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INTRODUCTION

The Revised Code of Washington 28B.15.041 provides that the “services and activities fee shall be used as otherwise provided by law or rule or regulations of the Board of Trustees . . .of each of the state’s community colleges . . .for the express purpose of funding student activities and programs of their particular institution.” It is therefore, expressly recognized that RCW 28B.15.041 grants to Clover Park Technical College’s Board of Trustees the final authority to determine the permissible uses of the Services and Activities Fees, consistent with the law.

In compliance with Washington State law, Clover Park Technical College has created special Fund 522 accounts to be called Services and Activities Fees accounts into which shall be placed fees and revenues received by the College in connection with student programs, activities, clubs and organizations. The Services and Activities Fees accounts shall be used exclusively to account for the resources and functions associated with the various student programs and activities provided by the College. Separate accounts shall be kept for each program and organization.

All funds collected and expended in Fund 522 accounts are subject to the policies, regulations, and procedures of the Board of Trustees, the State Board, the Washington State Budget and Accounting Act, the State Office of Financial Management, the State Attorney General, and College administrative procedures.

These Financial Guidelines have been authorized by the Board of Trustees for the governance of public funds allotted to the Associated Students of Clover Park Technical College. The Director of Student Involvement is responsible to the Vice President of Student Services for the administration of the Financial Code.

This financial code supersedes all previous codes and procedures.

ARTICLE I: PURPOSE

This Financial Guidelines assures responsible allocation and management of student funds to provide for a wide variety of programs and activities to serve the diverse needs and interests of the Associated Students of Clover Park Technical College and to provide for continuity in established programs and activities. It is intended to provide guidance for the shared stewardship of these funds by the Associated Students of Clover Park Technical College and the college administration.

ARTICLE 2: DEFINITIONS

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

- 1) ADVISOR is the staff member who has account responsibility for the particular student organization/club;
- 2) ASSOCIATED STUDENT GOVERNMENT means the representative governing body for students at Clover Park Technical College recognized by the College Board of Trustees.
- 3) ASCPTC means Associated Students of Clover Park Technical College, which consists of all currently registered students paying Services and Activities Fees.
- 4) BOARD is the Board of Trustees of Clover Park Technical College.
- 5) COLLEGE is Clover Park Technical College.
- 6) COLLEGE FACILITIES includes any or all real and personal property owned or operated by the college and shall include all buildings and fixtures;

- 7) COLLEGE PRESIDENT means the duly appointed chief executive officer of Clover Park Technical College.
- 8) CONTINGENCY FUND a contingency budget, up to 20 percent of the total yearly budget level, may be retained to meet changing needs of the ASCPTC.
- 9) DIRECTOR OF STUDENT INVOLVEMENT means that person whose responsibilities include the oversight and management of student programs accounts.
- 10) FISCAL YEAR means that calendar period from July 1 through June 30.
- 11) FUND BALANCE is the account containing the cash balance from the services and activities fees and program revenues at the end of the fiscal year. Also known as the 522 Fund Balance or 522 Fund Reserve.
- 12) LEGAL ADVISOR means that person who serves as the appointed Assistant Attorney General for Clover Park Technical College.
- 13) SERVICES AND ACTIVITIES BUDGET COMMITTEE means the Committee, comprised of students who are responsible for making budget recommendations with the assistance of the Director of Student Involvement.
- 14) SERVICES AND ACTIVITIES FEE means fees, other than general tuition and operating fees, charged to students registering at Clover Park Technical College as indicated in RCW 28B.15.041.
- 15) STATE BOARD means the State Board for Community and Technical College Education, State of Washington.
- 16) STUDENT, unless otherwise qualified, means and includes any person who is registered for classes and is paying services and activities fees.
- 17) STUDENT COUNCIL is an advocate for the student voice and partner with other governing units. The Student Council oversees the administration of the Associated Student Government, is responsible for planning and initiating policies and fees of the Associated Students, and has the ability to sanction or cancel student organizations.
- 18) STUDENT PROGRAMS means programs, services, student organizations, clubs, activities, functions and events recognized and funded by the ASCPTC and operated under regulations and procedures officially adopted by the Board of Trustees.
- 19) VICE PRESIDENT FOR FINANCE AND ADMINISTRATION means the officer in charge of financial services at Clover Park Technical College.
- 20) VICE PRESIDENT FOR STUDENT SERVICES means the chief student services officer of Clover Park Technical College.

