward providing all expenses have been paid.

CHURCH/STATE ISSUES AND STUDENT SERVICES

(revised 2/03)

by

W.Howard Fischer, Sr. Assistant Attorney, Education Division

Recognition: Religious groups must be given recognition on the same basis as
 (“Indirect aid”) other student groups, without regard to the religious nature of their activities or the content of their speech. Healy, 408 U. S. 169 (1972).

S&A Funding: A college may consider requests for S&A funding by recognized
 (“Direct aid”; S&A student groups with a religious orientation.
 Fees are for the
 Express purpose of funding student
 services and If S&A funds are made available to recognized student groups for
 Programs at the group activities, religious student groups may also receive such
 Institution) funds for their activities, including religious activities.
 Programs at the Rosenberg, 515 U.S. 819 (1995); Prince, 303 F.3d 1074 (9th Cir.
 Institution) 2002)

Accounting: In the case of fundraising projects that have used S&A funds as “seed money”, all revenues are then commingled with state funds and are under college and state spending restrictions of public funds.

In the case of fundraising projects that have not used S&A funds as “seed money”, all revenues should be held in a separate college “trust “ account.

Facilities Use: 1. Where a college allows student groups to use campus facilities, it must permit the same use to religious groups upon the same (fee or non-fee) basis. Widmar, 454 U.S. (1981).
 (“Indirect aid”)
 2. A college may not close its facilities to recognized student groups desiring to use facilities for religious worship or discussion. Widmar, 454 U.S. 263 (1981).
 3. Religious activity, however, should not take place on a public campus with such frequency or regularity that the college may be perceived to have endorsed the religion involved. See AGO 1978, No. 10; AGO 1995, No. 3.

The College has an ability to establish reasonable time, place and manner restrictions on the use of its facilities.

Outside Affiliations: The Washington State constitution prohibits student groups from sharing office space and materials with off campus religious organizations.

College Logo: Religious clubs or organizations may not use letterhead of the college. It gives an impression that the college is endorsing religion and is violative of the federal and state constitutions.

College materials & equipment: When a college offers student body clubs time, supplies and AV and other equipment to convey their club messages, the time, supplies and equipment are a “forum” and access cannot be denied to religious clubs or organizations based upon the religious content of their speech. Prince, 303 F.3d 1074, 1091-92 (9th Cir. 2002)

STUDENT POLITICAL ISSUES

By
David Stoler, Sr. Assistant Attorney General & Chief Education Division
and
Dr. Mari Kruger, Pierce College Puyallup & CUSP Past President
September, 2009

Student Political Clubs:

S&A fees are public funds, subject to control by the Board of Trustees and expenditure by the college's student life administrator. They may be used to fund officially recognized student political clubs or organizations.

Recognition:

Student political groups should be given recognition on the same basis as other student groups, without regard to viewpoint.

Recognition Procedures:

Funding may include fees for political speakers, travel expenses and other relevant club activities as deemed reasonable by the institution. Activities of clubs or student political groups should be approved or sanctioned by the student government association in advance of expenditures and off-campus speakers subjected to a college off-campus speaker policy. "Programs devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas." RCW 28B.15.044.

Political student clubs or groups may use college letterhead if officially sanctioned.

Facilities Use:

Student political clubs or groups may use college facilities in the same manner as other officially recognized student clubs or groups even if the use is political in nature.

The college can establish reasonable time, place, and manner restrictions on the use of its facilities. Therefore, if political use is dominating the facility and impacting the use by others, such use may be limited.

Political student groups and off-campus political groups may post, vend, and distribute in the same manner as non-political groups, per college WACs and practices regarding reasonable time, place, and manner restrictions on the use of its facilities. Application of such policies must be content-neutral and uniform.

Lobbying with Public Funds:

"Lobbying" means to attempt to influence the passage or defeat of any state legislation. "Legislation" means matters pending or proposed in either house or matters that may be the subject of action. "Attempt to influence" includes legislative staff as well as legislators.

1. State agencies are prohibited from using, directly or indirectly, public funds for lobbying, unless (a) expressly authorized by statute (rare); (b) officers, employees or students are communicating with a member at that members' request; or (c) communicating a request for legislative action or appropriation through proper legislative channels. "Proper legislative channels" include contacting a legislator in person; attending a legislative hearing; or lobbying legislators on campus. Such activity should be included in the institution's quarterly report. Student government associations or its equivalent are an exception and are allowed to lobby per item #3 below.
2. State agencies are permitted to (a) provide information or communicate on matters related to official agency business to any elected official or officer or employee of a

public agency, including the legislature; and (b) advocate the official position or interests of the agency. Again, these are reportable.

3. Student political clubs or groups must consult with the Student Life Office so any lobbying activity may be included in the institution's quarterly Public Disclosure Commission report.

3. Voluntary student fees and services and activities fees may be used for lobbying by a student government association or its equivalent and may also be used to support a statewide or national student organization or its equivalent that may engage in lobbying.

Use of Funds:

1. Under no circumstances, may public funds be used as a gift (including entertainment) or campaign contribution to any elected official or officer or employee of a public agency. Nor may facilities (employees, stationary, postage, machines, etc.) be used for the purpose of assisting a campaign for election or for the promotion or opposition to any ballot proposition unless expressly used by the student government association or its equivalent utilizing services and activities fee funds or voluntary student fees.

