

ASSOCIATED STUDENTS OF  
WHITMAN COLLEGE  
STUDENT SENATE  
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IN THE SENATE  
ACT SAS17.7

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*An Act Amending the By-laws Article VII on Finance*

**SECTION I TITLE**

This act shall be referred to as An Act Amending the By-laws Article VII on Finance.

**SECTION II JUSTIFICATION**

- a. The freedom of the press is of utmost importance to ASWC, and the purchases of the *Whitman Wire*, as long as they conform to the ASWC By-laws, should not require oversight by the ASWC Finance Chair. Hence, the provision that the campus newspaper give information on their expected expenses is an unnecessary requirement of the ASWC Finance Chair and the newspaper's executive officers, and has been removed.
- b. The current definition of replacement by the Lifecycle Fund is unclear, and is here specified to mean a replacement of function. In addition, a method by which organizations can expand the function of their equipment is provided.
- c. The current rules on use of the Savings Fund are too restrictive in the case of a budget shortfall. This amendment allows the Savings Fund to be truly used as a reserve contingency fund for ASWC.
- d. The current By-laws are overly restrictive in their prohibition on the purchase of items for advertising and promotional purposes, restricting such purchases to only WEB, ASWC Communications, and the Campus Media Organizations. These restrictions prevent other ASWC Clubs and organizations from taking advantage of the spirit of the By-law, which was to allow ASWC organizations to give away items to increase brand recognition. This By-law amendment will open more marketing options to ASWC Clubs, while maintaining the prohibition on using ASWC monies for purely personal purchases. In addition, the current By-laws do not allow for the purchase of any large prizes for use in drawings.. This amendment includes a process whereby these materials can be obtained.

**SECTION III PURPOSE**

This act shall amend the By-laws Article VII, Section Four, Subsection B to read as follows:

B. Budget applications

1. All recognized organizations and offices desiring an allocation from the ASWC budget, with the exception of the college newspaper, shall prepare an application for funds.
  - i. ~~The college newspaper shall prepare a report detailing its intended uses of its entitled budget allocation, stipulated in Article VII, Section Four, Subsection C, Clause 1, Subclause~~  
~~iii.~~

This act shall amend the By-laws Article VII, Section Six, Subsection A to read as follows:

A. Lifecycle Fund

1. The Lifecycle Fund shall remain in trust for replacing equipment for ASWC Sound and Lights, the Whitman Events Board, KWCW, the college newspaper, quarterlife, blue moon, the ASWC Office, and the Waiilatpu.
  - i. **The replacement of equipment is defined as the purchase of new equipment that fills the same purpose as that of the expiring equipment, using the most modern, commonplace technology available.**
  - ii. **In cases where the requesting organization would like to expand the function of a piece of equipment, the cost of a true “replacement” option may be taken from the Lifecycle Fund, with other necessary funds coming from either the organization’s budget or another relevant ASWC Fund.**
    - a. **In such cases, the Finance Chair and Committee must consider the ramifications of expanding the function of a piece of equipment and the corresponding increase in future demand on the Lifecycle Fund.**
2. The ASWC Finance Committee shall make allocation in its budget each fiscal year of at least 2% of the ASWC operating budget to meet equipment obligation needs for that year.
  - i. In addition, remaining monies in the accounts of ASWC Sound and Lights, KWCW, the college newspaper, quarterlife, blue moon, the ASWC Office, and the Waiilatpu at the end of the fiscal year will close into the Lifecycle Fund.
3. ~~Withdrawals from the Lifecycle Fund shall be approved by the Finance Chair in consultation with the ASWC Advisor.~~ **These organizations may request funding from the Lifecycle Fund by written request to the ASWC Finance Chair, who will either approve or deny the request, in consultation with the ASWC Advisor. Funding requests must provide a description of the problem(s) with current equipment, a description of the new equipment, and its calculated cost.**
  - i. In the case that the Finance Chair rejects a Lifecycle request, he or she shall inform the requesting party that they have the option of appealing the decision to the Finance Committee.
    - a. In the case of an appeal, the matter shall be brought before the Finance Committee within ten (10) business days of receiving the request for an appeal.
    - b. The Finance Committee may overturn the decision of the Finance Chair by a two-thirds (2/3) majority vote.
4. The Lifecycle Fund shall close into itself.
5. If the Lifecycle Fund exceeds the allocated amount for that fiscal year by \$20,000, the excess monies shall be moved out of the Lifecycle Fund at the discretion of the Finance Committee in conjunction with a majority vote of the Senate.

