



ASLCC Financial Code

Article I – PURPOSE AND AUTHORITY

Services and Activities fees are for the purpose of supporting student activities and programs. “Services and activities fees” are defined as “fees, other than tuition fees, charged to all students registered at the college.” RCW 28B.15.041 In its ordinary and usual meaning, “student activities” refers to any college co-curricular or extracurricular activity participated in by students in the furtherance of their education. (Killian Guide)

Article II – DEFINITIONS

1. **Associated Students of Lower Columbia College (ASLCC)** – all currently enrolled, tuition paying students. The governing body of the ASLCC is the Executive Council, which is recognized by the College’s Board of Trustees.
2. **ASLCC Budget Committee** – will determine the yearly ASLCC budget, Co-curricular and Organization budgets.
3. **Athletics** – college approved programs of organized intercollegiate activities for men and women.
4. **Board of Trustees** – the governing board of Lower Columbia College, District 13, State of Washington.
5. **Club** – a student led group made up of five or more student members and a part/full-time, faculty/staff advisor, whose program aims at the promotion of a special interest, occupation, or field of study.
6. **Club Budget Committee** – will determine how funds are disbursed to clubs according to the club funding process.
7. **Co-curricular** – a student group led by a faculty member that is tied to instruction.
8. **CCOC** – Co-curricular Organization Club
9. **Executive Council** – the ASLCC governing board.
10. **Fiscal Year** – the calendar period from July 1 through June 30.
11. **In-kind Service** – an act of helpful activity.
12. **Organization** – a student formed group with five or more student members, a part/full-time, faculty/staff advisor, and a larger affiliation to a state or national organization.
13. **Services and Activities Fees (S & A Fees)** – a fee other than general tuition, operating dollars, or special fees, charged to all students enrolled at Lower Columbia College. Supports Student Programs and Activities and Athletics.
14. **Student Capital Reserve** – a fee assessed by students upon themselves for the purpose of making capital improvements to the Student Center and ASLCC authorized student projects with a minimum \$25,000 expenditure.
15. **Student Programs** – events, lectures, intramurals, concerts, club support, multicultural programs, service learning and leadership opportunities for the campus community.

16. **Student Programs Reserve and Athletics Reserve** – the accounts containing the remaining un-encumbered cash balance of the Student Programs and Athletics monies as of June 30 of each year.
17. **Subsidized Activity** - an activity that is furnished or aided by S & A fees that promotes student welfare and morale.
18. **Quorum** – the number of members of a group or organization required to be present to transact business legally, usually a majority.

Article III – ELIGIBILITY TO USE FUNDS

Section 1 – Types of Activities

Any activity, event, lecture, program, sport, that promotes the welfare and morale of the student body as a whole. See ARTICLE IV, Section 2b for more details.

Section 2 – Community Involvement

ASLCC will provide a minimum of one in-kind service to the community per quarter.

Section 3 – CCOC Advisor Meeting (Co-curricular Organization Club Advisor Meeting)

In order for ASLCC funded Co-curricular programs, Organizations, and Clubs to stay eligible for funding the advisor must attend a MANDATORY quarterly CCOC (Co-curricular Organization Club) Advisor meeting. This meeting will be held during the first week of each quarter. There will be a morning and late afternoon/evening time to choose from to accommodate for scheduling issues. If the advisor cannot attend it is his/her responsibility to send an appointed designee.

Article IV – FUNDS

Section 1 – Source of Funds

- a. ASLCC funds originate from 3 sources:
 1. Services and Activities Fees
 2. Revenues from activities and programs sponsored by ASLCC – The advisor of the sponsored activity shall set admission prices for student-sponsored events.
 3. Contributions
- b. The ASLCC Executive Council has the authority to change the Services and Activities fee in keeping with the guidelines established by the Washington State Legislature, by a 2/3 majority affirmative vote of the presiding quorum of the ASLCC Executive Council.

