WNC Associated Students of Western Nevada Organizational Chart
(Governing Board)
SECTION I

ASWN MEETINGS

I. ASWN MEETINGS

ASWN meetings are held weekly during the fall and spring semesters and are open to all students and the public. Agendas, including the date and time of each meeting, must be posted in four locations on campus or on ASWN website. Meetings are run according to a “relaxed” version of Robert’s Rules of Order and the Nevada Open Meeting Law. Only senators are voting members of ASWN. The chair will vote only in the event of a tie. Any ASWN member, student, or staff member may request items be placed on the ASWN agenda to the ASWN President. Any approvals, including the approval of expenditures and activities, may only take place if listed as an action item on the agenda. If an item is not on the agenda, it may be discussed under new business, but a vote cannot take place.

Any member that has three unexcused tardies or absences to ASWN meetings will be placed on a probationary period at the ASWN President’s discretion with the board’s approval. Should the tardy/absence situation continue disciplinary action (i.e., additional assigned duties/office hour’s requirements, and/or impeachment) as deemed necessary and effective by a majority vote, will be implemented. Tardies/absences with plausible cause are therefore excused and will be exempt from reprimand. If three excused tardies/absences are exceeded the president or advisor(s) must give approval.
II. ASWN COMMITTEES

Committees are formed to organize and implement activities and special projects. A committee consists of a committee chair, a co-chair, and several other ASWN representatives. The committee meets outside of student government meetings. Committees decide on how they would like to organize and run an activity, etc. The board must approve any idea or proposal before the committee takes action on any activity or project. Each committee is required to inform Student Government of their progress. The Vice-President will assign deadlines when each committee must make a report at ASWN meetings and deadlines when advertising must be displayed for any activity (usually at least two weeks prior to the activity). Committee reports are filled out by the Committee Chair and submitted to the Vice-President for approval, and kept on record in the ASWN office.

Committees are ultimately responsible for their activity with assistance from the entire ASWN student body. The committee makes sure all necessary supplies are purchased in time (with board approval) and coordinates the actual activity. Afterwards, the committee Chair fills out an evaluation form and an ASWN Event Expense log. These forms are required to be filled out after each activity. This information, along with any other information obtained relevant to the activity is kept in a file for use by the future ASWN members.

a. Awards and Appreciation
The Awards and Appreciation Committee shall organize and conduct activities, which pertain to the recognition of students, and faculty who are deemed outstanding in their fields.

Recognizing outstanding students and faculty shall consist of any marks of distinction (written or otherwise), and by the Associated Students of Western Nevada (ASWN). Examples of recognition of outstanding students are the Annual Awards and Appreciation Banquet and the ASWN Inaugural Dinner.

The Awards and Appreciation Committee shall consist of at least three officers of the ASWN. At least one of which will be an executive officer appointed by the ASWN President. The Awards and Appreciation Committee shall fall under the jurisdiction of the ASWN Vice-President and all reports shall be submitted in writing to him/her prior to their presentation for approval to the ASWN.

The members of the Awards and Appreciation Committee shall elect a Chairperson to preside over their meetings and have the responsibility of submitting a written report with any proposals and requests to the ASWN Vice-President.
SECTION III

DUTIES AND RESPONSIBILITIES OF ASWN OFFICERS/SENATORS

III. DUTIES AND RESPONSIBILITIES OF ASWN OFFICERS/SENATORS

In addition to the responsibilities outlined in the ASWN Constitution, ASWN Officers and Senators are expected to perform the following duties during the fall and spring semesters as described. Failure to fulfill these responsibilities will result in implementation of the ASWN Discipline Policy.