2. Student orchestrated grassroots lobbying or other indirect forms of lobbying, i.e., mailing campaigns of postcards and letters; "call your legislator now" campaigns; mobilizing students and non-state employees to action; rallying public support; organizing rallies in Olympia; and creating citizen action groups, are allowable and are to be reported to the college's student life administrator .

References:

[1] Fischer, W.H., Coats, R., Kruger, M. (2001). Student political issues, WA Attorney General.

[2] RCW 28B.15.044

[3] SB5776

ARTICLE V

BUDGETING

Section 1 – Account Responsibility

1. The general long-range operational aspects of the 522 funds shall lie with the Vice President of Student Services.
2. Account responsibility for specific funds shall be assigned by the Vice President of Student Services.
3. The daily administrative responsibility for the proper management of the 522 Fund shall lie with the Vice President of Student Services.

Section 1 – Account Responsibility (continued)

4. The Student Life Program Coordinator shall inform the Finance Committee of the current status of the 522 budgets upon request. The Finance Committee Chair will share the entire 522 budget to senate.

Section 2 – Revenue Estimates

1. Estimates of income into the 522 Fund will be made by the Vice President of Student Services in collaboration with the Vice President for Business Affairs or designee during the last two (2) weeks of December of each year.
2. This revenue estimate will be the basis for beginning the budgeting process for the coming fiscal year.
3. Revenue estimates will be based on the number of full time equivalent (FTE) students projected for the forthcoming year.
4. No adjustments will be made to increase revenue levels after estimates have been made unless so advised by the Vice President for Business Affairs.

Section 3 – Budget Development Process

The budget development process shall follow the statutes of the State of Washington. RCW 28B.15.045 sets forth the requirements for budgeting 522 funds. The following budget development process meets State requirements as set forth in RCW 28B.15.045.

1. The 522 Budget Development Process shall commence at the beginning of Winter Quarter each year. A budget request form and a budget timeline shall be sent to all currently funded programs through the appropriate Student Life area supervisor. The current supervisory personnel as of September 2011 are:
 - a. ASGRCC President
 - b. Athletic Director
 - c. Director of Student Services, Leadership and Involvement
 - d. Director for Financial Aid/Student Employment
 - e. Vice President of Student Services
2. The budget for each student program/activity must be developed by students participating in the program in conjunction with the appropriate advisor/coach/supervisor.
3. All requests for monies shall be prepared in writing and shall outline the planned program and justification for expenditures.

Section 3 – Budget Development Process (continued)

4. The Vice President of Student Services shall submit the budget amount to the Student Life Budget Team. The Student Life Budget Team shall be composed of the following:
 - a. ASGRCC President – Chairperson
 - b. ASGRCC Vice-President
 - c. Chairperson of the Finance Committee – ex-officio
 - d. Athletic Director
 - e. Director of Student Services, Leadership and Involvement
 - f. Director of Financial Aid/Student Employment
 - g. One student from each of the following areas: Athletics, Performing Arts, Programming, and Recreation. All students involved must meet with the Director of Student Services, Leadership and Involvement prior to the beginning of the budget process.
 - h. An at large staff/faculty member appointed by the Director of Student Services, Leadership and Involvement.
 - i. The Vice President of Student Services shall serve as ex-officio member.
5. A balanced budget shall be developed by the Student Life Budget Team.
6. The budget shall then be submitted to the Finance Committee. The ASGRCC Senate Secretary shall be the secretary of the committee.
7. The purpose of the Finance Committee is to hear all budget requests for 522 Funds and to prepare a balanced budget to be submitted to the ASGRCC Senate. ASGRCC President, College President, and the College Board of Trustees.
8. There shall be a minimum of two (2) open hearings (one hearing held in the day and one hearing held in the evening) of the Finance Committee, where any interested party of the College can submit requests for funds. These hearings shall be announced across campus at least five (5) academic days prior to their convening.
9. Meetings of the Finance Committee shall be open, but the chairperson shall have the authority to declare an executive session within provision of the Open Public Meeting Act.
10. Prior to the third Thursday in April, the Finance Committee shall submit a balanced budget to the ASGRCC Senate, ASGRCC President, and the College President for their approval.
11. Within ten (10) academic days after receiving the budget from the Finance Committee, the Senate shall take action on the proposed budget. The Senate shall not have line item veto power.

Section 3 – Budget Development Process (continued)

12. In the event the Senate fails to take action within ten (10) days, the Finance Committee's budget shall be considered approved.
13. Upon approval by the Senate, the budget shall be sent to the ASGRCC President. The President shall either pass or veto the total budget within four (4) academic days. The President shall not have line item veto power.
14. In the event of presidential veto, the senate shall have the right to override by a two-thirds vote of the body. The Senate shall have five (5) academic days after receiving the vetoed budget in which to act.
15. In the event the budget is unable to pass the Student Senate within the allotted time, the following groups and/or persons shall meet in conference committee on the sixth academic day following presidential veto:
 - a. College President
 - b. Vice President of Student Services
 - c. Senate Advisor
 - d. ASGRCC President
 - e. Finance Committee Chair
 - f. Student Senate Chair
16. The Conference Committee shall have three (3) days in order to agree upon a budget. If they are unable to arrive at a budget, then the original budget developed by the Finance Committee shall be submitted to the Board of Trustees at their next regularly scheduled meeting.
17. If the budget is approved by the ASGRCC Senate, ASGRCC President, and the Vice President of Student Services, it shall then be submitted to the Board of Trustees for consideration at their next regularly scheduled meeting.
18. Upon adoption by the Board of Trustees, all budgeted programs shall be guaranteed funding for that fiscal year so far as revenue permits.

