**ASCWU-BOD Public Meeting**

**October 22, 2013**

**5:30 PM SURC Pit**

**Call To Order:** 5:30pm

**Introductions**

Bryan Elliott

Jacob Wittman

Mary Orthmann

Kelsie

Spencer

Scott

Cassie

**Approval of the Minutes:** Bryan would like to entertain a motion to approve the minutes from the October 15th public meeting.Scott so moves and Jacob seconds no further discussion 7-0-0

**Additions/Corrections** Mary would like to add Bi-Laws to new business and the following clubs to Club Recognition Psych club. Spencer would like to remove ESC Recognition. Cassie would like to add under new business Training Wage Bill. Jacob would like to remove committee applications. Mary so moves and Jacob seconds 7-0-0.

**Officer Reports**

* ***Executive Vice President: Jacob Wittman*** ***BODEVP@cwu.edu***He has been working with Scott Kazmi with the Clean Air Campus challenge it’s the smoke free campus challenge and working on offices budgets.
* ***Vice President for Clubs and Organizations: Mary Orthmann*** ***BODClubs@cwu.edu***She hopes you’re having a great week. She had the first Funds council last Wednesday, if you want to request fund paperwork needs to be turned in Friday by 5pm. The next club senate is Wednesday, Oct. 30th at 7pm attendance is mandatory for all recognized clubs
* ***Vice President for Academic Affairs: Kelsie Miller*** ***BODAcademic@cwu.edu***She has been working on Student Academic stuff and committees that will raise awareness of issues on campus. SAS executive meetings were moved to 7:00am due to scheduling conflict. The general meeting this Thursday at Black 150.
* ***Vice President for Equity and Community Affairs: Spencer Flores*** ***BODCommunity@cwu.edu***She has finished the wrap up reports for the Job fair and ESC Block party and working on forming a committee for constitution reform. She has been changing up website and officially recognized Derek Whittom to the Transit Committee. Also Parade of Nations will be November 13 in SURC Ballroom at 7pm
* ***Vice President for Student Life and Facilities: Scott Kazmi*** ***BODStuLife@cwu.edu***His office has been busy over the past couple of weeks and can focus representing the students with any student facility issues. One of the events is Zombie Bash Nov. 2 from 8pm to 1am.
* ***Vice president for Legislative Affairs: Cassie Dubore*** ***BODLeg@cwu.edu*** Last week we did a program about the government shutdown and how it affected students. Please vote and we have ballot drop off box on campus and if you haven’t received a ballot you can stop by SURC 137 A&B and print one out at the Elections Assistant Center Nov. 4-5.
* ***President: Bryan Elliott*** ***BODPresident@cwu.edu***He has been helping Kelsie with Quarter to Semester survey so please take the survey it’s a very important issue that we need your voice. He has been helping Cassie develop proposals for WSA.

**Motions:**

* Bryan would like to entertain a motion to approve the minutes from the October 15th public meeting.Scott so moves and Jacob seconds no further discussion 7-0-0
* Mary would like to add Bi-Laws to new business and the following clubs to Club Recognition Psych club. Spencer would like to remove ESC Recognition. Cassie would like to add under new business Training Wage Bill. Jacob would like to remove committee applications. Mary so moves and Jacob seconds 7-0-0.
* Mary motions to approve the following clubs (Please refer to Club Recognition for a list of clubs), Kelsie seconds 6-0-1.
* Kelsie motions to recognize the following students to the Student Academic Senate for the 2013-2014 academic year (Please refer to SAS Senator Recognition for a list of students). Scott seconds 6-0-1
* Cassie would like to entertain a motion of support from the BOD to speak at the Economic Conference on behalf of student workers. Scott so moves and Spencer seconds 4-1-2
* Bryan would like to entertain a motion to end the meeting at 6:25. Kelsie so moves and Cassie seconds 7-0-0.

