

Members:

Present: Gabe Wong (Chair); James Dinh, Lauren Johnson (At-Large); Lily Duong, Matt Condon (Woodring); Melissa Bernal (CENV); John Hardgrove (CSE); Devin Moreno (CBE); Miguel Estevez (Fairhaven); Ellen Esteves (Graduate); Yasmin Lamas Flores, Miguel Acuna (CHSS)

Absent: Ella Byerly, MJ Dizon (CFPA); Dacey Durbin (CBE); Lola Thompson (CENV); Autumn Kay-Chapman, Mariana Flores (At-Large)

Advisor: Leona Friedman

Secretary: Nely Vasquez

Guests:

MOTIONS

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 Resolution. Passed.

Call to Order: Gabe Wong, Student Senate President, called the meeting to order at 4:02 p.m.

I. REVISIONS TO THE AGENDA

Wong told the Senate that the agenda currently posted is a bit different.

II. CONSENT ITEMS (subject to immediate action)

- a. Finance Council Charter
- b. Appointment of Matt Condon to AS Elections Advisory Committee
- c. Appointment of Ellen Esteves to Graduate Faculty Governance Council
- d. Appointment of Gabe Wong as Chair of the Student Advisory Committee
- e. Approval of Minutes – 1/10/24

Moreno suggested a change to the Senate Reports. Instead of saying “helped launch”, to change to “mentioned the WWU Entrepreneurship Club got approved”.

Moreno

MOTION: To approve the Consent Items with the edit to the Senate Reports		
Motion Made By: Devin Moreno	Second: Matt Condon	SEN-24-W-23
Vote Count: Aye: 9 Nay: 0 Abstain: 0		Action Result: Passed

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

IV. INFORMATION ITEMS - Guests*

- a. Student Union Advisory Group Committee Presentation

Friedman presented Greg McBride's (Interim Director VU Facilities) presentation on the Student Union Advisory Group. He would like to get student representatives on this committee.

V. ACTION ITEMS – Guests*

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

VII. INFORMATION ITEMS - Senate*

- a. Outreach Task Force

Duong made a presentation about the Outreach Task Force to the Senators in hopes of getting some of them to join. The Senate suggested that there should be someone monitoring and moving things along.

- b. SLC Micro Survey

Dinh shared a survey with the Senate the Faculty Senate Library Committee made about WWU's library work for the year. He said the survey will only be available to the Senators and not the student body. Senators don't agree with the approach. He will give the Faculty Senate Library Committee feedback from the Senators.

- c. Senate Budget Request FY25

Wong presented document five and explained what the AS Finance is expecting, in terms of budgeting for future events and revising hours for job sectors. Moreno asked what the monitorial impact would like for all these changes. Wong says there will be more money next year but doesn't have clear numbers.

- d. AS Budget Timeline

Wong presented document 6 and went over the timeline for approving next years budget. She also explained that the OC Programs Coordinator and Club Activities Manager positions need to be added to the Operating Budget, as they are currently funded by grants.

VIII. ACTION ITEMS – Senate*

- a. WAWU OSE Resolution

Wong explained that a changed made to the document was the addition of SB 5895 bill. She also added additional language to address Western's refusal to acknowledge WAWU.

b. ASWWU Charter

Wong presented document 8 and explained the changes made in the preamble and articles 1, 2, 3, 4, and 6.

MOTION: To approve WAWU OSE Resolution		
Motion Made By: John Hardgrove	Second: Melissa Bernal	SEN-24-W-24
Vote Count: Aye: 11 Nay: 0 Abstain: 0		Action Result: Passed

MOTION: To approve ASWWU Charter Resolution		
Motion Made By: James Dinh	Second: Melissa Bernal	SEN-24-W-25
Vote Count: Aye: 11 Nay: 0 Abstain: 0		Action Result: Passed

IX. SENATE REPORTS

X. OTHER BUSINESS

Friedman informed the Senate she changed the structure of the Student Senate teams channel.

Adjournment: *Gabe Wong, AS Senate President, adjourned the meeting at 5:28 p.m.*

The ASWWU Constitution

The Associated Students of Western Washington University

Approved in Effective April 19, 2019 Spring 2024 General Election, per ASB 19-S-14

Preamble

~~We, the~~ Associated Students of Western Washington University, ~~has~~ have the right and responsibility to serve as a resource and advocate for all students. For this purpose, ~~the governing bodies of~~ the Associated Students of Western Washington University shall, (1) represent student interests and opinions to the University Administration, the Board of Trustees, ~~academic faculty~~ governance structures, and appropriate external ~~government~~ bodies, (2) support student success in their academic endeavors, (3) foster students' rights and responsibilities, ~~and~~ (4) inform students on the proceedings of the Associated Students and of the University, (5) provide opportunities for student engagement through clubs, activities, and programming, and (6) 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.

