ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY

THE CONSTITUTION OF THE STUDENT ACADEMIC SENATE

Revised & Approved: May, 17th 2013
THE CONSTITUTION OF THE ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY STUDENT ACADEMIC SENATE

Title I PREAMBLE

I-1 We, the Student Academic Senate, act for and on behalf of the University’s Associated Student Body with respect to all academic matters and issues related to the intellectual mission of the University. The Student Academic Senate is dedicated to advocating for quality academic programs and opportunities in helping to maintain Central Washington University’s core values, rooted first and foremost in each student’s greatest good. We will serve as the primary means by which students collectively share in the academic governance of Central Washington University by providing student voices toward the University’s academic environment and by providing funding for experiential learning.

Title II NAME

II-1 The name of this organization shall be the Associated Students of Central Washington University (ASCWU) Student Academic Senate. Hereinafter, it will be referred to as the SAS.

Title III MEMBERSHIP

III-1 Eligibility

III-1.1 Voting members of the SAS shall consist of all recognized academic departments which have a student department leader, also known as a senator, who are granted recognition through the Associated Students of Central Washington University Board of Directors (ASCWU-BOD) and SAS. All voting members must be in good academic standing and have declared their major in a recognized academic department of Central Washington University (CWU) for at least one quarter, excluding summer quarter.

III-1.2 Non-voting members shall consist of every student enrolled in at least one credit through the University. The Faculty Representative nominated by the University Faculty Senate and selected by the SAS Executive Board will be a non-voting member as well.

III-2 Non-discrimination
III-2.1 The SAS will not discriminate in its membership on the basis of race, age, sexual orientation, gender, sex, national origin, physical disability, religious affiliation or marital status.

III-3 Attendance

III-3.1 The Chairperson, Executive Board, and senators must attend general meetings. If a senator of a recognized academic department misses two of the general meetings in a single quarter, that senator shall be called before the Executive Board within two weeks time to defend their membership status, but this meeting does not imply that the department is in good standing. Membership shall be suspended until the department appeals to the Executive Board and any executive board member brings a motion to the table to reinstate that department to full membership status.

III-3.2 The Chairperson and Executive Board must attend executive meetings prior to and after the general meetings each month during fall, winter, and spring academic quarters. If an Executive Board member misses more than three executive meetings in a single quarter, that Executive Board member will be removed from the Board.

III-4 Status and Recognition

III-4.1 Suspension of membership status shall consist of the freezing of that recognized academic department’s eligibility until it is reinstated into active membership. Failure to be reinstated into active membership shall result in revoking that recognized academic department’s membership. Suspension of membership status shall include suspension of any student from that recognized academic department to request funding for experiential learning from the SAS budget and suspension of membership in the SAS.

III-4.2 Recognized academic departments which have lost recognition in the SAS may gain re-admittance by petitioning the SAS and the ASCWU-BOD after one full academic quarter. The petition will describe what measures the department has taken to correct infractions that led to their dismissal. The SAS may vote to recommend re-admittance to the SAS of any recognized department that has lost membership status. Final determination of re-admittance is determined by the majority vote of the ASCWU-BOD.

III-4.3 Membership in the SAS will extend from fall quarter through spring quarter.
A. Recognized academic departments must be re-recognized through having a designated senator every spring quarter in order to sustain a voting membership for the following year.

B. If a recognized academic department fails to be re-recognized, that department will hold a non-voting position in the SAS until such time as they can be recognized through a senator.

C. Re-recognition will consist of having a senator who has completed all the necessary requirements through the application process as stated in Title II of the by-laws.

**Title IV** RECOGNIZED ACADEMIC DEPARTMENTS

**IV-1 Rights and Responsibilities**

**IV-1.1** Every member of a recognized academic department shall have access to CWU facilities if such facilities are offered. In this document, in compliance with the Washington Administrative Code, “facilities” does not include Washington State Motor Pool. These rights may be revoked following a decision outlined in the by-laws.

**IV-2 Referential Input**

**IV-2.1** The SAS, with a two-thirds affirmative vote, may pass statements of declaration and/or motions of intent to the ASCWU-BOD.

**IV-2.2** Such actions require the ASCWU-BOD to consider the motion within two weeks of passing through the SAS.

**IV-3 Recognition Process**

**IV-3.1** Recognized academic departments must be re-recognized every academic school year.

A. Recognized academic departments may start the recognition process the first week of spring quarter for the following academic school year.

