



## Western Student Association Allocation Commission (WSAAC)

<https://wmuwsa.org/allocations> | [wsa\\_ac\\_chair@wmich.edu](mailto:wsa_ac_chair@wmich.edu)

Western Michigan University

# WSAAC

## BYLAWS

### OF

## WESTERN STUDENT ASSOCIATION ALLOCATIONS COMMISSION

### Preamble

As a standing committee of the Western Student Association (WSA), the Western Student Association Allocations Commission (WSAAC) allocates a portion of the funds collected through the Student Assessment Fee (SAF) to Registered Student Organizations (RSOs). WSAAC is charged with the responsibility of reviewing and making decisions regarding funding proposals submitted by RSOs.

### Guiding Principles - Expectations & Considerations

1. WSAAC is only intended to provide supplemental funding to organizations on campus. WSAAC does not exist to fully fund RSO activities. There is an expectation that WSAAC funded RSOs will fundraise, collect member dues, and/or find other ways to fully finance organizational activities.
2. Any WSAAC funding provided to an RSO will have explicit and express purposes.
3. Any WSAAC-funded event must engage the campus community and contribute to the educational, recreational, mental, physical, or cultural well-being of the WMU student body.
4. Each event must be accessible to the entire student body and may not be limited to one student population. Any WMU student will be welcome to attend events funded by WSAAC.
5. It is expected that WSAAC funded RSOs will use local vendors in an effort to reduce costs and give back to the local community.
6. All SAF funds entrusted to the use of an RSO must remain within the University (on-campus) accounting systems, as assigned by the Office of Student Engagement



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(OSE), and may not be transferred into a different fund and cost center, or into an off-campus account, unless approved by the Chair of the WSAAC and the OSE.

7. In accordance with the University Policy on Discrimination, funding shall not be determined on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.
  - a. Being a recipient of Student Assessment Fee (SAF) funds should not be interpreted as meaning that SAF funded organizations are associated with or controlled by Western Michigan University;
  - b. The University is not responsible for the organization's contracts, acts, or omissions.
8. SAF funds will not be awarded for the personal benefit of individuals or private corporations, charitable organizations or programs, financing political candidates and/or campaigns, religious purposes (i.e. worship, devotional exercises, proselytizing), or to finance any activity contrary to the laws of the State of Michigan and/or the Federal Government. Proposal for fundraising purposes will be denied.



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## Article 1

### Name

#### Section 1.01: Name

The name of the commission will be Western Student Association Allocations Commission (WSAAC).

## Article 2

### Purposes, Objectives, and Governing Instruments

#### Section 2.01: Allocations Purposes

The purpose of the Commission is to allocate funding to RSOs and ensure that RSO's meet the Universities Guidelines and policies.

#### Section 2.02: Governing Instruments

The Commission shall be governed by its Bylaws, the Western Student Association (WSA) Constitution, and Western Student Association (WSA) Bylaws.

#### Section 2.03: Nondiscrimination Policy

The Commission will not practice or permit any unlawful discrimination on the basis of sex, age, race, ethnicity, color, national origin, religion, physical and mental handicap or disability, or any other basis prohibited by law.

## Article 3

### Membership, Officers, and Responsibilities

#### Section 3.01: Membership

The Commission shall consist of eleven Western Michigan University (WMU) students that:

- a. Possess a valid Western Identification Number (WIN).
- b. Possess a valid Western email account (wmich).
- c. Are enrolled in no less than one credit hour per semester for the duration of their tenure.
- d. Possess and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.50, qualifying as "in good standing", per University standards. Grades are to be checked by the Office of Student Engagement upon registration and at the beginning of each



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semester. In the event that a student does not possess an established GPA, they shall be given one semester on conditional membership until their GPA may be assessed.

- e. Uphold University standards, as described in the University Student Code of Conduct. Any student found in violation is subject to review by the WSA Judicial Council and removal from office.

