

*Equity and Services Council
Organizations*

HANDBOOK

2015-2016



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What is ESC?

The Equity and Services Council (ESC) staff is committed to promoting and fostering student diversity, community service, and student equality. Equity and Services Council is proud to invite students from all backgrounds to help promote and coordinate the celebration of diversity.

Mission and Values

We, the Equity and Services Council represent students' diversity interests, needs, and welfare within the University; and supplement and complement formal education on the Central Washington University (CWU) campus.

We also maintain appreciation and understanding of diverse social and cultural heritage; promote and coordinate the celebration of diversity; educate the associated students on issues affecting student equity; and establish, promote and implement community service programs beneficial to the entire associated body.

ESC is composed of a representative from each organization recognized by the ASCWU Student Government (SG). These organizations are made up of historically underrepresented groups. The Vice President for Equity and Community Affairs chairs the council, and is one of the seven elected members on the Student Government. This person serves as the link between organizations of Central Washington University, University administration, and Student Government.

Each Organization is required to have an ESC representative to attend ESC meetings, which are held every week in fall, winter, and spring quarters. Meeting times and locations change quarterly and with information available via the ASCWU website. ESC meetings serve the following purposes. First, ESC makes funds available to organizations towards: travel, conference registrations, hotel, advertising, educational supplies, and guest speakers. Second, ESC is a body that takes stands on issues affecting or concerning the students of Central Washington University. Third, ESC is a body that upon taking a stand on a particular issue, works towards a satisfactory resolution of the problem. ESC should be utilized by your organization to express and to get support for your organizations concerns and issues. Fourth, it is an educational opportunity where workshops and programs are held to support organization efficiency and success. Finally, it is forum for you to share your organizations activities and advertise events.

General Rule for Spending Equity and Services Council Funds

Per RCW 28B.15.031 Services and Activities Fees are collected from students for the express purpose of funding nonacademic student activities and programs this excluding academic fee based programs.

Current Recognized Equity and Services Council Organizations

Filipino American Student Association (FASA)

CWU FASA is about bringing people together, raising awareness of Filipino culture, history, and eating good food. CWU FASA participates and helps puts events on like Boo Central, the ESC block parties, PolyFest, Filipino Culture Night (FCN), Filipino Graduation, and so much more. Meetings are in Black

202 at 7pm, times may change on a quarter bases. For up to date information, join our group page on Facebook, just type in CWU FASA in the search box.

Access, Belonging, Learning, and Equality (ABLE)

ABLE provides a friendly environment on campus for students to advocate for and support campus members with disabilities. They do this through programs, meetings and social events.

Black Student Union (BSU)

BSU aims to educate the campus community about the Black/African/African-American cultures. It also serves the purpose of providing a fun, engaging atmosphere for all students to take part in.

Equality through queers and allies (EQuAL)

EQuAL is a safe space, where no assumptions are made, and everyone is welcome regardless of their background, identify, ability or status. EQuAL is a place on campus to build community, focus on diversity and social justice, and promote political change.

Movimiento Estudiantil Chicano de Aztlan (MEChA)

MEChA is formed to bring unity to Chicano students. MEChA constantly fights for the rights of students, staff, and faculty. It also promotes Chicano Studies and the self-determination of the Chicano community.

Asian University America Program (AUAP)

The AUAP Friends Club promotes friendship and mutual understanding between CWU students and AUAP students from Japan studying abroad at CWU for 5 months at a time. The club plans interactive activities for students not only to get to know each other better, but also to experience American cultural events and to learn about cultural differences and similarities of its members.

First Generation Student Organization (FGSO)

FGSO welcomes first generation students to the university, aids them in their transition and supports the academic success of their peers.

Previously Recognized Organizations

- Native American Student Association (NASA)
- Violence Intervention and Prevention (VIP)
- Non-Traditional Student Organization (NTSO)
- Rotaract – Rotary in Action

Recognition Process for Organizations

Every year, each organization needs to complete the recognition process, even if they were recognized the previous year. Overall, if the correct steps are followed recognition is a simple process. Here are some guidelines for your organization to follow:

Go to the ASCWU Website <http://www.cwu.edu/ascwu/recognition-packet> to print a recognition packet.

Fill all forms out completely. This includes:

1. Proof of recognition and good standing by club senate for 1 year
2. Proof of ESC attendance for 1 year
3. Organization officers and contact information

4. Organization mission and goals Statement
5. Attached Statement of Petition
6. Attached organization constitution
7. Signed non-discrimination statement
8. Final recognition signatures
9. Submit application to SURC 236 V.P. for Equity and Community Affairs

****In order for your application to be considered, you must complete each step listed 1 through 9.***

Every **two years**, an updated Organizations Constitution must be submitted with the Recognition Packet. Contact the Vice President for Equity and Community Affairs if it is time for your organizations submit an updated Constitution.

The completed packet must be submitted to the Equity and Community Affairs office in SURC 236, which will allow the organization for the remainder of the academic school year.

