



**Constitution of the
Associated Students of Fort Lewis College**

As amended September 24th, 2025

Table of Contents

Preamble	1
Article I. Associated Students of Fort Lewis College	1
Article II. Statement of Purpose	1
Article III. Student Senate	1
Section 1. Composition	1
Section 2. Powers	2
Section 3. Meetings	2
Article IV. Executive Board	3
Section 1. Composition	3
Section 2. Student Body President	3
Section 3. Student Body Vice President	3
Article V. Paid Positions	4
Section 1. Administrative Parliamentarian	4
Section 2. Financial Director	4
Article VI. Student Court	5
Section 1. Composition	5
Section 2. Powers	5
Section 3. Appointment	5
Section 4. Judicial Code of Conduct	5
Section 5. Court Duties	6
Article VII. Committees	7
Section 1. Constitution Committee	7
Section 2. Student Services Committee	7
Section 3. Legislative Affairs Committee	7
Section 4. Elections Committee	7
Section 5. Public Relations Committee	7
Section 6. Financial Allocation Board	7
Section 7. Ad Hoc Committees	8
Section 8. Appeals Committee	8
Article VIII. Terms, Appointments, and Resignations	8
Section 1. Student Senate	8
Section 2. Executive Board	9

Article IX. Parliamentary Authority.....	10
Section 1. Robert’s Rules of Order.....	10
Section 2. Administrative Parliamentarian	10
Article X. Disciplinary Procedures	12
Section 1. Articles of Impeachment.....	12
Section 2. Motion to Censure	12
Article XI. Amendment.....	13
Section 1. Amendments to the Constitution	13
Section 2. Amendments to the Bylaws	13
Article XII. Ratification.....	13
Section 1.....	13
Bylaws	14
Bylaw I: Officers	14
Bylaw II: Senators.....	15
Bylaw III: Paid Positions	15
Bylaw IV: Suspension of Protocol.....	17
Bylaw V: Standing Committee Duties	17
Bylaw VI: Registered Student Organizations (RSO’s)	18
Bylaws VII: Final Student Activity Fee Budget Approval	18
Bylaws VIII: Appeals to Event, Travel, or Sustainability Initiative Grant Decisions without an ASFLC Court	19
Bylaw IX: Sustainability Initiative Grant.....	20
Bylaw X: Attendance Policy and Scholarship Criteria for Senators.....	20
Appendix A.....	22
Appendix B.....	25
Appendix C.....	28

Preamble

We, the students at Fort Lewis College, recognize that active and judicious participation in all aspects of our institution is beneficial in being able to fully exercise our rights and liberties as college students. Therefore, we hereby establish a student government that will represent the rights and best interests of our collegiate community, advocating for the betterment and growth of our college students. With the support of the Fort Lewis College administration and faculty/staff, the Associated Students of Fort Lewis College will quickly address student concerns and needs, encourage, and support new ideas. The Associated Students of Fort Lewis College will actively ensure that we, the student body of Fort Lewis College, are justly and proactively recognized and represented with equity and fairness in all aspects of the college setting.

Article I. Associated Students of Fort Lewis College

The Constitution shall be the primary regulatory document of the governing body known as the “Associated Students of Fort Lewis College”, hereafter known as ASFLC. ASFLC shall also be overseen by a set of Bylaws.

Article II. Statement of Purpose

The ASFLC, acting with exemplary character, originality, and in harmony with the values of the College Community, will respectfully advocate for a student-centered agenda promoting general well-being, effective communication, informed leadership, and efficient use of student resources.

Article III. Student Senate

Section 1. Composition

- a. The Student Senate shall consist of no more than eleven (11) Senators.
- b. To be eligible to hold office, Senators must have successfully completed twelve (12) college credits at Fort Lewis College, must not be on disciplinary probation or any more severe sanction, have good academic standing, maintain a 2.0 cumulative Grade Point Average, and be planning to enroll as a full-time student as defined by Fort Lewis College, for the entire academic year for which they will be elected, unless they meet the exception in subsection i.
 - i. If any Senator will be graduating in the spring of their elected/ appointed academic year then they must enroll in at least as many credits as are necessary to graduate.
- c. The Student Senate shall consist of no more First Year Ambassadors than current voting senators.
- d. To be eligible to hold office, a First Year Ambassador must be in the first year of enrollment at Fort Lewis College, must not be on disciplinary probation or any more severe sanction, have good academic standing, and be planning to enroll as a full-time student as defined by Fort Lewis College for the entire academic semester for which they will be elected.
 - i. Limitations

- a. First Year Ambassadors may not vote in any respect during official or unofficial meeting times
- b. First Year Ambassadors may not bring Resolutions to the table.
- c. First Year Ambassadors are permitted three (3) speaking terms during any action item or discussion topic.

Section 2. Powers

- a. To make decisions regarding the allocation of the revenue generated by the Student Activities Fee.
- b. To make recommendations to the Faculty Senate, Administration, and Board of Trustees regarding issues affecting the Student Body of Fort Lewis College.
- c. To request information from the administration, faculty, and board of trustees regarding issues affecting the Student Body of Fort Lewis College.
- d. To take an official position on behalf of the Student Body of Fort Lewis College regarding actions taken by the State of Colorado.
- e. To request sufficient clarification on a Resolution from the salient committee prior to a vote. To make such a request, a majority, or more than half, of Senators must present a petition to the chair of the committee in question.
- f. To elect a Speaker of the Senate to the Executive Board at the beginning of each term.
- g. To override an Executive Board veto of a Resolution with a two-thirds ($\frac{2}{3}$) vote.
- h. ASFLC will ratify the creation or renewal of all RSO's through a resolution. Once passed, each RSO is entitled to the rights, privileges, and limitations set forth in the RSO binding agreement.

Section 3. Meetings

- a. Official business meetings (hereinafter referred to as "meetings") shall be held on the first and third Wednesday of each active month of the Fall and Spring semesters. Between each of the meetings, the Senate shall convene for workshopping sessions dedicated to the duties of the committees. The agenda for each meeting shall be publicly posted forty-eight (48) hours prior to each meeting being convened. Minutes of each meeting shall be publicly posted no later than forty-eight (48) hours following the adjournment of each meeting.
- b. Special meetings may be requested, in writing, to the Administrative Parliamentarian by all officers of the Executive Board or by a two-thirds ($\frac{2}{3}$) vote by the Student Senate. Special meetings must be called twenty-four (24) hours prior to the meeting being convened. The agenda for the emergency meeting must be publicly posted twelve (12) hours prior to the meeting being convened. The minutes of the emergency meeting shall be publicly posted no later than forty-eight (48) hours following the adjournment of the emergency meeting.
- c. Quorum shall be set at a simple majority of occupied Senator Positions. In the case that quorum is not met, ASFLC will be prohibited from conducting any official business and

all agenda items for the meeting will be automatically tabled until the next meeting. Regardless of the number of occupied positions, the minimum number of Senators present to meet quorum shall be set at five (5). In the case that quorum cannot be met because of the number of occupied Senator Positions, no action items may be voted on, excluding those to appoint additional Senators, until the requisite number of Senators are appointed to meet quorum.