### Section 3.02: Administration

The operations of the commission shall be managed by or under the direction of its chair as outlined in Section 3.05.

### Section 3.03: Composition

The Commission members shall be a chair, a vice-chair, treasurer, secretary, two Campus Activities Board (CAB) representatives, and 5 members-at-large

### Section 3.04: Appointment

The member of the Commission shall be appointed by the following means:

- a. The Commission Chair shall be appointed by the Western Student Association (WSA) President and approved by a majority vote of the Western Student Association Assembly.
- b. The Commission Vice-Chair shall be appointed by the Commission Chair and approved by a two-thirds majority vote of the Western Student Association (WSA) Assembly.
- c. The Campus Activity Board (CAB) representative shall be appointed by the CAB Executive Board with the advice of the Commission Chair. It is recommended that the CAB Treasurer is the representative.
- d. Five commission members will be appointed by the Commission Chair from an interest survey open to the University at large. The five will serve as voting participants during deliberations.
- e. The Commission at-large members shall be appointed by the Commission Chair. Two Commission at-large members shall be appointed as Secretary and Treasurer.
- f. In the event that a deliberation must be held when the legislative cannot approve the members to the commission, the Commission Chair has the interim power to appoint members to the committee who are past AC commission members, intended future AC appointees, or current executive board members of SAF-funded agencies until such a time that members may be approved.

### Section 3.05: Responsibilities

The responsibilities of the officers are as follows:



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- a. The Chair shall have the following responsibilities but not limited to:
  - i. Determine the time, date, and agenda for all WSAAC meetings.
  - ii. Preside over all meetings of the WSAAC.
  - iii. Serve as the chief spokesperson for the WSAAC.
  - iv. Serve on the WSA Executive Cabinet.
  - v. Represent the WSAAC in all budget appeal matters.
  - vi. Appoint a Vice-Chair.
  - vii. Assign AC members to attend WSAAC funded events.
  - viii. To decide the conduct of deliberation to be in person or virtually.
- b. The Vice-Chair shall have the following responsibilities but not limited to:
  - i. Act in the place of the Chair if the Chair is unable to do so.
  - ii. Succeed the Chair upon the death or resignation of the chair.
  - iii. Assist organizations with the creation of program budgets.
  - iv. Prepare the necessary documentation for any budget appeals.
  - v. Assist the Chair in other functions of the Commission.
- c. The Secretary shall have the following responsibilities but not limited to:
  - i. Ensure meetings and deliberations are effectively organized and minuted.
  - ii. Implement and develop administrative procedures and record systems.
  - iii. Assist Chair/Vice-Chair with project tasks, communication, and coordination.
- d. The Treasurer shall have the following responsibilities but not limited to:
  - i. Responsible for banking, bookkeeping, and record keeping.
  - ii. Prepare and provide financial planning, budgeting, and reporting.
  - iii. Provide general financial oversight.

### Section 3.06: Tenure

The tenure of office for each member shall be the academic year in which they are confirmed.

### Section 3.07: Vacancies

Any vacancy occurring on the Commission at any time and from any cause may be filled by the discretion of the Commission Chair.

### Section 3.08: Removal

Any member may be removed from office at any time, with or without cause, by the discretion of the Commission Chair.



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### Section 3.09: Resignation

Any member may resign from the Commission by delivering a resignation, in writing, to the Chair. All resignations must occur within the 72 hours prior to an assignment or duty, such as a deliberation.

## Article 4 Allocation Qualifications

### Section 4.01. Qualifications

To be eligible for funding, Registered Student Organizations (RSOs) must:

- a. Be registered with the Office of Student Engagement (OSE).
- b. Have zero or positive balance in Western Michigan University (WMU) accounts at the time of application for Student Assessment Fee (SAF) funds.
- c. Complete a financial workshop through OSE.
- d. Complete the WSAAC Elearning module through the Western Student Association WMU Elearning page.
- e. Have a WSA Representative that attends each Assembly voting meeting.
- f. Representatives that would be eligible to submit a budget proposal and attend deliberations are subject to completion of “c” and “d”.
- g. Not have pending documentation from a past WSAAC-funded event or activity.
- h. Not have already applied for funding at 2 separate months of deliberations in the same semester

## Article 5

### Deliberation Requirements

#### Section 5.01: Dates

The deliberation dates shall be determined by the Commission Chair and posted on the Commission’s webpage by the first week of the semester. Each semester must have at least three deliberations.

