ASWWU Senate
Annual Report
2023-2024

By students, for students

June 14, 2024
Associated Students of Western Washington University
Introduction
The Academic Year 2023-2024 was yet another formative year for the Senate. Through the hard work and dedication of this year’s Senators, the Senate solidified itself as a key part of a robust shared governance system. In each college, Senators helped build community and ensure student voices are heard. The Senate addressed a wide range of issues this year, affecting all kinds of students across the University.

The Student Government offered support to Students after violence escalated in Palestine, it continued its support of the years-long fossil fuel divestment movement on campus, it again stood in solidarity with student workers, and it worked hard to make sure fasting students would be accommodated during Ramadan.

The Senate continues to show itself as a key forum for the expression of diverse opinions and perspectives on issues affecting students. As difficult decisions like the consideration of a new fee or major reductions in ASWWU service levels came before the Senate, our Senators engaged with care and diligence.

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Year Summary

Summer
1. The Senate did not meet during the summer.
2. The Senate met for a week of training in September.

Fall
3. The Senate, in coordination with the Executive board, approved minor revisions to the Finance Council Charter to change its membership and make it easier for it to meet (Appendix A).
4. The Senate approved a joint statement with the Executive to support students in light of the humanitarian crisis in Gaza (Appendix B).
5. The Senate, in coordination with the Executive board, agreed to a resolution calling on the university to divest from fossil fuels among other demands (Appendix C).
6. The Senate adopted a revised set of parliamentary procedures and meeting guidelines, the Executive Board later adopted them in the Winter (Appendix D).

Winter
7. The Senate, in coordination with the Executive Board, agreed to a resolution calling on the university to recognize and negotiate with Operational Student Employees (Appendix E)
8. The Senate, in consultation with the Executive Board, approved revisions to the AS Charter (Appendix F).
9. The Senate, in coordination with the Executive Board, agreed to a resolution advocating for strong accommodations for students observing Ramadan (Appendix G). A resolution on this topic has been passed every year for the past few years.
10. The Senate, approved revisions to position descriptions for 2024-2025 (Appendix H). These revisions were drafted by Leona Friedman and Adam Lorio and were intended to Be mostly for formatting and clarity.

Spring
11. The Senate referred the approval of a new food security fee to the Student Body (ASWWU-SP24-Ref2, Appendix I). This referendum passed, the implementation and the assessment of the fee will take some time to come into force.
12. The Senate coordinated with the Executive Board to refer a constitutional amendment to the Student Body. This referendum (ASWWU-SP24-Ref1, Appendix J) passed and as such the constitutional amendment took effect.
13. The Senate coordinated with the Executive Board to charter the conference committee to ensure joint governance and in a form coherent with the amended constitution (Appendix K).
14. The Senate coordinated with the Student Tech Fee Initiatives Committee and the University President to approve funding for initiatives (Appendix L)
15. The Senate coordinated with the Executive Board and Finance Council to approve an AS budget for Fiscal Year 2025 (July 1, 2024-June 30, 2025) (Appendix M).
Colleges
This is a brief overview of what each delegation of Senators worked on this year. For full details, reference that delegation's full report.

At-Large

College of Business and Economics
Sen. Durbin and Sen. Moreno represented CBE this year. Sen. Durbin served as Senate vice-chair and sat on the Academic Coordinating Commission. Sen. Moreno was appointed in late Fall 2023. These senators sat on CBE’s Policy Council, Strategic Planning Committee, and Accessibility, Equity, Inclusion, and Diversity Committee. They also helped with the Bylaws, the AI recommendations, S&A fee recommendations, and appointing vacancies. The also worked on various projects throughout the year including supporting CBE clubs and working towards finding a way to compensate students who sit on the Power, Equity, and Justice General University Requirement Task Force of ACC.

College of Fine and Performing Arts

College of Humanities and Social Sciences
Sen. Acuña-Martinez and Sen. Lamas Flores represented CHSS this year. They sat on the Social Justice, Equity, and Inclusion Committee for CHSS, the Academic Coordinating Commission, and the Sustainability, Equity, and Justice Fund Committee. They kept regular contact with their Dean. They were able to help facilitate a student-faculty meeting for Latine-identifying folks. Towards the end of the year they engaged with student protestors.

College of Science and Engineering
Sen. Hardgrove and Sen. Absalonson sat on various committees within their college and the university, and the AS committees. Sen. Locke resigned in Fall 2024, which led to Absalonson being appointed as a replacement. Most of the work done by the Senators during this term was through committee and workgroup work. Some examples include trying to get a new ethics course in the CSE, working on outreach, and debating AI detection software.

College of the Environment
Throughout the year Sen. Thompson and Sen. Bernal participated in committee meetings including the CENV Committee on Diversity and Community Affairs, the CENV Policy Committee, and the Academic Honesty Board. They also helped complete a project to assess CENV events and associated costs. They started and continued some ongoing projects
ASWWU Senate

**Fairhaven College of Interdisciplinary Studies**

Sen. Estevez, Sen. Carsten, and Sen. Ingalls represented Fairhaven this year. They attended the Fairhaven all-staff meeting regularly and participated in various ad hoc working groups and task forces. They worked on several projects throughout their time. The Senators' main ongoing project is the Fairhaven Entry Way Art Installation. Another issue of concern is the defunding of the Outback Farm.

**Graduate School**

During their time in office, Sen. Miller and Sen. Esteves attended ASWWU Senate meetings and GFGC committee meetings. Projects completed or started during this term include an outreach survey in collaboration with the Kitto Grad Hub, a Spring Grad Student Event at Boundary Bay, and listening sessions held in the Grad Hub. Other events that did not come to fruition but were discussed include an Office Hours Tour, more events encouraging networking and collaboration across graduate programs, and a free donuts tabling event in the Grad Hub. Miller and Esteves' primary goals across this term were to increase awareness among students of the ASWWU graduate senator position, increase outreach, and encourage social interaction and interdisciplinary discussions among all graduate students.

**Woodring College of Education**


**Subcommittees, Taskforces, Workgroups**

**Bylaws Working Group**

The Bylaws Working Group was formed in October 2023 with the intent of preparing an amendment to the Bylaws. It was made up of Pres. Wong, Sen. Durbin, Sen. Johnson, and Sen. Duong. The group focused on deep editing and restructuring of the Bylaws. In Spring quarter, the group revisited its goals and set a tight timeline to finish the Bylaws for the Student Senate’s review before the end of the academic year.

**Outreach Taskforce**

The Outreach Taskforce was created by Sen. Ingalls in his 2021-22 term and it continued during his whole tenure. The taskforce worked to ensure that students knew who the Senate was and engaged with it. Upon his resignation in December, the responsibilities for outreach were absorbed by MJ, Lily, Mariana, and James. In the Bylaws working group the idea was raised of a more formalized communications officer role. That role may come to replace the need for an outreach taskforce.

**Charter Update Workgroup**

The joint workgroup was chaired by Pres. Ryan and consisted of VP Synder, Pres. Wong, and Sen. Hardgrove. In Fall, the workgroup reviewed and exchanged drafts of an amended Charter with the University administration. The administration’s final draft incorporated...
many of the workgroup’s suggested changes and by mid-Winter Quarter the workgroup recommended approval by both governing bodies.

**AI Recommendations Workgroup**
The idea for a work group to address the issue of AI came up during a Senate meeting in latter part of the year where Sen. Hardgrove shared the perspectives of the Faculty Senate’s Academic Technology Committee on the issue of generative AI use and related detection software. Sen. Hardgrove chaired the workgroup consisting of Pres. Wong, Sen. Moreno, Sen. Estevez, Sen. Carsten, Sen. Dinh, and Sen. Absalonson. The workgroup met informally a few times and eventually came up with a rough draft of a resolution/statement on the Senate's position on generative AI detection.

**Important Final Actions**

**Finance Council Membership**
In late summer and early fall, the AS Business Director Trent Austin and the AS Finance Office started work with Pres. Ryan and Pres. Wong to amend the Finance Council Charter. At the request of Dir. Austin and to allow the Finance Council to meet, the Senate and Executive Board approved just changes to the Finance Council membership (Appendix A). These changes removed representation from the Centers (formerly the ESS-ADEI Unit) and replaced it with club member representation. The reasoning for this change was that the ESS-ADEI unit is now fully separate from the ASWWU with respect to funding and gets its funding directly from the Service and Activities Fee committee. The other procedural and substantive changes to the Finance Council charter were approved in early January (Appendix O). These included the formal addition of the Fund Financial Manager to the Budget Approval Process and some clarification of process.

**Statement Supporting Students in Light of Humanitarian Crisis in Gaza**
In the middle of October, the AS Communications Director Olive Salas, Pres. Ryan, VP Whitt, and Pres. Wong started conversations about how to respond to the Humanitarian Crisis in Gaza, Palestine. This group, alongside 3-4 advisors, met a few times to discuss communication strategy, statement impact, and intent. The statement this group created was approved by both Senate and Exec and was passed to University Administration and University Communications as a courtesy before final distribution. The ASWWU distributed the statement via mass-email on November 16th, 2023 (Appendix B).

**Resolution on Fossil Fuel Divestment [Sen. J. Res. 2023/24-01]**
During Fall Quarter, VP Pratt worked with climate action-focused students on campus as they continued a years-long fossil fuel divestment campaign. After dialogue with Pres. Ryan and Pres. Wong, VP Pratt brought the resolution to the Senate and Executive Board for approval. Both chambers approved it. Later, Pres. Wong helped VP Pratt bring the same resolution to the Faculty Senate for their support. The Faculty Senate supported the resolution, and it was forwarded to the University Administration and Students at-large (Appendix C).
Resolution on Operational Student Employee Union Recognition [Sen. J. Res. 2023/24-02]
In early January, Pres. Wong worked with Operational Student Employees seeking recognition as a union to draft a resolution supporting them. She used the similar resolution that passed last year (E.B. J. Res. 2022/2023-01) as a base for the resolution. This resolution was considered and adopted by the Executive Board and Senate over the month of January. An Operational Student Employee spoke to the importance of recognition at an Executive Board Meeting. Pres. Wong sent this resolution to the University Administration on January 26th, 2024. The University’s Director of Employee and Labor Relations, Marcy Hammer responded to the Resolution on February 7th (Appendix N).

Resolution on Ramadan Accommodations [Sen. J. Res. 2023/24-03]
In keeping with a years-long tradition of the Student Senate, Pres. Wong started work on a Ramadan Accommodations Resolution in Winter Quarter. She solicited input from the Muslim Student Association. While the resolution was considered, VP Snyder and Pres. Ryan had conversations with relevant administrators in Student Services to discuss dining hall availability and academic accommodations for fasting students. The resolution was later agreed to by both bodies and sent to Administration and Students at-large (Appendix G).

Food Security Fee Referendum
Sen. Thompson and Sen. Moreno, in collaboration with food security and pantry stakeholders across campus developed a proposal (Appendix I) for a new $4.50 student fee which would increase funding for food pantries on campus. There was spirited deliberation within student government about the right approach with this fee, but after some amendments, the Senate formally referred the question to the students to vote on and the Executive Board concurred. The referendum (ASWWU-SP24-Ref2) passed with 406 yes and 109 no.

STF Allocations 2024
Starting in Fall 2023, the Student Tech Fee Initiatives Committee solicited members of the campus community to produce abstracts requesting funding for projects that fit into the mission of the initiatives. In Winter 2024, Pres. Wong and the other members of the committee met to discuss which abstracts were worth pursuing and seeing a full proposal for. In Spring 2024, some members of the committee conducted site visits and the committee deliberated about each proposal. By early May, the committee formed its recommendations which were then presented to the Senate for approval. Once approved, Pres. Randhawa reviewed and approved these Allocations (Appendix L).

ASWWU Budget FY25
Starting in Fall and into early Winter quarter, Budget Authorities and Student Coordinators worked on a budget proposal for their respective AS office. After a series of resubmissions and reductions due to increased mandatory expenditures, these requests were presented to the AS Finance Council. In early to mid-May, the AS Finance Council approved its recommendation and narrative for the budget. At the end of May, the Executive Board considered and approved the budget with minor amendments to the narrative (Appendix M). In early June, the Senate agreed to the same amendment, putting into place the FY25 Budget (Appendix M).
Projects
These are the projects that involved the whole senate. Details on individual Senators’ projects can be found in that senator's respective report.

Completed Projects
ASWWU Charter Amendment

1. Context and Timeline
   a. Spring of 2023, Melynda Huskey (VP Enrollment and Student Services) told Rahma Iqbal (Senate President 2022-23) and Sargun Handa (AS President 2022-23) that Sabah Randhawa (University President) wanted the AS to renew its charter by the end of Spring 2023.
   b. In Spring 2023, the senate discussed the charter, and the consensus was to give the revision more time, VP Huskey and Pres. Randhawa agreed to extend the timeline.
   c. In Summer 2023, the newly elected chairs briefly discussed the charter revisions and decided to wait so the rest of the student government could be involved.
   d. In Fall 2023, the Student Government convened a joint Charter working group consisting of Keara Ryan (AS President), Gabe Wong (Senate President), Sophie Snyder (ASVP Enrollment and Student Services), and John Hardgrove (CSE Senator). This group worked on revisions to the Charter throughout the quarter.
   e. In Winter 2023, the student government and President Randhawa approved the new Charter (Appendix F).

2. Goals
   a. To update the charter to reflect the current role of student government.
   b. To improve the clarity of the Charter so it would be more understandable to students at-large.
   c. To create a Charter that could last another 13 years.

3. Results
   a. Improved Charter language clarity
   b. Made Charter language match Student Government-related Washington State Laws
   c. Clarified where Student Government’s “legal” authority originates from: the University.
   d. Clarified that voting membership includes currently only those students on the Bellingham Campus. (An amendment to the charter is not necessary to include students on satellite campuses in the voting membership, they’d just have to pay S&A fees to access WIN or similar)
   e. Clarified that the ASWWU is a subsidiary part of the University and must as such follow the University’s policies and procedures.
   f. Added a requirement that the ASWWU reviews its internal structures at least every 5 years.

4. Credits
   a. The 2022-23 Senate and their in-depth discussion of the charter last spring.
   b. The members of the Charter working group for their important perspectives.
   c. Melynda Huskey for her collaboration.
d. Adam Lorio and Leona Friedman for their advising support.
e. The whole Student Government for understanding the importance of this amendment.

**ASWWU Constitution Amendment**

1. **Context and Timeline**
   a. In Summer 2023, Pres. Wong developed preliminary ideas about what a constitutional amendment could look like. After discussions with Pres. Ryan, they decided to hold off on constitution work until the AS was re-chartered.
   b. In Winter 2024, Pres. Wong and Pres. Ryan worked together to create a rough draft amendment. This draft was then brought to vice-chair Godwin and Durbin for further input.
   c. In Spring 2024, the Presidents sought input from each of the governing bodies. After some further modification, the Senate and Executive Board jointly referred the amendment to the students to vote on. The referendum passed 479 yes to 36 no.

2. **Goals**
   a. Create a constitution that matched up with current practice and allowed for flexibility in the future.
   b. Clarify the relationship between the Executive Board and Senate
   c. Clarify constitutional processes.

3. **Results**
   a. The Constitution was amended (Appendix J)
   b. Language was clarified.
   c. Relationships of power were more clearly defined.
   d. Processes were reformed.
   e. A new VP for University Operations was created.

4. **Credits**
   a. Pres. Wong for pushing for an amendment to the constitution this year.
   c. The whole student government for their input and openness to the idea of an amendment.
   d. The Spring voters for enacting the amendment.

