



Club Council Meeting Minutes

The Student Union South Cafeteria | 1:00 pm

September 5, 2014

A) CALL TO ORDER 1:11pm

B) APPROVAL OF AGENDA

- I) JT moved to add Stacey Lucason and Zac Clark to the agenda; seconded by OCF. No objections, so ordered. Agenda approved by 5-0 vote

C) APPROVAL OF PREVIOUS MEETING'S MINUTES – nothing to approve

D) PERSONS TO BE HEARD

- I) Stacey Lucaon (initially not present; came back to her after USUAA Report; JT Moved to go back up the agenda to persons to be heard when she arrived; seconded by BSU, no objections, so ordered.) **USUAA President** – Student involvement. Lots of boards need appointees. We need people to show up and help, so if you are passionate about any issues (Tenina Child Care) we really need your help. SUCSS advisory council, potential re-design in the 10 year plan. Go on the USUAA website, put in your information in the fillable form, and Stacey will email you back about potentially being her appointment. Appointments could happen if you are passionate, meetings are Every Friday @ 3p. She has an office upstairs
- II) Zac Clark – Concertboard Coordinator
 - i) Upcoming events...7 member board, we need an appointee from club council
 - ii) Requirements: come to every meeting @ 2pm on Fridays, attend all of the shows, and help promote the Board.
 - iii) Also does Special Projects Fund – pot of money from previous ticket sales, allows students to apply for grant funding for projects they have been working on. Educational lectures, conferences. Any questions, contact Zac.

E) BUDGET REPORT - \$17,170.00 available; maximum request - \$1,717. In a Year, you can only request \$2,000

F) USUAA Report – Elections Board – Help needed, seats available, Alaska Airlines Center Opening.

G) LEADERSHIP COORDINATOR – Cody Beuhchner

- I) Full Re-registration: Accounting, BSU, the family, geometrics, UAA Nutrition, Orthodox Christian Fellowship. All registration is due on Sept 15. Online registration, Advisor Contract, Two officers attending officer orientation, President' statement of compliance form required for Registration to be considered complete. Available on UAA Website. He has a list to add you to the listserv; we will make sure to get you on there.
- II) Student involvement fair is the 10th from 11-1...sign up online on the SCGL Website. Individual orientations are available, but the slideshow for orientation is available on the website

H) COMMITTEE REPORTS

- I) **Campus Programming Board – Representative Needed**
- II) **Student Union & Commuter Student Services Board – Representative Needed** – Jilene Galle appointed; 5-0 vote in favor
- III) **Special Projects Fund – Representative Needed** – possibly Lurtsema
- IV) **Concert Board – Representative Needed** – Joseph Lurtsema – Has served on the board before, has past experience and can provide great help. Accounting Club asked what the time commitment was, and if he felt he could adequately manage the time. Michael asked to meet w/ Joseph after before deciding on whether or not to appoint him.
- V) **Diversity Action Council – Representative Needed**

I) NEW BUSINESS

- I) **Deactivation Appeal** – Explanation of appeals process
 - i) Motion to limit time for presentation and questions
 - ii) National Society of Leadership and Success (NSLS)
 - (1) Exec board – JT Summarized the report (attached), and the evidence. Also indicated that a similar event happened last year.
 - (2) NSLS – Corey Hester, Founder. Issues:
 - (a) Conflict of interests, neutral chair, but Jilene is a society member, which regardless of the outcome of the bias per the society
 - (b) The Gala – Signed copy of by Chancellor's office and Hilton that all University, State and Local Policy was followed. Chancellor was there. Dean of College of Arts and Sciences, Governor, Lt. Gov. Society doesn't think the investigation was conducted in an ethical manner. Believes we have to have an official meeting with Quorum
 - (c) Auction prize claim forms. Society was throwing it as a fundraiser for Junior Achievement, JA was responsible for receiving Donations, so they couldn't use the university Tax ID.

- (d) Turned in all the proper Beer and Wine Permit, but our Office lost the permit (Extension of two minutes). Video evidence indicates that the paperwork was turned in. Police report has to be filed to get it, and they aren't able to show it in public due to privacy concerns.
- (e) Chancellor was there, he would vouch for them, several deans have offered to support the society.
- (f) If deactivated, it means the society won't hold it against the body, it just means that they need to be accomplished sooner.
- (g) Many society members are here
- (h) Questions:
 - (i) Accounting Club: Explanation of Auction Prize Claim forms. JA utilized tax ID, received all those forms
 - (ii) Nutrition Club: When was money received?
 - (iii) Michael – Auction Prize Claim forms/beer and wine permit – Indicates that a silent auction prize claim forms, evidence individuals from NSLS handling alcohol.
 - (iv) Club – Did we lose it? She's had forms lost before
 - (v) Michael – we don't know who it was given to; if it wasn't given to our office, we don't have it. In our office, people
 - (vi) Club – Change the system,
 - (vii) BSU – Did you ever talk to SCGL about the event?
 - (viii) Corey – we did
 - (ix) Cathy – conversations were almost exclusively were to procure forms
 - (x) JT – detailed explanation on Beer and Wine Permit, vis-à-vis dates. Cathy informed the club on March 27th that the request for serving beer and wine hadn't been received by our office. Marilyn responded to the email, asked a question about having beer and wine on the table at the green and gold gala. Cathy responded with information on how, and advised that Dr. Lee would be out of the office next week and they needed to hurry and return the permit. No further contact from the club.
 - (xi) Corey – CC Didn't meet with us enough
 - (xii) JT – Explanation on meetings via Email
 - (xiii) Corey, requests to meet went unreturned
 - (xiv) Joseph – what the rule was, what was broken...doesn't necessarily mean that they know what the rules were exactly, to the fine print, maybe they didn't know, or maybe the club council didn't know. On the other hand, he does agree

there have been moments where documentation has been lost, certain process haven't been committed in good faith the way that they should have been. I think we should look at what rule has been broken, and present to everybody here, and then...We have nothing to read in front of them, I think we should extend the time to see what the evidence is.

(xv) Shawn – Motion to table to the next meeting. Moved and seconded.

(xvi) Council should utilize information before we move on.

