

ASEvCC Financial Code for the Student Green Fee

Introduction

Chapter 28 and other chapters of the Revised Code of Washington relating to education state that all fees and other income shall be deposited as the Board of Trustees may direct. These funds are also subject to the budgetary and audit provisions of law applicable to state agencies.

The Student Green Fee and other revenue collected by Everett Community College for the ASEvCC are for the benefit of the entire student body. The Board of Trustees has authorized these funds to be used for the purpose of financing student sustainability initiatives, projects and activities, and other opportunities to advance the sustainability goals of the College and the ASEvCC. The Board of Trustees has approved this financial code for the governance of funds generated by the Student Green Fee. The authority for administering the code and the budgeting and control of expenditures for these funds has been agreed upon by the Board of Trustees, the President of the College and the ASB President.

ARTICLE I

Purpose

The purpose of this financial code is to provide clear guidelines concerning the effective administration of the Student Green Fee funds.

ARTICLE II

Objective

The generating and expending of funds by the Associated Students of Everett Community College has the objective of facilitating the effective administration of the Student Green Fee funds to minimize Everett Community College's environmental impact, reduce its contribution to climate change, mitigate waste, improve energy efficiency and otherwise aid in advancing the sustainability goals of Everett Community College and the ASEvCC.

ARTICLE III

Definitions

1. **Administrative Services:** The office that provides the functions of the college that relates to business and finance.
2. **ASEvCC:** Associated Students of Everett Community College.
3. **ASEvCC Executive Council:** The executive/administrative branch of the Associated Students student government. The positions on this council are the ASEvCC President, Vice President of Budget and Finance, Vice President for Clubs, Vice President of Public Relations and Vice President of Administration.
4. **ASEvCC Student:** Any person who is enrolled in EvCC classes.
5. **ASEvCC Student Senate:** The representative governing body for students at Everett Community College recognized by the Board of Trustees. This body is the legislative branch of the student government.
6. **Account Directors:** Persons employed by the college who have sub-program account responsibilities for the Student Green Fee Budget.
7. **Board:** The Board of Trustees of Everett Community College, State of Washington.
8. **College:** Refers to Everett Community College and the State of Washington.
9. **College Facilities:** Any or all real and personal property owned or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto.

10. **Executive Vice President for Instruction and Student Services:** The person whose responsibilities involve the providing of administrative leadership for the instruction and student services programs.
11. **Associate Dean of Student LIFE:** The person whose responsibilities and budget authorities include the management of all student activity accounts and advising student government (Executive Council and Student Senate).
12. **Fiscal year:** The calendar period from July 1 through June 30.
13. **Office of Sustainability:** The department composed of the Sustainability and Resource Conservation Manager and other professional staff and student workers, which coordinates the sustainability goals and education efforts and manages the budgets and programs relating to campus sustainability projects or initiatives.
14. **President:** The duly appointed chief executive officer of Everett Community College, State of Washington, or in his/her absence the acting chief executive officer.
15. **Student Green Fee Administrative Committee:** The Student Green Fee Administrative Committee for the Associated Students of Everett Community College, responsible for budget development and goal setting for the Student Green Fee.
16. **Student Green Fees:** Fees other than general tuition and operating fees charged to specific students registering at Everett Community College for the purpose of funding student initiatives and campus projects that focus on sustainability.
17. **Student Green Fee Fund Balance:** The account containing the remaining unencumbered cash balance and any unallocated revenues from the student services and activities fee monies at the end of the fiscal year.
18. **State Board:** Refers to the State Board for Community and Technical Colleges, for the State of Washington.
19. **Student Activities and Programs:** Functions recognized by the ASEvCC Student Programs Board, formally authorized by the Board of Trustees and operated under regulations and procedures officially adopted by the Board of Trustees.
20. **Sustainability:** Defined as meeting the needs of the current generation without compromising the ability of future generations to meet their own needs by balancing environmental and resource stewardship, promoting economic viability and fostering social responsibility.
21. **Sustainability and Resource Conservation Manager:** The person whose responsibilities include managing sustainability budgets, implementing sustainable practices and operations on campus, and providing sustainability and environmental outreach and education to the campus and greater communities.
22. **Vice President of Administrative Services:** The chief fiscal officer of the college whose duties includes business and finance functions, purchasing/receiving and Human Resources.