**Ongoing Projects**

**ASWWU Senate Bylaws Amendments**

1. **Context and Timeline**
   a. In Fall 2022, Rahma Iqbal (2022-23 Senate President) indicated that the Senate Bylaws needed to be updated. The 2022-23 Senate did not end up working on this issue.
   b. In Summer 2023, Gabe Wong (Senate President) started working on potential updates to the bylaws.
   c. In Fall 2023, the Senate formed the Bylaws working group consisting of Lauren Johnson (At-Large Senator), Dacey Durbin (CBE Senator, Vice-Chair), Meli Bernal (CENV Senator), and Wong.
d. The working group spent 6-7 months in regular meetings and discussions about the bylaws.
e. The Senate was unable to meet the ¾ threshold to amend the bylaws and repeal the charge and charter, so a final draft of the bylaws exists ready for the 2024-25 senate to adopt.

2. Goals
   a. To draft an amended set of bylaws that at least conformed to current Senate practices.
   b. To make Senate practices more efficient and accessible.

3. Results
   a. Cut down the bylaws from 7 pages to 5 pages.
   b. Reorganized and simplified the bylaws for clarity.
   c. Clarified lots of different processes.
   d. Created the Communications Officer leadership role.
   e. Clarified the duties of Senators and each leadership role.

4. Credits
   a. Former Pres. Iqbal for kicking off the amendment process.
   b. Sen. Johnson for keeping the working group together and moving forward.
   d. Leona Friedman (Senate Advisor) for her ideas and insight into readability.
   e. Adam Lorio (Government Advisor) for his advice on how to do the work and think about the work.

Future work and opportunities
The Senate is still a new governing body; it has more growing to do. There are many paths forward for it. The Senate could double-down on its academic focus by strengthening its relationships with the provost’s office, college faculty governance structures, and the Faculty Senate. The Senate could maintain its current projects plus committees approach. It could also shift to a very project-heavy approach with extensive subcommittees. These are not the exclusive opportunities available to the Senate, creativity can likely uncover more ways forward.

It is necessarily the case that there will be year-by-year differences in how the Senate operates especially with regards to the level of engagement that Senators have with the University’s governance structures. There is value in maintaining good working relationships with Administrators, Faculty, and Faculty governance; however, limiting Senate work to just committees and meetings with administrators would hamper the Senate’s ability to make change. An effective Senate should facilitate collaboration between Senators, ASVPs, students, and clubs while interfacing with institutional governance with clear intent.

Motions of the Student Senate

Meeting of October 2, 2023
SEN-23-F-1  To pass 5/24/23 minutes  Passed
SEN-23-F-2  To add two minutes to the Senate Instagram topic  Passed

Meeting of October 9, 2023
SEN-23-F-3  To approve the October 2nd, 2023 minutes with the  Passed
motions to change the current meeting date to the previous meeting date and start the motions with 1 and 2

SEN-23-F-4 To move the Finance council charter revisions topic to an action item. Passed

SEN-23-F-5 To approve the changes to the Finance Council Membership Passed

Meeting of October 23, 2023
SEN-23-F-6 To approve the October 9th, 2023 minutes. Passed
SEN-23-F-7 To approve Quincy Ingalls as the Chair of the Student Advisory Committee. Passed
SEN-23-F-8 To go into Executive Session for 5 minutes for the purpose of looking at the applicant's statement and to keep Friedman, Vasquez, and the Senate President in the room. Passed
SEN-23-F-9 To appoint Devin Moreno as the Co-Senator for the College of Business and Economics. Passed

Meeting of October 30, 2023
SEN-23-F-10 To approve the statement considering the humanitarian crisis in Gaza. Passed

Meeting of November 6, 2023
SEN-23-F-11 To approve the revisions and tabling the Chair's report. Passed
SEN-23-F-12 To table the SAC appointment. Passed
SEN-23-F-13 To approve the minutes with the intention to change the formatting of the table and add an E to Melynda Huskey's name. Passed
SEN-23-F-14 To move “AS Divestment” to an Action Item – Guests. Passed
SEN-23-F-15 To approve the AS Divestment document. Passed

Meeting of November 20, 2023
SEN-23-F-16 To appoint Andrew Kudrna to the Academic Coordinating Commission. Passed
SEN-23-F-17 To suspend the rules and consider the Grad Senator Appointment. Passed
SEN-23-F-18 To go to Executive Session for 10 minutes. Passed
SEN-23-F-19 To appoint Ellen Esteves as a Graduate Senator. Passed
SEN-23-F-20 To approve the Parliamentary Procedure document. Passed
SEN-23-F-21 To approve the AS Governance Meeting Guidelines document. Passed

Meeting of January 10, 2024
SEN-24-W-22 To approve consent items. Passed

Meeting of January 24, 2024
SEN-24-W-23 To approve the Consent Items with the edit to the Senate Reports. Passed
SEN-24-W-24 To approve WAWU OSE Resolution. Passed
SEN-24-W-25 To approve ASWWU Charter. Passed
Meeting of February 7, 2024
None

Meeting of February 21, 2024
SEN-24-W-26 To approve Consent Items. Passed
SEN-24-W-27 To table the “Considering the removal of Ella Byerly” item. Passed
SEN-24-W-28 To approve the “Minor Revisions to Rules of Op and Parli Pro” item. Passed
SEN-24-W-29 To approve the “Confirmation of Zoe Absalonson as the CSE Student Senator” item. Passed

Meeting of March 6, 2024
SEN-24-W-30 To approve 2-21-24 minutes. Passed
SEN-24-W-31 To table “Update to Job Description.” Passed
SEN-24-W-32 To approve Consent to distribute: Ceasefire Resolution. Passed
SEN-24-W-33 To approve the “Ramadan Resolution” item. Passed
SEN-24-W-34 To confirm the appointment of Milla Miller. Passed

Meeting of March 13, 2024
SEN-24-W-35 To approve the edits made to the position descriptions. Passed
SEN-24-W-36 To approve the Elections Code. Passed
SEN-24-W-37 To confirm the appointment of Emily Carsten. Passed
SEN-24-W-38 To move to the “Introduction to New Senators” item after “Advisor Budget Updates.” Passed

Meeting of April 3, 2024
SEN-24-S-39 To approve 3/6 and 3/13 minutes. Passed
SEN-24-S-40 To move to the “Introduction to New Senators” item after “Advisor Budget Updates.” Passed

Meeting of April 17, 2024
SEN-24-S-41 To approve the Consent Items with replacing the W to S in the motions for the April 3rd, 2024 minutes. Passed
SEN-24-S-42 Amending the Constitutional Referendum Language to change Student Senate to Senate. Passed
SEN-24-S-43 Adopting a weekly meeting schedule with adjusted hours and an online format for the new meetings. Passed
SEN-24-S-44 Approve the Constitution Referendum Language. Passed
SEN-24-S-45 To approve the referendum question language at the end of the proposal section, with the addition of “full time students.” Passed
SEN-24-S-46 To move the reports to next week’s meeting. Passed

Meeting of April 24, 2024
SEN-24-S-47 To approve the Consent Items with replacing the W to S in the motions for the April 3rd, 2024 minutes. Passed
SEN-24-S-48 To amend the referendum language in this modified document to put through to the student body. Passed

Meeting of May 1, 2024
SEN-24-S-49 To move the College of Fine and Performing Arts Passed
report to Other Business.

SEN-24-S-50 To approve the Consent Item.  Passed

Meeting of May 8, 2024
None

Meeting of May 15, 2024
SEN-24-S-51 To approve the Consent Items.  Passed
SEN-24-S-52 To approve the Conference Committee Charter.  Passed

Meeting of May 22, 2024
None, meeting cancelled.

Meeting of May 29, 2024
SEN-24-S-53 To approve Consent Items with edits to the May 22nd, 2024 minutes.  Passed
SEN-24-S-54 Table the Student Senate Bylaws.  Passed
SEN-24-S-55 Table the Repeal of the Student Senate Charter.  Passed
SEN-24-S-56 To approve the Student Tech Fee Initiatives.  Passed

Meeting of June 5, 2024
SEN-24-S-57 To approve Consent Items with edits to the May 29th, 2024 minutes.  Passed
SEN-24-S-58 To approve the ASWWU FY25 Budget with the Executive Board Amendment.  Passed
SEN-24-S-59 To approve the annual senate report.  Passed
List of Appendices
Appendix A: Finance Council Membership
Appendix B: Supporting Students Gaza Statement
Appendix C: Fossil Fuel Divestment
Appendix D: Parliamentary Procedures & Rules of Operation
Appendix E: Operational Student Employees Resolution
Appendix F: ASWWU Charter
Appendix G: Ramadan Accommodations Resolution
Appendix H: Academic Year 24-25 Senate Position Descriptions
Appendix I: Food Security Fee Referendum
Appendix J: Constitutional Amendment
Appendix K: Conference Committee Charter
Appendix L: Student Tech Fee Initiatives
Appendix M: ASWWU Fiscal Year 2025 Budget
Appendix N: Dir. Hammer’s Response to OSE Resolution
Changes to Finance Council Membership

Proposed Motion:

Approve the changes to the Finance Council Membership in order to allow the council to meet, with the stipulation that the council submit a new proposed Charge & Charter by the end of fall quarter.

Proposed by: Trent Austin, AS Business Director

Context:

There have been several proposed changes to the Charge & Charter that require more discussion. The council cannot currently meet due to the ADEI unit’s funding being separated and concerns about low quorum without that position. The proposal is to add 1-2 student Club Members who are not employed by the AS, but are invested in student engagement. We would also reduce the students At-Large to 1 in order to keep the quorum level at 4. (Quorum would remain 4 whether 1 or 2 club members are appointed.)

Environmental and Sustainability Programs has been removed as it is now supported by the Office of Sustainability. The Outback has been removed as it is only funded through December at this time. The goal is to have consistent members of Finance Council if at all possible.

Proposed Changes:

MEMBERSHIP

Voting:
- AS President or delegated Vice President (Vice Chair)
- AS Student Senate President or delegated Student Senator
- 1-2 Students At-Large (appointed by the AS Business Director)
- 1-2 Club Members (AS and/or ESC) to represent the Club area (appointed by the AS Business Director)
- 1 Student Employee from Accessibility, Diversity, Equity, & Inclusion (ADEI): Ethnic Student Center, Disability Outreach Center, LGBTQ+ (appointed by the MCSS Director)
- 1 AS Employee from the following central service programs: Communications, Business Office, Personnel, Publicity Center, AS Wavelength Review (appointed by the Assistant Director for Student Activities and Media)
- 1 AS Employee from the following activities programs: Productions, Environmental and Sustainability Programs, the Outback Farm, Club Activities, KUGS FM, Office of Civic Engagement, Outdoor Center (appointed by the Assistant Director for Student Activities and Media)

Non-voting:
- AS Business Director (Chair)
- Assistant Director for Business Services & Planning AS/VU Business Services Manager (Advisor)
- AS Fund Financial Manager
- Viking Union Staff (Fiscal Support)
- Secretary
Supporting Students in Light of the Humanitarian Crisis in Gaza

Dear Western Washington University Students,

As your elected ASWWU student representatives, we are committed to upholding the rights of free speech, academic freedom, and assembly on our college campus. We deeply respect diverse viewpoints, even when they are perceived as controversial, and we recognize these principles as essential components of our university community.

Due to the recent and horrific events in Gaza, there has been an increase in harassment and discrimination against Arab, Muslim, and Jewish students on our campus and across the nation. Students are facing online harassment which has very real impacts. No one should be harassed or fear for their safety. This situation is deeply concerning, and it is our shared commitment to ensure a campus environment characterized by respect, trust, and ethical conduct.

We wholeheartedly support our Arab, Muslim, and Jewish students and strive to promote the general well-being of all Western students. We will continue to defend your right to speak and organize freely. Our campus community must remain a safe space for all students.

We call on everyone in our campus community, including instructors, to be accommodating and empathetic to those affected by the attacks in Gaza. Global events can have major impacts on the mental health of our community members.

It's not the responsibility of those affected to keep others educated. We encourage all members of our community to take the initiative to educate themselves and engage in meaningful conversations. Please keep up to date with the humanitarian crisis in Gaza and take the time to understand the historical context surrounding the recent escalation in Palestine and Israel.

In times like these, we stand united in support of our Arab, Muslim, and Jewish students.
ASWWU is dedicated to promoting the general well-being of all Western students and ensuring that your voices are heard. ASWWU represents the student body, and we wanted to spend time listening to our peers’ concerns before creating this statement. We’ve tried to approach this carefully and with empathy, but we’re not perfect and are open to criticism. Our primary goal with this message is to create an open space for dialogue, and we invite you to reach out to us.

Stay safe and be well,

Associated Students of Western Washington University

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**WWU Resources for Mental Health and Safety**

- **Friday, Nov. 17th at 10:30 am:** [Bystander Intervention Training](#) (Right to Be webinar viewing)
- [Caring Communities](#) and Community Check-Ins ([Counseling and Wellness Center](#))
- [Office of Civil Rights and Title IX Compliance](#)
- [Structural Equity and Bias Response Team](#)
- [Additional WWU ADEI resources](#)
A RESOLUTION OF THE ASSOCIATED STUDENTS OF
WESTERN WASHINGTON UNIVERSITY
Sen. J.Res. 2023/24-01

“2023 ASWWU Resolution in favor of continued Fossil Fuel Divestment”

WHEREAS, Western Washington University has a commitment to sustainability, equity and justice, shared governance, and accountability as a core part of the institution’s mission (1); and

WHEREAS, Western is already taking crucial steps to achieve sustainability, it must be acknowledged that unless there are immediate, rapid, and large-scale reductions in greenhouse gas emissions, the “atmosphere will warm up by as much as 2.7-degree Fahrenheit above pre-industrial levels by 2040, inundating coastlines and intensifying droughts and poverty” (2); and

WHEREAS, a rise in atmospheric temperatures would cause unavoidable increases in numerous climate hazards and present risks to ecosystems and humans with an estimated loss of around 10% of total economic value from climate change (3); and

WHEREAS, United Nations Chief António Guterres says fossil fuels are “incompatible with human survival” (4); and

WHEREAS, climate change is in large part caused by burning fossil fuels as fixed carbon is released into the atmosphere as a greenhouse gas; and

WHEREAS, climate change has been driving the downfall of biodiversity, which is central to the production of new knowledge, and the fossil fuel industry has repeatedly encouraged the suppression of information and warnings about climate change (5); and

WHEREAS, many Western Washington University students are already facing the effects of climate change and live in communities that the effects of climate change will increasingly threaten; and

WHEREAS, Western prides itself on being a leader in sustainability among Institutions of Higher Education; and

WHEREAS, the WWU Foundation is committed to advancing the mission and values of Western Washington University; and

WHEREAS, many of the Western Washington University’s peer and regional institutions have pledged to or have already fully divested from fossil fuels, including California State University-Chico, Humboldt State University, Univ. of Colorado - Colorado Springs, University of Seattle, University of Washington, University of
WHEREAS, the Sustainability values of the University drive the investment strategy; and

WHEREAS, we recognize that actions by the WWU Foundation regarding investments impact the Western Sustainability Tracking Assessment and Rating System (STARS) score; and

WHEREAS, our current investment practices, specifically lacking disclosure regarding investments and the WWU Foundation having no Investor Responsibility Committee or similar body, resulted in scores of 0% in two out of three categories of the STARS rating system; and

WHEREAS, due to a ~6-point difference, Western was unable to receive a “Gold” rating in sustainability from the STARS program; and

WHEREAS, every five years, a Request for Proposals (RFP) is sent out to update contracts with a primary investment firm; and

WHEREAS, the WWU Foundation is currently undergoing the RFP process; and

WHEREAS, our global climate crisis represents a significant risk to financial return; and

WHEREAS, the WWU Foundation currently has 55% of assets invested in Environmental, Social, and Governance (ESG) options, which allow for the selective screening of companies and funds but currently lack transparency regarding the remaining ~45% of investments; and

WHEREAS, the Sustainability Action Plan (SAP), published in 2017, is Western’s ten-year plan and was co-created with a committee comprised of students, faculty, and Foundation Staff (7); and

WHEREAS, the Investments Section of the SAP specifically outlines transparency requirements; and

WHEREAS, the Investments Section also heavily suggests the integration of ESG screening into the WWU Foundation’s endowment fund; and

WHEREAS, ESG funds have returns equal to regular investments, and studies have found that returns on ESG funds are increasing over time (8); and

WHEREAS, students, faculty, and staff have led efforts to increase transparent and sustainable investments since 2012; and
WHEREAS, in 2013, 86% of voting WWU students approved a resolution asking that the University divest from fossil fuels; and

WHEREAS, the Associated Students passed an additional resolution in 2015 (9); and
WHEREAS, the Associated Students and Faculty Senate passed an additional resolution in 2017 (10); and

WHEREAS, it cannot be assumed that the Foundation Board can accurately represent student voices; and

WHEREAS, it cannot be assumed that the Foundation Board can accurately represent faculty voices; and

WHEREAS, The Western Washington University Foundation & Alumni is a non-profit, public 501(c)(3) organization that is “closely aligned with the University's mission and strategic goals, and focuses the organization's energy on ensuring the financial health of Western” (11); and

WHEREAS, the WWU Foundation has multi-generational commitments to benefactors and supports student success through scholarships and other opportunities, so maintaining viable returns of its endowment fund is vital; and

WHEREAS, the UC Chief Investment Officer stated in an op-ed that the University of California decided to no longer invest in fossil fuels because maintaining them posed a significant financial risk (12).