- i. Due to the nature of elections, the newly-elected table serving its first meeting in the spring term is exempt from the above rule.

Article IV. Executive Board

Section 1. Composition

- a. The Executive Board shall only consist of the Student Body President, Student Body Vice President, and Speaker of the Senate.
- b. To be eligible to hold office, Executives must have successfully completed twelve (12) college credits at Fort Lewis College, must not be on disciplinary probation or any more severe sanction, have good academic standing, maintain a 2.0 cumulative Grade Point Average, and be planning to enroll as a full-time student as defined by Fort Lewis College, for the entire academic year for which they will be elected, unless they meet the exception in subsection i.
 - i. If any member of the executive team will be graduating in the spring of their elected/ appointed academic year then they must enroll in at least as many credits as are necessary to graduate.

Section 2. Student Body President

- a. Powers
 - i. Preside over Senate Meetings.
 - ii. To communicate the position of the ASFLC to the faculty, staff, administration, and the board of trustees.
 - iii. To appoint Committee Chairs and Court Justices.
 - iv. To exercise the Executive Board veto. See Article IV. Section 5.
 - v. Oversee the day-to-day function of the student government jointly with the Speaker of the Senate.

Section 3. Student Body Vice President

- a. Powers
 - i. In the event the Administrative Parliamentarian is not present during a meeting, the Student Body Vice President will assume the powers of the Parliamentarian for that meeting.

- ii. The Student Body Vice President, complying with the Bylaws, shall set the protocol of the ASFLC.
- iii. To exercise the Executive Board veto. Please see Article IV. Section 5.

Section 4. Speaker of the Senate

- a. Powers
 - i. In the event the Study Body Vice President is absent during a meeting, the Speaker of the Senate will assume the power set forth in Article IV, Section 2, Subsection A, Subsubsection i-iii.
 - ii. To exercise the Executive Board veto. Please see Article IV, Section 5.

Section 5. The Powers of Executive Board Veto

- a. The Executives shall have the power to veto any Resolution of the Student Senate by a two-thirds (2/3) vote of the Executive Board.
- b. After a piece of legislation is passed by the Student senate, the ASFLC President will have a maximum of three (3) days to execute a veto for said legislation.

Article V. Paid Positions

Section 1. Administrative Parliamentarian

- a. Composition
 - i. The position of Administrative Parliamentarian shall be held by no more than one (1) person To be eligible to hold office, Administrative Parliamentarian must have successfully completed twelve (12) college credits at Fort Lewis College, must not be on disciplinary probation or any more severe sanction, have good academic standing, maintain a 2.0 cumulative Grade Point Average, and be planning to enroll as a full-time student as defined by Fort Lewis College, for the entire academic year for which they will be hired, unless they meet the exception in subsection
 - a. If the Administrative Parliamentarian will be graduating in the spring of their elected/ appointed academic year then they must enroll in at least as many credits as are necessary to graduate.

Section 2. Financial Director

- a. Composition
 - i. At the beginning of each term of office, the Student Body President and the Student Body Vice President shall appoint a Financial Director. In addition to meeting the requirements of a Student Senator, the Financial Director must also have successfully completed ACC225 or an equivalent accredited accounting course with a grade of "C" or better.
 - ii. Will be a paid position and will work up to twenty (20) hours per week during the fall/winter trimesters.

Article VI. Student Court

Section 1. Composition

- a. The Student Court shall be made up of no more than five (5) students who meet the necessary qualifications listed in Subsection B. Student Court Justices may not serve in any other capacity in the ASFLC during their term.
- b. To be eligible to hold office, Court Justices must have successfully completed twelve (12) college credits at Fort Lewis College, be enrolled as a student as defined by Fort Lewis College, must not be on disciplinary probation or any more severe sanction, good academic standing, and maintain a 2.0 cumulative Grade Point Average.

Section 2. Powers

- a. The Student Court is responsible for hearing all Student Conduct Cases as assigned by the Student Court Advisor as well as all cases that concern the constitutionality of actions or resolutions passed by the Legislative or Executive branches.
- b. The judicial power of the Student Court shall extend to all cases arising under the ASFLC Constitution, under the acts of the Student Senate, and under campus policy when such issues involve ASFLC. The Student Court is charged with the specific duty of maintaining the integrity of the ASFLC Constitution. The Student Court is charged with the function of being the final appellant review of any action arising under the ASFLC Constitution and acts of the Legislative and Executive branches.

Section 3. Appointment

- a. The President shall nominate Associate Justices for the Student Court and the Student Senate shall appoint them by a simple majority vote, following an interview session by all present Senators of which, a quorum must be present.

Section 4. Judicial Code of Conduct

- a. Confidentiality shall be observed during all pending cases. Justices may not speak, write, e-mail or in any other way discuss the nature or condition of a pending decision with non-justices.
- b. Justices shall not discuss a pending action with the accused, defense, or prosecution counsels outside of the court if all concerned parties are not present. Arrangements may be made for outside meetings if all involved parties are represented.
- c. Justices shall recuse themselves from any case where a conflict of interest exists for said justice. A quorum shall be maintained, or a substitute justice must be appointed in their place, by a simple majority vote of the Student Senate, to attain quorum.

- d. Justices shall make no endorsement for an Associated Student of Fort Lewis College senatorial or executive candidate. Sitting Justices shall not run for an elected or appointed legislative or executive office or position.
- e. Justices found to be in violation of the code of conduct outlined above shall be brought before the Student Senate on impeachment charges. The appointing office shall appoint a new justice in accordance with the ASFLC Constitution to replace the offending justice.

Section 5. Court Duties

- a. Selection of the Chief Justice
 - i. The Associate Justices of the Student Court shall elect a chairperson as Chief Justice from among their ranks.
- b. Meetings
 - i. The Student Court shall meet no less frequently than twice per month during the fall and spring semesters or at the request of the Student Court Advisor or Chief Justice. In the event there are no items to be considered, the Student Court shall discuss and review, in order to promote general competency in, the ASFLC Constitution.
- c. Writing Opinions
 - i. The Student Court should use reasonable means to investigate and thoroughly research all matters before writing its' opinion. The Student Court should endeavor to hear both sides of the issue before publishing an opinion that would be binding on the internal affairs of a student organization or individual(s).
- d. Review of Opinion
 - i. Judicial appeal and subsequent review shall be an avenue for relief from unsatisfactory Student Court opinions.
- e. Enforcement of the ASFLC Constitution
 - i. The Chief Justice of the Student Court shall create a standard form recommending actions to members of each branch of the ASFLC towards compliance with the ASFLC Constitution. This form shall include a citation and explanation of the relevant portion of the ASFLC Constitution; A description of the actions or situations which the Student Court finds to be not in compliance with the ASFLC Constitution, and why the Student Court so finds; A recommendation for how to come into compliance with the ASFLC Constitution.
- f. Records
 - i. The Student Court shall keep a copy of all forms for a period of no less than (1) year in both physical (printed) and digital (online) copy.
- g. The Student Court shall be bound by the governing documents of ASFLC and Student Court By-laws.

