

# AS Financial Report

## As of November 17, 2010

Account	Current Balance	Original Budget
<i>Operating Enhancement</i>	\$17,157	\$15,000 (+ \$17,000 transferred)
<i>Board Discretionary</i>	\$3,169	\$1,500 (+ \$3,000 transferred)
<i>New Equipment</i>	\$1,623.24	\$5,000
<i>Large Event Loan</i>	\$100,000	\$100,000

## AS Committee Motions

### Through November 9, 2010

#### AS Activities Comicii- November 8, 2010

<i>AC-10-F-35</i>	Approve meeting minutes from November 1, 2010 as written. - <i>Passed</i>
<i>AC-10-F-36</i>	Suspend Rules of Operations and move other business items to action items as A and B. - <i>Passed</i>
<i>AC-10-F-37</i>	Approve Bellingham Emerging Green Builders to USGBC Students: WWU name change. - <i>Passed</i>
<i>AC-10-F-38</i>	Recognize Students for Social Change as a Service club w/ basic funding. - <i>Passed</i>
<i>AC-10-F-39</i>	Recognize Table Tennis Club as a Recreational club w/ basic funding. - <i>Passed</i>
<i>AC-10-F-40</i>	Recognize The Society for American Archivists WWU Student Chapter as a Pre-Professional & Honorary club w/ basic funding. - <i>Passed</i>
<i>AC-10-F-41</i>	Recognize Equal Rights Washington Vikings as a Political club w/ basic funding. - <i>Passed</i>
<i>AC-10-F-42</i>	Recognize The Story Tellers: Lyrical Dancers of Western as an Arts and Music club w/ basic funding. - <i>Passed</i>
<i>AC-10-F-43</i>	Approve funding in the amount of \$50 in the form of an underwrite from the grants, loans and underwrites account to Society of Professional Journalists WWU for marketing costs to their upcoming event. - <i>Passed</i>
<i>AC-10-F-44</i>	Approve funding in the amount of \$75 in the form of a grant from the grants, loans and underwrites account to WWU Net Impact. - <i>Passed</i>

#### AS Student Senate- November 9, 2010

<i>S-10-F-05</i>	Approval of the minutes of Tuesday, November 2 <sup>nd</sup> , 2010. <i>Passed</i>
<i>S-10-F-06</i>	Approval Jered McCardle as Vice Chair. <i>Passed</i>
<i>S-10-F-07</i>	Approval of Danielle Dickson as Parliamentarian. <i>Passed</i>
<i>S-10-F-08</i>	Approval of the formation of a sub-committee, [about campus safety] <i>Passed</i>

\* All other committees had no motions or only approved minutes.



## Associated Students of Western Washington University Green Energy Fee Program Rules of Operation

### MISSION STATEMENT

The Green Energy Fee (GEF) Program exists to promote experiential learning opportunities and sustainable practices at Western Washington University. This is done through purchase of Renewable Energy Certificates to offset 100% of the electrical consumption of the university as well as the funding of innovative student-driven projects. Projects funded through the Green Energy Fee Program are evaluated based on their ability to:

- Increase Student Involvement and Education
- Reduce the University's Environmental Impact
- Create an Aware & Engaged Campus Community

### PROGRAM DESCRIPTION

The Green Energy Fee Program was implemented in 2010 as a result of a student-led initiative to ensure Western's commitment to campus sustainability and green energy and to expand student involvement in reducing Western's environmental impact. Programmatic funding is provided through a mandatory student fee established by the Associated Students that is charged on a per-credit basis.

#### Renewable Energy Certificates

A portion of the collected funds will be allocated towards the purchase of renewable Energy Certificates (RECs) to help fund the expansion of renewable power production and offset 100% of the University's electrical consumption.

#### Grant & Loan Program

In addition to the purchase of RECs, the GEF Program funds project proposals that fit within the mission and priorities of the GEF Program. The processes, guidelines, and preferences for the funding of proposals are detailed below.

#### GEF Committee

The Green Energy Fee Committee (GEFC) hears proposals for the allocation of funds and allocates the operating budget for GEF staff. The committee shall forward recommendations regarding the allocation of funds to the President of the Associated Students and the President of Western Washington University. **The funds shall be held by the Office of Sustainability.** The GEFC shall act in accordance with the GEF Rules of

Operation and the GEFC Charge & Charter.