(xvii) Tabled until next meeting by 5-0 vote

II) Attendance Waiver

- i) **Anime Club** – Nutrition Club – is there a way to get more information – We can table until the next meeting. Motion to table from BSU, Seconded from OCF. Approved 5-0. Moved to Next Meeting

III) Funding Requests

- i) **Accounting Club** – Goal is to facilitate communication amongst students. Tonight at the Marriot. Members of the business community will join us. They do ask for rsvp, Applied for the Beer and Wine Permit. Had to increase budget to around \$6400. Requesting the full \$1717; expect to make \$800 from the board. Also received a grant from the Concert Board for about \$500. That brings their cost down to about \$2300 from club funds. Asking for this because of continued support for student life here and students once they move past their education. Club Council will be listed as a cosponsor on all future advertising, already included it on the program; hopeful that things will work out. They do have a lot of events that they wish to include us on in the future. 150 RSVPS, and they had to bump up the #s about 1400.
- ii) Shawn had concern about the amounts on funding request not matching up; entertained a motion for JT to update as numbers were as recently updated as this morning. Moved by BSU, Seconded by OCF; Approved by 5-0 vote
- iii) Due to Technical Difficulties, JT motioned for vote by voice; Shawn asked for vote by paper ballot. Approved by 5-0 paper ballot, meets 2/3 vote

IV) New Clubs

- i) **Property Management and Real Estate Club (PMREC)** – Explained power point (attached)
- ii) **Students Living Christ (SLC)** – Group of people to get together to strengthen faith. Meet Tuesdays and Thursdays in alternates. Free food! Also, open to anyone who is curious about it. BSU, where do you meet? SLC – wanting to find a good solid meeting place; meetings will be posted on Collegiate Link
- iii) **Read and Review Club** – not present, move to next agenda

J) For the Good...

- I) Shawn – Meetings usually run until 3 – JT, technically yes, they can run up until USUAA meets @ 3pm
- II) Simple Truth – Hosting event w/ Seahawks player Max Strong. Works with non-profits and needy children. Bring him up to strengthen us, he will speak, also will have a volunteer drive afterward Sept. 27 from 12-4, meeting in SU cafeteria. Jilene – put in your FR soon!
- III) Annie Route – Director of Student Leadership. Happy to invite us to presentation next Monday @ 7pm at the Alaska Airlines Center, brought to you by the athletics dept and office of student affairs. Speaker is Executive of firm that finds people to fill positions in athletics...Bob Bodeen. His theory is on networking and the power of people you already know. Presentation is at 7pm in Auxiliary Gym. Please sign up! Books will be given to the first 100-150 students; they would like to have enough for everyone. Sign up online; watch for it on the listserv. Today is a great day to be a Seawolf with the opening of the center. Many of you may have heard of it or maybe not, but it will be a wonderful addition to campus life, encourage everyone to participate in this historic occasion. Hopefully you'll also be at the spirit run tomorrow as well. She will try to attend as many meetings as possible; been working here since 1986; wants to help in our journey through university.
- IV) Army ROTC – paintball on Friday, 4 slots are available, come see the CC rep after the meeting.

K) CLUB ANNOUNCEMENTS

L) ADJOURNMENT – 2:40PM

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Memo

Date: August 27, 2014
To: National Society of Leadership and Success
From: Club Council Executive Board
Subject: National Society of Leadership and Success 2014 Spring Gala

Purpose

To inform the National Society of Leadership and Success on the findings regarding the 2014 Spring Gala inquiry.

Summary

On May 22, 2014, UAA Student Life and Leadership Assistant Director for Student Leadership, Paula Fish, advised the Club Council Executive Board that the University had received an unpaid bill from the Anchorage Hilton Hotel concerning the National Society of Leadership and Success' 2014 Spring Gala. The Club Council Executives requested that the NSLS's financial account be frozen and the organization's UAA Life page be removed from public view. The Club Council Executive Board conducted an investigation on the bill and the 2014 Spring Gala event. There is a chain of emails that shows the communication from both parties. The dialogue ensued until late August, where the Club Council Executive Board wrote a report detailing the areas of concern regarding the 2014 Spring Gala.

Sanctions

Based on our findings, the Executive Board has decided to deactivate the National Society of Leadership and Success effective August 29, 2014.

Right to Appeal

You, the representatives of NSLS, have the right to appeal this decision. Article 7, Section 5 of the Club Council Bylaws states, "A club may appeal its deactivation in writing to the CC Executive Board no more than thirty (30) days after deactivation has become effective." Additionally, Article 7, Section 5 of the Club Council Bylaws states, that the appeal will be brought forth to the Club Council, voting delegates, where a two-thirds (2/3) majority vote may approve the appeal and overturn the deactivation.

NSLS Report

On May 22, 2014, UAA Student Life and Leadership Assistant Director for Student Leadership Paula Fish advised the Club Council Executive Board that the University had received an unpaid bill for \$9,475.43. The bill was in regards to the National Society of Leadership and Success Spring Gala. The event - a fundraiser for local non-profit Junior Achievement - was held at the Anchorage Hilton Hotel on April 19, 2014, and was the second such event. The Hilton forwarded the bill to the UAA Accounts Payable Department, who eventually forwarded it to the Student Life & Leadership Office after emails to the club received no response. NSLS was a registered student club at the time of their Gala. Review of the monies available in their club account at the time the bill was forwarded showed NSLS would be unable to pay the entire cost, potentially making Club Council liable for the remaining \$6,000 (approximately).

Several areas of concern were raised by the receipt of the bill, and as Club Council is the governing body for student clubs, Club Council Bylaws require that action be taken by the Executive Board to determine if University Policy was followed. After reviewing documents given to us by the officers of NSLS, the Club Council Executive Board has found four areas of concern in regards to the 2014 Spring Gala. These four areas of concern include the Beer and Wine request submitted, an external account being used for the club, students contracting with vendors, and the auction prize claim forms. The areas of concern are outlined below in detail.

I. Beer and Wine Request

The University of Alaska Anchorage requires that a Beer and Wine request be submitted for any event held on- or off-campus by a registered club at which alcohol will be served. In 2013 a similar Spring Gala was held by NSLS, alcohol was served and there was no Beer and Wine request submitted. At the conclusion of this event, the Student Clubs and Greek Life (SCGL) Office staff discovered the situation, and made multiple attempts to clearly convey University Policy regarding serving alcohol to the relevant club officers, and it appeared that the club officers understood the policy.