- 23. Vice President of College Services:** The chief officer of the college whose duties include auxiliary services, campus maintenance and operations, and information technology.

ARTICLE IV Fund Management

Section 1 Use of Funds

The funds generated by the Student Green Fee and all associated revenue, which is generated, are to be used as otherwise provided by law, rule or regulation of the Board of Trustees for the express purpose of advancing the sustainability goals of the College and the ASEvCC.

When authorized and approved in a manner consistent with this Financial Code, Student Green Fee funds may be used for, but shall not be limited to:

- A. Projects, programs, activities or other opportunities for students and the campus community to engage in promoting or implementing sustainable practices in all campus operations.
- B. Travel and per diem costs for students and staff members on authorized travel status while participating in sustainability related student programs, activities or conferences.
- C. Salaries or compensation for students, who are employed by the Office of Sustainability, or as otherwise needed for temporary positions and internships relating to projects funded by the Student Green Fee funds.
- D. Supplies and materials considered essential for the day-to-day operation of the Office of Sustainability, including those for outreach and education, such as general office supplies; collateral and give-away items; posters, flyers, and other advertising mediums; technology deemed necessary for student use within the Office of Sustainability.
- E. Promotion of and limited support for curricular and co-curricular programs that have a sustainability-related education component.
- F. Subsidies or supplements to campus programs, departments and services (including contracted services) if such subsidies or supplements result in improvements to students' access to sustainability resources, education, or demonstrates the capability to make the services of a contracted vendor on campus more sustainable.
- G. Dues for institutional memberships in recognized sustainability professional organizations, provided that the legality of such an expenditure is first established in consultation with the legal advisor of the College.

Section 2 Limitations

The Student Green Fee Administrative Committee will determine how monies are to be spent as long as the expenditure is not an improper use of public funds or contrary to sound financial practice and is within the policies and requirements of the College and Washington State statutes. Student Green Fee funds shall not be used to fund:

- A. Salaries of College employees in teaching, administrative or clerical positions.
- B. Programs, personnel, facilities, equipment or maintenance that are considered crucial to sustain institutional operations and that are normally funded by the college operating budget.
- C. Supplementing or subsidizing contracted services if the proposed subsidy or supplement would fund something that is written into the contract.

Section 3 Recording and Reporting Responsibility

It shall be the responsibility of the Vice President of Administrative Services, in coordination with directives received from the College President, to maintain proper recording of all financial transactions of ASEvCC monies and to provide monthly status reports to the Vice President of College Services, the Associate Dean of Student LIFE, the Sustainability and Resource Conservation Manager, and the Student Green Fee Administrative Committee.

Section 4 Account Management

All funds collected from the Green Fee or revenues produced by or through ASEvCC sustainability programs or activities shall be deposited and/or expended through the Administrative Services Office. The Vice President of Administrative Services maintains the official records of all monies for the Student Green Fee funds and its subsidiary units. The Sustainability and Resource Conservation Manager and other Sustainability Office staff, as needed, will maintain day-to-day current records in the Sustainability Office. The following points should be noted and observed by all Student Green Fee programs and activity groups:

- A. **Deposits:** All monies collected as the result of any student programs or activity, funded or non-funded, must be deposited with the Cashiers Office immediately following the event/activity. In the event of multi-day events/activities, funds will be deposited daily utilizing the same process above. If applicable, a new change fund will be received from the Cashiers Office each day. Exceptions to this procedure are due to business hours and/or off campus events/activities will be handled on a case by case basis with the Sustainability and Resource Conservation Manager.

- B. **Disbursements:** No disbursements (except from petty cash) are to be made except by checks prepared in the Administrative Services Office. The Revised Code of Washington (RCW)28B.50.320 states:

"Disbursements shall be made by check signed by the president of the community college or his/her designee appointed in writing and other such persons as may be designated by the Board of Trustees of the community college district."

