



ASWWU EXECUTIVE BOARD MEETING

Documents for:

11/9/23, 2023 | 5:30 PM | VU 567, YouTube
Live

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Western Washington University Associated Students Executive Board Meeting Minutes

October 19, 2023 5:30 p.m. VU 567/You Tube Live

Present: *Keara Ryan, Gabe Wong, Erin Godwin, Morgan Whitt, Liam Pratt*

Absent: *Sophie Snyder*

Advisor: Adam Lorio

Secretary: Rachel Kleffman

Guests: Melynda Huskey, Mallory Schaeftbauer

MOTIONS

ASB-23-F-12	To Table AS VP for Student Services report. Passed
ASB-23-F-13	To approve the Activities Council Charge & Charter with appropriate changes to section 1. And section 7. Passed
ASB-23-F-14	To approve Legislative Affairs Council Charge & Charter with appropriate changes to sections I, II, V, and VI. Passed

Call to Order: *Keara Ryan, chair, called the meeting to order at 5:31 p.m.*

I. REVISIONS TO THE AGENDA

MOTION: To table AS VP for Student Services report for Sophie Snyder		
Motion Made By: Ryan	Second: Godwin	SB-23-F-12
Vote Count: Aye: 4 Nay: 0 Abstain: 0		Action Result: Passed

II. CONSENT ITEMS *(subject to immediate action)*

None.

- a. Approval of the Minutes from previous meetings

None.

III. PUBLIC FORUM *(comments from students and the community)*

GABE WONG ENTERS

IV. OFFICER REPORTS

- a. Chair Report

5 minutes Ryan

- Keara Ryan reported that the Vice President (VP) for activities role has not been filled. Due to this vacancy, Ryan is currently chairing the Activities Council. She detailed some of the large expenditures amounting to nearly \$4,000 for clubs within the past two weeks. The requests extend back into the summer term. Since the Council had spent about half of their budget, they decided to no longer fund food for meetings. Recently, they gave \$646 to the WWU Climbing Crew, \$600 to Western Orchestra Players, and \$280 to the Circus club.
- b. Vice President Report 5 minutes Pratt
 - Pratt discussed the SEJF committee seats, including one more application to fill at large seats. The first SEJF meeting would be two weeks from October 19th, 2023. He discussed university infrastructure issues, noting the efforts with facilities to handle them. Pratt explored the topic of public transportation being utilized more during the 2023-2024 academic year than within the last 7 years, which has resulted in a strain on WTA. A proposed solution would be more available transportation, such as bikes available at dorms.
- c. Vice President Report 5 minutes Snyder
 - Tabled due to absence.
- d. Vice President Report 5 minutes Whitt
 - Whitt reached out to spend time with various offices and clubs on campus in effort to connect with the student body. The senators have been collaborating for making ADEI spaces for students.
- e. Advisor Report 5 minutes Ryan
 - i. Lorio reported that current documents being utilized are being reformatted and refreshed for ease of use. Scheduling is being organized to ensure regular meeting times for Executive Board members with their Advisor.

V. INFORMATION ITEMS- Guests*

- a. ASWWU Charter 10 minutes (Doc 1) Ryan
 - Melynda Huskey introduced the possibility of establishing a new charter for Associated Students (AS) Student Government. The most recent charter, executed by Bruce Shepard, no longer accurately represented the makeup of the Student Senate and Executive Board. A drafted charter circulated in the previous academic year. President Sabah felt urgency about making sure shared governance is up to date and accurately represents current roles. When drafting is finished, the Executive Board will attend a ceremonial signing for the finalization of the ASWWU Charter.
 - Godwin inquired about the negotiation timeline for the Charter document. Huskey said that the Board could read the drafted charter, make notes, and come back to discuss further when ready. Huskey anticipates submitting a revised draft to the Board of Trustee's meeting in December.

