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 on ASWN website. Meetings are run according to 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. Probationary status, approved by a majority vote, will be implemented with the President and ASWN Advisor's approval, if necessary and effective. 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

- 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 Thank You's 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 (POs), travel requests and claims, etc.
- Records must be kept for five years.
- Work closely with the advisor to provide a written 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

- 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

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 ongoing training for all incoming student leaders
- Supervises the group to ensure compliance with student e

The advisor must lead by example. The advisor are the official representative of the college and WKH SHUVRQ ³LQ FKDUJH´ DW D VWXGHQW RUJDQL]DWLRQ¶V
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 task completion. However, if the president is unaware or unable to respond to these issues 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 DGYLVRU EHOLHYHV WKDW D VWXGHQW¶V EHKDYLRU KDV YLRODWHG
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

III. PHONE

T K H S K R Q H L V WAssociated Students of Western Nevada, this is _____."
or "ASWN, this is _____." If the person requested is not available, a message must be W D N H Q D Q G L P P H G L D W H O \ S X W L Q W K H P H V V D J H E R R N 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.

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 Students(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

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
-

Step 2: Purchase Order Number
A purchase order number (which is the result of a PO being approved) is like a tracking number for each vendor-

- 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 98.53 Tm [(a)4(p.5 598.7P

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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.