



# **Financial Code of the Associated Student Government of Bellevue College**

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## **Mission Statement**

The Associated Student Government of Bellevue College (ASGBC) is responsible for representing the interests and needs of the students of Bellevue College. The ASGBC accomplishes this by (I) ensuring a welcoming, safe, and inclusive environment, (II) Representing the student community by providing input and collaborating on initiatives with other administrative branches of Bellevue College (BC) and the Bellevue College Governance (BCG) concerning the well-being of the student community, (III) Initiating and coordinating student activities, and (IV) Providing recognition and funding for student-led organizations. Additionally, the ASGBC Board of Directors oversees the Services & Activities Fee (S&A Fee), the Student Environmental Sustainability Fee (SESF), and the Student Technology Fee (STF), and the Student Senate.

## **General Information**

The Financial Code governs and prescribes the processes under which the Services and Activities (S&A) Fees are requested, collected, allocated, and expended. The Financial Code outlines the responsibilities of the ASGBC Board of Directors and BC employees accountable for the effective administration of S&A Fees as managed by the S&A Fee Committee.

## Article I: S&A Fee Allocation Committee

### Section 1: Purpose

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- A. The S&A Fee Committee is responsible for reviewing requests and making budget recommendations to Bellevue College and the BC Board of Trustees for annual approval. S&A Funding is meant to cover yearly costs, startup costs, and one-time asks for student activities and programs. Use of S&A Funding must comply with the ASGBC Financial Code (this document), the Killian document, relevant RCWs, and BC campus policies and procedures.

### Section 2: Membership

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#### 2.1 Voting Members

- A. The voting membership of the S&A committee shall consist of the following individuals:
  - a. The ASGBC Director of Finance who shall serve as Chair.
  - b. The ASGBC President who shall serve as parliamentarian.
  - c. Four (4) students-at-large appointed by the ASGBC Board of Directors.
    - i. One student-at-large member shall be elected by the committee to serve as one of the committee recorders.
    - ii. Up to two (2) student-at-large members may be appointed from ASGBC entities (Student Senate, Offices of the ASGBC), but may not be appointed from the membership of the ASGBC Board of Directors.
  - d. One (1) Classified Staff.
  - e. One (1) Faculty.
  - f. One (1) Administrative Staff.
- B. The ASGBC Board and President's Cabinet shall collaborate in order to determine the best procedures for reaching out to campus for volunteers or nominations for the classified staff, administrative staff, and faculty seats on the S&A Committee.
  - a. This collaborative process allows for a mutually agreed upon group of employees who represent a range of viewpoints and ensures that members will serve in the best interest of the students of Bellevue College.

#### 2.2 Nonvoting Members

- A. Nonvoting members do not count towards quorum and have specified roles in the S&A process.
- B. Nonvoting members and their roles include:
  - a. The Dean of Student Life and Leadership (or designee) shall serve as the lead advisor of the committee, and will assist with basic administrative tasks and oversee the S&A application process.
  - b. The Director of Student Engagement and Executive Director of Finance shall serve as consultants to the S&A Committee.
  - c. Financial personnel in the Office of Student Engagement or designee chosen by the Director of Student Engagement shall serve as the second recorder of the committee.
  - d. If other current ASGBC Board members wish to participate in the S&A Committee review, deliberations and appeals as nonvoting members, they are permitted to do so at their discretion.

## Section 3: Meetings

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### 3.1 Meetings

- A. The S&A Committee shall meet in regularly called sessions in accordance with the proposed calendar. Formal motions shall be duly recorded. Written notification of meetings shall be circulated to members of the S&A Committee at least two business (2) days prior to the meetings.

### 3.2 Quorum

- A. Quorum for conducting an S&A Committee meeting shall be a simple majority of the voting members of the S&A Committee.
- B. Quorum during final allocation recommendation votes and appeals decisions must be consist of a majority of student voting members of the S&A Committee.
- C. Quorum for voting on all other matters shall be a simple majority of the voting members of the S&A Committee. At the initial meeting of each funding cycle, the S&A Committee will develop guidelines for funding priorities to guide their deliberations.