Upon receiving the bill for the event from the Hilton, it was indicated that a cash bar was available. This raised questions about whether or not the stipulations of the Beer and Wine request were followed. Specifically, the Beer and Wine request allows for a 2-drink limit, and requires that all events not limited to those 21 and older have a designated area where alcohol is served. Additionally, the Beer and Wine request was never received by the SCGL office, despite multiple attempts to reach out to the club and ensure that the request was turned in to and reviewed by the office. Currently, the SCGL office requires that clubs submit their Beer and Wine requests to the office to ensure that all paperwork is in order and supplemental documents are included.

On July 21, 2014, Club Council Vice Chair, Assistant Director for Student Leadership Paula Fish, and Student Clubs and Greek Life Coordinator Cody Buechner met with members of the NSLS Executive Board to discuss the areas of concern, including the Beer and Wine request. At that meeting, NSLS Executives advised that they believed the Beer and Wine request had been submitted to the SCGL office after Spring Break. After not hearing back from the office, NSLS made an attempt to contact the Deans of Students', Vice Chancellor's and Chancellor's office to obtain the necessary signatures for the request to be approved. It was the opinion of NSLS that the SCGL office had lost the request, and the club's good faith attempts to get SCGL approval were rebuffed. NSLS also advised that they had submitted the supplemental documents noted on the request that are required for clubs.

Club Council then asked via email for NSLS to submit to us a copy of their Beer and Wine request along with the supplemental documents. NSLS responded by indicating some confusion with the Beer and Wine request, as there appeared to be more than one available. Upon review of emails, and the dates of signature on the request submitted by NSLS, Club Council was able to determine that:

1. NSLS's Beer and Wine request was submitted to the Vice Chancellor for Student Affairs Bruce Schultz' office to assistant Katie Allen after Spring Break, and not to the SCGL office. SCGL Administrative Assistant Cathy Olson emailed the NSLS President, Marilyn Alvarenga-Gaxiola, on March 27, 2014, inquiring about several issues related to the Gala, including the Beer and Wine request. Cathy advised that SCGL had not received the Beer and Wine request yet, and it needed to be submitted as soon as possible. The NSLS President responded to the email, but did not advise as to the status of the Beer and Wine request.
2. The request submitted to the Vice-Chancellor's Office did not contain the supplemental documents required for clubs. Upon request from Club Council, NSLS gave conflicting information at different times as to how they enforced the 2-drink limit and 21+ area. Furthermore, the Beer and Wine request, appears to have misrepresented what actually happened at the Gala. On the request completed by NSLS and signed by Chancellor Case, it appears that wine would only be available in silent auction baskets/tables. NSLS also made explicit mention that they would not be serving or consuming any alcohol at the event (that includes having a cash bar available). Fields requesting information on how the 2-drink limit would be enforced are marked "N/A", as are the fields requesting information on how the 21 and over area would be maintained. Supplemental documents provided to Club Council after the event, by NSLS, upon request attempt to fulfill the requirements, but were not submitted with the request.

3. There was no confusion regarding which Beer and Wine request should have been completed. A New Beer and Wine request including policies for the Alaska Airlines Center was created by UAA Administrators, effective March 21, 2014. However, the request signed by the NSLS President, Advisor, Dean of Students, and Chancellor is the Beer and Wine request effective 11-09-10. NSLS was not forwarded the new request until April 11th when they inquired as to the status of the request with the Chancellor's and Vice Chancellor's offices.

Club Council Bylaws (Article 7, Section 1) require the Executive Board deactivate clubs who "[fail] to abide by University Policy." Upon consideration of the attempts made by the SCGL office to communicate University Policy regarding alcohol at club events in light of the previous Gala, NSLS's apparent misrepresentation of their Beer and Wine request, combined with improper submission and lack of supporting documentation, the Club Council Executive Board has determined that all of the above constitute failure to abide by university policy and serve as grounds for deactivation.

II. The External Account and Club Finances

University of Alaska Anchorage Policy requires that all registered student clubs and organizations maintain official accounts with the University, and prohibits student clubs and organizations from maintaining any financial accounts outside the University. Such language is present in the UA Administrative Manual, UAA Student Code of Conduct 2.a, and documents that require club officer signature for official registration. Club Council had concerns about NSLS maintaining an outside account upon obtaining promotional materials that indicated checks for the event should be made out to "Alaska NSLS" and submitted to an off-campus address. Additionally, when UAA received the bill from the Hilton Hotel, it appeared that no purchase request had been created with the University for the bill to be paid, and the NSLS Club Account had insufficient funds to render payment in its entirety. This was despite public proclamations by NSLS that the club had raised over \$30,000 at the Gala, none of which was deposited in their university account. When SCGL staff attempted to clearly convey University Policy in regards to the Beer and Wine request following the 2013 Gala, Policy regarding the use of outside accounts was also communicated, and appeared to be understood by NSLS executives.

Upon requesting additional information from NSLS in regards to how the bill was paid and how club finances were handled, Club Council was able to determine that:

1. NSLS maintained an external financial account in violation of UAA Policy. In Club Advisor Professor Edgar Blatchford's response to our queries received on August 12, 2014, he states, "just like last year [sic] the Society utilized a private event planner to

facilitate and coordinate part of the Gala that dealt with those things [advertising, event finances]. I myself was on an external account with JA [Junior Achievement]."

2. As of July 31, 2014, Junior Achievement had yet to receive any funds from NSLS that had been donated before and during the Gala.

Club Council Bylaws require the Executive Board deactivate clubs who "[fail] to abide by University Policy." Upon consideration of the attempts made by the SCGL office to communicate University Policy regarding external accounts in light of the previous Gala combined with the agreement to such policies made by club officers during the re-registration process and the admission of the club advisor that an external account was maintained, the Club Council Executive Board has determined that all of above constitute failure to abide by university policy and serve as grounds for deactivation.