NOW, THEREFORE, BE IT RESOLVED BY THE ASSOCIATED STUDENTS OF WESTERN WASHINGTON UNIVERSITY

THAT, the Associated Students of Western Washington University find that, by ignoring its commitment to open discourse and transparent decision-making, the WWU Foundation is not advancing the full mission of the University.

THAT, the ASWWU requests the WWU Foundation increase the transparency and accessibility of our portfolio.

THAT, the ASWWU requests that there be a publicly available annual report of the firm's performance relevant to sustainability performance in addition to financial performance.

THAT, the ASWWU requests the Foundation prioritize the environmental implications of their investment decisions in selecting a firm and consider the ethics and morals of the investment firm before making their decision.

THAT, the ASWWU requests a standing student representative on the WWU Foundation Board for the AS, elected by the AS Executive Board, to be included in the Foundation's investment performance review process.

THAT, the ASWWU requests a standing faculty representative on the WWU Foundation Board, elected by the Faculty Senate Executive Committee, be present in the Foundation's investment performance review process.
THAT, one student and one faculty representative are included in the WWU Foundation Investment Review Committee.

THAT, the ASWWU requests the WWU Foundation to include ESG as a priority within its upcoming Request for Proposals from different investment firms and to continue to do so until our portfolio is free from fossil fuel assets.

THAT, the ASWWU requests the WWU Foundation to expand its portfolio, managed by Russel Investments, to solely include fossil fuel free options or explore alternative investment firms which may provide a portfolio that does.

THAT, the WWU Foundation continues to demonstrate a dedication to Western's values by signing onto current and future University-wide sustainability initiatives.

PASSED AND APPROVED by the Associated Students of Western Washington University Student Senate at their regular meeting on 11/6/2023.

PASSED AND APPROVED by the Associated Students of Western Washington University Executive Board at their regular meeting on 11/9/2023.

SUPPORTED by the Western Washington University Faculty Senate at their regular meeting on 11/27/2023.


AS Parliamentary Procedures

This procedure describes how governing body and committee meetings are run. Specific Rules: The governing bodies of the ASWWU and committees that act on behalf of them must adhere to the Open Public Meetings Act, RCW 42.30.

I. General Principles

Rather than referencing standing rules of order (e.g., Robert’s Rules, Reed’s Rules) when questions or ambiguities arise out of these procedures, the Chair should make a fair ruling with consideration to these general principles:

1. One person speaks at a time.

2. The chair of a voting body will recognize or call upon those who wish to speak.

3. Voting bodies will consider one item at a time.

4. The will of the majority shall determine the voting body’s action.

5. The rights of the minority are preserved.

6. The public (students) are informed of actions taken or considered by a voting body.

II. Holding a meeting

1. A date, time, place, and agenda are set for a meeting. Voting bodies will often regularly schedule meetings: weekly, bi-weekly, etc.

2. The chair calls the meeting to order. This marks the start of this meeting’s proceedings.

3. The chair moves the voting body through the agenda, sponsors present their agenda items, voting members may make motions. Each agenda item is subject to action by the voting body. A voting member of the voting body may move to take some action on the item (e.g., “[Last Name] moves to approve [item]).

4. The chair adjourns the meeting. The marks the end of the meeting’s proceedings.

III. Presenting an agenda Item

1. The chair asks the sponsor to present their item. The chair may cede a set amount of time to the sponsor: this amount may be stipulated in the agenda.
2. **The sponsor presents their item.**
   The sponsor may present their item in whatever manner they wish, within reason. Typically, sponsors go through an associated document or presentation. This initial presentation should only take up a portion of the allotted time.

3. **The sponsor opens the discussion.**
   Members will seek recognition to participate in the discussion. The chair will recognize speakers. The chair may elect to have sponsors recognize speakers, temporarily delegating facilitation.

4. **Discussion ends.**
   Discussion ends when the allotted time expires (the chair or designee will keep time), when conversation slows or stops and the chair transitions to the next item, or when a relevant, substantive motion passes. Discussion is paused while motions are considered.

5. **Discussion continues.**
   Discussion may continue if a motion to add time to the discussion passes: the new time remaining in the discussion will be the balance of the current allotment plus the time added.

**IV. Considering and passing a motion**

1. **A voting member of the voting body is recognized by the chair and makes a motion.**
   An example of a motion would be: “I move to table the parliamentary procedure discussion.”

2. **The chair affirms or contests that the motion is in order.**
   Affirmation may take the explicit form “the motion is in order” or is implied when the chair asks for seconds.

   A contesting may take the form “the motion is not in order…” the chair should always explain why the motion is not in order and give the proposing member the opportunity to correct or withdraw the motion.

   A motion is in order if it applies to the agenda item under consideration or if it’s procedural in nature.

3. **A second is made by another voting member.**
   E.g., “[last name] seconds the motion” or “[last name] seconds.” If no second is made, the motion dies.

4. **The chair opens discussion on the motion.**
   For example, “moved and seconded, do we have any discussion?”

   If there’s no comments, the chair closes the discussion and holds a vote.

5. **The chair holds a vote.**
   The number of votes needed for a motion to pass can vary: the chair will let the voting body know the vote threshold (e.g., 11/20 for a simple majority (50%+1) or 15/20 for 3/4ths)
Appendix D.1: ASWWU Senate Annual Report: 2023-24

There are few ways to vote:

A vote by acclamation or a vote by unanimous consent is one where no member objects. This is often done by the chair asking, “are there any objections [to this motion]?”

A voice vote is one where each side (yes, no, abstention) says their vote aloud in series. The chair would ask “those in favor say ‘aye’... those against say ‘nay’... those abstaining say ‘aye’...” and then estimate the results by ear.

A vote by show of hands is one where each side raises their hand in series. The chair might say ask “those in favor raise your hands... those against raise your hands ... those abstaining raise your hands...” and count the hands for each side.

The ASWWU tends to combine the voice vote and show of hands. This is the middle ground between accuracy and efficiency.

A vote by electronic means is one where each member types out their vote into the meeting chat or otherwise casts their vote electronically.

A roll-call vote is one where the chair goes through the list of all members of the voting body and asks each of them how they vote (yes, no, abstention). This form of voting is time-intensive and is usually only used for contentious votes or transparency.

6. All present voting members of the voting body vote; the chair and secretary record the votes.
   If the vote is not unanimous or it’s a roll-call vote, the chair and secretary should record the names of the voting members who voted yes or no, or who abstained.

7. The chair announces the result of the vote.
   This usually takes the form of “this motion passes unanimously” or “this motion passes 12-1-0.” The vote counts are usually written out in the order of yes-no-abstentions. The chair should give opportunity for those dissenting to explain their vote.

V. Amending a motion

Note: A motion to amend should not be itself amended. While not usually out of order, amending an amendment is inefficient. Usually, the first amendment should first be defeated and then another amendment moved and seconded.

1. A voting member of the voting body moves to amend a motion.
   A motion to amend is like any other motion and follows the procedure in Section III.

2. The voting body considers the motion to amend.

3. The voting body returns to considering the original motion, with or without the amendments depending on passage of the amendment.
   In some cases the motion to amend may be worded as a competing motion (i.e., the original motion is “motion to approve policy A” and the motion to amend is “motion to approve policy A with X amendments”). In these cases, at the discretion of the chair, an affirmative vote on the motion to amend may be taken as an affirmative vote on the original motion.
VI. **Overruling the Chair**

1. When a voting member objects to a procedural ruling of the chair, they may move to overrule the chair.
   A motion to overrule the chair is like any other motion and follows the procedure in Section III.

**Global Definitions: these definitions are consistent across all AS/VU Policies, see Master Definition List**

**Voting Body** – The governing bodies or committees of the ASWWU.

**Procedure-specific definitions**

**Sponsor** – A member of the voting body that’s bringing an item to the agenda.

**Chair** – The person with the authority to preside over the meeting of the voting body (e.g., Chair or Vice-chair).

**Agenda** – The list of topics planned for discussion and/or action during a meeting.

[Return to Procedure]

**Procedure Information:**

**PRO-AS-GOV-02**

**AS Parliamentary Procedure**

**Procedure Owner:** ASWWU Government

**This procedure cancels:** AS Board Parliamentary Procedures (ASB-14-W-45, Feb. 19, 2014)

**Procedure Approved By:** ASWWU Government (SEN-24-W-27, ASB-24-W-48)

**Effective Date:** 02/21/2024

**See also:**

AS Governance Rules of Operation [GUD-AS-GOV-03]
AS Student Government Handbook, Meeting Agenda Guidelines
AS Governance Rules of Operation

This guidance describes how voting bodies operate outside of meetings.

Specific Rules: The governing bodies of the ASWWU and committees that act on behalf of them must adhere to the Open Public Meetings Act, RCW 42.30.

Scheduling meetings

1. At the beginning of each quarter the voting body’s secretary determines members’ availability.
   The secretary and the chair collaborate to determine the best time for regular meetings. Alternatively, the chair may decide to stick with the fall quarter meeting times throughout the whole year.

2. The secretary makes publicly available the schedule of meetings.
   The secretary and advisor ensure that the public disclosure adheres to the Open Public Meetings Act, RCW 42.30.

Making the agenda

1. The secretary and chair agree to an agenda-making process.
   A written agreement of agenda timelines and process should be made before the first meeting of the voting body.

2. The chair has the final say on the agenda.
   All voting members can propose agenda items.

3. The secretary makes publicly available the meeting agenda.
   The secretary and advisor ensure that the public disclosure adheres to the Open Public Meetings Act, RCW 42.30.

Preparing for the meeting

1. Members review the meeting documents.
   Members review previous meeting minutes, the agenda, and agenda documents. Members form opinions and questions on agenda items where applicable.

2. The secretary invites the appropriate guests.

Acting on agenda items

1. The voting body will address an agenda item in at least two meetings before action.
   The item will be introduced in the first meeting. The item will be voted on in a later meeting. The item may be brought to the body as many times as necessary. The voting body may take action on the item in the first meeting if it deems such acceleration reasonable.
Appendix D.2: ASWWU Senate Annual Report

**Keeping records**

1. **Item sponsors keep track of document changes between meetings.**
   Edits are clearly noted. Source documents are retained and shared with the secretary.

2. **Approved documents are finalized and made publicly available.**
   The item sponsor and the voting body's chair or advisor work together to prepare the document(s) for public release.

3. **The secretary keeps meeting minutes and makes them publicly available.**
   A voting body will approve minutes before they are made publicly available.

4. **Voting bodies will retain agendas, minutes, meeting documents, and approved documents in an organized way.**
   The advisor will ensure that records are retained in compliance with applicable policy, regulation, and law.

**Changing operations**

1. **Committees of the ASWWU may adopt their own Rules of Operation.**
   These rules should be seen as guidance, not a mandate. The spirit and intent of these guidelines should be used in their interpretation.

Global Definitions: consistent across all AS/VU Policies, see Master Definition List

**Voting Body** – The governing bodies or committees of the ASWWU.

Return to Guidance

**Guidance Information:**

**GUD-AS-GOV-03**

AS Governance Rules of Operation

**Guidance Owner:** ASWWU Government

**This guidance cancels:** AS Board Meeting Operational Guidelines (ASB-14-W-45, Feb. 19, 2014)

**Guidance Approved By:** ASWWU Government (SEN-24-W-27, ASB-24-W-48)

**Effective Date:** 02/21/2024

See also:

AS Parliamentary Procedure [PRO-AS-GOV-02]
AS Student Government Handbook, Meeting Agenda Guidelines

Approved by motions SEN-24-W-27, ASB-24-W-48
A RESOLUTION OF THE ASSOCIATED STUDENTS
OF WESTERN WASHINGTON UNIVERSITY
Sen. J.Res. 2023/24-02

“Recognize and Negotiate with WAWU Operational Student Employees”

WHEREAS, operational student employees – custodians, clerks, program support staff, resident advisors, photographers, laborers, and others who do similar jobs – do critical work across Western Washington University (Western) including keeping students safe, keeping facilities running, and maintaining programs and services; and

WHEREAS, a majority of operational student employees (OSEs) working for Western Washington University have authorized Western Academic Workers United / United Auto Workers (WAWU-UAW) to represent them in collective bargaining [1]; and

WHEREAS, WAWU-UAW has filed a representation petition with the Public Employment Relations Commission [2]; and

WHEREAS, WAWU-UAW has requested that Western voluntarily recognize the OSE bargaining unit [1]; and

WHEREAS, every on-campus union – WFSE Local 1381, PSE of WWU / SEIU Local 1948, UFWW / WEA/AFT Local 2084, and WAWU / UAW Local 4121 – has demanded that Western recognize the OSE bargaining unit [3]; and

WHEREAS, within Western’s 2018–2025 strategic plan, the Board of Trustees asserts its plan to advance Western by “Improving climate and working conditions for student employees, staff, and faculty at all locations” and “Providing competitive compensation and professional development for student employees, staff, and faculty” [4]; and

WHEREAS, historical improvements to the compensation and working conditions for employees have been spearheaded by collective bargaining [5, 6]; and

WHEREAS, collective bargaining would bring clarity to the rights and responsibilities of OSEs and Western; and
WHEREAS, Western already has a working collective bargaining and union-management relationship with WAWU-UAW; and

WHEREAS, Western asserts that it is “unable to formally recognize or negotiate with any [OSE] bargaining unit” without “an authorizing statute” that “provide(s) a uniform structure, as well as orderly and clearly defined procedures for collective bargaining and dispute resolution” [7]; and

WHEREAS, Western is able to formally recognize and negotiate with the OSE bargaining unit; and

WHEREAS, regardless, Western’s concerns are addressed by Washington State Senate Bill 5895, which would provide a uniform structure, as well as orderly and clearly defined procedures for collective bargaining and dispute resolution [8].