Section 4 – Budget Approval

1. Recommendations for the budget approval shall be indicated by signature of the ASGRCC President, Finance Committee Chairperson, Senate Advisor, and the Vice President of Student Services.
2. Final approval of the 522 Fund shall rest with the Board of Trustees.

Section 5 – Quarterly Revenue Review

1. Each quarter, as soon as accurate enrollment data can be determined, the total revenue level is subject to review by the Vice President of Student Services.
2. Additional revenue, if available, shall be placed in the legislative budget account for allocation.
3. If a revenue shortfall occurs and budget cuts are deemed necessary, the Vice President of Student Services in consultation with the ASGRCC President shall recommend changes to the Finance Committee.
4. The Finance Committee shall within one month submit a bill to the Senate outlining proposed budget revisions. Approval is accomplished by majority vote of the Senate sitting in quorum, and approval of the ASGRCC President. In the event of presidential veto, a two-thirds vote of the Senate sitting in quorum shall be required for approval.

Section 6 – Finance Committee

1. The Finance Committee and the Finance Committee Advisor are responsible for overseeing the budget.
2. Once the budget is adopted, the committee is responsible for:
 - a. Recommending to the Senate appropriate action and policies on all requests for 522 Funds;
 - b. Approving initial club funding according to club policy;
 - c. Monthly review of the 522 Funds;
 - d. Evaluating and recommending probationary status to the Senate for all funded and/or recognized programs.
3. The Director of Student Services, Leadership & Involvement shall be responsible for overseeing the budget and making necessary allocations during summer quarter. The Director shall report summer budget activity at the beginning of fall quarter to the Finance Committee.

Comment [IT1]: Why did we take this out?
Someone needs oversight of this during the summer
and I think it should be an exempt or administrator.

Section 7 – Emergency and Capital Project Fund

1. The Emergency and Capital Project Fund is maintained for the purpose of assuring the integrity and continuance of programs and activities for students.
2. The following accounts are set up within the fund:
 - a. Disaster, calamity and catastrophe account. This account shall be 20 percent of the previous year's annual 522 Fund and shall be used in cases of disaster, calamity and catastrophe.

- b. The uniform replacement account. This account shall be fifteen thousand dollars (\$15,000) for uniform replacement annually.
 - c. Capital Improvement Account. After the demands of the disaster, calamity, and catastrophe account and the uniform replacement account are met, the remaining funds shall be split equally between the capital improvement account and the fund balance account. The capital improvement account shall be used for the acquisition of real property and capital purchases. Additional funds may be directly deposited into the capital improvement account by action of the Student Senate and concurrence by the Board of Trustees.
 - d. The Fund Balance Account. This account shall contain all remaining fund balances of the 522 Funds. It shall be used in support of revenue shortfall, support of extraordinary, unbudgeted, one-time programs and any remaining funds shall revert to the current senate fund on a quarterly basis.
3. Current 522 Funds balances shall be deposited into the Emergency and Capital Project Fund. Available monies shall be first used to meet the requirements of the disaster account, uniform replacement account and the capital account. Remaining monies shall be placed in the fund balance account.

ARTICLE VI

EXPENDITURE PROCEDURES

Section 1 – General

1. Purchase requests: All requests for purchase to be made from accounts in the 522 budget shall be initiated by the person(s) having account responsibility and processed through the Student Life office. Upon signature by the appropriate authorized staff member, the request shall be forwarded to the business office for preparation of a field order or check.
 - a. Request for purchase shall be made on a purchase requisition form signed by the person(s) having account responsibility. This form is then presented to the appropriate authorized staff member for approval.
 - b. The Student Life office then forwards the purchase request to the purchasing agent in the business office for preparation of a field order or check.
 - c. The person(s) having account responsibility acknowledges receipt of items ordered by sending packing slips or receipts to the account programs coordinator in the Student Life Office.
2. Reimbursement: Since no expenditures can be made without approval prior to purchase, reimbursement for personal funds expended should not be expected. Proper planning will make it unnecessary to use personal funds for purchase. Absolutely no reimbursements will be made without prior approval from the Director of Student Services, Leadership & Involvement and the Student Life Program Coordinator.

