



**WESTERN NEVADA COLLEGE**



**Associated Students of Western Nevada**

**POLICIES AND PROCEDURES MANUAL  
CARSON, FALLON, AND DOUGLAS CAMPUSES**

**Revised May 13, 2014**

## 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 on the ASWN bulletin boards on campus and/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 **ASWN President will vote only in the event of a tie.** Any ASWN member, student, or staff member may request items to 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 Presidents discretion with the executive 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. With the President and ASWN Advisor's approval, tardies/absences with plausible cause are therefore excused and will be exempt from reprimand.

**Adequate representation of all campuses** is achieved by posting agendas on all 3 campuses, by holding meetings via IAV on the Fallon campus, by visiting the Fallon campus on a monthly basis and attending ASWN hosted events on the Fallon campus. Douglas campus students must come to Carson for meetings unless they specifically request to view the meetings via IAV. Any gifts given to students by ASWN are distributed at all 3 campuses. Every effort is made to recruit representatives and senators to represent their respective campuses. All instructors from all campuses receive the same communications via email regarding any ASWN activities that affect students.

## SECTION II

### ASWN COMMITTEES

#### I. 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 members. The committee meets outside of student government meetings. Committees decide on how they would like to organize and run an activity, at the discretion of the Vice President's approval. The Vice-President will assign deadlines when each committee must make a report at ASWN meetings and when advertising must be displayed for any activity (reference the Event Checklist for more details). 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 any assistance and delegating tasks to the entire ASWN student body. The committee makes sure all necessary supplies are purchased in time (with discretion of the ASWN Advisor's approval) and coordinates the actual activity. Afterwards, the Committee Chair and all ASWN participants must fill out an evaluation form. These forms are required to be filled out after each ASWN 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.

**II. AWARDS AND APPRECIATION COMMITTEE**

The Awards and Appreciation Committee shall organize and conduct activities, which pertain to the recognition of students, staff, and faculty who are deemed outstanding in their fields. Recognizing outstanding students, staff, and faculty shall consist of any marks of distinction (written or otherwise), and by the Associated Students of Western Nevada (ASWN). The ASWN Vice President shall form and chair the Awards and Appreciation Committee and is to submit proposals and requests for approval to the ASWN governing board. If ASWN is approached by outside entities requesting inclusion in this event, this request must be put to a vote by the senate. This is to ensure the integrity and initial intentions of the ceremony.

**III. COLLEGE/FACULTY COMMITTEES**

ASWN members are asked to serve on several college committees. The ASWN President is responsible for appointing students to committees. The ASWN member will represent ASWN and the student voice 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.

**IV. 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 (the President) attends monthly NSA meetings usually held in conjunction with a scheduled Board of Regents meeting. It is recommended by NSA Constitution to put a small amount of money aside in case NSA needs to use for emergency cases only, otherwise it will rollover for the continual year or be kept as the same amount.

**SECTION III**

**DUTIES AND RESPONSIBILITIES OF  
ASWN OFFICERS/SENATORS/REPRESENTATIVES/ADVISOR**

## **DUTIES AND RESPONSIBILITIES**

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**. See Article VIII of the ASWN Constitution.

Hours allowed are below. However, on rare occasions, if the budget allows, it may be deemed necessary for student government members to exceed their normal work hours due to special events, travel, or other off campus activities. These hours must be approved by the advisor and an explanation must be provided on the timesheet or via an activity log. The hours must not exceed standards set by the student employment office.

### **I. PRESIDENT**

- Works 15 hours per week *on related ASWN business*; at least 6 of these hours will be scheduled office hours.
- Provides an agenda for each meeting according to the Nevada Open Meeting Law.
- Oversees all Associated Students of Western Nevada meetings following Robert's Rules of Order, Nevada Open Meeting Law, and all ASWN, WNC, and NSHE Policy and Procedures requirements.
- Serves as a liaison between WNC administration, faculty, staff, NSHE Board of Regents and WNC students.
- Organizes and coordinates students to serve on college and ASWN committees to ensure all committees have student representatives.
- Delegates tasks and stays informed of responsibilities and activities of each member of the student government.
- Attends Board of Regents and College Council meetings.
- Appoints another ASWN member to attend if the President and Vice-President are unable to attend the Board of Regents or College Council.
- Serves as a representative on the Nevada Student Alliance (NSA).
- Responsible for securing the Key Note Speaker for graduation
- Supervises all members to ensure task completion, office hours, and compliance with the Constitution and Policy and Procedures.
- Attends weekly meetings with executives and the advisor for planning purposes
- Actively recruits new members

