

ASSOCIATED STUDENTS OF COMMUNITY COLLEGE DISTRICT NO. 15 FINANCIAL CODE

Approved by the Executive Commission on: March 1st, 2019

Approved by the ASWVC Senate on: March 4th, 2019

Approved by the ASWVCO Senate on: March 4th, 2019

Approved by the WVC Board of Trustees on March 20th, 2019

INTRODUCTION

This financial code supersedes all previous codes and procedures.

This Financial Guideline 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 Wenatchee Valley 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 Wenatchee Valley College and the college administration.

Chapter 28 and other related chapters of the Revised Code of Washington relating to education, state that all fees and all other income which the trustees are authorized to impose shall be deposited as the trustees may direct. Such sums of money shall be subject to the budgetary and audit provisions of laws applicable to state agencies.

In compliance with Washington State law, Wenatchee Valley 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 campus life, 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 campus life 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.

Separate accounts shall be kept for each student program and activity. However, such funds are still considered state funds subject to budgetary, purchasing, and audit provisions of law applicable to state agencies. Insofar as the legal provisions are adhered to, this code has been authorized by the Board of Trustees of Community College District No. 15 for the governance of funds of the associated students.

The authority for administering the code and the budget and control of expenditures for the ASWVC and ASWVC, Omak funds has been delegated by the Board to the chief student development services officer or designee in consultation with the campus administrator of Wenatchee Valley College, Omak on matters concerning ASWVC, Omak student programs.

The objective of this code is one of providing a meaningful variety of educational, cultural, recreational, and social experiences. The raising and expending of funds by the associated students has but one basic purpose, which is the legal promotion of the general welfare and morale of the students as a whole. To that end, services and activities fee expenditures which are devoted to political or economic philosophies shall result in the presentation of a spectrum of ideas.

Violations of the provisions of this financial code by an entity within the associated students of Community College District No. 15 shall be just cause for revoking the sponsorship and/or funding of the violating program or activity.

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.

ARTICLE I

FUNDS

Section 1. Source of funds. Associated student body funds are acquired from four sources: (1) services and activities fees which are paid at registration, (2) revenues from activities sponsored by the associated students, (3) contributions, and (4) interest earned on accounts.

Section 2. Use of funds. Associated student accounts are to be used to finance the student programs and activities. With the expressed prior approval of the State Board and, when required, approval of the appropriate legislative body, services and activities fee revenue may be used to acquire real property and fund capital projects, and may be used in matching funds for

such purposes. Monies in S&A Fee funded accounts should be used pursuant to state guidelines related to services and activities fees (such as the Killian Outline/Guidelines).

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/clubs, 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. Permissible expenses may include meals and lodging during group travel.
2. Equipment and materials required for the operation of campus life programs and activities.
3. Travel and per diem for students and professional staff members participating in campus life 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 campus life 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.
7. Partial subsidization of a student food bank operation provided that it benefits only students.
8. Meals for reception or award ceremony attendees who are part of the sponsored program.
9. Meals and refreshments at approved student programs as incidental thereof.
10. Dues for institutional memberships in recognized student leadership, governmental or activities organizations.
11. Salaries and compensation for student employees.
12. Funds may be used to implement new student orientation.
13. Premiums for liability and casualty insurance for students serving in official capacities or participating in approved programs and activities.
14. Tutorial or co-curricular programs provided it is not to sustain a critical operation of the college.
15. Scholarships. RCW 28B.10.825 expressly provides for a limited amount of S&A fees (\$1.00 per student quarter or \$1.50 per student per semester) to be used for an institutional student loan fund for needy students. In light of the specific statutory authority and cap, the authority to devote any additional amount of S&A fees to any type of loan program is doubtful. It also makes authority for scholarships uncertain. A student-initiated scholarship program would certainly have to be directed at enrolled students with economic need or be supported by some sort of consideration, such as employment, participation or contribution to an extracurricular program by the recipient.