NOW, THEREFORE BE IT RESOLVED BY THE ASSOCIATED STUDENTS OF WESTERN WASHINGTON UNIVERSITY

THAT, the voluntary recognition of the OSE bargaining unit is in the best interest of Western, OSEs, the membership of the ASWWU, and the public; and

THAT, the ASWWU supports SB 5895; and

THAT, the ASWWU requests that Western
  1. also clearly, and publicly support SB 5895,
  2. respects the wishes of its faculty and staff,
  3. acts in accordance with its strategic plan,
  4. immediately recognizes the OSE bargaining unit,
  5. begins negotiating with WAWU-UAW OSEs, and
  6. formally responds to the ASWWU’s above requests.

Introduced Jan. 10, 2024, in the Student Senate.  
Introduced Jan 18, 2024, in the Executive Board, with amendment.  
Agreed to Jan 24, 2024, in the Student Senate, with amendments.  
Agreed to Jan 25, 2024, in the Executive Board, with the Senate amendments.
cc: Marcy Hammer, Director of Employee and Labor Relations
    Sabah Randhawa, President
    Kerena Higgins, Assistant Attorney General
    WWU Students, Staff, and Faculty
Appendix E: ASWWU Senate Annual Report: 2023-24


Western Washington University
Associated Students of WWU Student Government Charter
(revised 2023-24)

Preamble:

The students of Western Washington University have the right and responsibility to participate in the shared governance of the university. The Associated Students of Western Washington University is the body created to represent students for this purpose. The Associated Students of Western Washington University (ASWWU), as defined in this Charter, is charged by the president to elect a student government (AS Student Government) which:

- Represents student interests and opinions to the university administration, Board of Trustees, and appropriate governmental agencies;
- Fosters participation and inclusion of the student body in university governance and operations as appropriate;
- Promotes the general welfare of students;
- Communicates with the ASWWU membership about institutional matters which affect them.

Article 1: ASWWU

1.1. Western Washington University recognizes the ASWWU as the sole recognized student association of Western Washington University.

1.2. The voting membership of ASWWU shall include all full-time, part-time, graduate, and undergraduate students who are registered for at least one academic credit at any WWU location where students pay Services and Activities Fees. Only voting members of ASWWU may vote in student government elections.

1.3. The ASWWU may only be abolished by a vote of the membership of the ASWWU. In such case, the powers granted in this charter shall become null and void at the end of the academic year in which the vote is held.

Article 2: ASWWU Student Government

2.1. Western Washington University recognizes the ASWWU Student Government as the sole student government association of Western Washington University and as the governing body of the ASWWU.

2.2. The ASWWU’s authority to participate in shared governance of the university through the AS Student Government is established by the President of Western
Washington University, with the consent of the ASWWU membership, and registered by the Board of Trustees.

2.3. The AS Student Government may only be abolished by a vote of the voting membership of ASWWU. In such case, the powers established in this charter become null and void at the end of the academic year in which the vote is held.

2.4. All amendments to this charter must be approved by the ASWWU Student Government and the University President.

Article 3: ASWWU Student Government Duties

3.1. The AS Student Government shall make every effort to represent the needs and concerns of students through its participation in shared governance and representation to appropriate governmental agencies.

3.2. The AS Student Government shall hold annual elections open to all members of ASWWU for the purpose of selecting representatives and deciding referenda on matters of importance to the student body.

3.3. The AS Student Government shall consult with and report to university bodies on matters of concern to students.

3.4. The AS Student Government shall encourage student involvement in the development of institutional policies which impact students.

3.5. The AS Student Government shall inform the university community of actions taken by the AS Student Government.

3.6. The AS Student Government shall adopt bylaws and establish structures as necessary to govern its organization and carry out its responsibilities in a manner consistent with this charter and the regulations, policies, and procedures of the University. It shall review those bylaws and structures at least every 5 years.

Article 4: Granted Authorities

The AS Student Government is granted the authority to fulfill its duties within the provisions set forth in this charter and within the constraints of University regulation, policy, and procedure. In addition, the AS Student Government shall have the following special authorities.

4.1. With regard to student fees, the AS Student Government has the authority to:
a. Ensure that monies allocated to the AS Student Government by the Services and Activities Fee Committee are used to support continuous, safe, and efficient operations, consistent with federal, state, and university policy.
b. Provide recommendations regarding any increases and/or renewals of mandatory and voluntary student fees.
c. Hold elections to determine changes to or establishment of voluntary student fees.
d. Review all information pertaining to the expenditure and usage of student fee dollars.
e. Ensure a majority of student voting members on fee committees overseeing mandatory and voluntary student fees, with the exception of operating and building fees.
f. Exercise the right to appoint a student chair, with the concurrence of the University President or designee, on all committees overseeing and appropriating mandatory and voluntary student fee dollars, with the exception of operating and building fees.

4.2. To fulfill its administrative responsibilities, the AS Student Government has the authority to:
   a. Obtain and review information on the affairs of the University,
   b. At the request of University committee chairs, to appoint student representatives to standing University committees, and to other bodies.
   c. Allocate funds to support the employment of student and permanent staff as needed to fulfill the goals and maintain the operations of the AS Student Government, consistent with the regulations, policies, and procedures of the university.
   d. Manage its allocated funds in accordance with regulations, policies, and procedures of the university and with fiduciary responsibility on behalf of students.
   e. Participate in the management of the AS Bookstore’s net operating revenues, where applicable.

Approved in the AS Student Senate, January 24, 2024
Approved in the AS Executive Board, January 25, 2024
Approved by the University President, February 1, 2024

AS President
Chair, Executive Board

University President

Student Senate President
Chair, Student Senate
A RESOLUTION OF THE ASSOCIATED STUDENTS OF
WESTERN WASHINGTON UNIVERSITY
Sen. J.Res. 2023/24–03

“Supporting Muslim Students Seeking Religious Accommodations for Ramadan”

WHEREAS, The Associated Students of Western Washington University recognizes the diverse backgrounds represented in our campus community, and
WHEREAS, the holy month of Ramadan, the ninth month of the Islamic lunar calendar, occurs every year [1], and
WHEREAS, this month is of importance to the approximate 1.8 billion followers of Islam, including many Western Washington University students, staff, and faculty [2], and
WHEREAS, this year the month of Ramadan lasts from around March 10 to April 8, 2024 [3], and
WHEREAS, during Ramadan, Muslim students abstain from food and water from dawn to dusk, or sunrise to sunset, whilst adhering to the month’s spiritual traditions of prayer, meditation, reflection, and maintenance of good character [4, 5], and
WHEREAS, Muslim students may adhere to differing conditions in the observance of Ramadan due to cultural and religious variability [6], and
WHEREAS, fasting is a mandatory act for all Muslims who are able and fulfills one of five pillars of Islam, Sawm [1], and
WHEREAS, this act of worship takes a mental and physical toll on Muslim students that may impair day-to-day functioning, such as difficulty completing assignments, taking exams at certain times, and attending classes [7], and
WHEREAS, for many Muslim students this toll will be in addition to the mental and physical toll caused by the catastrophic Israeli siege on Gaza, the West Bank, and East Jerusalem in Palestine, and
WHEREAS, for many Muslim students these tolls are in addition to the mental and physical toll caused by the continued and lingering impacts of the COVID-19 pandemic, including long-COVID, and
WHEREAS, Muslim students may experience food insecurity due to the limited availability of dining options that recognize and accommodate the observance of Ramadan [5], and
WHEREAS, during the second half of Ramadan, the residential dining halls will not be open before sunrise [8, 9], and
WHEREAS, during the entirety of Ramadan, the residential dining halls will have less than an hour of regular dinner service after sunset [8, 9], and
WHEREAS, there is mental, spiritual, and physical risk to Muslim students observing Ramadan in Bellingham due to a recognized history of Islamophobia [10], and
WHEREAS, there has been an acute rise in Islamophobia and racism in Bellingham and at Western that has placed additional mental, spiritual, and physical risk on our Muslim students, and
WHEREAS, Eid al-Fitr, a three-day holiday of celebration with friends and families occurs directly after Ramadan [11], and
WHEREAS, Ramadan may be difficult for Muslim students who are away from their families, and
WHEREAS, in this context, the ASWWU further recognizes that to foster an environment that embodies our strategic mission of “inclusive success,” we must be sensitive to and honor the needs of all students, staff, and faculty; and
WHEREAS, Senate Bill 5166, effective July 8, 2019, states, “educational institutions must develop policies to accommodate students’ absences to allow students to take holidays for reasons of faith or conscience... so that students’ grades are not adversely impacted by the absences” [12]; and

WHEREAS, Senate Bill 5166 also states that faculty members are required to “accommodate students who, due to observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course or program” [12].

NOW THEREFORE BE IT RESOLVED BY THE ASSOCIATED STUDENTS OF WESTERN WASHINGTON UNIVERSITY:

THAT, the ASWWU respects and supports the needs of our Muslim students; and

THAT, the ASWWU acknowledges the diversity among our Muslim students; and

THAT, the ASWWU Student Government is willing to help individual students receive the accommodations they need, if such help is requested; and

THAT, the ASWWU encourages Muslim students to seek religious accommodations for spring quarter under their Senate Bill 5166 rights by reaching out to their instructors; and

THAT, the ASWWU requests that the administration and faculty acknowledge that Ramadan takes place from around March 10 to April 8 this year; and

THAT, the ASWWU requests that faculty members and instructors

1) acknowledge that Ramadan begins the week before Winter Quarter Finals,
2) are proactive about recognizing Ramadan, and encourage students to seek accommodations,
3) refrain from implementing unconditional Ramadan accommodations for all Muslim students and instead work with Muslim students on a case-by-case basis to define reasonable Ramadan accommodations,
4) are courteous with reasonable absences of Muslim students due to the observance of Ramadan,
5) are courteous with 11:59 p.m. deadlines, and if a student who is fasting needs to complete their assignment during the hours after sunset, implement a 24-hour grace period with no impact to the student’s grades,
6) allow exams and quizzes to be taken with reasonable accommodations, including at a different time, as discussed between the student and instructor; and

THAT, the ASWWU requests that the Dean of each college ensure that this document is sent to each Department Chair, faculty member, and instructor; and

THAT, the ASWWU requests that University Dining Services, Dining at WWU (Chartwells) provides food options that accommodate the observance of Ramadan, including providing adequate full-service hours before sunrise and after sunset and providing for take-out options; and that the University Administration ensure the provision of such accommodations.

Agreed to in the Student Senate March 6, 2024
Agreed to in the Executive Board March 7, 2024

cc: Sabah Randhawa, President
Brad Johnson, Provost
Melynda Huskey, Vice President for Enrollment and Student Services
Leonard Jones, Director of University Residences
Andrew Gaynor, District Manager, Dining at WWU
Students, Faculty, and Staff
About the Program & Position

The Associated Student Government at Western is charged by the President to represent the interests of the Associated Students of Western Washington University (ASWWU) in shared governance of the University. ASWWU Government is a two-body governing system, comprised of the AS Executive Board and the AS Senate.

The ASWWU Executive Board represents student interests to University Administration (Non-Academic Divisions, Departments and Programs), the Board of Trustees, and appropriate external governmental agencies. AS Executive Board positions are responsible for representing our students in issues concerning the University beyond the classroom.

The Student Senate represents student interests in academic affairs such as department policies, curriculum design, and academic support services. Two senators from each College advocate for students within their respective colleges, while four At-Large Senators represent all WWU students. Student Senators represent student interests by serving on relevant academic committees, making decisions in Senate meetings, and pursuing projects that align with their constituents’ priorities and values.

Term of the Position

This position starts the Saturday of Spring Commencement after ASWWU annual regular elections and ends the Friday of Spring finals week the following academic year. Student Senators can work up to 10 hours/week during Fall, Winter, and Spring Academic Terms excluding finals week. Limited Summer Term hours will be required for training and planning for the upcoming Academic Year. Work during intersession and breaks may be approved by AS Governance staff in certain circumstances.

Required Qualifications

Candidates/Senators must:
- Be enrolled six or more credits for undergraduate students and four or more credits for graduate students during upcoming Fall/Winter/Spring academic terms.
- Have a minimum of a 2.00 cumulative GPA at time of candidate filing and maintain throughout terms of service if elected.
- Be able to complete the entire term of the position.
- Be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position, includes DACA recipients.
- Be available for limited/occasional evening/weekend work throughout the Academic Year.

Preferred Qualifications

- Leadership experience
- Strong commitment to Accessibility, Diversity, Equity, and Inclusion practices.
- Working knowledge of the general operations of the Associated Students.
- Critical thinking skills.
- Previous council, committee, or government experience at Western Washington University.
- Knowledge of the University governance system and organizational systems.
- Knowledge of local, state, and national legislative systems.
- Strong organizational and time management skills.
- Ability to communicate accurately and effectively with a wide variety of groups.
Experience working in groups or as a member of a team.
Ability to balance multiple projects at one time.

**Position Responsibilities**

Ensure the effectiveness of AS Senate operations by:

- Attending all AS Senate trainings and retreats, unless previously communicated a needed absence.
- Attending all bi-weekly regular and special Student Senate meetings, unless absence approved prior to meeting.
- Attending, at minimum, bi-weekly check-in meetings with designated AS Government Advisor.
- Reviewing all relevant meeting documents (e.g. Agendas, Minutes, Documents Packets) before Senate meetings.
- If presenting at a Senate meeting, submitting necessary documents for presentation at least 48 hours prior Senate Meeting.
- Collaborate with other Student Senators on relevant projects.
- Regularly communicating with their co-senator(s) about all Senate work.
- Ensuring AS Senate is operating in alignment with current AS Government Charter, Constitution and By-laws.
- Maintaining a regular weekly work schedule to fulfill the duties and responsibilities of the position between 7am-9pm, M-F, includes scheduled office hours (see below).
- Communicating current work schedule with AS Gov Advisors, SGAs, and other Student Senators.
- Avoiding any major academic or employment commitments that would conflict with the essential responsibilities of this position, such as study abroad.

Represent the interests of ASWWU by:

- As part of regular work schedule, establishing and maintaining one to two publicly posted office hours per work week (Monday-Friday) to be available to constituents.
- Being available to constituents via email and by-appointment.
- Represent student interests by serving on one to three Departmental, University, and/or Associated Students committees.
- Holding the interests of the student body above any personal interests, aspirations, or goals.
- Representing the interests of WWU students on all issues that come before the AS Student Senate.
- Facilitate events and gatherings to connect with constituents and hear concerns on relevant issues within the college.
- Meeting with the Dean, Associate Dean, or designee from their college to discuss student concerns or other relevant topics within the college. Frequency of meetings can vary, ideally meeting at minimum once per quarter.

**Pay Rate**

Estimated starting rate for AS Student Senators (2024-2025) is $20.85/hour

**Administrative Note:** Exact wage and total hours per week are subject to change pending final approval of AS Budget. The contents of this position description may change during the term of appointment due to an ongoing collective bargaining process.

This position is exempt from civil services rules per WAC 357-04-040
Appendix H.2: ASWWU Senate Annual Report: 2023-24

Western Washington University
Student Senate President Position Description 2024-25

About the Program & Position

The Associated Student Government at Western is charged by the President to represent the interests of the Associated Students of Western Washington University (ASWWU) in shared governance of the University. ASWWU Government is a two-body governing system, comprised of the AS Executive Board and the AS Senate.