### **II. VICE PRESIDENT**

- Works 10 hours per week *on related ASWN business*; at least six of these hours will be scheduled for ASWN office hours.
- Oversees Associated Students of Western Nevada meetings and attends Board of Regents and College Council meetings in the President's absence or at the President's request
- Serves on SPIFE (if class schedule allows it)
- Responsible for all ASWN events and activities.

- Distributes a timeline for each event/activity, including deadlines for events.
- Works with the ASWN Advisor and ASWN President to ensure programming details and coordination with all event committees.
- Submits all student government events/activities to the ASWN Advisor for the Student Activities Calendar.
- Responsible for co-coordinating Awards and Appreciations with advisor.
- Responsible for keeping and running record in the form of a binder accessible to all ASWN members including event proposals and paperwork detailing all actions of the position.
- Actively recruits new members

### **III. TREASURER**

- Works 8 hours per week on *related ASWN business*; at least four of those hours will be scheduled ASWN office hours.
- Maintains update records on the status of all ASWN accounts, including a file containing all Departmental Purchase Orders (DPOs), BPO's , transfers, deposits, travel requests and claims, etc.
- Records must be kept for five years.
- Work closely with the advisor to provide a written Treasurer's report to the Associated Students of Western Nevada governing board once each month for approval, including: account balances, records of expenditures and deposits.
- Initiates all purchasing transaction for all ASWN accounts with the ASWN Advisor approval and assistance as needed
- Must meet with the ASWN Advisor prior to reporting the current status of budget at governing board meetings to review account
- Responsible for keeping a running record in the form of a binder accessible to all ASWN members including a monthly report and paperwork detailing all actions of the positions.
- Must follow the purchasing timeline per the event checklist.
- Actively recruits new members

### **IV. SECRETARY**

- Works 8 hours per week on *related ASWN business*; at least four of those hours will be scheduled office hours.
- Records minutes at all Associated Students of Western Nevada governing board meeting in accordance with 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 the ASWN Elections Process: Ensures candidates follow Policy and Procedure regarding election rules.
- Minutes must kept on file for five years, that include attachments of any written material presented in a meeting including event/funding requests and agendas.
- Per Nev. Open Meeting Law, submits copies of the minutes and agendas to the WNC library archives and WNC Webmaster and this website:  
<https://notice.nv.gov>

- Distributes minutes to each member of the Associated Students of Western Nevada and the ASWN Advisor.
- Delegates who posts agendas and minutes on ASWN bulletin boards for public viewing.
- Maintains all updated contact information for current ASWN members.
- Works in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations.
- Actively recruits new members

## V. SENATORS

- Works 4 to 6 hours per week on *related ASWN business*; at least **3** of those hours will be scheduled office hours not including scheduled government and programming meetings. With the approval of the ASWN President and ASWN Advisor, a maximum of 10 hours will be given for the senators residing at the Fallon and Douglas Campuses for travel accommodations to the Carson campus.
- Is responsible for reading and revising of the minutes.
- Is responsible for posting agendas and minutes in a timely manner as prescribed by Nevada Open Meeting Law.
- Must provide “proof of posting” for agendas and minutes per the Nevada Open Meeting Law 3 days prior to the meeting or the meeting will be cancelled.
- Is responsible for the promotion and publicity of all ASWN activities, services, position openings, etc.
- Is responsible with assisting and creating all promotional items for ASWN events/activities.
- Is responsible for serving on appointed college committees.
- Are the only voting members during the governing board meetings.
- Works in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations.
- May be assigned to act as liaison to a specific academic division or chair position
- Actively recruits new members

## VI. REPRESENTATIVES

- Representatives are students who want to be actively involved with the Associated Student of Western Nevada on a volunteer basis.
- Works 2 hours per week on *related ASWN business*; one hour will be scheduled for office hours.
- Is responsible for promotion and publicity of all ASWN activities, services, position openings, etc.
- Responsible with assisting and creating all promotional items for ASWN events/activities.
- Is responsible for serving on appointed college committees.
- Works in conjunction with all other positions to ensure successful completion of all ASWN events, activities, and daily operations.
- Actively recruits new members

## **VII. EXECUTIVE BOARD**

The Executive Board consists of four members: The President, Vice-President, Secretary, and Treasurer. The executive board meets weekly/biweekly or as needed either in person, through interactive video, or by conference telephone. The executive members discuss responses for student suggestions, upcoming events, and examine ASWN 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.