**Communications:** Communications may be submitted to Bryan Elliott in person or via email BODPresident@cwu.edu.

**Club Recognition**

Mary motions to approve the following clubs:

* Psychology – Wednesday at 5pm in Psych Building 471
* CWU Wesley - Wednesday in SURC 135 at 7pm
* CWU NSTA – Science Room 116 every other Wednesday 5pm
* Arnold Air Society – every other Sundays at 7pm in Peterson Hall
* Accounting and Finance – Tuesdays Shaw 112 at 1:30
* CWU JEN – First Tuesdays of the month at 5pm in Music Building
* Law and Justice – Mondays at 5pm in Farrell 417 (Conference room)
* Lambda Pi Eta – Tuesdays Bullion 210 at 6pm
* Alpha Eta Rho Chi Rho – Black 151 Tuesdays at 7pm
* ACM – Hebeler 218 Mondays at 5pm
* Central VOX – Wednesdays at 5pm in SURC 140.
* Surgery – Monday at 4pm in Science Building 101
* Anthropology Student Association – Wednesdays at 5pm Dean Hall 3rd Floor Common areaM

Kelsie seconds 6-0-1

**SAS Senator Recognition**

Kelsie motions to recognize the following students to the Student Academic Senate for the 2013-2014 academic year:

* Monte Elridge for Education- Language Literacy and Special Education
* Nicole Maupin for Psychology
* Reed Skyllingstad for Geography
* Charles Giffin as an Alternate for Aerospace Studies
* Ben Freeman as an Alternate for Physics

Scott seconds 6-0-1

**Old Business:**

**• Semester Conversion Survey Update**

* As of 5pm 1,500 students respond to the survey. First email didn’t get out well to all students and there was technical difficulties getting emails to all students. Second round of emails going out this week, so please look in your emails. This survey closes Oct. 27 at midnight. This is just for research purposes only and will not happen for years to come. Any questions please email me at bodacademic@cwu.edu

**• Campus Fresh Air Initiative**

* BOD was approached by a group to tackle the issue of smoking. Jacob and Scott are meeting with Bill Yarwood with a map of areas on campus that are high areas of smoking. We will try to work with the administration to help resolve this problem.

**New Business**

**• Election Rule Reform**

* BOD discussed some of the Election rules and identified some areas that we would like to change. You can request a copy of the Election rule changes in the BOD Office SURC 236Make a section in the election site
* These changes will be announced at SAS, Club Senate, and ESC
* **Club Senate By-Law Changes**:

Mary would like to motion to change the By-Laws. Scott seconds 6-0-1 Motion Passes. (Please see Appendix A for the By-Law changes).

**Training Wage Bill:**

* This Friday the House Labor and Workforce Committee will be here on Campus for an Economic Conference.
* Cassie would like to speak on behalf of student workers at the Economic Conference.
* Cassie would like to entertain a motion of support from the BOD to speak at the Economic Conference on behalf of student workers. Scott so moves and Spencer seconds 4-1-2

 **Issues/Concerns/Announcements**

**Public Comments:** Public Comments may be submitted Bryan Elliott in person or via email BODPresident@cwu.edu. Public comments may also be presented at the time of the meeting

**Adjournment:** Bryan would like to entertain a motion to end the meeting at 6:25. Kelsie so moves and Cassie seconds 7-0-0.

**ASCWU Club Senate By-Laws**

Appendix A

**TITLE I**

BY-LAWS ARE THE ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY SENATE OF STUDENT ORGANIZATION

*No significance is placed on the singular or plural designation or the use of masculine,*

*feminine, or neuter in these By-laws. Each designation is to be construed to include*

*others where appropriate.*

**TITLE II**

THE ASCWU SENATE OF STUDENT ORGANIZATIONS OFFICERS

ARTICLE I **Duties of the Chairperson**

* 1. The duties of the ASCWU Senate Chairperson shall include:
1. Serve as Chairperson in directing the Senate meetings and voting only in the event of a tie.
2. Issue an initial agenda and have it available to the public no less than 24 hours prior to a regularly scheduled meeting.
3. Comply with Robert’s Rules of Order as the designated parliamentary procedure used at meetings.
4. Serve as a liaison between the Senate and the ASCWU Board of Directors.
5. Create committees, task forces, and other bodies deemed necessary by the Chairperson or majority of the Senators.
6. Follow the Senate guidelines for Officers and Senators.
7. Interpret and enforce the provisions of the Constitution and By-laws.
8. Act as or designate a public spokesperson for the Senate. The Chairperson shall report such statements at the first Senate meeting after the comments become public.
9. To form and chair a committee to revisit the Senate Constitution every three years from the last revision.
	1. The power of appointment with the Senate’s consent.
10. It shall be the responsibility of the Chairperson to appoint members of the Senate to all committees, task forces, and other such bodies deemed necessary by the Chairperson or by the majority of the Senate.
11. It shall be the responsibility of the Chairperson to conduct an application process and hire individuals to fill the Executive Board.
12. It shall be the responsibility of the Chairperson to fill any vacancies when there is no applicant.