III. Students Contracting With Vendors

UAA Policy prohibits students and registered clubs or organizations from signing contracts with outside vendors or service providers without University approval. Such language is present in the UAA Procurement Policy and the UAA Student Code of Conduct 2.a. Following the 2013 Gala, SCGL staff met with NSLS Executive Board members to attempt to clearly convey University Policy regarding contracts. Of particular concern was the fact that the club had contracted with a party planner in order to help facilitate the event. At the 2013 meeting, and in multiple emails from Administrative Assistant Cathy Olson and NSLS executives, policy explanations and necessary forms were provided so that the club could contract with the party planner for the 2014 Gala. On the June 21, 2014, meeting with NSLS executives, the Club Council Vice Chair and SCGL staff, the NSLS Club President, Marilyn Alvarenga-Gaxiola, acknowledged that such procedures were communicated multiple times, and understood.

After receiving the April 19, 2014 bill from the Hilton Hotel, Club Council noted that the banquet check had been signed by NSLS President, Marilyn Alvarenga-Gaxiola. Subsequent documentation revealed that NSLS member Allen Carraway signed a Catering Sales Event Agreement with the Hilton Hotel on December 31, 2013. Email communication between NSLS President, Marilyn Alvarenga-Gaxiola, and Administrative Assistant Cathy Olson indicated that NSLS had utilized a party planner. Moreover, in Professor Blatchford's August 12, 2014, response to our queries, he states that NSLS contracted with a party planner for the event

Upon requesting additional information and explanation from NSLS, Club Council was able to determine that:

1. No documents or contracts were submitted to the University for approval before being signed by club members. Neither the contract with the party planner, Catering Sales

Event Agreement, nor final Banquet Check or preliminary documents were vetted by the University.

2. NSLS was aware of and understood university policy regarding contracts, as communicated by SCGL staff after the 2013 Gala, noted in the requirements for club re-registration and Student Code of Conduct, and confirmed by NSLS President, Marilyn Alvarenga-Gaxiola, at the June 21, 2014, meeting with the Club Council Vice Chair, SCGL staff, and NSLS executives.

Club Council Bylaws require the Executive Board deactivate clubs who “[fail] to abide by University Policy.” Upon consideration of the attempts made by the SCGL office to communicate University Policy regarding contracts and in light of the previous Gala combined with the agreement to such policies made by club officers during the re-registration process, the admission of the club advisor that a contract was entered into without university approval, and confirmation by NSLS President, Marilyn Alvarenga-Gaxiola, that such policies were understood, the Club Council Executive Board has determined that all of above constitute failure to abide by university policy and serve as grounds for deactivation.

IV. Auction Prize Claim Forms

UAA Policy requires that Auction Prize Claim Forms be submitted to the University within 48 hours of the conclusion of an event by a registered student club or organization that contains live or silent auction items. The forms are required for tax filing purposes, and were available and accessible on the UAA Clubs Website under "Fundraising." Club Council requested such documents from NSLS after receiving the bill from the Hilton and reviewing promotional materials that indicated a silent auction had been held at the Gala.

Upon requesting the forms from NSLS and additional information from NSLS executives and University administrators regarding policy on Auction Prize Claim Forms, Club Council has been able to determine that:

1. Auction Prize Claim Forms for some of the silent auction items at the Gala may be available, but some may not be. In his August 12, 2014, response to our queries, Professor Blatchford indicated that some of the auction prize claim forms might be available; however, as the Journalism and Communications Department (where Mr. Blatchford is employed) and the SCGL office allegedly do not have enough space for document storage, some of the claim forms may have been discarded. Professor Blatchford advised that some of the claim forms may have been in the possession of other club members.
2. The University never received any Auction Prize Claim Forms from the NSLS Gala. Communications with Rhoda Brown, UAA Budget Office - Budget Technician, indicate

that no Auction request or Tax Status Determination Forms were completed or turned in from the Gala.

Club Council Bylaws require the Executive Board deactivate clubs who “[fail] to abide by University Policy.” Upon consideration of the availability and accessibility of the documents necessary for the Silent Auction at the Gala combined with the lack of documentation surrounding the silent auction items, the Club Council Executive Board has determined that all of above constitute failure to abide by university policy and serve as grounds for deactivation.

Appendix I

NSLS Beer and Wine Request

UNIVERSITY OF ALASKA ANCHORAGE REQUEST FOR SERVING BEER/WINE

Applicant Name: Marilyn Alvarenga-Gaxiola Phone: 907-764-1433 FAX: N/A
 Address: 210 South Hoyt Street Email: LeadershipSociety@uaa.alaska.edu
 Name of group: Alaska's NSLS Date of event: April 19, 2014 Age range: 21-80
 Type of event: JA Annual Gala Number of attendees: 300 Start time: 5:30AM End time: 10:00PM
 Location of event: The Anchorage Hilton
 Description of non-alcoholic beverages and food to be served: To be determined!
Four-course-meal.

List quantity by container type and describe alcoholic beverages and estimated cost: \$

Beer [yes] ☒ [no] Quantity: _____ Size: _____ Container type: _____
 Wine [yes] ☒ [no] Quantity: _____ Size: _____ Container type: _____

Provide name and UAA affiliation of University representative who will be present at the event and monitoring the service of alcohol:

N/A

Name of individual who will monitor the age & quantity of alcohol being served to each participant:

N/A

What methods will be used to monitor the quantity of alcohol being served, i.e., drink tickets? Bottles of fancy wine
will be included in some of the silent auction baskets/tables.

(NSLS will not be serving/consuming/handling any alcohol at this event.)

STATEMENT OF APPLICANT: I accept responsibility for monitoring the behavior of those in attendance at this event. I have read and understand the UAA Alcohol Policy and UAA procedures for serving beer and/or wine. I affirm that I will comply with the UAA policies and procedures. I understand that I will be responsible for monitoring the event to ensure compliance with the UAA policies and procedures and any specific conditions contained in this request form. I will be present during the entire scheduled time of this event and will have a copy of approved request with me at the event.

Signature of Applicant

Date

FUNDING SOURCE: (Please Check Appropriate Box)

(No funds all donations.)

