

Legislative Affairs Council Budget Policy

In order to be responsible stewards of student funds apportioned to the Legislative Affairs Fund through voluntary student donations, the following policy has been adopted. The policy is meant to ensure that funds are used appropriately and can be accessed and distributed in an efficient manner to serve the students of Western Washington University in the best way possible.

The purpose of the Legislative Affairs Fund is to: Encourage civic engagement and student participation in the political process, establish contact with elected officials, and to ensure that student perspectives are being considered at all levels of government. In order to do so appropriately and expediently, the budget is to be divided into the following sections:

Non-Discretionary

Items falling into the non-discretionary budget will automatically be approved for expenditure without a vote of the Legislative Affairs Council. These expenditures will be authorized autonomously by the Vice President for Governmental Affairs. Items labeled as non-discretionary will get priority funding over discretionary items. In order to be considered a non-discretionary expenditure, a line item expense must be approved by the Legislative Affairs Council as a recurring expense (i.e. membership dues, personnel costs) that will stay on the list each year. Due to the variable nature of many costs the Legislative Affairs Council incurs, an NTE level may be set for each non-discretionary item at the time it is adopted by the Legislative Affairs Council. Non-discretionary items are not subject to a sunset clause and may be removed from the non-discretionary budget only by a 2/3 vote of the Legislative Affairs Council.

Discretionary

Any funds remaining following the allocation of funds to cover non-discretionary expenditures will be approved by the Legislative Affairs Council. These expenditures are to be allocated only following the presentation of a funding request to the board under the established info-action schedule, allowing for reflection and evaluation before final approval is granted. Any discretionary funding request involving student lobbying or staff development must follow the LAC Guidelines for Funding Conference Attendance. Additionally, 10% of discretionary funds each year will be automatically allocated as reserves until a reserve balance of \$35,000 is reached. After the overall balance of \$35,000 is reached, reserves shall be maintained at that level.

Reserves

As with any variable income funding structure, a reserve fund is necessary to provide stability and ensure continuity for the Legislative Action Fund. Should revenues ever be insufficient to cover non-discretionary allocations, the Vice President for Governmental Affairs may use funds held in reserves to make up the difference. If reserve funds are needed to cover non-discretionary allocations, the Vice President for Governmental Affairs is to notify the Legislative Affairs Council at their next regularly

scheduled meeting. Reserves are to be maintained at a level of \$35,000. Should they fall below this level, 10% of any future funds allocated as discretionary are to be automatically moved to reserves until the balance of \$35,000 is restored.