



## ASSOCIATED STUDENTS OF WWU

# AS Program & Services Recognition Policy

The Associated Students of Western Washington University are charged, by the Board of Trustees, with the responsibility for providing a framework for the development of a program of student activities, in which student initiative and responsibility may find expression. Thus, in order to assure equal access to ASWWU this policy governs the process of creating or elimination of AS Programs, Services, or Administrative Offices.

### **I. Programs and Services**

- A. In order to create a new program, service, or administrative office the following process will be used:
1. A proposal will be submitted to the AS Structure and Program Advisory Committee (SPAC). The proposal will contain, at a minimum:
    - Proposed mission statement
    - Reason/ need for the program and/or service
    - Proposed activities and/or services
    - Personnel needs, if any
    - How it relates to the mission of the Associated Students
  2. Once the proposal has been received by SPAC, it will be reviewed and SPAC will make a recommendation to the AS Board of Directors regarding the creation of proposed program and/or service. SPAC will also send the proposal to the AS Facilities and Services Council (FSC) for review and comment if the proposal requires physical space.
  3. After the AS Board of Directors has received the recommendations and comments from both SPAC and FSC they will forward the proposal to the AS Business Director for appraisal on approximate cost for the program, service or administrative office.
  4. Upon appraisal from the AS Business Director the AS Board of Directors will deliberate and make a decision to reject, approve, or modify the proposed program, service, or administrative office. No program, service, or administrative office will be created without a minimum of two informational board meetings and then voted on in a third board meeting as an action item.

### **II. Contracted Services**

- A. Contracted services are defined as a formalized contractual agreement with an AS Club or outside organization that provides services to students on behalf of the Associated Students.
- B. The following process will be used to create a new contracted service:
1. A proposal will be submitted to the AS Structure and Program Advisory Committee (SPAC). The proposal will contain, at a minimum:
    - Proposed agreement
    - Reason/ need for contracted program/service

- The sponsorship of an Associated Students office or program

- Clear outlines of expectations from both parties

- How service will benefit the mission of the Associated Students

2. Once the proposal has been received by SPAC, it will be reviewed, and SPAC will make a recommendation to the AS Board of Directors regarding the creation of proposed program and/or service. If the proposal requires physical space SPAC will also send the proposal to the AS Facilities and Services Council (FSC) for review and comment. ~~if the proposal requires physical space.~~

3. After the AS Board of Directors has received the recommendations and comments from both SPAC and FSC they will forward the proposal to the AS Business Director for appraisal on approximate cost, if necessary, for the contracted service

4. Upon appraisal from the AS Business Director the AS Board of Directors will deliberate and make a decision to reject, approve, or modify the contracted service agreement with the third party.

5. ~~New~~ ~~C~~contracts will be negotiated on a one year basis with renewal needed ~~each~~ year the following year.

C. The following process will be used to renew a contracted service:

1. A presentation will be made to the AS Board of Directors by the sponsoring program/office evaluating the contracted services.

a. Renewal contracts will have a term of no more than two years.

2. The AS Board of Directors will be presented with a new contract.

3. The AS Board of Directors will deliberate a make a decision to renew, end, or modify the contracted service agreement with the third party.

D. The termination or any changes of a contract agreement requires a minimum notice to all parties of two (2) weeks.

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~~5. Renewals of contracted services will be proposed to the AS Board of Directors each year. The AS Board of Directors will be presented with a new contract and an evaluation of the current contracted service.~~