For questions, please contact the Vice President for Equity and Community Affairs, at 509.963.1697 or email ascwucommunity@cwu.edu

Organizations Responsibilities

Organizations receive certain rights when recognized, with that comes certain responsibilities. While these responsibilities are fully explained in the ESC Constitution, the following are important to remember:

The Constitution, Policies, and Rules of Conduct

Read the ESC Constitution. Organizations are responsible for all material found within the document. Copies may be obtained in SURC 236, or online at <http://www.cwu.edu/ascwu/esc-constitution-and-laws>. If you do not understand the Constitution, contact the ESC Chairperson for clarification. Please remember when you are meeting as an organization you represent the University; therefore demonstrating appropriate conduct is essential. All organizations must follow Central Washington University's rules and regulations, including drinking policies, federal, state and local laws, etc. Failure to do so may result in loss of recognition or funding.

ESC Representatives

Each organization needs to choose one ESC representative who is responsible to act as a liaison between the ESC and their organization. An alternate may be any **elected officer** of the organization to fill in during your representative's absence. The ESC representative is responsible for the following: voting on issues, concerns, and funding during ESC meetings, relaying information back to their organization, completing necessary ESC paperwork, and requesting funds for their organization. Every organization must have current contact information for their ESC representative on file with the Chairperson. If you need to change your ESC representative, complete the "Change of Officer" forms are located online (ASCWU-website).

Attendance

Organizations must send an ESC representative to all ESC meetings. Quarterly meeting times are set prior to the quarter commencing and are also listed on the ASCWU-Equity and Community Affairs website. If your ESC representative cannot attend the meeting, please send an alternate. **Missing (3) three meetings** per quarter will result in your organization falling in bad standing. This will cause your organization to be ineligible to receive funds, retain a non-voting status, and the use of University facilities will be suspended.

Helpful Hints

Initial recognition of organizations can be confusing. The following is a list of helpful terms:

ASCWU Student Government - This is the elected body of CWU students that represent the students of CWU. These seven individuals are available to help with any problems or concerns that you may have about the university. SG offices are located in SURC 236 and hold office hours Monday through Friday. SG meeting times are posted on SURC 236 door and on the Student Government Website (www.ascwu.com)

Vice President for Equity and Community Affairs - This person is an elected member of the Student Government. The VP also serves as the Chairperson for ESC, and serves as the contact between ESC organizations, the University, and outside community. This person is available to advise your organization in all matters pertaining to them, and help them find opportunities with activities, community service, and fund raising.

Good Standing - Organizations that attend ESC meetings on a regular basis are eligible to receive funds and utilize University facilities.

Bad Standing – Organizations that miss three meetings per quarter will automatically be in bad standing with ESC. An organization in bad standing is not allowed to request funds, vote, or utilize University facilities. In order for Organizations to regain their good standing, they must attend three successive meetings.

Resources and Departmental Information

ESC Advisor: Michelle Cyrus

Michelle Cyrus works in the Center for Diversity and Social Justice. The ESC Advisor is a great resource for questions or clarifications on ESC matters. Michelle acts in an advisory capacity to the Equity and Services Council with the following duties;

1. The Advisor of the ESC shall be a Diversity Officer from the Center of Diversity and Social Justice or a designee.
2. The Advisor or designee shall advise the ESC on matter relating to compliance with CWU Policy and Procedures.
3. The Advisor shall assist the Chairperson in the preparations of S&A budgets.
4. The Advisor shall provide signature authority for all purchases on ESC budgets.
5. The Advisor shall work closely with the ESC Chairperson in overseeing ESC expenditures.
6. The Advisor shall distribute budget status reports on a monthly basis to the Chairperson and ESC

Organization representatives.

7. The Advisor shall provide annual training for all ESC Organization Advisors
8. The Advisor shall attend all ESC meetings and hold weekly one on one meeting with the ESC Chairperson.
9. The Advisor, with the assistance from the Chairperson and SURC accounting shall conduct training for ESC organization leadership on policy and protocol.
10. The Advisor shall house copies of all ESC records, including Constitution and By-Laws, for continuity purposes.

SURC Accounting:

Student Funds raised by the individual organizations are managed in the SURC Accounting Office. They are here to answer any questions regarding how the account is set up, policies that explain why organizations must have accounts on campus, how to set up new accounts, and how to make transactions and withdrawals. When doing any business on campus that requires your organization to spend funds, you must first go to SURC Accounting. Also before you can reserve a motor pool vehicle you must go to SURC Accounting. SURC Accounting is also where you will pick up your reimbursement check when allocated funds from ESC. Contact Information: SURC 263A or by phone at 509.963.1329.

Scheduling Center

Here you will be able to schedule a room on-campus for your organization meetings if your organization is in good standing. You can find this center in SURC 146 or you can call with questions about scheduling a room at 509.963.1321.

CWU Catering Services

CWU Catering supports the Mission of Central Washington University and strives to create a superior customer dining experience. Catering services are committed to offering quality food and customer service covering everything from receptions, full banquets, retreats, dinner dances, and barbecues. *Prior to making any arrangements with Catering Services preapproval is required.*

Center for Leadership and Community Engagement

Mission

The Center for Leadership & Community Engagement connects students and other community stakeholders for educational service and leadership development programs promoting positive social change.

Vision

The Center for Leadership & Community Engagement envisions diverse communities engaged in leadership for individual and collective liberation.