#### Section 5.02: Funding Expiration

Allocation funding may reset at the end of each semester.

#### Section 5.03 Pre-Deliberation Duties of the Commission



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The Commission has the responsibilities of the following before the deliberation:

- a. The Commission Chair must send out the deliberation schedule to RSOs at least three university business days before the deliberation. The schedule will be determined on a first-come, first-served basis.
- b. The Commission Chair must inform the Commission on the deliberation details at least three university business days before the deliberation.
- c. The Commission Chair and Vice-Chair are tasked to review budget proposals of RSOs if there are any fabricated or self-created documents.
- d. The Commission members must submit RSOs with which they are affiliated to the Commission Chair.

### Section 5.04: Pre-Deliberation Duties of the RSO

The RSO has the responsibilities of the following before the deliberation.

- a. The eligible RSO representative must submit their budget request form and the proposal to the Commission five university business days before the deliberation. Amendments of the budget proposal after submission are limited to dates, time, venue, food, and guests.
- b. Estimates, price quotes, and menu must be provided with budget submissions. All documents must come directly from the vendor, speaker, etc.
- c. For speakers, a written introduction is required for the budget proposal to be deliberated.
- d. All budget request forms must be completed and all required documents must be attached. All tabs/sections must be filled out.
- e. Line Items must be clearly indicated with a description of the item used.
- f. RSO's requesting an event/Bronco/collaboration funding amount of more than \$2,000 are highly recommended to complete the proposal form as per the outline in the allocations packet.
- g. RSO's requesting an Event/Bronco/Collaboration budget amounting to more than \$5,000 will mandatorily need to submit the proposal form as per the outline provided in the allocations packet. The acting RSO representative or qualified representative will provide the Commission with a presentation that illustrates the importance and impact of the event in question.
- h. RSO's requesting for Conference/Operational/Start-up funding will mandatorily need to submit the proposal form as per the outline provided in the Allocations Packet.

## Article 6

### Allocation Opportunities, Guidelines, and Restrictions



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### Section 6.01: General Information

The Commission shall provide funding opportunities based on a first-come, first-serve basis.

### Section 6.02: General Restrictions

- a. The Commission shall not allocate funds to recover from bad debt or to erase pre-existing debt, nor will the Commission provide funds to cover expenses already incurred prior to the deliberations.
- b. RSO qualifying funds will be ranked based on Accessibility, Membership, and Fundraising. The annual funding cap will take precedence over each type of funding limitations. A point system will be placed to monitor ranking, the system is as follows:
  - i. Membership Category: as defined as: currently enrolled WMU students who regularly attend meetings 4-10 (1 point), 11-30 (2 points), 31-60 (3 points), >60 (4 points)
  - ii. Accessibility Category:
    1. Regular meetings on campus (2 points), Regular meetings off campus (1 point)
    2. Anyone can join (3 points), Restricted membership, as defined as students have to qualify, compete, or meet certain criteria such as race, gender, or major (0 points)
  - iii. Fundraising: RSO collects funding outside of WSAAC (1 point), no outside funding from WSAAC (0 points)

2 points: \$1,000/ 3 points: \$1,500/ 4 points: \$2,000/ 5 points: \$2,500/ 6 points: \$3,000

7 points: \$3,500/ 8 points: \$4,000/ 9 points: \$4,500/ 10 points: \$5,000

### Section 6.03: Event Funding Opportunity

The Commission shall allocate funds to an RSO that organizes events that are meaningful, inclusive, impactful, sustainable, and unique to the student population.