Article II **Duties of the Senate Treasurer**

2.1 Duties of the Senate Treasurer shall include:

1. Serve as the Treasurer of Club Senate.
2. Assist the Chairperson and Senate as a resource on any motions containing a fiscal impact.
3. Assist in any financial responsibilities as deemed necessary by the Chairperson.
4. Serve as the Funds Council’s Chairperson.
5. Appoint members to the Senate Funds Council.
6. Follow the Senate guideline for Officers and Senators.
7. Assume the duties of the Senate Chairperson in his/her absence.
8. Determine eligibility for funds based on attendance and compliance with the Senate Constitution and By-laws.
9. Bring to the attention of the Senate Chairperson relevant constitutional considerations based upon constitutional interpretation.
10. Work seven office hours per week excluding finals week.
	1. Office hours begin the first full week of fall quarter, and the first week of winter and spring quarter. Office hours are to be maintained as long as the Senate Treasurer is in office.

2.2 Responsibilities of the Treasurer concerning the Senate’s funds.

1. It shall be the responsibility of the Treasurer to provide the Senate with a summary of monetary activities at each meeting.
2. It shall be the responsibility of the Treasurer to prepare an allocation report, available within 24 hours of the Senate meeting, for distribution to interested parties.
3. It shall be the responsibility of the Treasurer to provide the Senate with an itemized, written report of the monetary activities, at the last meeting of each quarter.
4. It shall be the responsibility of the Treasurer to prepare a yearly report of all fiscal matter pertaining to the Senate. The report shall be complete by the end of spring quarter and shall be distributed at the last meeting of spring quarter.
5. It shall be the responsibility of the Treasurer to keep records of all requests presented to the Funds Council and Senate, and placing such requests on file for future references.
6. It shall be the responsibility of the Treasurer to maintain communications of a financial impact between Campus Life Accounting Supervisor and the Senate.
7. It shall be the responsibility of the Treasurer to present a budget for the academic school year to the Senate at the first meeting of every quarter.
8. It shall be the responsibility of the Treasurer to assist the incoming Treasurer, in order to become familiar with the duties and responsibilities of the position, as directed by the Senate Chairperson.

Article III **Duties of the Senate Administrative Assistant**

3.1 The duties of the Senate Administrative Assistant shall include:

1. Serve as the Administrative Assistant of Club Senate.
2. Create and update quarterly a list of meeting times and places for all recognized clubs.
3. Assist the Chairperson in the creation and updating of a Club Senate Handbook.
4. Assist the Chairperson in the Club of the Month selection and follow up procedure.
5. Assist the Chairperson in any secretarial duties including the taking of minutes at Senate meetings.
6. Monitor the attendance of the Senators and keep a record of attendance on file for reference.
7. Work seven office hours per week excluding finals week.
	1. Office hours begin the first full week of fall quarter, and the first week of winter and spring quarter. Office hours are to be maintained as long as the Senate Treasurer is in office.

3.2 Responsibilities of the Administrative Assistant concerning the Senate’s public relations.

1. It shall be the responsibility of the Administrative Assistant to contact the media to promote the activities of the Senate as directed by the Chairperson or the Senate.
2. It shall be the responsibility of the Administrative Assistant to continue to explore ways of promoting the senate and/or organizations.

Article IV **Duties of the Club Insurance Coordinator**

 4.1 The Duties of the Senate Club Insurance Coordinator shall include:

1. Serve as liaison between insurance provider and clubs recognized under club senate.
2. Keep records of liability waivers for clubs in accordance with the requirements of the current insurance policy and conduct audits for compliance therewith, including but not limited to imposing any sanctions as set forth within the By-Laws, Constitution, and recognition packet appropriate with non-compliance.
3. Provide a report of records necessary for the renewal process of the insurance policy in the spring.
4. Assist clubs and organizations with any questions resulting from approved practices and activities under the current insurance policy.
5. Assist the Chairperson with any addition duties that may be necessary for the completion of the duties as set forth within this section.
6. Work seven office hours per week excluding finals week.
	1. Office hours begin the first full week of fall quarter, and the first week of winter and spring quarter. Office hours are to be maintained as long as the Senate Treasurer is in office.