### 3.3 Chairperson

- A. The ASGBC Director of Finance shall serve as the chairperson of the S&A Committee and shall conduct the meetings of the committee.

## Article II: Budget

### Section 1: Budget Sources

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- A. ASGBC funds are received from the following sources:
  - a. S&A Fees, which are paid at registration on a quarterly basis.
  - b. Revenues from activities sponsored by the ASGBC.
  - c. Contributions.
  - d. Investment income.

### Section 2: Budget Projections

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- A. The Executive Director of Finance (or designee) will estimate the amount of income from Services and Activities Fees that are available for allocation for the upcoming fiscal year. The annual budget allocation is established based on projections for the current fiscal year.
- B. Unless the established allocation is officially changed, it shall not be exceeded by drawing on reserve accounts unless approved by a two-thirds (2/3) majority of the S&A Committee in a public meeting, and then a two-thirds (2/3) majority of the ASGBC Board in a public meeting.

### Section 3: Budget Approval

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- A. Before adoption of the budget, the Board of Trustees shall address areas of difference, if any, between the S&A Committee recommendations and the President’s budget recommendations presented for adoption by the Board.
- B. A student representative of the S&A Committee shall be given the opportunity to reasonably address the Board of Trustees concerning such differences. If there is a dispute between the budget recommendation from the ASGBC Board and the recommendation from the College Administration, the dispute process outlined in “RCW 28B.15.045 Services and activities fees— Guidelines governing establishment and funding of programs supported by—Scope— Mandatory provisions— Dispute resolution” shall be followed in order to resolve any such differences.
- C. Applicants and members of the BC Community who are not in agreement with their allocation do not have recourse through the dispute resolution process, as it only applies to disputes between the ASGBC, the S&A Committee and the College’s Administration (The President/President’s Cabinet).
- D. Final adoption of the budget rests with the District Board of Trustees. Following Board adoption, the College President’s signature shall be affixed certifying that the budget is in effect for the next fiscal year.
- E. A copy of the budgeted revenues and proposed budget expenditures shall be forwarded to the Executive Director of Finance for input to the Financial Management System.

### Section 4: Budget Amendments

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- A. Amendments within the established annual budget allocation may be initiated by the ASGBC Board or S&A Committee. Proposed budget amendments should include a detailed rationale for the amendment requests and a detailed proposed budget amendment.
- B. Amendments must be approved by the following:
  - a. A simple majority of the S&A Committee.
  - b. A simple majority of the ASGBC Board (If the S&A Committee is not convened or active, then the amendment must be approved by a two-thirds (2/3) majority of the ASGBC Board in a public meeting.
  - c. The Dean of Student Life and Leadership and the VP of Student Affairs.
  - d. The College President, who shall review the proposed amendment with the Vice-President of Administrative Services. In the event of a dispute between the S&A Committee or the ASGBC Board and the College President regarding budget amendments, the College President shall publish a written response concerning the budget amendment recommended by the ASGBC Board. When necessary, the parties involved shall meet in a good-faith effort to resolve the budget amendment differences.

### Section 5: Fundraising

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- A. Fundraising projects sponsored by S&A-funded activities or organizations must be approved by the following:
  - a. The membership of the fundraising organization or the governing body of any such organization if duly elected and tasked by its members with this responsibility.



- b. The Director of Student Engagement or designee.
- c. The Bellevue College Foundation.
- B. All groups engaging in fundraising activities must follow the accounting procedures for fund management outlined by the College Finance Office and in this document.

## **Article III: S&A Fund Application Procedures**

- A. The Dean of Student Life and Leadership and Office of Student Engagement shall manage the process of soliciting and compiling S&A funding requests on behalf of the S&A Committee.