- a. Event Funding will not exceed \$3,000 per semester to an RSO.
- b. Event Funding is restricted to the following:
  - i. \$50/hr wage for student performer<sup>1</sup>;
  - ii. \$1000 for performers (non-WMU students)
  - iii. \$200 maximum for promotional giveaways
  - iv. \$500 for off campus events each semester

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<sup>1</sup> Student performers cannot be part of the Registered Student Organization (RSO) that proposes the funding. This will be under the discretion of the WSA Allocations Commission and the Office of Student Engagement.





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- v. Funding for food and drink shall only be considered if the event or program is held on WMU Campus.
  - vi. Events that occur at minimum 7 days after the deliberation in which funding was requested
- c. The Commission shall not fund:
- i. Prizes
  - ii. Photographers, photoboosts, or videographers
  - iii. Scholarships
  - iv. Salaries
  - v. All-inclusive vendor services
  - vi. Speakers, performers, or artists (current RSO members)
  - vii. Events that host a political candidate that actively campaigns at the event
- d. Fundings restriction in “b” can be exempted if provided proper justification.

### Section 6.04: Operational Funding Opportunity.

The Commission shall allocate funds to an RSO for their day-to-day operations.

- a. Operational Funding will not exceed \$2,000 per semester to an RSO
  - i. Food, Merchandise, and Promotional material shall not exceed 50% of the budget
  - ii. Equipment may be allocated for 100% of the budget
- b. Operational Funding is restricted to items that are in the category of clothing, office supplies, food, guest, public health, publicity, and transportation.
- c. If items do not fall in any of the categories in “b”, justification will be needed.
- d. Operational Funding shall not be used for any specific program or event.
- e. Sports clubs are eligible to receive operational funding exclusively.

### Section 6.05: Conference Funding Opportunity

The Commission shall allocate funds to students in RSOs to conferences for professional development, experience, and knowledge.

- a. Conference Funding will not exceed \$3,000 per semester to an RSO
- b. Conference Funding is restricted to items that are in the category of program registration, transportation, and venue.
- c. The commission shall only fund conferences that occur at minimum 7 days after the deliberation in which funding was requested.
- d. Students attending the conference must:
  - i. Possess and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.50, qualifying as “in good standing”, per University standards. Grades are to be checked by the Office of Student Engagement (OSE) upon registration and at the



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beginning of each semester. In the event that a student does not possess an established GPA, they shall be given one semester on conditional membership until their GPA may be assessed. For students with a GPA less than 2.50, attendance will be allowed if a letter from Disability Services or other relevant authority is provided.

- ii. Be enrolled at least as a part-time student.
- iii. Submit a letter of recommendation by a Faculty or Advisor attending the conference.
- iv. Submit an official conference letter.
- v. Submit a completed proposal form.

### Section 6.06: Start-up Funding Opportunity

The Commission shall allocate funds to newly established RSOs to provide support, encouragement, and a level playing field.

- a. Start-up Funding will be awarded \$300 to a newly established RSO.
  - i. A newly established RSO is an RSO established in not more than a semester.
- b. Start-up Funding is restricted to office supplies, food, publicity, and the organization registration cost.
- c. Start-up Funding will not require RSOs attending a deliberation, but a presentation to the Commission Chair and Vice-Chair.
- d. Start-up Funding is based on the joint decision of the Commission Chair and Vice-Chair.

### Section 6.07: Bronco Funding

The Commission shall allocate funds to ambitious and aspiring students that plan to organize events that are meaningful, inclusive, impactful, sustainable, and unique with a two-thirds approval by the Assembly.

- a. Bronco Funding will not exceed \$2,000 per year to the organizing committee.
- b. The Committee must submit an event proposal that includes:
  - i. Event details (description, date, time, venue, objectives)
  - ii. Organizing Committee of at least four students (including Chair, Vice-Chair, Treasurer)
  - iii. Cost-benefit analysis
  - iv. Stakeholder analysis
- c. The Committee must undergo and defend its budget in the deliberation to proceed to the WSA Assembly. A majority vote is needed.