## **VIII. ADVISOR**

- Facilitates teambuilding and leadership skills amongst all ASWN members
- Responsible for on-going training for all incoming student leaders
- Supervises the group to ensure compliance with student employment policy and procedure, ASWN Constitution, and ASWN policy and procedures.
- Acts as an advocate for the student leaders
- Oversees and attends ASWN functions and programs as required, to supervise and maintain ASWN and college standards of behavior, use of facilities and equipment, etc.
- Provides counsel to members of the ASWN so that academic standing of members is maintained as well as fulfillment of job duties.
- Assists in planning, supervising, and evaluation efforts to provide meaningful social, cultural, and recreational opportunities that fit within the organization's purpose.
- Promotes involvement between college administration, student body, the college community and the local community.
- Initiates and approves financial transactions regarding operational expenses and travel.
- Gives student government guidance regarding the institution and administration in order that they can make well-informed decisions.

The advisor is a critical component of the success of any student club/organization. Typically, the advisor has institutional knowledge and history that helps guide students where necessary. It is important to work closely with the advisor to make student government enjoyable and meaningful experience for all involved. The relationship between the advisor and Student government requires close communication and trust between leaders and the advisor.

### **Expectations**

The advisor must allow the student leaders to choose and make their own decisions. Being in student government is a learning laboratory to refine and develop leadership skills. Therefore, students must be allowed to make mistakes as long it is not harmful to themselves, the group, or the institution. The students must carefully consider the advice given to them regarding their budget and other issues at hand and take the wisest course of action to avoid causing undue harm to their organization. You may be asked by the advisor to justify your funding requests before seeking approval by the senate. Per the institution's expectations of the advisor role, the advisor must guard against overspending and therefore may deny funding requests until revisions are made.



The advisor must lead by example. The advisor are the official representative of the college and the person “in charge” at a student organization’s program or activity, whether on or off campus. Thus, they are responsible for protecting the interests of the college and of the students with which they work. The advisor must give praise and constructive criticism as necessary to facilitate growth within the student leaders. Even though student government are employees of the college, because of their unique position, the advisor does not hold the typical supervisor /employee relationship in direct oversight of task completion. The first person to supervise tasks is the President of ASWN. It is the duty of this office to ensure all task completion. However, if the president is unaware or unable to respond to these issues, then as a leadership development action, the advisor must step in and prompt the president to action. See below for specific actions taken if it is deemed necessary to discipline the president.

### **Discipline**

In order to maintain the integrity of leadership, any disciplinary actions of the ASWN president will first be addressed by the advisor in the following manner: The first level of discipline is a verbal warning by the advisor with a timeline given for improvement. The second level is a written warning with a timeline given for improvement in which the Dean of Student Services will be copied as well as a copy for the employment file. Finally, if the president shows a continued lack of regard for the duties of position, the third and final step before formal action is taken through the senate, is to meet with the advisor and the Dean of Student Services. At this point, the senate shall be notified of these actions and disciplinary proceedings shall begin under Article VIII of the ASWN constitution.

Overall, the advisor is responsible for immediately addressing behavioral problems as they occur and then following up with appropriate action regarding such behavioral problems. If appropriate, the advisor, working with student government leadership, will attempt to resolve the issue using the necessary disciplinary actions per the ASWN Policy and Procedures. When an advisor believes that a student’s behavior has violated the WNC Student Code of Conduct, he/she must consult with the Dean of Student Services as soon as possible and take appropriate action as determined from the consultation with the Dean of Student Services. Violation of the Student Code of Conduct **MUST** be addressed using the set of student conduct procedures already in place at the college in order to ensure that problems are addressed in an appropriate, timely, consistent and fair manner. These procedures are developed and implemented in order to ensure due process, as well as to appropriately resolve behavioral problems if they do exist. If a student violates the Student Code of Conduct it is the advisor’s responsibility to report such violation to the Dean of Student Services. If the advisor has any questions or doubts about what to do, he/she should consult with the Dean of Student Services as soon as possible. WNC recognizes the difficult and sensitive nature of advising and will provide support and guidance through the Dean of Student Services.