President
• Works 15 hours per week on related ASWN activities; at least 4 of these hours will be scheduled for appointments by the President.
• Provides an agenda for each meeting according to the Nevada Open Meeting Law.
• Posts the agenda at least 5 places on campus by 9:00am at least three working days prior to the meeting.
• Oversees all Associated Students of Western Nevada meetings following Robert’s Rules of Order, Nevada Open Meeting Law, and all ASWN, WNC, and NSHE requirements.
• Serves as a liaison between WNC administration, faculty, staff, NSHE Board of Regents and WNC students.
• Delegates tasks and stays informed of responsibilities and activities of each member of the student government.
• Attends Board of Regents and College Council meetings.
• Responsible for one of the following: Awards and Appreciation, Inauguration Dinner, Commencements, or ASWN Elections.
• Must ensure and oversee Internal Improvements
• Appoints another ASWN member to attend if the President and Vice-President are unable to attend.
• Submits a thorough semester report to the Faculty Advisor
• Serves as a representative on the Nevada Student Alliance (NSA)
• Attends all scheduled trainings and workshops.
• Responsible for keeping a running record in the form of a binder accessible to all ASWN members including a monthly report, event proposal, and paperwork detailing all actions of the position.
• Work in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations.

Vice-Presidents
• Works 10 hours per week on related ASWN activities; at least six of those hours will be scheduled ASWN office hours.
• Oversees Associated Students of Western Nevada meetings and attends Board of Regents and College Council meetings in the President’s absence.
• Attends all Associated Students of Western Nevada meetings.
• Serves on SPIFE.
• Responsible for all ASWN student activities.
• Organizes and coordinates students to serve on college and ASWN committees to ensure all committees have student representatives.
• Distributes a timeline for each activity, including deadlines for reports to the Associated Students of Western Nevada and advertising.
• Submits a through semester report to the Faculty Advisor.
• Works with the Faculty Advisor and ASWN President to ensure programming details and coordination.
• Submits all Student Government activities to the Faculty Advisor for the Student Activities Calendar.
• Responsible for one of the following: Awards and Appreciation, Inauguration Dinner, Commencement, or ASWN Elections.
• Attends all scheduled trainings and workshops.
• Responsible for keeping a running record in the form of a binder accessible to all ASWN members including a monthly report, event proposals, and paperwork detailing all actions of the position.
• Works in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations.

**Treasurer**
• Works 6 hours per week on related ASWN activities; at least four of those hours will be scheduled ASWN office hours.
• Attends all Associated Students of Western Nevada meetings.
• Responsible for one of the following: Awards and Appreciation, Inauguration Dinner, Commencement, or ASWN Elections.
• Maintains update records on the status of all ASWN accounts, including a file containing all DPO’s, BPO’s, transfers, deposits, travel requests and claims etc.
• Records must be kept for five years.
• Provides a written Treasurer’s report to the Associated Students of Western Nevada twice each month, including: account balances, records of expenditures and deposits, vendor used, and a DPO number (or other purchasing form), and ensure that they are posted in at least 5 places on campus after receiving approval from the ASWN. Another item that can be web accessible
• Processes all purchasing transaction for all ASWN accounts.
• Submits a through semester report to the Faculty Advisor.
• Attends all scheduled training and workshops.
• Responsible for keeping a running record in the form of a binder accessible to all ASWN members including a monthly report, event proposals, and paperwork detailing all actions of the positions.
• Works in conjunction with all other positions to ensure successful completion of all ASWN events, activities and daily operations.
In the event of a vacancy of the office of President and Vice-President, the Treasurer will immediately become President.

**Secretary**
- Works 6 hours per week; at least four of those hours will be scheduled office hours.
- Attends all Associated Students of Western Nevada meetings.
- Records minutes at all Associated Students of Western Nevada and Programming Board meeting in accordance with the Nevada Open Meeting Law. Minutes must include details of all motions and votes, including who motioned, seconded, and which members voted yes, no, or abstained.
- Responsible for one of the following: Awards and Appreciation, Inauguration Dinner, or ASWN Elections.
- Minutes on file must include attachments of any written material presented in a meeting, including Treasurer’s reports, agendas, etc.
- Submits copies to the WNC library archives.
- Distributes minutes to each member of the Associated Students of Western Nevada and the ASWN Advisor.
- Posts at least five copies of the minutes on campus or on the ASWN website for public viewing. Can be posted on the website.
- Maintains files on all meetings, activities, etc. of ASWN.
- Files must be kept for five years.
- Collects, verifies club compliance, and files all campus club reports and summarizes campus club activities at the Associated Students of Western Nevada meeting.
- Submits a thorough semester report to the Faculty Advisor.
- Maintains all contact information for current ASWN members.
- Maintains an updated list of email address for the college ASWN group email.
- Attends all scheduled trainings and workshops.
- Responsible for keeping a running record in the form of a binder accessible to all ASWN members including a monthly report, event proposals, and paperwork detailing all actions of the position.
- Works in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations.