ARTICLE 3: FUND MANAGEMENT

SECTION 1, OBJECTIVE

The Associated Student Government raises and expends funds to promote by legal means the general welfare and morale of the students as a whole. The activities supported by these expenditures provide a meaningful variety of healthful, educational, cultural and social learning experiences that allow for the presentation of a broad spectrum of ideas.

SECTION 2, PURPOSE OF SERVICE & ACTIVITIES FEES

Service & Activities (S&A) Fees are for the purpose of supporting student activities and programs. "Student activities" refers to any co-curricular or extracurricular activity participated in by students in the furtherance of their education.

SECTION 3, USE OF FUNDS

Monies in S&A Fee funded accounts are to be used pursuant to state guidelines related to services and activities fees. When authorized and approved in a manner consistent with these guidelines, fee revenue may be used for, but shall not be limited to:

1. Traditional and time-honored activities such as student government activities, student organizations, health and wellness programs, retreats, conferences, seminars, workshops, musical, dramatic, artistic, debate and forensic presentations of an extra-curricular nature, student publications and other mass media initiatives, intramural and intercollegiate sports, tutorial services, career services and child care centers.
2. Equipment and materials required for the operation of student programs and activities.
3. Travel and per diem for students and professional staff members participating in student programs and activities.
4. Furniture and equipment for student use in informal or non-instructional student spaces as approved by the Associated Student Government.
5. Salaries of college employees directly related to student programs. S&A fees may be used only to the extent that the employees are engaged in student activities and programs – as opposed to normal maintenance and operation functions of the college.
6. Costs associated with the child care center for the children of students, provided it is not to sustain a critical operation of the center.
7. A legal aid program which provides services to individual students *provided that* the program is not used to institute legal action against the college.
8. Partial subsidization of a student food bank operation *provided that* it benefits only students.
9. Meals for reception or award ceremony attendees who are part of the sponsored program.
10. Meals and refreshments at approved student programs as incidental thereof.
11. Dues for institutional memberships in recognized student leadership, governmental or activities organizations.
12. Salaries and compensation for student employees.
13. Funds may be used to implement new student orientation.
14. Premiums for liability and casualty insurance for students serving in official capacities or participating in approved programs and activities.
15. With the expressed prior approval by State Board and, when required, with approval of the appropriate legislative body, Services and Activities Fee revenue may be used as matching funds to acquire real property and fund capital projects.
16. Tutorial or co-curricular programs provided it is not to sustain a critical operation of the college.

SECTION 4, LIMITATIONS

Services & Activities Fee revenue shall not be used to fund:

1. Salaries of professional staff in teaching, administrative or clerical positions not directly related to the operation of student programs shall not be paid from S&A Fee revenues.
2. Fund programs, personnel, facilities, equipment and maintenance covered within the State Board allocation model.
3. Free meals and/or lodging for anyone without consideration and with a donative intent.
4. Gifts of appreciation or concern for anyone (farewell gifts, flowers for bereavement, etc.) unless in return for participation or as an award for which one has competed and won.

5. Food or refreshments purchased by a student group without the Board's approval.
6. Tips or gratuities for services rendered by anyone unless authorized by OFM.
7. Meals, lodging, coffee hours, receptions, or teas for a guest entertainer, lecturer, etc., unless required by the contract made for their services.
8. Programs or activities which violate the CPTC Non-Discrimination Statement.
9. Donations of gifts of money or property.
10. Career Day - An event at which high school students (typically juniors or seniors) are invited to spend a day on campus with their high school counselors to learn about the educational offerings of the college as those offerings relate to various careers, and which involves service of refreshments to the high school students and their counselors.
11. Commercial sales, advertising, promotions, or activities which an individual or organization will derive private material gain, unless can clearly serve educational objectives and are conducted under the sponsorship or at the request of a department or student organization.
12. Programs, personnel, facilities, equipment, and maintenance that are considered basic services provided by the college or supported by existing contracts.

