

ARTICLE I. Name and Objective of the Association

Section 1. **Name:** This association shall be known as the Associated Students of Western Washington University, hereinafter called the ASWWU.

Section 2. **Objective:** The ASWWU exists to ensure student representation in decisions that impact students; support leadership development; provide resources, activities, and information for students; and provide opportunities for students to organize themselves around their special interests, in order to further achieve the mission of the university and complement classroom education.

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Program Standards

The Associated Students Board of Directors of Western Washington University has outlined program standards for the effective management of AS staff, the Programs they run, and their activities.

A. Program Services, Events, and Activities Standards

The Programs of the Associated Students of Western Washington University represent the Associated Students within the University and the community. The Program services, events, and activities standards challenge employees to uphold the mission of the Associated Students in all of the work they do.

1. AS Programs provide services, events and activities on campus which strive to address the diverse interests and ideologies of Western Washington University Students.
2. The Associated Students has a strong commitment to diversity and non-discrimination. All Associated Students Programs are open to every student regardless of but not limited to, age, ethnicity, race, sex, gender identity, nationality, religious and/or ethical beliefs, sexual orientation, size, socioeconomic background, and disabilities.
3. The Associated Students recognizes that student groups have programmatic needs addressed most effectively by a targeted, but not exclusive, program. Programs of such nature must be approved by the department director and sent to the AS Vice President for Business & Operations for review. The VP for Business & Operations will bring proposals to the AS Board of Directors for approval. The AS Board of Directors should ensure that targeted programs are only a part of a comprehensive array of services or programs addressing a wide variety of student needs.
4. The Associated Students Board of Directors, being the elected representatives of the students of Western Washington University, is the only office within the Associated Students who may take a political stance on behalf of students. AS Programs will remain non-partisan in nature. This will ensure that all students are represented and welcome in each office of the AS
5. Programs will create services, events and activities on a wide variety of topics beyond the scope of the personal interests of the Programmers. Programmers will strive to reach out and involve other students through work-study positions, volunteer opportunities, and other collaborative efforts.

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6. Programmers will work with their supervisor(s) to insure a balance of events and activities which reach a specific portion of our campus population and ones that focus on a broad cross-section of Western Washington University students.
7. The focus of the services, events, and activities that the Associated Students provides is first to Western students. Other campus and community members are eligible to participate in many AS services, events, and activities but students will be charged a reduced rate. Exceptions must be approved by the AS Board of Directors. ~~Ticketed events should be made available to students before the general public.~~
- ~~7-8.~~ Attendance at ticketed events should consist of a majority of Western students. Therefore, if Programmers anticipate that the general public may purchase tickets to any specific event at a rate that would *not* result in a majority of student attendees, then tickets should be made available to students for a period of time before they are available to the general public.
- ~~8-9.~~ Co-sponsorships with other AS organizations require participation from all parties in the planning, implementation, and completion of the program. All co-sponsorships require a co-sponsorship agreement approved by the coordinators of the AS program offices as well as their department directors. Department ~~d~~irectors may use their discretion and waive the co-sponsorship agreement requirement if deemed unnecessary.
- ~~9-10.~~ Visual images used by Associated Students for advertising and promotion of services, events and activities should not be discriminatory, degrading, or demeaning in nature. Concerns over what is acceptable will be forwarded to the Associated Students Promotions Committee for review.
- ~~10-11.~~ Advertising for services, events, and activities is one of the most important aspects to creating successful programs. Programs will use the AS Publicity Center to assist them in creating effective advertising campaigns for all of their large events; exemptions may only be given by ~~a~~the department director.
- ~~11-12.~~ Posters and other advertising will be completed and ready to be distributed at least two weeks before the date of the event (or by appropriate deadline).

B. Management Standards

The following management standards have been created in order to effectively manage the relationship between Associated Students staff.