Section 1 – General (continued)

3. Advance Payment: It may be necessary to request funds in advance of the services to be performed. Permission must be obtained from the Vice President of Student Services or his/her designee. Advance of funds is to be strictly controlled and is not intended to take the place of the regular ordering procedure in the purchase of supplies. Advance payment is appropriate for student group travel (except personal mileage); payment of speakers, officials, entertainers when called for in their contract; and rental of outside facilities. A request for advance travel funds is made on the Travel Authorization Form (A-40). All group student travel must use Form No. A-40 and the Group Travel Report. These forms must be returned to the business office together with a properly completed Travel Expense Voucher (A-20) within 72 hours after returning to campus.
4. Reporting of expenses: The person(s) assigned account responsibility is responsible for the proper disbursement of funds when advance payment has been made. Unexpended funds along with the Group Travel Report completely filled out are to be returned to the Student Life Program Coordinator upon return of the group.
5. Emergency Procedures: Proper advance planning will make the necessity for emergency purchases a rarity. In cases of genuine emergency, the process may be expedited by contacting the Vice President of Student Services and/or Directors of Student Services, Leadership and Involvement or Athletics for verbal authorization for purchase. This emergency procedure must be followed by the normal procedures outlined elsewhere in this section. In no case is purchasing to be initiated without prior approval of the Vice President of Student Services. All students, faculty, and staff shall be personally liable for expenditure commitments made in violation of this procedure.
6. Appropriate Authorization: In the event an authorizing staff member for an account is not available to approve a purchase request, the following persons are authorized to sign a request:
 - a. Vice President of Student Services
 - b. Director of Student Services, Leadership and Involvement
7. An accounting of all purchase requests granted shall be kept on file in the Student Life office.
8. Spending of the Services & Activities Reserve Fund must be proposed to and approved by the ASGRCC Student Senate, Director of Student Services, Leadership & Involvement and the Vice President of Student Services as an ASGRCC bill. Funds can only be used for student activities/events and/or equipment/supplies/furnishings in the Student Life Building.

Section 2 – Travel

If 522 Funds are to be used for travel by members of a funded activity, a Travel Authorization Form (A-40) must be submitted by the person(s) having account responsibility through the Vice President of Student Services.

1. Travel and Lodging: The following guidelines have been established for meals and can be less than but cannot exceed these amounts when using 522 Funds unless there has been prior approval from the appropriate director. Approval of an increase in the rate is to be used sparingly and only for exceptional circumstances: Breakfast - \$8; Lunch - \$7 and Dinner - \$10. When there is a reimbursement requested for meals and lodging, itemized receipts must be presented to the Business Office. Out-of-state per diem amounts are: Breakfast - \$7; Lunch - \$9; and Dinner - \$11 (only fundraised dollars may be used for out-of-state travel).
2. College Vehicles/Shuttles: The college maintains vehicles/shuttles for the purpose of providing transportation for members of recognized student organizations. These organizations will be charged on a per mile basis, for shuttles driver expenses will be incurred as well. Users of College vehicles shall comply with all Motor Pool Regulations. Violations of the Vehicle Policy and/or Motor Pool Regulations will result in the loss of vehicle privileges.
3. Private Vehicles: The use of private automobiles is reimbursable at the current College rate with prior approval.
4. Off Campus Rental Vehicles: Those organizations utilizing off campus rental vehicles after obtaining prior approval, will be required to pay the full amount of the rental charge and all expenses incurred in the use of the vehicle.
5. No travel out of the Pacific Northwest region shall be made by clubs or organizations from appropriated 522 funds. The Pacific Northwest region shall be defined as the State of Washington and the following contiguous cities: Portland, Oregon; Vancouver and Victoria, B.C.; Coeur D'Alene and Lewiston, Idaho; and all colleges within the NWAACC for scheduled league contests, and other regionally defined and nationally recognized conferences. Defined regions must include Washington State. Prior approval must be obtained.
6. All groups, traveling out of state must use fundraised monies, with prior approval.
7. Travel costs for advisors of instruction based clubs and organizations must be paid from division funds or with club member vote, they can use fundraised money when attending conferences or competitions with students.
8. Advisors (or designee with pre-approval from the Director of Student Services, Leadership & Involvement) must attend all events that include travel.

Comment [IT2]: I do not see anything about an advisor being present at out-of-state travel events payment is covered by who?

Section 3 – College Facilities

College programs not ordinarily held on the weekends may incur expenses for custodial and maintenance services. Deductions will be made from organizations, activities, and administrative accounts for these expenses through the normal College accounting process.

ARTICLE VII

CONTRACTS

Section 1 – Responsibility

The Vice President of Student Services or his/her designee must approve contractual agreements pertaining to any activity using 522 Funds.

Section 2 – Invalid Contracts

Contracts pertaining to any student program made without prior approval of the Vice President of Student Services or his/her designee are invalid. Responsibility for payment of invalid contracts rests with the individual(s) making the contract and may not be paid from public funds.

ARTICLE VIII

CODE LIMITATIONS

Any of the articles, sections, and parts of this Financial Code shall be decreed inoperable and void if the article, section or part is contrary to State Statutes or Community College District 10 rules or regulations. Written changes will be made on a yearly basis to keep the Code up-to-date for persons utilizing 522 Funds.

ARTICLE IX

AMENDMENT PROCEDURE

Changes to this Financial Code will be collected from the ASGRCC executive staff as well as the Student Life staff throughout the academic year. Proposed changes will be made and submitted to the Vice President of Student Services after the conclusion of spring quarter each year for approval.

