



Financial Code of the Associated Students of Lower Columbia College

2019-20 Governing Board Revision

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Article I: Purpose and Authority

Per RCW 28B.15.041, Services and Activities Fees are “fees, other than tuition fees, charged to all students registered at the college.” The ASLCC Financial Code dictates a set of rules designed to ensure that these fees are spent in accordance with ASLCC policy and RCW 28B.15.045. As all CCOCs exist under ASLCC authority, the ASLCC has the authority to set rules related to the expenditure of funds by CCOCs.

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 – The committee that determines the yearly Services and Activities (S&A) budget.
3. Athletics – College-approved programs of organized intercollegiate activities for men and women.
4. Board of Trustees – The Governing Board of Lower Columbia College.
5. Club – A student-led group made up of five or more student members and a full-time faculty/staff advisor, whose program aims at the promotion of a special interest, occupation, or field of study.
6. Co-curricular – A student group led by a full-time faculty member that is tied to instruction. Co-curriculars have a class that a student can enroll in to earn credit.
7. CCOC – Co-curriculars, Organizations, and Clubs
8. Executive Council – The ASLCC governing board.
9. Fiscal Year – The calendar period from July 1st through June 30th.
10. In-kind Service – An act of helpful activity.
11. Organization – A student-formed group with five or more student members, a full-time faculty/staff advisor, and a larger affiliation to a state or national organization.
12. Services and Activities Fees (S&A Fees) – A fee other than tuition fees, charged to all students registering at the state’s community colleges pursuant to RCW 28B.15.041.
13. Student Capital Reserve – The funds generated by 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.
14. Student Programs – Events, lectures, intramurals, concerts, CCOC support, multicultural programs, service learning, and leadership opportunities for the campus community.

15. Student Programs Reserve– The accounts containing the remaining unencumbered cash balance of the Student Programs and Athletics monies as of June 30th of each year.
16. Subsidized Activity - An activity that is furnished or aided by S&A fees that promotes student welfare and morale.
17. 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

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

Section 2 – Community Involvement

1. 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)

1. In order for ASLCC funded co-curriculars, organizations, and clubs to stay eligible for funding from Service and Activities fees, the advisor or their designee must attend a mandatory quarterly CCOC (Co-Curricular Organization Club) meeting. If the advisor cannot attend, it is their responsibility to send an appointed designee.

Article IV: Funds

Section 1 – Source of Funds

1. ASLCC funds originate from three sources:
 - a. Service and Activity Fees.
 - b. Revenues from activities and programs sponsored by ASLCC – The advisor of the sponsored activity shall set admission prices for student-sponsored events.
 - c. Contributions.
2. 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 two-thirds majority affirmative vote of the presiding quorum of the ASLCC Executive Council.

Section 2 – Use of Funds

1. Funds under the jurisdiction of the ASLCC are to be used to finance Student Programs and Intercollegiate Athletics at Lower Columbia College.
2. 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:

- a. 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, and intramural and collegiate sports.
- b. Equipment, supplies, and materials required for the operation of student programs and activities.
- c. Meals for reception or award ceremony attendees who are part of the program.
- d. Meals and refreshments at approved student programs as incidental thereof. Examples include: graduation ceremonies, vocational certificate meetings, student awards, student work sessions, new student orientations, honor society inductions, scholarship donor receptions, etc.
- e. Travel and per diem for students and professional staff members participating in student programs and activities.
- f. Dues for institutional memberships in recognized student government or activities organizations provided the legality of such expenditures.
- g. Salaries and compensation for student employees.
- h. Support for college employees in student programs operations.
- i. 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.

Section 3 – Recording and Reporting Responsibility

1. 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 Service and Activities fee (S&A fees) monies and also provide quarterly reports to the Director of Student Programs and Director of Athletics.

Section 4 – Fundraised Projects

1. 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.
2. Funds raised without the use of state property or money are private funds and may be used without the restrictions of S&A funds. Any such funds raised, in order to retain their private character, must not be commingled with other public funds. Funds placed in 265 trust accounts must still be expended in accordance with college policies.
3. 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 institution's facilities use policy for all users.

4. 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 265 trust account.
5. All fundraised dollars that are placed into a 265 trust account are carried over to the next year.
6. When a co-curricular, organization, or club has been inactive for a year or more the funds from their 265 account will be deposited into the general ASLCC 265 account (265-HC01) and the account will be deleted.

Article V: Procedures

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

Article VI: 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 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 of Administration or their designee shall provide an estimate of projected income from the services and 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 third week of January. The Director of Student Programs will meet with the Athletics Director to discuss the budget and funds, then come up with an estimated budget for each program. The Director of Student Programs will then propose the split between ASLCC and Athletics to Executive Council.