1. University Structure

The Associated Students operates within the mission of Western Washington University to provide services and activities of interest to its members and the University community. The programs and clubs of the Associated Students operate within the Viking Union Facilities and Student Activities Departments of the University.

- a. The AS Board of Directors serves as the executive board for the Associated Students and is responsible for policy development and operational management of all of the functions of the Associated Students.
- b. The AS Board of Directors may establish various councils, committees, task forces, or groups to management or direct the work of the organization.
- c. The AS Board of Directors establishes various programs and student positions to provide services and activities for the campus and community.

2. Board Management

The individual members of the AS Board of Directors assume management level responsibility for different sections of the organization within the scope of their job description. They operate under the general direction, policies, and objectives of the Board.

3. Planning and Communication Responsibilities:

- a. Program coordinators will meet with their supervisor when planning services, events and activities for support, guidance, and advice. Coordinators in the ROP and ASP should use their office Program Planning Worksheet to articulate the event's goals.
- b. Employees will generally meet with their ~~supervisor~~supervisor bi-weekly ~~but not less than two times per month~~ to ensure communication and planning goals are being met.
- c. Departments within the AS will conduct staff meetings a minimum of two times per month to facilitate communication among department staff.

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C. Program Statements of Purpose

1. **AS Productions:** The purpose of AS Productions is to provide a comprehensive program of student activities and events for western students and their community. AS Productions presents film series, concerts, lectures, art gallery exhibitions, theater/dance performances, and other entertainment.

a. **ASP Films** produces a low cost campus film series featuring recent releases, blockbuster hits, cult classics, foreign films, and documentaries in order to entertain students and to increase film appreciation on Western's campus. ASP Films also hosts a number of specialized film festivals and special film related events on campus each year.

~~b.~~ **ASP Pop Music** brings regional, national, and local musical acts to campus from a wide variety of genres to meet the diverse musical tastes of Western students. Pop Music ~~strives to create a balance between~~presents a mixture of music students recognize and regional/independent talents they may not know of.

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~~a.~~ **ASP Civil Controversy** is committed to fostering the development of effective dialogue skills ~~for the Western Community~~. Civil Controversy is responsible for planning campus programs that spark civil discourse about controversial topics that engage a broad spectrum of the Western community. Programming should strive to present a range of perspectives that enhance and challenge attendees' prior convictions about contentious topics.

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~~b.~~ **ASP Special Events** provides large events designed to bring people together for entertainment and community building. Events include comedy, spoken word, lectures, cultural music, theater, and various novelty events that meet the entertainment needs of Western students.

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~~e.~~ **ASP Underground Coffeehouse Concert Series** presents free concerts featuring students, local, and regional performers in the Viking Union Underground Coffeehouse VU 350. Music performances may draw from folk, blues, indie, ethnic, world beat, and other acoustic styles. The Underground Coffeehouse also sponsors weekly open mics to give Western students and local community musicians the opportunity to share their talents.

~~e.~~

~~d.f.~~ **ASP VU Gallery** is a student-curated exhibition space in Viking Union 507. Its primary focus is to contribute to the artistic culture of Western through exhibiting the works of students and the works of local, regional and national community artists producing art relevant and of interest to students