### **Section 1: Eligibility for Funds**

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#### **1.1 Eligibility for Funds**

- A. The S&A process is open to the Bellevue College campus community, including but not limited to: student organizations, campus departments, campus initiatives or activities not of a curricular or operational nature.
- B. All applicants associated with an Academic unit or other office/campus department, must have written approval on their application from the Dean or supervisor of the staff or faculty member who is submitting the request.

#### **1.2 Non-Student Organizations**

- A. Members of the campus community who sponsor co-curricular and extracurricular activities and do not meet the definition of a student organization outlined in the ASGBC Constitution and ASGBC Bylaws may also apply for S&A funds through the yearly budget allocation process managed by the S&A Committee.
- B. Activity sponsors who propose, manage or host these activities must be officially recognized as a part of Bellevue College and be in good standing with the College. College employees making a request on behalf of students may be required to provide proof of student buy in for the proposed activities.
- C. The activity sponsors who oversee these activities must comply with state law, College regulations, and College policies and procedures governing the use and expenditure of state funds generally and S&A funds in particular.

### **Section 2: S&A Application Procedures**

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- A. The procedures for applying for S&A Funds are as follows:
  - a. Notification and application materials are advertised to the campus community.
  - b. All groups and activity sponsors who wish to apply for S&A funding must attend a S&A Budget Orientation and Training session prior to submitting an application.
  - c. Applicants must submit funding requests by the published deadline.
  - d. The S&A Committee shall review each funding request and determine an initial allocation recommendation for each request.
  - e. Applicants shall be notified in writing of the S&A Committee's initial allocation recommendation and their right to appeal.

- i. The S&A Committee has the discretion to determine (or refer the application to be audited by the Finance Office), if an applicant's request is determined to be curricular in nature and in compliance with Killian Guidelines and the S&A Fee Use Compliance and Guidance document. The S&A Committee may afford the applicant the opportunity to revise the request either prior to deliberations or on appeal.
- ii. Even if the proposed expense is allowable under current guidelines, the S&A Committee will ultimately determine whether to recommend funding for proposed activities. The S&A Committee, with the advice and consent of the ASGBC Board, has the right to amend, freeze or remove S&A Funds granted to any recipient.
- iii. Appeal hearings will be scheduled and appellants afforded the opportunity to present in a public meeting and answer questions from the S&A Committee.
- iv. S&A Committee members will meet at the close of the appeals to determine final allocation recommendations for each group. Review of funding requests, deliberations, and appeal hearings are open to the public. However, members of the public may not be recognized or participate in the meetings. The Committee may set the parameters of the open meetings and appeals, to include length of time, number of appellants per hearing, and questions to the appellant.
- v. All appellants will be notified in writing of the S&A Committee's rationale for its decisions. The Committee's recommendation after the appeals is final.
- vi. Once all reviews and appeals are complete, the S&A Committee then prepares the budget allocation recommendations and submits them to the ASGBC Board for review and vote.
- vii. The ASGBC Board shall review the recommendations of the S&A Committee. The ASGBC Board and the S&A Committee shall collaborate to resolve concerns when presented. The ASGBC Board, upon concurrence with the S&A Committee, shall vote on the final allocation recommendations. All votes must be approved by a simple majority vote.
- viii. Once approved, the ASGBC President must submit the budget recommendations to the Dean of Student Life and Leadership who, with the ASGBC President shall present it to the College's President's Cabinet.
- ix. The ASGBC President will present the budget recommendations to the Board of Trustees, who shall review and approve the budget and allocations.
  1. If there is a dispute between the College President/President's Cabinet and the ASGBC/S&A Committee regarding budget recommendations, the parties shall enter into the dispute resolution process outlined in RCW 28B.15.045.

### **Section 3: Receiving Funds from the ASGBC Board of Directors**

- A. All eligible groups may apply for funding during the annual S&A process and may also apply for one-off S&A funds through the ASGBC funding process, so long as the request is compliant with all guidelines and consistent with the purpose approved by the S&A Committee. Eligibility to receive funding is based on the nature of the activities, applicable RCWs, Killian Guidelines and

the S&A Fee Use Compliance and Guidance Document. Submission of a funding request does not guarantee funding, and funding is not guaranteed year to year.