Section 5

Account Responsibility

Accounts shall be established which shall inform the ASEvCC Student Senate of the financial status of all ASEvCC accounts. Monthly statements shall be prepared by the Administrative Services Office and made available to the ASEvCC Student Senate and the Student Green Fee Administrative Committee upon request through the ASEvCC Vice President of Budget, the ASEvCC Sustainability Officer, the Vice President of College Services, the Associate Dean of Student LIFE and the Sustainability and Resource Conservation Manager. The general administrative responsibility for the proper management of Student Green Fee accounts is with the Sustainability and Resource Conservation Manager and any account director that has been assigned a specific account. Account directors are responsible for proper fiscal procedure within their account. These procedures must be consistent with the general procedures for purchases and expenditures established by State regulations and by this code.

ARTICLE V

Funded Programs

Section 1

Recognition as a Funded Program

Any student project, program, event or activity, the basic aim of which is to promote the objective of this financial code, may apply for and be recognized as a funded project, program, event or activity, provided that said project, program, event or activity conforms with the Student Green Fee Philosophy of Fund Use (Article IV Section 1), and approval for funding is granted by a two thirds affirmative vote of the ASEvCC Student Senate, sitting in quorum.

Student projects, programs, events and activities recognized by the ASEvCC shall be considered an extension of the Student Government Association and will be expected to conduct their project, program, event or activity in accordance with this code, the ASEvCC Constitution, Programs Board By-laws, and the Student Rights and Responsibilities.

Section 2

Green Fee Funded Programs

- A. The Office of Sustainability shall receive limited funding as deemed appropriate by the Student Green Fee Administrative Committee and the ASEvCC Student Senate. This appropriation must be used in a manner consistent with this code, and that conforms to the Student Green Fee Philosophy of Fund Use (Article IV Section 1).
- B. The Student Green Team shall be funded by Student Green Fee funds, and shall be advised by the Sustainability and Resource Conservation Manager or other Office of Sustainability staff. The Student Green Team shall be composed of current EvCC students, whose combined responsibilities will include, but shall not be limited to:
- Coordination and facilitation of the Student Green Fee Administrative Committee activities
 - Education and outreach to students and the campus community regarding the EvCC Sustainability Initiative, the Student Green Fee and Campus Sustainability Funds.
 - Event planning for monthly sustainability education events, Earth Week, etc.
 - Making available any information regarding the Green Fee funds to interested parties.
- C. The Campus Sustainability Fund shall be established during budget development for each fiscal year, and shall be the primary source of funding made available to students, student groups, clubs or organizations, or Everett Community College employees acting on behalf of a student, student group, club or organization, provided the funding request conforms to the Student Green Fee Philosophy of Fund Use (Article IV Section 1).
- D. Sections 2A and 2B are subject to the Recognition of a Funded Program provisions outlined in Section 1B.

Article VI

Fiscal Year Budget Development

Section 1

Revenue Estimate and Contingency Fund

- A. **Student Green Fee Revenue:** Estimates of the amount of Student Green Fee revenue shall be made by the Sustainability and Resource Conservation Manager and Administrative Services personnel during the month of March, but no later than April 15. Revenue estimates will be projected primarily based on the actual collections during the prior fiscal year as modified by anticipated changes. The Sustainability and Resource Conservation Manager will report the revenue estimates to the Vice President of College Services.

- B. **Contingency Fund:** Once the estimated revenue has been determined, an amount not less than three percent nor more than five percent of the estimated revenue shall be budgeted into a contingency fund.
- C. **Other Revenue:** Several ASEvCC and Student Green Fee funded programs have the capability to generate revenue. In order to encourage these programs to produce revenue and augment basic ASEvCC funding the following revenue estimate procedure shall be followed:
- 1) At the time of fiscal budget development, each account director, advisor or designee shall present the anticipated revenue for the upcoming fiscal year for his/her student program.
 - 2) The Student Green Fee Administrative Committee, using the programs revenue history and the account director's estimate, shall determine a basic amount of revenue that is expected to be produced by the program. This anticipated revenue shall be estimated and included in the program's allotment.
 - 3) The Student Green Fee Administrative Committee shall review quarterly the anticipated revenue of each producing program. The allotment of a revenue producing program may then be adjusted.