**IV-3.2** A SAS recognized academic department must also be a CWU recognized academic department.

**IV-3.3** A SAS recognized academic department must have a designated student department leader, also known as a senator, who has completed the senator application process.
IV-3.4 Senators must appear before the ASCWU-BOD for the recognition of SAS seats and recognized academic department membership.

Title V OFFICERS AND SENATORS

V-1 Chairperson

V-1.1 The Chairperson of the SAS shall be the Vice President for Academic Affairs from the ASCWU-BOD.

V-2 Administrative Assistant

V-2.1 The Administrative Assistant of the SAS shall be hired by the Chairperson through an application process during finals week of spring quarter.

V-3 Recognized College Representative

V-3.1 Each recognized College of CWU must designate a student representative from the college to be part of SAS. Department senators are also eligible to be elected to the Executive Board as student representatives of their respective colleges. These recognized colleges include:

I. The College of Arts and Humanities

II. The College of Business

III. The College of Education and Professional Studies

IV. The College of the Sciences

V. The Douglas Honors College

V-4 Executive Board

V-4.1 The SAS Chairperson and each recognized College Representative shall comprise the Executive Board.

V-5 Senators

V-5.1 Each SAS recognized academic department must designate a student department leader, also known as a senator, to be recognized through an application process as well as by the ASCWU-BOD for one academic year.

V-5.2 The William O. Douglas Honors College shall also be represented by a senator.

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V-5.3 The Interdisciplinary Studies Program shall also be represented by a senator.

Title VI TERM OF OFFICE

VI-1 Chairperson

VI-1.1 The Chairperson for the SAS shall take office the last day of finals week of spring quarter of each academic year.

VI-2 Administrative Assistant

VI-2.1 The Administrative Assistant of the SAS shall take office one week prior to the first day of instruction of fall quarter.

Title VII MEETINGS

VII-1 Regular Meetings

VII-1.1 Meetings of the SAS shall be held twice a month during fall, winter, and spring quarters, providing that school is in session. The SAS Chairperson shall set the meeting dates and times at the beginning of each academic quarter at least two weeks prior to the first general meeting.

VII-2 Special Meetings

VII-2.1 Special or additional meetings will be held if and/or when the SAS Chairperson and Executive Board consider it necessary.

VII-3 Executive Board Meetings

VII-3.1 The SAS Executive Board shall meet separately from the regular meetings weekly during the fall, winter, and spring quarters, providing that school is in session. The SAS Chairperson shall set the meeting dates and times; one will be before the regular meeting, and one will be after the regular meeting.

Title VIII REFERENDUM

VIII-1 Any senator in good standing may introduce referential input to the SAS for consideration. Referendums shall be presented to the Chairperson two days in advance of the regular SAS meetings. A two-thirds majority vote is required from the recognized academic departments in good standing to pass. Referendums shall then be passed to the ASCWU-BOD for consideration.

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Title IX  BY-LAWS

IX-1 Establishing the By-laws
IX-1.1 By-laws shall be established to include rules, duties of the Executive Board members and senators, task forces, committees, appropriations, and matters in which clarification is required.

IX-2 Changing the By-laws
IX-2.1 Any member of the SAS may propose by-law changes to the members of the SAS. A two-thirds affirmative vote by the SAS and a two-thirds affirmative vote by the ASCWU-BOD are required for enactment of changes made to the by-laws.

IX-3 Suspending the By-laws
IX-3.1 Any member of the Executive Board may propose a by-law suspension to the SAS on behalf of a specific situation or circumstance. A two-thirds affirmative vote by the SAS is required for enactment. A College may only approach the SAS for the purpose of suspension once during an academic year.
IX-3.2 The funds allocation cap of every department will be 15% of the starting year budget.

Title X  CONSTITUTION

X-1 Amending the Constitution
X-1.1 Proposals to amend the constitution require a three-fourths affirmative vote by the SAS, the ASCWU-BOD, and the approval of the ASCWU Council of Probity.

X-2 Suspending the Constitution
X-2.1 The constitution shall not be suspended under any circumstances. Changes to the constitution shall only be by amendment.

X-3 Enacting the Constitution
X-3.1 The constitution shall be in full affect following a three-fourths affirmative vote by the ASCWU-BOD and the approval of the ASCWU Council of Probity. This constitution shall supersede and replace all previous ASCWU SAS constitutions and by-laws.
BY-LAWS OF THE ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY STUDENT ACADEMIC SENATE

No significance is placed on the singular or plural designation of the use of masculine, feminine, or neuter on these by-laws. Each designation is to be construed to include others where appropriate.