- B. Written funding requests complying with the Financial Code must be submitted to the ASGBC Director of Finance a minimum of three business days prior to the proposed funding review at the ASGBC Board meeting.
- C. All groups requesting S&A funding from the ASGBC Board MUST disclose other sources of revenue on the funding request. Failure to disclose alternate funding may result in denial of application and/or cancellation of an allocation already granted.
- D. Funding request presentations at ASGBC Board meetings on behalf of student organizations or sponsored activities should be managed and presented by students. Advisors may be present, but the focus should be on students requesting funds from their fellow students on the ASGBC Board.
- E. The ASGBC Board, when reviewing funding requests, determines eligibility based on the guidelines above and may determine by simple majority vote whether they wish to fund any group or activities.
- F. Funding allocations are not typically available until the minutes of the ASGBC Board meeting in which the vote occurred are ratified. In cases where expedited use is necessary, funds shall be available once the Office of Student Engagement has received written confirmation of the decision from the ASGBC President, or the ASGBC Director of Finance.
- G. Receiving a funding allocation from the ASGBC Board does NOT equate to approval to proceed with any activity. Approval for student organization activities is through the established procedure in the Office of Student Engagement and the Finance Office. Approval for other activities must follow departmental and Finance Office protocols.
- H. Groups who have received funding from the ASGBC Board or from alternate funding sources do NOT have the authority to allocate funds to other groups without the approval from the ASGBC Board or the S&A committee. Groups can co-sponsor and collaboratively fund events and activities while working on projects together.
- I. Unspent funds from any allocation remain in ASGBC budget accounts. The ASGBC Board has the right to amend, freeze or remove S&A funds granted to any recipient, to include allocations granted by the S&A Committee during the annual funding process IF the S&A Committee is not convened or active when the action is taken.
- J. It shall be the responsibility of the members or the governing body of a chartered student organization, if duly elected and tasked by its members with this responsibility to determine whether they desire to apply for S&A funding through the ASGBC Board.
- K. It shall be the responsibility of the program managers of all other groups to determine whether they desire to apply to the ASGBC Board for S&A funding during the academic year.

## **Section 4: Notice For Applicants on Affirmation & Inclusion**

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### **4.1 Affirmation & Inclusion**

- A. The ASGBC Board expects all students, staff and faculty involved in the S&A process to uphold the College's Affirmation of Inclusion and APPENDIX II: ASGBC Commitment to Civility of this Financial Code at all times and to treat members of the S&A Committee, ASGBC Officers and staff who support the ASGBC and the S&A Committee in a manner consistent with the Affirmation of Inclusion and the ASGBC Commitment to Civility at all times.

#### **4.2 Disagreements**

- A. Disagreements with the recommendations of the S&A Committee and/or the ASGBC Board should focus on the recommendations and not the individuals who comprise the S&A Committee, the ASGBC Board, or the staff in the Office of Student Engagement. Attacks of any kind on students and staff involved in the S&A process; coercive or aggressive behavior, attempts to undermine the ASGBC Board, the S&A Committee or the S&A process will not be tolerated.

#### **4.3 Failure to Uphold Affirmation & Inclusion**

- A. Failure to uphold the Affirmation of Inclusion throughout funding request submission, communications, appeals and any additional interactions with the ASGBC Board, S&A Committee, and employees who support the ASGBC Board and the S&A Committee may result in the removal of the applicant from the S&A process.

#### **4.4 Process for Behavior Reviews**

- A. The S&A Committee and the ASGBC Board will work with Human Resources Department and/or the Office of Student Conduct to make the determination if behavior is unacceptable and will make use of all avenues available through the College's Human Resources Department, the Code of Student Conduct, state laws and protections, to address behaviors.
- B. Behavior inconsistent with the Affirmation of Inclusion and the ASGBC Commitment to Civility may result in actions such as: current funds or allocations may be frozen or removed and the office, organization or individual may be prohibited from applying to S&A or to the ASGBC Board for funding for up to one year.
- C. The applicant may be permitted to re-submit their proposal in the next academic year at the discretion of the ASGBC Board and the S&A Committee.