Section 3 – Excess Enrollment Service and Activities Fees

Pursuant to RCW 28B.15.045 (13) Any service and activities fees collected which exceed initially budgeted amounts are subject to subsections (1) through (10) and (12) of this section.

Section 4 – ASLCC Budget Committee

1. The ASLCC Budget Committee will determine how service and activities (S&A) fees will be budgeted for the next school year. The budget will be comprised of the following areas:
 - a. Student Government

- b. Athletics
 - c. Co-curriculars
 - d. Organizations
 - e. Clubs
2. The ASLCC Budget Committee will be comprised of the following voting members:
 - a. ASLCC Finance Director – Committee Chair
 - b. Four Executive Representatives of the ASLCC assigned by the Director of Student Programs
 - c. A faculty member chosen by the ASLCC Executive Council
 - d. The Director of Student Programs
 3. The ASLCC Budget Committee will meet starting winter quarter to develop a budget timeline. The budget timeline will then be communicated to all areas that are supported by S&A funds. The timeline needs to allow for enough time to review and approve the S&A budget by Executive Council and the College so that it can be submitted to the Board of Trustees during their May meeting for approval.

Section 5 – Co-Curricular and Organization Budget Process

1. The ASLCC Finance Director will post a budget timeline. It will be the responsibility of the co-curriculars and organizations to submit an application by the deadline. Applications can be found on the Student Government webpage.
2. Each co-curricular or organization must have a full-time advisor in order to apply for funds.
3. In the event that there is no advisor, funds will be placed in the Student Government Contingency account. When an advisor is established they will be able to make a budget request to the Executive Council.
4. The ASLCC Budget Committee will determine the budget allocation for each ASLCC co-curricular, organization, club, and athletic team.
5. The CCOC advisor will be notified by the Finance Director of the final budget decision immediately following the final decision of the committee.
6. Incomplete applications will not be eligible for funding. Applications not submitted by the deadline will not be eligible for funding.

Section 6 – Club Funding Process

1. Clubs can request funds fall quarter through spring quarter. Fund requests for summer quarter must be submitted by the final Executive Council meeting of spring quarter in order to be considered for approval.

2. In the event that a summer fund request is submitted after the spring deadline the Executive Council gives authority to the Director of Student Programs to consider/approve requests up to the amount of \$500.
3. A club requests funds by filling out the One-Time Funding Application (found on the Student Government webpage).
4. Club Fund Applications are reviewed by the Executive Council during their weekly business meetings.
5. The Finance Director or designee will notify the Club Fund Requestor immediately following the final decision of the committee.
6. A club can appeal the decision to the Director of Student Programs.
7. Incomplete applications will not be eligible for funding. Applications not submitted by the deadline will not be eligible for funding.
8. All funding requests require a two-thirds majority vote to pass.
9. The ASLCC Executive Council gives authority to the Director of Student Programs or their designees to expend funds to promote student programs.

Section 7 – Inactive Co-Curricular, Organization, or Club

1. All co-curricular, organization, and club advisors must follow the advisor guidelines located in the ASLCC Application for Chartering a Student Co-curricular, Organization, or Club (CCOC).
2. When a co-curricular or organization becomes inactive their ASLCC budget (264-****) will be deleted, and clubs will lose access to any allocated funds when they become inactive.

Section 8 – ASLCC Activities Board Fund Process

1. The ASLCC Activities Board must submit fund requests for activities/events to the Executive Council during their weekly business meetings for consideration of approval.

Section 9 – Student Activities Reserves

1. 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 Reserve account.
2. Funds from reserve accounts may be released upon approval of the Director of Student Programs, Vice President for Student Services, and the Board of Trustees.

Section 10 – Student Capital Reserve Account

1. The ASLCC may establish a Capital Project account by seeking approval of the student body through a referendum and majority vote.

2. 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 of Student Services and will be funded by existing S&A fees.
3. ASLCC Executive Council will vote on all major Capital Projects with the Director of Student Programs and Vice President of Student Services 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 VII: Code Limitations

If any of the Articles, sections, or parts of this Financial 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 of the Financial Code shall not be affected. Invalid or void Articles, sections, or parts may be changed by the ASLCC Finance Director, the Director of Student Programs, the President of Lower Columbia College, or the Lower College Board of Trustees without a vote of the ASLCC to bring this Financial Code into compliance with State or District requirements.

Article VIII: Violations

Whenever a charge is brought alleging a violation of any requirement of the Financial 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 Financial Code violation may be appealed to the Director of Student Programs.

Article IX: Amendment Procedure

Proposed amendments to this Code may be submitted to the ASLCC Executive Council at any 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. Approved amendments shall be returned to the Executive Council for adoption into the Code. Such amendments shall become effective immediately.