Article V **Senate Officer Stipends**

4.1 The Chairperson.

1. The Chairperson shall not receive compensation from the Senate of Student Organizations.

4.2 The Treasurer, Administrative Assistant, and Club Insurance Coordinator.

1. An hourly wage as deemed appropriate by the Chairperson shall serve as a compensation for an Officer’s work over the period of one quarter. Payments will be made according to regular University pay schedule.
2. Should an Officer not fulfill his/her duties, the Chairperson reserves the right to suspend pay and/or remove the individual from the Executive Board.

**TITLE III**

THE ASCWU SENATE OF STUDENT ORGANIZATIONS REPRESENTATIVES

Article I **Duties and Responsibilities of the Senators**

* 1. Duties of the Senator shall include:
1. Serve as a voting member of the Senate.
2. Vote on behalf of the represented organization. A Senator is allowed one vote per issue.
3. Serve as a liaison between the organization he/she represents and the Senate.
4. Serve on any committees, task forces, and other such bodies as directed by the Chairperson and/or the Senate.
5. Follow the Senate Guidelines for Senators.
	1. Responsibilities of the Senators shall include:
6. It shall be the responsibility of the Senator to present requests for funds prior to the event at Funds Council and Senate meetings.
7. It shall be the responsibility of the Senator to attend the Funds Council meeting and the Senate meeting when the request for funds is scheduled to be presented in order to make a presentation and answer questions from the Senate and/or Funds Council members. Failure to appear at either of these meetings will automatically eliminate the request.
8. It shall be the responsibility of the Senator to report on events of his/her organization for which funds were allocated at the first Senate meeting after the event has occurred.
9. It shall be the responsibility of the Senator to report to the Senate Chairperson of any changes of plans or cancellations that pertain to events funded by the Senate.
10. It shall be the responsibility of the Senator to produce all pertinent receipts of the trip or event to the Club Accounting office within 2twoweeks of the date of the report back.
11. It shall be the responsibility of the Senator/Alternate to have a working knowledge of the Constitution and By-Laws.

Article II **Duties of the Senator Alternate**

2.1 Duties of the Senator Alternate include:

1. Assume the duties of the organization’s Senator in his/her absence.
2. Report back to the organization’s Senator events of the meeting attended.
3. Follow the Senate Guidelines for Senators.

**TITLE IV**

DUTIES OF THE ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY SENATE OF STUDENT ORGANIZATIONS

Article I **Duties of the ASCWU Senate of Student Organizations**

* 1. The duties of the ASCWU Senate shall include:
1. Decide the policy of the Senate with regard to issues affecting organizations recognized by the ASCWU Board of Directors. The Senate may reserve the right to pass such decision to the ASCWU Board of Directors. Such policy shall be printed and placed on file for future reference.
2. Confirm, reject, or remove appointments made by the Senate Chairperson on Senate recognized agencies, committees, and task forces as set up by the Senate.
3. Confirm, reject, or remove appointments made by the Treasurer to the Funds Council.
4. Create ASCWU standing committees, agencies, and task forces on behalf of the Senate.
5. Set policies or procedures for the Senate, whether onto itself as a whole or for individual offices of the Senate. Such policy shall be printed and placed on file for future reference.
6. Approve or disapprove the allocation of funds to organizations upon request. The Senate reserves the right to approve the allocations for funds as presented, approve allocations with revisions, or disapprove the request.
7. Confirm or reject the budget for the funds of the Senate as presented by the Senate’s Treasurer.
8. The Funds Council shall be delegated the authority by the Senate to allocate Senate funds up to $200. The Senate Treasurer shall be held accountable to report to the Senate information concerning such allocations.
9. The Council shall review all requests made by religious and political-affiliated clubs and make corrections when deemed necessary.
	1. This article shall be in no way construed to limit the power of the Senate as set forth in the Senate’s Constitution; By-laws; Washington State Administrative Code; and the Revised Code of Washington.