Section 3. Limitations. Regular salaries of professional employees in tenured faculty or administrative positions and permanent classified staff shall not be paid from student funds, nor shall stipends for activity advisers or coaches. Services and activities fee revenues shall not be used to fund activities, which involve the promotion of non-secular beliefs. Other example limitations on use of S & A fees are (these are only examples and are not an exhaustive list of impermissible uses):

1. Fund programs, personnel, facilities, equipment and maintenance covered within the State Board allocation model.
2. Free meals and/or lodging for anyone without consideration and with a donative intent.
3. 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.
4. Tips or gratuities for services rendered by anyone unless authorized by OFM.
5. Meals, lodging, coffee hours, receptions, or teas for a guest entertainer, lecturer, etc., unless required by the contract made for their services.
6. Programs or activities which violate the WVC Non-Discrimination Statement.
7. Donations of gifts of money or property.
8. 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.

Section 4. General fiscal responsibilities.

A. Recording and reporting responsibility. It shall be the responsibility of the VP of administrative services to maintain proper accounting for associated student's monies and to provide periodic reports to the chief student development services officer or designee, campus administrator of WVC, Omak, and other interested parties upon request.

B. Account responsibility. Those in charge of an activity may determine how monies are to be spent so long as the expenditure is within the policies and requirements of Community College District No. 15 and state statutes and is not an improper expenditure of public funds or contrary to sound financial practices. It shall be the responsibility of the chief student development services officer or designee, in conjunction with the VP of administrative services and the business office, to maintain property budget management and processing procedures, and to determine whether a purchase is within the legal limits of state funds.

C. Deposits and expenditures. All funds collected or revenues produced by or through associated student activity or athletic programs or fee collection shall be deposited with and expended through the business office of the district. The following points should be noted and observed by all student groups:

1. All monies collected as a result of any student activity or program must be deposited immediately. If needed, night deposit bags and cash report forms are obtained from the business office.
2. At the time of deposit, a receipt will be issued indicating the date, account to which the monies are to be credited, and such other information as will facilitate the accounting of the monies.
3. No disbursements from any accounts are made except by checks prepared by the business office according to district policies and procedures.
4. Any fundraised dollars or contributions will be deposited into a special non 522 budget and held in trust for each club or organization who raised those dollars. This account will not be rolled up at the end of each fiscal year but funds instead will continue to be available to the depositing club or organization from year to year. If the club or organization is no longer active for 5 years the funds raised will revert to the ASWVC Senate on each respective campus.

ARTICLE II

SPONSORED CAMPUS LIFE PROGRAMS

Section 1. Recognition. Any program, the basic aim of which is to promote the welfare and morale of the student body as a whole, may request recognition as an ASWVC or ASWVC, Omak sponsored student program as outlined in the ASWVC and ASWVC, Omak constitution and/or by-laws, except when its purpose is in violation of state or federal laws. The membership of the sponsored program must be composed of students registered for 6 or more credits at Community College District #15.

Section 2. Definition of a sponsored student programs.

- A. Chartered student clubs and organizations generally promote a special interest, occupation, or field of study. In order to be recognized, a club or organization must have an approved adviser selected from the professional staff of Community College District #15.
- B. Intercollegiate athletic programs for either men or women compete as members of the Northwest Athletic Association of Community Colleges.
- C. Student initiated programs are those which are recreational, educational, cultural or social in nature, and are initiated by the ASWVC or ASWVC, Omak, and are intended to supplement the curricular mission of the district.
- D. College initiated programs are those programs of the district which have extra-curricular aspects and are of benefit to the entire student body.

Section 3. Subsidization option. Any sponsored student program may be recognized as a subsidized student program upon a two-thirds affirmative vote of the appropriate student senate and approval of the chief student development services officer or designee and/or campus

administrator of WVC, Omak. It shall be the responsibility of the members of sponsored student programs to determine whether they desire to be subsidized or non-subsidized. Student programs which are recognized during the fiscal year normally will not qualify for subsidization until the beginning of the following fiscal year.