APPENDIX

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OPEN MEETING ACT

RCW 42.30.200

The multi-member student board which is the governing body of the recognized student association at a given campus of a public institution of higher education is hereby declared to be subject to the provisions of the open public meetings act as contained in this chapter, as now or hereafter amended. For the purposes of this section, “recognized student association” shall mean any body at any of the state’s colleges and universities which selects officers through a process approved by the student body and which represents the interests of students. Any such body so selected shall be recognized by and registered with the respective boards of trustees and regents of the state’s colleges and universities: PROVIDED, that there be no more than one such association representing graduate students, and no more than one such association representing each group of professional students so recognized and registered at any of the state’s colleges or universities.

RCW 28B.15.041

"Services and activities fees" defined.

The term "services and activities fees" as used in this chapter is defined to mean fees, other than tuition fees, charged to all students registering at the state's community colleges, regional universities, The Evergreen State College, and state universities. Services and activities fees shall be used as otherwise provided by law or by rule or regulation of the board of trustees or regents of each of the state's community colleges, The Evergreen State College, the regional universities, or the state universities for the express purpose of funding student activities and programs of their particular institution. Student activity fees, student use fees, student building use fees, special student fees, or other similar fees charged to all full time students, or to all students, as the case may be, registering at the state's colleges or universities and pledged for the payment of bonds heretofore or hereafter issued for, or other indebtedness incurred to pay, all or part of the cost of acquiring, constructing or installing any lands, buildings, or facilities of the nature described in RCW [28B.10.300](#) as now or hereafter amended, shall be included within and deemed to be services and activities fees.

RCW 28B.15.044

Services and activities fees — Legislative declaration on expenditure.

It is the intent of the legislature that students will propose budgetary recommendations for consideration by the college or university administration and governing board to the extent that such budget recommendations are intended to be funded by services and activities fees. It is also the intent of the legislature that services and activities fee expenditures for programs devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas.

RCW 28B.15.045**Services and activities fees — Guidelines governing establishment and funding of programs supported by — Scope — Mandatory provisions — Dispute resolution.**

The legislature recognizes that institutional governing boards have a responsibility to manage and protect institutions of higher education. This responsibility includes ensuring certain lawful agreements for which revenues from services and activities fees have been pledged. Such lawful agreements include, but are not limited to, bond covenant agreements and other contractual obligations. Institutional governing boards are also expected to protect the stability of programs that benefit students.

The legislature also recognizes that services and activities fees are paid by students for the express purpose of funding student services and programs. It is the intent of the legislature that governing boards ensure that students have a strong voice in recommending budgets for services and activities fees. The boards of trustees and the boards of regents of the respective institutions of higher education shall adopt guidelines governing the establishment and funding of programs supported by services and activities fees. Such guidelines shall stipulate procedures for budgeting and expending services and activities fee revenue. Any such guidelines shall be consistent with the following provisions:

(1) Student representatives from the services and activities fee committee and representatives of the college or university administration shall have an opportunity to address the board before board decisions on services and activities fee budgets and dispute resolution actions are made.

(2) Members of the governing boards shall adhere to the principle that services and activities fee committee desires be given priority consideration on funding items that do not fall into the categories of preexisting contractual obligations, bond covenant agreements, or stability for programs affecting students.

(3) Responsibility for proposing to the administration and the governing board program priorities and budget levels for that portion of program budgets that derive from services and activities fees shall reside with a services and activities fee committee, on which students shall hold at least a majority of the voting memberships, such student members shall represent diverse student interests, and shall be recommended by the student government association or its equivalent. The chairperson of the services and activities fee committee shall be selected by the members of that committee. The governing board shall insure that the services and activities fee committee provides an opportunity for all viewpoints to be heard at a public meeting during its consideration of the funding of student programs and activities.

(4) The services and activities fee committee shall evaluate existing and proposed programs and submit budget recommendations for the expenditure of those services and activities fees with supporting documents simultaneously to the college or university governing board and administration.

(5) The college or university administration shall review the services and activities fee committee budget recommendations and publish a written response to the services and activities fee committee. This response shall outline potential areas of difference between the committee recommendations and the administration's proposed budget recommendations. This response, with supporting documentation, shall be submitted to the services and activities fee committee in a timely manner to allow adequate consideration.

(6)(a) In the event of a dispute or disputes involving the services and activities fee committee recommendations, the college or university 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.

(b) 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.

(7) The dispute resolution committee shall be selected as follows: The college or university administration shall appoint two nonvoting advisory members; the governing board shall appoint three voting members; and the services and activities fee committee chair shall appoint three student members of the services and activities fee committee who will have a vote, and one student representing the services and activities fee committee who will chair the dispute resolution committee and be nonvoting. The committee shall meet in good faith, and settle by vote any and all disputes. In the event of a tie vote, the chair of the dispute resolution committee shall vote to settle the dispute.

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

(9) Services and activities fees and revenues generated by programs and activities funded by such fees shall be deposited and expended through the office of the chief fiscal officer of the institution.

(10) Services and activities fees and revenues generated by programs and activities funded by such fees shall be subject to the applicable policies, regulations, and procedures of the institution and the budget and accounting act, chapter [43.88](#) RCW.

(11) All information pertaining to services and activities fees budgets shall be made available to interested parties.

(12) With the exception of any funds needed for bond covenant obligations, once the budget for expending service 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 services and activities fee committee and the governing board, and the

governing board and the services and activities fee committee give their express approval. In the event of a fund transfer dispute among the services and activities fee committee, the administration, or the governing board, said dispute shall be resolved pursuant to subsections (6)(b), (7), and (8) of this section.