The ASWWU Executive Board represents student interests to University Administration (Non-Academic Divisions, Departments and Programs), the Board of Trustees, and appropriate external governmental agencies. AS Executive Board positions are responsible for representing our students in issues concerning the University beyond the classroom.

The Student Senate represents student interests in academic affairs such as department policies, curriculum design, and academic support services. Two senators from each College advocate for students within their respective colleges, while four At-Large Senators represent all WWU students. Student Senators represent student interests by serving on relevant academic committees, making decisions in Senate meetings, and pursuing projects that align with their constituents’ priorities and values.

The Student Senate President is the chair of the student senate and serves as the primary liaison between the Student Senate and the AS Executive Board. This is an elected position charged with serving all WWU students. The President is responsible for representing students, leading the Student Senate, and working with the Executive Board. The Senate President is also responsible for communicating with university faculty on behalf of students and assisting students in their communication with faculty.

Term of the Position

This position starts the Saturday of Spring Commencement after ASWWU annual regular elections and ends the Friday of Spring finals week the following academic year. The Student Senate President can work up to 25 hours/week during Fall, Winter, and Spring Academic Terms excluding finals week. Limited Summer Term hours will be required for training and planning for the upcoming Academic Year. Work during intersession and breaks may be approved by AS Governance staff in certain circumstances.

Required Qualifications

Candidates/Senators must:

- Be enrolled six or more credits for undergraduate students and four or more credits for graduate students during upcoming Fall/Winter/Spring academic terms.
- Have a minimum of a 2.00 cumulative GPA at time of candidate filing and maintain throughout terms of service if elected.
- Be able to complete the entire term of the position.
- Be eligible for employment in the U.S. from the time of filing for candidacy through the full term of the position, includes DACA recipients.
- Be available for limited/occasional evening/weekend work throughout the Academic Year.

Preferred Qualifications

- Leadership experience.
• Conflict resolution skills and experience.
• Strong commitment to Accessibility, Diversity, Equity, and Inclusion practices.
• Working knowledge of the general operations of the Associated Students.
• Critical thinking skills.
• Previous council, committee, or government experience at Western Washington University.
• Knowledge of the University governance system.
• Knowledge of local, state, and national legislative systems.
• Strong organizational and time management skills.
• Ability to communicate accurately and effectively with a wide variety of groups.
• A working knowledge of the University governance and organizational systems.
• Experience working in groups or as a member of a team.
• Experience in group leadership/management.
• Ability to balance multiple projects at one time.

Position Responsibilities

Represent the interests of the student body of Western Washington University by:

• Establishing and maintaining at least five publicly posted office hours per work week (Monday-Friday) to be available to constituents.
• Communicating with diverse groups of students on a regular basis.
• Holding the interests of the student body above any personal interests, aspirations, or goals.
• Attending and representing students at all Associated Students, University, and other committee meetings under position purview.
• Representing the interests of WWU students on all issues that come before the ASWWU Student Senate.
• Seeking and facilitating opportunities for student representation in University-wide decisions.

Ensure the effectiveness of the ASWWU Student Senate Operations by:

• Convening and presiding over all meetings of the ASWWU Student Senate.
• Writing and approving all agendas and documents for ASWWU Student Senate meetings.
• Working with the Advisor to plan & facilitate all ASWWU Student Senate retreats, meetings, and work sessions.
• Serving as the spokesperson of the ASWWU Student Senate.
• Meeting regularly with the designated Advisor.
• Avoiding any major commitments that would conflict with the essential responsibilities of this position such as study abroad.
• Identifying short- and long-term strategic goals for the Student Senate.
• Communicating goals with the Student Senate, Advisor, and relevant collaborators.
• Ensure vacant positions that arise after the election are filled.

Ensure the effectiveness of University, Associate Students, and Departmental Committees by:

• Reviewing and nominating student appointees to serve on committees under position purview.
• Communicate with students and chairs of committees under position purview.
• Ensuring the appointment for all vacant student senator positions in standing committees.

Collaborate with other University Organizations by:

• Regularly communicating with WWU Administration, including the University President, Vice President for Enrollment and Student Services, and the Dean of Students.
• Pursuing communication with relevant University Administration and offices on topics of interest to the Student Senate and constituents.
• Communicate regularly with the AS Executive Board President.
• Attending Western Washington Board of Trustees meetings as a recurring invitee.
• Serving on the following committees:
  o Faculty Senate
  o Finance Council
  o ASWWU Governance Conference Committee
• Ensure student representation on the relevant committees, including:
  o Student Tech Fee
  o University Planning and Resources Committee
  o Academic Coordination Committee
  o Additional committees as necessary

Pay Rate

Estimated starting rate for AS Student Senators (2024-2025) is $20.85/hour

Administrative Note: Exact wage and total hours per week are subject to change pending final approval of AS Budget. The contents of this position description may change during the term of appointment due to an ongoing collective bargaining process.

This position is exempt from civil services rules per WAC 357-04-040
**Referendum Proposal to Address Food Insecurity at WWU**

*Proposed to AS Senate & Exec Board by Lola Thompson*

**UNDERSTANDING FOOD INSECURITY**

For students at Western Washington University, food insecurity is a regular issue. The office of Student Life has identified that 45% of students experience food insecurity on at least a monthly basis. This staggeringly high number likely grown since the 2021 survey; the Swipe-out-Hunger program has been inactive for over a year and prices around campus have continued to climb.

With declining support from the state government and increasing economic inequality across the state, students are reliant on the on-campus food pantry network to secure their nutritional needs. This critical safety net has also experienced declining state support and, as of spring 2024, is struggling to meet the needs of the Western community. Through conversations with students, staff, and pantry operators, the following needs have been identified:

1. **Additional Resources**: Nearly all food pantries on campus are currently funded exclusively through departmental funds and agreements with community organizations. With these limited resources, the pantries often struggle to provide adequate resources. Shelves can go unstocked for days and the variety of the food available is often determined by the donating organizations.

2. **Staffing Pantries**: Pantry operators, on top of their regular responsibilities as university employees, are tasked with the additional responsibilities of operating the food pantries. With limited time and money, these pantry operators struggle to manage stocking shelves, gathering donations, purchasing foods, and conducting outreach.

3. **Reducing Stigma**: Students struggling with food insecurity are often hesitant to use the on-campus pantry network due to a sense of stigma, perceived barriers to access, and a hesitation to use the resources available to them. This stigma results in students not willing to access resources which would tangibly benefit their life circumstances.

**PROPOSAL**

We students are uniquely vulnerable to food insecurity, but we also have the unique capacity to enact positive change. It is not our responsibility to pick up the slack left behind when our State Representatives and University Administration neglect our basic needs. Still, we have the opportunity to make a tangible impact in our community as we call upon these officials to step up. The AS, as a student organization, is positioned to facilitate this positive change for each of the points identified above. Thus, we call upon the student body to answer the following question:

**Shall the students of Western Washington University approve a quarterly fee of $4.50 to bolster food stock in food pantries across campus and to pay for a two-year position to administer this fund while implementing long-term food security strategies?**

**SPECIFICATIONS**

If passed, this referendum would permit the AS to collect a $4.50 fee during fall, winter, and spring quarters from full-time students who attend courses on WWU’s Bellingham campus. This fund shall be used by the AS Western Hub of Living Essentials (WHOLE) pantry to hire a full-time staff member for a two-year term to help orchestrate food distribution and work towards systemic, long-term solutions which reduce reliance on pantries. The remaining funds will be used to purchase food stock to be distributed to all pantries on campus as appropriate. This referendum shall be re-evaluated by ASWWU constituents every second election, with the first re-evaluation occurring the academic year following the staff member’s hiring.
Referendum to Address Food Insecurity at WWU

Officially sponsored by Lola Thompson, [Insert Names of Sponsoring Parties]

STATEMENT OF SUPPORT

By supporting this referendum, you are affirming a commitment to fight food insecurity at Western. Students and staff have made it clear that additional resources are necessary to both sustain and expand beyond the on-campus food pantries. For $4.50, students could help build a stronger, more resilient community at Western.

This referendum would permit the AS to collect a $4.50 fee during fall, winter, and spring quarters from full-time students who attend courses on WWU’s Bellingham campus. This fund shall be used by the AS Western Hub of Living Essentials (WHOLE) pantry to hire a full-time staff member for a two-year term to help orchestrate food distribution and work towards systemic, long-term solutions which reduce reliance on pantries. The remaining funds will be used to purchase food stock to be distributed to all pantries on campus as appropriate. This referendum shall be re-evaluated by ASWWU constituents every second election, with the first re-evaluation occurring the academic year following the staff member’s hiring.

We students are uniquely vulnerable to food insecurity, but we also have the unique capacity to enact positive change. It is not our responsibility to pick up the slack left behind when our State Representatives and University Administration neglect our basic needs. Still, we have the opportunity to make a tangible impact in our community. This referendum will not end food insecurity, but it will make conditions better for students in the short term and buy us more time to call upon these officials to step up.
Associated Students of Western Washington University Constitution

Preamble
The Associated Students of Western Washington University has the right and responsibility to serve as a resource and advocate for all students. For this purpose, the Associated Students of Western Washington University Student Government shall govern on behalf of the ASWWU membership to: (1) represent student interests and opinions to the University Administration, the Board of Trustees, faculty governance structures, and appropriate external government agencies, (2) support student success in their academic endeavors, (3) foster students' rights and responsibilities, (4) inform students on the proceedings of the Associated Students and of the University, and (5) promote the general welfare of all students.

Article I. Name & Membership

Section A – Name
This association shall be known as the Associated Students of Western Washington University, hereinafter called the ASWWU.

Section B – Voting Membership
Consistent with the ASWWU Student Government Charter, the voting membership of ASWWU shall include all full-time, part-time, graduate, and undergraduate students who are registered for at least one academic credit at any WWU location where students pay Services and Activities Fees.

Article II. Elections

Section A – General Elections
Annually, during spring quarter, the voting membership of the ASWWU shall decide proposed referenda, initiatives and elect its officers to the ASWWU Government (Article III). Terms begin on the Saturday of spring commencement and end the Friday of spring finals week after one academic year. Election results shall be certified by the Office of Civic Engagement.

Section B – Special Elections
Special elections may be held at any time for the purpose of deciding recalls, filling vacant elected positions, or deciding initiatives and referenda.

Section C – Referendum
A referendum to the membership of the ASWWU may be initiated by a majority vote of the Executive Board or Senate and included in any election.

Section D – Initiatives
To be included on an election ballot, an initiative proposed by the ASWWU membership requires a petition containing the verified signatures of no less than forty percent (40%) of the numbers of votes cast in the last general election as defined in the Election Code.

Section E – Recall
Recall of any elected member of the ASWWU government may be initiated by a majority vote of the Executive Board, a majority vote of the Senate, or a petition containing no less than forty percent of the number of votes cast in the last election. The removal of the elected member shall then be decided by the membership of the ASWWU via a special election.
Section F – Election Code
The Office of Civic Engagement, via committee, shall maintain an election code. The provisions set forth in the ASWWU election code shall apply to all general elections, special elections, referenda, initiatives, and recalls regarding process and deadlines. The election code shall conform to this constitution. If any provision of the election code conflicts with this constitution, that provision will be null and void. The election code shall not be changed during an active election. Election results shall be verified as fair and appropriate by the Office of Civic Engagement.

Article III. Governing Structure

Section A – ASWWU Government
The ASWWU Government shall be the governing board of the ASWWU. It shall consist of an Executive Board and a Senate. The rights and responsibilities for shared governance of the whole ASWWU are vested in these two bodies.

The Executive Board shall consist of the following elected officers:

1. President, Chair of the Executive Board
2. Vice President for Activities
3. Vice President for Diversity
4. Vice President for Governmental Affairs
5. Vice President for Student Services
6. Vice President for Sustainability
7. Vice President for University Operations

The Senate will consist of the following elected officers:

1. Senate President, Chair of the Senate
2. Two Senators from each of the following colleges:
   a. College of Business and Economics
   b. College of Fine and Performing Arts
   c. College of Humanities and Social Sciences
   d. College of Science and Engineering
   e. Fairhaven College of Interdisciplinary Studies
   f. Graduate School
   g. College of the Environment
   h. Woodring College of Education
3. Four Student Senators to represent students at-large

Section B – Permanent Bodies
1. A Conference Committee shall be chartered by the Executive Board and Senate to resolve differences in respective versions of any action they both take and ensure joint governance. No single body shall have sole authority over the Conference Committee, both bodies shall be equally reflected in membership of the committee and include the Chair of each body.
2. An Elections Committee shall be chartered by the Office of Civic Engagement. This committee will maintain the elections code (Article II, Section F). The ASWWU Government shall have no authority over the Elections Committee but may be represented on the committee.
3. An Ethics Board shall be maintained by the Office of Civic Engagement. This board will ensure that the elections of the ASWWU are ethically handled. The ASWWU Government shall have no authority over the Ethics Board.

**Article IV. Meetings of Governing Bodies**

**Section A – Quorum**
A majority of currently seated officers shall constitute a quorum for all governing bodies of the ASWWU. The governing bodies may only take final action when a quorum is present.

**Section B – Voting**
In order for a motion to pass, it must obtain a majority of the legal votes cast.

**Section C – Open Public Meetings (RCW 42.30)**
All meetings of the Executive Board and Senate shall adhere to the Open Public Meeting Act of Washington State with notice to the public at least twenty-four (24) hours in advance.

**Article V. Powers and Granted Authorities**

**Section A – ASWWU**
The ASWWU shall hold all rights associated with its recognition as a recognized student association under state law.

**Section B – ASWWU Government**
Jointly, the Executive Board and Senate shall:

1. Establish the structures necessary to govern the ASWWU;
2. Delegate their vested powers to ensure the efficient operations of the ASWWU;
3. Appropriate the funds allocated to the ASWWU and act with fiduciary responsibility with regards to the assets of the ASWWU;
4. Formulate the official opinion of the ASWWU through a joint resolution;
5. Exercise and delegate the authorities granted to the Student Government in Article 4 of the ASWWU Student Government Charter:
   a. Ensure that monies allocated to the AS Student Government by the Services and Activities Fee Committee are used to support continuous, safe, and efficient operations, consistent with federal, state, and university policy.
   b. Provide recommendations regarding any increases and/or renewals of mandatory and voluntary student fees.
   c. Hold elections to determine changes to or establishment of voluntary student fees.
   d. Review all information pertaining to the expenditure and usage of student fee dollars.
   e. Ensure a majority of student voting members on fee committees overseeing mandatory and voluntary student fees, with the exception of operating and building fees.
   f. Exercise the right to appoint a student chair, with the concurrence of the University President or designee, on all committees overseeing and appropriating mandatory and voluntary student fee dollars, with the exception of operating and building fees.
   g. Obtain and review information on the affairs of the University,
   h. At the request of University committee chairs, to appoint student representatives to standing University committees, and to other bodies.
   i. Allocate funds to support the employment of student and permanent staff as needed to fulfill the goals and maintain the operations of the AS Student Government, consistent with the regulations, policies, and procedures of the university.
Appendix J: ASWWU Senate Annual Report: 2023-24

j. Manage its allocated funds in accordance with regulations, policies, and procedures of the university and with fiduciary responsibility on behalf of students.
k. Participate in the management of the AS Bookstore’s net operating revenues, where applicable.

Before action can be adopted by the entire ASWWU Government, both bodies must pass every measure in an identical form.