Title I THE SAS OFFICERS

I-1 Duties of the Chairperson

I-1.1 The duties of the Chairperson shall be as follows:

A. Serve as Chairperson in directing the SAS meetings and voting only in the event of a tie.
B. Issue an initial agenda and have it available to the public no less than two days prior to regularly scheduled meetings.
C. Serve as a liaison between the SAS and the ASCWU-BOD.
D. Create committees, task forces, and other bodies deemed necessary by the majority of the SAS.
E. Interpret and enforce the provisions of the constitution and by-laws.
F. Act as the public spokesperson for the SAS. The Chairperson shall report such statements at the first SAS meeting after the comments become public.
G. To form and chair a committee to revisit and revise the SAS constitution every three years from the last revision.
H. To prepare a yearly report of all the fiscal matters pertaining to the SAS. The report shall be complete by the end of spring quarter and shall be distributed at the last meeting at the end of spring quarter. Monthly budget reports should be presented at every general meeting.
I. To contact every department chair to notify them that they are not a recognized member of the SAS and none of their students may request money.

I-1.2 The powers of appointment with the SAS’s consent:

A. To appoint members of the SAS to all committees, task forces, and other such bodies as deemed necessary by the Chairperson or by the majority of the SAS, and also to facilitate in the acquisition of the Executive Board as described in the by-laws.

I-2 Duties of the SAS Administrative Assistant

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I-2.1 The duties of the SAS Administrative Assistant shall include:

A. Serve as the Administrative Assistant of SAS.
B. Monitor the attendance of the senators and keep a record on file for future reference.
C. Determine eligibility for funds based on attendance and compliance with the SAS constitution and by-laws.
D. Prepare an allocation & budget report; make it available within two days of the SAS meeting for distribution to interested parties.
E. Provide the SAS with an itemized, written report of monetary activities at the last meeting of each quarter.
F. Keep records of all requests presented to the Executive Board and the SAS, and place such requests on file for future reference.
G. Maintain communications of a financial impact between Campus Life and the SAS.
H. Present a budget for the academic school year to the SAS at the first meeting of each quarter.
I. Assist the Chairperson in the creation and maintenance of a SAS Handbook.
J. Assist the Chairperson in any secretarial duties, including the taking of minutes at SAS meetings.
K. In the case that the Chairperson is absent, the Administrative Assistant shall assume the role of Chair.
L. Work fourteen to nineteen hours per week, excluding finals week.
   i. Office hours begin the first full week of fall quarter and the first week of winter and spring quarters. Office hours are to be maintained as long as the Administrative Assistant is in office.

I-2.2 Responsibilities of the Administrative Assistant concerning the SAS’s public relations:

A. To contact the media to promote the activities of the SAS as directed by the Chairperson or the SAS.
B. To continue to explore ways of promoting the SAS.

I-3 Executive Board

I-3.1 The Chairperson

A. The Chairperson shall not receive compensation from the SAS.

I-3.2 The Administrative Assistant

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A. An hourly wages as deemed appropriate by the Chairperson shall serve as the compensation for the Administrative Assistant’s work over the period of one quarter. Payments will be made according to the regular University pay schedule.

B. Should the Administrative Assistant not fulfill his/her duties, the Chairperson reserves the right to terminate the individual from the position.

**Title II**  
**THE SAS REPRESENTATIVES**

**II-1**  
**Selection Process of Senators**

**II-1.1** Selection Process:

A. Must be a student having declared a major within the department applying to represent, or in the case of Interdisciplinary Studies, be a declared major of one of the represented academic programs, or in the case of the Educational Foundations & Curriculum department, be fully admitted to the Teacher Preparation Program.

B. Be endorsed by the Chair and/or Director and one additional faculty member from the department for which the person is applying to represent.

C. Be recognized by a majority vote by the ASCWU-BOD.

**II-2**  
**Responsibilities and Duties of the Senators**

**II-2.1** Duties of the Senators shall include:

A. Serve as a voting member of the SAS.

B. Vote on behalf of their recognized academic department. A Senator is allowed one vote per issue.

C. Serve as a liaison between the recognized academic department he/she represents and the SAS.

D. Serve on any committees, task forces, and other such bodies as directed by the Chairperson and/or the SAS.

E. Meet with the respective department chair once monthly and report back to the SAS at the next general meeting.

   i. In the case of Interdisciplinary Programs and Science Education meet with their respective Program Director.