Article II. Membership

~~Section A –~~ Section B – Qualification Membership

The membership of the ASWWU shall consist of all persons who are currently enrolled students at Western Washington University.

~~Section B –~~ Assignment of Rights of Membership

~~No rights or privileges of membership in the ASWWU, including that of the right to vote, shall be assignable by any member. Each member shall have one vote at a meeting of the whole ASWWU.~~

Article II. Elections

Section A – 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.

Section B – General Elections

During spring quarter, the voting membership of the ASWWU shall decide referenda and 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.

Formatted: Normal, Level 2, Space Before: 2 pt, Keep with next, Keep lines together

Formatted: Normal

~~Executive Board elections shall be held during spring quarter. Terms begin on the Saturday of spring commencement and end the Friday of spring finals week after one academic year. Election results shall be acknowledged by the Student Senate.~~

~~Student Senate elections shall be held during spring quarter. Terms begin on the Saturday of spring commencement and end the Friday of spring finals week after one academic year. Election results shall be acknowledged by the Executive Board.~~

Section C – 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~~ issues concerning students.

Section D – Referendum

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

Section E – Initiatives

An initiative ~~requires~~ measure shall be referred to the membership of the ASWWU upon receipt of a petition containing the verified signatures of no less than ~~forty percent (40%) of the number of votes cast in the last general election~~ five percent of the membership of the ASWWU.

Section F – Recall

Recall of any elected member of the ASWWU government may be initiated by: a majority vote of the Executive Board, a ~~three-fourths~~ majority vote of the Student Senate, or by a petition containing no less than forty percent (40%) of the number of votes cast in the last ~~general~~ election. The removal of the elected member shall then be decided by the membership of the ASWWU via a ~~special~~ recall election.

Section G – Election Code

~~The Office of Civic Engagement, via committee, shall maintain an election code. The provisions set forth in the~~ The ASWWU election code shall apply to all general elections, special elections, referendum, initiatives, and recalls regarding process and deadlines. ~~The election code will 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, AS Elections Coordinator.~~

Article III. Governing Structure

~~Executive Board~~ASWWU Government

Section A –

The ASWWU Government shall be the governing board of the ASWWU. It shall consist of an Executive Board and a Student Senate. ~~The rights and responsibilities of the whole ASWWU are vested in these two bodies.~~

1. The Executive Board shall consist of the following elected ~~members~~officers:
 - a. ~~AS~~ President, Chair of the Executive Board ~~(non-voting except in the case of ties)~~
 - b. ~~AS Senate Pro Tempore~~
 - c. ~~b.~~AS Vice President for Activities
 - d. ~~c.~~AS Vice President for Diversity
 - e. ~~d.~~AS Vice President for Governmental Affairs

Formatted: Heading 2

- ~~e.~~ AS Vice President for Student Services
- ~~f.~~ AS Vice President for Sustainability
- ~~g.~~
- ~~h.~~ ~~f.~~ Student Senate

~~The Student Senate will consist of the following elected members:~~

~~2. The Student Senate will consist of the following elected members~~ **officers:**

- ~~i.a.~~ AS Senate **President Pro Tempore**, Chair of the Student Senate (non-voting except in the case of ties ~~and procedural matters~~)
- ~~j.b.~~ Two Student Senators from each of the following colleges:
 - i. College of Business and Economics
 - ii. College of Fine and Performing Arts
 - iii. College of Humanities and Social Sciences
 - iv. College of Science and Engineering
 - v. Fairhaven College of Interdisciplinary Studies
 - vi. Graduate School
 - vii. Huxley College of the Environment
 - viii. Woodring College of Education
- ~~c.~~ Four Student Senators to represent students ~~at large~~ **At-Large**

Section B – Permanent Bodies

- ~~1.~~ 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.
- ~~2.~~ 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.
- ~~3.~~ A Finance Council shall be chartered by the ASWWU Government for the purpose of advising and assisting the student government in fiscal matters.
- ~~4.~~ ~~4.~~ A Program Council shall be chartered by the ASWWU Government for the purpose of advising and assisting the student government in programming and organizational matters.