In the event of a vacancy of the office of President, Vice-President, and Treasurer the Secretary will immediately become President.

**ASWN Senators**
- Works 4 to 8 hours per week; at least two of those hours will be scheduled office hours not including scheduled government and programming meetings.
- Attends all Associated Students of Western Nevada Government and Programming Board meetings.
- Is responsible for the promotion and publicity of all ASWN activities, services, position openings, etc.
- Responsible for creating all promotional items for events.
• Assists and attends all other ASWN programming and activities
• Attends all scheduled trainings and workshops
• Responsible for keeping a running record in the form of a binder accessible to all ASWN members including a monthly report, event proposals, and paperwork detailing all actions of the position.
• Works in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations.

Representatives
• Representatives are students who want to be actively involved with the Associated Students of Western Nevada on a volunteer basis.
• Works 2 hours per week
• Attends all Associated Students of Western Nevada scheduled meetings, unless approved by the Board.
• Attends all scheduled trainings and workshops
• Works in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations.

Executive Officers and Senators:
As outlines in the Constitution, Executive Officers and Senators shall:
• Attend ASWN meetings
• Serve on or chair ASWN and campus committees when appointed
• Attend and assist in the implementation of the ASWN activities.

Student Representatives
Student Representatives are students who want to be actively involved in Student Government, but are not elected or appointed Senators or Executive Officers. Student Representatives are encouraged (not required) to attend all meetings and functions and serve on committees, yet are not allowed to vote on issues. Student Representatives are expected to serve a minimum of one officer hour per week and attend a minimum of one ASWN function/activity per semester. Student representatives may receive nametags and ASWN office keys with approval of the board. They should be treated as regular Student Government members. All Student Representatives are required to maintain a cumulative GPA of 2.5 or if no GPA has been established at WNC and be enrolled in at least six(6) credits. These individuals assist the ASWN whenever possible. If Student Representatives choose to serve on or Chair a committee, they are expected to be accountable for all duties and responsibilities that result from the committee. *There will be no more than ten Student Representatives.*

Executive Board
The Executive Board consists of five members: The President, Carson Vice-President, Fallon Vice-President, Secretary, and Treasurer. This committee meets as needed either in person, through interactive video, or by conference telephone; these meetings are open to anyone. The committee members discuss responses for student suggestions, upcoming events, and examine Student Government as a whole. These meetings provide
a good opportunity to open up communication and to increase working relations. They also allow time to discuss new ideas and/or topics before they are presented to the board.
ASWN OFFICES PROCEDURES

IV. ASWN OFFICES PROCEDURES

ASWN Offices
The ASWN has offices to conduct business and serve students in an open door manner. They are like any other campus office and therefore must portray professionalism. Any individual entering a ASWN office should be treated with professionalism and respect. The offices are to be clean and safe. Each ASWN member should abide by scheduled office hours.

Visitors
Students are welcome in the ASWN office anytime. Friends and/or family members of ASWN members may visit and assist in the office. If visitors disrupt business they will be asked to leave.

Phone
The phone is to be answered “WNC Associated Students of Western Nevada” and the person answering the phone is to identify who is speaking. If the person requested is not available, a message must be taken and immediately put in the appropriate person’s mailbox. The only long distance calls to be made are for ASWN business only. No exceptions. All long distance calls must be recorded on the long distance phone log along with the code (located in the advisors office). Other WNC Students when assisted by a ASWN Member can make courtesy calls. The phone area should be kept tidy for guest use.

Computers
The computers are for ASWN business only, therefore, no personal internet use. ASWN Executive Officers, Senators, and Student Representatives may use the ASWN computers. If Internet use is necessary for ASWN projects professional discretion is expected. If you are not sure ask. The ASWN President and Advisor(s) will closely monitor this policy. All college wide emails must be approved by the Advisor(s), President, or Vice President. Members of recognized ASWN clubs may use ASWN computers to conduct club business with supervision of a ASWN Member. All ASWN members are required to have a WNC email account. Downloading of programs must be done following college policy. Any computer problems are to be taken to computing services. Notify advisor in writing or verbally about issues with computers. The WNC Computer Support staff must install all software. WNC must legally be authorized to use the software before it can be installed. No one may install or delete anything from the operating system or system utilities unless authorized to do so.
Copy Machine
ASWN members may use the copy machine in the ASWN office for ASWN business. For contract on the copy machine see the Business Office. Each member will be provided a copy code. Clubs may also use the copy machine. They will not be given a code, prior arrangements with a ASWN member need to be made.