- ☐ Private/Personal Funds
☐ Appropriate Funds Available Within Requesting Unit
☐ Request Funding/Beverages From Chancellor's Office

Dept./Unit/(if different than above) Signature

Date

Dean/Director/Advisor Approval

Date

Comments:

Approved: ☒

Pending: ☐

Denied: ☐

Vice Chancellor for Student Affairs, University Center 105

4/14/14

Comments:

Decided by:

Tom Case

April 16, 2014

Approved: ☐

Denied: ☐

Chancellor: 002B1426410

Date

Appendix II

UA Accounting and Administrative Manual



Accounting and Administrative Manual

Section 100: Accounting and Finance

Agency Funds
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General:

The agency fund group represents resources owned and controlled by others, e.g. students, faculty, staff or other organizations, which are held by the university as custodian or fiscal agent.

Assets of agency funds may include cash, investments, accounts receivable or interfund receivables. Liabilities of agency funds may include accounts payable to third parties and fund balances representing the net assets owed to the organization for which the university is acting as custodian.

Funds which are under the full control of an academic department or administrative officer or which are available at the administration's discretion to supplement university operating funds, are not to be accounted for as agency funds, nor is the agency fund group appropriate for funds which are generated through activities of the university and which are properly considered program or university receipts, including the sales of goods or services related to the university's educational activities or gifts/donations to the university (see following section "Gifts and Fundraising").

The net assets (the total of fund balance, revenue control and expenditure control) are equal to the balance which the agency has available to expend. The net assets do not represent resources available to the university.

Documentation:

Supporting documents should be on file in the relevant administrative/accounting office for each agency fund administered by the university. Documentation should include the fund number assigned, the agency name and the authorized signatures required to initiate expenditures from the agency fund.

Reporting:

Accountability for agency funds requires the administrative unit responsible for the agency account to submit periodic financial reports of transactions and balances to a representative of the individuals or organization that is the owner of the agency account's net assets.



Accounting and Administrative Manual

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Budgeting – General:

The university's accounting system requires the establishment of a budget for each agency fund. The budget requirement is intended to assure that expenditures do not exceed available funds. For agency funds, exclusive of student government funds, the budget authorization should consist of a budgeted expenditure level which does not exceed the net assets of the fund. The budget must be revised periodically to reflect additional deposits to individual agency accounts.

Budgeting - Student Governments:

Student government funds recorded in the agency fund group should be budgeted by major account code in accordance with the budget as approved by the Board of Regents.

Internal budget revisions may be processed for up to the lesser of 20% or \$10,000 for a major account code or program with approval by the appropriate chancellor. This authorization is delegated to the chancellors with the understanding that such revisions should not change the intent of the original budget as approved by the Board of Regents.

Budget revisions exceeding the above limits, requesting expenditure of additional revenues, or changing the intent of the original budget request must be forwarded to the Statewide Planning and Budget Office for approval. The revisions must be accompanied by sufficient information and explanation to permit review and the determination of whether the revision will require presidential or Board of Regents approval.

Procurement and Expenditure Procedures:

Administrative/accounting offices should review expenditure and procurement requests for appropriate authorizing signatures, for availability of funds and for compliance with university procurement and expenditure procedures.

The university's procurement and expenditure procedures are intended to assure conformance with statutes related to the expenditure of public funds and to promote sound governmental institutional business practices. Independent organizations which maintain non-public funds (e.g. funds received or solicited outside the university's tax exempt status, its status as a public educational institution or its operational activities) in agency accounts held by the university may be granted exemption from the university's procurement and expenditure procedures.



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An exemption will be based upon a written request filed with the university's chief financial officer which will include an affirmative recommendation by the appropriate Vice Chancellor for Administrative Services and the identification of the specific account (i.e. accounting system fund number) to which the requested exemption applies, and which demonstrates that the organization

1. maintains an organizational structure which is independent of the university's, e.g. an association or corporation which operates under a defined charter, by-laws, rules of operation, and if applicable, a tax exemption,
2. has funds or revenue sources other than state monies and the funds or revenue sources are separate from the university's, and
3. maintains segregation of the funds and revenues.

The determination of the adequacy of the segregation of the non-public funds and the sufficiency of the formal organizational structure for it to be considered independent of the university will be made by the university's chief financial officer. Based on the university's chief financial officer's determination, the chief procurement officer may grant exemptions from procurement procedures for transactions charged to specific agency accounts.

Exemptions will be effective for a period of three years or until the circumstances related to the exemption change, whichever occurs first. The organization requesting the exemption will be responsible for notifying the university's chief financial officer of changes in the circumstances relating to the exemption.

Overexpenditures:

Administrative units which permit expenditures by an agency in excess of receipts on deposit with the university will absorb the overexpenditures from their operating funds as of the close of the fiscal year during which the overexpenditure occurs.

Gifts and Fundraising

By Board of Regents' Policy, all gifts made to the university or for the benefit of the university, unless expressly prohibited by the donor, will be accepted, held, and managed by the University of Alaska Foundation. (Certain exceptions apply to real and personal property). From time to time, agency funds engage in fund raising and it is necessary to



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Many Roads to the Future

Accounting and Administrative Manual

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Agency Funds
No.: A-03

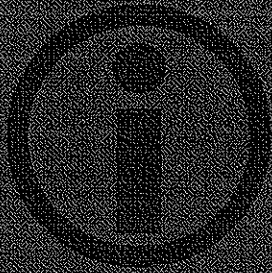
Date: 02/11/14
Page: 4 of 4

evaluate whether such gifts should be received by the agency fund or the University of Alaska Foundation.

Generally, agency funds should accept, hold and manage gifts that are for their operations or that further their purpose. Agency funds, or other university units, that engage in fundraising for the university (e.g. programs, scholarships) should deposit such receipts to the University of Alaska Foundation.

Appendix III

UAA Student Code of Conduct



STUDENT CODE OF CONDUCT

Student Judicial
Review Procedures



UNIVERSITY *of* ALASKA
ANCHORAGE

Mission Statement

As a central function of the Dean of Students Office, Student Conduct promotes a safe campus environment by educating students about their freedoms, rights, and responsibilities. Student

Conduct engages students in a developmental process to help them understand the impact of their behavior on themselves and the UAA community.

STUDENT CODE OF CONDUCT

As with all members of the University community, the University requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines collectively described as the Student Code of Conduct (the Code). Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the University, or while at activities authorized by the University.

Violations of the Code, which occur on property, owned or controlled by the University, or at activities authorized by the University, are subject to University judicial review and disciplinary action by the University. Student behavior which, were it to occur on property owned or controlled by the University or at activities authorized by the University, would constitute a Code violation is subject to disciplinary action when the University determines that the behavior would likely have an adverse impact on the health or safety of members of the University community, regardless of where the behavior occurs.