F. Meet with the Faculty Senate representative once monthly and report back to the SAS at the next general meeting.

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i. In the case of Interdisciplinary Programs and Science Education meet with their respective Program Director.

II-2.2 Responsibilities of the Senators shall include:

A. To have working knowledge of the constitution and by-laws.

II-3 Duties of the Senator Alternate

II-3.1 Duties of the Senator Alternate include:
A. Assume the duties of the Senator in his/her absence.

Title III THE SAS FACULTY REPRESENTATIVE AND SAS ADVISOR

III-1 Selection process of the Faculty Representative

III-1.1 The selection of the Faculty Representative will be at the discretion of the chair and the Executive Board. The Executive Board shall select the Faculty Representative.

III-2 Duties of the Faculty Representative

III-2.1 Serve as a non-voting member of the SAS.

III-2.2 Serve as the faculty liaison between the SAS and the Faculty Senate.

III-3 Selection process of the SAS Advisor

III-3.1 The selection of the SAS Advisor will be at the discretion of the chair and the Executive Board.

III-4 Duties of the SAS Advisor

III-4.1 Serve as a non-voting member of the SAS.

III-4.2 Serve as an advisor to the SAS.

Title IV DUTIES OF THE SAS

IV-1 Duties of the SAS

IV-1.1 The duties of the SAS shall include:

A. Decide the policies of the SAS with regard to issues affecting recognized academic department’s senators recognized by the
ASCWU-BOD. Such policies shall be printed and placed on file for future reference.

B. Confirm, reject, or remove appointments made by the SAS Chairperson on SAS recognized agencies, committees, and task forces.

C. Create SAS standing committees, agencies, and task forces on behalf of the SAS.

D. Set policies and/or procedures for the SAS, whether onto itself as a whole, or for the individual offices of the SAS. Such policies shall be printed and placed on file for future reference.

E. Approve or disapprove the allocations of funds to students upon request. The SAS reserves the right to approve the allocations for funds as presented, approves allocations with revisions, or disapprove the request.

F. Confirm or reject the budget for the funds of the SAS as presented by the SAS’s Administrative Assistant.

G. A quorum of one-half plus one of the total recognized academic departments must exist before any business can take place.

IV-1.2 This article shall in no way be construed to limit the power of the SAS as set forth in the SAS constitution and by-laws, Washington State Administrative Code, and the Revised Code of Washington.

Title V SAS GUIDELINES

V-1 Guidelines for the Executive Board

V-1.1 Eligibility for Executive Board members

A. Be a student at CWU in good academic standing.
B. Be a declared major within the college of representation.

V-2 Guidelines for Senators

V-2.1 Eligibility for Senators and Senator Alternates

A. Be a student at CWU in good academic standing.
B. Be a declared major within the recognized academic department he/she represents, or in the case of Interdisciplinary Studies, be a declared major of one of the represented academic programs, or in the case of the Educational Foundations & Curriculum department, be fully admitted to the Teacher Preparation Program.

V-2.2 Restrictions for Senators and Senator Alternates

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A. No single member may represent more than one recognized academic department.
B. No Senator or Senator Alternate shall serve on the ASCWU-BOD or Council of Probity.

V-3 Membership Status

V-3.1 A recognized academic department will be in active membership if the following occurs:

A. Upon the department’s initial recognition by the ASCWU-BOD.
B. After being re-recognized by the SAS or thirty days after having their membership suspended.

V-3.2 A recognized academic department will cease to be in good standing of the following occurs:

A. The recognized academic department’s Senator or Senator Alternate have missed two SAS meetings in one quarter.

Title VI PROCEDURES FOR VACATING AN OFFICE

VI-1 Termination of an Executive Board Member

VI-1.1 Termination of an Executive Board member, except for the Chairperson, will occur when one of the following occurs:

A. An Executive Board member is placed on academic suspension.
B. A three-fourths majority vote of the SAS to terminate an Executive Board member after one month’s notice has been given by the Chairperson to rectify the carrying out of his/her duties and responsibilities.

VI-1.2 The termination of the Chairperson shall be in accordance with the ASCWU constitution and by-laws.

VI-2 Resignation of an Executive Board Member

VI-2.1 The resignation of an Executive Board member will occur when an Executive Board member submits a letter of resignation to the SAS Chairperson. Such a letter shall be unconditional with the exception of an exact listing of a calendar day when such resignation takes effect.