(13) Any service and activities fees collected which exceed initially budgeted amounts are subject to subsections (1) through (10) and (12) of this section.

ASGRCC CLUBS FUNDING POLICY

The intent of this policy is to provide a more equitable and less formal means for interested students to obtain funds for their recognized organizations.

The procedure for funding ASGRCC clubs shall be as follows:

1. Initial Funding – Recognized ASGRCC clubs may receive up to \$500 each from the Clubs Development during each fiscal year.
2. Additional Funding – Additional funds for each organization may be requested from the ASGRCC Student Senate.

ASGRCC ORGANIZATIONS FUNDING POLICY

The intent of this policy is to help long standing, active clubs become organizations with line item funding outside the Club funds through Student Life.

Requirements to Become an Organization

1. At least five years of consecutive, active membership and activity.
2. Connection to a degree or certificate program on campus.
3. Report detailed information regarding budgets and expenditures.
4. Contact Student Life by November 30 if you are interested in becoming an Organization for the following year.
5. Follow S&A budget timeline for funding consideration.
6. Attend the following budget meetings:
 - a. At least one meeting with the Student Life Budget Team
 - b. At least one open S&A budget hearing

****Any club officers or advisors that meet these requirements should meet with the Clubs and Organizations Coordinator to discuss becoming an organization.**

CHILD CARE FUNDING POLICY

Funds will be allocated in the 522 budget to provide childcare scholarships to students enrolling their children in the college's child care center. Quarterly scholarships will be awarded to students who are in good academic standing and show need-based eligibility.

An annual report will be provided each summer.

522 CHAMPIONSHIP FUND

During the 1982-83 budget preparation process, the Senate adopted a policy on athletic competition at conference tournaments. All varsity sport teams, with the exception of Men's and Women's Golf, who qualify for conference tournaments will be funded from the Championship Fund. The above exceptions include conference competition in their annual 522 budgets.

STUDENT LIFE FISCAL RESPONSIBILITIES FOR FACILITIES AND EQUIPMENT

522 funds have been appropriated for the purpose of upkeep in the Lindbloom Student Center and specific Student Life area. The following is a breakdown of area responsibilities.

AREA	FUND
Athletic Equipment	522 Fund
Cafeteria	½ Gen., ½ S.U.E.
Current Office Area	522 Fund
Divisible Dining Rooms	General Fund
Drama Equipment	522 Fund
Drama Flats and Staging	522 Fund
Drama Lighting	522 Fund
Drama Shop Located in Auburn	General Fund
Games Area	S.U.E.
General Lounge Area	½ Gen., ½ S.U.E.
Glacier Room Furniture	General Fund
Glacier Room Staging	522 Fund
Gymnasium Scoreboard	522 Fund
Lea Hill County Park	522 Fund/General Fund
Lea Hill Scoreboard	522/Booster
Main Dining Area Furniture	General Fund
Main Dining Area Staging	522 Fund
Pool Area	S.U.E.
Radio Station Area	General Fund/522 Fund
Rainier Room	1/3 Gen., 522 & S.U.E.
Conference & Scheduling Services	½ Gen., ½ S.U.E.

AREA	FUND (continued)
Student Life Administrative Office Area	General Fund
Student Life General Office Area	522 Fund
Student Life Graphic Area	522 Fund

522 FUND ACCOUNT AUTHORIZATION

Administrative

Athletics	Athletic Director and Vice President of Student Services
Recreation & Performing Arts	Vice President of Student Services
Student Life	Vice President of Student Services
Gymnasium	Athletic Director and Vice President of Student Services
Student Life Telephone	Vice President of Student Services
CLEO	Director of Student Services, Leadership and Involvement and Vice President of Student Services
ASGRCC	Director of Student Services, Leadership and Involvement and Vice President of Student Services

Auxiliary Activities

Current	Vice President of Student Services
KGRG	General Manager of KGRG and Director of Public Information
KENU	General Manager of KENU and Director of Public Information
Intramurals	Director of Student Services, Leadership and Involvement and Vice President of Student Services

Performing Arts

Jazz Choir	Choir Director/ Vice President of Student Services
Drama	Drama Instructor/ Vice President of Student Services
Heavier Than Air Players	Director of HTA/ Vice President of Student Services
Recreation Cultural Arts	Director of Student Services, Leadership and Involvement / Vice President of Student Services

522 FUND ACCOUNT AUTHORIZATION (continued)

Recreation Club Funds	Director of Student Services, Leadership and Involvement and Vice President of Student Services
Student Services	
Business Office	Vice President of Student Services
Data Processing	Vice President of Student Services
Student Life Insurance	Vice President of Student Services and Athletic Director
Equipment Fund	Vice President of Student Services
Program Services	
Custodial	Vice President of Student Services
Student Ticket Takers	Vice President of Student Services
Recruitment	Athletic Director and Vice President of Student Services
Advertising	Vice President of Student Services
Publicity	Vice President of Student Services
Supplies	Vice President of Student Services
Printing (under \$100)	Any Student Life Staff Member
Printing (over \$100)	Vice President of Student Services
Student Employment	
Athletic Accounts	Athletic Director and Vice President of Student Services
Current and Intramurals	Vice President of Student Services
Drama	Drama Instructor/ Vice President of Student Services
Innovative	Director of Student Services, Leadership and Involvement/Director of Financial Aid/ Vice President of Student Services
KGRG	General Manager of KGRG/Director of Public Information
KENU	General Manager of KENU/Director of Public Information
Student Life	Director of Student Services, Leadership and Involvement and Vice President of Student Services