Suggestion Box
The ASWN provides a box in the Dini Student Center and may provide elsewhere on campus for students to make suggestions on any aspect of WNC. The Internal Improvements Chair or delegate reviews the suggestions monthly and decides how to respond. Although many of the suggestions can be brought to the ASWN for discussion, many are better forwarded to the appropriate college department head. Responses are provided on a bulletin board posted outside the ASWN office. Any suggestions ASWN finds inappropriate will be discarded.
COMMUNITY AND PUBLIC RELATIONS

Advertising
All ASWN activities and events need to be advertised. This is critical to each activity’s success. Advertising on campus usually consists of posters and flyers, although creative methods are encouraged. Executive Committee members often send memos and e-mail messages to staff and to faculty members to read announcements regarding ASWN activities in class. Faculty Advisor(s), President, or Vice President must approve all posters, flyers, etc. before they can be displayed. They may be displayed on bulletin boards, but are not allowed on glass doors or windows. All posters and flyers must be removed within three days at the conclusion of an event. This is the event chair’s responsibility. Flyers are not to be put on cars.

For community advertising, such as the local newspaper, and media, the campus Marketing Director must be contacted after receiving approval from the Faculty Advisor. All contact with the press must be made through the Marketing Director. No exceptions. Information on upcoming events should be provided to the Marketing Director, if information is received one month before the event; The Marketing Director might be able to write and distribute press releases, if appropriate.

No contact is to be made with any individual or agency outside of WNC on behalf of the ASWN without approval from senate and the WNC foundation. This includes any business or establishment, or any state, county, or federal department.

Carson High Tech Center and Douglas campuses
The Carson ASWN serves students and assesses student needs on the Carson main, Carson High Tech Center, and Douglas campuses. Information on ASWN activities should be posted on these three campuses. Senatorial and Representative applications are requested from these campuses as well as information and reports on activities planned.

Campus Clubs Sponsorship
A campus club can be formed if at least five students have a common interest, obtain a Faculty Advisor, and have a club recognition packet approved by the ASWN. All ASWN recognized clubs must hold a minimum of one monthly meeting, sponsor one educational or social activity each semester, and submit a report to the ASWN Secretary by the third Friday of each month. Campus clubs can ask for up to $600 per academic year from the ASWN to fund club activities, etc. Current clubs include: Phi Theta Kappa, the Lone Mountain Writer’s Group, NSNA, Latino Student Club, Nursing Club, and the Surgical Tech Club. See Financial Assistance below.
SECTION V

Clean Campus
ASWN members are asked to maintain a neat and tidy student lounge and ASWN office. Clean campus includes: 1) Microwaves and microwave tables must be cleaned twice a week second and third floor of the Cedar building. Main lobby of the Bristlecone building, Aspen, Reynolds, and the Student Center, 2) Straighten up the tables in the Senators Office, 3) Clean refrigerator out when needed. All board members are responsible for cleaning the area designated to them at the beginning of the semester. Cleaning supplies are kept in the ASWN office. Toxic chemicals should not be used.

The Student Government has numerous bulletin boards. These bulletin boards are used to inform students about current or past activities, identify ASWN officers and post ASWN agendas, minutes etc. New information should be posted weekly. ASWN also sponsors an “express yourself” and carpool/ride board in the Bristlecone Building, and a general board in the student lounge at Douglas. Bulletin boards are maintained by the board as part of clean campus.

Financial Assistance from ASWN
Any college club or department may request money from the ASWN. Maximum amount awarded is $600.00, however ASWN has the right to deny any club funding. A Request for Funding form must be submitted. The Request for Funding form can be obtained from the ASWN Secretary or the ASWN website. A response form is returned to the department indicating the approval/denial of the request, the amount approved (if applicable) and the conditions of the funding. Annual requests are usually received from each of the campus clubs.