## **IX. EXECUTIVE OFFICERS, SENATORS & REPRESENTATIVES**

As outlined in the Constitutions and Policy and Procedures all Executive Officers, Senators, and Representatives shall:



- Attends all Associated Students of Western Nevada programming and governing board meetings.
- Serve on or chairs ASWN and campus committees when appointed.
- Attend and assist in the implementation of the ASWN events/activities.
- Attends all scheduled trainings and workshops.
- Works together to ensure successful completion of all ASWN events, activities, and daily operations.
- Responsible for following WNC's Student Code of Conduct and representing WNC in and outside the college community.
- Always recruit suitable members for the current and future ASWN.
- Train their future position member after elections for transitioning to the upcoming year.

**X. RECRUITS/VOLUNTEERS**

Recruits and volunteers are students who want to be actively involved in Student Government, but are not elected or appointed Representatives, Senators or Executive Officers. Recruits and volunteers are encouraged (not required) to attend all meetings and functions, yet are not allowed to vote on issues. Recruits and volunteers are required to maintain a cumulative GPA of 2.5 or if no GPA has been established at WNC then they must be enrolled in at least six(6) credits. These individuals assist ASWN whenever possible. Recruits are accepted on a trial basis with the discretion of the executive board after being interviewed by the President. . Recruits must also meet with the ASWN advisor prior to being approved by the board or senate. The advisor will ensure the student is in good academic standing and meets eligibility requirements.

**SECTION IV**

**ASWN OFFICES PROCEDURES**

**I. ASWN OFFICES**

The ASWN has offices to conduct business and serve students in an open door manner. Open office hours for the public are form 8am-5pm and after 5pm the main ASWN door will be locked and closed unless an ASWN member is in the office. 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. At the start of the semester, offices hours are to be posted on the cubicle or near office door.

**II. VISITORS**

Students are welcome in the ASWN office between 8am-5pm or by invitation. 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.

### **III. PHONE**

The phone is to be answered "Associated Students of Western Nevada, this is \_\_\_\_\_." or "ASWN, this is \_\_\_\_\_." If the person requested is not available, a message must be taken and immediately put in the appropriate person's desk or office. Before making long distance calls, approval and the long distance code must be obtained from the ASWN Advisor. All long distance calls are audited. Member can make courtesy calls. The phone area should be kept tidy for guest use.

### **IV. COMPUTERS**

The computers are for ASWN business only, therefore, no personal internet use. ASWN Executive Officers, Senators, and Representatives may use the ASWN computers. All college wide emails must be approved by the Advisor, President, and Vice President. Members of recognized ASWN clubs may use ASWN computers to conduct club business with supervision of an ASWN member. Downloading of programs must be done following college policy. The WNC Computing Services staff must install all software. Any computer problems are to be taken to computing services. Notify advisor in writing or verbally about issues with computers.

### **V. 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. Clubs may also use the copy machine for club related business.

## **SECTION V**

### **COMMUNITY AND PUBLIC RELATIONS**

#### **I. 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. ASWN Advisor approves 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 chairs responsibility. Flyers are not to be put on cars.

ASWN serves students and assesses student needs on the main Carson, Fallon, and Douglas campuses. Information on ASWN activities should and can be posted on these three campuses.

For community advertising, such as the local newspaper, and media, the campus

Marketing Director must be contacted after receiving approval from the ASWN 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.

IMPORTANT! For the purpose of fundraising, no contact is to be made with any individual or agency outside of WNC on behalf of the ASWN without approval from the senate and the WNC foundation. This includes any business or establishment, or federal department.