VI-3 Termination of a Senator

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VI-3.1 Termination of a senator will occur when the following occurs:

A. A senator is placed on academic suspension.
B. Communication from the Chairperson to rectify the carrying out of his/her duties and responsibilities fails to do so, a three-fourths majority vote of the Executive Board to terminate a senator.

VI-4 Vacancy of a SAS Seat

VI-4.1 In the event that there is a vacancy in the SAS, the application process for that seat will be reopened.

Title VII SAS SUBSIDIARY BODIES

VII-1 Executive Board

VII-1.1 Members:

X-3.2 The Executive Board shall consist of six members, including: the Chairperson, and a representative from each academic college. These recognized colleges include:

VI. The College of Arts and Humanities
VII. The College of Business
VIII. The College of Education and Professional Studies
IX. The College of the Sciences
X. The Douglas Honors College

A. In the case of a vacancy, the Chairperson may make an appointment with consent of the SAS and the ASCWU-BOD.
B. Two-thirds of the Executive Board seated members shall constitute a quorum. This majority must include the Chairperson.

VII-1.2 Jurisdiction

A. The Executive Board shall serve as a body which makes recommendations to the SAS for authenticity of request.
B. Any request presented to the Executive Board that is larger than the maximum permitted amount set in Title IX of the by-laws shall be sent to the University’s Services and Activities Fee Committee.

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VII-1.3 Duties and procedures of the Executive Board shall be as follows:

A. A quorum of two-thirds must exist before any business may take place.
B. Making recommendations to the SAS concerning requests for funding.

VII-1.4 The duties and responsibilities of the Chairperson shall be as follows:

A. Serving as Chairperson in directing the Executive Board meetings and serving as a voting member on the Executive Board only in the event of a tie.
B. Calling a meeting of the Executive Board when deemed necessary.
C. Reporting to the SAS any actions or decisions made by the Executive Board.
D. Presenting the recommendations of the Executive Board to the SAS.

VII-1.5 Nominations for the Executive Board, except for the Chairperson and Administrative Assistant, will occur as follows:

A. The interview process for the applicants will begin the first week of fall quarter under the new VP of Academic Affairs.

VII-2 Other Subsidiary Bodies

VII-2.1 The SAS shall have the power to create any subsidiary body it deems necessary.

A. The subsidiary body shall be created upon a two-thirds majority vote of the SAS.
B. The SAS must approve the policies and procedures of such bodies prior to their existence.

Title VIII SAS JUDICIAL PROCEDURES

VIII-1 Council of Probity

VIII-1.1 The Council of Probity shall have jurisdiction of the SAS as follows:

A. All disputes concerning the interpretation of the SAS constitution and by-laws will be examined by the Council of Probity.
B. All disputes between the SAS, the Executive Board, or the Senator of a recognized academic department shall be heard by the Council of Probity to determine if the SAS constitution and by-laws have been followed.
VIII-2 **Council of Probity’s Power of Review**

VIII-2.1 The Council of Probity’s power of review over constitutional and policy decisions made by the SAS shall be as follows:

A. The Council of Probity shall have the right to review motions and new policies passed by the SAS to determine if such motions are within the scope of its power, stated or implied. Motions and policies which are found to be outside the scope of the SAS’s power will be sent back to the SAS for revision.

B. The Council of Probity shall have the right to review policy decisions that have been made by the SAS, the Executive Board, or the Chairperson. This shall include the right to review any conflicts between any senators and the SAS, the Executive Board, or the Chairperson when an appeal is made to the Council of Probity.

VIII-2.2 The Council of Probity shall resolve conflicts between recognized academic department senators and the SAS, the Executive Board, and the Chairperson in the following manner:

A. Conduct an informational meeting with parties involved.
B. Issue, in writing, a letter agreeing that such action was within the scope of the constitution, stated or implied.
C. Issue, in writing, a letter explaining why the action taken was not within the scope of authority or power according to the constitution, stated or implied. The case will then be returned to the SAS or the Executive Board for revision. The case will again be heard by the Council of Probity to determine if the revision is now in line with the constitution. This shall continue until the action taken by the SAS or the Executive Board is determined constitutional.

**Title IX SAS FUNDS**

IX-1 **Eligibility for Funds**

IX-1.1 Eligibility for funds will be established after meeting the following criteria:

A. Students who have declared their major within a recognized academic department.
B. The recognized academic department has a senator.
i. The appointed Senator representing the recognized academic department must have attended at least one SAS meeting before any student within the recognized academic department may make a request for funds through that department.

ii. Funds requests may be made at the first meeting of the fall quarter if the department has an appointed senator present.