### **Staff & Operations**

The GEF Program operates with the support of two student staff positions. These staff positions are funded through the GEF Program and are Associated Students employees. The responsibilities and duties of the support staff will include but not be limited to:

#### **GEF Graduate Position** (see job description for more details)

- housed within the Office of Sustainability
- serves as the primary point of contact for students
- assists and advises students in the creation of proposals

#### **GEF Education Coordinator** (see job description for more details)

- housed within the AS Environmental & Sustainability Programs office
- advertises and markets the GEF Program
- educates students about current and historical proposals
- actively seeks and encourages submission of proposals
- maintains GEF Program proposal library

### **FUND GUIDELINES**

Funds from the GEF are to be used only for purposes described in this document.

#### **General Requirements**

All proposals submitted to the GEFC must adhere to the following requirements:

- Student proposals must include a staff or faculty sponsor.
- Proposals must address an issue concerning Western Washington University's environmental impact, either on or off campus.
- Proposals must have a visible educational benefit to Western's student community.
- Projects must receive all necessary written approval by the appropriate University administration or departments before final submission.
- Proposals may be submitted by students, staff, or faculty of Western Washington University. Individuals or organizations outside of Western Washington University may not submit proposals.
- The GEF is not intended to fund any proposals which were previously required by state or federal law, university policy, or contractual agreement.
- The GEF shall not fund operational, maintenance or ongoing costs.
- Proposals must have a method for evaluation and follow-up after the allocation of funds.
- All allocated funds must be spent within the proposal's approved timeline, unless otherwise approved by the GEFC. Ideally, proposals will have a timeline of one year or less.

### **Preference for Proposals**

The GEFC shall give preference to proposals that meet the following criteria; however they are not required for GEF funding. Preference will be given to proposals that:

- include substantial student participation and involvement.
- demonstrate a significant reduction to Western Washington University's environmental impact.
- include grants or matching funding from multiple sources (for instance, utility rebates, state or federal funds, university departments, etc).
- show potential to leverage future funds (for instance, scalable demonstration projects).

### **Additional Criteria**

At the committee's discretion, the GEFC may consider additional preferences, requirements, or criteria when considering and reviewing proposals. These criteria must be consistent with the mission and priorities of the GEF Program as well as abide by the GEF Program Rules of Operation and the GEFC Charge & Charter.

## **PROPOSAL PROCESS**

The GEF Graduate Position is responsible for advising proposal submitters through this process.

### **Creation and Development**

- Proposal submitters will contact the GEF Graduate Position for information on the proposal process and to determine feasibility of the project.
- All proposal submitters must complete the GEF Proposal Packet.
- Proposals are expected to undergo a feasibility review as a part of the proposal submission process in consultation with the GEF Graduate Position.
  - a. A proposal budget, timeline, and plan to contact proposal stakeholders will be drafted during this review.

### **Review Process**

- The GEF Graduate Position collects all proposals and submits the completed proposals to the GEFC.
- All proposal submitters are expected to make a presentation to the GEFC detailing their proposal.
- The GEFC may solicit expert or guest feedback to provide information and expertise as needed.
- The GEFC may modify a proposal budget, attach conditions, combine proposals, or make other modifications.
- The GEFC reviews the proposals based upon the overall program priorities, cost, and any feedback received during the review process.

### **Approval & Fund Allocation**

- The GEFC submits the final list of recommended proposals and any implementation considerations to the University President and the Associated Students President for approval.
- The University President and the Associated Students President make the final decision concerning proposals to be funded and implementation considerations.

### **Post-Implementation Review & Analysis**

- The proposal submitter is responsible for regularly reporting the progress of proposals during the implementation period to the GEF Graduate Position.
- The proposal submitter is required to report to the GEFC outlining the activities of the proposal, how the proposal objectives were met, and identifying all expenditure of funds. The GEFC or GEF Graduate Position may request additional information or reports as deemed necessary.
- Funds allocated to a project that are not spent within the approved proposal timeline shall be returned to the GEF Program for reallocation, unless approved for extension.

### **RECORDS & ACCOUNTABILITY**

The GEF Program and the GEFC shall be accountable to the student body and shall make all meeting agendas, minutes, and documents available to the public. The AS Vice President for Student Life shall make an annual report on the operations of the GEF Program and fee level to the AS Board of Directors.

### **AMENDMENTS**

These rules of operation may be amended by a majority vote of the AS Board of Directors in consultation with the President of Western Washington University, or their designee.