Article VII. Committees

These Committees will be delegated powers by the ASFLC as necessary.

Section 1. Constitution Committee

- a. Composition
 - i. The Committee shall consist of at least one (1) Student Senator and the Administrative Parliamentarian
 - ii. The Committee may consist of one (1) First Year Ambassador

Section 2. Student Services Committee

- a. Composition
 - i. The Committee shall consist of at least two (2) Senators
 - ii. The Committee may consist of one (1) First Year Ambassador

Section 3. Legislative Affairs Committee

- a. Composition
 - i. The Committee shall consist of at least two (2) Senators
 - ii. The Committee may consist of one (1) First Year Ambassador

Section 4. Elections Committee

- a. Composition
 - i. Elections committee shall consist of all Student Body Senators and Executives not running next election with strict enforcement of election protocols done by the Parliamentarians.

Section 5. Public Relations Committee

- a. Composition
 - i. The Committee shall consist of at least two (2) Senators
 - ii. The Committee may consist of one (1) First Year Ambassador.

Section 6. Financial Allocation Board

- a. Composition
 - i. The Financial Allocation Board, hereafter referred to as FAB, shall consist of (3) Student Senators, the Student Body Vice President, and the Financial Director.
- b. Governance
 - i. The Financial Allocation Board shall be established as a standing committee and shall be governed by the

- ii. , “FAB Bylaws” document. This document shall be considered an extension of the ASFLC Constitution and as such is subject to all constitutional rules regarding the upkeep and amendment of a constitutional document.

Section 7. Ad Hoc Committees

a. Composition

- i. An Ad Hoc Committee may be formed whenever an issue arises that necessitates attention separate of the standing committees.
- ii. Any Ad Hoc Committee may be made by a Resolution of Student Senate. The Resolution creating the committee must explicitly state the composition, means of appointment, meeting, responsibilities, and lifetime of the committee. A Resolution creating an Ad Hoc Committee must pass by a majority, or more than half, vote of Student Senators. The committee must then, in its first meeting, decide upon its own meeting schedule.
- iii. An Ad Hoc Committee may be filled by anyone deemed useful or necessary to the committee, so long as they are students, faculty, or community figures.

Section 8. Appeals Committee

a. Composition

- i. All ASFLC executive board members (President, Vice President, and Speaker of the Senate) will be voting members of the appeals committee.
- ii. The FAB Director will be a voting member of the appeals committee.
- iii. The Administrative Parliamentarian will be voting a member of the appeals committee.
- iv. The ASFLC Advisors will be ex-officio non-voting members of the appeals committee.
- v. The ASFLC Administrative Assistant will be an ex-officio non-voting member of the appeals committee.

b. Process

- i. The process by which the appeals committee must comply can be found in the Bylaw IX: Appeals to Event, Travel, and Sustainability Initiative Grant Decisions without an ASFLC Court.

Article VIII. Terms, Appointments, and Resignations

Section 1. Student Senate

a. Elected Senators

- i. Up to eleven (11) Student Senators shall be elected in the Spring semester. Terms shall begin during the final meeting of the Spring semester in which the Senators were elected. The term shall terminate at the end of the last meeting of next Spring Semester.

- ii. Student Senate elections shall be held at large.
 - iii. The eleven (11) candidates with the most votes shall be Student Senators-elect.
- b. Appointed Senators
 - i. If less than eleven (11) senators are on the table at the beginning of a new semester, the Student Senate shall have the power to appoint Senators with a majority vote.
 - ii. An appointed Student Senator's term shall end during the last meeting of the Spring semester following their confirmation vote.
 - iii. Candidates for appointment must be interviewed and approved by the Student Body President, Student Body Vice President, and Speaker of the Senate prior to receiving a confirmation vote from the Student Senate.
- c. Appointed First Year Ambassadors
 - i. An unlimited number of First Year Ambassadors may be appointed at the beginning of a semester, so long as the final number of ambassadors would not exceed or equal the maximum as outlined in Article III, Section 1(c). The Student Senate shall have the power to appoint First Year Ambassadors with a majority vote.
 - ii. An appointed First Year Ambassador's term shall end at the adjournment of the last meeting of the academic semester of their appointment.
- d. Resignations
 - i. If a Student Senators or First Year Ambassador is unable to finish their term, they must submit a resignation in writing to the Administrative Parliamentarian prior to leaving office.

Section 2. Executive Board

- a. Student Body President and Vice President
 - i. Student Body President and Student Body Vice President shall be elected on the same ticket in the Spring semester. The term for the Student Body President and Vice President shall begin one (1) week prior to the end of the spring semester in which they were elected. The term shall terminate one (1) week prior to the end of the following spring semester.
 - ii. To be eligible, candidates must be enrolled in at least twelve (12) Fort Lewis College credits and have successfully completed twelve (12) Fort Lewis College credits.
 - iii. Elections shall be at large. The ticket with a plurality, or having the most votes, shall be considered elected.
- b. Speaker of the Senate
 - i. A Speaker of the Senate shall be elected, or appointed, by a majority, or more than half, vote from the Student Senate during within the first three ASFLC meetings of the next academic year.

- ii. To be eligible, Candidates must have been elected to the Student Senate for the term they wish to serve as Speaker.
- c. Resignations and Succession.
 - i. If the Student Body President is unable to fulfill their term of office, they must submit a resignation in writing to the Administrative Parliamentarian prior to leaving office. Upon leaving office, the Student Body Vice President shall assume the office of Student Body President. If both the Student Body President and Vice President are unable to fulfill the term of office, the Speaker of the Senate shall assume the office of Student Body President. If no Officer of the Executive Board is able to fulfill the term of office, the Administrative Parliamentarian shall call a special election.
 - ii. If the Student Body Vice President is unable to fulfill their term of office, they must submit a resignation in writing to the Administrative Parliamentarian prior to leaving office. Upon leaving office, the Speaker of the Senate shall assume the office of Student Body Vice President. If the Speaker of the Senate is unable to fulfill the term of office, the Student Body President may appoint a Student Body Vice President. The Student Senate must confirm the appointee with a two-thirds ($\frac{2}{3}$) vote.
 - iii. If the Speaker of the Senate is unable to fulfill their term of office, they must submit a resignation in writing to the Administrative Parliamentarian two (2) weeks prior to leaving office. Upon leaving office, the Student Senate shall elect a new Speaker.

