

**Associated Students of Western Washington University  
Activities Council Rules of Operation**

These bylaws are in effect until the first business meeting of the 2016-2017 academic year, when the Activities Council may ~~decide~~ vote to keep or modify them.

**I. MEMBERSHIP INFORMATION**

- 1. Council Membership Responsibility:** Each member of the Council is a representative of the WWU student body. The student-at-large votes on behalf of and voices the concerns of the general student population. The AS Club Representatives are the votes and voices of the clubs that are ~~approved~~ recognized by the Activities Council. The AS Program Office Representative votes and voices the concerns of the Associated Students.
- 2. Voting Rights:** All members have the right to vote, unless there is a personal conflict of interest, such as a voting member attending a conference or benefiting from a contract. Proxy votes will not be allowed. Council members must be present to vote. In the case that the VP for Activities cannot serve as Chair for the meeting, the Assistant Club Business Director shall exercise ~~his/her~~ their role as Vice-Chair of the Council by serving as the temporary chairperson of the meeting.
- 3. Removal:** If for any reason a council member is unable to serve on the Council for an academic quarter or longer, they shall be officially removed from the Council. For at-large and club representatives, the member must be officially removed by the VP for Activities. All other council members who cannot serve must notify the VP for Activities so that their position can be filled.

**II. CLUB RECOGNITION & FUNDING REQUEST INFORMATION**

- 1. Funding Requests and Process:**
  - A. Funding request documents must be submitted a minimum of three (3) business days in advance of a meeting to be included on the agenda. Requests will be heard as an Information Item and action will be taken no earlier than the next regularly scheduled meeting. When submitted, proposals will be information items the first week and action items (voted on) the next week. If requests are for ~~\$200.00~~ \$300 or less, the item may be added to the agenda as an action item in the first week.
  - B. Funding requests for \$75.00 and under may be approved executively by the VP for Activities on the AS Board of Directors, with the stipulation that each club may not exceed one such request per quarter.
  - C. Any funding allocated by the Council for food items must be in association with outreach or open events that are publicized to the campus community.
  - D. After returning all appropriate funding request forms, at least one representative from the club, organization, or event must be present at all Activities Council meetings where information relative to the item is being discussed. If the representative does not attend a required meeting, the agenda item will be tabled until the next scheduled meeting a representative is available to attend the meeting.
  - E. ~~The Activities Council will not grant any form of retroactive funding.~~
- 2. Timelines for Funding Requests:** The following timelines do not include finals or intersession weeks:
  - A. Any event including an outside performer, speaker, presenter, etc. and/or involving a contract must be submitted in time to be presented a minimum of four (4) weeks before the event takes place. Events not requiring a contract must be submitted in time to be presented a minimum of three (3) weeks before the event occurs.
  - B. ~~Any travel/conference requests not requiring air travel must be submitted in time to be presented a minimum of four (4) weeks before the travel date.~~
  - C. ~~Any travel/conference requests requiring air travel and the purchase of airfare must be submitted in time to be presented a minimum of five (5) weeks before the travel date.~~
  - D. ~~All timelines are subject to deliberation of the council.~~
- 3. Funds may not be allocated for:**
  - A. ~~The Activities Council will not grant Aany form of retroactive funding.~~
  - B. "Religious Organizations"-(definition)
  - C. Events or meetings that are closed to the general student population
    - E.i. For example end of the year celebrations

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4. Club Recognition Proposals: Recognition proposals must be submitted a minimum of three (3) business days in advance of a meeting to be included on the agenda. Club recognition will be voted on at the same meeting the agenda item is presented.

A. Clubs wishing to include WWU a reference to Western at the beginning of their name must either use 'WWU' or 'Western' Students. Clubs may also include 'at WWU' or 'of WWU' at the end of their club name. Clubs that initially propose another variation of a reference to Western at the beginning of their name, such as spelling out the full name of the university, would be required to convert their name to the above-mentioned naming convention unless the Activities Council grants a Any other variation (such as Western, Western's, etc.) are subject to special exemption to this guideline approval by the Activities Council.

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**6.5. Decision Making:** The Chairperson's responsibility shall be to conduct the meeting. The Chair shall rule on any procedural questions. The Chair's decision can be overruled by a majority vote of the Council. Members of the Council must be recognized by the Chair in order to contribute input in respectful discussion of issues/items.

**6. Bookstore Donations:** Bookstore donation requests must be submitted a minimum of three (3) business days in advance of a meeting to be included on the agenda. The requester is not required to attend the Activities Council meeting, exceptions may be made on a case-by-case basis. Bookstore donation requests may be considered as an immediate action items.