SECTION 5, RECORDING & REPORTING RESPONSIBILITY

The responsibility to maintain proper recording of financial transactions of the ASCPTC monies and to provide periodic reports to the Vice President for Student Services and the Associated Student Government shall be the responsibility of the Director of Student Involvement, under the direction of the Vice President for Finance and Administration.

A general budget for each chartered student organization or club shall be maintained by the ASCPTC. Clubs and organizations shall be eligible to receive a yearly allocation upon demonstrating active status, as outlined in the ASCPTC Constitution and Bylaws.

Fundraising projects sponsored by student organizations/clubs are subject to the approval of the organization's membership, the organization's Advisor, and the Director of Student Involvement and must follow the depositing and purchasing procedures in Article 5. In addition, fundraised dollars may be carried forward each year.

SECTION 6, RESPONSIBILITY FOR ACCOUNTS

- A. The general responsibility for the proper management of the accounts rests with the Director of Student Involvement.
- B. The Director of Student Involvement is responsible for proper fiscal procedures. These procedures must be consistent with college procedures covering purchases, inventories, and expenditures and this Financial Code.

SECTION 7, RECOGNITION AS A FUNDED ACTIVITY

Any program or, organization/club may apply for and be recognized as a funded student program or activity upon two-thirds affirmative vote by the ASCPTC Student Council, sitting in quorum. It shall be the responsibility of the members of a recognized student organization or club to determine whether they desire their organization to be funded or non-funded.

Membership of a funded student organization/club must be composed of currently enrolled students at the College and may be organized to promote any permissible purpose, whether it is educational, recreational or social. Among the purposes of any student organization/club is that of providing service to its members and/or the College.

All funded activities will be expected to conduct their programs or activities in accordance with these Guidelines, the ASCPTC Constitution, Code of Student Conduct, and all college, state and federal policies and procedures.

Membership must be open to all students except in cases in which there exists reasonable justification for exceptions directly related to the purpose of the organization.

ARTICLE 4: BUDGET DEVELOPMENT

SECTION 1, SOURCE OF FUNDS

Student funds are received from five sources: student fees allowed by law and paid at registration; revenues from activities; interest income; contributions and voluntary fees.

SECTION 2, REVENUE ESTIMATES & YEARLY ALLOCATIONS

Each winter quarter, the Vice President for Finance and Administration or designee and Director of Student Involvement will establish the yearly revenue forecast. This allocation will be the basis of the budgeting process for the coming fiscal year and revenue estimates will be based on a percentage of total projected credit hours from programs with students paying Services & Activities Fees. Unless the estimated allocation is officially changed, it shall not be exceeded.

SECTION 3, SERVICES & ACTIVITIES BUDGET COMMITTEE

It shall be the responsibility of the S&A Budget Committee to determine the fee level, recommend and propose the distribution and use of fee in accordance with established policies and requirements of the college, district, state, and federal laws.

The S&A Budget Committee shall be composed of at least five voting student members appointed by the ASCPTC President and is chaired by the Vice President of Student Council. Two (2) students on the committee must be students-at-large. Students-at-large may not be a member of the Student Council or Activities Board.

The Student Council Administrative Officer shall serve as a recorder. The Director of Student Involvement serves as an ex-officio member to the committee.

All students must have satisfactory academic progress and shall represent the diverse interests of the student body.

The S&A Budget Committee is a recommending body, whereas their initial responsibilities are; proposing program priorities, evaluating existing programs, proposing budget levels, propose student services and activities fees amounts, and adjusting budget requests to the yearly budget allocation shall reside with the Committee. The Committee shall provide an opportunity for all viewpoints to be heard during its consideration of the funding of student programs and activities, notifying budget requestors of their right to appeal.

SECTION 4, BUDGET TIMELINE

An annual budget timeline, consistent with the college's budgeting timeline will be prepared by the Director of Student Involvement and committee chair to be made available to the ASCPTC. The timeline will include dates for budget development, hearings, appeals, and adoption. The following dates are guidelines only.

January: Opportunities will be provided to the ASCPTC to submit budget proposals to the Services & Activities (S&A) Budget Committee. Student organizations will receive budget request forms and budget planning assistance to create their budget request for the next fiscal year. The Director of Student Involvement will also work with budget managers to prepare requests for departments funded through existing accounts funded by S&A Fees.