Article IX. Parliamentary Authority

Section 1. Robert's Rules of Order

- a. The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern the ASFLC in all cases to which they are applicable and in which they are not inconsistent with this Constitution, Bylaws, and any special rules of order the ASFLC may adopt.

Section 2. Administrative Parliamentarian

- a. Composition
 - i. ASFLC shall have an Administrative Parliamentarian. Upon confirmation, the Administrative Parliamentarian may serve until the end of the academic year during which they were appointed. The Administrative Parliamentarian may be re-appointed at the beginning of a new term.
 - ii. The Administrative Parliamentarian must be enrolled as a full-time student.
 - iii. In the event that the Administrative Parliamentarian is not present, the Student Body Vice President may temporarily assume the position of Administrative Parliamentarian. Failure to have the Administrative Parliamentarian position filled

for three (3) consecutive meetings will trigger the Temporary Parliamentarian process outlined in Article IX, Section 2, Subsection B, Line I

- iv. Senators are eligible for hiring to the position of Administrative Parliamentarian. If appointed, the Senator must comply with the duties, powers, and limitations of the Administrative Parliamentarian and will lose their status as Senator.
- b. Temporary Parliamentarians
- i. In the event that no official Administrative Parliamentarian has been present for three consecutive meetings, sitting Senators must then serve as Temporary Parliamentarian in an order determined by the Vice President. Each sitting Senator must serve as Administrative Parliamentarian for one meeting before any Senator serves for a second meeting. The Vice President should seek to hire a replacement as soon as possible.
- c. Powers
- i. The Administrative Parliamentarian may speak without being recognized so long as they are doing so to draw attention to a breach of parliamentary procedure, the bylaws, and/or the constitution, or to otherwise call order to the table. These interruptions would be considered points of parliamentary procedure or points of order.
 - ii. The Administrative Parliamentarian is tasked with ensuring the accuracy and availability of the Constitution at all times. All responsibilities including, but not limited to, those enumerated below are those of the Parliamentarian.
 - a. A current, physical copy of the constitution shall be kept in the ASFLC Lounge at all times. Any changes to the constitution shall appear in this document within 48 hours of their approval by the Senate and shall not be removed unless vetoed by the Executive Board or removed/amended by proper Senatorial procedure. All previous physical copies of the constitution shall be marked void and filed in the ASFLC lounge.
 - b. A current, electronic copy of the constitution shall be kept on the Fort Lewis College Wiki or any other electronic storage medium adopted by Fort Lewis College.
 - c. Any changes to the constitution shall appear in this document within 24 hours of their approval by the Senate and shall not be removed or altered unless vetoed by the Executive Board or removed/amended by proper Senatorial procedure.
 - d. The Vice President, Administrative Parliamentarian, all available Constitution Committee members, and any members of ASFLC wishing to attend shall meet within the first 2 weeks of each semester to ensure that all resolutions, vetoes, and amendments are properly reflected in the constitution.

- e. The oversight of all constitutional activity shall fall to the Vice President.

Article X. Disciplinary Procedures

Section 1. Articles of Impeachment

- a. Articles of Impeachment may be brought by a Student Senator against a member of the ASFLC accused of violating the Public Trust, Constitution, Bylaws, or Protocol. In order to discuss Articles of Impeachment, the Articles must be seconded.
- b. The Student Senate, upon hearing all arguments, may approve the Articles by a two-thirds (2/3) vote. If the accused member is a Student Senator, they shall be allowed to vote. If the Articles are adopted by the Student Senate, the Student Court shall be convened to pass judgment.
- c. It will fall on the Student Senator sponsoring the Articles to prove the guilt of the accused member before the Student Court. The accused member shall be given the opportunity to defend himself or herself and have no obligation to self-incriminate. Upon hearing all arguments, the Student Court may find the accused member either guilty or not-guilty by a majority vote. If the Court is evenly divided or a majority of the Student Court finds the accused not-guilty, the accused member shall be acquitted of all charges. Upon acquittal the accused member may not be impeached again for the same incident. If the Student Court finds the accused member guilty, they shall be removed from office immediately.

Section 2. Motion to Censure

- a. A motion to censure may be brought by a Student Senator against a member of the ASFLC accused of violating the Public Trust, Constitution, Bylaws, or Protocol. In order to discuss the motion to censure, the motion must be seconded.
 - i. A censure is a formal statement by a body that expresses its disapproval of a certain action or behavior
- b. The Student Senate, upon hearing all arguments, may approve the motion to censure by a two-thirds (2/3) vote. If the accused member is a Student Senator, they shall be allowed to vote. If the motion is passed by the Student Senate, the censure will be a part of the ASFLC's record and an electronic copy placed on the wiki.
- c. It will fall on the Student Senator introducing the motion to prove the guilt of the accused member before the Student Senate. The accused member shall be given the opportunity to defend himself or herself and have no obligation to self-incriminate.
- d. When making a motion to censure the act or actions must be explicitly stated by the Senator in their motion.

- e. Receiving a censure does not preclude any member from being impeached for the same incident.

Article XI. Amendment

Section 1. Amendments to the Constitution

- a. Any Student Senator may propose an Amendment to the Constitution. The Student Senate must then approve the proposed Amendment by a unanimous vote. If the Amendment fails in the Student Senate, then the Proposed Amendment may then be put before the Student Body during the Spring election by a two-thirds (2/3) vote from the Student Senate. If the proposed Amendment receives a positive majority from the voting Student Body it will go in to effect.

Section 2. Amendments to the Bylaws

- a. Any Student Senators, the Administrative Parliamentarian, or an Executive Officer may propose an Amendment to the Bylaws. Then the Student Senate must approve the proposed Amendment by a two-thirds (2/3) vote. The proposed Bylaw must then be signed by two-thirds (2/3) of the Executive Board. Upon these signatures, the Bylaw shall go into effect.

Article XII. Ratification

Section 1.

- a. The Constitution Committee shall submit this proposed Document to ASFLC Advisors. Upon the Document's approval from the Advisors, it shall be reviewed by the Fort Lewis College Attorney.
- b. Following the approval outlined above, the Constitution Committee shall submit this Document to the ASFLC. The Student Senate must approve this Document by a two-thirds (2/3) vote and receive the signature of the Student Body President.
- c. Following the approval of the ASFLC, this Document shall be submitted to the Vice President of Student Affairs, who shall submit this Document to the Board of Trustees for approval.
- d. Upon approval from the Board of Trustees, this Document shall be ratified.