## **Article IV: Use of Funds**

### **Section I: Curricular, Co-curricular, & Extracurricular**

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- A. The use of S&A Funds MUST be used for Co-curricular or Extracurricular activities ONLY. S&A Funds CANNOT be used for curricular activities. The definitions for curricular, co-curricular, & Extracurricular are as defined below.

#### **1.1 Curricular Activity**

- A. A curricular activity is an activity that is assigned as part of a course curriculum and is restricted to students who are enrolled in a particular class or program of study. Students earn academic credit for these activities. A class cannot be required for an experience that is funded by S&A funds and S&A funds cannot be used for curriculum needs.

#### **1.2 Co-Curricular Activity**

- A. Any student activity which may offer an enriched academic experience that may complement credit course offerings and is open to all BC students. BC Students do not receive academic credits for participating in these activities. Students may earn extra credit at faculty discretion, but participation is open to all students.

### **1.3 Extracurricular Activity**

- A. Any student activity which is available to any BC student AND for which a student is not required to enroll in a course in order to participate. Students do not receive academic credits for participating in these activities. Students may earn extra credit at faculty discretion, but participation is open to all students.

## **Section 2: Examples of Improper Use**

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- A. Additional limitations to the use of S&A funds include, but are not limited to:
  - a. Regular salaries of professional employees with the exception of salaries and compensation for professional staff in the Office of Student Engagement.
  - b. The funding of academic programs, personnel, facilities, equipment and maintenance covered within the State Board Allocation Model.
  - c. The S&A-funded accounts shall be used exclusively to account for the resources and functions associated with the various student organizations and student activities provided by the College. Separate accounts shall be kept for each student organization or activity.

## **Section 3: Examples of Proper Use**

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- A. When authorized and approved in a manner consistent with this Financial Code and applicable laws and regulations, S&A funds may be used for, but shall not be limited to:
  - a. Social events, seminars, workshops, retreats, and conferences.
  - b. Student government organizations, professional consulting fees, clubs and societies.
  - c. Musical, dramatic, and artistic presentations of an extracurricular nature, student publications and other mass media activities.
  - d. Tutorial services, child care centers, intramural and intercollegiate sports.
  - e. Equipment, supplies, and materials required for the operation of student organizations as well as co-curricular and extracurricular activities.
  - f. Travel and per diem for students and the college employees who travel with them as advisors participating in student co-curricular and extracurricular activities.
  - g. Dues for institutional memberships in the ASGBC or student organizations provided that the legality of such expenditures is first established in consultation with the legal advisor of the college.
  - h. Salaries and compensation to students.
  - i. Salaries and compensation for professional staff in the Office of Student Engagement.
  - j. With the expressed prior approval of the State Board of Community and Technical Colleges and, when required, approval of the ASGBC Board and the College's Board of Trustees, S&A funds may be used to acquire real property, fund capital projects, or may be used as matching funds for such purposes.

## **Section 4: Additional Requirements for Student Organizations**

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#### **4.1 Additional Requirements for Fund Usage**

- A. Student organizations that are officially recognized by the ASGBC Board and who receive funds through the S&A yearly budget process or from the ASGBC Board S&A funding process must spend allocated funds consistent with the funding request submitted and approved. All expenditures must be pre-approved through the process established by the ASGBC Board, the Office of Student Engagement, and must be legal and within policies and requirements of the college, District, and state statutes.