MELYNDA HUSKEY EXITS 6:12

- b. Committee Council Charge & Charter 10 minutes (Doc 2) Ryan

- Ryan presented the difficulty of the current disarray of committees, mentioning the possible revamp of the Committees Council. The Council only had three voting members, as they got rid of Students-at-Large. The council was previously approved in 2021, but never functioned as an active council. This was partly due to the Executive Board from the previous academic year not liking that the Council was limiting the Board's power since the Board wanted to be the sole body that reviewed committee applicants. Wong brought up the slim number of voting members, saying that the individuals couldn't be in the same room together because it would constitute an official meeting. After this realization, it was then suggested that the Council could be a task force instead, taking on less formality. Ryan agrees that the Council should move forward as a task force with no voting and non-voting members. As a task force, the members would review and verify committee applications.

MALORIE SCHAEFBAUER EXITS

VI. ACTION ITEMS – Guests

None presented.

VII. PERSONNEL ITEMS (subject to immediate action)

None presented.

VIII. INFORMATION ITEMS - Board*

None presented.

IX. Action Items- Board*

- a. Activities Council Charge & Charter 5 minutes (Doc 3) Ryan
 - Ryan discussed the Activities Council membership, detailing that Students-at-Large were removed after the Council struggled with attendance. With adjustments to the Voting Membership, there is hope that the Council can meet quorum and start voting after it had to be pushed back a couple of weeks. Since meetings were delayed, students needed assistance and didn't have access to the necessary help. The task of recognizing AS clubs and name changes has now been given to the AS Club Program Advisor and the Large Event Opportunity Fund was removed. Last portion of Section VII. FUNDING in the Charge & Charter that reads "by the AS Executive Board" will be removed. Godwin pointed out that the last bullet in Section I. CHARGE needed rewording to include the possibility of denial of the decision. Last bullet of Section I. CHARGE to be reworded to "... to confirm or deny the decision."
 - Wong proposed language:
 - o Section I. Charge: "In the case of a club being denied authorization from the AS Clubs Programs Advisor, the council shall vote to confirm or deny the decision."

- Section VII. Funding: “It shall be the purview of this council, in addition to normal AS budgeting procedures and subject to the regular review process, to allocate funding to student groups for events not budgeted elsewhere.”

MOTION: To approve the Activities Council Charge & Charter with provided changes to Section I and Section VII.			
Motion Made By: Wong	Second: Pratt	SB-23-F-13	
Vote Count: Aye: 5 Nay: 0 Abstain: 0		Action Result: Passed	

- b. Legislative Affairs Council Charge & Charter 5 minutes (Doc 4) Godwin
 - Godwin shared that a Senator has been appointed for the Legislative Affairs Council. There is a continuous search for a grad student, and two Students at Large had been interviewed. Neither individuals from the Office of Civic Engagement are Voting Members. Godwin discussed adding in a line clarifying the purpose and role of non-voting members within the council. They suggested the clarifying language of “The purpose of non-voting members is to assist and advise the council to fulfill its charge and charter. they shall not participate in the decision-making process of the council’s affairs.” Godwin added in additional clarifying language about the duration of a term saying, “committee membership should begin on the date of appointment until the last day of the Spring Quarter of the specified academic year.” For clarification on how Student Staff Representatives get onto the committee, Godwin provided the wording “The Student Staff Representatives shall be appointed by relevant program or department permanent staff leaders.” Ryan wasn’t comfortable moving forward until there was confirmation of specific staff, not just verbal communication about the council.
 - Proposed language:
 - Article 2 Membership:
Section 1: “Student Staff Representatives shall be appointed by relevant program or department, permanent staff leaders. Committee membership shall begin on the date of appointment until the last day of Spring Quarter of the specified academic year. The purpose of non-voting membership is to assist and advise the council to fulfill its charge and charter, they shall not participate in the decision-making process of the council’s affairs.”
 - Section 5 Voting: In order for a motion to pass, it must obtain a majority of the legal votes cast. An abstention shall not count as a legal vote cast.
 - Article 6 Quorum: The council shall be in session when a majority of the voting membership is seated (7).