Section 2 – Use of Funds

- a. Funds under the jurisdiction of the ASLCC are to be used to finance Student Programs and Intercollegiate Athletics at Lower Columbia College.
- b. When authorized and approved in a manner consistent with this Financial Code, Services and Activities Fees revenue may be used for, but should not be limited to:
 1. Social events, seminars, workshops, health and wellness programs, retreats, conferences, student government organizations, professional consulting fees, clubs,

- musical, dramatic, artistic and forensic presentations of an extra-curricular nature, student publications and other mass media activities, tutorial services, child care centers, intramural and collegiate sports.
2. Equipment, supplies, and materials required for the operation of student programs and activities.
 3. Meals for reception or award ceremony attendees who are part of the program.
 4. Meals and refreshments at approved student programs as incidental therof. Examples include: graduation ceremonies, vocational certificate meetings, student awards, student work sessions, new student orientations, honor society initiations, scholarship donors receptions, etc.
 5. Travel and per diem for students and professional staff members participating in student programs and activities.
 6. Dues for institutional memberships in recognized student government or activities organizations provided that the legality of such expenditures.
 7. Salaries and compensation for student employees.
 8. Support for college employees in student programs operations.
 9. With the expressed approval of the 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 and may be used as matching funds for such purposes.

Section 3 – Recording and Reporting Responsibility

It shall be the responsibility of the Vice President for Administrative Services, under the direction of the President, to maintain proper records of all financial transactions of the ASLCC monies and also provide quarterly reports to the Director of Student Programs and Director of Athletics.

Section 4 – Fundraised Projects

- a. 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.
- b. Funds raised without the use of state property or money are private funds and may be used without restriction. Any such funds raised, in order to retain their private character, must not be commingled with other public funds.
- c. Privately raised funds may retain their private character even if state facilities are used where (a) fair market value is paid for rental of state facilities; or (b) fundraising activities occur in public areas consistent with the institutions facilities use policy for all users.
- d. In the case of fundraising projects that have not used S&A funds as “seed money”, all revenues will be held in a separate college “trust” account (265-****).

- e. All fundraised dollars are carried over to the next year.
- f. When a Co-curricular, Organization, or Club have been inactive for a year or more the funds from their fundraiser account (265-****) will be deposited into the general ASLCC fundraiser account (265-HC01) and the account will be deleted.

Article V - PROCEDURES

See Procedures for CCOC Advisors (located on the Student Government webpage).

Article V – BUDGET

Section 1 – Purpose

When approved by the Board of Trustees, the Services and Activities Budget becomes the official spending plan for the Associated Students of the Lower Columbia College for the fiscal year. The Services and Activities Budget shall promote the general welfare of the student body, reflect diverse student interests, provide continuity for existing programs, and provide options for developing a variety of educational, cultural, and social experiences.

Section 2 – Annual S & A Budget Forecast

The Vice President for Administrative Services or their designee shall provide an estimate of projected income from Student Activities Fees (S&A) for the next year’s annual budget based on the projected FTE for the next school year. This number will be given to the Director of Student Programs by the last week of March. The Director of Student Programs will meet with the Athletics Director to discuss each budget and funds and come up with an estimated budget for each. The Director of Student Programs will then propose the split between ASLCC and Athletics to Executive Council.

Section 3 – ASLCC Budget Committee

The ASLCC Budget Committee will determine how the S & A Funds will be budgeted for the next school year. The budget will be comprised of the following areas:

1. ASLCC Budget – to be used for all programming and areas covered by ASLCC
2. Co-curricular Budget – to be disbursed to LCC Co-curricular programs following the Co-curricular Budget Process.
3. Organization Budget – to be disbursed to LCC Organizations following the Organization Budget Process.
4. Club Budget – to be disbursed to LCC Clubs via the Club Budget Committee following the Club Budget Process.

The ASLCC Budget Committee will be comprised of the following voting members:

- a. ASLCC Executive Officer of Finance – Chair
- b. ASLCC Executive Officer of Clubs
- c. ASLCC Executive Officer of Activities
- d. 2 members of the ASLCC assigned by the Director of Student Programs
- e. A faculty member – chosen by the ASLCC Executive Council
- f. Director of Student Programs

g. Program Coordinator of Student Activities

The ASLCC Budget Committee will meet starting winter quarter to develop a budget timeline for Co-curricular program and Organization requests. The budget timeline will then be placed on the website and emailed to Co-curricular and Organization Advisors.