Section 2

Annual Budget Allocation

The annual budget allocation for Student Green Fee funded programs will not exceed the sum of the Student Green Fee revenue and such other revenue generated by ASEvCC and Student Green Fee funded programs. Unless this established allocation is officially changed, it shall not be exceeded.

Student Green Fee and revenues generated by programs and activities funded by such fees shall be deposited and expended through the office of the Chief Fiscal Officer of the institution.

Student Green Fee and revenues generated by programs and activities funded by such fees shall be subject to the applicable policies, regulations and procedures of the institution and the budget and accounting act, RCW chapter 43.88

All information pertaining to the Student Green Fee budgets shall be made available to interested parties.

Section 3 Budget Amendments/Shifts

Budget amendments/shifts to the Student Green Fee Budget may be proposed if projected revenues are modified or changed.

Amendments/shifts shall be supported by:

- A. A written rationale, explaining the purpose or need of the adjustment; and
- B. A detailed budget adjustment summary that identifies the adjustments.
- C. Items 1 and 2 shall be sent to the Student Green Fee Administrative Committee, Sustainability and Resource Conservation Manager, and the Vice President of College Services, for their review, comments and suggestions.
- D. If approved by the ASEvCC Student Senate, the proposed adjustments shall be submitted to the College President, and the board of Trustees for final approval as described in the RCW 28B.15.045 (12).

Section 4 Contingency Fund

The fund, established pursuant to Section 1B, shall be available to:

- A. **Support Budgeted Expenditures:** Should actual revenues fall short of budgeted expenditures; contingency funds may be reduced as necessary to support budgeted expenditures.
- B. **Fund Student Travel to Sustainability Conferences:** In the event of the Office of Sustainability falling short of needed funds for student travel to sustainability or environmental conferences, contingency funds may be used to supplement the travel budget.
- C. **Fund Limited Scope Activities:** Amounts of up to \$500 can be appropriated to student groups for the purpose of supplementing their programs or activities if the supplement is needed to promote sustainability within the program or activity.
- D. **Procedures for Utilization of Contingency Funds:** Funds residing in the contingency fund may be appropriated by adoption of a supplement to the budget. A supplement to the budget may be adopted as follows:
 - 1. A written rationale explaining the purpose or need of the appropriation; and
 - 2. A detailed budget summary that identifies the appropriation and its effect on total expenditures and remaining reserves.
 - 3. The proposed expenditure must be reviewed by the Student Green Fee Administrative Committee and approved by a two-thirds affirmative vote by the

ASEvCC Student Senate, sitting in quorum, the Sustainability and Resource Conservation Manager, the Vice President of College Services, and final approval by the College President.

Section 5

Student Green Fee Administrative Committee

The Student Green Fee Administrative Committee is a sub-committee of the Everett Community College Sustainability Committee, and shall be comprised of the Sustainability and Resource Conservation Manager, the ASEvCC Sustainability Officer, four (4) other students, and a faculty member appointed by the Faculty bargaining agent. The four other students shall be recommended to the ASEvCC Student Senate by the ASEvCC executive council, in coordination with the ASEvCC Sustainability Officer.

All members of the Student Green Fee Administrative Committee shall be voting members, with the exception of ex-officio members appointed on a case-by-case basis. The Chairperson of the committee shall be the ASEvCC Sustainability Officer, who will coordinate the activities of the committee and represent the committee to the Student Senate and college administration. The Sustainability and Resource Conservation Manager, or his/her designee, appointed in writing, shall be the executive secretary of the committee. Four voting members, three of which are students, constitutes a quorum.