MOTION: To approve the Legislative Affairs Council Charge & Charter with provided changes to section I, II, V, and VI.

Motion Made By: Ryan	Second: Pratt	SB-23-F-14
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Vote Count: Aye: 5 Nay: 0 Abstain: 0		Action Result: Passed
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X. Other Business

None.

Adjourn: *The Meeting was adjourned at 7:02 p.m.*



ASWWU EXECUTIVE BOARD

MEETING Minutes Draft

November 2nd, 2023 | 5:30 PM | VU 567, YouTube Live

Members:

Present: Keara Ryan, Liam Pratt, Erin Godwin, Morgan Whitt, Gabe Wong, Sophie Snyder
Absent: none

Advisor: Adam Lorio
Secretary: Adam Lorio
Guests: Melynda Huskey- scheduled

MOTIONS

ASB-23-F-18	To approve 11/2/23 Consent agenda items as presented. Passed
ASB-23-F-19	To move As Gov Gaza Statement Information item to Action Item. Passed
ASB-23-F-20	To approve AS Govt Gaza Statement for distribution as presented. Passed

Call to Order: Keara Ryan, chair, called the meeting to order at 5:32 p.m.

I. REVISIONS TO THE AGENDA

a. Notes: No revisions requested

II. CONSENT ITEMS *(subject to immediate action)*

a. Meeting Minutes from October 12th 5 minutes (Doc 1) Ryan
 – Notes: No revisions made.

MOTION: To approve 11/2/23 Consent agenda items as presented.			
Motion Made By: Godwin	Second: Pratt	ASB-23-F-18	
Vote Count: Aye: 5 Nay: 0 Abstain: 0			Action Result: Passed

III. PUBLIC FORUM *(comments from students and the community)*

Notes: None presented

IV. OFFICER REPORTS

a. Chair Report 5 minutes Ryan

– Notes: Ryan: WSA summary provided previously.

- Will email WSA advocating for more transparency and sustainable practices at gatherings, especially in light of fees charged to member organizations. Pushing alignment with WWU values.

- b. Vice President Report 5 minutes Pratt
- Notes: 1st SEJF committee meeting this week, full turnout
 - 2 large projects with 1 mid-size projects, will have information items for next SEJF meeting, updates to Exec Board to follow
 - Discussion of President's Sustainability Council
 - VP Sustainability & Pres met with Brovak (Foundation) to discuss divestment
 - Lots of concern from students regarding Outback Farm, FHV sewage leak
 - Ryan: update, current issue found, solution in progress
- c. Vice President Report 5 minutes Whitt
- Notes: Whitt: first SEJF meeting, connected with B. Joseph, learned about Social Justice Equity committee- requested more information from staff, meeting with DAC & Vet Affairs offices,
 - Met with VP ESS, ADEI leadership to discuss ESC clubs, moving BIPOC work with Senate to next quarter
- d. Advisor Report 5 minutes Ryan
- Notes:

V. INFORMATION ITEMS - Guests*

- a. ASWWU Charter 20 minutes (Doc 2) Ryan
- Notes: Ryan: Time provided to get more clarity on charter update discussions, timing. Open to Exec Board individuals interested in joining workgroup on Charter update. Currently: Wong, Ryan, Snyder (volunteered), Senate Member to be identified by Sen Pres.
 - Workgroup will be primary body responsible for follow up with Melynda, forwarding recommended changes.
 - Timeline to present to WWU BOT extending to Feb 2024, final approval needed by mid-January for BOT presentation timeline.
 - Any questions from Exec Board?
 - Godwin: Article 2 Recognition, Section 2: suggest clarification of thresholds for abolishment vote threshold numbers
 - **Workgroup will discuss suggestion**
 - Wong: Suggest looking at clarification of fee committees, structures, impacts on students "What does it mean to have authority"?
 - Huskey: Asked to share in discussion of potential impacts of charter revision discussions.
 - MH: charter updated last in 2010, significant changes in operational structure of AS WWU programs and governance since that time. (e.g. Exec Board & Senate creation)
 - Discussion of how to distinguish ASWWU entire and subset involving AS Government, may not make sense for Governance to be directly responsible for operations of all ASWWU programs (i.e. hiring staff, staffing programs, etc)
 - Hopefully more operational clarity will allow for specific focus on