Article IV. Meetings of Governing Bodies

Section A – Quorum

A majority of currently seated ~~members-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 Student 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~~ Article I. Elections~~Section A~~ General Elections

- ~~1. Executive Board elections shall be held during spring quarter. Terms begin on the Saturday of spring commencement and end the Friday of spring finals week after one academic year. Election results shall be acknowledged by the Student Senate.~~
- ~~2. Student Senate elections shall be held during spring quarter. Terms begin on the Saturday of spring commencement and end the Friday of spring finals week after one academic year. Election results shall be acknowledged by the Executive Board.~~

~~Section B~~ Section A ~~Special Elections~~

~~Special elections may be held at any time for the purpose of deciding recalls, filling vacant elected positions, or deciding issues concerning students.~~

~~Section C~~ Section A ~~Referendum~~

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

~~Section D~~ Section A ~~Initiatives~~

~~An initiative measure shall be referred to the membership of the ASWWU upon receipt of a petition containing the verified signatures of no less than five percent of the membership of the ASWWU.~~

~~Section E~~ Section A ~~Recall~~

~~Recall of any elected member of the ASWWU government may be initiated by: a majority vote of the Executive Board, a three-fourths majority vote of the Student Senate, or by 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 recall election.~~

~~Section F~~ Section A ~~Election Code~~

~~The provisions set forth in the ASWWU election code shall apply to all general elections, special elections, referendum, initiatives, and recalls regarding process and deadlines. The election code shall not be changed during an active election. Election results shall be verified as fair and appropriate by the AS Elections Coordinator.~~

~~Article VI~~ Article V. Powers and Granted Authorities~~Section A~~ ASWWU

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

- ~~1. To be represented by majority student voting membership and a student chair or co-chair, in consultation with the University President or designee, on all committees overseeing and appropriating student fees and student fee dollars with exception to operating and building funds.~~
- ~~2. To employ student staff in a manner consistent with the policies and procedures of the University.~~
- ~~3. To administer monies allocated to the ASWWU by the Services and Activities Fee to ensure continuous, safe, and efficient operations.~~

Formatted: Normal

Section B – ASWWU Government

Jointly, the Executive Board and Student 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.
- 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.

Formatted

~~Section B~~ **Section C – ASWWU Executive Board**

The Executive Board shall be granted the authority to fulfill its duties ~~and~~ within the provisions set forth herein, ~~to act in any University related matter while adhering to University policies and procedures.~~ 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 student services, activities, diversity, sustainability, and governmental affairs, other university governance structures, and external government bodies.
- ~~1. To~~ formulate the official opinion of the ASWWU Executive Board through a resolution.
2. To sit on and appoint student representatives on to standing and ad hoc committees relating to student services activities, diversity, sustainability, and governmental affairs and Associated Students committees in coordination with the Student Senate.

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

~~3.4.~~ To obtain information and provide recommendations ~~with~~in regard to university administration pertaining to student services.

~~Section C~~ ~~Section D~~ – ASWWU Student Senate

The Student Senate shall be granted the authority to fulfill its duties within the provisions set forth herein and to act in any University related matters while adhering to University policies and procedures. The ASWWU Student 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~~related structures.
2. To sit on and appoint student representatives on standing and ad hoc committees relating to academic affairs and Associated Students committees in coordination with the Executive Board.
3. To obtain information and provide recommendations ~~with~~in regard to university administration pertaining to academic affairs.
4. To formulate the official opinion of the Student Senate through a resolution.

~~Article VII~~Article VI. Amendments and Bylaws

Section A – Bylaws

~~Governing bodies~~The Student Senate and Executive Board of the ASWWU shall have the authority to adopt and amend their respective bylaws, ~~with the consent of the other by a majority vote of approval from all active bodies.~~ This shall be done for the purpose of ~~governing structuring~~ 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 ~~WWU Board of Trustees~~University President for their ~~acknowledgement for ratification.~~

~~Section C – Abolishment~~Abolition of the whole ASWWU

~~Consistent with the ASWWU Charter, the ASWWU may only be abolished by a vote of its membership. To abolish the whole ASWWU, a majority (50%+1) vote of at least ten percent (10%) 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. The ASWWU may only be abolished by a two-thirds majority vote cast by the membership of the ASWWU. If the ASWWU is abolished, the powers given in this constitution become null and void.~~

~~Section D – 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 majority (50%+1) vote of at least five percent (5%) 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.~~

Formatted: Heading 2

**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, 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 [3, 4], 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 [4], and

WHEREAS, there is mental, spiritual, and physical risk to Muslim students observing Ramadan in Bellingham due to a recognized history of Islamophobia [8], 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 [5], 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” [9]; 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” [9].