Scholarships
If sufficient funds exist ASWN will approve 2 $250 scholarships to outstanding first Semester New Student(s) or Returning WNC Student(s). Additional Scholarships may be awarded if funds are available. The awards can be given all at once, or in an equal or higher amounts for Fall and Springs Semesters.

A standard WNC scholarship application will be used for the Student Government and the Academic scholarship categories. A faculty Committee accepts, develops, and distributes the high school and the returning student’s applications, usually in March or April of each year. An ASWN Member, Senator, and or Representative help select the recipients with Faculty Scholarship Committee Representatives.

Committees – College/Faculty
ASWN representatives are asked to serve on several college committees. ASWN can request an appointment on other college committees. The ASWN President and faculty advisor are responsible for appointing students to committees. The ASWN student will represent the ASWN on any committee. The student committee member keeps the ASWN informed as to what is happening with the committee. Before voting on student issues in a college/faculty committee, the student should bring the information to the ASWN and ask for an opinion/feedback from the ASWN as a whole.
Nevada Student Alliance
The Nevada Student Alliance is a student group consisting of representatives from all NSHE campuses. The Alliance serves as a voice for the students of the NSHE system as a whole. The group presents student opinions and concerns regarding pending actions by the Board of Regents. The NSA representative (usually the President) attends monthly NSA meetings usually held in conjunction with a scheduled Board of Regents meeting.
WNCC/NSHE PROCEDURES, POLICIES AND GUIDELINES FOR ASWN CAMPUSES

VI. WNC/NSHE PROCEDURES, POLICIES AND GUIDELINES FOR ASWN

A. Budget, Accounts and Purchasing Procedures

ASWN follows campus-purchasing procedures required by all WNC campus departments. ASWN is expected to act responsibly and ethically, approving only expenditures that benefit students and/or WNC and adhere to ASWN’s purpose, as stated in Article I, Section II of the ASWN Constitution.

Activity and budget planning is established during the fall retreat. A proposed budget is then presented during the next ASWN meeting for approval from the Senate. The budget is a guide to be used for the academic year. The budget is periodically revised and brought back to the Senate for approval. This occurs as sometimes activities, supplies, etc. cost less than originally budgeted or other activities or items not originally budgeted come up for discussion and consideration throughout the academic year. Any expenditure approved in the budget does not need further Senate approval, unless there is a request to increase the amount in the approved budget – this can only be done with Senate approval and if unallocated funds exist.

Prior to the establishment and approval of the budget, the Senate must approve all expenditures that benefit students and/or WNC and adhere to ASWN’s purpose, as stated in Article I, Section II of the ASWN Constitution.

Any ASWN member who has signed a purchase procedure agreement may make purchases. As the Faculty Advisor has signature authority over all ASWN accounts, he/she must approve all expenditures to ensure NSHE and WNC purchasing procedures are being followed. In the absence of the Faculty Advisor, the Dean of Student Services may sign and approve expenditures.

There are five different ASWN accounts. ASWN members usually purchase only from the General and Host accounts. Purchases from the other accounts are usually only made at the request and permission of the Faculty Advisor.

WNC is tax exempt. Our tax exempt # is 886000024. No sales tax should ever be paid on any item. A copy of a letter verifying the college’s tax-exempt status may be obtained from the business office or from the ASWN files if requested by a vendor.

Each vendor must have a vendor number in order to be paid. Before making any purchases, a ASWN member must check the vendor list (or with the Advisor or Advisor’s staff) to determine if a vendor has such a number. If not, the purchase may not be made without the Faculty Advisor’s approval.

I. Purchases Under $2000

Instructions for ASWN members to make a purchase under $2000:
SECTION VI

1) Receive Senate approval (if not in approved budget)

2) Check out a DPO from the business office. Date the DPO with the date when it was checked out (this is a critical step). Indicate on the sign-out form the date of your DPO and where you intend to shop. If someone else has already checked out a DPO on the same day, you must shop somewhere else or wait until another day. (You cannot have two DPOs dated on the same day to the same vendor or store). If for some reason you find it necessary to shop at a different store than what you originally signed the form for, you must re-sign out the form (same date) for the different store. This is acceptable as long as no one else signed out a DPO on the same day for the "new" store you want to shop at.