Students who are charged with violations of local, state, or federal laws may be subject to disciplinary action by the University if the offenses are also violations of the Code. University judicial procedures and disciplinary actions are independent of and may precede, follow, or take place simultaneously with criminal proceedings. University actions will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

A student who has been charged with a violation of the Code and refuses to participate in the judicial process, or fails to complete disciplinary sanctions assigned by the University may be prohibited from reenrolling in courses until the charges or sanctions are resolved to the satisfaction of the University.

Disciplinary action may be initiated by the University and disciplinary sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following categories of conduct prohibited by the Code.

The examples provided in this section of actions constituting forms of conduct prohibited by the Code are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior. (R09.02.020)

1. Cheating, Plagiarism, or Other Forms of Academic Dishonesty:

- a. using material sources not authorized by the faculty member during an examination or assignment;
- b. utilizing devices that are not authorized by the faculty member during an examination or assignment;
- c. providing assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member;
- d. presenting as their own the ideas or works of another person without proper acknowledgment of sources;
- e. knowingly permitting their works to be submitted by another person without the faculty member's permission;
- f. acting as a substitute or utilizing a substitute in any examination or assignment;
- g. fabricating data in support of laboratory or field work;
- h. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of examination or in an assignment in advance of its administration;
- i. altering grade records of their own or another student's work; or
- j. offering a monetary payment or other remuneration in exchange for a grade.

2. Forgery, Falsification, Alteration, or Misuse of Documents, Funds or Property:

- a. forgery, falsification, or alteration of records or deliberate misrepresentation of facts on University forms and documents or to any University official or before a University judicial hearing board;
- b. misuse or unauthorized use of University identification cards, keys, funds, property, equipment, supplies or resources;
- c. falsely representing oneself as an agent of the University, incurring debts or entering into contracts on behalf of the University; or

- d. trespassing or unauthorized entry into, unauthorized presence on, or use of property which is owned or controlled by the University.

3. Damage or Destruction of Property:

- a. damage or destruction to property owned or controlled by the University; or
- b. damage or destruction of property not owned or controlled by the University if the action constitutes a violation of the Code, e.g.: (i) the action occurred during an event authorized by the University; (ii) the student was a representative of the University, such as an athlete, and the action occurred while traveling to or from an event authorized by the University; or (iii) the property not owned or controlled by the University was located on University property.

4. Theft of Property or Services:

- a. theft or unauthorized possession or removal of University property or the property of any University member or guest that is located on property owned or controlled by the University; or
- b. theft or unauthorized use of University services or unauthorized presence at University activities without appropriate payment for admission.

5. Harassment:

- a. physical or verbal abuse;
- b. sexual harassment;
- c. intimidation; or
- d. other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.

6. Endangerment, Assault, or Infliction of Physical Harm:

- a. physical assault;
- b. sexual misconduct and assault;
- c. terrorist threats;
- d. hazing or coercion or other activity that endangers or threatens the health or safety of any person, including oneself; or
- e. conduct which causes personal injury.

7. **Disruptive or Obstructive Actions:**
 - a. obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the University;
 - b. interfering with the freedom of movement of any member or guest of the University to enter, use or leave any University facility, service or activity; or
 - c. taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the University.
8. **Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals:**
 - a. unauthorized use, possession, or sale of these items on property owned or controlled by the University, except as expressly permitted by law, Regents' Policy, University Regulation, or UAA rules and procedures.
9. **Failure to Comply with University Directives:**
 - a. failure to comply with the directions of law enforcement officers or University officials acting in the performance of their duties;
 - b. failure to identify oneself to University officials when requested; or
 - c. failure to comply with disciplinary sanctions imposed by the University.
10. **Misuse of Alcohol or Other Intoxicants or Drugs:**
 - a. use, possession, manufacture, distribution, or being under the influence of alcoholic beverages on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents' Policy, University Regulation, or UAA rules and procedures; or
 - b. use, possession, manufacture, distribution, or being under the influence of any narcotic, controlled substance, or intoxicant on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents' Policy, University Regulation, or UAA rules and procedures.
11. **Violation of Regents' Policy, University Regulation, or UAA rules and procedures.**
12. **Any Other Actions That Result in Unreasonable Interference with the Learning Environment or the Rights of Others.**

Appendix IV

Letter to CC Exec Board from Prof.
Blatchford

Dear Jonathan and Club Council Board:

Firstly, I find it extremely unsettling and unethical that one of your club council board members, Jilene G, knowingly and deceitfully tried to obtain information from Junior Achievement regarding how much funds we raised for them under the false pretense that "she was putting together a news story highlighting UAA student groups giving back to the community." The issue is not trying to obtain the information -she could have asked us -or she could have been upfront about it with JA. But her means of trying to be deceptive and sneaky are extremely uncouth and ironic given the fact that club council e-board is posing as the "judicial system" in the situation. I would expect a more ethical investigation from you, especially if you are "taking your jobs seriously" as you put it. You cannot be doing that Jonathan, you should know that given your past position as chair. The Society is cooperating within University Policy and will continue to do so.

But yes thank you for the email. I would really appreciate you answering the questions that Marilyn posed in her previous email instead of completely disregarding them. First of all I am confused as to how any of this is relevant to the legitimate beer and wine permit being signed. One, two and five have nothing to with the liquor permit. It appears as though you are actively trying to find a flaw in the Society's community- building event to persecute them.

Regarding point 1, just like last year the Society utilized a private event planner to facilitate and coordinate part of the Gala that dealt with those things. I myself was on an external account with JA.

Regarding point 2, if there are any chapter dues due they are paid to Nationals via the Society's student account with SC&GL, except the one time they needed to pay \$150 Jessica Dyrdaahl approved it but then a board member ended up paying the \$150 dues to nationals on their own, should still be in their record. Every other technical detail you've asked is clearly labeled on the national Society website so please scour that if you have any questions.