#### **4.2 Additional Requirements for Student Organizations**

- A. In order to be eligible for funding from the yearly S&A yearly funding process, a student organization must be officially chartered and active for a minimum of one quarter and provide proof of membership and activities prior to applying for funding.
- B. In order to be eligible for funding from the ASGBC Board, a student organization must be officially chartered and provide proof of membership prior to applying for funding.
- C. Upon dissolution of any chartered student organization, all S&A funds held in trust for that organization shall revert to the Campus Reserve Account maintained by the College Finance Office and made available for the next S&A budget cycle.
- D. When a student organization has been inactive for at least one calendar year, other types of funds may be swept and made available to other student organizations at the discretion of the ASGBC Board and the Director of Student Engagement so long as this sweeping of funds is consistent with Finance Office policies and procedures.

### **Section 5: ASGBC use of S&A Funds**

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- A. The ASGBC Board applies to the S&A Committee each year for additional S&A funds to cover one-off requests made during the academic year when the S&A Committee is not convened. As such, ASGBC Board allocations are subject to the S&A Fee Use Compliance and Guidance Document, Killian Guidelines, and applicable state laws, College regulations, policies, and procedures governing state funds generally and S&A funds in particular. ASGBC allocations of S&A funds must conform to the purpose for which the S&A Committee approved ASGBC's use of those S&A funds.

## **Article VI: Deposits & Expenditures**

### **Section 1: Deposits**

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- A. Funds collected or revenues produced by or through any activities for which a group received S&A funding, shall be deposited with the College Finance Office and shall be expended subject to College Finance Office policies and procedures governing the expenditures of S&A funds. The official records of S&A funds are maintained by the College Finance Office, and the Office of Student Engagement at the discretion of the College Finance Office.
- B. The procedures for the collection of all revenues and for the expenditure of all resources shall be in compliance with the policy, regulations and rules of the College Finance Office. Student organizations must follow all protocols as defined in the Student Organization Handbook.

## **Section 2: Expenditure Procedures**

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- A. Procedures for the acquisition or relinquishment of goods and services for all S&A accounts shall be in compliance with State law, College regulations, and College policies and procedures applicable to the acquisition, inventory, and disposal of College property as imposed and implemented by the Vice President of Administrative Services.
- B. Expenditures and encumbrances shall be made from a budget (or budgets) only when officially approved and adopted in a manner consistent with the Financial Code (this document). Student organizations should follow the protocols laid out in the Student Organization Handbook.

## **Section 3: Reviewing Improper Use of Funds**

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- A. The S&A Committee and the ASGBC Board will work with the Finance Office, Human Resources Department and/or the Office of Student Conduct to make the determination if protocols were not followed, and will make use of all avenues available through the College's Human Resources Department, the Code of Student Conduct, state laws and protections, to address behaviors.
- B. Groups or individuals may be subject to removal of remaining funds, freezing of current balances, bans from applying for S&A funding, or other remedies afforded by the ASGBC Board or the S&A Committee by applicable RCWs, and College policies and procedures.

# **Article VIII: Account Management & Transactions**

## **Section 1: Recording & Reporting**

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- A. The Finance Office is responsible for maintaining the official records of financial transactions of S&A funds. The Executive Director of Finance, at their discretion, may allow finance personnel in the Office of Student Engagement to manage transactions, balance budgets and pull reports to share with student organizations and campus entities receiving S&A funds. Allocations and expenses are available on FMS. S&A allocations are reported by the College Finance office and are publicly posted on the How Your Fees are Spent page (<https://www.bellevuecollege.edu/stupro/how-your-tuition-fees-are-spent/>).

## **Section 2: Unspent Funds & Deficits**

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- A. At the end of the fiscal year, all unspent S&A funds shall be swept and returned to the S&A Campus Reserve fund unless an exception is made by the S&A Committee. The College does not authorize deficit spending from S&A-funded accounts. In the event that a deficit occurs in an S&A funded account, those responsible for the account must use other funding sources to make up the difference. Accounts shall be maintained to inform the ASGBC Board and other interested parties of the status of the S&A budgets.

### **Section 3: Student Organization S&A Accounts**

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- A. For student organizations, the personnel of the Office of Student Engagement are responsible for approvals and proper fiscal procedures with the accounts. These procedures must be consistent with those purchases, inventories, and expenditures established by the College, the state, and this Financial Code.