45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65

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

THAT, the ASWWU requests that

- 1) the administration and faculty acknowledge that Ramadan begins over 2023 Spring Break, are proactive about recognizing Ramadan, and encourage students to seek accommodations,
- 2) faculty members 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,
- 3) faculty members are courteous with reasonable absences of Muslim students due to the observance of Ramadan,
- 4) faculty members 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,
- 5) exams, and quizzes, if strictly timed and on limited hours, can be taken with reasonable accommodations at a different time as discussed between the student and instructor, and
- 6) the Dean of each college ensure that this document is sent to each Department Chair and faculty member.

Budget Description: Pay for 20 Student Senators and minimal goods and services to support the Senate.

ADEI/Retention/Belonging Goals:

FXSSN	Student Senate	FY 20 (19-20) Actuals	FY 21 (20-21) Actuals	FY 22 (21-22) Actuals	FY 23 Allocation	FY 23 (22-23) Actuals	FY 24 Final Allocation	FY 25 (24-25) Proposal	FY 25 Proposal Justifications, Please summarize what is purchased out of each line item and a brief explanation of need, noting any new additions to request.
G303	Ticket Sales								
G397	Daycare Fees								
G398	Revenue (non-taxable)								
G399	Revenue (Taxable)								
G502	Equipment Rentals (Taxable)								
G541	Sale of Equip/Furnishings (Taxable)								
H110	Goods & Services Recharge								
H170	Printing Recharge								
H201	Advertising Recharge								
H220	Travel Recharge								
H254	Interdepartmental Support (Received)								
	Total Revenue (R)	\$ -			\$ -	\$ -	\$ -	\$ -	
F102	Permanent Classified Staff								
F107	Temporary Classified Staff								
F206	Permanent Exempt Staff								
F221	Temporary Exempt								Summary of Wage Notes: Brings all Senate positions for operations of the AS Senate into this Budget, moves Senate President and one Level 2 SGA From FXXBAD, see detailed comments in wage calculator notes
F500	Wages Other								
F601	Undergrad Student Hourly	\$ 45,228.90	\$ 49,170.68	\$ 43,798	\$ 105,872	\$ 73,934.20	\$ 85,000	\$ 188,107	Hourly wages automatically calculate from below Wage Calculator.
	Total Salary and Wage (E1)	\$ 45,229	\$ 49,171	\$ 43,798	\$ 105,872	\$ 73,934	\$ 85,000	\$ 188,107	
F900s	Total Fringe Benefits (E1.5)	\$ 913	\$ 738	\$ 784	\$ 3,706	\$ 1,188	\$ 2,975	\$ 5,643	Fringe benefits will automatically calculate at 3%. Fiscal Analyst will add any a Reduced by 50% for FY25
E111	Supplies and Materials			\$ 27	\$ 550		\$ 1,000	\$ 500	
E112	Books and Pamphlets								
E117	Computer Printer Ribs/Cart/Reink								
E131	Telephone								
E132	Postage								
E155	Building Rental/Lease								
E156	Films Rent/Lease								
E157	Software Leases/License Agreements								
E159	Other Rentals/Leases								
E160	Repairs/Alt/Maintenance						\$ 200	\$ -	Not Historically spent, not sure of intent in FY24 Budget
E162	Equipment Repairs/Alt/Maintenance								
E171	Printing	\$ 96			\$ 100		\$ 250	\$ 250	
E172	Copy/Dup Reproduction (Copy Services)	\$ 49	\$ 194			\$ 18	\$ 300	\$ 300	
E173	Xerox Copies								
E191	Education and Training Fees						\$ 400	\$ 200	50% reduction FY25
E192	Dues and Memberships								
E193	Convention Fees & Registration								
E194	Professional Lic/Permits/Fees								
E200	Subscriptions								
E214	Speaker/Performer Expense								
E219	Conference Housing Charges								
E220	Insurance								
E223	Ticket Service Fee (PAC Box Office)								
E231	Vehicle Fuel (paid w/ university gas card)								
E232	Parking								
E240	Other Goods and Services								
E241	Advertising								
E242	Freight/Transport								
E243	Receptions & Meetings (Food & Beverage)	\$ 346			\$ 500		\$ 1,000	\$ 800	20% Reduction FY25
E244	Promotional Items and Tshirts						\$ 600	\$ 300	50% reduction FY25
E248	Contractual Food Service (Catering)								
E263	Food (not paid for by attendees)								
E267	Administrative Assessment Fees								
E281	Event Expense (VU Event Services)			\$ 342					
E284	Interdepartmental Support (Paid Out)								
E287	Food (paid for by attendee fees)								
E821	Bad Debt Expense								
	Total Goods & Services (E2)	\$ 491	\$ 194	\$ 369	\$ 1,150	\$ 18	\$ 3,750	\$ 2,350	
E301	Merchandise for Resale								
	Total Cost of Goods Sold (E2.5)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
E351	In-State Lodging/ Subsistence (Per Diem)								
E353	Private Auto Reimbursement								
E354	Other Travel exp- Reimbursement								
E370	Out of State Lodg/Subsistence (Per Diem)								
E373	Gas with Receipt (for rental vehicles)								
E374	Out of State Airfare								
E378	Motor Pool Services (AS Vehicles)								
E381	Ground Transportation								
	Total Travel Expense (E3)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
E403	Non-Cap/Non-Inventory Software								
E404	Non-Capitalized Equipment- other								
	Total NonCapitalized Assets (E4)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
K212	Within the AS - Transfer IN (T1)	\$ 55,000	\$ 82,277						
K213	Within the AS - Transfer OUT (T2)								
	Total Transfers - Non-Mandatory	\$ (55,000)	\$ (82,277)	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Allocation	\$ (8,367)	\$ (32,175)	\$ 44,951	\$ 110,727	\$ 75,140	\$ 91,725	\$ 196,100	