ARTICLE III

BUDGET

Section 1. Revenue estimates and yearly allocations. Each winter quarter, the Vice President for Administrative Services or designee, and the Associate Dean of Campus Life will establish preliminary yearly revenue forecast for planning purposes. This forecast will be based on the anticipated enrollment for the succeeding year. This allocation will be the basis of the budgeting process for the coming fiscal year. The preliminary forecast shall be reviewed by the Vice President for Administrative Services or designee in early spring quarter; however, unless it is officially changed, the preliminary forecast shall not be exceeded.

Section 2. Budget Levels.

A. Responsibility for proposing program priorities and budget levels within the target levels for the associated student budget shall reside with the executive commission according to the following parameters:

1. Services and activities fees collected at WVC and WVC Omak shall be used to fund student programs at the respective campuses, allowing for the funding from either campus of specific programs as decided by the executive commission. WVC Omak will receive a minimum of 15% of all S & A fees each year.

If Omak's FTE raises above 15 % (of the total WVC FTE) for more than two consecutive years they will receive their respective budget forecast based on enrollment (over 15%). For example, if WVC Omak holds 20% of total FTE, they will receive 20% of the forecasted revenue instead of the minimum 15 %.

2. The ASWVC and ASWVC, Omak shall maintain ten percent of their budget levels in contingency to assure the programs. Monies may be released from contingency to a designated account following two-thirds vote of the appropriate student senate sitting in quorum voting in the affirmative, and upon approval of the chief student development services officer or designee, and/or campus administrator of WVC, Omak. Upon dissolution of any student program, all funds of the program shall revert to the appropriate contingency.

3. Five percent of the ASWVC and ASWVC, Omak budget levels will be retained in the appropriate campus project fund. Monies may be released from these accounts for expenditure by a two-thirds vote of the appropriate student senate the approval of the chief student development services officer or designee and/or campus administrator of WVC, Omak upon submission of a detailed project proposal and budget.

4. Three percent of the remaining ASWVC services and activities fee revenue shall be deposited to the vehicle replacement fund.

5. A minimum of forty percent of the balance (after the above allocations) of ASWVC Wenatchee services and activities fee revenue will be used to fund athletic programs on the Wenatchee Campus.

B. Amendments within the established yearly budget allocation may be initiated by a two-thirds affirmative vote of the appropriate student senate. The chief student development services officer or designee will review the amendment with the district president to determine whether the amendment is of sufficient magnitude to require board of trustee action.

Section 3. Budget process and calendar.

A. The chief student development services officer or designee, at the direction of the executive commission shall circulate budget request forms to any interest program for the activity in the next fiscal year (February 1-15).

B. The revenue levels shall be set by the chief student development services officer or designee, dean of administrative services, campus administrator of WVC, Omak, and the executive commission (February 1-15).

C. Student program advisers/coaches and leaders will turn in the budget request forms to the Campus Life office for compilation and distribution to the appropriate budget committee (February 15-March 1).

D. The budget levels shall be set by the executive commission and sent to the appropriate budget committee (February 15-28).

E. The budget committees shall meet with representatives from sponsored student programs to review their requests (including meeting with the Athletic Director) and shall prepare their subsidization recommendations (March 1-April 15). The ASWVC budget committee shall consist of the ASWVC Treasurer (chair, non-voting member), one Executive Board member (voting member), two students-at-large (voting members, who are not member of the Executive Board), one WVC faculty or staff member (voting member, appointed by the Senate Advisor), and the Senate Advisor (non-voting member). The ASWVC, Omak student senate shall serve as the budget committee to review ASWVC, Omak budget requests. The committees shall provide an opportunity for all viewpoints to be heard during its consideration of the funding of student programs and activities.