The ASLCC Budget Committee will meet by the 2nd (second) week of April to disburse S & A funds between the following areas:

1. ASLCC
2. Co-Curricular programs
3. Organizations
4. Clubs

Section 4 – Co-Curricular Budget Process

- a. The Co-curricular Budget Committee will decide how to disburse funds to each area.
- b. The Co-curricular Budget Committee will be comprised of the following:
 1. ASLCC Executive Officer of Finance
 2. ASLCC member selected at Executive Council
 3. One designated Advisor from each Co-curricular program
- c. Each advisor will be responsible to bring a Co-curricular Budget Application to the initial committee meeting.
- d. If a decision cannot be made amongst the Co-curricular Budget Committee by the designated date in the budget timeline, the ASLCC Co-curricular Budget Applications will be submitted to the ASLCC Budget Committee for determination of a final budget.
- e. Once budgets are final Co-curricular programs cannot request additional funds from ASLCC throughout the year.

Section 5 – Organization Budget Process

- a. The ASLCC Organization Advisor will submit an ASLCC Organization Budget Application by the deadline listed on the timeline.
- b. The ASLCC Budget Committee will determine the budget allocation for each ASLCC Organization.
- c. The Advisor will be notified by the Executive Officer of Finance of the budget decision.
- d. Once budgets are final Organizations cannot request additional funds from ASLCC throughout the year.

Section 6 – Club Fund Process

- a. Clubs can request funds from September through May.
- b. A club requests funds by filling out the Club Fund Application.
- c. Club Fund Applications are reviewed by the Club Budget Board every Friday at noon starting the first Friday in October.
- d. The Chair or designee of the Club Budget Board will notify the Club Fund Requestor by Friday evening on the decision of the committee.
- e. A club can appeal the decision to the Director of Student Programs.

The Club Budget Committee will be comprised of the following voting members:

- a. Club Chair
- b. Finance Director
- c. Lecture/Entertainment Chair
- d. Diversity Chair
- e. Director of Student Programs

Section 7 – Inactive Co-curricular, Organization or Club

When a co-curricular, organization or club becomes inactive their ASLCC budget (264-****) will be deleted.

Section 8 – Student Activities and Athletics Reserves

- a. All undisbursed Student Programs (this includes all Co-curricular and Organization budgets) and Athletics budgets shall, at fiscal year-end, revert to the Student Programs and Athletics Reserve accounts.
- b. Funds from reserve accounts may be released upon approval of the Director of Student Programs, Vice President for Student Success, and the Board of Trustees.

Section 9 – Student Capital Reserve Account

- a. The ASLCC may establish a Capital Project account by seeking approval of the student body through a referendum and majority vote.
- b. The amount of the Capital Fee will be established by the ASLCC Executive Council with the approval of the Director of Student Programs and the Vice President for Student Success and will be funded by existing S&A fees.
- c. ASLCC Executive Council will vote on all major Capital Projects with the Director of Student Programs and Vice President for Student Success making a final approval. Monies may be released from the Capital Projects Reserve account for capital improvements, equipment, and facilities maintenance within the Student Center.

Article VI – CODE LIMITATIONS

If any of the Articles, sections, or parts of this Code shall be held invalid as contrary to State Law or Community College District #13 policies or procedures, the remainder of the Articles, sections, or parts and Code shall not be affected. Invalid or void Articles, sections, or parts may be changed without vote of ASLCC to bring this Code into compliance with State or District requirements.

Article VII – VIOLATIONS

Whenever a charge is brought alleging a violation of any requirement of the Code by an ASLCC recognized student organization, a quorum of the ASLCC Executive Council shall decide whether such a violation has occurred, by two-thirds majority vote. Substantiated violations of the Code may be cause for revocation of such chartered or recognized student organization's funding and/or referral to the Administration for appropriate legal action. A finding of Code Violation may be appealed to the Vice President for Student Success.

Article VIII – AMENDMENT PROCEDURE

Proposed amendments to this Code may be submitted to the ASLCC Executive Council at any regularly scheduled meeting of the Executive Council. Amendments will be certified as “passed” by the council upon two-thirds affirmative vote of a quorum of the Executive Council. The proposed amendment will be submitted for approval to the Director of Student Programs and to the Vice President for Student Success. Approved amendments shall be returned to the Executive Council for adoption into the Code. Such amendments shall become effective of the first day of classes in the following quarter.