This Budget is submitted on [date] by [your name]

Note: adding the date and Budget Authority to this document acts as a signature that the budget proposal is complete.

July- Dec 2024 Hourly Calculator (Use separate rows for different pay rates)							Budget Authority Wage Notes
Job Title	Hours per week	Weeks Worked	Pay Rate	Number of Position Holders	Estimated Staff Expense		
AS Senate President (Summer)	25	2	\$ 20.85	1	\$1,042.50	Budgeting for Max 2 weeks of summer work to prepare for Fall	
AS Senate President (Fall Training)	40	1	\$ 20.85	1	\$834.00	40hrs training budgeted per AS Finance Guidance	
AS Senate President (Fall)	25	11	\$ 20.85	1	\$5,733.75	Max hrs/week per PD = 25, 11 weeks, Finals week not included	
AS Senate Vice Chair Additional Hrs	5	11	\$ 20.85	1	\$1,146.75	Update proposed to support additional work required by Senator serving as Vice Chair	
AS Senator (Fall Training)	40	1	\$ 20.85	20	\$16,680.00	40hrs training budgeted per AS Finance Guidance	
AS Senator (Fall Quarter)	10	11	\$ 20.85	20	\$45,870.00	Max hrs/week per PD = 10, 11 weeks, Finals week not included	
AS Senator (Winter Break)	10	1	\$ 20.85	10	\$2,085.00	Budgeting to allow minimal/critical work over winter break for some Senators	
AS SGA level 2 (Fall Training)	40	1	\$ 18.90	1	\$756.00	40hrs training budgeted per AS Finance Guidance	
AS SGA level 2 (Fall)	15	11	\$ 18.90	1	\$3,118.50	Max hrs/week per PD = 15, 11 weeks, Finals week not included	
Total					\$77,266.50		

Weeks per quarter: Summer 24 = 8, Fall 24 = 12(w/ Finals)