F. The ASWVC student senate shall review the recommendations of the ASWVC budget committee and make any necessary changes. The ASWVC and ASWVC, Omak student senates, upon two-thirds majority affirmative vote of the entire membership, shall forward the budgets to the executive commission for approval (April 15-22).

G. The executive commission shall approve the budget by two-thirds majority affirmative vote of the entire membership and prepare it for presentation to the board of trustees through the chief

student development services officer or designee, the campus administrator of WVC, Omak, and the president of Community College District #15 (April 22-30).

H. The administration shall reserve the right to submit a separate budget recommendation to the board of trustees. In doing so, the administration shall review the executive commission's recommendations and submit a written response to the executive commission and the board of trustees that outlines any areas of differences (April 22-May 7). The administration will further meet with the executive commission in a good faith effort to resolve the difference between the budget proposals prior to the submittal of final recommendations to the board of trustees (April 22-June 15).

I. The board of trustees shall review the recommendation of the executive commission and that of the administration, if one is proposed. Before board adoption of the final budget, representatives of the executive commission and/or the budget committees shall be given the opportunity to reasonably address the board (May 1-June 15).

J. The adopted budget shall be made available to all interested parties, including the budget officer for input into the financial information system, administrators, student government officials, and all sponsored student programs (June 15-20). The adopted budget shall be in effect for the fiscal year (July 1-June 30).

Section 4. Year-end balances.

A. Accounts will retain five percent of their total budget as a yearly reserve to be used to pay year-ending bills, if needed.

B. All remaining and unencumbered student account funds shall, at fiscal year-end, be rolled up into the ASWVC or ASWVCO contingency or athletic contingency (if applicable). Whenever possible, available carryover funds will be considered when setting the subsequent year's budget. In the unusual case of over-expenditure, the negative balance will be carried forward and it shall be the responsibility of the students, the chief student development services officer or designee and the activity adviser/coach to budget accordingly for the succeeding year.

C. Any excess subsidy funds at year end shall be placed in contingency, to be included and re-allocated in the upcoming school year's budget in compliance with the processes outlined in this code.

ARTICLE IV

EXPENDITURE PROCEDURES

Section 1. General. The procedures as set forth in this code shall be followed in the expenditure of funds from the associated student's accounts. All purchases shall be made in compliance with the college's policies and procedures regarding purchasing.

Section 2. Purchase orders.

A. The club or activity wishing to make a purchase or pay for a service must obtain a purchase order in advance by submitting a purchase request authorization form signed by the program adviser/coach to the chief student development services officer or designee. No purchase order will be issued without sufficient funds present in the account. Purchase orders shall be signed by the chief student development services officer or designee and one executive officer from the appropriate campus (the student signature for ASWVC, Omak purchases will be included on the purchase order authorization form).

B. The purchase order is taken with the person while making the purchase. At the time of the purchase, the person should (1) give the vendor the original copy of the purchase order, (2) demand a receipt for the purchase (this should reflect the amount of the purchase or charge, including tax) and, (3) sign and date the receipt to show that the goods were actually received. Vendors are notified that no disbursements from student accounts will be made unless, at the time of purchase, a purchase order is presented. The vendors retain the original copy of the purchase order for billing purposes.

C. The signed and dated receipt is returned to the chief student development services officer or designee. After insuring that proper entries are made in the ASWVC or ASWVC, Omak records, the chief student development services officer or designee forwards a copy of the purchase order, together with the receipt, to the business office for payment according to district policies and procedures.

D. These same approval and receipt procedures will be followed when using a purchasing card for purchases.

E. The treasurers will forward a copy to the club/coach.

Section 3. Meals. Each year, during Fall Quarter the ASWVC and AWVCO Student Senates will review the student meal allocation amount. Currently it is set at \$10 maximum (2018-2019) per student per meal but this will be increased or decreased as necessary each year. At no point shall the student meal amount be higher than the State Per Diem rates. After the ASWVC and ASWVCO Senates approve the meal amount for the current school year it will be communicated to the VP of Administrative Affairs, the business office staff, all club advisors and the Athletic department.