- A. The Student Green Fee Administrative Committee is a recommending body only. The initial responsibilities for proposing budget priorities, evaluating existing programs, proposing budget levels, and adjusting budget requests to the yearly budget allocation shall reside with the committee. The committee shall provide opportunity for all viewpoints to be heard during its consideration of the funding of sustainability projects, programs or activities, notify advisors of their right to appeal and subsequently hear their appeals.
- B. The Student Green Fee Administrative Committee shall have regularly called sessions in accordance with a published calendar of events, agendas and formal motions shall be recorded. Written notification of meeting shall be circulated to members of the committee at least one (1) day prior to the meeting.
- C. The Student Green Fee Administrative Committee shall be an ad hoc committee during Fall Quarter and called to order when a budget or code item requires attention, and for establishing priorities and goals for the fiscal year. During Winter and Spring Quarters, the committee shall be a standing committee for the purpose of fiscal year budget development.
- D. During the summer and early fall period, prior to the forming of the Student Green Fee Administrative Committee, the ASEvCC Green Team and Office of Sustainability shall serve as the acting Student Green Fee Administrative Committee.

Section 6 Calendar

To facilitate the handling of budget requests in preparation of the budget, the following dates will be adhered to:

January: Opportunities will be provided for all members of the college community to submit budget proposals through the budget request forms. These forms will be sent to all organizational advisors and program directors including the Vice President of College Services. The budget for every project, program or activity must be developed by the students participating in the project, program or activity in conjunction with the appropriate advisor, coach or director. The budget request form should reflect the planned project, program or activity for the next fiscal year and shall be submitted to the Sustainability and Resource Conservation Manager and the ASEvCC Sustainability Officer by the published deadline (Late budgets subject to Student Green Fee Administrative Committee discretion).

February: The ASEvCC Sustainability Officer shall collect all budget request forms and prepare a master budget request. The Student Green Fee Administrative Committee shall also meet for a preliminary information discussion session(s) to establish goals and to develop schedules and procedures.

The Student Green Fee Administrative Committee shall invite the various advisors or student representatives to any project, program or activity requesting funding to present their proposals or, if they are from a current-funded program, their budgets. Presentations to the committee are mandatory if requesting a budget increase (written exceptions are subject to the Student Green Fee Administrative Committee discretion).

Requestors presenting to the committee will be scheduled and the scheduled sessions will be advertised by the ASEvCC Sustainability Officer and be open to all members of the campus community. Presentations will be limited to 15-20 minutes in length, including a question and answer period.

February/March: Administrative Services personnel shall estimate the Student Green Fee revenue for the next fiscal year. The Student Green Fee Administrative Committee will determine a basic amount of revenue that are expected to be produced by each revenue-generating program. The sum of the Student Green Fee revenue and other program revenue will be the annual budget allocation. The Student Green Fee Administrative Committee shall meet to adjust the budget requests to the annual budget allocation.

March: Account directors, advisors or other representatives of student groups requesting funding for a new program, project or activity, or submitting their budgets to the Student Green Fee Administrative Committee shall be notified in writing of the status of their budget and shall be advised of their

right to appeal. Appeals will be formally scheduled, and once heard, the Student Green Fee Administrative Committee will review them for possible adjustments.

April:

Two (2) open hearings will be advertised to the campus community so that viewpoints regarding committee recommendations can be heard.

The Student Green Fee Administrative Committee shall prepare a balanced budget and present its recommendations to the ASEvCC Student Senate at a budget hearing during a regularly scheduled meeting to be approved with a two-thirds affirmative vote.

The College President shall receive information regarding the budget as approved by the ASEvCC Student Senate.

**Section 7
Student Green Fee Budget Approval**

The Student Green Fee Administrative Committee will make a recommendation to the ASEvCC Student Senate regarding the Student Green Fee Budget. The Student Senate has final approval for the ASEvCC Student Green Fee Budget.

Appendix A outlines the Student Green Fee Agreement signed by the ASEvCC President and the College President.