Governance responsibilities and functions/projects

- May move some functions to University supported as essential/core services
 - Godwin: discussion of shared governance, clarified “shared governance” is between ASWWU and Institution.
 - MH: shared description of different stakeholders/constituents, roles and potential responsibilities – i.e. civil service = primary operations. Student responsibility for shared governance has never been clearly defined.
 - Intent is for students to be materially represented in fiscal decisions that have impacts on student experience
 - Division of “labor” for Govt bodies (Senate = academic affairs, Exec – other University issues pertaining to students)
 - Ryan: Question: What are the major/main guardrails that may be set up in charter?
 - MH: good to discuss in workgroup, could include expectations made through good policy, internal and constituent based (impeachment/recall) controls.
 - Internal controls better placed in constitution or bylaws
 - Charter is to explicitly lay out Institutional expectations of Student Governing bodies
 - Wong: What is the appropriate venue for a hypothetical grievance between Bookstore, Faculty Senate and AS Governance?
 - MH: depends on nature of agreement referenced in grievance
 - **Item for workgroup: pull distinct contracts to look at formal relationships (e.g. Bookstore may be independent but have agreement to share distribution of “surplus” income)**
 - MH reiterated communication/questions can be done by email within comms guidelines (quorum, in e-mails, etc)
- Ryan: reiterated that conversation will return to Exec Board regularly before final action taken

VI. ACTION ITEMS – Guests*

Notes: None presented

VII. PERSONNEL ITEMS (*subject to immediate action*)

Notes: None presented

VIII. INFORMATION ITEMS - Board*

a. AS Gaza Statement

20 minutes (Doc 3)

Ryan

- Notes: Ryan: crafted by Wong, Ryan, Whitt in coordination with AS Comms Director

- Crafted in response to inquiries from students
- Important to note focus on free speech, right to assemble, does not extend

to hate speech or threatening actions, etc.

- Can't really separate AS identity from University Identity as we are same community
- Was approved with no edits by AS Senate
- Opened to questions/conversation:
- Pratt: reminder of who crafted
 - Paragraph 3, has this statement been reviewed by Clubs with connections to identities identified in statements?(e.g. JSU, ASA, etc)
 - Ryan: not specifically in effort to reduce burden on clubs dealing with a lot currently, outreach has happened from VP Diversity and their cultivated connections with clubs to make sure AS Govt support has been offered
- Wong: clarification that message is not the intended end of action, e.g. listening sessions, advocating on behalf of ASWWU for those spaces e.g. Academic program hosted sessions, etc
 - Recognize that these issues and concerns pre-date current Gaza conflict
 - Intent to focus on supporting students
 - Ryan: notes complexity of historical context and discussions is well placed in academic areas, encouraging faculty to take up and support students, consistent with what was heard from students at Sandwiches with Sabah listening session.
- Ryan: list of references and sources to include UN statements on humanitarian crisis, access support to Counseling resources on campus
- Ryan: Discussed awareness of comms that may be needed in follow up
- Whitt: clarified ADEI Unit open to collaboration/communication directly to clubs, received some feedback regarding expanding to more general global events
 - Ryan/Pratt: important to address current focused interest/concerns from students specific to Gaza
 - Wong: role of this to support students, conversation may change if choice made to craft statements addressing positions on world events/conflicts directly
- Snyder: Potential to include Humanities listening sessions in resource list
- Ryan: reminder that this draft is embargoed until official distribution
- Godwin: discussion of other potential actions/support AS Gov can offer to students
 - Ryan: more conversation can be had to discuss on future AS Exec Board efforts
 - Wong: scope of constitution includes resolutions, differentiate between individual rights vs elected role.