3) To fill out the DPO form, include the date, vendor (store, etc.) and address, vendor #, "ASWN" under division/department, a brief description of items/services purchased, the price(s), and the activity and date of the activity for which the items are being purchased for (if applicable). On the bottom portion of the form, check the box “Purchase Order” and fill in the appropriate ASWN account number under “Account to be charged” and a brief description of item(s) purchased and amount. Leave the remainder of the form blank. (Sample DPO’s included in sign out book).

4) If shopping at a store, bring the entire DPO (or white copy only) with you. Obtain an itemized receipt. Many stores will give you a written invoice; but you also need a cash register receipt (if applicable). If the store does not have a cash register, then make sure the written invoice is itemized. If ordering by phone, fill out the DPO when ordering and inform the vendor that he/she must mail or deliver an itemized receipt to be paid.

5) Tear off the lower half of the top white copy of the DPO and give it to the vendor. If ordering by phone, either mail the copy to the vendor or keep it. If the vendor does not want his/her copy, it can be thrown away after the merchandise is received.

6) The DPO must be returned with a receipt (receipt not initially required with phone orders) to the Faculty Advisor within two working days of signing out the DPO form. Please try to bring back the form immediately after shopping so payment to the vendor is not delayed. If for some reason plans change and you are not able to make the purchase within two days, you must either re-sign out the form or inform the Faculty Advisor of your change of plans. Any receipts received in the mail must be turned into the Advisor.

Almost all items and services under $2000 must be purchased with a DPO (department purchase order). The Faculty Advisor must approve exceptions.

II. Further Notes on Procedures/Rules for DPO’s

Instructions for ASWN members to make a purchase under $2000:

ASWN Policies & Procedures Updated – June 2008
SECTION VI

1) **It is critical to date the DPO correctly.** The DPO may be dated before or on the day of purchase, but not after. You may not cross out and re-date the DPO. This means anytime anything is ordered, the DPO must be dated and filled out on the same date the order is placed. You may estimate the amount if necessary. If you date the DPO when you check it out, and make sure to date the DPO when you order anything (when applicable) then your DPO’s will always be dated correctly (providing you make sure you have accurately written the date—don’t guess—check on a calendar if you are not sure).

2) A DPO may be voided only if you fail to fill out the form correctly and if absolutely necessary. You may not void a DPO if you write the wrong date. The voided DPO must be returned to the Faculty Advisor.

3) A blank DPO is similar to a blank check; an unauthorized individual could use a lost or stolen DPO to make a purchase up to $2000. Therefore, it is essential that you keep DPOs in a safe place at all times. Make sure you do not lose or misplace a DPO or receipt.

4) Purchase order is used when an expenditure is over $2000. After receiving Senate approval, a purchase order is processed by the ASWN Treasurer, using the “green” form found in the business office. The ASWN member in charge of the purchase must provide the Advisor with the details of the purchase—the vendor, amount and details of sales, etc., who will process the purchase order.

The purchase order must be completed before ordering or purchasing any merchandise or services. The UNR Purchasing department will do the actual purchasing or ordering. It can take up to three weeks for the paperwork process to be completed before anything is ordered. Therefore, purchases over $2000 must be planned well in advance.

5) **Request for Check**
A check may be requested for paying ASWN salaries, and when instructed or approved by the Faculty Advisor and business office. A DPO form must be obtained, filled out properly, and signed by the Faculty Advisor. In the “DPO#” section enter “RFC” rather than “DPO”; be sure to put the proper fiscal year number before “RFC”.