Bylaws

Bylaw I: Officers

- a. Duties of the Officers
 - i. To represent the Fort Lewis College Student Body at all functions that the College President, College, or the Student Senate may deem necessary.
 - ii. To attend Student Senate meetings regularly.
 - iii. To meet regularly with the ASFLC Advisors.
 - iv. To hire and supervise all paid ASFLC personnel.
 - v. Determine ASFLC Meeting Protocol
- b. Duties of the Student Body President
 - i. Represent the interests of the Student Body to the Fort Lewis College Board of Trustees, faculty, and administration.
 - ii. To act as a liaison between the ASFLC, Fort Lewis College Board of Trustees, and the Fort Lewis College Student Body.
 - iii. The Student Body President shall be the Fort Lewis College Representative to the Colorado Student Government Coalition.
 - iv. To keep the ASFLC informed of faculty and administration current events.
 - v. To serve as an ex-officio member of the Institutional Fee Review Board.
 - vi. To oversee the day-to-day function of the student government.
- c. Duties of the Student Body Vice-President
 - i. To serve as an ex-officio member of all ASFLC committees.
 - ii. To fulfill all duties of the Student Body President in the absence of the President.
 - iii. To guide and coordinate the efforts of the Student Senate.
 - iv. To preside over the Student Senate meetings.
 - v. To ensure preparation, publication, and distribution of the Student Senate agenda and minutes, and a correct, complete, and properly indexed record of the minutes on file.
 - vi. To determine the outcome of a tie vote in the Student Senate.
 - vii. To oversee the performance of the Financial Director and the Financial Allocation Board.
 - viii. To ensure the formulation of the ASFLC Budget for the following Fiscal year.
 - ix. To present to the Financial Allocation Board a budget for the operation of the Senate and ASFLC offices for the following fiscal year.
 - x. The oversight of all constitutional activity shall fall to the Vice President.
- d. Duties of the Speaker of the Senate
 - i. com

- ii. To assign Student Senators to Committees.
- iii. To appoint Parliamentarians.
- iv. To oversee the day-to-day function of the student government, pursuant to *Article IV Section 3 a. iii.*, at the direction of the ASFLC President.

Bylaw II: Senators

a. Duties

- i. To attend Student Senate meetings regularly and participate in all Discussions and Action Items.
- ii. To be a member of at least one ASFLC Committee.
- iii. To attend meetings of the ASFLC Committees of which they are a member.
- iv. To work as representatives of the Fort Lewis College Student Body.
- v. To represent the Student Body at any function deemed necessary by the ASFLC.
- vi. To budget and allocate student funds.
- vii. To spend at least a (2) hour time commitment performing their duties outside of ASFLC formal meeting time in either committee meetings or office hours.
- viii. To participate where necessary to ensure the efficacy of the ASFLC.

b. Ethics

- i. Senators are to always act in the best interest of the student body. They shall make every reasonable attempt to fulfill their duties in good faith and with full regard for the welfare of others.
- ii. Senators are to be forthright, honest, and fully transparent in their communications with their constituents.
- iii. They shall never knowingly misrepresent the truth in their capacity as a representative of the Association. Senators are to conduct themselves in a professional manner when interacting as a representative of the Student Government Association or Fort Lewis College.
- iv. Senators are to maintain respect for the College, its employees, their fellow public servants, and themselves.
- v. Senators are prohibited from bestowing favors, making undue use or influence of powers of office, or offer special considerations of any kind in exchange for anything of material or intrinsic value.
- vi. Senators are prohibited from misusing, mismanaging, or misappropriating their position and/or equipment, facilities, or funds of the Association.

Bylaw III: Paid Positions

Section I. Financial Director

a. Duties

- i. To regularly attend ASFLC meetings.

- ii. The Financial Director shall have no more than (1) unexcused absence of the regularly scheduled meetings of the Financial Allocation Board. Dismissal shall occur immediately.
 - iii. The Financial Director shall miss no more than three (3) of the regularly scheduled meetings of ASFLC. Dismissal shall occur immediately.
 - iv. To oversee the governance, coordination, and organization of Registered Student Organizations.
 - v. To chair each meeting of the Financial Allocation Board.
 - vi. To process all requests for funds to be allocated by the ASFLC.
 - vii. To provide information to all members of the ASFLC regarding requests for funds and budgetary information.
 - viii. To have signatory approval on all expenditures of all Registered Student Organizations I.
 - ix. To coordinate the annual budget process.
 - x. To maintain an accurate accounting for all grant allocations, unallocated accounts, Registered Student Organizations' President's meetings, and Registered Student Organization meeting minutes.
 - xi. To maintain the budget of the ASFLC.
 - xii. To enforce and ensure compliance with the RSO Binding Agreements and all RSOs, of which are under the jurisdiction of ASFLC.
- b. Limitations
- i. The Financial Director may not vote in any respect during official or unofficial meeting times
 - ii. The Financial Director may not bring discussion topics to the table.
 - iii. The Financial Director may not bring Resolutions to the table.
 - iv. The Financial Director is permitted three speaking terms on any subject matter which involves in any manner the use of the ASFLC budget. Otherwise, they are not entitled to any speaking terms.

Section 2. Administrative Parliamentarian

- a. Duties
- i. To regularly attend both ASFLC and FAB meetings.
 - ii. To keep and organize meeting minutes for both the FAB and the ASFLC.
 - iii. To publicly post the minutes from each meeting no later than forty-eight (48) hours following the adjournment of each meeting.
 - iv. To submit time sheets by the established deadline.
 - v. To assist the executive team with any inter/intra organizational communications that the executive team deems necessary.
 - vi. To ensure the ASFLC is running according to the protocol outlined in the constitution.
 - vii. To enforce all parliamentary procedures within the meetings of ASFLC.

- viii. To act as a member of the Student Senate's Constitution Committee.
- ix. To assist the FAB director in holding at least (1) one office hour each week related to FAB topics.
- b. Limitations
 - i. The Administrative Parliamentarian may not vote in any respect during official or unofficial meeting times.
 - ii. The Administrative Parliamentarian may not bring discussion topics to the table.
 - iii. The Administrative Parliamentarian may not bring Resolutions to the table.
 - iv. The Administrative Parliamentarian is not permitted speaking terms during ASFLC meetings.

Bylaw IV: Suspension of Protocol

- a. Parliamentary Procedure may be suspended by a 2/3 majority vote of the Student Senate.

Bylaw V: Standing Committee Duties

- a. Constitution Committee
 - i. To maintain the ASFLC Constitution, Bylaws, and Protocols.
 - ii. To advise the ASFLC on amendments or revisions to the ASFLC Constitution, Bylaws, and Protocols.
 - iii. To assist other ASFLC members in formal writings related to ASFLC such as Resolutions upon the request of any ASFLC member requesting such assistance.
- b. Election Committee
 - i. To be responsible for coordinating all aspects of ASFLC elections.
 - ii. To enforce and oversee that the ASFLC Election Code is being followed by all involved parties to an election for the organization.
 - iii. To revise and prepare the ASFLC Election Code for the following academic year.
- c. Legislative Affairs Committee
 - i. To maintain an ongoing surveillance of bills and other proposed legislative action whether it is federal, state or local, that might affect Fort Lewis College in any way.
 - ii. To keep contacts with legislative organizations in order to more effectively monitor national, state, and local legislation concerning higher education and Fort Lewis College.
 - iii. To bring Resolutions to the Student Senate concerning any legislative action that affects Fort Lewis College.
 - iv. To advise the ASFLC on policies pertaining to the Colorado Student Government Coalition.
 - v. To engage the Fort Lewis College Student Body on matters of civic engagement.
- d. Student Services Committee
 - i. To investigate the needs of students.