February: The S&A Budget Committee is formed and a budget timeline is adopted. Budget trainings are conducted for organizations and budget managers. All budget requests are submitted to the Office of Student Involvement, who will be responsible for preparing master budget request documents for the committee.

March: The committee will review the budget requests. Following this initial review, budget hearings shall be held for any organizations or programs seeking funding from S&A Fees for the upcoming fiscal year. The committee shall develop a budget allocation and recommendation based on submitted materials and budget hearings.

After the hearing, all who submitted budget requests will be notified of budget recommendations and shall be advised concerning their right to appeal.

April: The budget as recommended by the Committee shall be forwarded to the Student Council for final consideration and adoption. The committee will forward the recommended budget to the Vice President for Student Services who shall review and offer comments to the proposed budget in preparation for presentation to the College President.

May: Board of Trustees reviews and adopts budget.

July: New fiscal year begins.

SECTION 5, BUDGET APPROVAL

The committee will submit a budget to the Student Council for final consideration and adoption. The committee will forward the recommended budget to the Vice President for Student Services who shall have ten (10) days to review and offer comments to the proposed budget in preparation for presentation to the College President.

The Vice President for Student Services, the Director of Student Involvement and the S&A Budget Committee Chair, after reviewing the recommendations, shall forward the Services and Activities Fee budget recommendation, along with any additional comments or recommendations, to the College President.

Before adoption of the budget, within ten (10) days the College President shall address areas of difference, if any, between the Services and Activities Fee Budget Committee recommendations and the administration budget recommendations presented for adoption by the Board of Trustees. A student representative of the Services and Activities Fee Budget committee shall be given the opportunity to reasonably address the College President concerning any such differences.

Final adoption of the budget will rest with the Board of Trustees. The College President's signature shall be affixed certifying that the budget is in effect.

The fee level for the upcoming fiscal year is subject to change and will be made available to students on or before July 1. Consistent with college process, a recalculated balance due will be sent to students who registered in May for summer and/or fall classes to reflect the increase in tuition and/or fees.

SECTION 6, DISPUTE RESOLUTION

In the event of a dispute or disputes involving the S&A Budget Committee recommendation, within ten (10) days the college administration shall meet with the S&A Budget Committee in a good faith effort to resolve such dispute or disputes prior to submittal of final recommendations to the Board as provided in [RCW 28B.15.045](#).

If said dispute is not resolved, the chair of the Services and Activities Fee Committee shall convene a dispute resolution committee within fourteen (14) days. The dispute resolution committee shall be selected as follows: The college administration shall appoint two nonvoting advisory members; the Board of Trustees shall appoint three voting members; 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.

The Board of Trustees 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 Board of Trustees shall consider the results, if any, of the dispute resolution committee and shall take action.

SECTION 7, BUDGET AMENDMENTS

Those in charge of a student program or activity may approve changes within their respective program or activity budget allocation. Budget transfers from one program or activity to another must be approved by the S&A Budget Committee or ASCPTC Student Council and Director of Student Involvement and the Vice President for Student Services. Amendments within the established yearly budget allocation which significantly alter the intent of the use of the budget must be approved by a majority of the S&A Budget Committee.

Budget amendments are accomplished by:

1. Developing a rationale for amendment requests.
2. Providing a detailed proposed budget amendment.
3. Approval of the S&A Budget Committee
4. Approval of the Student Council
5. Approval of the Director of Student Involvement
6. Approval of the Vice President for Student Services
7. Submitted to the College Budget Office to affect the transfer.

ARTICLE 5: DEPOSITS & EXPENDITURES

SECTION 1, DEPOSITS

Funds collected or revenues produced by or through ASCPTC sanctioned activities or fee collections, shall be deposited with and expended through the business office of the College. This includes all monies raised for projects on or off campus by ASCPTC sanctioned student organizations.

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

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

Monies collected as the result of any student program or activity must be turned in to the Cashier's Office at the end of the day, or if after hours, turned in immediately the following morning. When deposited with the Cashier, a receipt will be issued indicating the amount credited and the account funds are deposited in.

Disbursements from any account must be pre-approved by Director of Student Involvement and are made only by checks or procurement card.