**TITLE V**

ASCWU SENATE OF STUDENT ORGANIZATIONS GUIDELINES

Article I **Guidelines for Senate Officers**

* 1. Eligibility for Senate Officer.
1. Be a student at CWU in academic good standing.

Article II **Guidelines for Senators**

* 1. Eligibility for Senators and Alternates.
1. Be a member of an ASCWU recognized club/organization.
2. Be a student at CWU in academic good standing.
	1. Restrictions for Senators and Alternates.
3. No single member can represent more than one organization.
4. No Senator or Alternate shall serve on the ASCWU Board of Directors or Council of Probity. This is not applicable to any board or council member presently seated on the Senate, upon enactment of this document, so long as he/she maintains their present representation.

Article III **Attendance**

* 1. An organization will be in good standing when the following occurs:
1. Upon the organization’s initial recognition by the ASCWU Board of Directors.
2. After attending three consecutive Senate meetings following bad standing status.
	1. An organization will cease to be in good standing when the following occurs:
3. The club or organization’s Senator or Alternate missed two or more Senate meetings in one quarter.

Article IV **Responsibilities of Club Members**

* 1. Responsibilities of club members at events funded in part of in whole by the Senate shall include the following:
1. Individual members shall conform to the laws of the state of Washington and those of the United States of America.
2. Individual members shall conform to the rules, policies, guidelines, and regulations of CWU, the ASCWU Board of Directors, and the Senate.
3. Individual members shall consider themselves representatives of their club and CWU at all functions.
4. A club may be defined as one or more individuals when representing CWU at conventions, seminars, games, etc.

**TITLE VII**

PROCEDURES FOR VACATING AN OFFICE

Article I **Termination of a Senate Office**

* 1. Termination of a Senate Officer, except for the Chairperson, will occur when:
1. A Senate Officer is placed on academic probation for two consecutive quarters.
2. A Senate Officer’s cumulative GPA drops below 2.0 at CWU.
3. A three-fourths majority vote of the Senate to terminate an officer after one months notice had been given by the Chairperson to rectify the carrying out of his/her duties and responsibilities.
	1. The termination of the Chairperson shall be in accordance with the ASCWU

Constitution and By-Laws

Article II **Resignation of a Senate Officer**

* 1. The resignation of a Senate Officer will occur when:
1. A Senate Officer submits a letter of resignation to the Senate Chairperson. Such a letter shall be unconditional with the exception of an exact listing of a calendar day when such resignation takes effect.

**TITLE VIII**

ASCWU SENATE SUBSIDIARY BODIES

Article I **Funds Council**

* 1. Members.
1. The Funds Council shall consist of no more than seven (7) members appointed by the Senate Treasurer and approved by the Senate.
2. All Funds Council members shall be members of a recognized club or organization of Central Washington University.
3. A majority of the Funds Council seated members shall constitute a quorum. This majority must include the Council’s Chairperson.
	1. Jurisdiction
4. The Funds Council shall serve as a body which approves or disapproves monetary requests from Club Senate clubs and organizations in accordance with the ASCWU Senate Constitution and By-laws.
	1. *Note:* Monetary requests made by sports clubs shall be heard directly by Club Senate and only if the specific sports club has met the Eligibility for Funds in Article X Section I of this document and such request is bound by all other Club Senate funding, and allocation rules in accordance with the ASCWU Senate Constitution and By-Laws.
5. The Council can only approve the allocation of Senate funds up to a fixed dollar amount of $200 for non-religious and non-politically affiliated clubs.
6. The Council shall make recommendations on any request that is deemed to be of a material amount or issue by the Senate officers.
7. Any request presented to the Council that is not within its power to allocate cannot be decided upon by the Funds Council. Such requests will in turn receive recommendations from the Council to then be presented to the Senate for final approval. Such requests are between $200.01 and $2,000.00.
8. Any appeal regarding the decision made by the Funds Council must be submitted to the Senate Chairperson the Friday before the next Senate meeting in which the appeal is to be presented.
	1. Duties and procedures of the Funds Council shall be as follows:
9. Serving as a subsidiary body of the Senate in order to handle monetary requests that are deemed to be of an immaterial amount and issued by the Senate.
10. A quorum must exist before any business can take place.
11. Approving or disapproving the allocation of funds to clubs or organizations upon request that is within their scope of power. The Council reserves the right to approve the allocation for funds as presented, approve allocations with revisions, or disapprove such requests.
12. Making recommendations to the Senate concerning requests that are not within the scope of their power to approve.
13. Making recommendations to the Senate concerning requests the Council chose not to act on for whatever reason.
	1. The duties and responsibilities of the Funds Council Chairperson shall be as follows:
14. Serving as Chairperson in directing the Funds Council meetings and serving as a voting member of the Funds Council.
15. Calling a meeting of the Funds Council when deemed necessary.
16. Reporting to the Senate any actions or decisions made by the Funds Council.
17. Presenting the recommendations of the Funds Council to the Senate.
	1. The Senate’s intent for the Funds Council is two fold. The first is for the