Regarding point 3, Marilyn already told you she dropped it off as she thinks sometime after spring break at the students Club and Greek life. It is perfectly natural for someone to not know exacts about turning in paper work during the busiest time in her college career almost 5 months ago. I was present at the board meeting when it was discussed and approved for forwarding it to Student Clubs. Yes, she was in contact with Cathy Olsen inquiring about the permit. Yes, she did hand it in. Yes, your office has a history of losing paperwork and this has been verified by at least 3 other student clubs.

Regarding point 4, UAA policy that was in effect before the Gala, before Marilyn and Cathy talked on March 27, during the Gala, and after the Gala, and currently in effect does not require the 1-7 list that you are continually asking for. The 1-7 list is not university policy, Jonathan, to which you are saying you are following university protocol. Therefore rendering the 1-7 list completely irrelevant, regardless of the effective date of the paperwork that was signed. But regarding, that "11-09-10 request for serving beer and wine," can you show me a pathway to the url on the university website? I am fully aware of University policy, having worked here for two decades, much more so than you three students.

Regarding point 5, yes there were forms and there still might be some, although some of the members who dealt with this area of the Gala no longer reside in Alaska, are part of the Society and have graduated. The appropriate steps were taken to determine whom silent auctions went to and of that transaction. Because the University does not allow the Society to store all of its material on campus there is no specific storage location for the Society's material, paperwork etc. hence many of the hard material is not saved as there is no need or place. In addition, the Journalism department unknowingly threw away a lot of the files that the Society had actually saved, especially from last year's Gala.

Regarding the memorandum that the NSLS had the Hilton sign recently, the "error" that you say was not a legitimate signature (even though it was coming from a manager who represents the Hilton and thus has full representation on such a manner) was to your liking and the event manager actually working during the night of the Gala has since signed it and it is now in the Chancellor's Office with their approval and then en route for the Dean of Students.

This is ridiculous and all of our time should be better used towards trying to help students and fix problems, not actively try to keep ones pride from falling. If there is anything else that I can help you with or vouch for you as a University professor, I would be more than happy too, or a colleague of mine as I worked very closely with (Dr. Guy Burnett also does not reside in Alaska as he is moving to another state to teach).

Edgar Blatchford, J.D., Ph.D.

Associate Professor, JC Department

Appendix V

UAA Procurement General Policies



General Policies & Requirements

Reference List of Rules, Policies & Guidelines Governing UAA Purchasing

Ethics Laws & Regulation

Procurement Authority

Unauthorized Purchases

Representational & Non-Representational (Rep/Non-Rep) Purchases

Independent Contractor

IRS W-9 Reporting Requirements

Indemnification & Insurance Requirements for Contractors

Reference List of Rules, Policies & Guidelines Governing UAA Purchasing

- State Procurement Code: Alaska Statute 36.30
- Board of Regents Policy P05.06: Procurement & Supply Management
- Uniform Commercial Code (primarily for Commodities): Adopted by the State of Alaska under Statute 45.02
- Internal Revenue Services Guidelines and Rulings Regarding Independent Contractors
- Contract Law (primarily for Services)

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Ethics Laws & Regulation

Alaska Statute 39.52 and University Regulation 04.08.08 which sets out the Code of Ethics, applies to all procurement transactions. This code addresses misuse of public position, improper gifts, improper disclosure of information, improper influence in grants, contracts, leases, etc. A handbook and forms are available from the Ethics Coordinator in the Human Resources office.

Persons involved with making or authorizing procurements must be especially sensitive to even the appearance of impropriety.

Improper Influence in State Grants, Contracts, Leases, or Loans (AS 39.52.150)

Alaska Statute 39.52.150 states: A public employee who can affect the award or administration of a State grant, contract, lease, or loan may not apply for, or have an interest in that State grant, contract, lease, or loan. This prohibition also applies to the public employee's immediate family.

A public employee (or a family member) may apply for to be a party to a competitively solicited State grant, contract, or lease, if the public employee does not serve in the same administrative unit awarding or administering the grant, contract, or lease and so long as the public employee is not in a position to take official action in the award or administration of the grant, contract, or lease.

A public employee (or a family member) may apply for and receive a State loan that is generally available to the public and has fixed eligibility standards, so long as the public employee does not take (or withhold) official action affecting the award or administration of the loan.

Misuse of Official Position (AS 39.52.120)

Public employees may not use their positions for personal gain or to give an unwarranted benefit or treatment to any person. For example, public employees may not:

- use their official positions to secure employment or contracts
- accept compensation from anyone other than the State for performing official duties
- use State time, equipment, property, or facilities for their own personal or financial benefit or for partisan political purposes
- take or withhold official action on a matter in which they have a personal or financial interest
- coerce subordinates for his/her personal or financial benefit

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Procurement Authority

The President of the University and the Chief Procurement Officer (CPO) are the only individuals authorized to make purchases, contracts, and related commitments of University funds. The President and the CPO delegate their authority, except as prohibited by law, to the campus directors responsible for purchasing, and for construction as designees.

No person may make purchases or commitments unless they have been delegated specific procurement authority in writing. No personnel may make purchases outside of or in excess of their specific delegated authority. No purchase or contract shall be entered into unless the procuring official ensures that all requirements of law, executive orders, regulations, and all other applicable procedures, including approvals, have been met.

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Unauthorized Purchases

"Unauthorized Purchase" is an agreement, a commitment, or an order for goods or services, or changes to existing contracts by any person who does not have express written delegation of procurement authority to bind the University. This includes changes under existing contracts that are made by person who do not have delegated procurement authority. Unauthorized purchases are not binding on the University. Procurement transactions in excess of a person's delegated authority are also considered unauthorized.

Unauthorized Purchases include:

1. Making commitments with grant money without the required approval of the Grants & Contracts Office or the Procurement Services Department.
2. Placing an order after submitting the requisition on the assumption that a purchase order has or will be approved.
3. Coercing a vender to initiate an order on the promise that a PO will be forthcoming.
4. Using personal funds to make a purchase of goods or services that would normally require Procurement Services' involvement to secure competition, approve sole source, or otherwise comply with State law and Board of Regent policy. The University is not obligated to reimburse and employee who takes such action.
5. Failure to timely submit a requisition for renewal of on going services such as maintenance agreements, etc.

Unauthorized purchases may be ratified in accordance with delegated authority if funds are available, if it is the best interest of the University, the commitment would other wise had been proper.