Jan - April 2025 Wage Calculator (Use separate rows for different pay rates)						
Job Title	Hours per week	Weeks Worked	Pay Rate	Number of Position Holders	Estimated Staff Expense	
AS Senate President- Winter/Spring Training	8	1	\$ 20.85	1	\$166.80	
AS Senate President- Winter Quarter	25	10	\$ 20.85	1	\$5,212.50	
AS Senate President- Spring Quarter-May	25	5	\$ 20.85	1	\$2,606.25	
AS Senate Vice Chair Additional Hrs- Winter	5	10	\$ 20.85	1	\$1,042.50	
AS Senate Vice Chair Additional Hrs- Spring to May	5	5	\$ 20.85	1	\$521.25	
AS Senator Winter/Spring Training	8	1	\$ 20.85	20	\$3,336.00	
AS Senator Winter Quarter	10	10	\$ 20.85	20	\$41,700.00	
AS Senator Spring Quarter to 5/1/24	10	5	\$ 20.85	20	\$20,850.00	
AS SGA level 2 (Winter/Spring Training)	8	1	\$ 18.90	1	\$151.20	
AS SGA level 2 (Winter)	15	10	\$ 18.90	1	\$2,835.00	
AS SGA level 2 (Spring to May)	15	5	\$ 18.90	1	\$1,417.50	
Total					\$83,032.56	* Multiplied by 4% for estimated Minimum Wage increase, actuals not known until Oct 2024

Weeks per quarter: Winter 25 = 11 (w/Finals), Spring = 5 thru 4/30/25

May - June 2025 Wage Calculator (Use separate rows for different pay rates)						
Job Title	Hours per week	Weeks Worked	Pay Rate	Number of Position Holders	Estimated Staff Expense	
AS Senate President- Spring Quarter-May-June	25	5	\$ 20.85	1	\$2,606.25	
AS Senate Vice Chair Additional Hrs- Spring to May	5	5	\$ 20.85	1	\$521.25	
AS Senator Spring Quarter May-June	10	5	\$ 20.85	20	\$20,850.00	
AS SGA level 2 (May-June)	15	5	\$ 18.90	1	\$1,417.50	
Total					\$27,807.53	* Multiplied by 9.5% for estimated Minimum Wage increase, actuals not known until Oct 2024

*as of May 1, 2025 Bellingham rate is at \$2 above Minimum Wage

Please Read

- This template is meant to be a helpful tool/suggestion for presenting to the ASWWU Student Senate about a committee that needs members
- The [red bracketed text] is for you to fill in (you can change the color back to black when you are done).
- Please note, bullet points are animated so you will click and they will each pop up
- This template is simply a suggestion
 - If you want to delete or add slides, please do
 - Feel free to make any formatting changes

Academic Coordinating Commission (ACC)

Dacey Durbin

Academic Coordinating Commission (ACC) Information

- Goals of ACC
 - ACC reviews and approves every curriculum change at WWU
 - Course descriptions
 - New courses
 - New departments
 - New majors/minors
 - New certificates
 - Modality changes
 - Credit requirements
 - Fairhaven interdisciplinary major titles
 - & more!
 - ACC members are charged with oversight of all aspects of curriculum, curricular policy and Western's academic enterprise
 - Through the review process, ACC members ensure curricular coherence, sets academic standards, and enforces guidelines for graduation requirements

Academic Coordinating Commission (ACC) Information

- Meetings
 - In each biweekly meeting, we collectively discuss each curriculum change proposal, discuss implications and impacts, review rationale, and make suggestions regarding syllabi and course descriptions
 - Preparation
 - It is common for a single ACC meeting to review 50+ proposals, this would require up to 4 hours of attentive and intentional preparation for a single meeting

Academic Coordinating Commission (ACC) Information

- What kind of work will you do if you serve on this Committee?
 - As a student representative, you will provide a personal perspective to various issues, always keeping in mind the larger student body
 - You will review proposals, document discussion topics regarding any issues found, provide suggestions for improvements, and navigate curriculum

ACC Overview

- Committee Meeting Time:
Biweekly Tuesday meetings from 4-5:30 pm in
OM 340
- Weekly workload: 2 hours/week (4 per meeting)

If you are interested, please let me know!

If multiple parties are interested, we will evaluate
and appoint appropriately.



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)

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-23-F-20; NOT YET APPROVED BY EB)

Effective Date: 02/09/2024

See also:

AS Governance [Meeting Guidelines](#) [Rules of Operation](#) [GUD-AS-GOV-03]

AS Student Government Handbook, Meeting Agenda Guidelines

AS Student Government Handbook, Parliamentary Procedure Quick Reference Guide



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.

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-23-F-21, NOT YET APPROVED BY EB)

Effective Date: 02/08/2024

See also:

AS Parliamentary Procedure [PRO-AS-GOV-02]

AS Student Government Handbook, Meeting Agenda Guidelines

AS Student Government Handbook, Parliamentary Procedure Quick Reference Guide