- Reminder: Exec Board Pres is liaison to AS Comms, please coordinate any communications through AS Pres to avoid confusing communications to Comms office
- Pratt: can we include statement on action, e.g. ceasefire support?
 - Ryan: challenging with this draft already approved by AS Senate, really affirming students right to free speech, assembly and support resources
 - Godwin: support for question, and action/resources will be focus of resource list (UN, etc)
- Wong: suggested potential for additional statements as more action aligned with logistical needs.

MOTION: To move As Gov Gaza Statement Information item to Action Item			
Motion Made By: Wong	Second: Godwin	ASB-23-F-19	
Vote Count: Aye: 5 Nay: 0 Abstain: 0		Action Result: Passed	

- b. Student Advisory Committee Appointment 5 minutes (Doc 4) Ryan
- Notes: Document 4, proposing motion to appoint Pratt to Student Advisory Committee as Exec Board member per charter, intended to add to consent agenda for next meeting
 - Wong: reminder Snyder and Godwin expressed interest
 - Snyder: happy to stay focused on charter work
 - Godwin: happy to stay focused on LAC work
- c. Student Advisory Committee Vice Chair Appointment 5 minutes (Doc 5) Ryan
- Notes: Document 5, proposing motion to appoint AS Pres as Vice Chair of committee, Wong: initial work focused on getting committee function and operations clarified, description of Vice Chair role.
 - Discussion of work loads, clarification of new committee purpose and scope, relationship to current committees, will be room for at-large student members.
 - AS Pres as Vice chair could make sense with current, already scheduled communication channels to University Admin and BOT.
 - Pratt: clarification of Chair/Vice Chair & membership
 - Appointments will come as consent items at next meeting

IX. ACTION ITEMS – Board*

A. AS Government Statement on Gaza

a. Discussion:

- i. Pratt: commends crafters on statement, acknowledges difficulty/challenges and appreciates efforts

- ii. Ryan: Will be more outreach and updates on future action and resources

MOTION: To approve AS Govt Gaza Statement for distribution as presented.		
Motion Made By: Godwin	Second: Pratt	ASB-23-F-20
Vote Count: Aye: 5 Nay: 0 Abstain: 0		Action Result: Passed

X. OTHER BUSINESS

- a. Pratt: Conversations with M. Brovak (WWU Foundation) about divestment campaign and current position of Foundation, potential for resolution from AS Government on support for forward movement on divestment strategy, attempt to unite student body on this effort, ideally have something for information items next week, may request move to action items, draft available soon via Teams
- b. Godwin: LAC working on survey for ASWWU legislative priorities, will bring to Board next week

Adjourn: *The Meeting was adjourned at 6:45p.m.*

** All agenda items are subject to immediate action.*

Note: Proposed motions show what is being requested. The actual motion may differ.

Student Advisory Committee Appointment

Proposed motion: Appoint Liam Pratt, Associated Students Vice President for Sustainability, to the Student Advisory Committee.

Proposed by: Keara Ryan, Associated Students President

Context:

The Student Advisory Committee shall provide student opinions to the Western Washington University Administration and Board of Trustees. This committee will complement student voting membership on university committees by forming recommendations based only on student opinions. The Student Advisory Committee will advise and assist the administration of Western Washington University on issues (1) that affect the accessibility of education for students, (2) that affect the ability of students to be successful in their education, or (3) that are otherwise of great interest to students.

The Executive Board is charged with appointing a Vice President or Student Senator to serve as a voting member of the Student Advisory Committee. (Student Advisory Committee Charge and Charter Article 3, Membership).