6) **Further Notes on Purchasing**
A vendor will not receive payment until after services have been rendered. It takes approximately 10-15 working days after a DPO or purchase order has been turned in until the vendor receives his/her check. A DPO or purchase order should be processed when services are ordered, not performed. If a DPO or purchase order is turned in several weeks prior to when the services occur, the vendor should receive a check approximately one week after services are rendered, providing he/she submits an invoice immediately.
SECTION VI

No payment can be made without a receipt or invoice. Each vendor should be informed of this policy if necessary.
Purchasing forms (DPO, PO, etc.) must always be completed prior to any purchase or before ordering any product or services.
All purchasing forms must be turned in to the Faculty Advisor.
If a student pays for anything with his/her own money, without prior senate approval, he/she may NOT be reimbursed. This may not be an authorized purchasing procedure.
If a ASWN member is unsure of any part of these procedures, or if something unusually occurs while making a purchase, he/she is advised NOT to guess as to what he/she should do as he/she is fully responsible for the consequences of his/her decision. It is best to ASK! He/she should call the Faculty Advisor, or if he is unavailable, call the business office and ask. If the Advisor or business office cannot be reached, it is best not to make the purchase until either party can be reached.
SECTION VII

GENERAL INFORMATION REGARDING ASWN

VII. GENERAL INFORMATION REGARDING ASWN

Board of Regents meetings
The NSHE Board of Regents makes decisions about Nevada colleges that often directly affect WNC students. The ASWN President attends all Board meetings held throughout the state. He/she serves as a liaison between the ASWN and the Board. If the President cannot attend, the Vice-President or another ASWN member appointed by the President attends. Any other ASWN member or student is welcome to attend the Regents meetings with approval from senate. All others are welcomed to attend at their own expense.

Contracts
The college President must sign any type of contract or written agreement. Exceptions are sometimes made by Administrative Services to allow the Advisor ASWN President to sign. Otherwise, ASWN members are not to sign any type of written agreement including a contract, lease, rental agreement, facility use agreement, or letter of intent. The Advisor will forward such documents to the college President to sign. Often such documents require revision according to NSHE policy, requiring extra time. When renting equipment or any type of services, such as hiring a DJ, clown, etc. it is advisable to ask in advance if any type of written agreement must be signed.

Foundation
The WNC Foundation oversees all fund-raising activities. The Foundation Director must approve any request for a donation or any type of funding from any community or outside source before any such request is made. All donations must be made through the Foundation office as student governments are prohibited from receiving gifts without permission from the Board of Regents.

Travel Procedures
The Senate and Faculty Advisor must approve all trips for ASWN members (Board of Regents meetings, conferences, etc.) and all trip expenditures. Expenditures may include airfare or mileage, per diem (meals), hotel fares state rate, $60 maximum out of state), and certain misc. fees such as taxi fares. After receiving such approval, travel forms must be filled according to NSHE procedures. If the trip is out of state, and out of state travel form must be filled out and signed by the Faculty Advisor and college President before any other forms can be submitted. Travel arrangements may be made through specific travel agencies that are willing to work with NSHE procedures. A Travel waiver must be signed. Travel arrangements must be made through the business office.
SECTION VII

Travel forms must be submitted to the Advisor within ten days after travel. The traveler is responsible to submit all required receipts and/or forms. Requirements include (when applicable) receipts from airline tickets, taxi fares, hotels (only if traveling out of state), and any other approved expenses you wish to be reimbursed for. Receipts for meals are not necessary. If required receipts are not turned in, the traveler is responsible for travel payments.
VIII. **ASWN DISCIPLINE POLICY**

The term discipline, as used in this guide, describes actions that correct and conform Senate members to the ASWN standards of performance and recognized standards of good conduct.

Various kinds of degrees of corrective disciplinary actions are suggested in this guide as an aid toward securing greater uniformity and more appropriate actions in disciplinary matters. Because the ASWN is a complex organization, it is impossible to develop any “magic formula” that will automatically determine the proper corrective disciplinary action to be taken in every situation. Each situation must be considered on its own merits and circumstances.

The suggested range of actions indicated for a specific offense should not be interpreted to mean that a disciplinary action is necessarily unreasonable if it falls outside the minimum and maximum limits of the range indicated (by the ASWN Policy and Procedures Manual). The circumstances surrounding a particular situation may well justify a more or less severe action than those included within the range indicated. Nothing in this policy should be construed as constituting a waiver of the ASWN’s prerogative to administer corrective disciplinary action in any order that may be warranted.

**Types of Corrective Disciplinary Actions**

It is expected that all corrective disciplinary actions have been preceded by ongoing communication between the ASWN Executive Committee and the full senate in an effort to correct the situation, unless of course there was no way of anticipating the Senator, representative offense from his/her previous conduct. It is also expected that there are up-to-date Work Performance Standards in place and those standards have been communicated to the Senate prior to any action taking place.