### Section 6.09: Collaboration Funding Opportunity



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The Commission shall allocate funds to RSOs that organize an event together that is meaningful, inclusive, impactful, sustainable, and unique to the student population.

- a. Collaboration Funding will not exceed \$3,000 for RSOs each per year.
- b. Each RSO must:
  - i. Send their respective WSA Representatives to the deliberation. If one of the RSOs requesting Collaboration Funding does not send a representative to deliberations, the Commission shall dismiss the budget proposal.
  - ii. Submit separate budget form(s) reflecting the overall event costs and expenses for which each RSO is seeking funds and all budgets must be turned in at the same time.
- c. No more than four RSOs may receive funding for the same event.
- d. Collaboration Funding is restricted similar to the requirements laid out in Article 6.02(b) and Article 6.02(c).

### Section 6.10: Sustainability Exemption Provision

In line with WSA's commitments to making WMU more sustainable, the Commission shall subsidize or exempt funds proposed by RSOs that meet sustainable goals.

- a. Sustainability Exemption Provision will subsidize or exempt items up to a maximum of 50% of the cost of the product.
- b. The Commission will determine the eligibility of the items for the policy based on its "level of sustainability" or the "reusability for future usage by other RSOs."
- c. In the cases of exemption applied, the commission will hold the majority ownership of the said item.
- d. In the light of exemption, the funding limit for the RSO will increase by the dollar value of the exemption applied but still be restricted to the \$18,000 limit for an academic year.
- e. The Commission will have jurisdiction to reallocate the item to other RSOs if needed, without needing the approval of the RSO.

## Article 7

### Deliberation Process

#### Section 7.01: Quorum

The deliberation must have a quorum of five to proceed with voting. The quorum will consist of: Chair, Assistant Chair, Treasurer or Secretary, a CAB Rep, and RSO members who are requesting funding.



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An RSO requesting funding at a deliberation must serve as a voting member for one hour and vote on other RSO's budget proposals. If an RSO is unable to attend for a full hour they may contact the allocations chair to determine an alternate source of eligibility. No RSO will be able to vote on their own budget proposal.

### Section 7.02: Voting

Each Commission member will have one vote. A majority is needed to pass a budget proposal.

### Section 7.03: Conflict of interest

Any Commission member who is a member of the RSO proposing their budget must abstain from voting.

### Section 7.04: Deliberation Presentation

Each RSO must:

- a. Send their WSA Representative or qualified representative to deliberations to be considered for funding. If no representative is present during/late for the allocated time, the RSO shall not be considered for funding.
- b. Provide an overview of the organization's role on campus.
- c. Present their event, its purpose, and its impact on the entire campus community.
- d. Provide qualifications of any performers, speakers, or vendors they will work with (if any).
- e. Provide detailed explanations on where the money raised will be going.
- f. Provide information about the standard operating procedure for the safety of the guest.
- g. Participate as voting members for one hour during deliberations

### Section 7.05: Post-Deliberation duties of the RSO

Each RSO must:

- a. Submit an event completion report within 3 university business days after the event.
- b. The report should be submitted on our website and/or emailed to [wsa\\_ac\\_chair@wmich.edu](mailto:wsa_ac_chair@wmich.edu).
- c. Failure to do so will cause the eligibility of the RSO's to receive funding
- d. Submission of reimbursement with complete documents to the Office of Student Engagement must be completed by the end of the 10th University business day after the event.