Section C – ASWWU Executive Board
The Executive Board shall be granted the authority to fulfill its duties and within the provisions set forth herein. The Executive Board shall have the authority:

1. To serve as the primary body of representation and advocacy for student needs in university governance structures relating to activities, diversity, governmental affairs, student services, sustainability, university operations, other university governance structures, and external government bodies.
2. To formulate the official opinion of the Executive Board through a resolution.
3. To sit on and appoint student representatives to standing and ad hoc committees relating to activities, diversity, governmental affairs, student services, sustainability, university operations and to Associated Students committees in coordination with the Senate.
4. To obtain information and provide recommendations with regard to university administration pertaining to activities, diversity, governmental affairs, student services, sustainability, and university operations.

Section D – ASWWU Senate
The Senate shall be granted the authority to fulfill its duties within the provisions set forth herein. The Senate shall have the authority:

1. To serve as the primary body of representation and advocacy for student needs in university governance structures relating to academic affairs and other university governance structures.
2. To formulate the official opinion of the Senate through a resolution.
3. To sit on and appoint student representatives on standing and ad hoc committees relating to academic affairs and to Associated Students committees in coordination with the Executive Board.
4. To obtain information and provide recommendations with regard to university administration pertaining to academic affairs.

Article VI. Amendments and Bylaws

Section A – Bylaws
The Senate and Executive Board shall have the authority to adopt and amend their own bylaws, with the consent of the Conference Committee (Article III) and other body. This shall be done for the purpose of governing their respective branches in a manner consistent with this constitution and the policies and procedures of the University.

Section B – Constitutional Amendments
All amendments to this constitution must be approved by a majority vote of the ASWWU in a general or special election (Article II) and will be presented to the University President for their acknowledgement.
Section C – Construction
The ASWWU Student Government Charter supersedes this constitution. Where any conflict exists between these documents, the language in the Charter takes precedence. In such cases, this constitution must be amended as soon as practicable.

All other governing structures and documents of the ASWWU must conform with this constitution.

Article VII. Abolition

Section A – Abolition of the whole ASWWU
Consistent with the ASWWU Student Government Charter, the ASWWU may only be abolished by a vote of its membership. To abolish the whole ASWWU, a supermajority (2/3) vote of at least fifteen percent (15%) of the voting membership of the ASWWU must be obtained. In such case, the ASWWU Charter, this ASWWU Constitution, and all other ASWWU structures become null and void at the end of the academic year in which the vote is held. This would include both the AS Student Government and the AS Programs and Services.

Section B – Abolition of the Student Government
Consistent with the ASWWU Student Government Charter, the Student Government may only be abolished by a vote of the voting membership of the ASWWU. To abolish the Student Government, a supermajority (2/3) vote of at least ten percent (10%) of the membership of the ASWWU must be obtained. In such case, all ASWWU structures relating to student government shall become null and void at the end of the academic year in which the vote is held.

Section C – Restrictions
No single election shall decide on both the abolition of the student government and the abolition of the whole ASWWU. Where both questions are appropriately filed (Article II) only the first filed will be placed on the ballot.
1. **Charge**

The Conference Committee is a permanent body chartered to resolve differences between the Executive Board and Senate and ensure joint governance. The delegations from the Executive Board and from the Senate shall represent the views of their respective bodies rather than their personal views.

The Conference Committee is required to come to consensus on,

- Any action on the same subject that passes or adopted by the two bodies in different forms,
- Any action that passes in one body but fails in the other,
- Disputes in the appointment of a student to a university or non-university body or committee,
- Resolutions articulating the official opinion of solely the Executive Board or Senate that the body would like to publicly share with the student body,
- The ASWWU Budget,
- The division of responsibilities between the Executive Board and Senate, where ambiguous,
- Amendments to or the creation of governance documents at the discretion of the committee,
- Consent to amendments of the elections code prior to the official presentation to either body,
- Initiatives and referenda prior to the official presentation to either body, and
- Any other disagreements between bodies.

Once the conference on an item concludes the co-chairs are responsible for creating a conference report that presents the formal language to which the conference committee has agreed that will then be presented to the Executive Board and Senate for approval. When an item has been previously presented to either body or at the direction of the conference committee, the co-chairs are responsible for creating a joint explanatory statement that outlines the changes made and the process of reaching consensus.

2. **Membership**

   **Voting membership**

   Membership from AS Executive Board:

   - President (co-chair)
   - Executive Board Vice Chair, as designated by the Executive Board Bylaws
Membership from the Student Senate:

- Senate President (co-chair)
- Student Senate Vice Chair, as designated by the Senate Bylaws

If there is a vacancy in a position, the current acting Chair of each body must appoint an interim member of the conference committee at the next following meeting of the body. Interim membership shall cease when the vacancy is filled.

Non-voting membership

- AS Student Government Advisor
- Student Government Assistant, as needed.

3. **Chair**

The President and Senate President shall be co-chairs. They shall convene the meetings, develop agendas, preside over all meetings, and create the conference report and any joint explanatory statement.

4. **Meetings**

The Co-chairs must agree on the time and place of all conference committee meetings. The committee shall generally meet every other week with a minimum of twenty-four (24) hours’ notice.

Meetings shall follow the Open Public Meeting Act when taking official action on behalf of the student government and as required by RCW 42.30.

5. **Quorum**

The attendance of the entire seated voting membership shall constitute a quorum. If a quorum is not present, the Co-chairs will adjourn the meeting and reschedule to a new day and hour.

6. **Voting**

If the conference cannot come to a consensus among a majority of the voting membership on any matter within a reasonable timeframe, the conference shall refer the item back to both bodies and content experts, if needed, before bringing the item back to the conference for further deliberation. If a consensus cannot be reached after this point, then the item must be tabled until the first conference committee of the following academic year for possible consideration.

In the case where a budget cannot reach consensus among a majority of the voting membership of the conference then it shall be referred to the co-chairs and the Associated Students Fund Financial Manager to reach a final budget. When a budget is not passed by both bodies, the co-chairs must create a joint-explanatory statement that is attached to the final Associated Students budget.
7. **Rules of Operations**
Conferences are negotiating forums, and the conferees decide for themselves how best to conduct their negotiations. They are expected to address only the matters outlined in this charter.

8. **Amendments**
This Charter may be amended by the consent of the Conference Committee and a majority vote of the AS Executive Board and Student Senate.

9. **Reportage**
This committee shall report to the AS Executive Board and Senate through the Co-chairs.
To: Associated Student (AS) Senate

From: Student Technology Fee Tech Initiatives Committee
       Gabe Wong, AS Senate President, Co-Chair
       John Farquhar, Director of ATUS, Co-Chair

Date: May 13, 2024

Subject: Student Technology Fee - 2024 Tech Initiatives Funding Recommendation

The Student Technology Fee (STF) Tech Initiatives Committee requests your approval of its funding recommendation for the 2024 Tech Initiatives proposals.

Assuming Student Senate approval, the funding recommendation then will go to President Randhawa for final review and approval.

**Tech Initiatives Process to Date**

The STF Tech Initiatives Committee reviewed 11 abstracts during winter quarter and 9 resulting proposals during spring quarter. The committee conducted site visits or follow-up Q&A with applicants for each proposal. The committee also considered the Academic Technology Committee’s recommendation for proposal funding and comments from the Western community.

After careful review and consideration, the STF Tech Initiatives Committee approved this recommendation for STF Tech Initiatives projects on May 10, 2024.

The 7 recommended projects and awards of $214,066 are listed on page 2. This year’s estimated fee allocation for Tech Initiatives is approximately $245,000 ($180,400 from the normal allocation and $64,600 from STF surplus funds). The committee did not recommend awarding $30,934 of available funds.

Thank you for considering this recommendation. Please notify the committee as soon as it is approved. Once the committee receives AS Senate approval, they will send the recommendation to President Randhawa for final review and approval.

If the AS Senate chooses not to approve the STF Tech Initiatives Committee’s recommendation, refer to section VIII. Rules of Operation in the Student Technology Fee Tech Initiatives Committee Charge & Charter (October 2022).
## Assigned Numbers

<table>
<thead>
<tr>
<th>Assigned Numbers</th>
<th>Proposals</th>
<th>Awards*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Life Cycle Assessment Database and Software (CENV priority 1. Full funding.)</td>
<td>$9,806</td>
</tr>
<tr>
<td>2</td>
<td>Clinic Equipment to Enhance Student Clinical Experience in Balance Testing, Hearing Aids, and Instrumentation (CHSS priority 1. Full funding.)</td>
<td>$85,205</td>
</tr>
<tr>
<td>4</td>
<td>Ray Gun Research Experiences for Undergraduates: How an X-Ray Fluorescence (XRF) Spectrometer Can Integrate (and Expand Access to) Cutting-Edge Technologies in Teaching and Research (CHSS priority 3. Full funding after $5,000 contribution.)</td>
<td>$60,798</td>
</tr>
<tr>
<td>5</td>
<td>Signal Process Modules for Physics Junior Labs (CSE priority 1. Full funding after $3,000 contribution.)</td>
<td>$21,894</td>
</tr>
<tr>
<td>6</td>
<td>Loan Pool Mirrorless Cameras (Non-College, ATUS proposal. Partial funding after $1,000 contribution. Five complete camera kits instead of the ten requested.)</td>
<td>$17,210</td>
</tr>
<tr>
<td>7</td>
<td>Expanding Research Capabilities and Class Accessibility through True-Color Camera Application for Laser-Scanning Fluorescent Confocal Microscope (Non-College, Scientific Technical Services (SciTech) proposal. Full funding.)</td>
<td>$11,626</td>
</tr>
<tr>
<td>8</td>
<td>Increase Liquid Chromatography Mass Spectrometry (LC-MS) Instrumentation Data Analysis Capabilities with Spectral Libraries (Non-College, Scientific Technical Services (SciTech) proposal. Full funding after $500 contribution.)</td>
<td>$7,527</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$214,066</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Note: An award total may change slightly (increase or decrease) after the project’s technical review phase.*
Amended ASWWU Operating Budget FY25

June 14, 2024

Gabe Wong

This amendment was adopted by the Executive Board on May 30, 2024, and by the Senate on June 5, 2024.

In “Notable Changes: Mandatory Increases”
Amend “Student Salary” to read:

Student Salary- Level 1 Student Employees saw an increase of $1 on 5-1-24, due to a new Bellingham Law. Under directions from HR and VP of ESS, only Level 1 saw an increase where employees were brought up to minimum wage. The reason they gave for this was changing wages beyond adjusting to minimum wage would constitute an unfair labor practice, given student employees current union bargaining negotiations. All student salaries are expected to increase proportionally in response to the expected Washington State Minimum Wage increases set to occur January 1, 2025, as requested by the WWU budget office this estimate is set at 4%. There is an additional $1 increase above minimum wage on 5-1-25 and the impact of this is unknown.

In “Notable Changes: Student Employment Reductions”
Amend the note to read:

***Note: Budget authorities should work to ensure that hours worked by student employees are on average less than or equal to the hours budgeted and reflect that expectation in an amended position description.
Overview

This document summarizes the process, allocations, and rational behind the Associated Students Western Washington University (ASWWU) FY25 Budget as recommended by the AS Finance Council. The AS Operational budget provides guidelines for the spending of student fees on AS functions for the upcoming fiscal year. This allows for strategic planning of resources and the opportunity to restructure, add, or remove elements of the AS.

Definitions of Key Terms:

Associated Students (AS): All currently enrolled students at Western Washington University.

AS Funds: Funds allocated to the AS by the Service & Activities Fee and any revenue generated by AS Organizations.

AS Operating Budget: AS Funds allocated by the AS Executive Board, AS Student Senate, and AS Finance Council for the current fiscal year.

AS Reserves: Non-operational accounts funded from Residual Dollars.

Deficit: When planned revenue minus planned expenses results in a negative amount.

Fiscal Year: Western’s fiscal year runs July 1 - June 30. [FY25 July 1, 2024 to June 30, 2025].

Residual Dollars: Unspent and Unallocated AS Funds remaining in the operating budget at the end of the year, interest income, revenue generated by the sale of surplus equipment not required by any departmental Reserves, or funds specifically allocated for Reserves.

Context:

The council faced a difficult budget process this year. With mandatory increases, inflation, and decreasing enrollment statewide (although this has been slow for WWU so far). The ASWWU Business Office has asked Budget Authorities to reduce budgets to what is necessary to continue services. This was in order to accommodate mandatory increases for student pay (including a new Bellingham law that will result in a $2 increase above minimum wage by May 2025) and staff restructure changes. Authorities were also asked to focus on how budgets meet Accessibility, Diversity, Equity, and Inclusion goals (ADEI). In FY’24 the AS budget was approved with deficit at $114,343. FY25 expected budget deficit is around $150,000.

Process:

AS Finance Council worked together to create a values statement to help guide decision making on budget allocations [see next page].

AS Budget Authorities created reduced proposals looking for reductions that still allow for service and activities for students - mindful of individual areas, the whole AS, and ADEI goals.

Initial clarifying review of budgets by the AS student Business Director and AS Fiscal Analyst

Review by the Director of Student Engagement and AS Business Manager

AS Budget Authorities asked to reduce further, requesting no higher than 12% increase over last year, but aiming for 4%.

Budget reviewed and approved by Finance Council (FC).

Next steps: The FC approved Budget is forwarded to the AS Executive Board & AS Student Senate, and Financial Fund Manager for approval, and then to the WWU Board of Trustees.
Finance Council Core Values:
  - Transparency
  - Equity
  - Stewardship and Accountability
  - Student Success, Retention, and Well-being
  - Community Enrichment

In order to create a shared understanding, the council has described what these values mean to them:

**Transparency**
ASWWU Finance Council will have transparency in decision making. We commit to transparency through having our language be accessible; by utilizing language that is easy to read and understand or providing definitions for the user. Agendas and documents will be posted publicly on the website.

**Equity**
Primarily, it’s essential to reflect on present inequities in this institution. The ASWWU Finance Council commits to making financial processes and budgets accessible and welcoming to the involvement of multicultural and diverse students at WWU. Prioritizing the needs of students traditionally underserved or with marginalized identities, including but not limited to BIPOC students, LGBTQ+ students, disabled students, and undocumented/mixed-status students is necessary. The council recognizes that there are areas that need extra attention: dismantling antiblackness, amplifying student voices, etc.

**Stewardship and Accountability**
We, as stewards of student dollars, must consider the whole campus community and act with their needs in mind. Balancing the budget financially and ethically with consideration given to the needs of the ever-changing student body, organizations/programs/services, and campus At-Large.

**Student Success, Retention, and Well-Being**
Success should comprise of opportunities for students to grow academically, personally, and professionally. ASWWU Finance Council supports students succeeding mentally, physically, academically, etc. This is done through attempting to reduce various barriers faced by students be they monetary, physical, emotional, or mental, etc. Budgets should consider the impacts of students at large, specifically focused on marginalized and underrepresented communities and focus on retention. Our goal is to mitigate harm and maximize positive impacts for students, while keeping in mind differential impacts to communities on campus and carefully weighing the pros and cons of each decision we make.

**Community Enrichment**
ASWWU Finance Council looks for spending that is accountable to the interests of Western’s diverse students. Increasing community engagement, involvement and sense of belonging is crucial, especially after isolating virtual times. Allocation of funds to endeavors that support the At-Large WWU community should focus on creating/increasing student access to services governed by student fees.

Approved by Finance Council on November 15, 2023 by motion FC-23-F-03.
Finance Council:

**Charge:** The purpose of the AS Finance Council is to serve as a central body in responsibly managing AS funds. (Including discussing and approving a recommended AS Operating Budget.)