- ii. To evaluate the efficiency of the student services provided by ASFLC and Fort Lewis College.
 - iii. To provide recommendations to the Student Senate regarding student needs and the efficiency of services provided.
 - iv. At least one member shall attend all Multi Modal Advisory Board (MMAB) monthly meetings.
 - v. In the fall semester, Student Services Committee shall conduct a student survey aimed at assessing student needs.
- e. Financial Allocation Board
 - i. The Financial Allocation Board shall allocate funds to Registered Student Organizations, register and hold Student Organizations accountable for use of student fees, and act as a liaison between the ASFLC and all Registered Student Organizations. The Financial Allocation Board receives authority through the ASFLC.
 - ii. The Financial Allocation Board's Bylaws are amendable by the Student Senate, via Resolution, by a 2/3rd majority vote in the affirmative.
- f. Public Relations Committee
 - i. Any Committee may submit a written request to Public Relations Committee regarding any events or information ASFLC needs advertised or brought to the attention of the Fort Lewis College Student Body. Committees, or individuals of ASFLC Committees, shall then provide all necessary information about the events to the Public Relations Committee, whose responsibility it is to collaborate with said Committees on matters of graphic design, phrasing, and the distribution medium of the information.

Bylaw VI: Registered Student Organizations (RSO's)

- a. Process
 - i. All students wishing to create or renew an RSO's will present to the Financial Allocations Board (FAB) and the ASFLC Student Senate following approval from FAB.
 - ii. FAB will ensure each new or renewed RSO meets all necessary qualifications under the FAB bylaws.
 - iii. FAB will then make recommendations for the renewal or creation of each RSO to ASFLC.
 - iv. ASFLC will ratify the creation or renewal of all RSO's through a resolution.
 - v. Once passed, each RSO is entitled to the rights, privileges, and limitations set forth in the RSO binding agreement.

Bylaws VII: Final Student Activity Fee Budget Approval

- a. Final Budget Approval

- i. The Senate shall appropriate one line within the ASFLC Unallocated Budget that will be specifically allocated to Level I Registered Student Organizations for initial allocations.
- ii. All budgets will be presented to Student Senate for approval and will be approved through a Resolution of the Senate.
- iii. The final budget approved by the Senate shall require affirmative votes of two-thirds (2/3) of the total Senate membership.
- iv. The budget, after Senate approval, shall be presented to the College Budget Office for approval and final approval by the Board of Trustees for Fort Lewis College.
- v. The budget shall be approved by the ASFLC no later than March 31 and become effective July 1 of the subsequent fiscal year. Any unexpected funds shall revert to the ASFLC Fund Balance.

Bylaws VIII: Appeals to Event, Travel, or Sustainability Initiative Grant Decisions without an ASFLC Court

a. Process

- i. An appeal request must be submitted by an RSO member to either an ASFLC advisor or a member of the ASFLC executive board. A request can be made in the case that an RSO member feels that they were either denied due process in their grant presentation, or if they feel that they were denied money for illegitimate reasons. The RSO may not submit an appeal for more than they originally requested to FAB and ASFLC.
- ii. The ASFLC advisor or ASFLC executive board member to whom the appeal request was filed is responsible for notifying the remaining appeal committee members of the appeal request.
- iii. The appeals committee must have four (4) voting members as well as the Administrative Parliamentarian present at the appeals meeting in order for the appeals meeting to take place.
- iv. The minutes from the appeals meeting must be publicly posted no later than 48 hours following the adjournment of the appeals committee meeting.
- v. If the appeals committee unanimously decides that the RSO was given due process and that no illegitimate reasons were provided for the grant decision, the appeals committee may dismiss the appeal case.
- vi. The appeals committee may override ASFLC's decision on the grant if the committee feels that the RSO deserves more money than was given. However, the committee does not have the power to override ASFLC's decision by offering less than was approved.
- vii. At the time of the appeals meeting, a two-thirds (2/3) majority vote has to be made by the voting members of the appeals committee.
- viii. The decision of the appeals committee is final.

b. Duties

- i. To oversee any appeal request submitted by an RSO member to either an Executive Board member or an ASFLC Advisor in the absence of a court.
- ii. To evaluate the legitimacy of the appeal request being submitted.
- iii. To decide by a two-thirds (2/3) majority vote the appeal that has been submitted.

Bylaw IX: Sustainability Initiative Grant

a. Names and Titles

- i. The Sustainability Initiative Grant may henceforth be referred to as the SIG.
- ii. The Fort Lewis College Campus Sustainability Council may henceforth be referred to as the CSC.
- iii. The memorandum of understanding between the ASFLC and the CSC may henceforth be referred to as the MOU.

b. Process

- i. The administrative and management control of the SIG has been passed from the ASFLC to the CSC in the manner outlined in the attached MOU (APPENDIX A).
- ii. The SIG MOU copy signed by the President of the ASFLC and the Campus Sustainability Coordinator shall be held by the Leadership Center Director Mark Mastalski for safe keeping and review till it is dissolved.

Bylaw X: Attendance Policy and Scholarship Criteria for Senators

a. Attendance

- i. Senators will be allowed 2 unexcused absences per semester which may be used for any reason. A 3rd absence will result in a mandatory meeting with an executive team member. Failure to attend this meeting or additional absences will result in a forfeit of the position.
 - a. Anyone considering taking an absence should make all reasonable effort to contact the Vice President as soon as possible.
 - b. An absence shall be considered excused if the person taking the absence is allowed to do so under the Fort Lewis College Instructional Policies.
 - c. If a senator is not present when their name is called during the roll, they will be considered tardy. If a senator is tardy two times, it will be equivalent to one absence.
- ii. Senators must attend 1 ASFLC event per semester.
- iii. Senators must attend 1 on campus, RSO sponsored event, per semester.
- iv. All senators must engage in at least two hours of time per week dedicated to ASFLC either through committee meetings, special projects, or office hours.

b. Scholarship Criteria

- i. If a senator resigns before the end of the semester, they shall forfeit the entirety of the scholarship.

- c. Special Extenuating Circumstances
 - i. The Executive team shall be empowered to make case-by-case exceptions to this policy via a majority vote.
- d. Oversight
 - i. The Vice President of ASFLC will oversee Attendance criteria and compliance.

Appendix A

Memorandum of Understanding between the Associated Students of Fort Lewis College, and the Campus Sustainability Council. 2018-2022

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between the Associated Students of Fort Lewis College (ASFLC) the primary governing body of the Fort Lewis College student body and the Fort Lewis College Campus Sustainability Council (CSC), which coordinates and recommends campus initiatives that are ecologically viable, economically sound, and socially just for present and future generations.