**A. Who Is Eligible:**

- i. Western Washington University student clubs and organizations and campus departments.

**B. Use of Donated Items:**

- i. Donated Items are to be used for fundraisers, auctions, or as giveaways at events for Western Students.
- ii. Donations may not be used as thank you gifts, bonuses to employees or individual incentives.

**C. Examples of Donations:**

- i. Western clothing or gift items
- ii. Trade books, accessories, items or other event appropriate merchandise

**D. Number of requests:**

- i. Organizations have access to one request per academic year.

**E. Promoting the Western AS bookstore:**

- i. Organizations receiving donations agree to promote the Western AS Bookstore on event materials and at the events where the items are being distributed. Requests for event sponsorship will be handled separately.

**F. Donation Program Management:**

- i. All requests will be considered on an individual basis.

7.

**7. Club Conference** This conference policy governs all club organizations associated with the Associated Students that come under jurisdiction of the Activities Council.

**A. Process:**

All organizations who wish to attend conferences or workshops must come before the Activities Council at least four (4) weeks in advance for funding, to ensure that proper procedures are followed and travel expenses are minimal.

**B. Eligibility:** Any and all AS clubs, who have not previously requested funding for travel from the Activities Council during the academic year, and are in good standing, are eligible to request funds.

A-i. Any travel/conference requests not requiring air travel must be submitted in time to be presented a minimum of four (4) weeks before the travel date.

B-ii. Any travel/conference requests requiring air travel and the purchase of airfare must be submitted in time to be presented a minimum of five (5) weeks before the travel date.

**C. Criteria for Funding:**

- i. Details about the conference (e.g. Date, time, place, keynote speaker, workshops)
- ii. What is the total per person cost for the activity? (e.g. lodging, transportation, meals, conference fee)
- iii. How will the club be impacted by the experience, and how will the Associated Students be impacted?
- iv. How do the attendees plan to utilize the experience?

**D. (Full Circle Effect):**

i. AS Clubs are strongly encouraged to host an activity or publish a summary of the experience on campus that reflects the benefits obtained at the conference.

ii. The AS Activities Council may set up agreements if appropriate. AS Clubs will be given a date in which they will report back to the AS Activities Council about the event or program they hosted.

8-If there are no previous arrangements for an event or workshop hosted by the club, they should expect to be contacted by a Club Hub member in regards to the Full Circle Effect.

- 1. It is a response of 250 words or less, along with any pictures (if possible), to be posted on Orgsync.

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**7. Large Event Policy Fund Procedure:**

**A. Approved Funds Must be Spent in Accordance with AS Policies and Procedures**

**B. Requests are Limited to AS Programming Offices Seeking \$500 or More for an Event**

- a. Amounts of \$500 or more may be requested for Large Events by the AS organization serving as primary sponsor for the event. Exception: If Large Event Reserve balance is less than \$500, requests may be less than \$500.

**C. Completed Requests Must be Received at Least 5 Weeks Before Funding Required**

- a. Submit requests using the Funding Request Form. The AS VP for Activities (or designee) will review the form for completion. Activities Council will hear the requests as an Information Item and take action no earlier than the next regularly scheduled meeting.
- b. Exception: may be granted by Activities Council under special circumstances

**D. Events must fall within the mission of the AS Programming Office**

**E. Activities Using AS Large Event Reserve Funds Must Be Open to Campus Community**

- a. Exception: The AS Board may approve an event as targeted. These approved events may apply

**F. Funding Requests are Limited:**

- a. Each AS Organization may only request funding twice per year. Exception: the Activities Council may approve one waiver per year under special circumstances. Waivers must be approved as a Consent Item by the AS Board
- b. Professional Development Opportunities Are Not Eligible for Funding
- c. No Food or Beverages May be Funded by the Large Event Reserve. Exception: If required by a Contracted Hospitality Activity.

**G. Excess Revenue or Unspent Funds from Events Must Be Repaid first to Large Event Reserve up to the Original Amount Funded**

10. **Definition of an Activity:** an activity may include, but is not limited to, a presentation, a workshop, a program, an event, a guest speaker, a seminar, and etc.

**III. AS CLUB POLICY & RELEVANT TO AS ACTIVITIES COUNCIL**

1. Recognition Procedure

2. Travel

3. Conference

4-3. Hospitality

5-4. Strategic Plan

- a. Collaboration
- b. Student Learning and Development
- c. Inclusion
- d. Community and Social Engagement

6-5. Mission & Vision

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Edit List:

Jarred Tyson, VP for Activities 2013-2014

[Giselle Alcantar Soto, VP for Activities 2014-2015](#)

[Israel Rios, VP for Activities 2015-2016](#)