522 FUND ACCOUNT AUTHORIZATION (**continued**)

Recreation Social	Director of Student Services, Leadership and Involvement and Vice President of Student Services
Student Government	Director of Student Services, Leadership and Involvement and Vice President of Student Services
Divisional Work Grants	Director of Financial Aid
Clubs	Director of Student Services, Leadership and Involvement and Vice President of Student Services
Publicity	Director of Student Services, Leadership and Involvement and Vice President of Student Services

VARSITY SPORTS UNIFORM PROCUREMENT

DEFINITIONS

Uniform:	Any item provided to an athlete for the purpose of representing Green River Community College in varsity athletic competition. Uniforms are the property of the Green River Community College Athletic Department. Uniforms may not be given to and/or purchased by an athlete. No uniforms may be personalized. They will be issued by the equipment supervisor to each athlete. Athletes will sign for the items and will be responsible for returning the complete uniform at the conclusion of each season.
Replacement Year:	That fiscal year in which the complete set of uniform items for a varsity sports programs will be purchased through the business office at Green River Community College. Uniforms for golf will be ordered after July 1 but before the start of the season. Uniforms for the following sports will be ordered after March but before July 1: soccer, volleyball, men's and women's basketball, baseball, and softball.
Supply Item:	Any item with a life expectancy of one year purchased from 522 funds and provided to an athlete for varsity competition and/or practice.

Equipment: Any item used for the functioning of a sport programs with a life expectancy of more than one year must be purchased from 522 or Gator Booster funds.

(Surplus uniform, supply and equipment items may be disposed of at an annual “surplus sale,” supervised by the Athletic Director in coordination with the Colleges’ Surplus Office, per the delegation found in the RCW 43.19.1919. All proceeds go into the fund from which the item was purchased.)

An athlete may not be given or purchase any uniform items. Personalization of a uniform item will be by use of Velcro, which allows the College permanent use of the item.

UNIFORM PURCHASE PLAN

EVERY YEAR:

Golf

EVERY TWO YEARS:

Baseball – Home/Away

Softball – Home/Away

Volleyball – Home/Away

Women’s Soccer – Home/Away

EVERY THREE YEARS:

Men’s Basketball – Home/Away

Women’s Basketball – Home/Away

Baseball/Softball – Jackets

The above plan is intended to be a guide in uniform procurement. All uniform purchases will be made on an as-needed basis, to be determined by the Athletic Director.

SUPPLY ITEMS (PURCHASED BY INDIVIDUAL SPORT):

BASEBALL:	practice gear, socks, sleeves, hats, shoes
MEN’S BASKETBALL:	practice gear, socks, shoes
WOMEN’S BASKETBALL:	practice gear, socks, shoes

SOCCER:	practice gear, socks, goalie uniform, goalie gloves, shoes
VOLLEYBALL:	practice gear, socks, shorts, shoes
CHEER	practice gear, poms, shoes
X COUNTRY/TRACK	practice gear, shorts, shoes

PURCHASING

For any request over \$10,000 (including tax) the item(s) must go to bid. The Purchasing Office will assist with this process.

RECEIPT OF GOODS

The staff member receiving the goods will check all goods against the packing list and make note of any discrepancies, sign the white receiving copy, and return with the packing list to the Accounts Payable Department. Do not hold the white receiving copy for an extended length of time waiting receipt of the entire order. A partial payment can be made for the goods received. Delays in processing receipts may cause loss of any applicable prompt payment discounts. Occasionally an invoice will be included with the goods or will be sent to the person receiving the goods. All invoices must be sent to the Accounts Payable Department.

MISCELLANEOUS

Correspondence or follow-up on orders should be handled through the Purchasing Department. A copy of any correspondence sent directly to a vendor should be sent to the Purchasing Department so it can be made a part of the file.

Material requested on a free trial basis should be treated as any other purchase, marking the requisition "On Approval." After examination, the receiver should return the white receiving copy of the field order with either an approval for payment or a note stating that the goods were returned.

The Purchasing Department will keep the departments informed concerning problems with, or changes to, orders. Due to the large number of orders handled by the Purchasing Department, it is not possible to follow-up on every order. Follow-ups for specific orders will be made on request.

The State of Washington has executed contracts for the purchase of commonly used materials. The use of these contracts is mandatory in most cases.

PRIOR APPROVAL OF TRAVEL

All requests to travel must be submitted through your immediate supervisor and Vice President to the President for prior approval. This includes travel within the Green River Community College District and the areas of Seattle, Tacoma, and Olympia. (Use form A-40, Travel Authorization.)

All agencies are required to maintain a positive system of control over travel consistent with regulations as set forth in the State of Washington Policies, Regulations, and Procedures Manual.