Guiding Values

- We believe leadership capacity exists in everyone and leadership can be learned.
- We create and maintain an environment where diverse perspectives are respected, innovative ideas are fostered, and creative solutions are recognized and rewarded.
- We establish a shared leadership style that demonstrates our commitment to innovative, dynamic, and productive results.

Office: Student Union and Recreation Center, Room 256

400 East University Way

Ellensburg, WA 98926

Email: clce@cwu.edu

Phone: (509) 963-1850

Fax: (509) 963-1521

Web: www.cwu.edu/leadership-engage

Center for Diversity and Social Justice

Diversity and Social Justice are the key component to CWU's core values and mission, as identified in the University Strategic Plan. Several elements are necessary to establish priorities, goals, policies, and objectives that build on social justice, diversity and inclusion. The CDSJ is committed to academic excellence, inclusivity, diversity and social justice, which serves to create and sustain an exemplary climate.

The center recognizes that individual identities, including but not limited to race, culture, gender, sexual orientation, ability, class and ideology are necessary features of academic excellence and quality of life.

It is the goal of the CDSJ to promote equity, respect and social justice through our programs, structures, outreach and participation in the curricular, co-curricular lives of students, faculty and staff. Through programming an advocacy the center will work to build and nurture a campus community that understands and celebrates diversity, while facilitating inclusion at all levels of the university and supporting academic and creative expression.

CDSJ works to transform the university community into one that represents individuals from a variety of backgrounds, encourages diverse ideas, and creates an environment in which all the university community are accepted and valued, while promoting social justice and the recognition of traditional underserved groups.

Office: Student Union and Recreation Center, Room 250/253

400 East University Way

Ellensburg, WA 98926-7455

Email: diversity@cwu.edu

Phone: 509.963.2127

Fax: 509.963.2121

Web: <http://www.cwu.edu/diversity/CDSJ>

Campus Police

If your organization is hosting an event that will require security, Campus Police can help with this issue. A fee will be charged for this service. Also, if you are doing a program about such issues as safety or

crime prevention, Campus Police would be glad to come and speak on those issues. They operate 24 hours a day, 365 days a year. Contact their department at 509.963.2959.

ESC FUNDS REQUESTS

At no time shall an advisor approve or commit funds on behalf of an organization without the funds first being approved and released by ESC.

All ESC organizations are entitled to receive funding for travel, registration, hotel, advertising, educational supplies, or guest speakers, etc. It should be noted that S&A guidelines apply to ESC Funds. Each organization may request **up to \$3,500** during the academic year (contingent of availability of funds). Please note the following:

1. You may only make one request per trip.
2. You must make the request and have it approved **prior to the trip**. If amount is over \$200.00 form must be submitted at least **10 days** prior to presenting to ESC. If the amount is under \$200.00 form must be submitted at least **5 days** prior to presenting to ESC.
3. Your organization must be in “good standing.”
4. All procedures must be completely finished before being **reimbursed** by SURC Accounting.
5. If traveling, all travel authorizations must be submitted **21 working days** in advance of travel; otherwise funds will be reimbursed after the fact. You must work with the ESC Advisor and SURC Accounting, as there will be absolutely no exception to this policy.
6. If your organization intends to have a guest speaker, authorization must be submitted **21 working days** in advance of the event, otherwise it will not be approved. You must work with the ESC Advisor and SURC Accounting, as **there will be absolutely no exception to this policy**.

International Travel

All international travel requires a **six-month** advance notice, completion of paperwork, and approval from International Studies. International Studies must sign off on all funding packets that pertain to international travel, regardless if the travel is academic related or not.

Procedure for submitting a Funds Request:

1. Print off a Funds Request Form in the ASCWU website or come into SURC 236 <http://www.cwu.edu/ascwu/esc-fund-request>
2. The form must be filled out **COMPLETELY**. This includes signatures, a written description of the proposed event and how it will benefit organization members, a list of participants and their phone numbers, and a cost breakdown of the event.
3. The form must be submitted to SURC 236, Equity and Community Affairs Office. If the amount

is **over \$200.00**, the form must be submitted **10 days prior** to be presented to ESC. If the amount is **under \$200.00**, the form must be submitted **5 days prior** to presenting to ESC.

4. SURC Accounting must review the funds request prior to submission.
5. Once submitted, the ESC Chair will notify you that your packet has been received and will confirm the date to present the request to the ESC Council. Be prepared to present the details of the funds request. Remember it is the responsibility of the ESC representative to be present at ESC meetings.
6. After your presentation, the organizations will bring the request back to their organizations for discussion. Voting on the request will take place at the next ESC meeting the following week of presentation. It is up to the ESC representatives to vote if these funds are approved or not.
7. Remember to keep **all receipts** from your trip and a boarding pass cannot be used in lieu of a receipt. This is necessary for the reimbursement process.
8. As soon as your trip is over, turn in your receipts to SURC Accounting (SURC 263A) and sign all paper work. Your organization **CANNOT** be reimbursed unless all of the receipts are turned in. If your organization used Motor Pool, Motor Pool will fax a copy of your receipt to SURC accounting for you. Organization that travel to events have **one week** from your their return date to submit a wrap-up report to the ESC Chairperson. If the organization does not submit a wrap-up report or neglects to submit receipts, funds will not be allocated and will revert back into the ESC budget.
9. You must report back to ESC about the trip by completing a Wrap-up Report. This is to be done at the very first ESC meeting scheduled after your trip. If the report is not given at this meeting, the organization will not be reimbursed and will not be eligible for future funding.