**Section 8
Student Green Fee Budget Document**

The Student Green Fee Administrative Committee, Administrative Services, and the ASEvCC Sustainability Officer will make the budget document available to all interested parties. The budget document shall include:

- A. A title page with the year and title.
- B. A summary page showing revenue estimates and expenditure allocations by program and service areas.
- C. Fund allocation pages which outline for each account the code, total allocation, subsidy and revenue, if appropriate, and special conditions or contingencies for each funded program.

Article VII
Student Green Fee Fund Balance Fund

Section 1
Student Green Fee Fund Balance Fund

This fund is comprised of monies remaining unencumbered at the end of each fiscal budget year. Funds remaining unencumbered at the end of each budget year will automatically revert to this account.

Section 2
Purposes

Monies in this fund can be used for:

- A. Primarily funding capital projects, or other retrofits that reduce the energy and resource consumption by the college. Preference will be given to projects that demonstrate a return on investment.
- B. Supporting budgeted expenditures in the event of a budget shortfall of a Student Green Fee funded program.
- C. Limited funding for approved travel by student groups and Everett Community College staff (see Article VIII Sections B and C).

Section 3
Appropriations

Fund Balance:

If during the fiscal budget year there is a revenue shortfall, a proposed expenditure and/or an extraordinary need, the procedures established in Article VI, Section 4D will be utilized.

Fund Balance:

For Fund Balance proposals exceeding \$35,000, procedures established in Article VI, Section 4D will be utilized and require final approval by the Sustainability and Resource Conservation Manager, Associate Dean of Student LIFE, Vice President of Instruction and Student Services, Vice President of Administrative Services, Vice President of College Services, College President and the Board of Trustees.

Section 4 Audits

The College President may from time to time request or have completed an audit of the account of the Student Green Fee account.

Article VIII Expenditure Procedures

Section 1 General

The procedures established in this financial code shall be followed in the expenditure of funds from the accounts under the jurisdiction of the ASEvCC. These procedures are designed to account for funds and to authorize expenditures within the accounts.

- A. **Purchase Request:** Requests for purchases to be made from the Student Green Fee funds shall be processed through the Administrative Services Office.
- B. **Reimbursement:** Since no expenditure can be made without approval prior to purchase, reimbursement for personal funds expended should not be expected. Proper planning will make it unnecessary to use personal funds for purchases.
- C. **Advance Payment:** It may be necessary to request funds in advance of the services to be provided. Permission must be obtained from Administrative Services. Advance of funds are to be strictly controlled and are not intended to take the place of the regular ordering procedure in the purchase of supplies.
- D. **Emergency Procedures:** Proper advance planning will make the necessity for emergency purchases a rarity. In cases of genuine emergency, the process may be expedited by contacting the office of Administrative Services. This procedure must then be followed-up with the normal procedures outlined elsewhere in this section.

No payment will be made to any supplier without a correctly processed payment document. When a staff member or student makes a purchase commitment without prior purchasing approval, the supplier will be directed to contact the individual(s) making the purchase for payment.

Section 2 Travel

If ASEvCC funds are to be used for travel by members of a funded activity, a travel authorization must be submitted by the person(s) traveling to the Sustainability Manager.

ASEvCC funds may be used to pay travel expenses of specific members and advisers who officially represent the ASEvCC.

- A. **Meals and Lodging:** Meals and lodging may be reimbursed at a rate not to exceed the rates established by the Student Green Fee Administrative Committee during the annual budget developmental process.
- B. **Out-of-State-Travel:** Out-of-state travel by student groups will be restricted to the states of Idaho, Oregon, California and Montana, and the province of British Columbia.

Student groups or individual students desiring to travel to states and provinces other than those listed above may be required to generate all or part of their own funding support. This type of travel is considered national travel. (See C below for guidelines and procedures.)

This type of funding will take place during the annual budget development process or it may be proposed to the Student Green Fee Administrative Committee during the year as a contingency or fund balance item.