USE OF PRIVATELY OWNED AUTOMOBILE

Reimbursement shall be made at the rate determined by the State for official travel. Mileage between points in the State shall be determined on the basis of the distances shown on the latest State Highway Commission map, and the out-of-state mileage on the basis of standard highway mileage guides or by odometer readings. "Vicinity" miles, as determined by a printed copy of Mapquest miles, shall be shown on the voucher as a separate figure for each day's travel. Miscellaneous expenses, such as ferry, bridge tolls, and parking, will also be reimbursed upon submission of receipts verifying the expenditures.

POINT-TO-POINT MILEAGE

Distances from Green River Community College (One Way)

Aberdeen	98	Hoquiam	102	SeaTac	18
Auburn	4	Issaquah	23	Seattle	30
Bellingham	115	Kelso	115	Seattle Central CC	32
Bellevue	26	Kent	7	Shoreline	44
Bothell	36	Longview	118	South Seattle CC	28
Bremerton	53	Maple Valley	11	Spokane	282
Centralia	73	Moses Lake	180	Sumner	12
Chehalis	77	Mount Vernon	86	Tacoma	20
Edmonds	40	North Bend	30	Union	68
Edmonds CC	48	North Seattle CC	38	U. of Washington	35
Ellensburg	107	Olympia	49	Vancouver	154
Elma	70	Pasco	217	Walla Walla	263
Enumclaw	17	Port Angeles	131	Wenatchee	138
Everett	55	Pullman	288	Yakima	144
Federal Way	9	Puyallup	15	Portland OR	162
Ft. Steilacoom CC	29	Renton	15	Vancouver, B.C.	169
Highline	17	Richland	216		

Vicinity mileage, determined by Mapquest, shall be listed for each day of the month traveled, giving destination and purpose. No more than two individuals may be reimbursed for one trip.

CAMPUS MOTOR POOL VEHICLE USE REGULATIONS

A. USE

1. Campus and state-owned vehicles may be used **ONLY ON COLLEGE BUSINESS**.
2. Please remember you are representing Green River Community College, and should conduct yourselves in a manner creating a positive image.

B. SCHEDULING VEHICLES

1. When transporting **FOUR OR FEWER** passengers, request a smaller motor pool vehicle.
2. When placing a **RESERVATION**, please have **TIME** leaving and returning, and **DESTINATION** information ready. The Program Coordinator in Student Life will verify the account number with Facilities.
3. Always **PICK UP AND RETURN** your vehicle(s) at the **TIMES SPECIFIED**. If you are unable to do so, please contact the Maintenance Department before the time of the reservation.

C. DRIVER QUALIFICATION

1. Drivers must have a valid **WASHINGTON STATE DRIVER'S LICENSE**, current insurance, and shall abide by the Motor Vehicle Laws of the State of Washington.
2. Drivers are responsible for reading the **RULES AND REGULATIONS**. Campus rules are located on the back of the clipboard. State rules are in the glove compartment of each vehicle.

D. ACCIDENTS

1. Drivers are responsible for immediate reporting of **ALL DAMAGE** and **ALL ACCIDENTS** to the Maintenance Department. If it is closed, contact Security.
2. Accident report forms are in the glove compartment of each vehicle, or may be obtained from the Maintenance Department.
3. The State does not assume financial responsibility for **DRIVER NEGLIGENCE**. The College may require a driver to pay for all accident expenses caused by reckless or negligent driving.

E. BREAKDOWNS

1. If you have mechanical problems, during business hours call 1-800-542-6840 for assistance. After business hours the State Motor Pool has a 24-hour roadside assistance program service for "M" plate vehicles only. If a

BREAKDOWNS (continued)

driver is in need of assistance they call 1-800-356-9316 and give the account number 8501258 and the provider will dispatch a tow truck to assist the driver. The charge for this service will be put onto the Voyager

Fuel Credit Card, no invoice necessary. The driver is also required to report this to the Motor Pool at 1-800-542-6840 as soon as possible.

For new vehicles, if they are still within the manufacturer's 3-year, 36,000 mile warranty, please use their free roadside service. Information to contact them is in the vehicles' owner manual or glove box.

2. All repairs, except emergency road repairs, must be cleared through the Maintenance Office.

F. CREDIT CARDS

1. The credit card is located inside the KEYHOLDER and MUST REMAIN THERE.
2. NEVER USE THE CREDIT CARD FOR ANY OTHER VEHICLE.
3. The credit card should only be used for gasoline, oil and minor parts, and ONLY WHEN THESE SERVICES ARE NOT AVAILABLE ON CAMPUS.

G. RETURNING SCHEDULED VEHICLES

1. The driver must SIGN THE CLIPBOARD FORM. Please write in the DATE, the DRIVER'S NAME your CLASS OR DEPARTMENT name, beginning and ending MILEAGE, and DESTINATION.
2. Return the vehicle in a NEAT CONDITION. Remove trash and personal belongings.
3. The driver must PARK the vehicle in its space in the MAINTENANCE CENTER COMPOUND. If the compound is locked, contact Security.
4. The Driver must SECURE the vehicle, locking doors and windows and removing the key.
5. The driver must return the CLIPBOARD AND KEYHOLDER, with keys, credit card and gas slips, to the Maintenance Office. If the door is locked, please use the DROPBOX.

H. COST

1. The current cost is \$0.55 per mile plus gas used during the trip.

I. VIOLATIONS

1. Violations of the vehicle rules and regulations may result in the loss of vehicle privileges for the department involved.