

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 support leadership development; ensure student representation in decisions that impact students; 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.

Program Standards

The Associated Students Board of Directors of Western Washington University has outlined program standards for the effective management of A.S. 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 ~~Program Coordinators and Assistant employees~~ to uphold the mission of the Associated Students in all of the work they do.

1. A.S. 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 A.S. Vice President for Business & Operations for review. The VP for Business & Operations will bring proposals to the A.S. Board of Directors for approval. The A.S. Board 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, 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. A.S. Programs will remain non-partisan in nature. This will ensure that all students are represented and welcome in each office of the A.S.
5. Programs will create services, events and activities on a wide variety of topics beyond the scope of the personal interests of the ~~ProgrammersCoordinators.~~ —Coordinators Programmers will strive to reach out and involve other students through work-study positions, volunteer opportunities, and other collaborative efforts.

Viking Union/Student Activities/Associated Students
Policies & Procedures

6. Program ~~mers~~ ~~Coordinators~~ 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 A.S. services, events, and activities but students will be charged a reduced rate. Exceptions must be approved by the A.S. Board of Directors. Ticked events should be made available to students before the general public.
8. 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 Directors may use their discretion and waive the co-sponsorship agreement requirement if deemed unnecessary.
- ~~9. Tickets to large scale events should be made available to students before the general public.~~
- ~~10.9.~~ 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.
- ~~11.10.~~ Advertising for services, events, and activities is one of the most important aspects to creating successful programs. Programs will use the A.S. Publicity Center to assist them in creating effective advertising campaigns for all of their large events; exemptions may be given by the department director.
- ~~12.11.~~ 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 A.S. 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 A.S. Board of Directors may establish various councils, committees, task forces, or groups to management or direct the work of the organization.
- c. The A.S. Board establishes various programs and student positions to provide services and activities for the campus and community.

2. Board Management

Viking Union/Student Activities/Associated Students
Policies & Procedures

The individual members of the Board 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. Student Managed Programs~~

~~The Associated Students Board of Directors establishes student salaried positions including director, assistant director, coordinator, and assistant coordinator to provide operational management and programming.~~

~~a. Directors are responsible for the coordination of a number of similar individual programs organized into departments such as A.S. Productions or the Resource and Outreach Programs. These positions operate under the management direction of the A.S. Vice President for Business and Operations. The position is responsible for coordinating the activities of the different programs to ensure quality programming and efficient use of student resources. Specific duties include: establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among programmers, coordination of programs efforts, and conflict resolution.~~

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~~b. Coordinators are responsible for the day to day operational management of a program within the goals and objectives established by the A.S. They operate under the general direction of a Director. Specific duties include: developing yearly goals, developing a program schedule, program level budget authority, personnel supervision, publicizing events, event production, office staffing, and service delivery.~~

~~e. Assistant Coordinators are responsible for identified duties with a program office under the general direction of the Coordinator. Specific duties may include: programming planning and production, publicity, supervision of hourly employees, office staffing and service delivery.~~

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34. 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. Coordinators will plan enough time to get any posters or advertisements approved by their Director. This will ensure advertising has all the correct and necessary information. Issues regarding content of the poster will be forwarded to the A.S. Publicity Center.~~

~~c. Coordinators and Assistants should work with their supervisor to create a balance between programming that targets specific groups of students and programming that is aimed at a broader campus community.~~

~~d.b. Coordinators Employees will generally meet with their supervisors bi- weekly but not less than two times per month to ensure communication and planning goals are being met.~~

~~e.c. Departments within the A.S. will conduct staff meetings a minimum of two times per month to facilitate communication among department staff.~~

C. Employee Code of Conduct

This code outlines employee conduct standards that will help the Associated Students maintain and enhance the organization's reputation and success. It also details those employee behaviors that are inappropriate and unacceptable.

As an employee of the A.S., you are expected to adhere to all rules and regulations. This includes the A.S. Employment Policy and all other policies and procedures of the A.S. Board of Directors (available at <http://www.vu.wvu.edu/info.php#policies>).

All staff are required to sign the "Code of Conduct Acknowledgement" and by doing so, agree to abide by the code during their employment with the Associated Students.

1. ADMINISTRATIVE PROCEDURES

As an employee of the A.S., you are responsible for following the Code. Directors and supervisors are responsible for enforcing the Code within their respective departments. The Personnel Director enforces and revises the code as needed.

Employees are encouraged to notify his or her immediate supervisor or the Personnel Director of any Code violations. The A.S. will make every effort to ensure that notifications are kept confidential.

2. EMPLOYEE RELATIONS WITH THE ASSOCIATED STUDENTS

a. Equal Opportunity The A.S. is committed to a policy of equal opportunity for employees and job applicants. All A.S. hiring is subject to the same Equal Opportunity Policies as the rest of Western Washington University. See section 7.04.1 of the Employment Policy for the A.S. Equal Opportunity Grievance Procedures. Employees must respect and adhere to this policy and do everything possible to ensure that the rights of all people are protected.

b. Harassment- The A.S. is committed to providing an environment free from harassment of any nature. Harassment is defined as any act that creates an intimidating or hostile environment for another employee. An employee, who feels he or she has been harassed, may notify his or her supervisor or the Personnel Director for the appropriate action to be taken. An A.S. employee may also contact other appropriate University personnel.

c. Sexual harassment- The A.S. prohibits and will not tolerate sexual harassment of any sort. Sexual harassment is a form of sex discrimination prohibited by federal and state laws. When the A.S. becomes aware of allegations of sexual harassment, it will investigate those allegations, stop the harassment if it is found to exist and take measures to ensure a working and learning environment that is free of sexual harassment. An employee, who feels he or she has been sexually harassed, may notify his or her supervisor or the Personnel Director for the appropriate action to be taken.

d. Use of the A.S. Property and Time A.S. property and time are to be used for business purposes.