 Funds Council to serve as a recommendations body to the Senate concerning

requests deemed to be material in amount or issue by the Senate or Senate Officers. The second is for the Funds Council to act on behalf of the Senate and allocate funds to clubs and organizations as directed by the Senate.

Article II **Other Subsidiary Bodies**

2.1 The Senate shall have the power to create any subsidiary body it deems necessary.

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

**TITLE IX**

SENATE JUDICIAL PROCEDURES

ARTICLE I **Council of Probity**

* 1. The Council of Probity shall have jurisdiction over the Senate as follows:
1. All disputes concerning the interpretation of the Senate Constitution and By-laws will be examined by the Council of Probity.
2. All disputes between clubs and/or organizations shall be heard by the Council of Probity.
3. All disputes between the Senate, the Executive Board, or the Chairperson and a club or organization shall be heard by the Council of Probity to determine if the Senate Constitution and By-laws have been followed.

ARTICLE II **Council of Probity’s power of review**

* 1. The Council of Probity’s power of review over constitutional and policy decisions made by the Senate shall be as follows:
1. The Council of Probity shall have the right to review motions and new policies passed by the Senate 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 Senate’s power will be sent back to the Senate for revision.
2. The Council of Probity shall have the right to review policy decisions that have been made by the Senate, the Executive Board, or the Chairperson when an appeal is made to the Council of Probity.
	1. The Council of Probity shall settle disputes between clubs and/or organizations as follows:
3. The Council shall obtain all relevant policies passed by either the Board of Directors or the Senate.
4. The Council, after hearing the case and reviewing the appropriate policy, shall issue a ruling explaining how the policy applies and the appropriate actions to be taken by parties involved.
5. If no policy is applicable, the Council of Probity will issue an advisory opinion concerning the matter. The parties involved shall not be bound by advisory opinions. At no time shall the Council of Probity create or amend policy.
	1. The Council of Probity shall resolve conflicts between a club or organization and the Senate, the Executive Board or the Chairperson in the following manner:
6. Conduct an informational meeting with parties involved.
7. Issue in writing a letter agreeing that such action was within the scope of the Constitution, stated or implied.
8. Issue in writing a letter explaining why the action taken was not within the scope of authority or power according by the Constitution, stated or implied. The case will then be returned to the Senate 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 Senate or the Executive Board is determined constitutional.

**TITLE X**

SENATE FUNDS

Article I E**ligibility for Funds**

* 1. Eligibility for funds will be established after meeting the following criteria:
1. The club or organization has been recognized for the current year by the ASCWU Board of Directors.
2. Clubs that are members of Club Senate must meet the following criteria:
	1. The club or organization has a Senator.
	2. The club or organization, through it’s Senator or Alternate, has achieved “good standing.”
	3. The club or organization has presented the request to the Funds Council prior to presenting to the Senate.
3. Clubs that are affiliated with the Collegiate Sports Clubs must meet the following criteria:
	1. The sports club shall select a representative to attend the Sports Council Meetings.
	2. The sports club, through its representative has achieved the status of “good stranding” with the sports council and documentation to confirm this is sent to the VP for Clubs and Organizations the Friday prior to making the request.
	3. The sports club has the written approval from the Collegiate Sport Clubs Coordinator authorizing the sports club to present the funding request to Club Senate.
	4. All clubs and organizations which are not affiliated with a religious group, and which do not meet with the primary purpose of supporting a religious philosophy are entitled to equal access to Club travel funds and/or Washington state motor vehicles.