A. **Purpose.**

The purpose of this MOU is to provide documentation for the continuation of administrative and management control of the Sustainability Initiative Grant (SIG) by the CSC on behalf of the ASFLC.

B. **Roles & Responsibilities.**

ASFLC agrees and authorizes the CSC to administer and manage the annual SIG budget until the end of the MOU period.

CSC agrees to:

Maintain the SIG application and instructions so that applicants focus on impact, feasibility, and budget details.

Create and coordinate the implementation of a SIG marketing strategy to advertise to the

Fort Lewis College (FLC) student body, faculty, Registered Student Organizations (RSOs), and other campus entities including but not limited to Physical Plant, Student Housing and Information Technology.

Review SIG applications in a fair and equitable process that includes incorporating measures that eliminate any conflicts of interest that may arise. CSC members reviewing SIG applications must maintain viewpoint neutrality throughout the process.

Act in an advisory and collaborative role to projects that are awarded the SIG, when appropriate.

C. Reporting Requirements.

The CSC will provide an annual report to the ASFLC via digital copy that outlines projects that applied for the SIG as well as projects that were approved. The CSC will showcase grant projects to the greater campus community through mechanisms including but not limited to the Campus Sustainability Summit and/or Campus Sustainability Website.

D. Funding.

The funding for the SIG will come from the Sustainability Initiatives Student fee of five cents per credit hour, with the stipulation that fee money accumulated within the academic year must be allocated within the same academic year.

E. Timeframe.

This MOU is effective at the completion of the spring 2018 semester and will dissolve at the end of the SIG funding period on final day of classes of the spring 2022 semester.

The designated lead agency accepts full responsibility for the administration and management control of the Sustainability Initiative Grant.

This Memorandum of Understanding is the complete agreement between the Associated Students of Fort Lewis College and the Fort Lewis College Campus Sustainability Council and may be amended only by written agreement signed by each of the parties involved.

Associated Students of Fort Lewis College

ASFLC President:

_____ *Mr. Dustin Fink* _____

Signature

Date

Fort Lewis College Sustainability Council

Campus Sustainability Coordinator:

_____ *Dr. Kathy Hilimire* _____

Signature

Date

Appendix B

Memorandum of Understanding between the Associated Students of Fort Lewis College and the Environmental Center.

AY 2018-19 to AY 21-22

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between the Associated Students of Fort Lewis College (ASFLC) the primary governing body of the Fort Lewis College student body and the Fort Lewis College Environmental Center (EC), whose mission is to strengthen students' commitment to a socially and ecologically responsible world by connecting them with opportunities to create change on campus and in the community.

A. Purpose.

The purpose of this MOU is to provide documentation for an agreement between the Environmental Center acting as a Student Sponsored Organization (SSO) and the ASFLC in regard to financial and operational control for the EC as related through the Student Activities Fee. The MOU aims to support ASFLC in scaling the fixed costs covered by the Student Activity Fee and ensure that ASFLC continues to have sufficient funds to cover its variable costs. At the same time, ASFLC and the Environmental Center intend that the agreement below puts in place protections for the Environmental Center's own staffing fixed costs in the event of worst-case enrollment outcomes. Additionally, it is intended to streamline Environmental Center administrative processes to align more appropriately with an organization managed by professional staff, to provide both parties with a greater degree of predictability for their annual budgets, and to elevate the Environmental Center from a Registered Student Organization (RSO) to a Student Sponsored Organization (SSO). The EC shall continue to work as a resource for student voice, concern and tools on campus.

B. Roles & Responsibilities.

ASFLC agrees and authorizes the EC to maintain fiscal responsibility and fiscal control of their budget as dictated through the allotment from the Student Activities Fee. ASFLC agrees to allow professional staff or employees of the EC to have management oversight of the SSO as deemed necessary by the EC.

EC agrees to:

- Maintain their existing and or new mission and established purpose at Fort Lewis College.

- Give a presentation to the ASFLC, on the status of their organization relating to finances, events and operations or any other pertinent matter, when a request is made by either side as noted later in paragraph 1 of section C.

Continue to seek out partnerships, consultation, and collaboration with ASFLC as appropriate and beneficial ASFLC agrees to:

Represent the Environmental Center as an SSO in its advocacy and outreach to campus and community partners

Include the Environmental Center and its professional staff in the process of a Student Activity Fee increase. This includes soliciting input from the Environmental Center on financial need during the initial consideration of fee changes.

Continue to seek partnerships, consultation, and collaboration with the Environmental Center as appropriate and beneficial

C. Reporting Requirements.

As mentioned previously, either the organization, the ASFLC or the EC, may request a presentation to the ASFLC with a minimum of two weeks' notice and must be completed in a timely matter

The EC will not be required to submit meeting minutes, attend RSO president meetings nor be required to have a representative on the FAB. The Environmental Center will have the first right of refusal each year for one of two open FAB representative positions. This opportunity will be presented via email or in person to the Environmental Center staff by the FAB Director, or her/his proxy each year no later than the first week of school. If the EC chooses to fill this position, that decision must be made within the first two weeks of the fall semester and told to the FAB Director.

D. Funding.

The yearly budget for the EC will be drawn from the Student Activities Fee that is paid for by student fees. The annual allotment for the EC will be determined by the funding formula and \$20,000 fixed base allotment plus 15.5% of the total revenue from Student Activity Fee which will fluctuate with the increase and or decrease of student enrollment. The EC will have a guaranteed floor for their budget which is \$90,000.

The ASFLC agrees that based on the final funding number given on the Census date in the Fall semester of each academic year the EC will receive their appropriate allotment and any shortfall in fee revenue in the Spring due to a decrease in enrollment will be absorbed by the ASFLC so that the EC does not have a decrease in their budget between the fall and spring semesters.

If the EC believes that an increase in the Student Activities Fee is warranted, they may through public participation at the ASFLC meetings or if a discussion topic is sponsored regarding an increase, have opportunity to speak in support of.

In the event that ASFLC is considering a change to the Student Activity Fee, ASFLC and FAB representation will solicit input from Environmental Center professional staff. In turn, if an increase in the Student Activity Fee is passed, the Environmental Center will be consulted to determine its terms of allocation.

In the event of a change to the Student Activity Fee change administered through the Institutional Review Board fee process, this MOU will be amended prior to the EC receiving any additional funding not outlined in this current MOU.

E. **Timeframe.**

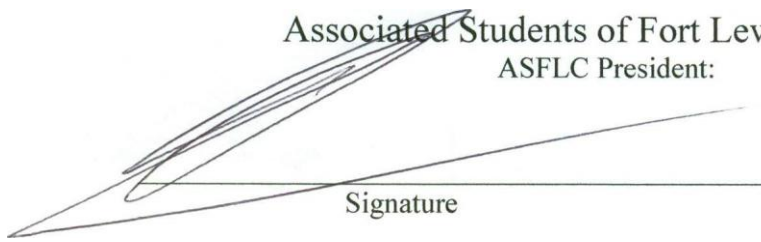
This MOU is effective at the start of Fiscal Year 2018-2019 and will dissolve at the end of the academic year 2021-2022, for a total of four fiscal years.