Remember, after all procedures are finished, it will take SURC accounting **2 to 3 weeks** to process a reimbursement check so plan accordingly! All procedures have been explained and are expected to be followed as stated. Any further questions can be answered in the Equity and Community Affairs Office in SURC 236. Do not wait until after your trip to ask if you do not understand something because then it will be too late.

If a request is approved for Motor Pool, please reserve your vehicle as soon as possible. This is done through SURC Accounting (SURC 263A). If you require additional assistance with the process, contact the ESC Advisor. To pick up your vehicles, Motor Pool is located in Jongeward building, next to the Physical Plant on 11th Street across from the Science building.

University Change Procedures

There are many issues and concerns that directly affect students at CWU. Your organization may decide to get involved in these issues. Whether it is a campus issue such as racism, tuition increases, poor campus lighting, or if your organization is concerned with the state or national issues, you are not alone. ESC represents a broad based constituency throughout the University and can play an important role in providing student government with relevant feedback and opinions. ESC can become as active as its members want it to be. Organizations can also act independently to strengthen University climate while

meeting the needs of students. If an organization wishes to ask the ESC to take a unified position on an issue, that organization's representative can initiate referential action as follows:

1. Come into the Student Government Office, SURC 236, and let the Chairperson know the nature of the issue. They will then advise you how best to present a **written** referendum to ESC. The Chairperson will need a few days' notice to help you get prepared.
2. You will then be placed on the agenda for the following meeting.
3. At the meeting that you are scheduled to speak at, you will present your referendum to ESC.
4. Be sure and explain the background of the situation and what you see as a possible solution.
5. A referendum requires a 3/4 majority vote to be approved.
6. Once approved, it is presented to the Student Government for consideration. They must either approve the referendum as written or reject it. If approved, the organization now has the backing and support of both ESC and the ASCWU Student Government. Support and cooperation in the form of volunteers, materials, and other services could now be more accessible.

University Services

These services are provided on campus for all recognized organizations using funds from your club account. Prior to spending money for these services, these steps must be followed:

1. Contact the service and get an estimate of your total expense. Take the estimate to SURC Accounting and make sure there are sufficient funds in your organization's account.
2. Have two designated organization members sign off on your account number. If there are sufficient funds, an accountant in SURC accounting will authorize funds for the service to be performed.

Copying (509.963.3686) - CWU has a duplicating service available at which you may have fliers, brochures, projects, tickets, etc. printed. Fee varies with order.

Bookstore (509.963.1311) - You may find that you need butcher paper, pens or a host of other materials. If you do, the bookstore can charge these items directly to your Campus Life account.

Motor Pool (509.963.3259) - All recognized organizations can use motor pool vehicles. If you choose not to have ESC funds pay for your trip, or if you are in "bad standing," you may still use motor pool vehicles provided you have sufficient funds in you SURC Accounting.

Meeting Rooms (509.963.1321) - All recognized organizations and organizations may schedule two meeting rooms per week through the Student Union Operations Center (SUO) **free** of charge.

Workshops

ESC will set aside a few meetings during the school year for mini workshops on topics that will help

organizations run more efficiently. These will be about 15 to 20 minute sessions during the meetings on such topics as fundraising, programming, accounting, and advertising. This information can then be taken back to help organizations increase their productivity and retention. Suggestions on workshops are welcome at the Equity and Community Affairs Office as many organizations may be dealing with the same type of concerns.

Student Union Operations Process

Scheduling:

- ESC Organizations must have SUO (approved scheduler) paperwork turned and in “good standing” in order to schedule meeting space the remainder of fall quarter and any consecutive quarters thereafter.
- Good Standing list is provided by ESC Advisor
- ESC groups can only schedule one quarter in advance if they are in good standing with the exception of a major events (SURC location only).

ESC Expense Forms:

- Any costs associated with organizational events will need to go through ESC Advisor. Please follow the process:
- Print the ESC Organization scheduling an event an **event quote** that must be taken to the ESC Advisor.
- If organization has an approved funds request, the ESC Advisor will sign off on the “event quote” and it must be returned to SUO.
- Once the “event quote” is returned to SUO, at that time we will email the ESC Advisor a Facility Use Agreement (FUA) with the charges for signature and speedkey.
- ESC groups must have a signed FUA prior to their event.
- If the ESC organization does **NOT** have an approved funds request verified by the ESC Advisor, Organizations will have to use their student club accounting funds or cancel the event.

The process is as follows for using their organizational funds through Club Accounting:

- All Organizations must have a signed FUA prior to their event.
- An “event quote” will be created and must be taken to club accounting and returned with a signed expense form, indicating funding is available before event approval.
- Once the event quote is returned to SUO, SUO will send Club Accounting an FUA with charges for signature and speedkey.

ESC Recognition Packets:

- ESC organizations are re-recognized during spring quarter at that time, the ESC Chair will provide SUO and Club Accounting with a copy of the scheduling/signatory form.

Paperwork:

- Organizations must have SUO (approved scheduler) paperwork turned in before an event can be scheduled.