This act shall amend the By-laws Article VII, Section Six, Subsection C to read as follows:

C. Savings Fund

1. The ASWC Savings Fund shall be comprised of unused budget monies from ASWC Accounts that are not designated for other purposes as defined in these by-laws.
2. **At any value, monies in the Savings Fund may be transferred to make up for a budget shortfall in another account.**
3. ~~The Savings Fund shall remain in trust until the balance of the Fund exceeds twenty thousand dollars (\$20,000).~~ **If the balance of the Savings Fund is greater than twenty thousand dollars (\$20,000)** ~~At that time,~~ the Finance Committee can recommend **an alternate** purpose for the Savings Fund. The Savings Fund may be used for any purpose in accordance with these by-laws, the constitution, and Whitman College policies, following the approval by a two-thirds (2/3) vote of the Senate.
  - i. The Savings Fund does not necessarily have to be used when the balance exceeds twenty thousand dollars (\$20,000), but may remain in trust until a higher balance is reached.

This act shall amend the By-laws Article VII, Section Eight, Subsection F to read as follows:

F. ASWC Communications, the Whitman Events Board, ~~and~~ **Campus Media Organizations, and other ASWC Clubs** may purchase promotional and advertising items.

1. Promotional and advertising items are defined as items designed to promote brand recognition such as stickers and pens. These items are generally distributed en masse at events such as the Activities Fair, ASWC Orientation, and ~~Campus Media Organization~~ **organization-specific** events such as concerts, **fundraisers** and release parties.
2. These items must bear the purchasing organization's logo, ASWC's logo, or both.
3. Approval Process
  - a. In cases where the money being used to purchase promotional and advertising items comes from the organization's own budget, the organization ~~must apply for permission from the Finance and Oversight Chairs, who will consult and may approve the request by unanimous decision. The chairs must notify the organization head in writing of their decisions. Should the Finance Chair deny a request, the requesting organization can appeal to the entire Finance Committee, which can approve the request by a majority vote.~~ **may purchase marketing and promotional items that cost less than one dollar (\$1.00) per item without advance approval.**
    - i. **The purchase of promotional and marketing items which cost more than one dollar (\$1.00) per item must be pre-approved by the ASWC Finance Chair. Pre-approval must be requested in writing, and the requesting organization will be notified in writing of the Finance Chair's decision.**
      1. **Should the Finance Chair deny a request, the requesting party may appeal this decision to the entire Finance Committee, which may overturn the Chair's decision by majority vote.**
    - ii. **The Whitman Events Board (WEB) may purchase items which cost more than one dollar (\$1.00) as prizes for drawings, competitions, and other events without pre-approval from the Finance Chair.**
      1. **The availability of these prizes must be advertised in all marketing materials for the relevant event.**

- b. In cases where the money used to purchase advertising and promotional items is a new allocation made by the Finance Committee from funds not directly controlled by the requesting organization, the normal finance voting procedure shall apply, depending on the amount of money being allocated.

#### **SECTION IV NOTWITHSTANDING**

Should any provision of this act come into contradiction with the ASWC Constitution or bylaws; or should any provision of this act come into contradiction with Whitman College policy; or should any provision of this act come into contradiction with state or federal law, that specific provision shall be considered null and void, while leaving intact all other complying provisions of this act.