## **II. 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 once a week in the main lobby of the Bristlecone, 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 storage room. ASWN has numerous bulletin board that are used to inform students about current or past activities and ASWN agendas, minutes etc. All other bulletin boards need to be maintained by removing all outdated posters and flyers. In addition, ASWN members will check on the Brita Hydration Systems located in Bristlecone and Cedar to ensure they are working properly and are clean.

## **III. SCHOLARSHIPS**

If sufficient funds exist, ASWN will approve four \$500 scholarships to outstanding first Semester New WNC Student(s) or Returning WNC Student(s). Two Carson Campus students and two Fallon students. 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 online application will be used for the Student Government and the Academic scholarship categories. The scholarship committee accepts, develops, and distributes applications, usually in March or April of each year. The applications are reviewed by appointed members of WNC faculty and staff. Final decisions are made by the scholarship committee.

## **SECTION VI**

### **BECOMING A RECOGNIZED CLUB/ORGANIZATION AT WESTERN NEVADA COLLEGE**

## I. PREPARING AND PRESENTING CLUB/ORGANIZATION TO ASWN GOVERNING BOARD

When you are ready to present your club or organization to ASWN for as a charter you will need to make sure the following items are in place.

- Completed constitution
- Completed "club starter kit" forms with the constitution ready to present
- Provide mission statement, logo, and all necessary information for webpage.
- Officers and Advisor must complete mandatory event planning & fundraising training prior to holding any events.

**It is mandatory that you complete all of the requirements before submission or your club will not be recognized by ASWN.** The Office of Student Life is designed to assist you in developing and completing an effective constitution and event planning and fundraising training. If the constitution is not complete, or if there are any concerns, the Office of Student Life will provide you with feedback and return the constitution to you for revision and resubmission.

In addition, it is possible that the ASWN may have questions about your constitutions, or require some revisions. All these forms must completed and presented no later than the last governing board of the month of September. When the constitution is ratified by the ASWN Governing Board, you club/organization is an official WNC student club/organization and can begin operations with all the benefits available to an officially recognized student club/organization. If the clubs fail to comply, they could be put on probationary status and will be unable to hold events or fundraise until they are in compliance. If, after probationary status concludes, improvements are not made, chartered status may be revoked for the current school year for repeated violations of policies and procedures.

## II. GETTING APPROVAL FOR AN EVENT OR ACTIVITY

The first step in planning an event or activity is to get it approved by the ASWN Advisor. **All events MUST be reviewed and approved in advance by the ASWN Advisor.** You MUST complete an "Even Request Form" (see <http://www.wnc.edu/clubs/aswn>) and submit it through the online system to the Student Life Office for review and approval. The Club Event Checklist helps give steps that need to be followed to ensure a successful event. ASWN *reserves the right to cancel or postpone club* events if the club does not follow policy and procedures as stated in the club manual and ASWN policy and procedures.

## III. ASWN FUNDING POLICY AND PROCEDURES

As each club is chartered through ASWN two accounts are setup with the WNC Business Office. One account is under ASWN where the club will be given \$100 per semester as long as the club is in good standing. The second account is a gift account where fundraising monies can be transferred to through the Foundation office for club use. Western Nevada College is a public institution, and as such is subject to state law governing the handling of funds, (which includes yearly audits of all accounts). WNC has

established policies and procedures that govern financial practices for the college. All WNC chartered clubs must abide by the rules to maintain their charter.

At least one month prior, requests for financial support (over and above the \$100 per semester you are given) from the Associated Students of Western Nevada Government MUST be submitted in writing to the ASWN using the funds request forms available at <http://www.wnc.edu/clubs/resources.php>. Funds provided through ASWN come from the student fee budget, which is funded by the "student activity fee" collected from all students enrolling for credit classes.

The funds that are given to each club/organization do NOT have to be paid back. The semester gift of \$100 to clubs does not need approval from ASWN to spend this money. However, please make sure the items you are purchasing follow the policies stated below. Remember, *WNC is a tax-exempt institution*. If you spend your own funds, you will not be reimbursed for any sales tax. See ASWN advisor for more information on how to avoid this.