**Membership:**
- Trent Austin, Chair, non-voting (AS Business Director)
- Keara Ryan, Vice Chair (AS President)
- Gabe Wong (AS Senate President)
- Bella Bedard (Activities Representative)
- Kasey Lee (Central Services Representative)
- Ava O’Neill (AS Club Rep)
- Sarah Cheikho (AS Club Rep)
- Sam Hughes, VU Business Services Program Support (Secretary)
- Cindy Monger, AS Fiscal Analyst 2 (Secretary/Fiscal Support)
- Cynthia Sandstrom, AS Business Manager (Council Advisor)
- Dr. Frederick Collins, Director of Student Engagement (Financial Fund Manager)

**Notable Changes:**

**Note:** The original requests by offices showed what was needed to continue at current service levels. This budget was 3.15 million. Due to the current budget situation, Budget Authorities were asked to review their budget and make reductions anywhere possible. **Reductions in programs and operating costs resulted in a decrease of $205,000.** This leaves the AS in good standing and requesting a decrease to 37% (from 37.41%) of the total S&A Fee, given the new enrollment projections and the 4% fee increase. At this point the S & A Fee has not been officially passed, if the AS allotted percentage fee changes, it will not change the allocations [in budget summary].

**Mandatory Increases:**

**Student Salary** - Level 1 Student Employees saw an increase of $1 on 5-1-24, due to a new Bellingham Law. Under directions from HR and VP of ESS, only Level 1 saw an increase where employees were brought up to minimum wage. The reason for this was changing wages beyond adjusting to minimum wage would constitute an unfair labor practice, given student employees current union bargaining negotiations. All student salaries are expected to increase proportionally in response to the expected Washington State Minimum Wage increases set to occur January 1, 2025, as requested by the WWU budget office this estimate is set at 4%. There is an additional $1 increase above minimum wage on 5-1-25 and the impact of this is unknown.

**Staff Salary** - 4% Cost of Living increase for Professional Staff, 3% Cost of Living increase for Classified Staff and mandatory classified step increases, bringing some positions to 95% as required by HR, as well as position reclassifications by Human Resources in response to the restructure of the Student Engagement and Student Government areas resulted in significant increases. Health Benefits increased by $552 per month per employee.

**Other increases:** (above inflation)

- FXXBAD- Executive Board Administration- Students are voting in a May election about adding a new position to cover gap areas in the Executive Board, this would mean adding a AS Vice President for University Operations to the budget, wages included in current proposal.
- FXXGRN- Club Funding- increase of $5,000 due to need, and an increase of 30 new clubs.
- FXXOCE- Outdoor Center Admin- Combined training for all Viking Outdoor Recreation Students (Lakewood students funded separately). This is to fund wages for a 4-hour training twice a year.
Reinstated positions: KUGS reinstated summer positions at reduced hours and weeks of work. Restructure of positions includes some Committee Coordinator duties.

Program Reductions: 
(requested in second review by Budget Authorities due to current budget situation)
Leadership & Community Engagement- reduction of speaker fees
Outdoor Center (OC)- reduction of operating hours by 1 hour per day. The OC will now only be open 5 hours during the academic year, and 4 hours in the summer.
OC Excursions- reduced by 1 adventure trip per quartet (3 total) and the 5-day spring break trip.
OC Training- reduced by 5 trainings which may result in less variety of excursions offered.
Wilderness First Responder training moved to be funded out of reserves.
Publicity Center- reduction of specific software, will be using in house systems.
Telephones- reduced number of telephone lines to those necessary for business due to the increased use of Teams.

Student Employment Reductions: (reduced by 5 positions total)
Club Hub- reduction of the Marketing Coordinator
KUGS- reduction of budgeted hours by 1 week during the summer
AS Productions- reduction of one Gallery Attendant, and some budgeted hours for others
AS Publicity Center- reduction of 2 graphic designers, and 1 distributer
Wavelength- reduction in budgeted student hours
AS Executive Board- reduction of budgeted hours for all positions
AS Student Senate- reduction of budgeted hours for all positions

Temporary Reductions- While there is still a healthy fund balance in the Legislative Action Fund Budget, and until the budget situation stabilizes, FXXLAF and FXXLEG will be funded from FXLACF.

Student Employee Hours- Budget Authorities were asked to review the hours for each position and make sure that it aligns with the current need for services. In an organization wide review it was found that due to reductions in training hours, many offices were overbudgeted. These hours were reinstated, and reductions occurred in other areas.

***Note: The above reductions are for budgeting purposes only. Students are authorized to work up to the full number of hours indicated in their position descriptions. This budgeting is done with the understanding that if it is too aggressively reduced for budgeting purposes AS Reserve funds will be used to cover the amount of overage to fully fund positions. This will be revisited during the budgeting process wage review.

Temporary Position Reduction:
Web Designer- reduced for one more year to help with budget deficit.

Miscellaneous- There are also many decreases of smaller amounts in an attempt to help with the budget deficit.

Position Moves:
FXXMAR to FXXPCA- videographer and photographer moved to the Publicity allow for more direct services to AS programs and organizations.
FXXBAD to FXXSSN- AS Senate President and one Student Government Assistant to Senate Budget.

Fast Indexes Created/Dissolved:
FXXLGL- Civic Involvement Coordinator absorbed into FXXVER- Voter Education & Registration.
AS Grant Recommended for Operationalization:

Club Coordinator Project Position

**Purpose:** This proposal is to hire that position as an exempt project position for two years.

**Reason:** This position will work with students at large to support new club formation, and support for club activities, which are open to all current undergraduate and graduate students. Needed due to a restructure that resulted in only 1 employee to support this area.

**Amount:** $127,308 for a 2-year grant July 1, 2022 to July 30, 2024. ($65,000 in FY’24) Results in $40,000 increase in operating request as half the position was covered in restructure.

Queer Guild Council Grant was requested by LGBTQ+ Western and will be funded in that area.

**Purpose/Reason:** The AS Queer Guild Council was created with the intention of establishing a group/space where Queer and/or Trans club leaders can gather and support one another in their respective clubs, share ideas, find co-sponsorships, and allocate Club Funding

**Amount:** $4,000 per year (funded for 5 years from Reserves, due to 2 years of Covid19 pandemic.)

Ongoing AS Grants:

KUGS Operations Manager Non-Permanent Position

**Purpose:** Hire a full-time Operations Manager for KUGS, supervised by the current KUGS General Manager. Recommended to add staff member since 2012.

**Reason:** It is rare to find radio stations of our size that work with as many student staff and volunteers as KUGS does while only having a single full-time staff member, our General Manager (Jamie Hoover). Our station currently has 8 student staff and coordinates approx. 100+ volunteers per year. The station is on air all day and part of the night 364 days a year.

**Amount:** $75,000 for the last year of a 2-year grant (July 1, 2023 to June 30, 2025).

Looking Forward:

**Student Wage Budgeting** - There was a request from AS Student Government to review how the AS budgets for student employee wages. The goal is to create more specific guidance and more consistency and accountability across the organization. There was some interest in pursuing this from the council, but we did not have time to address this during spring quarter. As well as, due to the directive we have gotten from WWU's HR, Student Employment Center, and VP of ESS, including how the new Bellingham minimum wage law will be implemented by the Student Employment Center throughout next academic year and beyond, and on-going student employee unionization efforts, it was felt that there were too many unknowns, and that we will be in a better position next academic year to address these variables. The AS student Business Director will be returning in this position next year and will help in the review of student wage budgeting when more information is solidified.

Conclusion:

The AS Finance Council is proud to present these recommendations that were collaborative work with students and Budget Authorities, and that are fiscally responsible with student dollars. Budgets were created with Accessibility, Diversity, Equity, and Inclusion; retention, and belonging goals at the center. This year funds have been tightly budgeted due to the Service & Activities Fee increase of 4% not covering the full mandatory wage increases, operationalization of two AS Grants, and a restructure of the area. Student Wages continue to be budgeted tightly and close assessment should continue into next fiscal year. A Reserve Area called Supplemental Funding was created due to no wiggle room left in programming budgets, Reserve funding is an option for a few years until the AS Operating Budget stabilizes.
Budget Summary:

The AS Operating Budget can be divided into four areas: Activities, Representation, Central Services, and Subsidies.

### FY’25 AS Budget Proposals

- **AS Activities**: 20%
- **AS Central Services**: 63%
- **AS Representation**: 13%
- **AS Subsidies**: 4%

### Fiscal Year 2025 Proposed AS Budget

Note: FY’25 percentages include reductions in many areas due to mandatory expenses outpacing fee revenue and enrollment.

<table>
<thead>
<tr>
<th>AS Activities</th>
<th>$595,823</th>
<th><strong>AS Activities budgets are for AS programs that provide co-curricular activities for WWU Students.</strong> Areas include Club Activities (Club Hub), KUGS FM, Viking Outdoor Recreation (Outdoor Center), AS Productions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS Central Services</td>
<td>$1,852,831</td>
<td><strong>AS Central Services budgets provide support to all AS Programs.</strong> Areas include Business Office, Communications Office, Personnel Office, Viking Union Organization staff, etc.</td>
</tr>
<tr>
<td>AS Representation</td>
<td>$386,357</td>
<td><strong>AS Representation budgets support AS elected officials and Civic Engagement opportunities.</strong> Areas include AS Executive Board, Student Senate, and Office of Civic Engagement.</td>
</tr>
<tr>
<td>AS Subsidies</td>
<td>$114,431</td>
<td><strong>AS Subsidies provides partial financial support to the Childhood Development Center and the Western Hub of Living Essentials (WHOLE) program and food pantry.</strong></td>
</tr>
</tbody>
</table>

### AS Budget Summary

<table>
<thead>
<tr>
<th></th>
<th>FY’25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Projected Revenue FY’25</td>
<td>$2,793,990</td>
</tr>
<tr>
<td>Total Budgeted Expenses FY’25</td>
<td>$2,949,442</td>
</tr>
<tr>
<td>FY’25 Projected Deficit</td>
<td>($155,452)</td>
</tr>
</tbody>
</table>
# FY’25 AS Budget Recommendations as of 5-6-24

<table>
<thead>
<tr>
<th>Activities</th>
<th>FY’24 Allocation</th>
<th>FY’25 Original Request</th>
<th>FY’25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
<th>Budget Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Club Activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXACT Club Activities Admin</td>
<td>45,914</td>
<td>55,894</td>
<td>44,253</td>
<td>Mandatory wage increases, restoring to 17 hours per week based on office need. Reduction of one marketing position.</td>
<td>Student Employee pay, supplies for the Club Activities Office (Club Hub), to fund the yearly subscription to Engage (WIN) and to cover event-related and promotional expenses for large AS Club system-wide events which include: AS Club Kickoff, AS Club Showcase, and AS Club End-of-the-Year Awards.</td>
</tr>
<tr>
<td>FXXGRN Grants/Loans/Underwrites</td>
<td>25,000</td>
<td>30,000</td>
<td>30,000</td>
<td>Increase requested based on 30 additional clubs.</td>
<td>This budget is distributed differently every year, funds are allocated after reviewing funding requests from clubs at the discretion of the AS Activities Council. These funds are transferred out to club accounts for things like events, programs, and supplies.</td>
</tr>
<tr>
<td>FXXCLC Club Conference Funding</td>
<td>15,000</td>
<td>20,000</td>
<td>15,000</td>
<td></td>
<td>AS Clubs can make requests for funding for travel/conference costs from this budget. The funds allocated to this budget are distributed at the discretion of Activities Council.</td>
</tr>
<tr>
<td><strong>Total Club Activities</strong></td>
<td>85,914</td>
<td>105,894</td>
<td>89,253</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **KUGS FM**                   |                  |                        |                       |                             |                     |
| FXXKUG KUGS 89.3 Admin        | 84,801           | 97,616                 | 93,680                | Mandatory wage increases, decrease by 1 week for summer, reinstate summer positions. | The KUGS Administrative Budget includes most of the basic operational costs for the station, including salaries for the KUGS employees. KUGS broadcasts 365 days a year and the budget is developed with the year round schedule in mind. |
| FXXKP8 KUGS Publicity         | 800              | 800                    | 800                   | Funds on-going promotional/marketing for KUGS. Programming schedule changes quarterly and students turnover, strong promotional presence is needed. KUGS does successful "trade-out" with local publications for advertising space to keep costs reasonable. |                     |
| FXXKPR KUGS Program/News      | 38,161           | 40,462                 | 38,488                | Mandatory wage increases. | The public affairs, news, and musical programming available through the Public Radio Content Depot provide a unique aspect to the broadcast schedule not available in the broadcast area. Associated Press Wire Service serves as a training tool for volunteers and is used by 100-120 students per year. |
| **Total KUGS FM**             | 123,762          | 138,878                | 132,968               |                                  |                     |

| **Outdoor Center**            |                  |                        |                       |                             |                     |
| FXXOCA Outdoor Center Admin   | 38,617           | 61,446                 | 50,283                | Minimum wage increase. Increases due to two, combined, Viking Outdoor Rec Trainings. | Budget for running the Outdoor Center includes all student administrative/program staff, supplies and staff transportation. |
| FXXOEQ OC Equipment Shop (Includes Bike Shop) | 28,498          | 37,911                 | 22,614                | Reduced overall hours the OC is open by 1 hour per day and reduced employees on Mondays & Fridays due to current budget situation. | The Equipment shop provides equipment rentals, instruction, and a resource library to the students, staff, and faculty of WWU. Bicycle Shop provides all types of bicycle repair tools, mechanical instruction, and a resource library to the students, staff, and faculty of WWU. The excursions budget is to includes weekends of instruction for whitewater kayaking, mountaineering, etc. and provides scholarships for certifications. |
| FXXOEX OC Excursions & Instruction | 42,373          | 71,435                 | 56,471                | Reduced by 1 adventure trip per quarter and the spring break 5 day trip. Min wage increase. | The excursions budget is to includes weekends of instruction for whitewater kayaking, mountaineering, etc. and provides scholarships for certifications. |
| FXXOLT OC Trip Leader Training | 33,448           | 44,853                 | 26,570                | Minimum wage increase. Reduced by 5 trainings in recognition of current budget situation. | These trainings help remove the barriers and increases accessibility to the world of Outdoor Recreation. Western positions itself as a model for other university programs and a definative leader across the entire field. |
| FXXOYG OC Free Yoga Program   | 2,168            | 2,673                  | 2,573                 | Increase by one event, revenue increased. | To fund promotional items and incentives to advertise for the entire OC. Showings of Reel Rock and No Man's Land yearly to promote the OC and one additional program. |
| FXXOPD OC Promotions & Outreach | 2,800            | 3,050                  | 1,850                 |                                  |                     |
| **Total Outdoor Center**      | 147,904          | 221,368                | 160,361               |                                  |                     |

| **AS Productions**            |                  |                        |                       |                             |                     |
| FY’24 Draft AS Budget         |                  |                        |                       |                             |                     |
## FY'25 AS Budget Recommendations as of 5-6-24

<table>
<thead>
<tr>
<th>ALLOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY24</td>
</tr>
<tr>
<td>FY25 Original Request</td>
</tr>
<tr>
<td>FY25 Revised Request</td>
</tr>
<tr>
<td>Notes on Budgets - Revised</td>
</tr>
<tr>
<td>Budget Descriptions</td>
</tr>
</tbody>
</table>