2. **AS Administrative Offices:** The purpose of the Administrative offices is to provide services and resources for AS programs, employees, and clubs which help facilitate the day to day operations of the AS
 - a. **The AS Business Office** exists to facilitate the day-to-day financial operation of the Associated Students.
 - b. **The AS Personnel Office** is responsible for the hiring process of AS positions (approx. 250 employees), the placement of work-study students, the coordination of the Employee Recognition Program and the programming of quarterly orientation, regular training, and development programs.
3. **AS Child Development Center** seeks to support the campus community in providing for the social, intellectual, and physical needs of their children, enabling them to achieve academic and professional success.
4. **Ethnic Student Center** strives to provide a safe and supportive environment (for historically underrepresented ethnic groups and allies) while providing cultural and education programs.
5. **KUGS 89.3:** The mission of KUGS-FM is to serve the students of Western Washington University and the citizens of Whatcom County by providing a diverse program of music, news, and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism within the university community and the larger world we live in. Through its programming, KUGS will serve as a bridge from the University to the surrounding community. KUGS is dedicated to ensuring that its airwaves are used responsibly.
6. **AS KVIK:** The purpose of KVIK is to create and maintain broadcast television programs to showcase the work of Western students and faculty. KVIK seeks to provide first hand experience for those interested in the fields of television broadcasting and video production. KVIK productions represent student's original work and serve the community by providing interesting informative and entertaining media.
7. **ASWWU Legislative Affairs Liaison** exists to represent the Associated Students Board of Directors of Western Washington University to the Washington State legislature and state agencies related to higher education. Their main objective is to advocate for legislative and public policy issues that affect students and the University. The Legislative Affairs Liaison acts in the best interest of and as a representative of the Associated Students Board of Directors.

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- 8. AS Outdoor Center:** The purpose of the Outdoor Center is to enhance opportunities for students and other members of the WWU community to involve themselves in outdoor recreation activities. The Outdoor Center provides a spectrum of programs, resources and services to enable the students, faculty, staff and Alumni Association members to safely participate in a variety of activities, develop and refine skills, practice environmental responsibility, and interact with each other and members of the local community.
- a. The Bicycle Shop** provides bicycle education, advice, supplies, parts, and tools to support bicycle-owner initiated repair and maintenance.
 - b. The Equipment Shop** provides high-quality gear at affordable rental prices to outfit students and other members of the WWU community for their outdoor pursuits.
 - c. The Excursions & Instruction Program** schedules a series of outdoor recreation trips and instructional clinics for students and other members of the public.
 - d. The Promotions & Outreach Department** provides publicity and marketing for all Outdoor Center programs and services.
 - e. The Resources & Events Department** schedules a series of public entertainment and educational events on campus, and maintains a public resource area that provides access to current information about outdoor recreation, plus resources to plan recreational outings.
- 9. AS Publicity Center (PC)** provides promotional services such as graphic design, printing, reproduction, media, coordination, internet facilitation, distribution, photography, and AS Review coverage to students, student organizations, and some campus departments.
- 10. AS Review** is a weekly arts & entertainment publication that provides a mixture of event coverage, political commentary and hard news. The AS Review is intended to disseminate information concerning AS events, activities and government to students.
- 11. AS Election Coordinator** organizes the annual AS WWU spring elections and any special election held throughout the year in accordance with the AS Election Code and is responsible for encouraging student participation in campus elections through voting and recruitment of candidates. During fall quarter the Election Coordinator works with the AS VP for Governmental Affairs to publicize and promote the general election in November, increase voter registration and turnout among students and also help inform the student population about candidates and current issues for the election.
- 12. The Student Senate Chairperson** is responsible for the overall operation of the Senate. The Senate Chairperson serves as an active representative of the students of Western Washington University. The Senate serves as an advisory council to the AS WWU Board of Directors. The purpose of the Senate is to increase student input and involvement in the Board's decision making process.

13. Environmental & Sustainability Programs: The purpose of the Environmental and Sustainability Programs is to inform, educate, and provide resources regarding a variety of issues surrounding environmentalism and sustainable practices.

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a. The Outback (OELP): ~~Program Coordinator is responsible for the overall operation of the Outback OELP and the programming therein. The Outback is both an Outdoor Experiential Learning Program (OELP) and a community that facilitates personal and collaborative events, projects, and academic partnerships. The Outback OELP serves as a demonstration site for sustainability and best use practices. The Outback OELP offers the campus community a unique natural environment for meetings and small events. The Outback OELP Program Coordinator is responsible for the overall operation of the Outback OELP and the programming therein.~~

a.b. Environmental Center presents lectures, seminars, music events and other programs to educate Western students and the campus community about environmental topics and to illustrate the interconnections between environmentalism and other social concerns. The Center maintains a library of current books, newspapers and magazines. The Center also acts as a networking center for campus and community activists.