Section 4. Reimbursements. Since no expenditure can be made without approval prior to purchase, reimbursement for personal funds expended should not be expected.

Section 5. Advances. It may be necessary to request funds in advance for the services to be performed. Advance payments are to be strictly controlled and are not intended to take the place of the regular ordering procedures. Advances may be requested for meals and lodging associated with official ASWVC or ASWVC, Omak travel. The maximum allowable advances will be set by the chief student development services officer or designee. The adviser or coach is accountable for the proper disbursement of funds when advance payment has been made. Unexpended funds are to be returned to the business office upon the return of the group or team.

Section 6. Emergency purchases. Proper advance planning will make the necessity for emergency purchases a rarity. In cases of genuine emergency, the process may be expedited by contacting the chief student development services officer or designee for emergency verbal authorization for purchase (“designee” may be the Athletic Director for Athletic emergency expenditures). This procedure must be followed by the normal procedures outlined above. In no case is purchasing to be initiated without prior approval of the chief student development services officer or designee. Activity advisers, coaches, and students will be personally liable for expenditure commitments made in violation of this procedure.

Section 7. Travel. Student funds may be used to pay travel expenses of individuals who officially represent the associated students in an activity, which is generally related to the entire student body. A prior trip approval request must be submitted by the adviser/coach to the chief student development services officer or designee through the appropriate student senate or activity council for approval. Upon return the adviser or coach will submit a trip report to the chief student development services officer or designee to account for all funds expended.

A. Meals and lodging: The combined meal and housing costs may not exceed district travel allowance policies.

B. District vehicles: To provide for the maintenance, repair, and replacement of district vehicles, organizations and administrators using such vehicles will be charged according to the van use rates (set by the Chief Student Development Officer). Staff members or students may be authorized to drive district vehicles providing they possess a current unrestricted driver’s license as issued by the Washington Department of Motor Vehicles and maintain good driving records. Only those persons so authorized may travel in state vehicles.

C. Private automobiles: The use of private automobiles is reimbursable at the rate established by the district travel policy.

D. Rental vehicles: Those organizations or activities utilizing rental vehicles will be required to fulfill the obligations of and pay the full amount of the rental.

Section 8. College facilities. Deductions may be made from organizations, activities, and administrative accounts for labor and supply expenditures incurred while using college facilities, e.g., theater, gym, etc., through the use of purchase order authorizations. Non-sponsored activities conducting fund-raising activities in college facilities may be charged an appropriate rental fee.

Section 9. Special events and projects support. The ASWVC or ASWVC, Omak student senate, with the approval of the chief student development services officer or designee and/or of WVC, Omak, may request or authorize the members of an activity to perform a special service by sponsoring an extraordinary, non-budgeted event or project. Either student senate may pledge its account in supporting the activity and will determine the level of support, which will be granted. All expenses involved in sponsoring such an event or project will be processed through the student senate accounts. These expenses shall be reimbursed from the proceeds of the event or project.

ARTICLE V

ADMISSION TO EVENTS

Section 1. Issuance of associated student membership cards. ASWVC or ASWVC Omak membership cards will be issued to all WVC students.

Section 2. Use of membership cards. Membership cards entitle the authorized holder to participate in contests or events, vote in elections, and receive publications of the ASWVC or ASWVC, Omak, in most cases without charge or at specific reduced prices.

Section 3. Admission prices. Admission prices shall be set in line with policies established by the appropriate student senate and approved by the chief student development services officer or designee.

Section 4. Season tickets. The sale of pre-numbered season tickets shall be the responsibility of the activity leaders. Accounting for the sale of these tickets shall be made to the chief student development services officer or designee.