C. The recognized academic department, through its Senator or Senator Alternate, has achieved good standing by not missing more than two meetings in a single quarter.

D. The student has presented the request to the Executive Board in person or through other means at the discretion of the Chairperson.

E. A student may, in lieu of meeting the requirements of by-law IX-1.1.A, seek approval from the Executive Board member representing the college of the department to which they are requesting funding.

F. The student must be in good academic standing as determined by the University.

IX-2 Requests for Funds

IX-2.1 Requests for funds shall be made in accordance with the following:

A. A request form for funds must be properly filled out and submitted to the Administrative Assistant at least three business days prior to the Executive Board meeting at which it is to be heard. However, at the discretion of the Executive Board, a request may go forward to the SAS even if the recommendation is zero dollars.

B. All requests must be presented to the Executive Board before the event has occurred.

i. All events occurring between the first day of class and the first SAS meeting of fall quarter may requests funds for reimbursement at the first SAS meeting.

ii. In the event that the event has already occurred, the Executive Board may hear the event but must pass the recommendation amount of zero dollars to the SAS.

C. The nature of the event must clearly be established to directly relate to the purpose of excelling in their academic career.

D. Any request that is deemed to be of a necessary amount of issue by the majority of the Executive Board is to be presented to the SAS for approval, after receiving recommendations from the Executive Board.

E. No student request may be denied presentation if the request meets all the necessary criteria according to the SAS constitution and by-laws.
IX-3  **Appropriation of Funds**

IX-3.1 Approving funds shall be as follows:

A. A simple majority shall be required in order to appropriate funds. This shall be based upon the number of senators present at the meeting in which the request is made or the number of members present at the Executive Board meeting.

B. The SAS shall render a decision to allocate the money requested, allocate the money with revision, or deny the request entirely.

C. Appropriations will be made contingent upon compliance with the Federal and State Laws and procedures of Washington State, Central Washington University, the ASCWU, and the SAS. Failure to abide by any of the above mentioned documents may constitute the loss of funds.

D. All allocations are subject to availability of funds and approval of the regulating bodies.

   i. Requests for funds are limited to travel expenses: including Motor Pool, private car gas mileage, airfare, and other expenses relating to transportation; registration: including admission fees; guest speakers, and lodging.

   ii. All food items cannot be purchased at the SAS’s expense unless provided for in event registration.

E. The maximum allocation per event, regardless of the recognized academic department, shall be $1500, allocated at the discretion of event participants.

F. No recognized academic department shall be allotted more than 15% of the total SAS budget in one academic year.

G. One funds request packet will be submitted per event. The maximum allocations of funds per event shall be as follows:

   i. One student: $300

   ii. Two students: $500

   iii. Three students: $700

   iv. Four students: $900

   v. Five students: $1100

   vi. Six students: $1300

   vii. Seven students or more: $1500

IX-4  **Restrictions on Funds**

IX-4.1 Funds are restricted by the following:
A. Any students not following the Federal and State laws, or the rules, policies, guidelines, and regulations of CWU, the ASCWU, or the SAS must reimburse the SAS for all funds allocated for the trip at which the incident occurred.

B. The SAS reserves the right to cancel allocations prior to the event if the request was found to be fraudulent or if the money is to be used for fraudulent, discriminatory, or inappropriate purposes. Such action will be taken by the Chairperson after written advisory recommendations of the Executive Board members have been considered.

C. Any recognized academic department that has their membership status suspended or is not recognized by the SAS will be unable to request funds. Good standing must be restored before requests may be accepted and allocated.

D. Any student who fails to complete all of the necessary paperwork (i.e. written proposals of funding requests) affiliated with funds allocated from the current year’s budget prior to the last day of spring quarter is subject to lose the allocated funds.

E. Any outstanding allocations on June 30th of the current year will automatically be lost. However, any allocations made prior to June 30th for the summer will not be lost.

F. Any student who does not report back to the SAS at the first meeting after the event occurs will lose their funding for the event. Any exceptions must be made with the Chairperson prior to the meeting.

G. All receipts must be turned into Campus Accounting within two weeks following the scheduled report-back to the SAS. If the receipts are not turned in by the scheduled time, no funds may be received by the requesting student, and the previously allocated funds are put back into the SAS budget.