Recognized ESC Organizations:

- ABLE-Access, Belonging, Learning, Equality
- AUAP-Asian University American Program
- BSU-Black Student Union
- FASA- Filipino American Student Association
- FGSO-First Generation Student Association
- MECHA- Movimiento Estudiantil Chicano de Aztlan
- NASA-Native American Student Association
- EQUAL-Equality through Queers and Allies

Advertisement

ESC is a great place to advertise an event that your organization will be hosting. ESC encourages organizations to take on different projects, whether they are community service, a fund-raiser, an athletic or, academic event. There are several ESC members that form a network of people that promote the event to their organization and get the word out. It is a great opportunity to utilize this free advertisement. Your events can also be posted on the ASCWU website, just contact the VP for Equity and Community Affairs to post your events.

Organizations may advertise in the Student Union & Recreation Center and around campus for their events, meetings, and activities. Organizations are responsible for making their own signs, putting them out and taking them down. Signs posted around campus and in the Student Union & Recreation Center in designated posting areas **must** be approved and stamped by the Scheduling Center (509.963.1321).

- Lola Gallagher, Publicity Center Coordinator (509.963.1677) - Fees apply
- Observer Newspaper (509.963.1073) - Fees apply
- The Burg Radio Station (509.963.2246) - FREE
- TV Ads – Free (See ASCWU-SG for more details)

Email Accounts (509.963.2333) - All organizations can obtain a University E- Mail account through CWU Information Services. Application forms are located with the VP for Organizations and Organizations. The application will need your organization's name, advisor's signature, and a contact person to be responsible for the account.

Friendships

ESC is a great place to meet a lot of people from all walks of life. It unifies and creates friendships that help bring the campus together. CWU is a home to all of us, and ESC would like to bring that family even closer together.

Organization Forms and Packets

The forms listed below are all available online at the ASCWU Website. Some of these forms are required for certain events. The rest are helpful information and templates to guide your organization in the right direction and educate them on University policies.

Recognition Packet: This packet is to be filled out every year your organization would like to be recognized by the University. Organizations can start this process during spring quarter to be recognized for the following fall quarter of the next academic year. The Student Government recognizes organizations once a week during public meetings.

Funds Request Packet: This packet is to be filled out every time an orgs would like to request funds, contingent upon availability. Funds must also be requested before an event, and it is strictly on a reimbursement bases - **NO EXCEPTIONS**. Organizations can request **up to \$3,500** per academic year. Orgs must have their packet submitted to SURC 236, if the amount is **over \$200.00** form must be submitted at least **10 days** prior to presenting to ESC. If the amount is **under \$200.00** form must be submitted at least **5 days** prior to presenting to ESC. **Late packets will not be accepted. SURC Accounting must review and signatory authority is required prior to submission of funds request.**

Equity and Services Council Constitution and Bylaws: This packet contains all policies, guidelines and regulations that organizations, advisors, and ESC operate under.

Advisor Handbook: This packet contains all information individuals will need to know about the policies, procedures, and guidelines that organizations must operate under.

Change of Officer: This form is to be filled out every time your organization changes its ESC Representatives. If this form is not completed, the previous Representative still listed on the records will remain the contact between the ESC Chair and your organization, and will remain responsible for attending all meetings and receiving information.

Sample Constitutions: These are for organizations who are in need of help with constructing their own constitution. Constitutions are constructed in more depth than needed, and it is up to your organization on how much information you would like to put in the constitution. A revised or updated constitution must be submitted every other year for an organization to be recognized.

Parliamentary Procedure: This packet contains the A-B-C's of Parliamentary Procedure. It gives the basic information that is needed from Robert's Rules of Order. It is a good method of structuring your organization's meetings.

Student Judicial Code: These are the rights, responsibilities, rules and requirements governing academic and social conduct of students at CWU.

Drug & Alcohol Policy: This form identifies the Drug and Alcohol Policies of CWU in accordance with Washington State Law. It explains violations, offenses and penalties; serving alcohol beverages on campus; student assistance and intervention programs; and resources on campus.

Sign Posting Policy: This packet available through the SUO identifying policies regarding the use of university facilities designated as posting space. These guidelines need to be followed every time your organization posts **ANYTHING**. Also, all posted materials must be approved by SUO and stamped.

Exceptions Request:

- Application must be submitted to the Student Union Advisory Board Chair at least **15 days** prior to the event. They are located in SURC 236.
- Requests are for temporary exception to the standard operation policy of the Student Union & Recreation Center. (This includes decorations, advertisements, etc.)
- Steps to submit Exceptions Request
 - Check and reserve space with the Student Union Operations office.
 - Attach copy of space reservation from SURC Scheduling Center.
 - Attach additional paper to explain your event and a detailed description of the setup desired. Please include maps of desired layouts. There is **NO** tape or chalk to be used anywhere on walls or floors.
 - Submit an Exception Request for approval with the Union Board Chair.
 - Confirm application approval with the Student Union Advisory Board Chair.