Section 5. Ticket sales. Tickets for ASWVC or ASWVC, Omak events may be placed on sale in appropriate campus areas and/or off campus areas designated by the chief student development services officer or designee or the adviser/coach.

Section 6. Complimentary passes. In order to strictly control extending the assets of the state to private individuals in accordance with state law, complimentary passes may be issued only in accordance with the following conditions:

- A. The number assigned and the recipients are approved in advance by the chief student development services officer or designee.
- B. The passes are pre-numbered.
- C. These passes may then be issued by the chief student development services officer or designee for distribution.

Section 7. ASWVC Lifetime membership cards. ASWVC or ASWVC, Omak lifetime membership cards will be issued for outstanding service to the associated students upon approval of the chief student development services officer or designee, in consultation with the campus administrator of WVC, Omak as appropriate. Such passes entitle the holder to all rights and privileges of ASWVC or ASWVC, Omak membership in accordance with the constitution, by-laws and/or this code.

ARTICLE VI

CONTRACTS

Section 1. Responsibility. Prior approval for all contractual agreements and bid items pertaining to associated student activities and programs must be obtained from the chief student development services officer or designee. The responsibility for finalizing and signing all contractual agreements rests with the VP of administrative services.

Section 2. Invalid contracts. Written contracts pertaining to athletics, student clubs and organizations, and student sponsored activities made without prior approval and not finalized by the VP of administrative services are invalid. Responsibility for payment of invalid contracts rests with the adviser or coaches and members of the contracting group and may not be paid from public funds.

ARTICLE VII

RECOGNITION AND AWARDS

Section 1. Awards ceremonies. Awards ceremonies are the responsibility of the appropriate student senate and should be conducted at the annual spring ASWVC or ASWVC, Omak awards banquet and/or graduation. Athletic awards banquets following each season of play are recognized as traditional events by the associated students. Student funds may be used to support this type of activity. The appropriate student senate may approve other recognition events upon proper application.

Section 2. Awards system. The awards system shall be the responsibility of the student senate. The cost of the award should not exceed \$35.00.

A. Athletic awards. Awards made to students who participate in varsity intercollegiate sports may be made following appropriate recommendation by the head coach of the sport and approved by the athletic director and chief student development services officer or designee. The cost of the awards, certificates, and trophies shall be charged to the account of the sport in which the award was earned.

B. Activities and student government awards. Awards made to students who participate in the activities and student government program may be made upon the recommendation of the adviser for the activity and approved by the chief student development services officer or designee, or the campus administrator of WVC, Omak as appropriate.

ARTICLE VIII

CODE LIMITATIONS

Section 1. Operational directives. The associated students of Community College District #15 recognize that certain sections or parts of this code may be impractical or that emergency or legal situations may arise which are not covered by the code. The chief student development services officer or designee is hereby authorized to issue operational directives in order to protect the integrity of the associated students. The directives will be in the best interests of the associated students. Operational directives will be reviewed by the ASWVC and/or ASWVC, Omak student senate at a regularly scheduled meeting.

Section 2. Vacation operations. The associated students authorize the chief student development services officer or designee or his/her designated representative to operate the budget in the best interests of the associated students during vacation periods.

ARTICLE IX

AMENDMENT PROCEDURES

Proposed amendments to this code may be submitted to the executive commission for a first reading at any regularly scheduled meeting. The proposed amendment may be voted on at any subsequent meeting following the first reading so long as the time elapsed between the first reading and voting does not exceed two months. Amendments will be approved by a two-thirds affirmative vote of the executive commission. Final authority for approval shall rest with the board of trustees.

ARTICLE X

REVISIONS

The Financial Code will be reviewed on or before every three years by the executive commission. Any revisions will be approved by two-thirds affirmative majority vote of the entire membership of the executive commission and have the approval of the board of trustees.

ARTICLE XI

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 Budget 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 non-voting.

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.