The designated lead agency accepts full responsibility for the administration and management of the financial allotment given by the ASFLC.

This Memorandum of Understanding is the complete agreement between the Associated Students of Fort Lewis College and the Fort Lewis College Environmental Center and may be amended through consent of the ASFLC by a unanimous vote and the internal approval process of the EC as they so establish.

F. **Grievance Process:**

If either party seeks to address a grievance or dispute related to or caused by the terms of the MOU, senior representatives from each party will meet together with the Director of the Leadership Center and, as appropriate, the Vice President of Student Affairs. The senior representatives of the ASFLC and the EC will use this process to garner any information it deems necessary to inform and ultimately resolve the issue.

Associated Students of Fort Lewis College ASFLC President:	
 _____ Signature	_____ Date
04/11/18	
Fort Lewis College Environmental Center EC Coordinator:	
 _____ Signature	_____ Date
4/11/18	

Appendix C

Memorandum of Understanding between the Associated Students of Fort Lewis College and KDUR. AY 2018-19 to AY 21-22

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between the Associated Students of Fort Lewis College (ASFLC) the primary governing body of the Fort Lewis College student body and KDUR, the Fort Lewis College community radio station, whose mission is to provide educational and training opportunities in a professional setting for Fort Lewis College students and community members.

A. Purpose.

The purpose of this MOU is to provide documentation for an agreement between KDUR acting as a Student Sponsored Organization (SSO) and the ASFLC in regard to financial and operational control for KDUR as related through the Student Activities Fee. The MOU aims to support ASFLC in scaling the fixed costs covered by the Student Activity Fee and ensure that ASFLC continues to have sufficient funds to cover its variable costs. At the same time, ASFLC and KDUR intend that the agreement below puts in place protections for KDUR's own staffing fixed costs in the event of worst-case enrollment outcomes. Additionally, it is intended to streamline KDUR's administrative processes to align more appropriately with an organization managed by professional staff, to provide both parties with a greater degree of predictability for their annual budgets, and to elevate KDUR from a Registered Student Organization (RSO) to a Student Sponsored Organization (SSO). KDUR shall continue to work as a resource for student voice, concern and tools on campus.

B. Roles & Responsibilities.

ASFLC agrees and authorizes KDUR to maintain fiscal responsibility and fiscal control of their budget as dictated through the allotment from the Student Activities Fee. ASFLC agrees to allow professional staff or employees of KDUR to have management oversight of the SSO as deemed necessary by KDUR.

KDUR agrees to:

- Maintain their existing and or new mission and established purpose at Fort Lewis College.

- Give a presentation to the ASFLC, on the status of their organization relating to finances, events and operations or any other pertinent matter, when a request is made by either side as noted later in paragraph 1 of section C.

- Continue to seek out partnerships, consultation and collaboration with ASFLC as appropriate and beneficial.

ASFLC agrees to:

Represent KDUR as an SSO in its advocacy and outreach to campus and community partners.

Include KDUR and its professional staff in the process of a Student Activity Fee increase. This includes soliciting input from KDUR on financial need during the initial consideration of fee changes.

Continue to seek partnerships, consultation and collaboration with KDUR as appropriate and beneficial

c. Reporting Requirements.

As mentioned previously, either organization, the ASFLC or KDUR, may request a presentation to the ASFLC with a minimum of two weeks' notice and must be completed in a timely matter

KDUR will not be required to submit meeting minutes, attend RSO president meetings nor be required to have a representative on the FAB. KDUR will have the first right of refusal each year for one of two open FAB representative positions. This opportunity will be presented via email or in person to the KDUR staff by the FAB Director, or her/his proxy each year no later than the first week of school. If KDUR chooses to fill this position, that decision must be made within the first two weeks of the fall semester and told to the FAB Director.

D. Funding.

The yearly budget for KDUR will be drawn from the Student Activities Fee that is paid for by student fees. The annual allotment for KDUR will be determined by the funding formula and \$40,000 fixed base allotment plus 14.0% of the total revenue from Student Activity Fee which will fluctuate with the increase and or decrease of student enrollment. KDUR will have a guaranteed floor for their budget which is \$100,000.

The ASFLC agrees that based on the final funding number given on the Census date in the Fall semester of each academic year KDUR will receive their appropriate allotment and any shortfall in fee revenue in the Spring due to a decrease in enrollment will be absorbed by the ASFLC so that KDUR does not have a decrease in their budget between the fall and spring semesters.

If KDUR believes that an increase in the Student Activities Fee is warranted, they may, through public participation at the ASFLC meetings or if a discussion topic is sponsored regarding an increase, have opportunity to speak in support of.

In the event that ASFLC is considering a change to the Student Activity Fee, ASFLC and FAB representation will solicit input from KDUR professional staff. In turn, if an increase in the Student Activity Fee is passed, KDUR will be consulted to determine its terms of allocation.

In the event of a change to the Student Activity Fee change administered through the Institutional Review Board fee process, this MOU will be amended prior to KDUR receiving any additional funding not outlined in this current MOU.

E. **Timeframe.**

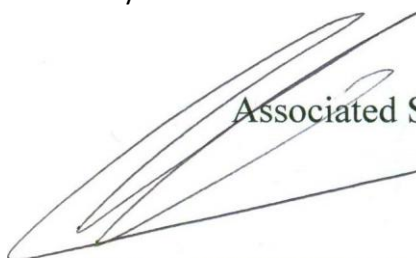
This MOU is effective at the start of Fiscal Year 2018-2019 and will dissolve at the end of the academic year 2021-2022, for a total of four fiscal years.

The designated lead agency accepts full responsibility for the administration and management of the financial allotment given by the ASFLC.

This Memorandum of Understanding is the complete agreement between the Associated Students of Fort Lewis College and KDUR and may be amended through consent of the ASFLC by a unanimous vote and the internal approval process of KDUR, as they so establish.

F. **Grievance Process:**

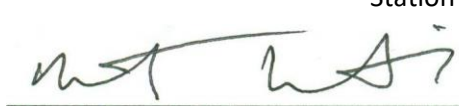
If either party seeks to address a grievance or dispute related to or caused by the terms of the MOU, senior representatives from each party will meet together with the Director of the Leadership Center and, as appropriate, the Vice President of Student Affairs. The senior representatives of the ASFLC and KDUR will use this process to garner any information it deems necessary to inform and ultimately resolve the issue.


 Associated Students of Fort Lewis College
 ASFLC President:

 Signature

 Date

4/11/18

KDUR
 Station Manager:


 Date

 Signature

4-12-18