**Associated Students**  
**Western Washington University**  
**Management Council Rules of Operations**  
**November, 2010**

**I. Authority of the Management Council**

1. The Council derives its authority from the AS Management Council (MC) Charge and Charter approved by the AS Board of Directors.
2. MC, by majority vote, distributes up to \$3,000 in funding from the AS Supplemental Event Fund. It also reviews supplemental funding distributions authorized by the directors of AS Productions, the Resource & Outreach Programs, and the Environmental & Sustainability Programs, (see Appendix A)

**II. Meetings of the Council**

1. All MC meetings shall be open to the public. The Council may call executive sessions by a majority vote, in which participants not included in the MC Membership or a relevant party must leave until the executive session is over. The only motion that can be made during executive session is to return to open session. Reasons to call executive sessions are limited to what is permissible in RCW 42.30.110.
2. The AS Vice President for Business and Operations shall act as Chairperson for meetings of the MC and shall have the customary powers and duties associated with such office. The Chair shall have full right of discussion and vote.
3. If the Chair is absent or otherwise unable to preside over the meeting, the Vice-Chair shall preside. The Vice-Chair must be a voting member of MC, must be nominated by another member, and then must be selected by a majority vote of MC.
4. The Agenda shall be set and approved by the Chair a minimum of 24 hours before scheduled meetings, but revisions may be made during meetings. Items are put on the agenda at the discretion of the Chair. If the Chair denies the addendum to the agenda, the requester may seek 25% of the voting membership to cosponsor the item, which will require the Chair to put the item on the agenda.
5. Meetings of MC shall be called by the Chair, whenever in his/her judgment it may be deemed necessary, but no less than every other week. Meetings may also be called by any member when requested by twenty-five percent (25%) of the seated voting membership. If the Chair has not scheduled and/or notified the managers of the meeting within the two (2) business days, the Vice-Chair shall schedule a meeting of the MC within one (1) business day to be held within ten (10) business days of the original request. Twenty-four (24) hours' notice of meetings of MC shall be sent to all members of the council and shall be deemed sufficient notice of such meetings.

**III. Council Subcommittees**

1. Subcommittees, with a clear mission or purpose, may be created by a majority vote of MC.
2. Subcommittees may not contain a majority of the voting members of MC.
3. If the MC deems necessary, any member of the Associated Students may serve on the subcommittee.
4. A chair of the subcommittee will be selected either by a majority vote from the entire MC or by the subcommittee itself.
5. Subcommittees will report to MC no less than once every other meeting.
6. Subcommittees will only exist for the current academic year unless the subsequent MC votes to renew it and assign new members.

**IV. Review and Amendments**

These rules of operations will be reviewed annually and may be amended or temporarily suspended by a 2/3 majority vote of MC.

# **AS Management Council**

## **Supplemental Funding Proposal Guidelines**

The purpose of supplemental funding is to supplement the cost of programs or events for AS Programs. Money from supplemental funding may be given as a grant, loan, or underwrite. Supplemental funding use must meet the following conditions:

- a. The program primary sponsor must be an AS program.
- b. The program must fall within the mission objective of the AS program.
- c. Supplemental funding is to be used either to fund unique opportunities, unforeseeable events, and/or unexpected costs that are beyond the scope of the office's allocated budget.

In order for AS Management Council to be able to hear and vote on your request for funds, we must have a full written proposal sent to the AS Vice-President for Business & Operations at least two business days prior to a council meeting. The proposal should include the following:

### **1. Program Overview**

- a. Title of program
- b. Possible dates of program
- c. Co-sponsoring offices/organizations
- d. Detailed description of program, type of event, performer/speaker, etc.
- e. Past Program Information—have we had similar programs to this in the past? What was the attendance/reception of that?

### **2. Program Vision**

- a. Target Audience—who are we reaching out to?
- b. Event Goals and Expected Outcomes
  - i. Why are we doing this?
  - ii. What do we want people to get out of this?
  - iii. What benefit will be given to the student body and how does this fit within the mission statement and goals of the Associated Students?
  - iv. Logistical goals (ex: expected attendance, logistical preparations)
- c. Current budget and co-sponsorship financial details—why can't your current budget handle this?
- d. Publicity and promotion plan
- e. Assessment—how will we evaluate the success of this program?

### **3. Detailed itemized budget, including projected expenses, revenues, and any other sources of funding. (Fill out Management Council Budget Proposal Form excel sheet in Q:\Working\AS Board\Management Council\io-n\Docs)**