Goal #2 of the University's Strategic Plan outlines the obligations of the university to sustainability and the environment. The Vice President for Sustainability as a voting member of this committee ensure that issues addressed by the committee consider the needs of students in a world that is continually impacted by climate change.

Student Advisory Committee Vice Chair Appointment

Proposed motion: Appoint Keara Ryan, Associated Students President, as Vice Chair of the Student Advisory Committee.

Proposed by: Gabe Wong, Associated Students Senate President

Context:

The Student Advisory Committee shall provide student opinions to the Western Washington University Administration and Board of Trustees. This committee will complement student voting membership on university committees by forming recommendations based only on student opinions. The Student Advisory Committee will advise and assist the administration of Western Washington University on issues (1) that affect the accessibility of education for students, (2) that affect the ability of students to be successful in their education, or (3) that are otherwise of great interest to students.

The Executive Board is charged with appointing a Vice President or the AS President to serve as a voting member and Vice Chair of the Student Advisory Committee. (Student Advisory Committee Charge and Charter Article 3, Membership).

The President is the lead executive officer of the Associated Students organization and serves as spokesperson and chair for the Executive Board. This is an elected position that is charged with serving all ASWWU students. Due to the connection of the AS President with both the Board of Trustees and administration, the AS President currently plays an essential role communicating issues and concerns of students to these bodies. Acting as Vice Chair of the Student Advisory committee ensures a timely stream of information from this committee to relevant bodies such as budget committee meetings, the AS Executive Board, WWU Board of Trustees, and WWU administrators.

PROCEDURE

Effective Date: October 31, 2023

Approved By: Vice president, Enrollment & Student Services

Authority: [POL-U8610.02](#)

PRO-U8610.02A ADDRESSING VIOLATIONS OF STUDENT CLUB POLICIES, STANDARDS, AND PROCEDURES

I. INTRODUCTION

This procedure facilitates the fair resolution of alleged violations of POL- U8610.02 or STN-U8610.02. Western Washington University is committed to timely and effective administration of this process, adhering to principles of due process.

For actions regarding individual student's behavior, see the [Student Conduct Code](#).

For actions regarding alleged discrimination, see the University's non-discrimination policy ([POL-U1600.02](#)) and related procedure.

II. DEFINITIONS

1. Complainant: Person (or group) filing the initial complaint.
2. Respondent: The student club alleged to have violated POL-U8610.02 or STN-U8610.02.
3. Preponderance of the Evidence: The standard of evidence used to determine whether the allegations occurred. Preponderance of evidence means it is more likely than not that the allegation(s) occurred.
4. Club Activities: An activity or action taken by one or more club member(s) acting on behalf of the club.
5. Club Manager: A staff member in a Campus Affiliate Department (see STN-U8610.02) whose responsibilities include providing advising and operational/administrative support for a recognized student club.
6. Organizational Governing Body – A regional, national or international association or body affiliated with any student club. Examples may include national headquarters of charitable organizations, national governing bodies of sports organizations, national honor societies, etc.
7. Advisor/Club Advisor: An individual designated by the Student Club or the Club Activities Office as the club's advisor. If there is no Student Club Advisor designated by the Student Club, the university may choose a designee.

III. PURPOSE AND JURISDICTION

The Club Activities Office and Office of Student Life are responsible for holding student clubs accountable to this policy and standard.

A Student Club facing an alleged violation under this procedure can choose to dissolve/surrender recognition during the adjudication process. However, this does not preclude the University from continuing the investigation and adjudication. Student Clubs that have lost University recognition may still be subject to this procedure.

Conduct subject to the procedure

This procedure applies to conduct by a student club in any of the following situations:

- 1) The conduct takes place at Western Washington University.
- 2) The conduct occurs on property owned, controlled, rented, leased, or used (on or off campus) by the club or any of its members for a club event.
- 3) The conduct occurs off campus between members of the university community and is alleged to have a significantly negative impact on the learning or work environment of one or more members of the University community or a University event.
- 4) The conduct occurs during an activity paid for by the student club or a club member paying on behalf of the student club.
- 5) The conduct is related to initiation or admission into, affiliation with, or as a condition for continued membership in the Student Club or is a violation of the Western Washington University Policy on Preventing and Responding to Hazing ([POL-U7100.04](#)).