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~~15.c.~~ **AS Alternative Transportation Coordinator** works to increase the use of the services provided by the Alternative Transportation Fee. In addition the position works to increase the use of all forms of alternative transportation. The position is also responsible for assessing the use of the services provided by the Alternative Transportation Fee.

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~~16.14.~~ **Recycle Center:** To provide the opportunity for students, faculty, and staff to recycle on campus, to educate the university community on the recycling process at Western, and to continually increase our collection efforts in order to reduce Western's waste stream. In addition to this, the Recycle Center serves to provide student employment opportunities and work experience, specifically in recycling and waste management.

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~~17.15.~~ **AS Resource and Outreach Programs:** The purpose of the ~~eight-seven~~ centers of the Resource & Outreach Programs (ROP) is to provide information, advocacy, activities, and peer education to Western students. The ROP strives to empower and support all members of WWU's diverse community. The ROP also provides the opportunity for WWU students to gain valuable work, volunteer, and life experience.

a. Drug Information Center: The purpose is to provide factual, unbiased, and confidential information about drugs and alcohol so Western Students and their community can make more informed decisions about drug use. In addition, the center has close connections to community and campus resources to help assist individuals at risk for substance abuse, through providing a safe space for all students, confidential referral services, educational and social programming, and peer education.

b. Legal Information Center (LIC) strives to educate students so they can take an active role in solving their legal problems. The primary goal of the LIC is to encourage students to make informed choices and to understand the consequences of their

actions. The LIC provides student access to legal resources, law schools, and legal career opportunities at the local and state levels.

- c. **Lesbian Gay Bisexual Transgender Alliance (LGBTQA)** is a student organization which serves lesbians, gay men, bisexuals, people who identify as transgender and community allies. The LGBTQA supports this community in the various stages of the coming out process, in the creation and affirmation of positive self-identities, and in the promotion and defense of their human and civil rights. The LGBTQA provides a safe space for all people, confidential referral services, educational and social programming, and peer education on topics pertinent to sexual orientation and gender identity. The LGBTQA also presents programs on campus and in the residence halls with the goal of educating Western students about LGBT issues and deconstructing stereotypes.
- d. **Sexual Awareness Center (SAC)** is a non-judgmental resource for people seeking information about sexuality and related issues. The SAC also works to actively promote knowledge in the campus community that allows people to make safe and informed choices about sexual attitudes and behavior by providing a safe space for all students, confidential referral services, educational and social programming, and peer education.
- e. **Social Issues Resource Center (SIRC)** is responsible for producing events which further the political, social, economic and cultural awareness of members of the campus and Bellingham Community. Traditionally, politics and public debates on issues of peace, equality and justice have been an integral part of the SIRC. To ensure diversity of perspectives, the SIRC particularly focuses on issues not commonly addressed in mainstream discourse. The purpose of the SIRC is to provide the campus community an opportunity to exchange ideas and become aware of social issues. It serves as a central coordinating office for resources and information, including a library of current books, newspapers and magazines relating to social justice issues. It is also a networking center for related AS clubs and community organizations.
- f. **Veterans Outreach Center (VOC)** is to help veterans and concerned individuals with information about employment, educational opportunities, counseling, disabilities, and benefit information. The VOC also serves as an advocate for veterans on Western's campus while striving to create a united community of support and understanding.
- g. **Women's Center** exists to provide the Western community with support, the opportunity to exchange ideas and become aware of women's issues through programming, resource referral, and the development of a "safe space" on campus. Historically, politics and public debate on women's issues has been an integral part of the Women's Center.

Interpretation, Enforcement, and Review:

A.S. Board of Directors

Approved by the A.S. Board of Directors
September 30, 2009

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