### Section 7.06: Exemption



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Event funding and Operational funding requests of \$1,000 or less may be eligible to be voted on by the Allocations Commission without a presentation from the RSO during deliberations

### Article 8 Deliberation Results

#### Section 8.01: Post-Deliberation Duties of the Commission

- a. The Commission will release the official result of the deliberation within at least five university business days after the deliberations.
- b. The Commission Chair will send funding letters to respective RSOs within five university business days after the deliberations.
- c. The Commission Chair will not send funding letters to RSOs; correspondence will be sent to the RSOs' Representative which email informing them of the decision and rationale behind the decision not limited to below:
  - i. The RSOs bank account has a zero or negative balance.
  - ii. The usage of incorrect form or revision; budget request form is not filled out per guidelines listed in these documents and in the budget itself.
  - iii. The Commission finds the budget proposal or documents fabricated or self-created and any financial dishonesty (invoices, price quotes, biographies, etc).
  - iv. The WSA Representative lacks adequate knowledge or information that is pertinent to the budget.

#### Section 8.02: Advertising and Promotions

The Commission logo and SAF logo must be on all publicity materials of events funded by the Commission. RSOs are responsible to submit their publicity materials to the WSA Vice President of Public Relations for supervision.

#### Section 8.03: Blacklisting

- a. The Commission and OSE can jointly maintain the right to blacklist RSOs if found to violate the terms set during deliberation either verbally or written or both.
- b. RSO's that violate university policy are subject to being blacklisted.
- c. The Commission and OSE can jointly maintain the right to blacklist vendors if malicious or otherwise unethical behavior is believed to occur.

#### Section 8.04: Appeals

- a. Any RSO may appeal an allocation or blacklisting decision to the WSA Judicial Council by submitting a letter detailing the cause for appeal, in writing, to the WSA Chief Justice



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within ten university business days of the delivery of the Commission decision letter. The WSA Judicial Council will consider appeals according to guideline specifications. If appeals are granted, a separate judicial process will apply.

- b. Blacklisted RSOs may be subjected to further investigation, scrutiny, and consideration by the Office of Student Engagement.
- c. The Allocations Commission will be given authority to deny funding requests for reasons beyond the WSAAC Bylaws restriction. For such cases, RSOs will be given the opportunity to state their appeal to the Commission Chair and the appeal will occur through the WSA Assembly and have the funding approved from a majority vote. If the Assembly denies the appeal, the RSO can only appeal to the Judicial Council if there was a procedural wrongdoing. For proposals denied for reasons within the Bylaws, the appeal would go to the Judicial Council.

### Article 9 Amendments

#### Section 9.01: Amendments

- a. These Bylaws may be altered, amended, added to, or repealed at any meeting of the Commission for the purpose by the vote of a majority of the Commission and majority vote from WSA Assembly.
- b. These Bylaws are subjected to renewal at the beginning of an academic year.

### Article 10 Dissolution

The Commission may be dissolved only upon adoption of a plan of dissolution by the Western Student Association (WSA) Executive Board and Cabinet that is consistent with the WSA Constitution and with the WSA Bylaws, and by two-thirds majority approval by the WSA Legislature.

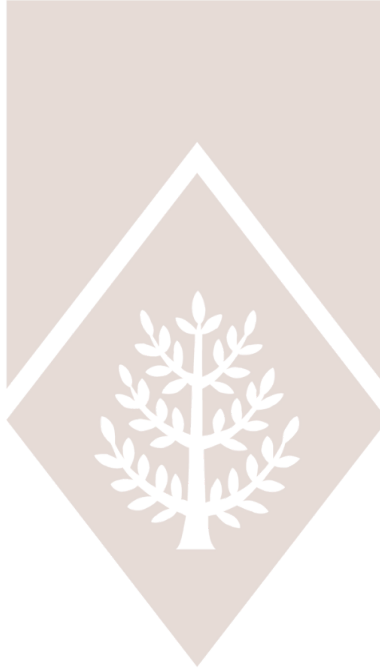


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The Western Student Association Allocations Commission (WSAAC) Bylaws and Guidelines were passed by the WSA legislature on January 17th, 2024, and may not be produced without permission.



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**Allocations Commission**