However, the individual who made the unauthorized purchase the may be financially liable if the procurement officer recommends and the campus chief financial officer agrees that the University is not obligated for all or some portion of the debt.

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Representational & Non-Representational (Rep/Non-Rep) Purchases

Representational

Representational or entertainment purchases (Banner account code 8115) are University funds used to provide refreshments, meals, snacks, beverages, or entertainment in support of an event or occasion. Only the President of the University can authorize the establishment of representational accounts. The chancellor or other individuals granted representational accounts may not make expenditures beyond their allowance. Chancellors may submit annually their requests to the president in this regard. Then the president sets the amount of any representation allowance account, that account may not be exceeded without prior approval of the University president.

Expenditures against representational allowances must be approved by the individual to whom the allowance is awarded and who has authority to spend from the account. Claims for reimbursement must have receipts attached, a description of the event and a reason for its occurrence, the date, the number of people involved, and the account to be charged.

Chancellors, or others who may be authorized by the University president to have a representational allowance account may established controls and procedures with respect to prior and post approval of expenditures against such accounts, for example, purchase alcoholic beverages requires the specific approval or delegated approval of the Chancellor.

Non-Representational

University regulation establishes non-representational (Banner account codes 3008 and 4008) guidelines for food purchases such as for "staff only" functions, student functions, public functions, and special ceremonies or celebrations of importance to a campus.

The cost of refreshments may be charged to non-representational commodities or contractual services accounts for functions or events:

Involving students, and are directly related to an education program.

For which a fee is charged and the fee includes a provision for the meal or refreshments provided.

Involving students, faculty, staff and/or the public when these are official, traditional or special ceremonies, or celebrations of importance to the University. Such events would include meals or receptions during commencement activities, student honors events, parent's day programs, athletic or student leadership events, faculty awards ceremonies and similar occasions.

The approval of such expenditures against non-representational accounts must be authorized by the chancellor, vice chancellor, campus director, or other person specifically designated in writing by the chancellor to authorize such expenditures.

[Rep/Non-Rep Form](#)

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Independent Contractor

The IRS, not the University, mandates Independent Contractor Determinations. The IRS begins with the premise that all non-incorporated individuals providing service to the University should be University employees. If the services provided are of a nature that the University routinely hires employees to perform, the individual does not qualify as an Independent Contractor under IRS rules. They must be paid as an employee, and income taxes deducted from their paycheck.

The IRS's intention is to prevent any employer from avoiding tax collection, payment of benefits, workers compensation, and other benefits by designating persons Independent Contractors when the employer (the University) should otherwise hire employees to perform the service. Services that will likely fail to qualify the individual as an independent contractor are those contained within University job descriptions. Contact the campus Human Resources department for assistance and clarification.

The University is subject to fines and penalties for failure to comply with these IRS regulations.

Independent Contractor Determinations may require the review and approval of the campus Risk Manager who shall assess the level of liability that may result from the contractor's activities. The risk manager shall specify appropriate types and levels of insurance that the contractor must have in place prior to start-up.

[Independent Contractor Status Determination Form](#)

[IRS 20 Common Law Factors](#)

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IRS W-9 Reporting Requirements

Board of Regents Regulation R05.02.03 Accounting and Fiscal Reporting states under Section B – Compliance Reporting:

"The University shall report all payments to the Internal Revenue Service as required by law and regulation. There shall be a determination of the status as an independent contractor, honorarium, or employee prior to initiating work or payment for such work. All payments shall be reported in accordance with Internal Revenue Service Regulations."

For service providers that qualify as independent contractor, IRS Form W-9: Request for Taxpayer Identification Number and Certification is required by the University. This is in order to accurately obtain a social security or employer identification number and other information regarding how the individual, company or organization reports their income for IRS tax purposes. The University requires a W-9 for all vendors and the responses on the W-9 as well as the type of service provided will determine if the University is required to report the income on IRS Form 1099 at the end of the year.

For honorariums to individuals, which are typically payments given as token of appreciation; the same requirements apply in order to accurately obtain the individuals social security number for tax reporting purposes.

For new service providers, or new honorarium recipients, UAA departments may obtain a W-9 as appropriate in order to expedite a payment and submit the form with other backup information, contract or scope of work after completing a Banner requisition.

For service providers or honorarium recipients that are already in the vendor database in Banner, Procurement Services or Accounts Payable will determine if there is already a W-9 on file prior to the issuance of a purchase order or payment, and if not send the service provider a W-9 that must be completed before purchase order is issued or payment made.

Additionally, winners of prizes and recipients of awards (cash or non-cash) not related to services provided that exceed \$25.00 also require Form W-9. Examples include juried art awards, raffle proceeds and other such winnings.

[Sample IRS W-9 Request Cover Letter](#)

[IRS W-9 Form](#)

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Attendance Waiver

Under the Club Council Bylaws Article V, Section 1-3 clubs may apply for an attendance waiver if there is a compelling reason preventing all members from a club from attending the Club Council meetings.

Please complete the following application and submit completed forms to the Student Clubs and Greek Life Office. Completed forms will be given to the Club Council Executive Board for review. The Club Council Executive Board will entertain a vote during a regular Club Council meeting to approve the application – Club Council must approve all waiver applications with a simple majority vote (50%+1).

Club Name: UAA ANIME CLUB

President's Name: GEORGE HYDE

E-mail Address: ~~g.hyde3@alaska.edu~~ g.hyde3@alaska.edu

Phone Number: 907-229-6521 Today's Date: 9-3-14

Please use the space below or attach a statement that describes the compelling reason preventing any member of your club from attending Club Council general meetings.

OUR CURRENT REPRESENTATIVE'S WORK HOURS FOR
SEPTEMBER CONFLICT WITH THE MEETINGS, AS DO MY CLASSES THIS SEMESTER.

If granted this waiver will be valid for one semester. By being granted an attendance waiver your club will be excluded from quorum yet retain all privileges extended to recognized UAA student clubs. It is the responsibility of the Club receiving a waiver to send written communication to the Chair of Club Council by the first Friday of each month with an update of the club's activities and general business.

For Club Council Use Only:

Date Received: _____ Date of Vote: _____ For: _____ Against: _____ Abstain: _____

Decision: ☐ Approved ☐ Not Approved Chair Signature: _____