1. Property: A.S. property includes everything the organization owns, leases, controls, or uses to conduct business. Some forms of property include:

- a. Physical assets (SCAN long distance codes, copy machines, printers, and automobiles).
- b. Physical expense items (copy paper, official letterhead, stationary, office supplies).
- c. Funds

2. Time A.S. employees either create or are assigned office hours. Use of these hours is for conducting A.S. business. Potential misuse of A.S. time includes, but is not limited to, tardiness or early departure from work, and not observing posted office hours.

e. Privacy and Confidentiality The A.S. expects its employees to be considerate of all people involved with the organization and their right to privacy. Confidentiality among A.S. Employees is required as an integral part of maintaining a safe and supportive working environment. Confidentiality within individual offices related to job specific information gained by working with students seeking services at A.S. Program offices is also necessary. Supervisors of individual departments make decisions about the confidentiality policies and agreements of their offices.

f. Abuse of Power The A.S. will not tolerate abuses of power by any employee. An abuse of power occurs when an employee, ~~in a supervisory position over another~~, takes action that is outside the scope of his/her employment.

g. Freedom of Opinion The A.S. respects the right of all employees to hold divergent political, moral and ethical opinions. However, one may not use their role within the A.S. to further the cause of his or her personal politics.

h. Conflict of Interest A conflict of interest exists when the purpose or goals of the A.S. are in conflict with an individual's purpose or goals. In such cases, decisions should be made **by the individual who retains the supervisory position** ~~to benefit the A.S.~~

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i. Employee Suggestions The A.S. encourages employees to make constructive suggestions for improving our methods and services. These suggestions may be shared informally with supervisors or with the Personnel Director.

j. Disciplinary Action Employees who violate A.S. policies and procedures, the Code of Conduct, or are involved in criminal activity will be subject to disciplinary action. The Employment Policy defines various types of disciplinary action. The type of discipline will depend on the following:

1. The nature and gravity of the offense.
2. The relationship of the violation to the employee's assigned duties and responsibilities.
3. The employee's work record.

Supervisors should assess each situation and initiate correct procedures whenever such action is necessary. Circumstances affecting the offense will be taken into consideration. The Personnel Director has the authority to recommend corrective action to the supervisor and disciplinary action to the Board of Directors.

D. Program Statements of Purpose

1. A.S. Productions The purpose of A.S. Productions is to provide a comprehensive program of student activities and events for western students and their community. A.S. 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 music students recognize and regional/independent talents they may not know of.
 - c. **ASP Civil Controversy** presents events to students on current issues from a variety of perspectives which further the political, social, and cultural awareness of Western students and their community. Civil Controversy offers programs that expand upon the traditional classroom experience and encourages Western students to become active in their local, national, and global community.
 - d. **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.
 - 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.
 - f. **ASP VU Gallery** is a student curate 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 regional and community artists producing art relevant and of interest to students
2. **A.S. Administrative Offices:** The purpose of the Administrative offices is to provide services and resources for A.S. programs, employees, and clubs which help facilitate the day to day operations of the A.S.
 - a. **The A.S. Business Office** exists to facilitate the day-to-day financial operation of the Associated Students.
 - b. **The A.S. Personnel Office** is responsible for the hiring process of A.S. 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. **A.S. 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. **A.S. 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. **A.S.WWU 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.
8. **A.S. 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. **A.S. Publicity Center (PC)** provides promotional services such as graphic design, printing, reproduction, media, coordination, internet facilitation, distribution, photography, and A.S. Review coverage to students, student organizations, and some campus departments.

10. A.S. Review is a weekly arts & entertainment publication that provides a mixture of event coverage, political commentary and hard news. The A.S. Review is intended to disseminate information concerning A.S. events, activities and government to students.

11. A.S. Election Coordinator organizes the annual AS WWU spring elections and any special election held throughout the year in accordance with the A.S. 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 ~~Legislative &~~ 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. A.S. 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.

13. 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.

14. The Outback OELP Program Coordinator is responsible for the overall operation of the Outback OELP and the programming therein.

~~**15. The Centennial Events Coordinator** is responsible for planning, promoting, and implementing specialty events for the campus designed to bring people together for the purpose of entertainment and community building around the 100th anniversary of the Associated Students. Planning a minimum of 3 main events (one per quarter) – a kickoff event at the beginning of the year, Alumni recognition event, and big spring bash – The Coordinator will work in coordination with Associated Student's programs and organizations to promote this occasion and the Associated Students history.~~

~~**16.15. 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.~~

~~**17.16. A.S. Resource and Outreach Programs:** The purpose of the eight 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. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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

Viking Union/Student Activities/Associated Students
Policies & Procedures

Western's campus while striving to create a united community of support and understanding.

- h. Woman'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 19, 2008