Organizations' Advisor Role

Advisor Eligibility

1. At least one advisor to a recognized ESC organization must to be an employed staff, faculty, or administrator on the CWU campus.
2. All other additional advisors are at the discretion of the ESC organization. Should an ESC organization have more than one advisor, they must designate a primary advisor, who must be an employed staff, faculty, or administrator on the CWU campus.
3. This advisor will assume responsibility for the ESC organization.
4. An employed staff, faculty, or administrator can serve as the primary advisor for only one ESC organization at any given time.

Advisor Responsibility

ESC organizations must have all forms signed by the advisor (primary advisor, if there is more than one) who must be employed at CWU.

Additional responsibilities include the following:

1. Advise in all legal matters, whether they be city, state, or federal laws, or the rules, policies, guidelines, and regulations of CWU, the ASCWUS G (student government), and the ESC.
2. Advise in all posted materials, and check that they are posted according to CWU

advertising policies. (SURC Scheduling for policies)

3. Advise and actively participate in the funds requesting process as directed by the current funds request packet. Make sure all steps are carried out correctly within the appropriate time frame.(See By-laws or cwu.edu/ascwu)
4. Advise in the interpretation of the ESC Constitution and By-Laws, which both documents must be updated and approved every two years.
5. Check the ESC organization's account for sufficient funds with the ESC organization's financial officer (treasurer) and advice in all spending procedures.
6. Keep updated on the ESC organizations budget and spending via ESC Chair, Advisor, SURC accounting or Equity & Community Affairs Staff.
7. Work as a liaison between the ESC organizations needs and the ESC Chairperson, Advisor, SURC accounting, and CWU.
8. Each year the ESC organization must submit a recognition packet to the Chairperson by the end of spring quarter (or desired date by the Chairperson) to be officially recognized for the next academic year. A representative must also come before the ASCWU SG (student government) at a public meeting in order for recognition to be complete. (Public meeting times change quarterly.)

Who to Contact for Further Questions or Concerns

ESC Advisor: Michelle Cyrus
Center for Diversity and Social Justice
Email: cyrusm@cwu.edu
Office: 509.963.2198
Room: SURC 254

Vice President for Equity and Community Affairs
Email: ASCWUcommunity@gwmail.cwu.edu
Cell: 509.201.6327
Office: 509.963.1697
Room: SURC 236

Appendix A

Faculty Use Agreement (Terms and Conditions)

Marketing/Publicity

No marketing/publicity should be released until both parties involved complete a signed copy of this agreement. Publicity for all non-university sponsored events must include the name of the sponsoring organization and must not be structured so as to imply Central Washington University sponsorship. Use of University Logos is strictly prohibited without expressed written consent from the University. Advertisement of events on university property that are non-university sponsored are allowed only on the Community Events Board in the Student Union Building with consent of the University and must follow Central Washington University's Campus and Student Union Advertisement Posting Policy.

Breach of Contract

If the User has violated the terms of this agreement, or because participants or attendees have violated laws or university policies, the user is obligated to make full payment of all fees under this agreement. Misrepresentation of the nature of the activity or failure to fully disclose pertinent details regarding facility use will also be a breach of contract. Otherwise, termination by the University shall result in a prorated refund of the applicable fee, based on the portion of the use period that was actually used but less any expenses incurred by the university.

Deposits

Non-university user groups are responsible for payment of 75% or more of the estimated costs, depending on the type of event or arrangements made, which is due three days prior to the event. Washington State Agencies are exempt from making advanced payments. Failure to pay in advance will force a cancellation of all arrangements. Breach of Contract will also be enforced, which does not preclude responsibility for payment of costs incurred to the date of cancellation.

Concessions and Catering

The University reserves the right to provide all catering and concessions for events. The University reserves for itself, or its agents, contractors or concessionaires the sole right to the following services: Sales and serving of all consumable foods, confections and beverages. User shall not give away or sell items under the terms of this Agreement without the expressed written permission of the University. Should the University agree to waive its sole rights to provide concessions and catering, the User shall agree to pay such rates or fees as the University shall determine for waiver of the University's exclusive rights as set forth herein.

Alcohol

User is responsible for complying with all laws of the State of Washington and the City of Ellensburg concerning the consumption of alcoholic beverages on public property. If alcohol is being served at the approved event the University has the right to require a University Police officer be present. The User shall be charged for assigned University Police Officers for the duration of the User's event. The User must comply with the Central Washington University Alcohol Permits Policy and submit the correlating applications. Failure to obtain full compliance and permissions will be considered a breach of this contract on the part of the User. Alcohol is not permitted in housing facilities.

Laws and Regulations

The user will comply with all laws of the United States and the State of Washington; all municipal ordinances; and all lawful orders of police and fire department or any other municipal authority; and will

obtain and pay for all necessary permits, taxes and licenses; and will not do nor suffer to be done anything on said Premises during the term of this Agreement in violation of any laws, ordinances, rules or orders. For events exhibiting goods and/or services at a trade show, the City of Ellensburg may require the Lessee to have a Temporary Special Events permit. Information on the permit is available at [www.codepublishing.com/wa.ellensburg under Title 6.64](http://www.codepublishing.com/wa.ellensburg_under Title 6.64) Temporary Special Events. All payments for permits are to the City of Ellensburg.