The conduct described above includes actions that occur entirely or partially via electronic means, including online and via social media. Student Club members should be aware of the university's requirements regarding [Ethical Conduct with WWU Network and Computing Resources and Responsible Computing](#). Online conduct can subject a Student Club to allegations of violations of club standards, policies that govern clubs, or procedural violations as defined in POL-U8610.02.

Responsibility of individual students may be addressed separately

Students who are members of a Student Club are subject as individuals to the WWU Student Conduct Code and may be held individually responsible for behaviors also attributed to the Student Club. Individuals who are members of a Club may, through their actions, subject the Student Club to disciplinary action whether or not those individuals are also found responsible under the Student Conduct Code.

Anonymous complaints

Although anonymous complaints are permitted, doing so may limit the University ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Club Activities Office.

IV. COMPLAINT PROCEDUREUniversity communication with Club Leaders

The University's primary means of communication with Student Clubs is via email to the Club Leaders' WWU email addresses. Student Club Leaders are responsible for all communication delivered to their WWU email address. The University may also send copies of correspondence regarding complaints to the Student Club Advisor and/or any Organizational Governing Body of the Student Club, but is not required to do so.

Action by: Complainant

1. Filing a complaint: When an individual, or a club executive board acting on behalf of its club, believes that a student club has violated a policy, standard, or procedure governing student club actions, they may submit a written complaint to the Club Activities Office via email at as.clubs@wwu.edu. The

complaint should identify the club that allegedly committed the violation, the policy, standard, or procedure allegedly violated, the behavior that constitutes a violation, and a summary of the evidence indicating that the club is responsible for the violation.

Action by: Club Manager

2. Emails the complainant to confirm receipt of the complaint.
3. If the complaint alleges a violation of an applicable policy or standard that is administrative in nature, for example failing to annually update the club constitution and have the required number of officers on file with the Club Activities Office, the issue may be easily remedied and does not require investigation. Upon receiving such a complaint, the Club Activities Office or Campus Affiliate Department will work with the Club Leadership to remedy the administrative issue. If the Club's officers do not act in a timely manner to remedy the administrative issue, the Club Activities Office or Campus Affiliate Department may take action to suspend the club until the issue is properly addressed.
4. If the complaint alleges a violation that, if true, is not administrative in nature and easily remedied, the Club Manager forwards the violation to the Office of Student Life.
5. If the alleged violation is of a significant enough nature, the Club Manager may impose an interim directive that all club activities will be halted until after the initial conduct meeting with the Club Manager. The Club Manager will make this determination in consultation with the Executive Director for Student Life.

Action by: Office of Student Life

6. Contacts the complainant to communicate that the Office of Student Life is handling the complaint.
7. Contacts the Club Leaders to:
 - a. Inform them that OSL has received a complaint that the club violated applicable policy, standards, or procedure;
 - b. Inform them that the Club Leaders are required to meet with the Club Manager regarding the allegation and the administrative process for addressing it;
 - c. Schedule the initial conduct meeting with the Club Leaders, providing at least three business days of notice.
8. Conducts the meeting with Club Leaders to:
 - a. Review the process for addressing the complaint;
 - b. Answer questions from Club Leaders about the process;
 - c. Review the allegations with the Club Leaders and gather any additional relevant information.
9. The Office of Student life may continue an interim directive halting club activities or may impose other interim measures while the complaint is being investigated and decided.

Conduct meetings may be held in person or via Zoom, Teams, or telephone. The Office of Student Life makes the final determination regarding when and how the meeting takes place.