#### IV. APPROVED TYPES OF FUNDING

The ASWN student government office recognizes the following types of funding for clubs and organizations:

- Educational field trips
- Educational based conferences and or trainings
- Activities that showcase the club/organization
- Movie Events (Educational and/or public)
- Fundraising events
- Supplies for approved events
- Food (this is a separate purchasing process\*\*)

**The “NO” List- Below are things that this body will absolutely not fund.**

- Alcohol
- Grants/compensations/wages/loans
- Direct donations
- Retroactive Funding
- No double dipping
- Matching funds
- Keeping funds not spent
- Illegal activities or supplies

**\*The board will make every attempt to honor these funding policies; however, the board reserves the right to disperse funds in any manner it sees fit excluding the “No” list.**

**As per college policy:**

- 1) Student clubs and organizations shall adhere to college policies and procedures in handling their funds. **There shall be no off-campus accounts for student club/organization fund control.**
- 2) Student Life Office initiates request for student club/organization fund control.
- 3) Fund procedures are established by the Business Office.
- 4) Student Life Office monitors funds.

Each club should have a club member that acts as a treasurer or similar position and maintains financial records. The ASWN advisor will provide club members with their beginning balance. Make sure the previous treasurer has provided you with a record of expenditures. Do the same for the following year's officers. At the beginning of each academic term have available your club's expenditures and revenue.

## **Section VII**

### **Purchasing for ASWN and Clubs PURCHASING**

- I. **SENATE APPROVAL.** Along with the treasurer, the advisor will review all current budget information and make recommendations as appropriate before any funding requests are submitted to the senate for approval. Senators and club officers should not approve without the assurance from the treasurer and advisor that the budget is sufficient to cover the costs. The funding requests need to stay within the limits of the budget that was voted on by the senators. Any additional funds require a request to amend the previous budget.
  
- II. **Purchase Orders (DPO's) --TAKES TIME TO PROCESS!**  
All purchases must be processed through the WNC Student Life Office, the Dean of Student Services, and Business Office using the purchase order process (this must take place prior to placing an order). Typical vendors that clubs need DPOs for are COSTCO, Lifted Café, and any outside food vendors or independent contractors (ie DJ, Speaker, Maintenance). The college credit card can be used for many other items (see below). **Purchase orders are completed in two steps.**

***Step 1. A Purchasing Transaction Request*** is a form completed by the treasurer with the assistance from the advisor and submitted electronically to the Student Life Office for final approval, and then to the Business office for processing. You must submit (via email) the PTR and all supporting documents to the ASWN advisor **at least SEVEN business days prior** to the date you will need to purchase the items. If it is a host expense, it will need to go to the Dean for signature. If the Dean is out of office, this could delay the process. Its' purpose is to receive approval from the college to pay for an item or service via the use of a purchase order. Once approved, the college will issue a purchase order number to the vendor specified on the PO.

<http://www.wnc.edu/policymanual/7-3-.php>. Attending training at the beginning of each semester will help you understand this process.

### ***Step 2: Purchase Order Number***

A purchase order number (which is the result of a PO being approved) is like a check to a vendor - it is the college's promise to pay. Upon receipt of a PO number a vendor knows that the college has approved the purchase, that there are adequate funds to pay for the purchase and that those funds have been set aside to pay for the purchase. When you take delivery of the item, you are to turn in an invoice and/or receipt to the Office of Student Life proving you have received delivery of the item. **It is ESSENTIAL that you turn in your proof of receipt of the item IMMEDIATELY to the Office of Student Life or the Business Office so that the vendor can get paid.**

Not all vendors accept purchase orders from the college. You should verify in advance with a vendor if they will accept a purchase order number from the college as verification of payment for an item. If the business you are working with is not a vendor with WNC, then you must have the vendor fill out a vendor application and the W-9 form to have the vendor put into the WNC system. **This process can take up to 2 weeks to complete so plan accordingly.**

## **II. PRO-CARD PURCHASES (WNC CREDIT CARD)**

Many purchases can be completed using the college's credit card. Each administrative assistant in a department is in possession of such card. Have the club advisor work with the department's administrative assistant to complete the purchase if the administrative assistant is willing and able to assist, or you may ask the ASWN Advisor. You will need to provide your club account number to the assistant so that they can bill appropriately. It is **IMPERATIVE** that you give **the ORIGINAL receipt** to the administrative assistant or the ASWN Advisor as appropriate. You will keep a copy for your records. If you have any questions, please contact the ASWN Advisor.