Cancellation or Changes in Facility Request(s) – Student Union Policy Only

Cancellations by Student Organizations, University Departments and External Groups must be made in writing at least 30 days prior to an event start date. Repeated failure to do so may result in suspension of reservation rights. All Conferences or External Groups scheduling events more than 90 days in advance are subject to pay a 50% room rental cancellation fee plus all unique costs incurred by Central Washington University in preparing for the events, unless cancellation is made in writing to the University within 30 days of making the reservation. All events that make resource or setup changes within 24 hours of the event start time may incur a late fee per item changed.

Transfer or Subletting

The user shall not assign, transfer, or sublet facilities listed in this agreement, nor shall user permit any other person or organization to occupy the facility, without the expressed written consent of the Central Washington University Student Union Operations Office.

Damages

The user shall be responsible for all damages to buildings, grounds, fields, and equipment incident to the user's use. User shall not do, or permit to be done, upon the premises anything that will tend to injure, mar, or in any matter deface the premises and will not drive or permit to be driven, any nails, hooks, tacks, or screws into any part of the facility, and will not make or allow to be made any alterations of any kind to the building or equipment of the University without expressed written consent of the Central Washington University Student Union Operations Office. The user will be responsible for replacement fees for equipment that is lost, stolen, destroyed, or damaged.

Abandoned Property

Any property left in the facility shall, after a period of five working business days from the last day of use hereunder, be deemed abandoned and shall become property of the university to be disposed of or utilized at the university's sole discretion. Any expenses incurred to the University for the disposal/removal of abandoned property shall be the sole responsibility of the user, and will be charged to the final invoice.

Nondiscrimination

Central Washington University's policies and practices affirm and actively promote the rights of all individuals to equal opportunity in education and employment without regard to their race, color, creed, religion, national origin, sex, sexual orientation, gender identity and gender expression, age, marital status, disability, or status as protected veterans. Central Washington University, and thereby Users, with respect to its activities conducted at the university during the term, will comply with all applicable federal, state and local laws, regulations and executive orders.

Release of Claims/Hold Harmless

User expressly agrees to hold harmless, protect, reimburse, save and indemnify the University, its officers, employees, and agents from and against any and all claims, demands, causes of action, suits or judgments (including costs and expenses incurred in connection therewith and including the costs and expenses incurred by the University in establishing its rights to indemnification) for deaths or injuries to persons or for loss of or damage to property, including University property, arising out of or in connection with the

use and occupancy of the premises by user, its agents, servants, employees or invitees whether or not caused by the University's negligence or the condition of the University's facilities. In the event of any claims made or suits filed, the University shall give user prompt notice thereof and user shall have the right to defend or settle the claim or suit to the extent of its interest.

Insurance

When an event involves physical activity, or proposed use will otherwise increase the risk of bodily injury above the level normally inherent in the facilities to be used, proof of appropriate liability insurance coverage with limits of at least \$1,000,000 per occurrence must be provided to the Central Washington University Student Union Operations Office before approval of the request use will be granted.

Additionally, events that are providing or serving alcohol may be subject to provide proof of Liquor Liability Insurance to the University. The University strongly suggests that all user groups carry liability insurance.

Civility Statement

The university reserves the right to halt an event when behavior violates the terms and conditions of the event agreement or any applicable university policy and procedure.

Appendix 2

ACCOUNTING & SCHEDULING CLUB/ORG AUTHORIZED SIGNATURE LIST

Please return fully completed form to SURC Accounting, SURC 263. Questions? 509 963-3034

Club/Org Name: _____ Effective Dates: From _____

To _____

For Club Accounting Transactions: Please designate **at least two members/officers** (not including your advisor) to be responsible for spending club/org monies by filling in the boxes below, and designate the recipient of any remaining funds should the club disband or fail to be recognized for a period of three years. Two Club members authorized to sign for accounting transactions must sign authorizing the club's choice.

The Club/Org designates the selected fund below to receive any monies held in trust by the

Accounting Office should the Club/Org disband or fail to be recognized for a period of three years.

S&A Academic Senate

ASCWU SG

Club Senate

SCWU Student Scholarship Fund

Signature of authorized Club member

Signature of authorized Club member

For Scheduling Reservations: Please designate **two members/officers** (not including your advisor) to be responsible for scheduling all spaces for club use by filling in the boxes below.

Name (please print legibly)	CWU Email	Office held	Phone number
1 _____	_____	Advisor _____	_____
Signature	Authorized for: Accounting <input checked="" type="checkbox"/> Scheduling <input checked="" type="checkbox"/>		I have read Accting & Scheduling policies. Initials:

Name (please print legibly)	CWU Email	Office held	Phone number
2 _____	_____	_____	_____
Signature	Authorized for: Accounting <input type="checkbox"/> Scheduling <input checked="" type="checkbox"/>		I have read Accting & Scheduling policies. Initials:

Name (please print legibly)	CWU Email	Office held	Phone number
3 _____	_____	_____	_____
Signature	Authorized for: Accounting <input type="checkbox"/> Scheduling <input checked="" type="checkbox"/>		I have read Accting & Scheduling policies. Initials:

Name (please print legibly)	CWU Email	Office held	Phone number
4 _____	_____	_____	_____
Signature	Authorized for: Accounting <input type="checkbox"/>		I have read Accting & Scheduling policies. Initials:

Name (please print legibly)	CWU Email	Office held	Phone number
5 _____	_____	_____	_____
Signature	Authorized for: Accounting <input type="checkbox"/>		I have read Accting & Scheduling policies. Initials:

To add additional members/officers for club accounting transactions, please add them to the back following the format above.