Article II **Requests for Funds**

* 1. Requests for funds shall be made in accordance with the following:
1. A request form for funds must be properly and completely filled out and submitted to the Senate Treasurer the firday before the Funds Council meeting at which it is to be heard.
2. All requests must be presented to the Funds Council before the event has occurred.
	1. All events occurring between the first day of classes and the first Senate meeting of fall quarter can request funds for reimbursement at the first Senate meeting.
3. The nature of the event must clearly be established to directly relate to the purpose of the club as stated in its constitution and/or clearly benefit the establishment of the club or organization.
4. Any request that is deemed to be of a material amount of issue by the majority of the Senate Officers is to be presented to the full Senate for approval, after receiving recommendations from the Funds Council.
	1. Requests for funds are limited to travel expenses, registration, guest speakers, advertising, hotel, and educational supplies.
	2. All food items cannot be purchased at the Senates expense unless provided for in event registration.
5. Only one request per event from a single club or organization shall be allowed.
6. No club or organization’s request can be denied presentation if the request meets all the necessary criteria according to the ASCWU Senate Constitution, By-laws, and Club Senate Policy.

Article III **Appropriation of Funds**

* 1. Approving Funds shall be as follows:
1. A simple majority shall be required in order to appropriate funds. This shall be based upon the number of Senators present at the meeting.
2. The Senate or Funds Council will render a decision to allocate the money requested, allocate the money with revision, or deny the request entirely.
3. Appropriations will be made contingent upon compliance with the laws and procedures of Washington State, Central Washington University, Associated Students of Central Washington University, and the ASCWU Senate. Failure to abide by any of the above mentioned documents may constitute the loss of funds.
4. The maximum allocation per person shall be $300.00 per request. The maximum allocation per fiscal year for a club or organization shall be $2,000.00. All allocations are subject to availability of funds and approval of the regulation body.
5. 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; advertising: not to include tangible office supplies, copying costs or advertising costs that go towards a club fundraiser; lodging; and educational supplies.
6. All food items cannot be purchased at the Senate expense unless provided for in event registration.

Article IV **Restriction on Funds**

* 1. Funds are restricted by the following:
	2. Any club not following the laws of the State of Washington or the United States of America, or the rules, policies, guidelines, and regulations of CWU, the ASCWU, or the Senate must reimburse the Senate for all funds allocated for the trip at which the incident occurred. Traffic and parking violations may be exempted by the Chairperson.
	3. Any club or organization subject to the provisions of 2-9.4.1 A may be subject to one or more of the following disciplinary actions:
		1. The club may lose the right to request funds for up to two years.
		2. The club may lose the right to use State facilities including buy not limited to meeting rooms, advertising, motor pool, and playing fields.
		3. The club may lose recognition by the ASCWU Board of Directors.
		4. The club may be forced to pay restitution to the offended party (if and when appropriate).
		5. The club may be requested to place members involved in the incident on probation, thereby excluding him or her from activities during the probation.

*The Chairperson shall seek the written, advisory recommendation of the members of the Executive Board concerning further punishment. The preceding is not meant to limit other means of disciplinary actions by the Senate or the Board of Directors.*

* 1. The Senate 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 the written advisory recommendations of the executive board members have been considered.
	2. Any club or organization in bad standing will be unable to request funds. Good standing must be restored before requests can be accepted and allocated.
	3. Any request that is not for travel by a club or organization or for bringing in a speaker can only be allocated funds from the revenue generated by the Senate above and beyond the Service and Activities Committee’s appropriation for the current year.
	4. Any club or organization who fails to complete all of the necessary paperwork affiliated with funds allocated from the current year’s budget prior to the last day of spring quarter is subject to loose the allocated funds.
	5. Any outstanding allocations on June 30 of the current year will automatically be lost. However, any allocations made prior to June 30th for the summer will not be lost.
	6. Any club which does not report back to the Senate at the first meeting after the event occurs will lose their funding for the event. Any exceptions must be made with the Chair prior to the meeting.
	7. All receipts must be turned into Campus Life Accounting within two weeks following the scheduled report back to Club Senate. If receipts are not turned in by the scheduled time, no funds can be received by the requesting club, and previously allocated funds are put back into the Club Senate budget.