## **III. Petty Cash/Cash Box**

If a club is going to have an activity and needs cash in advance in order to provide change, request "Petty Cash" from the Student Life Office. Petty Cash funds **may not be** used for cashing personal checks, short-term loans, purchase of equipment or radioactive material, travel claims, or advances. Use of Petty Cash funds is limited to \$50.00 per purchase/use. The form is available at <http://www.wnc.edu/clubs/resources.php>.

### **To obtain Petty Cash you MUST:**

- Fill out the petty cash form with all of the appropriate signatures including:
  - Club Treasurer
  - Club Advisor
  - ASWN Advisor
- Indicate the amount needed for each denomination.
- Turn the form in for your petty cash **at least 72** hours in advance with the Office of Student Life.



- This office will not complete a request if there is a signature missing and/or the request is not submitted **72** hours in advance.

**Once the event is completed:**

- Separate the monies between the beginning cash amount and profits.
- Return the Petty Cash with the original amount of cash to the Office of Student Life.
- All monies must be given to the ASWN Advisor or the Administrative Assistant, not to student workers or ASWN members.
- Be sure to attach the original receipts, credit card charge slips, or vendor invoices to the paper copy of the Purchase Transaction Request to the Office of Student Life for purchasing for processing.

## **SECTION VIII**

### **GENERAL INFORMATION REGARDING ASWN**

#### **I. BOARD OF REGENTS MEETINGS**

The NSHE Board of Regents makes decisions about Nevada institutions 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.

#### **II. INDEPENDENT CONTRACTS**

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 respective college Vice President and President to sign. Often such documents require revision according to NSHE policy, requiring extra time when renting equipment or any type of services.

#### **II. 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 ASWN is prohibited from receiving gifts without permission from the Board of Regents. Cash handling procedures must be followed when counting out funds. Two people must count the money, record the amounts on a form, and turn the form in along with the money to the Foundation Office. At that time, the Foundation office assistant will count the money again in front of the person delivering. A receipt will be printed out. A copy should go to the treasurer of the club or organization.

### **III. TRAVEL PROCEDURES**

The Senate and ASWN Advisor must approve all trips for ASWN members (Board of Regents meetings, conferences, etc.) and all trip expenditures. Expenditures may include NSHE procedures. If the trip is out of state, an out of state travel form must be filled out and signed by the ASWN Advisor, the Dean of Student Services, and the Vice President of Academic and Student Affairs 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 ASWN advisor or the WNC Business Office.

In state 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.

### **IV. WAGES**

**Wages** are allocated as a compensation for the President, Vice President, Treasurer, Secretary, and Senators. The executive board is paid at a rate of \$10 per hour up to their maximum office hours requirement. Seven senators are paid at the rate of \$9 per hour with their maximum hours reaching **6 hours per week**. Office hours can go over their maximum requirements due to an event or activities scheduled during the set pay period - all with the approval of the ASWN President **and** ASWN Advisor. In addition, when there is not a full senate, the senators will be allowed to work up **to 8 hours** per week due to a heavier workload. The budget for wages is approved at the first governing board meeting of the year and under no circumstances can wages go over the budget. The wages budget is to be closely monitored by the ASWN Advisor, ASWN President, and the ASWN Treasurer. When applicable, timesheets must be filled out correctly and turned in to the advisor.

If ASWN moves to monthly stipends, these are the estimated amounts to be disbursed based on the approved fiscal budget.

#### **Annual Rate of Pay to be disbursed in equal monthly increments:**

##### **Level I \$7700**

President: first disbursement Aug 1 / last disbursement July 1

##### **Level II \$5500**

Vice President: first disbursement Aug 1 / last disbursement July 1

##### **Level III \$3600**

Secretary and Treasurer: first disbursement Sept 1 / last disbursement July 1\*

**Level IV \$2160 (Based on FULL SENATE of 7 SENATORS)**

Senators: first disbursement Sept 1 / last disbursement July 1\*

**Proration**

Level III and IV contracts end June 15. In addition, if a member leaves ASWN for whatever reason, the amount shall be pro-rated to reflect last date of employment.