SECTION 2, TICKET SALES

Tickets for ASCPTC sponsored events and programs may be placed on sale in appropriate campus locations designated by the Director of Student Involvement. The sale of tickets is the responsibility of the sponsoring organization or program under the direction of the Office of Student Involvement and shall be conducted in a manner consistent with established departmental and college procedures.

SECTION 3, EXPENDITURES

The procedures for the expenditure of all resources shall be in compliance with the policies, regulations, and rules of the Office of Student Involvement, under which the Vice President for Finance and Administration manages the acquisition, inventory and disposal of property.

The procedures set forth in this Financial Code shall be followed in the expenditure of funds from the accounts funded by Services and Activities Fees. These procedures are designed to provide accounting for funds and to authorize expenditures within the accounts.

Purchase Requests: Requesting organizations initiate purchases, by completing a purchase order worksheet. All purchases must be compliant with state and college policies. Upon approval by the Director of Student Involvement, the request shall be forwarded to the Vice President for Student Services and finalized by the purchasing department for processing.

Reimbursement: Reimbursement of personal funds shall only be made if applicable paperwork is submitted and approval for the expenditure is obtained from the Director of Student Involvement or designee prior to purchase.

Advance Payment: It may be necessary to request funds in advance of the purchase to be made or services to be performed. Advance of funds are strictly controlled and not intended to take the place of the regular purchasing procedures. Advance payment includes, but is not limited to: student group travel, dues, registration and entry fees, rental payments, etc. The necessary forms must be submitted to the Director of Student Involvement at least 10 business days prior to the expected issuance of a check. No further expenditures will be authorized until all necessary documents are filed for the preceding transaction.

SECTION 4, TRAVEL

Travel Policies and Regulations: College travel policies and regulations shall apply to all ASCPTC travel. Only travel by members and advisors of registered students organizations shall be considered travel and only when officially representing the College. If services and activities fees are to be used for travel by members and Advisors of a subsidized activity, a prior approval for travel and reimbursement form must be submitted by the Advisor and approved by the Director of Student Involvement.

Funding for Travel: Funding allocation for travel will take place during the annual budget development process. Opportunities for travel which cannot be identified as a part of the budget development process may be proposed to the S&A Budget Committee during the year as a contingency fund request.

Per Diem, Lodging and Miscellaneous Travel Expenses: All ASCPTC travel will follow the per diem, lodging and miscellaneous travel expense guidelines established by the college and state laws.

National Travel: National travel outside the bordering states of Oregon and Idaho, for recognized students organizations may also be funded by services and activities fees. Groups qualifying for national competition are encouraged to seek other funding options to finance their travel. National

travel for Associated Student Government, Director of Student Involvement, and staff will be coordinated during the budget development process or may be proposed as a contingency fund request during the year. National travel must be approved by the Director of Student Involvement, Vice President of Student Services, and the College President. Travel outside the 50 United States will be reviewed on a case-by-case basis.

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

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

Private Vehicles: The approved use of private vehicles is reimbursable at the rate established by state regulations and local travel policies. Reimbursement for use of a private vehicle will be made upon completion and submission of a Travel Expense Voucher.

Rental Vehicles: Those organizations, activities or personnel utilizing rental vehicles will be required to pay the rental charge and all expenses incurred in the use of the vehicle. Rental charges and fees may be expended through S&A funds.

ARTICLE 6: CONTINGENCY & FUND BALANCE ACCOUNTS

SECTION 1, CONTINGENCY FUND

Up to 20 percent of the total yearly S&A budget level, may be retained in a contingency fund to meet changing needs of ASCPTC. Requests for amounts over 20 percent of the established contingency fund require approval by the Vice President for Student Services.

Upon dissolution of any chartered club or organization all funds held in trust for that group shall revert to the general Contingency Fund.

Programs or organizations requesting supplemental funding must complete a funding request form. In the case that the S&A Budget Committee is not yet formed the request will go directly to the Student Council.

SECTION 2, FUND BALANCE

All unallocated Service and Activities Fees, remaining unspent Service and Activities Fee funds and earned program revenues shall, at fiscal year-end, revert to the ASCPTC Fund Balance (also known as the 522 Fund Balance or 522 Fund Reserve).