### Centralized Services

<table>
<thead>
<tr>
<th>Service</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>FXXAMP</td>
<td>ASP Marketing and Promotions</td>
<td>-</td>
<td>-</td>
<td>Self sustaining budget, poster sale revenue funds.</td>
</tr>
<tr>
<td>FXXAVL</td>
<td>Volunteer Program</td>
<td>-</td>
<td>-</td>
<td>Self sustaining budget, poster sale revenue funds.</td>
</tr>
<tr>
<td>FXXART</td>
<td>ASP Gallery</td>
<td>4,000</td>
<td>3,500</td>
<td>Decrease.</td>
</tr>
<tr>
<td>FXXFLM</td>
<td>ASP Films</td>
<td>12,800</td>
<td>12,800</td>
<td></td>
</tr>
<tr>
<td>FXXLWN</td>
<td>ASP Lawnstock</td>
<td>12,600</td>
<td>12,600</td>
<td></td>
</tr>
<tr>
<td>FXXPOP</td>
<td>ASP Special Events</td>
<td>16,500</td>
<td>16,500</td>
<td></td>
</tr>
<tr>
<td>FXXSMR</td>
<td>Summer Programming</td>
<td>4,000</td>
<td>3,600</td>
<td>Decrease.</td>
</tr>
</tbody>
</table>

| Total AS Production | 201,620 | 227,982 | 213,241 | 5.8% |

### Central Services

<table>
<thead>
<tr>
<th>Service</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>FXXCPPY</td>
<td>Copy Machine</td>
<td>4,500</td>
<td>4,500</td>
<td>Usage by other VU Offices is charged directly to them and offsets the cost of the machine.</td>
</tr>
<tr>
<td>FXXINS</td>
<td>Institutional Recharge</td>
<td>153,842</td>
<td>150,392</td>
<td></td>
</tr>
<tr>
<td>FXXTFL</td>
<td>Telephone</td>
<td>14,200</td>
<td>14,150</td>
<td></td>
</tr>
</tbody>
</table>

| Total Central Services | 176,442 | 170,442 | 165,892 | -6.0% |

### Publicity, Communications, and Marketing

<table>
<thead>
<tr>
<th>Service</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>FXXMAR</td>
<td>Communication Office Admin</td>
<td>55,516</td>
<td>46,498</td>
<td>34,931</td>
</tr>
</tbody>
</table>

| Total Publicity Communications and Marketing | 185,616 | 228,907 | 190,651 | 2.7% |
## FY'25 AS Budget Recommendations as of 5-6-24

### Professional Advisement & Leadership Development

<table>
<thead>
<tr>
<th>Group</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
<th>Budget Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXVU Student Engagement Administration</td>
<td>1,273,282</td>
<td>1,375,656</td>
<td>1,425,327</td>
<td>Mandatory staff increases, position restructure, reinstatement of one position that was grant funded.</td>
<td>Budget covers all professional staff involved with Student Activities and Engagement, supplies, telephone and some professional development.</td>
</tr>
<tr>
<td>FXXLCE Leadership Learning &amp; Community Engagement</td>
<td>31,572</td>
<td>32,571</td>
<td>29,621</td>
<td>Mandatory staff increase. Decrease in speaker fees.</td>
<td>LEADS peer leadership educators can facilitate 40 different modules in various departments, units, clubs, groups. LEADS advises the largest AS Club, NSS-WWU leadership honorary. LEADS co-sponsors and co-hosts 6-8 speaker broadcasts each year. The total annual budget for this program is ~$150,000.</td>
</tr>
<tr>
<td>FXXPTR Student Employee Development</td>
<td>7,710</td>
<td>8,150</td>
<td>8,150</td>
<td>Increase in costs for training.</td>
<td>The Personnel Training Budget is used for mid-quarter trainings, pre-winter quarter training, and pre-spring quarter training, as well as used for pre-quarter summer development. All AS salaried and select hourly employees are required to attend the pre-quarter and mid-quarter.</td>
</tr>
<tr>
<td>FXXSER AS Student Employee Recognition</td>
<td>2,100</td>
<td>2,600</td>
<td>2,600</td>
<td>Increase in cost for recognition event costs.</td>
<td>This budget pays quarterly and end of year Student Employee Recognition events.</td>
</tr>
<tr>
<td><strong>Total Prof. Advisement &amp; Leadership Devlp</strong></td>
<td>1,314,664</td>
<td>1,418,577</td>
<td>1,465,698</td>
<td></td>
<td>11.5%</td>
</tr>
</tbody>
</table>

### Student Administration

<table>
<thead>
<tr>
<th>Group</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
<th>Budget Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXBUS Business Office Admin</td>
<td>12,860</td>
<td>16,038</td>
<td>14,161</td>
<td>Mandatory wage increase, return to 17 hours academic, reduction in summer hours.</td>
<td>The Business Office Admin budget is primarily for salary and a few supplies to run the Business Office.</td>
</tr>
<tr>
<td>FXXPRS Personnel Office Admin</td>
<td>16,556</td>
<td>20,382</td>
<td>16,429</td>
<td>Mandatory wage increase.</td>
<td>This budget is primarily for wages for the AS Personnel Director. Program support for two potential events AS Job Fair and New Hire Night.</td>
</tr>
<tr>
<td><strong>Total Student Administration</strong></td>
<td>29,416</td>
<td>36,420</td>
<td>30,590</td>
<td></td>
<td>4.0%</td>
</tr>
</tbody>
</table>

### AS Student Representation and Governance

<table>
<thead>
<tr>
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<tr>
<td><strong>Representation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXBAD Board Administration</td>
<td>131,600</td>
<td>151,243</td>
<td>118,327</td>
<td>Mandatory wage increases, estimated hour use increased. 2 positions moved to SSN, decrease travel</td>
<td>This budget pays the salaries for the AS Executive Board Members and Student Government Assistants. It also pays for supplies for the office, posters for Scholarships and Student Trustee Search, etc. All Business Cards for AS Students are purchased through this budget.</td>
</tr>
<tr>
<td>FXXLAF Legislative Affairs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Continue to be funded from FXLACF due to current budget conditions.</td>
<td>This budget pays primarily for the AS lobbying efforts such as Western Lobby Day to ensure that students are represented in the legislative process, and to effectively advocate for affordable, accessible, and quality Higher Ed.</td>
</tr>
<tr>
<td>ASBIVD Diversity Initiative Fund</td>
<td>4,000</td>
<td>2,000</td>
<td>-</td>
<td>Reduction due to lack of use.</td>
<td>The Diversity Initiative Fund is used for supporting and promoting diversity topics on Western’s Campus. This budget is also used to send 12 students to a conference each year, historically the Oregon Students of Color Conference.</td>
</tr>
<tr>
<td>FXXSSN Student Senate</td>
<td>91,725</td>
<td>196,100</td>
<td>153,202</td>
<td>Mandatory wage increases, estimated hour use increased. 2 positions moved from BAD.</td>
<td>Pay for AS Student Senate, which includes representation from all colleges and at large students. Addition of goods and services to support the Senate.</td>
</tr>
<tr>
<td><strong>Total AS Board of Directors</strong></td>
<td>227,325</td>
<td>349,343</td>
<td>271,529</td>
<td></td>
<td>19.4%</td>
</tr>
</tbody>
</table>

### Office of Civic Engagement

<table>
<thead>
<tr>
<th>Group</th>
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<tr>
<td><strong>Representation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXREP Office of Civic Engagement Admin</td>
<td>91,310</td>
<td>108,305</td>
<td>101,953</td>
<td>Mandatory wage increases. Restructure of positions to include Committee Coordinator.</td>
<td>The OCE supports student civic engagement and participation on campus by having voter registration drives, voter education events, the AS elections, Coordinating student appointments and training for campus committees, lobbying on behalf of the AS in Olympia.</td>
</tr>
<tr>
<td>FXXELC AS Elections</td>
<td>8,650</td>
<td>8,050</td>
<td>7,850</td>
<td>Decrease</td>
<td>Provides funding to promote awareness of the AS Elections, entice people toward running for elected positions in the AS Elections, promote voter education about both the general and AS Elections, and ensure the maximum voter accessibility possible.</td>
</tr>
<tr>
<td>FXXLEG Director for Legislative Affairs</td>
<td>7,000</td>
<td>7,000</td>
<td>7,000</td>
<td>Recommend funding from FXLACF</td>
<td>Budget for the Legislative Liaison. Includes all moving expenses, rental costs for their winter quarter hiatus in Olympia, and costs for their events during Fall and Spring Quarters.</td>
</tr>
<tr>
<td>FY'25 AS Budget Recommendations as of 5-6-24</td>
<td>FY24 Allocation</td>
<td>FY25 Original Request</td>
<td>FY25 Revised Request</td>
<td>Notes on Budgets - Revised</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
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<td>---------------------</td>
<td>----------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>FXXLGL Civic Involvement Coordinator</strong></td>
<td>4,600</td>
<td>-</td>
<td></td>
<td>Combined with FXXVER due to new combined position.</td>
<td></td>
</tr>
<tr>
<td><strong>FXXVER Voter Education &amp; Registration</strong></td>
<td>5,200</td>
<td>6,025</td>
<td>5,025</td>
<td>FXXLEL budget combined, overall decrease. Funding for Western Votes and the voter registration/education program, and engage with the legislators, and provides educational and informational opportunities for students who are preparing to vote in municipal, county, state, and federal elections.</td>
<td></td>
</tr>
</tbody>
</table>

**Total Office of Civic Engagement**

| 116,760 | 129,380 | 114,828 | -2% |

**AS Subsidies**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>FXCHLD Child Development Center Administration</strong></td>
<td>104,997</td>
<td>105,000</td>
<td>100,000</td>
</tr>
<tr>
<td><strong>FXXFIF Fall Info Fair</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>FXWHLE Whole Program</strong></td>
<td>8,119</td>
<td>19,029</td>
<td>14,431</td>
</tr>
</tbody>
</table>

**Total AS Subsidies**

| 113,116 | 124,029 | 114,431 | 1.2% |

**TOTAL AS BUDGET**

| 2,756,231 | 3,151,620 | 2,949,442 | 7.0% |

**S & A Fee Revenue**

<table>
<thead>
<tr>
<th>S&amp;A Fee Summer Quarter</th>
<th>159,500</th>
<th>165,880</th>
<th>165,880</th>
<th>4.0%</th>
<th>Projected Total distribution for FY24 = $2,671,020</th>
</tr>
</thead>
<tbody>
<tr>
<td>S&amp;A Fee Academic</td>
<td>2,480,220</td>
<td>2,579,429</td>
<td>2,628,110</td>
<td>6.0%</td>
<td>Requesting a decrease from Services &amp; Activities from 37.41% to 37%</td>
</tr>
<tr>
<td>Difference</td>
<td>(116,511)</td>
<td>(406,311)</td>
<td>(155,452)</td>
<td>5.6%</td>
<td>(Over projected revenue)</td>
</tr>
</tbody>
</table>

FY'24 Draft AS Budget
February 7, 2024

WWU Associated Students
Gabe Wong, President

Associated Students of WWU
Viking Union 511-518 – MS 9106
516 High Street, Bellingham WA 98225
as.wwu.edu

Dear Associated Student Employees:

Thank you for your letter requesting support to recognize and support Western Washington University Operations Student Employees who recently submitted its representation petition to the Public Employment Relations Commission (PERC).

Western Washington University (WWU) will work with PERC and the Office of the Attorney General to ensure compliance with federal and state law. PERC holds a crucial place within the state employment system with responsibilities for formally recognizing unions and defining the scope of bargaining units. Further, as you may be aware, the legislature has not passed an authorizing statute related to the collective bargaining rights of Operational Student Employees. Such legislation is essential to provide a uniform structure, as well as orderly and clearly defined procedures for collective bargaining and dispute resolution.

WWU continues to remain committed to improving the working environment of all student employees. At this time, WWU is unable to formally recognize or negotiate with this group. As this process develops, WWU looks forward to receiving guidance from PERC and potentially the state legislature regarding WAWU’s petition.

Please do not hesitate to contact me with any questions.

Sincerely,

Marcy Hammer
Director, Employee and Labor Relations

C: Sabah Randhawa, President
Kerena Higgins, Assistant Attorney General
I. CHARGE

The purpose of the AS Finance Council is to serve as a central body in responsibly managing AS funds.

The Finance Council shall have the authority to:

• Review and approve AS grant proposals funded from AS Reserves. (AS Grants over $50,000 to require AS Executive Board, AS Student Senate, and Fund Financial Manager approval.)
• Review and approve Large Event proposals funded from AS Reserves.
• Revise and approve AS fiscal policies.
• Discuss and approve a recommended AS Operating Budget.

The Finance Council has the responsibility to:

• Present the recommended AS Operating Budget and grant proposals over $50,000 to the AS Executive Board and AS Student Senate to approve as Consent Items and to the Fund Financial Manager for approval.

II. MEMBERSHIP

Voting:
AS President or delegated Vice President (Vice Chair)
AS Student Senate President or delegated Student Senator
1 Student At-Large (appointed by the AS Business Director)
1-2 Club Members (AS and/or ESC) to represent the Club area (appointed by the AS Business Director)
1 AS Employee from the following central service programs:
   Communications, Business Office, Personnel, Publicity Center, Wavelength (appointed by the Assistant Director for Student Activities and Media)
1 AS Employee from the following activities programs: Productions, Club Activities, KUGS FM, Office of Civic Engagement, Outdoor Center (appointed by the Assistant Director for Student Activities and Media)

Non-voting:
AS Business Director (Chair)
AS/VU Business Services Manager (Advisor)
AS Fund Financial Manager
Viking Union Staff (Fiscal Support)
Secretary
III. CHAIR

The Chairperson shall be the AS Business Director. They shall convene the meetings, develop agendas, and preside at all meetings. The Vice Chairperson shall be the AS President.

IV. MEETINGS

Meetings shall be called by the Chair. The council shall generally meet every week with a minimum of twenty-four (24) hours’ notice. Meetings may also be called by any member with the support of at least twenty-five percent (25%) of the seated, voting membership.

V. VOTING

In order for a motion to pass, it must obtain at least four affirmative votes. An abstention shall not count as a legal vote cast. In the case of a tie, the AS Business Director shall act as a voting member.

VI. QUORUM

A majority of the voting membership shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour. During the summer, or when the council is not in session, this council’s responsibilities fall to the AS Business Director, AS President, and AS Student Senate President to approve time sensitive funding in consultation with the Business Manager and AS Fund Financial Manager or designee.

VII. FUNDING

It shall be the responsibility of this council to recommend the annual AS Operating Budget to the AS Executive Board, AS Student Senate, and the Fund Financial Manager for submission to the S&A Fee Committee. The council will also review and approve funding for Large Events and AS Grants (over $50,000 requires additional approval).

VIII. SUBCOMMITTEES

In order to provide for coordination and direction, the council may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the council with respect to procedure.

IX. RULES OF OPERATIONS

The council may adopt and amend rules of operations governing its operation by a majority vote of the council.

X. AMENDMENTS

This Charter may be amended by a majority vote of the Finance Council and consent of the AS Executive Board and AS Student Senate.
XI. REPORTING
The Chair shall prepare regular reports for the AS Executive Board and AS Student Senate.

XII. DISSOLUTION
The AS Finance Council is a permanent council of the Associated Students of Western Washington University. After input from Staff and Finance Council, the AS Finance Council may be dissolved by a 2/3 majority vote of both the AS Executive Board, the AS Student Senate, the [Leadership Group], and with final approval from the Fund Financial Manager.

Approved on January 11, 2024 by Finance Council Motion FC-24-W-02