SURC Accounting

Appendix 3
2015-2016 SURC Accounting
Clubs/Organizations
Policies & Procedure
Quick Reference Guide

Club/Organization Recognition

Clubs and Organizations must be recognized on a year to year basis. To be recognized as a Club or Organizations the following steps must be completed:

Clubs

1. Complete the recognition form provided by ASCWU-BOD.
2. The packet will be checked for completeness and forwarded to the next ASCWU-BOD meeting for a vote.

Organizations

Complete the equity and services council recognition application and turn the completed packet in to SURC 236 VP for Equity & Community Affairs. Proof must be provided that the club has been recognized and attended ESC meetings for a period of one year.

**Recognized student Clubs and Organizations may not have any checking or savings accounts outside of the University.

Signatory Lists

To conduct transactions through the SURC Accounting Office, a signatory list must be completed listing all individuals authorized to conduct transactions.

- A minimum of two individuals are required on the signatory list (including one advisor), as it takes two signatures to release funds from the Club/Organization account.
- Signatory lists must be completed prior to being turned in at the SURC Accounting office.
- In the event a Club/Organization should disband or fail to be recognized for a period of three consecutive years, the signatory list will indicate where the funds held in trust by SURC Accounting will be distributed.

Deposits

- A detailed description of what the deposit is for (e.g. Name of fundraiser, dues with person's name, etc.)
 - Please describe how fundraised funds were advertised for use to SURC Accounting.
- All deposits will need to be detailed on a deposit form and the count verified at the transaction window. Any differences in the amount of the deposit will be resolved prior to accepting the

deposit.

- Checks should be endorsed with the Club/Organization name.
- A goldenrod copy of the deposit slip will be given to the depositor at the end of the transaction for the Club's/Organization's records.
- Canadian Coins will be taken out of the deposit amount and will not be credited to the Club/Organization account.

Cash Withdrawals

Cash Reimbursements:

- Two signers must sign for the withdrawal of cash for reimbursement. Forms will be held in the SURC Accounting office for signatures, they cannot leave the office.
- Picture Identification in the form of CWU Connection Card or issued by a Government Agency is required for identification of both signers and the individual receiving the cash payment.
- Reimbursements must be accompanied by receipts or documentation for the reimbursement. If the transaction is for less than the total of the receipts it must be made clear what amounts are being reimbursed.

Cash Advances:

- Two signers must sign for the withdrawal of cash for reimbursement. Forms will be held in the SURC Accounting office for signatures, they cannot leave the office.
- A statement to receive Check/Cash Advance must be filled out indicating the reason for the advance, amount requested, where/how funds will be used, and contact info.
- Picture Identification in the form of CWU Connection Card or issued by a Government Agency is required for identification of both signers and the individual receiving the advance.
- The receiving party is responsible for submitting receipts or documentation for the advance **within seven calendar days** of the receipt of advance (If the advance is for travel or events, receipts are due seven calendar days from return from travel or the end of the event).
- If the full amount of the advance is not used, any unused funds must be re deposited into the Club/Organization account.
*When you redeposit funds, notify the accounting clerk the funds are a redeposit of an earlier advance.

Note: For advances larger than \$200.00, a check will have to be cut and an expense form filled out, however the requirements for the advance will be the same as that of a cash advance. Checks require a 3 day processing period after the second signature is received, checks will be mailed unless it's an emergency situation.

Expense Forms:

Expense forms can be filled out for the following:

- Transfer of Funds** from one Club/Organization to another Club/Organization. An expense form must be completed and signed by two signatories from the Club/Organization who is

transferring the funds out of their account.

- Payments for on campus services** such as Scheduling Center Charges, Motor Pool Charges, Duplicating/Publishing Charges.
- Scheduling** will provide an estimate for services, the estimate amount will be taken to SURC Accounting and an expense form will be filled out and signed by two signers. The expense form receipt will be taken back to the scheduling center to complete booking. Final charges will be sent to SURC Accounting.
- Motor Pool** requests are completed in SURC Accounting with an estimate. An expense form signed by two signatories is completed and the receipt is returned to Motor Pool by the Club/Org. Final charges will be sent to SURC Accounting.
- Catering** must provide an estimate for services. An expense form signed by two signatories must be completed. An invoice with final charges will be sent to SURC Accounting.
- Duplicating/Publishing** must provide an estimate for services. An expense form signed by two signatories must be completed. An invoice with final charges will be sent to SURC Accounting.
- Check Requests** for payment for larger purchases or services provided¹ and cash advances over the amount of \$200.00.
- An address is required on all checks cut by the University.
- “Do not mail” checks are available only in emergency situations.
- There is a 3 day processing period from the time that the second signature is obtained on the expense form.
- Payments to individuals require an invoice or A-19. See the SURC Accounting website for more information.

Club/Organization Travel

- Clubs who will be traveling will need a travel authorization form filled out and approved **prior** to travel (even if they will not be receiving funding from a source other than the club account). The travel authorization is completed online and support can be found in the SURC Accounting office.