### **Section 4: Activity Sponsors/Departmental S&A Accounts**

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- A. For activity sponsors or departments receiving S&A Funds, the employee managing the program or team (or designee) and the designated budget authority in that department are responsible for proper approvals and fiscal procedures with the accounts. These procedures must be consistent with those purchases, inventories, and expenditures established by the College, the state, and this Financial Code.

### **Section 5: ASGBC S&A Accounts**

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- A. For ASGBC S&A Accounts, the ASGBC President and ASGBC Director of Finance in collaboration with finance personnel in the Office of Student Engagement manage proper fiscal procedures with ASGBC's accounts. These procedures must be consistent with those purchases, inventories, and expenditures established by the College, the state, and this Financial Code.

### **Section 6: Rollover Funds**

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- A. Funds allocated by the S&A Committee must be spent in the manner in which they were proposed and approved, with some discretion on line-item variations. Funds which are not spent at the end of the fiscal year will revert in accordance to the recommendation of the S&A committee.-S&A funds should not roll over year to year, with the exception of budgets designated as Reserve Accounts.
- B. Any request to retain rollover funds must be approved by a majority vote via the S&A Committee.

### **Section 7: Annual Audit**

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- A. An annual review by Student Life and Finance Office of the College (or designee) of all groups receiving S&A funds shall be conducted in order to ensure funds are spent as intended by the S&A Committee.
- B. Results of the audit will be provided to the ASGBC Board and to the incoming S&A Committee for the following academic year. If it is found that funds were not spent appropriately by groups or individuals, the College Finance Office and the ASGBC Board will work to address concerns, and seek resolution to the concerns.
- C. Groups or individuals may be subject to removal of remaining funds, freezing of current balances, bans from applying for S&A funding, or other remedies afforded the ASGBC Board or the S&A Committee by applicable RCWs, and College policies and procedures.



## **Section 8: Fund Reallocations**

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- A. If an applicant wishes during the academic year to use funds for a purpose that was not intended or approved by the S&A Committee, the applicant **MUST** submit a written request to the ASGBC Board for review. The ASGBC Board will decide if they will consider the request, if the request for alternate use is compliant and whether they will vote on the reallocation request.
- B. Votes for reallocation must be approved by a simple majority of the ASGBC Board.

## **Article IX: Campus Reserve Fund**

- A. The S&A committee may establish a Campus Reserve Fund as a component of their annual budget recommendation.

### **Section 1: Fund Uses**

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- A. Funds from the Campus Reserve Fund can be intended for, but not strictly limited to the following:
  - a. Capital purchases (furniture, equipment, etc.).
  - b. Acquisition of real property.
  - c. Support of extraordinary, un-budgeted and one-time projects.

### **Section 2: Procedures For Release of Campus Reserve Funds**

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- A. Procedures for release of funds from the Campus Reserve require the submission of a budget amendment request as outlined in Article II, Section 4 of this document.
- B. Amendments may be initiated by the ASGBC Board or S&A Committee, and must adhere to the same procedures of Article II of this document.

### **Section 3: Expenditures & Management of Campus Reserve Fund**

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- A. The procedures set forth in this Financial Code and the procedures set by the College Finance Office shall be followed in the expenditure of funds from the Campus Reserve Fund and shall be reflected in a budget established for these funds. Their expenditure shall be consistent with the expenditure of S&A Funds as outlined in this document.

## **Article X: Contracts**

### **Section 1: Responsibility**

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- A. Prior approval for contractual agreements must follow the established policies and procedures of the College. Student organizations must follow the protocols outlined in the Student Organization Handbook.
- B. The responsibility for finalized contractual agreements is outlined in Bellevue College Procedure 1150P.

### **Section 2: Invalid Contracts**

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- A. All contracts for goods or services related to student organizations, and other S&A- funded activities must be in writing and executed by the Vice President of Administrative Services (or designee), and comply with all applicable state laws, regulations, and College policies and procedures governing public procurement and expenditure of state funds.
- B. Contracts that have not been reduced to writing or executed by the Vice President of Administrative Services (or designee) or are issued in violation of the applicable laws or regulations are invalid.
- C. No S&A funds or other state funds used to pay obligations arising from an invalid contract.