Action by: Student Club Leaders

10. Attend the meeting with the Office of Student Life to:
 - a. Review the complaint
 - b. Share information regarding the alleged incident(s).

Conduct meetings and decisions take place whether Club Leaders are present. If Club Leaders cannot attend the scheduled conduct meeting, it is the Club's responsibility to notify the Office of Student Life in advance and to request rescheduling.

Action by: Office of Student Life

Following the meeting with Club Leaders, the Office of Student Life:

11. Determines whether the allegations in the complaint occurred, whether the Club is responsible for the violation, and any appropriate sanction(s) or actions for the Club.
12. Issues a decision letter. The complainant and Club Leaders are separately notified of the determination made by the Office of Student Life within seven business days of the Club's meeting with OSL.
13. Sanctions (if applicable): A Student Club that is found in violation of University policy, standards, or procedure may receive sanctions that require action before the student club violation review process can be concluded. This may include attending workshops or meetings, engaging in corrective action, and/or other activities that provide needed learning for the Club and remedy harm caused. Sanctions can also include temporary suspension of club recognition and dissolution of the club. At the discretion of the Office of Student Life, the complainant may not be notified of sanctions imposed.

Right to Appeal

A club found in violation of policy, procedure, or standards may appeal the finding or sanctions imposed. Appeals must be made in writing to the Office of Student Life, student.life@wwu.edu, within seven business days after the club is notified of the finding. The appeal must clearly and concisely state the reason for the appeal.

Decisions on appeal will be made based only on the written record; no hearing is held. Unless it was unavailable at the time of the original decision, no new information may be introduced on appeal.

Grounds for appeal include:

- i. The presence of new information that was unavailable at the time of the original decision and that could substantively impact the original decision.
- ii. The original decision was not made following the proscribed procedure, causing a significant impact on the decision.
- iii. The decision did not properly consider the information presented.
- iv. The sanctions imposed are significantly disproportionate to the violation(s) committed.

The Executive Director of Student Life or their designee reviews the appeal. Where the sanction imposed is dissolution of the club, the appeal is reviewed by three individuals, including the Executive Director of Student Life or their designee, and two additional people appointed by the Executive Director.

No sanction will begin while an appeal is pending. However, interim measures may continue during this time.

The Office of Student Life separately notifies the Club Leaders and complainant via email of the decision made on appeal.

V. INTERFERING WITH A COMPLAINT PROCESS PROHIBITED

Interfering with a university complaint process, including the behaviors identified in WAC 526-21-150, is a violation of the Student Conduct Code. This includes making a false report or claim and retaliating against a complainant or witness.

A finding that there was no violation of student club policies, standards, or procedures cannot by itself be the basis for a charge of a false complaint.

**A Resolution of the
Associated Students of Western Washington University**

“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, increasing in atmospheric temperatures would cause unavoidable increases in numerous climate hazards and present risks to ecosystems and humans with an estimated loss 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 the communities that will increasingly be threatened by the effects of climate change; and

WHEREAS, Western prides itself as being a leader in sustainability among Institution 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 Oregon, University of British Columbia, Lewis and Clark University, Portland Community College, Oregon State University, and the entire University of California and California State school system (6); and

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 significant risk to financial return; and,

WHEREAS, the WWU Foundation currently has 55% of assets invested in Environmental, Social, Governance (ESG) options which allow for the selective screening of companies and funds but currently lack transparency with regard to 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 Investment’s Chapter of the SAP specifically outlines transparency requirements; and

WHEREAS, the Investment’s Chapter 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, student, faculty, and staff have led efforts to increase transparent and sustainable investments since 2012; and

WHEREAS, in 2013 86% of voting students of Western Washington University 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, 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, 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.

ATTEST: [SIGNATURE]

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

ATTEST: [SIGNATURE]

PASSED AND APPROVED by the Western Washington University Faculty Senate Executive Committee at their regular meeting on ---.

ATTEST: [SIGNATURE]

Cc:
[Placeholder]

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