A balance equal to at least ten (10) percent of the yearly budget level shall be maintained.

SECTION 3, PURPOSE

Monies in this fund are intended for, but not limited to, capital purchases (items with an anticipated life of more than 5 years), capital projects, acquisition of real property; to accumulate funds over time for new trusts and support of extraordinary, special, one-time purchases which benefit the general student body.

SECTION 4, ALLOCATION

Monies may be allocated by S&A Budget Committee during the annual budget development process or at any time throughout the fiscal year.

SECTION 5, LIMITATIONS

The Fund Balance shall be spent in accordance with these guidelines and mentioned articles.

ARTICLE 7: CONTRACTS

SECTION 1, RESPONSIBILITY

Prior approval for contractual arrangements pertaining to chartered student organizations, and student sponsored programs and activities must be obtained from the Director of Student Involvement and/or designee prior to submitting materials for approval.

SECTION 2, INVALID CONTRACTS

Written contracts pertaining to chartered student organizations, and student sponsored programs and activities made without prior approval from the Director of Student Involvement, approved by the Vice President for Student Services or his/her designee and authorized by the Vice President for Finance and Administration and/or designee are invalid.

Responsibility for payment of invalid contracts rests with the program director or Advisor and members of the contracting group and may not be paid from public funds.

ARTICLE 8: RECOGNITION & AWARDS

SECTION 1, AWARDS

ASCPTC funds can be used to buy or make awards to any individual or group when approved by the Director of Student Involvement. Special recognition awards can be given for special services or special recognition. These awards shall be of nominal monetary value and shall not be monetary awards.

SECTION 2, AWARDS SYSTEM

The awards system shall be the responsibility of the Office of Student Involvement. Awards are for the purpose of properly recognizing outstanding service to and for the Associated Students of Clover Park Technical College.

SECTION 3, TRADITIONAL AWARD BANQUETS

Office of Student Involvement may host one annual awards banquet during spring quarter for the purpose of recognizing persons who have made significant and outstanding contributions to ASCPTC operations and/or to the campus community. The Director of Student Involvement will be responsible for determining the awards and arranging the banquet.

ARTICLE 9: OPERATIONAL DIRECTIVES

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

ARTICLE 10: CODE LIMITATIONS

Any article, section, or part of these guidelines that is or becomes contrary to applicable law is declared inoperable and void, and severed from these guidelines. Remaining provisions of these guidelines shall stay in effect.

ARTICLE 11: VIOLATIONS

Violations of the provisions of these guidelines by student organizations/clubs or by a funded program may be cause for revoking the program or organization's charter and/or revoking funding

of said program or organization. Violations shall be filed as a grievance with the Vice President for Student Services and Director of Student Involvement.

ARTICLE 12: AMENDMENT PROCEDURES

SECTION 1, GRAMMAR, SPELLING AND PUNCTUATION

Grammar, spelling and punctuation changes may be recommended by a majority vote of the Student Council and approved by the Director of Student Involvement.

SECTION 2, HOUSEKEEPING REVISIONS

Minor revisions to these financial guidelines, which do not substantially change the overall intent of the Financial Code or any of its articles must be approved by a majority vote of the Student Council and approved by the Director of Student Involvement and Vice President for Student Services.

SECTION 3, AMENDMENTS

Amendments to these financial guidelines, which substantially change the overall intent of the Financial Code or any of its articles, must be approved by a majority vote of the Student Council. The amendments must receive a favorable recommendation from the Director of Student Involvement and Vice President for Student Services before the proposed amendment is forwarded for approval to the Board of Trustees.

In the event a proposed amendment is approved by the Student Council, but is declined by the Director of Student Involvement or the Vice President of Student Services, all parties shall meet in a good faith effort to resolve such dispute or disputes prior to the proposed amendment being eligible to be ratified by the Board of Trustees.

Amendments approved by the Board of Trustees shall be returned for insertion into the Financial Code.

Updated

11/19/2014 – Approved by ASCPTC Student Council and Cal Erwin and Ted Broussard

12/8/2014 – Reviewed by Lisa Wolcott and Linda Schoonmaker

12/22/2014 – Edited by Cal Erwin

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