## **Article XI: Financial Code Limitations**

- A. 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 district rules or regulations. Inoperable and voided articles, sections, or parts may be changed to bring this Financial Code in compliance with state statutes or district rules or regulations.

## **Article XII: Amendment Procedures**

- A. Amendments to this Financial Code may be proposed to the President's Cabinet by a two-thirds (2/3) majority vote of the ASGBC Board in a public meeting. Amendments approved by the President's Cabinet and College President shall be forwarded to the ASGBC President for insertion into the Financial Code.
  - a. Amendments concerning the position titles of the ASGBC Board of Directors, or the name of the association shall automatically be incorporated without going through the required amendment process articulated in this document.
    - i. All such amendments require the approval of the ASGBC Board of Directors through a two-thirds (2/3) majority vote in a public meeting.

## **APPENDIX I: Statutory Authority and References**

- A. RCW 28B.15.041 “Services and activities fees” defined.
- B. RCW 28B.15.044 Services and activities fees – Legislative declaration on expenditure. RCW 28B.15.045 Services and activities fees — Guidelines governing establishment and funding of programs supported by — Scope — Mandatory provisions — Dispute resolution.
- C. RCW 28B.15.031 – “Operating fees” defined. RCW 28B.15.051 – “Technology fees” defined.
- D. 43.88 RCW – State budgeting, accounting, and reporting system.
- E. 42.30 RCW – Open Public Meetings Act of 1971

## **APPENDIX II: ASGBC Commitment to Civility**

In recognition that the term civility may be defined in a variety of ways, for the purposes of this Financial Code, “civility” is defined in Article II of this Financial Code. While the Code of Student Conduct defines and identifies the rules and regulations regarding student conduct, there is a more fundamental expectation that all students, employees and guests of Bellevue College build and maintain a culture of civility, respect and safety. We are all expected to treat one another in a manner consistent with the Affirmation of Inclusion and this appendix through our greetings, our language, and actions. We exhibit civility through our language, our attitude and our behavior.

We seek to build a culture that fosters mutual respect, kindness and a drive toward learning and self-improvement. As leaders of the campus community, we expect standards of civility and respect to be upheld at all times, in all situations. This includes, but is not limited to:

- A. Conducting oneself in a manner consistent with the Affirmation of Inclusion in the meetings and activities with the S&A Committee, ASGBC Board and the staff who support them.
- B. Understanding that all members of the campus community who seek to learn and improve themselves are welcome and belong here at Bellevue College.
- C. That we should debate the decision or the policy, not the person involved in the decision-making process.
- D. That the diversity of the state and of our college is a strength and that no one should be made to feel inferior or treated as anything other than a human being worthy of respect.
- E. Affirming that, when we disagree, we do so without anger or resorting to personal attacks, and that we will seek to understand why others think or believe as they do in a spirit of honest inquiry.
- F. Accepting that our disputes should be resolved by designated parties when they cannot be resolved by ourselves. There is no place for violence, verbal or mental abuse, or harassment in higher education or in our campus community.
- G. Avoiding inflammatory, rude, sarcastic, obscene or disrespectful speech and disruptive behavior that has a negative impact on everyone’s learning.
- H. What does respect look like?
- I. Interactions should be constructive.
- J. Assume good intentions – always!
- K. Trust that every person is doing their job. If you feel there is an issue, address it in a spirit of collaboration and honest inquiry.

Allow others to speak, practice active listening and know that their experiences are their own, and are just as valid as your own experiences.

Civility and respect are standards of the campus that should be encouraged and supported by all members of the campus community in all settings. Should others question adherence to the standards of civility and respect, approach using the examples above: seek to understand the difference in opinion; respectfully agree to disagree if there is no common ground; and seek appropriate college support to help work through unresolved conflicts.