1) **Oral Warning/Verbal Counseling** –

A meeting shall be convened by the Executive Board to investigate allegations brought against any member(s) of the ASWN. Before the meeting, thoroughly investigate the incident by gathering all the facts about the offense and evaluating them. Included in your investigation and subsequent discussion state what rule was violated, who was involved, when and where it occurred, and who witnessed the incident. During the meeting be sure to allow enough time for a thorough discussion of the incident and any previous misconduct. Listen to the member and evaluate his/her explanation. If the member denies there is a problem, explain your concern and reiterate to the member specifically what you expect from him/her. Make sure the member understands your expectations and ask the member what he/she will do specifically to resolve the problem. Explain that this is an oral warning, that he/she
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will receive a personal copy of the notes from the meeting, and that you are confident the problem will not occur again. After the meeting write a note summarizing the oral warning, give a copy to the member and keep a copy on file with Faculty Advisor and Secretary. If any further action is needed the notes will be valuable in showing a history of problems involving performance and corrective action. Follow up on the employee’s performance and give feedback on improvements. If the member does not improve, initiate another oral warning or proceed to a written reprimand. These files are confidential and are to be kept under lock and key by the Faculty Advisor.

2) **Written Reprimand** by the employee’s supervisor(s) whose responsibilities include taking formal corrective disciplinary actions. (This Executive officer may or may not be the same person as mentioned in the oral warning section.) Written reprimands must be on the standardized form. In the body of the statement, be sure to include the following:

a. The date of the incident (or knowledge of)
b. The specific rule(s) violated or the performance problem that occurred
c. Reference the previous oral discussion(s) or any other counseling the member received about appropriate performance
d. A statement outlining the specific improvement in performance and the behavior needed and a time limit in which the improvement must occur.
e. A statement regarding progressive disciplinary procedures/guidelines if the performance/behavior does not improve.

Using Form discuss all of these points with the member in a private setting, allowing plenty of time for the member to respond. Evaluate the member’s explanation taking into consideration previous oral warnings. If the member denies there is a problem, explain your concern and tell the member specifically what you expect from him/her. Also, explain that a copy of the written reprimand will go in the member’s personnel record. After the formal discussion, follow up to see that the member has improved his/her performance/behavior. Provide positive feedback to the member consult with the appropriate Executive Board Member of Faculty Advisor for further action. If the member refuses to sign the form, state this fact on the form and obtain the signature of a witness.

If actions 3, 4, or 5 are recommended for a ASWN Student Senate Member, the pre-disciplinary hearing guidelines must be followed. Member so affected will have a right to a disciplinary hearing prior to the action being taken. The Executive Committee and Faculty Advisor coordinate all pre-disciplinary hearings.

3) **Suspension** without pay requires Executive Committee Action and approval of the Faculty Advisor. If a written reprimand is not effective, or if the seriousness of the offense warrants, a member to be suspended without pay for a period not to exceed 14 calendar days. The appropriate Faculty Advisor must review all disciplinary action involving a recommendation of suspension prior to the action.
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When meeting with the member, describe the performance problem and review past discussions. Make sure the member understands the purpose for the meeting and ask the member to respond. Explain what disciplinary action you must take and why you believe you must take it. Explain specifically the performance/behavior you expect from the member and ask the member to commit to meet your expectations. Emphasize your belief that the member can improve. After the meeting, follow up on the member’s performance making sure to praise the member for any improvement. If the member has not improved, consult with the appropriate ASWN Committee for further steps. If the member to sign the form, state this fact on the form and obtain the signature of a witness.

4) **Demotion** to a lower ASWN position is an option. If the member refuses to sign the form, state this fact on the form and obtain the signature of a witness. This action requires, informing the ASWN Advisor of the action.

5) **Dismissal** from the ASWN Senate requires a full vote of the Senate. If a member refuses to sign the form, state this fact on the form and obtain the signature of a witness. Please consult your ASWN Faculty Advisor prior to taking any action.

6) Use Forms 1-01, and 4-01 for this process.

7) If all other disciplinary actions are exhausted and no improvement of behavior is recognized provides grounds for impeachment.