- C. **National Travel:** National travel for individual students and special interest group organizations may be partially funded by Student Green Fee funds.
 - 1. Students and student groups qualifying for national competition will be encouraged to seek funding support in addition to Student Green Fee funds to finance this type of travel. This type of funding preferably is requested during annual budget development, or may be considered a contingency or fund balance item and must be proposed to the Student Green Fee Administrative Committee. The requester(s) must show that he/she or the group attempted to generate at least a minimum of twenty-five percent of their own funds.
 - 2. Student government leaders, student program coordinators, and other student leaders may receive national travel funding for leadership development and activity programming workshops. This type of funding may take place during the annual budget development process or be proposed as a contingency or fund balance item to the Student Green Fee Administrative Committee during the year.

The Student Green Fee Administrative Committee during the annual budget development process will consider national travel for the Sustainability Office staff and student employees. Funds will be provided only for professional development conferences.

- D. **College Vehicles:** The college motor pool maintains vehicles for the purpose of providing transportation for members of recognized student organizations and programs. Users of vehicle will be charged the established college motor pool recharge rate to their program accounts.

The following personnel are authorized to drive college-owned vehicles:

1. Staff members possessing a valid Washington State Driver's License.
2. Students possessing a valid driver's license and who have been approved to be a driver by their respective advisor, coach or director.

All students traveling in college vehicles must complete the Team Travel Form and Pool Car Trip Ticket, which can be obtained at Student LIFE.

- E. **Private Vehicles:** The use of private vehicles is reimbursable at the rate established by state regulations and local travel policies. Reimbursement for use of a private vehicle will be made upon completion and submission of a Travel Expense Voucher - State of Washington Form.
- F. **Rental Vehicles:** Those clubs, activities or personnel utilizing rental vehicles will be required to pay the full amount of the rental charge and all expenses incurred in the use of the vehicle.
- G. **Vehicle Damage or Deficiency:** Damage to college-owned vehicles or deficiencies noted shall be immediately reported in writing to the Sustainability and Resource Conservation Manager and Vice President of College Services.

Section 3 College Facilities

Student Programs, activities, or organizations recognized by the ASEvCC are considered an extension of the student government association and may use college facilities in accordance with the college's facilities use and scheduling policies.

Article IX Contracts

Section 1 Responsibility

There are three types of contracts that the Student Green Fee Administrative Committee may encounter. These are personal service contracts, agency contractual services and purchased services. Personal service contracts and agency contractual services shall be submitted in accordance with the Revised Code of Washington (RCW 39.29). Purchased services shall be requested by a purchase requisition through Administrative Services and finalized through the Purchasing Office. Final negotiating and contracting authority shall be the sole responsibility of the Vice President of Administration.

Section 2 Invalid Contracts

Written contracts pertaining to the Student Green Fee made without prior approval and not finalized by Administrative Services are invalid. Responsibility for payment of invalid contracts rests with the individual(s) and members of the contracting group and may not be paid from Student Green Fee funds.

ARTICLE X Code Limitations

Any of the articles, sections or parts of this code shall be decreed inoperable and void if the article, section or part is contrary to state statutes or board rules or regulations. Inoperable and voided articles, sections or parts may be changed without vote of the ASEvCC Student Senate to bring this code into consonance with state statutes or board regulations.

ARTICLE XI Amendment Procedures

Proposed amendments to this code may be submitted to the ASEvCC Student Senate at any regularly scheduled meeting at which time the proposed amendment shall be reviewed. The proposed amendment must be approved by a two-thirds affirmative vote of the ASEvCC Student Senate, Executive Vice President for Instruction and Student Services, Vice President of Administrative Services, Vice President of College Services, President and Board of Trustees. Approved amendments shall then be returned to the ASEvCC Student Senate and ASEvCC Executive Council for insertion into the copy of the ASEvCC Green Fee Financial Code.

The ASEvCC Sustainability Officer and members of the committee will annually update this code for nomenclature, currency and accuracy. They will ensure that this review has taken place by Summer Quarter of the current year so that the summer printing of the code will reflect the changes. These changes will be reported to the Student Green Fee Administrative Committee, ASEvCC Executive Council and ASEvCC Student Senate.